



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

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

6:00 p.m. Call to Order, Invocation and Pledge of Allegiance

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS **(LINK)**

- ◆ Service Awards
- ◆ Personnel Changes
- ◆ Resolutions

3. CITIZEN'S TIME (Non-Agenda Items Only)

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

4. PARTNER UPDATES **(LINK)**

- ◆ Altavista Area Chamber of Commerce
- ◆ Altavista On Track

5. CONSENT AGENDA

5.I. Approval the minutes of the November 10th Regular Meeting and November 24th Work Session **(Link)**

5.II. Acceptance of Monthly Financial Reports **(Link)**

5.III. Appointment to the Board of Zoning Appeals **(Link)**

5.IV. Melinda High Pressure Zone (HPZ) Project Rebid **(Link)**

5.V. FY2022 ACTS Budget/CIP **(Link)**

5.VI. Sewer Reimbursement Policy **(Link)**

5.VII. English Park Passive Area (Bridge) **(Link)**

6. PUBLIC HEARING(S)

6.I. Town Code Text Amendments **(LINK)**

7. NEW BUSINESS

8. UNFINISHED BUSINESS

8.I. School Zone Speed Enforcement Ordinance [\(LINK\)](#)

8.II. 7th and Campbell property [\(LINK\)](#)

1. Retaining Wall

2. Parklet concept

8.III. Innovation Center/Co-Working Space [\(LINK\)](#)

1. USDA Resolution

2. Update

9. REPORTS AND COMMUNICATIONS

◆ **Town Manager's Report [\(LINK\)](#)**

◆ **Departmental Reports [\(LINK\)](#)**

◆ **Calendars [\(LINK\)](#)**

10. MATTERS FROM COUNCIL

11. CLOSED SESSION (If Needed, Proper Certification will be provided)

12. 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 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

December 8, 2020

ITEM #: 2**ITEM TITLE:**

Recognitions and Presentations

MILESTONES

Gary David

Utilities Department (WTP)

10 years of service (November 2020)

CONGRATS to Gary on his anniversary with the Town!

PERSONNEL CHANGES since October 1, 2020**New Hires**

None

Departures

Christopher Clark

Police Department

Patrol Officer

Cory Jordan

Public Works

Streets Division Supervisor

RESOLUTIONS/PROCLAMATIONS

Adoption of the following:

- Beverley Dalton, Town Council (Vice Mayor)

ACTION REQUESTED: Adoption of the Resolution



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.I.

Consent Agenda

Title: Approve minutes of the November 10th Regular Meeting and the November 24th Work Session

Staff Resource: Waverly Coggsdale, Town Clerk

Action(s):

Approve the minutes of the Council's Regular Meeting held on November 10th and their Work Session held on November 24th.

Explanation:

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

**THE MINUTES ARE LOCATED AT THE END
OF THE AGENDA PACKET.**

Background:

Funding Source(s):

N/A

Attachment(s): *(Click on item to open)*

1. 11.10.20 minutes – draft **(LINK)**
2. 11.24.20 minutes – draft **(LINK)**



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.II.

Consent Agenda

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Accept the Monthly Financial Reports.

Explanation:

- The following financial reports are provided to Council on a monthly basis for review and acceptance:
 - ▷ Check List [\(LINK\)](#)
 - ▷ Monthly Revenue and Expenditure Reports (FY2021) [\(LINK\)](#)
 - ▷ Reserve and Investments Report [\(LINK\)](#)

**THE MONTHLY FINANCIAL REPORTS ARE LOCATED AT THE
END OF THE AGENDA PACKET.**

Background:

Funding Source(s):

N/A

Attachment(s): *(Click on item to open)*

1. Check List [\(LINK\)](#)
2. Monthly Revenue and Expenditure Reports (FY2021) [\(LINK\)](#)
3. Reserve and Investments Report [\(LINK\)](#)



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.III.

Consent Agenda

Title: Appointment(s)

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Appointment of Bobby Hull to the Board of Zoning Appeals. – Recommendation to the Circuit Court.

Explanation:

- Council will make a recommendation to the Circuit Court that Mr. Bobby Hull be approved as an appointment to the Town's Board of Zoning Appeals.

Background:

Town Council makes appointments to the Board of Zoning Appeals that are approved by the Circuit Court.

Funding Source(s):

N/A

Attachment(s): *(Click on item to open)*

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.IV.

Consent Agenda

Title: Melinda High Pressure Zone (HPZ) Project Rebid

Staff Resource: Tom Fore, Director of Public Utilities

Action(s):

Approval to revise the bid documents, rebid this project, and utilize up to \$8,500 of bond proceeds for this purpose.

Explanation:

This project was previously put out to bid and Town Council rejected the lone bid that was received at their June 9, 2020 meeting and decided to wait to several months to rebid the project. Staff has worked with the project engineer to make several revisions to the bid document and is ready to proceed with the advertisement for bid.

Background:

This project is part of the Town's Facility Assessment & Improvement Program (FAIP) for our Utilities System. Its intent is to provide higher pressure to homes in the area of the Melinda

Funding Source(s):

Proceeds from the 2020A Bond

Attachment(s): *(Click on item to open)*

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.V.

Consent Agenda

Title: FY202 Altavista Community Transit System (ACTS) Budget/CIP

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Approval of the proposed FY2022 ACTS budget/CIP and authorization for staff to apply for the DRPT grant.

Explanation:

The Altavista Community Transit System receives a majority of its funding from a grant from the Department of Rail and Public Transportation (DRPT); this covers state and federal funds. The grant deadline is February 1, 2021; accordingly, the ACTS budget needs to be approved by Council early so the grant application can be completed and submitted.

Background:

ACTS is the town's single "fixed route" bus service that operates six days a week, except certain holidays.

Funding Source(s):

DRPT grant and Town match

Attachment(s): *(Click on item to open)*

1. Transit Budget Memo from Finance Director **(LINK)**
2. Transit Draft Budget **(LINK)**
3. FY2022-2026 CIP Sheets **(LINK)**



MEMORANDUM

To: Mayor Mike Mattox and Town Council

From: Tobie Shelton, Finance Director/Treasurer
Amie Owens, Assistant Town Manager

Date: November 24, 2020

Re: ACTS Budget Request

Annually Staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of CIP items. The next grant application is due on February 1, 2021. Town Council has been ‘tentatively’ approving this budget in December along with giving staff the authority to apply for the grant funding. Staff is requesting authority again this year to complete the DRPT grant application.

FY 2020 Summary

As of the end of December 2020, ACTS will have been in operation 10 calendar years and 9 fiscal years. This past fiscal year, ACTS ridership reached almost 17,000, averaging 55 riders per day, a slight decrease from 18,000, reported in FY2019. The decrease in ridership is attributable to the outbreak of the COVID-19 virus; however, ACTS did not see a drastic drop in riders, which strengthens the importance of ACTS as a public service. ACTS logged a total of 49,667 miles during FY2020, a slight increase from FY2019, primarily due to the longer route to the Hurt Medical Center, because of the US 29 Business bridge replacement project.

ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively. Summer hours ran June through September and for the 9th consecutive year, free fares for these same months were available to riders, as a result of an anonymous donation.

Staff worked alongside Connetics Transportation Group (CTG) to update ACTS’ five-year comprehensive plan, referred to as the Transportation Development Plan (TDP) which was approved and adopted by Town Council at the July 14th Council meeting.

Budget Request

Staff requests permission to apply for grant funding in the amount of \$128,425 for ACTS' FY2022 operations budget, which remains relatively flat compared to FY2021, and \$25,000 for ACTS' Capital Improvements, for the installation of a bus shelter; ACTS' buses are being relocated to Public Works, as they were being garaged in the old fire station, which is being converted into a coworking space. Transit's CIP budget for FY2022 shows a decrease of 35% over FY2021. The primary reason for the decrease is that the capital request for the upcoming year is significantly less than for FY2021; however, the capital request for FY2023 should show an increase as it will be time to once again replace a transit bus.

Also of note, there have been some redistributions of salaries to Transit's budget. They are as follows: an adjustment from 5% to 10% of the Fleet Supervisor's salary; 25% to 10% of the Finance Director's salary, 25% to 40% of the Assistant Town Manager's salary and the addition of 5% of both the Customer Support Specialist and Office Assistant's salary. The redistribution better reflects the time allocated to transportation duties and responsibilities.

Staff is requesting this item be placed on the consent agenda or regular agenda of the December Regular Town Council meeting for approval and authorization to apply for grant funding.

The DRPT Grant Application is due February 1, 2021.

Town of Altavista
Altavista Community Transit System
FY2022 PROPOSED BUDGET

TRANSIT SYSTEM - FUND 10	FY2019 ACTUAL	FY2020 ACTUAL	FY 2021 ADOPTED	FY2021 PROJECTED	FY2022 PROPOSED
Wages & Benefits	78,465	73,864	103,470	89,870	103,000
Services	250	258	2,050	2,075	2,075
Other Charges	8,474	1,987	4,010	4,010	3,650
Materials & Supplies	18,519	17,522	19,600	19,600	19,700
Capital Outlay	2,474	5,500	109,800	116,300	25,000
Total Expenditures	108,182	99,131	238,930	231,855	153,425
TRANSIT SYSTEM - FUND 10					
PERSONNEL-WAGES & BENEFITS					
Salaries & Wages Regular	65,795	60,802	73,600	73,600	84,140
Salaries & Wages - Overtime	4	0	0	0	0
Benefits - FICA	4,848	4,405	5,650	5,650	6,440
Benefits - VRS	2,702	2,665	3,850	3,850	4,820
Benefits - Group Med. Ins.	3,163	3,944	18,120	4,520	5,240
Benefits - Group Life Ins.	353	348	550	550	660
Worker's Compensation	1,600	1,700	1,700	1,700	1,700
WAGE & BENEFITS - TOTAL	78,465	73,864	103,470	89,870	103,000
SERVICES-PURCHASED,SHARED,INTERNAL					
Advertising	0	0	1,000	1,000	1,000
Maintenance Service Contracts	0	0	500	500	500
Misc. Professional Services	0	0	300	300	300
Physicals	250	258	250	275	275
SERVICES - TOTAL	250	258	2,050	2,075	2,075
OTHER CHARGES					
Telecommunications	622	558	1,000	1,000	1,000
Motor Vehicle Insurance	1,400	1,400	1,600	1,600	1,700
Subsistence & Lodging	27	0	500	500	300
Conventions & Education	6,300	29	760	760	500
Dues & Association Memberships	125	0	150	150	150
OTHER CHARGES - TOTAL	8,474	1,987	4,010	4,010	3,650
MATERIALS & SUPPLIES					
Office Supplies	108	434	300	300	400
Fuel	14,597	12,832	15,000	15,000	15,000
Vehicle & Equip. Repairs/Maint.	3,311	4,057	3,500	3,500	3,500
Other Operating Supplies	343	0	500	500	500
Supplies	160	199	300	300	300
MATERIALS & SUPPLIES - TOTAL	18,519	17,522	19,600	19,600	19,700
TRANSIT TOTAL - OPERATIONS	105,708	93,631	129,130	115,555	128,425

Town of Altavista
Altavista Community Transit System
FY2022 PROPOSED BUDGET

	<u>FY2019 ACTUAL</u>	<u>FY2020 ACTUAL</u>	<u>FY 2021 ADOPTED</u>	<u>FY2021 PROJECTED</u>	<u>FY2022 PROPOSED</u>
TRANSIT SYSTEM - FUND 10					
CAPITAL OUTLAY					
EDP Equipment - Replacement	2,474	0	3,500	3,500	0
Motor Vehicles - Replacement	0	0	0	0	0
Motor Vehicles - New	0	0	106,300	106,300	0
Machinery & Equipment - New	0	0	0	0	25,000
Improvements Other Than Bldg	0	5,500	0	6,500	0
TRANSIT TOTAL - CAPITAL OUTLAY	2,474	5,500	109,800	116,300	25,000

TOWN OF ALTAVISTA
FY2022 PROPOSED BUDGET
EXPLANATION OF OPERATING EXPENSES

PERSONNEL-WAGES & BENEFITS	
Salaries & Wages Regular	Includes 10% of Finance Director's salary, 40% of Assistant Town Manager's salary, 10% of Fleet Maintenance Supervisor's salary, 5% of Customer Support Specialist's salary, and 5% of Office Assistant's salary as well as 5 PT drivers' salary. Includes \$1,940 to be used to fund performance evaluations.
Benefits - FICA	Social Security and Medicare
Benefits - VRS	FY2022 retirement rate will remain the same as LY. VRS rate is 9.8%.
Benefits - Group Med. Ins.	At this time, premiums for medical insurance are unknown. We will not know these until mid February 2021. The budget is based on a 7% increase. Premiums increased 4.7% LY.
Benefits - Group Life Ins.	FY2022 GTLI rate will remain the same as LY. Group Life Insurance rate is 1.34%.
Worker's Compensation	Worker's Comp Insurance is based on the current premium (\$1,700)
SERVICES-PURCHASED,SHARED,INTERNAL	
Advertising	Brochures, banners, newspapers, radio ads, as well as advertising products
Maintenance Service Contracts	Computer program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350 charged to Transit. \$150.00 allocated for costs associated with Transit laptop used in office.
Misc. Professional Services	Professional services. Misc. to be used, if needed for printing of passes and schedules.
Physicals	Required drug testing and physicals for new hires as well as quarterly drig screening for drivers.

TOWN OF ALTAVISTA
FY2022 PROPOSED BUDGET
EXPLANATION OF OPERATING EXPENSES

OTHER CHARGES	
Telecommunications	Cell phone for administrator. Annual data plan for mobile radio
Motor Vehicle Insurance	Insurance for trolley, one BOC (15 passenger) and Support vehicle
Subsistence & Lodging	Travel for conferences, board meetings, training, required DRPT meetings. Most of this is reimbursed 100% through Rural Transit Assistance Program (RTAP) grant funding. This line item was reduced due to COVID concerns, not many travel/training opportunities.
Conventions & Education	DRPT required training. This line item was slightly reduced due to COVID concerns, not many travel/training opportunities.
Dues & Association Memberships	Community Transportation Association of Virginia (CTAV) membership
MATERIALS & SUPPLIES	
Office Supplies	Office supplies such as paper, pens, notepads. This line item was slightly increased due to the cost of paper products.
Fuel	Motor fuels for transit vehicles
Vehicle & Equip. Repairs/Maint.	One set of tires per bus. All parts for the buses hit this line item.
Other Operating Supplies	Used for first aid supplies, gloves, disinfectants
Supplies	Cleaning and deoderizing supplies for inside and outside vehicles.

FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Transportation DIVISION: ACTS

PROJECT NAME: Shelter for Trolleys LOCATION: Public Works

YEAR: FY 2022 ACCT#: 010-6101-403.82-30

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2022	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026		
	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other	\$ 25,000					

Total Capital Cost Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
General Fund		\$ 5,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)		\$ 20,000					
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 25,000

Project Description: Installation of a carport type shelter at Public Works for the trolley / bus to provide protection from the weather when not in use.

Justification/Linkage: An inexpensive way to protect ACTS' vehicles from the weather



FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

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 FY2022	Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026	Future Budget Years
	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other		\$ 110,000				

Total Capital Cost Estimate:	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
General Fund			\$ 45,760				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)			\$ 64,240				
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 110,000

Project Description:

Justification/Linkage:



FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:
DIVISION:

PROJECT NAME:
LOCATION:

YEAR: FY
ACCT#:

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 FY2022	Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026	Future Budget Years	
	\$ 29,000	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other		\$ 29,000				

Total Capital Cost Estimate:	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
General Fund			\$ 5,800				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)			\$ 23,200				
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 29,000

Project Description:

Justification/Linkage:





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.VI.

Consent Agenda

Title: Sewer Reimbursement Policy

Staff Resource: Tom Fore, Director of Public Utilities

Action(s):

Approval of the Sewer Reimbursement Policy as presented (November Work Session).

Explanation:

The Utilities Department seeks to implement a policy that would reimburse expenses related to repairs that would have been covered the town staff.

Background:

Occasionally a situation will arise where a plumber will assist a citizen with an issue, mostly after-hours or on weekends, which would normally be handled by town staff or is discovered to be a town issue. This policy allows for reimbursement in such instances when determined appropriate.

Funding Source(s):

Utility Fund revenues

Attachment(s): *(Click on item to open)*

1. Draft policy **(LINK)**

Reimbursement Policy to customers for Sewer Blockages performed by Plumbers

Normally when a sewer blockage occurs near the Town service lateral (near the property line of the homeowner) the Town Utility Department would go out and make a determination that the blockage is on the Town and at no expense to the homeowner the Utility Department would clear the line the blockage.

If there is a clean out on the property at property line the Utility Department can determine quickly whether the blockage is on the Town side or the customer side. If there is not a clean out near the property line the Utility Department will locate the line near the property line and sever the line and install a cleanout and determine if the blockage is on the Town side of the newly installed cleanout or on the customer side. If the Blockage is on the Town side the Town will clear the blockage and not charge the customer. If the Blockage is on the customer side the Utility Department staff would advise the customer that they need to call a plumber to clear the blockage. The new cleanout installation is not charged to the customer in any event.

If the customer calls in a plumber prior to calling the Town's Utility Department and the plumber repairs the blockage and the plumber advises the customer that line was blocked either in the Town main line or service lateral and the customer reaches out to the Town for reimbursement for the repair. The Town Utility Department Supervisor shall investigate the work that was done to determine if the repair was needed and the blockage was on the Town side. (If the plumber did not install a clean out then the Utility Department would schedule to install a cleanout.)

Once the supervisor has gathered all necessary evidence to determine that the blockage was on the Town side the supervisor would provide this evidence to the Utilities Director. The supervisor would also provide an estimated work order for equipment, parts, and labor if the Town were to have done the repair at the then current rates for equipment, labor, and material. The amount from the estimated work order would be the eligible amount to reimburse the customer. If the bill of the plumber is less than the estimate, the Town would only reimburse the customer for the repair bill amount from the plumber.

The Utilities Director would then get approval from the Town Manager to reimburse the customer from the Town's current sewer budget repair line.

If the customer is not satisfied with the reimbursement amount, they can appeal to the Town Manager or Council.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5.VII.

Consent Agenda

Title: English Park Passive Area CIP Project (Pedestrian Bridge)

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Approval to purchase the pedestrian bridge from CONTECH Engineering Solutions and authorization for staff to proceed with procuring construction services for installation of the pedestrian bridge; at a Not To Exceed amount of \$50,000.

Explanation:

Staff sought bids/quotes from three (3) sources for this project and recommended CONTECH Engineering Solutions. In addition, staff will solicit bids/quotes from contracting firms for installation of the bridge based on the plans submitted by the bridge company.

Background:

The English Park Passive Trail project is included in the FY2020 CIP with a budget of \$150,000. This project includes the development of a natural “mowed” trail and a pedestrian bridge to cross a creek, as well as two other smaller crossings to create a loop trail that would tie into the paved trail (Eagle Trail).

Funding Source(s):

Funds are provided for in the FY2020 Adopted Budget; the proceeds from the Jenk’s Estate will be utilized for the bridge portion of the project.

Attachment(s): *(Click on item to open)*

1. Proposed trail map [\(LINK\)](#)
2. Bridge quotes [\(LINK\)](#)

KEY

Yellow lines: Crossings

Green dashed line: Existing Eagle Trail (paved)

Blue line: proposed trail

Red line: proposed alternate trail

Pedestrian
Bridge Location



English Park Pedestrian Bridges

(30 ft. length / Live Load 85 psf minimum/ Wind Load 35 psf)

	5' Width	Add for 6' width	6' Width Total	Material
Bridge Brothers	\$22,966	\$3,500	\$26,466	Aluminum
CONTECH Engineered Solutions	\$20,400	\$400	\$20,800	Steel
E.T. Techtonics	\$27,760	---	---	Fiberglass

Includes PE stamped drawings.

The Town in accordance with the drawings provided by the bridge company would bid installation out. For budget purposes; staff was advised to double the bridge cost and that should handle a normal installation.

Staff would seek authorization to proceed with purchase and installation of the bridge with a Not To Exceed budget of \$50,000. This is part of a FY2021 CIP project that has \$150,000 allocated in the budget, with Jenk's Estate proceeds designated as the funding source.



CONTECH Continental Pedestrian Bridge

(Graphic for illustration purposes only – bridge shown is longer than quoted bridge)

JENKS ESTATE Funds

Total Received To

Date: \$261,386.14

Expenses:

Pavement of Eagle Trail \$123,000.00

Debris clearing and
removal \$1,175.00

Environmental/Engineering
- Stream Crossings \$1,380.00

Expenses Paid To Date: \$125,555.00

Balance as Close of
FY2020 \$135,831.14

Amount Allocated to CIP projects
(FY2021)¹ \$133,490.00

Undesignated Balance: \$2,341.14

¹ Includes Overlook and Passive Trail project



TOWN OF ALTAVISTA
TOWN COUNCIL
AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

December 8, 2020

ITEM #: 6.I

ITEM TITLE:

Tonight Town Council will conduct public hearings on five (5) separate text amendments to the Town Code Zoning Ordinance.

PH#1: OA-20-01 - Delete Section 86-421 (c) (*Reference to Main Street District*) **(LINK)**

PH#2: OA-20-02 – Add Section 86-915 (*Inspection Warrants*) **(LINK)**

PH#3: OA-20-03 – Amend Section 86-6 (*Zoning Permit requirement*) **(LINK)**

PH#4: OA-20-04 – Amend Section 86-913 (*Penalties*) **(LINK)**

PH#5: OA-20-05 – Amend Section 21-2 (*Derelict Buildings*) **(LINK)**

Attached is the Notice of Public hearing that appeared in the November 25th and December 2nd editions of the *Altavista Journal*. **(LINK)**

An agenda sheet, staff report and the draft ordinance for each hearing can be opened by clicking the LINK beside each hearing above.

**NOTICE OF PUBLIC HEARINGS
TOWN OF ALTAVISTA**

The Altavista Town Council will hold public hearing on Tuesday, December 8, 2020, beginning at 6:00 pm concerning proposed amendments to the town code as follows:

ORDINANCE AMENDMENT #OA-20-01: An ordinance to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

ORDINANCE AMENDMENT #OA-20-02: An ordinance to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

ORDINANCE AMENDMENT #AO-20-03: An ordinance to amend Sec. 86-6 of the Zoning Ordinance, "Zoning Permits" to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.

ORDINANCE AMENDMENT #AO-20-04: An ordinance to amend Sec. 86-913 of the Zoning Ordinance, "Penalties" to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.

ORDINANCE AMENDMENT #OA-20-05: An ordinance to amend Sec. 21-2(c) of town code "Derelict building; procedure; real estate tax abatement" to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

The meeting will be held within Council Chambers, Town Hall, 510 7th St, Altavista, VA 24517. The text of the proposed amendments may be examined in the Community Development office in Town Hall between 8:00 am - 5:00 pm, Monday – Friday. A copy is also available on the town website at www.altavistava.gov . All interested persons are invited and shall have the opportunity to be heard at said public hearings. Anyone needing assistance or accommodation under the provisions of the Americans with Disabilities Act should call Town Hall at (434) 369-5001 at least five (5) days in advance of the public hearing. Special provisions for Covid safety: Social distancing and masks will be required at the meeting. Anyone wishing to comment online or by mail may do so by emailing to sdwilliams@altavista.va.gov or mailing to P. O. Box 420, Altavista, Virginia. All such comments must be received by noon on the day of the meeting.

Sharon D. Williams, AICP
Community Development Director



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

December 8, 2020

ITEM #: 6.I (PH#1)**ITEM TITLE:**

Zoning Ordinance Text Amendment #OA-20-01 Main Street District

DESCRIPTION:

Town Council will conduct a public hearing on an amendment to Section 86-421(c) of the Zoning Ordinance to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

RECOMMENDATION:

Accept the recommendation of the Planning Commission and staff.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Per Council's discussion:
 - Accept the Planning Commission's recommendation.
 - Reject the Planning Commission's recommendation.
 - Defer action and place on a future meeting agenda.

ATTACHMENTS: *(Click on item to open)*

- Staff Report **(LINK)**
- Ordinance **(LINK)**

**Town Council Staff Report
Zoning Ordinance Amendment #OA-20-04
Public Hearing December 8, 2020**

Request:

The request is to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DAO) District.

Amendment Summary:

In April of 2020, Altavista On Track (AOT) discussed increasing the Main Street District boundaries to include more businesses and increase the diversity of the building owners and/or tenants.

During those discussions, staff discovered the boundaries of the Main Street District were listed in the Zoning Ordinance under the ORO District. Concern was expressed by the town that a change in the Main Street District boundaries, which did not mirror the boundaries of the ORO might be confusing.

The purpose of the Zoning Ordinance is to regulate uses and features of land. Altavista is a recognized Virginia Main Street community by the Virginia Department of Housing and Community Development (DHCD). As such, there is no reason for it to be mentioned in the Zoning Ordinance.

Zoning Districts and Boundaries Impacted:

This text amendment would only eliminate the reference to the boundaries of the Main Street District from the ORO. No zoning districts will be impacted by this deletion.

Public Input

As of the writing of this report, staff has received no phone calls or emails in support of or in opposition to the proposed text amendment.

Staff Recommendation:

Staff recommended that the Planning Commission make a recommendation to Town Council to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (ORO) District.

Planning Commission Recommendation:

The Planning Commission held a public hearing on November 2, 2020. After the public hearing, the Planning Commission made a recommendation to amend the ordinance by a vote of 5-0.

An Ordinance to repeal, amend and re-ordain Section 86-421 of the Code of the Town of Altavista, 1968, relating to statement of intent for the DRO District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-421 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-421. - Statement of intent.

