



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, July 11, 2017

7:00 PM Council Regular Meeting

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda..... p. 1-2
5. Recognitions and Presentations

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. 3 - 20
 - i. Council's Regular meeting June 13, 2017
 - ii. Council's Work Session June 27, 2017
- b. Acceptance of Monthly Financial Reports (Attachment #2b)p. 21 – 46
- c. Budget Amendments (Attachment #2c)p. 47 – 70
- d. Lynchburg Daily Bread Property Use Agreement (Attachment #2d)p. 71 - 72
- e. AOT "So Long Summer" Event – Street Closing Request (Attachment #2f).....p. 73

8. Public Hearing

- a. Special Use Permit – 102 Frazier Road – Bed and Breakfast (Attachment #3).....p. 74 – 84

9. New/Unfinished Business (20 minutes)

- a. Street/Alley Paving Award (Attachment #4)p. 85 – 95
- b. Planning Commission Update/Request (Attachment #5)p. 96 – 103

- c. Purple Heart Community Designation (Attachment #6)p. 104 – 107
- d. Council Strategic Planning Retreat discussion (Attachment #7)p. 108 – 109

10. Reports

- a. Town Manager's Report (Attachment #8)..... p. 110
- b. Departmental Reports (Attachment #9).....p.111 – 118

11. Informational Items/Late Arriving Matters

- a. Calendars (Attachment #10).....p.119 - 120
- b. Correspondence

12. Matters from Council**13. Closed Session (If necessary)****14. Adjournment****UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar**

(All meetings are at Town Hall unless otherwise noted)

Tuesday, July 25, 2017 @ 5:00 p.m.	Town Council Work Session
Tuesday, August 8, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, August 22, 2017 @ 5:00 p.m.	Town Council Work Session
Wednesday, August 30, 2017 (Time TBD)	Town Council Strategic Planning Retreat (Train Station)

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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

Meeting Date: July 11, 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 June 13, 2017; and the Council's Work Session held on June 27, 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 to approve the minutes of the June 13, 2017 Regular Meeting; and the June 27, 2017 Work Session.

Staff Review Record

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

List them in the order they should appear in packet? **Minutes (June 13, 2017; & June 27, 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—June 13, 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 June 13, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Tom Fore, Public Utilities Director, gave the invocation.

Council members
present:

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

Council members
absent:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox noted there was an amendment to the May 23rd Council Work Session meeting minutes and asked if there were any questions or changes to the agenda.

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

Motion carried:

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

Mayor Mattox recognized a “Hero” to the community that recently passed away, Mr. John Ross Laronda. Mr. Laronda was Captain of the Altavista Fire Company and a small business owner in the Town of Altavista.

5. Recognitions and Presentations
 - a. Purple Heart Community Designation

Mayor Mattox introduced Chapter 1607 Commander Gary Witt, along with Senior Vice Commander Dennis Janiak and Mr. Steve Bozeman all Purple Heart recipients.

Commander Gary Witt addressed Council and thanked them for their interest in participating in the “Purple Heart” community. He noted he, Mr. Janiak and Mr. Bozeman are all Vietnam veterans and when they returned from the War they were not very welcomed or liked as a veteran. They want the veterans that return home to feel welcomed and instituted back into the community as done by being a “Purple Heart” community. He noted Altavista is already veteran oriented with the “War Memorial” located at

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Shreve Park. He mentioned Altavista's desire to place a "Purple Heart" monument and offered to help with this project. Commander Witt recalled two servicemen from the area Marine Staff Sgt. Craig Copes who was killed in Afghanistan and Army Staff Sgt. Chris Walker injured in Afghanistan. Commander Gary Witt also mentioned the Veterans that come back with the tremors of War that affect them mentally; those that have been in a War Zone suffer. He presented Council with signs designating Altavista as a "Purple Heart Community" if the resolution is approved along with parking signs.

Mayor Mattox thanked Chapter 1607 Commander Gary Witt, Commander Dennis Janiak and Mr. Steve Bozeman stating we would not be meeting here if it were not for the Soldiers, Airmen, Marines, Navy and the sacrifices made.

Commander Gary Witt presented Council with Purple Heart pins.

Mayor Mattox asked that this item be moved to the June 27 work session.

6. Public Comment

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

Mr. Matthew Bell, 621A Broad Street addressed Council in regards to parking on Broad Street. He asked Council to imagine going home you have no driveway and the only place you have to park is limited to two hour parking. He stated this was the reality for tenants and business owners along Broad Street. He stated the law that is in place has no protection for those that live on Broad Street. He noted he, his wife and business owners have been ticketed and this is huge oversight for an area that has zoning for apartments and businesses that have places for people to work. He stated if small businesses are not protected, they are going to leave. Younger folks are choosing to live in apartments above businesses. He has spoken to some of the business owners who support having some type of parking available for the tenants that live along Broad Street including business owners. Mr. Bell stated it is time for Altavista to be aggressive in its marketing of the downtown area and having available parking for tenants is a major step forward. One thing Altavista has done in the last year is sign on for the Staunton River RIFA; this area is being marketed very carefully for larger businesses and places that will grow the economy. He asked Council to carefully review the parking situation at their next work session.

Mr. Higginbotham asked Mr. Bell what he was proposing as a solution.

Mr. Bell stated one solution that he sees is a parking voucher system. The tenant would apply for a parking voucher. He noted this was a solution the City of Danville offered but decided not to move forward with because they opened a parking garage. He noted he has a pending parking ticket but would rather pay \$10.00 for a parking voucher than \$10.00 for a parking ticket. He felt this system would work. He stated he has sat in his apartment and watched people going in and out of businesses who are spending no more than 20 to 25 minutes in a business. He felt there was always ample parking.

Mrs. Brumfield asked Mr. Bell where he has been parking.

Mr. Bell stated he has been parking in front of his apartment. On his days off, he had to move his vehicle between 8:00 and 10:00 a.m. (stop what he is doing and move somewhere off the block), which has caused issues. Taking time out your day to move your vehicle.

Mrs. Brumfield asked if parking around the library would be available.

Mr. Coggsdale advised there are public lots between the library and the Altavista Chamber lot and a public lot at the lower end Broad Street.

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Mr. George asked what times the 2-hour parking was enforced.

Mr. Bell responded from 8:00 a.m. to 6:00 p.m.

Mr. George stated some of the apartments have designated parking behind First National Bank.

Mr. Coggsdale stated with the upper story housing part of the Community Development Block Grant program, property owners were offered the ability to get a reserved space in one of the town owned lots. Some property owners opted for this and some did not.

Mr. Herb Miller addressed Council advising he would be leaving Altavista on Track at the end of June after serving on the Board for 10 years. He thanked Council for their support during his tenure on the Altavista on Track Board.

Mayor Mattox thanked Mr. Miller for his work on the Altavista on Track Board.

Ms. Melinda Irby, 1761 Easome Road, Hurt, VA and owner of Pretty Please on Broad, approached Council in regards to the parking. She stated as a customer before she owned a business she was not a fan of the parking limitations in town. She referred to using the parking placard while getting her hair done at a Salon on 7th Street. She stated this worked well but often forgot to return the placard and would have to go back to the salon to return. She felt this was a pain as a customer to shop in the town. As a business owner, she feels the same way. She is located beside the Styling Boutique and watches customers go in and out of the Styling Boutique. She doesn't want an elderly person to have to walk from the library to that location to get their hair done. She mentioned her mother has health problems and comes to stay at her shop; Ms. Irby moves her mother's vehicle to avoid a parking ticket. She asked as a business owner what does Council want from her. She has had petitions signed noting her customers are not happy with the parking situation.

Mayor Mattox suggested Ms. Gwynn and Ms. Jami Glass with Altavista on Track get involved noting it is a tough balance when the customers need parking but the business owners want to be close to their business. He added there is limited parking spaces on Broad Street but over 100 parking spaces on the town lots. He suggested AOT survey the business owners to see if they are willing to give up customer parking for their own parking.

Ms. Irby stated she doesn't like having a 2 hour parking limit per block; it does not encourage people to come and shop the block.

Mr. Higginbotham asked what she suggested if it was not 2 hours.

Ms. Irby said a lot of business owners have talked about having a parking pass for the hair salons then she expressed the desire for the 2 hour parking to go away on Broad Street. She stated the business owners have been brainstorming and she has approximately 40 signatures on a petition; customers and business owners. She asked what Council wants from the business community that would sway you one way or the other?

Mrs. Dalton stated this is not a problem idiosyncratic to Altavista and checking with other communities to see what they do is a helpful start. She felt this could be put on the work session agenda but Ms. Gwynn and Altavista on Track is the place to work through.

Mayor Mattox suggested the Chief of Police be involved in this process as well and added when Ms. Gwynn and the Chief are ready to give Council some ideas then it can come to the work session.

Ms. Irby stated she would work with some of the business owners on Broad Street to get some viable options.

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Mayor Mattox asked if anyone else would like to speak. No one came forward.

7. Consent Agenda

- a) Minutes- Regular Meeting May 9, 2017/Council’s Work Session May 23, 2017 – The Council approved the amended 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
- c) ACTS Grants/Financial Management Policy Adoption
- d) Staunton River Memorial Library Renovation Project
- e) Town Hall Generator Purchase
- f) Budget Amendments

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

Motion carried:

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

8. Public Hearing

None Scheduled

9. New/Unfinished Business

a. Adoption of FY2018 Operating Budget and CIP

Mr. Coggsdale advised the fiscal year 2017-2018 budget was presented to Town Council at several work sessions/regular meetings and one public hearing. The budget was also advertised as required by State law. He added tonight Council would consider adoption of the FY2018 Budget and FY2018-2022 Capital Improvement Program (CIP). The budget is the financial plan for the coming year’s expenditures, and the appropriations resolution authorizes the use of the funds identified in the budget. He noted the budget and appropriations resolution as presented provide for continued investment in economic development and quality of life while maintaining high levels of government services. The budget, as presented, meets all applicable Town policies.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to adopt the FY 2017-2018 budget and corresponding appropriations resolution

Mr. Higginbotham asked if the time and service raise (.5 per year of service) is a one-time adjustment.

Mr. Coggsdale advised that it would be a one-time adjustment that impacts salaries in the FY2018 budget.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	No
Mrs. Tanya Overbey	Yes

Mrs. Dalton, seconded by Mr. George, motioned to approve the Ordinance relating to the FY2017-2018 Master Tax and Fee Schedule.

Motion carried:

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

b. English Park & Trail Master Planning Discussion

Mr. Coggsdale advised Town Council discussed the subject of Master Planning for both English Park and a Town-wide trails system at their May 23, 2017 Work Session. While there was a consensus of Council on proceeding with the Master Planning process for English Park and a Trails System; there was discussion regarding whether to proceed with a separate “request for proposals” for construction of the trail that would begin just before the entrance of Green Hill Cemetery (in the proximity of the mausoleum). He noted a total sum of \$60,000 (\$40,000 for Park Master Planning and \$20,000 for Trail Construction) was approved in the FY2017 (current year) budget. At this time those funds have not been expended. With tonight’s adoption of the budget, an additional \$40,000 is included for the Trail Master Planning. With the Campbell County Board of Supervisors agreeing to convey their portion of English Park to the Town, it would be advisable to have a process by which to agree to what the future of that property, as well as any changes/modifications Council would like to see in the existing Town portion of English Park. He added this could be achieved through a master planning process for the properties and that it may be practical to have one consultant to do both of these tasks at the same time. Mr. Coggsdale advised the outstanding issue is whether to proceed with issuance of another RFP for construction of the previously mentioned trail (Green Hill Cemetery area) or wait until the Trail Master Plan is complete and asked how staff should move forward with procurement of these services. Mr. Coggsdale advised he has been in touch with one of the contracted engineering firms who could assemble a team and talk to sub consultants that do natural planning of parks and trails. This firm indicates they can have this done in a 9-month period at an estimated cost of \$60,000 to \$80,000. Mr. Coggsdale noted an RFP would not have to be procured.

Mrs. Brumfield asked what the savings would be.

Mr. Coggsdale responded it would save 30 to 60 days time wise but was unsure on the money.

Mr. George asked if this is the same consultant that did the County’s Master Plan.

Mr. Coggsdale advised they would be one of the sub consultants. He advised another option would be for staff to create a RFP. The first process could take 30 days; the second process could take approximately 60 days.

Mr. George asked if Council would lead the engineers down the road of what we should have or will they tell Council what they think we should have.

Mr. Coggsdale stated he hoped it would be a partnership. They will come in and meet with Council, Planning Commission, Recreation Committee and citizens.

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Mrs. Dalton stated because there are a variety of firms out there; she inquired as to the process to know we are getting the best firm. She asked staff for a process on which they would lean on that would give Council several firms that have resulted in a nice product.

Mr. Coggsdale stated firms would submit their RFPs and qualifications; staff would go through a process of reviewing and selecting the firm to work with.

Mrs. Dalton asked before putting out the RFP, if staff could talk with other community leaders.

Mrs. Dalton, seconded by Mr. George, motioned for staff to begin the RFP process, looking at other towns and cities, and include the citizens in the process.

Mr. George suggested conducting surveys with the Parks and Recreation Committee, along with gathering ideas, to find out what is wanted first then hire a company to make it happen.

Mrs. Dalton felt this was a great idea, but felt this is what the firm would do.

Motion carried:

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

c. Planning Commission Report/Request

Mayor Mattox advised staff is requesting a public hearing be set for Tuesday, July 11th, 2017 in regards to the application filed by Joseph Davis for a Special Use Permit at 102 Frazier Road for establishment of a “bed and breakfast” in a Residential (R-2) District.

Mr. Coggsdale advised the Planning Commission held a public hearing to consider a SUP application submitted by Mr. Joseph Davis to operate a B&B at 102 Frazier Road. Staff properly advertised the hearing and no one spoke for or against the requested use.

Mrs. Dalton, seconded by Mrs. Brumfield, motioned to set a public hearing to consider a SUP application submitted by Mr. Joseph Davis to operate a B&B at 102 Frazier Road for July 11th, 2017 at 7:00 p.m.

Motion carried:

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

d. University of Iowa Request-EOP Sampling

Mr. Coggsdale advised staff received an email from Dr. Jerry Schnoor seeking approval to gather additional samples from the Town’s WWTP Emergency

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Overflow Pond for their research on PCBs. He noted staff previously forwarded the latest report provided by Dr. Schnoor.

Mrs. Overbey, seconded by Mrs. Brumfield, motioned to allow Dr. Jerry Schnoor to gather additional samples from the Town’s WWTP Emergency Overflow Pond for their research on PCBs.

Motion carried:

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

Mayor Mattox verified Dr. Schnoor’s request does not require funding from the town.

Mr. Coggsdale responded that Dr. Schnoor has not requested any funding.

e. Little Free Library Request

Mr. Coggsdale advised he has received a request from Mrs. Beth Worth to locate a Little Free Library at Shreve Park in memory of Mrs. Betty Jean Hamlett Worth. She will absorb all the cost associated with this.

