



**Town of Altavista, Virginia
Meeting Agenda Town Council
Town Council Regular Meeting**

**Tuesday, September 14, 2021
6:00 PM - 510 7th Street
Altavista, VA 24517**

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

2. AGENDA ADOPTION

**3. RECOGNITIONS AND PRESENTATIONS
&NBSP;**

3.A RECOGNITIONS / PRESENTATIONS

4. 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.)*

5. PARTNER UPDATES

5.A Altavista Area Chamber of Commerce

5.B Altavista On Track (AOT)

6. CONSENT AGENDA

**6.A Town Council Work Session 8.24.21
Attachment 1.Council Work Session Minutes 8.24.21.pdf**

**6.B Town Council Regular Meeting Minutes 8.10.21
Attachment 1.Council Regular Meeting Minutes 8.10.21.pdf**

**6.C Acceptance of Monthly Financial Reports
Attachment 1 - Check Register August 2021
Attachment 2 - August 2021 Revenue and Expenditure Report
Attachment 3 - August 2021 Reserve Balance / Investment Report**

6.D Lynch Creek Sewer Line Replacement Project (FAIP)

**6.E Annual Delinquent Tax Listing
Attachment 1 - Staff Memo
Attachment 2 - Uncollectible and Delinquent Tax List**

6.F Uncle Billy's BBQ/Bourbon/Beer Sponsorship

**6.G Proposed changes to organizational chart
Attachment 1 - Restructure discussion.pptx**

7. PUBLIC HEARING(S)

8. NEW BUSINESS

8.A Request for permission to apply for the Coronavirus Emergency Supplemental Funding Grant (CESF), available from DCJS.

Attachment 1 - CESF Grant Guidelines and Application.pdf

8.B Garbage Truck Purchase

CIP Information - Garbage Truck.pdf

Mid Atlantic Waste Systems - Proposal.pdf

8.C Vactor Truck Pump Replacement

Attachment 1 - Cost Estimate for Replacement

8.D Avoca's Request for a Memorandum of Understanding (MOU)

9. UNFINISHED BUSINESS

9.A Clarion Road Water Line

9.B Council Rules of Procedure

Attachment 1 - Outline for initial discussion regarding Council Rules of Procedure.pdf

Attachment 2 - Proposed Council Rules.pdf

Attachment 3 - Code of Ethics- draft.pdf

10. REPORTS AND COMMUNICATIONS

10.A Utilities Department Reports

Attachment 1.8-13-2021 Status Report.WTP Filter Rehabilitation.pdf

Attachment 2.8-18-2021 Status Report.WWTP Phase II/III Electrical Upgrades.pdf

Attachment 3.Mattern & Craig-Melinda Tank Pressure Zone Improvements Project.pdf

Attachment 4.Lynch Creek Sewer Status Update 7-22-21.doc

Attachment 5.McMinnis Water Status Update 7-22-21.doc

Attachment 6.August 2021 Monthly Staff Report .pdf

Attachment 7.August 2021 Water/Sewer/Refuse Billing History.pdf

10.B Town Council Monthly Calendars

Attachment 1 - Council Calendar - September 2021.pdf

Attachment 2 - Council Calendar - October.pdf

10.C Departmental Report - Altavista On Track

Attachment 1 - AOT Monthly Report - August.docx

10.D Departmental Reports - Finance

Attachment 1 - Meals Tax Report

Attachment 2 - Sales Tax Report

Attachment 3 - Lodging Tax Report

Attachment 4 - Cigarette Tax Report

10.E Departmental Reports - Public Works
Attachment 1 - B&G Monthly Report
Attachment 2 - Fleet Monthly Report
Attachment 3 - Streets Monthly Report

10.F Police Department Monthly Reports
Attachment 1 - APD Daily Activity Report-August 2021.pdf
Attachment 2 - APD Patrol on 29-August 2021.pdf

10.G Community Development Monthly Report
CD August 2021 Monthly Report.docx

11. MATTERS FROM COUNCIL

12. CLOSED SESSION (CERTIFICATIONS WILL BE PROVIDED)

Code of Virginia: Section 2.2-3711 (A)(1) and Section 2.2-3711 (A)(5)

13. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
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AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: RECOGNITIONS / PRESENTATIONS

Staff Resource: Administration

Action(s):

Milestone Recognition:

| | | | |
|--------------|-----------------------|----------|-----------|
| Steve Bond | Wastewater Department | 30 years | 8/12/2021 |
| Bryan Mawyer | Water Department | 5 years | 8/15/2021 |

New Hire(s):

| | | | |
|---------------|------------|----------------|-----------|
| Jeffery Ellis | Transit | PT Bus Driver | 8/17/2021 |
| Tonya Guthrie | Wastewater | WW Trainee | 8/23/2021 |
| Joshua Farmer | WW/WP | Asst. Mechanic | 8/30/2021 |

Departures:

| | | | |
|-------------------|----------------|--------------------|-----------|
| Waverly Coggsdale | Administration | Town Manager | 8/06/2021 |
| David Garrett | Public Works | PW Director | 8/13/2021 |
| Tom Fore | Water Dept. | Utilities Director | 8/31/2021 |
| Alvis Carr | Transit | PT Bus Driver | 8/13/2021 |
| Tony Hines | Transit | PT Bus Driver | 8/30/2021 |

Explanation:

Personnel Changes Since August 1st

Background:

Informational Update

Funding Source(s):

Not Applicable.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce

Staff Resource: Chamber of Commerce Executive Director Grace Mattox

Action(s):

Explanation:

Altavista Area Chamber of Commerce Updates.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista On Track (AOT)

Staff Resource: Main Street Coordinator and AOT Director George Sandridge

Action(s):

Explanation:

Altavista On Track Updates.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: Town Council Work Session 8.24.21

Staff Resource: Crystal Hailey

Action(s):

Review for Approval

Explanation:

Background:

Town Council August 24th, 2021 Work Session

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.Council Work Session Minutes 8.24.21.pdf](#)

Town Council Work Session August 24, 2021

The Altavista Town Council’s August 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday August 24th, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council
Members present: Vice Mayor Reggie Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Also Present: Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, APD Chief of Police
Mr. Tom Fore, Public Utilities Director
Ms. Sharon D. Williams, Community Development Director
Mr. Jeff Arthur, Public Works Department Supervisor
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

1. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed August 24th, 2021, Council Work Session Agenda, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Emerson, to approve the agenda as presented.

Motion carried:
VOTE: Mr. Wayne Mitchell Yes
Mr. Tracy Emerson Yes
Vice Mayor Reggie Bennett Yes
Mayor Mike Mattox Yes
Mr. Jay Higginbotham Yes
Mr. Timothy George Yes
Dr. Scott Lowman Yes

2. Recognitions and Presentations

Assistant Town Manager Amie Owens informed Town Council of the most recent updates and changes in Town Personnel.

- Town of Altavista Personnel Milestones:
 - Steve Bond, WWTP Manager August 2021 30 years
 - Bryan Mawyer, WTP Manager August 2021 5 years
- Retirements/Resignations:
 - Waverly Coggsdale III, Town Manager Departure Date: August 6, 2021
 - David Garrett, Public Works Director Departure Date: August 13, 2021

Town Council Work Session August 24, 2021

Mayor Mattox took this time to applaud Amie Owens for her accomplishments during her service to the Town of Altavista as the Assistant Town Manager for the past year.

Mayor Mattox stated Ms. Owens had done a lot for the town, the community, and Town Council during her time in office and he felt her leadership and direction helped him be a better Mayor. He thanked Ms. Owens for her service and stated she would be missed by many.

Councilman Mitchell stated he was in favor of voting Ms. Owens into office and was very proud of the extraordinary things she accomplished for the town during her time as Assistant Town Manager. He stated he wished the town had a couple more years with her direction, but he wished her well on her new endeavor.

Councilman Emerson stated he felt that Ms. Owens had done a great job as the town's Assistant Town Manager over the past year. He stated he wished that she could have stayed in Altavista longer but understood that circumstances change and her decision to move back to her home state of North Carolina. He thanked her for her service and wished her well.

Vice Mayor Bennett stated he felt that Ms. Owens had made the town, Town Council, and Town Staff better during her time in office. He stated Ms. Owens brought a breath of fresh air to the town with her "fresh ideas". He asked Ms. Owens to visit Altavista from time to time and stated everyone could do the same with Ms. Owens in North Carolina.

Councilman Higginbotham shared he agreed with everyone's sentiments and thanked Ms. Owens for her service to the town during her time as Assistant Town Manager.

Councilman George thanked Ms. Owens for her service to Altavista. He referenced her upcoming position being in another "river town". He stated he appreciated her efforts on the town's "restroom project" for next to the river (on Eagle Trail in English Park).

Councilman Lowman thanked Ms. Owens for everything she had done for the Town of Altavista during her time in office. He stated he hoped she enjoyed her next employment endeavor.

3. Citizen's Time – Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Town Council regarding a work session agenda item, 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.

4. Items Referred from Previous Meetings

4.1 Town Milling and Paving Contract – Additional Area Discussion/Consideration

Background:

At the July 27, 2021 Work Session, Town Council directed Staff to obtain a quote from the contractor currently working on the town's annual (now semi-annual) paving schedule related to extending the car lane, from where the existing pavement stops, to the new River Overlook area on Eagle Trail; and to also create a parking lot in that area. Based on the current contract, the amount to add this area is \$139,500.

Assistant Town Manager Amie Owens informed Town Council of the cost for two other forms of material for the proposed car lane.

- Crushed Concrete \$128,500
- Milling Base \$118,250

Town Council Work Session August 24, 2021

Ms. Owens stated this project was proposed after the FY2022 Budget was approved, therefore, no funding is allocated in the current budget for this project. She stated Town Staff was currently working to find alternate funding sources for the project, such as the potential for VDOT Grant Funds.

Ms. Owens stated, at this time, Staff was seeking direction from Town Council if, and/or how they wished to move forward with this proposed project.

Mayor Mattox asked Council for their input on the matter.

Councilman Mitchell stated he did not feel this project was an emergency that needed to be considered at this time. He stated he would rather include the project with the list of proposed items to be considered during the next fiscal year (2023) budget process.

Councilman Emerson stated he was not against the town doing the project, but would also rather see the item postponed until the next fiscal year's budget consideration process. He stated this would allow Town Staff time to investigate funding options for the project.

Vice Mayor Bennett also agreed the town should allow Staff additional time to investigate funding options.

Mr. Bennett stated the new River Overlook was one of the park's nicest views of the river. He stated he felt the town would be doing a "dis-service" to its citizens if they did not extend the car lane to the overlook area and include the ADA accessible parking lot.

Mayor Mattox stated he appreciated Councilman Mitchell's reminder for Town Council to "stay within procedure". He reminded them they had previously agreed not to approve new items not already in the current budget, unless they were considered emergency situations.

Mayor Mattox stated he was in favor of the project, but also agreed it needed to be postponed until the next budget consideration process occurred.

Councilman Higginbotham stated he was in favor of the proposed car lane extension, but agreed, for budget purposes, it should not be considered at this time.

Mr. Higginbotham stated, if the town knew it wanted to complete the project sometime in the near future, he suggested utilizing any extra rock/stone the town may have to cover the car lane for now, which would serve as a good foundation for when the lane is paved.

Councilman George reminded Council that the ramp leading up to the new River Overlook was not ADA compatible. He stated, at their last meeting, the Parks & Recreation Committee voted against the proposed road extension, due to this fact, and there being no other reasoning for extending the road.

Mr. George asked if Town Staff was able to confirm whether or not VDOT would help fund the road extension.

Ms. Owens stated, unless the town chooses to bring the proposed road "up to standard" as an actual road, and maintained the road as such, the project would not be eligible for VDOT funding.

Councilman Lowman informed Town Council, due to the town adding the new River Overlook and its plan to continue Eagle Trail further, the town may be eligible for VDOT/DCR funding for this project through a "Park Access Grant". He stated the grant would also help cover the design and engineer aspects of the project.

Dr. Lowman stated, if Council desired, he and the Community Development Director Sharon Williams would be happy to investigate this option further.

Town Council was in consensus for them to do so.

Town Council Work Session August 24, 2021

Councilman Mitchell asked if this project would be considered as a Public Works “street” project or a Parks & Recreation project.

Ms. Owens stated, at this time, the proposed project would be considered under Parks & Recreation.

There was a consensus of Town Council to postpone the proposed Car Lane Extension Project for Eagle Trail until the next fiscal year (2023) budget consideration process.

Town Council was also in consensus for Town Staff to investigate the possibility of the town qualifying for a VDOT/DCR Park Access Grant, as Dr. Lowman mentioned.

4.2 Jenks River Trail – Preparation for Millings

Background:

At Town Council’s August 10th Regular Meeting, Councilman George asked, while the paving contractor (Patterson Brothers Paving Company) was currently in town completing the town’s annual paving schedule, could they also prep the Jenks River Trail, so Public Works could place millings on the trail sooner rather than later. There was a consensus of Council for Staff to research and bring back to Council a cost for this proposal. At their August 17, 2021 Meeting, the Recreation Committee made a formal motion to recommend to Town Council approval of this project.

Assistant Town Manager Amie Owens informed Town Council that Patterson Brothers quoted \$23,750 for the proposed “trail prepping” project.

Ms. Owens stated the town would be able to utilize the Jenks Fund for this project. She stated, if this project was approved, the Jenks Fund would have a remaining balance of less than \$21,000.

Councilman Emerson asked for confirmation of what area is included in the \$23,750 cost.

Ms. Owens stated the entire area of the new Jenks River Trail that looped around to the recently installed pedestrian bridge was included in the quote from Patterson Brothers.

Vice Mayor Bennett referenced the fact that the Jenks River Trail was only being mowed. He stated, whether walking or biking, he felt it was a little dangerous in its current condition, due to exposed roots and stumps. He stated he felt the trail needed to be prepped/milled, sooner rather than later, to make the trail safer to use.

Councilman Higginbotham shared his concern with the current location of the Jenks River Trail. He stated it was the town’s intent to have the best river trail it could have, but he did not feel the current location of the Jenks Trail was as close to the river as it should be.

Mr. Higginbotham suggested Council meet at the new pedestrian bridge, adjacent to the Jenks Trail, to discuss the potential of relocating the trail as close to the river as possible.

Mr. Higginbotham stated he was not confident that Patterson Brothers would be able to get their milling machine very close to the river. He also stated he was not in favor of the town spending \$23,750 for someone else to do the work that he felt could be done by the town’s Public Works Department.

Ms. Owens stated Jeff Arthur, Buildings & Grounds Supervisor for the Altavista Public Works Department, worked with David Garrett on the new pedestrian bridge, as well as, on the Jenks Trail.

Ms. Owens stated, after her departure, Mr. Arthur would be Council’s contact for any questions they may have in regard to this project.

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Councilman George reminded Council that the Army Corp of Engineers were very stringent with their regulations regarding trail systems and how close they could be to the river and wetlands.

Mr. George suggested, if Council desired to adjust where the Jenks River Trail will be located, he suggested consulting with an engineer (from Hurt & Proffitt) to assess the possibility.

Mr. George stated he felt the town's Public Works Department was very busy during the summer months, not only with mowing, but with other duties as well, so he was not sure they would have time to add the Jenks Trail to their list of projects.

Mr. George shared his favor with allowing Patterson Brothers to prep the Jenks Trail and the town could then apply millings to the prepped surface.

Councilman Lowman stated he did not have a definite opinion either way, but he had hoped that individuals could see the river when walking/biking the new trail.

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

There was a consensus of Council to authorize Town Staff to contact an engineer (through town-retained Hurt & Proffitt) to assess/verify how close the Jenks River Trail could be located adjacent to the river, so the town could move this project forward.

There was also a consensus of Council to postpone allowing the town to use \$23,750 of Jenks Funds to hire Patterson Brothers to prep the Jenks River Trail, until such time as the town had received clarification from Hurt & Proffitt of the best option to locate the Jenks River Trail.

4.3 Town Council "Rules of Procedure"

Background:

One goal from the Town Council Retreat in March 2021 was to develop Council Rules of Procedure. At their July 13, 2021 Regular Meeting, Town Council was provided with an outline of potential topics for said document. A draft document for Rules of Procedure, as well as a Code of Ethics, was provided to Council for review and comments at their July 27th meeting. Town Attorney John Eller reviewed the draft document and made some suggested changes. The information was shared with Town Council and the Rules of Procedure and Code of Ethics documents are being brought back for discussion.

Mayor Mattox referenced this item being on Council's Meeting Agenda previously, on three separate occasions. He stated he would like to offer Council some direction by stating this item could be placed on the September Consent Agenda for approval, allowing Council additional time to review and consider this item, which also allowed the ability to remove the item from the Consent Agenda for further discussion if necessary.

Mayor Mattox asked Town Council if they had any opposition to his suggestion, or any questions in regard to this item.

Councilman Mitchell confirmed he read the draft documents and felt it was a good "base document" to start with. He stated there were a few items in the draft he wished to discuss before Council made its final vote on the documents.

Assistant Town Manager Amie Owens suggested placing this item on September's regular agenda, allowing Council additional time to review and discuss the item.

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There was a consensus of Town Council to place this item on their September Regular Meeting Agenda for further discussion and consideration of the Rules of Procedure and Council Code of Ethics draft documents as presented.

4.4 Vista Theater Project Discussion

At their March 30th Retreat, Town Council requested they be provided a “draft” Scope of Services for a Feasibility Study for the VISTA Theater by their May Work Session. This was completed, approved, and a RFQ sent out in June, with eight respondents. Town Council decided the entire Council would serve as a “committee of the whole” on this project. Information from all the respondents were sent to Town Council members, via email, on July 16th. There was no discussion at the July Work Session, only the consensus of Council to move the discussion of this item to their August Work Session.

Assistant Town Manager Amie Owens stated, at this time, Town Staff was seeking direction from Town Council on how they wished to proceed with this project.

Mayor Mattox stated he would like for Altavista’s new Town Manager (when hired), not the interim, to be involved on the “ground level” of this item/project. He stated he felt it would be important for the new Town Manager to attend the project meetings to have a better understanding of what town citizens and the community need/want from this venue.

Mayor Mattox stated, by postponing this item, it may put the town behind on this project by three to four months, but he felt it would not be fair to a new Town Manager to have to “play catch up” on the project when they first took office.

Mayor Mattox referenced the front façade of the Vista Theater. He stated some Council members had expressed their favor with upgrading the façade as soon as possible; and placing “Coming Soon” on the exterior marquee to inform the community that the venue was being restored.

Mayor Mattox asked Town Council for their thoughts and input on this matter.

Councilman Mitchell shared his favor with both of the Mayor’s suggestions.

Mr. Mitchell stated he felt postponing the project would allow the additional time he felt the town needed to make a decision on which group/firm they wished to hire for the project.

Mr. Mitchell shared his concern with only relying on a feasibility study, that might miss crucial (structural) items needed for repair, which would increase the project’s cost from what the town was originally expecting.

Mr. Mitchell stated, rather than a feasibility study, he would like for an engineer to give the town a check list of the initial items needed to return the facility to a more structurally sound condition before moving forward.

Councilman Emerson stated he did not have an issue with postponing the project for a couple of months.

Mr. Emerson reminded Council the town has funds allocated in the budget for the Vista Theater Project. He shared his favor in moving forward with restoring the front facade of the building to reflect that the Vista Theater was being restored for use again soon.

Mr. Emerson stated, what the town did to the exterior façade would not affect what needed to be done to the interior of the facility later. He suggested allowing staff to gather cost estimates for the exterior facade upgrade for Council’s review and consideration.

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Vice Mayor Bennett shared his favor with Councilman Mitchell's idea of having an engineer give the town a checklist of items for initial repair, such as plumbing, electrical, and roof repairs. He stated those items were key in making the building structurally sound.

Assistant Town Manager Amie Owens reminded Town Council that the RFQ process was conducted for this reason. She stated, at this point, Council needed to select one of the eight respondents as their representative and they would conduct the actions Council members were requesting. She stated it would be up to Council to inform the chosen respondent how they wished to proceed and/or the next steps they wished to concentrate on first.

Mayor Mattox asked Ms. Owens, if she were a new Town Manager, would it be ok to come in after Council chose an engineer to work with, or would she rather be a part of the selection process.

Ms. Owens stated the selection process was only the responsibility of Town Council, not the Town Manager. She stated it would be up to the Town Manager to work with whomever Council chose to do the work; and act as a contact between the two entities.

Vice Mayor Bennett suggested Town Council make the decision of which respondent they wished to work with in order to move this project forward.

Councilman Higginbotham shared his favor in moving forward with selecting one of the eight RFQ respondents to work with the town/Town Council on this project.

Mr. Higginbotham referenced the building's exterior façade. He shared his favor with moving forward on this portion of the project, but suggested being cautious of which "exterior materials" they choose, keeping in mind the potential for historic tax credits.

Councilman George stated he liked the idea of getting the exterior marquee restored sooner, rather than later. He suggested the existing paint be removed and exposing the building original brick. He stated he felt this would add to the historic charm of the venue.

Councilman Lowman informed Council that he extensively read through all eight of the RFQs received. He stated three of the eight proposals suggested using Masters Engineers & Designers, an engineering company located in Lynchburg, VA.

Dr. Lowman reminded Council that Masters Engineers had already been in the building and initially signed-off on the town's purchase of the building. He suggested the town consider hiring Masters Engineers directly to do the initial "check list" that Council desires.

Dr. Lowman stated the town could still move forward with picking a firm from the RFQ respondents to oversee the entire project and perform such tasks as conducting citizen surveys and investigating available historic tax credits.

Dr Lowman and Vice Mayor Bennett stated, while reviewing the eight RFQ respondents, they "ranked" them by their attributes that best matched this project.

Mayor Mattox asked Town Council if there was a consensus to use the facility for a theater.

Councilman Emerson stated he felt the facility would better serve the community as a "multi-use venue" for movies and live entertainment.

Councilman Mitchell stated he also liked the idea of a multi-use venue, for movies, plays, and music events.

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

There was a consensus of Town Council for the town to hire Masters Engineers & Designers engineering company to assess the Vista Theater building's structure and inform the town of the items that would need to be done first to make the building structurally sound, so the town can move forward with the Vista Theater Revitalization Project.

Assistant Town Manager Amie Owens informed Town Council that Masters Engineers was already retained with Hurt & Proffitt, one of Altavista's town-contracted firms, so there may be occasions when Hurt & Proffitt's name would be used on project documents along with Masters Engineers.

Councilman Higginbotham referenced the eight RFQ respondents for this project. He suggested Council narrow the list down to four potential firms and interviewing those firms to determine the best candidate for this project.

Town Council was in consensus to do so.

5. Items for Discussion - New and Unfinished

5.1 Lynch Creek Sewer Line Replacement Project

The Lynch Creek Project is the second of many sewer lines that need replacement because of Inflow & Infiltration (I&I) into the Town Collection System. The Lynch Creek sewer line has been a contributor of Inflow during heavy rain events and takes up capacity of the WWTP during rain events. The line is a failing 10" Truss Pipe. Hurt & Proffitt was hired in 2019 to evaluate the line by video and found multiple root intrusions, pipe deformities and cracks in the lines and manholes. Hurt & Proffitt has designed the project and with the completion of the railroad permitting for the bore, the town is now ready to "go to Bid" with this project.

Utilities Director Tom Fore informed Town Council that Biff Johnson, with Hurt & Proffitt, was in attendance that evening and available to answer any questions Council may have pertaining to this project.

Councilman Higginbotham asked Mr. Johnson to clarify where the issues were located and how bad the condition of the sewer pipe was.

Mr. Johnson informed Council that the entire section of pipe that his team was able to get a camera through was cracked and there were also several spots they could not get a camera to go through due to "root intrusion".

Mr. Johnson stated the existing sewer pipe was outdated Truss Pipe. He stated his team uncovered crushed pipes, pipe joints that were offset and allowing ground water to enter, and some places where the joints were open/separated.

Mr. Higginbotham asked how far the sewer line was being replaced in that area.

Mr. Fore stated the Lynch Creek Sewer Line Project included replacing the sewer pipe from Rt.29 Business to down behind the YMCA facility.

Mr. Johnson concurred it was Hurt & Proffitt's recommendation to replace the entire line.

Mr. Higginbotham asked Mr. Johnson what type of sewer pipe would be used to replace the existing damaged pipe.

Mr. Johnson stated Hurt & Proffitt would be using SDR35 PVC Pipe for the town's Lynch Creek Sewer Line Replacement Project.

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Mayor Mattox asked if Council had any further questions or if there was any objection to placing this item on the next Consent Agenda for approval, to which there was none.

There was a unanimous consensus of Town Council to allow Town Staff to put the Lynch Creek Sewer Line Replacement Project out for bid; and place the item on the September 14th Regular Council Meeting Consent Agenda for an official approval.

5.2 Town of Altavista – Annual Delinquent Tax Listing

Background:

In accordance with Section 70-3 of the Town Code, Town Staff annually prepares a list of the uncollectible and delinquent taxes from the previous fiscal year for Town Council to consider as a “write-off”. Mrs. Tobie Shelton, Altavista’s Treasurer/Finance Director, recently compiled the FY2021 list of uncollectible and delinquent taxes for Council’s review. Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within town deadlines. The letter advised that their names, and amounts due, would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared; and/or submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Town Treasurer Tobie Shelton informed Town Council that this year’s outstanding taxes total \$30,960.36, a decrease of almost \$4,100 over last year’s total. She stated Personal Property Taxes account for much of the balance due, in the amount of \$26,196.15, and the remaining balance of \$4,764.21 represents outstanding Real Estate Taxes.

Mrs. Shelton stated, at this time, staff was seeking Town Council’s approval to advertise the delinquent list, and pro-rate the cost of the ad to the delinquent taxpayers. She stated staff was also seeking approval to write-off delinquent Personal Property taxes for “deceased individuals” in the amount of \$804.08, delinquent Personal Property and Real Estate Taxes under \$20, in the amount of \$357.25, and uncollected taxes totaling \$11.98, for which no bills were sent.

Mrs. Shelton stated, additional, due to the Statutes of Limitations regarding Personal Property Taxes, staff was requesting approval to write off 2016 Personal Property Taxes totaling \$3,446.81, with collection efforts continuing through June 2022.

Mayor Mattox asked Town Council if they had any questions for Mrs. Shelton in regard to Town Staff’s request pertaining to delinquent and uncollectible taxes.

Vice Mayor Bennett asked what the remediation efforts for delinquent taxes included.

Mrs. Shelton stated Town Staff sends out several reminder letters throughout the year. She stated, when the March letters are sent, it includes the deadline for when a DMV Stop may be placed on the individual’s DMV account due to delinquent Personal Property Taxes.

Mrs. Shelton informed Council, if taxes are not paid, staff can also place a claim with the Department of Taxation's Integrated Revenue Management System (IRMS), to withhold the delinquent tax amount from revenue that taxpayers may be entitled to/receive from the Department of Accounts by tax returns or lottery winnings.

Councilman Higginbotham asked how long a Department of Taxation claim was good for.

Mrs. Shelton stated a claim is only good for one year. She stated the town must file with the Department of Taxation every year that it has a claim.

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Mrs. Shelton stated the Department of Accounts opens its tax retrieval program on November 1st of each year and is a “first-come, first-served” process. She stated, at that time, Town Staff starts entering its claims as quickly as possible.

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

There was a unanimous consensus of Town Council to place this item on the September 14th Regular Council Meeting Consent Agenda for final approval.

5.3 FY2021 Budget Amendments

Background:

Items that arise during a fiscal year, that have been previously approved by Town Council, require amendments to the budget to reflect changes that have occurred. Adoption of the amendments completes the process.

Treasurer/Finance Director Tobie Shelton stated, typically no formal action is made during a Council Work Sessions, however, in order to meet the town’s upcoming audit deadline, Town Staff was requesting approval that evening of the FY2021 Budget amendments.

Mayor Mattox asked Town Council if they had any questions in regard to staff’s request, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff’s request and adopt the FY2021 Budget amendments as presented.

Motion carried:

| | | |
|-------|---------------------------|-----|
| VOTE: | Mr. Wayne Mitchell | Yes |
| | Mr. Tracy Emerson | Yes |
| | Vice Mayor Reggie Bennett | Yes |
| | Mayor Mike Mattox | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mr. Timothy George | Yes |
| | Dr. Scott Lowman | Yes |

5.4 Uncle Billy’s BBQ, Bourbon, & Beer Festival – Sponsorship

Background:

Altavista On Track (AOT) will host a new Fall Festival on October 2, 2021, from 12-8pm at English Park; to be known as Uncle Billy's BBQ, Bourbon, & Beer Festival. The town gave AOT \$10,000 for the event and will be listed as an Emerald Sponsor, which includes free event tickets for its sponsorship.

Community Development Director Sharon Williams informed Town Council that, several months ago, the former Town Manager and Department Directors wanted to host an “employee luncheon” to thank staff for their continued hard work during the Coronavirus pandemic. She stated, due to recent changes in staff, the event has not occurred.

Ms. Williams stated Town staff believed free tickets to the Fall Festival would be another opportunity for the town to demonstrate support of staff for their continued service to the Town of Altavista and to boost employee morale.

Ms. Williams stated, if approved, the AOT Executive Board and Administration recommended the tickets be distributed in the following manner: 2-VIP tickets to each member of Town Council, 2-VIP tickets to the Town Attorney, legal counsel to both the town and AOT, and 2-VIP tickets to the incoming Interim Town Manager.

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Ms. Williams stated 60-General Admission tickets would also be given to Town Staff, one for each member; and the remaining General Admission tickets to be given away as part of a contest promotion on the town's social media page for correct answers to trivia questions about the town, its services, and its history.

Ms. Williams informed Council that General Admission tickets would entitle the bearer to receive full admission to the event, which included access to the music and entertainment, and five (5) samplings of beer and/or bourbon. She stated, or the ticket could be exchanged for a can of soda or a bottle of water.

Ms. Williams stated she and Mr. Sandridge, AOT Executive Director and Main Street Coordinator, would be happy to answer any questions Council may have.

Mayor Mattox stated, if approved, he would not be accepting the VIP tickets offered to Council. He stated he wanted to show support of the event and would pay for his tickets.

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

Councilman Mitchell applauded AOT and Town Administration/Directors for this gesture. He stated he felt this was a great idea.

Mr. Mitchell referenced the fore-mentioned "Employee Luncheon/Picnic". He stated he would be in favor of the town having an employee event every year and suggested the item be placed in the budget to do so.

Mr. Mitchell stated he could thank Town Staff and Town Employees at every Council meeting, but he felt it would mean more to "show" appreciation with an action, such as having an Employee Picnic and offering free festival tickets.

Mr. Mitchell stated he would also like to show his support of the Fall Festival and would be purchasing his own tickets.

Councilman Emerson shared his favor in giving Town Employees a free festival ticket. He stated he felt it would encourage them to come and potentially bring a friend or two, or their spouse and children, which would help increase event attendance.

Mr. Emerson informed Town Council that the Campbell County Sheriff's Department holds Company Picnics every year for its employees and their families. He stated it was great for company morale and a way for staff to meet the families of their employees.

Mr. Emerson stated he appreciated the free festival tickets and, if this item is approved, he would be using his tickets.

Vice Mayor Bennett stated he felt giving Town Employees free tickets to the Uncle Billy's event was a wonderful idea. He stated it was hard to find good employees, so it was very important for the town to offer such incentives in order to retain their good employees.

Mayor Mattox also shared his favor in the "free ticket" gesture. He stated he felt the festival would have a good turnout and he was looking forward to getting together with everyone.

Councilman Higginbotham stated he was in favor of giving Town Employees free festival tickets, but did not feel it was necessary to offer Town Council two (2) free VIP tickets.

Mr. Emerson stated, he did not need the free tickets, but if approved, would be "gifting" his tickets to a family he knew.

Councilman George asked what a VIP ticket entitled the recipient.

Ms. Williams stated a VIP ticket is a pass to all of the festival's entertainment. She stated it also includes a free BBQ meal, a collectible drinking glass/cup, and two free beverages.

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Ms. Williams stated there would be beer, bourbon, water, and sodas and the beverage option would be the choice of the ticket holding.

Mr. George asked how an individual could purchase tickets to the Fall Festival.

Ms. Williams informed everyone that tickets could be purchased from the event website, unclebillysbbq.org, as well as, at the Town Hall office.

Mr. George shared his favor in giving Town Employee free tickets to the event. He stated the employees would most likely bring friends or family, so he felt it was a “win/win” for the everyone.

Councilman Lowman also shared his favor with giving employees free festival tickets.

Ms. Williams reminded Council of AOT’s intent to promote the event by giving away ten (10) additional General Admission tickets to the general public, as a way of drawing the community to visit the event’s and the town’s websites and social media pages.

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

There was a unanimous consensus of Town Council to place this item on the September 14th Regular Council Meeting Consent Agenda.

5.5 Spark Innovation Center – Discussion Re: Usage of Old Fire Truck

Background:

At the February 9th and March 9th 2021 regular meetings, Town Council discussed parking an old fire trunk in the alley next to the new Spark Innovation Center, to pay homage to the original use of the building. A fire truck was located and is parked at the Department of Public Works facility. The Community Development Director informed Town Council that the construction documents for this project show the asphalt in the alley will be removed to extend utilities and calls for sod to be placed back in the area; the alley would be vacant. At their August 10th meeting, Town Council authorized staff to proceed with the Notice of Award for the renovation of the vacant fire station into the Spark Innovation Center. At that meeting, a question was raised for whether the old fire truck would be located in the alley adjacent to the center. Staff was directed to research if the truck was allowed in the alley, and if so, what would be required by the town to do so.

Community Development Director Sharon Williams updated Town Council on this item. She stated staff had contacted Fonda Craig, Senior Safety Consultant with the Virginia Risk Sharing Association (VRSA), the town’s insurance provider, to get her opinion on displaying the old fire truck outside of the Spark Innovation Center.

Ms. Williams stated Ms. Craig was unable to say yes or no to displaying the truck, but did express her safety concerns for the liability of having an old fire truck parked onsite, if still fully equipped and operational.

Ms. Williams stated, if the old fire truck was not going to be “accessible”, the town’s insurance company wanted details for how the truck would be enclosed (fenced) and details for the type of signage that would be provided onsite prohibiting getting near the truck.

Ms. Williams continued and reminded Council that, since this item was not included in the renovation plan for the Spark Innovation Center, a change order would be required to asphalt the alley to provide a safe surface that would support the weight of the vehicle.

Ms. Williams stated Mr. Biff Johnson, CEO/President of Hurt & Proffitt, provided a cost estimate of \$12,000 for the potential change order to have the truck in the alley.

Ms. Williams stated Town Staff and Mr. Johnson were available to answer any questions.

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Councilman Mitchell referenced two photos shared with Council, one with a fire truck in the alley and one without. He stated he felt the available alley space was very constrictive and, if a truck was placed there, it would obstruct the view of the newly renovated center.

Mr. Mitchell stated he had seen where other facilities used “wooden” structures to signify a specific vehicle (such as a fire truck or train) for a visual effect to acquire a desired theme/esthetic. He stated this option would be safer and more child friendly.

Councilman Emerson stated he was not against Mr. Mitchell’s idea, but he would like the town to utilize the old fire truck in some manner. He stated the vehicle could be “cut down” and the front of the vehicle placed on the side of the building (like it was coming out of the wall) with a garden around it. He stated a fence could be used around it for safety measures.

Vice Mayor Bennett stated he liked the idea of having a child-friendly wooden fire truck in the alley, however if the structure was going to cost the same as keeping the fore-mentioned old fire truck (\$12,000), the old fire truck would be more visually appealing.

Mr. Bennett stated he felt the item needed additional discussion before moving forward.

Councilman Higginbotham shared his favor with having a miniature (wooden or metal) fire truck with Altavista’s emblem onsite at the Spark Innovation Center. He stated Council could allow staff to investigate the option further for Council’s consideration at a later date.

Councilman George asked if staff needed a decision on this item that evening.

Ms. Williams informed Town Council the first pre-construction meeting was scheduled for the upcoming Thursday, August 26th.

Ms. Williams stated, if it was Council’s desire to have the old fire truck in the alley at the Spark Innovation Center’s facility, Town Staff recommended authorizing the required change order for this item sooner rather than later.

Ms. Williams informed Town Council that the previous Town Manager, Waverly Coggsdale, suggested “using parts” from the old fire truck as decorative items inside of the Spark Innovation Center.

Councilman Emerson shared his favor in doing so. He stated items such as lights and ladders would be appropriate for this project.

Councilman George shared his favor with keeping the current plan for the alley to be a “green space”; not having a large fire truck blocking the alleyway or the view of the center.

Councilman Lowman stated he felt using the old fire truck for visual art to reference the facility’s previous use was a great idea. He stated it would continue the theme and reason behind the Spark Innovation Center’s name.

There was a consensus of Town Council not to place the fore-mentioned old fire truck in the (soon-to-be closed) alley beside the Spark Innovation Center, but to move forward with the current plans of asphalt being replaced by sod for a “green space” in that area.

Mayor Mattox also asked Town Staff to consider adding a “Memorial Wall” to the interior design of the Spark Innovation Center. He stated he felt it would be a great honor to the volunteers that started and worked in the old fire house and Life Saving Crew station previously located at the facility.

Councilman Emerson shared his favor with this idea. He stated there could also be rooms and/or areas in the center named after some of the founders of the original fire house.

There was a consensus of Council for staff to investigate these suggestions further.

Town Council Work Session August 24, 2021

Vice Mayor Bennett referenced the bay door/windows located on the front of the Spark Innovation Center. He suggested there be a “lithograph” of a fire truck in the windows of the bay door, to emulate the look of a fire truck still being parked in the bay.

Ms. Williams informed Town Council that staff was currently working on the sign package for this project with Kimberly Cottle, Cottle Multi-Media Inc., and would inquire about their suggestions along with staff’s list of ideas.

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

5.6 Altavista Area YMCA – Request for Additional Ballfield

Background:

In early July, Councilman George forwarded information from the Altavista Area YMCA related to needs for another ballfield that could accommodate both baseball and softball with a seventy-foot base line. A meeting was held on July 12th, with representatives from the Town, Town Council, and the YMCA, to discuss the needs for such a field and the special requirements to do so. At that time, Town Staff began reaching out to ballfield designers/constructors for quotes that could accommodate both baseball and softball, and include the backstop, fenced dugouts, and bullpens. Three quotes were received which varied in cost from \$117,000 to \$248,000.

Assistant Town Manager Amie Owens reminded Town Council there was only \$25,000 allocated in the current (FY2022) Parks & Recreation CIP Budget, which had been intended for field prep for all of the fields in the back section of English Park.

Ms. Owens informed Council the request was brought before the Parks and Recreation Committee at their August 17th Meeting by Councilman George. She stated the committee voted unanimously in support of the YMCA’s request and recommending it to Town Council for consideration.

Mayor Mattox recognized David Tucker, a representative for the YMCA attending the meeting on this evening, and asked for his input on this matter.

Mr. Tucker stated the YMCA ballfields have a sixty-foot base line and a one-hundred and eighty-foot fence line. He stated that was adequate for the smaller, Little League, teams, but did not meet the requirements for the older kids and Dixie Youth ball teams.

Mr. Tucker informed Council the teams with children older than ten years of age were having to travel to Motley, VA to play ball, due to the requirement of a seventy-foot base line and a two-hundred and fifty-foot fence line.

Mayor Mattox informed Mr. Tucker that the town’s FY2022 Budget was adopted on July 1st, which did not include funding for this project. He stated, if there was a consensus of Council to investigate the YMCA’s request further, the item could be placed on the list of CIP items for consideration during the next budget process.

