



**TOWN OF ALTAVISTA**  
Town Hall  
510 7<sup>th</sup> Street  
**AGENDA**  
Regular Town Council Meeting  
December 12, 2017  
7:00 p.m.  
Council Chambers

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

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7:00 PM Council Regular Meeting

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA (Amendments and Deletions) ..... p. 1-2
5. PUBLIC INPUT SESSION – FY2019 BUDGET/CAPITAL IMPROVEMENT PLAN  
(Attachment #1)..... p. 3

6. PUBLIC COMMENTS

*This portion of the meeting is to receive comments from the public on items not included in this agenda. Citizens should sign up prior to the start of the meeting. The Council is interested in hearing your concerns, but may take no action or deliberate on the subject matter at this time. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Each speaker limited to 3 minutes with a total of 15 minutes allotted for this purpose.*

7. CONSENT AGENDA

- a. Approve minutes (Attachment #2a) ..... p. 4 - 18
  - i. Council's Regular Meeting November 14, 2017
  - ii. Council's Work Session November 28, 2017
- b. Acceptance of Monthly Financial Reports (Attachment #2b)..... p. 19 - 44
- c. FY2019 Altavista Community Transit System proposed budget (Attachment 2c).....p. 45 - 51
- d. Renewal of Right of Way Clearing Contract – NaturChem (Attachment #2d)..p. 52 - 53
- e. CIP – Council Chamber's Audio/Visual Improvements (Attachment #2e)... p. 54 - 55
- f. Reappointment – Board of Zoning Appeals (Attachment #2f)..... p. 56

8. PUBLIC HEARINGS

- a. None

## 9. NEW/UNFINISHED BUSINESS

- a. WWTP – Clarifier Bid Consideration (Attachment #3) ..... p. 57 - 59
- b. Planning Commission Report – Public Hearing Request (Attachment #4) ...p. 60 - 61
- c. Consideration of Amendments to Chapter 34 “Environment” related to Public Nuisances (Attachment #5)..... p. 62 - 89
- d. FY2019 Budget and CIP discussion (Attachment #6) ..... p. 90

## 10. REPORTS

- a. Town Manager’s Report (Attachment #7) ..... p. 91
- b. Departmental Reports (Attachment #8) .....p. 92 - 106

## 11. INFORMATION ITEMS/LATE ARRIVING MATTERS

- a. Calendars (Attachment #9) .....p. 107 - 108
- b. Correspondence

## 12. MATTERS FROM COUNCIL

13. CLOSED SESSION *(If necessary)*

## 14. ADJOURNMENT

**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

*(All meetings are at Town Hall unless otherwise noted)*

No Work Session Scheduled in December

Tuesday, January 9, 2018 @ 7:00 p.m.

Town Council Regular Meeting

Tuesday, January 23, 2018 @ 5:00 p.m.

Town Council Work Session

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk’s Office. For assistance, please contact the Town Clerk’s Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | 5 |

Attachment #: | 1 |

**Agenda Placement:** | Special Item |

**Subject Title:** | Public Input Session – FY2019 Budget and Capital Improvement Plan |

### **SUBJECT HIGHLIGHTS**

Town Council's Budget Preparation Calendar provides for a Public Input Session at the beginning of the annual budget process. Tonight's input session gives citizens an opportunity to offer thoughts/suggestions on the revenues and expenditures of the budget, as well as the services that are delivered.

Later in the meeting, Town Council can provide direction/input to staff regarding any items they hear during this session or any other matters they feel are appropriate for development of the annual budget and capital improvement program.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | 7a |

Attachment #: | 2a |

**Agenda Placement:** | Consent Agenda |

**Subject Title:** | Minutes |

### **SUBJECT HIGHLIGHTS**

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's Regular Meeting held November 14, 2017 and Council's Work Session held November 28, 2017. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

**Staff recommendation, if applicable:** Approval

**Action(s) requested or suggested motion(s):** Motion(s) to approve the minutes of the November 14, 2017 Regular Meeting; and the November 28, 2017 Work Session.

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Minutes ( November 14, 2017 & November 28, 2017)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Regular Council Meeting—November 14, 2017

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on November 14, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. David Bayse, Altavista Ministerial Association, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Mike Milnor, Altavista Police  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox advised of changes to the agenda. The “Housing Study Committee Recommendation” was removed and “Reynolds Spring & McMinnis Spring Fluoridation Improvement Bids” were added.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

5. Recognitions and Presentation
6. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

7. Consent Agenda
  - a) Minutes- Work Session September 26, 2017, Regular Meeting October 10, 2017, Council’s Work Session October 24, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
  - b) Monthly Finance Reports-Council approved the monthly reports
    - i. Invoices
    - ii. Revenues & Expenditures Report
    - iii. Reserve Balance/Investment Report

Regular Council Meeting—November 14, 2017

- c) FY2018 Budget Amendments/Department Transfers
- d) Adoption of CY2018 Town Council Meeting Calendar
- e) Acceptance of the FY2017 Financial Report (Audit)

Mrs. Dalton, seconded by Mr. George, motioned to approve the consent agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

8. Public Hearing

None

9. New/Unfinished Business

- a. Housing Study Committee Recommendation
- b. “Blessing Box” Location Consideration

Mr. Coggsdale advised that staff was recently approached by Mr. Tony Mayhew regarding the placement of a “Blessing Box” on town property. A “Blessing Box” is a box similar to the “little free libraries” concept where individuals can place non-perishable food for those in need to pick up for their use. The box would be built and installed by the Order of the Confederate Rose (Women’s Auxiliary of the Sons of Confederate Veteran’s Camp 2117 Campbell Guard). The preferred location would be in the proximity of Town Hall. An exact location would need to be determined.

Mr. Emerson, seconded by Mr. Higginbotham, motioned that staff work with Mr. Mayhew to determine an acceptable location for the “Blessing Box”.

Mrs. Brumfield suggested the side door entrance of town hall as this is used the most.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

- c. FY2019 Budget and CIP Discussion

Mr. Coggsdale provided Council with the draft FY2019 Budget Calendar for Council’s review and felt this would be an appropriate time for Council to provide any feedback/thoughts on goals and objectives that they would like staff to pursue during the departmental and revenue consideration of the draft budget. Also included was the Altavista Community Transit System (ACTS) proposed budget for review noting staff will make a presentation and entertain Council’s questions at the November Work Session. Mr. Coggsdale noted in order to have ample time to meet the grant deadlines, staff asks that Council consider adoption of the ACTS budget at their December 12th Regular Meeting.

## Regular Council Meeting—November 14, 2017

Mrs. Dalton, seconded by Mr. George, motioned to approve the draft FY2019 Budget Calendar.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

Mayor Mattox asked Council for thoughts on goals and objectives that they would like for staff to pursue.

Mr. Emerson asked staff to bring back information on the purchase of a trolley type bus. He noted a trolley bus would be more practical, easier for people to get on and off of, and last longer. He asked if this is something the rest of Council is interested in because he is.

Mr. George stated he did not have any objections but asked if the Town would receive the same level of support from DRPT.

Mr. Witt stated DRPT would have to approve the purchase. The Town would have to justify the ridership. At the direction of Council, Mr. Witt advised he would start the conversation with DRPT and added funding on the state level for CIP items is getting tight.

Mrs. Brumfield asked if the bus stops at the Town parks.

Mr. Witt advised it is not part of the route but if someone asked to be dropped off at the park, the driver will accommodate.

It was the consensus of Council for staff to investigate the purchase of a trolley type bus.

Mrs. Overbey asked that Broadband and Water/Sewer infrastructure be revisited (Mr. Fore and staff prioritize where to start with the infrastructure).

Mr. Higginbotham asked about the “effluent” water and if any progress was being made noting Virginia Energy is going to revamp their intake station.

Mr. Coggsdale stated correspondence has been received from Virginia Energy and he is in the process of setting up a meeting with them on this matter.

Mr. Higginbotham asked that the PCB pond be scheduled for retesting in 2018.

Mrs. Brumfield stated she is still interested in using the “backwash” water; she noted a plant in Radford uses this process. This is another way to save some money and pass the savings on to the taxpayers.

Mayor Mattox requested a listing of the organizations the Town makes donations and pays dues to.

### d. GO Virginia Project Letter of Support

Mr. Coggsdale advised the Region 2000 Local Government Council (LGC) has submitted a letter indicating interest in funding GO Virginia Region 2 for a worker training program. He added Altavista is part of Region 2. This is an initiative for Virginia Senior Business leaders to offer private sector growth in

Regular Council Meeting—November 14, 2017

job creation through state incentives. The letter received from the LGC to the Office of Economic Development at Virginia Tech (fiscal agent for GO Virginia Region 2) sets forth the intention to apply for \$300,000. Mrs. Dalton serves on the Region 2000 Go Virginia Board.

Mrs. Dalton stated it was her pleasure to serve on this board noting it is a program established between private business leaders and the state.

Mrs. Dalton, seconded by Mr. Emerson, to adopt the Go Virginia Project Resolution of Support.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

At the regular meeting of the Altavista Town Council held on the 14th day of November 2017 in the Council’s Chambers of the J.R. Burgess Municipal Building, Altavista, Virginia:

WHEREAS GO Virginia is a statewide initiative to advance economic development through regional collaboration; and

WHEREAS economic development entities throughout the GO Virginia Region 2, which includes the Town of Altavista, have developed a proposal to further stimulate the region’s economic growth; and

WHEREAS, that proposal includes closing the skills and interest gap in middle-to-high skilled occupations in Manufacturing, Healthcare and Information Technology; and

WHEREAS, the proposal specifically calls for an existing worker training program and a skills and interest campaign; and

WHEREAS, the Altavista Town Council has a commitment to the continued economic vitality of the region; and

WHEREAS, the programs outlined in the proposal stand to benefit Town of Altavista industry as well as industry throughout the GO Virginia Region 2;

NOW THEREFORE BE IT RESOLVED, that the Altavista Town Council does hereby lend its support to the GO Virginia funding request and encourages the award of funding for the programs proposed.

J. Waverly Coggsdale, III, Clerk  
Altavista Town Council

e. Nuisance Property Update

Mr. Coggsdale advised the Altavista Town Council directed staff to move forward with addressing nuisance properties in town. Council was presented with a memo updating them on the progress of the first properties. He noted staff would like to identify and proceed with up to five more properties and understand what role Council would like to play in the process.

Mr. Witt advised three of the previously discussed properties are being demolished.

Mr. Higginbotham asked how much money has been contributed to get things rolling.

Mr. Witt responded no monies have been used to date but the owner of the Hughes Street property and the owner of the Lynch Road property have

## Regular Council Meeting—November 14, 2017

indicated they would like assistance. He added the other three properties are being renovated to be rented out.

Mr. George asked if the town had any control over the railroad property noting a shack on Third Street with broken windows and a caved roof.

Mr. Coggsdale advised he would contact the railroad in regards to the shed.

Mr. Witt reported the property on Broad Street has been cleaned up. He asked Council moving forward how they would like for him to handle nuisance properties.

After discussing, it was the consensus of Council that staff identify properties and contact the property owners to seek a resolution. If the problem is not abated then it be brought before Council.

Mrs. Overbey asked where in the process of updating the Code are we?

Mr. Eller advised him, Mr. Coggsdale and Mr. Witt have met and discussed the changes made thus far. This item is scheduled to be discussed at the November 28<sup>th</sup> Town Council Work Session.

### f. Appointment-Board of Zoning Appeals

Mr. Coggsdale advised a member of the Board of Zoning Appeals term has expired and asked if Council would like for staff to approach the individual currently serving in this capacity for reappointment. If he/she desires not to be reappointed, staff will return with a listing of names for consideration.

It was consensus of Council that staff follow this process for all appointments.

### g. VDOT Comprehensive Roadside Management Program

Mr. Coggsdale advised staff has been reviewing the feasibility of having landscaped areas (existing or proposed) in the street right of way. VDOT has a program that covers their right-of ways and a local government, private business, individual, or civic organization can participate. Staff is exploring to see if Council is interested in developing a complementary program that would provide the same opportunity for local businesses, individuals or civic organizations to contribute to the landscaping costs of areas owned by the Town or the right-of-way that is under the Town's control and not covered under VDOT's program. He advised if Council is interested, staff would seek assistance in identifying which areas should be included and create the necessary document that would be needed to promote the program. He noted if the areas fall within the VDOT right of way, then the existing VDOT program would be used for those areas.

It was the consensus of Council for staff to move forward with the VDOT Comprehensive Roadside Management Program.

### h. Reynolds Spring & McMinnis Spring Fluoridation Improvement Bids

Mr. Coggsdale advised previously, staff received a grant from the Virginia Department of Health for improvements at the Town's two springs (Reynolds and McMinnis). The first part of the grant allowed the town to purchase the equipment needed. The second part allows for the installation of the equipment. Staff has received two quotes:

Anderson Construction:	\$175,300
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Littleton & Associates	\$ 52,000
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Regular Council Meeting—November 14, 2017

He advised it is the recommendation of Woodard & Curran, project engineer, to award the project to Littleton & Associates per their submitted quote. The grant provided for up to \$70,000 for this work. It would be the intent to issue a Notice to Proceed by December 1, 2017 and the project is anticipated to be completed within 6 – 8 weeks from that time.

Mr. Fore advised he has spoken to the engineer and advised he would like a “Bid Bond” added to this contract.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the award of the Reynolds Spring and McMinnis Spring Fluoridation Improvements to Littleton & Associates as the lowest responsible and responsive bidder in the amount of \$52,000 with a contingency.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

10. Reports

a. Town Manager’s Report

**Staunton River RIFA**

Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.

Staff working with legal counsel in regard to the document associated with formation of the RIFA.

Staff working with Peed & Bortz on the Utility Assessment for this project. Report was presented to Town Council at their October Work Session.

Staff is working with other jurisdictions and the property owner to decide on “next steps”.

**Campbell Avenue Drainage Project**

Project is underway.

**Rt. 43 Gateway Project (Streetscape/Utilities)**

Plan progress meeting held with Hurt & Proffitt to go over the project. Plans are being reviewed by staff and additional information is being supplied to the engineer. Application filed for additional funds through the VDOT “TAP” process.

**English Park**

Property has been transferred to the Town from the County.

Master Planning (Park and Trails) – Public Input Meeting on Tuesday, November 14<sup>th</sup> 4:00 – 6:30 p.m. at the YMCA (gym).

**Utility Projects**

Facility Assessment and Improvement Plan (FAIP)

Staff continues to work with Woodard & Curran to complete this document.

Woodard & Curran is gathering data to begin the Rate Study.

Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.

Abbott meter and vault – Working with staff to build vault.

## Regular Council Meeting—November 14, 2017

Mr. Coggsdale advised he has met with VDOT and they are scheduled to begin construction of the Main Street bridge on the south end of town February 2019.

Mr. Coggsdale mentioned the Town Parks and Master Plan public information meeting and felt there was a good turnout.

### b. Departmental Reports

## 11. Informational Items/Late Arriving Matters

- a. Calendars-November/December
- b. Correspondence

## 12. Matters from Town Council

Mayor Mattox suggested a letter of appreciation or resolution be sent to the Altavista Rotary Club thanking them for the United States of America flags that are being displayed throughout the Town. Council was in agreement with this suggestion.

Mr. Coggsdale updated Council on the canoe launch project stating Mr. Witt is working with DCR on the grant and asked if they would like for Mr. Witt to proceed with the grant application.

It was the consensus of Council for Mr. Witt to move forward with the grant application.

Mr. Emerson asked if anyone has met with the gentleman that has concerns with the canoe launch project.

Mr. Witt advised he has met with Mr. Chism and Mr. Keese and they listed three items of concern; hours of operation, safety and policing of the site (they are requesting a gate), and restroom facilities on site. Mr. Witt stated he and Mr. Coggsdale are going to draft what they consider reasonable guidelines for Council's review.

Mr. Coggsdale stated the one request that he did not feel Council should be as proactive on is the gate; how this will be locked and unlocked is questionable.

Mr. Emerson felt once a few tickets are written for trespassing the word will get out and the problem will go away.

Mr. Coggsdale advised staff will continue the conversation with the concerned citizens.

Mayor Mattox stated he would like information on how similar boat launch sites are handled.