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to approve Mrs. Worth’s request to locate a Little Free Library at Shreve Park in memory of Mrs. Betty Jean Hamlett Worth.

Motion carried:

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

f. Urban Archery Regulations Review

Mayor Mattox noted Mr. Emerson is in Ireland, but reviewed the presented information and agrees that these regulations are worthwhile and have value to the community.

Mr. Coggsdale advised each year, the Department of Games and Inland Fisheries (DGIF) request that we provide them input as to any changes that need to be made to our Urban Archery regulations. He presented Council with a memo from Mr. Witt with an update on the most recent season, as well as items that have been discussed in the past about possible changes to the Town’s regulations. Two items discussed in the past:

1) The 100-yard buffer requirement from occupied buildings.

Staff believes this could be changed to read, as follows: *“Except for target shooting, discharge of archery equipment is not permitted within one hundred (100) feet of any dwelling except with written consent of the owner of said structure.”*

Mr. Witt noted the Game Department states this change is very reasonable.

2) Hunting from elevated tree stands.

Staff believes this could be changed to read, as follows: *“Except for target shooting, archery equipment can only be discharged from elevated stands unless written permission to hunt from the ground is given by the property owner.”*

Mr. Coggsdale advised the DGIF is implementing two new policies for all those participating in the urban program.

- 1) All towns and cities (except Chesapeake, Suffolk, and Virginia Beach) will now have the Earn A Buck (EAB) requirement to motivate hunters to take antlerless deer (does). For population control, the removal of antlerless deer is much more important than the removal of bucks. EAB has been effective where implemented.
- 2) VDGIF has developed model ordinances for localities to adopt, if interested, to prohibit the feeding of deer within their jurisdictions. This is one of the most important actions local governments can take to address human-deer conflicts.

Mrs. Dalton, seconded by Mr. George, motioned to approve the changes to the Urban Archery Regulations as presented

Motion carried:

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

10. Reports

a. Town Manager’s Report

Booker Building

Will place this item on the July Work Session for further direction from Council

Strategic Planning Retreat

Staff is working with finding an acceptable date for Council.
Working with facilitator on creating a draft agenda.

Staunton River RIFA

Staff continuing to work with other jurisdictions in regards to creation of the Staunton River Regional Industrial Facility Authority.
Staff working with Peed & Bortz on the Utility Assessment for this project. Draft report due in mid-July.

Broadband Planning Study

Staff working on additional information and implementation scenarios.
Staff reviewing funding options.

Water Plant Projects

Water Treatment Plant Electrical Updates project (Southern Air) Kick off meeting conducted on May 4th.
SCADA Phase I project (Moore’s Electric) underway.

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Water Model/GIS Mapping – Completed

Dominion Effluent Reuse – Dominion has indicated that they will be meeting internally about this item.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-June/July

12. Matters from Town Council

13. Closed Session

14. Adjournment

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

The meeting was adjourned at 7:52 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JUNE 27, 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 June 27, 2017 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham (Left at 6:30 p.m.)
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Chief Michael Milnor, Altavista Police Department
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
	Mr. Jay Higginbotham	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

Chief Milnor introduced Patrol Officer Austin Tosh and Patrol Officer Jarrett Rea to Council. Both graduated from the Police Academy June 2017 and are working with the Altavista Police Department.

5. Items for Discussion

- a. Zoning Ordinance Proposed Changes (Non-Profit Facilities-R-2 District)

Mr. Coggsdale advised staff was approached by Mr. Jordan Parker in regard to use of a building (a former church) that was being donated to his non-profit foundation. After review of the ordinance, such a use was not specifically permitted in the Residential R-2 zoning district, therefore it was not permitted. Staff worked with Mr. Eller to provide draft language that, if adopted, would allow the “non-profit” use with the issuance of a Special Use Permit (SUP). Mr. Parker presented the intended uses for the building and the Commissioners considered this proposal along with the

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proposed changes to the code. After the discussion, the Commissioners voted to move forward with a public hearing at their June 26th meeting on the proposed language change to the zoning ordinance concerning “non-profit” use. Mr. Coggsdale noted if the zoning ordinance text amendment is approved, Mr. Parker could then file a Special Use Permit application.

Mayor Mattox noted the Claire Parker Foundation is named in memory of Mr. Parker’s daughter.

Mr. Higginbotham asked if the ordinance would be changed and then Mr. Parker would then apply for a Special Use Permit.

Mr. Coggsdale offered that is the typical process.

Mr. Higginbotham stated it looks as if Council is agreeing to change the ordinance and are agreeing to the Special Use Permit.

Mr. Coggsdale noted staff does not know that the ordinance will be changed.

Mr. Higginbotham stated he realizes this but felt it could all be done at once.

Mr. Coggsdale stated staff would be happy to move forward in this manner at Council’s direction.

Mr. Eller stated it is better to change the ordinance and then move forward with the Special Use Permit. The proposal for changing the ordinance and asking the public for comment and moving forward with the Special Use Permit looks as if the Special Use Permit has already been decided. The public may feel they are not getting a fair hearing. Mr. Eller recommended considering the proposed changes to the ordinance followed by a public hearing for the Special Use Permit.

Mr. Higginbotham stated it has been done before with Council and the Planning Commission holding a joint public hearing.

Mayor Mattox asked if the Parkers have requested that this item be expedited.

Mr. Witt advised he explained the timeframe to Mr. Parker and he was okay with it.

Mr. Eller suggested a joint public hearing with the Planning Commission.

b. Strategic Planning Retreat Discussion

Mr. Coggsdale advised Town Council has scheduled a Strategic Planning Retreat for Wednesday, August 30th and asked what time of day Council would like to begin and end. He noted Mr. Kimball Payne, former Lynchburg City Manager, will be facilitating the retreat and they are working together to create an agenda. He is planning to attend the July 11th Council meeting and will be reaching out to each Council member in preparation for the retreat. Mr. Coggsdale asked Council to provide any additional items they would like to see covered during the retreat. Some items of discussion identified: Booker Building Improvements, Budgeting and Reserve Fund Policy.

After discussing, Council decided to schedule the Strategic Planning Retreat for Wednesday, August 30th from 12:00 p.m. to 8:00 p.m.

Mr. Higginbotham stated two issues he was interested in would be the PCBs and the Gray Water issue.

Mrs. Brumfield stated she is interested in conversation on the decanting.

Mr. Coggsdale mentioned these items could also be discussed at the work sessions but the bigger items at the retreat.

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Mrs. Overbey stated she would like to spend time on visioning; what Council sees as the direction they are headed and how it can be facilitated.

c. Street Paving Discussion

Mr. Coggsdale advised over the past few years, there have had several utility projects ongoing and annual paving has not been performed. The Highway Funds used for that purpose have been placed temporarily in Reserves. The FY2017 Budget (Fund 20-State/Highway Fund) included \$150,000 for paving and the FY2018 Budget has \$300,000 for the same function, these funds are allocated from VDOT for maintenance of the town streets. Also included in the FY2018 Budget (General Fund) is \$100,000 for alley maintenance and paving, as well as \$66,650 for paving in English Park, these items are not eligible for use of VDOT Highway Funds. Council was provided with a memo and list of streets including English Park, from Mr. Garrett and staff is seeking concurrence to move forward with the identified contractor. Based on the calculations, approximately \$464,000 will be eligible for Highway Funds and remaining \$80,000 would be for Town funds. Staff is seeking approval to carryover any remaining FY2017 Highway Funds allocated to paving (estimated at \$130,000) to go with the \$300,000 allocation in FY2018 leaving a possible need of \$34,000, which would come from previous year Highway Funds that are in Reserves. Actual billing would be based on actual material and equipment used on the job. Mr. Coggsdale advised later this year, staff will create another list of streets for paving in an effort to get back on schedule with the paving and the use of the Highway Maintenance Funds.

Mr. Higginbotham suggested Mr. Garrett look at some of the alleys that are raveling and have the Public Works employees fill the holes with asphalt. He asked about the water valves and manholes.

Mr. Garrett advised the utility crews are going to put rings on the manholes noting some of the boxes will have to be dug up and adjusted.

Mr. Higginbotham stated if Hurt and Profitt is finished with their design, the milling and paving is the contractor's responsibility. He felt for this small job, it should be done when the paver is here instead of asking them to mobilize a milling machine. He asked if staff was progressing with Mr. Earl Dickerson on this.

Mr. Coggsdale advised they were; the plans have been provided and they will make note of the paving.

Mr. Eller noted the plans were approved so everyone is on board.

Mr. Coggsdale asked if there were alleys in need of repair, that staff be made aware so it will go on their list.

Mr. Garrett stated some of the alleys are in bad condition and he recommended a 2-inch base be put down and either use as is or surface treat. He mentioned the garbage truck tears up the alleys.

Mr. Higginbotham recommended on some of the alleys, using a small motor grader and scratching in a base. This would be good enough for an alleyway.

Mr. Garrett stated he is working with VDOT on the use of some equipment.

Mr. Higginbotham asked if alleys are now primed and sealed.

Mr. Garrett responded the ones that are surface treated are primed and sealed.

Mr. Coggsdale noted there are two alleys that are treated as secondary streets because the residents do not have entrances at the front of their house (Woodland and Hillcrest).

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Mayor Mattox asked if patching has been done on Eudora Lane.

Mr. Garrett responded that 16th Street has been patched with Eudora Lane on the list. He noted he is creating a six-year plan based on the monies received from VDOT.

Mr. Higginbotham asked who the low bidder was.

Mr. Coggsdale advised Lawhorne Brothers was the lower bidder.

Mr. Higginbotham stated he would have to abstain when the time comes to vote.

This item to be placed on July 11th, 2017 Regular Council meeting agenda.

d. Budget Amendments

Mr. Coggsdale advised staff is seeking approval of the budget amendments related to previously approved Town Council actions. The budget amendment finalizes the action

Mr. Higginbotham questioned the \$37,000 for Dominion water connection.

Mr. Coggsdale advised Dominion paid for the connection of a new line to their power plant off Main Street.

It was the consent of Council to place this item on the Consent agenda.

e. Purple Heart Community Designation

Mr. Coggsdale advised at the June 13th Town Council meeting, Council heard a presentation regarding the process of becoming a designated “Purple Heart Community”. He presented Council with a resolution and the information regarding becoming a designated community for possible adoption.

Mrs. Dalton stated there are many opportunities in the program called “Purple Heart” and asked if they are voluntary or will the town be mandated somehow to facilitate these issues.

Mr. Coggsdale stated based on the information, there are a few items such as signage, and it refers to some benefits that the Town does not have. Displaying a banner, recognizing “Purple Heart Day”, August 7th, by adopting an annual resolution, fly a Purple Heart flag, and etc., could be anything else the town would want to do. He stated the other things are outside of the Town’s jurisdiction.

Mrs. Dalton asked Mr. Coggsdale if he saw this program as being a program for budgetary funds.

Mr. Coggsdale stated he did not view it that way. He stated he would be glad to follow up with Chapter 1607 Commander Gary Witt.

Mrs. Dalton asked Mr. Coggsdale if he could contact a similar community who has this designation for feedback.

Mr. Coggsdale advised he would follow up with Commander Witt, email Council his findings, and then place on the regular agenda.

Mrs. Dalton stated she did not want anyone to misinterpret her questions; she is very interested in honoring Veterans, Law Enforcement and any of those who have put themselves in harm’s way. She just wants to know what the details are.

Mayor Mattox stated he was in agreement with the Vice-Mayor; he wants to make sure there were no mandates.

f. Lynchburg Daily Bread Use of Town Property Review

Mr. Coggsdale advised at the April 11th Town Council meeting, Council approved a request of the Lynchburg Daily Bread to use a portion of the parking lot at English Park near the boat landing. This request would be used for distribution of meals to individuals. Council approved the request on a “trial period” basis for three months, which would conclude in mid-July. He stated they are at the park on Mondays and Thursdays and finish up around 11:30 a.m. Mr. Coggsdale stated staff is not aware of any complaints regarding this setup. Staff requested Council’s consideration on extending the use of the property for this express use. He noted that at this point the agreement is informal.

Mrs. Dalton asked that this be brought back to Council if it becomes a problem.

Mr. Coggsdale stated the Lynchburg Daily Bread would now move from a trial period to a more permanent basis. He noted he would ask for a copy of their liability insurance paperwork.

Mayor Mattox asked if this needed to stop, what would be the “exit” strategy.

Mr. Eller stated he would compose a “Use” agreement that would include how to “exit” and a 30-day notice requirement.

Mayor Mattox asked that this be placed on the consent agenda.

g. AOT “Food Truck Event”—Street Closing

Miss Gwynn addressed Council and advised Altavista on Track is planning a “Food Truck Event” for Friday, August 18th, 2017 and requested permission to close Broad Street from 5:00 p.m. to 8:30 p.m. The event will offer free admission and there are presently seven trucks participating. Miss Gwynn noted they will be collecting school supplies to be donated to the Altavista area schools and in return, the donator will receive coupons at area businesses.

This item is to be added to the consent agenda.

h. Project Updates

Mr. Witt updated Council on the Route 43 Gateway Project. VDOT has completed their audit and there were five findings that have to be finished before we are allowed to sign the contract with the Engineering firm. He noted these will be finished by Friday, June 30th, 2017, then we can move forward with the design. In regards to the Canoe Launch site, Mr. Witt stated he has been in contact with the Engineering Firm who is going through the joint application process and sees no issues. Mr. Brian Stokes, Campbell County, did not feel additional permitting was needed for a small site. Mr. Witt hopes to have something for Council in July. He noted the next round of grants for the DCR is not until the fall and felt we have a strong application. He noted a lot of federal programs are getting hit at the local level with funding.

Mrs. Shelton stated the Administration Department has been working on replacing the phone system, transferring from a traditional phone system to VoIP phone system. This is the CIP project for the fiscal year. Mrs. Shelton advised a new part time employee has been hired, Kayla Donigan for Administration.

Chief Milnor addressed Council. He noted he is working with the two new patrol officers to possibly relocate into the Town of Altavista. He mentioned the recruitment has gone great and the Police Department is now fully staffed. He is affording as much training opportunities to the Officers as possible that will benefit the department. In the last quarter, the officers have completed 280 hours of training. There are two new instructors, Sgt. Williams and Sgt. Abbott; Sgt. Williams is the

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Less than Lethal Weapons instructor and Sgt. Abbott is the new firearms instructor. This brings a good dynamic to the department. Chief Milnor noted the Senior Watch program (implemented two months ago) is going well with 28 home visits this month.

Mr. Emerson questioned the firing range.

Chief Milnor advised he would start work on the details of the firing range July 1, 2017.

Mr. Jarvis addressed Council in regards to the Housing study proposal and advised he will be meeting with the committee June 29th. He will update Council on their recommendation as to the direction the committee would like to see Council take. The Broadband study has been completed and is in the Capital Improvement Plan for two years out. He noted there is a grant opportunity that is being evaluated that is with the Virginia Tobacco Commission. It parallels with the programs that the Department of Housing and Community Development offers from the state level. In regards to the Staunton River RIFA, legal documents have been forwarded to the Town Attorney for review.