Mayor Mattox reminded Mr. Tucker that the Town of Altavista donates \$100,000 to the YMCA annually. He stated he would not be opposed to the YMCA allocating those funds to their youth athletic programs, which could help fund the additional ballfield request.

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

Councilman Mitchell stated, if the YMCA has a large enough program to justify the additional field, he would be in favor of this item being placed on the list of potential future CIP items for further review and Council’s consideration.

Councilman Emerson stated, during a meeting at the YMCA a few years ago, the need for additional ballfields (baseball, softball, and soccer) was the biggest desire.

Town Council Work Session August 24, 2021

Mr. Emerson stated he felt English Park was one of the town's "crown jewels". He stated he felt adding a baseball field and soccer field would help when marketing the town.

Mr. Emerson reminded Council that the back fields in English Park had already been graded and properly drained for preparation of adding ballfields, which was the county's intent when they owned the property.

Mr. Emerson shared his favor in moving this project along as soon as possible and placing this item on the list of potential CIP items for future budget consideration.

Vice Mayor Bennett stated he heard parents had concerns about using the Motley ballfields. He asked Mr. Tucker if he was aware of any such concerns.

Mr. Tucker stated the only concern he was aware of was that Altavista parents and players were not happy with having to go to Motley to play ball. He stated sometimes the concession stand is locked, which is where the balls are kept; and sometimes there were no umpires available for games.

Mr. Tucker stated the YMCA takes good care of their fields and always makes sure the balls are available to the players.

Mr. Bennett reminded Council and Mr. Tucker that most stadiums and ballfields are named after people, companies, or businesses that fund building or upgrading the facilities. He suggested the YMCA investigate the option of private investments/sponsorships to help fund their additional ballfield project.

Mr. Bennett stated he was not opposed to the additional ballfield request, but he felt the town needed to be focusing their efforts on bringing more housing into Altavista.

Mr. Tucker informed Council there had been a couple of companies that recently indicated they would be willing to donate funds to this project.

Mayor Mattox referenced the town's \$100,000 annual donation to the YMCA and stated he felt the town always had a good return on its investment. He stated the YMCA was a successful enterprise due to its many partnerships with the Altavista community; and was one of the "crown jewels" of the Town of Altavista.

Mayor Mattox stated he also felt the \$100,000 would best serve the community as funding for the YMCA's youth athletics programs. He stated using the funds to help create and maintain the additional ballfields would be a great visual reference for the community to see how the funds were being allocated by the YMCA.

Mayor Mattox encouraged the YMCA to look for alternative funding sources for the additional ballfields and, if Council desired, the project would be placed on the list of potential CIP items for further discussion and consideration.

Councilman Higginbotham stated, as long as there was a need for another ball field and soccer field, he would support the project if there was a plan in place that was viable for both the YMCA and the town.

Mayor Mattox asked Mr. Higginbotham for his thoughts on the town funding the project.

Mr. Higginbotham stated, although the town had funded most of the upgrades in English Park, he supported the idea of the YMCA looking for additional funding sources. He stated a 50/50 match with private donors would be ideal.

Councilman Emerson suggested the town ask Campbell County to help fund the project.

Councilman George referenced the large fields in the back section of English Park that would be considered for placement of the requested additional ball and soccer fields.

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Mr. George stated the fields were graded and properly drained for ballfields, which was the intent when Campbell County owned the fields.

Mr. George referenced the \$25,000 allocated in the FY2022 Budget for use towards the continued efforts of prepping the area for future ballfields. He stated he felt \$25,000 would be sufficient to start the process of implementing a “final grading” of the area and possibly an infield and backstop for playing baseball and/or softball.

Councilman George stated he felt the large fields in the back section of English Park were a wonderful asset to the park and he felt it would be a shame not to utilize the fields.

Councilman Lowman shared his favor in the YMCA investigating additional/alternate sponsorship for this project. He stated he felt using the town’s \$25,000 to ask for “a 50/50 match” from other sources was a great idea.

There was a consensus of Town Council to place this item on the list of potential CIP items/projects for consideration during the next fiscal year (2023) budget process.

Councilman Emerson referenced the \$25,000 allocated in the Parks and Recreation’s FY2022 CIP Budget for improvements to the back fields in preparation of being ballfields. He asked when the town could move forward with this intent.

Councilman George stated the fields were currently not in a condition to be used as a ballfield, maybe for soccer. He asked if the town could start mowing the fields more often.

Assistant Town Manager Amie Owens stated the Public Works Department was currently understaffed and unable to add to their weekly workload at this time. She stated, after her departure the following week, Jeff Arthur would be the contact for Public Works.

Mr. George asked Mr. Arthur how many employees they were currently down.

Mr. Arthur informed Council the Public Works Department currently had three vacancies. He reminded Council the department had three zero=turn mowers, which were constantly mowing from Tuesday to Friday each week.

Councilman Mitchell stated it was great the YMCA already had potential sponsors for this project, and he was in favor of the town offering their \$25,000 allocation as a “match” to gain additional funds.

There was a consensus of Town Council to do so; and to figure out the “next steps” needed in the process to move this project forward.

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

5.7 Proposed Changes to TOA Organizational Chart

Background:

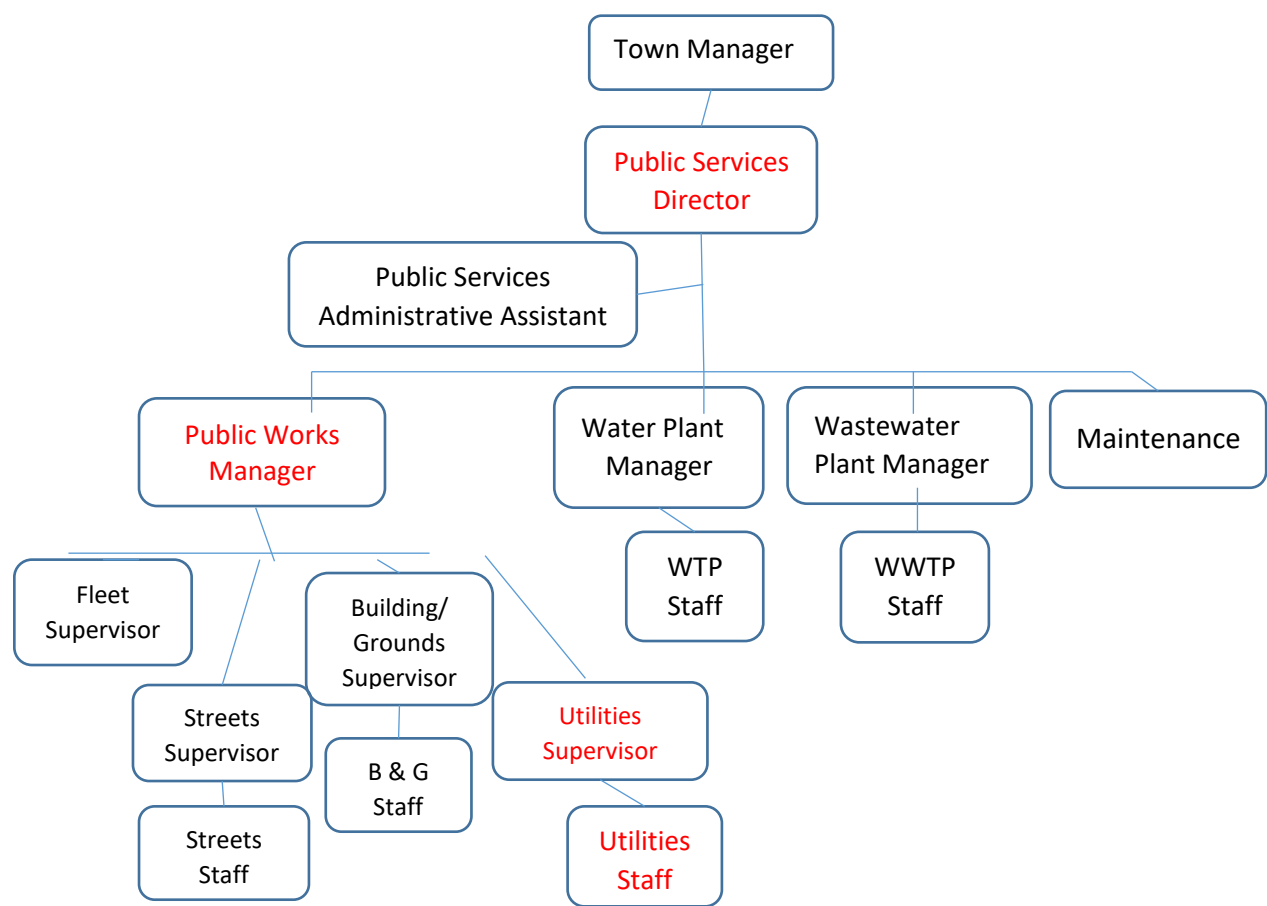
With the departure of key employees from Administration and Public Works, it became necessary to look at a potential “restructuring” of the town’s organizational chart, to better accommodate the flow of information. The consolidation of Public Works and Public Utilities to a new Public Services Department has been proposed.

Assistant Town Manager Amie Owens stated, with the departure of the Assistant Town Manager, it would be necessary for all departments to report directly to the Town Manager.

Ms. Owens shared with Council a chart of the proposed “Operational Structure Changes” for their visual reference.

Town Council Work Session August 24, 2021

Proposed Structure of “Public Services” Department



Ms. Owens informed Council, if approved, there would be no adverse impact to the town’s FY2022 Budget, as these proposed changes would decrease the “salaries” line item.

Mayor Mattox asked Town Council if they had any questions or comments in regard to the proposed organizational structure changes.

Councilman Mitchell asked if the proposed structural changes were meant to be temporary during the timeframe the town has an Interim Town Manager, or would the changes be permanent moving forward.

Ms. Owens stated the changes were being proposed as permanent.

Mayor Mattox asked Utilities Director Tom Fore for his input on this matter.

Mr. Fore stated he discussed the potential changes with the Assistant Town Manager and was in favor of the structural changes to the town’s organizational chart.

Ms. Owens reminded Council they were only responsible for appointing a Town Manager and Town Attorney. She stated the Town Manager hires/fires all department directors.

Mayor Mattox stated, as he understood, there would be no changes made to the Police Department, Administration Department, or the Community Development Department.

Mr. Owens stated that was correct. She stated the main change was to remove the Assistant Town Manager’s position until such time as Council decided whether to keep the position or to consider a “Code Enforcement” position under Community Development.

Councilman Mitchell shared his concern with a new Town Manager not being involved in this decision.

Ms. Owens stated Council had the option to postpone their decision, however, it was essentially Town Council that allocates the positions of each town department, and the responsibility of the Town Manager to structure the department under Council’s approval.

Town Council Work Session August 24, 2021

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

Councilman Mitchell asked when the Interim Town Manager, Clarence Monday, would start his employment with the town.

Ms. Owens confirmed Mr. Monday would start as Interim Town Manager on Tuesday, September 7th.

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

There was a unanimous consensus of Town Council to place this item on their September 14th Regular Meeting Consent Agenda for an official approval.

6. Updates and Informational Items

There were no items for discussion in this section of the agenda.

7. Public Comment (Non-Agenda Items)

There were no citizens wishing to speak at the August 24th, 2021 Town Council Work Session.

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

8. Matters from Council

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

- Councilman Mitchell asked when the signage for the new Cemetery Connector Trail would be installed.

Ms. Owens informed Town Council that she recently met with Kimberly Cottle, Cottle Multi-Media Inc., to discuss sign options for the entire park (English Park), which included the Cemetery Connector Trail.

- Councilman Mitchell also asked if it was permissible in the Town of Altavista to allow swimming pools, dog lots, or campers in the front yards of town residences.

Sharon Williams, Community Development Director, reminded Town Council that the town's Zoning Ordinance states that "accessory structures" could not be located in front yards. She asked Council to let staff know when they see such an issue, so that staff may investigate the matter and potentially send the resident a violation notice.

Ms. Williams referenced a camper being in a front yard. She stated a camper was considered a vehicle and the current code did not state that a vehicle over a certain gross weight needed to be parked behind the property.

Ms. Williams stated, these and similar issues would be reviewed and potentially addressed in the Zoning ordinance once staff completes updating the town's Comprehensive Plan.

- Name Councilman Emerson informed Council that he was constantly being asked where trails were located within the town and parks. Mr. Emerson asked if staff and Council could move the Park Signage Project along as fast as possible, in order to help citizens and town visitors enjoy all of the park amenities the Town of Altavista has to offer.

Town Council Work Session August 24, 2021

- Councilman George asked the Assistant Town Manager to contact Hurt & Proffitt and inquire when an engineer could be available to meet with him and Councilman Higginbotham onsite at the Jenks River Trail.

Ms. Owens stated she would be happy to do so.

Mr. George stated his schedule was flexible.

Mr. Higginbotham suggested the entire Town Council meet at the site.

Mayor Mattox reminded Council they could not meet as a whole group, unless a meeting was “continued” for everyone to meet onsite.

- Mayor Mattox reminded Council that the Interim Town Manager Clarence Monday would be starting his position with the town on Tuesday, September 7th. He encouraged everyone to stop by his office and introduce themselves.
- Mayor Mattox also informed Town Council that The Berkley Group was currently working on the town’s announcement to advertise for the vacant Town Manager position and was due to be completed by the end of August.
- Mayor Mattox once again shared Council’s appreciation for the work Ms. Amie Owens has done for Town Council and the Town of Altavista during her time as Assistant Town Manager. He stated she was a good role model for the next person that comes after her.

9. Closed Session

Date: Tuesday August 24th, 2021

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, discipline or resignation of specific public officers, appointees or employees of any public body

A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson.

Motion carried.

| | | |
|-------|---------------------------|-----|
| VOTE: | Mr. Wayne Mitchell | Yes |
| | Mr. Tracy Emerson | Yes |
| | Vice Mayor Reggie Bennett | Yes |
| | Mayor Mike Mattox | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mr. Timothy George | Yes |
| | Dr. Scott Lowman | Yes |

Town Council went into Closed Session at 7:08 PM.

Notice was given that Council was back in regular session at 7:23 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman George, to adopt the certification of a closed meeting.

Town Council Work Session August 24, 2021

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, 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 |
| | Mr. Tracy Emerson | Yes |
| | Vice Mayor Reggie Bennett | Yes |
| | Mayor Mike Mattox | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mr. Timothy George | Yes |
| | Dr. Scott Lowman | Yes |

10. Adjournment

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

Mayor Mattox adjourned the meeting at 7:25 PM.

Michael E. Mattox, Mayor

Amanda Owens, Assistant Town Manager
Acting Town Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title:

Town Council Regular Meeting Minutes 8.10.21

Staff Resource: Crystal Hailey

Action(s):

Review for Approval

Explanation:

Background:

August 10th, 2021 Council Meeting

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.Council Regular Meeting Minutes 8.10.21.pdf](#)

Town Council Regular Meeting August 10, 2021

The Altavista Town Council held a regular scheduled meeting in Council Chambers of the Town Hall/ J.R. Burgess Municipal Building, 510 Seventh Street, on August 10, 2021 at 6:00 p.m.

At six o'clock p.m., Mayor Mike Mattox called the meeting to order and presided.

Council Members

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

Town Staff present:

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, Altavista Utilities Director
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Altavista Utilities Director Tom Fore gave the invocation for this evening.

Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the August 10th meeting agenda.

- #7C. New Business: Appointment of Acting Town Clerk

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed August 10, 2021 Town Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve the August 10th Town Council Meeting Agenda as amended.

Motion carried

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

2. Recognitions and Presentations

A. Personnel Changes

Assistant Town Manager Amie Owens informed Town Council of the town’s personnel changes since July 1st, 2021.

Town Council Regular Meeting August 10, 2021

- Milestones:
None at this time.
- New Hires:
Brandon Dillard: Public Works Maintenance Worker 7/19/2021
- Departures:
James Spearly: Public Works Maintenance Worker 7/14/2021

Ms. Owens referenced Public Works Director David Garrett. She reminded Town Council that Mr. Garrett's last day would be Friday, August 13th. She asked that he be recognized for his seven years of service to the Town of Altavista.

Mayor Mattox, Town Council, Attending Town Staff, and visitors stood in unison and applauded Mr. Garrett for his service to the town.

B. Utilities – Facility Assessment and Improvement Plan (FAIP) Update

Background:

In 2017, Town Council directed Staff to assess the town's Utility Assets. An engineering firm (Woodard & Curran) was hired and created Altavista's current Facility Assessment and Improvement Plan (FAIP) document. They also conducted a rate study to provide the town with a road map to rehabilitate, replace, and improve all utility assets, offering insight on how to fund the projects.

Altavista Utilities Director Tom Fore shared with Council a PowerPoint presentation that overviewed where the town currently was in the FAIP's ongoing process.

Mr. Fore stated, as of July 2018, when the FAIP was approved, Town Staff had been diligently working to implement the elements of the plan. He thanked Town Council and Staff for their continued efforts and support in moving the plan forward.

Mr. Fore referenced the four "key" elements of the FAIP process.

- Facility Assessment: determine the needed improvements for the town's Utility System
- Utility Rates: feasible efforts by the town to set affordable rates for its citizens, while maintaining the funds needed to implement the necessary improvements.
- Plan Implementation: continued collaboration by Council and Staff to keep the plan moving forward.
- Re-evaluation: review and update the FAIP as needed throughout the process.

Mr. Fore referenced the first eleven CIP projects on the "short-term list" of the FAIP. He informed Town Council that seven of the projects were currently underway, three of the eleven projects were already complete, and the one project remaining would be brought before Council at their August Work Session.

Mr. Fore stated, once the initial eleven CIP projects were completed, the town could move forward with the nine additional short-term projects listed in the FAIP, as well as, the ten intermediate improvements to be considered between years 7 and 14 in the plan process.

Mr. Fore stated, in FY2023, the town would be reaching its fifth year of implementing its FAIP. He stated the first initial list of short-term projects should all, but one or two, be complete by then, and it would be time to evaluate the next list of short-term projects.

Mr. Fore stated, in order to keep the town's utilities operational, it continuously evaluates what it is doing and how it is doing it, in order to maintain a safe and effective system.

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Mr. Fore stated he would be happy to answer any questions Council may have.

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

Mayor Mattox thanked Mr. Fore for the FAIP update presentation; and he shared his appreciation for the work that Mr. Fore and the Utilities Department do for the Town of Altavista and its community.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the August 10th, 2021 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens that Town 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 the community.

D. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox shared a few updates with Town Council, and also gave them a list of the Chamber's upcoming events.

- Ms. Mattox referenced two recent "ribbon cuttings" the Chamber attended. She stated one was for a business expansion (Radio Shack), and the other was for new ownership of an existing business (Airabella's).

Ms. Mattox informed Council of an upcoming ribbon-cutting for a new business, Ms. Lee's Dance Expressions. She stated the Chamber would be partnering with Altavista On Track for this event, and would be using the Town of Altavista logo when promoting, in order to present a "united front" to town businesses.

Councilman Mitchell asked if a date had been set for the next ribbon cutting.

Ms. Mattox stated the event would be held on Thursday, August 26, 2021.

- Ms. Mattox referenced the Chamber's monthly summer event, TGIF. She stated the July event was very successful and she thanked the Council and Town Staff members that attended.

Ms. Mattox reminded everyone the last TGIF of 2021 would be held at Avoca on Friday, August 27th.

- Ms. Mattox stated the Coffee & Conversation events continue, with the next event being held at Main Street Café on Thursday, August 26th. She stated this was a great way for local businesses to "network" with each other; and also a good opportunity for Council to meet new business owners.
- Ms. Mattox informed Town Council of a new project the Chamber was working on; a "Kayak Raffle". She stated the project is intended to help promote the new canoe/kayak launch at Dalton's Landing.

Ms. Mattox thanked Town Council for their time and their continued support of the Altavista Area Chamber of Commerce.

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Mayor Mattox asked Council if they had any questions for Ms. Mattox, or comments in regard to the Chamber's updates, to which there were none.

Mayor Mattox thanked Ms. Mattox for the Altavista Area Chamber of Commerce updates.

B. Altavista On Track (AOT)

Altavista's Main Street Coordinator George Sandridge gave Town Council a brief update of AOT's current projects and upcoming events.

- Mr. Sandridge referenced Ms. Mattox's remark regarding the Chamber of Commerce and Altavista On Track working to present a "united front" for local businesses.

Mr. Sandridge informed Council that the Chamber allowed him to attend the previous TGIF event to pass out information in regard to AOT's upcoming Uncle Billy's BBQ, Bourbon, & Beer Festival. He thanked Ms. Mattox for the opportunity.

Mr. Sandridge stated he felt the continued partnership between the two organizations was a "key" element to helping businesses in the Town of Altavista.

- Mr. Sandridge informed Town Council that Altavista On Track was recently awarded a \$20,000 Downtown Investment Grant from the Department of Housing and Community Development (DHCD).

Mr. Sandridge stated AOT intended to use the grant to further fund Altavista's Downtown Business Investment Grant Program. He reminded Council that grant was used to help new or expanding businesses with initial rent and utility expenses.

Mr. Sandridge stated, with the recent DHCD Grant, AOT would also be able to expand the Downtown Business Investment Grant Program to include "permit reimbursement and marketing reimbursement" to the list of available assistance.

- Mr. Sandridge stated that AOT was continuing to plan Altavista's 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival. He stated AOT had secured eight event sponsors so far and were very grateful for those business's support.

Mr. Sandridge stated AOT had also secured three music groups for the event: Five Dollar Shake, Midnight Express, and Shades of Grey.

- Mr. Sandridge reminded Town Council that AOT's Birdies for Business's Golf Tournament was scheduled for the following Wednesday, August 18th, at London Downs Golf Course, to start at 1:30 p.m.

Mr. Sandridge stated there were thirteen teams signed up for the event. He stated a local business, Main Street Café, would be supplying boxed lunches for the event.

- Mr. Sandridge referenced the Spark Innovation Center and stated he had received a lot of phone calls recently with interest in the "private offices" that will be available at the center. He stated he felt the offices would fill up fast when the facility opens.
- Mr. Sandridge also referenced the list he maintains of the current "vacant" buildings in Altavista's Downtown District. He stated he was happy to inform Council that the list was slowly getting smaller, as the buildings were becoming occupied.

Mr. Sandridge stated he hoped all of the buildings would be occupied soon, so the town would no longer have a vacant building registry for its downtown.

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Mr. Sandridge stated he would be happy to answer any questions Town Council may have.

Mayor Mattox asked Council if they had any questions in regard to the AOT updates.

Vice Mayor Bennett referenced a facility in nearby South Boston, VA, similar to Altavista’s Spark Innovation Center. He asked how many occupants/vacancies they have.

Mr. Sandridge stated, confirmed by Councilman Lowman, the facility in South Boston currently had no vacancies, with all available offices occupied/rented.

Mr. Bennett stated, with the recent interest in Altavista’s new Spark Innovation Center, and the confirmation of a similar center nearby being fully occupied, he felt it was good news for the town’s expectations of its own center being successful.

There were no further comments or questions from Council in regard to Altavista On Track.

Mayor Mattox thanked Mr. Sandridge for the AOT updates.

E. Consent Agenda

- A. Approval of Council Meeting Minutes
 - o July 13th, 2021 Regular Meeting
 - o July 27th, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
 - o July 2021 Revenue And Expenditures
- C. Approval of Emergency Overflow Pond Dewatering
- D. Approval of FY2021 Fiscal Year End Budget Amendments
- E. General Fund – Reserve Fund Policy Fiscal Amendment

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the August 10th, 2021 Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Mitchell, to approve the August 10th Council Meeting Consent Agenda as presented.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

6. Public Hearings

Community Development Director Sharon Williams referenced the four public hearings scheduled for this evening. She asked Town Council to hear discussion for hearing #1 and #2 at the same time, as they both pertain to Home Occupation in the Zoning Ordinance, but for Council to vote on the two items separately.

Town Council agreed to do so.

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- A. Ordinance Amendment Section 86-454(d)(2): Allowance of Home Occupations in primary or accessory structures.
- B. Ordinance Amendment Section 86-454(d)(4): Consideration to delete the requirement for a Special Use Permit for Home Occupations in accessory structures.

Ms. Williams stated, during a recent review of the town's Zoning Ordinance with the Town Attorney, John Eller, they found that Home Occupations were currently not permitted in accessory structures.

Ms. Williams stated, after further review, they also found there were some Home Occupations, like Wood Working or some forms of Crafting that would not be acceptable in a primary residence, but would be better suited to be conducted in an accessory structure.

Ms. Williams stated, accordingly, Town Staff was recommending Town Council consider amending the Zoning Ordinance to permit Home Occupations in either the primary residence or an accessory structure according to its nature of business, and not to exceed 25% of the entire floor area of one or the other, not both.

Ms. Williams stated the recommendation was intended to provide more flexibility to home owners and young entrepreneurs. She stated the ultimate goal was for Home Occupations to "outgrow" their residential space and buy or rent a commercial space in town.

Ms. Williams continued with the second public hearing's recommendation.

Ms. Williams stated the current ordinance in regard to Home Occupations required the business owner to, not only need a Business License, but also a Special Use Permit (SUP).

Ms. Williams stated the SUP process would cost the individual an additional \$400, and potentially delay a business from opening by 60-90 days.

Ms. Williams informed Town Council that the Planning Commission held Public Hearings regarding the two Zoning Ordinance recommendations pertaining to Home Occupations and voted unanimously in favor of both amendments.

Ms. Williams stated she and the Town Attorney were both available for questions.

Mayor Mattox asked Town Council if they had any questions for Ms. Williams.

Councilman Mitchell stated he commended Ms. Williams and the Town Attorney for being pro-active with the Zoning Ordinance, helping it become more "business friendly" for the business community.

Councilman George asked for clarification of the ordinances pertaining to Home Occupations. He asked if customers were able to visit a residential business.

Ms. Williams stated, currently, the Zoning Ordinance states that a customer may "pick up" an item/order from the business located at a residence, but a business was not allowed to have visitors within the home, or use the residence as a "Boutique" for shopping.

Councilman Emerson asked what the fore-mentioned \$400 SUP fee was used for.

Ms. Williams stated the funds were used to cover the cost of advertising for the two required public hearings, notices to property owners, and administrative time pertaining to the acquisition of the Special Use Permit. She stated a locality would rarely break even for the cost related to a Special Use Permit.

There were no additional questions or comments from Town Council.

Mayor Mattox opened the first Public Hearing at 6:25 p.m.

With no citizen comments, the Public Hearing was closed at 6:26 p.m.

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Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve Town Staff's recommendation to amend Section 86-454(d)(2) of the town's Zoning Ordinance to allow Home Occupations in either the primary dwelling or an accessory structure of a residence, but not both; and to limit the business to 25% of the floor area of which place it is being conducted.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

Mayor Mattox opened the second Public Hearing at 6:27 p.m.

With no citizen comments, the Public Hearing was closed at 6:27 p.m.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff's recommendation and amend Section 86-454(d)(4) of Altavista's Zoning Ordinance to delete the requirement for a Special Use Permit for Home Occupations in an accessory structure.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

- C. Ordinance Amendment - Section 86-427(2) - To delete the requirement for a Special Use Permit (SUP) for a Home Occupation in the Downtown Revitalization Overlay District (DRO) of Altavista.

Community Development Director Sharon Williams stated this recommendation also stemmed from a conversation between Town Staff and the Town Attorney when reviewing the town's Zoning Ordinance for potential updates needed.

Ms. Williams stated, as the Town of Altavista continues to encourage small business growth in its Downtown District (DRO), and individuals to work, live, and shop downtown, it became apparent the town needed to make it easier to achieve those goals.

Ms. Williams informed Council the Zoning Ordinance currently requires a resident of the DRO to obtain a SUP in order to conduct a Home Occupation.

Ms. Williams stated that Staff felt the requirements and regulations currently in place for Home Occupations satisfies any potential nuisance the business could cause, therefore Town Staff was recommending the elimination of the Special Use Permit requirement for Home Occupations in the DRO from the Zoning Ordinance.

Ms. Williams informed Town Council the Planning Commission held a required Public Hearing pertaining to this matter and voted unanimously to recommend the amendment.

Ms. Williams stated she and the Town Attorney were both available for questions.

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

Mayor Mattox opened this Public Hearing at 6:27 p.m.

With no citizen comments, the Public Hearing was closed at 6:27 p.m.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff’s recommendation and amend Section 86-427(2) of Altavista’s Zoning Ordinance to delete the requirement for a Special Use Permit (SUP) for a Home Occupation in the Downtown Revitalization Overlay District (DRO) of Altavista

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

- D. Ordinance Amendment Section 86-427(3): add Food Banks, Food, Pantries, and similar uses in Altavista’s Downtown Revitalization Overlay District (DRO).

Community Development Director Sharon Williams reminded Town Council that Altavista’s Zoning Ordinance was amended in 2019 to allow Food Banks, Food Pantries, and similar type uses in the C-2 (General Commercial) and M (Industrial) zoning districts.

Ms. Williams stated, at the time of the amendment, concerns were expressed on whether or not the use was appropriate in the Downtown Revitalization Overlay District (DRO). She stated, as such, the DRO was not included with the 2019 amendment.

Ms. Williams stated, after the amendment was passed, a local ministry opened a non-profit Food Pantry in the DRO, not realizing there was an overlay district downtown, as they thought the pantry was permitted based on the property’s underlying C-2 zoning.

Ms. Williams stated the town did not know of the mistake until the beginning of 2020, during the start of the COVID-19 pandemic. She stated Town Staff did not feel it would be appropriate to close the Food Pantry at that time, because of its potential means for the community during the pandemic.

Ms. Williams stated, at this time, the town needed to decide whether to “cite” the non-profit organization, or address the issue through amending the Zoning Ordinance allowing the Food Pantry to remain in the DRO.

Ms. Williams stated, accordingly, Town Staff brought the issue before the Planning Commission for further discussion and consideration.

Ms. Williams informed Town Council the Planning Commission held the appropriate Public Hearing on this matter and voted unanimously to recommend an amendment to add Food Banks, Food Pantries, and similar uses in the DRO to Section 86-482.1, with the addition of a Special Use Permit requirement.

Mayor Mattox asked Town Council if they had any questions.

Councilman Mitchell asked, if the amendment was approved, would the existing Food Pantry be exempt from the new ordinance, or would its non-profit organization also be required to obtain a Special Use Permit in order to continue.

Ms. Williams stated the existing Food Pantry would need to obtain a Special Use Permit.

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Mayor Mattox opened the second Public Hearing at 6:30 p.m.

With no citizen comments, the Public Hearing was closed at 6:31 p.m.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff’s recommendation to amend Section 86-427(3) of Altavista’s Zoning Ordinance to add Food Banks, Food, Pantries, and similar uses in the Downtown Revitalization Overlay District (DRO), with the requirement of a Special Use Permit.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

Mayor Mattox thanked Ms. Williams for keeping Altavista’s Zoning Ordinance up-to-date.

7. New Business

A. Town Manager Search Process

Background:

The Town of Altavista has contacted The Berkley Group to request a “Scope of Services” and quote for an Executive Search for a new Town Manager. This is a multi-step process whereas Town Council would work with representatives from The Berkley Group to determine a Position Profile; then The Berkley Group would handle the application process and assist the town during the selection process, including negotiations. The proposed lump sum fee for this service is \$30,000.

Mayor Mattox stated the proposed Scope of Services was sent to Town Council on an earlier date by Assistant Town Manager Amie Owens for their review and consideration.

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

Councilman Mitchell referenced only having one quote to consider. He asked if the town was required to obtain more than one quote..

Councilman Higginbotham asked the Town Attorney for confirmation that having one quote would be legally sufficient.

Town Attorney John Eller stated, for the intended purpose, only one quote was needed.

There were no other questions from Town Council for this item.

Vice Mayor Bennett made a motion, seconded by Councilman Lowman, to approve The Berkley Group to conduct an Executive Search for Town Manager, at a cost of \$30,000.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

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B. Discussion Regarding Hiring an Interim Town Manager

Assistant Town Manager Amie Owens informed Town Council of a revision to the initial Interim Town Manager Work Order/Contract. She stated the contract initially had a higher housing allowance, but due to recent occurrences, the Interim Town Manager would only need a \$200 monthly housing allowance for a residence located at nearby Leesville Lake.

Ms. Owens stated the town would also be saving money with the Interim Town Manager living close to town, allowing him to utilize a town vehicle for transportation to work.

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

Councilman Mitchell made a motion, seconded by Councilman George, to approve the proposed Work Order for The Berkley Group to provide the Town of Altavista with Interim Town Manager Assistance Services; with Mr. Clarence Monday serving as the Interim Town Manager, starting no later than September 7th, 2021.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

C. Acting Town Clerk Appointment

Mayor Mattox stated, due to the recent departure of the Town Manager, the town needed to appoint an Acting Town Clerk until the Interim Town Manager arrived in September.

Mayor Mattox stated he felt it was appropriate for the town to consider the Assistant Town Manager, Amie Owens, as Acting Town Clerk.

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

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve the appointment of Assistant Town Manager Amie Owens as the acting Town Clerk, until such time as the Acting Town Manager, Clarence Monday, begins his position in September.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

8. Unfinished Business

A. Water Treatment Plant (WTP) - Filter Improvements Project: Construction Bid Award Recommendation

Representatives: Altavista Utilities Director Tom Fore and Peed & Bortz Project Engineer Russell Jackson

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Background:

The Filter Improvement/Upgrade Project is a FY2022 CIP Project and is a part of the Town of Altavista’s ongoing Facility Assessment & Improvement Plan. Peed & Bortz designed the project and received approval from the Health Department for the design. The installation of control valves and flow meters on the filter-to-waste line will allow the WTP Operators to match the filter to-waste flow rate to the production flow rate, which would improve filter performance, reduce waste, and prevent low pressures in filter underdrains. Town Council approved taking this project to bid; accordingly, Town Staff did so and bids were received on July 22, 2021 at 2:00 p.m.

Utilities Director Tom Fore stated, after receiving the bids, Town Staff, along with Peed & Bortz reviewed the bids and qualifications of the contractors. He stated Staff concurred with Peed & Bortz’s recommendation to award the bid to Frizzell Construction Company.

Mr. Fore recognized Russell Jackson, with Peed & Bortz, attending the meeting that evening and stated he and Mr. Jackson were available for any questions Council may have.

Mr. Jackson stated there had been a lot of interest from contractors for this project, and multiple bids were received, with very competitive pricing.

Mr. Jackson informed Town Council the lowest bidder was Frizzell Construction Company, at \$725,305, which is under what the town had initially budgeted for the project.

Mr. Jackson referenced Altavista previously working with Frizzell Construction on other town projects. He stated, with previous work experiences being very positive, Peed & Bortz recommended awarding the Filter Upgrade Project to the Frizzell Construction Company.

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

Councilman Mitchell asked Mr. Fore what the original budget was for this project.

Mr. Fore stated the town had \$926,000 allocated in its budget for this CIP project.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve Town Staff’s concurred recommendation with Peed & Bortz to award Altavista’s WTP Filter Improvement/Upgrade Project to Frizzell Construction Company for \$725,305.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

B. Spark Innovation Center – Bid Information
Representative: Community Development Director Sharon Williams

Background:

The Spark Innovation Center is a project that has been developed over the past two years. The Town of Altavista contracted with Hurt & Proffit and Dominion Seven for design work related to the new Spark Innovation Center; it is now reaching the point of construction and Town Council needs to approve a contractor. Town Council requested that the individuals who would bid for the Spark Innovation Center Project be “prequalified” in advance of the RFP. Five firms were pre-qualified for the project and all submitted bids on Tuesday, July 13, 2021 and were opened by the project’s engineer, Hurt & Proffit.

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Community Development Director Sharon Williams reminded Town Council this project was a collective effort among a team consisting of herself, Director of Community Development, the Assistant Town Manager Amie Owens, the Town Treasurer Tobie Shelton, and a member of the project's design team, Blair Smith, with Dominion Seven.

Ms. Williams informed Town Council, based on the bids received in July, Hurt & Proffit recommended awarding the project to Piney Ridge Contracting, which was the lowest responsible, responsive bidder at \$632,000, based solely on the base bid amount.

Ms. Williams stated, at this time, Town Staff was requesting Town Council's consideration of awarding the bid for the Spark Innovation Center Project to Piney Ridge Contracting.

Ms. Williams referenced the town's need to identify a funding source for this project. She stated, under Council's direction, she applied for a USDA Grant.

Ms. Williams stated there was also the possibility of using American Rescue Plan (ARP) funds for this project. She stated the Town Treasurer, Tobie Shelton, has reached out to McGuire Woods, acting representative for ARP funding, in regard to this matter, as well as, consulting with the Town Attorney, John Eller.

Ms. Williams stated, along with award of the base bid, staff was requesting Council's consideration and direction on the nine "Alternate Items" presented with the bids.

Ms. Williams gave Town Council a brief overview of the Alternate Items, as well as, informed them of potential grants and/or partnerships available for some of the items.

- Window Replacement: potential for grant funding; as well as, a partnership for services with VTI on this item.
- Shingle Roof Replacement: available Brownfields Grant funds of \$14,490 to utilize towards "remediation", which includes this cost of this item.
- Operable Partition: this item would allow the large conference room to be divided into two separate spaces, which has been stated in grant applications.
- Brick Repointing: exterior surface restoration – potential partnership with VTI.
- Exterior Entrance Canopy: asking Council to authorize Town Staff to investigate if a grant is available to assist with the cost of this item.
- Landscaping: Town Staff favors plans to include a "parklet" in the front courtyard of the Spark Innovation Center.

Ms. Williams referenced the "Landscaping" item. She stated Town Staff continues its conversations with Altavista On Track (AOT) in regard to partnering on a "Parklet" project to potentially be located at the front entrance of the Spark Innovation Center.

Ms. Williams stated Town Staff was seeking authorization from Town Council allowing AOT to submit an application for a \$50,000 T-Mobile Downtown Grant, and if received, would be used towards the Landscaping Alternate Item.

Ms. Williams stated staff was available to answer any questions Council may have.

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

Vice Mayor Bennett referenced the Window Replacement Alternate Item. He asked if there was an "energy efficient" grant available to assist the town with the cost of this item.

Ms. Williams stated this item could potentially be covered under the \$1.2 million USDA Grant submitted. She stated, under Council's direction, staff would also look for any Energy Efficient Grants that may be available for this purpose as well.

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Councilman Mitchell shared his favor with staff's recommendation to award Piney Ridge with the contract for this project. He also shared his favor with Alternate Items 1, 2, 4, 5, and 7 of the presented options for Phase I of the project. He stated he was excited to see the Spark Innovation Center Project moving forward.

Councilman Emerson referenced the previously discussed desire of Town Council to place an old fire truck in the alleyway beside the Spark Innovation Center.

Ms. Williams stated the current plan was to install sod in the alley. She stated, if Town Council still desired to have a fire truck located on the Spark Innovation Center's property, the contractor would need to be notified immediately to allow for the addition to the plans.

Mr. Emerson reminded Town Council the center's name, "Spark" Innovation Center, was chosen due to the facility previously housing the town's fire house. He stated the concept for the interior esthetics of the new facility was also base on this factor.

Ms. Williams stated, if Council did decide to move forward with the fire truck being placed at the Spark Innovation Center, Town Staff would also need to inquire additional information from the town's insurance company in regard to the matter.

Vice Mayor Bennett suggested Council allow staff to gather the additional information for Council to review and consider this matter at a later date. He asked if the fire truck needed to be decided on that evening.