- (a) The DRO (downtown revitalization overlay) district (hereinafter referred to as "the district") seeks to fulfill the comprehensive plan's goal of recognizing Altavista's unique character and promoting the revitalization of the town's downtown area, as well as promoting tourism as a viable economic development strategy. The district regulations are adopted pursuant to authority granted to the town under Code of Virginia §§ 15.2-2280 et seq. and 15.2-2306.
- (b) The district is established to promote the health, safety and general welfare; to bring harmony and cohesiveness to the visual appearance and uses of the district; to protect and promote compatibility in the appearance, character and uses; and to prevent intense automobile-oriented uses within the district.
- (c) ~~The area contained within the district has been designated by the Governor as a Virginia Main Street Community. The district has been established to support and complement the town's designation as a Virginia Main Street Community by the Virginia Department of Housing and Community Development in 2007. The purpose of the Virginia Main Street designation is to encourage and enable the revitalization and preservation of Virginia's historic downtown districts. The district is supported by the town's comprehensive plan (adopted April 13, 2010), particularly by objectives 3 and 6 of chapter 4. The portions of Main Street (U.S. 29 Business), Bedford Avenue (State Route 43), Broad Street, and Seventh Street that lie within the district serve as key access routes by tourists traveling through the district en route to the Central Business District, English Park and the Staunton River, Leesville Lake, the Altavista Trade Lot, and to the Historic Avoca Museum.~~
- (d) Main Street and contiguous streets are significant routes of tourist access to the town and the core components of the town's rehabilitation, redevelopment, and economic revitalization of the town.
- (e) The district is intended to promote architecturally responsible commercial development; to emphasize historic development techniques; to reduce vacant, dilapidated, and empty lots in the district; to encourage designs that integrate the relationship between individual sites, multiple modes of transportation, and adjacent areas; and to promote the district as a vibrant commercial hub of the town.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



TOWN OF ALTAVISTA
TOWN COUNCIL
AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

December 8, 2020

ITEM #: 6.I (PH#2)

ITEM TITLE:

Zoning Ordinance Text Amendment #OA-20-02 Inspection Warrants

DESCRIPTION:

Town Council will conduct a public hearing on an amendment to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

RECOMMENDATION:

Accept the recommendation of the Planning Commission and staff.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Per Council's discussion:
 - Accept the Planning Commission's recommendation.
 - Reject the Planning Commission's recommendation.
 - Defer action and place on a future meeting agenda.

ATTACHMENTS: *(Click on item to open)*

- Staff Report **(LINK)**
- Ordinance **(LINK)**

**Town Council Staff Report
Zoning Ordinance Amendment #OA-20-02
Public Hearing December 8, 2020**

Request:

The request is to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

Amendment Summary:

In September of 2020, while working on amendments to the town code, the Town Attorney recommended that a new section be added to the Zoning Ordinance to add the authority provided by §15.2-2286(16) of the Code of Virginia for the Zoning Administrator to obtain inspection warrants to allow entry to determine if there were violations of the Zoning Ordinance.

The Zoning Administrator would be required to make an affidavit under oath before a magistrate to establish probable cause that a violation has occurred and upon execution be authorized to gain entry into building by the owner or tenant during daylight hours. The Zoning Administrator is required to make all reasonable efforts to obtain consent prior to seeking the issuance of an inspection warrant.

Zoning Districts Affected:

This text amendment would apply to all zoning districts.

Public Input

As of the writing of this report, staff has received no phone calls or emails in support of or in opposition to the proposed text amendment.

Staff Recommendation:

Staff recommended that the Planning Commission make a recommendation to Town Council to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

Planning Commission Recommendation

The Planning Commission held a public hearing on November 2, 2020. After the Public Hearing, the Planning Commission recommended that the ordinance be amended by a vote of 5-0.

An Ordinance to add a new Section 86-915 to the Code of the Town of Altavista, 1968, relating to inspection warrants.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-915 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-915. Inspection warrants.

(a) As provided by Section 15.2-2286 A.16. of the Code of Virginia and for the purpose of enforcing the provisions of this chapter in instances directly related to apparent violations of this chapter;

(b) The Zoning Administrator, or his/her duly authorized agent, shall have the authority to apply for the issuance of inspection warrants, as provided by Virginia Code § 15.2-2286 A. 16. for the purpose of enforcing the provisions of this Ordinance by inspection of property to determine whether violations of this Ordinance exist.

(c) The zoning administrator or his/her agent shall make an affidavit under oath before a magistrate or court of competent jurisdiction and, if such affidavit establishes probable cause that a zoning ordinance violation has occurred, request that the magistrate or court grant the zoning administrator or his/her agent an inspection warrant to enable the zoning administrator or his/her agent to enter the subject dwelling for the purpose of determining whether violations of the zoning ordinance exist. After issuing a warrant under this section, the magistrate or judge shall file the affidavit in the manner prescribed by § 19.2-54. After executing the warrant, the zoning administrator or his agents shall return the warrant to the clerk of the circuit court of the city or county wherein the inspection was made.

(d) The zoning administrator or his/her agent shall make a reasonable effort to obtain consent from the owner or tenant of the subject dwelling prior to seeking the issuance of an inspection warrant under this section.

(e) The zoning administrator or his/her agent shall only enter the subject dwelling during daylight business hours and only for the purpose of determining whether violations of the Zoning Ordinance exist.

(f) If such inspection warrant is issued, the zoning administrator or his/her agent shall make a reasonable effort to notify the owner or tenant of the premises that an inspection will be conducted. That notice must include the date and time period of the inspection. The notices required herein shall include but are not necessarily limited to (i) mailing that notice to the last known postal address of the owner(s) and (ii) posting it at the

front door of the premises no less than five business days prior to the court hearing and five business days before the day of the inspection as the case may be. The zoning administrator or his/her agent shall make any and all other reasonable efforts to obtain consent from the owner or tenant of the subject dwelling prior to seeking the issuance of an inspection warrant under this section.

(g) It shall be a violation of the Zoning Ordinance for any owner, managing agent, tenant, occupant or other person, to deny the zoning administrator, or his/her duly authorized agent, access to any dwelling after the zoning administrator, or his duly authorized agent have obtained an inspections warrant from a court of competent jurisdiction and the foregoing notice requirements have been satisfied.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

December 8, 2020

ITEM #: 6.I. (PH#3)**ITEM TITLE:**

Zoning Ordinance Text Amendment #OA-20-03 Zoning Permits

DESCRIPTION:

Town Council will conduct a public hearing on an amendment to Sec. 86-6 of the Zoning Ordinance, “Zoning Permits” to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.

RECOMMENDATION:

Accept the recommendation of the Planning Commission and staff.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Per Council’s discussion:
 - Accept the Planning Commission’s recommendation.
 - Reject the Planning Commission’s recommendation.
 - Defer action and place on a future meeting agenda.

ATTACHMENTS: *(Click on item to open)*

- Staff Report **(LINK)**
- Ordinance **(LINK)**

**Town Council Staff Report
Zoning Ordinance Amendment #OA-20-03
Public Hearing December 8, 2020**

Request:

The request is to amend Sec. 86-6 of the Zoning Ordinance, "Zoning Permits" to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent taxes be paid prior to the issuance of zoning approval.

Amendment Summary:

As staff has continued to review the town code and processes, it has been charged with clarifying ambiguous language and improving processes. It has also been asked to identify ways to address code enforcement issues prior to the town considering the adoption of a property maintenance code. Staff has determined that there is some confusion on when a zoning permit should be required. After a review of state code, town processes, and consultation with the Campbell County Building Inspections Division, staff is recommended three changes to the "Zoning Permits" section.

An amendment of 86-6(a) is proposed to clarify when a zoning permit is required. As proposed, it establishes that no use of a building or structure shall be authorized unless a zoning permit has been issued. It also eliminates the requirement to obtain zoning permits for fences, walls, and ornamental yard structures that are exempt from the requirement to obtain a building permit.

Staff recommends the addition of Sec. 86-6(e) to state that zoning permits are not transferrable to owners/tenants, except for single-family dwellings. This follows the town's business license process. Staff is also of the opinion that it is an additional tool for code enforcement. Prior to approval of zoning permits for commercial properties, staff inspects each property to ensure compliance with existing town codes as it relates to parking, signage, use, etc. This would allow staff to withhold approval or enter into an agreement with property owners that violations would be abated within a specific timeframe.

Staff recommends the addition of Sec. 86-6(f) to require that prior to the issuance of zoning approval, that delinquent taxes owed to the town are paid by the property owner.

Zoning Districts Affected:

This text amendment would apply to all zoning districts.

Public Input

As of the writing of this report, staff has received no phone calls or emails in support of or in opposition to the proposed text amendment.

Staff Recommendation:

Staff recommended that the Planning Commission make a recommendation to Town Council to amend Sec. 86-6 of the Zoning Ordinance, "Zoning Permits" to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.

Planning Commission Recommendation

The Planning Commission held a public hearing on November 2, 2020. After the Public Hearing, the Planning Commission recommended that the ordinance be amended by a vote of 5-0.

An Ordinance to repeal, amend and re-ordain Section 86-6 of the Code of the Town of Altavista, 1968, relating to zoning permits.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-6 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-6. - Zoning permits.

- (a) ~~No buildings or structures shall be started, reconstructed, enlarged, altered, and no change in the use of a building shall occur, until a zoning permit has been obtained from the administrator. It shall be unlawful for any person to use or to permit the use of any building, structure or premises or portion thereof, other than an existing single-family dwelling, unless a zoning permit for such building, structure or premises or portion thereof shall have been approved by the Zoning Administrator as required by this article. It shall also be unlawful for any person to construct or erect any building or structure which is exempt from application for a building permit under the provisions of the Virginia Uniform Statewide Building Code, unless a zoning permit for such building or structure has been approved by the Zoning Administrator. However, a zoning permit shall not be required for fences, walls, poles, posts and other customary yard ornaments and accessories which are exempt from application for a building permit and which are permitted by the provisions of this chapter. The zoning permit shall certify that the building, structure or premises and the use thereof comply with the applicable sections of this chapter.~~
- (b) The administrator may request a review by the planning commission of the zoning permit application in order to determine if the contemplated use is in accordance with the district in which the construction lies.
- (c) Each application for a zoning permit shall include a copy of a drawing or sketch. The drawing or sketch shall show the size and shape of the parcel of land on which the proposed building is to be constructed or altered, the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of such parcel of land and to the right-of-way of any street or highway adjoining such parcel of land. Any other information which the administrator may deem necessary for consideration of the application may be required. If the proposed building or use is in conformity with the provisions of this chapter and the building ordinance, a permit shall be issued to the applicant by the administrator.
- (d) Zoning permits are issued for a period of six months from the date of approval. Zoning permits shall automatically expire if the applicant cannot demonstrate that the permit is being exercised for the purpose for which it was issued, or if the work authorized in the permit is suspended or discontinued for a period of two years.
- (e) A zoning permit shall not be transferable to any person. Any new tenant or new owner of such building, structure or premises shall make application for a new zoning permit. New occupants of single-family dwellings shall be exempt from the requirements of this division.

- (f) Prior to the initiation of an application by the owner of the subject property, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50 percent, for a special exception, special use permit, variance, rezoning or other land disturbing permit, including building permits and erosion and sediment control permits, or prior to the issuance of final approval, the authorizing body may require the applicant to produce satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid, unless otherwise authorized by the treasurer.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



TOWN OF ALTAVISTA
TOWN COUNCIL
AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

December 8, 2020

ITEM #: 6.I. (PH#: 4)

ITEM TITLE:

Zoning Ordinance Text Amendment #OA-20-04 Penalties

DESCRIPTION:

Town Council will conduct a public hearing on an amendment to Sec. 86-913 of the Zoning Ordinance, “Penalties” to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.

RECOMMENDATION:

Accept the recommendation of the Planning Commission and staff.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Per Council’s discussion:
 - Accept the Planning Commission’s recommendation.
 - Reject the Planning Commission’s recommendation.
 - Defer action and place on a future meeting agenda.

ATTACHMENTS: *(Click on item to open)*

- Staff Report **(LINK)**
- Ordinance **(LINK)**

**Town Council Staff Report
Zoning Ordinance Amendment #OA-20-04
Public Hearing December 8, 2020**

Request:

The request is to amend Sec. 86-913 of the Zoning Ordinance, "Penalties" to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.

Amendment Summary:

Over the last several years staff has struggled with how to gain compliance for the violations to the Zoning Ordinance. During discussions between staff it was pointed out that as written, the Zoning Ordinance has varying recommendations for civil penalties for violations.

It has been pointed out that the "Penalties" section of the Zoning Ordinance and processes used by the town do little to gain compliance. Staff has recommended that the existing language be stricken and replaced with language as allowed by state code. Under the code, if the Zoning Administrator is unable to gain compliance for a zoning violation, they may proceed to court. The code states that if the violation has not been abated prior to the hearing that the judge shall affix a time for the violation to be abated. The current ordinance lacks this provision and as written, a civil penalty is assessed, along with the cost of court. There is no requirement that the judge set a date for compliance.

The existing language and draft of the new section are attached.

Zoning Districts Affected:

This text amendment would only apply all zoning districts.

Public Input

As of the writing of this report, staff has received no phone calls or emails in support of or in opposition to the proposed text amendment.

Staff Recommendation:

Staff recommends that the Planning Commission make a recommendation to Town Council to amend Sec. 86-913 of the Zoning Ordinance, "Penalties" to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50 and adopt the language presented by staff.

Planning Commission Recommendation

The Planning Commission held a public hearing on November 2, 2020. After the Public Hearing, the Planning Commission recommended that the ordinance be amended by a vote of 5-0.

An Ordinance to repeal in its entirety Section 86-913 of the Code of the Town of Altavista, 1968, relating to unlawful conduct and penalties and a new Section 86-913 be added as follows:

Sec. 86-913. - Unlawful conduct and penalties.

It shall be unlawful for the owner of any land, building, structure or premises or the agent thereof having possession or control of such property or for any lessee, tenant, architect, engineer, builder, contractor or any other person to willfully violate any section of this chapter or of any ordinance authorizing the issuance of a zoning permit, a special use permit or ~~community planned unit development~~ plan or the conditions attached thereto or to willfully fail, refuse or neglect to perform any duty imposed by this chapter. It shall be unlawful for any such owner, agent, lessee, tenant, architect, engineer, builder, contractor or other person to take part in or to assist in any such willful violation, failure, refusal or neglect or to maintain any land, building or structure in connection with which such violation, failure, refusal or neglect exists. Failure by any person to cease and desist from, or to correct, a violation within the time limits prescribed by the zoning administrator in a written notice served upon such person shall constitute prima facie evidence of a willful intent to violate this chapter.

Any such violation shall be a misdemeanor punishable by a fine of not less than ~~\$10.00~~ \$50.00 nor more than \$1,000.00. If the violation is uncorrected at the time of the conviction, the court shall order the violator to abate or remedy the violation in compliance with this chapter within a time period established by the court. Failure to remove or abate a zoning violation within the specified time period shall constitute a separate misdemeanor offense punishable by a fine of not less than ~~\$10.00~~ \$50.00 nor more than \$1,000.00, and any such failure during any succeeding ten-day period shall constitute a separate misdemeanor offense ~~for each ten-day period~~ punishable by a fine of not less than \$100.00 nor more than \$1,500.00 and any such failures during any succeeding 10 day period shall constitute a separate misdemeanor offense for each 10 day period punishable by a fine of not less than \$200.00 nor more than \$2,000.00. ~~In addition to or in lieu of any fine, any violation of this chapter shall also be punishable by confinement to jail for a period not to exceed 12 months.~~ The town shall also impose an administrative fee as set forth in the Town's Master List of Fees, Rates and Charges ~~master fee schedule~~ on any violator to cover the costs arising out of an enforcement action.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

December 8, 2020

ITEM #: 06I (PH#5)**ITEM TITLE:**

Zoning Ordinance Text Amendment #OA-20-05 Derelict Buildings

DESCRIPTION:

Town Council will conduct a public hearing on an amendment to Sec. 21-2(c) of town code “Derelict building; procedure; real estate tax abatement” to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

RECOMMENDATION:

Accept the recommendation of the Planning Commission and staff.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Per Council’s discussion:
 - Accept the Planning Commission’s recommendation.
 - Reject the Planning Commission’s recommendation.
 - Defer action and place on a future meeting agenda.

ATTACHMENTS: *(Click on item to open)*

- Staff Report **(LINK)**
- Ordinance **(LINK)**

**Town Council Staff Report
Zoning Ordinance Amendment #OA-20-05
Public Hearing December 8, 2020**

Request:

The request is to amend Sec. 21-2(c) of town code "Derelict building; procedure; real estate tax abatement" to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

Amendment Summary:

Over the last year, the Community Development Director has been working on several violations of town code related to derelict structures that have lingered over several years. She noted that town code required owners of derelict structures to demolish or submit a renovation plan within 90 days of building being declared derelict. However, there are no tools in place to penalize a property owner(s) who does not comply.

The town does not have a property maintenance code to address these issues and the fire code does not apply to single-family dwellings. Town Council has recommended staff explore ways to gain compliance prior to any further consideration of a property maintenance code.

The Community Development Director has reviewed state code and discovered that a new provision has been added, which would allow the town to assess a civil penalty up to \$500 per month, not to exceed the value of the structure, until such plan is received.

Public Input

As of the writing of this report, staff has received no phone calls or emails in support of or in opposition to the proposed text amendment.

Staff Recommendation:

Staff recommended that the Planning Commission make a recommendation to Town Council to amend Sec. 21-2(c) of town code "Derelict building; procedure; real estate tax abatement" to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

Planning Commission Recommendation

The Planning Commission held a public hearing on November 2, 2020. After the public hearing, the Planning Commission recommended that the ordinance be amended by a vote of 5-0.

An Ordinance to repeal, amend and re-ordain Section 21-2 of the Code of the Town of Altavista, 1968, relating to derelict building; procedure; real estate tax abatement.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 21-2 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 21-2. - Derelict building; procedure; real estate tax abatement.

- (a) The owners of property in the town shall at such time or times as the town council or its agent, hereinafter "town," may prescribe submit a plan to demolish or renovate any building that has been declared a "derelict building." For purposes of this section, "derelict building" shall mean a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety, or welfare and for a continuous period in excess of six months, it has been (i) vacant, (ii) boarded up in accordance with the building code, and (iii) not lawfully connected to electric service from a utility service provider or not lawfully connected to any required water or sewer service from a utility service provider.
- (b) If a building qualifies as a derelict building pursuant to this ordinance, the town shall notify the owner of the derelict building that the owner is required to submit to the town a plan, within 90 days, to demolish or renovate the building to address the items that endanger the public's health, safety, or welfare as listed in a written notification provided by the town. Such plan may be on a form developed by the town and shall include a proposed time within which the plan will be commenced and completed. The plan may include one or more adjacent properties of the owner, whether or not all of such properties may have been declared derelict buildings. The plan shall be subject to approval by the town. The town shall deliver the written notice to the address listed on the real estate tax assessment records of the town. Written notice sent by first-class mail, with the town obtaining a U.S. Postal Service Certificate of Mailing shall constitute delivery pursuant to this section.
- (c) If the town delivers written notice and the owner of the derelict building has not submitted a plan to the town within 90 days as provided in subsection (b), the town may exercise such remedies as provided in this section or as otherwise provided by law; for residential property, such remedy may include imposition of a civil penalty not exceeding \$500 per month until such time as the owner has submitted a plan in accordance with this section; however, the total civil penalty imposed shall not exceed the cost to demolish the derelict building. Any such civil penalty shall be paid into the treasury of the Town of Altavista.
- (d) The owner of a building may apply to the town and request that such building be declared a derelict building for purposes of this section.
- (e) The town, upon receipt of the plan to demolish or renovate the building, at the owner's request, shall meet with the owner submitting the plan and provide information to the owner on the land use and permitting requirements for demolition or renovation.

- (f) If the property owner's plan is to demolish the derelict building, and if the owner has completed the demolition within 90 days of the date of the building permit issuance, any building and demolition permit fees shall be reimbursed to the owner by the town. This section shall not supersede any ordinance adopted pursuant to Virginia Code § 15.2-2306 relative to historic districts.
- (g) If the property owner's plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision fee and/or building permit fee may be reimbursed to the owner by the town, all or in part.
- (h) Prior to commencement of a plan to demolish or renovate the derelict building, at the request of the property owner, the value of the property in its current derelict condition shall be determined. On the building permit application, the owner shall declare the costs of demolition, or the costs of materials and labor to complete the renovation. At the request of the property owner, after demolition or renovation of the derelict building, the value of the property shall be adjusted to reflect the fair market value of the demolition costs or the fair market value of the renovation improvements, and such value shall be shown in the real estate tax assessment records. The town real estate tax on an amount equal to the costs of demolition or an amount equal to the increase in the fair market value of the renovations shall be abated for a period of 15 years, and is transferable with the property. The abatement of taxes for demolition shall not apply if the structure demolished is a registered Virginia landmark or is determined by the department of historic resources to contribute to the significance of a registered historic district. However, if the town has an existing tax abatement program for less than 15 years, as of July 1, 2009, the town may provide for a tax abatement period of not less than five years.
- (i) Notwithstanding the provisions of this section, the town may proceed to make repairs and secure the building under section 21-1 hereof, or the locality may proceed to abate or remove a nuisance under section 34-32 hereof. In addition, the town may exercise such remedies as may exist under the Uniform Statewide Building Code and may exercise such other remedies available under general and special law.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8.I.

Unfinished Business

Title: School Zone Speed Enforcement Ordinance)

Staff Resource: Tommy Merricks, Chief of Police

Action(s):

Adopt the amendment to the Code of the Town of Altavista Chapter 74 Section 92 and the addition of Section 92.1.

Explanation:

The proposed amendment and addition to Chapter 74 addresses items for the use of school zone speed enforcement cameras. The Virginia General Assembly passed legislation that allowed localities to use a third party for this function.

Background:

On recommendation of Chief Merricks, the Town Council approved the use of school zone speed enforcement cameras with Optotraffic on Bedford Avenue and Lynch Mill Road. The proposed ordinance amendments/additions provides the necessary legal framework.

Funding Source(s):

N/A

Attachment(s): *(Click on the item to open)*

1. Proposed amendment (Chapter 74 Section 92) [\(LINK\)](#)
2. Proposed addition (Chapter Section 92.1) [\(LINK\)](#)

An Ordinance to repeal, amend and re-ordain Section 74-92 of the Code of the Town of Altavista, 1968, relating to noises.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 74-92 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 74-92. School crossings.

(a) The maximum speed limit shall be 25 miles per hour between portable signs, tilt-over signs, or fixed blinking signs placed in or along any highway and bearing the terms "school" or "school crossing". Any signs erected under this section shall be placed no more than 600 feet from the limits of the school property or crossing in the vicinity of the school. However, school crossing signs may be placed in any location if the state department of transportation or the town council or the county board of supervisors maintaining its own system of secondary roads approves the crossing for such signs. If the portion of the highway to be posted is within the limits of the town, such portable signs shall be furnished and delivered by the town. The principal or chief administrative officer of each school or a school board designee, preferably not a classroom teacher, shall place such portable signs in the highway at a point not more than 600 feet from the limits of the school property and remove such signs when their presence is no longer required by this section. Such portable signs, tilt-over signs or fixed blinking signs shall be placed in a position plainly visible to vehicular traffic approaching from either direction, but shall not be placed so as to obstruct the roadway.

(b) Such portable signs, tilt-over signs, or blinking signs shall be in a position, or be turned on, for 30 minutes preceding regular school hours, for 30 minutes thereafter, and during such other times as the presence of children on such school property or going to and from school

reasonably requires a special warning to motorists. The town council may, however, decrease the period of time preceding and following regular school hours during which such portable signs, tilt-over signs, or blinking signs shall be in position or lit if it determines that no children will be going to or from school during the period of time that it subtracts from the 30 minute period.

(c) The town council may, if the portion of the highway to be posted is within the limits of the town, increase or decrease the speed limit provided in this section only after justification for such increase or decrease has been shown by an engineering and traffic investigation, and no such increase or decrease in speed limit shall be effective unless such increased or decreased speed limit is conspicuously posted on the portable signs, tilt-over signs, or fixed blinking signs required by the section.

(d) **Except as provided in Sec 74-92.1 of this code,** any person operating any motor vehicle in excess of a maximum speed limit established specifically for a school crossing zone, when such school crossing zone is indicated by appropriately placed signs displaying the maximum speed limit and in operation pursuant to subsection (b) of this section, shall be guilty of a traffic infraction punishable by a fine of no more than \$250.00, in addition to other penalties provided by law.

(e) For the purposes of this section, the term "school crossing zone" means an area located within the vicinity of a school at or near a highway where the presence of children on such school property or going to and from school reasonably requires a special warning to motorists. Such zones are marked and operated in accordance with the requirements of this section with appropriate warning signs or other traffic control devices indicating that a school crossing is in progress.

(f) Notwithstanding the provisions of this section, the maximum speed limit in school zones in residential areas may be decreased to 15 miles per hour if the school board having jurisdiction over the school nearest to the affected school zone passes a resolution requesting the reduction of the maximum speed limit for such school zone from 25 miles per hour to 15 miles per hour, and the town council of the jurisdiction in which such school is located enacts and ordinance establishing the speed limit reduction requested by the school board.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add new Section 74-92.1 to the Code of the Town of Altavista, 1968, relating to Operation of Vehicles.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 74-92.1 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 74-92.1 Use of photo speed monitoring devices in school crossing zones.

(a) Pursuant to Section 46.2-882.1 of the Code of Virginia, the Altavista Police Department is hereby authorized to install and operate photo speed monitoring devices in school crossing zones designated by Altavista, or to contract with a private vendor to do so on its behalf, for the purpose of recording violations of Section 46.2-873 of the Code of Virginia or Town Code 74-92.

(b) For purposes of this section, "photo speed monitoring device" means equipment that uses radar or LIDAR-based speed detection and produces one or more photographs, microphotographs, videotapes, or other recorded images of vehicles. "School crossing zone" has the same meaning ascribed to it in Code of Virginia §46.2-873. A state or local law enforcement agency may place and operate a photo speed monitoring device in school crossing zones for the purposes of recording such violations pursuant to §46.2-882.1.

(c) All photo speed monitoring devices placed in school crossing zones shall, at a minimum, produce a certificate or a facsimile thereof, sworn to or affirmed by a law enforcement officer, based upon inspection of photographs, microphotographs, videotapes, or other recorded images produced by a photo speed monitoring device, shall be prima facie evidence of the facts contained therein.

(d) The driver of a motor vehicle found to be in violation of Section 46.2-873 of the Code of Virginia or Town Code 74-92 based upon evidence obtained from a photo speed monitoring device, shall be liable for a civil penalty of one hundred dollars (\$100.00) imposed in accordance with this section if such vehicle is found as evidenced by information obtained from a photo speed monitoring device placed and operated in a school crossing zone to have violated Section 46.2-873 of the Code of Virginia or Town Code 74-92. within the Town of Altavista .

(e) Any person found liable under this ordinance may contest the summons charging the violation, as provided by Code of Virginia Section 46.2-882.1.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8.II.

Unfinished Business

Title: 7th Street (corner of Campbell Avenue) property

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Provide direction to staff on this item.

Explanation:

There are two items related to this property:

#1: Staff is exploring options to address the collapsed cinder block portion of the retaining wall on the rear of this town owned property. Staff will provide an estimate on the cost for a new retaining wall, at the meeting.