Mr. Garrett addressed Council advising in the past 30 to 60 days, Public Works has been working on hiring new employees; currently three positions are open at Public Works. They are working on hands on training. He noted he and Mr. Fore are reorganizing the Public Works Maintenance Shop. Mr. Garrett stated Public Works has been busy maintaining the parks due to the wet season. He has been working on the paving plan, and re-evaluating the operations. Mr. Garrett is working with the Police Chief in an effort to service the patrol cars monthly. He noted Public Works continues to replace the faded street signs, stop signs, etc.

Mr. George questioned the pile of millings at the park.

Mr. Garrett stated the plan is to spread on the park trails and pack down with the roller for a good base.

Mr. George asked if the park is being locked at night.

Mr. Garrett responded that the park is being locked at night.

Mr. George noted people are riding around at the second railroad area.

Mr. Garrett stated that an additional barricade might have to be installed to prevent entrance.

Mr. Coggsdale mentioned at the small pavilion at English Park, there is nothing to stop a vehicle from entering the park after dark.

Mr. Garrett also suggested changing the lights at the park to “dusk to dawn” LED lights. He stated he is working on estimates for the upgrades to the bathrooms at both parks.

Mr. Fore addressed Council advising the Water Treatment Plant electrical upgrade is supposed to be going on but it is not, he is waiting for a review on all the equipment that is coming in. The facility assessments have been completed for the Water and Sewer Plants. He advised he will be having a sit down meeting with Woodard and Curran to discuss ways to make the operations work better. He stated on the Wastewater Treatment Plant side, the PCBs and “grey” water is being looked at in the facility assessment of the Sewer Plant. Dominion’s SCADA is complete; getting gallons per minute at the plant. When the meter is installed at Abbott Labs, it will provide real time flows.

Mr. Higginbotham questioned the amount of water consumed by Dominion daily.

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Mr. Fore stated on average since they came back on line approximately 850,000 gallons a day.

Mr. Higginbotham asked for the highest amount they have taken.

Mr. Fore responded the amount is 915,000; 1 day in October Dominion took in over a million gallons. He advised the GIS hydraulic model is complete. There are maps at the shop that the crews are working with to clear Miss Utility tickets. He noted the engineers are using the hydraulic model now for the facility assessment. They are looking at what needs to be done to put water from the Melinda tower zone back out into the rest of the system, what can be done to lower the tank level, and still provide the folks in that general area 60 to 70 pounds of pressure instead of the 20 to 30 pounds of pressure that they have now. Ross Connection Control Program: the program is being written now to tell the inspectors, the industry and commercial businesses the expectations of the program. As part of the program, there will be educational training. Mr. Fore stated the Fluoride equipment is in and the invoices have been submitted to the Health Department. Mr. Fore advised Council of a real time report that keeps Mr. Coggsdale updated of the activities of the Public Works, Water and Wastewater Plant.

Mr. Coggsdale noted last year the Virginia General Assembly adopted a resolution declaring June 30th as Drinking Water and Wastewater Professionals Appreciation Day.

Mrs. Brumfield asked the amount of gallons per day that is being used for backwash.

Mr. Fore stated it is not sent every day; normally with the backwash process 20,000 gallons of water for each filter. With five filters, approximately 100,000 a week is sent to Wastewater.

Mr. Garrett stated the Dearing Ford tank is being used every day.

Mayor Mattox questioned the trees blocking the logo on the water tower.

Mr. Garrett stated these trees are on the VDOT right of way but has given the okay for the trees to be cut for site distance.

6. Public Comments

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

No one came forward.

7. Closed Session

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

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

A motion was made by Mrs. Dalton, and seconded by Mr. Emerson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

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Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

Council went into closed session at 6:22 P.M.

Notice was given that council was back in regular session 6:36 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, and seconded by Mr. Emerson.
to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

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

8. Adjournment

Mayor Mattox adjourned the meeting at 6:37 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 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

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

List them in the order they should appear in packet? **Invoices, Revenue & Expenditure Reports, Reserve Balance/Investment Report**

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 01/2018
FROM: 06/01/2017 TO: 06/30/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36212	169	ATLANTIC MACHINERY INC	06/02/2017	3,108.47
36213	103	BEACON CREDIT UNION	06/02/2017	325.00
36214	28	COLUMBIA GAS	06/02/2017	55.18
36215	9999999	DALTON EMMETT GOLD JR	06/02/2017	70.76
36216	708	DTS REPROGRAPHICS	06/02/2017	39.00
36217	20	J JOHNSON ELLER JR	06/02/2017	2,000.00
36218	332	HURT & PROFFITT INC	06/02/2017	1,475.00
36219	57	ICMA RETIREMENT TRUST-457 #304	06/02/2017	675.00
36220	566	INTEGRATED TECHNOLOGY GROUP IN	06/02/2017	931.12
36221	1	JIMMIE BROWN JR	06/02/2017	39.47
36222	225	KUSTOM SIGNALS INC	06/02/2017	107.00
36223	9999997	PARKER, PAIGE	06/02/2017	97.17
36224	9999997	RAMSEY, ALLEN W	06/02/2017	15.75
36225	85	TREASURER OF VA /CHILD SUPPORT	06/02/2017	553.15
36226	9999997	TUCKER, GLORIA	06/02/2017	105.62
36227	1	ZACHARY FORE	06/02/2017	92.20
36228	303	ALTAVISTA CHAMBER OF COMMERCE	06/09/2017	21,726.92
36229	461	KATHI BOGERT	06/09/2017	862.68
36230	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/09/2017	902.86
36231	16	CAMPBELL COUNTY UTILITIES & SE	06/09/2017	4,515.84
36232	164	DMV	06/09/2017	520.00
36233	71	FAIRPOINT COMMUNICATIONS	06/09/2017	362.77
36234	43	FOSTER FUELS INC	06/09/2017	14,509.47
36235	52	HACH COMPANY	06/09/2017	13,374.14
36236	741	JUDITH HEDGPETH	06/09/2017	300.00
36237	566	INTEGRATED TECHNOLOGY GROUP IN	06/09/2017	4,226.05
36238	1	JOHN PANNELL	06/09/2017	25.46
36239	533	LYNN KIRBY	06/09/2017	225.00
36240	172	LLOYD ELECTRIC COMPANY INC	06/09/2017	1,414.00
36241	154	MUNICIPAL CODE CORPORATION	06/09/2017	2,383.72
36242	300	NAPA AUTO PARTS	06/09/2017	1,238.65
36243	454	O'REILLY AUTOMOTIVE INC	06/09/2017	1,050.23
36244	495	POLLARDWATER	06/09/2017	1,327.78
36245	510	RIVER VALLEY RESOURCES LLC	06/09/2017	1,182.90
36246	9999997	SHELTON, LORINE P.	06/09/2017	.91
36247	752	SPRINGSTED INC	06/09/2017	4,695.70
36248	186	THE NEWS & ADVANCE	06/09/2017	1,275.50
36249	35	TREASURER OF VA/VITA	06/09/2017	22.02
36250	515	DALE TYREE JR	06/09/2017	5,875.00
36251	92	UNIFIRST CORP	06/09/2017	2,316.13
36252	587	US POSTAL SERVICE (POSTAGE BY	06/09/2017	1,100.00
36253	147	US POSTAL SERVICE/POSTMASTER	06/09/2017	144.00
36254	110	VUPS INC	06/09/2017	123.90
36255	9999999	WELLS FARGO REAL ESTATE	06/09/2017	40.32
36256	103	BEACON CREDIT UNION	06/16/2017	325.00
36257	736	MARVIN CLEMENTS	06/16/2017	150.00
36258	164	DMV	06/16/2017	180.00
36259	36	DOMINION VIRGINIA POWER	06/16/2017	44,843.32
36260	301	ENGLISH'S LLC	06/16/2017	455.88
36261	118	FERGUSON ENTERPRISES INC #75	06/16/2017	3,438.64
36262	676	TIMOTHY GEORGE	06/16/2017	150.00

36263	49	GERALDINE KAUFFMAN	06/16/2017	3,796.00
36264	50	GRETNA TIRE INC	06/16/2017	2,628.78
36265	146	MICHAEL HUNT	06/16/2017	250.00
36266	57	ICMA RETIREMENT TRUST-457 #304	06/16/2017	675.00
36267	564	JOHN JORDAN	06/16/2017	150.00
36268	64	NORFOLK SOUTHERN CORPORATION	06/16/2017	750.00
36269	67	ORKIN PEST CONTROL LLC	06/16/2017	286.16
36270	200	PRINTECH INC	06/16/2017	334.63
36271	9999998	Staunton River Sunday School U	06/16/2017	150.00
36272	1	SMITTY'S GLASS	06/16/2017	125.00
36273	453	ELAINE THOMPSON	06/16/2017	150.00
36274	85	TREASURER OF VA /CHILD SUPPORT	06/16/2017	553.15
36275	136	USABUEBOOK	06/16/2017	11,506.37
36276	756	WAGEWORKS INC	06/16/2017	143.26
36277	700	WOODARD & CURRAN	06/16/2017	17,560.20
36278	115	JOHN WOODSON	06/16/2017	150.00
36279	116	XEROX CORP	06/16/2017	1,619.82
36280	9	AFLAC	06/22/2017	1,739.04
36281	294	BUSINESS CARD	06/22/2017	11,843.14
36282	9999998	COX, TANESHIA D	06/22/2017	150.00
36283	419	CREATIVE EDGE DESIGN INC	06/22/2017	250.00
36284	37	ELECOM INC	06/22/2017	1,651.50
36285	122	FEREBEE-JOHNSON COMPANY INC	06/22/2017	1,333.20
36286	639	GAY AND NEEL INC	06/22/2017	6,150.00
36287	622	HEYWARD SERVICES INC	06/22/2017	4,651.64
36288	332	HURT & PROFFITT INC	06/22/2017	1,243.75
36289	9999996	LINDA'S DRIVING SCHOOL	06/22/2017	19.00
36290	1	MICHAEL ABBOTT	06/22/2017	147.92
36291	218	MINNESOTA LIFE	06/22/2017	135.64
36292	358	PHILLIPS EQUIPMENT CORPORATION	06/22/2017	1,721.41
36293	765	PRIVIA MEDICAL GROUP LLC	06/22/2017	570.00
36294	778	SPRINT	06/22/2017	1,156.35
36295	128	ADAMS CONSTRUCTION CO	06/30/2017	995.20
36296	84	ALTAVISTA JOURNAL	06/30/2017	395.00
36297	126	ALTAVISTA VOLUNTEER FIRE CO IN	06/30/2017	1,120.00
36298	103	BEACON CREDIT UNION	06/30/2017	325.00
36299	12	BRENNTAG MID-SOUTH INC	06/30/2017	4,484.65
36300	427	CENTURYLINK	06/30/2017	1,783.30
36301	145	CHANDLER CONCRETE CO INC	06/30/2017	276.00
36302	28	COLUMBIA GAS	06/30/2017	135.03
36303	125	CVCJA	06/30/2017	383.73
36304	754	D L BRYANT HEATING & COOLING	06/30/2017	410.00
36305	569	DIAMOND PAPER CO INC	06/30/2017	310.56
36306	41	FISHER SCIENTIFIC	06/30/2017	1,436.10
36307	119	FOSTER ELECTRIC CO INC	06/30/2017	429.24
36308	52	HACH COMPANY	06/30/2017	330.89
36309	57	ICMA RETIREMENT TRUST-457 #304	06/30/2017	675.00
36310	566	INTEGRATED TECHNOLOGY GROUP IN	06/30/2017	9,876.08
36311	1	JORDAN NOYES	06/30/2017	115.07
36312	476	LBM OFFICE SOLUTIONS INC	06/30/2017	190.47
36313	154	MUNICIPAL CODE CORPORATION	06/30/2017	2,898.56
36314	72	PHYSICIANS TREATMENT CENTER	06/30/2017	230.00
36315	588	PITNEY BOWES GLOBAL FINANCIAL	06/30/2017	153.24
36316	379	REI CONSULTANTS INC	06/30/2017	2,176.64
36317	597	ROUNTREY INC	06/30/2017	91.80
36318	504	SAFE SPACES LLC	06/30/2017	166.24
36319	331	SGS NORTH AMERICA INC	06/30/2017	1,600.00

36320	80	SOUTHSIDE ELECTRIC COOP	06/30/2017	859.36
36321	117	SPS VAR LLC	06/30/2017	1,500.00
36322	228	SYDNOR HYDRO INC	06/30/2017	28,200.00
36323	85	TREASURER OF VA /CHILD SUPPORT	06/30/2017	553.15
36324	92	UNIFIRST CORP	06/30/2017	2,008.04
36325	93	UNITED STATES POST OFFICE	06/30/2017	583.44
36326	95	UNITED WAY OF CENTRAL VA	06/30/2017	133.00
36327	136	USABLUBOOK	06/30/2017	8,700.61
36328	98	VA ASSOC OF CHIEFS OF POLICE F	06/30/2017	492.50
36329	601	VACORP	06/30/2017	402.04

NO. OF CHECKS: 118

TOTAL CHECKS

292,985.58

Town of Altavista
FY 2017 Revenue Report
100% of Year Lapsed

General Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	207,300	207,300	265	0	215,210	104	215,000
Public Service - Real & Personal	99,600	99,600	0	0	99,649	100	99,650
Personal Property	210,000	210,000	234	0	170,856	81	210,000
Personal Property - PPTRA	100,000	100,000	0	0	89,338	89	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	1,628,566	105	1,629,000
Mobile Homes - Current	500	500	0	0	183	37	200
Penalties - All Taxes	5,500	5,500	92	2	4,674	85	5,500
Interest - All Taxes	3,000	3,000	81	3	2,084	69	3,000
Local Sales & Use Taxes	155,000	155,000	13,372	9	137,874	89	164,500
Local Electric and Gas Taxes	110,000	110,000	17,354	16	103,917	94	110,000
Local Motor Vehicle License Tax	43,000	43,000	217	1	44,124	103	44,000
Local Bank Stock Taxes	155,000	155,000	0	0	160,192	103	160,200
Local Hotel & Motel Taxes	88,000	88,000	12,237	14	93,547	106	99,000
Local Meal Taxes	882,000	882,000	84,409	10	869,584	99	908,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	3,137	8	32,053	80	40,000
Transit Passenger Revenue	6,000	6,000	17	0	3,478	58	4,000
Local Cigarette Tax	150,000	150,000	11,408	8	142,991	95	140,000
Business License Fees/Contractors	3,500	3,500	40	1	4,262	122	4,260
Business License Fees/Retail Services	57,500	57,500	619	1	58,906	102	58,900
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	4,166	104	4,150
Business License Fees/Repairs & Person Svcs	9,500	9,500	145	2	11,199	118	11,050
Business License Fees/Wholesale Businesses	750	750	0	0	496	66	500
Business License Fees/Utilities	4,000	4,000	0	0	4,922	123	4,920