Ms. Williams stated it did not. She stated the main decisions staff requested that evening were the consideration of the bid award and any alternate items Council wished to be in Phase I of the plan to move forward.

Mayor Mattox asked Town Council if they had any additional questions or comments in regard to staff's recommendation for awarding the bid of this project.

Councilman Higginbotham referenced the Window Replacement Alternate Item. He asked why two of the bids were approximately \$20,000 for this item, while the other three were closer to \$50,000 in their estimates.

Mr. Smith, Dominion Seven, stated he did not feel the two lower bids for this item were quoted for the same quality of windows.

Councilman Mitchell asked, if Council decided to move forward with placing the old fire truck in the alley beside the Spark Innovation Center, would there be any cost savings by not having to tear up the concrete and replacing it with sod.

Public Works Director David Garrett informed Town Council the concrete was going to be removed anyway, due to the need to replace old water and sewer lines in that area.

All Town Council members shared their favor with the five Alternate Items mentioned/suggested by Councilman Mitchell.

Councilman Mitchell made a motion, seconded by Councilman Lowman, to approve Town Staff's recommendation to award the Piney Ridge Contracting Company with the Spark Innovation Center Project (Phase I), with the Base Bid of \$632,000.

With this Motion, Town Council also authorized Town Staff to move forward with the following Alternate Items during Phase I of this project: #1 Window Replacement, #2 Shingle Roof Replacement, #4 Operable Partition for Conference Room(s), #5 Brick Repointing, and #7 Exterior Entrance Canopy.

Town Council Regular Meeting August 10, 2021

Community Development Director Sharon Williams asked that Council’s motion include allowing Altavista On Track to proceed with submitting an application for a T-Mobile Downtown Grant, and if received, would be used towards Alternate Item #8, Landscaping, of the Spark Innovation Center Project.

Town Council had a unanimous consensus to do so. Accordingly, Councilman Mitchell amended his motion to reflect this addendum.

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

C. Tree Removal in English Park
Representative: Public Works Director David Garrett

Background:
At the April 27, 2021 Council Work Session, during the “Matters from Council” Agenda Item, Councilman Tim George inquired about tree removal along the Jenks River Trail and other areas in English Park, to mitigate the risk of dead trees falling across the trails. He suggested, if Council approved the project, to utilize the Jenks Fund to do so. Town Staff was directed by Town Council to obtain a quote for the fore-mentioned tree removal.

Public Works Director David Garrett informed Town Council, due to his upcoming retirement from the Town of Altavista, the Public Works (PW) Street Supervisor, Jeff Arthur, was present that evening to observe the process and take notes to stay informed for the Public Works Department.

Mr. Garrett reminded Town Council that the Town of Altavista has used Mason Tree Services for previous projects. He shared with Council a quote obtained from Mason Tree Services, in the amount of \$32,500, for the proposed project to remove dead or decaying Ash Trees in the following areas: near the Eagle Trail Overlook, on the Green Hill Connector Trail, and along the Jenks River Trail.

Mayor Mattox asked Town Council if they had any questions for Mr. Garrett in regard to the proposed English Park Tree Removal Project.

Councilman Higginbotham asked if the town could save money on the project by the contractor leaving the cut trees for the town to burn or remove at a later date.

Mr. Garrett stated the contractor’s quote included removing all small limbs (to be “chipped” onsite), but to leave the large logs on the property for future removal by the town. He stated the logs could be sawed and salvaged for recycling.

Vice Mayor Bennett suggested Town Staff check with the National Center for Healthy Veterans to inquire if they would be interested in the salvaged wood/logs.

Mr. Garrett stated he would be happy to do so.

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

Town Council Regular Meeting August 10, 2021

Councilman George made a motion, seconded by Councilman Emerson, to approve Town Staff to move forward with contracting Mason Tree Service for the amount of \$32,500 to remove dead or falling trees in English Park in the Eagle Trail Overlook, Green Hill Connector Trail, and Jenks River Trail areas; and to utilize the Jenks Fund to do so

Motion carried.

| | | |
|-------|----------------------|-----|
| Vote: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

D. Town Milling and Paving Contract
Representative: Public Works Director David Garrett

Background:
Per Town Council direction at their regular meeting on July 13, 2021, an estimate to pave a section of the trail in the front portion of English Park was obtained. Town Council approved this as one of the two additional areas for paving in the 2021 Town Paving Schedule. The other area is the boat ramp parking area. These two projects will require use of fund balance in the amount of \$100,000.

Public Works Director David Garrett referenced Town Council’s direction to Town Staff at their July 27th Work Session to obtain a quote from the current paving contractor (Patterson Brothers Paving) related to the extension of the car lane on Eagle Trail to the Overlook area, and to include a small parking area.

Mr. Garrett stated, based on the town’s current contract with Patterson Brothers, the amount to add this area to this year’s paving schedule would be an additional \$139,500.

Mayor Mattox reminded Council that the cost of materials had been steadily increasing over the past year. He suggested, if Council approved of this project, to move forward with the item during the 2021 Paving Schedule.

Councilman George asked if the proposed extension was for a paved road.

Mr. Garrett stated the project was requested for extending the existing paved road from the first train trestle to the second train trestle, near the Eagle Trail Overlook; and also to add paved parking at the lower end as well. He stated the parking spaces could be either, half regular and half handicap, or if Council desired, they could all be handicap.

Vice Mayor Bennett suggested the proposed parking to include both regular and handicap parking, so everyone could utilize the additional parking to enjoy the overlook.

Mayor Mattox suggested, if this project is approved, for all of the parking spaces to be designated for handicap only. He stated he hoped this would help deter any misconduct in that area.

Councilman Mitchell shared his concerns with adding even more projects/areas to the 2021 Town Paving Schedule.

Mr. Mitchell stated, although he was in favor of extended the paved road further down Eagle Trail, however, he felt the town should stay within its recently approved (FY2022) CIP Budget by not adding additional items. He stated the proposed paving addition could be considered as a CIP item during the next fiscal year budget process.

Town Council Regular Meeting August 10, 2021

Mr. Mitchell also referenced recent discussions by Council in regard to the town's desire to add ball fields to the back area of English Park. He stated, by adding parking spaces to the end of the proposed road extension, it may hinder the town's plans for the ball fields.

Councilman Higginbotham stated he agreed with Councilman Mitchell and questioned whether the paved road extension needed to be done during the 2021 Paving Schedule, or if it would wait until another time.

Mr. Higginbotham stated he was in favor of the proposed road extension, but suggested the town consider a "gravel" alternative that the town could utilize its own equipment to install.

Vice Mayor Bennett shared his favor with extending the paved road further down Eagle Trail as soon as possible. He stated the Town of Altavista strives to be fair to all of its citizens, including "disabled" citizens.

Mr. Bennett stated there were numerous Altavista citizens, including his wife, that were disabled. He stated, as tax payers, they also deserved the capability of driving down to enjoy the new Eagle Trail Overlook.

Councilman George asked if the town could use federal funds from the American Rescue/Recovery Act towards the proposed project.

Town Treasurer Tobie Shelton stated she was not certain, but she would investigate the possibility of doing so.

Councilman Lowman suggested Town Staff investigate the possibility of the town getting a VDOT Access Grant to help the town with the cost of this project, due to the town's intention of the road extension being for ADA accessibility.

Councilman Emerson asked if there was any money remaining in the Jenk's Fund.

Town Treasurer Tobie Shelton informed Town Council, after the recently approved Tree Removal Project at \$32,500, there would be approximately \$44,800 remaining in the Jenks Fund.

Mr. Emerson referenced the \$700 monthly payment the town receives towards the Jenks Fund. He asked if those funds could be used towards the proposed road extension.

Mrs. Shelton reminded Council those funds were already allocated towards park restrooms for that area of Eagle Trail.

Utilities Director Tom Fore referenced Councilman George's question in regard to using AR funds for the proposed paved road extension on Eagle Trail. He stated the American Rescue Act specifically states that the funds are to be used towards "infrastructure", such as water, sewer, and broadband services.

Town Attorney John Eller stated federal funding was very complicated. He stated, however, the town could potentially use the funds for CIP items, if the town has a "good-faith argument" that the CIP item was for needed "government services".

Assistant Town Manager reminded Town Council the AR funds were to be used towards CIP items that were already approved in the town's budget, not for new/proposed items.

Mayor Mattox asked how much longer the paving crew would be working in town.

Public Works Director David Garrett stated Patterson Brothers Paving would be in Altavista for approximately thirty more days, completing the town's 2021 Paving Schedule.

Town Council Regular Meeting August 10, 2021

Mayor Mattox stated he felt that would be enough time to allow Town Staff to investigate the possibility of the town utilizing AR funding for the proposed paved road extension on Eagle Trail in English Park.

Assistant Town Manager Amie Owens and Town Treasurer Tobie Shelton stated they would investigate the matter further.

Mayor Mattox suggested placing this item on the August Work Session Agenda for further discussion and consideration.

There was a consensus of Town Council to do so.

Councilman Lowman asked that staff also investigate if there was a VDOT “Park Access” Grant available for the town to apply for and potentially use towards the proposed paved road extension project.

Town Staff agreed to do so.

9. Reports and Communication

- A. Asst. Town Manager’s July 2021 Monthly Report
- B. July 2021 Departmental Reports
- C. Council Monthly Calendars – August and September
- D. Informational Items

Assistant Town Manager Amie Owens stated the Manager’s Report, Departmental Reports, and Council Calendars had been delivered to Town Council on an earlier date, with their August Regular Council Meeting Agenda Pre-Packet.

Ms. Owens stated Town Staff would be happy to answer any questions Town Council may have in regard to these reports, to which there were none.

10. Matters from Council

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

- Councilman George referenced the new walking trail that would loop around off of Eagle Trail and run along closer to the river. He asked Public Works Director David Garrett to elaborate on the possibility of Patterson Brother Paving being able to “mill” the trail while they were in town.

Mr. Garrett informed Town Council that Patterson Brothers has a milling machine that could “mill out” where the new walking trail would be. He stated, afterwards, Public Works could complete the process by adding available town millings to the milled trail.

Mr. Garrett stated Patterson Brothers would remove the dirt after milling the trail. He also informed Council this process would save the step of having to motor-grade the trail.

Mr. Garrett stated, if Council was interested in this process, Patterson Brothers would be available to visit the trail’s site that upcoming Thursday, and could offer the town a cost estimate for the process.

Town Council was in consensus to allow Town Staff to move forward with this item and allow Patterson Brothers to evaluate the new loop trail site and offer the town a cost estimate for milling the trail.

Town Council Regular Meeting August 10, 2021

- Councilman George also referenced the splash pad at English Park. He asked if birthday parties were allowed at the large pavilion in that area.

Assistant Town Manager Amie Owens stated, during the summer months when the splash pad is operational, the large pavilion adjacent to the splash pad is not available for rent, but is on a first come – first served basis.

Ms. Owens stated individuals are allowed to have a party, but are asked to keep their event to one or two tables, allowing for others to utilize the pavilion as well.

- Councilman Emerson commended APD Chief Merricks and the Altavista Police Department for their efforts in planning and implementing Altavista's 2021 National Night Out (NNO) event. He stated he felt the event was handled very nicely.

Mr. Emerson stated there was easily 600-700 people that attended NNO this year, and he felt everyone had a great time at the event.

- Councilman Emerson also commended Public Works Director David Garrett and the Public Works Department for the hard work they do to keep the town parks looking so nice. He stated he visits English Park often, and he was always receiving compliments in regard to how nice the park is and compliments on the new amenities and trails.
- Mayor Mattox thanked David Garrett, retiring Public Work Director, for the hard work and diligence he did during his seven year time as the Public Works Director for the Town of Altavista. He asked everyone to join him in a round of applause for Mr. Garrett.
- Mayor Mattox stated, although Town Council was entering Closed Session at this time, Town Council's Regular Meeting would be continued on Thursday, August 17th at 5:30 p.m. in the large conference room at Town Hall.

There were no other comments from Town Council at this time.

11. Closed Session

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, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

The motion was made by Vice Mayor Bennett, seconded by Councilman Emerson.

Motion carried.

VOTE:

| | |
|----------------------|-----|
| Dr. Scott Lowman | Yes |
| Mr. Timothy George | Yes |
| Mr. Jay Higginbotham | Yes |
| Mayor Mike Mattox | Yes |
| Vice Mayor Bennett | Yes |
| Mr. Tracy Emerson | Yes |
| Mr. Wayne Mitchell | Yes |

Town Council Regular Meeting August 10, 2021

Town Council went into Closed Session at 7:24 p.m.

Notice was given that Town Council was back in regular session at 7:39 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Mitchell to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with 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: | Dr. Scott Lowman | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |
| | Mayor Mike Mattox | Yes |
| | Vice Mayor Bennett | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Wayne Mitchell | Yes |

12. Adjournment

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

The meeting was adjourned at 7:40 p.m.

Michael Mattox, Mayor

Amanda Owens, Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

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.

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1 - Check Register August 2021

Attachment 2 - August 2021 Revenue and Expenditure Report

Attachment 3 - August 2021 Reserve Balance / Investment Report

| CHECK NO | VENDOR NO | VENDOR NAME | CHECK DATE | CHECK AMOUNT | DATE CLEARED | BANK CODE | STATUS | ORIGINAL AMOUNT |
|----------|-----------|--------------------------------|------------|--------------|--------------|-----------|-------------|-----------------|
| 42064 | 103 | BEACON CREDIT UNION | 08/06/2021 | 330.00 | | 00 | OUTSTANDING | |
| 42065 | 4 | BOXLEY AGGREGATES | 08/06/2021 | 1,067.62 | | 00 | OUTSTANDING | |
| 42066 | 928 | BRC INVESTMENTS LLC | 08/06/2021 | 777.50 | | 00 | OUTSTANDING | |
| 42067 | 583 | CAMPBELL COUNTY PUBLIC LIBRARY | 08/06/2021 | 946.20 | | 00 | OUTSTANDING | |
| 42068 | 16 | CAMPBELL COUNTY UTILITIES & SE | 08/06/2021 | 4,279.80 | | 00 | OUTSTANDING | |
| 42069 | 1 | COBY WORSHAM | 08/06/2021 | 845.16 | | 00 | OUTSTANDING | |
| 42070 | 125 | CVCJA | 08/06/2021 | 247.75 | | 00 | OUTSTANDING | |
| 42071 | 994 | LARRY DALTON | 08/06/2021 | 400.00 | | 00 | OUTSTANDING | |
| 42072 | 569 | DIAMOND PAPER CO INC | 08/06/2021 | 682.20 | | 00 | OUTSTANDING | |
| 42073 | 164 | DMV | 08/06/2021 | 525.00 | | 00 | OUTSTANDING | |
| 42074 | 9999997 | DOSS, TERRY RONNELL | 08/06/2021 | 90.29 | | 00 | OUTSTANDING | |
| 42075 | 394 | ELECTRONIC SYSTEMS INC | 08/06/2021 | 41.18 | | 00 | OUTSTANDING | |
| 42076 | 20 | J JOHNSON ELLER JR | 08/06/2021 | 2,962.50 | | 00 | OUTSTANDING | |
| 42077 | 924 | ENGINEERING CONCEPTS INC | 08/06/2021 | 5,625.00 | | 00 | OUTSTANDING | |
| 42078 | 937 | ENGLISH CONSTRUCTION CO INC | 08/06/2021 | 141,958.50 | | 00 | OUTSTANDING | |
| 42079 | 301 | ENGLISH'S LLC | 08/06/2021 | 2,220.04 | | 00 | OUTSTANDING | |
| 42080 | 122 | FEREBEE-JOHNSON COMPANY INC | 08/06/2021 | 363.42 | | 00 | OUTSTANDING | |
| 42081 | 50 | GRETNA TIRE INC | 08/06/2021 | 2,111.12 | | 00 | OUTSTANDING | |
| 42082 | 305 | HAWKINS-GRAVES INC | 08/06/2021 | 1,593.91 | | 00 | OUTSTANDING | |
| 42083 | 804 | RAYMOND HENSLEY | 08/06/2021 | 1,100.00 | | 00 | OUTSTANDING | |
| 42084 | 57 | ICMA RETIREMENT TRUST-457 #304 | 08/06/2021 | 270.00 | | 00 | OUTSTANDING | |
| 42085 | 58 | INSTRUMENTATION SERVICES INC | 08/06/2021 | 668.40 | | 00 | OUTSTANDING | |
| 42086 | 566 | INTEGRATED TECHNOLOGY GROUP IN | 08/06/2021 | 5,796.12 | | 00 | OUTSTANDING | |
| 42087 | 9999997 | KARNAVAS, ZACHARY G | 08/06/2021 | 91.75 | | 00 | OUTSTANDING | |
| 42088 | 993 | MENDON PIPELINE INC | 08/06/2021 | 119,388.40 | | 00 | OUTSTANDING | |
| 42089 | 1 | RAILPROS FIELD SERVICES INC | 08/06/2021 | 22,200.00 | | 00 | OUTSTANDING | |
| 42090 | 1 | RONDALD PICKERAL JR | 08/06/2021 | 100.00 | | 00 | OUTSTANDING | |
| 42091 | 476 | SHARP BUSINESS SYSTEMS | 08/06/2021 | 40.25 | | 00 | OUTSTANDING | |
| 42092 | 1 | TERRY HOWELL | 08/06/2021 | 100.00 | | 00 | OUTSTANDING | |
| 42093 | 85 | TREASURER OF VA /CHILD SUPPORT | 08/06/2021 | 385.13 | | 00 | OUTSTANDING | |
| 42094 | 92 | UNIFIRST CORP | 08/06/2021 | 1,902.98 | | 00 | OUTSTANDING | |
| 42095 | 900 | US BANK EQUIPMENT FINANCE | 08/06/2021 | 232.66 | | 00 | OUTSTANDING | |
| 42096 | 601 | VACORP | 08/06/2021 | 356.20 | | 00 | OUTSTANDING | |
| 42097 | 110 | VUPS INC | 08/06/2021 | 36.75 | | 00 | OUTSTANDING | |
| 42098 | 658 | WKDE-FM | 08/06/2021 | 110.00 | | 00 | OUTSTANDING | |
| 42099 | 128 | ADAMS CONSTRUCTION CO | 08/13/2021 | 2,895.25 | | 00 | OUTSTANDING | |
| 42100 | 84 | ALTAVISTA JOURNAL | 08/13/2021 | 436.36 | | 00 | OUTSTANDING | |
| 42101 | 9999996 | BETTY'S CLEANING SERVICE | 08/13/2021 | 15.00 | | 00 | OUTSTANDING | |
| 42102 | 294 | BUSINESS CARD | 08/13/2021 | 12,528.02 | | 00 | OUTSTANDING | |
| 42103 | 1 | CUSTER ICE SERVICE INC | 08/13/2021 | 150.00 | | 00 | OUTSTANDING | |
| 42104 | 36 | DOMINION VIRGINIA POWER | 08/13/2021 | 47,979.45 | | 00 | OUTSTANDING | |
| 42105 | 40 | FEDERAL EXPRESS CORPORATION | 08/13/2021 | 30.56 | | 00 | OUTSTANDING | |
| 42106 | 122 | FEREBEE-JOHNSON COMPANY INC | 08/13/2021 | 602.33 | | 00 | OUTSTANDING | |
| 42107 | 980 | FIDELITY POWER SYSTEMS | 08/13/2021 | 15,173.68 | | 00 | OUTSTANDING | |
| 42108 | 9999997 | FOX, BRANDON H. | 08/13/2021 | 14.00 | | 00 | OUTSTANDING | |
| 42109 | 916 | GRANITE TELECOMMUNICATIONS | 08/13/2021 | 699.60 | | 00 | OUTSTANDING | |
| 42110 | 58 | INSTRUMENTATION SERVICES INC | 08/13/2021 | 708.00 | | 00 | OUTSTANDING | |
| 42111 | 1 | JACOB CORWIN | 08/13/2021 | 200.00 | | 00 | OUTSTANDING | |
| 42112 | 9999997 | JENNINGS, LANA KAY | 08/13/2021 | 78.32 | | 00 | OUTSTANDING | |
| 42113 | 9999998 | King, Angela | 08/13/2021 | 150.00 | | 00 | OUTSTANDING | |
| 42114 | 9999996 | MAMA CROCKETT'S CIDER DONUTS | 08/13/2021 | 25.00 | | 00 | OUTSTANDING | |

| CHECK NO | VENDOR NO | VENDOR NAME | CHECK DATE | CHECK AMOUNT | DATE CLEARED | BANK CODE | STATUS | ORIGINAL AMOUNT |
|----------|-----------|--------------------------------|------------|--------------|--------------|-----------|-------------|-----------------|
| 42115 | 154 | MUNICODE | 08/13/2021 | 950.00 | | 00 | OUTSTANDING | |
| 42116 | 348 | LYNDON T MYERS | 08/13/2021 | 4,705.00 | | 00 | OUTSTANDING | |
| 42117 | 300 | NAPA AUTO PARTS | 08/13/2021 | 5,149.06 | | 00 | OUTSTANDING | |
| 42118 | 67 | ORKIN PEST CONTROL LLC | 08/13/2021 | 328.00 | | 00 | OUTSTANDING | |
| 42119 | 510 | RIVER VALLEY RESOURCES LLC | 08/13/2021 | 110.00 | | 00 | OUTSTANDING | |
| 42120 | 857 | RIVERSTREET NETWORKS | 08/13/2021 | 369.89 | | 00 | OUTSTANDING | |
| 42121 | 467 | SONNY MERRYMAN INC | 08/13/2021 | 262.20 | | 00 | OUTSTANDING | |
| 42122 | 533 | STIMULUS, LLC | 08/13/2021 | 255.00 | | 00 | OUTSTANDING | |
| 42123 | 9999996 | SWEET SPOT SOUTHERN BAKERY | 08/13/2021 | 15.00 | | 00 | OUTSTANDING | |
| 42124 | 186 | THE NEWS & ADVANCE | 08/13/2021 | 632.00 | | 00 | OUTSTANDING | |
| 42125 | 35 | TREASURER OF VA/VITA | 08/13/2021 | 7.20 | | 00 | OUTSTANDING | |
| 42126 | 136 | USABLUEBOOK | 08/13/2021 | 956.62 | | 00 | OUTSTANDING | |
| 42127 | 722 | UTILITY SERVICE CO INC | 08/13/2021 | 38,284.00 | | 00 | OUTSTANDING | |
| 42128 | 756 | WAGeworks INC | 08/13/2021 | 108.55 | | 00 | OUTSTANDING | |
| 42129 | 793 | XEROX FINANCIAL SERVICES | 08/13/2021 | 415.78 | | 00 | OUTSTANDING | |
| 42130 | 9 | AFLAC | 08/18/2021 | 2,949.49 | | 00 | OUTSTANDING | |
| 42131 | 1 | ALLEGHANY COMBINED COURT | 08/18/2021 | 140.49 | | 00 | OUTSTANDING | |
| 42132 | 103 | BEACON CREDIT UNION | 08/18/2021 | 330.00 | | 00 | OUTSTANDING | |
| 42133 | 591 | BRAND ACCELERATION INC | 08/18/2021 | 2,030.00 | | 00 | OUTSTANDING | |
| 42134 | 12 | BRENNTAG MID-SOUTH INC | 08/18/2021 | 1,090.34 | | 00 | OUTSTANDING | |
| 42135 | 161 | COUNTS & DOBYNS INC | 08/18/2021 | 37,039.55 | | 00 | OUTSTANDING | |
| 42136 | 57 | ICMA RETIREMENT TRUST-457 #304 | 08/18/2021 | 270.00 | | 00 | OUTSTANDING | |
| 42137 | 9999998 | Layne, Jesse | 08/18/2021 | 150.00 | | 00 | OUTSTANDING | |
| 42138 | 72 | PHYSICIANS TREATMENT CENTER | 08/18/2021 | 255.00 | | 00 | OUTSTANDING | |
| 42139 | 879 | THE BERKLEY GROUP LLC | 08/18/2021 | 15,000.00 | | 00 | OUTSTANDING | |
| 42140 | 85 | TREASURER OF VA /CHILD SUPPORT | 08/18/2021 | 385.13 | | 00 | OUTSTANDING | |
| 42141 | 1 | ALLISON HEYES | 08/27/2021 | 10,000.00 | | 00 | OUTSTANDING | |
| 42142 | 91 | ANTHEM BLUE CROSS/BLUE SHIELD | 08/27/2021 | 39,969.00 | | 00 | OUTSTANDING | |
| 42143 | 427 | CENTURYLINK | 08/27/2021 | 618.55 | | 00 | OUTSTANDING | |
| 42144 | 28 | COLUMBIA GAS | 08/27/2021 | 163.70 | | 00 | OUTSTANDING | |
| 42145 | 1 | DESTINEE TOMPKINS | 08/27/2021 | 86.60 | | 00 | OUTSTANDING | |
| 42146 | 118 | FERGUSON ENTERPRISES LLC | 08/27/2021 | 2,743.65 | | 00 | OUTSTANDING | |
| 42147 | 41 | FISHER SCIENTIFIC | 08/27/2021 | 2,081.98 | | 00 | OUTSTANDING | |
| 42148 | 119 | FOSTER ELECTRIC CO INC | 08/27/2021 | 32,500.98 | | 00 | OUTSTANDING | |
| 42149 | 50 | GRETN A TIRE INC | 08/27/2021 | 2,483.50 | | 00 | OUTSTANDING | |
| 42150 | 332 | HURT & PROFFITT INC | 08/27/2021 | 13,500.00 | | 00 | OUTSTANDING | |
| 42151 | 935 | MATTERN & CRAIG INC | 08/27/2021 | 899.50 | | 00 | OUTSTANDING | |
| 42152 | 218 | MINNESOTA LIFE | 08/27/2021 | 144.37 | | 00 | OUTSTANDING | |
| 42153 | 873 | PATTERSON BROTHERS PAVING INC | 08/27/2021 | 524,857.06 | | 00 | OUTSTANDING | |
| 42154 | 798 | PEED & BORTZ LLC | 08/27/2021 | 7,968.00 | | 00 | OUTSTANDING | |
| 42155 | 358 | PHILLIPS EQUIPMENT CORPORATION | 08/27/2021 | 799.34 | | 00 | OUTSTANDING | |
| 42156 | 72 | PHYSICIANS TREATMENT CENTER | 08/27/2021 | 205.00 | | 00 | OUTSTANDING | |
| 42157 | 588 | PITNEY BOWES | 08/27/2021 | 1,520.99 | | 00 | OUTSTANDING | |
| 42158 | 975 | REVIZE LLC | 08/27/2021 | 420.00 | | 00 | OUTSTANDING | |
| 42159 | 1003 | SEAY CONSTRUCTION | 08/27/2021 | 24,300.00 | | 00 | OUTSTANDING | |
| 42160 | 80 | SOUTHSIDE ELECTRIC COOP | 08/27/2021 | 1,020.78 | | 00 | OUTSTANDING | |
| 42161 | 778 | SPRINT | 08/27/2021 | 1,524.25 | | 00 | OUTSTANDING | |
| 42162 | 78 | SUPERION LLC/CENRALSQUARE CO | 08/27/2021 | 74,134.11 | | 00 | OUTSTANDING | |
| 42163 | 872 | TIAA COMMERCIAL FINANCE INC | 08/27/2021 | 153.00 | | 00 | OUTSTANDING | |
| 42164 | 124 | TREASURER OF VA | 08/27/2021 | 863.69 | | 00 | OUTSTANDING | |
| 42165 | 551 | WOHLFORD, LARRY | 08/27/2021 | 14.00 | | 00 | OUTSTANDING | |

PREPARED 09/01/2021,15:07:30

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 *****

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 08/01/2021 TO: 08/31/2021

PAGE 3

ACCOUNTING PERIOD 02/2022

REPORT NUMBER 9

| CHECK NO | VENDOR NO | VENDOR NAME | CHECK DATE | CHECK AMOUNT | DATE CLEARED | BANK CODE | STATUS | ORIGINAL AMOUNT |
|-------------|--------------|----------------|---------------|-----------------|-----------------|--------------|--------|--------------------|
|-------------|--------------|----------------|---------------|-----------------|-----------------|--------------|--------|--------------------|

BANK: 00 *****

| | | | | | |
|---------------------|-----|--------------------|--------------|-----|-----|
| NO. OF CHECKS: | 102 | CHECKS OUTSTANDING | 1,256,691.75 | *** | |
| OUTSTANDING CHECKS: | 102 | RECONCILED CHECKS: | VOID CHECKS: | | |
| 1,256,691.75 | | .00 | .00 | | .00 |

| CHECK NO | VENDOR NO | VENDOR NAME | CHECK DATE | CHECK AMOUNT | DATE CLEARED | BANK CODE | STATUS | ORIGINAL AMOUNT |
|-------------|--------------|----------------|---------------|-----------------|-----------------|--------------|--------|--------------------|
|-------------|--------------|----------------|---------------|-----------------|-----------------|--------------|--------|--------------------|

| | | | | | | | | |
|---------------------|--------------|--------------------|--------------|-----|--|--|--|-----|
| NO. OF CHECKS: | 102 | TOTAL CHECKS | 1,256,691.75 | *** | | | | |
| OUTSTANDING CHECKS: | 102 | RECONCILED CHECKS: | | | | | | |
| | 1,256,691.75 | | .00 | .00 | | | | .00 |

Town of Altavista
FY 2022 Revenue Report
17% of Year Lapsed

| General Fund Revenue | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Property Taxes - Real Property | 212,000 | 212,000 | 1,473 | 1 | 2,478 | 1 | 212,000 |
| Public Service - Real & Personal | 91,350 | 91,350 | 88 | 0 | 88 | 0 | 91,350 |
| Personal Property | 254,000 | 254,000 | 2,095 | 1 | 3,977 | 2 | 254,000 |
| Personal Property - PPTRA | 100,000 | 100,000 | 18,907 | 19 | 18,903 | 19 | 100,000 |
| Machinery & Tools | 1,980,000 | 1,980,000 | 0 | 0 | 0 | 0 | 1,980,000 |
| Mobile Homes - Current | 150 | 150 | 0 | 0 | 0 | 0 | 150 |
| Penalties - All Taxes | 4,500 | 4,500 | 412 | 9 | 791 | 18 | 4,500 |
| Interest - All Taxes | 3,500 | 3,500 | 484 | 14 | 794 | 23 | 3,500 |
| Local Sales & Use Taxes | 180,000 | 180,000 | 19,547 | 11 | 57,284 | 32 | 180,000 |
| Local Electric and Gas Taxes | 114,000 | 114,000 | 17,967 | 16 | 18,859 | 17 | 114,000 |
| Local Motor Vehicle License Tax | 46,000 | 46,000 | 1,093 | 2 | 1,994 | 4 | 46,000 |
| Local Bank Stock Taxes | 170,000 | 170,000 | 0 | 0 | 0 | 0 | 170,000 |
| Local Hotel & Motel Taxes | 80,000 | 80,000 | 11,551 | 14 | 25,472 | 32 | 80,000 |
| Local Meal Taxes | 990,000 | 990,000 | 101,533 | 10 | 205,953 | 21 | 990,000 |
| Container Rental Fees | 1,800 | 1,800 | 0 | 0 | 50 | 3 | 1,800 |
| Communications Tax | 30,000 | 30,000 | 2,224 | 7 | 4,667 | 16 | 30,000 |
| Transit Passenger Revenue | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 5,000 |
| Local Cigarette Tax | 130,000 | 130,000 | 15,000 | 12 | 22,500 | 17 | 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 | 0 | 0 | 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 | 0 | 0 | 2,700 |

Town of Altavista
FY 2022 Revenue Report
17% of Year Lapsed

| General Fund Revenue (Continued) | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 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 | 1,300 | 1,300 | 90 | 7 | 170 | 13 | 1,300 |
| Fines & Forfeitures - Court | 6,000 | 6,000 | 1,764 | 29 | 2,349 | 39 | 6,000 |
| Parking Fines | 300 | 300 | 60 | 20 | 110 | 37 | 300 |
| Interest and Interest Income | 0 | 0 | 629 | 0 | 1,034 | 0 | 0 |
| Rents - Rental of General Property | 1,000 | 1,000 | 125 | 13 | 200 | 20 | 1,000 |
| Rents - Pavilion Rentals | 2,500 | 2,500 | 125 | 5 | 431 | 17 | 2,500 |
| Rents - Booker Building Rentals | 3,300 | 3,300 | 30 | 1 | 30 | 1 | 3,300 |
| Rents - Rental of Real Property | 80,000 | 80,000 | 5,549 | 7 | 11,849 | 15 | 80,000 |
| Property Maintenance Enforcement | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Code Enforcement | 500 | 500 | 0 | 0 | 0 | 0 | 500 |
| Railroad Rolling Stock Taxes | 16,000 | 16,000 | 9 | 0 | 15,712 | 98 | 16,000 |
| State DCJS Grant | 80,000 | 80,000 | 0 | 0 | 0 | 0 | 80,000 |
| State Rental Taxes | 1,000 | 1,000 | 78 | 8 | 269 | 27 | 1,000 |
| State/Misc. Grants (Fire Grant & Others) | 15,000 | 15,000 | 0 | 0 | 0 | 0 | 15,000 |
| State/VDOT Contract Services | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 3,000 |
| VDOT Police Grant for Overtime | 5,000 | 5,000 | 350 | 0 | 350 | 7 | 5,000 |
| State Transit Revenue | 18,540 | 18,540 | 0 | 0 | 30,782 | 166 | 18,540 |
| Skill Games Tax | 0 | 0 | 1,152 | 0 | 1,152 | 0 | 0 |
| Brownfield Assessment Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Spark Innovation Center | 18,000 | 18,000 | 0 | 0 | 0 | 0 | 18,000 |
| VRA | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Litter Grant | 1,700 | 1,700 | 0 | 0 | 0 | 0 | 1,700 |
| Fuel - Fire Dept. (Paid by CC) | 10,000 | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| Federal Transit Revenue | 81,820 | 81,820 | 3,888 | 5 | 3,888 | 5 | 81,820 |
| Federal/Byrne Justice Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Town of Altavista
FY 2022 Revenue Report
17% of Year Lapsed

| General Fund Revenue (Continued) | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| CARES Funding | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| American Rescue Plan Act | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Misc. - Sale of Supplies & Materials | 7,500 | 7,500 | 0 | 0 | 7,552 | 101 | 7,500 |
| Misc. - Cash Discounts | 100 | 100 | 0 | 0 | 0 | 0 | 100 |
| Miscellaneous | 14,000 | 14,000 | 20,077 | 143 | 25,134 | 180 | 14,000 |
| Hurt / Lights | 300 | 300 | 0 | 0 | 0 | 0 | 300 |
| Hurt / Solid Waste Coll | 35,960 | 35,960 | 0 | 0 | 0 | 0 | 35,960 |
| Estate of Roberta F. Jenks | 8,200 | 8,200 | 805 | 10 | 1,605 | 20 | 8,200 |
| Avoca Reimbursement | 0 | 0 | 1,340 | 0 | 2,760 | 0 | 0 |
| From Reserves | 58,000 | 58,000 | 0 | 0 | 0 | 0 | 58,000 |
| Transfer In from General Fund Forfeiture Acct | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer In from General Fund Design. Reserves | 1,183,120 | 1,183,120 | 0 | 0 | 0 | 0 | 1,183,120 |
| Transfer In Designated | 215,420 | 215,420 | 0 | 0 | 0 | 0 | 215,420 |
| Transfer In PD Forf Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | <u>6,340,710</u> | <u>6,340,710</u> | <u>228,445</u> | <u>4</u> | <u>469,187</u> | <u>7</u> | <u>6,340,710</u> |

Town of Altavista
Fund Expenditure Totals
FY 2022
17% of Year Lapsed

| | FY 2022 Adopted <u>Budget</u> | FY 2022 Amended <u>Budget</u> | FY 2022 <u>MTD</u> | MTD % of <u>Budget</u> | FY 2022 <u>YTD</u> | YTD % of <u>Budget</u> | YTD <u>Projections</u> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| ALL FUNDS TOTAL | | | | | | | |
| Operations | 7,862,510 | 7,862,510 | 1,052,320 | 13 | 1,518,160 | 19 | 7,862,510 |
| Debt Service | 759,120 | 759,120 | 0 | 0 | 448,645 | 0 | 759,120 |
| CIP | 7,505,400 | 7,505,400 | 470,659 | 6 | 601,156 | 8 | 7,505,400 |
| 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 | 27,250 | 27,250 | 0 | 0 | 0 | 0 | 27,250 |
| Transfer Out to Enterprise Fund Reserve | <u>65,550</u> | <u>65,550</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>65,550</u> |
| ALL FUNDS - GRAND TOTAL: | <u>16,284,830</u> | <u>16,284,830</u> | <u>1,522,979</u> | <u>9</u> | <u>2,567,961</u> | <u>16</u> | <u>16,284,830</u> |

Town of Altavista
Fund Expenditure Totals
FY 2022
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| GENERAL FUND (FUND 10) | | | | | | | |
| Council / Planning Commission | | | | | | | |
| Operations | 39,400 | 39,400 | 17,532 | 44 | 20,089 | 51 | 39,400 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 10,000 | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| Administration - TOTAL: | <u>49,400</u> | <u>49,400</u> | <u>17,532</u> | <u>35</u> | <u>20,089</u> | <u>41</u> | <u>49,400</u> |
| Administration | | | | | | | |
| Operations | 914,250 | 914,250 | 132,981 | 15 | 211,890 | 23 | 914,250 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 7,000 | 7,000 | 0 | 0 | 0 | 0 | 7,000 |
| Administration - TOTAL: | <u>921,250</u> | <u>921,250</u> | <u>132,981</u> | <u>14</u> | <u>211,890</u> | <u>23</u> | <u>921,250</u> |
| Non-Departmental | | | | | | | |
| Operations/Cardno | 314,350 | 314,350 | 5,496 | 2 | 39,246 | 12 | 314,350 |
| Transfer Out to Cemetery Fund | -56,400 | -56,400 | 0 | 0 | 0 | 0 | -56,400 |
| 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>192,950</u> | <u>192,950</u> | <u>5,496</u> | <u>3</u> | <u>39,246</u> | <u>20</u> | <u>192,950</u> |
| Non-Departmental - TOTAL: | <u>192,950</u> | <u>192,950</u> | <u>5,496</u> | <u>3</u> | <u>39,246</u> | <u>20</u> | <u>192,950</u> |
| Public Safety | | | | | | | |
| Operations | 1,142,080 | 1,142,080 | 80,856 | 7 | 167,493 | 15 | 1,142,080 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 54,020 | 54,020 | 0 | 0 | 0 | 0 | 54,020 |
| Public Safety - TOTAL: | <u>1,196,100</u> | <u>1,196,100</u> | <u>80,856</u> | <u>7</u> | <u>167,493</u> | <u>14</u> | <u>1,196,100</u> |