Mr. Emerson suggested making the concerned citizens aware that notice would be given to the Virginia State Police, Virginia Game and Inland Fisheries, Altavista Police Department and Campbell County who will be enforcing the laws at this site.

Mr. Emerson suggested approaching the Campbell County Board of Supervisors for in-kind services at the Canoe Launch in January.

## Regular Council Meeting—November 14, 2017

### 13. Closed Session

### 14. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 7:50 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



COUNCIL WORK SESSION NOVEMBER 28, 2017

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on November 28, 2017 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mrs. Tanya Overbey

Council members  
absent:

Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Mike Milnor, APD  
Mr. David Garrett, Director of Public Works  
Mr. Tom Fore, Director of Public Utilities  
Mr. John Eller, Town Attorney  
Miss Emelyn Gwynn, Main Street Coordinator  
Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mrs. Dalton, seconded by Mr. Emerson, made a motion to approve the agenda as presented.

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverly Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mrs. Tanya Overbey	Yes

- 3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

- 4. Introductions and Special Presentations
- 5. Items for Discussion

- a. FY2019 Altavista Community Transit System (ACTS) Proposed Budget

Mr. Coggsdale advised at the November Regular Meeting, Town Council was presented with the proposed FY2019 Altavista Community Transit System Operating Budget and Capital Improvement Program (CIP). He noted the Town reviews the ACTS budget early due to the grant application process that funds the majority of the cost for the system. He added staff will be seeking to place this item on the December Regular Meeting for approval of the budget and authorization to apply for the grant funds.

Mr. Witt advised the grant application is due the end of January and added there are no significant changes. He will not be purchasing a new bus so that item has been

## COUNCIL WORK SESSION NOVEMBER 28, 2017

removed. He has also removed the bus shelter from the budget because he does not have a need or a good location for a shelter at this time. He noted as in the past the grant continues to pay 40 percent of the Assistant Town Manager's salary. Mr. Witt advised the total budget is \$100,950. The grants are from the Virginia Department of Public Rail and Transportation (DPRT) with 50% being Federal funds; 15% being State funds; and the remaining operational funds being local (35%).

Mr. Witt noted the citizens appreciate the Transit system.

Mayor Mattox suggested to Mr. Witt when he is considering the bus route to consider adding English Park.

Mr. Witt advised at this time the bus comes down Fifth Street to Pittsylvania Avenue and will deviate at any time to pick up or drop off at the park. He noted he has been approached in regards to a bicycle rack being added to the bus for transporting bicycles to the park. Mr. Witt stated he has funds from the sale of a bus that could be used for this project.

Mr. Coggsdale advised staff would come back with prices for the bicycle racks.

It was the consensus of Council to put this item on the consent agenda allowing staff to move forward with the FY2019 Altavista Community Transit System (ACTS) grant application and the budget process.

### b. Consideration of Renewal of Right of Way Clearing Contract

Mr. Coggsdale presented Council with a memorandum in which staff requests that Town Council consider the renewal of the Right of Way clearing contract with NaturChem. The Code of Virginia allows such a contract to be extended for up to two additional one year terms. The FY2018 Budget has a total of \$60,000 appropriated for this purpose in the Water and Wastewater departments (\$30,000 each).

Mr. George asked if this is the line going to the springs.

Mr. Fore advised NaturChem is doing specific jobs for the town. Part of the McMinnis Springs area was completed last year, Mr. Fore did not feel the other part would be in the budget this year because of all the other lines. He noted with the purchase of the skid steer both the town's crew and NaturChem are cutting. Some of the trees are too large for the town's skid steer to remove.

Mrs. Overbey questioned the purchase of the skid steer and contracting with NaturChem to do this work.

Mr. Fore stated after discussing, it was decided to contract with NaturChem to remove the large trees and the town would use the purchased skid steer to maintain the right of ways. He has no plans to add NaturChem to the next budget cycle.

It was the consensus of Council to approve the NaturChem Right of Way clearing contract as outlined and place on the December Regular Meeting Consent Agenda.

### c. CIP-Council Chamber's Audio/Visual Improvements

Mr. Coggsdale advised previously staff briefed Council on different alternatives for upgrading the audio/visual system in the Council's Chambers; presenting four options. He noted if Council desires to continue using the I-Pads there is a reoccurring cost. Mr. Coggsdale also mentioned the ceiling microphones are not capable of being individually muted but can be manually controlled at the control panel.

## COUNCIL WORK SESSION NOVEMBER 28, 2017

### **OPTION 1**    \$18,847.18

(2) 75” monitors for public’s and Council’s view mounted on side walls of council chambers. Very similar to current setup, however presentations will be seen on both side walls versus one.

(5) ceiling microphones

### **OPTION 2**    \$15,515.47

(3) 55” monitors for public’s and Council’s view. (2) monitors will be mounted from the wall for the audience to view on articulating mounts. (1) monitor will be mounted on a motorized ceiling mount directly above the current location of the podium.

(5) ceiling microphones

### **OPTION 3**    \$21,079.32

(2) 55” monitors will be mounted from the wall for the audience to view on articulating mounts.

(5) 10” monitors as displays for council mounted on stands at the dais.

(5) ceiling microphones

### **OPTION 4**    \$16,027.76

(4) 49” monitors mounted on articulating mounts for public’s and council’s view. (2) monitors will be mounted in a ‘V’ on both side walls of Council Chambers.

(5) ceiling microphones

Mrs. Dalton stated she is flexible but felt Option 4 was the most intriguing to her as it seemed the simplest and straight forward.

It was the consensus of Council to move forward with Option 4 and to put this item on the December Regular Meeting Consent Agenda

#### d. Project Updates

Mr. Garrett addressed Council with some project updates:

Seventh Street—milling has been completed on the east side of the street, replacement includes five inches of stone, four inches of base, with two inches of overlay. The contractor will be moving forward with the west side on Wednesday. The center of the road will be dropped approximately two inches. The following week the street and parking will be striped.

Charlotte Avenue—contractors will move to Charlotte Avenue once they complete Seventh Street. All the drainage pipes and inlet boxes have been installed. Mr. Garrett noted a six-inch sewer line was located that services the Schewels Warehouse which they were unaware. A new section of line has been installed as well staying under budget.

Park Bathrooms—staff is working on remodeling the Shreve Park bathrooms and will move to English Park bathrooms after the completion of Shreve Park bathrooms.

Garbage Trucks—two of the garbage trucks are in the shop and he will be putting the third garbage truck into service in the morning.

Leaf Collection—staff is ahead of schedule on the leaf collection.

English Park Parking—finalized the parking area striping at English Park and this should be completed within the next two weeks.

## COUNCIL WORK SESSION NOVEMBER 28, 2017

Mr. Fore addressed Council with some project updates:

Water Electrical Upgrade—was started in March 2017 and is scheduled to be completed by the end of this year. A major shutdown is scheduled for December 6<sup>th</sup> to switch everything over.

Right of Way Clearing—Naturchem is working to clear the right of ways.

Abbott Vault—staff will be building the vault at Abbott Labs, then Woodard and Curran will be advised to finish up Scada Phase 1.

Facility Assessment Improvement Plan—Mr. Fore will be presenting Council with a formal presentation soon.

Rate Study—Mr. Coggsdale will be presenting Council with information on the rate study.

Snow Removal Trucks—two trucks have been ordered.

Mr. Garrett advised the new trucks have a lot of new technology and staff has been provided training.

Chief Milnor addressed Council with some updates:

Firing Range—advised the zoning hearing is scheduled in January in Pittsylvania County.

New Radios—all vehicles have new radios except for Chief Milnor and Deputy Chief Moorefield. All vehicles have new radars.

Shop with a Cop—twelve children have been selected to “Shop with a Cop” on December 9<sup>th</sup>. 1<sup>st</sup> Sergeant Penn is putting this event together.

Senior Watch Program—Chief Milnor advised the Senior Watch Program is a success and noted the officers are adopting the seniors.

Drug Arrest—the drug arrest are up by 60% over the past four or five years. These arrests occurred during traffic stops. He noted all the officers have been sent to Drug Interdiction programs.

Chief Milnor noted the department is fully staffed at this time and expressed his pride in this department.

Mayor Mattox stated it is good to see true community policing and to know the officers are doing their jobs.

Mr. Fore mentioned the bid opening for the Clarifier Rebuild Project is scheduled for November 29<sup>th</sup>. Fluoride Improvement Project will begin in December.

Mr. Coggsdale mentioned representatives from Springsted will be on site Thursday, November 30<sup>th</sup> for Employee Evaluation Training. A Southern Virginia Multimodal Park meeting is scheduled for November 29<sup>th</sup>. He, Mr. Witt and Mr. Eller will be meeting to discuss the nuisance ordinance and will be returning to Council with a revised copy for their consideration.

## COUNCIL WORK SESSION NOVEMBER 28, 2017

### 6. Public Comments

Mayor Mattox asked if anyone would like to comment on anything not listed on the agenda.

No one came forward.

Mrs. Overbey stated it has been brought to her attention that the intersection of Main Street and Broad Street does not have a crosswalk light. She stated this is a heavier pedestrian area because of the parking lot and access to the crosswalk to English Park.

Mr. Coggsdale advised he would consult with VDOT.

Mr. Emerson stated at some point Council anticipates moving forward with the Boat Launch. He asked how far out would the bid process be. He asked if the Launch was to open in the spring, when should the bid go out regardless of where the funds are coming from.

Mr. Coggsdale asked when the engineers would be finished with what they need to do.

Mr. Witt advised the engineers are finished with everything except for the joint permit application.

Mr. Coggsdale noted staff needs to contact the Virginia Marine Resources Commission and verify when they will wrap up the issue with the adjacent landowners.

Mr. George asked for the location of the meeting and if it would be prudent for someone from the Town to attend.

Mr. Coggsdale advised once staff knows the process, he will communicate this to Council.

Mr. Emerson recommended that before it gets to this point, he and/or Chief Milnor contact the landowners in regards to their complaints and perhaps ease their minds. He felt they may withdraw their complaints. He noted the Town can submit a "letter of authority" to other agencies to police the site and the concerned citizens need to know the details behind this. Mr. Emerson stated he knows the concerned citizen and would stop by to speak with him. He added he would like to see the Boat Launch open in the spring of the year. He asked what can be done to keep the process moving.

Mr. Witt mentioned one challenge is there is a spotted perch located in the river and Federal Wildlife regulations state you cannot work in the water for a sixty day period. He felt the timeframe was in the spring. He noted everything could be completed except for the ramp down into the river.

Mr. Coggsdale noted Mr. Chism does not have a written complaint; the written complaint lies with Mr. Keese.

Mr. Emerson mentioned he was not aware of any other Boat Launches being gated.

Mr. George stated on Bedford Avenue the road has varying widths and asked if there is regulation as to how wide a road has to be to park on the street.

Chief Milnor stated he is unaware of any regulations of width in the Code.

Mr. Coggsdale advised staff could look to see if there are any specifications but reminded Council that VDOT owns Bedford Avenue.

Mrs. Brumfield advised it is the 110<sup>th</sup> Anniversary of the establishment of the Town of Altavista and suggested the Bedford Avenue Park be renamed to honor the Lane Family who founded the town. She suggested having staff approach the family in this regard.

## COUNCIL WORK SESSION NOVEMBER 28, 2017

Mrs. Brumfield also suggested having someone design a bench resembling the “red cedar” boxes that were produced by the Lane Company.

Mayor Mattox noted Council has a presence for naming parks and referred to the Leonard Coleman Park. He stated he didn’t want future generations to forget what our founding families did for the town. Mayor Mattox asked if there were any objections to moving this project forward.

Mrs. Dalton suggested that Council give it some time, thought and consideration. She is hearing two things: the origin of the Lane Company through the Lane Family and Mrs. Minnie Lane who had a treasure of contributions. Mrs. Dalton did not feel these were necessarily the same. She felt Council needs to decide whether to tie this to Mrs. Lane specifically or the family in general. Before approaching family, Council needs to have a better understand of the direction in which to go. She did not disagree with the concept just felt the focuses were being mixed.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 6:12 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **7b** |

Attachment #: | **2b** |

**Agenda Placement:** | **Consent Agenda** |  
**Subject Title:** | **Monthly Financial Reports** |

### **SUBJECT HIGHLIGHTS**

Attached are the following Financial Reports:

- Invoices paid during the month
- Revenue & Expenditure Reports
- Reserve Balance/Investment Report

**Staff recommendation, if applicable:** Acceptance

**Action(s) requested or suggested motion(s):** Motion to accept the monthly financial reports as presented.

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Invoices, Monthly Revenue & Expenses; Monthly Reserve & Investments**

Department Head initials and comments, if applicable: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 05/2018  
FROM: 11/01/2017 TO: 11/30/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36763	6	ALTAVISTA AREA YMCA	11/03/2017	25,000.00
36764	9999997	BAKER, TRAVIS ALAN	11/03/2017	109.10
36765	103	BEACON CREDIT UNION	11/03/2017	360.00
36766	799	BEST G C INC	11/03/2017	91,551.50
36767	461	KATHI BOGERT	11/03/2017	862.68
36768	16	CAMPBELL COUNTY UTILITIES & SE	11/03/2017	4,074.87
36769	28	COLUMBIA GAS	11/03/2017	209.98
36770	32	CONTROL EQUIPMENT CO INC	11/03/2017	3,352.18
36771	20	J JOHNSON ELLER JR	11/03/2017	2,000.00
36772	71	FAIRPOINT COMMUNICATIONS	11/03/2017	368.55
36773	123	FIRE & SAFETY EQUIP CO INC	11/03/2017	18.20
36774	50	GRETNA TIRE INC	11/03/2017	1,891.66
36775	332	HURT & PROFFITT INC	11/03/2017	14,860.50
36776	57	ICMA RETIREMENT TRUST-457 #304	11/03/2017	675.00
36777	566	INTEGRATED TECHNOLOGY GROUP IN	11/03/2017	2,850.00
36778	9999997	KING JR., STANLEY LEE	11/03/2017	99.52
36779	717	LYNCHBURG REGIONAL BUSINESS AL	11/03/2017	250.00
36780	800	MICHAEL ABBOTT	11/03/2017	153.08
36781	218	MINNESOTA LIFE	11/03/2017	147.66
36782	9999997	PERKINS, ASHLEY SUZANNE	11/03/2017	71.79
36783	228	SYDNOR HYDRO INC	11/03/2017	804.00
36784	85	TREASURER OF VA /CHILD SUPPORT	11/03/2017	553.15
36785	658	WKDE-FM	11/03/2017	335.00
36786	9999997	WOOD, CODY WAYNE	11/03/2017	64.40
36787	767	WSET	11/03/2017	400.00
36788	793	XEROX FINANCIAL SERVICES	11/03/2017	382.00
36789	583	CAMPBELL COUNTY PUBLIC LIBRARY	11/09/2017	902.86
36790	1	CENTRAL SHENANDOAH CRIMINAL JU	11/09/2017	375.00
36791	1	CREATIVE ECONOMIC DEVELOPMENT	11/09/2017	1,000.00
36792	1	DARYL HUNT	11/09/2017	100.00
36793	164	DMV	11/09/2017	350.00
36794	301	ENGLISH'S LLC	11/09/2017	3,206.43
36795	119	FOSTER ELECTRIC CO INC	11/09/2017	805.23
36796	566	INTEGRATED TECHNOLOGY GROUP IN	11/09/2017	224.91
36797	1	JEFFREY JANIAC	11/09/2017	50.00
36798	9999998	JONES, SANDRA	11/09/2017	150.00
36799	158	KORMAN SIGNS INC	11/09/2017	6,838.15
36800	67	ORKIN PEST CONTROL LLC	11/09/2017	286.16
36801	765	PRIVIA MEDICAL GROUP LLC	11/09/2017	195.00
36802	510	RIVER VALLEY RESOURCES LLC	11/09/2017	60.25
36803	467	SONNY MERRYMAN INC	11/09/2017	9,953.00
36804	515	DALE TYREE JR	11/09/2017	5,375.00
36805	92	UNIFIRST CORP	11/09/2017	2,751.24
36806	9999999	WILSON BARRYTON LESLEY	11/09/2017	14.10
36807	116	XEROX CORPORATION	11/09/2017	276.50
36808	9	AFLAC	11/17/2017	1,956.79
36809	103	BEACON CREDIT UNION	11/17/2017	360.00
36810	9999998	CLIMBING HIGHER MINISTRIES	11/17/2017	150.00
36811	32	CONTROL EQUIPMENT CO INC	11/17/2017	2,126.13
36812	801	DIAMOND MOWERS INC	11/17/2017	1,938.27
36813	569	DIAMOND PAPER CO INC	11/17/2017	1,529.16