#2: Reverent Ed Soto, AOT Chair and a member of the Recreation Committee would like to gauge Council's interest in the exploration of this property housing a "parklet". Photos are attached of parklet samples. **(LINK)**

Background:

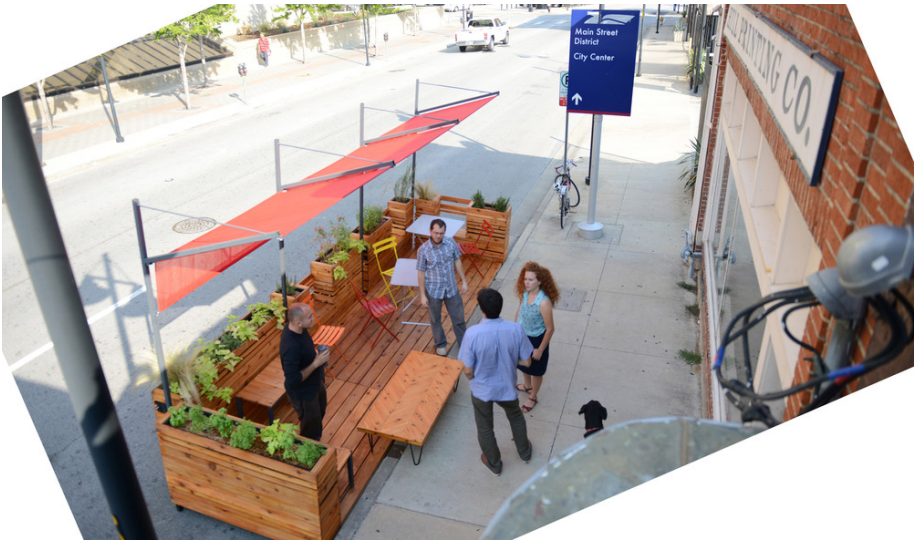
The retaining wall at the rear of this town owned property collapsed during a recent rain event.

Funding Source(s):

Undetermined at this time.

Attachment(s) *(Click on the item to open)*

1. Parklet sample photos **(LINK)**





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8.III.

Unfinished Business

Title: Innovation Center/Co Working Space items

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

- 1) Adopt the attached resolution regarding the USDA grant for this project.
- 2) Provide direction to staff regarding a facility name.

Explanation:

There are two items related to this project:

#1: USDA has requested that the attached resolution be adopted. Staff recommends adoption of the resolution. **(LINK – Resolution)**

#2: During the process of development of this project, an unofficial name (**C³ Innovation Space**) was tagged to the facility. This name would be accompanied by the tagline: “*Create, Collaborate, and Cowork*”. Staff is working on the marketing aspect and needs to begin “reserving” domains and developing other strategies, so input/direction is needed in regard to making the “unofficial” name the official name or some alternative.

Background:

The Town is working to convert the former Altavista Fire Company building (508 7th Street) into an Innovation Center/Coworking Space. This project is included in the FY2022 CIP.

Funding Source(s):

Tobacco Commission grant: \$184,306; USDA grant: \$100,000; and Town funds: \$200,000.

Attachment(s): *(Click on item to open)*

1. USDA Resolution **(LINK)**

RESOLUTION OF GOVERNING BODY OF
THE TOWN OF ALTAVISTA

The governing body of the Town of Altavista, 510 7th Street, Altavista, Virginia 24517, consisting of 7 members, in a duly called meeting held on the 8th day of December, 2020 at which a quorum was present, RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance through a Rural Business Development Grant from the USDA, Rural Development in order to assist with the cost associated to purchase and install equipment, furniture fixtures and supplies. The Town of Altavista is creating a rural business incubator, accelerator and co-working space. The incubator will be utilized by small businesses entrepreneurs located in the service area of Lynchburg Metropolitan Statistical Area, Campbell County and Town of Altavista, Virginia, the governing body does hereby adopt and abide by the covenants contained in the following agreements:

1. "Letter of Conditions", dated July 17, 2020.
2. Scope of Work,
3. Form RD 1942-46, "Letter of Intent To Meet Conditions"
4. Form RD 1940-1, "Request For Obligation of Funds"
5. Form RD 400-1, "Equal Opportunity Agreement"
6. Form RD 400-4, "Assurance Agreement"
7. Form AD-1047, "Certification Regarding Debarment, Suspension, and other responsibility Matters-Primary Covered Transactions"
8. Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants)"
9. RD Instruction 1940-Q, Exhibit A-1, "Certification for Contracts, Grants, and Loans Regarding Lobbying"
10. SF-LLL, "Disclosure Form to Report Lobbying"

BE IT FURTHER RESOLVED that the Town Manager, be authorized to execute, on behalf of the governing board, the above agreements and to execute such other documents including, but not limited to, debt or grant instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-named documents, is hereby entered into the permanent minutes of the meeting of this Committee.

The Town of Altavista

Attest:

By: _____

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Town Council of the Town of Altavista in a duly assembled meeting on the 8th day of December, 2020.

Waverly Coggsdale, III
Town Manger/Clerk of Council

Manager's Report for December 8, 2020 Council Meeting

RED indicates updates since last meeting. Click on Arrow (▷) beside red text to open the drop down to show past project information (History), this information will be in black text.

Innovation Center/Co-Working Space

River City Networks has been on-site installing conduit. Mid-Atlantic Broadband (MBC) and River City Systems will be on site the week of December 7th to begin brining fiber connectivity to the building. Staff is communicating with the Tobacco Commission regarding the grant requirements. Staff is also working on getting a “scope of work” developed for the interior and exterior improvements so a bid package can be created.

Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor concerning the networking/cabling for the facility; as well as connection to broadband. Staff was noticed by Tobacco Commission staff that the grant for the project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT/security system design/installation.

Booker Building Renovation Process

Staff is working with one of the floor companies on a concept to present to Council; this would address some concrete inconsistencies.

The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15th. Council has provided direction to staff about floor improvements, when quotes are received, they will be presented to Council for their consideration. In addition, staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle. Staff has been working with one of the contractors that submitted a price to redo the floor to come and provide a sample. After multiple delays, they should complete the sample area the week of November 9th. Once it is, complete staff will inform Council so they can look at the result.

Dalton's Landing Canoe Launch

Project has been delayed by rain over the past few weeks; which has left the site very wet. The paving of the parking lot will be delayed until the spring of 2021. Tree removal and preliminary ramp location cuts are being made.

The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) concerning items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature. Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and place of geofabric and stone due to unsuitable soil. Work continues to progress.

Eagle Trail Overlook (Observation Deck)

The railings have been installed; we are very close to opening the deck to the public.

Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham has completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating the Council at the Council meeting on July 14, 2020. Update to be provided at July 14, 2020 Council meeting. The project continues to move forward with the concrete being poured. Council approved the railing fabrication.

Brownfields Grant Program

Preliminary site assessments are being wrapped up.

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

Rt. 43 Gateway Project (Streetscape and Signal Pole Improvement)

VDOT continues to work with the contractor, subcontractors and engineers to obtain required information/documents to close out the project.

The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8th. VDOT is finalizing some documentation for the project. The fieldwork is complete.

Main Street Sidewalk Extension Project (VDOT TAP Grant)

Still awaiting official notification from VDOT.

Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. Staff has informed VDOT that the Town is agreeable to the match for this project. The Commonwealth Transportation Board (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.

APD Firing Range Improvements (McMinnis Spring area)

Public Works is in the final stages of this project. The building and shelter are being ordered.

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

Utility Bill Discount Program

Staff has completed the application packet and distributed it along with informational items in the recently mailed quarterly water bills. Applications are being received, the discount for eligible accounts will be effective on the bill that will be mailed/paid in April 2021.

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

Shreve Park Improvements (Playground Equipment/Bridge)

Council has discussed this item on numerous occasions; staff is looking for viable options for the bridge portion of the project. The playground equipment was installed earlier this year.

The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

John Moseley Memorial Park (formerly Avondale Park Improvements)

Staff has ordered the pavilion and the playground equipment shade structure. Staff is working on placement of the signs.

Staff will be presenting the final “concept” for signs and memorial for this park; as well as the Leonard Coleman Memorial Park, at the November Regular Meeting.

English Park Passive Area (Large Field Trail)

Staff presented the bridge quotes to Town Council and this item is on the December 8th Regular Meeting Consent Agenda for approval. It is anticipated that the bridge construction (off-site) will take several months.

Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well to connect to Eagle Trail (paved trail). Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.

Streetlight (Decorative) LED Head Conversion Project

Staff has ordered the number of LED Heads that were budgeted in the FY2021 Budget.

Previously the Town has replaced up to 25 heads in each of the past two (2) Fiscal Years.

Economic Development Plan

Staff has assembled the steering committee; with the first meeting scheduled for Monday, December 14th. (Steering Committee members: Marvin Clements (Planning Commission); Walter Maddy (AEDA); Robert Pate (AOT); and a Chamber representative yet to be named.

Council approved the amended plan as submitted by AEDA.

UTILITY PROJECTS [\(Click on "LINK" to see latest update from the project engineer.\)](#)

Lynch Creek Sewer Project (LINK)

Water Treatment Plant Filter Rehab Project (LINK)

WWTP Electrical Improvements (LINK)

WWTP Aeration Project (LINK)

Riverview Waterline Replacement Project (LINK)

Melinda Tank High Pressure Zone Improvements (LINK)

Clarion Road Control Valve Improvements (LINK)

WWTP Clarifier #1 Project (LINK)

VDOT Administered Projects

VDOT Rt. 29 Bridge Replacement Project: Work is progressing; contract date for completion is May 2021.

Main Street & Broad Street Pedestrian Accommodations: Project Completed.

Main Street (Rt. 29 Business) & Lynch Mill Road (Right Turn Lanes): Project Complete

COMPLETED PROJECTS/ITEMS

Below is a list of recently completed projects: [\(click on arrow to the left to drop down list\)](#)

Chemical Storage Building (Public Works) (2020)

Farmer's Market Shade Improvements (2020)

Utility Financing (2020)

Below is a list of past completed projects: [\(click on arrow to the left to drop down list\)](#)

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Downtown Public Parking Sign and Banners

Washington Street Sidewalk Project

Meals Tax Audit Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7th Street Utility Project

Ridgeway Avenue Drainage Evaluation and Construction

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area)
Main Street Speed Study
English Park Gazebo Roof Replacement
Main Street Coordinator hired
Spring 2020 Paving Completed
Staunton River RIFA Withdrawal

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

3 December 2020

Project Name: WWTP Phase I Electrical Improvements

Project Manager: Scott Bortz, PE & Russell Jackson, PE

Sub-Consultant Grant Beasley, PE – Master Engineers

P&B Job Number 18-47

Recent Activities: All parties met for substantial completion inspection on 11 November.
Contractor is working on punchlist for substantial completion items.

Anticipated work over the next two weeks: Punchlist items: replacement of HVAC disconnect, cleaning, sump pump cavitation, UL report on grounding system.

Upcoming Tasks: Final completion

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

Design Schedule:

Schedule Constraints:

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

Approved Budget: \$42,110

Invoiced To Date: \$40,585

Balance to Complete: \$1525

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

3 December 2020

Project Name: Public Works Salt Dome Building
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS (geotechnical), Virginia A&E
P&B Job Number 18-23

Recent Activities: Contractor has replaced the electrical box.
Anticipated work over the next two weeks: Engineer will issue final completion and close out the project.
Upcoming Tasks:
Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 12 June 2020, Final Completion 30 June 2020
Approved Budget: \$32,300
Invoiced To Date: \$28,570
Balance to Complete: \$3730

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

3 December 2020

Project Name: English Park Riverbank Stabilization

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-28

Recent Activities:

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

3 December 2020

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

Recent Activities: Signed Contracts have been distributed. Pre-construction conference was held on 11 November. Notice to Proceed issued with contract time start date on 1 December 2020. Engineer has requested DEQ tax exemption numbers for this project and requested an update on 23 Nov from DEQ. Generator was delivered and placed on Dec 2. DEQ reports that the taxation issue has been resolved with the entire project tax exempt.

Anticipated work over the next two weeks: Start reviewing shop dwgs. Engineer to meet w/ Dominion and Contractor regarding electrical service issues.

Upcoming Tasks: Contractor anticipates working on the conduit as soon as the weather breaks in late winter/spring. Aiming for 1 February 2021.

Outstanding Issues: Waiting for VA Dept of Taxation tax exempt numbers to provide to the Contractor.

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed

Schedule Constraints:

Projected Completion: November 2022

Approved Budget: \$303,100 (combined II and III projects including CA)

Invoiced To Date: \$208,950

Balance to Complete: \$94,150

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

3 December 2020

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

Recent Activities: Engineer met w/ staff on 9 July to discuss details of the project. Engineer is investigation potential for EDA or CARES funding for this project.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

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

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$0

Balance to Complete: \$198,000

Town Input Required:

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

Town and Engineers will need to coordinate the design construction timing in conjunction with Town's funding schedule.

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
3 December 2020

Project Name: WTP Filter Rehabilitation
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 19-76

Recent Activities: Met w/ Town staff and Altavista Integration Controls to review SCADA integration with the improvements on 23 July 2020.

Anticipated work over the next two weeks: Finalize plans for VDH submission

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

Outstanding Issues:

Design Schedule: December 2020 Documents to VDH for review
February 2020 (60 days) Receive VDH approval
March 2021 Advertise for Bids (if Town desires)

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

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$4950

Balance to Complete: \$51,050

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

3 December 2020

Project Name: VDEM Generator Installations
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, Master Engineers, ECS (Geotech)
P&B Job Number 20-51

Recent Activities: Recent discussions regarding the use of the existing UV generator to be relocated to the Staunton River intake. Town staff and Engineer looking to revise the scope of the construction work with a revision letter to VDEM.

Anticipated work over the next two weeks: Continue with design plans and submit 90% plans to Town the week of 7 December.

Upcoming Tasks: Submit to VDH (if necessary)

Outstanding Issues: Review if potential to add SCADA to the generator projects with VDEM.

Design Schedule: September 2020 Geotech investigation and report
November 2020 (60 days) Preliminary plans to Town staff for review
December 2020 Advertise for Bids
January 2021 Open Bids
February 2021 Award Contract
March 2021 Notice to Proceed
August 2021 Substantial Completion

Schedule Constraints:

Projected Completion:

Approved Budget: \$43,600

Invoiced To Date: \$0

Balance to Complete: \$43,600

Town Input Required:

Issues Town Should Be Aware Of: Town staff will need to identify underground utilities within the Town land as Miss Utility will not locate on private land.

Report Date: 12-3-2020

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. First construction progress meeting on Tuesday the 1st.
2. Rescheduled 2nd construction progress meeting to December 29th.

Anticipated Work over the Week

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

Scope Changes to Date

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

Outstanding Issues

1. N/A

Construction Document Schedule Update (no change to date)

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

Budget Summary

1. Engineers Survey: \$ 3,500 JTD: \$ 3,500
2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ 18,020
3. Permitting: \$ 1,500 JTD: \$ 1,500
4. Engineering Construction Administration CA: \$ 4,500 JTD: \$ 0
5. Construction Contract: \$ 197,000 (Eng. Est.) Bid Amount: \$ 198,462.00 JTD: \$ 0
6. Towns Budget \$ _____

Input Needed from Town/Others

1. Contractor availability for pre-construction meeting.

Other Issues/Concerns

1. N/A

Submitted by:



R. Scott Ehrhardt, PE
Senior Associate

Attachments: N/A

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



Date: December 3, 2020

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

Completed Work Over the Last Week

1. Worked on railroad permit
2. All documents, including plans, technical specifications, and front end documents are complete and ready to insert bid dates and appropriate information.

Anticipated Work Over the Next two Weeks

1. At future date additional CCTV work being done in connecting areas to ascertain condition of tributary lines

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$40,000
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,200
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE
Project Manager

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



Date: December 3, 2020

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

Completed Work Over the Last Week

1. Railroad Permit approved

Anticipated Work Over the Next two Weeks

1. Town to pay for railroad permit
2. All plans, technical specifications, and front end documents are complete and ready to have bid date information inserted and sent out to bids.

Outstanding Issues

1. None at this time

Construction Document Schedule Update

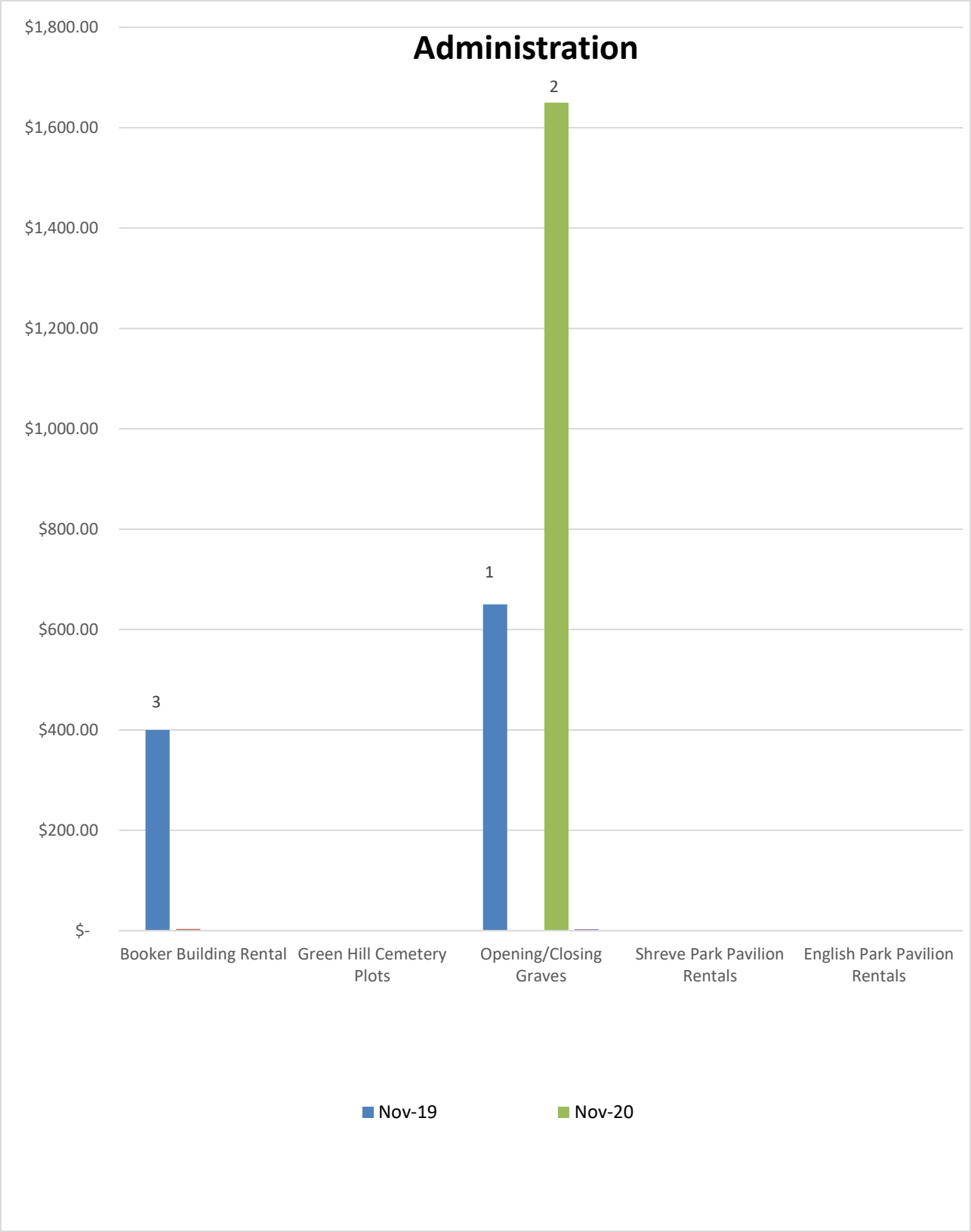
1. Not applicable at this time

Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$48,000
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$24,100	JTD:	\$0
8. Easement Plats (4 to date)			JTD:	\$2,400

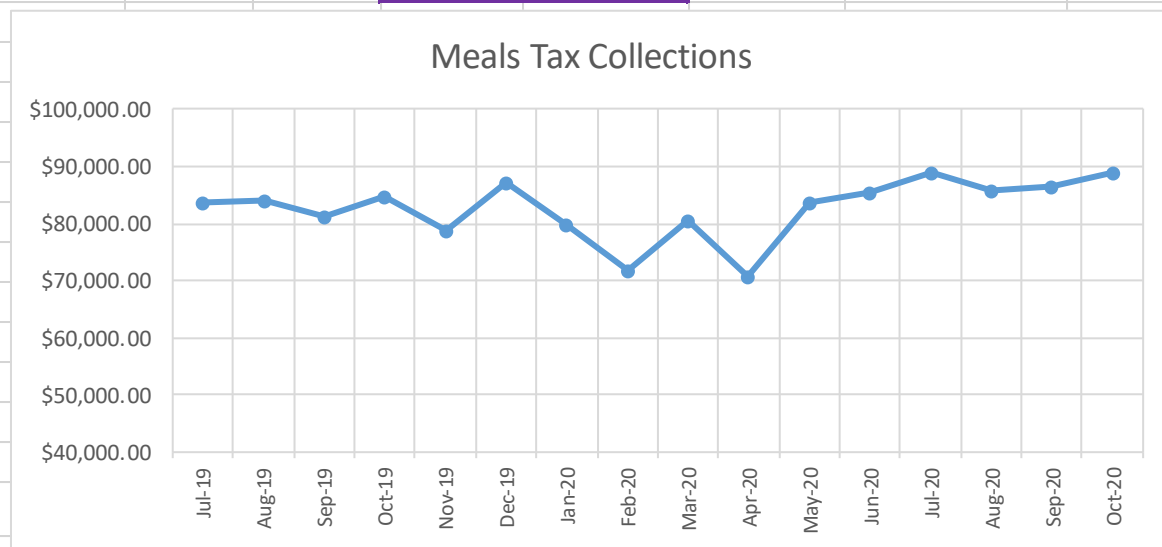
Submitted by:

Bif Johnson, PE
Project Manager

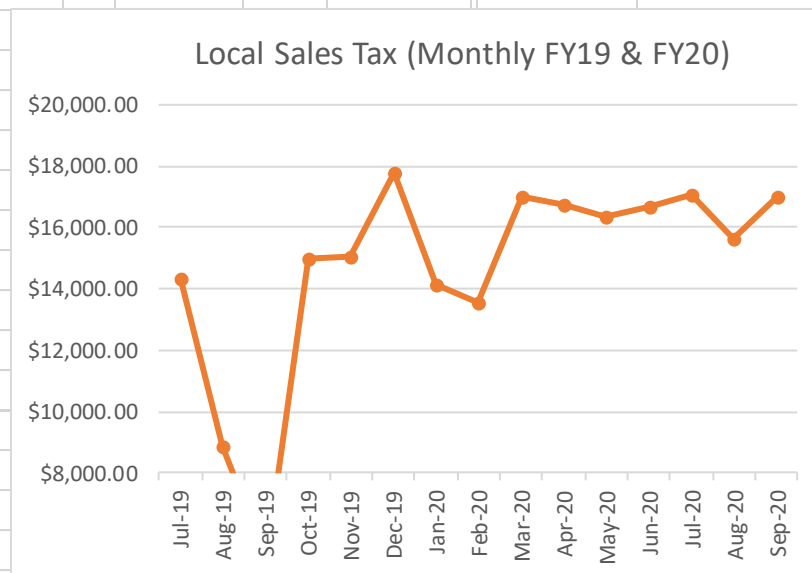


TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		PREVIOUS
Nov-19	\$78,673.23		YTD TOTAL (FY)
Dec-19	\$87,125.33	FY2017	\$951,518.71
Jan-20	\$79,882.00	FY2018	\$936,848.19
Feb-20	\$71,915.16	FY2019	\$986,050.18
Mar-20	\$80,540.42	FY2020	\$971,639.35
Apr-20	\$70,690.58		MTD TOTAL (FY)
May-20	\$83,548.86		FY2020 \$333,850.07
Jun-20	\$85,413.70		FY2021 \$350,240.08
Jul-20	\$88,787.18	+/-	\$16,390.01
Aug-20	\$85,975.65		
Sep-20	\$86,501.21		
Oct-20	\$88,976.04		
		Budgeted:	\$955,000
		+/-	-\$604,759.92
		% of Budget	36.67%

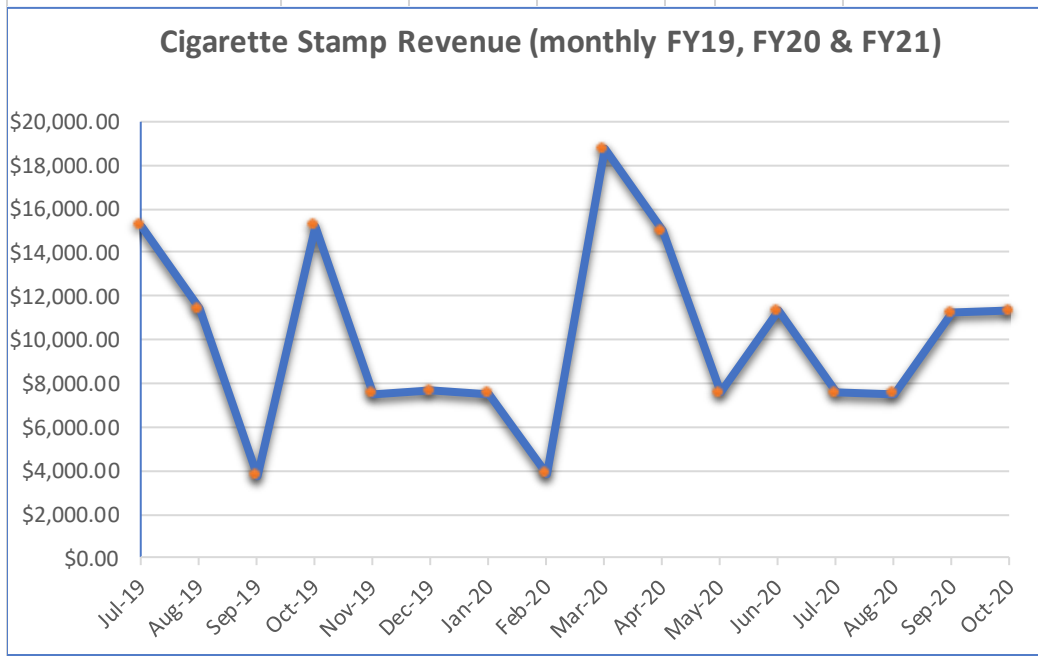


Town of Altavista			
Local Sales Tax			
Jul-19	\$14,308		<u>YTD TOTAL (FY)</u>
Aug-19	\$8,868	FY2017	\$166,834
Sep-19	\$5,261	FY2018	\$171,886
Oct-19	\$14,965	FY2019	\$169,649
Nov-19	\$15,058	FY2020	\$170,672
Dec-19	\$17,754		
Jan-20	\$14,151		<u>MTD TOTAL (FY)</u>
Feb-20	\$13,558	FY2020	\$28,437
Mar-20	\$17,023	FY2020	\$49,655
Apr-20	\$16,735	+/-	\$21,218
May-20	\$16,338		
Jun-20	\$16,653	Budgeted:	\$165,000
Jul-20	\$17,032	+/-	-\$115,345
Aug-20	\$15,648	% of Budget	30.09%
Sep-20	\$16,975		