Town of Altavista
Fund Expenditure Totals
FY 2022
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| GENERAL FUND (FUND 10) | | | | | | | |
| Public Works | | | | | | | |
| Operations | 1,137,680 | 1,137,680 | 94,919 | 8 | 163,416 | 14 | 1,137,680 |
| Debt Service | 21,430 | 21,430 | 0 | 0 | 18,796 | 0 | 21,430 |
| CIP | 865,330 | 865,330 | 97,531 | 11 | 194,949 | 23 | 865,330 |
| Public Works - TOTAL: | <u>2,024,440</u> | <u>2,024,440</u> | <u>192,451</u> | <u>10</u> | <u>377,161</u> | <u>19</u> | <u>2,024,440</u> |
| Economic Development | | | | | | | |
| Operations | 279,400 | 279,400 | 2,030 | 1 | 2,030 | 1 | 279,400 |
| CIP | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |
| Economic Development - TOTAL: | <u>1,279,400</u> | <u>1,279,400</u> | <u>2,030</u> | <u>0</u> | <u>2,030</u> | <u>0</u> | <u>1,279,400</u> |
| Community Development | | | | | | | |
| Operations | 240,220 | 240,220 | 11,647 | 5 | 21,066 | 9 | 240,220 |
| CIP | 34,500 | 34,500 | 0 | 0 | 0 | 0 | 34,500 |
| Community Development - TOTAL: | <u>274,720</u> | <u>274,720</u> | <u>11,647</u> | <u>4</u> | <u>21,066</u> | <u>8</u> | <u>274,720</u> |
| Transit System | | | | | | | |
| Operations | 128,240 | 128,240 | 11,198 | 9 | 22,321 | 17 | 128,240 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 25,000 | 25,000 | 0 | 0 | 0 | 0 | 25,000 |
| Transit System - TOTAL: | <u>153,240</u> | <u>153,240</u> | <u>11,198</u> | <u>7</u> | <u>22,321</u> | <u>15</u> | <u>153,240</u> |
| Avoca Museum | | | | | | | |
| Operations | 69,810 | 69,810 | 6,669 | 10 | 12,236 | 18 | 69,810 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 58,000 | 58,000 | 0 | 0 | 0 | 0 | 58,000 |
| Avoca Museum - TOTAL | <u>127,810</u> | <u>127,810</u> | <u>6,669</u> | <u>5</u> | <u>12,236</u> | <u>10</u> | <u>127,810</u> |

Town of Altavista
Fund Expenditure Totals
FY 2022
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|------------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| GENERAL FUND (FUND 10) | | | | | | | |
| GENERAL FUND TOTALS | | | | | | | |
| Operations | 4,144,030 | 4,144,030 | 363,328 | 9 | 659,788 | 16 | 4,144,030 |
| Debt Service | 21,430 | 21,430 | 0 | 0 | 18,796 | 0 | 21,430 |
| CIP | 2,053,850 | 2,053,850 | 97,531 | 5 | 194,949 | 9 | 2,053,850 |
| GENERAL FUND - GRAND TOTAL: | <u>6,219,310</u> | <u>6,219,310</u> | <u>460,860</u> | <u>7</u> | <u>873,532</u> | <u>14</u> | <u>6,219,310</u> |

Town of Altavista
Council / Planning Commission
FY 2022 Expenditure Report
17% of year Lapsed

| <u>COUNCIL / PLANNING COMMISSION - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|---|--|--|---------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits | 28,000 | 28,000 | 2,332 | 8 | 4,665 | 17 | 28,000 |
| Other Employee Benefits | | | 0 | 0 | 0 | 0 | |
| Services | 5,000 | 5,000 | 15,000 | 0 | 15,000 | 0 | 5,000 |
| Other Charges | 6,400 | 6,400 | 199 | 3 | 424 | 7 | 6,400 |
| Materials & Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 10,000 | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| Total Expenditures | 49,400 | 49,400 | 17,532 | 35 | 20,089 | 41 | 49,400 |

Town of Altavista
Administration
FY 2022 Expenditure Report
17% of year Lapsed

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| <u>ADMINISTRATION - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits | 508,910 | 508,910 | 42,748 | 8 | 87,463 | 17 | 508,910 |
| Other Employee Benefits | 37,160 | 37,160 | 706 | 2 | 1,479 | 4 | 37,160 |
| Services | 246,350 | 246,350 | 84,337 | 34 | 103,104 | 42 | 246,350 |
| Other Charges | 75,230 | 75,230 | 4,621 | 6 | 16,866 | 22 | 75,230 |
| Materials & Supplies | 46,600 | 46,600 | 570 | 1 | 2,979 | 6 | 46,600 |
| Capital Outlay | 7,000 | 7,000 | 0 | 0 | 0 | 0 | 7,000 |
| Total Expenditures | 921,250 | 921,250 | 132,981 | 14 | 211,890 | 23 | 921,250 |

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
17% of Year Lapsed

| <u>NON-DEPARTMENTAL - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| CONTRIBUTIONS - OTHER CHARGES | | | | | | | |
| Other Charges - Misc. | 61,950 | 61,950 | 0 | 0 | 7,500 | 12 | 61,950 |
| <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 |
| Contribution - Altavista EMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution - Senior Center | 1,000 | 1,000 | 0 | 0 | 0 | 0 | 1,000 |
| Economic Development Incentives | 0 | 0 | 4,168 | #DIV/0! | 4,168 | #DIV/0! | 0 |
| Contribution - YMCA Recreation Program | 100,000 | 100,000 | 0 | 0 | 25,000 | 25 | 100,000 |
| Contribution - Altavista Fire Co. | 15,000 | 15,000 | 0 | 0 | 0 | 0 | 15,000 |
| Contribution - Avoca | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution - Altavista On Track (MS) | 5,000 | 5,000 | 0 | 0 | 1,250 | 25 | 5,000 |
| CONTRIBUTIONS - OTHER CHARGES - TOTAL | 182,950 | 182,950 | 4,168 | 2 | 37,918 | 21 | 182,950 |
| NON-DEPARTMENTAL - Non-Departmental | | | | | | | |
| Insurance Claim | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fuel & Lubricants | 10,000 | 10,000 | 1,328 | 13 | 1,328 | 13 | 10,000 |
| NON-DEPARTMENT - ND - TOTAL | 10,000 | 10,000 | 1,328 | 13 | 1,328 | 13 | 10,000 |
| NON-DEPARTMENTAL - SUBTOTAL | 192,950 | 192,950 | 5,496 | 3 | 39,246 | 20 | 192,950 |
| TRANSFER OUT | | | | | | | |
| Transfer Out - Cemetery Fund | 56,400 | 56,400 | 0 | 0 | 0 | 0 | 56,400 |

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| NON-DEPARTMENTAL - FUND 10 | | | | | | | |
| Transfer Out - General Fund Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer Out - CIF | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer Out - General Fund Reserve (Fire Dept.) | 65,000 | 65,000 | 0 | 0 | 0 | 0 | 65,000 |
| EDA Checking Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TRANSFER OUT - TOTAL | 121,400 | 121,400 | 0 | 0 | 0 | 0 | 121,400 |
| CAPITAL OUTLAY - NEW | | | | | | | |
| Improvements Other than Building / Cardno | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAY - TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEBT SERVICE | | | | | | | |
| Debt Service - Principal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Debt Service - Interest | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEBT SERVICE - TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL | 314,350 | 314,350 | 5,496 | 2 | 39,246 | 12 | 314,350 |
| NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT | 192,950 | 192,950 | 5,496 | 3 | 39,246 | 20 | 192,950 |

Town of Altavista
Public Safety
FY 2022 Expenditure Report
17% of Year Lapsed

| <u>PUBLIC SAFETY - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|---------------------------------------|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits | 955,130 | 955,130 | 72,958 | 8 | 148,153 | 16 | 955,130 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 47,750 | 47,750 | 1,875 | 4 | 3,640 | 8 | 47,750 |
| Other Charges | 59,400 | 59,400 | 1,434 | 2 | 10,511 | 18 | 59,400 |
| Materials & Supplies | 79,800 | 79,800 | 4,589 | 6 | 5,188 | 7 | 79,800 |
| Capital Outlay | 54,020 | 54,020 | 0 | 0 | 0 | 0 | 54,020 |
| Total Expenditures | 1,196,100 | 1,196,100 | 80,856 | 7 | 167,493 | 14 | 1,196,100 |

Town of Altavista
Public Works
FY 2022 Expenditure Report
17% of Year Lapsed

65

| PUBLIC WORKS - FUND 10 | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|-------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 736,800 | 736,800 | 47,905 | 7 | 95,575 | 13 | 736,800 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 56,660 | 56,660 | 2,205 | 4 | 2,402 | 4 | 56,660 |
| Other Charges | 52,000 | 52,000 | 2,237 | 4 | 6,185 | 12 | 52,000 |
| Materials & Supplies | 292,220 | 292,220 | 42,572 | 15 | 59,254 | 20 | 292,220 |
| Debt Service | 21,430 | 21,430 | 0 | 0 | 18,796 | 88 | 21,430 |
| Capital Outlay | 865,330 | 865,330 | 97,531 | 11 | 194,949 | 23 | 865,330 |
| Total Expenditures | 2,024,440 | 2,024,440 | 192,451 | 10 | 377,161 | 19 | 2,024,440 |

Town of Altavista
Economic Development
FY 2022 Expenditure Report
17% of Year Lapsed

| <u>ECONOMIC DEVELOPMENT - FUND 10</u> | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 30,000 | 30,000 | 2,030 | 7 | 2,030 | 7 | 30,000 |
| Other Charges | 246,400 | 246,400 | 0 | 0 | 0 | 0 | 246,400 |
| Materials & Supplies | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 3,000 |
| Capital Outlay | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |
| Total Expenditures | 1,279,400 | 1,279,400 | 2,030 | 0 | 2,030 | 0 | 1,279,400 |

Town of Altavista
Transit System
FY 2022 Expenditure Report
17% of Year Lapsed

| <u>TRANSIT SYSTEM - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits | 102,610 | 102,610 | 8,292 | 8 | 18,990 | 19 | 102,610 |
| Services | 2,080 | 2,080 | 0 | 0 | 0 | 0 | 2,080 |
| Other Charges | 3,900 | 3,900 | 0 | 0 | 425 | 11 | 3,900 |
| Materials & Supplies | 19,650 | 19,650 | 2,906 | 15 | 2,906 | 15 | 19,650 |
| Capital Outlay | 25,000 | 25,000 | 0 | 0 | 0 | 0 | 25,000 |
| Total Expenditures | 153,240 | 153,240 | 11,198 | 7 | 22,321 | 15 | 153,240 |

Town of Altavista
Community Development
FY 2022 Expenditure Report
17% of Year Lapsed

| <u>COMMUNITY DEVELOPMENT - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits | 146,270 | 146,270 | 10,726 | 7 | 19,567 | 13 | 146,270 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 52,000 | 52,000 | 765 | 1 | 893 | 2 | 52,000 |
| Other Charges | 29,400 | 29,400 | 81 | 0 | 531 | 2 | 29,400 |
| Materials & Supplies | 12,550 | 12,550 | 75 | 1 | 75 | 1 | 12,550 |
| Capital Outlay | 34,500 | 34,500 | 0 | 0 | 0 | 0 | 34,500 |
| Total Expenditures | 274,720 | 274,720 | 11,647 | 4 | 21,066 | 8 | 274,720 |

Town of Altavista
Avoca Museum
FY 2022 Expenditure Report
17% of Year Lapsed

| <u>AVOCA MUSEUM - FUND 10</u> | <u>FY 2022 Adopted Budget</u> | <u>FY 2022 Amended Budget</u> | <u>FY 2022 MTD</u> | <u>MTD % of Budget</u> | <u>FY 2022 YTD</u> | <u>YTD % of Budget</u> | <u>YTD Projections</u> |
|--------------------------------------|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits | 69,120 | 69,120 | 5,257 | 8 | 10,824 | 16 | 69,120 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 0 | 0 | 1,340 | 0 | 1,340 | 0 | 0 |
| Other Charges | 450 | 450 | 35 | 8 | 35 | 8 | 450 |
| Materials & Supplies | 240 | 240 | 37 | 0 | 37 | 0 | 240 |
| Capital Outlay | 58,000 | 58,000 | 0 | 0 | 0 | 0 | 58,000 |
| Total Expenditures | 127,810 | 127,810 | 6,669 | 5 | 12,236 | 10 | 127,810 |

Town of Altavista
FY 2022 Revenue Report
17% of Year Lapsed

70

| Enterprise Fund Revenue | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--|------------------------------|------------------------------|-----------------------|--------------------|-----------------------|--------------------|-------------------------|
| Interest/Interest Income | 0 | 0 | 597 | 0 | 624 | 0 | 0 |
| Water Charges - Industrial | 1,395,000 | 1,395,000 | 104,016 | 7 | 236,607 | 17 | 1,395,000 |
| Water Charges - Business/Residential | 306,000 | 306,000 | 8,186 | 3 | 16,374 | 5 | 306,000 |
| Water Charges - Outside Community | 185,000 | 185,000 | 11,039 | 6 | 21,187 | 11 | 185,000 |
| Water Charges - Water Connection Fees | 1,500 | 1,500 | 0 | 0 | 0 | 0 | 1,500 |
| Bulk Water Purchase | 10,000 | 10,000 | 0 | 0 | 884 | 0 | 10,000 |
| Sewer Charges - Industrial | 1,700,000 | 1,700,000 | 145,495 | 9 | 284,730 | 17 | 1,700,000 |
| Sewer Charges - Business/Residential | 260,000 | 260,000 | 6,976 | 3 | 15,189 | 6 | 260,000 |
| Sewer Charges - Outside Community | 1,600 | 1,600 | 0 | 0 | 522 | 33 | 1,600 |
| Sewer Charges - Sewer Connection Fees | 2,000 | 2,000 | 0 | 0 | 2,000 | 100 | 2,000 |
| Sewer Charges - Sewer Surcharges | 50,000 | 50,000 | 4,473 | 9 | 21,238 | 42 | 50,000 |
| Charges for Service - Water/Sewer Penalties | 6,700 | 6,700 | 0 | 0 | 0 | 0 | 6,700 |
| Charges for Service - Base Rate Fee/Monthly | 50,000 | 50,000 | 4,326 | 9 | 8,652 | 17 | 50,000 |
| Charges for Service- Base Rate Fee/Quarterly | 140,000 | 140,000 | -332 | 0 | -169 | 0 | 140,000 |
| Miscellaneous | 25,000 | 25,000 | 1,175 | 5 | 3,525 | 14 | 25,000 |
| Abbott Water Line Project | 0 | 0 | 0 | 0 | 10,290 | 0 | 0 |
| Transfer In from Reserves | 33,550 | 33,550 | 0 | 0 | 0 | 0 | 33,550 |
| Transfer from Water & Sewer | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bond Proceeds | 4,714,250 | 4,714,250 | 0 | 0 | 0 | 0 | 4,714,250 |
| Transfer in From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ENTERPRISE FUND - REVENUE: | <u>8,880,600</u> | <u>8,880,600</u> | <u>285,950</u> | <u>3</u> | <u>621,653</u> | <u>7</u> | <u>8,880,600</u> |

Town of Altavista
Fund Expenditure Totals
FY 2022
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|---------------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| ENTERPRISE FUND (FUND 50) | | | | | | | |
| Water Department | | | | | | | |
| Operations | 1,395,850 | 1,395,850 | 82,200 | 6 | 176,742 | 13 | 1,395,850 |
| Debt Service | 598,360 | 598,360 | 0 | 0 | 397,698 | 0 | 598,360 |
| CIP | 3,511,760 | 3,511,760 | 197,467 | 6 | 213,747 | 6 | 3,511,760 |
| Transfer Out | <u>32,780</u> | <u>32,780</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>32,780</u> |
| Water Department - TOTAL: | <u>5,538,750</u> | <u>5,538,750</u> | <u>279,668</u> | <u>5</u> | <u>788,188</u> | <u>14</u> | <u>5,538,750</u> |
| Wastewater Department | | | | | | | |
| Operations | 1,546,730 | 1,546,730 | 90,743 | 6 | 158,091 | 10 | 1,546,730 |
| Debt Service | 139,330 | 139,330 | 0 | 0 | 32,151 | 0 | 139,330 |
| CIP | 1,623,020 | 1,623,020 | 175,660 | 11 | 175,660 | <u>11</u> | 1,623,020 |
| Transfer Out | <u>32,770</u> | <u>32,770</u> | <u>0</u> | | <u>0</u> | | <u>32,770</u> |
| Wastewater Department - TOTAL: | <u>3,341,850</u> | <u>3,341,850</u> | <u>266,403</u> | <u>8</u> | <u>365,902</u> | <u>11</u> | <u>3,341,850</u> |
| ENTERPRISE FUND TOTAL | | | | | | | |
| Operations | 2,942,580 | 2,942,580 | 172,944 | 6 | 334,833 | 11 | 2,942,580 |
| Debt Service | 737,690 | 737,690 | 0 | 0 | 429,849 | 0 | 737,690 |
| CIP | 5,134,780 | 5,134,780 | 373,127 | <u>7</u> | 389,407 | <u>8</u> | 5,134,780 |
| Transfer Out | <u>65,550</u> | <u>65,550</u> | <u>0</u> | | <u>0</u> | | <u>65,550</u> |
| ENTERPRISE FUND - GRAND TOTAL: | <u>8,880,600</u> | <u>8,880,600</u> | <u>546,071</u> | <u>6</u> | <u>1,154,089</u> | <u>13</u> | <u>8,880,600</u> |

Town of Altavista
Water Department
FY 2022 Expenditure Report
17% of Year Lapsed

| WATER DEPARTMENT - FUND 50 | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|-----------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 710,830 | 710,830 | 53,006 | 7 | 103,786 | 15 | 710,830 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 148,200 | 148,200 | 5,092 | 3 | 6,595 | 4 | 148,200 |
| Other Charges | 237,970 | 237,970 | 12,372 | 5 | 22,684 | 10 | 237,970 |
| Materials & Supplies | 298,850 | 298,850 | 11,731 | 4 | 43,677 | 15 | 298,850 |
| Debt Service | 598,360 | 598,360 | 0 | 0 | 397,698 | 0 | 598,360 |
| Capital Outlay | 3,511,760 | 3,511,760 | 197,467 | 6 | 213,747 | 6 | 3,511,760 |
| Transfer Out to Reserves | 32,780 | 32,780 | 0 | 0 | 0 | 0 | 32,780 |
| Total Expenditures | 5,538,750 | 5,538,750 | 279,668 | 5 | 788,188 | 14 | 5,538,750 |

Town of Altavista
Wastewater Department
FY 2022 Expenditure Report
17% of Year Lapsed

| WASTEWATER DEPARTMENT - FUND 50 | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 851,930 | 851,930 | 48,436 | 6 | 97,782 | 11 | 851,930 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 45,300 | 45,300 | 115 | 0 | 213 | 0 | 45,300 |
| Other Charges | 407,000 | 407,000 | 33,246 | 8 | 37,330 | 9 | 407,000 |
| Materials & Supplies | 242,500 | 242,500 | 8,947 | 4 | 22,766 | 9 | 242,500 |
| Debt Service | 139,330 | 139,330 | 0 | 0 | 32,151 | 23 | 139,330 |
| Capital Outlay | 1,623,020 | 1,623,020 | 175,660 | 11 | 175,660 | 11 | 1,623,020 |
| Transfer Out | 32,770 | 32,770 | 0 | 0 | 0 | 0 | 32,770 |
| Total Expenditures | 3,341,850 | 3,341,850 | 266,403 | 8 | 365,902 | 11 | 3,341,850 |

Town of Altavista
Fund Expenditure Totals
FY 2022
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| State/Hwy Reimbursement Fund (Fund 20) | | | | | | | |
| Operations | 725,000 | 725,000 | 512,793 | 71 | 518,099 | 71 | 725,000 |
| CIP | 316,770 | 316,770 | 0 | 0 | 16,800 | 5 | 316,770 |
| State/Hwy Water Department - TOTAL: | 1,041,770 | 1,041,770 | 512,793 | 49 | 534,899 | 51 | 1,041,770 |

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|----------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Cemetery Fund - (Fund 90) | | | | | | | |
| Cemetery - Operations - Total: | 50,900 | 50,900 | 3,255 | 6 | 5,440 | 11 | 50,900 |
| CIP | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer Out - Cemetery Reserve | 27,250 | 27,250 | 0 | 0 | 0 | 0 | 27,250 |
| Cemetery Fund - TOTAL: | 78,150 | 78,150 | 3,255 | 4 | 5,440 | 7 | 78,150 |

Town of Altavista
FY 2022 State/Highway Fund
17% of Year Lapsed

| State/Highway Reimbursement Fund - Fund 20 | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|---|------------------------------|------------------------------|----------------|--------------------|----------------|--------------------|--------------------|
| REVENUE | | | | | | | |
| Street & Highway/Interest Income | 0 | 0 | 53 | 0 | 102 | 0 | 0 |
| Street & Highway Maintenance | 730,000 | 730,000 | 0 | 0 | 0 | 0 | 730,000 |
| Street & Highway Maintenance/Carry Over | 311,770 | 311,770 | 0 | 0 | 0 | 0 | 311,770 |
| Street & Highway Maintenance/Cash Discount | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Street & Highway Maintenance/Transfer In-Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State/Highway Reimbursement Fund - GRAND TOTAL: | 1,041,770 | 1,041,770 | 53 | 0 | 102 | 0 | 1,041,770 |
| EXPENDITURES | | | | | | | |
| Maintenance - Other Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Maintenance - Drainage | 48,200 | 48,200 | 116 | 0 | 3,401 | 7 | 48,200 |
| Maintenance - Pavement | 400,000 | 400,000 | 504,488 | 126 | 504,488 | 126 | 400,000 |
| Maintenance - Traffic Control Devices | 56,800 | 56,800 | 4,339 | 8 | 4,513 | 8 | 56,800 |
| Engineering - Repairs & Maintenance | 10,000 | 10,000 | 38 | 0 | 77 | 1 | 10,000 |
| Traffic Control Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Road/Street/Highway - Snow & Ice Removal | 60,000 | 60,000 | 0 | 0 | 0 | 0 | 60,000 |
| Road/Street/Highway - Other Traffic Services | 50,000 | 50,000 | 3,109 | 6 | 3,954 | 8 | 50,000 |
| General Admin. & Misc. - Miscellaneous | 100,000 | 100,000 | 703 | 1 | 1,667 | 2 | 100,000 |
| State/Highway Reimb. Fund - Subtotal: | 725,000 | 725,000 | 512,793 | 71 | 518,099 | 71 | 725,000 |
| Motor Vehicles- Replc. | 121,270 | 121,270 | 0 | 0 | 0 | 0 | 121,270 |
| Machinery & Equip. - Replc. | 102,500 | 102,500 | 0 | 0 | 0 | 0 | 102,500 |
| Machinery & Equip. - New | 18,000 | 18,000 | 0 | 0 | 16,800 | 0 | 18,000 |
| Improvements Other Than Buildings - New | 75,000 | 75,000 | 0 | 0 | 0 | 0 | 75,000 |
| 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: | 316,770 | 316,770 | 0 | 0 | 16,800 | 5 | 316,770 |
| Transfer Out - Highway Fund Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State/Highway Fund - GRAND TOTAL: | 1,041,770 | 1,041,770 | 512,793 | 49 | 534,899 | 51 | 1,041,770 |

Town of Altavista
FY 2022 Cemetery Fund
17% of Year Lapsed

| | FY 2022 Adopted Budget | FY 2022 Amended Budget | FY 2022 MTD | MTD % of Budget | FY 2022 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Cemetery Fund - Fund 90 | | | | | | | |
| REVENUE | | | | | | | |
| Permits/Burials | 17,250 | 17,250 | 750 | 4 | 1,150 | 7 | 17,250 |
| Interest/Interest Income | 0 | 0 | 8 | 0 | 358 | 0 | 0 |
| Miscellaneous/Sale of Real Estate | 4,500 | 4,500 | 0 | 0 | 0 | 0 | 4,500 |
| Miscellaneous/Misc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer In From General Fund | <u>56,400</u> | <u>56,400</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>56,400</u> |
| Cemetery Fund - GRAND TOTAL: | <u>78,150</u> | <u>78,150</u> | <u>758</u> | <u>1</u> | <u>1,508</u> | <u>2</u> | <u>78,150</u> |
| EXPENDITURES | | | | | | | |
| Salaries and Wages/Regular | 10,000 | 10,000 | 500 | 5 | 808 | 8 | 10,000 |
| Salaries and Wages/Overtime | 1,000 | 1,000 | 0 | 0 | 0 | 0 | 1,000 |
| Benefits/FICA | 850 | 850 | 36 | 4 | 58 | 7 | 850 |
| Benefits/VRS | 1,000 | 1,000 | 8 | 1 | 8 | 1 | 1,000 |
| Benefits/Medical Insurance is pre-paid | 1,550 | 1,550 | 58 | 4 | 83 | 5 | 1,550 |
| Benefits/Group Life | 200 | 200 | 7 | 4 | 12 | 6 | 200 |
| VRS Hybrid Employer Contr. | 0 | 0 | 39 | 0 | 68 | 0 | 0 |
| ICMA Hybrid Employer Contr. | 0 | 0 | 6 | 0 | 9 | 0 | 0 |
| Mowing Contract | 24,800 | 24,800 | 2,600 | 10 | 2,600 | 10 | 24,800 |
| Other Charges/Misc. Reimb. | 0 | 0 | 0 | 0 | 1,795 | 0 | 0 |
| Materials/Supplies & Repairs/Maint. | 10,000 | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| Opening/Closing Graves | 1,500 | 1,500 | 0 | 0 | 0 | 0 | 1,500 |
| CEMETERY TOTAL OPERATIONS | 50,900 | 50,900 | 3,255 | 6 | 5,440 | 11 | 50,900 |
| CAPITAL OUTLAY | | | | | | | |
| Machinery & Equip. - New | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TRANSFER OUT | | | | | | | |
| Transfer Out/To Cemetery Reserve | <u>27,250</u> | <u>27,250</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>27,250</u> |
| Cemetery Fund - GRAND TOTAL: | <u>78,150</u> | <u>78,150</u> | <u>3,255</u> | <u>4</u> | <u>5,440</u> | <u>7</u> | <u>78,150</u> |

Town of Altavista
Investment Deposit Totals
Balance as of August 31, 2021



General Fund Reserves

| | | |
|-------------------------------|--------------|------------------|
| <i>Money Market Account</i> | 3,879,614.38 | |
| <i>Certificate of Deposit</i> | 2,926,394.54 | |
| <i>LGIP</i> | 7,646,350.22 | |
| Sub-Total | | \$ 14,452,359.14 |

Enterprise Fund Reserves

| | | |
|-------------------------------|------------|---------------|
| <i>Money Market Account</i> | 230,014.47 | |
| <i>Certificate of Deposit</i> | | |
| <i>LGIP</i> | 557,015.90 | |
| Sub-Total | | \$ 787,030.37 |

Highway Fund

| | | |
|-------------------------------|--------------|-----------------|
| <i>Money Market Account</i> | 57,350.00 | |
| <i>Certificate of Deposit</i> | 0.00 | |
| <i>LGIP</i> | 1,006,254.46 | |
| Sub-Total | | \$ 1,063,604.46 |

Green Hill Cemetery

| | | |
|-------------------------------|------------|---------------|
| <i>Money Market Account</i> | 50,486.84 | |
| <i>Certificate of Deposit</i> | 627,183.72 | |
| <i>LGIP</i> | 77,225.81 | |
| Sub-Total | | \$ 754,896.37 |

AEDA

| | | |
|-------------------------------|------------|---------------|
| <i>Money Market Account</i> | 0.00 | |
| <i>Certificate of Deposit</i> | 0.00 | |
| <i>LGIP</i> | 270,737.27 | |
| Sub-Total | | \$ 270,737.27 |

Federal Forfeiture Account

\$0.00

State Forfeiture Account

\$10,426.66

Operating Cash Account

\$ 2,503,863.15

Grand Total Investments and Deposits \$ 19,842,917.42

Designated Balance \$ 18,977,242.99

Undesignated Balance \$ 865,674.43



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.D

CONSENT AGENDA

Title: Lynch Creek Sewer Line Replacement Project (FAIP)

Staff Resource: Tom Fore, Utilities Director; Bif Johnson, Hurt & Proffitt

Action(s):

Allow Staff to put the Lynch Creek Sewer Line Replacement to bid.

Explanation:

The Lynch Creek Project is the second of many sewer lines that need replacement because of Inflow & Infiltration (I&I) into the Town Collection System.

Background:

The Lynch Creek sewer line has been a contributor of Inflow during heavy rain events and takes up capacity of the WWTP during rain events. The line is a failing 10" Truss pipe. Hurt & Proffitt was hired in 2019 to evaluate the line by video and found multiple root intrusions, pipe deformities and cracks in the lines and manholes. Hurt & Proffitt has designed the project and with the completion of the railroad permitting for the bore we are now ready to go to bid with this project.

Funding Source(s):

2020 FAIP Borrowing

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.E

CONSENT AGENDA

Title: Annual Delinquent Tax Listing

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Consensus to place approval to publish the Delinquent Tax Listing and to "write off" the Uncollectible Tax Listing as presented, on the September 14th Regular Meeting's Consent Agenda.

Explanation:

This year's outstanding taxes total \$30,960.36, a decrease of almost \$4,100 over LY's total, at this time. Personal Property taxes account for much of the balance due, in the amount of \$26,196.15. The remaining balance of \$4,764.21, represents outstanding Real Estate taxes. Staff requests that Town Council reach a "Consensus" to place this item on the September 14, 2021 Town Council Regular Meeting Consent Agenda for approval, to advertise the delinquent list, and pro-rate the cost of the ad to the delinquent taxpayer as well as to write-off delinquent Personal Property taxes for deceased individuals in the amount of \$804.08, delinquent Personal Property and Real Estate taxes under \$20.00 in the amount of \$357.25 and uncollected taxes totaling \$11.98 for which no bills were sent.

Additionally, due to the statutes of limitations regarding Personal Property taxes, Staff is requesting approval to write off 2016 personal property taxes totaling \$3,446.81, with collection efforts continuing through June 2022.

Background:

Annually staff, in accordance with Section 70-3 of the Town Code, prepares a list of the uncollectible and delinquent taxes from the previous fiscal year (FY2021). Attached is a memorandum from Tobie Shelton, Treasurer/Finance Director, as well as the list of uncollectible and delinquent taxes. Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and or co-owned by the taxpayer until their debt has been cleared and or submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Funding Source(s):

No funding needed.

Attachments: *(click item to open)*

[Attachment 1 - Staff Memo](#)

[Attachment 2 - Uncollectible and Delinquent Tax List](#)



TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

DATE: August 18, 2021

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

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

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

Mayor Mattox and Members of Council
August 18, 2021
Page 2

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

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

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

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2016 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
DECEASED INDIVIDUALS
August 17, 2021**

(Recommended write-off)

| <u>TAXPAYER NAME</u> | <u>TAX ROLL NUMBER</u> | <u>TAX AMOUNT</u> |
|-------------------------|------------------------|-------------------|
| Callands, Kenneth Lewis | 69055 | \$ 161.73 |
| Callands, Tardie Bill | 11138 | \$ 17.60 |
| Callands, Tardie Bill | 11140 | \$ 17.60 |
| Davis, Edna Mae | 68141 | \$ 38.14 |
| Hall, Mary Oakes | 72261 | \$ 3.80 |
| Hunt, Wesley | 72659 | \$ 46.96 |
| Johnson, Janice | 12628 | \$ 17.60 |
| Loving, Barbara | 73707 | \$ 35.98 |
| Maulbeck, Cherie | 61019 | \$ 40.19 |
| Maulbeck, Cherie | 73575 | \$ 129.65 |
| Rorer, Buddy | 50039 | \$ 29.98 |
| Pritchett, James Edward | 53327 | \$ 17.60 |
| Lewis, Phillip Riley Jr | 71699 | \$ 8.22 |
| Thacker, Alice | 14312 | \$ 36.85 |
| Thacker, Alice | 68595 | \$ 46.94 |
| Witcher, Patrick | 77691 | \$ 4.69 |
| Witcher, Patrick | 79037 | \$ 10.92 |
| Witcher, Patrick | 79039 | \$ 9.98 |
| Witcher, Patrick | 79043 | \$ 129.65 |

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES**

UNDER \$20.00

August 17, 2021

(Recommended write-off)

| <u>TAXPAYER NAME</u> | <u>TAX ROLL NUMBER</u> | <u>TAX AMOUNT</u> |
|-----------------------------|-------------------------------|--------------------------|
| Accent Health | 75081 | \$ 9.55 |
| Andrews, Suzanne | 61023 | \$ 0.33 |
| Austin, Brendon | 71469 | \$ 5.87 |
| Bradner, Matthew | 73469 | \$ 2.35 |
| Bradner, Matthew | 79913 | \$ 0.05 |
| Brumfield, Candace | 64959 | \$ 2.12 |
| Compton, Amy Fellers | 73209 | \$ 12.67 |
| Cowart, Elizabeth | 66335 | \$ 3.52 |
| Dudley, Cody | 73227 | \$ 0.43 |
| Element Fleet | 65387 | \$ 2.35 |
| Hale, Allayna | 79635 | \$ 8.45 |
| Hall, Haley | 73069 | \$ 8.13 |
| Hatcher, Robert | 79873 | \$ 4.32 |
| Hicks, Douglas | 68811 | \$ 2.74 |
| Honda of America | 60813 | \$ 2.53 |
| Horne, Christian | 71479 | \$ 2.38 |
| Hull, Roger Lee | 57643 | \$ 3.52 |
| Jonathan & Hannah Photo | 73099 | \$ 0.48 |
| Jonathan & Hannah Photo | 75051 | \$ 2.67 |
| King, Terry | 62693 | \$ 0.07 |
| Lewis, Phillip Riley Jr | 71699 | \$ 8.22 |
| Main St Trading | 63869 | \$ 2.46 |
| Marlin Leasing Corp | 69897 | \$ 1.04 |
| McCulloch, Sherry | 77741 | \$ 2.35 |
| McManus, Sandra | 69403 | \$ 0.59 |
| Miller, Jonathon | 76495 | \$ 5.01 |
| Miller, Michael | 77747 | \$ 5.87 |
| Mobile Mini | 70025 | \$ 12.09 |
| Mobile Mini | 75047 | \$ 12.32 |
| Monroe, Constance | 72841 | \$ 9.39 |
| Moore's Electric | 60217 | \$ 2.36 |
| Murray, James | 54369 | \$ 2.24 |
| Nguyen, Douglas | 68273 | \$ 2.46 |
| Northern Leasing | 16834 | \$ 2.35 |
| Ould, Paula | 54771 | \$ 2.90 |
| Pannell, Quanna | 65245 | \$ 1.30 |
| Pannell, Shmonica | 64687 | \$ 0.37 |
| Pannell, Zakiyah | 71265 | \$ 2.05 |
| Pannell, Zakiyah | 71267 | \$ 0.14 |
| Parker Gas Co | 65419 | \$ 9.39 |

| | | | |
|----------------------|-------|----|------|
| Patterson, Jennifer | 71423 | \$ | 0.54 |
| Payne, Raymond | 56379 | \$ | 0.26 |
| Penn, Gary | 71299 | \$ | 0.63 |
| Pillow, Larry D Sr | 48967 | \$ | 0.29 |
| Pippin, Edward | 71137 | \$ | 0.05 |
| Praxair Distribution | 73433 | \$ | 2.70 |
| Purvis, Crystal | 80297 | \$ | 5.55 |
| Rhodes, Kelly | 79573 | \$ | 0.21 |
| Roach, Amy | 74763 | \$ | 0.41 |
| Roach, Brian | 72293 | \$ | 0.16 |
| Roach, Brian | 72295 | \$ | 0.16 |
| Rowland, Jason | 74059 | \$ | 1.39 |
| Smith, Bobby | 66885 | \$ | 0.02 |
| Smith, Cody | 68153 | \$ | 0.29 |
| Smith, Delicia | 74869 | \$ | 1.38 |
| Stovall, Irene | 68681 | \$ | 6.40 |
| The Hillman Group | 54399 | \$ | 0.15 |
| Unified Merchant | 69987 | \$ | 2.35 |
| Walker, Cheryl | 74139 | \$ | 0.51 |
| Williams, Audrey | 74437 | \$ | 1.96 |
| Williams, Brian | 72891 | \$ | 1.30 |
| ZED Enterprises | 69977 | \$ | 5.87 |

TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES
August 17, 2021

| <u>TAXPAYER NAME</u> | <u>TAX ROLL NUMBER</u> | <u>TAX AMOUNT</u> |
|----------------------------|------------------------|-------------------|
| Anthony, Latoya | 45291 | \$ 464.66 |
| Anthony, Latoya | 47803 | \$ 9.24 |
| Bentley, Willard/Glenda | 47849 | \$ 86.47 |
| Bentley, Willard/Glenda | 75229 | \$ 1.97 |
| Blessard/Wilson Jonathan | 46721 | \$ 160.03 |
| Clark, Lillian | 45043 | \$ 210.86 |
| Coleman, Dorella | 45119 | \$ 443.43 |
| Crawford, Dawn | 75373 | \$ 52.09 |
| Csabi, Menyhart | 45355 | \$ 61.58 |
| Cunningham, Emmett | 45591 | \$ 72.28 |
| Doss, Crystal | 45491 | \$ 92.27 |
| Dowdy, Mark | 45299 | \$ 76.40 |
| DRV Construction | 47265 | \$ 58.39 |
| Ellis, Wayne | 48235 | \$ 47.40 |
| Fielder, Eddie J | 44383 | \$ 113.20 |
| GD Altavista LLC | 66707 | \$ 918.17 |
| GD Altavista LLC | 69859 | \$ 43.81 |
| GD Lane Park LLC | 47503 | \$ 43.61 |
| Gregory, Marcellus Preston | 47535 | \$ 0.18 |
| Gregory, Marcellus Preston | 45927 | \$ 124.22 |
| Gregory, Marcellus Preston | 75613 | \$ 0.58 |
| Harris, Gene/Charlene | 46019 | \$ 21.59 |
| Kirby, Jesse/Samantha | 76381 | \$ 23.47 |
| Kershner, Darl & Shirley | 46363 | \$ 691.18 |
| Lewis, Meredith | 46473 | \$ 70.21 |
| Lewis, Meredith | 46475 | \$ 14.08 |
| Little, Sheila Exec | 45755 | \$ 438.09 |
| Little, Sheila Exec | 45757 | \$ 69.65 |
| Pollard, Keisha | 47215 | \$ 69.93 |
| Trent, Curtis/Brenda | 47941 | \$ 176.30 |
| Walls, Delia | 44553 | \$ 102.97 |
| Walls, Delia | 76419 | \$ 2.95 |
| Walls, Delia | 76421 | \$ 2.95 |