36814	36	DOMINION VIRGINIA POWER	11/17/2017	35,500.16
36815	786	DUDE SOLUTIONS INC	11/17/2017	2,310.62
36816	118	FERGUSON ENTERPRISES INC #75	11/17/2017	9,362.69
36817	46	GENTRY LOCKE ATTORNEYS	11/17/2017	245.00
36818	9999998	HALL, SUSAN	11/17/2017	150.00
36819	332	HURT & PROFFITT INC	11/17/2017	3,632.50
36820	57	ICMA RETIREMENT TRUST-457 #304	11/17/2017	675.00
36821	58	INSTRUMENTATION SERVICES INC	11/17/2017	708.00
36822	533	LYNN KIRBY	11/17/2017	255.00
36823	225	KUSTOM SIGNALS INC	11/17/2017	14,133.00
36824	796	LAND PLANNING AND DESIGN ASSOC	11/17/2017	6,640.00
36825	476	LBM OFFICE SOLUTIONS INC	11/17/2017	324.49
36826	218	MINNESOTA LIFE	11/17/2017	147.66
36827	300	NAPA AUTO PARTS	11/17/2017	2,211.24
36828	608	NORFOLK SOUTHERN RAILWAY CO	11/17/2017	3,250.00
36829	454	O'REILLY AUTOMOTIVE INC	11/17/2017	353.61
36830	1	PHILLIP DEWS	11/17/2017	68.45
36831	803	ROBERT H ROBINSON JR	11/17/2017	4,217.00
36832	85	TREASURER OF VA /CHILD SUPPORT	11/17/2017	553.15
36833	136	USABUEBOOK	11/17/2017	748.46
36834	601	VACORP	11/17/2017	458.43
36835	110	VUPS INC	11/17/2017	81.90
36836	756	WAGWORKS INC	11/17/2017	153.16
36837	139	WEBB'S OIL CORPORATION INC	11/17/2017	14,880.30
36838	84	ALTAVISTA JOURNAL	11/22/2017	1,719.32
36839	91	ANTHEM BLUE CROSS/BLUE SHIELD	11/22/2017	35,854.00
36840	799	BEST G C INC	11/22/2017	96,154.25
36841	4	BOXLEY AGGREGATES	11/22/2017	1,085.00
36842	294	BUSINESS CARD	11/22/2017	11,406.96
36843	41	FISHER SCIENTIFIC	11/22/2017	405.32
36844	46	GENTRY LOCKE ATTORNEYS	11/22/2017	100.00
36845	804	RAYMOND HENSLEY	11/22/2017	650.00
36846	802	HT SOLUTIONS LLC	11/22/2017	4,100.00
36847	332	HURT & PROFFITT INC	11/22/2017	15,667.50
36848	566	INTEGRATED TECHNOLOGY GROUP IN	11/22/2017	72.00
36849	765	PRIVIA MEDICAL GROUP LLC	11/22/2017	90.00
36850	379	REI CONSULTANTS INC	11/22/2017	449.87
36851	778	SPRINT	11/22/2017	1,170.34
36852	521	WOOLDRIDGE HEATING AIR & ELECT	11/22/2017	8,500.00

NO. OF CHECKS: 90

TOTAL CHECKS

470,903.38

Town of Altavista  
FY 2018 Revenue Report  
42% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	209,000	209,000	138,335	66	152,182	73	209,000
Public Service - Real & Personal	99,600	99,600	94,706	95	94,706	95	99,600
Personal Property	210,000	210,000	52,787	25	80,726	38	210,000
Personal Property - PPTRA	100,000	100,000	14,214	14	23,623	24	100,000
Machinery & Tools	1,628,500	1,628,500	1,538,990	95	1,538,990	95	1,628,500
Mobile Homes - Current	200	200	70	35	91	45	200
Penalties - All Taxes	5,500	5,500	74	1	780	14	5,500
Interest - All Taxes	3,000	3,000	78	3	819	27	3,000
Local Sales & Use Taxes	160,000	160,000	-28,886	-18	26,389	16	160,000
Local Electric and Gas Taxes	110,000	110,000	4,344	4	42,249	38	110,000
Local Motor Vehicle License Tax	43,000	43,000	16,982	39	23,550	55	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	836	1	28,105	30	95,000
Local Meal Taxes	910,000	910,000	-5,528	-1	312,465	34	910,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	-3,212	-8	9,303	23	40,000
Transit Passenger Revenue	5,000	5,000	644	13	1,453	29	5,000
Local Cigarette Tax	160,000	160,000	7,688	5	61,118	38	160,000
Business License Fees/Contractors	3,500	3,500	30	1	30	1	3,500
Business License Fees/Retail Services	55,000	55,000	166	0	723	1	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	105	1	262	3	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,400	3,400	0	0	0	0	3,400

Town of Altavista  
FY 2018 Revenue Report  
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,100	1,100	0	0	0	0	1,100
Permits - Sign	1,000	1,000	20	2	200	20	1,000
Fines & Forfeitures - Court	9,000	9,000	1,477	16	5,396	60	9,000
Parking Fines	500	500	20	4	50	10	500
Interest and Interest Income	70,000	70,000	2,309	3	12,924	18	70,000
Rents - Rental of General Property	1,200	1,200	150	13	550	46	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	1,025	34	3,000
Rents - Booker Building Rentals	4,000	4,000	525	13	2,500	63	4,000
Rents - Rental of Real Property	70,000	70,000	4,404	6	22,445	32	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,700
State DCJS Grant	82,700	82,700	0	0	20,682	25	82,700
State Rental Taxes	1,100	1,100	-149	-14	428	39	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	-20,868	-190	11,534	105	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	2,275	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	0	0	25,000	78	32,100
Litter Grant	1,900	1,900	0	0	1,879	99	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	0	0	2,244	90	2,500
VDOT TEA 21 Grant	48,800	48,800	0	0	0	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	2,777	3	19,963	20	97,700
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	5,000	5,000	0	0	7,452	149	5,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2018 Revenue Report  
42% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	300	300	33	11	33	11	300
Miscellaneous	25,000	25,000	760	3	10,488	42	25,000
Misc / Canoe Launch Project	0	0	0	0	17,500	0	17,500
Reimbursement of Insurance Claim	0	0	0	0	630	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<b><u>4,604,800</u></b>	<b><u>4,619,800</u></b>	<b><u>1,823,881</u></b>	<b><u>39</u></b>	<b><u>2,598,350</u></b>	<b><u>56</u></b>	<b><u>4,637,300</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
42% of Year Lapsed

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	6,988,650	7,009,150	360,473	5	2,811,206	40	7,009,150
Debt Service	445,400	445,400	-75,273	0	176,556	0	445,400
CIP	2,795,420	2,839,620	277,467	10	1,078,243	38	2,853,753
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	65,000	100	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>10,361,060</u></b>	<b><u>10,425,760</u></b>	<b><u>627,667</u></b>	<b><u>6</u></b>	<b><u>4,131,005</u></b>	<b><u>40</u></b>	<b><u>10,439,893</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
42% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	27,200	27,200	1,977	7	10,664	39	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	0	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>1,977</u>	<u>3</u>	<u>10,664</u>	<u>17</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	44,061	5	317,289	39	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	0	0	14,470	38	38,500
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>44,061</u>	<u>5</u>	<u>331,759</u>	<u>39</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	449,040	67,509	15	270,135	60	449,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	-65,000	100	-65,000	100	-65,000
Operations w/o Transfers Out	<u>308,550</u>	<u>313,550</u>	<u>2,509</u>	<u>1</u>	<u>205,135</u>	<u>65</u>	<u>313,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>313,550</u>	<u>2,509</u>	<u>1</u>	<u>205,135</u>	<u>65</u>	<u>313,550</u>
Public Safety							
Operations	961,850	961,850	62,240	6	348,869	36	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	14,358	17	66,808	78	99,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>76,598</u>	<u>7</u>	<u>415,676</u>	<u>40</u>	<u>1,061,183</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
42% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,080,450	1,080,450	64,290	6	328,417	30	1,080,450
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	711,360	750,360	187,611	25	367,054	49	750,360
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>251,901</u>	<u>14</u>	<u>699,934</u>	<u>38</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	4,809	3	47,034	33	144,550
CIP	34,000	34,000	0	0	0	0	34,000
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>4,809</u>	<u>3</u>	<u>47,034</u>	<u>26</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	7,224	7	37,223	37	99,800
Debt Service	0	0	0	0	0	0	0
CIP	64,000	64,000	0	0	0	0	64,000
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>7,224</u>	<u>4</u>	<u>37,223</u>	<u>23</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,218	8	18,788	34	55,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>4,218</u>	<u>8</u>	<u>18,788</u>	<u>34</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,488,250	191,328	5	1,313,418	38	3,488,250
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	962,860	1,007,060	201,969	20	448,331	165	1,021,193
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,518,510</u>	<u>393,297</u>	<u>9</u>	<u>1,766,213</u>	<u>39</u>	<u>4,532,643</u>

Town of Altavista  
Council / Planning Commission  
FY 2018 Expenditure Report  
42% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	8,747	42	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	228	4	1,917	31	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	0	0	0	0	35,000
<b>Total Expenditures</b>	<b>62,200</b>	<b>62,200</b>	<b>1,977</b>	<b>3</b>	<b>10,664</b>	<b>17</b>	<b>62,200</b>



Town of Altavista  
Administration  
FY 2018 Expenditure Report  
42% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	448,150	448,150	24,500	5	174,956	39	448,150
Other Employee Benefits	49,400	49,400	7,258	15	8,651	18	49,400
Services	205,500	205,500	8,212	4	92,646	45	205,500
Other Charges	67,400	67,400	2,836	4	26,467	39	67,400
Materials & Supplies	34,500	34,500	1,254	4	14,568	42	34,500
Capital Outlay	38,500	38,500	0	0	14,470	38	38,500
<b>Total Expenditures</b>	<b>843,450</b>	<b>843,450</b>	<b>44,061</b>	<b>5</b>	<b>331,759</b>	<b>39</b>	<b>843,450</b>

Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
42% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	130,850	135,850	0	0	91,064	67	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	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	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<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	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	0	0	9,350	50	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	0	0	9,500	136	7,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>306,050</b>	<b>311,050</b>	<b>0</b>	<b>0</b>	<b>198,948</b>	<b>64</b>	<b>311,050</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	2,509	100	4,507	180	2,500
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>2,500</b>	<b>2,500</b>	<b>2,509</b>	<b>100</b>	<b>6,188</b>	<b>248</b>	<b>2,500</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>308,550</b>	<b>313,550</b>	<b>2,509</b>	<b>1</b>	<b>205,135</b>	<b>65</b>	<b>313,550</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
42% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	65,000	100	65,000	100	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>135,490</b>	<b>135,490</b>	<b>65,000</b>	<b>48</b>	<b>65,000</b>	<b>48</b>	<b>135,490</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>444,040</b>	<b>449,040</b>	<b>67,509</b>	<b>15</b>	<b>270,135</b>	<b>60</b>	<b>449,040</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>308,550</b>	<b>313,550</b>	<b>2,509</b>	<b>1</b>	<b>205,135</b>	<b>65</b>	<b>313,550</b>

Town of Altavista  
Public Safety  
FY 2018 Expenditure Report  
42% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	837,100	837,100	53,573	6	304,516	36	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	387	4	1,480	14	10,500
Other Charges	43,050	43,050	2,097	5	23,148	54	43,050
Materials & Supplies	71,200	71,200	6,184	9	19,724	28	71,200
Capital Outlay	80,000	85,200	14,358	17	66,808	78	99,333
<b>Total Expenditures</b>	<b>1,041,850</b>	<b>1,047,050</b>	<b>76,598</b>	<b>7</b>	<b>415,676</b>	<b>40</b>	<b>1,061,183</b>

Town of Altavista  
Public Works  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	638,950	638,950	36,572	6	181,886	28	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	252	2	3,549	28	12,600
Other Charges	40,000	40,000	1,579	4	13,765	34	40,000
Materials & Supplies	388,900	388,900	25,886	7	129,217	33	388,900
Debt Service	23,200	23,200	0	0	4,463	0	23,200
Capital Outlay	711,360	750,360	187,611	25	367,054	49	750,360
<b>Total Expenditures</b>	<b>1,815,010</b>	<b>1,854,010</b>	<b>251,901</b>	<b>14</b>	<b>699,934</b>	<b>38</b>	<b>1,854,010</b>

Town of Altavista  
Economic Development  
FY 2018 Expenditure Report  
42% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	81,250	81,250	2,831	3	29,353	36	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	1,625	7	11,987	48	25,000
Other Charges	31,300	31,300	283	1	4,683	15	31,300
Materials & Supplies	7,000	7,000	70	1	1,011	14	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
<b>Total Expenditures</b>	<b>178,550</b>	<b>178,550</b>	<b>4,809</b>	<b>3</b>	<b>47,034</b>	<b>26</b>	<b>178,550</b>

Town of Altavista  
Transit System  
FY 2018 Expenditure Report  
42% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	72,950	72,950	4,335	6	28,783	39	72,950
Services	2,100	2,100	0	0	0	0	2,100
Other Charges	3,950	3,950	43	1	1,529	39	3,950
Materials & Supplies	20,800	20,800	2,846	14	6,911	33	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
<b>Total Expenditures</b>	<b>163,800</b>	<b>163,800</b>	<b>7,224</b>	<b>4</b>	<b>37,223</b>	<b>23</b>	<b>163,800</b>

Town of Altavista  
Main Street Coordinator  
FY 2018 Expenditure Report  
42% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	53,900	53,900	4,181	8	18,623	35	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	37	9	165	41	400
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>55,900</b>	<b>55,900</b>	<b>4,218</b>	<b>8</b>	<b>18,788</b>	<b>34</b>	<b>55,900</b>



Town of Altavista  
FY 2018 Revenue Report  
42% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,500	4,500	364	8	1,866	41	4,500
Water Charges - Industrial	1,600,000	1,600,000	-95,357	-6	457,004	29	1,600,000
Water Charges - Business/Residential	243,000	243,000	-7,934	-3	62,426	26	243,000
Water Charges - Outside Community	135,000	135,000	-3,471	-3	42,955	32	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	725	24	3,000
Bulk Water Purchase	5,000	5,000	0	0	1,821	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	-46,692	-4	405,405	36	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	-7,973	-3	61,142	27	230,000
Sewer Charges - Outside Community	1,700	1,700	-719	-42	458	27	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	500	10	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	-6,676	-7	54,015	57	95,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	3	0	2,678	54	5,000
Misc. Cash Discounts	0	0	0	0	11	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	20,000	20,000	2,575	13	17,730	89	20,000
State Fluoride Grant	30,500	30,500	-24,881	0	0	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,199,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,865,910</u></b>	<b><u>4,865,910</u></b>	<b><u>-190,761</u></b>	<b><u>-4</u></b>	<b><u>1,108,736</u></b>	<b><u>23</u></b>	<b><u>4,865,910</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
42% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	1,467,800	1,467,800	61,990	4	471,682	32	1,467,800
Debt Service	422,200	422,200	-75,273	0	172,093	0	422,200
CIP	657,270	657,270	2,026	0	372,332	57	657,270
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>-11,257</u>	<u>0</u>	<u>1,016,106</u>	<u>40</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	76,078	5	489,890	35	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	914,440	19,291	2	203,399	<u>22</u>	914,440
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,318,640</u>	<u>95,370</u>	<u>4</u>	<u>693,289</u>	<u>30</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	138,068	5	961,571	33	2,872,000
Debt Service	422,200	422,200	-75,273	0	172,093	0	422,200
CIP	1,571,710	1,571,710	21,318	<u>1</u>	575,731	<u>37</u>	1,571,710
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,865,910</u>	<u>84,112</u>	<u>2</u>	<u>1,709,395</u>	<u>35</u>	<u>4,865,910</u>