Town of Altavista
FY 2017 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,000	1,000	0	0	1,107	111	1,100
Permits - Sign	1,000	1,000	100	10	1,120	112	1,020
Fines & Forfeitures - Court	8,000	8,000	772	10	14,538	182	13,750
Parking Fines	500	500	100	20	560	112	500
Interest and Interest Income	56,000	56,000	58	0	65,252	117	70,000
Rents - Rental of General Property	1,000	1,000	100	10	1,037	104	1,000
Rents - Pavilion Rentals	3,000	3,000	350	12	2,950	98	3,000
Rents - Booker Building Rentals	4,000	4,000	475	12	4,596	115	4,600
Rents - Rental of Real Property	70,000	70,000	5,031	7	73,868	106	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,665	90	16,700
State DCJS Grant	80,000	80,000	20,682	26	82,728	103	82,700
State Rental Taxes	1,100	1,100	134	12	608	55	600
State/Misc. Grants (Fire Grant & Others)	11,000	16,000	1,120	7	16,196	101	16,200
State/VDOT Contract Services	3,000	3,000	0	0	2,588	86	3,000
VDOT Police Grant for Overtime	0	0	2,065	0	6,115	0	4,050
State Transit Revenue	14,000	14,000	0	0	23,172	166	23,200
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	0	0	1,928	96	1,900
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	1,363	41	3,300
VDOT TEA 21 Grant	342,650	342,650	36,005	0	36,005	0	342,650
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	2,867	6	39,052	78	50,100
Federal/Byrne Justice Grant	0	2,670	0	0	2,672	0	2,670
Misc. - Sale of Supplies & Materials	15,000	15,000	0	0	17,073	114	17,100
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	9,800

Town of Altavista
FY 2017 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	0	0	6	2	150
Miscellaneous	25,000	26,300	3,755	14	51,622	196	48,000
Reimbursement of Insurance Claim	0	2,860	0	0	2,860	0	2,860
Misc. - State Forfeiture Fund	0	0	0	0	0	0	6,600
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Timken Foundation Grant	0	0	0	0	55,000	0	55,000
Donations	0	0	0	0	1,552	0	1,550
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	116,700	0	0	0	0	0
	<u>4,972,600</u>	<u>5,101,130</u>	<u>217,239</u>	<u>4</u>	<u>4,447,477</u>	<u>87</u>	<u>5,246,830</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
100% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,157,750	6,360,880	554,165	9	5,454,077	86	6,161,800
Debt Service	445,450	445,450	0	0	369,596	0	445,450
CIP	4,185,200	4,285,000	71,847	2	2,213,952	52	3,292,440
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	344,820
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	25,000	100	25,000	100	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>11,185,330</u>	<u>651,011</u>	<u>6</u>	<u>8,127,625</u>	<u>73</u>	<u>10,334,510</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
100% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	2,760	11	25,588	99	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>2,760</u>	<u>11</u>	<u>25,588</u>	<u>99</u>	<u>25,900</u>
Administration							
Operations	765,500	790,500	68,293	9	739,940	94	788,650
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>12,365</u>	<u>41</u>	<u>21,180</u>	<u>71</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>820,500</u>	<u>80,657</u>	<u>10</u>	<u>761,120</u>	<u>93</u>	<u>818,650</u>
Non-Departmental							
Operations	378,900	382,760	48,053	13	370,867	97	717,830
Transfer Out to Cemetery Fund	-28,750	-28,750	-25,000	87	-25,000	87	-29,000
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-344,820
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>281,150</u>	<u>285,010</u>	<u>23,053</u>	<u>8</u>	<u>280,867</u>	<u>99</u>	<u>279,010</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>285,010</u>	<u>23,053</u>	<u>8</u>	<u>280,867</u>	<u>99</u>	<u>279,010</u>
Public Safety							
Operations	958,800	934,020	98,021	10	850,081	91	935,990
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>85,650</u>	<u>0</u>	<u>0</u>	<u>40,994</u>	<u>48</u>	<u>85,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,019,670</u>	<u>98,021</u>	<u>10</u>	<u>891,075</u>	<u>87</u>	<u>1,021,640</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
100% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,086,750	83,216	8	871,661	80	1,090,500
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>8,002</u>	<u>1</u>	<u>360,535</u>	<u>25</u>	<u>1,271,050</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,533,900</u>	<u>91,218</u>	<u>4</u>	<u>1,251,420</u>	<u>49</u>	<u>2,384,750</u>
Economic Development							
Operations	156,350	200,850	12,729	6	191,608	95	200,850
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>214,850</u>	<u>12,729</u>	<u>6</u>	<u>191,608</u>	<u>89</u>	<u>214,850</u>
Transit System							
Operations	99,050	99,050	10,583	11	84,924	86	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>10,583</u>	<u>10</u>	<u>89,424</u>	<u>86</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,422,080	298,653	9	3,044,669	89	3,419,950
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	1,528,100	1,558,100	20,367	1	427,209	244	1,405,200
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>5,003,380</u>	<u>319,020</u>	<u>6</u>	<u>3,491,101</u>	<u>70</u>	<u>4,848,350</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
100% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	20,992	100	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	1,010	21	4,595	94	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	2,760	11	25,588	99	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
100% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	415,250	423,250	38,502	9	396,706	94	423,950
Other Employee Benefits	18,500	18,500	402	2	16,972	92	18,500
Services	173,150	198,150	20,275	10	189,978	96	198,150
Other Charges	126,300	118,300	7,466	6	108,737	92	115,750
Materials & Supplies	32,300	32,300	1,649	5	27,547	85	32,300
Capital Outlay	30,000	30,000	12,365	41	21,180	71	30,000
Total Expenditures	795,500	820,500	80,657	10	761,120	93	818,650

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
100% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	20,000	18	106,598	95	106,610
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	60,291	0	60,300
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	0
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	0
<i>Uncle Billy's Day Funding</i>	20,000	20,000	20,000	100	20,000	100	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	307	88	310
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	100	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	11,000	11,000	1,120	10	11,196	102	11,000
Contribution - Avoca	18,700	18,700	0	0	18,700	100	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	5,000	100	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	21,120	8	271,994	98	271,810
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	3,860	0	0	3,863	0	3,900
Fuel - Fire Company	3,300	3,300	1,933	59	5,010	152	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	7,160	1,933	27	8,873	124	7,200
NON-DEPARTMENTAL - SUBTOTAL	281,150	285,010	23,053	8	280,867	99	279,010
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,750	28,750	25,000	87	25,000	87	29,000

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
100% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
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	4,000	4,000	0	0	0	0	344,820
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	97,750	97,750	25,000	26	90,000	92	438,820
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	378,900	382,760	48,053	13	370,867	97	717,830
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	285,010	23,053	8	280,867	99	279,010

Town of Altavista
Public Safety
FY 2017 Expenditure Report
100% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	824,200	824,200	88,294	11	754,522	92	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	13,400	790	6	6,753	50	13,400
Other Charges	39,200	42,170	1,429	3	33,684	80	44,140
Materials & Supplies	62,000	54,250	7,509	14	55,122	102	54,250
Capital Outlay	55,650	85,650	0	0	40,994	48	85,650
Total Expenditures	1,014,450	1,019,670	98,021	10	891,075	87	1,021,640

Town of Altavista
Public Works
FY 2017 Expenditure Report
100% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,100	710,100	50,186	7	526,692	74	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	5,654	66	11,718	136	8,600
Other Charges	26,700	26,700	1,679	6	23,326	87	27,050
Materials & Supplies	291,400	341,350	25,698	8	309,926	91	344,750
Debt Service	23,200	23,200	0	0	19,224	0	23,200
Capital Outlay	1,423,950	1,423,950	8,002	1	360,535	25	1,271,050
Total Expenditures	2,483,950	2,533,900	91,218	4	1,251,420	49	2,384,750

Town of Altavista
Economic Development
FY 2017 Expenditure Report
100% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	11,274	11	103,257	102	101,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	20,000	64,500	395	1	71,216	110	64,500
Other Charges	31,150	31,150	672	2	15,147	49	31,150
Materials & Supplies	4,200	4,200	388	9	1,988	47	4,200
Capital Outlay	14,000	14,000	0	0	0	0	14,000
Total Expenditures	170,350	214,850	12,729	6	191,608	89	214,850

Town of Altavista
Transit System
FY 2017 Expenditure Report
100% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	8,073	12	66,569	96	69,100
Services	2,550	2,550	311	12	381	15	2,550
Other Charges	3,950	3,950	37	1	2,466	62	3,950
Materials & Supplies	23,450	23,450	2,161	9	15,508	66	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
Total Expenditures	103,550	103,550	10,583	10	89,424	86	103,550

Town of Altavista
FY 2017 Revenue Report
100% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	0	0	4,245	39	4,500
Water Charges - Industrial	1,360,000	1,360,000	104,076	8	1,314,078	97	1,600,000
Water Charges - Business/Residential	294,000	294,000	45,831	16	210,005	71	294,000
Water Charges - Outside Community	124,000	124,000	18,730	15	134,253	108	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	350	12	350
Bulk Water Purchase	0	0	0	0	6,521	0	6,500
Sewer Charges - Industrial	1,132,000	1,132,000	109,774	10	1,201,144	106	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	45,665	16	211,696	73	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	1,592	94	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	2,000	38	2,000
Sewer Charges - Sewer Surcharges	60,000	60,000	15,566	26	168,200	280	152,700
Charges for Service - Water/Sewer Penalties	5,000	5,000	20	0	5,338	107	5,300
Misc. Cash Discounts	0	0	0	0	4	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,445	6	20,899	84	20,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	32,340
Transfer In from Reserves	1,715,000	1,875,300	0	0	0	0	1,003,300
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	5,205,800	5,366,100	341,108	6	3,280,325	61	4,680,690

Town of Altavista
Fund Expenditure Totals
FY 2017
100% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,176,000	1,218,500	121,769	10	1,121,232	92	1,218,500
Debt Service	422,250	422,250	0	0	350,372	0	422,250
CIP	2,289,600	2,359,000	23,280	1	1,622,326	69	1,692,340
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,999,750</u>	<u>145,049</u>	<u>4</u>	<u>3,093,930</u>	<u>77</u>	<u>3,333,090</u>
Wastewater Department							
Operations	1,175,450	1,221,450	110,800	9	989,921	81	1,221,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	142,900	28,200	20	112,399	79	142,900
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,364,350</u>	<u>139,000</u>	<u>10</u>	<u>1,102,320</u>	<u>81</u>	<u>1,364,350</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,439,950	232,569	10	2,111,154	87	2,439,950
Debt Service	422,250	422,250	0	0	350,372	0	422,250
CIP	2,432,100	2,501,900	51,480	2	1,734,725	69	1,835,240
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,364,100</u>	<u>284,049</u>	<u>5</u>	<u>4,196,250</u>	<u>78</u>	<u>4,697,440</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
100% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	63,663	11	564,834	99	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	277,000	10,405	4	124,536	45	277,000
Other Charges	163,850	163,850	39,200	24	200,166	122	163,850
Materials & Supplies	207,250	207,250	8,501	4	231,696	112	207,250
Debt Service	422,250	422,250	0	0	350,372	0	422,250
Capital Outlay	2,289,600	2,359,000	23,280	1	1,622,326	69	1,692,340
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,999,750	145,049	4	3,093,930	77	3,333,090

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
100% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	62,549	9	558,250	83	676,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,450	62,450	46	0	16,942	27	62,450
Other Charges	312,300	312,300	30,636	10	276,568	89	312,300
Materials & Supplies	170,200	170,200	17,568	10	138,161	81	170,200
Debt Service	0	0	0	0	0	0	0
Capital Outlay	142,500	142,900	28,200	20	112,399	79	142,900
Transfer Out	0	0					0
Total Expenditures	1,317,950	1,364,350	139,000	10	1,102,320	81	1,364,350

Town of Altavista
Fund Expenditure Totals
FY 2017
100% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	467,100	19,704	4	271,633	58	272,000
CIP	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>52,000</u>
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>19,704</u>	<u>3</u>	<u>323,652</u>	<u>47</u>	<u>324,000</u>

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,750	31,750	3,239	10	26,622	84	29,900
CIP	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>26,850</u>
Cemetery Fund - TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>3,239</u>	<u>6</u>	<u>26,622</u>	<u>47</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
100% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	650,000	650,000	169,432	26	677,729	104	678,000
Street & Highway Maintenance/Carry Over	26,000	26,000	0	0	0	0	
Street & Highway Maintenance/Cash Discount	0	0	0	0	5.65	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	16,100	0	0	0	0	16,100
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>169,432</u>	<u>24</u>	<u>677,734</u>	<u>98</u>	<u>694,100</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	276	0	276	0	0
Maintenance - Drainage	48,200	48,200	498	1	9,336	19	9,400
Maintenance - Pavement	150,000	150,000	1,067	1	19,588	13	20,000
Maintenance - Traffic Control Devices	56,800	56,800	3,995	7	57,263	101	57,300
Engineering - Repairs & Maintenance	10,000	10,000	0	0	8,924	89	9,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	72,100	0	0	42,321	59	42,300
Road/Street/Highway - Other Traffic Services	50,000	50,000	7,996	16	49,117	98	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	5,872	7	84,808	106	84,800
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>467,100</u>	<u>19,704</u>	<u>4</u>	<u>271,633</u>	<u>58</u>	<u>272,000</u>
Improvements Other Than Buildings - New	225,000	225,000	0	0	52,018	23	52,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>52,000</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	370,100
State/Highway Fund - GRAND TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>19,704</u>	<u>3</u>	<u>323,652</u>	<u>47</u>	<u>694,100</u>

Town of Altavista
FY 2017 Cemetery Fund
100% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	0	0	16,000	107	16,000
Interest/Interest Income	9,000	9,000	0	0	9,788	109	9,800
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	1,950
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>25,000</u>	<u>87</u>	<u>25,000</u>	<u>87</u>	<u>29,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>25,000</u>	<u>44</u>	<u>52,763</u>	<u>93</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	357	4	7,115	75	7,100
Salaries and Wages/Overtime	800	800	187	23	1,348	168	1,350
Benefits/FICA	800	800	40	5	598	75	800
Benefits/VRS	1,100	1,100	35	3	776	71	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	48	3	1,295	92	1,400
Benefits/Group Life	150	150	4	3	94	62	150
Other Charges/Misc. Reimb.	0	0	0	0	605	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,567	14	14,792	82	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0	0	0	0	0	0
TRANSFER OUT							
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>26,850</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>3,239</u>	<u>6</u>	<u>26,622</u>	<u>47</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of June 30, 2017

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,668,822.69

Balance as of June 30, 2017

Non-SpecificGreen Hill Cemetery 604,378.23

General Fund Reserves

Capital Improvement Program Reserves

3,529,850.31

Altavista EDA Funding 258,588.04 *258,588.04

Enterprise Fund Reserves

Capital Improvement Program Reserves

234,507.30

PCB Remediation 569,707.59Community Improvement Reserve 0.00Police Federal 2,893.32Police State 18,549.53

Public Funds Money Market Accounts

11,914,477.82

Operating Checking Account (Reconciled Balance) 535,870.55**DESIGNATED FUNDS 1,989,987.26**

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

UNDESIGNATED FUNDS

15,678,835.43

-6,663,417.009,015,418.43

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	5,202,534	1,460,883	6,663,417

NOTES:

Earmarked for Final Downtown Map-21 Project

-121,600.00

ED rem balance of \$35,000(website and marketing)

-6,240.00

FY 2016 Highway Carryover of Funds

-840,583.54

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-153,155.86

Funds earmarked for items not completed during prior FY

-377,000.00

Project Funds

-117,920.90

Concept presented at work session for improvements to

-537,500.00

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house
electric panels

Canoe Launch Site

-135,350.00

Dominion Service Line

-86,834.47

Transfer of excess funds from Operating Acct. to MM

-1,455,000.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

UNDESIGNATED RESERVE FUND BALANCE4,831,591.66



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 2017

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

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Budget Amendments** |

SUBJECT HIGHLIGHTS

At the June Town Council Work Session, staff presented a list of budget amendments for Council's consideration. Following discussion, it was Council's consensus to place the budget amendments on the Consent Agenda for approval. The staff memo and budget amendments are attached.