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES**

August 17, 2021

UNDER \$20.00

(Recommended write-off)

| <u>TAXPAYER NAME</u> | <u>TAX ROLL NUMBER</u> | <u>TAX AMOUNT</u> |
|-------------------------|------------------------|-------------------|
| Ashwell, William/Gracie | 45539 | \$ 10.13 |
| Brooks, Cynthia | 44577 | \$ 0.14 |
| Bryant, Clayton | 44833 | \$ 4.89 |
| Campbell, Crystal | 71517 | \$ 5.50 |
| Coles, Allenza | 75327 | \$ 0.94 |
| Coles, Allenza | 75329 | \$ 0.47 |
| Clay, Landon | 45055 | \$ 11.26 |
| Clay, Ollie M Etals | 45067 | \$ 11.26 |
| Creasy, Jacqueline | 75379 | \$ 0.75 |
| Creasy, Jacqueline | 75381 | \$ 0.94 |
| Dalton, Patricia | 75397 | \$ 2.82 |
| Dews, Steven | 75423 | \$ 2.82 |
| Dikeman, Cale | 75425 | \$ 2.82 |
| Dishnet | 71547 | \$ 0.03 |
| Edwards, Barry | 46969 | \$ 14.08 |
| Epperson, Maynard | 71615 | \$ 2.82 |
| Hall, Elsie | 75617 | \$ 1.88 |
| Hall, Elsie | 75619 | \$ 1.88 |
| Hall, Phyllis | 45349 | \$ 1.13 |
| Hall, Phyllis | 75621 | \$ 1.13 |
| Hall, Phyllis | 75623 | \$ 1.13 |
| Hall, Phyllis | 75625 | \$ 1.13 |
| Hall, Phyllis | 75627 | \$ 1.13 |
| Hubbard, James | 46175 | \$ 0.94 |
| Isaacs, Steven/Jeannie | 75715 | \$ 0.94 |
| Jefferson, Melissa | 75409 | \$ 1.88 |
| Johnson, Dilys | 46291 | \$ 0.94 |
| Jones, Deborah | 46311 | \$ 1.09 |
| Kraeger, Shane | 46169 | \$ 12.01 |
| Kraeger, Shane | 75857 | \$ 1.41 |
| Lawhorn, Donna | 69851 | \$ 2.15 |
| LSG Properties | 75907 | \$ 0.10 |
| LSG Properties | 75909 | \$ 0.94 |
| Mattox, Sue | 75963 | \$ 2.82 |
| Merritt A W Estate | 46713 | \$ 5.63 |
| J F Minnis Estate | 46751 | \$ 0.57 |
| Minnis, Joel | 47841 | \$ 10.33 |
| Moore, Danny | 46833 | \$ 0.80 |
| Morris, John William | 46877 | \$ 2.14 |
| Myers, John/Alma | 46919 | \$ 6.20 |
| Nowlin, Mamie | 76059 | \$ 2.82 |
| Schwarz & Schwarz | 46409 | \$ 4.66 |
| Simerly, Ronald | 47615 | \$ 0.65 |
| Simpson, Wendy | 45323 | \$ 1.09 |

| | | | |
|---------------------|-------|----|-------|
| Staton, Kenneth | 47731 | \$ | 10.77 |
| Stawasz, Jeffrey | 76063 | \$ | 0.94 |
| Stephenson, Larry | 47741 | \$ | 0.13 |
| Waller, Evelyn | 76417 | \$ | 2.82 |
| Wells Fargo Bank | 69883 | \$ | 2.82 |
| Woosley, Micah | 76447 | \$ | 1.88 |
| Wright, John/Yvonne | 48285 | \$ | 4.69 |

TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
August 17, 2021

| <u>TAXPAYER NAME</u> | <u>TAX ROLL NUMBER</u> | | <u>TAX AMOUNT</u> |
|------------------------------|------------------------|----|-------------------|
| A & A Sydicate Corp | 69965 | \$ | 112.75 |
| Adams, Jessica Shanese | 70911 | \$ | 48.82 |
| Adams, Jessica Shanese | 70913 | \$ | 103.65 |
| Adams, Jessica Shanese | 72637 | \$ | 53.54 |
| Adams, Jessica Shanese | 74289 | \$ | 117.04 |
| Adams, Jessica Shanese | 79701 | \$ | 77.82 |
| Adams, Kodie Nathaniel | 73065 | \$ | 20.90 |
| Adams, Raquel | 74081 | \$ | 36.85 |
| Adams, Richard Wilson | 69453 | \$ | 57.75 |
| Adams, Richard Wilson | 71035 | \$ | 105.66 |
| Anderson, John Jeffrey | 69283 | \$ | 33.30 |
| Anderson, Oma Lee | 71645 | \$ | 17.60 |
| Andrews, Duncan Ewart | 18010 | \$ | 80.30 |
| Andrews, Duncan Ewart | 55237 | \$ | 80.30 |
| Andrews, Duncan Ewart | 61569 | \$ | 104.28 |
| Anthony, Latoya | 45291 | \$ | 464.66 |
| Anthony, Latoya | 47803 | \$ | 9.24 |
| Armistead, Franchesca Nicole | 67677 | \$ | 164.82 |
| Armistead, Franchesca Nicole | 70861 | \$ | 82.06 |
| Aubrey, Mark John | 70937 | \$ | 38.18 |
| Audet, Debora Elizabeth | 74529 | \$ | 117.00 |
| Barnard, Robert Glenn Jr | 69415 | \$ | 22.55 |
| Barnwell, Ronson Andrew | 74429 | \$ | 17.60 |
| Bean, Jesse Lee 2nd | 55789 | \$ | 9.98 |
| Bean, Jesse Lee 2nd | 74105 | \$ | 17.60 |
| Bean, Jesse Lee 2nd | 74107 | \$ | 94.67 |
| Bennett, Jakenya | 80061 | \$ | 40.19 |
| Berger, O'Bryan Arthur | 80475 | \$ | 32.53 |
| Berger, Willie Carl Jr | 68809 | \$ | 116.00 |
| Berger, Willie Carl Jr | 72193 | \$ | 40.15 |
| Berkley, Lorcrushal | 75007 | \$ | 35.40 |
| Blanchard, Donna | 68845 | \$ | 36.85 |
| Blanchard, Donna | 70591 | \$ | 73.65 |
| Blanchard, Donna | 79391 | \$ | 29.59 |
| Blevins, Britney Gail | 74083 | \$ | 79.10 |
| Bogert, Katherine | 61073 | \$ | 20.90 |
| Bogert, Katherine | 62579 | \$ | 20.90 |
| Boley, Dennis | 79471 | \$ | 17.60 |
| Boley, Dennis | 79473 | \$ | 30.36 |
| Bonds, Monique Nicole | 72035 | \$ | 93.77 |
| Bowles, David Lei | 79805 | \$ | 17.60 |
| Bowles, David Lei | 79807 | \$ | 17.60 |
| Bowling, Michelle | 71187 | \$ | 94.30 |
| Bradner, Melanie Tweedy | 70467 | \$ | 47.33 |
| Bradner, Melanie Tweedy | 70469 | \$ | 17.60 |

| | | | |
|--------------------------|-------|----|--------|
| Bradner, Melanie Tweedy | 70471 | \$ | 30.50 |
| Bradner, Melanie Tweedy | 73915 | \$ | 17.60 |
| Boyd, James Allen | 74159 | \$ | 32.86 |
| Bradner, Melanie Tweedy | 79305 | \$ | 82.41 |
| Bradner, Michael Edward | 79327 | \$ | 17.60 |
| Bradner, Michael Edward | 79329 | \$ | 33.81 |
| Breaux, Kayleigh | 73219 | \$ | 77.46 |
| Brew, Shanna Myers | 72883 | \$ | 47.68 |
| Brinkley, Stephen Travis | 79405 | \$ | 41.46 |
| Brown, Jasmine Lashal | 74253 | \$ | 63.94 |
| Brown, Shana Matirs | 58659 | \$ | 80.30 |
| Brown, Shana Matirs | 58661 | \$ | 80.30 |
| Brown, Shana Matirs | 58663 | \$ | 80.30 |
| Bruce, Jonathon | 68937 | \$ | 143.55 |
| Bryant, Elizabeth | 57835 | \$ | 32.65 |
| Burgess, Troy Eugene | 72129 | \$ | 9.98 |
| Burgess, Troy Eugene | 72131 | \$ | 61.24 |
| Burgess, Troy Eugene | 72133 | \$ | 114.20 |
| Burgess, Troy Eugene | 79343 | \$ | 87.02 |
| Burroughs, Ashley | 71121 | \$ | 81.54 |
| Calloway, Gwendolyn | 70753 | \$ | 43.45 |
| Calyer, Rachael | 74635 | \$ | 33.32 |
| Campbell, Scott A | 73221 | \$ | 172.39 |
| Canada, Kris | 70873 | \$ | 25.00 |
| Canada, Kris | 74267 | \$ | 41.20 |
| Canada, Kris | 74269 | \$ | 50.78 |
| Canada, Kris | 79677 | \$ | 59.58 |
| Carr, William Robert | 67639 | \$ | 80.30 |
| Carter, Courtney | 80279 | \$ | 35.59 |
| Chambers, James Junior | 70973 | \$ | 33.82 |
| Chapman, Andrea G | 61087 | \$ | 51.12 |
| Ciaccio, Eva | 80229 | \$ | 50.01 |
| Clark, Treavon | 73223 | \$ | 19.25 |
| Clark, Treavon | 79965 | \$ | 26.67 |
| Clay, Marlene | 66049 | \$ | 29.22 |
| Clements, Annette M | 68611 | \$ | 39.68 |
| Clements, Kelsey Marie | 80405 | \$ | 35.46 |
| Clements, Zakendra | 72975 | \$ | 17.86 |
| Coffer, Angela Brandi | 74163 | \$ | 51.95 |
| Coffer, Virginia Susan | 73009 | \$ | 20.90 |
| Cole, Linda | 74161 | \$ | 19.25 |
| Coleman, George Edward | 79715 | \$ | 17.60 |
| Coleman, George Edward | 79717 | \$ | 35.34 |
| Coleman, George Edward | 79719 | \$ | 57.54 |
| Coles, Erika Marie | 73303 | \$ | 169.16 |
| Comer, Genevieve | 73193 | \$ | 58.31 |
| Comer, Joshua | 68055 | \$ | 17.60 |
| Conner, Jodi | 72391 | \$ | 98.54 |
| Conner, Jodi | 72397 | \$ | 42.70 |
| Cook, Gary | 72479 | \$ | 38.51 |
| Cox, Travis Cody | 79703 | \$ | 17.60 |
| Cox, Travis Cody | 79705 | \$ | 34.19 |

| | | | |
|---------------------------|-------|----|--------|
| Crawford, Dawn Marie | 67821 | \$ | 17.60 |
| Crawford, Dawn Marie | 69259 | \$ | 46.44 |
| Crawford, Dawn Marie | 79739 | \$ | 32.53 |
| Creasy, Ronnie Thomas | 71403 | \$ | 22.55 |
| Crider, Osbey | 74527 | \$ | 62.72 |
| Cunningham, Emmett | 80365 | \$ | 57.29 |
| Cunningham, Emmett | 80367 | \$ | 31.13 |
| Dalton, Brian Anthony | 79431 | \$ | 23.35 |
| Dalton, Jennifer | 72171 | \$ | 49.05 |
| Dalton, Jillian Devereaux | 71205 | \$ | 41.94 |
| Dash, Daniel | 80261 | \$ | 35.34 |
| Davis, Clyde Steven | 71277 | \$ | 41.58 |
| Davis, Clyde Steven | 73525 | \$ | 34.44 |
| Davis, Edna Mae | 68141 | \$ | 38.14 |
| Davis, Erica Latrice | 79771 | \$ | 53.07 |
| Davis, Jeremy Maurice | 63691 | \$ | 80.30 |
| Davis, Jeremy Maurice | 63693 | \$ | 103.37 |
| Deshazor, Tammy | 73311 | \$ | 76.54 |
| Dews, Mary Dianna | 69625 | \$ | 39.09 |
| Dillard, Dakota | 69963 | \$ | 12.29 |
| Doss, Crystal June | 79781 | \$ | 169.86 |
| Doss, Jarrett Kendall | 72103 | \$ | 239.67 |
| Doss, Jarrett Kendall | 73917 | \$ | 192.84 |
| Doute, Daniel | 80501 | \$ | 31.43 |
| Drew, Rebecca | 69423 | \$ | 38.01 |
| Elliott, Richard Troy Jr | 64507 | \$ | 22.76 |
| Elliott, Richard Troy Jr | 64509 | \$ | 13.39 |
| Elliott, Richard Troy Jr | 64511 | \$ | 40.15 |
| Elliott, Richard Troy Jr | 68725 | \$ | 40.15 |
| Emerson, Woodrow Jr | 67489 | \$ | 80.30 |
| Emerson, Woodrow Jr | 70713 | \$ | 43.45 |
| Farris, Luttrell | 72811 | \$ | 70.17 |
| Farris, Luttrell | 74421 | \$ | 84.34 |
| Faulkner, Michael | 73155 | \$ | 106.54 |
| Ferlise, Nicholas Wayne | 67857 | \$ | 35.18 |
| Fielder, Austin | 80085 | \$ | 42.49 |
| Fielder, Hannah | 79803 | \$ | 54.74 |
| Fitzgerald, Sara Salgado | 69669 | \$ | 22.55 |
| Fitzgerald, Sara Salgado | 69671 | \$ | 22.55 |
| Fitzgerald, Sara Salgado | 71073 | \$ | 48.26 |
| Fleshman, Zacharey | 80331 | \$ | 31.13 |
| Fleshman, Zacharey | 80333 | \$ | 17.60 |
| Fleshman, Zacharey | 80339 | \$ | 74.64 |
| Freeman, Hannah Grace | 69725 | \$ | 102.24 |
| Gatewood, Joshua Ryan | 71069 | \$ | 50.06 |
| Gibson, Derrick | 80233 | \$ | 69.14 |
| Gilbert, Vivian | 74801 | \$ | 79.67 |
| Goard, James Eugene | 80407 | \$ | 27.38 |
| Goard, James Eugene | 80409 | \$ | 70.30 |
| Goard, Ramon S | 76507 | \$ | 36.85 |
| Goard, Ramon S | 76509 | \$ | 42.60 |
| Goard, Ramon S | 79265 | \$ | 95.06 |

| | | | |
|----------------------------|-------|----|--------|
| Goggins, Jasmine | 79753 | \$ | 47.59 |
| Grant, Kathleen | 80317 | \$ | 34.95 |
| Grant, Kathleen | 80319 | \$ | 35.86 |
| Grant, Kathleen | 80321 | \$ | 28.31 |
| Graves, Clarence | 72743 | \$ | 34.33 |
| Graves, Clarence | 73285 | \$ | 57.92 |
| Graves, Earl | 68791 | \$ | 32.92 |
| Greene, Christopher | 69699 | \$ | 43.45 |
| Gregory, Shaundula | 72117 | \$ | 39.42 |
| Gregory, Shaundula | 72119 | \$ | 44.39 |
| Habets, James David | 77711 | \$ | 29.33 |
| Hacker, Catherine Elaine | 73091 | \$ | 18.28 |
| Hacker, Catherine Elaine | 73093 | \$ | 51.40 |
| Haley, Erica Marie | 74747 | \$ | 70.50 |
| Hall, Jaquon | 79731 | \$ | 54.35 |
| Hall, Lora Mae | 69627 | \$ | 36.07 |
| Hall, Lora Mae | 71079 | \$ | 25.46 |
| Hall, Lora Mae | 72831 | \$ | 35.40 |
| Hall, Lora Mae | 74447 | \$ | 133.27 |
| Hall, Marilyn Jean | 51061 | \$ | 17.60 |
| Hall, Marilyn Jean | 73987 | \$ | 55.75 |
| Hall, Megan | 74369 | \$ | 94.80 |
| Hall, Megan | 74679 | \$ | 304.63 |
| Hall, Shenise | 74749 | \$ | 54.35 |
| Hall, Yvonne B | 70183 | \$ | 61.99 |
| Harmon, Mark Clinton | 72017 | \$ | 57.75 |
| Harmon, Mark Clinton | 72019 | \$ | 33.07 |
| Harmon, Mark Clinton | 73841 | \$ | 38.53 |
| Harris, Eugene Allen | 74479 | \$ | 17.60 |
| Harris, Robert L Jr | 72939 | \$ | 40.09 |
| Harris, Robert L Jr Estate | 67251 | \$ | 34.81 |
| Harris, Robert L Jr Estate | 68775 | \$ | 35.63 |
| Harrison, Matthew | 73157 | \$ | 31.94 |
| Harrison, Matthew | 74671 | \$ | 36.22 |
| Harrison, Michele Nelson | 79615 | \$ | 17.60 |
| Hayden, Annita Lavon | 73017 | \$ | 57.75 |
| Hayden, Annita Lavon | 79927 | \$ | 60.61 |
| Head, Lee Ann | 63657 | \$ | 19.63 |
| Head, Lee Ann | 74249 | \$ | 41.04 |
| Hogan, Bobby Wade | 74325 | \$ | 74.70 |
| Hogan, Edwin L | 56295 | \$ | 89.60 |
| Holland, John Thomas | 70831 | \$ | 39.69 |
| Hostetter, Caitlyn Lynn | 71233 | \$ | 41.94 |
| Howell, Kaitlin Elaine | 72981 | \$ | 20.90 |
| Hudson, Neah Denise | 67901 | \$ | 77.08 |
| Hundley, Albert | 74941 | \$ | 33.19 |
| Hundley, Albert | 80029 | \$ | 19.49 |
| Hunt, Dena Ruth | 69393 | \$ | 107.16 |
| Hunt, Jarrod | 73159 | \$ | 23.09 |
| Hunt, Josh | 66693 | \$ | 64.68 |
| Hunt, Nathaniel | 74609 | \$ | 37.73 |
| Hunt, Raleigh Lee | 65889 | \$ | 58.77 |

| | | | |
|----------------------------|-------|----|--------|
| Hunt, Raleigh Lee | 79315 | \$ | 25.71 |
| Hunt, Wesley Leon | 72659 | \$ | 46.96 |
| Hunter, Kathryn | 74003 | \$ | 19.25 |
| Hunter, Kathryn | 79401 | \$ | 28.06 |
| Hyman, Jerome Terrill | 66339 | \$ | 128.24 |
| Hyman, Jerome Terrill | 66341 | \$ | 88.57 |
| Inge, Rhonda | 74969 | \$ | 55.00 |
| Inge, Rhonda | 77745 | \$ | 5.87 |
| Inge, Rhonda | 80037 | \$ | 42.49 |
| Inge, Rhonda | 80039 | \$ | 22.29 |
| Inge, Rhonda | 80041 | \$ | 44.79 |
| Inge, Rhonda | 80043 | \$ | 17.60 |
| Inge, Rhonda | 80045 | \$ | 15.25 |
| Jackson, Dacorian Shavon | 73019 | \$ | 98.55 |
| Jefferson, Freddy | 74875 | \$ | 49.89 |
| Johnson, Elaine Ann | 71341 | \$ | 53.22 |
| Johnson, Renesha Janice | 72703 | \$ | 46.54 |
| Johnson-Myers, Lavinia Fay | 70941 | \$ | 78.26 |
| Johnson-Myers, Lavinia Fay | 72699 | \$ | 33.35 |
| Jones, Nicholas Paul | 71189 | \$ | 153.42 |
| Jones, Nicholas Paul | 71191 | \$ | 70.30 |
| Jones, Nicholas Paul | 73075 | \$ | 40.15 |
| Jones, Nicholas Paul | 74555 | \$ | 19.25 |
| Jones, Phyllis | 80281 | \$ | 41.33 |
| Jones, William McCoy | 68001 | \$ | 40.15 |
| Jordan, Junior | 51257 | \$ | 80.30 |
| Jordan, Junior | 58505 | \$ | 22.55 |
| Joshi, Smriti | 74891 | \$ | 33.19 |
| KB Bookkeeping | 15866 | \$ | 62.05 |
| Kennedy, Michelle | 72681 | \$ | 22.77 |
| Kennedy, Michelle | 74323 | \$ | 17.60 |
| Khalil, Mustafa Fayez | 74737 | \$ | 154.45 |
| Klemm, Adam Robert | 65125 | \$ | 80.30 |
| Knowles, Elizabeth Stacey | 70993 | \$ | 41.04 |
| Knowles, Timothy Lee | 74901 | \$ | 112.51 |
| Lacy, Michael Benjamin | 72849 | \$ | 30.50 |
| Layne, Idamae | 74103 | \$ | 34.98 |
| Lee, Kelsie Denise | 71285 | \$ | 153.57 |
| Lee, Rodney | 73567 | \$ | 34.35 |
| Lee, Shelby Grace | 73967 | \$ | 61.88 |
| Lee, Terry | 69005 | \$ | 58.11 |
| Lindsay, Melissa | 74113 | \$ | 37.88 |
| Little, James William | 71535 | \$ | 80.30 |
| Little, James William | 71537 | \$ | 81.92 |
| Logwood, Shelby | 68027 | \$ | 38.67 |
| Logwood, Shelby | 70985 | \$ | 28.96 |
| Lomotey, Michael | 66499 | \$ | 126.27 |
| Lomotey, Michael | 66501 | \$ | 80.30 |
| Lopez, Henry | 79899 | \$ | 9.98 |
| Lopez, Henry | 79901 | \$ | 38.27 |
| Mann, Jessica | 79951 | \$ | 64.81 |
| Martin, Alexia | 80209 | \$ | 60.74 |

| | | | |
|--------------------------|-------|----|--------|
| Martin, Tina Renee | 67761 | \$ | 150.65 |
| Martin, Tina Renee | 74319 | \$ | 51.12 |
| Martinez, Calzada | 69037 | \$ | 81.09 |
| Massie, Sharon | 74327 | \$ | 34.42 |
| Mayhew, Brenda | 74757 | \$ | 36.85 |
| McKenzie, Kirsten | 73265 | \$ | 19.25 |
| Meditrans Solutions LLC | 80017 | \$ | 169.86 |
| Meditrans Solutions LLC | 80019 | \$ | 56.32 |
| Melvin, Shannon Charisse | 67353 | \$ | 49.31 |
| Miller, Charles Joseph | 61705 | \$ | 40.15 |
| Miller, Courtney Leigh | 69799 | \$ | 57.75 |
| Miller, Howard Lee | 80427 | \$ | 17.60 |
| Miller, Kenneth Ray | 80283 | \$ | 42.36 |
| Miller, Kenneth Ray | 80285 | \$ | 25.39 |
| Miller, Kenneth Ray | 80287 | \$ | 35.21 |
| Miller, Seth Gavin | 72389 | \$ | 243.46 |
| Minnis, Tristan Obryan | 70579 | \$ | 140.05 |
| Minnis, Tristan Obryan | 79385 | \$ | 37.26 |
| Mitchell, Jennifer Lynn | 72205 | \$ | 57.75 |
| Mitchell, Renita | 70659 | \$ | 161.88 |
| Mitchell, Renita | 76505 | \$ | 101.96 |
| Monaghan, Elizabeth Anne | 72945 | \$ | 20.90 |
| Monroe, Nactavia Lashay | 71215 | \$ | 34.52 |
| Montague, Trent Avery | 80467 | \$ | 29.59 |
| Moon, Charity | 80247 | \$ | 52.57 |
| Moore, Shuntae Lamon | 69201 | \$ | 17.60 |
| Moore, Shuntae Lamon | 79711 | \$ | 36.74 |
| Moore, Shuntae Lamon | 79713 | \$ | 43.38 |
| Mooreman, Bonita | 79313 | \$ | 58.06 |
| Moorman, Darnell A | 68851 | \$ | 79.80 |
| Murphy, Stephen | 79673 | \$ | 34.06 |
| Myers, Franklin | 79659 | \$ | 45.66 |
| Myers, Franklin | 79661 | \$ | 46.31 |
| Myers, Franklin | 79663 | \$ | 17.60 |
| Myers, Franklin | 79665 | \$ | 17.60 |
| Myers, Jessica | 80377 | \$ | 93.52 |
| Myers, Stevie Clinton | 72147 | \$ | 43.66 |
| Myers, Stevie Clinton | 72149 | \$ | 64.70 |
| Nelson, Shawntae P | 70795 | \$ | 116.00 |
| Nutter, Christopher | 72497 | \$ | 19.45 |
| Nutter, Christopher | 72499 | \$ | 17.60 |
| Nutter, Christopher | 72501 | \$ | 26.27 |
| Nutter, Christopher | 72503 | \$ | 17.60 |
| Nutter, Christopher | 72505 | \$ | 17.60 |
| Nutter, Christopher | 72507 | \$ | 84.21 |
| Odom, Myles | 74999 | \$ | 33.74 |
| Odom, Myles | 80107 | \$ | 84.71 |
| Paggans, Robert William | 63009 | \$ | 45.52 |
| Pannell, Sherman | 15520 | \$ | 19.25 |
| Pannell, Sherman | 61339 | \$ | 19.25 |
| Pannell, Sherman | 71995 | \$ | 110.36 |
| Pannell, Sherman | 73817 | \$ | 81.75 |

| | | | |
|---------------------------|-------|----|--------|
| Pannell, Sherman | 73819 | \$ | 57.83 |
| Parks, Destiney | 74827 | \$ | 60.74 |
| Patrick, Broderick | 66015 | \$ | 27.55 |
| Patrick, Broderick | 67393 | \$ | 49.50 |
| Patrick, Broderick | 72271 | \$ | 107.56 |
| Payne, Brandon Michael | 80445 | \$ | 17.60 |
| Payne, Cindy | 62739 | \$ | 37.64 |
| Payne, John C | 56083 | \$ | 19.25 |
| Payne, John C | 62537 | \$ | 80.30 |
| Payne, Jonathan Homer | 72377 | \$ | 19.25 |
| Payne, Jonathan Homer | 72379 | \$ | 20.90 |
| Pennington, Jeffrey | 74145 | \$ | 39.26 |
| Pennington, Tina Marie | 79683 | \$ | 64.04 |
| Perkins, Harold Jerry | 13532 | \$ | 17.60 |
| Perkins, Harold Jerry | 62741 | \$ | 20.90 |
| Perkins, Harold Jerry | 73731 | \$ | 29.73 |
| Peters, Angela Marie | 72761 | \$ | 68.99 |
| Peters, Samantha | 80111 | \$ | 70.56 |
| Petty, Virginia Harris | 71415 | \$ | 113.88 |
| Petty, Virginia Harris | 72707 | \$ | 20.90 |
| Plumley, Ashley | 70841 | \$ | 17.60 |
| Poindexter, Antonio Keith | 71347 | \$ | 36.98 |
| Poindexter, Antonio Keith | 71349 | \$ | 46.30 |
| Pollard, Elaine | 67055 | \$ | 98.23 |
| Pollard, Elaine | 68563 | \$ | 19.25 |
| Pollard, Elaine | 73735 | \$ | 32.63 |
| Pollard, William E | 65655 | \$ | 31.86 |
| Pollard, William E | 67059 | \$ | 38.37 |
| Pool, Samantha | 71269 | \$ | 22.55 |
| Powell, Benjamin Carroll | 69607 | \$ | 38.79 |
| Powell, Benjamin Carroll | 72823 | \$ | 20.90 |
| Powell, Benjamin Carroll | 74441 | \$ | 19.25 |
| Powell, Benjamin Carroll | 79841 | \$ | 17.60 |
| Powell, Benjamin Jonathan | 72779 | \$ | 22.40 |
| Powell, Benjamin Jonathan | 79797 | \$ | 65.58 |
| Powell, Marva | 80099 | \$ | 39.30 |
| Power, Annette | 79267 | \$ | 28.31 |
| Primo Water Corp | 54391 | \$ | 39.19 |
| Primo Water Corp | 77701 | \$ | 12.42 |
| Pritchett, James Edward | 53327 | \$ | 17.60 |
| Quishpe, Sanchez Javier | 69571 | \$ | 90.95 |
| Ramirez, Chavez | 74849 | \$ | 49.38 |
| Ramirez, Chavez | 80013 | \$ | 52.44 |
| Reynolds, Albert Mclinden | 72071 | \$ | 20.90 |
| Reynolds, Albert Mclinden | 73881 | \$ | 6.07 |
| Reynolds, Jack | 73149 | \$ | 88.70 |
| Rice, Krystal Lee | 70705 | \$ | 39.84 |
| Rice, Krystal Lee | 74123 | \$ | 109.47 |
| Rice, Krystal Lee | 74125 | \$ | 42.98 |
| Rivera-Murtaza, Ivette | 73273 | \$ | 79.81 |
| Robbins, Deborah | 58921 | \$ | 17.60 |
| Robbins, Deborah | 72417 | \$ | 17.60 |
| Robinson, Carl Antonio | 72323 | \$ | 20.90 |

| | | | |
|----------------------------|-------|----|--------|
| Robinson, Dionta Lemar | 69409 | \$ | 22.55 |
| Robinson, Dionta Lemar | 71371 | \$ | 84.78 |
| Robinson, Jerome Delonta | 71161 | \$ | 40.15 |
| Robinson, Loretta | 70255 | \$ | 32.53 |
| Robinson, Sharon Teresa | 68847 | \$ | 11.31 |
| Robinson, Sharon Teresa | 70601 | \$ | 31.64 |
| Robinson, Sharon Teresa | 73991 | \$ | 46.19 |
| Rosser, Jennifer | 79695 | \$ | 17.60 |
| Rousey, Sharon | 74851 | \$ | 75.01 |
| Saye, Shelly Andrea | 71289 | \$ | 118.91 |
| Schwochow, Robin Kaye | 71373 | \$ | 62.70 |
| Scott, Dresden | 80299 | \$ | 42.86 |
| Scott, Paulette | 79017 | \$ | 17.60 |
| Seaholtz, Elizabeth Marie | 80071 | \$ | 35.86 |
| Shelton, Eve Marie | 74833 | \$ | 35.26 |
| Shields, Jeremy Lynn | 56781 | \$ | 22.55 |
| Shields, Jeremy Lynn | 56783 | \$ | 22.55 |
| Shinn, Richard | 80523 | \$ | 90.08 |
| Shirley, Kenneth | 74673 | \$ | 60.21 |
| Slayton, Raven Sheree | 62215 | \$ | 188.45 |
| Smith, Rejoice Angeliek | 73323 | \$ | 38.65 |
| Smith, Shaneisha Tiara | 69189 | \$ | 44.95 |
| Southernland, Samantha Lee | 71087 | \$ | 129.80 |
| Southernland, Samantha Lee | 72839 | \$ | 20.90 |
| SOVA Firearms | 69953 | \$ | 69.67 |
| Sparrow, Douglas | 74363 | \$ | 20.54 |
| Sparrow, Douglas | 74365 | \$ | 49.89 |
| Spidle, Michael | 74443 | \$ | 284.54 |
| Spradlin, Pauline R | 66369 | \$ | 86.74 |
| Spradlin, Pauline R | 70923 | \$ | 86.74 |
| Stahl, Cameron | 73201 | \$ | 15.35 |
| Stahl, Cameron | 74579 | \$ | 36.85 |
| Stahl, Cameron | 74581 | \$ | 38.44 |
| Stahl, Cameron | 74583 | \$ | 36.07 |
| Stahl, Cameron | 79961 | \$ | 75.02 |
| Starnes, Kristen | 63903 | \$ | 56.78 |
| Stewart, James Darrell Jr | 79737 | \$ | 28.46 |
| Stone, Falisha | 74995 | \$ | 17.60 |
| Stone, Kenneth | 71375 | \$ | 140.77 |
| Stone, Kenneth | 73141 | \$ | 21.14 |
| Stone, Kenneth | 73471 | \$ | 48.07 |
| Strope, Richard Earl | 68083 | \$ | 20.90 |
| Stump, Karley | 74883 | \$ | 32.53 |
| T S Maintenance | 65411 | \$ | 96.25 |
| Talbott, Terry | 74575 | \$ | 21.89 |
| Talbott, Terry | 74577 | \$ | 19.25 |
| Talbott, Terry | 79953 | \$ | 17.60 |
| Talbott, Terry | 79955 | \$ | 35.98 |
| Thomas, Adettra A | 69801 | \$ | 348.02 |
| Thomas, Wanda C | 11664 | \$ | 17.50 |
| Thornhill, Caniqua Simone | 71223 | \$ | 76.03 |
| Thornhill, Caniqua Simone | 71225 | \$ | 90.82 |

| | | | |
|----------------------------|-------|----|--------|
| Thornhill, Paige Amber | 71447 | \$ | 37.64 |
| Tinsley, Shelley | 69253 | \$ | 194.35 |
| Toews, Aisha | 80356 | \$ | 30.24 |
| Towler, Jamie Lee | 68701 | \$ | 81.11 |
| Towler, Jamie Lee | 68703 | \$ | 52.70 |
| Towler, Jamie Lee | 68705 | \$ | 43.45 |
| Trent, Kelby | 80305 | \$ | 39.30 |
| Triplett, Daniel | 74549 | \$ | 66.38 |
| Tucker, Agnes | 73615 | \$ | 17.60 |
| Tucker, Alisha | 74935 | \$ | 19.25 |
| Tucker, Alisha | 80027 | \$ | 17.60 |
| Tucker, Brenda Sue | 73029 | \$ | 79.61 |
| Tucker, Darius Lamar | 73087 | \$ | 57.75 |
| Tucker, Marvalin | 66577 | \$ | 79.32 |
| Tucker, Marvalin | 67801 | \$ | 44.52 |
| Tucker, Marvalin | 71451 | \$ | 85.03 |
| Tucker, Shannon/SPTS Salon | 75099 | \$ | 122.84 |
| Vazquez, Chinchilla | 74781 | \$ | 126.16 |
| Vennable, Andrea | 74571 | \$ | 152.53 |
| Waller, Bertha Mae | 60665 | \$ | 80.30 |
| Waller, Bertha Mae | 69079 | \$ | 132.76 |
| Waller, Felica Lynn | 80483 | \$ | 57.54 |
| Waller, Markita | 79813 | \$ | 53.07 |
| Waller, Milton Leon | 69773 | \$ | 55.92 |
| Waller, Tracy Johnathon Jr | 72527 | \$ | 47.39 |
| Waller, Vanessa Ann | 70819 | \$ | 34.88 |
| West, Angelica Marie | 73031 | \$ | 73.83 |
| West, Helen | 67619 | \$ | 81.80 |
| Widget Home LLC | 72957 | \$ | 335.95 |
| Williams Scotsman | 77703 | \$ | 40.44 |
| Wise, David | 74911 | \$ | 140.52 |
| Witte, Gregory Allen | 73001 | \$ | 20.90 |
| Witte, Gregory Allen | 73003 | \$ | 20.90 |
| Wood, Amanda Marie | 79957 | \$ | 35.46 |
| Wood, Amanda Marie | 79959 | \$ | 32.53 |
| Wood, Cody Wayne | 74391 | \$ | 80.13 |
| Woodruff, Sharon Elizabeth | 70575 | \$ | 61.05 |
| Woodruff, Sharon Elizabeth | 79375 | \$ | 26.27 |
| Woodruff, Sharon Elizabeth | 79377 | \$ | 30.87 |
| Woodruff, Tamia | 80347 | \$ | 81.54 |
| Woodruff, Tyreek | 73063 | \$ | 98.20 |
| Word, Brian | 73891 | \$ | 63.02 |
| Worley, Gregory Bryce | 69643 | \$ | 52.47 |
| Worley, Gregory Bryce | 69645 | \$ | 34.58 |
| Worley, Gregory Bryce | 79847 | \$ | 74.64 |
| Worley, Stephanie M | 68653 | \$ | 33.14 |
| Worley, Stephanie M | 72009 | \$ | 57.75 |
| Wright, Ashley Ryanne | 69041 | \$ | 69.95 |
| Yeatts, Brian | 74591 | \$ | 70.08 |
| Younger, William | 80461 | \$ | 17.60 |
| Yuille, Vernice Scott | 73619 | \$ | 35.52 |

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES**

August 17, 2021

2016 TAX YEAR

(Recommended write-off)

| <u>TAXPAYER NAME</u> | <u>TAX ROLL NUMBER</u> | <u>TAX AMOUNT</u> |
|---------------------------|------------------------|-------------------|
| Andrews, Duncan | 18010 | \$ 24.20 |
| Andrews, Duncan | 55237 | \$ 24.20 |
| Andrews, Duncan | 61569 | \$ 41.14 |
| Anthony, Thomas Julian | 15896 | \$ 24.20 |
| Anthony, Thomas Julian | 15898 | \$ 24.20 |
| Armistead, Franchesca | 67677 | \$ 75.78 |
| Barnard, Robert | 69415 | \$ 24.20 |
| Bolen, Brenda Jo | 66551 | \$ 47.20 |
| Brown, Shana Matirs | 58659 | \$ 24.20 |
| Brown, Shana Matirs | 58661 | \$ 24.20 |
| Brown, Shana Matirs | 58663 | \$ 24.20 |
| Brown, Timron Debae | 69505 | \$ 24.20 |
| Bruce, Jonathon | 68937 | \$ 43.56 |
| Burroughs, Ashley | 69747 | \$ 55.82 |
| Carr, William | 67639 | \$ 24.20 |
| Chavis, Lisa Ann | 69763 | \$ 36.90 |
| Collins, Larry Boyd | 65033 | \$ 101.33 |
| Cox, James Allen | 69377 | \$ 24.20 |
| Cox, James Allen | 69379 | \$ 48.71 |
| Cox, James Allen | 69381 | \$ 24.20 |
| Crider, JoAnn | 69267 | \$ 41.90 |
| Crider, JoAnn | 69269 | \$ 24.20 |
| Dalton, Dennis | 68743 | \$ 110.12 |
| Davis, Jeremy | 63691 | \$ 24.20 |
| Davis, Jeremy | 63693 | \$ 40.38 |
| Emerson, Woodrow Jr | 67489 | \$ 24.20 |
| Elliott, Richard Terrell | 62183 | \$ 2.90 |
| Erk, Patrick Hughes | 62265 | \$ 83.79 |
| Ferlise, Nicholas Wayne | 67857 | \$ 45.22 |
| Fitzgerald, Sara | 69669 | \$ 24.20 |
| Fitzgerald, Sara | 69671 | \$ 24.20 |
| Freeman, Frank | 69487 | \$ 58.99 |
| Freeman, Hannah | 69725 | \$ 60.95 |
| Greene, Christopher | 69699 | \$ 24.20 |
| Holland's Asphalt Sealing | 60383 | \$ 24.20 |
| Hyman, Jerome | 66339 | \$ 58.39 |
| Hyman, Jerome | 66341 | \$ 40.83 |
| Jordan, Junior | 51257 | \$ 24.20 |
| Jordan, Junior | 58505 | \$ 24.20 |
| Kershner, Kevin Ray | 66191 | \$ 24.20 |
| Klein, Zora | 64125 | \$ 42.80 |
| Klemm, Adam Robert | 65125 | \$ 24.20 |
| Lear, Marianne | 69231 | \$ 38.88 |
| Lear, Marianne | 69233 | \$ 49.31 |

| | | | |
|--------------------------|-------|----|--------|
| Lee, Todd | 62301 | \$ | 76.24 |
| Logwood, Jessica | 68209 | \$ | 98.18 |
| Lomotey, Michael | 66499 | \$ | 78.82 |
| Lomotey, Michael | 66501 | \$ | 24.20 |
| Melvin, Shannon | 65983 | \$ | 79.10 |
| Melvin, Shannon | 67353 | \$ | 57.17 |
| Miracle Outreach | 56841 | \$ | 104.87 |
| Nowlin-Vincent Nicole | 67797 | \$ | 65.03 |
| Paggans, Robert W | 63009 | \$ | 13.72 |
| Payne, John C | 56083 | \$ | 24.20 |
| Payne, John C | 62537 | \$ | 24.20 |
| Pfeffer, Samantha | 67763 | \$ | 30.17 |
| Powell, Benjamin Carroll | 69607 | \$ | 41.90 |
| Powell, Benjamin Carroll | 69611 | \$ | 52.93 |
| Quishpe, Sanchez | 69571 | \$ | 99.67 |
| Rice, Matthew | 69561 | \$ | 46.29 |
| Robinson, Dionta | 69409 | \$ | 24.20 |
| Shields, Jeremy Lynn | 56781 | \$ | 24.20 |
| Shields, Jeremy Lynn | 56783 | \$ | 24.20 |
| Slayton, Raven Sheree | 62215 | \$ | 61.41 |
| Smith, Shaneisha | 69189 | \$ | 49.31 |
| Snead, Jennifer | 69437 | \$ | 40.99 |
| Snively, Philip | 67701 | \$ | 44.32 |
| Spradlin, Pauline R | 66369 | \$ | 41.14 |
| Symmes, Tracy | 67873 | \$ | 37.37 |
| Thomas, Adretta | 69801 | \$ | 136.83 |
| Tinsley, Shelley | 69251 | \$ | 44.63 |
| Tinsley, Shelley | 69253 | \$ | 127.80 |
| Towler, Jamie Lee | 68701 | \$ | 46.29 |
| Towler, Jamie Lee | 68703 | \$ | 42.80 |
| Towler, Jamie Lee | 68705 | \$ | 24.20 |
| Tucker, Courtney | 69563 | \$ | 44.16 |
| Woodruff, Sharon | 68825 | \$ | 24.20 |
| Worley, Stephanie | 68653 | \$ | 10.57 |

**TOWN OF ALTAVISTA
UNCOLLECTED TAXES AMOUNTING
TO LESS THAN \$20.00 FOR WHICH
NO BILLS WERE SENT
AS OF AUGUST 17, 2021**

REAL ESTATE TAXES

| | | | |
|-----------------------|-------|----|------|
| Ashwell, William | 44623 | \$ | 2.77 |
| DeGeorge, Allison | 44475 | \$ | 0.47 |
| Dishnet Wireline | 71547 | \$ | 0.10 |
| Emerson, Dennis | 75463 | \$ | 0.94 |
| Johnson, Dilys T Life | 46291 | \$ | 0.94 |
| Unknown Owner | 76403 | \$ | 6.76 |

PERSONAL PROPERTY TAXES

None

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES
August 17, 2021
(RECOMMENDED WRITE-OFF)**

TAXPAYER NAME

TAX ROLL NUMBER

TAX AMOUNT



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.F

CONSENT AGENDA

Title: Uncle Billy's BBQ/Bourbon/Beer Sponsorship

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

Approve staff's recommendation to give each town employee one General Admission ticket with their September 17, 2021 paycheck.