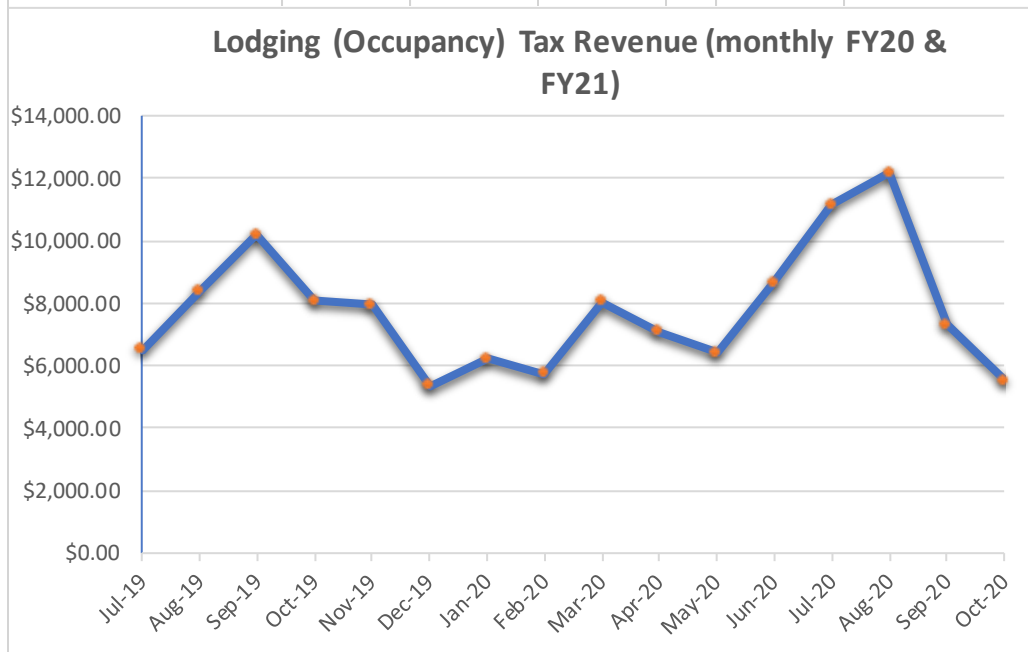


NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

Town of Altavista				
Local Cigarette Tax				
	Jul-19	\$15,187		FISCAL YEAR
	Aug-19	\$11,419		TOTAL
	Sep-19	\$3,750	FY2017	\$142,991
	Oct-19	\$15,188	FY2018	\$144,668
	Nov-19	\$7,500	FY2019	\$140,288
	Dec-19	\$7,665	FY2020	\$124,684
	Jan-20	\$7,500		
	Feb-20	\$3,881		MTD TOTAL (FY)
	Mar-20	\$18,750	FY2020	\$45,544
	Apr-20	\$15,000	FY2021	\$37,612
	May-20	\$7,545	+/-	-\$7,932
	Jun-20	\$11,299		
	Jul-20	\$7,556	Budgeted:	\$130,000
	Aug-20	\$7,500	+/-	-\$92,388
	Sep-20	\$11,250	%/Budget	28.93%
	Oct-20	\$11,306		



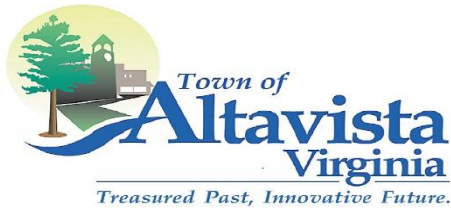
Town of Altavista			
Lodging (Occupancy) Tax			
Jul-19	\$6,502		
Aug-19	\$8,383		FISCAL YEAR
Sep-19	\$10,187		TOTAL
Oct-19	\$8,088	FY2020	\$88,534
Nov-19	\$7,934		
Dec-19	\$5,338		MTD TOTAL (FY)
Jan-20	\$6,206	FY2020	\$33,160
Feb-20	\$5,732	FY2021	\$36,139
Mar-20	\$8,030	+/-	\$2,978
Apr-20	\$7,079		
May-20	\$6,413	Budgeted:	\$80,000
Jun-20	\$8,643	+/-	-\$43,861
Jul-20	\$11,145	%/Budget	45.17%
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513		



2020

	January	February	March	April	May	June	July	August	September	October	November	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	3	9	10	3	0	3	70
Criminal Arrests "Misdemeanor"	18	10	13	15	18	5	20	14	4	1	3	121
Warrant Executed	13	18	15	16	12	10	22	14	6	3	2	131
Uniform Traffic Summons Issued	97	55	30	6	12	46	12	12	8	1	25	304
# Traffic Stops	189	127	64	10	23	46	26	24	21	3	75	608
BOLO'S (Be on Look Out)	15	9	15	9	12	7	12	4	6	3	3	95
DUI	4	1	2	0	0	0	0	2	1	0	0	10
IBR	29	24	19	43	54	23	17	21	16	17	17	280
MVA	5	4	6	4	7	8	3	4	3	6	8	58
Assist Motorist	6	11	6	13	13	17	9	18	5	6	9	113
Calls for Service	248	214	189	261	185	164	181	231	215	140	153	2181
Alarm Responses	29	11	8	8	11	10	9	7	6	3	7	109
ECO/TDO	3	1	1	3	0	1	1	2	1	2	1	16
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	4.5	9	4	21	3.5	109
Court Hours	35.5	24.5	18	1	0	2.5	15	12	5.5	3	6	123
Citizen Contacts	2048	880	800	515	488	416	168	311	82	132	394	6234
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	115	150	124	67	177	5795
Follow Ups	10	18	10	32	55	36	41	45	14	11	15	287

Patrol on 29-November 2020				
4-Nov	Rt 29	0130-0155	Yeaman	Checking for Abandoned Vehicle
8-Nov	Rt 29/Clarion	2054-2110	Dogan	MVC
9-Nov	Rt 29/Main/Clarion	2000-2155	Yeaman	Radar/Patrol
10-Nov	Rt 29/Clarion	1955-2025	Yeaman	Traffic Stop/One Citation
11-Nov	29S/Clarion		Henderson	Crash
11-Nov	29S/Clarion	0702-0752	Wilson	MVC
12-Nov	29S	1047-1054	Wilson	Vehicle Ran off the road
13-Nov	Rt 29	0155-0210	Yeaman	BOLO/MVC Suspect
19-Nov	Rt 29	0205-0225	Yeaman	Radar/Selective Enforcement
27-Nov	Rt 29/Main	2212-2225	Yeaman	BOL/Assault/Suspect from Campbell Co



MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

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

Date: December 1, 2020

Re: November 2020 Community Development Report

Permits

There were three (3) Zoning Permits issued during the month of October:

Home Occupations: 0
New Business:
Signs: 2
Accessory Structures: 1
New Homes or Additions: 0
Zoning Confirmation Letters: 1
Plats: 2

Violations

Staff is working on 12 active code enforcement complaints. No new code violations reported. Three (3) violations abated in November; however, there were several violations that were partially abated. Staff continues to work with those property owners towards full compliance.

The town issued a Request for Qualifications (RFQ) to create a pool of area contractors to assist with property maintenance issues including grass/weed cutting, illegal dumping, and removal of nuisance structures. There were no responses.

Planning Commission:

The Planning Commission held five (5) public hearings on amendments to town code related to Zoning Permits, Inspection Warrants, Derelict Buildings, Main Street District, and Penalties. Planning Commission Jennifer Morton attended her first meeting. Former Planning Commissioner John Woodson was honored by Town Council for his service on the Planning Commission.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in November.

Recreation Committee

The Recreation Committee held its regularly scheduled meeting on November 17, 2020 and held an election of officers. Sarah Mattox Roach was elected Chair and Victoria Mattox was elected Vice-Chair. At the request of the Recreation Committee, new trash cans were installed at English Park along Eagle Trail.

Staff Projects/Meetings:

Town staff, Altavista On Track and the Chamber of Commerce planned and hosted Small Business Saturday on November 28, 2020 from 11-5pm. The theme for this year was "*Shop Altavista*".

The Community Development Director worked with Campbell County to have an E-911 address assigned to the pump station at English Park at the request of the Utilities Director.

Staff continued its efforts to catalog all the vacant buildings downtown and collect information on if the properties are available for sale or rent.

The Community Development Director applied for a Virginia Department of Emergency Management (VDEM) grant to provide funding which would allow the town to address erosion at English Park.

The Assistant Town Manager, Public Works Director, and Community Development Director met to discuss the FY2022 Recreation Capital Improvement Program.

Town staff are continuing to explore ways to tackle code violations and updates to town codes.

The town and its partners are continuing to work on the Arts on Main project. The goal is to have pieces installed by spring.

The Community Development Director attended the annual Virginia Housing Conference and participated in sessions including Housing Affordability, Resilience, and Equity, Affordability and the Missing Middle Housing Study, Winning the Training Game: Workforce Diversity and Inclusion, Poverty Alleviation through Entrepreneurship, and Moving On Up: Fostering Upper Story Housing Development.

Staff has received the survey for the base flood elevation for the proposed location of bathrooms at English Park and will use that information to determine if facilities can be built.

The Community Development Director is working with an energy provider interested in installing a battery storage facility in Altavista.

Town Council began providing feedback on the Housing and Community Development Analysis to the Town Manager and Community Development Director.

The Town Manager, Assistant Town Manager, Public Works Director and Community Development Director met to discuss the scope of work for planning documents for FY 2021 Recreation CIP projects.

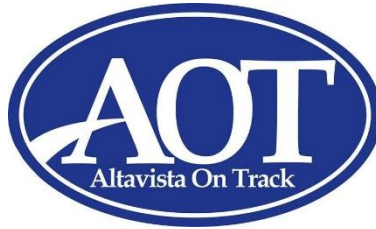
The Community Development Director attended the monthly meeting of Altavista On Track.

The Community Development Director participated in the monthly Central Virginia Transportation Technical Committee (CVTTC) meeting where they discussed the use of MYSidewalk a digital data platform that can be used with GIS to conduct surveys and have results mapped and statistically analyzed to improve planning and infrastructure. Opportunities for regional cooperation and coordination with the Central Virginia Planning District Commission (CVPDC) were discussed. VTran Needs Priority Policy was also reviewed by the Committee.

The Assistant Town Manager, Community Development Director and Community Coordinator continue to work on the marketing and operations manual for the Innovation Space. They have been submitted to the Tobacco Region Revitalization Committee (TRRC), as requested.

The Community Development Director is working with Claire House on opportunities to rehabilitate blighted houses. They are researching if funding to produce a neighborhood revitalization plan would be available from Virginia Housing (formerly VHDA) and if funding would be available for rehabilitation from Virginia Housing or the Virginia Department of Housing and Community Development (DHCD).

Community Coordinator November Monthly Report



Downtown Update

The Community Coordinator visited numerous downtown businesses during the month of November. Information regarding the Campbell County CARES Act Grant Program was distributed to interested businesses. In addition, several businesses submitted the AOT grant reporting worksheet for the \$500 grant distributed in May 2020.

Several downtown businesses participated in the Shop Small Saturday event, also known as Shop Altavista, on November 28th. The Community Coordinator visited several of the participating AOT businesses throughout the day. All were open and performing well following the Governor's recent Executive Order.

Businesses Visited

- | | | |
|------------------------|-----------------------|--------------------|
| • Rountrey Hardware | • Steve's Florist | • English Auto |
| • Vital Edge Nutrition | • Vista Fitness | • Styling Boutique |
| • The Portrait Place | • Main Street Café | • Blum Skincare |
| • Cyclin' Nutz | • Main Street Shoppes | • Lori Watkins |
| • Miller's Jewelry | • SPT Salon | Insurance – State |
| • Danny's Village | • Thrifty Firemen | Farm |
| Barber Shop | • Scoops | |

AOT Activities

Below is a summary of the Community Coordinator's activities in the month of October:

- **Shop Altavista**: The event took place on November 28th from 11:00 AM to 5:00 PM. The final participant tally was: 13 brick-and-mortar businesses, 2 vendors, and 1 food truck. The Community Coordinator visited several businesses on Main Street and Broad Street that were open. Several businesses pointed out that event generated a small increase in foot traffic; however, the effects of COVID-19 likely hampered turnout.
- **Giblet Jog**: The 2020 Virtual Giblet Jog took place from November 26th-29th. Approximately 39 individuals in a wide range of locations took part in the virtual race. The Community Coordinator has begun mailing t-shirts out to individuals who provided a mailing address. T-shirts and trophies are currently in Town Hall for pickup. Several participants reached out to the Community

Coordinator to express their satisfaction with the virtual event. They encouraged AOT to pursue a virtual race option in 2021, even if an in-person race is held.

Male Division	Female Division
1st Place: Spencer Thompson (Wake Forest, NC) 2nd Place: Kristopher Schultz (Lynch Station, VA) 3rd Place: Steve Angelozzi (Evington, VA)	1st Place: Nikki Leggett (Gretna, VA) 2nd Place: Angela Covington (Hurt, VA) 3rd Place: Lori Johnson (Gladys, VA)

- Pop-Up Program: The deadline for the Pop-Up Program was extended to December 1st. During the Shop Altavista event, the Community Coordinator was available to give interested individuals tours of the building. Approximately 5 people walked through the building and asked several questions relating to rent, use types, zoning requirements, etc. A banner and two posters are currently affixed to the building facing Broad and Main. Since the event, two individuals reached out to the Community Coordinator to gather additional information on program details.
- Co-Working Space: The Community Coordinator is finalizing the FY2020 Financial Feasibility Grant report for DHCD that is due December 16th. \$20,000 of the \$25,000 grant was utilized for the Co-Working Space Feasibility Study. The remaining \$5,000 is being utilized for marketing purposes.
- AOT Christmas Ornaments: AOT sold commemorative ornaments for \$10 at a vendor table at 600 Broad Street. 15 ornaments were sold, and the remainder are currently in storage at Town Hall. Cash or check payments will be accepted Monday-Friday from 8-5 and credit cards will be accepted Monday, Wednesday, and Friday from 8-5. The Community Coordinator will be creating an online store for interested individuals to purchase the ornaments and pick them up at Town Hall. Staff at the Staunton River Memorial Library have also been contacted about selling ornaments at the library front desk.
- Vacant Building Signup: The Community Coordinator is currently working with the Assistant Town Manager and Community Development Director on a vacant building registry. The spreadsheet has been populated with building owner names and contact information.
- Art on Main: Vacant buildings in the downtown district are currently being identified as potential locations for the project. Once identified, the building owners will be contacted to request permission.

Town Social Media Activities

- **Page Likes:** 1,839 (+46 during November)
- **Page Followers:** 1,979 (+44 during November)
- **Post Reach:** 10,196 (+85% during November)
- **Total Posts:** 23 posts
- **Most Popular Post:** Mr. John Woodson Appreciation Post – November 11th (166 engagements)

AOT Social Media Activities

- **Page Likes:** 1,635 (+5 during November)
- **Page Followers:** 1,737 (+8 during October)
- **Post Reach:** 4,523 (-10% during November)
- **Total Posts:** 21 posts
- **Most Popular Post:** Scarecrow Stroll Winner – November 9th (160 engagements)

Published	Post	Reach
11/30/2020 4:14 PM	Town of Altavista Recreation Survey (reshare)	82
11/30/2020 1:40 PM	Thank you to everyone who took some time out of their busy Thanksgiving weekend to join us for the 14th annual Gible Jog 5K Run! Although we are sad that the race was virtual this year, we hope that all participants had fun! A complete list of the race results can be found here: https://runsignup.com/Race/Results/37517#resultSetId-212845;perpage:10 AOT will be contacting trophy winners today (11/30) to arrange pickup or shipment. T-shirts can be picked up at the Altavista Town Hall located at 510 7th Street. It is open Monday-Friday from 8:00 AM to 5:00 PM. Individuals who selected the shipment option will receive their shirts between 12/2 and 12/4. Lastly, please let us know how we did! We love to improve the race each year, let us know your feedback by sending us a message or email! As we look forward to next year, we hope that we can once again be down in English Park braving the cold! We'll see you all next year for the 15th annual Gible Jog!	116
11/28/2020 5:16 PM	Please join us for the first annual Altavista Christmas Tree lighting at 5:15! Councilman Reggie Bennett and AOT Board President Reverend Ed Soto will be speaking prior to the lighting.	360
11/28/2020 4:46 PM	Join us for the tree lighting! It will be live-streamed on the Town and AOT Facebook pages!	132
11/28/2020 4:28 PM	We hope to see everyone join us on Facebook Live for the Town Christmas Tree Lighting! The event will be live-streamed on the Town and AOT Facebook pages.	30
11/28/2020 9:00 AM	Reshare	108
11/28/2020 8:55 AM	AOT will be selling Christmas ornaments for \$10! A table will be set up at 600 Broad Street (across from Rountry's Hardware). Staff will be accepting cash or card.	542
11/28/2020 8:46 AM	Looking to do some early Christmas shopping? Please join us today (11/28) for the Shop Altavista event from 11-5!	127
11/26/2020 8:30 AM	Happy thanksgiving everyone! Please don't forget about these upcoming events: Don't forget about the virtual Gible Jog starting today and running through Sunday! Information can be found on our Facebook event page. Join us for the Shop Altavista event on Saturday, November 28th from 11-5! You don't want to miss out on the fun! Also, on November 28th, please join the Town of Altavista, Altavista On Track, and the Altavista Area Chamber of Commerce for the Christmas Tree lighting. Due to social distancing mandates, we are encouraging the public to watch the Facebook Live video of the event.	117
11/25/2020 4:22 PM	Shop Small Altavista & Christmas Tree Lighting	39
11/20/2020 8:45 AM	Less than one week remaining before the start of the 2020 (Virtual) Gible Jog! Don't miss out on this long-standing Thanksgiving tradition! No matter where you are this year, you can still participate. Registration is \$20 and is open until Thanksgiving morning. For	106

Published	Post	Reach
	more information and to register, visit this link: https://runsignup.com/Race/VA/Altavista/gibletjog	
11/16/2020 7:28 PM	Please check this opportunity out if you are an Altavista business!	94
11/13/2020 9:15 AM	No matter where you are this Thanksgiving, you can still participate in the 2020 (Virtual) Giblet Jog 5K! Registration is \$20 and the event will take place November 26th-29th! Register here: https://runsignup.com/Race/VA/Altavista/gibletjog	85
11/12/2020 9:00 AM	Is your organization looking for a way to spread Christmas cheer this year? Then consider participating in the 2020 Reverse Christmas Parade hosted by the Altavista Area Chamber of Commerce. The parade will take place at English Park on December 5th from 6-8 PM. Applications can be found at the link below and are due November 27th. Questions can be directed to the Chamber office at (434)-369-6665. https://www.altavistaontrack.net/events/2020/11/11/2020-reverse-christmas-parade	163
11/12/2020 8:00 AM	Reminder that tonight is AOT's monthly board meeting. To view a copy of the November agenda packet, please visit the link below! https://www.altavistaontrack.net/meeting-agendas-and-minutes	118
11/09/2020 5:10 PM	**Deadline for the program has been extended to December 1st** Are you a small business looking to relocate or expand to downtown Altavista? Are you working from home but searching for a larger office space? Applications are now open for Altavista's upcoming Pop-Up Program. For more information or to apply, please visit AOT's website. https://www.altavistaontrack.net/events/altavista-pop-up-program*	87
11/09/2020 8:41 AM	Congratulations Villagebarbershop Danny Barbour on winning the 2020 Altavista On Track Scarecrow Stroll!	828
11/06/2020 2:16 PM	Local Crafters, Artisans and Food Trucks... Looking to sell your original, handmade items? Have a few hours to spare? Be part of Shop Altavista! November 28 - 11 a.m. to 5 p.m. Register: https://www.altavistava.gov/images/documents/Shop-Altavista-Small-Business-Saturday.pdf	118
11/06/2020 9:53 AM	Looking for a way to burn off those extra Thanksgiving calories? Take part in AOT's (Virtual) Giblet Jog 5K! Registration is \$20 and takes place November 26th-29th! More information can be found here: https://runsignup.com/Race/VA/Altavista/gibletjog	110
11/02/2020 9:59 AM	Tune in to find out who won the 2020 Scarecrow Stroll!	517
11/02/2020 9:16 AM	Voting is now closed, and the ballots are being counted! Thanks to everyone who voted this year! We would also like to thank the businesses who made a scarecrow! The winner will be announced today at 10:00 AM on Facebook Live!	155

BUILDINGS AND GROUNDS

December 2, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: November 2020

Vacation / Sick Leave Taken		40
Meetings / Data Entry / Work Planning		31.5
# of Call Duty Hours		20
# of Assisting other Crews		80
Holiday		80
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	3	72
# of Cremations	1	4
Cemetery Grounds Maintenance		9
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	94.09	96
Residential Garbage Collected (Tonnage) Town of Hurt	37.10	33
# of Curbside Brush Collected (Stops)	166	
Loads of Brush Collected	12	43
# of Curbside Bulk Collected (Stops)	126	
Bulk Collection (Tonnage)	28.26	31
# of Tires Collected	3	1.25
# of Residential Garbage Citations Issued	0	0
Seasonal	0	79.75
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		0
# of Building Maintenance Hours		10
# of Park Cleaning		81.50
# of Parks Ground Maintenance Hours		0
# of Acres Mowed by Town		0
# of Acres Mowed by Contractors ****		0
Special Projects – Overlook Project		140
# of Veh. Maintenance Hours		
*** HOURS NOT ADDED		
Total Labors Hours for the Month		852.50

STREET DEPARTMENT MONTHLY REPORT

DATE: December 2, 2020

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

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	112
Safety Meetings/Data Entry/ Planning Schedule	21.5
Emergency Call Duty	0
Weekend Trash Truck	2
Street Sweeping	12
Road Hazards	1
Litter Control	2.25
Assisting Other Crews	72
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0 Times
Sign Maintenance	0
Landscaping	0
Ditch & Drainage Pipe Maintenance	0
Sidewalks	0
Asphalt Paving And Patching	0
Dead Animal Removal	3
Decorative Street Light (Christmas)	67
Shop Cleaning	0
Leaf Collection	310
Trees/ Trimming/ Removal	0
Vehicle Maintenance	0
Shoulder Work and Stone	22.5
Snow Prep	0
Weed Control	0
Seasonal	0
Bags Of Litter	4
Storm Damage Clean-Up	123
Special Projects	62.75
Total Labor Hours for the Month	812

FLEET MAINTENANCE DEPARTMENT

DATE: December 2, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: November 2020

DESCRIPTION	Labor Hours
Vacation	88
Safety Meetings	0
Holiday	16
Daily/ Weekly/ Planning & Scheduling	0
Sick Leave Used	0
CIP / Budgeting	0
Preventive Maintenance	21.5
Full Services	10
General Repair's	25
Troubleshoot and Diagnostic	7.5
Assisting Other Crew	0
Tire Changes & Repairs	0
Building & Grounds	0
Picking Up & Delivery	0
State Inspections	0
Total Labor Hours for the Month	168