Town of Altavista  
Water Department  
FY 2018 Expenditure Report  
42% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	626,500	626,500	35,338	6	215,396	34	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	6,238	2	90,506	34	264,300
Other Charges	324,050	324,050	9,203	3	70,662	22	324,050
Materials & Supplies	252,950	252,950	11,210	4	95,117	38	252,950
Debt Service	422,200	422,200	-75,273	0	172,093	0	422,200
Capital Outlay	657,270	657,270	2,026	0	372,332	57	657,270
Transfer Out to Reserves	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,547,270</b>	<b>2,547,270</b>	<b>-11,257</b>	<b>0</b>	<b>1,016,106</b>	<b>40</b>	<b>2,547,270</b>

Town of Altavista  
Wastewater Department  
FY 2018 Expenditure Report  
42% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	785,550	785,550	46,773	6	271,498	35	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	850	1	45,715	60	75,800
Other Charges	343,100	343,100	22,210	6	111,244	32	343,100
Materials & Supplies	199,750	199,750	6,245	3	61,433	31	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	914,440	19,291	2	203,399	22	914,440
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,318,640</b>	<b>2,318,640</b>	<b>95,370</b>	<b>4</b>	<b>693,289</b>	<b>30</b>	<b>2,318,640</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
42% of Year Lapsed

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	601,000	616,500	29,009	5	527,625	86	616,500
CIP	<u>260,850</u>	<u>260,850</u>	<u>54,180</u>	<u>21</u>	<u>54,180</u>	<u>21</u>	<u>260,850</u>
State/Hwy Water Department - TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>83,189</u>	<u>9</u>	<u>581,805</u>	<u>66</u>	<u>877,350</u>

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	32,400	32,400	2,068	6	8,592	27	32,400
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>2,068</u>	<u>4</u>	<u>8,592</u>	<u>15</u>	<u>57,400</u>

Town of Altavista  
FY 2018 State/Highway Fund  
42% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	670,000	670,000	0	0	177,792	27	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	0	0	4.58	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
<b>State/Highway Reimbursement Fund - GRAND TOTAL</b>	<b><u>861,850</u></b>	<b><u>877,350</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>177,796</u></b>	<b><u>20</u></b>	<b><u>877,350</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	-264	0	0	0	0
Maintenance - Drainage	48,200	48,200	4,157	9	9,325	19	48,200
Maintenance - Pavement	300,000	315,500	2,802	1	437,854	139	315,500
Maintenance - Traffic Control Devices	56,800	56,800	12,643	22	24,842	44	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	4,034	7	4,752	8	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,470	5	37,319	75	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,167	4	13,534	17	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>601,000</u></b>	<b><u>616,500</u></b>	<b><u>29,009</u></b>	<b><u>5</u></b>	<b><u>527,625</u></b>	<b><u>86</u></b>	<b><u>616,500</u></b>
Improvements Other Than Buildings - New	260,850	260,850	54,180	21	54,180	21	260,850
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>260,850</u></b>	<b><u>260,850</u></b>	<b><u>54,180</u></b>	<b><u>21</u></b>	<b><u>54,180</u></b>	<b><u>21</u></b>	<b><u>260,850</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>861,850</u></b>	<b><u>877,350</u></b>	<b><u>83,189</u></b>	<b><u>9</u></b>	<b><u>581,805</u></b>	<b><u>66</u></b>	<b><u>877,350</u></b>

Town of Altavista  
FY 2018 Cemetery Fund  
42% of Year Lapsed

Cemetery Fund - Fund 90	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,300	9	10,546	70	15,000
Interest/Interest Income	9,500	9,500	12	0	1,883	20	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>57,400</b></u>	<u><b>57,400</b></u>	<u><b>1,312</b></u>	<u><b>2</b></u>	<u><b>15,079</b></u>	<u><b>26</b></u>	<u><b>57,400</b></u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	36	0	1,903	20	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	408	41	1,000
Benefits/FICA	800	800	3	0	159	20	800
Benefits/VRS	1,200	1,200	4	0	236	20	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	6	0	311	21	1,500
Benefits/Group Life	200	200	1	0	27	14	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,019	11	5,547	31	18,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - Replc.	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>57,400</b></u>	<u><b>57,400</b></u>	<u><b>2,068</b></u>	<u><b>4</b></u>	<u><b>8,592</b></u>	<u><b>15</b></u>	<u><b>57,400</b></u>

FY 2018 Cemetery Fund as of November 30, 2017

**Town of Altavista**

Grand Total of all Investments and Deposits  
Balance as of October 31, 2017

**\$ 17,949,569.68**

**Non-Specific**

Green Hill Cemetery	632,450.92
General Fund Reserves	
Capital Improvement Program Reserves	
Altavista EDA Funding	267,118.05 *
	267,118.05
Enterprise Fund Reserves	
Capital Improvement Program Reserves	
PCB Remediation	569,707.59
Highway Fund	915,583.54
Police Federal	2,893.32
Police State	18,558.84

3,543,121.66

1,035,739.79

8,879,072.93

Public Funds Money Market Accounts	
Operating Checking Account (Reconciled Balance)	2,085,323.04

**DESIGNATED FUNDS 4,491,635.30**

13,457,934.38

Reserve Policy Funds (This figure changes annually w/audit)

-7,204,264.00

**Policy \$**      **General**    **Enterprise**      **Total**  
5,358,577    1,845,687      7,204,264

**UNDESIGNATED FUNDS**

6,253,670.38

NOTES:	Earmarked for Final Downtown Map-21 Project	-121,600.00
	ED rem balance of \$35,000(website and marketing)	-6,240.00
	Earmarked for AOT No Interest Loan Program	-40,000.00
	"Pop-Up" Altavista Funding	-10,000.00
	Accrued Liability	-152,635.00
	Funds earmarked for items not completed during prior FY	-955,200.00
	Project Funds	-54,788.45
	Concept presented at work session for improvements to electrical at WTP and construction of new bldg to house electric panels	-537,500.00
Apprvd 9/22/15	Canoe Launch Site	-72,500.00
Budget	CIP Items Earmarked for Future Purchase	-285,500.00
2/14/2017	H & P Engineering Fees for Charlotte Ave. drainage	-17,142.00
9/12/2017	Property Main. Enforcement	-5,000.00
9/12/2017	Hillcrest Paving	-15,475.00
9/12/2017	WWTP Clarifier - Hurt & Proffitt	-23,000.00
9/12/2017	Technology Upgrade Police Dept	-4,700.00
10/10/2017	Avoca Improvements to duct work	-10,000.00
	<b>UNDESIGNATED RESERVE FUND BALANCE</b>	<b>3,942,389.93</b>





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **7c** |

Attachment #: | **2c** |

**Agenda Placement:** | **Consent Agenda** |

**Subject Title:** | **FY2019 Altavista Community Transit Budget** |

### **SUBJECT HIGHLIGHTS**

Per discussion at the November 28, 2017 Town Council Work Session, the ACTS FY2019 Proposed Budget is placed on the December Regular Meeting Consent Agenda for approval.

**Staff recommendation, if applicable:** Per direction at the November Work Session, staff has placed this item on the November Regular Meeting Consent Agenda for approval. This will include authorization for staff to apply to DPRT for the grant funding through adoption of the attached resolution.

**Action(s) requested or suggested motion(s):** Motion to approve the FY2019 ACTS Proposed Budget and authorization for staff to apply for DPRT grant funding via the adopted resolution.

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Transit Budget Information from November Work Session; ACTS grant Resolution**

Department Head initials and comments, if applicable: *DNW*

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager DNW

**Date:** November 7, 2017

**Re:** ACTS Budget Request

Each year I apply for a grant through the Department of Rail and Public Transportation, DRPT, for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of the CIP items. The next grant application is due on January 31, 2018 and Town Council has been 'tentatively' approving this budget in December along with giving staff the authority to apply for the grant funding.

The adopted FY2018 operations budget is \$99,800 and the CIP is \$64,000. The amount I would like to request for the FY2019 operations is \$100,950 and for the CIP is \$3,000. On the operations side, several line items have been reduced, based on prior years, but the minor overall increase was due to the change in the salary of the Assistant Town Manager, which was changed based on the Classification & Compensation study. The \$3,000 in the CIP is for replacing the ATM's computer, which is on a 5-year replacement cycle. There was \$12,000 in the FY2019 for two bus shelters but that has been moved out to FY2020.

### Background

As of the end of December 2017 ACTS will have been in operation for 7 full calendar years and 6 full fiscal years. This past year ACTS experienced a slight growth from 2016, and had the second highest annual ridership. For the past year, ACTS averaged over 80 passenger trips per day which is double the number of trips during the first year of operation. ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively.

Summer hours run June through September and for the 6<sup>th</sup> consecutive year a very generous citizen and supporter of ACTS provided an anonymous donation that provided free fares for these same months. Staff ordered a replacement bus in July 2017 to replace a bus that was purchased in 2010 and has over 130,000 miles. The new bus should be put into service in January 2018. The buses travel nearly 50,000 miles per year and while the system started out with two new buses the schedule is to purchase a new bus every other year.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
<b>FY2011</b>							391	590	481	495	551	1,617	<b>4,125</b>
<b>FY2012</b>	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<b>13,211</b>
<b>FY2013</b>	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<b>16,376</b>
<b>FY2014</b>	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<b>20,230</b>
<b>FY2015</b>	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<b>24,449</b>
<b>FY2016</b>	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<b>21,848</b>
<b>FY2017</b>	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	<b>22,759</b>
<b>FY2018</b>	1,722	1,915	1,928	<b>1,558</b>									<b>7,123</b>

Staff continues implementation of the Transportation Development Plan (TDP) approved and adopted by Town Council in 2013. Incremental raises have brought the part-time drivers' hourly rates closer to industry standards. Extended summer hours continue to add convenience for the citizens and the deviated route to the Hurt Medical Center continues to be utilized on a weekly basis. Both extended summer hours and deviation to the Town of Hurt will continue.

ACTS continued partnering with the Altavista Combined School, a joint effort with the school to teach the special needs students about access to community resources and how to access public transportation. While this continues to be a very successful endeavor, the school has reduced the number of days from 3 to 2 and this will be reflective in the passenger trips for the coming year. Staff will provide an annual report to the DRPT in January 2018.

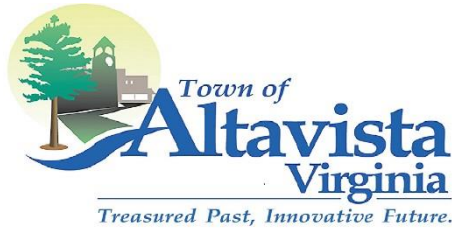
### **Budget Request**

Staff requests permission to apply for grant funding for operations in the amount of \$100,950 and \$3,000 for CIP. The estimated town match would be \$33,600 for operations and \$600 for CIP.

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					BRIEF DESCRIPTION OF ITEMS
FY 2019		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	INCLUDED IN EACH ACCOUNT
<u>TRANSIT DEPARTMENT</u>							
<u>OPERATIONS</u>							
6101-403.10-02	SALARIES AND WAGES / REGULAR	53,036.00	55,121.76	58,293.45	62,400.00	65,600.00	Includes 40% of the Asst. Town Manager's salary, 5% of the Fleet Maintenance supervisor's salary and the 5 PT bus drivers. Includes \$1,900 to be used to fund performance evaluations
6101-403.20-02	BENEFITS / FICA	4,143.50	4,290.99	4,520.92	4,800.00	5,050.00	
6101-403.20-04	BENEFITS / VA RETIREMENT SYSTEM	2,554.46	2,609.52	2,907.64	3,250.00	3,500.00	11.42% (FY 19 rate is unknown at this time)
010-6101-403.20-06	BENEFITS/ GROUP MEDICAL	0.00	0.00	280.32	500.00	500.00	
6101-403.20-08	BENEFITS / GROUP LIFE INSURANCE	277.94	283.92	333.00	500.00	500.00	1.31% (FY 19 rate is unknown at this time)
6101-403.20-10	BENEFITS / WORKER'S COMP	1,066.28	1,287.00	1,427.00	1,500.00	1,600.00	Current premium is \$1,427
010-6101-403.30-06	CONTRACTUAL SERVICES / ADVERTISING	205.00	365.80	241.25	1,000.00	1,000.00	Brochures, banners, newspapers, radio ads, advertising products -
010-6101-403.30-08	CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	0.00	184.00	0.00	500.00	500.00	Computer Program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350.00 charged to transit. \$150 for ITG and contract repairs related to ACTS.
010-6101-403.30-14	CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	4,894.02	150.00	300.00	300.00	300.00	Professional services. Misc. to be used, if needed for printing of passes and schedules.
					<b>74,750.00</b>	<b>78,550.00</b>	

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					
FY 2018		CLOSE OF EACH FISCAL YEAR			<u>Adopted</u>	<u>REQUEST</u>	<u>BRIEF DESCRIPTION OF ITEMS</u>
		<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>INCLUDED IN EACH ACCOUNT</u>
010-6101-403.30-16	CONTRACTUAL SERVICES / PHYSICALS	230.00	205.00	140.00	300.00	250.00	Required drug testing and physicals for new hires as well as quarterly drug screening for drivers.
010-6101-403.50-08	OTHER CHARGES / TELECOMMUNICATIONS	920.76	987.82	698.62	1,200.00	1,000.00	Cell phone for administrator. Any repairs or upgrade to bus communication radio.
010-6101-403.50-12	OTHER CHARGES / MOTOR VEHICLE INSURANCE	888.00	1,144.00	1,496.00	1,300.00	1,400.00	Insurance for 2 buses and transit vehicle.
010-6101-403.50-24	OTHER CHARGES / SUBSISTANCE & LODGING	327.96	483.09	152.40	500.00	500.00	Travel for conferences, board meetings, training, required DRPT meetings. *Most of this is reimbursed 100% through RTAP grant funding. No change
010-6101-403.50-26	OTHER CHARGES / CONVENTIONS & EDUCATIONS	169.78	181.00	14.00	800.00	500.00	CTAV Annual conference. CTAV training; DRPT required training; video resources training for drivers.
010-6101-403.50-28	OTHER CHARGES / DUES & ASSOC MEMBERSHIPS	125.00	147.50	125.00	150.00	150.00	CTAV membership. In the past this item has been charged to 30.14 Misc. and Professional Services.
010-6101-403.50-33	OTHER CHARGES / MISCELLANEOUS / INDIRECT	0.00	0.00	0.00	0.00		
010-6101-403.50-35	OTHER CHARGES / MISC / FIXED COSTS	0.00	0.00	0.00	0.00		
					<b>4,250.00</b>	<b>3,800.00</b>	

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					BRIEF DESCRIPTION OF ITEMS  INCLUDED IN EACH ACCOUNT
FY 2018		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	
010-6101-403.60-02	MATERIALS & SUPPLIES / OFFICE SUPPLIES	231.52	225.51	319.42	250.00	300.00	Misc. office supplies, paper, pens, note pads,
010-6101-403.60-06	MATERIALS & SUPPLIES / FUELS & LUBRICANTS	16,876.69	13,233.82	12,343.82	16,000.00	14,000.00	Fuel for buses; reduced based on lower fuel costs and 2 year history.
010-6101-403.60-08	MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	3,573.29	3,491.51	2,589.16	3,750.00	3,500.00	One set of tires per bus. All parts for the buses. Reduced because of a newer fleet at this time.
010-6101-403.60-14	MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	477.73	58.08	284.29	500.00	500.00	Used for 1st Aid supplies, gloves, first aid kits, disinfectants.
010-6101-403.60-18	MATERIALS & SUPPLIES / SUPPLIES	252.54	238.52	127.67	300.00	300.00	Cleaning and deodorizing supplies for inside and outside of vehicles.
					<b>20,800.00</b>	<b>18,600.00</b>	
<b>TOTAL</b>					<b>99,800.00</b>	<b>100,950.00</b>	
<b>CAPITAL OUTLAY</b>							
010-6101-403.81-02	CAPITAL OUTLAY / REPLACE / VEHICLE	0.00	59,858.00	0.00	64,000.00	0.00	
010-6101-403.81-04	CAPITAL OUTLAY / REPLACE / EDP EQUIP (COMPUTER)	1,750.05	0.00	0.00	0.00	3,000.00	On a 5-year replacement cycle.
010-6101-403.82-06	CAPITAL OUTLAY / NEW / MACHINERY & EQUIPMENT	21,738.00	6,870.00	4,500.00	0.00	0.00	
010-6101-403.82-30	CAPITAL OUTLAY / NEW / IMPROVEMENTS OTHER THAN BLDG	12,825.00	2,221.24	0.00	0.00	0.00	\$12,000 for bus shelters was in FY2019 but has been moved out to FY2020.
<b>TOTAL CIP</b>					<b>64,000.00</b>	<b>3,000.00</b>	



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

## Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the Town Council of the Town of Altavista that the Assistant to the Town Manager is authorized, for and on behalf of the Town Council, hereafter referred to as the, *PUBLIC BODY*, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, *DEPARTMENT*, for a grant of financial assistance in the amount of \$ 103,950 to defray the costs borne by the *PUBLIC BODY* for public transportation purposes and to accept from the *DEPARTMENT* grants in such amounts as may be awarded, and to authorize the Assistant to the Town Manager to furnish to the *DEPARTMENT* such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Town Council of the Town of Altavista certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the *PUBLIC BODY* will provide funds in the amount of \$34,200, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the *PUBLIC BODY* may be subject to audit by the *DEPARTMENT* and by the State Auditor of Public Accounts, and that funds granted to the *PUBLIC BODY* for defraying the expenses of the *PUBLIC BODY* shall be used only for such purposes as authorized in the Code of Virginia.