Explanation:

Altavista On Track (AOT) will host a new Fall festival on October 2, 2022 from 12-8pm at English Park to be known as Uncle Billy's BBQ/Bourbon/Beer Festival. The Town gave AOT \$10,000 for the event and will be listed as Emerald Sponsor. The Town is entitled event tickets for its sponsorship. After discussions with the AOT Executive Board and Administration, staff recommends that tickets be distributed in the following manner: 2-VIP tickets to each member of Town Council; 2-VIP tickets to the Town Attorney, who is legal counsel to both organizations; 2-VIP tickets to the incoming Interim Town Manager; 60-General Admission tickets, one for each member of staff; and the remaining General Admission tickets to be given away as part of a contest promotion on the Town's social media page for correct answers to trivia questions about the town, its services, or history.

The General Admission tickets would entitle the bearer to receive full admission to the event, which will include access to the music and entertainment, and five (5) samplings of beer and/or bourbon or the ticket can be exchanged for a can of soda or a bottle of water.

Background:

Several months ago the former Town Manager and Department Heads, at the recommendation of the Chief, decided to host an employee luncheon to thank staff for their work during the coronavirus pandemic and it was seen as a way to boost morale. This event has not occurred and would be unlikely to occur before next Spring. In addition to the bonuses already offered by Town Council, staff is of the opinion that the General Admission tickets yet another way to demonstrate support of the staff for their continued service to the Town of Altavista.

Funding Source(s):

The Town contributed \$10,000 to Altavista On Track (AOT) to assist with the inaugural event.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.G

CONSENT AGENDA

Title: Proposed changes to organizational chart

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

For Council review and discussion - place on September 13, 2021 agenda

Explanation:

Background:

With the departure of key employees from Administration and Public Works, it has become necessary to look at a potential restructuring of the organizational chart to better accommodate the flow of information and to positively impact the budget for the Town.

The consolidation of Public Works and Public Utilities to a new Public Services Department has been proposed. Also, with the departure of the Assistant Town Manager, it will be necessary for all departments to once again report directly to the Town Manager and this is illustrated in the updated organizational chart.

Funding Source(s):

There is no adverse impact to the FY 2022 budget as these proposed changes would decrease the salaries line item.

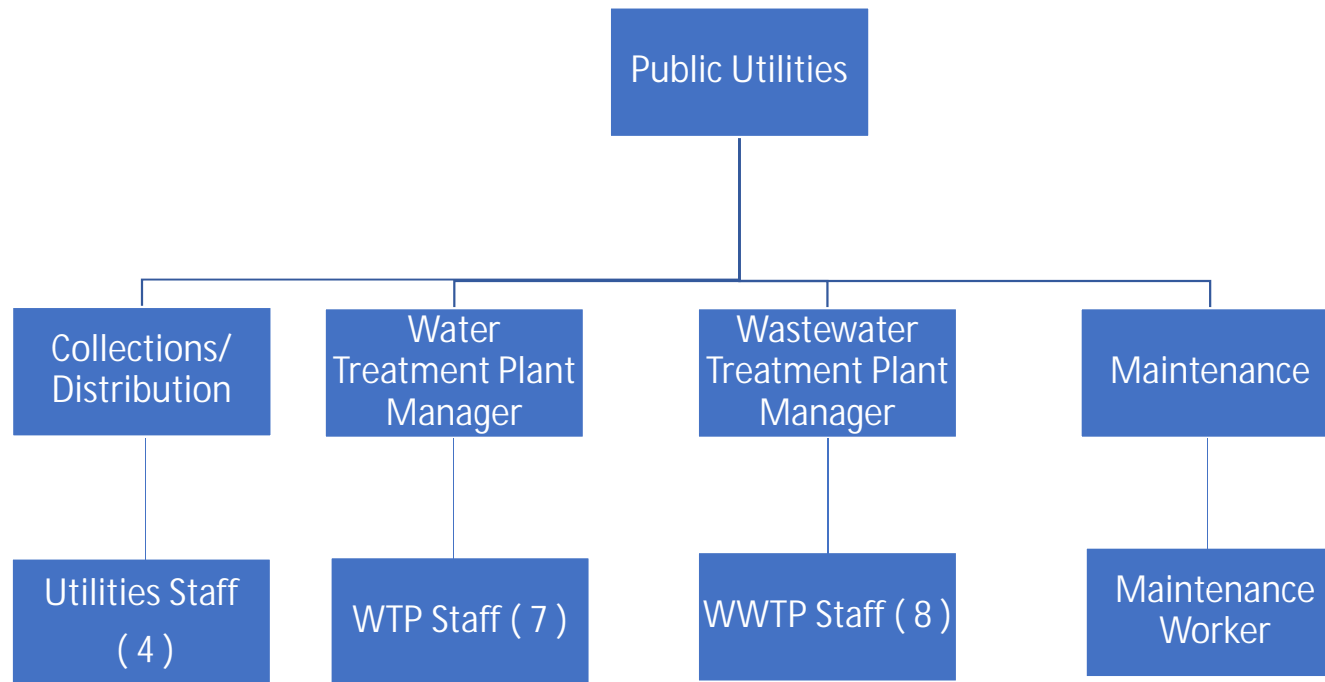
Attachments: *(click item to open)*

[*Attachment 1 - Restructure discussion.pptx*](#)

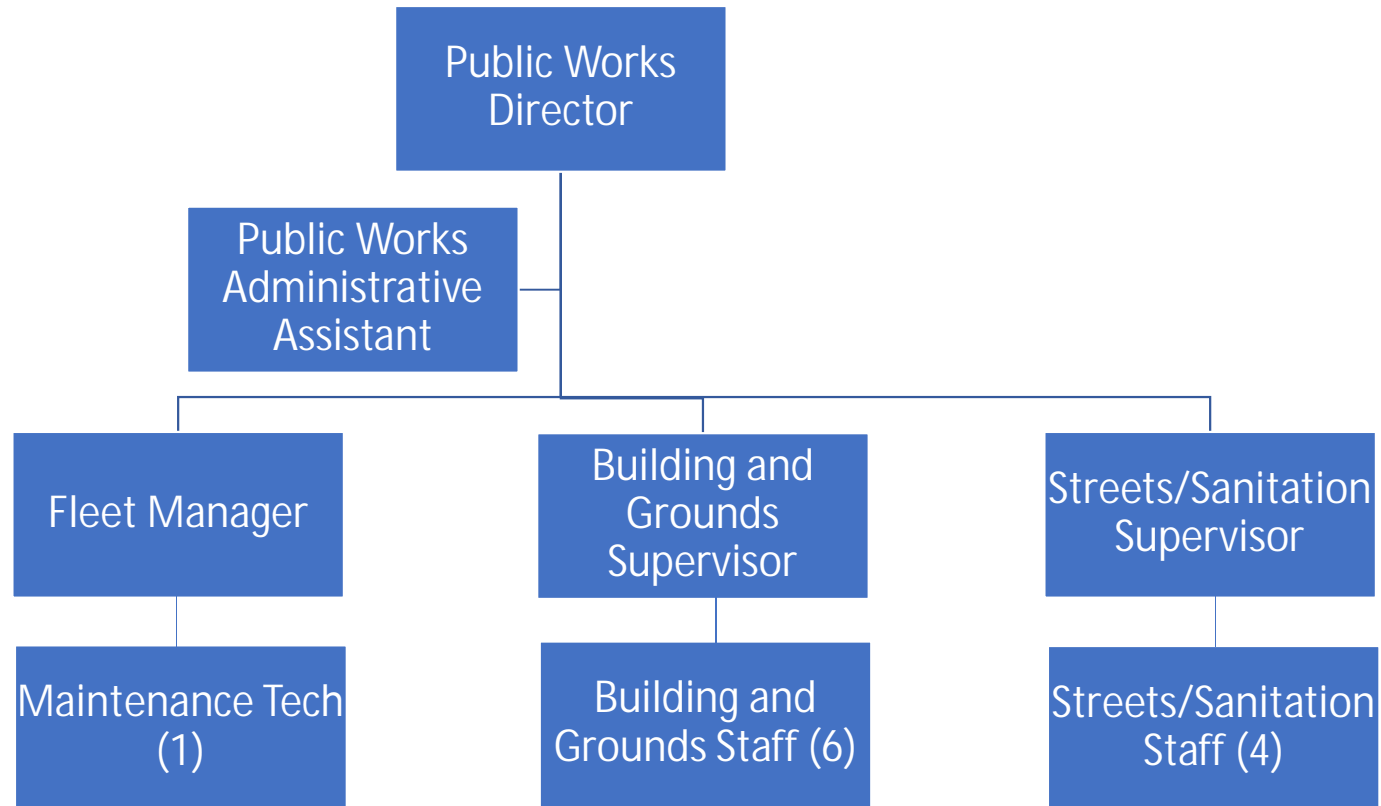
Potential Organizational Chart Changes

Presented August 24, 2021

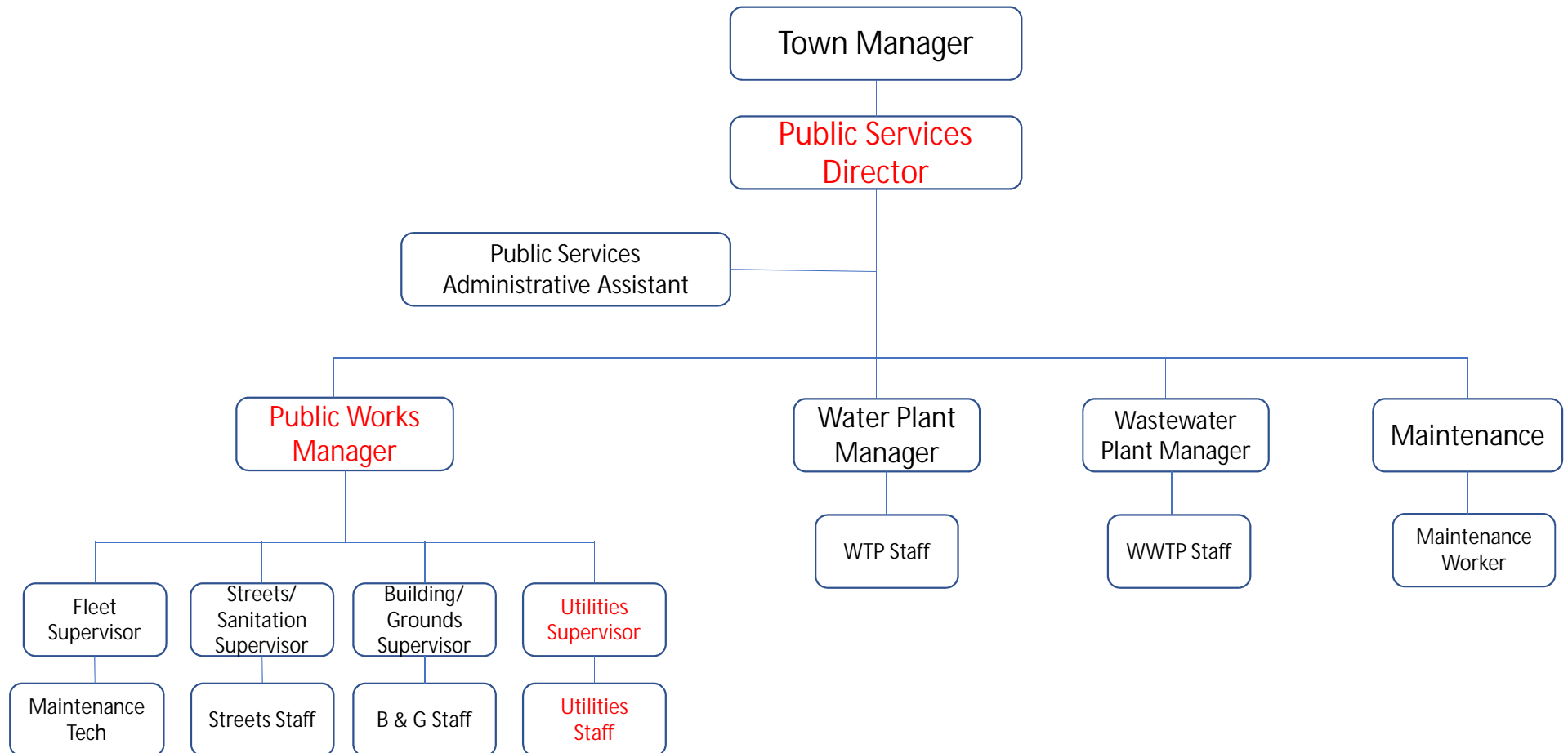
Current Structure of Public Utilities



Current Structure of Public Works



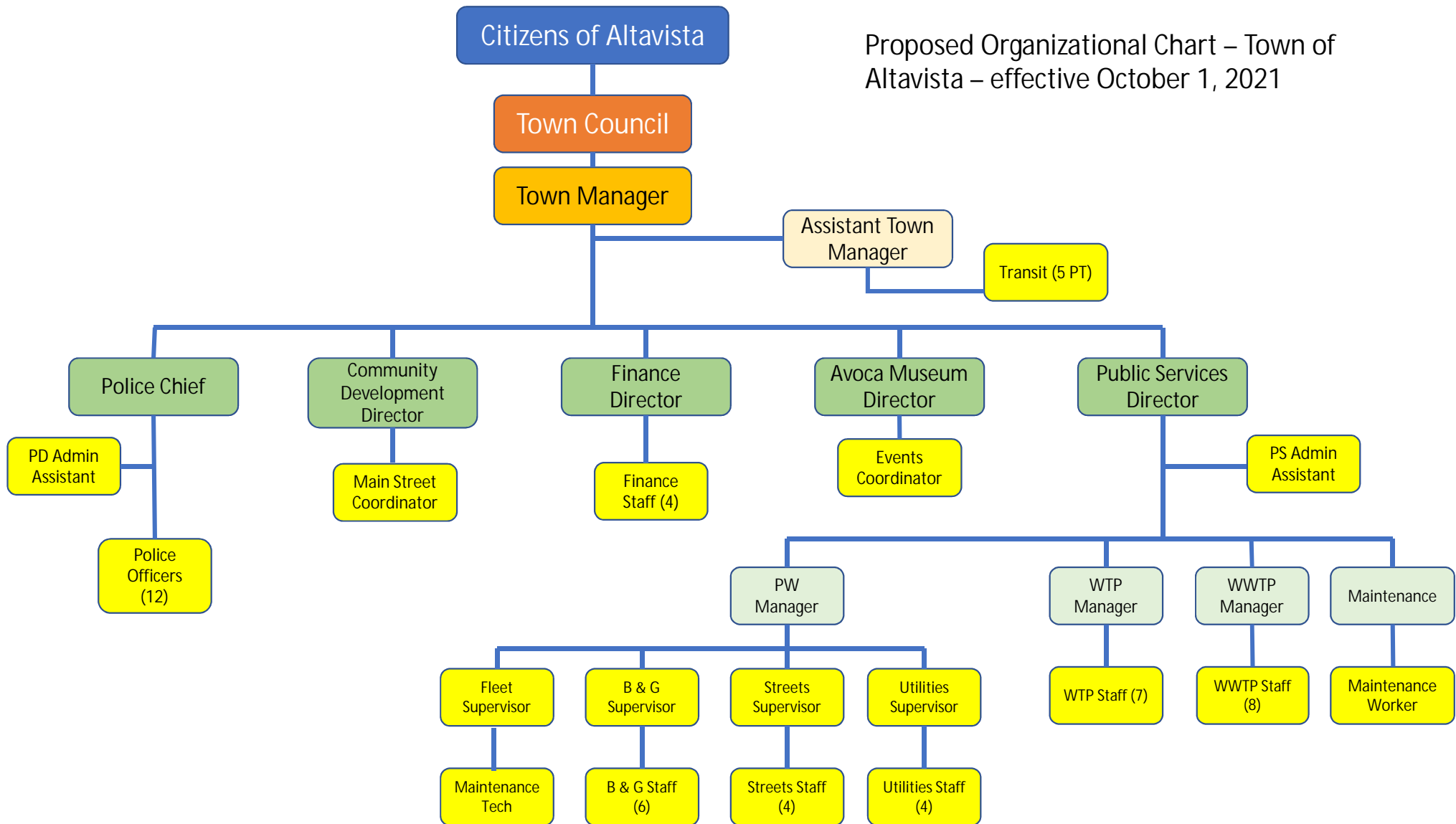
Proposed Structure of Public Services Department



What would need to happen to get to this structure?

- The Utilities Director position would be eliminated and reclassified to the Public Services Director position.
 - No change to the budgeted salary for FY 2022
- The Public Works Director position would be reclassified to a Public Works Manager position
 - This would be a reduction in salaries line item
 - This position would need to have a new job description
 - This position would be posted internally and then externally, if necessary
- The Utilities Supervisor position (formerly collections and distribution supervisor) and staff would be moved under the PW Manager as the C&D staff could be called upon to assist other PW divisions and vice-versa and coordination would be easier if under the same Director

Proposed Organizational Chart – Town of
Altavista – effective October 1, 2021





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Request for permission to apply for the Coronavirus Emergency Supplemental Funding Grant (CESF), available from DCJS.

Staff Resource: APD Chief Tommy Merricks

Action(s):

Council can approve, deny, or take no action.

Explanation:

The Virginia Department of Criminal Justice Services (DCJS) is pleased to make the remaining federal funds awarded through the Coronavirus Emergency Supplemental Funding Grant (CESF) Program available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. This is a competitive solicitation, which will provide additional funding to assist agencies with meeting their safety and other organizational needs as they continue to deal with the effects of the pandemic. Applicants can apply for no more than \$50,000, unless extraordinary circumstances necessitate a greater need. There is no match requirement.

Background:

Applicants can apply for no more than \$50,000, unless extraordinary circumstances necessitate a greater need. There is no match requirement. APD requests permission to apply for this grant to replace /upgrade its in-car camera system to AXON fleet, which would be compatible with their body camera storage system.

Funding Source(s):

This grant would be 100 percent funded; no local match is required.

Attachments: *(click item to open)*

[*Attachment 1 - CESF Grant Guidelines and Application.pdf*](#)



Coronavirus Emergency Supplemental Funding Grant (CESF)

Grant Period: January 1, 2021 to December 31, 2021

Guidelines and Application Procedures

***Application Due Date
October 22, 2021, 5:00 PM***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

Issued August 31, 2021

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to make the remaining federal funds awarded through the Coronavirus Emergency Supplemental Funding Grant (CESF) Program available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. This is a competitive solicitation, which will provide additional funding to assist agencies with meeting their safety and other organizational needs as they continue to deal with the effects of the pandemic.

II. Eligibility

The following entities are eligible to apply:

- Local law enforcement agencies
- Local criminal justice agencies
- Commonwealth's Attorney Offices
- Local and regional correctional facilities and/or jails
- Regional detention facilities
- Regional criminal justice training academies
- General district courts, circuit courts, and juvenile and domestic relations courts
- Non-profit organizations providing criminal justice services, emphasizing those serving historically marginalized communities impacted by the pandemic

Applicants who received funding from the FY 2020 CESF grant program are eligible to apply. Priority will be given to local and regional correctional facilities, as well as localities experiencing the highest rates of COVID-19 cases per the Virginia Department of Health statistics at the time of review.

III. Amount Available

DCJS is making the remaining balance of an initial federal award of \$10,832,775 available to assist eligible applicants in preventing, preparing for, and responding to the novel coronavirus. Approximately \$4,000,000 will be available for this funding opportunity. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations) 28 U.S.C. 530C.

Applicants can apply for no more than \$50,000, unless extraordinary circumstances necessitate a greater need. There is no match requirement.

IV. Targeted Funding Areas

Coronavirus Emergency Supplemental Funding Grant (CESF) funds are available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. Localities are encouraged to consider utilizing funding to assist entities that serve historically underserved communities that may be disproportionately affected by the

coronavirus. Acceptable funding areas must have a direct nexus to the coronavirus pandemic. Some examples are below.

Controlling Access, Cleaning Equipment, and PPE: Controlling access to buildings and rooms, cleaning supplies, dividers, and a wide range of other tools may be purchased by agencies to limit the spread of the coronavirus.

Courthouse Modification and Case Management Improvements: Funding is available to retrofit courthouses to mitigate coronavirus risks. Additionally, agencies may consider developing or improving court case management system access.

Enhanced Jail Operations: This may consist of mitigation efforts and addressing the medical needs of inmates related to the pandemic in local or regional detention centers.

Vaccination Efforts: Entities are encouraged to provide COVID-19 vaccines for their communities. Priority will be given to agencies focusing on marginalized populations and communities with vaccination rates less than 70%.

Telework: To assist agencies with taking steps to reduce physical interaction between individuals and encourage social distancing, funds are available to purchase a variety of IT tools that allow for teleworking.

Overtime: Funding is available to provide overtime pay to personnel that may need to work extended hours due to colleagues who may have been exposed to the coronavirus and are required to quarantine. Additionally, overtime may be paid to individuals who work extended hours to provide services that will help prevent, prepare for, and/or respond to the coronavirus.

V. Grant Guidelines

Grant Period: Grants will be awarded on a competitive basis for a (12) month period beginning January 1, 2022 to December 31, 2022.

Match Requirement: There is no match requirement for this grant program.

Allowable Costs: Requested funds must be utilized to prevent, prepare for, and respond to the coronavirus pandemic and must adhere to the federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, and the U.S. Department of Justice Grants Financial Guide effective edition.

Allowable CESF projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Equipment, including law enforcement, medical personal protective equipment, room dividers, and equipment to control access to spaces;

- Supplies, such as gloves, masks, sanitizer, laptop computers, information technology infrastructure;
- Training;
- Travel expenses, particularly for distribution of resources and vaccines to impacted areas;
- Technology to retrofit courthouses;
- Developing or improving court case management system access; and
- Supporting enhanced jail operations.

Unallowable costs: Grant funds may not be used for:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Standard clothing and uniforms normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Hazard pay, honoraria or bonuses;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol;
- Vehicles normally and routinely provided by the locality to others in the same roles; or
- Refreshment breaks or meals at training events, meetings, or conferences.

Restrictions: Grants funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. CESF grant funding shall be used to supplement, not supplant, other federal, state, or local funds that would otherwise be available for the proposed coronavirus activities. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.

As a general rule, award recipients can only receive payments on a reimbursement basis. However, DCJS recognizes that the pandemic has created financial hardships for many applicants. As such, applicants requesting advance payment of funding will be subject to special conditions in compliance with the Cash Management Improvement Act of 1990 (Public Law No. 101-453).

VI. How and Where to Submit an Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 10/22/2021 by 5:00 PM. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

VII. Application Forms and Instructions

Each application for Coronavirus Emergency Supplemental Funding grant funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Emailed files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the agency's name and the grant program (e.g. Town of ABC Coronavirus Emergency Supplemental Funding CY22).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded. No information can be released to an individual not associated with the grant in OGMS.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to the Coronavirus Emergency Supplemental Funding grant program (it is only required of JJDP programs).
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g. Town of ABC Coronavirus Emergency Supplemental Funding CY22).
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* For this funding opportunity, you will choose "New."

- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project, and provide all required contact information.
- *Project Administrator*: Name and contact information for the person who has the authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This must be the president of the Board of Directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Project Narrative: All questions in this section are **required**.

- *Demonstration of Need*: Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description*: Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project (maximum of 5000 characters).
- *Service Area Demographic/Target Population*: Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan*: Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

Implementation Steps: Required

- Provide a thorough, specific list of activities and tasks to be undertaken per quarter. These should mirror the “Project Description” section.
- Include details such as when/where an activity will occur; who will conduct it; who and how many will participate in the activity; and what resources and materials will be used in activity. Important dates and milestones should be identified.

Budget: Required

- Click “Edit Grid” and enter your requested federal amount under the “Federal” column.

Personnel and Employee Fringe Benefits: A new row is required for each position requested under the grant. If a position is being requested, you should answer, “Yes” when asked, “Is Personnel being requested?”

Personnel: To request funding for staff, click “Add Row”

- *Employee Name:* Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD, then distinguish the names by adding a number (e.g. TBD-1 and TBD-2).
- *Position Title:* Enter title of the proposed grant funded position.
- *Position:* Indicate if the position is full-time or part-time.
- *Total Hours Per Week:* Include the number of hours dedicated to the grant project per week.
- *Total Hours Per Year:* Include the number of hours dedicated to the grant project per year.
- *Total Annual Salary:* Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should **not** include fringe benefits.
- *Percent being requested:* Enter the percentage of the total annual salary you are requesting the grant to cover.
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- *Grant-Funded Full Time Equivalent:* This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- *Total Salary Amount Requested from Grant:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- *New Position:* Indicate if this is a new position.
- *Personnel Funding:* Break down the “Total Salary Amount Requested from Grant” into Federal Funds. The “Personnel Total” will auto calculate when you save the row.
- *Employee Fringe Benefits:* To request fringe benefits, click “Add Row”.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other”, you will need to describe and break down the costs of the benefits in the text box labeled. If “Other”, please describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Break down the “Requested Employee Fringe Benefits Total” into Federal Funds. The “Employee Fringe Benefits Total” will auto

calculate when you save the row.

- *Position and Justification:* This section is **required, if a position is requested**. Click “Add Row” to enter the information.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the person in the position.
- *Justification for Position:* The justification should explain how the position is essential to the project.

Consultants:

- Indicate if consultants or consultant subsistence and travel costs are included in your budget: yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel,” enter the information required and the amounts for the funding source(s) as appropriate.
- Under the “Description and Justification,” select the name of the consultant and enter in the description of the consultant's role (maximum of 500 characters) and justification for use of the consultant (maximum of 500 characters) for each item.
- Enter a description of each service contracted for and the name of the service provider.
- The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel), and may not exceed the consultant's usual and customary fee.

Travel:

- Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and the mileage rate. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

Subsistence:

- Indicate if subsistence and other travel costs are included in your budget: yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate. Under the “Description and Justification,” select the event item being requested and enter in the description of cost (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.
- Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate and other travel costs. Under the “Description and Justification,” select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.

Equipment:

- Indicate if equipment is included in your budget: yes or no. If “yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- **Additional Documentation:** Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other:

- Indicate if supplies and other included in your budget: yes or no. If “yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- “Supplies and Other Operating Expenses” include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

Indirect Costs:

- This program does not allow indirect charges. Indicate if indirect costs are being requested: yes or no. Click “No.”

Attachments:

- Please upload any additional attachments required by this funding opportunity here.

Non-Supplantation:

- The section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

Authority Certification:

- This section is required under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be available upon request.

VIII. Reporting Requirements

Reporting Requirements: Grant recipients must submit quarterly financial and status reports online to DCJS until all funds are expended and reimbursed. Failure to comply in a timely manner may result in DCJS withholding disbursement of grants funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award.

IX. Grant Application Review Process

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

Each application can earn a weighted score of 60 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, and Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

Project Narrative: 0–30 points (50%)

Implementation Steps: 0-12 (20%)

Budget: 0–15 points (25%)

Technical Compliance: 0–3 points (5%)

Priority will be given to local and regional correctional facilities, as well as localities experiencing the highest rates of COVID-19 cases per the Virginia Department of Health statistics at the time of review.

<https://www.vdh.virginia.gov/coronavirus/covid-19-in-virginia/>

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. The CJSB will make final grant award decisions at its meeting in December 2021. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Financial Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

X. Technical Assistance

To aid applicants with their grant application preparation, DCJS will be facilitating a webinar training. Information on the date and time of the webinar along with the recording will be posted to the DCJS website. Please also subscribe to DCJS updates through the DCJS website to ensure notification of upcoming training/webinars on grants, trainings and future funding opportunities.

https://www.dcjs.virginia.gov/vadcjs_user/login

Please contact the following DCJS staff for questions regarding your Coronavirus Emergency Supplemental Funding program application:

Chris Boucher: christopher.boucher@dcjs.virginia.gov, (804) 584-0510

Tracy Matthews: tracy.matthews@dcjs.virginia.gov, (804) 371-0635

For questions and technical assistance relating to the OGMS system, contact ogmssupport@dcjs.virginia.gov. Please include your grant program area in the subject line.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Garbage Truck Purchase

Staff Resource: Jeff Arthur, B&G Supervisor

Action(s):

Request Council approval to move from FY 23 to FY 22 due to continued issues with oldest garbage truck

Explanation:

Background:

Due to constant mechanical failures and not having a reliable back up unit.

Funding Source(s):

FY2023 CIP - Total Appropriations to Date \$140,000

Attachments: *(click item to open)*

[CIP Information - Garbage Truck.pdf](#)

[Mid Atlantic Waste Systems - Proposal.pdf](#)

FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: ACCT#:

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

| Current/ Previous Expenditures | TOTAL PROJECT COST (Capital Only) | Total Appropriations to Date | Unappropriated Subsequent Years | | | | | Future Budget Years |
|--------------------------------------|--------------------------------------|------------------------------------|---------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| | | | Budget Year 1 FY2022 | Budget Year 2 FY2023 | Budget Year 3 FY2024 | Budget Year 4 FY2025 | Budget Year 5 FY2026 | |
| | \$ 350,000 | \$ 140,000 | \$ 105,000 | \$ 105,000 | \$ - | \$ - | \$ - | \$ - |

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 | \$ 105,000 | \$ 105,000 | | | | |
| Light Equip/Furniture | | | | | | |
| Other | | | | | | |
| Total Capital Cost Estimate: | \$ 105,000 | \$ 105,000 | \$ - | \$ - | \$ - | \$ - |
| Total Operating Impact Estimate: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditure Estimate: | \$ 105,000 | \$ 105,000 | \$ - | \$ - | \$ - | \$ - |

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 | \$ 140,000 | \$ 105,000 | \$ 105,000 | | | | |
| Highway Fund | | | | | | | |
| Enterprise Fund (W) | | | | | | | |
| Enterprise Fund (WW) | | | | | | | |
| Grants (List) | | | | | | | |
| Bonds (List) | | | | | | | |
| Reserve (List) | | | | | | | |
| Other (List) | | | | | | | |
| TOTAL | \$ 140,000 | \$ 105,000 | \$ 105,000 | \$ - | \$ - | \$ - | \$ - |
| TOTAL: | | | | | | | \$ 350,000 |

Project Description:

This unit was purchased in 2004. The life expectancy of the current piece of equipment is 15 years. The body was refurbished in 2019, however the chassis is requiring a significant amount of maintenance each year. This year (2021) we have had and we require a reliable back up truck.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to constant mechanical failures and not a reliable back up unit. Staff is recommending this unit be moved to FY2023 versus FY2024.





Division of THC Enterprises, Inc.

Easton, MD * Baltimore, MD * Chesapeake, VA Chester, PA *
Clinton, MD * Cheswick, PA * Salem, VA
Phone 800-338-7274 Fax 410-820-9916
Visit us on the web! www.mawaste.com



PROPOSAL

Remittance Address for Deposits:

10641 Cordova Road
Easton, MD 21601

SOLD TO

Terry Lambert
Altavista, Town of
510 7th St
Altavista, VA 24517-1816
USA

SHIP TO

Terry Lambert
Altavista, Town of
510 7th St
Altavista, VA 24517-1816
USA

Quote #: RSSQ34792-A

Account:

Terms: NET 30

Date: 07/20/21

(434) 369-6045

tlambert@altavistava.gov

(434) 369-6045

tlambert@altavistava.gov

Sales Rep Kevin Odenwelder

| QTY | DESCRIPTION | UNIT PRICE | EXT PRICE |
|-----|-------------|------------|-----------|
|-----|-------------|------------|-----------|

*Virginia Sheriff's Association Contract
Bid 20-01-0802R and Bid 21-02-0803
Contract Effective Dates - 08/15/2020-08/14/2021
Lot 46, Sideload Refuse Body*

Prices for budgetary figures only.

| | | | |
|------|---|--------------|--------------|
| 1.00 | HEIL Automated DuraPack Python 33 Cubic Yard Eject; 5.2 Cubic Yard Hopper; 108" Lift Reach; Python Lift - Two Year Limited Structural Warranty; 5 lb. In-Cab Fire Extinguisher; Safety Triangle; Street Side Access Door with Step & Grab; Under Hopper Liquid Sump with 2 Clean-Out Doors & Steel Rake; Body Service Props for Dump or Service Models; Tailgate Service Props; Fully Automatic Shur-Lock Tailgate Locks; O.I.G.A.I. Front Mount Single Vane Pump System; Cushioned Up and Down with Chrome Plated Rods; Chassis Frame Mounted Oil Tank with Level/Temperature Gauge & Oil Suction Shut-Off Valve; 3 Micron Return Line Filter with Magnetic Trap & In-Cab Filter Bypass Monitor; 100 Mesh Suction Line Strainer; Fabric Guard Hose Protection for all High Pressure Hoses; In-Cab Packing Controls, Electric/Air; In-Cab Lift Controls, Air/Electric, Joystick; In-Cab Hoist Controls for Dumping Models, Air; In-Cab Controls for Eject Models, Electric/Air; In-Cab Tailgate Controls, Air; Cortex Controller with InSight Diagnostic Display and Standard Lift Cycle Counter; ; In-Cab Function and Indicator Lights; Select-O-Pack; AutoLift; Arm Rest; Lift Reach Warning; Backup Alarm; Backup and License Plate Lights; LED Center Mounted Brake Light; LED Duplicate High and Low Mount Stop, Turn, and Tail Lights; LED Mid-Body Turn Signals; LED FMVSS #108 Clearance Lights & Reflectors; ICC Reflective Tape; Rear Mud Flaps-Anti-Sail/ Anti-Splash; Rear Underride Guard; Rear Camera Bracket and Flood Lights-Reverse Activated; Body Undercoating; Customer's Choice of One Color Finish Paint; Standard One (1) Year (2,000 Hours of Operation) Warranty; ANSI Z 245.1-2012 Compliant; Cavity Coat and Joint Sealer; Remote Packer Lube Kit | \$157,265.19 | \$157,265.19 |
| 1.00 | Full Factory Mount for Service Hoist or Eject Models | | |
| 1.00 | Belt Grabbers with Spring Loaded Inner Arm- to Accommodate 60/90 Gallon Round Automated Barrels | | |
| 1.00 | Multi-Function (SMART) LED Strobe / Turn Lamps- Includes LED Light Package for Entire Unit | | |
| 1.00 | Hopper & Lift Work Light Kit- Two Lights- In-Cab Switch | | |
| 1.00 | Manual Hopper Cover-Standard Cover- Mesh Expanded Metal with extended handle accessible from ground | | |
| 1.00 | 20 lb Fire Extinguisher with Bracket | | |
| 1.00 | 3rd Eye Single Camera System with monitor and Single Camera Mounted on Tailgate | | |

| QTY | DESCRIPTION | UNIT PRICE | EXT PRICE |
|------|---|--------------|--------------|
| 1.00 | Add 3rd Eye Camera (Hopper) | | |
| 1.00 | Add 3rd Eye Camera (Grabber) | | |
| 1.00 | VSA Discount - List Price | (\$9,435.91) | (\$9,435.91) |
| 1.00 | VSA Discount - Attachments & Accessories | (\$363.90) | (\$363.90) |
| 1.00 | Heil Ready Truck Chassis: 2021 or newer Peterbilt 520 Engine: MX11 355 HP Transmission: Allison 4500RDS Front Axle: 20,000 lbs. Rear Axle: 46,000 lbs. VIN: TBD | \$140,451.00 | \$140,451.00 |
| 1.00 | Freight-Mounted Units Salem-Driveaway | \$1,775.00 | \$1,775.00 |

Approximate Delivery: To be determined

Terms: Net 30 Days

Price includes Heil's current steel surcharge

Price includes one standard color paint. Additional charges will apply if not a standard color paint from paint brochure or a metallic paint.

Price is based on the delivery of a clean and clear, ready to mount chassis, meeting Heil's minimum chassis requirements, delivered to the plant in Fort Payne, AL. Any alterations of battery box, air tanks, etc., will be an additional charge to the customer. A mounted and pre-delivery inspected unit will be delivered back to a Mid-Atlantic Waste Systems facility. Customer will pick up unit upon completion.

All built per manufacturer's standard specifications.

No title or tag fees included.

Price includes freight.

| | |
|--------------------|---------------------|
| Subtotal | \$310,331.46 |
| Federal Excise Tax | \$0.00 |
| Sales Tax | \$0.00 |
| TOTAL* | \$310,331.46 |

*Total does not include optional items

***F.E.T will be charged on all applicable items
unless current F.E.T Exemption form is on file.***

Any cancellation or modification of order will result in a 20% restocking charge to Buyer.



TERMS AND CONDITIONS

1. General

No terms or condition of Buyer's purchase order which is different from or in addition to Seller's terms and conditions set forth herein shall bind Seller unless expressly agreed to in writing by Seller's duly authorized representative. Buyer's acceptance of any offer made by Seller is expressly limited to the terms and conditions provided herein. Unless otherwise stated, Seller's quotation may be modified or withdrawn prior to acceptance, and in any event, shall expire after 30 days from its date. This order is not binding on MID-ATLANTIC WASTE SYSTEMS until officially approved. The said machinery, equipment and/or parts are ordered and will be purchased subject to written contract only, and are not affected by any verbal representations or agreements, nor is this order subject to cancellation by the Purchaser without the Seller's consent. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

2. Price and Payment

****Payments Accepted:** Cash, Checks, ACH & Wires. Credit Card payments above \$5,000 will incur a 3% fee.

(a) Prices quoted herein are exclusive of all taxes. Any taxes levied or which may become due, and other charges or assessments made by any taxing authority in connection with this contract or the sale, except those measured by Seller's net income, shall be the expense of the Buyer and shall be payable to Seller at or before such tax or other amount is due. When Buyer is entitled to exemption from any tax, Buyer shall furnish Seller with a tax exemption certificate acceptable to the taxing authorities.