2019-20 Water, Sewer & Curbside Refuse Collection Billing History

Printed 2-Dec-20

Customer Class		December-19	January-20	February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	Average
WATER	Residential Base-IT	9	1,259	18	6	1,265	16	12	1,329	7	12	1,245	16	433
	Commercial Base-IT	41	28	28	27	188	43	44	195	43	27	176	27	72
	Residential Base-OT	-	143	-	-	144	-	-	150	1	-	143	-	53
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	30	30	30	30	30	30	30	30	30	30	30	30	30
	Dormant Accounts													-
	Industrial	5	5	5	5	4	4	4	4	5	5	5	5	5
	TOTAL	86	1,466	82	69	1,632	94	91	1,709	87	75	1,600	79	594
														Total
	Residential Use-IT	58,950	12,323,400	141,148	230	11,903,400	169,120	22,160	14,408,990	9,130	63,930	13,306,131	47,210	52,453,799
	Commercial Use-IT	2,261,631	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	2,307,298	3,570,031	1,698,400	6,728,295	656,191	40,616,327
	Residential Use-OT	-	1,703,150	-	-	1,593,550	-	-	1,840,710	2,560	-	1,778,750	-	6,918,720
	Commercial Use-OT	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	2,491,200	2,924,700	2,792,400	2,683,000	2,574,300	28,187,548
	Municipal	555,490	262,680	226,200	186,560	289,680	338,300	350,180	137,470	920,400	552,930	271,080	275,720	4,366,690
	Industrial	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	48,026,158	46,777,325	20,831,992	41,237,761	45,732,224	490,357,794
	TOTAL WATER SOLD	48,994,037	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	46,883,484	69,211,826	54,204,146	25,939,652	66,005,017	49,285,645	622,900,877
	NET DELIVERED	56,853,505	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	66,718,661	65,806,703	42,271,392	69,533,356	58,550,942	53,442,930	695,692,292
	FRACTION BILLED	86%	108%	79%	70%	117%	91%	70%	105%	128%	37%	113%	92%	90%
	Total (TOA,sold,hydmts, Leaks)	7,400	16,600	24,000	24,100	81,900	116,850	73,575	455,600	197,800	182,771	162,100	116,400	1,459,096
														Total
	Residential Base & Use-IT	351	56,383	815	256	57,244	830	397	65,103	219	482	60,626	546	243,251
	Commercial Base & Use-IT	7,241	12,981	14,583	15,236	20,129	8,427	19,750	19,375	22,409	5,824	27,423	3,085	176,464
	Residential Base & Use-OT	-	17,421	-	-	11,191	-	-	12,599	43	-	12,235	-	53,489
	Commercial Base & Use-OT	8,940	9,017	9,529	8,159	9,862	9,185	9,784	9,654	11,306	10,802	10,385	9,971	116,594
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	102,641	98,419	99,894	84,381	109,049	118,058	103,204	121,340	117,906	53,272	106,850	115,726	1,230,740
	TOTAL	119,173	194,221	124,821	108,033	207,474	136,500	133,135	228,071	151,883	70,380	217,519	129,328	1,820,538
SEWER	Residential Base-IT	5	1,096	13	6	1,129	16	11	1,150	4	12	1,085	16	379
	Commercial Base-IT	40	158	28	26	174	42	42	146	40	25	158	25	75
	Commercial Base-OT	2	1	1	1	8	8	1	8	1	-	1	1	3
	Municipal	8	14	8	8	8	8	8	7	8	8	8	8	-
	Dormant Accounts													-
	Industrial	4	3	3	3	3	3	3	4	4	4	4	4	4
	TOTAL	59	1,272	53	44	1,322	77	65	1,315	57	49	1,256	54	460
														Total
	Residential Use-IT	46,283	7,894,954	15,376	230	7,899,210	83,292	16,981	10,688,192	4,616	55,071	9,869,928	40,764	36,614,895
	Commercial Use-IT	1,748,584	2,663,237	3,568,751	1,298,831	3,574,527	479,568	1,978,513	2,307,298	2,235,591	185,714	2,454,700	798,967	23,294,281
	Commercial Use-OT	62,900	230,000	240,000	230,000	741,842	382,900	151,300	328,292	113,700	-	136,940	100,000	2,717,874
	Municipal	266,560	94,180	103,720	100,460	106,930	75,130	51,390	44,240	129,020	83,400	99,360	85,810	-
	Industrial	22,430,000	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	40,840,000	43,540,000	42,500,000	23,190,000	41,220,000	42,440,000	442,170,000
	TOTAL SEWER BILLED	24,554,327	46,882,371	40,407,847	37,049,521	50,732,509	40,720,889	43,038,184	56,908,022	44,982,927	23,514,185	53,780,928	43,465,541	504,797,050
	WWTP EFFLUENT	62,863,500	58,924,500	64,614,500	56,998,200	58,512,100	69,575,000	74,057,700	58,243,800	41,936,100	67,475,900	72,480,200	74,012,100	759,693,600
	FRACTION BILLED	39%	80%	63%	65%	87%	59%	58%	98%	107%	35%	74%	59%	66%
														Total
	Residential Base & Use-IT	158	29,380	22	120	29,706	351	96	36,091	28	207	33,208	177	10,795
	Commercial Base & Use-IT	4,934	6,704	3,334	3,951	10,707	4,803	6,275	5,516	7,137	3,787	8,187	3,484	5,735
	Commercial Base & Use-OT	179	1,662	1,726	1,662	3,375	1,936	502	1,182	429	506	386	778	1,193
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	73,346	123,280	124,066	122,124	136,000	134,980	138,856	148,036	144,500	78,642	140,484	144,296	1,508,610
	TOTAL	78,616	161,025	129,147	127,857	179,788	142,070	145,730	190,825	152,095	83,142	182,265	148,734	1,526,333
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	50	53	71	72	304	260	241	221	148	95	226	166	155
	Curbside- BULK	74	57	43	107	89	119	118	39	93	102	111	126	85
	TOTAL	124	110	114	179	393	379	359	260	241	197	337	292	240
														Total
	Curbside-IT	89	95	79	92	101	93	95	101	102	112	100	112	1,096
	Curbside-BULK	10	10	3	15	15	13	10	7	10	17	17	17	153
	TOTAL	99	105	82	107	116	107	105	109	112	129	117	129	1,249

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: November

Operation and Production Summary (Abbott was shutdown the month of August for Maintenance)

The Actual water production line (filtering of water) for the entire month averaged			15.83	Hours per day
which yielded approximately	1,350,000	gallons of water per day.		
Rain	11.5	snow	0	was measured at the water treatment plant.
Average Hours per day (week days)	17.00	hrs		
Average Hours per day (weekends)	13.20	hrs		
Average produced (week days)	1,562,857	gallons per day		
Average produced (weekends)	1,197,111	gallons per day		
Total Raw Water Pumped:	43.59	million gallons		
Total Drinking Water Produced:	40.65	million gallons		
Average Daily Production: (drinking)	1,333,000	gallons per day		
Average percent of Production Capacity:	44.43	%		
Plant Process Water:		(finished water used by the plant)		
Bulk Water Sold @ WTP:	100,700	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	15,700	gallons		
McMinnis Spring				
Total Water Pumped:	6.607	million gallons	average hours per day	14.3
Average Daily Produced:	275,292	gallons per day	Rain at MC	9.88
Reynolds Spring			snow	0
Total Water Pumped:	5.891	million gallons	average hours per day	15.2
Average Daily Produced:	280,524	gallons per day	Rain at RE	9.87
Purchased Water from CCUSA	0	gallons	snow	0
Sold to Hurt	2,620,000	gallons		
Industrial Use	36,473,610	gallons		
		Water lost due to leaks	None Captured	
Cross Connection Visits	2	ALL Locations are up to date for 2020		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Cryptosporidium Sampling was completed for the month on November 10 , 2020
 Melinda High Pressure Zone- rebid to be approved by council at regular meeting in December
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade design underway. 75% plans were reviewed by plant manager. Plans to be submitted to VDH.
 McMinnis water line design underway. Plans at 75% and being reviewed by VDH. Permit for railroad bore being sought.
 Spoke to Vendors every Monday to verify that Deliveries would not be delayed on chemicals needed for treatment.
 Reported to Abbott and Health Department each Monday on health of employees and chemical inventory
 Emergency Response Plan for the water plant is completed and is being reviewed by Campbell County Public Safety. Federally required by July 2021
 Risk and Resiliency Assessment is in the reviewing stage. Also Federally required by July 2021
 The Source Water Protection Plan final draft was provided to Office of Community Development for review. Scheduled December 7th with planning commission.
 Generator project design continues and is about 25% complete.
 Grant application preparation for Plan and Design for sludge removal system for sedimentation basins.
 Cleaned Basins #1, #2 and #3
 Standard Operating Procedures are being updated for review in January 2021
 All but 5 Backflow Preventers have been tested and confirmed for the year 2020. Will have completed by end of December.
 HAA5 OEL to be mailed out in December

Utilities Distribution and Collection

# of Service Connections			
# of Service Taps	Addresses:		
# of Meters Read	Monthly	103	
	Quarterly		
# of Meters Cut Off For Non-Payment			
# of Meters Tested			
# of Loads of Sludge to Landfill	17.00		
	Tons	111.85	
# of Location Marks made for Miss Utility	64		
# of Meters Replaced	10		
# of Water Lines Repaired		# of Sewer Lines Unstopped	
Locations:		Locations:	1
		312 Westwood Dr	
# of PRV Maintenance			
# of Water Valve Boxes Cleaned			
# of Blow-Off Valves Flushed			
Push Camera Footage	400	Sewer Main Cleaned	300
Sewer (Root Cutting) Main	300	Sewer Main Cleaned Manholes	
Sewer (Root Cutting)Main Manholes		Sewer Right of Way Clearing Footage	
Sewer Video Footage	2,249	Sewer Service Cleaned	
Sewer Video Manholes		Sewer Service Video	
Duke Root Control (Contractor)		Sewer (Root Cutting) Service	
Water Turn On and Offs	20	Water Right of Way Clearing Footage	
		Sewer Manholes Inspected	9
# Of Hydrants Flushed			
# of Hydrant Valves Exercised			

Other Utilities Distribution and Collection Activities & CIP Projects:

Assisted VDOT Holly Hills Dr Paving Repaired ARV
Assisted Public Works Flood Damage
Assisted Public Works Boat Ramp Silt Removal
Assisted with Grave Opening
Assisted Pump Removal Raw River Pump Station
Road way Maintenance Reynolds Spring
Winterized Auto Flush Valve Bedford Hwy
Assisted English Construction Stanton River Bridge

DEPARTMENT: Wasterwater Plant
MONTH: November

Average Daily Flow		MGD	
TSS Reduction		%	
BOD Reduction		%	
VPDES Violations			
Sludge (Regional Land Fill)		tons	(estimated)
Rain Total	Inches	Snow Total	0 Inches

Other Wastewater Activities and CIP Projects:

Month: October 2020
Week: 5th

- Continue Sanitizing procedures for commonly used areas
- Reviewed permit renewal information
- Submitted Monthly DMR
- Submitted Monthly Industrial Sewer Bills
- Polymer delivery 10-7-20
- Sampled Effluent for permit renewal
- Mowing crew onsite 10-5-20
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: October 2020
Week: 12th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- RVPS VFD IP5 out for repair 10-12-20 (power surge?)
- VFD MPS delivered and installed 10-13-20 (still has issues)
- VFD MPS returned to Tech Star 10-14-20
- VFD MPS delivered and installed 10-15-20 (No issues)
- Credit Card statements reviewed and submitted
- Cleaned pressure relieve valve for press feed pumps
- Repaired lights at headworks and Lab building (LED)
- Drained condensate from clarifier #3
- UV Bank A in service 10/15/20
- Received sample containers for second Effluent testing
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: October 2020
Week: 19th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- Repaired Main Pump Station Bar Screen
- RVPS VFD IP5 returned from TechStar 10/20/20
- RVPS VFD IP5 installed 10/21/20 (no issues)
- UV Bank B serviced
- Serviced UV system, replaced coolant pressure gauge 10/22/20
- Ordered Annual Bio Assay testing
- Changed oil in Clarifier #1
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: October 2020
Week: 26th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- Reset Main Pump Station PLC issue with IP3
- Cleaned and recharged NPW system
- Changed Blower belts in Solids handling
- Ran All Generators 10/28/20
- High water event 10/29 and 10/30/20
- Dominion Power Company onsite checking power feed to main Pump Station
- PLC issue at MPS troubleshooting cause
- Cleaning MPS wet well after flooding
- Replacing float switch at MPS
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

DECEMBER

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
	NOTES: <u>Avoca</u> Members Dinner Dec. 15 th – <i>Canceled</i> <u>AEDA Mtg.</u> Dec. 22 nd (tentatively)	1	2	3	4	5 “Reverse” <u>Christmas Parade</u> English Park 6-8pm
6	7 <u>Planning Commission</u> 5pm	8 <u>Council Meeting</u> 6pm	9	10 <u>AOT Meeting</u> 5pm	11	12
13	14	15 <u>Recreation Committee</u> 5:30pm	16	17	18	19
20	21	22 <u>NO Council Work Session</u>	23	24 <u>Christmas Eve</u> Town Offices Closed	25 <u>Christmas Day</u> Town Offices Closed	26
27	28 Town Offices Closed	29	30	31	NOTES: Friday January 1 st <u>New Year’s Day</u> Town Offices Closed	

JANUARY

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
NOTES: <u>January 26th</u> AEDA Meeting 8:30 am	<u>January 26th</u> *outside agencies and non-profits @ work session seeking funding				1 Town Offices CLOSED New Year's Day	2
3	4 Planning <u>Commission</u> 5pm	5	6	7	8	9
10	11	12 Council <u>Meeting</u> 6 pm	13	14 <u>AOT Meeting</u> 5pm	15	16
17	18	19 Recreation <u>Committee</u> 5:30	20	21	22	23
24	25	26 Council <u>Work Session</u> 5pm	27	28	29	30

Council Regular Meeting November 10, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on November 10, 2020 at 6:00 p.m.

AGENDA:

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

Council Members

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

Absent: Vice-Mayor Beverley Dalton

Staff present: Mr. J. Waverly Coggsdale III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Chief of Police
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. George Sandridge, Community Development Intern
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

- 2. Invocation and Pledge of Allegiance

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

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed November 10, 2020 Council Meeting Agenda, to which there were none.

Councilman Higginbotham, seconded by Councilman George, motioned to approve the meeting agenda as presented

Motion carried.

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

Council Regular Meeting November 10, 2020

4. Recognitions and Presentations

a. Employee Milestones

Town Manager Waverly Coggsdale informed Town Council of Andy Wyatt's 30 years of service with the Town of Altavista's Utilities Department as of October 2020. He stated Mr. Wyatt was the Superintendent of Altavista's Waste Water Treatment Plant.

Mr. Coggsdale thanked Mr. Wyatt for his continued service to the town.

Mayor Mattox also thanked Mr. Wyatt for his continued commitment to service for the Town of Altavista.

b. Personnel Changes

The Town of Altavista's most recent personnel changes, since October 1st, 2020:

New Hires

- | | | | |
|--------------------|---------------|-------------------------|------------|
| ▪ Dakota Ashby | Publics Works | Maintenance Worker | 10/12/2020 |
| ▪ George Sandridge | Admin. Intern | Main Street Coordinator | 10/19/2020 |

Departure

- | | | |
|-------------------|----------------|-----------------------------|
| ▪ Kirsten Aherron | Administration | AOT Main Street Coordinator |
|-------------------|----------------|-----------------------------|

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

c. Service Recognition

Mayor Mattox stated Council would be presenting John Woodson with a resolution honoring his 17 years of service to the Town of Altavista as a member of the Altavista Planning Commission (PC).

Mayor Mattox asked Mr. Woodson if he would like to say a few words.

Mr. Woodson stated he really enjoyed his years on the Planning Commission. He stated he loved seeing how the town had grown since he started 17 years ago, and it was his pleasure to be a "tiny part" in assisting with that growth.

Mr. Woodson stated he also enjoyed working with Planning Commission Chairman John Jordan. He stated Mr. Jordan was the finest Chairman he ever worked under.

Mr. Woodson thanked Town Council for appointing him for those years and allowing him to serve the Town of Altavista and the town's citizens.

Mayor Mattox asked John Jordan, Planning Commission Chairman, if he would like to say a few words.

Mr. Jordan stated he attended the meeting that evening in support of Mr. Woodson and his many years of service. He stated he had only been on the Planning Commission for six years, but in that time, had enjoyed working with Mr. Woodson.

Mr. Jordan stated that Mr. Woodson's significant knowledge of the Town of Altavista and his caring dedication to the community had been a great help to him during his time as Chairman and also very appreciated by his fellow Planning Commission members.

At that time, Mayor Mattox read aloud the resolution for Mr. Woodson.

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RESOLUTION IN RECOGNITION OF JOHN N. WOODSON

WHEREAS, the Town Council and the Altavista Planning Commission encourages participation and thoughtful approaches to the impacts of development within the community and on the environment; and

WHEREAS, John Woodson was appointed to serve on the Altavista Planning Commission in April 2003 to serve out the unexpired term of his father and has elected not to seek reappointment when his term expired on September 30, 2020; and

WHEREAS, Mr. Woodson provided valuable leadership, insights, and planning contributions to the town’s planning program during his tenure; and

WHEREAS, John Woodson’s time of service has been marked by exemplary dedication of the best interests of the community; through his active participation in the development of the update and revision of the Town’s Zoning Ordinance adopted in October 2011; annual reviews of the Town’s Comprehensive Plan to include a formal update to the Plan in 2015; and development of Design Guidelines in 2014; and

WHEREAS, Commissioner John Woodson has performed his duties with the highest respect for our citizens, his fellow commissioners, and ethical standards of the Town.

NOW THEREFORE, BE IT RESOLVED that by action of Mayor Michael Mattox, the Altavista Town Council, Chairman John Jordan and the Planning Commission, all proclaim their appreciation and gratitude to John Woodson for his outstanding service on the Altavista Planning Commission.

Adopted this 10th day of November 2020.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to adopt the resolution as presented, in regard to John Woodson’s 17 years of service on the Altavista Planning Commission.

Motion carried.

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

Mayor Mattox asked Council if they had any additional comments for Mr. Woodson.

Councilman Mitchell stated there were many people that only “talk” about needed changes, and then there were those individuals that contribute to making those changes happen. He thanked Mr. Woodson for his many years of service to the town.

Councilman Emerson thanked Mr. Woodson for his service to the Town of Altavista.

Councilman Higginbotham thanked Mr. Woodson for all he had contributed to the town while serving on the Planning Commission.

Councilman George stated it had been a pleasure for him to serve with Mr. Woodson for the past few years. He thanked Mr. Woodson for his service.

Councilman Bennett stated he appreciated all that Mr. Woodson had done for the town during his 17 year term. He stated he felt Mr. Woodson was a “doer”, rather than a talker.

At that time, Mayor Mattox presented Mr. Woodson with his Resolution of Recognition.

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Citizen's Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the November 10, 2020 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens that Council would be glad to speak with a citizen at any time regarding an idea or concern they may have pertaining to the town or community.

Partner Updates

Altavista On Tract (AOT)

Representative: Community Development Intern George Sandridge

Mr. Sandridge came before Council with updates in regard to current and upcoming AOT events:

- “Shop Small” Altavista, Saturday November 28th, 11am-5pm.
- Town of Altavista Holiday Ornaments for sale during the Shop Small event.
 - Ornaments cost \$10 each
 - 2020 Town Ornament showcases Altavista Library (Staunton River Memorial Library)
 - Any ornaments not sold during the event, would be taken to Town Hall for continuation of the ornament sale.
- Altavista Small Business “Pop-up Program”
 - Business application deadline was scheduled for December 1st.
 - If no interest by December 1st, the event would be rescheduled for spring 2021.
- Altavista Annual Gibley Jog

Altavista Area Chamber of Commerce

Representatives: Chair Susan Hammack and Chair Elect Romonda Davis

Ms. Hammack addressed Council with updates on current and upcoming Chamber activities. She stated, even though the Chamber Board of Directors was comprised of volunteers that have full-time jobs and other responsibilities, they were committed to creating and maintaining a stronger foundation moving forward.

Ms. Hammack stated the Chamber had recently identified “gaps in procedures”, but they were working through those issues by creating a more controlled procedural environment.

Ms. Hammack informed Council that the Chamber decided to outsource its “financials” to ensure accountability. She stated the Chamber also created a “Board Manual” outlining the expectations and responsibilities for its board members.

Ms. Hammack continued stating the Altavista Chamber of Commerce recently partnered with the Lynchburg Regional Business Alliance to create a Strategic Plan for moving forward. She stated the Chamber then released a new mission statement: “The Chamber of Commerce Represents the Interest of the Business Community and Focuses on Their Ability to Prosper”.

Ms. Hammack stated the Chamber was also in the process of redesigning their online website to be more “interactive”. She stated the upgrade would include the ability for customers to schedule and pay for train station rentals. She stated the town’s annual Uncle Billy’s Day Festival would also be featured and scheduled on the main website, not separately, as in the past.

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Ms. Hammack concluded her update presentation by sharing with Council the Chambers upcoming event schedule:

- November 11th – Ribbon Cutting for National Center for Healthy Veterans, with General Oliver North as the key speaker
- November 18th – Chamber monthly board meeting
- November 28th – “Shop Small” Altavista Event (partnership with AOT)
- November 28th – Town Tree Lighting Ceremony @ Library/Presbyterian Church
- December 5th – Altavista’s Annual (Reverse) Christmas Parade 6-8pm @ English Park

Ms. Hammack thanked Town Council and the Town of Altavista for their continued partnership and support of the Altavista Chamber of Commerce. She invited Council to reach out to her any time they had questions or comments for the Chamber.

At that time, Altavista Chamber of Commerce Chair Elect Romonda Davis came before Council with an update in regard to the 2020 Town Christmas Parade.

Mrs. Davis asked Mayor Mattox to consider “leading” the Christmas parade that year, along with any Council member that would also like to participate. She stated, if he concurred, Feller’s Chevrolet Car Dealership in Altavista would have three cars available for the Mayor and Council to lead/begin the parade and then park alongside the other participants of the parade.

Mayor Mattox stated he would be happy to do so.

Mrs. Davis stated Councilman George had already agreed to be a parade judge, along with an AOT Board Member and Rotary Club Member, so each group would be equally represented.

Mrs. Davis stated the Chamber recently gave the town’s Public Works Department the “lights” needed for the parade, and they would be installed the following week.

Councilman Bennett asked what time Council needed to be at the park.

Mrs. Davis reminded Council the Christmas Parade would begin at 6:00 PM. She suggested, if participating, being at the parade staging area no later than 5:30 PM.

Mayor Mattox thanked the Altavista Chamber of Commerce for persevering through such tough times recently, and for striving to make it still feel like a traditional Christmas in Altavista.

Mayor Mattox stated he appreciated the Chambers continued efforts and he felt certain Town Council and the Altavista Community did as well.

Consent Agenda Approval

5. Approval of Council Meeting Minutes
 - October 13, 2020 Regular Meeting
 - October 27, 2020 Work Session
6. Acceptance of Monthly Financial Reports
 - October 2020 Revenue And Expenditures
7. Approve CY2021 Town Council Meeting Schedule
8. Approve FY2022 Budget/Capital Improvement Program Calendar
9. Approve Acceptance of the FY2020 Financial Report/Audit

Mayor Mattox asked Council if they had any questions or concerns pertaining to the November 10, 2020 Consent Agenda, to which there were none.

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Councilman Bennett made the motion, seconded by Councilman Emerson, to approve the Consent Agenda as presented.

Motion carried.

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

Public Hearing

There were no public hearings scheduled for the November 10, 2020 Regular Council Meeting.

Unfinished Business

10. Park Signs and Memorials

Background:
At the October 13, 2020 Regular Town Council Meeting, information was brought to Council related to memorial and park signage for the John H. Moseley Memorial Park and the Leonard Coleman Memorial Park. Council instructed Town Staff to reword the memorial signage and also to obtain quotes for the proposed memorials and signs.

At the October 27, 2020 Council Work Session, Council members indicated they would like to have the park dedication for the Moseley Memorial Park in April 2021, which coincides near Mr. Moseley’s birthday; and to also proclaim the date as John H. Moseley Day in The Town of Altavista. The tentative date for the dedication would be April 18, 2020.

Assistant Town Manager Amie Owens addressed Council in regard to this item.

Ms. Owens shared with Council the revised language that had been requested for the memorial plaques; as well as a spreadsheet outlining the costs of the various sign options. She stated each sign option would take 2 to 4 weeks for delivery; and the memorials 6 to 8 weeks.

Ms. Owens referenced the memorial plaques for each park. She stated, from the received quotes, Martin Monuments in Keysville, VA submitted the lowest quote for a total of \$4,000 for both bronze plaques.

Ms. Owens asked Council for guidance on how they wished to move forward with these items.

Mayor Mattox asked Council if they had any questions for Ms. Owens in regard to this item.

Councilman George referenced the memorial plaques. He asked how they would be displayed.

Ms. Owens stated the memorial plaques would both come with a display stand that would be mounted/installed into the ground.

Councilman Bennett referenced the memorial plaques and the two options of aluminum and bronze. He stated, while aluminum was cheaper, a bronze plaque would hold up better under natural elements (weather). He stated the bronze plaques would also mirror the memorials located in other parks of Altavista.

Mayor Mattox stated he felt bronze plaques had a cleaner and more “classic” look.

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Councilman George asked if the \$4,000 quote from Martin Monuments included both plaques.

Ms. Owens confirmed the quote was for both (two) plaques and display stands.

Councilman Mitchell asked Ms. Owens which plaque/memorial option staff recommended.

Ms. Owens stated Martin Monuments offered a quality product and was the lowest bidder for this project. She also stated the town had a good relationship with the business.

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to award Martin Monuments in Keysville, VA the memorial plaque portion of this item/project. The approval included two bronze plaques and display stands for a total of \$4,000.

Motion carried.

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

Ms. Owens also asked Council for direction regarding the proposed “welcome” and “park rules” signage for both Coleman and Moseley Memorial Parks.

Mayor Mattox asked for Council’s input on this matter.

Councilman Mitchell asked which of the two welcome sign options was the most similar to what Altavista already had.

Mr. Owens stated Altavista used both metal and wood/composite signage throughout the town, depending on the application. She stated the metal signs were used for road signs and also “park rules” signage in other Altavista park locations.

Councilman Bennett referenced the “name” sign at the entrance of Altavista’s Water Treatment Plant. He reminded Council the wood/composite stand sign was also used in other areas throughout the town.

Mr. Mitchell shared his favor in only having a metal “rules” sign at both parks, and not having any other signage, such as the larger wood/composite “welcome” sign option.

Councilman Mitchell made a motion, seconded by Councilman George, to approve the metal sign option for signage at Coleman Memorial and Moseley Memorial Parks.

Councilman Higginbotham asked, in regard to the metal sign option, which company staff recommended using.

Ms. Owens stated 3D Specialties had the lowest cost for metal signs and the town had used their services on previous metal sign projects.

Mr. Higginbotham asked if the cost quoted by 3D Specialties included shipping cost, to which Ms. Owens confirmed it did.

Councilman Bennett asked Councilman Mitchell if his motion also included a metal sign for the proposed “welcome” signage in both parks.

Councilman Higginbotham reminded Council the town was already recognizing the current Avondale Park as the future John H. Moseley Memorial Park with the recently approved bronze memorial plaque/monument.

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Mr. Higginbotham suggested Council consider being conservative of how many “signs” they place in the town’s parks.

Ms. Owens stated Council could consider the option of also having a metal “welcome” sign on the same pole as the metal “rules” sign.

Councilman Mitchell asked if there was a welcome sign at the Bedford Avenue Neighborhood Park, to which Mayor Mattox answered there was not.

Mr. Mitchell stated he agreed with Councilman Higginbotham and felt it was not necessary to have so many different signs in the town’s neighborhood parks. He stated he felt the memorial plaques/monuments for Coleman and Moseley parks and the “rules” signs were sufficient.

Councilman Mitchell amended his original motion, seconded by Councilman Higginbotham, to approve the metal sign option by 3D Specialties for a total of \$208 for two metal signs; one for each, Leonard Coleman and John H. Moseley Memorial Parks. The metal signs were to include “park rules” only, no additional (welcome) signs approved.

Motion carried.

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

11. Innovation Center / Co-working Space – IT/Security Project Consideration

Background:

Town Staff had been working on the development of an Innovation Center/Co-Working Space to be located in the former Altavista Fire Station at 508 7th Street (next door to Town Hall). The town obtained several grants for this project, which would assist with the renovation and furnishing of the building.

Town Manager Waverly Coggsdale informed Council that Town Staff had been evaluating the Information Technology (IT) and security improvements that would be needed for the Innovation Center. He stated, after review, staff would recommend they be directed by Council to negotiate with River City Systems, Inc. (Danville, VA) in regard to design/installation of IT infrastructure, security, and low-voltage systems for the space.