BE IT RESOLVED by the Town Council of the Town of Altavista that the Assistant to the Town Manager is authorized to make application to seek reimbursement of expended funds from the *DEPARTMENT*.

The undersigned duly qualified and acting Mayor of the *PUBLIC BODY* certifies that the foregoing is a true and correct copy of a Resolution;

Adopted at a legally convened meeting of the Town Council of the Town of Altavista held on this 12<sup>th</sup> day of December, 2017.

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Michael Mattox, Mayor

Attested:

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J. Waverly Coggsdale, III, Town Manager



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **7d** |

Attachment #: | **2d** |

**Agenda Placement:** | **Consent Agenda** |

**Subject Title:** | **Renewal of Right of Way Clearing Contract - NaturChem** |

### **SUBJECT HIGHLIGHTS**

Per the attached staff correspondence, it is recommended that the Right of Way Clearing Contract with NaturChem be renewed as outlined. There are funds appropriated in the FY2018 Budget for this purpose. Per discussion at the November 28, 2017 Town Council Work Session, this item is placed on the December Regular Meeting Consent Agenda for approval.

**Staff recommendation, if applicable:** Per direction at the November Work Session, staff has placed this item on the November Regular Meeting Consent Agenda for approval.

**Action(s) requested or suggested motion(s):** Motion to approve the Renewal of the Right of Way Clearing Contract with NaturChem as outlined.

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Staff correspondence**

Department Head initials and comments, if applicable: *TWF*

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*





DATE: November 22, 2017

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Renewal of Contract

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Competitive negotiations were made for water and sewer Right of Way clearing for FY 2016/2017 CIP. NaturChem was awarded the contract.

Naturchem would like to honor the same pricing structure as set forth in their 2016/2017 proposal into 2017/2018. The cost for each job performed is based on tree sizes in the area being cut. See below pricing structure.

Clear cut scenarios (cost the most)

Remove all undergrowth

- 1-Tech cost \$40.00/HR
- 1-Skid Steer with forestry head \$125.00/HR
- 1-Chipper 10" \$80.00/HR
- Debris Truck \$45.00/HR

Majority cut scenarios

- 1-Tech cost \$40.00/HR
- 1-Chipper 10" \$80.00/HR (using Chain Saws)
  - (English Park)
  - (Clarion Tank Site)
  - (Lynch Mill)

Basic clearing

- 1-Tech cost \$40.00/HR
- Brush & Trees piled to sides of Right of Ways
  - (Holly Hills/North Gate)
  - (Lynch Rd.)
  - (English Hardware to Clarion Tank)

The State Code states Job Ordering Contracts, such as this, are limited to one year, however, may be renewable for two additional one-year terms. Staff would like to request to renew the contract with NaturChem for an additional one year term with the option to renew for another year if needed.

Please advise if you have any questions.

Thank you.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **7e** |

Attachment #: | **2e** |

**Agenda Placement:** | **Consent Agenda** |

**Subject Title:** | **CIP – Council Chamber’s Audio/Visual Improvements** |

### **SUBJECT HIGHLIGHTS**

Per the attached staff correspondence, it is recommended that CIP item related to the Council Chamber’s Audio/Visual Improvements (Option 4) be approved. Council reached a consensus on this item at their November 28, 2017 Town Council Work Session and requested that this item be placed on the December Regular Meeting Consent Agenda for approval. The FY2018 Budget has \$35,000 appropriated for this project.

**Staff recommendation, if applicable:** Per direction at the November Work Session, staff has placed this item on the November Regular Meeting Consent Agenda for approval.

**Action(s) requested or suggested motion(s):** Motion to approve the CIP item related to the Council Chamber’s Audio/Visual Improvements (Option 4).

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Staff correspondence**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

## CHAMBER ENHANCEMENTS

### **OPTION 1**    \$18,847.18

(2) 75" monitors for public's and Council's view mounted on side walls of council chambers. Very similar to current setup, however presentations will be seen on both side walls versus one.

(5) ceiling microphones

### **OPTION 2**    \$15,515.47

(3) 55" monitors for public's and Council's view. (2) monitors will be mounted from the wall for the audience to view on articulating mounts. (1) monitor will be mounted on a motorized ceiling mount directly above the current location of the podium.

(5) ceiling microphones

### **OPTION 3**    \$21,079.32

(2) 55" monitors will be mounted from the wall for the audience to view on articulating mounts.

(5) 10" monitors as displays for council mounted on stands at the dais.

(5) ceiling microphones

### **OPTION 4**    \$16,027.76

(4) 49" monitors mounted on articulating mounts for public's and council's view. (2) monitors will be mounted in a 'V' on both side walls of Council Chambers.

(5) ceiling microphones

\*Note: muting the microphones is not a possibility. They can be manually turned down in the back, but there is no way to have a button for each microphone that would mute them for side conversations.

\*\*Note: In order for Council to use their existing iPads for presentations, an app is needed. This app will be a recurring cost.

GoToMeeting: \$29.00/month includes 50 users

Zoom: \$14.99/month includes 100 users.

Below are the steps on how to join a meeting through Zoom:

1. Click on the Zoom Application
2. Select Join A Meeting
3. Enter the Meeting ID number and input your name. Also select if you would like to connect audio and/or video and select Join.
4. Finished

GoToMeeting:

1. Open GoToMeeting application
2. Enter Meeting ID and press join
3. Finished



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **7f** |

Attachment #: | **2f** |

**Agenda Placement:** | **Consent Agenda** |

**Subject Title:** | **Reappointment – Board of Zoning Appeals** |

### **SUBJECT HIGHLIGHTS**

Per discussion at the last Town Council Work Session, staff reached out to Mr. Charles Eubanks, in regard to his interest in being reappointed to the Board of Zoning Appeals. Mr. Eubanks has agreed to be reappointed for an additional 5 year term. Board of Zoning Appeal appointments have to be approved by the Circuit Court upon the recommendation of Town Council.

**Staff recommendation, if applicable:** Staff recommends that Town Council recommend to the Circuit Court that Mr. Charles Eubanks be reappointed to the Altavista Board of Zoning Appeals for an additional 5 year term.

**Action(s) requested or suggested motion(s):** Motion to recommend reappointment of Mr. Charles Eubanks to the Altavista Board of Zoning Appeals to the Circuit Court.

### **Staff Review Record**

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Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | 9a |

Attachment #: | 3 |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | WWTP – Clarifier Project Bid Consideration |

### **SUBJECT HIGHLIGHTS**

Replacement of one of the clarifiers at the Town's Wastewater Treatment Plant was included in the FY2018 Budget/CIP. The project cost was estimated at \$250,000. Recently, bids were received on this project, with the lowest bid being \$264,600 from J.S. Haren Company (Tennessee). The engineer's estimate was \$322,875. The attached letter from the project engineer recommends award of the bid to the apparent low bidder. Also attached is the "As-Read Bid Results" sheet from the engineer.

As you can see, the project is in excess of the budgeted amount, although considerably less than the engineer's estimate. Staff seeks to transfer \$20,000 from unexpended funds from the Water Plant Electrical Project (Reserves) to this project. This will cover the bid and allow for \$5,400 in contingency for the project. Staff seeks adoption of the two motions below:

**Action(s) requested or suggested motion(s):** 1) Motion to award the Altavista WWTP Clarifier Replacement Project to J.S. Haren Company, based on the bid of \$264,600. 2) Motion to approve a transfer of \$20,000 of unused funds from the Water Plant Electrical Project (Reserves) to this project, which would cover the bid and allow for a contingency of \$5,400.

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Bid award letter; Bid Results**

Department Head initials and comments, if applicable: *TWF*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



December 6, 2017

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

**HURT & PROFFITT**  
INCORPORATED

Re: Town of Altavista Wastewater  
Clarifier Replacement  
JN: 20171439

Dear Mr. Fore:

Based on the received bids for the referenced project, we recommend that the bid be awarded to the low bidder J.S. Haren, from the J.S. Haren Company, with their bid of \$264,600. Their bid was the lowest of five submitted and below the engineer's estimate of \$322,875. We have worked with the J.S. Haren Company many years ago. We have attached several reference questions regarding their other projects. Enclosed is bid tabulation for your review.

If you concur in this recommendation, please sign all three copies of the enclosed Notice of Award and return them to us. These will be forwarded to the contractor along with appropriate contract documents for completion.

Please call if any questions arise.

Sincerely,

HURT & PROFFITT, INC.

Matthew Gross, PE  
Project Manager

Enclosure

AS – READ BID RESULTS

ALTAVISTA WASTEWATER CLARIFIER REPLACEMENT  
TOWN OF ALTAVISTA, VA

November 29, 2017  
2 pm

Bidder	Bid Price
ANDERSON CONSTRUCTION	\$349,000
J. S. HARGEN COMPANY	\$264,600
LITTLETON & ASSOC.	\$335,000
SUPERIOR	\$936,109
WACO	\$320,700

Hurt & Proffitt, Inc.  
Blacksburg, Virginia  
JN 20171439



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **9b** |

Attachment #: | 4 |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | Planning Commission Report – Public Hearing Request |

### **SUBJECT HIGHLIGHTS**

Per the attached memorandum, the Altavista Planning Commission has conducted a public hearing on the Special Use Permit application of Mr. McCue at 1000 Main Street. At this time, staff is requesting that Town Council schedule their required public hearing on this item for Tuesday, January 9, 2018 at 7:00 p.m.

**Action(s) requested or suggested motion(s):** Motion to set public hearing on the McCue Special Use Permit application for Tuesday, January 9, 2018 at 7:00 p.m.

### **Staff Review Record**

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Staff memo**

Department Head initials and comments, if applicable: *DNW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*





## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager DNW

**Date:** December 5, 2017

**Re:** Planning Commission Request

On December 4, 2017 at their regularly scheduled meeting, the Planning Commission held a public hearing to consider a special use permit application submitted by Mr. Thomas McCue to operate an Automobile Dealership, used, at 1000 Main Street. The Commissioners are requesting that the Town Council schedule their public hearing for January 9, 2018.

Staff will provide a recommendation from the Planning Commissioners along with the SUP application and staff report.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | 9c |

Attachment #: | 5 |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | Chapter 34 "Environment" Ordinance Amendment |

### SUBJECT HIGHLIGHTS

Previously Town Council directed staff to review and bring back a recommendation on amended language for the Nuisance Ordinances. Staff has worked on this item and presents the draft ordinance for your review. Town Council may wish to take some time to review the amendments and set for a future discussion at a Regular Town Council Meeting or a Work Session.

**Action(s) requested or suggested motion(s):** Action/Direction per Council's discussion.

### Staff Review Record

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Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Town Attorney Letter; Ordinance (showing modification); Ordinance (clean)**

Department Head initials and comments, if applicable: *DNW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable: *JJE*

Town Manager initials and /or comments: *JWC*

LAW OFFICES OF  
**J. JOHNSON ELLER, JR.**  
P.O. BOX 209  
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661  
FAX (434) 369-5663  
ELLERLAW19@GMAIL.COM

December 7, 2017

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Dan Witt, Assistant Town Manager  
Town of Altavista  
P. O. Box 420  
Altavista, VA 24517

**Re: Revisions to nuisance ordinance**

Dear Waverly and Dan:

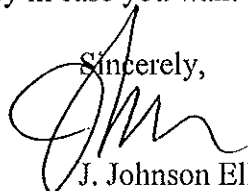
Attached is the latest version of the ordinance with the changes made at our meeting on December 4. I have marked it to show where the changes appear. Please note that new sections 34-31.2 and 34-31.3 are included in this package. They were in the original draft but somehow the package that we discussed Monday did not include them. If you think they need changes please let me know.

Also attached is a clean copy of all amendments and new sections including the changes made pursuant to our discussion Monday.

All proposed changes to the nuisance ordinances are indicated by lining out deleted language and underscoring new language. Waverly, you mentioned that new language should be in italics. I would like to continue to do it by underscoring because that is the way we have always done it and that is what Municode is used to seeing. Also, some of our headings are presented in italics, for example, the defined terms. I am afraid that also indicating changes in italics might cause confusion.

Back at the September 22 work session, I delivered to Council the first draft of the ordinance to give them an idea of what we were doing. I also included with the draft ordinance a copy of the old nuisance ordinance from Municode with notations as to what was done with each section. I am attaching the Municode copy in case you want to include it in the package.

Sincerely,



J. Johnson Eller, Jr.

10  
Enclosure

12-7-17 DRAFT with notes  
as to changes from 12-4 meeting

An Ordinance to repeal, amend and re-ordain Section 34-31 of the Code of the Town of Altavista, 1968, relating to definitions.

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

1. That Section 34-31 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-31. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Animal* means every dog or other animal or fowl owned within the boundaries of the town.

*Primary enclosure* means any structure used to immediately restrict an animal to a limited amount of space, such as a room, pen, cage, compartment or hutch. For tethered animals, the term includes the shelter and the area within reach of the tether.

*Public nuisance* means: (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property.

(2) Any animal that:

- a. ~~Molests passersby or passing vehicles or interferes with traffic;~~
- b. ~~Attacks other animals;~~
- c. ~~Trespasses on school grounds and interferes with school activities;~~
- d. ~~Habitually turns over garbage cans of any person other than the owner or custodian thereof;~~
- e. ~~Damages private or public property; or~~
- f. ~~By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.~~

(3) Any aggregation of animals creating a foul odor.

*Responsible party or parties* includes, but is not limited to, the owner and/or occupier, and/or possessor of the premises where a public nuisance is located, the owner and/or possessor of any personal property, including animals, which constitutes a public nuisance, the owner or possessor of any material which constitutes a public nuisance which escaped, spilled, or was released and the owner or agent of the owner who was transporting or otherwise responsible for such material and whose acts or negligence caused such public nuisance.

*Own and Owner Responsible party or parties of an animal* means any person having a right of property in an animal and any person who keeps or harbors an animal or has it in his or her care, or who acts as its custodian, and any person who permits an animal to remain on or about any premises occupied by him or her.

"RESPONSIBLE  
PARTY OR  
PARTIES"  
USED THROUGHOUT

MOVED FROM  
31, 1 L.

Stagnant water shall mean any water that is absent of flow or filtration by natural or mechanical means with the exception of bird baths, fish ponds, flower pots and other containers that are regularly tended by their responsible party or parties.

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

An Ordinance to add a new Section 34-31.1 to the Code of the Town of Altavista, 1968, relating to specific conditions or activities constituting a public nuisance.