(b) Interest at the rate of one and one-half per cent (1.5%) per month (18% per annum), or the maximum lawful rate allowable, will be charged, whichever is less, on all past due invoices. The undersigned agrees to pay all expenses, charges, costs and fees, including, without limitation, attorney's fees and expenses, of any nature whatsoever paid or incurred by, or on behalf of MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THC ENTERPRISES, INC., in connection with any collection action brought hereunder. The invalidity of all or any part of any provision of this Agreement shall not render invalid the remainder of such provision or any other part of this Agreement.

(c) MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THC ENTERPRISES, INC., shall retain ownership of and title to the above machinery, equipment and parts covered by this order until fully paid for in cash and until any note given in evidence of indebtedness, and any renewals thereof, have been fully paid. If any such note is not paid in full at its maturity, all other notes and obligations given in evidence of indebtedness hereof shall at once become due, and the said MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THC ENTERPRISES, INC., shall have the right to take possession of said machinery wheresoever it may be situated and sell the same pursuant to the conditional sales statutes of the State of Maryland.

3. Delivery

(a) Delivery dates are estimated and not guaranteed by Seller and, in any event are conditioned upon receipt of all specifications and

4. WARRANTY AND LIMITATIONS OF LIABILITY

ANY EXPRESS WRITTEN WARRANTY PROVIDED BY THE MANUFACTURER OF THE EQUIPMENT DESCRIBED IN THIS QUOTATION IS GIVEN IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM DEFECTIVE GOODS, SELLER'S NEGLIGENCE, BREACH OF WARRANTY OR CONTRACT, OR CLAIMS BASED UPON STRICT LIABILITY. IN NO EVENT SHALL SELLER BE LIABLE FOR CONSEQUENTIAL DAMAGES COMMERCIAL IN NATURE.

5. Delays

Seller shall not be liable for the failure or delay in the performance of any term, condition, or obligation hereunder due to any cause beyond the Seller's control, including but not limited to Acts of God, acts of the Buyer, war, insurrections or riots, fires, floods, accidents, acts, orders or regulations of any government, inability to obtain necessary materials, services or facilities, strikes or other labor troubles.

6. Development Changes

Changes in design, specifications, construction or materials, may be made at Seller's discretion, and without Buyer's consent, where such changes do not materially affect price, delivery or guaranteed performance (if any) of the goods, or make unusable any other item of goods furnished hereunder.

7. Termination

No order may be terminated without Seller's written consent. Upon any termination Buyer shall pay reasonable termination charges, including but not limited to, manufacturing and sales costs, overhead, costs or goods and profit. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

ALL PRICES SUBJECT TO ANY APPLICABLE FEDERAL OR STATE TAXES AND TITLING FEES. QUOTE SUBJECT TO REVISION AFTER 15 DAYS.

FINANCING AVAILABLE

NOTE: Please read carefully. This quote becomes a sales order if signed by customer. Your order will be processed as written! Notify of any changes needed within five (5) days of signing. Financing available, subject to credit approval. I have read and understand the terms and conditions on this Order.

X

Customer Approval to Process Order

☐

EXEMPT

☐

NOT EXEMPT

Sales Tax Status - PLEASE INITIAL
MUST SELECT TO PROCESS ORDER

Date

Thank you for the opportunity to earn your business!



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.C

NEW BUSINESS

Title: Vactor Truck Pump Replacement

Staff Resource: Tobie Shelton - Finance Director

Action(s):

Request allocation to purchase a replacement pump for the Vactor truck.

Explanation:

Due to the fact that the Vactor Truck is a key piece of equipment used by both the utilities department as well as the public works department primarily for hydro excavation, sewer sanitation line cleaning, and storm drain cleaning, it is necessary to have equipment that is in good working order. Jason Roberts, Utility Supervisor, will be in attendance to answer any question Council may have.

Background:

The pump on the Vactor truck is working, however it is not functioning properly. Infrastructure Solutions Group (ISG), our Vactor dealer, came onsite to service the truck resulting in the check valves being replaced. The pump was then tested by the ISG mechanic. It was determined the pump was at the end of its useful life, as it is twelve (12) years old, and advised it will need to be replaced.

The cost to replace the pump is \$18,937.78.

The quote was obtained from Infrastructure Solutions Group, our Vactor dealer.

Funding Source(s):

This is not a budgeted item, so funding at this time must come from reserves. There may be "Departmental Transfers" that could assist in offsetting most or all of the cost later in the fiscal year; however it is too early in the year to make that determination.

Attachments: *(click item to open)*

Attachment 1 - Cost Estimate for Replacement



Infrastructure Solutions Group
 8383 Old Richford Road
 Mechanicsville, VA 23116
 Telephone: (804) 730-4040
 Fax: (804) 730-4242

Ship to: IN STORE PICKUP

Invoice to: ALTAVISTA TOWN OF
 P.O. BOX 420
 ALTAVISTA VA 24517

| | | |
|-------------------------------|-------------------------|------------------------|
| Branch 01 - ISG - MECHANIC | | |
| Date 09/07/2021 | Time 13:21:49 (O) | Page 1 |
| Account No. ALTAV001 | Phone No. 4343696045 | Estimate No. 006069 |
| Ship Via NET 15 | | Purchase Order |
| | | Salesperson K81 |

ESTIMATE EXPIRY DATE: 10/07/2021

SERVICE ESTIMATE - NOT AN INVOICE

 ANNOUNCEMENT-AS OF AUGUST 1ST, 2021, OUR LABOR RATE WILL BE \$139.00 PER HOUR AND FOR ENVIROSIGHT, THE LABOR RATE WILL BE \$155.00 PER HOUR.

Stock #: 001805 VACTOR 2100 SERIES MS #: 09-07V-11839

Make: VA Model: VACTOR

Is to have the following work done

RODDER PUMP REPLACEMENT

COMPLAINT:

CUSTOMER REQUESTS ESTIMATE OF PARTS ONLY NEEDED TO REPLACE EXISTING RODDER PUMP

CORRECTION:

THIS ESTIMATE CONTAINS PARTS ONLY NEEDED FOR CUSTOMER TO INSTALL OF NEW RODDER PUMP ALONG WITH THE PLUMBING. THE MACHINE HAS NOT BEEN TORN DOWN TO FULLY EVALUATE, THEREFORE, ADDITIONAL PARTS MAY BE NEEDED IN ORDER TO COMPLETE THIS REPLACEMENT AND GET THE MACHINE FULLY FUNCTIONAL. THESE PARTS ARE THE BASELINE REQUIREMENTS FOR RODDER PUMP REPLACEMENT INSTALL.

**THE PLUMBING KIT HAS A 14 DAY LEAD TIME.

**THIS RODDER PUMP COMES WITH A ONE YEAR WARRANTY.

**THE RODDER PUMP IS DISCOUNTED 20% AS A CUSTOMER COURTESY.

ADDITIONAL DESCRIPTION:

TOWN OF ALTA VISTA

JAKE: JSROBERTS@ALTAVISTAVA.GOV

MILES: 36240

BLOWER HRS: 269

| Part# | Description | Qty | Price | Amount |
|--------------------------|-----------------|-----|----------|----------|
| 62180-30 | RODDER PUMP ASS | 1 | 18808.66 | 18808.66 |
| 69259-30 | BALL VALVE DRAI | 1 | 386.40 | 386.40 |
| 65258AY-30 | RODDER PLUMBING | 1 | 2904.45 | 2904.45 |
| DISCOUNT FOR RODDER PUMP | DISC RODDER PMP | 1- | 3761.73 | 3761.73- |

THANK YOU! WE APPRECIATE YOUR BUSINESS!

Visit Our Web Site at www.InfraSolutionsGroup.com

All estimates valid for 30 days from date of issue. Shippings costs subject to adjustment at time of sale.
 Final cost is subject to change dependant on actual service required; only with customer approval.



Infrastructure Solutions Group
 8383 Old Richford Road
 Mechanicsville, VA 23116
 Telephone: (804) 730-4040
 Fax: (804) 730-4242

Ship to:

IN STORE PICKUP

Invoice to:

ALTAVISTA TOWN OF
 P.O. BOX 420
 ALTAVISTA VA 24517

| | | |
|-------------------------------|-------------------------|------------------------|
| Branch 01 - ISG - MECHANIC | | |
| Date 09/07/2021 | Time 13:21:49 (O) | Page 2 |
| Account No. ALTAV001 | Phone No. 4343696045 | Estimate No. 006069 |
| Ship Via NET 15 | | Purchase Order |
| | | Salesperson KS1 |

ESTIMATE EXPIRY DATE: 10/07/2021

SERVICE ESTIMATE - NOT AN INVOICE

| ***** MISCELLANEOUS CHARGES: | | Description | Price | Amount |
|------------------------------|--|----------------|--------|----------|
| | | FREIGHT | 300.00 | 300.00 |
| | | HYDRAULIC | 300.00 | 300.00 |
| | | Parts: | | 18337.78 |
| | | Miscellaneous: | | 600.00 |
| | | TOTAL: | | 18937.78 |

Authorization: _____

THANK YOU! WE APPRECIATE YOUR BUSINESS!

Visit Our Web Site at www.InfraSolutionsGroup.com

All estimates valid for 30 days from date of issue. Shippings costs subject to adjustment at time of sale.
 Final cost is subject to change dependant on actual service required; only with customer approval.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.D

NEW BUSINESS

Title: Avoca's Request for a Memorandum of Understanding (MOU)

Staff Resource: Clarence Monday, Interim Town Manager and John Eller, Town Attorney

Action(s):

Per Council's discussion, provide direction to Staff regarding Memorandum of Understanding (MOU).

Explanation:

At the most recent Avoca Board meeting, the Board of Directors requested a Memorandum of Understanding (MOU) outlining the responsibilities of the town and Avoca regarding the two positions held at Avoca that are classified as town employees. Staff has requested a member of Avoca's Board of Directors to be in attendance to answer questions Council may have.

Background:

The two positions at Avoca, Museum Director and Events Coordinator, were classified as town positions on July 1, 2018. The primary reason for the change was to improve the benefits for Avoca's employees. Once the two positions were identified in the Town's Classification and Compensation Plan, the employees began working under the Town's employee handbook.

Funding Source(s):

Town General Funds

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: Clarion Road Water Line

Staff Resource: Tom Fore, Scott Bortz

Action(s):

Council approved installing the 12" water line on Clarion Road to Abbott. Staff seeks Council approval to advertise to bid this project.

Explanation:

Plans are being submitted to the Virginia Department of Health and to the Virginia Department of Transportation. Scott Bortz will be here to answer any Council questions.

Background:

We were approached by Abbott to install a new line into their facility from the Clarion Road side of the facility in 2020. Abbott is funding this project and the Town will seek reimbursement for all invoices as they come in.

Funding Source(s):

Abbott Manufacturing.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.B

UNFINISHED BUSINESS

Title: Council Rules of Procedure

Staff Resource: Clarence Monday, Interim Town Manager

Action(s):

Per Council's discussion

Explanation:

One goal from the Town Council retreat in March 2021 was to develop Council rules of procedure

Background:

Town Council was provided with an outline of potential topics for a document at their July 13, 2021 regular meeting. A draft document for rules of procedure as well as a code of ethics was provided for review and comment at the July 27th meeting. Town Attorney John Eller reviewed the draft document and made some suggested changes. Information was shared with Council and the rules of procedure and code of ethics documents are being brought back for discussion. At the August 24th Work Session, it was the consensus of Council to place this item on the agenda for the September regular meeting for further discussion and consideration.

Funding Source(s):

No funding required.

Attachments: *(click item to open)*

[Attachment 1 - Outline for initial discussion regarding Council Rules of Procedure.pdf](#)

[Attachment 2 - Proposed Council Rules.pdf](#)

[Attachment 3 - Code of Ethics- draft.pdf](#)

Outline for Initial Discussion Regarding Council Rules of Procedure

Logistics:

1. Time and Place for meetings/alternate locations
2. Meeting cancellations or postponements
3. Recessed/continued meetings
4. Special meetings

Meeting Conduct: (the who, what, when, why and how)

1. Mayor Presides over Meetings
2. Vice Mayor Role
3. Other Roles – clerk, parliamentarian
4. Comments and Rebuttals by Council Members
5. Order of Business
6. Public Comment
 - a. time limits – individual versus representing a group
 - b. topic –whether on the agenda or not on the agenda
7. What is Unfinished Business?
8. Roberts Rules of Order versus Special Rules of Order developed by Council
9. Is conduct different for work sessions versus regular meetings?

How items make it to the agenda:

1. Council member request
2. Staff response to Council Request from a previous meeting
3. Staff request based on situations that arise or necessary approvals (i.e., Budgetary, Contractual)
4. Public Hearings as necessary stemming from recommendations from the Planning Commission
5. Procedural items such as nuisance hearings, proclamations, resolutions
6. Informational from staff (received for information only – no action required)

Actions and sanctions of Council Members:

1. Attendance requirement
2. Conduct at meeting
3. Code of Ethics

**ALTAVISTA TOWN COUNCIL
RULES OF PROCEDURE
Adopted Month Day, 2021**

These rules of procedure were designed and adopted for the benefit and convenience of the Altavista Town Council (herein "Council"). Their purpose is to help Council conduct its affairs in a timely and efficient manner. Further, Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Council to strictly comply with the rules of procedure shall not invalidate any action of Council.

Section 1 – Purpose and Basic Principles

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Council should proceed in the most efficient manner possible;
- B. Council's rules of procedure must be followed consistently;
- C. Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

Section 2 – Meetings

Section 2-1. When and Where Regular Meetings are Held

- A. The regular meetings of the Council shall be held in the Council Chamber located at 510 Seventh Street at 6:00 p.m. on the second Tuesday and at 5:00 p.m. on the fourth Tuesday of each month commonly referred to as the "work session meeting". The purpose of the meeting on the fourth Tuesday is to introduce topics for consideration and discussion prior to action being taken at the next regular meeting. Notwithstanding the foregoing, Council may take action on any matter deemed to be time-sensitive at the work session meeting.
- B. The Council may hold additional meetings at other locations and times or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the

public and the press as required by State Code. Additional meetings shall be referred to as “special meetings” and shall be approved by Council during a regularly scheduled meeting.

Section 2-2. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Mayor and Vice Mayor shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. If any two (2) members of the Council object, the regularly scheduled meeting shall proceed as originally planned. In absence of such objection by two (2) members of the Council, the public and the media shall be notified promptly of the change.

Section 2-3. Recessed/Continued Meetings

If the Council deems necessary to continue a meeting due to the lateness of the hour, or a need for additional discussion, a regular meeting may be continued to a date not greater than seven (7) days after the recessed meeting. The meeting may be set for a different time or place as the regular meeting so long as the information is communicated to the Council members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion must state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-4. Special Meetings

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.

B. Special meetings may be called by the Mayor, the Town Manager, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council will notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by leaving a copy thereof at his or her place of abode or place of business at least twelve hours before the time scheduled for the special meeting. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Notice, reasonable under the circumstances, to the public of any special, emergency or continued meeting shall be given at the same time as the notice provided the members of the Council, the Town Attorney, and the Town Manager.

Section 3 – Officers

Section 3-1. Mayor

The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Vice Mayor

In addition to serving in the absence of the Mayor, the Vice Mayor is charged with the annual evaluation of the Town Manager. The Vice Mayor may utilize assistance from another Council member to complete this task.

Section 3-3. Clerk

The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, shall attend all Council meetings, and shall keep an accurate record of the proceedings. This role is typically filled by the Town Manager; however, a deputy clerk may be assigned to take the minutes for the Council.

Section 3-4. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

Section 4 – Meeting Procedures and Expectations

Section 4.1 – Conduct during the meeting

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not related to the subject under discussion or blatantly offered for obstructive purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;

5. To adjourn in an emergency.

B. A decision by the presiding officer under any of the first three powers listed above may be appealed to the Council upon motion of any member stating his or her grounds for such appeal. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. Council shall consider and decide the appeal by majority vote before any further business is taken up by the Council. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

Section 4.2 – Council Comments and Rebuttals

A. To maintain professional decorum, individual Council members should indicate that they wish to speak by raising their hand to be recognized by the presiding officer prior to beginning to speak. Once recognized, the Council member may ask questions of staff or the Council and/or make comments related to the current subject matter. Comments should be limited to five minutes.

B. The presiding officer shall preside over the discussion when a motion has been made according to the following general principles:

1. The maker of a motion is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

C. In the instance of a rebuttal, the Council member should be acknowledged by the presiding officer prior to offering comments. The rebuttal comments should be limited to five minutes and should be delivered in a manner that is respectful to the Council as well as the staff and audience.

Section 4.3 – Order of Business at Regular Meetings

The suggested order of business at a regular meeting of the Town Council shall be set out in the printed agenda and may include, but not be limited to the following items:

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Adopt meeting agenda – Amendments/deletions to the agenda
5. Citizens Time (may be for items on the agenda and those not on the agenda)
6. Recognitions and Presentations
7. Partner Updates
8. Consent Agenda

9. Public Hearings
10. Unfinished Business
11. New Business
12. Reports and Communications
13. Matters from Council
14. Closed Session
15. Adjournment

Section 4.4 – Order of Business at Work Sessions

The suggested order of business at a work session meeting or any special called meeting of the Town Council shall be set out in the printed agenda and may include but are not limited to items outlined and referenced in Section 4.3 above.

Section 4.5 – Public Comment (Citizens' Time)

There shall be a period of time at every meeting where citizens are encouraged to speak to Council. Citizens wishing to address Council should sign in prior to the meeting and when recognized at the podium, provide their name and residential address for the record. Citizen comments will be limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose.

- Public comment shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
- Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
- There shall be no comment during Citizens' Time on a matter for which a public hearing is scheduled during the same meeting.
- There shall be no comment during Citizens' Time on a matter that has already been the subject of a previous public hearing where no final vote has been taken.
- Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.
- Council members shall not discuss issues raised by the public except by consent of a majority of the Council members present.
- Other than as stipulated above or during public hearings, no person shall be permitted to address the council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.
- Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit ten (10) copies to the Clerk of Council by 4:00 p.m. on the Friday preceding the Council meeting.

Section 4.6 - Unfinished Business Items

Unfinished Business shall include all business not concluded at the previous two regular meetings. The town manager shall automatically place unfinished business items including postponed motions, under this agenda item.

Section 4.7 – Roberts Rules of Order

The provisions of Robert’s Rules of Order, revised, edition date, shall govern the council in its meetings, except in so far as such provisions are inconsistent with law and modified by the special rules of order as set forth below. In the event that there is an inconsistency between the respective rules of order, the special rules shall control.

Section 4.8 – Special Rules of Order

Voting and Debate

- The Mayor shall vote on all matters before council unless contrary to law or he is required to abstain from a vote.
- During council meetings, council deliberations will be held amongst council members; unless the Mayor consents and there are no objections to invite other participants.
- Individuals shall request to speak by raising their hand to be recognized by the presiding officer during the debate. Individuals speaking without being recognized by the presiding officer will be asked to hold their comments until such time as an individual who was properly recognized finishes their statement.
- Any motion, amendment or resolution may be withdrawn or modified by the mover at any time before a decision, (with the concurrence of the seconder) of an amendment or ordering of the yeas and nays, except a motion to reconsider, which shall not be withdrawn without leave.
- The maker of the motion shall be allowed to provide opening and closing discussion during debate.
- Council members shall not engage in electronic or other communications amongst themselves regarding any motion or topic that is on the floor for debate.

Section 5 – Agenda Items

Section 5.1 – Items included on the Agenda

Items will be included on the Agenda based on the following actions:

1. A Council member may request an item be added to an agenda by notifying the Clerk to the Council and Mayor prior to the meeting;
2. A staff response to Council’s request from a previous meeting or special request;
3. A request from staff that requires the attention and/or approval of Council such as policy, contractual obligation or budgetary item;
4. Public Hearings as necessary stemming from the Planning Commission or by virtue of a Council decision that requires a public hearing as part of the statutory process;
5. Procedural items such as nuisance hearings, proclamations and resolutions;

6. Information from staff received for information only such as monthly reports that require no action by Council.

Section 6 – General Operating Policy

Section 6-1. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 6-2. Broadcasting Council Meetings

Regular meetings and work sessions of the Council shall be broadcast live on the Town's website. Copies of the broadcast are archived on the website and available for viewing at any time. For a copy of the meeting on a DVD, individuals should contact Town Hall and request a copy; there may be a charge for such service.

Section 6-3. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 6-4. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

Section 7 – Council Standards of Conduct

Section 7.1. Attire

To maintain the dignity and decorum of the Town Council Meetings and so as not to disrupt said meetings Council members shall dress in business or business casual attire.

Section 7.2. Attendance

As an elected official of the citizens of the Town of Altavista, Council members should make every effort to attend the meetings of the Town Council as the meeting schedule is set and confirmed annually. Council members should inform the Mayor if they will be unable to attend a regularly scheduled meeting of the Council as far in advance as possible. The Mayor or presiding officer should announce at the beginning of the meeting if a Council member will be absent.

As permitted, Council members may participate in Council meetings by electronic means (telephone or videoconferencing such as Zoom) as permitted by Virginia Code Section 2.2-3708.2. The purpose of the policy is to comply with the requirements of Section 2.2-3708.2 of the Code of Virginia and to allow for and govern participation by one or more Council members in Council meetings by electronic communication means.

If a Council member is aware that they will be unable to attend an upcoming meeting; they should announce it at the preceding meeting to be recorded in the official record. For example: if the Council member knows at the regular meeting he will miss the upcoming work session, he should inform the Council prior to adjournment of the regular meeting.

Section 7.3. Code of Ethics

There shall be a Code of Ethics adopted separately by the Town Council which shall illustrate the proper behavior and ethical standards that should be followed by all Council members.

Adopted this _____ day of _____, 20__

Michael E. Mattox
Mayor

**CODE OF ETHICS FOR THE
MAYOR AND TOWN COUNCIL
FOR THE TOWN OF ALTAVISTA, VIRGINIA**

WHEREAS, the stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials: and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of Altavista and with obeying the law.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the Commonwealth of Virginia and as public officials representing the citizens of the Town of Altavista and acting pursuant to the requirements of the Code of Virginia, we the Mayor and Town Council Members do hereby adopt the following General Principles and Code of Ethics to guide the Town Council in its lawful decision making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

Governmental decisions and policy must be made and implemented through the proper channels and processes of the governmental structure. This requires Council members to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent and to the code of ethics and policies adopted by the Council as a whole. Council members must always remain aware that at various times they play different roles:

- As advocates, who strive to advance the legitimate needs of their citizens;
- As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders and resolutions;
- As decision-makers who arrive at fair and impartial quasi-judicial and administrative determinations.

Council members must know how to distinguish among those roles, to determine when each role is appropriate, and to act accordingly. Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Mayor and Town Council and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law.

Section 1. Legal Considerations

Council members should obey all laws applicable to their official actions as elected members of the Town Council. Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Council members should feel free to assert policy positions and opinions without fear of reprisal from fellow council members or citizens. To declare that a council member is behaving unethically because one disagrees with that council member on a question of policy, and not because of the council member's behavior, is unfair, dishonest, irresponsible, and itself unethical.

Council members should endeavor to keep up to date, through the council's attorney, town manager, and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day advice the Council may receive concerning specific situations that arise.

Section 2. Act with Integrity

Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Behaving consistently and with respect toward everyone with whom they interact;
- Living as if they are on duty as elected officials regardless of where they are or what they are doing;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly;
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of quasi-judicial proceedings themselves;

- Treating other Council members and the public with respect and honoring the opinions of others even when the council members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard; and
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.

Section 3. Avoid Impropriety

Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the council member's actions would conclude that the action was inappropriate.

If a council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the town's attorney and should consider publicly disclosing the facts of the situation and the steps taken to ensure it remains an ethical and legal action.

Section 4. Responsibilities as a Council Member

Council members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others may trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.

Section 5. Transparency

Council members should conduct the affairs of the council in an open and public manner, as they are conducting the public's business every time they meet. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is essential to the public's trust. They should also remember that local government records belong to the public and not to council members or their employees.

Information considered in Closed Session should be kept in full confidence and not shared until the matter discussed is concluded or becomes public knowledge by other means.

In order to ensure strict compliance with the laws concerning openness, council members should make clear that an environment of transparency and candor is to be maintained at all times in the Town. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Adopted this the _____ day of _____, 20__.

Michael E. Mattox, Mayor

ATTESTED:

Clerk to Council



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Utilities Department Reports

Staff Resource: Tom Fore

Action(s):

Information

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.8-13-2021 Status Report.WTP Filter Rehabilitation.pdf](#)

[Attachment 2.8-18-2021 Status Report.WWTP Phase II/III Electrical Upgrades.pdf](#)

[Attataachment 3.Mattern & Craig-Melinda Tank Pressure Zone Improvements Project.pdf](#)

[Attachment 4.Lynch Creek Sewer Status Update 7-22-21.doc](#)

[Attachment 5.McMinnis Water Status Update 7-22-21.doc](#)

[Attachment 6.August 2021 Monthly Staff Report .pdf](#)

[Attachment 7.August 2021 Water/Sewer/Refuse Billing History.pdf](#)

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
18 August 2021

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

Recent Activities: Project was advertised for Bid with Prebid Conference held June 29th and Addendum (with Prebid Minutes) issued July 12th. Bids were opened on July 22nd. Seven bids were received with the low bid from Frizzell Construction Company in the amount of \$725,305 for all work including the two Additive/Alternate bid items. Engineer has provided a letter of recommendation to award the project to Frizzell Construction Company for the Base Bid and both Additive/Alternate bid items. Project was awarded at 10 August 2021 Council meeting. Agreement documentation sent to the Contractor for preparation for signatures.

Anticipated work over the next two weeks: Sign Construction Agreement

Upcoming Tasks: Pre-Construction conference

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
Late August 2021 NTP

Schedule Constraints:

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$33,000

Balance to Complete: \$23,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
18 August 2021

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: Contractor has roughed in installation ductbanks through the bulk of the site with the exception of the area above the aerators. Progress meeting on 30 June. Contractor has started interior work in the buildings. Master Engineers is reviewing light levels. Discussion of HVAC penetrations at the solids handling building room. Ductbank vaults have been delivered to the site.

Anticipated work over the next two weeks: Continue reviewing shop dwgs. Continue installing ductbanks. Master will make recommendation for additional lights inside buildings.

Upcoming Tasks: Continue work.

Outstanding Issues:

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

Schedule Constraints:

Projected Completion: November 2022

Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections

Invoiced To Date: \$221,753

Balance to Complete: \$87,977

Town Input Required:

Issues Town Should Be Aware Of: Town will work with Contractor for coordination of the Dominion transformer pad.

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)

Current Paid: \$1,186,947.61

Balance to Finish plus retainage: \$2,771,953.06

Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)

August 18, 2021

This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project

Completed Work Over the Last 2 Weeks

1. Contractor submitted shop drawing SUBM-0011a.
2. Mattern & Craig reviewed and approved all submitted shop drawings.

Anticipated Work Over the Next 2 Weeks

1. Contractor may submit additional shop drawings.
2. Contractor has begun to order materials as they are approved.
3. Continued review of shop drawings.

Scope Changes to Date

1. None

Outstanding Issues

1. Notice to Proceed (NTP) will be delayed pending timeline for Contractor to get pipe. NTP date tentatively scheduled for September 14, 2021.
2. Contractor and Town working on which trees should be removed in the project area.

Construction Document Schedule Update

1. Notice to Proceed (TBD)
2. Substantial Completion (TBD)
3. Completion (TBD)

Budget Summary

| | | |
|----|--|----------------|
| 1. | Engineer's Estimate: | \$1,084,240.00 |
| | Town's Budget | \$926,000.00 |
| | Actual Construction Cost & Engineering | \$1,313,920.00 |
| 2. | Engineering Bid, CA & SCADA Contract | \$70,220.00 |
| | JTD | \$7900.00 |
| 3. | Construction Contract | \$1,243,700.00 |
| | JTD | \$0.00 |

Input Needed from Town/Others

1. Discrepancies between plans/specifications and Town standards continue to be coordinated. M&C keeping list for updates to Town standards at conclusion of project.

Other Issues/Concerns

1. None.

Submitted by:

A handwritten signature in black ink, appearing to read 'Ryan P. Kincer', is written over a horizontal line.

Ryan P. Kincer, P.E.
Project Manager

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



Date: July 22, 2021

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. Awaiting railroad permit review
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: | \$42,000 |
| 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: July 22, 2021

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

Completed Work Over the Last Week

1. Bacteriological and Pressure Testing continuing
2. Johnson talked to Bair about Adams contact for ingress/egress.
3. Johnson talked to Bair about the proposed C.O. for Abbott water line.

Anticipated Work Over the Next two Weeks

1. Continue pressure testing and obtain bacteriological test results.
2. H&P responding to additional information requests from Norfolk Southern regarding boring beneath railroad.
3. Bair will contact Adams about ingress/egress the week of July 26th and make arrangements for payment to be made and prepare for mobilization.
4. Bair anticipates mobilization to complete the final work will be done in late August.
5. Johnson and Bair to discuss unit prices on proposed C.O. to see if there is any room for negotiations.

Outstanding Issues

1. None

Engineer 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: | \$51,250 |
| 5. Railroad Permit Coordination | Contract: | \$3,630 | JTD: | \$3,630 |
| 6. Bid Assistance | Contract: | \$4,460 | JTD: | \$4,460 |
| 7. Construction Administration | Contract: | \$24,100 | JTD: | \$17,510 |
| 8. Inspection | Contract: | \$47,460 | JTD: | \$23,632.50 |
| 9. Easement Plats (4 to date) | | | JTD: | \$2,400 |

Construction Budget Summary

| | | | | |
|-----------------|-----------|-------------|------|-------------|
| 1. Construction | Contract: | \$1,566,030 | JTD: | \$1,173,037 |
|-----------------|-----------|-------------|------|-------------|

Submitted by:

Bif Johnson, PE
Project Manager

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: August 2021

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 13.95 Hours per day which yielded approximately 1,419,490 gallons of water per day.

| | | | | | | | | | |
|--|-------------|-----------------|--------------|-------------|------------|------------------------------------|--|------|---------------------------|
| Rain | 5.73 | YTD Rain | 28.19 | Snow | 0 | YTD Snow | was measured at the water treatment plant. | | |
| Average Hours per day (week days) | | | | | 15.24 | hrs | | | |
| Average Hours per day (weekends) | | | | | 10.80 | hrs | | | |
| Average produced (week days) | | | | | 1,557,955 | gallons per day | | | |
| Average produced (weekends) | | | | | 1,080,556 | gallons per day | | | |
| Total Raw Water Pumped: | | | | | 45.75 | million gallons | | | |
| Total Drinking Water Produced: | | | | | 44.00 | million gallons | | | |
| Average Daily Production: (drinking) | | | | | 1,402,476 | gallons per day | | | |
| Average percent of Production Capacity: | | | | | 46.75 | % | | | |
| Plant Process Water: | | | | | 1,675,526 | (finished water used by the plant) | | | |
| Bulk Water Sold @ WTP: | | | | | 84,550 | gallons | | | |
| Flushing of Hydrants/Tanks/FD use/Town Use | | | | | 19,000 | gallons | | | |
| McMinnis Spring | | | | | | | | | |
| Total Water Pumped: | | | | | 8.665 | million gallons | average hours per day | 15.1 | |
| Average Daily Produced: | | | | | 288,833 | gallons per day | Rain at MC | 6.00 | YTD Rain 29.30 |
| Reynolds Spring | | | | | | | snow | 0 | 0 |
| Total Water Pumped: | | | | | 9.760 | million gallons | average hours per day | 18.3 | Total Precip 29.30 |
| Average Daily Produced: | | | | | 348,571 | gallons per day | Rain at RE | 3.63 | YTD Rain 24.96 |
| Purchased Water from CCUSA | | | | | 2,181,916 | gallons | snow | 0 | 0 |
| Sold to Hurt | | | | | 2,616,800 | gallons | | | Total Precip 24.96 |
| Industrial Use | | | | | 41,239,225 | gallons | | | |
| Water lost due to leaks | | | | | | | None Captured | | |

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Melinda High Pressure Zone- Customers have been notified via hand delivered flyer. Tentative start date September 14
 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 - Notice to proceed scheduled for January 5th awaiting submittals for valves and valve actuators.
 McMinnis water line project Mendon Pipeline has acquired a construction easement from the Adams and the Town attorney will file with the courts.
 The Source Water Protection Committee has established with first meeting to be scheduled in October
 Generator project, 4 Switch Gear assemblies have been received.
 Town of Hurt DBP improvement project. (This will remove withdrawal from out clear well to the system) continues.
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system)
 Abbott shutdown started July 24 to run through Aug 5 2021
 Replace SCADA computers and SCADA Improvemnets / SCADA replacement to coincide with Filter project SCADA
 Cleaned Basins #1 and #3
 Clarion Road water line design plans sent to health department for approval.

Utilities Distribution and Collection

| | | | |
|---|---------------|--|--|
| # of Service Connections | 2 | Addresses: | 1302 3rd Street Habitat House 1918 Bedford Ave. |
| # of Service Taps | 1 | Addresses: | 1302 3rd Street Habitat House |
| # of Meters Read | 103 0 | Monthly Quarterly | Rereads 2 |
| # of Meters Cut Off For Non-Payment | 1 | | |
| # of Meters Tested | 0 | | |
| # of Loads of Sludge to Landfill | 11.00 78.7 | Abbott was down for maintenance. Tons | |
| # of Location Marks made for Miss Utility | 86 | | |
| # of Meters Replaced | 2 | | |
| # of Water Lines Repaired Locations: 602 9th Street 100 Ogden Road | 2 | | # of Sewer Lines Unstopped Locations: 602 9th Street |
| # Air Relief Valves Inspected | 31 | | |
| # of PRV Maintenance | 0 | | |
| # of Water Valve Boxes Cleaned | 48 | | |
| # of Blow-Off Valves Flushed | 0 | | |
| # of Blow-Off Valves Located | 0 | | |
| Push Camera Footage | 150' | Sewer Main Cleaned | |
| Sewer (Root Cutting) Main | 0 | Sewer Main Cleaned Manholes | |
| Sewer (Root Cutting)Main Manholes | 0 | Sewer Service Cleaned | |
| Sewer Video Footage | 0 | Sewer Service Video | |
| Sewer Video Manholes | 0 | Sewer (Root Cutting) Service | |
| Duke Root Control (Contractor) | 0 | Sewer Right of Way Clearing Footage | |
| Water Turn On and Offs | 18 | Sewer Manholes Inspected | |
| Water Right of Way Clearing Footage | 0 | | |
| Water Meter Box Replacement | 3 | | |
| # Of Hydrants Flushed | 0 | | |
| # of Hydrant Valves Exercised | 0 | | |

Other Utilities Distribution and Collection Activities & CIP Projects:

Installed Sample Station 1510 Main Street AIC

DEPARTMENT: Wasterwater Plant
MONTH: August

| | | |
|------------------------------|-------------|-------------------------|
| Average Daily Flow | 1.92 MGD | |
| TSS Reduction | 97 % | |
| BOD Reduction | 95 % | |
| VPDES Violations | 0 | |
| Sludge (Regional Land Fill) | 95 tons | |
| Rain Total | 5.65 Inches | Snow Total _____ Inches |

Other Wastewater Activities and CIP Projects:

Month: August

Week: August 2nd, 2021

- Continue Sanitizing procedures for commonly used areas
- Scheduled start date for new employee (8/23/21)
- Reviewed Timesheets
- UV system Checks
- Submitted Monthly DMR
- Submitted Monthly Industrial Billing
- Submitted monthly Septic tank haulers billing
- Cleaned Scope line for #2 clarifier (8/4/21)
- Continue cross training for water plant operators
- UV system coolant pump troubleshooting
- Preparing VELAP data package request for Upcoming virtual inspection
- Cleaned tanks (8/5/21)
- Re-installing NPW insulation
- Submitted Weekly update to Utility Director
- Entered Lab data
- Normal Plant Operations

Month: August

Week: August 9th, 2021

- Continue Sanitizing procedures for commonly used areas
- Scheduled start date for new employee (8/16/21)
- UV system Checks
- UV system Bank A in lead
- Cleaned thickener day tank strainer
- Cleaned Scope line for #2 clarifier
- Continue cross training for water plant operators
- UV system coolant pump troubleshooting
- Preparing VELAP data package request for Upcoming virtual inspection
- Posted tank inspection certificates
- Re-installing NPW insulation
- Submitted Weekly update to Utility Director
- Entered Lab data
- Normal Plant Operations

Month: August

Week: August 16th, 2021

- Continue Sanitizing procedures for commonly used areas
- Scheduled start date for new employee (8/23/21)
- Checked and Submitted Timesheets
- UV system Checks
- UV system Bank B in lead
- Serviced UV bank B
- Replaced module breaker on UV bank A
- Replaced UV coolant pump Breaker (B side)
- Cleaned Scope line for #2 clarifier
- Continue cross training for water plant operators
- Troubleshooting Digester Blower Motor #1
- Preparing VELAP data package request for Upcoming virtual inspection
- Town staff mowed around EOP
- Ordered annual Lab scale calibrations
- Ran all Generators
- Re-installing NPW insulation
- Submitted Weekly update to Utility Director
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade (progress meeting was held and currently we are on schedule)

Water treatment plant operators are being taught how to operate the press

Lynch Creek project to be presented to Council at August 24th to take to Bid.