Action(s) requested or suggested motion(s): Motion to approve the budget amendments as presented.

Staff Review Record

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

List them in the order they should appear in packet? **Staff memo; and Budget Amendments**

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*



Date: June 23, 2017
To: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments

Attached are budget amendments that are necessitated by previous Council action. The adoption of these amendments completes the process.

- Replacement of BOD Incubator at WWTP \$ 3,050
(Council Approval: September 13, 2016)
- Final Construction Costs associated with Dominion water connection \$ 37,800
(Council Approval: March 22, 2016)
- Engineering fees associated with electrical evaluation/upgrades at WTP \$ 61,800
(Council Approval: April 27, 2016 & September 13, 2016)
- Engineering fees associated with hydraulic model for water system \$ 45,600
(Council Approval: April 27, 2016)
- Engineering fees associated with the storm drainage issues \$ 7,100
at Charlotte Ave. and Main St.
(Council Approval: February 14, 2017)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5110-702.81-06	\$ 3,050.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 3,050.00

Summary

To appropriate \$3,050 for the replacement of the Biochemical Oxygen Demand (BOD) Incubator. This item is part of the BOD testing process required by our VPDES permit. Council approved as part of the Year End Carryover at the September 13, 2016 Council meeting.

Budget Impact

This will result in a net increase to the budget of \$3,050.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11th day of July 2017

COUNCIL WORK SESSION AUGUST 23, 2016

HB2 grant. He stated everyone needs to work together to find something that will work.

c. Woodard & Curran

i. Project Update

Mr. Coggsdale advised previously the Town tasked Woodard & Curran with several studies/analysis in regard to components of our utility operations.

1. Water Treatment Plant Electrical Evaluation

Mr. Coggsdale advised a previous engineering firm reviewed the electrical system at the WTP and proposed that it be upgraded with a separate building being used for the equipment. The Town earmarked funds in Reserves for this project at the time in the amount of \$450,000. Staff discussed with Woodard & Curran and they felt there were some other alternatives, which did not include a separate building.

Mr. Turner Perrow, Woodard & Curran, addressed Council advising they have completed their study at the Water Plant in regards to the electrical system. He stated they feel with confidence that the electrical system can be placed on the third floor of the Water Plant at a cost of approximately \$390,000 (design, construction and a 15% contingency).

Mr. Coggsdale mentioned there are other projects at the Water Plant that are being held up because of the needed electrical upgrades.

It was the consensus of Council to put the Water Treatment Plant Electrical upgrade on the regular agenda.

2. SCADA Water Plant Assessment Report-Phase 1 Proposal

Mr. Coggsdale advised Woodard & Curran conducted a complete check on the SCADA system and Mr. Perrow was present to address the Phase 1 Proposal. He plans to invite Mr. Perrow back to give an in-depth look at the system. During the budget process, a 5-year CIP plan was included to address SCADA.

Mr. Perrow addressed Council with an update on Phase 1 of the SCADA; SCADA is about communicating and controlling the various equipment across the system. The purpose of Phase 1 is to get the backbone in place. This phase would address the Abbott Nutrition connection, the Water Treatment Plant Polling Master and the Melinda Tank repeater. It will

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
WTP - Dominion Va. Power Water Connection		
050-5010-701.82.38	\$ 37,800.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 37,800.00

Summary

Appropriate \$37,800 to cover remaining construction costs associated with Dominion water connection to meter as approved by Council at the March 22, 2016 meeting.

Budget Impact

There is an offsetting revenue to cover the expense

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11h day of July 2017

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Coggsdale advised at the last Council meeting, staff discussed the need for an agreement with the Campbell County Utility Services Authority (CCUSA) in regard to meeting the water request of a new customer in Town. The new request is for an average of 600,000 gallons per day, with intermittent days reaching water demand of 1,000,000+ gallons per day.

Mr. Higginbotham questioned the cost the town will purchase water from CCUSA.

Mr. Coggsdale responded the cost would be \$1.77.

Mr. Higginbotham asked what the town charges.

Mr. Coggsdale advised the town charges \$2.14 per 1,000 gallons for industries and \$2.18 gallons per 1,000 for residential.

Mr. Higginbotham asked what the cost to the town is.

Mr. Coggsdale responded \$1.55.

Mr. Higginbotham mentioned there was half a million dollars spent at the Water Plant in emergency repairs with additional to be spent. He stated his concern was the contract with CCUSA is contingent on the agreement with Dominion Virginia Power. He asked if Council was comfortable paying the \$1.77 a gallon for the 75,000 gallons Dominion Virginia Power will waste if it cost the town \$1.55. He asked if the Town is being fair to the taxpayers.

Mr. Coggsdale stated based on the customer, the town will need assistance in producing the additional water.

Mr. Higginbotham felt as long as it was contingent on Dominion Virginia Power he did not feel there would be a problem.

Mr. Coggsdale stated he is hoping the Memorandum of Understanding will cover this.

Mr. Higginbotham stated the CCUSA agreement needs to say the Town entering into the agreement is based on the Town getting a contract with Dominion Virginia Power.

Mr. Coggsdale felt CCUSA would not see it that way. The town enters into an agreement with CCUSA and a memorandum of understanding with Dominion Virginia Power. Dominion Virginia Power knows the Town is taking on this agreement with CCUSA to meet their demands.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham asked what will the Town obligate itself too if they don't enter into the agreement with Dominion Virginia Power.

Mr. Coggsdale responded the Town would be obligated to CCUSA for five years.

Mr. Higginbotham felt the agreement should include the comment "subject to reaching an agreement with Dominion Virginia Power this agreement will be in effect".

Mayor Mattox asked if the memorandum of understanding would obligate Dominion Power to purchase the water.

Mr. Eller responded the they would be obligated.

Mr. Coggsdale stated a formal contract would follow the memorandum of understanding.

Mrs. Dalton stated she understands Mr. Higginbotham's concerns of being saddled with CCUSA agreement if we don't have the customer but felt it was a moot point because the town would be getting both customers simultaneously.

Mr. Higginbotham stated this is a customer that because it is cheaper to use the town's drinking water as opposed to getting raw river water and running it through their plant. It is his understanding there is more corrosion using the river water than potable water. This one industry wants to save money by using the town's drinking water; this is a preference not necessity. They are making a business decision to save money which is putting the town at the point of instead of having a 3-million-gallon water plant (aside from the issues that are there now) it will cost \$5 million to upgrade the plant. He did not feel it was fair for the citizens of Altavista who have drinking water to subsidize this plant expansion for Dominion Virginia Power. He felt the price charged by the City of Lynchburg for water should be close to the price charged to Dominion Virginia Power.

Mayor Mattox asked what would Council say if the largest user now (Abbott Laboratories) wanted to expand and needed an increased amount of water.

Mr. Higginbotham asked if there would be increased jobs.

Mayor Mattox responded that would not necessarily happen.

Mr. Higginbotham questioned how many jobs are supported by Abbott.

Mr. Jarvis responded 475 jobs.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham stated he would spend the money to save 475 jobs; noting Dominion Virginia Power only has 7 to 9 employees.

Mr. George asked what is forcing the town to expand their Water Plant if the water can be purchased from CCUSA.

Mrs. Dalton stated the town is in the business of producing water and asked why the town would not produce water for this customer. A profit is made off of every customer that is a volume customer and the CCUSA piece that comes beside it is a plan. This is all part of the planning process. She stated Dominion Virginia Power would be a wonderful new customer.

Mr. George stated it was optional if the Town wants to enlarge the water plant and the Town can continue to be the middle man without jeopardizing the current customers. If it is decided to increase the volume 5 years down the road and it appears Dominion Virginia Power is going to stay, it may make more sense to expand the plant.

Mrs. Brumfield noted a Water Superintendent is being looked for at this time and she has all the confidence that when this person is hired who has the experience, who can watch the budget, watch the chemicals, watch over the use of the water in the plant and not losing the water that is being lost. The water that is being lost could be the water that is sent to Dominion Virginia Power and the town would not have to buy from CCUSA. She asked if it is determined that the water can be made by the town are we tied to the contract.

Mr. Coggsdale responded for five years but that could be tied only to the minimum which equates to approximately \$28,000 a year.

Mr. Higginbotham questioned why the agreement says 1.6 million.

Mr. Coggsdale responded that would be the maximum based on Dominion Virginia Power's highest flow one-day last year.

Mr. Higginbotham questioned the amount being made by the town.

Mr. Garrett responded presently 1.9 million is the average being made by the town.

Mr. Higginbotham stated 500,000 gallons is all we have cushion for; once 600,000 gallons is made and 300,000 from CCUSA, we are over.

Mrs. Dalton asked Mr. Higginbotham why that would not be a good thing.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham stated we are going over the plant's capacity.

Mrs. Dalton noted there are four water tanks that staff is working on getting to work better so there is not water just sitting there and there are some efficiencies that will create the ability to make more.

Mr. Coggsdale stated if the Town provides 600,000 gallons a day on average to Dominion Virginia Power the revenue will be double what is budgeted for.

Mr. Eller asked if the agreement with Dominion Virginia Power could include nothing in it would construed to require the town to expand the Water Plant.

Mrs. Brumfield did not feel the VDH would allow this.

Mr. Higginbotham noted Mrs. Dalton and Mr. Edwards have discussed in the past eight years that the water rates were too low and he felt this was the perfect opportunity to charge Dominion Virginia Power more than the average citizen because they are using drinking water and using it for an industrial purpose. He also noted Dominion only has seven or eight employees. He asked what if Abbott Laboratories needs additional water then the water plant would have to expand.

Mrs. Dalton stated because of the agreement with CCUSA, there is the possibility of purchasing additional water if necessary. With regards to the rates, Mrs. Dalton stated it should all be raised systematically for residential and industrial over time.

A motion was made by Mrs. Dalton, seconded by Mr. George, to enter into the Memorandum of Understanding with Dominion Virginia Power.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	No
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

A motion was made by Mrs. Dalton, seconded by Mr. George, to execute the agreement with Campbell County Utilities Service Authority.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

c. Employee Health Insurance

Mr. Coggsdale advised each year during the budget process, staff looks at the health insurance benefit provided to Town employees. Currently, the Town provides health insurance through Anthem's The Local Choice and employees can choose between a \$500 or \$1,000 deductible for single, dual or family coverage, with a "Comprehensive or Preventive Dental" option. The renewal figures for premiums were received and reviewed by staff, the \$500 deductible plan saw a 7.3% increase while the \$1,000 deductible plan premiums rose by 7%. The FY2017 Budget is based on the renewal figures for the \$500 and \$1,000 deductible plans.

Mr. Coggsdale advised staff requested information from Anthem in regard to a "High Deductible Health Plan" (HDHP) provided through The Local Choice and presented information showing the current rates for the existing plans, as well as the renewal rates for the existing plans and the HDHP (which increased 7.6% over last year's rates).

Based on the renewal rates for each potential plan (\$500, \$1,000 and HDHP, both Comprehensive and Preventive), the total premium cost to the Town:

500 & 1000 Plans Offered:	\$359,100
1000 Plan Only:	\$343,700
HDHP Plan Only:	\$286,200 (does not include contribution to HSA)

The HDHP has a \$2,800 deductible for one person and a \$5,600 for family (two or more people), this would be \$500 and \$1,000 for the 500 Plan and \$1,000 and \$2,000 for the 1000 Plan.

The HDHP has a Plan Year Out-of-Pocket Expense Limit (In-Network) of \$5,000 (one person) and \$10,000 for family (two or more people), this would be \$4,000 and \$8,000 for the 500 Plan and \$5,000 and \$10,000 for the 1000 Plan.

Mr. Coggsdale noted it would be staff's recommendation to continue to offer employees a choice between two plans; either the 500 & 1000 plans; or the 1000 & HDHP plans. Without knowing how many employees would choose one plan or the other, it is difficult to finalize a total cost number. The range would be between all employees selecting one plan and those financial numbers (Town cost); selection of plans to be offered is to be submitted to Anthem by April 1st.

Mrs. Dalton stated if the town were to go to the HDHP the town would have to contribute to their employees on the front end to help with transitioning into the program.



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5010-701.81-40	\$ 61,800.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 61,800.00

Summary

To appropriate \$61,800 for engineering fees associated with the electrical evaluation and upgrades at the Water Treatment Plant. Council approved these fees at the April 27, 2016 meeting and at the September 13, 2016 meeting.

Budget Impact

This will result in a net increase to the budget of \$61,800.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11th day of July 2017

COUNCIL WORK SESSION APRIL 26, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Woodard & Curran Proposals

*Task order #4
electrical WTP*

Mr. Coggsdale presented Council with the engineering task orders #1-5 as discussed in the work session on April 19, 2016.

Mr. George asked why Dominion Virginia Power would be paying for their own radio (Task Order #5).

Mr. Coggsdale stated this goes on Dominion's meter and is associated with their cost.

Mr. Garrett said it is also due to Dominion being such a large user; the Water Plant needs to know what they are pulling, how much they are pulling and when they are pulling. This would be tied into the SCADA. He noted this is critical to the town's operation for planning.

Mr. Coggsdale advised Dominion would be paying for the hook up and working directly with the contractor.

Mr. Garrett advised the engineers estimated the total cost being \$139,000 for the complete water tap.

Mr. George asked if the idea of selling Dominion effluent was discussed any further.

Mr. Coggsdale advised it is in the discussion phase.

Mr. Higginbotham asked Mr. Bond if he is familiar with anybody using the discharge for an application like this.

Mr. Bond stated he is not familiar with anybody but this was mentioned to Dominion in December. He stated things could have changed but there were a couple of parameters with the discharge that they were not fond of. He did not feel they were overly fond of it in December.

Mr. Higginbotham asked who the expert would be on the effluent.

Mrs. Dalton stated Woodard & Curran left her with the notion this was a "to do" on their list. They have to look at it on an individual basis.

COUNCIL WORK SESSION APRIL 26, 2016

Mr. Higginbotham asked if this was discussed this past December with Dominion.