Mr. Coggsdale stated components for this portion of the Innovation Center Project may include, but were not limited to, VoIP Phone System, interior and exterior Wi-Fi, access control, security camera system, booking/scheduling system, digital signage, and last mile fiber from telco provider, as well as other IT needs.

Mr. Coggsdale reminded Town Council the town currently had \$80,000 of CARES Act funding earmarked for this project. He stated, due to the deadline for funding use (December 31st), this item was time-sensitive and would need to begin as soon as possible.

Mr. Coggsdale stated he would be glad to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions for staff in regard to this item.

Councilman Mitchell stated, with the town utilizing CARES Act funding for this project, was the project on schedule for the IT and security system to be installed by December 31st, 2020.

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Town Manager Waverly Coggsdale stated the town would make every effort to ensure the project stayed on schedule so CARES Act funding could be utilized.

Mr. Coggsdale stated the installation schedule was still a “work in progress”. He stated, during recent discussions with River City Systems, the company felt they could have most of the equipment ready for installation within the given timeframe.

Mr. Coggsdale stated, any unfinished items not met would be addressed closer to the deadline.

Councilman George asked how much “grant” funding, other than CARES Act, had the town received for the Innovation Center Project.

Mr. Coggsdale stated the Town of Altavista received an \$183,400 Tobacco Commission Grant and a \$100,000 USDA Grant to be used towards the Innovative Center/Co-worker Space.

Mr. Coggsdale stated the town also received a \$25,000 Grant through Altavista On Track for use towards a feasibility study and marketing plan for this project.

Councilman Bennett asked if there was a completion date scheduled for the Innovation Center.

Mr. Coggsdale stated a completion date had tentatively been estimated for September of 2021.

Mr. Coggsdale informed Council that staff was currently working on “formalizing” the renovation process, which was being funded with a grant from the Tobacco Commission.

There were no additional questions or comments from Council.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve authorization for Town Staff to work with River City Systems, Inc. (Danville, VA) to design and install the necessary IT and security improvements related to development of the new Innovation Center/Co-Working Space at 508 7th Street, Altavista; and utilizing \$80,000 of earmarked CARES Act funding to complete this portion of the project.

Motion carried.

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

New Business

12. Planning Commission Report / Town Ordinance Amendment - Public Hearing Request

Background:

The Altavista Planning Commission held public hearings on Monday, November 2, 2020 to consider various amendments to Altavista’s Town Code.

- ORDINANCE AMENDMENT #OA-20-01: An ordinance to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.
- ORDINANCE AMENDMENT #OA-20-02: An ordinance to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

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- ORDINANCE AMENDMENT #AO-20-03: An ordinance to amend Sec. 86-6 of the Zoning Ordinance, “Zoning Permits” to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.
- ORDINANCE AMENDMENT #AO-20-04: An ordinance to amend Sec. 86-913 of the Zoning Ordinance, “Penalties” to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.
- ORDINANCE AMENDMENT #OA-20-05: An ordinance to amend Sec. 21-2(c) of town code “Derelict building; procedure; real estate tax abatement” to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

Following the public hearings, the Planning Commission recommended the amendment requests be approved.

Community Development Director Sharon Williams addressed Council for this item.

Ms. Williams stated, at that time, Town Staff was requesting Town Council to set a public hearing on December 8, 2020, a Regular Council Meeting, for Council to consider the Planning Commission’s recommendations on the item.

Ms. Williams stated she would be glad to answer any questions Council may have.

Mayor Mattox asked Town Attorney John Eller for his input regarding the requested amendments.

Mr. Eller informed Council he had worked with Ms. Williams on the changes for the requested amendments. He confirmed they were all appropriate requests/amendments.

Mayor Mattox asked Council if they had any questions for staff in regard to the Planning Commission’s public hearing request pertaining to Town Code Ordinance Amendments.

There were no questions or comments from Council in regard to this item.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to accept Town Staff’s recommendation and set a public hearing for Tuesday, December 8, 2020 at 6:00 PM in regard to the Planning Commission’s recommendation on Town Code Text Amendments.

Motion carried.

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

13. AVOCA Project(s) Update

Town Manager Waverly Coggsdale informed Council that staff had recently been briefed by Mike Hudson, Avoca Executive Director, in regard to two projects the Avoca Board of Directors have approved and would like to move forward:

- Outdoor Lighting – three decorative lamp posts
- Chimney Caps – preventative maintenance for the main house/museum

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Mr. Coggsdale stated, since the museum was a town-owned facility, staff wanted to inform Town Council of these two improvements to the facility. He stated the Avoca Board had obtained grant funding that would cover the cost of both projects; therefore, no town funds were required.

Mr. Coggsdale stated this item was informational only, but would like a potential “consensus” from Council for whether or not they approve of the proposed improvement projects.

Mayor Mattox asked Council if they had any questions or comments in regard to this item.

Councilman Emerson stated he felt the additional lighting would be a great improvement to the venue for “night events”.

There were no other comments from Council.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to approve the two improvement projects to the Avoca property proposed by the Avoca Board of Directors.

Motion carried.

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

Reports and Communication

14. Monthly Report from Town Manager

Town Manager Waverly Coggsdale informed Council

Town Manager’s Report for the November 10th, 2020 Council Meeting

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

Innovation Center/Co-Working Space

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

Staff was notified by the Tobacco Commission the town’s grant for this project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT and security system design and installation.

Booker Building Renovation Process

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

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In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle.

Staff has been working with one of the contractors that submitted a price to redo the floor to come and provide a sample. After multiple delays, they should complete the sample area the week of November 9th. Once complete, staff will inform Council so they can look at the result.

Dalton's Landing Canoe Launch

The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature.

Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and placement of geo-fabric and stone due to unsuitable soil. Work continues to progress.

Eagle Trail Overlook (Observation Deck)

Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will update Council at their July 14, 2020 Council Meeting.

The project continues to move forward with the concrete being poured. Council approved the railing fabrication.

Brownfields Grant Program

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

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Rt. 43 Gateway Project (Streetscape and Signal Pole Improvement)

The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8th.

VDOT is finalizing some documentation for the project. The field work is complete.

Main Street Sidewalk Extension Project (VDOT TAP Grant)

Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. Staff has informed VDOT that the Town is agreeable to the match for this project.

The Commonwealth Transportation Board (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.

APD Firing Range Improvements (McMinnis Spring area)

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

Public Works is in the final stages of this project. The building and shelter are being ordered.

Utility Bill Discount Program

Staff has completed the application packet and distributed it; along with informational items in the recently mailed quarterly water bills. Applications are being received, the discount for eligible accounts will be effective on the bill that will be mailed in April 2021.

Shreve Park Improvements (Playground Equipment/Bridge)

The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

Council has discussed this item on numerous occasions, staff is looking for viable options for the bridge portion of the project. The playground equipment was installed earlier this year.

John Moseley Memorial Park (formerly Avondale Park Improvements)

Staff has ordered the pavilion and the playground equipment shade structure. Staff will be presenting the final "concept" for signs and memorials for this park; as well as the Leonard Coleman Memorial Park, at the November Regular Meeting.

English Park Passive Area (Large Field Trail)

Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well as to connect to Eagle Trail (paved trail).

Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.

Streetlight (Decorative) LED Head Conversion Project

Previously the Town has replaced up to 25 heads in each of the past two (2) Fiscal Years.

Staff has ordered the number of LED Heads that were budgeted in the FY2021 Budget.

The Town Manager stated both he and Town Staff would be glad to answer any questions Council may have in regard to their November monthly staff reports.

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Mayor Mattox referenced one the items in the Town Manager's monthly report, the town's new Utility Discount Program. He asked if there was a "funding source" for the program.

Town Manager Waverly Coggsdale stated there was no funding source needed for this program. He stated there would only be a reduction in utilities' revenue.

Mr. Coggsdale stated, the revenue reduction would not be substantial, but something for Council to consider when developing the upcoming FY2022 Budget.

There were no additional comments regarding this item.

Mayor Mattox thanked the Town Manager for his November report. He stated he appreciated the Town Manager's continued efforts in offering Council such a detailed update each month.

There were no additional comments or questions from Town Council at that time.

15. Departmental Reports

These items were given to Council at an earlier date in their Council Meeting Pre-Packet.

16. Council Calendars

These items were given to Council at an earlier date in their Council Meeting Pre-Packet.

Matters from Council

Mayor Mattox took this time to congratulate Councilman Higginbotham and Councilman Emerson for their recent victory and re-election to Town Council. He also congratulated Scott Lowman (present in audience) for his victory in being elected to Council as the replacement for retiring Vice-Mayor Mrs. Beverley Dalton.

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

- Councilman George asked for an update in regard to the ongoing cleanup project of the old Lane Company property by Greg Dahbura.

Town Manager Waverly Coggsdale stated Mr. Dahbura was on his list to call that week. He reminded Council they had given Mr. Dahbura ninety days from the time he addressed Council with his intended plans for finishing the cleanup project. He stated Mr. Dahbura was at the "eighty day" mark of that projected timeframe.

Councilman Higginbotham asked if the town could take legal action if Mr. Dahbura did not honor the agreement between himself and Council.

Mr. Coggsdale stated not at that time, but if Council desired, they could investigate and discuss the issue/possibility with legal counsel.

- Councilman Bennett asked for an update on the town's SmartScale/VDOT projects.

Town Manager Waverly Coggsdale stated he had not heard from VDOT regarding any SmartScale projects. He stated he would check with VDOT and report back to Council.

Mayor Mattox referenced the "sidewalk extension project" on the North end of Main Street. He asked if there was an update on the project and/or when it would move forward.

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Mr. Coggsdale stated he had not received official confirmation from VDOT that the project had been approved, but there had been every indication that it would be. He stated the recent Commonwealth Transportation Board Package showed funds “allocated” for the project.

Mayor Mattox asked if the potential VDOT funding had an 80/20 fund match requirement, to which Mr. Coggsdale confirmed it did.

Councilman Mitchell asked what the total budget was for the sidewalk extension project.

Mr. Coggsdale stated approximately \$9 million. He stated he would confirm the amount and get back with Council with a confirmation.

Councilman Bennett requested Town Staff to investigate an issue with the stop light in front of the Post Office (7th & Broad Street). He stated the stop light, from the post office/library side of Broad Street, was not staying green very long.

Town Manager Waverly Coggsdale stated he would have staff investigate the issue.

There were no additional comments or concerns from Council.

Mayor Mattox thanked everyone for attending the Council meeting that evening.

At that time, Town Council entered Closed Session.

Closed Session

DATE: Tuesday November 10th, 2020

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

Section 2.2-3711 (A)(1) Discussion/consideration of candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (AEDA Appointments)

The motion was made by Councilman Higginbotham, seconded by Councilman Emerson.

Motion carried.

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

Town Council entered into a Closed Session Meeting at 6:47 PM.

Notice was given Town Council was back in Regular Session at 6:56 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Councilman Higginbotham, seconded by Councilman Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

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WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by Town Council.

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

Also Following Closed Session:

On a motion made by Councilman Higginbotham, and seconded by Councilman Mitchell, the Altavista Town Council approved the appointment of Mr. Shawn Stone to the Altavista Economic Development Authority, effective January 1, 2021, to fill the unexpired term of Todd Hall, who resigned effective December 31, 2020.

Motion carried.

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

On a motion made by Councilman Higginbotham, and seconded by Councilman George, the Altavista Town Council approved the appointment of Mr. Walter Maddy to the Altavista Economic Development Authority, effective December 1st, 2020, for a four year term.

Motion carried.

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

Adjournment

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

The meeting was adjourned at 6:58 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session November 24, 2020

The Altavista Town Council’s November 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on November 24, 2020 at 5:00 p.m.

Agenda

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

Council members

Present: Mayor Michael Mattox
Vice-Mayor Beverley Dalton
Mr. Reginald Bennett
Mr. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell

Absent: Mr. Tracy Emerson

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Police Chief
Mr. Tom Fore, Altavista Public Utilities Director
Mr. David Garrett, Altavista Public Works Director
Ms. Sharon Williams, Community Development Director
Mr. George Sandridge, Community Development Intern
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Town Administration – by video

- 2. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed November 24, 2020 Council Work Session Agenda, to which there were none.

Councilman George made a motion, seconded by Councilman Mitchell, to approve the agenda as presented.

Motion carried:

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

- 3. Recognitions and Presentations

There were no presentations at the November 24th, 2020 Council Work Session.

- 4. Public Comments - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

Council Work Session November 24, 2020

Items Referred from Previous Meetings

5. Altavista Utilities Department - Melinda Drive HPZ Rebid Public Utilities Director Tom Fore

Background:

Town Council, at their June 9, 2020 regular meeting, rejected the (one) bid received for the Melinda HPZ Improvements Project and adopted Town Staff's recommendation to consider rebidding the project in 6 to 8 months. The delay would provide an opportunity to get more bidders interested in the project; and hopefully provide some distance from the uncertainty in the market due to the pandemic.

Utilities Director Tom Fore gave Council a brief update on this item/project.

Mr. Fore stated, in preparation for consideration of a rebid of the project, Woodard & Curran was encouraging the town to:

1. Allow for alternate footprint dimensions of the building to satisfy manufacturer standard prefabricated building forms. These will need to be proposed by the contractor with their bid and the town would define an acceptable range of deviation from the dimensions shown on the plans.

2. Consider HDPE as an alternate material of construction for the water main and services. Woodard & Curran would need the town's approval of this material in the distribution system before making any edits to the drawings.

Mr. Fore stated it was staff's recommendation to allow Woodard & Curran to revise and reproduce the bidding documents and rebid this project with their suggestions. He stated the request included utilizing \$8,500 from the current borrowing to revise and reproduce the bidding documents and rebid the project.

Mr. Fore stated he would be glad to answer any questions Council may have in regard to this item/request.

Councilman George asked if the intent of using HDPE was to realign rather than digging up sidewalks.

Mr. Fore stated the proposed bid document revision would provide a contractor with the option to use HDPE as an alternate material, which allows the pipe to be "bored" rather than digging up an entire area.

Councilman Higginbotham asked how much rock was in the project area.

Mr. Fore stated there was little cause for concern with this project in regard to rock. He stated there were sewer lines in the same area and the Utilities Department had replaced that line in the past without complications.

Mr. Higginbotham stated the price for "boring" rather than digging was more cost efficient, to which Mr. Fore agreed.

Councilman Mitchell thanked Mr. Fore for his hard work and due diligence on this project.

There were no additional questions from Council in regard to this item.

There was a unanimous consent of Council to approve the recommendation of Woodard & Curran to revise this project's bid documents and rebid the project; to provide the funds requested; and to place this item on the December 8, 2020 Town Council Consent Agenda.

Mayor Mattox thanked Mr. Fore for the good job he does for the Town of Altavista.

Council Work Session November 24, 2020

New Items for Discussion

6. FY2022 Altavista Community Transit System (ACTS) – Budget/CIP
Altavista Town Treasurer/Finance Director Tobie Shelton

Town Manager Waverly Coggsdale stated, while Assistant Town Manager Amie Owens was still in training to oversee the ACTS Department, Town Treasurer Tobie Shelton would be addressing Town Council that evening in regard to this item/request.

Mrs. Shelton reminded Council that Town Staff applies annually for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS).

Mrs. Shelton stated this item was being presented at that time due to the DRPT grant application's deadline of February 1, 2021.

Mrs. Shelton provided Council with the proposed FY2022 ACTS Budget and CIP for their approval and authorization to apply for the FY2022 grant funds.

Mrs. Shelton reminded Council that ACTS Operations was typically funded with 50% Federal Funds, 15% State funds, and 35% Town funds. She stated the ACTS CIP funding was budgeted as 80% Federal/State and 20% Town funds. She shared with Council the details of ACTS' operation costs, as well as the CIP costs.

At that time, Mrs. Shelton gave Council a brief review of ACTS FY2020 operations. She stated, as of December 2020, Altavista's Community Transit System would have been in operation for ten calendar years/nine fiscal years.

Mrs. Shelton informed Council the ACTS ridership was almost 17,000 for FY2020, which averaged to 55 riders per day. She stated, although the amount of riders decreased from the previous year, the decrease could be attributed to the recent COVID-19 pandemic.

Mrs. Shelton stated, with the decrease in ridership not being a substantial amount, she felt it strengthened the importance that ACTS continued to be a needed public service for the Altavista community.

Mrs. Shelton continued her ACTS review by informing Council that Town Staff had work with Connetics Transportation Group to update ACTS 5 year Comprehensive Plan, which was approved/adopted by Council at their July 14th regular meeting.

Mrs. Shelton stated, although 2020 had been a year of disruptions due to COVID-19, the Altavista Community Transit System adhered to the required safety guidelines and continued to operate.

Mrs. Shelton thanked the ACTS drivers and acknowledged each by name: Carlton Francis, Tony Hines, Alvis "Buddy" Carr, Darlene Hubbard, Eddie Pittmon, and Mike Wolfe.

Mrs. Shelton stated Town Staff was requesting \$128,425 for ACTS' FY2022 Budget and \$25,000 for the FY2022 ACTS CIP (Capital Improvement Program).

Mrs. Shelton stated, with the old fire station (where ACTS buses were previously housed) now being converted into the town's new Innovation Center/Co-worker Space, ACTS' FY2022 CIP was for a new shelter to house the ACTS buses on Public Works property.

Mrs. Shelton stated, at that time, Town Staff was requesting this item be placed on the December 8th Consent Agenda for approval of the proposed ACTS FY2022 Budget and authorization for Town Staff to apply for the DRPT Grant for ACTS funding.

Mayor Mattox asked Council if they had any questions in regard to this item/request.

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Councilman Mitchell referenced the slight decrease in bus ridership (revenue). He asked if there was any change or difference in the proposed budget from the previous year.

Mrs. Shelton stated the ACTS Budget remained about the same, and the ACTS CIP was lower than in FY2021, due to the purchase of a “trolley” being in that fiscal year.

Mrs. Shelton reminded Council the purchase of the fore-mentioned trolley had been placed on hold due to circumstances pertaining to COVID-19. She stated, as of the previous week, the process of procurement for the trolley has been “ok’d” to move forward.

Councilman Higginbotham asked for a description of the garage proposed to house the ACTS buses/trolley.

Mrs. Shelton stated, as discussed with Public Works Director, the \$25,000 CIP item would include a concrete slab floor with a metal cover structure (no sides).

There were no additional questions from Council in regard to this item.

There was a unanimous consent of Council to approve staff’s request and to place this item on the December 8, 2020 Consent Agenda for approval as presented.

Town Manager Waverly Coggsdale referenced Councilman Mitchell’s question regarding the difference between last ACTS FY2021 adopted budget and the proposed budget for the upcoming fiscal year. He informed Council the ACTS FY2022 proposed operations budget was \$1,300 lower than the previous fiscal year.

Mr. Coggsdale stated he would like to take the opportunity that evening to thank Mrs. Shelton for filling in as the ACTS coordinator (a job role initially held by the previous Assistant Town Manager).

Mr. Coggsdale stated Mrs. Shelton was currently training the new Assistant Town Manager, Amie Owens, for the role as ACTS Coordinator. He stated he was confident Ms. Owens would do a good job and he felt the transition would go smoothly.

7. Utilities Department – Sewer Reimbursement Policy Consideration Request

Altavista Public Utilities Director Tom Fore addressed Council in regard to this item.

Mr. Fore stated Town Staff had determined a need for a “Reimbursement Policy” for town citizens that call a plumber due to a sewer blockage that has occurred, particularly on nights and/or weekends, when they do not call the town.

Mr. Fore stated most plumbers, when they find the blockage and it appears to be on the town side of the sewer system, would call the town’s Utility Supervisor, and the Utility Supervisor would determine whose responsible for the blockage.

Mr. Fore continued stating, if the responsibility was determined to be the town, the Utility Supervisor would take over the project at that point.

Mr. Fore stated the situation does not happen often, but the proposed reimbursement policy would address the plumber’s charge incurred by the homeowner if determined the issue was the town’s responsibility.

Mr. Fore stated the Utilities Department was requesting permission to move forward with developing and implementing the proposed (sewer issue) reimbursement policy.

Mayor Mattox asked Council if they had any questions or concerns in regard to this item.

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Councilman Mitchell stated his appreciation for Mr. Fore’s hard work and his efforts in addressing this potential issue.

Vice-Mayor Dalton stated she felt the policy was a thoughtful way to proceed.

Councilman Bennett stated he felt the policy would be another way for the Town of Altavista to show they care for their citizens.

There were no additional questions or comments from Council in regard to this item.

There was a unanimous consent of Council to approve staff’s request and to place this item on the December 8, 2020 Consent Agenda for approval as presented.

Mayor Mattox thanked Mr. Fore for due diligence in this matter and for the hard work he continues to do for the Town of Altavista and the community.

8. English Park Passive Area

Town Manager Waverly Coggsdale reminded Council the FY2021 Budget/CIP included funding for a “Passive Trails” project in English Park. He stated the project consisted of several stream crossings to access the small and larger fields along the river, that run parallel to the paved walking trail (Eagle Trail).

Mr. Coggsdale shared with Council an overview map of the area for their visual reference.

Mr. Coggsdale stated the trail was designed to be a natural “mowed” trail. He reminded Council this project’s budget of \$150,000 was approved in the adopted FY2021 Budget, with the bulk of the funding being Jenk’s Estate proceeds. He shared with Council a breakdown of Jenk’s funds and their (previous and projected) expenditures for the funds.

Mr. Coggsdale stated the pedestrian bridge would create a loop from the existing Eagle Trail to the new trail closer to the river and would connect the smaller and larger fields.

Mr. Coggsdale informed Council there were three proposals received for the pedestrian bridge project.

	5’ width	add for 6’	6’ Width	
Bridge Brothers	\$22,966	\$3,500	\$26,466	Alum.
CONTECH Engineered Solutions	\$20,400	\$400	\$20,800	Steel
E.T. Tectonics	\$27,760	---	---	Fiberglass

Mr. Coggsdale stated that Town Staff was recommending the purchase of the 6’ wide steel pedestrian bridge proposed by CONTECH Engineering Solutions.

Mr. Coggsdale stated, based on conversations with CONTECH, the town should plan for the installation cost to be equal to the bridge cost. He stated, included in that cost, would be “engineer stamped plans” of the bridge that would be used to receive quotes from local contractors to build the abutments and install the bridge.

Mr. Coggsdale stated Town Staff would like to allocate up to \$50,000 of the \$150,000 budget for this project, to the bridge purchase/installation cost and move forward with this portion of the project.

Mr. Coggsdale stated, in addition, Altavista Public Works would be installing two crossings, one as an entry/exit to the small field, and the other an entry/exist to the larger field, which would also serve as a maintenance entrance. He stated the pipe and stone base installations were projected at \$6,000 in material cost.

Mayor Mattox asked Council if they had any questions in regard to this portion of the pedestrian bridge project.

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Councilman Bennett referenced the “steel” bridge proposed by CONTECH. He stated the picture shared with Council shows the bridge over time and the steel had turned a darker rust color. He asked if there would be any long-term maintenance requirements.

Mr. Coggsdale stated a steel bridge would turn a “patina” color over time. He stated, when that happens, the bridge could be painted if Council desired. He stated the choice of materials would be the preference of Council.

Mr. Bennett stated he liked the patina look of an old steel bridge, but suggested Council take that information into consideration when considering which material to choose for the pedestrian bridge project.

Councilman Mitchell also shared his favor with the patina look of an old steel bridge. He stated he felt it would coincide with the nearby old railroad trestle and its natural/trail surroundings.

Councilman George added to the information of the bridge quotes. He stated all three options included “pressure treated” pine decks/floors, to which Mr. Coggsdale confirmed.

Mr. Coggsdale stated all three options also included standard handrail heights. He stated all quotes were subject to the same criteria, such as minimum load and minimum width.

Councilman Mitchell asked for staff’s recommendation.

Town Manager Waverly Coggsdale stated Town Staff was recommending awarding the pedestrian bridge project to CONTECH Engineered Solutions, which was the lowest bid at \$20,800 for a 6’ wide steel bridge.

Councilman Mitchell made a motion to accept staff’s recommendation and authorize staff to award the pedestrian bridge project to CONTECH, with a “not to exceed” budget of \$50,000.

Mayor Mattox reminded Council that an item was not usually voted on at a work session unless the item was a time sensitive issue.

Mr. Coggsdale stated, if Council desired, staff would place this item on the December 8th Regular Council Meeting Consent Agenda for approval.

All Council members were in consensus to place this matter (award of the Eagle/Passive Trail pedestrian bridge project) on the December 8, 2020 Consent Agenda.

Town Manager Waverly Coggsdale stated, the next portion of this project pertained to the new “passive trail” that will go alongside the river and adjacent to Eagle Trail. He informed Council the Altavista Recreation Committee met on Tuesday, November 16th and recommended Town Council consider converting the proposed trail from a “mowed” trail to one with a stone surface.

Mr. Coggsdale stated the proposed trail was approximately 4,000’ in length. He stated there was also an alternate addition to the trail that would create a loop in the small field closer to the river, which was approximately 1,000’ in length. He stated both of the trails would provide just over one mile of additional trails to English Park.

Mr. Coggsdale stated the Altavista Recreation Committee recommends Town Council authorize staff to develop a bid packet for this item.

Mayor Mattox asked Altavista Public Works Director David Garrett if there would be a long-term cost savings for the town to convert the trail to gravel/stone.

Mr. Garrett stated there would not be much of a cost difference in the two options because Public Works would need to mow the sides of trail with either option.

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Mayor Mattox also asked, if Council chose the gravel option, would the town use true stone, or use “millings” (crushed asphalt) left over from town paving projects.

Town Manager Waverly Coggsdale stated the choice/decision would be up to Council.

Councilman George stated it was suggested by the Recreation Committee for the town to use leftover millings from the VDOT project at the north end of Main Street, but the town was unable to procure those millings.

Mr. Coggsdale stated the town has an annual paving program that would begin again in spring 2021. He stated there was a potential to utilize the millings from that program, but he was unsure if there would be enough to complete the passive trail in its entirety.

Councilman Higginbotham suggested to “cut out” the trail’s top soil 12 inches down, use crushed concrete for the base, then top the base with the fore-mentioned millings or stone. He stated, by doing the extra step in the trail’s initial process, would help ensure the trail would hold up over a longer period of time.

Councilman George suggested Council consider allowing Town Staff to acquire quotes from local contractors in regard to stone or milling the trail; for comparison to the cost of Altavista’s Public Works Department completing the work.

Mr. Coggsdale stated the pedestrian bridge project would not be ready for implementation for three to four months. He stated the extra time would allow, if Council desired, for staff to gather the additional information requested by Council.