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

1. That a new Section 34-31.1 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.1. Specific Conditions or Activities Constituting a Public Nuisance.**

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are hereby declared to be and constitute a public nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

A. Overgrown vegetation including grass, weeds, brush, or other plants which have reached a stage of growth so as to provide cover or harborage or potential cover or harborage for rats, mice, snakes or other vermin, or to cause a blighting problem, or adversely affect the public health and safety. Such growth between the property line and the street curbline shall also constitute a public nuisance. See also Section 62-151 of this Code.

B. Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things. Outside storage on any property of junk, trash, rubbish, garbage, refuse, litter, waste materials, tires, motor vehicle parts, wheels, metal scraps, plumbing fixtures, broken appliances or machines, and other objects or substances which might harbor rats, mice, snakes and other vermin, or which constitute a fire hazard or endanger the public health or safety. Trash or garbage which is placed within a trash can or bin shall not be deemed to be stored outside.

C. Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, is open and/or unsecured from entry or presents a fire hazard to the building itself and/or to other properties in the vicinity where it is located; or structures with exposed or faulty electrical wiring, broken windows, visible rotting or molding wood, faulty/rotten roofing or other materials, structures which are likely to collapse or fall over.

D. Vacant buildings. Any vacant or abandoned buildings that are not sealed so as to prevent the entry of persons or rats and other vermin.

E. Any building, structure or other place or location where any activity or condition, which is in violation of local, state or federal law, is conducted, performed or maintained.

F. Outside storage of abandoned or unused objects. Outside storage on a Residential Property of any offensive, unwholesome, unsanitary, or unhealthy item or substance, including but not limited to abandoned, unused, or discarded objects such as household furniture, appliances, equipment, mattresses, tools, lumber, building materials, and other objects that may cause a blighting problem. For the purpose of this subsection,

MOVED FROM  
A. (SECOND  
SENTENCE "A"  
A. REMOVED)

ADDED

the term "Residential Property" shall mean a property zoned R-1 or R-2 or a property zoned C-1 or C-2 on which the principal use is a residence. Nothing contained herein shall prohibit storage of materials used in conjunction with a construction project for which a building permit has been issued and which is being diligently pursued.

G. All obnoxious odors and stench, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stench.

H. The carcasses of animals or fowl not disposed of immediately after the death of such animal or fowl. (See Town Code Sec. 62-42(c)(9) for provisions as to pick up by Town).

I. Any aggregation of animals creating a foul odor.

J. Any animal that:

1. Molests passersby or passing vehicles or interferes with traffic;

2. Attacks other animals;

3. Trespasses on school grounds and interferes with school activities;

4. Habitually turns over garbage cans of any person other than the owner or custodian thereof.

5. Damages private or public property; or

6. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.

7. Dogs running at large in violation of Town Code Section 18-87.

K. The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, industrial wastes or other substances.

L. Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.

M. Emission of dense smoke and/or noxious fumes, for a continuing period in excess of 30 minutes.

N. Artificial light. Any artificial light source, with the exception of standard "dusk to dawn" lights, maintained by a responsible party or parties in a direction or in such a high level of brightness as to place an unreasonable burden on adjoining property.

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

An Ordinance to add a new Section 34-31.2 to the Code of the Town of Altavista, 1968, relating to public nuisances prohibited.

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

1. That a new Section 34-31.2 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.2. Public Nuisances Prohibited.**

It shall be unlawful for any person to cause, permit, maintain or allow the creation or maintenance of a public nuisance. Violations shall be subject to the provisions of Sections 34-34, 34-35, 34-37 and 34-38.

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



An Ordinance to add a new Section 34-31.3 to the Code of the Town of Altavista, 1968, relating to animal enclosures to be kept clean.

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

1. That a new Section 34-31.3 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.3. Animal enclosures to be kept clean.**

The responsible party or parties of any animal kept in a primary enclosure as defined in Section 34-31 in the Town shall keep that enclosure properly cleaned meaning that carcasses, debris, food waste and excrement are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with such contaminants; the primary enclosure is sanitized with sufficient frequency to minimize odors and the hazards of disease; and the primary enclosure is cleaned so as to prevent the animals confined therein from being directly or indirectly sprayed with the stream of water, or directly or indirectly exposed to hazardous chemicals or disinfectants. Failure to do so shall constitute a violation of this ordinance and shall be subject to abatement as a public nuisance under the provisions in Sections 34-32, 34-34, 34-35, 34-37 and 34-38.

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

An Ordinance to repeal, amend and re-ordain Section 34-32 of the Code of the Town of Altavista, 1968, relating to procedure.

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

1. That Section 34-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-32. Procedure.**

- (a) Every public nuisance shall be abated by the ~~owner or occupant~~ responsible party or parties of the property from which the public nuisance emanates, at the expense of such ~~owner or occupant~~ responsible party or parties pursuant to the procedure set forth in this section.
- (b) Whenever an apparent public nuisance is found to exist within the town, the Town Manager or his/her agent shall provide written notice to the responsible party or parties of the property on which such apparent nuisance exists. Mailing of the notice to the responsible party or parties at the address upon which the apparent public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this ordinance. The written notice shall state:
  - (i) The location of the apparent public nuisance;
  - (ii) A description of what constitutes the apparent public nuisance;
  - (iii) A statement of acts necessary to abate or remove the apparent public nuisance;
  - (iv) A deadline reasonable under the circumstances by which the apparent public nuisance shall be abated or removed; and
  - (v) A statement that if the apparent public nuisance is not abated or removed by the deadline, or if the responsible party or parties disputes the existence of such public nuisance the Prior to declaring the activity or condition in question a public nuisance, such owner or occupant responsible party or parties shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.
- (c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the ~~owner or occupant~~ responsible party or parties a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the ~~owner~~ responsible party or parties to abate such public nuisance within the time limit shall constitute a violation of this article and shall be subject punishable as prescribed in section. to the provisions of Sections 34-34, 34-35, 34-37 and 34-38.

Upon the failure of the ~~owner~~ responsible party or parties ~~or occupant~~ to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.

- (d) Immediate threats to public safety. Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the ~~owner or occupant~~ responsible party or parties of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, ~~or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact,~~ the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the ~~owner or occupant~~ responsible party or parties of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such ~~owner~~ responsible party or parties fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the ~~owner or occupant~~ responsible party or parties of property from which such public nuisance emanates ~~or arises~~ shall be afforded to such responsible party or parties ~~owner~~ as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented and enforced in the same manner as set forth in subsection (c) of this section. See Sections 34-34, 34-35, 34-73 and 34-38.
- (e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the ~~county~~ Circuit Court of Campbell County upon appeal to such court.

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

An Ordinance to repeal, amend and re-ordain Section 34-33 of the Code of the Town of Altavista, 1968, relating to animals.

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

1. That Section 34-33 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-33. Animals.**

- (a) It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the ~~owner~~ responsible party or parties and shall be subject to the abatement procedures of this article.
- (b) If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the ~~owner~~ responsible party or parties of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the ~~owner~~ responsible party or parties shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38.
- (c) In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section ~~34-31(2)~~, 34-31.1 J. and subject to the abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.
- (d) Any ~~owner~~ responsible party or parties of an animal so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal constitutes a public nuisance, the council shall give the ~~owner~~ responsible party or parties of such animal a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal or removing the animal beyond the town limits. Upon the failure of such ~~owner~~ responsible party or parties to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal and dispose of it according to law. Failure by such ~~owner~~ responsible party or parties to comply with such order shall constitute a violation of this article and shall be enforced and punishable as prescribed in sections 34-34, 34-35, 34-37 and 34-38.

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

An Ordinance to repeal, amend and re-ordain Section 34-34 of the Code of the Town of Altavista, 1968, relating to costs taxed.

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

1. That Section 34-34 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-34. – Costs of abatement taxed.**

Where any public nuisance is abated by the town pursuant to the provisions of this article, the costs of such abatement shall be taxed against the ~~owner or occupant~~ responsible party or parties of the property from which such public nuisance emanates or arises and shall be collectible by the town in any manner provided by law for the collection of state and local taxes. Upon the completion of such abatement, the town manager shall send by certified mail to such ~~owner~~ responsible party or parties a bill for the costs of such abatement with the notation thereon that such charges are collectible by the town in any manner provided by law for the collection of state and local taxes, and that failure to pay such bill within 60 days of the date thereof will result in the institution of collection procedures. Upon the ~~owner's~~ responsible party's or parties' failure to pay such bill by the date set thereon, the town manager may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Code 1968, § 8-17)

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

**Sec. 34-35. – Abatement costs; town property.**

Whenever any person or business causes a public nuisance to exist on property belonging to the town lying within or beyond the corporate limits of the town and the town abates such nuisance under this article, such person or business shall be taxed with the costs of such abatement as provided under section 34-34.

(Code 1968, § 8-18)

**Sec. 34-36. – Liability imposed by other laws not decreased.**

Nothing contained in this article shall be construed as making lawful any act or omission which is unlawful, or as decreasing the liability, civil or criminal, of any person, imposed by law.

(Code 1968, § 8-19)

An Ordinance to repeal, amend and re-ordain Section 34-34 of the Code of the Town of Altavista, 1968, relating to costs taxed.

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

1. That Section 34-34 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-37. – Enforcement by injunction.**

Nothing contained in this article shall prevent the town from enforcing the terms of this article by means of injunction obtained in the county Circuit Court of Campbell County.

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

An Ordinance to repeal, amend and re-ordain Section 34-38 of the Code of the Town of Altavista, 1968, relating to civil penalties.

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

1. That Section 34-38 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-38. Penalties for violation of article Civil penalties**

~~Any person violating the provisions of this article shall be guilty of a Class 3 misdemeanor.~~

A. Each business day a public nuisance continues after the date set by the town council for its abatement constitutes a separate offense or violation. In addition to liability for the town's costs of abatement, responsible party or parties who fail to comply with a notice issued pursuant to this section requiring them to abate a nuisance shall be subject to civil penalties as follows:

- (1) \$50 for the first violation or violations arising from the same set of operative facts; or
- (2) \$200 for subsequent violations not arising from the same set of operative facts within 12 months of a first violation.

In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a twelve-month period.

B. Except as provided in this subsection, the imposition of civil penalties pursuant to subsection A. shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. In the event that three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period such violations shall be a Class 3 misdemeanor. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

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



CLEAN COPY  
12-7-17

An Ordinance to repeal, amend and re-ordain Section 34-31 of the Code of the Town of Altavista, 1968, relating to definitions.

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

1. That Section 34-31 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-31. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Animal* means every dog or other animal or fowl owned within the boundaries of the town.

*Primary enclosure* means any structure used to immediately restrict an animal to a limited amount of space, such as a room, pen, cage, compartment or hutch. For tethered animals, the term includes the shelter and the area within reach of the tether.

*Public nuisance* means: (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property.

(2) ~~Any animal that:~~

- ~~a. Molests passersby or passing vehicles or interferes with traffic;~~
- ~~b. Attacks other animals;~~
- ~~c. Trespasses on school grounds and interferes with school activities;~~
- ~~d. Habitually turns over garbage cans of any person other than the owner or custodian thereof;~~
- ~~e. Damages private or public property; or~~
- ~~f. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.~~

(3) ~~Any aggregation of animals creating a foul odor.~~

Responsible party or parties includes, but is not limited to, the owner and/or occupier, and/or possessor of the premises where a public nuisance is located, the owner and/or possessor of any personal property, including animals, which constitutes a public nuisance, the owner or possessor of any material which constitutes a public nuisance which escaped, spilled, or was released and the owner or agent of the owner who was transporting or otherwise responsible for such material and whose acts or negligence caused such public nuisance.

~~Own and Owner~~ Responsible party or parties of an animal means any person having a right of property in an animal and any person who keeps or harbors an animal or has it in his or her care, or who acts as its custodian, and any person who permits an animal to remain on or about any premises occupied by him or her.

Stagnant water shall mean any water that is absent of flow or filtration by natural or mechanical means with the exception of bird baths, fish ponds, flower pots and other containers that are regularly tended by their responsible party or parties.

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

An Ordinance to add a new Section 34-31.1 to the Code of the Town of Altavista, 1968, relating to specific conditions or activities constituting a public nuisance.

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

1. That a new Section 34-31.1 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.1. Specific Conditions or Activities Constituting a Public Nuisance.**

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are hereby declared to be and constitute a public nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

A. Overgrown vegetation including grass, weeds, brush, or other plants which have reached a stage of growth so as to provide cover or harborage or potential cover or harborage for rats, mice, snakes or other vermin, or to cause a blighting problem, or adversely affect the public health and safety. Such growth between the property line and the street curblin shall also constitute a public nuisance. See also Section 62-151 of this Code.

B. Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things. Outside storage on any property of junk, trash, rubbish, garbage, refuse, litter, waste materials, tires, motor vehicle parts, wheels, metal scraps, plumbing fixtures, broken appliances or machines, and other objects or substances which might harbor rats, mice, snakes and other vermin, or which constitute a fire hazard or endanger the public health or safety. Trash or garbage which is placed within a trash can or bin shall not be deemed to be stored outside.

C. Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, is open and/or unsecured from entry or presents a fire hazard to the building itself and/or to other properties in the vicinity where it is located; or structures with exposed or faulty electrical wiring, broken windows, visible rotting or molding wood, faulty/rotten roofing or other materials, structures which are likely to collapse or fall over.

D. Vacant buildings. Any vacant or abandoned buildings that are not sealed so as to prevent the entry of persons or rats and other vermin.

E. Any building, structure or other place or location where any activity or condition, which is in violation of local, state or federal law, is conducted, performed or maintained.

F. Outside storage of abandoned or unused objects. Outside storage on a Residential Property of any offensive, unwholesome, unsanitary, or unhealthy item or substance, including but not limited to abandoned, unused, or discarded objects such as household furniture, appliances, equipment, mattresses, tools, lumber, building materials, and other objects that may cause a blighting problem. For the purpose of this subsection,

the term "Residential Property" shall mean a property zoned R-1 or R-2 or a property zoned C-1 or C-2 on which the principal use is a residence. Nothing contained herein shall prohibit storage of materials used in conjunction with a construction project for which a building permit has been issued and which is being diligently pursued.

G. All obnoxious odors and stench, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stench.

H. The carcasses of animals or fowl not disposed of immediately after the death of such animal or fowl. (See Town Code Sec. 62-42(c)(9) for provisions as to pick up by Town).

I. Any aggregation of animals creating a foul odor.

J. Any animal that:

1. Molests passersby or passing vehicles or interferes with traffic;
2. Attacks other animals;
3. Trespasses on school grounds and interferes with school activities;
4. Habitually turns over garbage cans of any person other than the owner or custodian thereof.
5. Damages private or public property; or
6. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.
7. Dogs running at large in violation of Town Code Section 18-87.

K. The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, industrial wastes or other substances.

L. Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.

M. Emission of dense smoke and/or noxious fumes, for a continuing period in excess of 30 minutes.

N. Artificial light. Any artificial light source, with the exception of standard "dusk to dawn" lights, maintained by a responsible party or parties in a direction or in such a high level of brightness as to place an unreasonable burden on adjoining property.

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

An Ordinance to add a new Section 34-31.2 to the Code of the Town of Altavista, 1968, relating to public nuisances prohibited.

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

1. That a new Section 34-31.2 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.2. Public Nuisances Prohibited.**

It shall be unlawful for any person to cause, permit, maintain or allow the creation or maintenance of a public nuisance. Violations shall be subject to the provisions of Sections 34-34, 34-35, 34-37 and 34-38.

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

An Ordinance to add a new Section 34-31.3 to the Code of the Town of Altavista, 1968, relating to animal enclosures to be kept clean.

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

1. That a new Section 34-31.3 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.3. Animal enclosures to be kept clean.**

The responsible party or parties of any animal kept in a primary enclosure as defined in Section 34-31 in the Town shall keep that enclosure properly cleaned meaning that carcasses, debris, food waste and excrement are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with such contaminants; the primary enclosure is sanitized with sufficient frequency to minimize odors and the hazards of disease; and the primary enclosure is cleaned so as to prevent the animals confined therein from being directly or indirectly sprayed with the stream of water, or directly or indirectly exposed to hazardous chemicals or disinfectants. Failure to do so shall constitute a violation of this ordinance and shall be subject to abatement as a public nuisance under the provisions in Sections 34-32, 34-34, 34-35, 34-37 and 34-38.