Mr. Bond stated he had spoken to the person who was with the previous power plant owner and he was involved in the study of the water from the beginning.

Mr. Higginbotham questioned if information could be obtained from WW Associates (previous engineers) in regards to the hydraulic model.

Mr. Garrett stated these documents are obtainable for \$9,500.

Mr. Higginbotham asked if any of this information would help Woodard & Curran. He felt \$50,000 was a lot to do the hydraulic model. Is there any value to what has already been done and can the Town legally demand these documents from WW Associates?

Mr. Eller stated the contract would have to be reviewed.

Mrs. Dalton asked would Woodard & Curran spend more money validating the information provided by WW Associates.

Mr. Coggsdale felt if the \$9,500 has to be paid for the documents, it would not be worth doing.

Mr. Garrett advised Woodard & Curran would physically verify the information in the field and the computer is correct; he explained the process of how this would be done.

Mr. Higginbotham questioned the timeframe on this process.

Mr. Garrett stated from his discussions with Mr. Kendrick and Mr. Perrow possibly three months or less; noting some of the work has begun.

Mr. Higginbotham asked Mr. Eller to send a threatening letter to WW Associates in regards to obtain the documents.

Mr. Eller noted Woodard & Curran would still have to stand behind their contract.

Mrs. Dalton stated Mr. Eller would need to review the contract and base his letter on the contract. Mrs. Dalton questioned the model; \$50,000 with everything ready to go and there would be no additional set up fees.

Mr. Garrett advised it is a computer program that will be put on a computer at Public Works and stated there may be something later that needs to be updated if a new line is added.

COUNCIL WORK SESSION APRIL 26, 2016

Mrs. Dalton asked if the same would occur with the orders: SCADA General Services, SCADA check, WTP/Remote Water Facility Electrical Evaluation.

Mr. Coggsdale stated Task Orders #2, #3 and #4 are more one price for all.

Mrs. Dalton stated she was looking for the second financial obligation once these are completed. She asked if all five task orders are staff's recommendation.

Mr. Garrett answered affirmatively.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to proceed with the services related to Task Orders 1-5 as presented by Woodard & Curran and defer Task Order 1 until an answer is received from WW Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

d. Paving of Myrtle Lane

Mr. Garrett advised some of the items that keep coming up on the punch list for Project 1 (Bedford Avenue) include paving on Myrtle Lane. The way the contractor left this street is unacceptable to some of the homeowners and town staff. He advised on the left side of Myrtle Lane there is not much asphalt where the water line was placed and the asphalt crumbled. Most was put down by hand and they did not put the valley to keep the water from running onto the property owners' land. He noted they have met several times with the contractor, Boxley. They are in agreement that the street needs to be milled out so they can create the right valley and overlay the entire lane so the water will flow to the proper drains.

Mr. Coggsdale noted there have been some complaints from residents that the water is running down their driveways now where it didn't before the construction.

Mr. Garrett stated they have come up with additional asphalt, 1184 feet would be needed to create the additional overlay. He noted this would call for one side of the street to look nice with the other one not. Mr. Garrett stated this is an opportunity for the entire street to be paved if it is Council's desire.

Mrs. Dalton questioned the cost.

Mr. Garrett stated he has the cost for portion of the street as indicated and that would cost \$21,000.

Regular Council Meeting—September 13, 2016

award. Mr. Miller thanked the Town Council, both current and past, for their support of the Virginia Main Street program and the success it has had in Altavista. The town staff has been remarkable in their support, guidance and direction. Mr. Miller thanked past executive directors for their support as well: Mrs. Judy Finch, Mrs. Jo Kelley, and Mr. Bill Smith. Mr. Miller stated he is still the treasurer and will keep that position until a new treasurer is named. He stated he had one plea and noted the great Economic Development Director and Main Street Coordinator and asked Council to continue to support them in their efforts as the town moves forward.

Mayor Mattox thanked Mr. Miller for his service to the town and stated he had truly been an asset to the community.

5. Consent Agenda

- a) Minutes- Regular Meeting August 9th; Work Session August 23rd –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Woodward & Curran Proposals-Council approved the Woodward & Curran Proposals as presented.
- d) FY2016 Carryover Funds-Council approved the FY2016 Carryover Funds request as presented.

Mr. Higginbotham questioned several invoices and asked if the electrical work would be covered in the consent agenda for the Water Plant under Woodward & Curran's proposal.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

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

6. Public Hearings

7. New/Unfinished Business

- a. County "English Park" Discussion

COUNCIL WORK SESSION AUGUST 23, 2016

HB2 grant. He stated everyone needs to work together to find something that will work.

c. Woodard & Curran

i. Project Update

Task Order 13
electrical WTP

Mr. Coggsdale advised previously the Town tasked Woodard & Curran with several studies/analysis in regard to components of our utility operations.

1. Water Treatment Plant Electrical Evaluation

Mr. Coggsdale advised a previous engineering firm reviewed the electrical system at the WTP and proposed that it be upgraded with a separate building being used for the equipment. The Town earmarked funds in Reserves for this project at the time in the amount of \$450,000. Staff discussed with Woodard & Curran and they felt there were some other alternatives, which did not include a separate building.

Mr. Turner Perrow, Woodard & Curran, addressed Council advising they have completed their study at the Water Plant in regards to the electrical system. He stated they feel with confidence that the electrical system can be placed on the third floor of the Water Plant at a cost of approximately \$390,000 (design, construction and a 15% contingency).

Mr. Coggsdale mentioned there are other projects at the Water Plant that are being held up because of the needed electrical upgrades.

It was the consensus of Council to put the Water Treatment Plant Electrical upgrade on the regular agenda.

2. SCADA Water Plant Assessment Report-Phase 1 Proposal

Mr. Coggsdale advised Woodard & Curran conducted a complete check on the SCADA system and Mr. Perrow was present to address the Phase 1 Proposal. He plans to invite Mr. Perrow back to give an in-depth look at the system. During the budget process, a 5-year CIP plan was included to address SCADA.

Mr. Perrow addressed Council with an update on Phase 1 of the SCADA; SCADA is about communicating and controlling the various equipment across the system. The purpose of Phase 1 is to get the backbone in place. This phase would address the Abbott Nutrition connection, the Water Treatment Plant Polling Master and the Melinda Tank repeater. It will

COUNCIL WORK SESSION AUGUST 23, 2016

also communicate with the Dominion Power water meter which is presently under construction. He recommended using the monies in the CIP to proceed with the SCADA project. He noted Woodard & Curran are working with staff to develop this as a “turn key” project; he had the cost associated with the project but was working with the electrical vendors. He stated it is believed the cost would be approximately \$120,000 with \$30,000 reserved for the electrical installation.

Mr. Higginbotham asked where do we stand with addressing the Melinda tank pressure issue.

Mr. Perrow stated he had just unofficially passed to the Director of Public Works a copy of their review of the high pressure zone.

Mr. Higginbotham asked if both could be tied together.

Mr. Perrow responded if the town proceeds with the high pressure zone, they could be tied together.

Mr. Garrett noted Phase 1 needs to be completed in order to operate more efficiently at the Water Plant.

Mr. George asked if the Dearing Ford Water Tower is tied into this as well.

Mr. Perrow noted it would be but is a later phase.

Mr. Coggsdale mentioned the Woodard & Curran Water System SCADA Assessment Report was presented to Council via email and is detailed.

It was consensus of Council to have Mr. Perrow work up Phase 1 and include on the September agenda.

d. FY2016 Carryover Requests to FY2017

Mr. Coggsdale advised staff is seeking to carryover the funds associated with items/projects that were in the FY2016 Budget but did not get purchased or finished. Staff requests that the Carryover Requests be approved.

It was consensus of Council to carry over the funds from the FY2016 budget to the FY2017 Budget placing on the consent agenda.

6. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5010-701.81-22	\$ 45,600.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 45,600.00

Summary

To appropriate \$45,600 for engineering fees associated with the hydraulic model for the water distribution system for the Town. Council approved these fees at the April 27, 2016 meeting.

Budget Impact

This will result in a net increase to the budget of \$45,600.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11th day of July 2017

COUNCIL WORK SESSION APRIL 26, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Woodard & Curran Proposals

Mr. Coggsdale presented Council with the engineering task orders #1-5 as discussed in the work session on April 19, 2016. *Water Dist. Sys. Hydraulic Model Task Order #1*

Mr. George asked why Dominion Virginia Power would be paying for their own radio (Task Order #5).

Mr. Coggsdale stated this goes on Dominion's meter and is associated with their cost.

Mr. Garrett said it is also due to Dominion being such a large user; the Water Plant needs to know what they are pulling, how much they are pulling and when they are pulling. This would be tied into the SCADA. He noted this is critical to the town's operation for planning.

Mr. Coggsdale advised Dominion would be paying for the hook up and working directly with the contractor.

Mr. Garrett advised the engineers estimated the total cost being \$139,000 for the complete water tap.

Mr. George asked if the idea of selling Dominion effluent was discussed any further.

Mr. Coggsdale advised it is in the discussion phase.

Mr. Higginbotham asked Mr. Bond if he is familiar with anybody using the discharge for an application like this.

Mr. Bond stated he is not familiar with anybody but this was mentioned to Dominion in December. He stated things could have changed but there were a couple of parameters with the discharge that they were not fond of. He did not feel they were overly fond of it in December.

Mr. Higginbotham asked who the expert would be on the effluent.

Mrs. Dalton stated Woodard & Curran left her with the notion this was a "to do" on their list. They have to look at it on an individual basis.

COUNCIL WORK SESSION APRIL 26, 2016

Mr. Higginbotham asked if this was discussed this past December with Dominion.

Mr. Bond stated he had spoken to the person who was with the previous power plant owner and he was involved in the study of the water from the beginning.

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Mr. Garrett stated these documents are obtainable for \$9,500.

Mr. Higginbotham asked if any of this information would help Woodard & Curran. He felt \$50,000 was a lot to do the hydraulic model. Is there any value to what has already been done and can the Town legally demand these documents from WW Associates?

Mr. Eller stated the contract would have to be reviewed.

Mrs. Dalton asked would Woodard & Curran spend more money validating the information provided by WW Associates.

Mr. Coggsdale felt if the \$9,500 has to be paid for the documents, it would not be worth doing.

Mr. Garrett advised Woodard & Curran would physically verify the information in the field and the computer is correct; he explained the process of how this would be done.

Mr. Higginbotham questioned the timeframe on this process.

Mr. Garrett stated from his discussions with Mr. Kendrick and Mr. Perrow possibly three months or less; noting some of the work has begun.

Mr. Higginbotham asked Mr. Eller to send a threatening letter to WW Associates in regards to obtain the documents.

Mr. Eller noted Woodard & Curran would still have to stand behind their contract.

Mrs. Dalton stated Mr. Eller would need to review the contract and base his letter on the contract. Mrs. Dalton questioned the model; \$50,000 with everything ready to go and there would be no additional set up fees.

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COUNCIL WORK SESSION APRIL 26, 2016

Mrs. Dalton asked if the same would occur with the orders: SCADA General Services, SCADA check, WTP/Remote Water Facility Electrical Evaluation.

Mr. Coggsdale stated Task Orders #2, #3 and #4 are more one price for all.

Mrs. Dalton stated she was looking for the second financial obligation once these are completed. She asked if all five task orders are staff's recommendation.

Mr. Garrett answered affirmatively.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to proceed with the services related to Task Orders 1-5 as presented by Woodard & Curran and defer Task Order 1 until an answer is received from WW Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

d. Paving of Myrtle Lane

Mr. Garrett advised some of the items that keep coming up on the punch list for Project 1 (Bedford Avenue) include paving on Myrtle Lane. The way the contractor left this street is unacceptable to some of the homeowners and town staff. He advised on the left side of Myrtle Lane there is not much asphalt where the water line was placed and the asphalt crumbled. Most was put down by hand and they did not put the valley to keep the water from running onto the property owners' land. He noted they have met several times with the contractor, Boxley. They are in agreement that the street needs to be milled out so they can create the right valley and overlay the entire lane so the water will flow to the proper drains.

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Mr. Garrett stated they have come up with additional asphalt, 1184 feet would be needed to create the additional overlay. He noted this would call for one side of the street to look nice with the other one not. Mr. Garrett stated this is an opportunity for the entire street to be paved if it is Council's desire.

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TOWN OF ALTAVISTA

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<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 010-4101-606.81-36	\$ 7,100.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 7,100.00

Summary

To appropriate \$7,100 for engineering fees associated with the storm drainage issues at Charlotte and Main. Council approved these fees at the February 14, 2017 meeting.

Budget Impact

This will result in a net increase to the budget of \$7,100.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11th day of July 2017

Regular Council Meeting—February 14, 2017

Chief Milnor gave an overview of his request noting the Captain/Deputy Chief position has been vacant for some time. He advised he has been evaluating the positions noting the department is rank heavy; some positions were all day light with no supervision on the night shift. He is proposing removing the Captain's position. The Chief and Lieutenant's positions would be exempt administration positions. He is asking for another three-stripe Sergeant position and a first Sergeant with these positions rotating shifts. This would allow for first line supervision on every shift. The financial impact would be a \$12,689 increase on the budget to make this shift. He is asking the Lieutenant's grade scale be moved to a Grade 20, the first Sergeant at a Grade 19 and the Three Stripe Sergeant would have a salary 10% over the patrol officers. The requested changes would give more coverage and is utilizing the current work force.

Mr. Emerson stated his first year on Council he received stats from the Police Department that he felt were false. He asked to see recent stats since the former Chief Walsh left.

f. Consideration of Proposal for Engineering Evaluation/Design Services for Charlotte Avenue Drainage Issue

Mr. Coggsdale advised over the past few years there has been discussion in regards to improving drainage in the Charlotte Avenue/5th Street area, as well as the alley that runs between Campbell Avenue and Franklin Avenue. With improvements made to the storm water system as part of the Main Street project, the system can now handle the additional projected flow. Staff has discussed the potential project with one of the Town's engineering firms and forwarded to Council the proposal that was received. The proposal is broken down into steps, with the total cost being \$17,142.

Mr. Higginbotham asked where the first drop inlet would go.

Mr. Garrett responded at Charlotte Avenue and Fifth Street on both sides.

Mr. Higginbotham asked would this go back to Main Street.

Mr. Garrett stated this is the directed path.

Mr. Higginbotham asked Mr. Garrett if he felt this was a fair price.

Regular Council Meeting—February 14, 2017

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the proposal from Hurt & Proffitt with the total cost being \$17,142.

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

g. Consideration of Virginia Technical Institute Request

Mr. Coggsdale advised Mr. Tyke Tenney, Executive Director of the Virginia Technical Institute, has approached the Altavista Economic Development Authority and the Town of Altavista about funds for the expansion of VTI's Welding Program. He presented Council with the proposal that outlines the Welding Program Project. The original request to the AEDA and the Town is for \$25,000. The AEDA Board approved \$10,000 for this project at their last meeting. He advised Council wants to consider this request, they can determine if it would be in FY2017 or part of the FY2018 Budget consideration.