Mayor Mattox stated he felt it would be helpful at that time for Council to offer Town Staff direction on how they wished to move forward with this project; if their desire was to have the passive trail stoned, use millings, or leave as a mowed trail.

Councilman Bennett suggested allowing staff to gather cost estimates for all three options.

All Council members present were in consensus to do so.

Mr. Coggsdale stated staff would gather additional details in regard to each option and a cost estimate for each to be presented to Council for consideration at their January work session.

9. Town Council Strategic Planning Session – Date Consideration

Town Manager Waverly Coggsdale referenced Town Council’s previous decision to conduct a Strategic Planning Session every other year (following Town Council elections). He stated local governments use strategic planning as a tool to set goals, connect to stakeholders, track progress, and communicate results.

Mr. Coggsdale stated Council goals and objectives were the first phase of building a performance management system that links Town Council’s goals to Town Staff work plans; and communicates outcomes to the public.

Mr. Coggsdale stated, at that time, staff was seeking Council’s input as to their desired timing of Council’s next Strategic Planning Session. He stated there was previous mentioned that the first quarter of 2021 would be an appropriate time to conduct a session.

Mr. Coggsdale stated the fore-mentioned timeframe would align with the seating of the new Council member, Scott Lowman; as well as, the ongoing FY2022 Budget process.

Mr. Coggsdale stated, in the past, a “professional”, which provides an unbiased and impartial leadership for the discussions, would facilitate Council’s Strategic Planning Sessions.

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Mr. Coggsdale stated there were several items Council needed to decide on, in order for staff to proceed with scheduling the planning session:

- Duration of the session (single day/multiple days/hours)
- Date(s) of the session
- Hiring of a facilitator
- Council's objectives for the session

Mr. Coggsdale stated there were funds in the amount of \$5,000 included/allocated in the FY2021 Adopted Budget for this item.

Mayor Mattox reminded Council of the importance to “prioritize” the town’s most needed items in order for them to be accomplished in the upcoming fiscal year or near future.

Councilman Mitchell referenced the last Council Strategic Planning Session, which was only a few weeks after he joined Town Council in 2019. He stated he felt the budget process could be overwhelming to new Council members.

Mr. Mitchell shared his favor with the planning sessions being scheduled either every calendar year, or non-Council member election years.

Mayor Mattox shared his favor in an “every year” schedule for Council Strategic Planning Sessions. He stated, by doing so, it allows Council to plan their current fiscal year CIP items, while also monitoring the progress of previous fiscal year items/projects. He stated he felt this was a more viable way to accomplish yearly goals.

Councilman Higginbotham agreed with Councilman Mitchell that Council Strategic Planning Sessions should not be the same year immediately after Council elections, in order to give new members time to get familiar with Council procedures and protocols.

Councilman George shared his favor in keeping an every-other-year schedule for Council Strategic Planning Sessions. He stated he did not feel it was necessary to hold them yearly.

Councilman Bennett stated he was in favor of an every year schedule for the planning sessions. He stated he felt two years was a long time and the yearly frequency would help keep everyone “in the loop” on the progress of ongoing projects sooner rather than later.

Mr. Bennett referenced the Booker Building Restoration Project. He stated he felt having an every year schedule for Council Strategic Planning Sessions would give Council a “sharper focus” with ongoing projects that needed to move forward and/or be completed.

Mayor Mattox asked newly elected Council Member Scott Lowman what his thoughts were on the matter of annual or biannual planning sessions.

Mr. Lowman stated he was in favor of an every year schedule, in order to review progress more often.

Mayor Mattox asked Council if they had any additional comments or input in regard to scheduling for Council’s Strategic Planning Sessions; particularly whether or not they wished to schedule a session for spring 2021.

Vice-Mayor Dalton abstained from this discussion, as she was retiring from Council, effective December 31st, 2020.

All other attending Council members were in favor/consensus of scheduling the next Council Strategic Planning Session next spring (2021).

Mayor Mattox asked the Town Manager, pertaining to a specific date/month, how long he would need to schedule the planning session.

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Town Manager Waverly Coggsdale stated, as there were seven Council members time to consider, the timeframe/date would depend on each Council member's availability.

Councilman Bennett suggested, if it was Council's desire to hold a planning session every year, it should be on the same date every year, in order to have consistency in the effort, and allow all Council members to prepare/plan for said date.

Mr. Coggsdale stated the earlier the date the better. He suggested March 2021 as the projected month, which would be in the early to mid-stages of the town's budget process. He stated dates and times could be determined closer to that time period.

Mayor Mattox suggested Council prioritize three to four potential CIP items before the planning session, in order to allow the facilitator of the meeting time to research the items.

All Council members attending were in consensus to do so.

Vice-Mayor Dalton stated the facilitator should be a "skillful" moderator, as that individual was a valuable part of the planning session's process.

10. Seventh Street Property – retaining wall (issue)

Town Manager Waverly Coggsdale addressed Council in regard to this item.

Mr. Coggsdale informed Council that the cinder block (not the poured concrete) portion of the retaining wall, located on the town lot/property at the corner of 7th Street and Campbell Avenue, collapsed during the most recent rain event. He shared with Council photos of the issue for their visual reference.

Mr. Coggsdale stated, at that time, the town had not developed a "future use" for this site. He stated Town Staff was seeking direction from Town Council in regard to how they would like the back portion of the property shored up to prevent further collapse of the bank and/or damage to neighboring property.

Mr. Coggsdale stated staff wanted to be sure that any improvements made were in line with Council's future thoughts on uses for the property, and whether they should be temporary or permanent in nature.

Councilman George stated, since the concrete seemed to hold up well overtime, he suggested clearing the broken debris, backfilling the area, and re-pouring a concrete retaining wall.

Councilman Higginbotham asked Public Works Director David Garrett how tall was the retaining wall, to which Mr. Garrett answered 6-8 feet.

Mr. Higginbotham suggested rebuilding the retaining wall at 5' using a "VDOT spec".

Mr. Coggsdale stated the town had no future plans to develop a road behind the retaining wall. He stated staff would investigate whether a 5' retaining wall, with a slope, would be a viable option for repair and long term remedy.

Mr. George asked how close the town's property and the retaining was to the adjacent nearby house on the hill.

Mr. Coggsdale stated the neighboring house was approximately twenty feet away from the wall.

Vice-Mayor Dalton stated it was the town's priority to do whatever it took to protect the neighboring house/property.

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Mayor Mattox asked if it would be a feasible solution to add a ditch behind the retaining wall to divert rain water runoff from the hill toward the road, and possibly help from causing any future damage.

Mr. Coggsdale stated there were “drain pipes” in the existing wall, but they did not seem to be working or they were unable to disburse such a large amount of rain.

Mr. Coggsdale stated staff would be glad to evaluate the situation further and bring Council back some viable options for Council’s consideration.

There was a consensus of Council for Town Staff to do so.

Mayor Mattox requested this matter be a priority for the town.

Mr. Coggsdale stated the town would proceed immediately with cleaning up the area and continue to move toward remedying the situation.

11. Town Code Ordinance Consideration - School Zone Cameras

Background:

Previously, Town Council agreed to proceed with the installation of School Zone Speed Cameras and enforcement in the Town of Altavista limits. Such actions were recently approved by the General Assembly and is set forth in the Code of Virginia §46.2-882.1.

Town Manager Waverly Coggsdale shared with Council a draft copy, prepared by Town Attorney John Eller, of the proposed Altavista Town Code amendment and new town ordinance pertaining to school zone speed cameras.

At that time, Altavista Police Chief Tommy Merricks addressed Council in regard to this item. He stated he and Attorney Eller would be glad to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions in regard to this item, to which there was none at that time.

Mayor Mattox asked Attorney Eller if he had any input he would like to offer Council.

Attorney Eller stated the proposed ordinance implements the approved speed camera program and fits with the contract the town negotiated with the speed camera company.

Attorney Eller referenced the existing Town Code regarding school zone speed limits. He stated he amended the code (74-92) so it did not contradict the new ordinance (74-92.1).

Attorney Eller informed Council they were not required to have a public hearing on this matter.

Councilman Higginbotham asked Attorney Eller what changes were made to Altavista’s Town Code in regard to this matter.

Attorney Eller stated ordinance 74-92 was an existing ordinance that he amended to show the \$100 civil penalty from violating school zone speed limits. He stated 74-92.1 was a new ordinance implementing the speed enforcement camera system/program and, if approved by Council, would be added to the Town Code.

Councilman George referenced the civil penalty under the speed camera program. He asked what dollar amount the penalty was.

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Chief Merricks stated the civil penalty would be a fine of \$100 if caught speeding in an Altavista school zone. He stated, since the violation was a civil penalty and not considered a “speeding ticket”, an individual would not have to go to court for the matter.

Mr. Higginbotham stated he did not have a draft copy of the 74-92.1 new ordinance.

Mr. Coggsdale stated he would make sure each Council member had a copy of the draft ordinance before they left that evening.

Mayor Mattox asked Council if they wished to place this item on Council’s December Regular Meeting Agenda allowing Council additional time to review the draft of the new ordinance (74-92.1) before voting on the item.

There was a consensus of Council to do so.

There were no additional questions or comments regarding this item.

Town Manager Waverly Coggsdale stated, before moving forward with the agenda, he needed to go back to a previous agenda item.

Mr. Coggsdale referenced Agenda Item #10 – 7th Street Town Property. He informed Council of a request by the Altavista Recreation Committee to consider allowing Recreation Committee Member and AOT President Reverend Ed Soto to come before Council and present them with information in regard to the concept of a parklet for their consideration.

Mayor Mattox stated he did not feel the town was ready at that time to make decisions regarding a use for the 7th Street location.

Mr. Coggsdale stated the presentation would be for informational purposes only.

Councilman Mitchell stated, as a town citizen, Reverend Soto could come before Council at any meeting to offer the information for Council’s consideration.

Mr. Coggsdale stated, as Reverend Soto was a member of two town committees, AOT and the Recreation Committee, Reverend Soto felt, if approved, the two committees could work together on such a project.

Council was in consensus to place the request on the December regular meeting agenda, allowing Reverend Soto to offer a presentation in regard to the concept of a parklet.

Public Comments (Non-Agenda Items)

There were no town citizens present at the November 24th, 2020 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

Updates/Information Items

12. Town Manager Waverly Coggsdale stated the information provided in this section was for the benefit of Town Council and to keep everyone informed. He stated, while no official action is needed, input and feedback was always welcomed.

- Abbott Waterline Project (conceptual): Tom Fore, Director of Public Utilities, continues to work with Abbott Nutrition in regard to a proposed water line project along Clarion Road. Abbott is currently reviewing a proposed agreement that would “memorialize” the project and set forth certain parameters of the project. A decision to move forward on this project could be as early as January 2021.

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- Altavista Police Department (APD) Vacancy/Hiring: Chief Merricks updated Town Council in regard to a recent vacancy in his department and how he plans to fill it.

Chief Merricks referenced the two cadets that were currently attending the police academy. He stated the two cadets were doing great and would graduate at the end of December 2020.

Chief Merricks informed Council he had sought certified applicants for the vacant position, but with limited success; however, a town resident, with previous law enforcement experience, had approached him in regard to the position.

Chief Merricks stated the individual seemed interested in getting back into the law enforcement field, but his certification had expired and he would need to go through the academy for training again in order to re-certify. He stated, at that time, the individual was no longer a candidate for the vacancy, because he was no longer interested.

Chief Merricks stated the next class at the Central Virginia Police Training Academy begins in January 2021. He stated he believed a town resident would be committed to the department and provide a local presence.

Chief Merricks requested Council's consideration to allow him to interview a couple of "local" candidates and potentially send one of them to the police academy.

Councilman Mitchell asked if his newly proposed candidate would be treated any differently than any other rookie that may have applied.

Chief Merricks stated they would not be treated any differently. He stated the only difference when hiring new employees was if they were a "certified officer", because they would not have to be sent to the academy.

Mr. Mitchell asked if the proposed position was in the current budget.

Chief Merricks stated the position (salary) was covered in the current budget, as the position would fill a vacancy. He stated there may be a cost above the budget in order to provide the new individual with their police uniform.

Mr. Mitchell suggested the APD add a contingency for this type of loss/vacancy in their future CIP/annual budget.

Chief Merricks stated Councilman Mitchell made a valid point and he would take the suggestion into consideration.

Vice-Mayor Dalton stated Chief Merricks had used all avenues available to the APD to fill the vacancy, but when those efforts were not successful, they would not have any other choice but to do what Chief Merricks was requesting.

Mrs. Dalton stated she trusted Chief Merricks' expertise and his decision.

Councilman George asked how many officers the APD were needing at that time.

Chief Merricks stated the APD currently had one vacancy. He stated it felt like the department was missing "three" employees, as the two police academy cadets would not be ready to be on their own for at least nine weeks after they graduate.

Councilman Bennett suggested the police department/town should develop a program that might help create more interest with young people in becoming a police officer.

Chief Merricks referenced the Pittsylvania County Vocational Center. He stated the center has a law enforcement curriculum. He stated he wished Campbell County would develop such a program.

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Mr. Bennett asked if it was possible to develop such a program at VTI (Virginia Technical Institute), located in Altavista.

Mayor Mattox asked Chief Merricks to consider developing a program with Altavista High School senior students in regard to law enforcement.

Vice-Mayor Dalton asked if the three cadets Altavista sent to the police academy that did not stay with the department was because they felt “the grass was greener” somewhere else. (meaning the salary was not sufficient enough for them to stay)

Chief Merricks stated, with one of the three cadets, that was the case. He stated with the other two cadets, the reasons for leaving were “personal”, not financial.

Chief Merricks stated, since their pay increase the previous year, the Altavista Police Department was competitive with the salaries they offer new officers.

Mayor Mattox asked Mr. Mitchell for a description regarding the program he previously mentioned pertaining to an incentive for college graduates to stay in town.

Councilman Mitchell stated the program was through the Virginia Tobacco Commission as a Grant/Loan Forgiveness Program. He stated the program was designed as an incentive for college students to return to their hometowns after graduating school – the loan was for remodeling homes.

Mayor Mattox stated the program could also be helpful for the police department.

Town Manager Waverly Coggsdale stated staff would look into the program.

Mayor Mattox thanked Chief Merricks and his department for the work they do every day for the Altavista community.

- English Park-Staunton River Bank Erosion: Altavista Community Development Director Sharon Williams has been coordinating this item with assistance from Altavista’s Public Works Director David Garrett.

Ms. Williams stated the erosion issue had been discussed by Town Council and the Recreation Committee for quite a while. She stated staff converted the issue into a “project”, in hopes to move the discussion forward and remedy the issue.

Ms. Williams shared an overview photo of the area for Council’s visual reference.

Ms. Williams informed Council that staff requested the Department of Conservation and Recreation (DCR) visit the erosion site and offer suggestions and/or direction regarding the erosion issue.

Ms. Williams stated the DCR sent their Shoreline Engineer, Michael Vanlandingham, to meet with Mr. Garrett and the two reviewed the erosion site. She stated Mr. Vanlandingham compiled a report for Council’s review, which was in Council’s agenda packet for that evening.

Ms. Williams stated the town was currently working with Hurt & Proffit on three FY2021 CIP projects. She stated staff also asked for their input and potential concepts on this subject matter. She stated Hurt & Proffit recommended a two-part approach using Flexamat panels along with riprap revetment.

Mr. Williams stated, based on a rough estimate, the projected cost to fully tackle the erosion issue was estimated at \$1,438,000 to stabilize the entire river bank in that location.

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Ms. Williams informed Council, as of one week prior to that night's meeting, staff was made aware of a FEMA Grant that was available to assist in such projects. She stated the grant had a 75/25 cost share match requirement.

Ms. Williams stated, due to the short timeframe of the FEMA Grant, staff needed to move forward with submitting the town's grant application. She stated, if FEMA approved the town's application, it would leave a fund balance of approximately \$400,000 as the town's required match, with FEMA awarding the town \$1,000,000.

Ms. William stated, if the FEMA Grant was not approved, the town would need to look at alternate funding sources, or possibly scaling back the project's scope of work. She stated, as things progress, the project would need to be considered for a CIP item.

Ms. Williams stated, at that time, staff was requesting Council's input whether they felt staff was moving in their desired direction regarding funding sources, or any other aspect of this project.

Mayor Mattox asked Ms. Williams, during staff's recent conversations with the DCR's Shoreline Engineer, was there any indication of why the erosion issue was more prominent now than in the past.

Ms. Williams stated one of the main reasons the erosion issue worsened recently was from the excessive rainfall in the area over the past year. She stated, in July 2020, the town set a record number, 2.6 inches of rain, in one day.

Ms. Williams reminded Council of the large rain/storm event in spring 2020. She stated the storm caused multiple trees to fall and float down the river, which also attributed to any erosion issues along the river banks.

Ms. Williams referenced the culverts that VDOT installed when building the bridge that crosses the river at the lower end of English Park. she stated the culverts also contributed a small part in the river bank erosion in that area.

Mayor Mattox informed Council that he "floats" the river quite often and he has not seen a significant change in the river banks or any additional erosion lately.

Vice-Mayor Dalton stated a river's currents were constantly in motion with ever-changing water levels. She stated those elements were part of a natural process and out of the town's control.

Mrs. Dalton stated, what the town could control, was how they tackled the river bank erosion issue effecting the town's park (English Park), in order to stop or decrease the erosion from becoming worse.

Mayor Mattox asked Town Council if they had any questions or comments in regard to this item.

Councilman George referenced the "five" major storms/rainfalls in 2020, specifically the two where the river exceeded the river bank and entered English Park. He stated the picnic area along the river bank had suffered damage/erosion causing the need to remove a few picnic tables from the area.

Mr. George stated he suggested the effected picnic area, as well as, the boat ramp area being a part of this project's process.

Councilman Mitchell referenced the "bridge culverts" previously mentioned by Ms. Williams. He suggested staff reach out to VDOT in regard to possibly assisting the town with a remedy for the erosion issue near the bridge, which was located next to the boat ramp.

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Town Manager Waverly Coggsdale stated staff would contact VDOT and inquire about the matter.

Mayor Mattox shared his favor with Councilman George's suggestion to prioritize the effected picnic area and boat ramp along the river bank in English Park.

Mayor Mattox referenced a comment made by DCR Shoreline Engineer Michael Vanlandingham:

"You should also be aware that success in shoreline erosion control cannot be guaranteed, as there are many variables involved. In this regard, we suggest care in selecting a contractor. Our comments concerning construction are intended as guidelines developed from our experience in viewing structures that have been successful or have failed."

Mayor Mattox stated, as with any natural elements, the future of the river bank would always be uncertain, and any efforts to remedy the erosion issue was a "hit or miss".

Vice-Mayor Dalton referenced Appalachian Electric Power's (AEP) Shoreline Management Plan (document) for the nearby Smith Mountain Lake. She stated the document excludes anyone from disturbing the shorelines of the lake.

Mrs. Dalton stated no one was allowed to add, remove, or disturb any natural element along the shoreline up to an 8,000 feet elevation. She stated the plan's intent was to let nature take its course and evolve as a natural habitat.

Mrs. Dalton stated the English Park river bank erosion issue was considered a "shoreline" issue, and suggested the town consider the expertise behind AEP's plan.

Councilman Higginbotham shared his favor with letting nature take its course.

Mr. Higginbotham stated, however, if an erosion issue was an emergency situation, he felt it acceptable for town staff to make every effort to stop the erosion.

Mayor Mattox stated he felt the town should not do anything that would distract from the natural beauty of the park's trails or riverbanks while floating the river.

Mayor Mattox asked Community Director Sharon Williams if she had any further comments in regard to this matter/item.

Ms. Williams shared her favor with doing as minimal as possible to keep the riverbanks in their natural state, while still addressing the erosion issue.

Ms. Williams stated the \$1.4 million cost estimate was for quoting and grant application purposes only. She stated, if the FEMA Grant was not approved, staff would re-evaluate the scope of work for this project and focus on the most needed issues to address in order to scale down the cost.

Mayor Mattox thanked Ms. Williams for her work on this project.

Town Manager Waverly Coggsdale stated the information Council received that evening was the initial preliminary work needed to begin this project and to start the conversation with DCR and their shoreline expert.

Mr. Coggsdale referenced Mrs. Dalton's suggestion for the town to consider reviewing AEP's Shoreline Management Plan for potential ways to help control and/or remedy the town's erosion issue. He stated he would contact AEP and request the information to share with Council and staff.

Councilman Higginbotham asked if the Hurt & Proffit drawing/information included the fore-mentioned picnic area along the river side of English Park.

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Mr. Coggsdale confirmed that it did.

Mayor Mattox stated his favor in allowing Town Staff to continue investigating this item; and to allow staff to continue its pursuit of a FEMA Grant for the project.

Council members were in consensus to do so.

- **Recreation Committee Survey:**

Town Manager Waverly Coggsdale informed Council, in preparation for discussing potential projects for the FY2022 Capital Improvement Program (CIP), the Altavista Recreation Committee created a survey to solicit feedback on recreation needs in the Town of Altavista. He stated, as of November 18th, there had been 189 responses to the survey.

Recreation Committee Member, Councilman George, referenced a photo given to Council in their work session agenda packet for visual reference. He informed Council of the three highest ranked/liked items offered on the survey: 1) additional pedestrian trails, 2) outdoor event/performance arena, and 3) additional bike trails.

Town Manager Waverly Coggsdale stated he would be glad to answer any questions Council may have in regard to any of the agenda items or town projects, to which there were none.

Public Comment

Mayor Mattox asked if there were any citizen(s) attending the meeting that evening that wished to address Council regarding a non-agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

Matters from Council

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

- Councilman George referenced the Altavista Public Works (PW) Department. He asked if PW still had vacancies in the department, or if the two additional positions, previously approved by Council, had been filled.

Public Works Director David Garrett stated he was still in the process of recruiting and interviewing candidates for the two new positions. He stated applications had been slow coming in, making it difficult to fill the positions quickly.

Councilman Mitchell stated one of his neighbors made mention of the town leaf collection truck only having two workers collecting leaves. He stated the town would really benefit when the new workers were hired, because he felt it would make it easier to collect leaves if there were three workers available.

Mr. Garrett stated the number of town employees assigned to leaf collection depends on the number of streets that were designated to be collected that day. He stated sometimes there were two workers and sometimes there were three workers collecting leaves.

Vice-Mayor Dalton stated there were three town employees collecting leaves the day her street was been cleaned.

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Mayor Mattox asked if staff had ever conducted a “peer analysis” of surrounding localities for the same services the Town of Altavista offers its citizens.

Town Manager Waverly Coggsdale stated, if Council desired, staff would conduct the requested analysis for Council’s review and consideration during the upcoming budget process.

Council was in consensus for staff to do so.

Mr. Coggsdale stated the analysis would, not only compare the costs of services, but also offer Council a better understanding of the services the town provides. He stated he felt Council would be surprised, and pleased, at knowing how many services the Town of Altavista provides its citizens.

- Councilman Bennett stated he felt Altavista was a beautiful small town, and he was proud of the many improvements the town had made over the past couple of years, such as upgrades to the neighborhood and community parks, street pavement improvements, and homes being revitalized by local organizations.

Mr. Bennett shared his concern with the “litter issue” in town, especially on the entrance and exits to town. He referenced litter he recently seen on a sidewalk in town.

Mr. Bennett suggested the town consider whether or not additional garbage cans on town sidewalks would help with the litter issue.

There were no further comments from Council on this date.

Closed Session

DATE: Tuesday November 24th, 2020

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Altavista Economic Development Authority and Recreation Committee).

A motion was made by Vice-Mayor Dalton, and seconded by Councilman Higginbotham.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 6:45 PM.

Notice was given that Council was back in regular session 6:54 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice-Mayor Dalton, seconded by Councilman George, to adopt the certification of a closed meeting.