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

An Ordinance to repeal, amend and re-ordain Section 34-32 of the Code of the Town of Altavista, 1968, relating to procedure.

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

1. That Section 34-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-32. Procedure.**

- (a) Every public nuisance shall be abated by the ~~owner or occupant~~ responsible party or parties of the property from which the public nuisance emanates, at the expense of such ~~owner or occupant~~ responsible party or parties pursuant to the procedure set forth in this section.
- (b) Whenever an apparent public nuisance is found to exist within the town, the Town Manager or his/her agent shall provide written notice to the responsible party or parties of the property on which such apparent nuisance exists. Mailing of the notice to the responsible party or parties at the address upon which the apparent public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this ordinance. The written notice shall state:
  - (i) The location of the apparent public nuisance;
  - (ii) A description of what constitutes the apparent public nuisance;
  - (iii) A statement of acts necessary to abate or remove the apparent public nuisance;
  - (iv) A deadline reasonable under the circumstances by which the apparent public nuisance shall be abated or removed; and
  - (v) A statement that if the apparent public nuisance is not abated or removed by the deadline, or if the responsible party or parties disputes the existence of such public nuisance the Prior to declaring the activity or condition in question a public nuisance, such owner or occupant responsible party or parties shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.
- (c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the ~~owner or occupant~~ responsible party or parties a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the ~~owner~~ responsible party or parties to abate such public nuisance within the time limit shall constitute a violation of this article and shall be subject punishable as prescribed in section. to the provisions of Sections 34-34, 34-35, 34-37 and 34-38.

Upon the failure of the ~~owner~~ responsible party or parties ~~or occupant~~ to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.

- (d) Immediate threats to public safety. Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the ~~owner or occupant~~ responsible party or parties of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, ~~or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact,~~ the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the ~~owner or occupant~~ responsible party or parties of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such ~~owner~~ responsible party or parties fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the ~~owner or occupant~~ responsible party or parties of property from which such public nuisance emanates ~~or arises~~ shall be afforded to such responsible party or parties ~~owner~~ as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented and enforced in the same manner as set forth in subsection (c) of this section. See Sections 34-34, 34-35, 34-73 and 34-38.
- (e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the ~~county~~ Circuit Court of Campbell County upon appeal to such court.

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



An Ordinance to repeal, amend and re-ordain Section 34-33 of the Code of the Town of Altavista, 1968, relating to animals.

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

1. That Section 34-33 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-33. Animals.**

- (a) It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the ~~owner~~ responsible party or parties and shall be subject to the abatement procedures of this article.
- (b) If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the ~~owner~~ responsible party or parties of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the ~~owner~~ responsible party or parties shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38.
- (c) In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31(2), 34-31.1 J. and subject to the abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.
- (d) Any ~~owner~~ responsible party or parties of an animal so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal constitutes a public nuisance, the council shall give the ~~owner~~ responsible party or parties of such animal a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal or removing the animal beyond the town limits. Upon the failure of such ~~owner~~ responsible party or parties to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal and dispose of it according to law. Failure by such ~~owner~~ responsible party or parties to comply with such order shall constitute a violation of this article and shall be enforced and punishable as prescribed in sections 34-34, 34-35, 34-37 and 34-38.

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

An Ordinance to repeal, amend and re-ordain Section 34-34 of the Code of the Town of Altavista, 1968, relating to costs taxed.

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

1. That Section 34-34 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-34. – Costs of abatement taxed.**

Where any public nuisance is abated by the town pursuant to the provisions of this article, the costs of such abatement shall be taxed against the ~~owner or occupant~~ responsible party or parties of the property from which such public nuisance emanates or arises and shall be collectible by the town in any manner provided by law for the collection of state and local taxes. Upon the completion of such abatement, the town manager shall send by certified mail to such ~~owner~~ responsible party or parties a bill for the costs of such abatement with the notation thereon that such charges are collectible by the town in any manner provided by law for the collection of state and local taxes, and that failure to pay such bill within 60 days of the date thereof will result in the institution of collection procedures. Upon the ~~owner's~~ responsible party's or parties' failure to pay such bill by the date set thereon, the town manager may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Code 1968, § 8-17)

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

**Sec. 34-35. – Abatement costs; town property.**

Whenever any person or business causes a public nuisance to exist on property belonging to the town lying within or beyond the corporate limits of the town and the town abates such nuisance under this article, such person or business shall be taxed with the costs of such abatement as provided under section 34-34.

(Code 1968, § 8-18)

**Sec. 34-36. – Liability imposed by other laws not decreased.**

Nothing contained in this article shall be construed as making lawful any act or omission which is unlawful, or as decreasing the liability, civil or criminal, of any person, imposed by law.

(Code 1968, § 8-19)

An Ordinance to repeal, amend and re-ordain Section 34-34 of the Code of the Town of Altavista, 1968, relating to costs taxed.

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

1. That Section 34-34 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-37. – Enforcement by injunction.**

Nothing contained in this article shall prevent the town from enforcing the terms of this article by means of injunction obtained in the ~~county~~ Circuit Court of Campbell County.

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

An Ordinance to repeal, amend and re-ordain Section 34-38 of the Code of the Town of Altavista, 1968, relating to civil penalties.

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

1. That Section 34-38 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-38. Penalties for violation of article Civil penalties**

~~Any person violating the provisions of this article shall be guilty of a Class 3 misdemeanor.~~

A. Each business day a public nuisance continues after the date set by the town council for its abatement constitutes a separate offense or violation. In addition to liability for the town's costs of abatement, responsible party or parties who fail to comply with a notice issued pursuant to this section requiring them to abate a nuisance shall be subject to civil penalties as follows:

(1) \$50 for the first violation or violations arising from the same set of operative facts; or

(2) \$200 for subsequent violations not arising from the same set of operative facts within 12 months of a first violation.

In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a twelve-month period.

B. Except as provided in this subsection, the imposition of civil penalties pursuant to subsection A. shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. In the event that three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period such violations shall be a Class 3 misdemeanor. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

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



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** December 12, 2017

Agenda Item #: | **9d** |

Attachment #: | 6 |

**Agenda Placement:** | New/Unfinished Business |  
**Subject Title:** | FY2019 Budget and CIP discussion |

### **SUBJECT HIGHLIGHTS**

Earlier in the meeting, a Public Input session was held in regard to the FY2019 Budget and Capital Improvement Plan. Town Council may wish to provide input to staff on the budget based on citizen comments. Below are the next several steps/events in the budget process:

- Departmental requests are due to the Manager's Office by January 12, 2018
- Outside Agency Requests are due to Manager's Office by January 16, 2018
- Outside Agency Presentations at January 23<sup>rd</sup> Town Council Work Session
- Draft Budget forwarded to Town Council on February 19<sup>th</sup>.

**Action(s) requested or suggested motion(s):** Per Council's discussion.

### **Staff Review Record**

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Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

# **Town Manager's Report – For Month of November 2017**



## **Staunton River RIFA**

- Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
- Staff working with legal counsel in regard to the document associated with formation of the RIFA.
- Staff working with Peed & Bortz on the Utility Assessment for this project. Report was presented to Town Council at their October Work Session.
- Staff is working with other jurisdictions and the property owner to decide on “next steps”.

## **Campbell Avenue Drainage Project**

- Storm Drain is complete. Paving contractor is schedule to return next week to do milling and paving. (Paving may be weather dependent).

## **Rt. 43 Gateway Project (Streetscape/Utilities)**

- Application filed for additional funds through the VDOT “TAP” process.

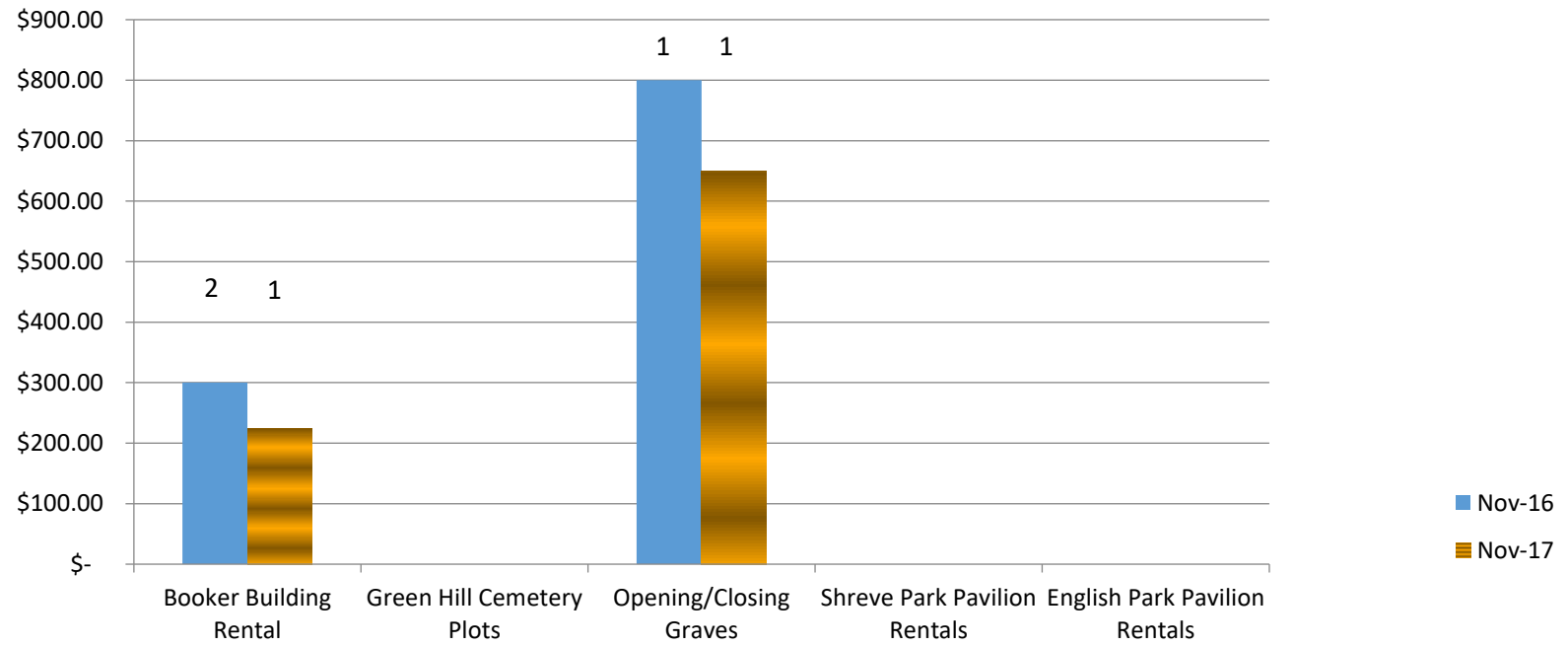
## **English Park**

- LPDA is doing the Information Gathering Aspect and Assessment of Existing Conditions portion of the project.
- Public Forum #2 – End of January
- Data Presentation to Town Council – February 13<sup>th</sup> Regular Meeting

## **Utility Projects**

- Facility Assessment and Improvement Plan (FAIP) – Woodard & Curran
  - Staff continues to work with Woodard & Curran to complete this document.
  - Draft Rate Study report due to staff mid/late December.
- Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.
- Abbott meter and vault – Working with staff to build vault.
- WWTP Clarifier Project – Bid award (December agenda)

~ ADMINISTRATION ~





**TOWN OF ALTAVISTA  
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>
Jul-15	\$60,786.00
Aug-15	\$61,309.00
Sep-15	\$61,560.00
Oct-15	\$63,772.35
Nov-15	\$55,798.00
Dec-15	\$61,928.00
Jan-16	\$51,250.00
Feb-16	\$57,390.00
Mar-16	\$64,020.00
Apr-16	\$61,664.00
May-16	\$62,702.00
Jun-16	\$64,356.00
Jul-16	\$77,934.00
Aug-16	\$79,415.00
Sep-16	\$78,369.00
Oct-16	\$77,843.00
Nov-16	\$76,293.74
Dec-16	\$80,126.95
Jan-17	\$71,669.47
Feb-17	\$74,876.88
Mar-17	\$82,040.84
Apr-17	\$86,217.44
May-17	\$84,409.32
Jun-17	\$82,323.07
Jul-17	\$78,740.00
Aug-17	\$80,189.69
Sep-17	\$76,739.06
Oct-17	\$76,719.67

<u>MTD TOTAL (FY)</u>	
<i>FY2017</i>	<i>\$313,561.00</i>
<i>FY2018</i>	<i>\$312,388.42</i>
+/-	-\$1,172.58

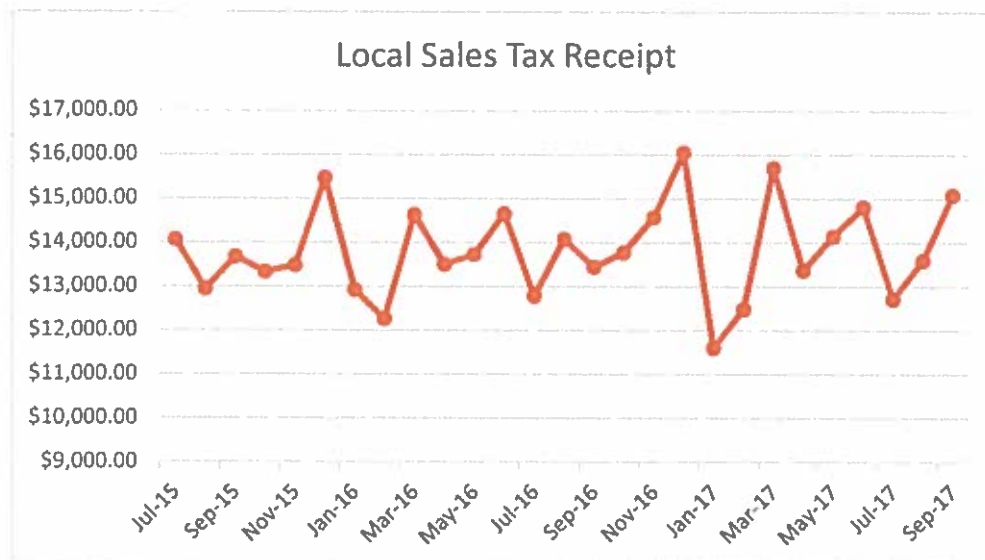


**Town of Altavista  
Local Sales Tax**

Jul-15	\$14,073	
Aug-15	\$12,947	
Sep-15	\$13,681	
Oct-15	\$13,337	
Nov-15	\$13,481	
Dec-15	\$15,473	
Jan-16	\$12,926	
Feb-16	\$12,265	
Mar-16	\$14,634	
Apr-16	\$13,503	
May-16	\$13,734	
Jun-16	\$14,657	
Jul-16	\$12,782	
Aug-16	\$14,083	
Sep-16	\$13,446	
Oct-16	\$13,776	
Nov-16	\$14,578	
Dec-16	\$16,055	
Jan-17	\$11,598	
Feb-17	\$12,485	
Mar-17	\$15,699	
Apr-17	\$13,372	
May-17	\$14,150	
Jun-17	\$14,810	
Jul-17	\$12,712	
Aug-17	\$13,602	
Sep-17	\$15,088	

<b><u>MTD TOTAL (FY)</u></b>	
FY2017	\$40,311
FY2018	\$41,402
+/-	\$1,091



Altavista Police Department  
Monthly Report

2017	March	April	May	June	July	August	September	October	November	Year to Date
Uniform Traffic Summons Issued	25	31	33	21	18	37	42	24	34	265
Traffic Stops	40	98	146	96	31	104	113	77	103	808
DUI		1	1	1	1	0	2			6
Collisions Investigated (TREDS)	1	6	3	2	5	7	3	6	3	36
Motorist Aides		10	15	10	19	18	11	23	31	137
Criminal Arrests "Misdemeanor"	2	15	17	11	12	13	15	9	14	108
Criminal Arrests "Felony"	1	6	25	3		8	23	10	10	86
Warrants Executed	2	13	20	2	13	11	37	17	16	131
Incidents Addressed (Calls for Service)	562	639	735	385	463	450	501	472	466	4,673
Incidents, Offenses Reportable in RMS	15	55	61	29	45	54	54	46	38	397
BOLO'S (Be on Look Out)	2	5	2	7	11	9	16	6	6	64
Follow-Up Investigation		42.5	131.5	80	45	71	74	56	74	574
Citizen Contacts	1193	2105	1571	2033	2115	2540	2069	3229	3268	20,123
Businesses, Residences Check "Foot Patrols"	184	377	627	659	619	553	581	798	958	5,356
Directed Patrol Hours	137.25	339.5	257.5	456.5	483.5	464.75	439.5	509.5	675	3,763
School Checks	5	35	55	44	26	48	46	34	51	344
Alarm Responses	4	6	29	20	20	24	16	21	36	176
Court Hours	8	9	10.5	10	6	7.5	7.5	16	6.5	81
Training Hours**	126	126	126	126	126	126	126	126	126	1392
Special Assignment Hours			16	5	13.5	2		7	2.5	46
ECO/TDO		2	5	3	3	3			4	20
ECO/TDO Hours		10	7	7	7.5	8.5			18.25	58.25
Investigation Hours	7.25	95	166	70.5	52.25	131	106.25	85.5	98.25	812
Bike Patrol Hours							4			4
** Training hours averaged over the year to date, total is accurate to the hour										

# Monthly Report to Council

**Date:** December 12, 2017  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** November 2017 Reporting

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## 1. Zoning/Code Related Matters: March Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
6-Nov	036-17	Lockwood Sign Art, Charlotte, NC	Sign for Moore's, Elec. 1305 Main St.
14-Nov	037-17	Ben Dariano, Dublin Ohio	Interior electrical work at Walmart, 125 Clarion Road

- Met with the Town Manager and Attorney to review the latest drafts related to the nuisance ordinance code changes. A draft will be ready for Council to consider at the December meeting.
- Met with Patricia Conner regarding a burn permit for her property on Lynch Road.