Mr. Tenney addressed Council advising Virginia Technical Institute is growing in a number of areas including the Welding Program; his proposal outlines the Welding Program Project. He noted through other grant sources, he is able to identify \$226,000. He gave Council an overview of the phases in which the Welding booths will be installed and equipped. He mentioned last year, they provided three classes for the Amthor employees and is looking at providing classes for Banker Steel. Mr. Tenney stated they are trying to meet the needs of both the students and industries.

Mrs. Dalton asked how many students attending VTI are actually from the Town of Altavista noting Council is dealing with the Town of Altavista taxpayers' dollars and this is why she is asking.

Mr. Tenney stated the students may not be residents of the Town of Altavista but employed in the Town. He noted they have employees from Moore's Electric, BGF, and Graham Packaging.

Mayor Mattox asked that this be added to the request for funding and be reviewed during the budget process and thanked Mr. Tenney for his works with VTI.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 2017

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

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Lynchburg Daily Bread – Property Use MOU** |

SUBJECT HIGHLIGHTS

At the June Town Council Work Session, Council discussed whether to allow Lynchburg Daily Bread to continue using the parking lot in English Park (close to the boat ramp) for meal distribution on Mondays and Thursdays. Previously Council allowed this for a three-month trial period, which would expire in July. Council is agreeable and the Town Attorney has drafted a Memorandum of Understanding (MOU) to formalize the use. Following discussion, it was Council's consensus to place the approval with the MOU on the Consent Agenda for approval. The Memorandum of Understanding is attached and the Lynchburg Daily Bread Executive Director has reviewed and is agreeable.

Action(s) requested or suggested motion(s): Motion to approve the MOU between the Town and Lynchburg Daily Bread for use of town property as presented.

Staff Review Record

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

List them in the order they should appear in packet? **Memorandum of Understanding**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

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

Town Manager initials and /or comments: *JWC*

MEMORANDUM OF UNDERSTANDING made this ____ day of _____, 2017 by and between the **TOWN OF ALTAVISTA, VIRGINIA**, a Virginia municipal corporation (Town) and **LYNCHBURG DAILY BREAD, INC.**, a Virginia corporation (LDB).

W I T N E S S E T H :

WHEREAS, LDB provides a beneficial service to the community by distributing meals to low income individuals in the Lynchburg-Altavista area; and

WHEREAS, LDB wishes to operate a distribution point in the Town at English Park; and

WHEREAS, the Town supports such beneficial service.

NOW THEREFORE FURTHER WITNESSETH :

1. LDB may operate a distribution point at English Park in the Town.
2. Town and LDB will agree on a place in the Park for said distribution point and the days and times the meals will be distributed to be agreed upon between the parties.
3. LDB hereby indemnifies and holds harmless the Town for any loss, claim or damage to Town arising from the use of Town property by LDB.
4. This agreement may be terminated by LDB at any time upon written notice to the Town and it may be terminated by Town on 30 days written notice to LDB.

TOWN OF ALTAVISTA, VIRGINIA

By: _____ Date: _____, 2017
J. Waverly Coggsdale, III, Town Manager

LYNCHBURG DAILY BREAD, INC.

By: _____ Date: _____, 2017
_____, President



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 2017

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

Attachment #: | **2e** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **AOT “So Long Summer” Food Truck Event – Street Closing Request** |

SUBJECT HIGHLIGHTS

At the June Town Council Work Session, Emelyn Gwynn (AOT/Main Street Coordinator) addressed Council and requested that Broad Street between 7th and Main Streets be closed for their event. The event will be the “So Long Summer” food truck event held on Friday, August 18th beginning at 5:00 p.m.; AOT will be collecting school supplies to donate to the area schools as part of this event. Following discussion, it was Council’s consensus to place the approval of this request on the Consent Agenda for approval.

Action(s) requested or suggested motion(s): Motion to approve AOT’s request to close Broad Street between 7th and Main Streets on Friday, August 18th beginning at 5:00 p.m. and ending at conclusion of the event.

Staff Review Record

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

Meeting Date: July 11, 2017

Agenda Item #: | **8a** |

Attachment #: | **3** |

Agenda Placement: | **Public Hearing** |

Subject Title: | **Special Use Permit / 102 Frazier Road/ Bed & Breakfast** |

SUBJECT HIGHLIGHTS

Attached is information regarding the application filed by Joseph Davis for a Special Use Permit at 102 Frazier Road for establishment of a “bed and breakfast” in a Residential (R-2) District.

The Planning Commission held a public hearing to consider a SUP application submitted by Mr. Joseph Davis to operate a B&B at 102 Frazier Road. Staff properly advertised the hearing and no one spoke for or against the requested use.

The Planning Commission recommends approval of the application with developmental standards with conditions set forth in Section 86-507(a) of the Altavista Town Code:

Sec. 86-507. - Bed and breakfast.

(a) General standards:

- (1) The owner or owner's immediate family or tenant leasing the entire home shall reside on the same parcel occupied by the bed and breakfast establishment.
- (2) No more than five guest sleeping rooms shall be utilized for a bed and breakfast establishment. The maximum number of guest occupants shall not exceed 16 guests. These limits may be exceeded provided the special use permit approved by town council provides for it.
- (3) Any building constructed, enlarged or modified to accommodate a bed and breakfast shall maintain the appearance of a single-family residence.
- (4) Guests may stay no more than 30 consecutive nights in any one calendar year.
- (5) Meals shall be provided only to overnight guests and no cooking shall be permitted in guest rooms.
- (6) Required parking areas for guests and employees shall be provided on-site.

(Ord. of 10-11-2011(3), § 2 Updated 05-16-17(1) & (2))



Town of Altavista, Virginia Regular Meeting Agenda Form

Reason for Recommendation:

- Consistent with the Town Code
- Cosmetic improvements beneficial to the area.
- B&B will provide a service to the community, specifically Autumn Care families.
- Operation of a B&B by a tenant is in line with other Region 2000 communities.

Staff recommendation, if applicable: Staff recommends Town Council accept the recommendation of the Planning Commission and approve the special use permit application with specified conditions.

Action(s) requested or suggested motion(s):

Motion to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Joseph Davis for 102 Frazier Road (84-A-2A) to include the developmental standards for a bed and breakfast contained in Section 86-507 of the Town Code.

Staff Review Record

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

List them in the order they should appear in packet: Planning Commission information

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*

OFFICE USE ONLY

SUP # 02-17

FEE PAID: _____

DATE: _____

TOWN OF ALTAVISTA**APPLICATION FOR SPECIAL USE PERMIT**

This application and accompanying information must be submitted in full before the special use permit can be referred to the Planning Commission and Town Council for consideration. The application and accompanying information will become conditions of approval and be binding on the property if the permit is granted. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a Special Use Permit as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: JOSEPH G. DAVIS Phone Number: 434-841-8658

Address: 580 DEARBORN RD, EUNINGTON VA

Property Information

Property Owner(s): S2MC Phone Number: _____

Property Address or Location: 102 FRAZIER ROAD

Parcel ID Number: 84-A-2A

Present Zoning District: R2

Purpose of Request

Is this request for an amendment to an existing special use permit? No

Please provide the following information – separate pages if necessary:

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.

- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

offer 2 BEDROOMS ON Main FLOOR AS
BED & BREAKFAST

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

THIS WILL PROVIDE A SIGNIFICANT COSMETIC
IMPROVEMENT WITH LITTLE INCREASE IN
TRAFFIC. WILL OFFER DISCOUNTED ROOMS TO VISITORS OF
(Use separate pages if additional space is required) AUTUMN CARE / CHURCH
OF CHRIST.

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

BEHAVIOR OF GUESTS WILL BE MONITORED BY
LIVE IN MANAGER... A DUPLEX IS A "BY RIGHT" USE
IN THIS R2 DISTRICT, AND THIS WILL PRODUCE NO MORE
TRAFFIC THAN THAT...

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood.
3. Vicinity map (may be included on the site plan).

4. Fee is the actual cost accrued by the Town and is estimated to be between \$300 and \$400 for a special use permit. Costs include advertising, administrative expense, first class postage, appropriate signage, and processing this application. Applicant will be billed within 30 days of completion of the process. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires twenty-five (25) copies.

Signature of Applicant: _____

Date: _____

Joseph B. Davis

2/24/17

Campbell County, VA

Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
- Parcels
- County Boundary
- Hidden Road Centerline

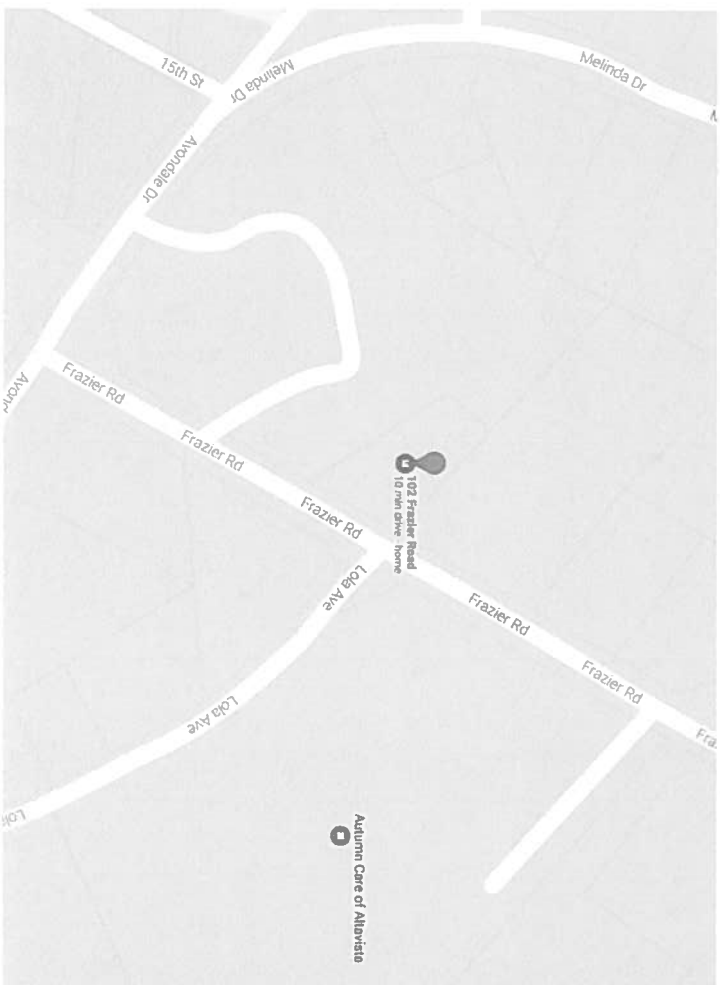


Title: Vicinity Map 102 Frazier Road

Date: 3/2/2017

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Frazier 102 – Bed and Breakfast - Jodie Davis



PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Public Hearing Item #7

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: Special Use Permit B&B 102 Frazier Rd.

Meeting Date: June 5, 2017

Action Needed: Recommendation to Town Council

(N/A: Information only)

Subject Overview

In February 2017, property owner, Jodie Davis, 102 Frazier Road, inquired about starting a Bed & Breakfast at the address cited above. He does not live at this location, however, it is located in a R2, multifamily zoning district. Currently, the home is divided into an upstairs and downstairs living quarters (apartments) which is permitted as a by-right use. Staff was required to deny the request to operate the B&B because the definition, at that time, required that a B&B be owner occupied.

At their May 16th meeting the Town Council amended the Town Code to allow for a B&B's operation by either the owner or tenant of a property with the issuance of a special use permit. Mr. Davis has made an application for a special use permit and staff has advertised for a public hearing at tonight's meeting.

Staff Recommendations, if applicable

Staff recommends approval of the application to include the conditions listed in Section 86-507 (a) of the Town Code.

Sec. 86-507. - Bed and breakfast.

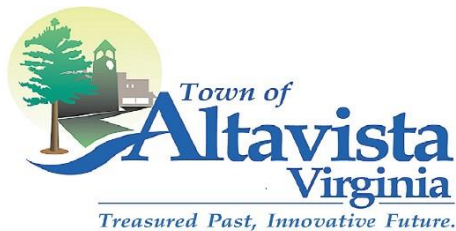
(a) General standards:

- (1) The owner or owner's immediate family or tenant leasing the entire home shall reside on the same parcel occupied by the bed and breakfast establishment.
- (2) No more than five guest sleeping rooms shall be utilized for a bed and breakfast establishment. The maximum number of guest occupants shall not exceed 16 guests. These limits may be exceeded provided the special use permit approved by town council provides for it.
- (3) Any building constructed, enlarged or modified to accommodate a bed and breakfast shall maintain the appearance of a single-family residence.
- (4) Guests may stay no more than 30 consecutive nights in any one calendar year.
- (5) Meals shall be provided only to overnight guests and no cooking shall be permitted in guest rooms.
- (6) Required parking areas for guests and employees shall be provided on-site.

Suggested / Required Action or Suggested Motion(s)

I make a motion that the Planning Commission recommends approval of the special use permit application for the operation of a Bed & Breakfast at 102 Frazier Road with conditions set forth in Section 86-507 (a) of The Code of The Town of Altavista, 2002.

I make a motion that the Planning Commission recommends denial of the special use permit application for the operation of a Bed & Breakfast at 102 Frazier Road with conditions set forth in Section 86-507 (a) of The Code of The Town of Altavista, 2002.



June 14, 2017

Altavista Journal
P. O. Box 630
Altavista, VA 24517

Please run the attached *Notice of Public Hearing* advertisement, as **a line classified**, in the **two (2) issues** of the *Altavista Journal* indicated below. These dates would be as follows:

1) WEDNESDAY, June 21, 2017

2) WEDNESDAY, June 28, 2017

State law requires us to run this *Notice of Public Hearings* advertisement for two (2) consecutive weeks, and it is imperative that it appears on the indicated dates.

Please invoice the Town of Altavista, ATTENTION: Jo Ann Scruggs, Accounts Payable Clerk, Town of Altavista, P.O. Box 420, Altavista, VA 24517
Thank you.

Sincerely,

Dan Witt

Daniel Witt
Assistant Town Manager

Attachment

NOTICE OF PUBLIC HEARING

The Altavista Town Council will hold a public hearing pursuant to §86-7, 9 & 782 of the Code of the Town of Altavista, Virginia on Tuesday, July 11, 2017 at 7:00 p.m. in the Council Chambers located in the J. R. 'Rudy' Burgess Town Hall at 510 Seventh Street. The purpose of the public hearing is to consider a Special Use Permit application submitted by Joseph Davis to allow a Bed & Breakfast at 102 Frazier Road. This property is located in the R-2 Multifamily Residential District.