Month: August

Week: August 23rd, 2021

- Continue Sanitizing procedures for commonly used areas
- New employee started (8/23/21)
- Cleaned around basins 3&4 Cleaned out Basin#2
- UV system Checks
- UV system Bank B in lead
- Office window replaced by contractors 8/25/21
- Received basin Blower Motor #1
- Serviced clarifier #3
- Preparing VELAP data package request for Upcoming virtual ins
- Contracted service weedeated around facility
- Electrical upgrade resumed 8/23/21
- Repaired gear drive on small thickener
- Submitted Weekly update to Utility Director
- Entered Lab data
- Normal Plant Operations

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

Printed 1-Sep-21

| Customer Class | | September-20 | October-20 | November-20 | December-20 | January-21 | February-21 | March-21 | April-21 | May-21 | June-21 | July-21 | August | Average |
|----------------|---------------------------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|------------|------------|------------|-------------|
| | | | | | | | | | | | | | | |
| WATER | Residential Base-IT | 12 | 1,245 | 16 | 11 | 1,240 | 9 | 15 | 1,325 | 24 | 14 | 1,280 | 8 | 433 |
| | Commercial Base-IT | 27 | 176 | 27 | 28 | 157 | 44 | 41 | 203 | 43 | 44 | 155 | 43 | 82 |
| | Residential Base-OT | - | 143 | - | 1 | 142 | - | 1 | 150 | 1 | - | 135 | 4 | 52 |
| | Commercial Base-OT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Municipal | 30 | 30 | 30 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 30 | 31 |
| | Dormant Accounts | | | | | | | | | | | | | - |
| | Industrial | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | TOTAL | 75 | 1,600 | 79 | 77 | 1,576 | 90 | 94 | 1,715 | 105 | 95 | 1,607 | 91 | 605 |
| | | | | | | | | | | | | | | Total |
| | Residential Use-IT | 63,930 | 13,306,131 | 47,210 | 43,420 | 11,747,867 | 11,360 | 641 | 17,405,106 | 93,430 | 208,060 | 11,526,297 | 53,460 | 54,506,912 |
| | Commercial Use-IT | 1,698,400 | 6,728,295 | 656,191 | 5,620,669 | 3,666,982 | 2,763,740 | 2,025,130 | 5,058,347 | 2,646,760 | 6,682,354 | 2,080,326 | 2,922,805 | 42,549,999 |
| | Residential Use-OT | - | 1,778,750 | - | 8,440 | 1,513,390 | - | 210 | 1,620,100 | 420 | - | 1,622,205 | 45,400 | 6,588,915 |
| | Commercial Use-OT | 2,792,400 | 2,683,000 | 2,574,300 | 2,707,200 | 136,729 | 2,539,800 | 2,249,800 | 2,413,100 | 2,233,900 | 2,643,000 | 2,450,500 | 2,607,400 | 28,031,129 |
| | Municipal | 552,930 | 271,080 | 275,720 | 289,950 | 278,340 | 293,710 | 249,740 | 331,000 | 282,460 | 439,730 | 651,040 | 560,420 | 4,476,120 |
| | Industrial | 20,831,992 | 41,237,761 | 45,732,224 | 37,898,424 | 40,571,367 | 46,314,631 | 36,026,041 | 51,967,769 | 62,491,305 | 62,491,305 | 45,581,047 | 38,667,583 | 529,811,449 |
| | TOTAL WATER SOLD | 25,939,652 | 66,005,017 | 49,285,645 | 46,568,103 | 57,914,675 | 51,923,241 | 40,551,562 | 78,795,422 | 67,748,275 | 72,464,449 | 63,911,415 | 44,857,068 | 665,964,524 |
| | NET DELIVERED | 69,533,356 | 58,550,942 | 53,442,930 | 56,665,000 | 64,282,164 | 63,600,827 | 69,688,792 | 80,444,031 | 60,939,619 | 63,725,038 | 55,547,791 | 62,033,286 | 758,453,776 |
| | FRACTION BILLED | 37% | 113% | 92% | 82% | 90% | 82% | 58% | 98% | 111% | 114% | 115% | 72% | 88% |
| | Total (TOA,sold,hydmts, Leaks) | 182,771 | 162,100 | 116,400 | 80,550 | 65,800 | 50,400 | 580,100 | 102,600 | 465,200 | 211,000 | 62,000 | 103,550 | 2,182,471 |
| | | | | | | | | | | | | | | Total |
| | Residential Base & Use-IT | 482 | 60,626 | 546 | 373 | 56,503 | 281 | 92,730 | 58,465 | 886 | 953 | 61,884 | 359 | 334,089 |
| | Commercial Base & Use-IT | 5,824 | 27,423 | 3,085 | 14,277 | 12,259 | 9,486 | 7,408 | 13,786 | 4,516 | 24,057 | 18,017 | 9,955 | 150,094 |
| | Residential Base & Use-OT | - | 12,235 | - | 62 | 2,901 | - | 47 | 12,234 | 47 | - | 11,826 | 349 | 39,700 |
| | Commercial Base & Use-OT | 10,802 | 10,385 | 9,971 | 10,477 | 577 | 10,652 | 9,454 | 10,129 | 9,389 | 11,078 | 10,283 | 10,931 | 114,127 |
| | Municipal | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Industrial | 53,272 | 106,850 | 115,726 | 95,797 | 110,892 | 126,459 | 986,340 | 141,646 | 169,954 | 116,100 | 124,043 | 105,868 | 2,252,946 |
| | TOTAL | 70,380 | 217,519 | 129,328 | 120,986 | 183,132 | 146,878 | 1,095,979 | 236,259 | 184,792 | 152,188 | 226,054 | 127,462 | 2,890,957 |
| SEWER | Residential Base-IT | 12 | 1,085 | 16 | 9 | 1,079 | 9 | 15 | 1,153 | 18 | 14 | 1,130 | 7 | 379 |
| | Commercial Base-IT | 25 | 158 | 25 | 25 | 136 | 43 | 39 | 145 | 42 | 20 | 121 | 32 | 68 |
| | Commercial Base-OT | - | 1 | 1 | 7 | 6 | 1 | 6 | 6 | 6 | 7 | 7 | 7 | 5 |
| | Municipal | 8 | 8 | 8 | 9 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | - |
| | Dormant Accounts | | | | | | | | | | | | | - |
| | Industrial | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| | TOTAL | 49 | 1,256 | 54 | 54 | 1,233 | 65 | 72 | 1,316 | 78 | 53 | 1,270 | 58 | 456 |
| | | | | | | | | | | | | | | Total |
| | Residential Use-IT | 55,071 | 9,869,928 | 40,764 | 30,932 | 8,633,061 | 8,194 | 78,983 | 10,052,327 | 62,146 | 177,144 | 9,083,613 | 31,528 | 38,123,689 |
| | Commercial Use-IT | 185,714 | 2,454,700 | 798,967 | 796,746 | 1,739,790 | 1,792,160 | 1,411,387 | 3,560,837 | 1,343,020 | 1,921,046 | 2,360,920 | 1,810,475 | 20,175,761 |
| | Commercial Use-OT | - | 136,940 | 100,000 | 374,096 | 240,800 | 82,300 | 183,296 | 274,736 | 305,636 | 293,944 | 260,328 | 247,744 | 2,499,820 |
| | Municipal | 83,400 | 99,360 | 85,810 | 84,140 | 82,690 | 94,250 | 84,600 | 128,890 | 90,160 | 242,740 | 127,300 | 116,460 | - |
| | Industrial | 23,190,000 | 41,220,000 | 42,440,000 | 39,510,000 | 38,670,000 | 41,610,000 | 37,140,000 | 43,210,000 | 39,550,000 | 36,440,000 | 40,660,000 | 32,970,000 | 456,610,000 |
| | TOTAL SEWER BILLED | 23,514,185 | 53,780,928 | 43,465,541 | 40,795,913 | 49,366,341 | 43,586,904 | 38,898,266 | 57,226,789 | 41,350,961 | 39,074,874 | 52,492,161 | 35,176,207 | 517,409,270 |
| | WWTP EFFLUENT | 67,475,900 | 72,480,200 | 74,012,100 | 70,273,000 | 62,580,000 | 66,310,000 | 67,390,000 | 59,270,000 | 56,364,000 | 60,320,000 | 55,650,700 | 59,575,900 | 771,701,800 |
| | FRACTION BILLED | 35% | 74% | 59% | 58% | 79% | 66% | 58% | 97% | 73% | 65% | 94% | 59% | 67% |
| | | | | | | | | | | | | | | Total |
| | Residential Base & Use-IT | 207 | 33,208 | 177 | 118 | 29,176 | 57 | 299 | 34,333 | 249 | 644 | 31,791 | 119 | 10,865 |
| | Commercial Base & Use-IT | 3,787 | 8,187 | 3,484 | 2,510 | 7,810 | 5,730 | 4,515 | 12,028 | 5,252 | 6,141 | 5,154 | 13,130 | 6,477 |
| | Commercial Base & Use-OT | 506 | 386 | 778 | 1,904 | 1,148 | 620 | 1,761 | 1,175 | 1,283 | 1,192 | 2,638 | 1,337 | 1,227 |
| | Municipal | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Industrial | 78,642 | 140,484 | 144,296 | 133,960 | 132,753 | 142,639 | 127,220 | 147,858 | 134,470 | 125,723 | 138,244 | 112,564 | 1,558,852 |
| | TOTAL | 83,142 | 182,265 | 148,734 | 138,492 | 170,887 | 149,046 | 133,795 | 195,393 | 141,254 | 133,701 | 177,827 | 127,150 | 1,577,422 |
| CURBSIDE | Curbside-IT STOPS | | | | | | | | | | | | | Average |
| | Curbside - Brush | 95 | 226 | 166 | 72 | 83 | 74 | 184 | 295 | 203 | 208 | 244 | 167 | 155 |
| | Curbside- BULK | 102 | 111 | 126 | 85 | 90 | 72 | 190 | 168 | 147 | 140 | 104 | 131 | 85 |
| | TOTAL | 197 | 337 | 292 | 157 | 173 | 146 | 374 | 463 | 350 | 348 | 348 | 298 | 240 |
| | | | | | | | | | | | | | | Total |
| | Curbside-IT | 112 | 100 | 112 | 116 | 89 | 86 | 107 | 99 | 92 | 109 | 98 | 94 | 1,096 |
| CURBSIDE | Curbside-BULK | 17 | 17 | 17 | 24 | 21 | 9 | 24 | 19 | 17 | 24 | 18 | 20 | 153 |
| | TOTAL | 129 | 117 | 129 | 140 | 110 | 95 | 131 | 118 | 109 | 133 | 116 | 114 | 1 |



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Town Council Monthly Calendars

Staff Resource: Crystal Hailey

Action(s):

No Action Required

Explanation:

Informational/Itinerary Item.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - Council Calendar - September 2021.pdf](#)

[Attachment 2 - Council Calendar - October.pdf](#)

September 2021

| Sunday | Monday | Tuesday | Weds. | Thursday | Friday | Saturday |
|---|---|---|--------------------------------------|-----------------------------------|--------|---------------------------------------|
| NOTES: <u>September 28th</u> AEDA Mtg. 8:15am | | | 1 | 2 | 3 | 4 |
| 5 | 6 <u>Town Offices</u> CLOSED for Labor Day | 7 Planning <u>Commission</u> 5pm | 8 | 9 <u>AOT Meeting</u> 5:15pm | 10 | 11 |
| 12 | 13 | 14 <u>Council Meeting</u> 6pm | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 Recreation <u>Committee</u> 5pm | 22 AUTUMN Begins | 23 | 24 | 25 AVOCA Festival |
| 26 | 27 River Overlook Dedication for Pat deBernard @ 5:15 | 28 <u>Council Work Session</u> 5pm | 29 | 30 | 31 | |

OCTOBER 2021

| Sunday | Monday | Tuesday | Weds. | Thursday | Friday | Saturday |
|-----------------|------------------------------------|--|-------|---|--|--|
| | | | | | 1 | 2 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival |
| 3 | 4 Planning Commission 5pm | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 Columbus Day | 12 Council Meeting 6pm | 13 | 14 AOT Meeting 5:15 | 15 | 16 |
| 17 | 18 | 19 Recreation Committee Mtg. 5:30pm | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 Council Work Session 5pm | 27 | 28 | 29 | 30 |
| 31 Halloween | | | | NOTES: Town Taxes are mailed out in the month of October | October 26th: AEDA Meeting at 8:15am | |



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Departmental Report - Altavista On Track

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - AOT Monthly Report - August.docx](#)



Main Street Coordinator Monthly Report August 2021

Businesses Visited/Contacted

- Airabella's
- Blum Skincare
- Clipperz Kutz
- Cottle Multi-Media
- Cyclin' Nutz
- Crystal Bay Pools
- Village Barber Shop
- Dr. Charles West
- Edward Jones Investments
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- Lori Watkins – State Farm
- Main Street Café
- Main Street Shoppes
- Miller's Jewelry
- Miss Lee's Dance Expression
- Napa Auto Parts
- Proving What's Possible
- RadioShack
- Scoops
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Vista Fitness
- Watts Petroleum

The Main Street Coordinator continued to promote AOT's Downtown Business Investment Grant. As of August 31st, one individual has completed the grant program (Clipperz Kutz). In addition, one business (Heavenly Hair, LLC) is currently enrolled in the program while another (Miss Lee's Dance Expressions) is set to begin the program in September.

The Main Street Coordinator continued to assist Allison Heyes in obtaining funding through the Town's Revolving Loan Fund. Mrs. Heyes will be opening Heavenly Hair, LLC at 517 Main Street. The Main Street Coordinator is working with the Town Attorney to ensure Mrs. Heyes completes all the necessary requirements prior to disbursement of the loan.

The Main Street Coordinator distributed information to two existing businesses regarding AOT's new downtown façade grant program. Applications are available at Town Hall and on the AOT website.

The Birdies for Businesses Golf Tournament at London Downs Golf Club scheduled for Wednesday, August 18th was postponed due to the threat of rain from Tropical Storm Fred. April 2022 has been identified as the rescheduled target date.

The Main Street Coordinator attended a marketing workshop at the Virginian Hotel in Lynchburg. The event was hosted by iHeartMedia and was geared towards the benefits of marketing on various platforms (radio, television, print).

Altavista On Track continues to plan the upcoming Uncle Billy's BBQ/Bourbon/Beer Festival on Saturday, October 2nd at English Park. This family-friendly event will feature live music, a BBQ competition, children's entertainment, lawn games, fire performers, and a fireworks show. AOT will also offer samples from local

breweries and distilleries. As of August 31st, thirteen (13) BBQ competitors have signed up to compete in the event. AOT has also secured sponsorships from fourteen (14) businesses totaling \$9,500.

The Main Street Coordinator attended a ribbon cutting ceremony for Airabella's, located at 815 Main Street.

Staff continued to meet with the design team to discuss the renovations for the Spark Innovation Center.

Altavista On Track and the Chamber of Commerce hosted a ribbon cutting ceremony for Miss Lee's Dance Expressions, located at 519 Main Street. The owner, LeAnn Yeatts, was recently approved for a Downtown Business Investment Grant through AOT.

The Main Street Coordinator attended a meeting between Lisa Moore and staff from Frazier Associates to discuss façade renderings for the General Store & Inn (534 Main Street) and Main Street Café (600 Main Street). Mrs. Moore would like to pursue AOT's façade grant program upon receipt of the façade renderings.

The Main Street Coordinator attended the monthly meetings of the Altavista Planning Commission and Altavista Recreation Committee.

Town Social Media Activities

- Page Likes: 2,290 (+24 during August)
- Page Followers: 2,549 (+329 during August)
- Post Reach: 16,213
- Total Posts: 24 posts
- Most Popular Post: Laurel Lane Stop Sign (August 20th) – 4,039 reached

AOT Social Media Activities

- Page Likes: 1,729 (+26 during August)
- Page Followers: 1,879 (+42 during August)
- Post Reach: 10,946
- Total Posts: 10 posts
- Most Popular Post: LOVE Sign & Splash Pad Dedication (August 2nd) – 1,138 reached



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton - Finance Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1 - Meals Tax Report

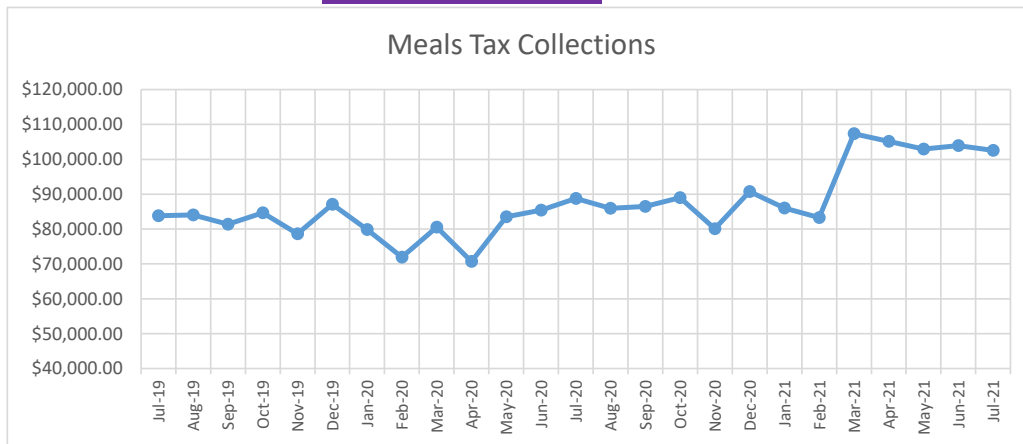
Attachment 2 - Sales Tax Report

Attachment 3 - Lodging Tax Report

Attachment 4 - Cigarette Tax Report

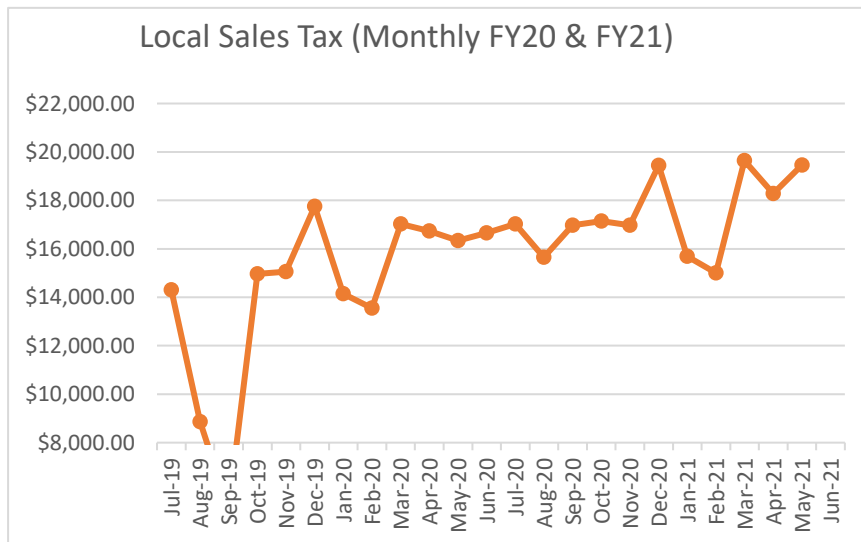
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

| | | | |
|---------------|---------------------|-----------------------|-----------------------|
| Jul-19 | \$83,781.84 | | |
| Aug-19 | \$84,048.32 | | |
| Sep-19 | \$81,357.79 | | |
| Oct-19 | \$84,662.12 | | |
| Nov-19 | \$78,673.23 | | |
| Dec-19 | \$87,125.33 | | |
| Jan-20 | \$79,882.00 | | |
| Feb-20 | \$71,915.16 | | |
| Mar-20 | \$80,540.42 | | |
| Apr-20 | \$70,690.58 | | |
| May-20 | \$83,548.86 | | |
| Jun-20 | \$85,413.70 | | |
| | | PREVIOUS | |
| | | YTD TOTAL (FY) | |
| | | FY2018 | \$936,848.19 |
| | | FY2019 | \$986,050.18 |
| | | FY2020 | \$971,639.35 |
| | | FY2021 | \$1,109,805.71 |
| | | MTD TOTAL (FY) | |
| | | FY2021 | \$88,787.18 |
| | | FY2022 | \$102,571.33 |
| | | +/- | \$13,784.15 |
| Jul-20 | \$88,787.18 | Budgeted: | \$990,000 |
| Aug-20 | \$85,975.65 | +/- | -\$887,428.67 |
| Sep-20 | \$86,501.21 | % of Budget | 10.36% |
| Oct-20 | \$88,976.04 | | |
| Nov-20 | \$80,071.01 | | |
| Dec-20 | \$90,778.92 | | |
| Jan-21 | \$86,017.01 | | |
| Feb-21 | \$83,318.92 | | |
| Mar-21 | \$107,320.09 | | |
| Apr-21 | \$105,170.66 | | |
| May-21 | \$102,956.82 | | |
| Jun-21 | \$103,932.20 | | |
| Jul-21 | \$102,571.33 | | |



**Town of Altavista
Local Sales Tax**

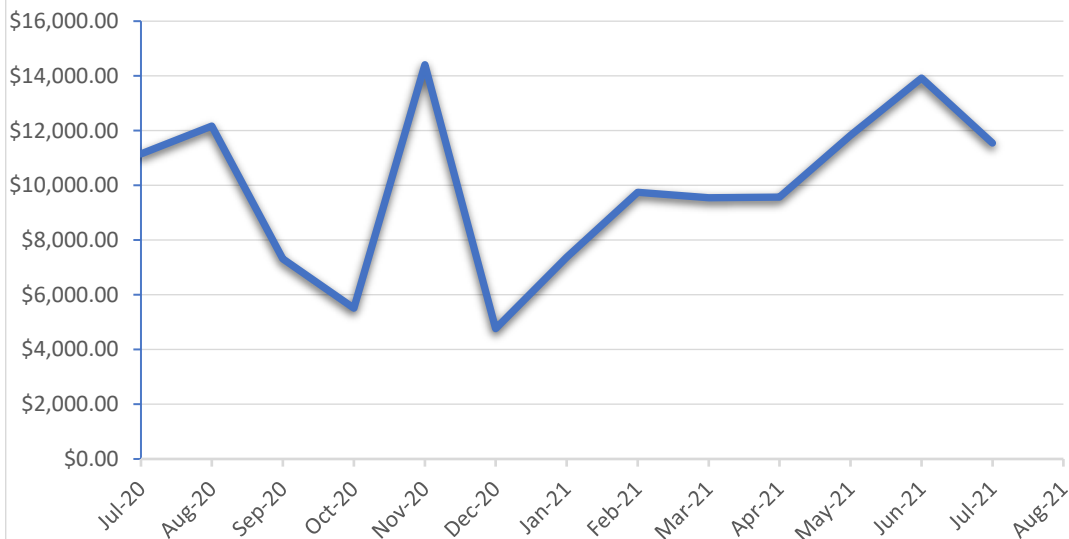
| | | | |
|---------------|-----------------|------------------------------|------------------|
| Jul-19 | \$14,308 | <u>YTD TOTAL (FY)</u> | |
| Aug-19 | \$8,868 | FY2017 | \$166,834 |
| Sep-19 | \$5,261 | FY2018 | \$171,886 |
| Oct-19 | \$14,965 | FY2019 | \$169,649 |
| Nov-19 | \$15,058 | FY2020 | \$170,672 |
| Dec-19 | \$17,754 | <u>MTD TOTAL (FY)</u> | |
| Jan-20 | \$14,151 | FY2020 | \$170,672 |
| Feb-20 | \$13,558 | FY2021 | \$210,836 |
| Mar-20 | \$17,023 | +/- | \$40,164 |
| Apr-20 | \$16,735 | Budgeted: | \$165,000 |
| May-20 | \$16,338 | +/- | \$45,836 |
| Jun-20 | \$16,653 | % of Budget | 127.78% |
| Jul-20 | \$17,032 | | |
| Aug-20 | \$15,648 | | |
| Sep-20 | \$16,975 | | |
| Oct-20 | \$17,144 | | |
| Nov-20 | \$16,974 | | |
| Dec-20 | \$19,443 | | |
| Jan-21 | \$15,691 | | |
| Feb-21 | \$15,004 | | |
| Mar-21 | \$19,642 | | |
| Apr-21 | \$18,276 | | |
| May-21 | \$19,461 | | |
| Jun-21 | \$19,547 | | |



**Town of Altavista
Lodging (Occupancy) Tax**

| | | | |
|--------|----------|------------------|---|
| Jul-20 | \$11,145 | | |
| Aug-20 | \$12,167 | | |
| Sep-20 | \$7,314 | | |
| Oct-20 | \$5,513 | FY2021 | FISCAL YEAR TOTAL \$117,290 |
| Nov-20 | \$14,408 | | |
| Dec-20 | \$4,763 | | |
| Jan-21 | \$7,368 | FY2021 | MTD TOTAL (FY) \$11,145 |
| Feb-21 | \$9,745 | FY2022 | \$11,550 |
| Mar-21 | \$9,543 | +/- | \$405 |
| Apr-21 | \$9,575 | | |
| May-21 | \$11,827 | Budgeted: | \$80,000 |
| Jun-21 | \$13,922 | +/- | -\$68,450 |
| Jul-21 | \$11,550 | %/Budget: | 14.44% |

Lodging (Occupancy) Tax Revenue (monthly FY21 & FY22)



Town of Altavista Local Cigarette Tax

| | |
|--------|----------|
| Jul-19 | \$15,187 |
| Aug-19 | \$11,419 |
| Sep-19 | \$3,750 |
| Oct-19 | \$15,188 |
| Nov-19 | \$7,500 |
| Dec-19 | \$7,665 |
| Jan-20 | \$7,500 |
| Feb-20 | \$3,881 |
| Mar-20 | \$18,750 |
| Apr-20 | \$15,000 |
| May-20 | \$7,545 |
| Jun-20 | \$11,299 |
| Jul-20 | \$7,556 |
| Aug-20 | \$7,500 |
| Sep-20 | \$11,250 |
| Oct-20 | \$11,306 |
| Nov-20 | \$11,250 |
| Dec-20 | \$11,250 |
| Jan-21 | \$125 |
| Feb-21 | \$3,750 |
| Mar-21 | \$15,000 |
| Apr-21 | \$7,500 |
| May-21 | \$7,500 |
| Jun-21 | \$7,625 |
| Jul-21 | \$7,500 |
| Aug-21 | \$15,000 |

FISCAL YEAR

TOTAL

| | |
|--------|-----------|
| FY2018 | \$144,668 |
| FY2019 | \$140,288 |
| FY2020 | \$124,684 |
| FY2021 | \$101,612 |

MTD TOTAL (FY)

| | |
|--------|----------|
| FY2021 | \$15,056 |
| FY2022 | \$22,500 |
| +/- | \$7,444 |

| | |
|-----------|------------|
| Budgeted: | \$130,000 |
| +/- | -\$107,500 |
| %/Budget: | 17.31% |

Cigarette Stamp Revenue (monthly FY20, FY21 & FY22)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Public Works

Staff Resource: Teri Anderson - Public Works Administrative Assistant

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1 - B&G Monthly Report

Attachment 2 - Fleet Monthly Report

Attachment 3 - Streets Monthly Report

BUILDINGS AND GROUNDS

September 8, 2021

TO: TOWN MANAGER

FROM: JEFF ARTHUR, B&G SUPERVISOR

MONTH: August 2021

| | | |
|---|---------------------|--------------------|
| Vacation / Comp. Time Used / Sick Leave Taken | | 18 |
| Meetings / Data Entry / Work Planning / Training | | 91 |
| # Of Call Duty Hours | | 20.50 |
| # Of Assisting other Crews | | 7.75 |
| Holiday | | 0 |
| Green Hill Cemetery | | |
| DESCRIPTION | Month Totals | Labor Hours |
| # Of Burials | 1 | 12 |
| # Of Cremations | 0 | 0 |
| Cemetery Grounds Maintenance | | 15 |
| 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) | 94.16 | 91 |
| Residential Garbage Collected (Tonnage) Town of Hurt | 36.81 | 32 |
| # Of Curbside Brush Collected (Stops) | 168 | 38.75 |
| Loads of Brush Collected | 13 | |
| # Of Curbside Bulk Collected (Stops) | 131 | 29.50 |
| Bulk Collection (Tonnage) | 20.31 | |
| # Of Tires Collected | 22 | 2 |
| # Of Residential Garbage Citations Issued | 0 | 0 |
| Seasonal | | |
| | | |
| Parks/Buildings | | |
| DESCRIPTION | Month Totals | Labor Hours |
| Landscaping Buildings, Watering Flowers | | 4.75 |
| # Of Building Maintenance Hours | | 101.50 |
| # Of Park Cleaning | | 105.25 |
| # Of Parks Ground Maintenance Hours | | 107.75 |
| # Of Acres Mowed by Town | 176.08 | 199 |
| # Of Acres Mowed by Contractors **** | 33 | 0 |
| # Of Hours Checking Daltons Landing/Industrial Site | | 2 |
| Special Projects / Special Events National Night Out - PD | | 33.75 |
| # Of Vehicle Maintenance Hours | | 12 |
| | | |
| *** HOURS NOT ADDED | | |
| Total Labors Hours for the Month | | 923.50 |

FLEET MAINTENANCE DEPARTMENT

DATE: September 8, 2021

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR
MONTH: AUGUST 2021

| DESCRIPTION | Labor Hours |
|--------------------------------------|-------------|
| Vacation / Comp. Time Used | 24 |
| Safety Meetings | 10.50 |
| Holiday | 0 |
| Daily/ Weekly/ Planning & Scheduling | 15.50 |
| Sick Leave Used | 12 |
| CIP / Budgeting | 7.50 |
| Preventive Maintenance | 35 |
| General Repair's | 38.50 |
| Troubleshoot and Diagnostic | 12.50 |
| Assisting Other Crew | 0 |
| Tire Changes & Repairs | 0 |
| Picking Up & Delivery | 9 |
| Building & Grounds | 0 |
| DMV/Titling | 10 |
| Inspections | 1.5 |
| | |
| Total Labor Hours for the Month | 176.00 |
| | |

STREET DEPARTMENT MONTHLY REPORT

DATE: SEPTEMBER 8, 2021

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STS SUP.
MONTH: AUGUST 2021

| DESCRIPTION | Labor Hours |
|--|-------------|
| Vacation / Comp. Time Taken / Sick Leave Taken / Holiday | 32 |
| Safety Meetings/Data Entry/ Planning Schedule | 70 |
| Weekend Trash Truck (4 Trucks/3 Tons) | 13.50 |
| Street Sweeping (Miles Swept 60) | 14 |
| Litter Control (Bags Collected 0) | 0 |
| Assisting Other Crews | 15.50 |
| Town Wide Mowing (74.74 Miles) | 142 |
| Contractor Mowing (13.53 Miles) | 0 |
| Sign/Thermoplastic Maintenance | 30 |
| Asphalting / Patching Pot Holes /Assisting Contractor | 106 |
| Ditch & Drainage Pipe Maintenance | 14 |
| Weed Control (Gallons Sprayed 25) | 7.50 |
| Street Lighting | 9 |
| Dead Animal Removal/Buzzard Control | 11.50 |
| Decorative Street Light | 6 |
| Equipment Maintenance | 0 |
| Install (2) Doggie Pot Stations | 4 |
| Trees/ Trimming/ Removal | 28 |
| Vehicle Maintenance | 5.50 |
| Shoulder Work and Stone (Tonnage 0) | 1.50 |
| Call Duty | 0 |
| Alley Maintenance | 0 |
| Storm Damage Clean Up | 19.50 |
| Special Projects / Special Events / Seasonal | 41.50 |
| Total Labor Hours for the Month | 571 |



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Police Department Monthly Reports

Staff Resource: Tommy Merricks - Chief of Police

Action(s):

For informational purposes/review

Explanation:

APD monthly activity reports and patrol on 29

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1 - APD Daily Activity Report-August 2021.pdf

Attachment 2 - APD Patrol on 29-August 2021.pdf

2021 ALTAVISTA POLICE

| | January | February | March | April | May | June | July | August2 | Year to Date |
|---|---------|----------|-------|-------|-----|------|------|---------|--------------|
| Criminal Arrests "Felony" | 2 | 2 | 1 | 1 | 2 | 1 | 2 | 1 | 12 |
| Criminal Arrests "Misdemeanor" | 1 | 4 | 6 | 10 | 8 | 6 | 12 | 10 | 57 |
| Warrant Executed | 6 | 8 | 1 | 6 | 5 | 2 | 4 | 14 | 46 |
| Uniform Traffic Summons Issued | 8 | 9 | 12 | 25 | 34 | 18 | 18 | 9 | 133 |
| # Traffic Stops | 41 | 24 | 56 | 89 | 123 | 99 | 54 | 36 | 522 |
| BOLO'S (Be on Look Out) | 9 | 2 | 4 | 7 | 3 | 6 | 4 | 1 | 36 |
| DUI | 1 | 1 | 2 | 0 | 0 | 3 | 0 | 2 | 9 |
| IBR | 15 | 19 | 28 | 27 | 28 | 44 | 24 | 18 | 203 |
| MVA | 10 | 5 | 20 | 17 | 8 | 15 | 11 | 10 | 96 |
| Assist Motorist | 4 | 9 | 36 | 11 | 5 | 16 | 71 | 10 | 487 |
| Calls for Service | 158 | 188 | 268 | 497 | 383 | 323 | 443 | 348 | 2,608 |
| Alarm Responses | 13 | 8 | 9 | 14 | 23 | 15 | 16 | 20 | 118 |
| ECO/TDO | 3 | 2 | 3 | 0 | 1 | 0 | 0 | 1 | 10 |
| ECO/ TDO HOURS | 6 | 8 | 26 | 0 | 6.5 | 0 | 0 | 0 | 46.5 |
| Court Hours | 6 | 7 | 11.25 | 6 | 3 | 2 | 9 | 5 | 49.25 |
| Citizen Contacts | 525 | 597 | 2035 | 1379 | 725 | 1570 | 2217 | 3611 | 12,659 |
| Businesses, Residences Check "Foot Patrols" | 272 | 142 | 273 | 276 | 190 | 180 | 148 | 240 | 1,721 |
| Follow Ups | 7 | 12 | 13 | 3 | 4 | 9 | 8 | 7 | 63 |

| Patrol on 29-August 2021 | | | | |
|--------------------------|-------------------|-----------|---------|--------------------|
| | Location | Time | Officer | Disposition |
| 4-Aug | 29SB/Pocket Rd | 1635-1640 | Dogan | Traffic Stop |
| 4-Aug | 29NB/Main St | 2047-2050 | Dogan | Traffic Stop |
| 6-Aug | 29SB/Lynch Mill | 0849-0911 | Abbott | MVC |
| 7-Aug | Rt 29 | 2252 | Earhart | Disabled Vehicle |
| 9-Aug | Rt 29/Main Street | 2243-2248 | Pugh | Traffic Stop |
| 11-Aug | Rt 29 | 339 | Earhart | Livestock |
| 14-Aug | Rt 29/Clarion | 2039-2043 | Pugh | MVC |
| 14-Aug | Rt 29/Clarion | 2232-2238 | Pugh | Traffic Stop |
| 14-Aug | Rt 29/Clarion | 2039-2043 | Dogan | MVC |
| 15-Aug | Rt 29 | 0938-0948 | Thurman | Traffic Stop |
| 15-Aug | Rt 29 | 1433-1442 | Thurman | BOL |
| 16-Aug | Rt 29 | 1240-1256 | Thurman | BOL |
| 16-Aug | 29SB/Gladys Rd | 2125-2140 | Dogan | Assist Campbell LE |
| 20-Aug | Rt 29 | 2118 | Earhart | Traffic Stop |
| 20-Aug | Rt 29 | 2219 | Earhart | Traffic Stop |
| 21-Aug | Rt 29/Main Street | 2002 | Earhart | Harassment |
| 27-Aug | Rt 29 | 0321-0325 | Pugh | Traffic Stop |
| 27-Aug | Rt 29/Lynch Mill | 0340-0355 | Pugh | Disabled Vehicle |
| 28-Aug | Rt 29/Main Street | 1349-1355 | Thurman | Check Location |
| 28-Aug | Rt 29 | 0346-0530 | Pugh | DUI |
| 28-Aug | Rt 29 | 0352-0428 | Dogan | DUI |
| 29-Aug | Rt 29/Hwy 43 | 1929-1938 | Dogan | Reckless Driving |
| 29-Aug | Rt 29 | 1928-1941 | Pugh | Reckless Driving |
| 31-Aug | Rt 29 | 224 | Earhart | Traffic Stop |



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
September 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.G

REPORTS AND COMMUNICATIONS

Title: Community Development Monthly Report

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

Receive Report

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[*CD August 2021 Monthly Report.docx*](#)



MEMORANDUM

To: Clarence Monday – Interim Town Manager

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

Date: September 1, 2021

Re: August 2021 Community Development Report

Permits

Two (2) Zoning Permits issued during the month of August:

Home Occupations: 0

New Business: 1 – 804 Main Street (Commonwealth Heating & Cooling, Plumbing & Electrical)

Signs: 0

Accessory Structures: 1

New Homes or Additions: 0

Plats: 0

Violations

No new zoning violations were reported in August.

Planning Commission:

The Planning Commission met on August 2, 2021 and held the kickoff meeting for the 2040 Comprehensive Plan. Staff and the Planning Commission discussed the proposed timeline for the Plan. Assistance will be provided by staff of the Central Virginia Planning District Commission (CVPDC). The transportation section of the plan will be funded by the Virginia Department of Transportation (VDOT) and prepared by CVPDC. They will also assist with updating the maps, charts, and SWOT (Strength, Weaknesses, Opportunities, Threats) Analysis.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in August.

Staff Projects/Meetings:

The Town has issued the Notice of Award and entered into a contract with Piney Ridge Contracting to renovate the vacant fire station for the Spark Innovation Center. Work is expected to begin after Labor Day. Staff is in the process of having signage installed

announcing the building will open in Spring of 2022. Work continues on programming for Spark and the website will go live in September with a series of on demand Lunch and Learns.

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

The Town was notified that its application to the Virginia Department of Housing and Community Development (DHCD) for funding under the Acquire, Renovate, Sell (ARS) Grant was approved. This is a program funded by DHCD that will allow the town and its partners to purchase undervalued homes, renovate, and sell them. It also permits funds to be used for new construction. Under the program guidelines a maximum of \$45,000 in ARS funds will be awarded per project to restore the home to a comparable market state. The \$45,000 will include \$2,000 for performance deliverables (acquisition: \$500, renovation: \$1,000, resale: \$500) incurred by the provider and \$2,500 for the rehab specialist. The remaining \$40,500 will be available for renovation draws and contingencies. Funding is available through a performance pool on a first-come basis. ARS will not provide administrative/developer fees to the providers, however, ten percent of the net proceeds of the sale can be used towards administrative costs.

The Community Development Director has submitted a \$908,805 grant application to the United States Department of Agriculture (USDA) for its Rural Innovations Stronger Economies (RISE) program to complete the renovations to the first and second floor of the Spark Innovation Center. Notice of Award is expected to be announced in late September.

The town has issued the fifth \$500 civil penalty to the owner of the derelict structure at 900 Park St. This monthly charge will continue until such time as the building is renovated or demolished. The Town Attorney has been asked to proceed with placing a lien on the property.

The Community Development Director has submitted an application for a Phase I Environmental Assessment for a 26-acre parcel adjacent to the river which was part of the Lane Company. This funding for this is provided under the Brownfields Assessment Grant received by the town.

Altavista On Track continues to plan for the Uncle Billy's BBQ/Bourbon/Beer Festival with the assistance of town staff.

Staff continues to work on the creation of a Town GIS system, separate from Campbell County.

The Community Development Director spoke with companies interested in purchasing part of a parcel adjacent to Abbott. She discussed the rezoning, subdivision, and site plan processes for the Town.

The Town assisted Staunton River Memorial Library and AOT with the Back-to-School Block Party. A banner was hung over Main Street, the road adjacent to the library was closed, and the message board moved to Broad and 7th to assist with traffic control.

The Community Development Director received a demonstration from IWorq of their permitting software which would allow permits to be submitted electronically. This is a FY22 CIP item.

The Community Development Director worked with the Planning Director and Regional Planner at CVPDC to create the draft citizen survey for the Comprehensive Plan. The survey will be online. Hard copies of the survey will be available at Town Hall, Staunton River Memorial Library, and YMCA. Other locations may be added if a need arises.

The Campbell County Building Official and Community Development Director met with a prospective tenant at 810 Main Street who was interested in opening a vacant café for a sports bar. The Main Street Coordinator provided information as well on the incentives offered by the Town and AOT.

The Community Development Director met with Amtek Company, Inc. to discuss purchasing equipment for the marker space inside Spark. Due to the delays in the project, some items are no longer available. Staff is working to find compatible replacements.

The Community Development Director and Public Works assisted with several complaints about hedges that were in the sight distance triangle and obstructing the view of motorist.

Four (4) Zoning Text Amendments were presented to Town Council during public hearings on August 10, 2021. Town Council voted to approve a text amendment that allowed Home Occupations in the Downtown Revitalization Overlay District (DRO) without a Special Use Permit (SUP), to allow Home Occupations to be conducted in primary or accessory structures provided it did not exceed 25% of the gross floor area of the structure, to allow the use of metal for roofs in the DRO by-right and to permit other uses with a SUP, and to allow food banks, food pantries, and similar facilities in the DRO with a SUP. Staff recommends that additional input be sought from the public on the uses and features of the DRO during the Comprehensive Plan update, as staff has brought several text amendments to Council over the last year.

The Main Street Coordinator successfully completed his probationary period.

The Finance Director, Assistant Town Manager, and Community Development Director assisted with gathering information on the placement of an unused fire truck next to Spark Innovation Center. Based on liability concerns raised by the Town insurance carrier, staff will explore using parts of the truck for decoration in the interior and exterior of the structure.