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CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

VOTE:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Adjournment

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

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 6:55 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41046	128	ADAMS CONSTRUCTION CO	11/06/2020	1,104.35		00	OUTSTANDING	
41047	9999997	AUDET, DEBORA (DEBBIE)	11/06/2020	44.92		00	OUTSTANDING	
41048	1	BRANDON BELL	11/06/2020	100.00		00	OUTSTANDING	
41049	9999997	DAVIS JR., CURTIS F.	11/06/2020	13.75		00	OUTSTANDING	
41050	9999997	DILLARD, ARON MICHAEL	11/06/2020	13.75		00	OUTSTANDING	
41051	164	DMV	11/06/2020	275.00		00	OUTSTANDING	
41052	958	DOMINION ENERGY	11/06/2020	5,000.00		00	OUTSTANDING	
41053	283	EEOC	11/06/2020	1,088.74		00	OUTSTANDING	
41054	20	J JOHNSON ELLER JR	11/06/2020	2,000.00		00	OUTSTANDING	
41055	40	FEDERAL EXPRESS CORPORATION	11/06/2020	67.14		00	OUTSTANDING	
41056	313	GAME TIME	11/06/2020	9,999.99		00	OUTSTANDING	
41057	1	GARY DAVID	11/06/2020	100.00		00	OUTSTANDING	
41058	50	GRETNA TIRE INC	11/06/2020	2,207.00		00	OUTSTANDING	
41059	956	HUNTON ANDREWS KURTH LLP	11/06/2020	18,750.00		00	OUTSTANDING	
41060	332	HURT & PROFFITT INC	11/06/2020	14,410.25		00	OUTSTANDING	
41061	566	INTEGRATED TECHNOLOGY GROUP IN	11/06/2020	5,605.45		00	OUTSTANDING	
41062	552	JAMES RIVER EQUIPMENT CO	11/06/2020	6,203.96		00	OUTSTANDING	
41063	957	JESSE F KIRBY JR	11/06/2020	1,295.20		00	OUTSTANDING	
41064	816	PACE ANAYLTICAL SERVICES LLC	11/06/2020	1,635.96		00	OUTSTANDING	
41065	9999997	PARKER, REBECCA	11/06/2020	88.75		00	OUTSTANDING	
41066	9999997	PATTERSON, JUTTA	11/06/2020	32.00		00	OUTSTANDING	
41067	1	PAULINE BROWN	11/06/2020	59.47		00	OUTSTANDING	
41068	358	PHILLIPS EQUIPMENT CORPORATION	11/06/2020	1,345.67		00	OUTSTANDING	
41069	921	PRICE BUILDINGS INC	11/06/2020	158,154.17		00	OUTSTANDING	
41070	9999997	PUFF N' PLAY	11/06/2020	8.72		00	OUTSTANDING	
41071	1	SHERRY JAMES	11/06/2020	291.94		00	OUTSTANDING	
41072	467	SONNY MERRYMAN INC	11/06/2020	269.34		00	OUTSTANDING	
41073	533	STIMULUS, LLC	11/06/2020	125.00		00	OUTSTANDING	
41074	228	SYDNOR HYDRO INC	11/06/2020	451.00		00	OUTSTANDING	
41075	92	UNIFIRST CORP	11/06/2020	2,235.05		00	OUTSTANDING	
41076	900	US BANK EQUIPMENT FINANCE	11/06/2020	232.66		00	OUTSTANDING	
41077	136	USABLUEBOOK	11/06/2020	16,485.86		00	OUTSTANDING	
41078	101	VIRGINIA EMPLOYMENT COMMISSION	11/06/2020	517.06		00	OUTSTANDING	
41079	84	ALTAVISTA JOURNAL	11/13/2020	1,945.70		00	OUTSTANDING	
41080	103	BEACON CREDIT UNION	11/13/2020	305.00		00	OUTSTANDING	
41081	4	BOXLEY AGGREGATES	11/13/2020	1,952.20		00	OUTSTANDING	
41082	12	BRENNTAG MID-SOUTH INC	11/13/2020	494.45		00	OUTSTANDING	
41083	583	CAMPBELL COUNTY PUBLIC LIBRARY	11/13/2020	946.20		00	OUTSTANDING	
41084	16	CAMPBELL COUNTY UTILITIES & SE	11/13/2020	8,390.40		00	OUTSTANDING	
41085	145	CHANDLER CONCRETE CO INC	11/13/2020	1,235.00		00	OUTSTANDING	
41086	1	CHERYL DUDLEY	11/13/2020	14.00		00	OUTSTANDING	
41087	36	DOMINION VIRGINIA POWER	11/13/2020	43,767.97		00	OUTSTANDING	
41088	962	ECS MID-ATLANTIC LLC	11/13/2020	738.00		00	OUTSTANDING	
41089	394	ELECTRONIC SYSTEMS INC	11/13/2020	54.45		00	OUTSTANDING	
41090	301	ENGLISH'S LLC	11/13/2020	714.45		00	OUTSTANDING	
41091	119	FOSTER ELECTRIC CO INC	11/13/2020	2,308.74		00	OUTSTANDING	
41092	639	GAY AND NEEL INC	11/13/2020	388.76		00	OUTSTANDING	
41093	916	GRANITE TELECOMMUNICATIONS	11/13/2020	648.16		00	OUTSTANDING	
41094	305	HAWKINS-GRAVES INC	11/13/2020	142.39		00	OUTSTANDING	
41095	57	ICMA RETIREMENT TRUST-457 #304	11/13/2020	295.00		00	OUTSTANDING	
41096	566	INTEGRATED TECHNOLOGY GROUP IN	11/13/2020	6,995.09		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41097	1	JAMES MOORE	11/13/2020	100.00		00	OUTSTANDING	
41098	871	L&A'S LAWN CARE & CLEANING SER	11/13/2020	2,816.00		00	OUTSTANDING	
41099	953	LLOYD CONCRETE SERVICES INC	11/13/2020	3,564.00		00	OUTSTANDING	
41100	654	MORTON SALT INC	11/13/2020	2,078.34		00	OUTSTANDING	
41101	300	NAPA AUTO PARTS	11/13/2020	1,142.66		00	OUTSTANDING	
41102	67	ORKIN PEST CONTROL LLC	11/13/2020	318.65		00	OUTSTANDING	
41103	510	RIVER VALLEY RESOURCES LLC	11/13/2020	570.95		00	OUTSTANDING	
41104	476	SHARP BUSINESS SYSTEMS	11/13/2020	628.82		00	OUTSTANDING	
41105	78	SUPERION LLC/CENRALSQUARE CO	11/13/2020	1,000.00		00	OUTSTANDING	
41106	186	THE NEWS & ADVANCE	11/13/2020	935.00		00	OUTSTANDING	
41107	85	TREASURER OF VA /CHILD SUPPORT	11/13/2020	253.15		00	OUTSTANDING	
41108	35	TREASURER OF VA/VITA	11/13/2020	5.80		00	OUTSTANDING	
41109	136	USABLUEBOOK	11/13/2020	3,381.03		00	OUTSTANDING	
41110	110	VUPS INC	11/13/2020	73.50		00	OUTSTANDING	
41111	756	WAGeworks INC	11/13/2020	111.85		00	OUTSTANDING	
41112	909	WESCO RECEIVABLES CORP	11/13/2020	339,500.00		00	OUTSTANDING	
41113	294	BUSINESS CARD	11/18/2020	16,666.72		00	OUTSTANDING	
41114	967	CARDNO INC	11/18/2020	8,081.10		00	OUTSTANDING	
41115	736	MARVIN CLEMENTS	11/18/2020	150.00		00	OUTSTANDING	
41116	164	DMV	11/18/2020	20.00		00	OUTSTANDING	
41117	1	DONALD OSBORNE	11/18/2020	100.00		00	OUTSTANDING	
41118	786	DUDE SOLUTIONS INC	11/18/2020	3,006.00		00	OUTSTANDING	
41119	118	FERGUSON ENTERPRISES LLC	11/18/2020	7,777.83		00	OUTSTANDING	
41120	119	FOSTER ELECTRIC CO INC	11/18/2020	23,105.88		00	OUTSTANDING	
41121	676	TIMOTHY GEORGE	11/18/2020	100.00		00	OUTSTANDING	
41122	58	INSTRUMENTATION SERVICES INC	11/18/2020	708.00		00	OUTSTANDING	
41123	892	J & J PORTAPOTTY INC	11/18/2020	85.00		00	OUTSTANDING	
41124	564	JOHN JORDAN	11/18/2020	150.00		00	OUTSTANDING	
41125	829	MARIE MITCHELL	11/18/2020	100.00		00	OUTSTANDING	
41126	954	JENNIFER MORTON	11/18/2020	50.00		00	OUTSTANDING	
41127	860	MUNICIPAL EMERGENCY SERV DEPOS	11/18/2020	5,941.70		00	OUTSTANDING	
41128	798	PEED & BORTZ LLC	11/18/2020	5,564.00		00	OUTSTANDING	
41129	857	RIVERSTREET NETWORKS	11/18/2020	367.21		00	OUTSTANDING	
41130	432	SOUTHEAST SURVEY GROUP LTD	11/18/2020	500.00		00	OUTSTANDING	
41131	900	US BANK EQUIPMENT FINANCE	11/18/2020	232.66		00	OUTSTANDING	
41132	601	VACORP	11/18/2020	359.15		00	OUTSTANDING	
41133	202	C W WARTHEN	11/18/2020	548.91		00	OUTSTANDING	
41134	793	XEROX FINANCIAL SERVICES	11/18/2020	415.78		00	OUTSTANDING	
41135	103	BEACON CREDIT UNION	11/24/2020	305.00		00	OUTSTANDING	
41136	57	ICMA RETIREMENT TRUST-457 #304	11/24/2020	295.00		00	OUTSTANDING	
41137	965	SWAGIT PRODUCTIONS LLC	11/24/2020	21,480.00		00	OUTSTANDING	
41138	85	TREASURER OF VA /CHILD SUPPORT	11/24/2020	253.15		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	93	CHECKS OUTSTANDING	774,390.95 ***	
OUTSTANDING CHECKS:	93	RECONCILED CHECKS:	VOID CHECKS:	
	774,390.95	.00	.00	.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	93	TOTAL CHECKS	774,390.95	***				
OUTSTANDING CHECKS:	93	RECONCILED CHECKS:	VOID CHECKS:					
	774,390.95		.00	.00				.00

Town of Altavista
FY 2021 Revenue Report
42% of Year Lapsed

General Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	210,000	210,000	72,923	35	81,973	39	210,000
Public Service - Real & Personal	98,700	98,700	5,267	5	5,267	5	98,700
Personal Property	260,000	260,000	8,385	3	20,069	8	260,000
Personal Property - PPTRA	100,000	100,000	-70	0	6,424	6	100,000
Machinery & Tools	1,844,000	1,844,000	767,941	42	784,080	43	1,844,000
Mobile Homes - Current	150	150	82	54	90	60	150
Penalties - All Taxes	4,500	4,500	44	1	852	19	4,500
Interest - All Taxes	3,500	3,500	132	4	1,598	46	3,500
Local Sales & Use Taxes	165,000	165,000	-16,194	-10	49,655	30	165,000
Local Electric and Gas Taxes	114,000	114,000	-395	0	36,815	32	114,000
Local Motor Vehicle License Tax	46,000	46,000	18,233	40	23,364	51	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	-3,131	-4	36,138	45	80,000
Local Meal Taxes	973,000	973,000	3,562	0	350,240	36	973,000
Container Rental Fees	1,300	1,300	0	0	33	3	1,300
Communications Tax	34,000	34,000	-2,985	-9	7,813	23	34,000
Transit Passenger Revenue	5,000	5,000	0	0	20	0	5,000
Local Cigarette Tax	130,000	130,000	11,250	9	48,863	38	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	851	1	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	166	0	2,700

Town of Altavista
FY 2021 Revenue Report
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	60	5	493	45	1,100
Fines & Forfeitures - Court	15,000	15,000	-340	-2	2,811	19	15,000
Parking Fines	300	300	0	0	0	0	300
Interest and Interest Income	190,000	190,000	1,381	1	19,710	10	190,000
Rents - Rental of General Property	1,000	1,000	0	0	750	75	1,000
Rents - Pavilion Rentals	2,500	2,500	0	0	0	0	2,500
Rents - Booker Building Rentals	3,300	3,300	0	0	0	0	3,300
Rents - Rental of Real Property	80,000	80,000	99	0	20,275	25	80,000
Property Maintenance Enforcement	0	0	0	0	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	0	0	16,099	98	16,450
State DCJS Grant	89,100	89,100	0	0	22,284	25	89,100
State Rental Taxes	1,000	1,000	-68	-7	311	31	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	0	0	0	0	12,600
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	0	0	4,032	0	0
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	-1,555	-82	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	-52	0	2,641	11	23,000
VDOT TEA 21 Grant	0	0	-40,472	0	-17,936	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	-15,883	-13	25,423	20	126,950
Federal/Byrne Justice Grant	0	0	-1,749	0	0	0	0
CARES Funding	0	0	594,321	0	594,321	0	594,321

Town of Altavista
FY 2021 Revenue Report
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Misc. - Sale of Supplies & Materials	7,500	7,500	-4,826	-64	-4,216	-56	7,500
Misc. - Cash Discounts	100	100	0	0	6	6	100
Miscellaneous	25,000	25,000	3,375	13	233,717	935	25,000
Misc / Canoe Launch Project	0	0	-252	0	778	0	0
Reimbursement of Insurance Claim	0	0	0	0	8,703	0	0
Misc. - State Forfeiture Fund	0	0	0	0	8,441	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding	0	0	0	0	138	0	0
Police Challenge Coin	0	0	0	0	0	0	0
Donations	0	0	0	0	100	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	0	0	0	3,000
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	176,290	176,290	0	0	0	0	176,290
Transfer from CIF	0	0	0	0	0	0	0
	<u>5,111,710</u>	<u>5,111,710</u>	<u>1,399,082</u>	<u>27</u>	<u>2,400,798</u>	<u>47</u>	<u>5,706,031</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
42% of Year Lapsed

	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
ALL FUNDS TOTAL							
Operations	7,503,750	7,503,750	381,325	5	2,530,198	34	7,503,750
Debt Service	806,850	806,850	0	0	367,343	0	806,850
CIP	1,678,510	1,678,510	572,747	34	1,370,070	82	1,678,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>10,079,110</u>	<u>10,079,110</u>	<u>954,072</u>	<u>9</u>	<u>4,267,611</u>	<u>42</u>	<u>10,079,110</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
42% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	7,622	19	18,800	48	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	0	16,740	0	16,740	0	0
Administration - TOTAL:	<u>39,400</u>	<u>39,400</u>	<u>24,362</u>	<u>62</u>	<u>35,540</u>	<u>90</u>	<u>39,400</u>
Administration							
Operations	906,610	906,610	51,300	6	366,315	40	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	41,000	6,995	17	178,187	435	41,000
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>58,295</u>	<u>6</u>	<u>544,502</u>	<u>57</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	8,210	2	98,875	20	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>364,010</u>	<u>8,210</u>	<u>2</u>	<u>98,875</u>	<u>27</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>8,210</u>	<u>2</u>	<u>98,875</u>	<u>27</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	64,608	6	449,152	40	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	75,250	245	0	69,030	92	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>64,854</u>	<u>5</u>	<u>518,182</u>	<u>43</u>	<u>1,196,040</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
42% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,046,160	1,046,160	59,692	6	342,200	33	1,046,160
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	654,300	654,300	40,199	6	144,968	22	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>99,891</u>	<u>6</u>	<u>502,957</u>	<u>29</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	-169	0	1,981	4	50,100
CIP	200,000	200,000	0	0	0	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>-169</u>	<u>0</u>	<u>1,981</u>	<u>1</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	3,991	3	47,815	30	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>3,991</u>	<u>3</u>	<u>47,815</u>	<u>30</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	5,672	4	49,942	39	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	109,800	0	0	0	0	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>5,672</u>	<u>2</u>	<u>49,942</u>	<u>21</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	3,950	6	33,052	48	68,350
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>3,950</u>	<u>5</u>	<u>33,052</u>	<u>45</u>	<u>73,350</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
42% of Year Lapsed

GENERAL FUND TOTALS

Operations	3,881,650	3,881,650	204,877	5	1,408,132	36	3,881,650
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	1,085,350	1,085,350	64,180	6	408,925	38	1,085,350
GENERAL FUND - GRAND TOTAL:	<u>4,987,410</u>	<u>4,987,410</u>	<u>269,057</u>	<u>5</u>	<u>1,832,846</u>	<u>37</u>	<u>4,987,410</u>

Town of Altavista
Council / Planning Commission
FY 2021 Expenditure Report
42% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,882	10	12,812	46	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	6,400	6,400	4,740	74	5,988	94	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	16,740	0	16,740	0	0
Total Expenditures	39,400	39,400	24,362	62	35,540	90	39,400

Town of Altavista
Administration
FY 2021 Expenditure Report
42% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	519,100	519,100	28,442	5	181,042	35	519,100
Other Employee Benefits	36,060	36,060	8,326	23	10,395	29	36,060
Services	234,700	234,700	9,213	4	113,296	48	234,700
Other Charges	74,750	74,750	3,292	4	44,285	59	74,750
Materials & Supplies	42,000	42,000	2,027	5	17,297	41	42,000
Capital Outlay	41,000	41,000	6,995	17	178,187	435	41,000
Total Expenditures	947,610	947,610	58,295	6	544,502	57	947,610

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
42% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
NON-DEPARTMENTAL - FUND 10							
CONTRIBUTIONS - OTHER CHARGES							
010-9101-801.50-32 Other Charges - Misc.	56,260	56,260	0	0	14,610	26	56,260
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	0	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Snowflake Project: Garden Club</i>			0		0		
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
010-9101-801.50-61 Contribution - Altavista EMS	0	0	0	0	0	0	0
010-9101-801.50-62 Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
010-9101-801.50-63 Economic Development Incentives	166,150	166,150	0	0	7,500	5	166,150
010-9101-801.50-70 Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
010-9101-801.50-72 Contribution - Altavista Fire Co.	12,600	12,600	0	0	0	0	12,600
010-9101-801.50-73 Contribution - Avoca	0	0	0	0	0	0	0
010-9101-801.50-74 Contribution - Altavista On Track (MS)	5,000	5,000	-500	-10	2,000	40	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	341,010	341,010	-500	0	74,110	22	341,010
NON-DEPARTMENTAL - Non-Departmental							
010-9102-801.50-96 Insurance Claim	0	0	0	0	9,520	0	0
010-9102-801.60-06 Fuel & Lubricants	23,000	23,000	629	3	2,664	12	23,000
NON-DEPARTMENT - ND - TOTAL	23,000	23,000	629	3	12,184	53	23,000
NON-DEPARTMENTAL - SUBTOTAL	364,010	364,010	129	0	86,294	24	364,010
TRANSFER OUT							
010-9102-802.70-01 Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300
010-9102-802.70-02 Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
010-9102-802.70-04 Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
42% of Year Lapsed

		FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
	<u>NON-DEPARTMENTAL - FUND 10</u>							
010-9102-802.70-05	Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
010-9102-802.70-06	Transfer Out - CIF	0	0	0	0	0	0	0
010-9102-802.70-07	Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
010-9102-802.70-08	EDA Checking Account	0	0	0	0	4,500	0	0
	TRANSFER OUT - TOTAL	119,300	119,300	0	0	4,500	4	119,300
	<u>CAPITAL OUTLAY - NEW</u>							
010-9102-801.82-30	Improvements Other than Building / Cardno			8081	0	8081	0	8081
	CAPITAL OUTLAY - TOTAL	0	0	8081	0	8081	0	8081
	<u>DEBT SERVICE</u>							
010-9104-801.90-02	Debt Service - Principal	0	0	0	0	0	0	0
010-9104-801.90-04	Debt Service - Interest	0	0	0	0	0	0	0
	DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
	NON-DEPARTMENTAL TOTAL	483,310	483,310	8,210	2	98,875	20	483,310
	NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,010	364,010	8,210	2	94,375	26	364,010

Town of Altavista
Public Safety
FY 2021 Expenditure Report
42% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	959,000	959,000	49,059	5	370,547	39	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	5,006	15	12,412	36	34,340
Other Charges	54,550	54,550	1,224	2	36,829	68	54,550
Materials & Supplies	72,900	72,900	9,320	13	29,364	40	72,900
Capital Outlay	75,250	75,250	245	0	69,030	92	75,250
Total Expenditures	1,196,040	1,196,040	64,854	5	518,182	43	1,196,040

Town of Altavista
Public Works
FY 2021 Expenditure Report
42% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	652,950	652,950	38,206	6	221,887	34	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	2,282	4	13,859	24	57,260
Other Charges	46,180	46,180	1,729	4	31,024	67	46,180
Materials & Supplies	289,770	289,770	17,475	6	75,431	26	289,770
Debt Service	20,410	20,410	0	0	15,789	77	20,410
Capital Outlay	654,300	654,300	40,199	6	144,968	22	654,300
Total Expenditures	1,720,870	1,720,870	99,891	6	502,957	29	1,720,870

Town of Altavista
Economic Development
FY 2021 Expenditure Report
42% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	-169	-1	1,981	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
Total Expenditures	250,100	250,100	-169	0	1,981	1	250,100

Town of Altavista
Community Development
FY 2021 Expenditure Report
42% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	127,600	127,600	3,071	2	43,637	34	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	865	9	865	9	10,000
Other Charges	15,150	15,150	0	0	3,232	21	15,150
Materials & Supplies	4,350	4,350	55	1	82	2	4,350
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	157,100	157,100	3,991	3	47,815	30	157,100

Town of Altavista
Transit System
FY 2021 Expenditure Report
42% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	103,470	103,470	4,756	5	36,702	35	103,470
Services	2,050	2,050	0	0	275	13	2,050
Other Charges	4,010	4,010	0	0	6,350	158	4,010
Materials & Supplies	19,600	19,600	917	5	6,615	34	19,600
Capital Outlay	109,800	109,800	0	0	0	0	109,800
Total Expenditures	238,930	238,930	5,672	2	49,942	21	238,930

Town of Altavista
Avoca Museum
FY 2021 Expenditure Report
42% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	67,900	67,900	3,899	6	27,373	40	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	0	0	5,569	1,238	450
Materials & Supplies	0	0	51	0	110	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	73,350	73,350	3,950	5	33,052	45	73,350

Town of Altavista
FY 2021 Revenue Report
42% of Year Lapsed

Enterprise Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	8,000	8,000	12,794	160	13,760	172	8,000
Water Charges - Industrial	1,283,320	1,283,320	-5,712	0	444,120	35	1,283,320
Water Charges - Business/Residential	280,000	280,000	-7,370	-3	70,756	25	280,000
Water Charges - Outside Community	173,000	173,000	9,748	6	52,181	30	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	3,750	250	1,500
Bulk Water Purchase	2,000	2,000	3,190	0	11,417	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	-3,400	0	509,728	33	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	-6,999	-3	64,018	26	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	386	15	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	0	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	-10,752	-8	21,706	15	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	-746	-1	15,797	32	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	-137	0	36,709	26	140,000
Misc. Cash Discounts	0	0	0	0	5	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	775	3	5,675	23	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	0	0	208,950	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520	0	0	0	0	62,520
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,014,340</u>	<u>4,014,340</u>	<u>-8,609</u>	<u>0</u>	<u>1,458,957</u>	<u>36</u>	<u>4,014,340</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
42% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,376,490	1,376,490	52,431	4	485,451	35	1,376,490
Debt Service	604,090	604,090	0	0	351,554	0	604,090
CIP	229,650	229,650	48,476	21	134,169	58	229,650
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,210,230</u>	<u>100,906</u>	<u>5</u>	<u>971,175</u>	<u>44</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,490,060	100,621	7	546,063	37	1,490,060
Debt Service	182,350	182,350	0	0	0	0	182,350
CIP	131,700	131,700	462,510	351	809,976	615	131,700
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,804,110</u>	<u>563,131</u>	<u>31</u>	<u>1,356,038</u>	<u>75</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	153,052	5	1,031,514	36	2,866,550
Debt Service	786,440	786,440	0	0	351,554	0	786,440
CIP	361,350	361,350	510,986	141	944,145	261	361,350
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,014,340</u>	<u>4,014,340</u>	<u>664,037</u>	<u>17</u>	<u>2,327,213</u>	<u>58</u>	<u>4,014,340</u>

Town of Altavista
Water Department
FY 2021 Expenditure Report
42% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	688,690	688,690	37,302	5	259,239	38	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	9,614	7	30,692	21	147,100
Other Charges	242,450	242,450	10,119	4	82,635	34	242,450
Materials & Supplies	298,250	298,250	-4,605	-2	112,885	38	298,250
Debt Service	604,090	604,090	0	0	351,554	0	604,090
Capital Outlay	229,650	229,650	48,476	21	134,169	58	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
Total Expenditures	2,210,230	2,210,230	100,906	5	971,175	44	2,210,230

Town of Altavista
Wastewater Department
FY 2021 Expenditure Report
42% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	809,710	809,710	45,423	6	314,223	39	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	19,200	44	24,401	56	43,800
Other Charges	396,350	396,350	30,079	8	146,857	37	396,350
Materials & Supplies	240,200	240,200	5,919	2	60,581	25	240,200
Debt Service	182,350	182,350	0	0	0	0	182,350
Capital Outlay	131,700	131,700	462,510	351	809,976	615	131,700
Transfer Out	0	0	0		0		0
Total Expenditures	1,804,110	1,804,110	563,131	31	1,356,038	75	1,804,110

Town of Altavista
Fund Expenditure Totals
FY 2021
42% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	705,000	705,000	21,377	3	78,800	11	705,000
CIP	231,810	231,810	-2,418	-1	17,000	7	231,810
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>18,959</u>	<u>2</u>	<u>95,800</u>	<u>10</u>	<u>936,810</u>

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	2,019	4	11,752	23	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>2,019</u>	<u>3</u>	<u>11,752</u>	<u>16</u>	<u>75,550</u>

Town of Altavista
FY 2021 State/Highway Fund
42% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	127	0	961	0	0
Street & Highway Maintenance	730,000	730,000	0	0	183,012	25	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	0	0	2	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	936,810	936,810	127	0	183,975	20	936,810
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	4,105	9	8,892	18	48,200
Maintenance - Pavement	400,000	400,000	1,508	0	7,981	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	4,442	8	21,916	39	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	153	2	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	2,680	4	9,354	16	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	7,635	15	25,012	50	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,007	1	5,492	7	80,000
State/Highway Reimb. Fund - Subtotal:	705,000	705,000	21,377	3	78,800	11	705,000
Motor Vehicles- Replc.	90,560	90,560	0	0	0	0	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	0	0	39,250
Machinery & Equip. - New	17,000	17,000	0	0	17,000	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	-2,418	-3	0	0	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	231,810	231,810	-2,418	-1	17,000	7	231,810
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	936,810	936,810	18,959	2	95,800	10	936,810

Town of Altavista
FY 2021 Cemetery Fund
42% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	17,250	17,250	1,200	7	11,000	64	17,250
Interest/Interest Income	0	0	33	0	2,558	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	4,500	113	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
Cemetery Fund - GRAND TOTAL:	75,550	75,550	2,533	3	18,108	24	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	419	4	3,195	33	9,700
Salaries and Wages/Overtime	1,000	1,000	175	18	647	65	1,000
Benefits/FICA	800	800	43	5	273	34	800
Benefits/VRS	1,000	1,000	9	1	118	12	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	82	5	343	22	1,550
Benefits/Group Life	200	200	6	3	44	22	200
VRS Hybrid Employer Contr.	0	0	32	0	181	0	0
ICMA Hybrid Employer Contr.	0	0	4	0	27	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	260	3	-1,502	-15	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	990	4	7,425	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	2,019	3	11,752	16	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of
November 30, 2020



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	2,321,690.75	
Certificate of Deposit	2,926,394.54	
LGIP	7,641,160.98	
Sub-Total		\$ 12,889,246.27

Enterprise Fund Reserves

Money Market Account	288,999.83	
Certificate of Deposit		
LGIP	556,637.92	
Sub-Total		\$ 845,637.75

Total Undesignated \$ 13,734,884.02

DESIGNATED BALANCES

Highway Fund

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	1,005,571.55	
Sub-Total		\$ 1,105,671.55

Green Hill Cemetery

Money Market Account	50,389.69	
Certificate of Deposit	617,669.85	
LGIP	77,173.33	
Sub-Total		\$ 745,232.87

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,533.59	
Sub-Total		\$ 270,533.59

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$14,462.78

Operating Cash Account

\$ 1,342,679.14

Total Designated \$ 3,481,465.75

Grand Total Investments and Deposits \$ 17,216,349.77

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	8,130,440.00
PCB	569,707.59
Accrued Liability	173,549.00
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	2,500.00
Funds earmarked for items not completed during prior FY	673,785.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	298,000.00
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00
Main St Sidewalk Extension Match (VDOT)	187,158.00

Balance Remaining of Undesignated Funds \$ 2,657,809.66

RESERVE POLICY FUNDS

General Fund: The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11) 6,133,612

Enterprise Fund: Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,996,828

Total Reserve Policy Funds 8,130,440