## 2. Site Plans Reviewed and/or Approved:

- None

## 3. Planning Commission (PC) Related:

- Prepared packet for December 4<sup>th</sup> meeting. This included SUP application for Vista Pawn at 1000 Main Street and public hearing and draft 2017 council report.

## 4. AOT Related

- Nothing noted.

## 5. ACTS Related

- Validated daily ridership and revenue for bus system (November) - see bus report.
- Reimbursements submitted for October 2017 operations.
- Operations and CIP budgets for FY2019 prepared and submitted to Town Council for consideration and approve. Also authorize staff to apply for FY2019 DRPT grant.
- Attended required DRPT 5311 grant training in Dublin, VA.
- One of the long term drivers resigned and the position was posted. Staff has completed interviews and selected a candidate to begin training.

## 6. Projects and Administrative Related:

- Updated GIC.
- Certified October bank statements.
- Provided feedback to CEDS committee as I was unable to attend the November meeting.
- Completed the FY2019-2023 CIP template for all departments utilizing the new template requested by the TM.

- **Route 43 Streetscape and Utility Project**
  - Project held on November 9<sup>th</sup> at Town Hall. Much of the utility design is completed.
  - Streetscape – The 7<sup>th</sup> Street section is the first priority. The engineer has been developing preliminary plans from Broad to Bedford to address the ponding water. The centerline profile will be used to design the utility improvements.
  - Utilities – With a proposed centerline profile, the engineer is starting work on the utilities in 7<sup>th</sup> Street. They met with Tom Fore to discuss the location of the new water & sewer line and keeping the existing lines in service.
  - The engineers met with their CADD staff to go over the progress plans. They should have a good set of drawings for review/discussion for the meeting on the 9<sup>th</sup>.
- **Canoe Launch Site**
  - The Virginia Marine Resource Commission will be required to take our application to the Board for approval as there is a written objection filed by Mr. Keesee. Due to new and other more prioritized cases it is unknown when the Board might schedule a hearing for Dalton's Landing.
  - Staff met on site with Mr. Keesee and Mr. Chism to discuss concerns. Staff presented these at the TC work session where council agreed to limit hours of operation and have some type of restroom facility on site. TC did not agree to place a gate at the site and reserved the right to do so at a later date. This information has been passed on to the VMRC.
  - Staff has not received notice from the DCR Recreational Trails Program Grant and the web site still says mid fall 2017 is the next grant cycle.
- **Personnel Policy Manual**
  - Staff continued reviewing chapters from the draft policy manual and provided chapters 1-6 to managers for review and comment.
- **VDOT Main Street Bridge Replacement**
  - Acquisition and construction easements for this project have been executed by the Town.
  - Staff will be meeting with VDOT to discuss options for the crosswalk at Route 43 and Main Street.
- **Parks and Trails Master Plan**
  - A public input meeting was held at the YMCA on November 14, 2017. It was very well attended and LPDA has been gathering data from the surveys since that date.

## **Main Street Coordinator November Monthly Report**



### Presentations and Conferences

- Attended Altavista Chamber of Commerce Holiday Business Expo
- Attended the Grand Opening and Ribbon Cutting event for Southside Electric's new facility.
- Attended November Regular Council Meeting and November Work Session.
- Attended Regional CED's monthly planning meeting on riverside communities.
- Attended Employees Performance Evaluation Training session

### Business Updates

- Vista Fitness 24 hour Gym plans to open January 1<sup>st</sup> and hold their Ribbon Cutting Ceremony on January 4<sup>th</sup>.
- Working with Town Manager to update Downtown Parking information.

### AOT

- Announced Scarecrow Stroll 1<sup>st</sup> place winner- The DMV and 2<sup>nd</sup> place winner- Main Street Café.
- Continue to request quotes for Brown Historic Signage cost and placement on Highway 29
- Applied for the Beverly W. & Hampton O. Powell Foundation Grant to go towards public art projects.
- Assisted planning and promoted the Town-Wide Open House with downtown business owners.
- Held monthly AOT Board meeting on November 16<sup>th</sup>.
- AOT hosted the 11<sup>th</sup> annual Gibley Jog 5k Run at English Park on Thanksgiving Day. The race had about 30 volunteers and 300 runners.
- Began preparing for the Virginia Main Street Annual Databonanza.

### Town Marketing and Promotions

- Completed final drafts of 2018 Town Calendar and sent in to be printed at Mid. Atlantic Printers.
- Assisted Town of Altavista Parks & Trails Master Planning Public Input Meeting promotion & survey marketing.
- Assisted Chamber of Commerce in the promotion of Shop Small Saturday
- Continue to assist Town staff in website updates for agendas, minutes, alerts, events, and job postings.
- Continue to help promote Town updates, alerts, and information through the Town's website and social media pages.

## Public Works Monthly Report

### Monthly Staff Report B&G

Date: 12/6/2017  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Building and Grounds  
MONTH: Nov. 2017

# Burials	1
# of Cremations	0
# of Labor Hours for Green Hill Cemetery	55.75
# of Curbside Brush Stops	49
# of Curbside Brush Loads	6
# of Curbside Bulk Stops	52
# of Curbside Bulk Tonnage	7.49
Solid Waste Total Tonnage	82.37
# of Labor Hours to Maintain Buildings	102.75
# of Labor Hours to Maintain Parks	274.25
# of Acres Mowed	25.69

### Other Public Works Activities and CIP Projects:

The Building and Grounds Crew has completed the Men's Restroom upgrade at Shreve Park and has started on the Women's.

## Streets

### Monthly Staff Report Streets

Date: 12/6/2017  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Streets  
MONTH: Nov. 2017

# of Lane Miles Mowed	0
# of Litter Bags Collected	6
# of Weed Control Gallons Applied	120
# of Swept Lane Miles	37
# of Weekend Trucks	3
# of Total Tonnage for Weekend Trucks	4.19
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	246.75
# of Labor Hours For Leaf Collection	307

### Other Streets Activities and CIP Projects:

7th Street Project - This project has been completed. Staff is working to have new stripping of the parking spaces painted.

Charlotte Ave. Project - Storm Drain is completed. Staff is waiting on Paving Contractor to return and work on the milling and paving. Due to the weather the paving may be pushed out till spring.



## Fleet Maintenance

### Monthly Staff Report FM

Date: 12/6/2017  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Fleet Maintenance  
MONTH: Nov. 2017

# of State Inspection	1
# of Preventive Maintenance Work Orders	12
# of Emergency Repair Work Orders	23

#### Other Fleet Maintenance Activities and CIP Projects:

#179 Police Unit taken out of service and stripped for surplus.

Purchased a new lowboy trailer to haul the new skid steer loader.

Serviced and put into service two new snow spreaders.

New refuse truck has been repaired and back in service.

The backup refuse truck is still in the shop repairing cylinders on the inside of body.

The old rear loader refuse truck is back in service, however when the backup truck has been repaired we will be taking the rear loader truck out of service to repair cylinders.

# Monthly Staff Report

DATE: 12/4/2017  
 TO: Town Manager  
 FROM: Tom Fore  
 DEPARTMENT: Water Treatment Plant  
 MONTH: October

## Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged	17.42	Hours per day	
which yielded approximately	2,060,000	gallons of water per day.	
Rainfall for the month	1.4	was measured at the water treatment plant.	
Average Hours per day (week days)	17.8	hrs	
Average Hours per day (weekends)	16.3	hrs	
Average produced (week days)	2,142,273	gallons per day	
Average produced (weekends)	2,083,000	gallons per day	
Total Raw Water Pumped:	63.79	million gallons	
Total Drinking Water Produced:	61.81	million gallons	
Average Daily Production: (drinking)	2,130,000	gallons per day	
Average percent of Production Capacity:	71.00	%	
Plant Process Water:	1,964,342	{finished water used by the plant}	
Bulk Water Sold @ WTP:	0	gallons	Water lost due to leaks 45,000
Flushing of Hydrants/Tanks/FD use/Town Use	6,300	gallons	
McMinnis Spring			
Total Water Pumped:	7.499	million gallons	average hours per day 14.4
Average Daily Produced:	249,967	gallons per day	Rain at MC 0.73
Reynolds Spring			
Total Water Pumped:	6.235	million gallons	average hours per day 11.8
Average Daily Produced:	207,833	gallons per day	Rain at RE 0.85
Purchased Water from CCUSA	174,284	gallons	
Sold to Hurt	2,539,900	gallons	
Industrial Use	57,997,388	gallons	

## Comments: Water Plant Activities & CIP Projects:

- 1- Electrical upgrade continues with completion expected in December per Southern Air project manager  
 The electrical switchover from the old to new began at 11:30 PM on the 5th of December at 6:00 AM the lights to half of the plant were on line. Staff had to control the springs manually as all telemetry was down.
- 2- The fluoride Improvement project is underway with work beginning at Reynolds Springs on the 2nd of December

## Waste water Plant

Date:

TO:

FROM:

DEPARTMENT:

MONTH:

Town Manager

Steve Bond

Wasterwater Plant

November

Average Daily Flow

1.67 MGD

TSS Reduction

96 %

BOD Reduction

98 %

VPDES Violations

0

Sludge ( Regional Land Fill)

196 tons

Rain Total

1.12 Inches

Snow Total

           Inches

### Other Wastewater Activities and CIP Projects:

CIP - Bids were received on the 29th of November and will now schedule to award the bid and sign contracts and have notice to proceed.

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CIP - Bids were received on the 29th of November and will now schedule to award the bid and sign contracts and have notice to proceed.

#### Utilities Distribution and Collection

# of Service Connections	0
# of Service Taps	0
# of Meters Read	94
# of Meters Tested	0
# of Loads of Sludge to Landfill	15

# of Location Marks made for Miss Utility	46
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# of Meters Replaced	2
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# of Water Lines Repaired	3
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Locations:

1940 Tabby Lane

56 Northgate Court

125 Gibson Road

# of Sewer Lines Unstopped	2
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Locations:

518 8th Street

1635 Melinda Dr.

#### Other Utilities Distribution and Collection Activities & CIP Projects:

- 1- The vault for the Abbott water meter was built the first week of December the top for the vault will be formed and poured this month.
- 2- Right of Way clearing has been ongoing

# ACTS RIDER TALLY

## November 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
1-Nov	35	3	4	12	7	61	61	\$ 17.89	162	162
2-Nov	42	2	3	5		52	113	\$ 21.00	160	322
3-Nov	48	17	8	5	10	88	201	\$ 24.00	160	482
<b>4-Nov</b>	<b>33</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	41	242	\$ 16.50	74	556
6-Nov	34	32	3	11	4	84	326	\$ 17.00	168	724
7-Nov	40	6	7	15	2	70	396	\$ 20.00	163	887
8-Nov	31	9	8	8	1	57	453	\$ 15.50	165	1052
9-Nov	27	3	3	7		40	493	\$ 13.50	159	1211
10-Nov	36	3	8	10		57	550	\$ 18.00	158	1369
<b>11-Nov</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>6</b>	25	575	\$ 6.00	79	1448
13-Nov	44	21	4	7	4	80	655	\$ 22.00	162	1610
14-Nov	25	7	3	8		43	698	\$ 12.50	159	1769
15-Nov	39	9	4	4	2	58	756	\$ 18.00	161	1930
16-Nov	30	3	3	7		43	799	\$ 14.50	159	2089
17-Nov	38	22	8	8	4	80	879	\$ 17.92	156	2245
<b>18-Nov</b>	<b>31</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>2</b>	45	924	\$ 15.50	78	2323
20-Nov	30	19	8	7	4	68	992	\$ 15.00	159	2482
21-Nov	33	4	5	13		55	1047	\$ 16.32	162	2644
22-Nov	31	8	8	11		58	1105	\$ 15.50	159	2803
23-Nov	THANKSGIVING NO TRANSIT SERVICE					0	1105			2803
24-Nov	25	2	4	2		33	1138	\$ 12.50	159	2962
<b>25-Nov</b>	<b>16</b>	<b>3</b>	<b>1</b>	<b>6</b>		26	1164	\$ 8.00	81	3043
27-Nov	37	17	4	6	6	70	1234	\$ 18.50	160	3203
28-Nov	31	1	7	4		43	1277	\$ 15.50	160	3363
29-Nov	28	5	5	4		42	1319	\$ 14.00	159	3522
30-Nov	23	2	5	2		32	1351	\$ 11.50	160	3682
<b>230 Hours</b>	<b>Total Riders to date: 8,524</b>							<b>\$ 220.50</b>		
	<b>Total Revenue to Date \$ 1,426.63</b>					<b>Total Month Revenue</b>		<b>\$ 617.13</b>		
	Days Run-	<b>23</b>	Average daily riders		<b>58.7</b>					
	<b>Total days run</b>	<b>132.4</b>						<b>64.4</b>	<b>TOTAL MILES</b>	<b>11,968</b>

## Annual Ridership Tally FY2013—FY2018

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
FY2011							391	590	481	495	551	1,617	4,125
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	13,211
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	16,376
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	20,230
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	24,449
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,848
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	22,759
FY2018	1,722	1,915	1,928	1,558	1,351								8,474

December 2017						
◀ Nov 2017						Jan 2018 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Avoca Christmas Open House Chamber of Commerce Christmas Parade 5:00 p.m.
3 Avoca Christmas Open House	4 Planning Commission 5:00 PM	5 Town Taxes Due	6 Avoca Members' Christmas Party	7	8	9 Avoca Christmas Open House
10 Avoca Christmas Open House	11	12 Council Meeting 7:00 PM	13	14	15	16
17	18	19	20	21	22 Christmas Holiday Town Offices Closed Regular ACTS Bus	23
24	25 Christmas Day Town Offices Closed No ACTS Bus	26 Christmas Holiday Town Offices Closed Regular ACTS Bus	27	28	29	30
31	<b>Notes:</b> <b>No EDA Meeting/No Town Council Work Session</b>					

January 2018						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> New Year's Day Town Offices Closed  No ACTS Bus	<b>2</b> Planning Commission 5:00 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Town Council Regular Meeting 7:00 PM	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Martin Luther King Day Offices Closed	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Chamber Annual Meeting/Dinner "Demin & Diamonds" 6:00 PM @ VTI
<b>21</b>	<b>22</b>	<b>23</b> Town Council Work Session 5:00 PM	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			