A copy of the SUP application and a site plan are available for viewing during regular business hours, 8:00 a.m. - 5:00 p.m., at Town Hall. The public and all interested parties who want to make their views known regarding this request are invited to attend. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001

J. W. Coggsdale
Town Manager



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 2017

Agenda Item #: | 9a |

Attachment #: | 4 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Paving Schedule Approval |

SUBJECT HIGHLIGHTS

At the June Town Council Work Session, Council reviewed staff's recommendation concerning street and alley paving which included the bids for the indicated work. This would also include paving at English Park that was included in the FY2018 Capital Improvement Plan. The cost of the paving will be split between Highway Funds (FY2017 Carryover and FY2018 Appropriated) and Town funds. It is estimated that \$464,000 will be Highway Funds and up to \$66,650 is appropriated for the English Park paving as well as \$100,000 for the paving of alleys. The actual billing would be based on actual material and equipment used on the job.

It is staff's recommendation to award the paving, as outlined, to Lawhorne Brothers Paving.

Action(s) requested or suggested motion(s): Motion to approve the paving, as outlined, and award the contract to Lawhorne Brothers Paving.

Staff Review Record

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

List them in the order they should appear in packet? **Work Session information; Staff recommendation; List of paving; and Maps**

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 Worksession Agenda Form

Date: June 27, 2017

Agenda Item: 2017 Street Paving

Summary: Over the past few years, we have had several utility projects ongoing and have not performed annual paving. The Highway Funds used for that purpose have been placed temporarily in Reserves. The FY2017 Budget (Fund 20-State/Highway Fund) included \$150,000 for paving and the FY2018 Budget has \$300,000 for the same function, these funds are allocated from VDOT for maintenance of the town streets. Also included in the FY2018 Budget (General Fund) is \$100,000 for alley maintenance and paving, as well as \$66,650 for paving in English Park, these items are not eligible for use of VDOT Highway Funds.

Per the attached memo from David Garrett, Director of Public Works, and the list of streets and English Park, staff is seeking concurrence to move forward with the identified contractor. Based on our calculations, approximately \$464,000 will be eligible for Highway Funds and remaining \$80,000 would be for Town funds. Accordingly, staff is seeking approval to carryover any remaining FY2017 Highway Funds allocated to paving (estimated at \$130,000) to go with the \$300,000 allocation in FY2018 leaving a possible need of \$34,000, which would come from previous year Highway Funds that are in Reserves. Actual billing would be based on actual material and equipment used on the job.

Later this year, staff will create another list of streets for paving in an effort to get back on schedule with our paving and the use of the Highway Maintenance Funds. If there are streets, you would like staff to look at, please let us know.

Council Discussion: Review of list.

Budget/Funding: Funds are in the FY2017 and/or FY2018 budget.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Staff Memo, Paving List and Maps

Department Head Initials: JWC, DTG

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

Memo

To: Waverly Coggsdale, Town Manager

From: David Garrett, Public Works Director

cc: Tom Fore, Utility Director

Date: June 8, 2017

Re: Awarding 2017/2018 Paving Contract

As you know we sent out invitation for bid for the 2017/2018 milling and paving contract on May 8, 2017 and bids were received on May 26, 2017. The scope of work is to include approximately (plus or minus) 6000 SY (square yards) of millings, 5832 tons of SM-9.5A asphalt mix, and 500 tons of IM-19.0 asphalt mix. We only had two contractors bid on the above project and I have provided below the bid amounts that were submitted by the contractors.

Lawhorne Brothers Paving - A Division of Adams Construction Company

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5832	tons	\$77.20	\$450,230.00
IM Mix	500	tons	\$64.50	\$32,250.00
Milling	6000	SY	\$10.20	\$61,200.00
TOTAL				\$543,680.00

Boxley Paving

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5832	tons	\$82.50	\$481,140.00
IM Mix	500	tons	\$75.50	\$37,750.00
Milling	6000	SY	\$5.65	\$33,900.00
TOTAL				\$552,790.00

After reviewing the bids and contract documents with the Town Staff and Town Attorney, we are hereby recommending to award the 2017/2018 paving contract to Lawhorne Brothers Paving Company.

<i>Spring 2017 Paving of Town Streets</i>	<i>Square Yards</i>	<i>Milling</i>	<i>Tonnage</i>	<i>Estimated Cost</i>	<i>Map</i>
Alley (7 th to Main and Campbell)	1,332.25	Tie In	146.55	\$11,313.66	1
Broad Street - from 9th to 10th	2,825.60	Tie In	310	\$23,932.00	1
Broad Street - from 10th to 11th	2,318	Tie In	254.98	\$19,684.46	1
Woodland Avenue - from Water Tank to 13th	368.64	Tie In	40.57	\$3,132.00	1
Woodland Avenue - from 13th to Westwood Drive	592.35	Tie In	65.15	\$5,029.58	1
Westwood Drive - from Bedford Ave. to Broad St	1179.64	Tie In	266	\$20,535.20	1
Hillcrest Alley (This Alley is looked at as a Street because used as primary for homeowners)	842.72	Tie In	92.69	\$7,155.67	1
Broad Street - from Bedford Ave to Westwood Drive	3,700.21	Tie In	470.93	\$36,355.80	1
Broad Street - from Westwood Drive to Dead End	906.99	Tie In	99	\$7,642.80	1
Beverley Heights From Laurel Ln to Walnut St.	1,850.94	Tie In	203.6	\$15,717.92	2
16th Street	2,486.40	Tie In	273.22	\$21,092.58	3
Commonwealth Drive - from 10th to 11th	712.70	Tie In	78.39	\$6,051.71	1
Commonwealth Drive - from 9th to 10th	658.47	Tie In	72.39	\$5,588.51	1
Elm Avenue - from Frazier Rd. to Lakewood Dr.	1,328.36	Tie In	146.11	\$11,279.69	4
Laurel Lane - from Beverley Heights to Cul-de-sac	7,503.59	Tie In	825.39	\$63,720.11	2
Riverview Drive - from Main St. to Dead End @ R&R Tracks	1,858.54	Tie In	204.4	\$15,779.68	5
Riverview Drive - from Main St. to Cul-De-Sac	5,074.98	Tie In	558.24	\$43,096.13	5
School Street - from 14th St. to 16th St.	1,866.28	Tie In	205.29	\$15,848.39	3
Washington Street - from Broad St. to Dead End	1,758.11	Tie In	193.39	\$14,929.71	1
<i>Total</i>	39,164.79		4506.29	\$347,885.59	

The measurements are estimated from Google Map. Contractor will need to confirm quantities

Note: Some of these are not eligible for Highway Fund Maintenance funds and will be paid out of existing General Fund monies.

Highway Fund
General Fund



<i>English Park</i>	<i>Square Yards</i>	<i>Milling</i>	<i>Tonnage</i>
(English Park) 3rd Street (Broad St. to Dead end)	3,129.10	Tie In	344
(English Park) Broad Street (Parking Lot to R&R Tracks)	1,659.10	N/A	182
(English Park) Parking Lot between 3rd & Broad	2,377	N/A	261
(English Park) Parking Area in front of Bathrooms and Pavilion	1,195.81	N/A	131
(English Park) 3rd St. (parking area behind bathroom)	286. 56	N/A	31.52
(English Park) 3rd St. (parking area behind pavilion)	92.56	N/A	10
(English Park) 3rd St. (parking area in front bathroom and pavilion)	481.53	N/A	52.96
(English Park) 3rd Street (area around cul-de-sac)	909.82	N/A	100
(English Park) (basketball court)	1,944.16	N/A	213.9
<i>Total</i>	11,789.08		1326.33

The measurements are estimated from Google Map. Contractor will need to confirm quantities.

Highway Fund
General Fund

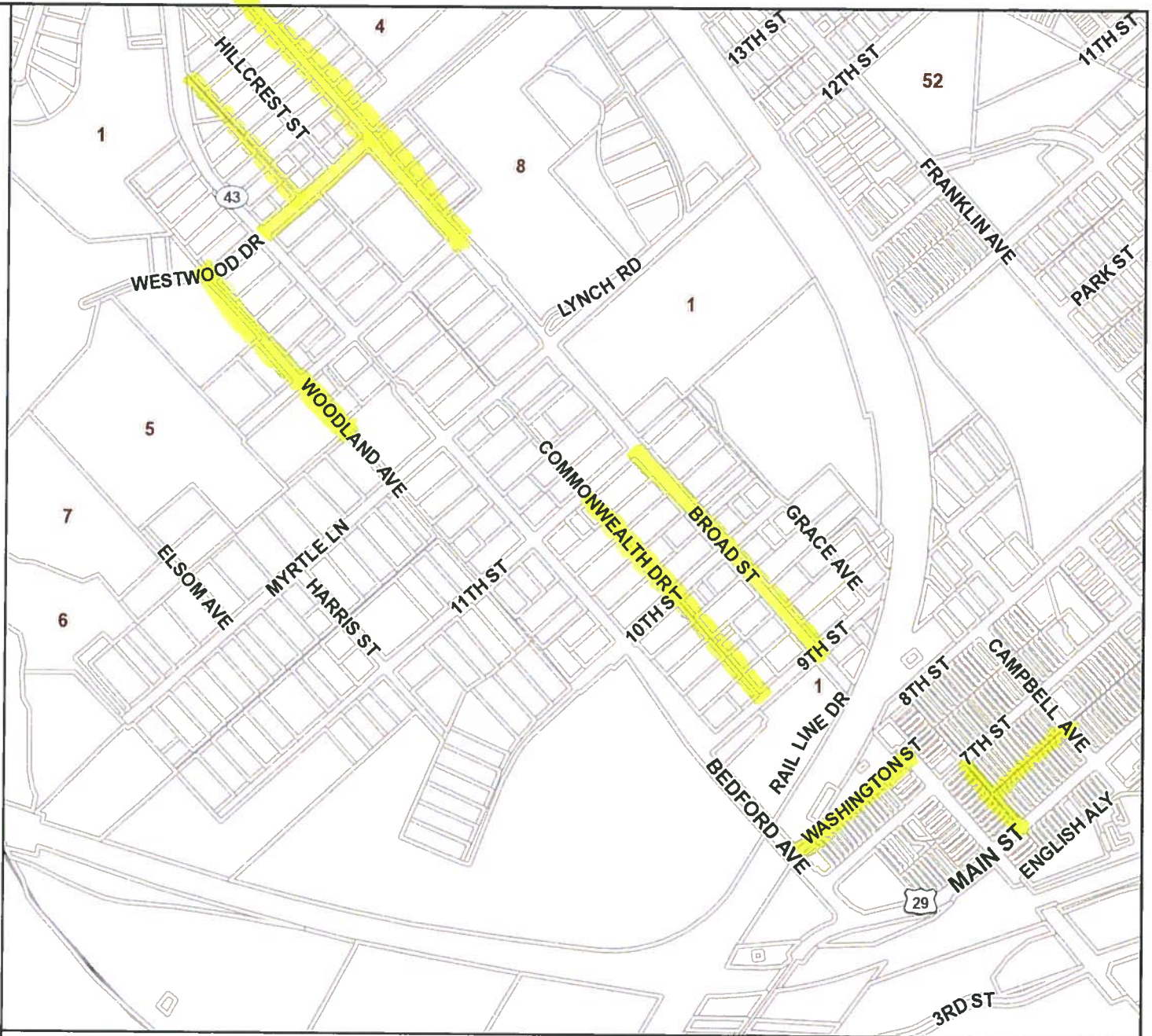


Campbell County, VA

Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP
1



Feet

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Title:

Date: 6/23/2017

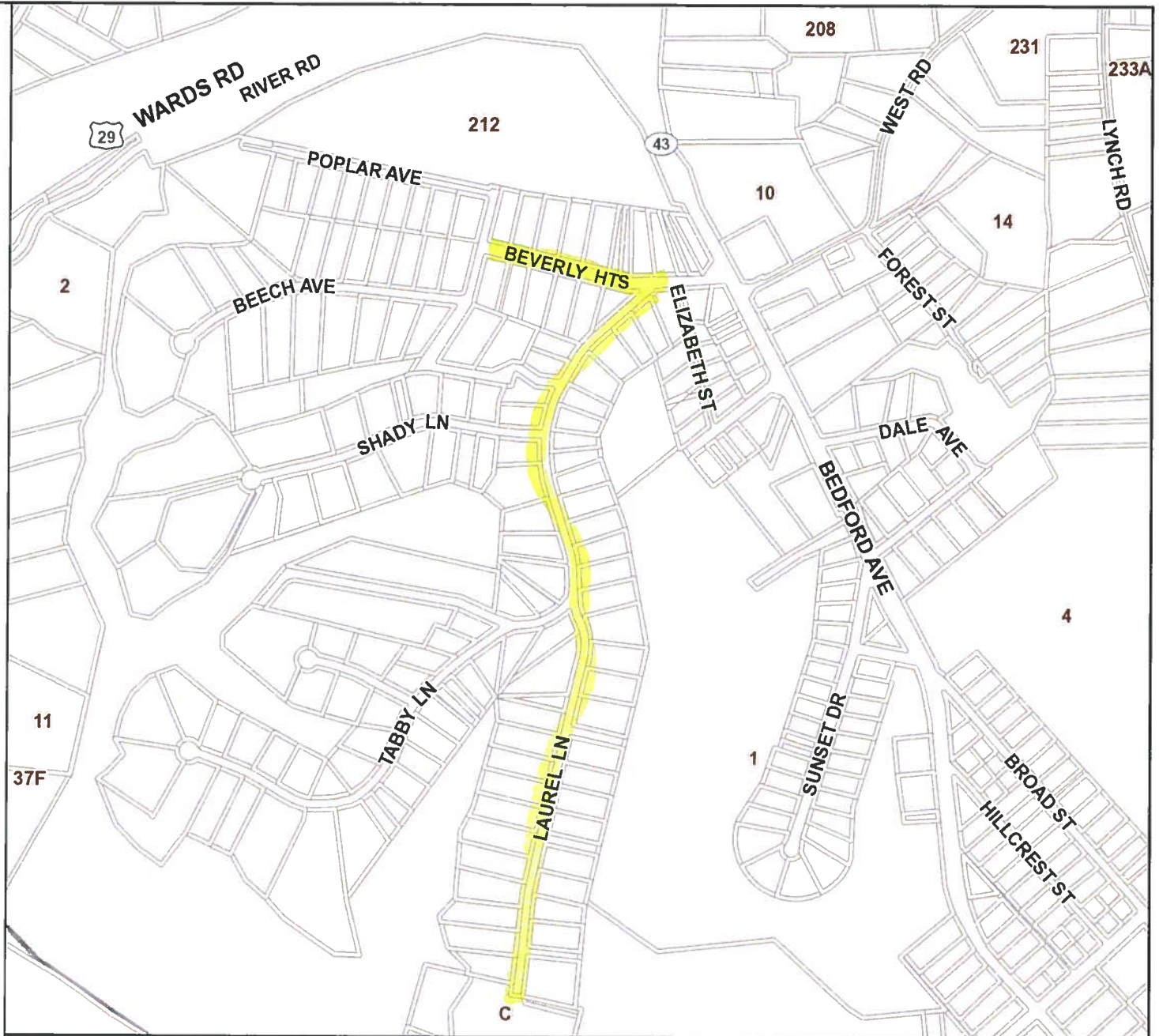
DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Campbell County, VA

Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP 2



Title:

Date: 6/23/2017

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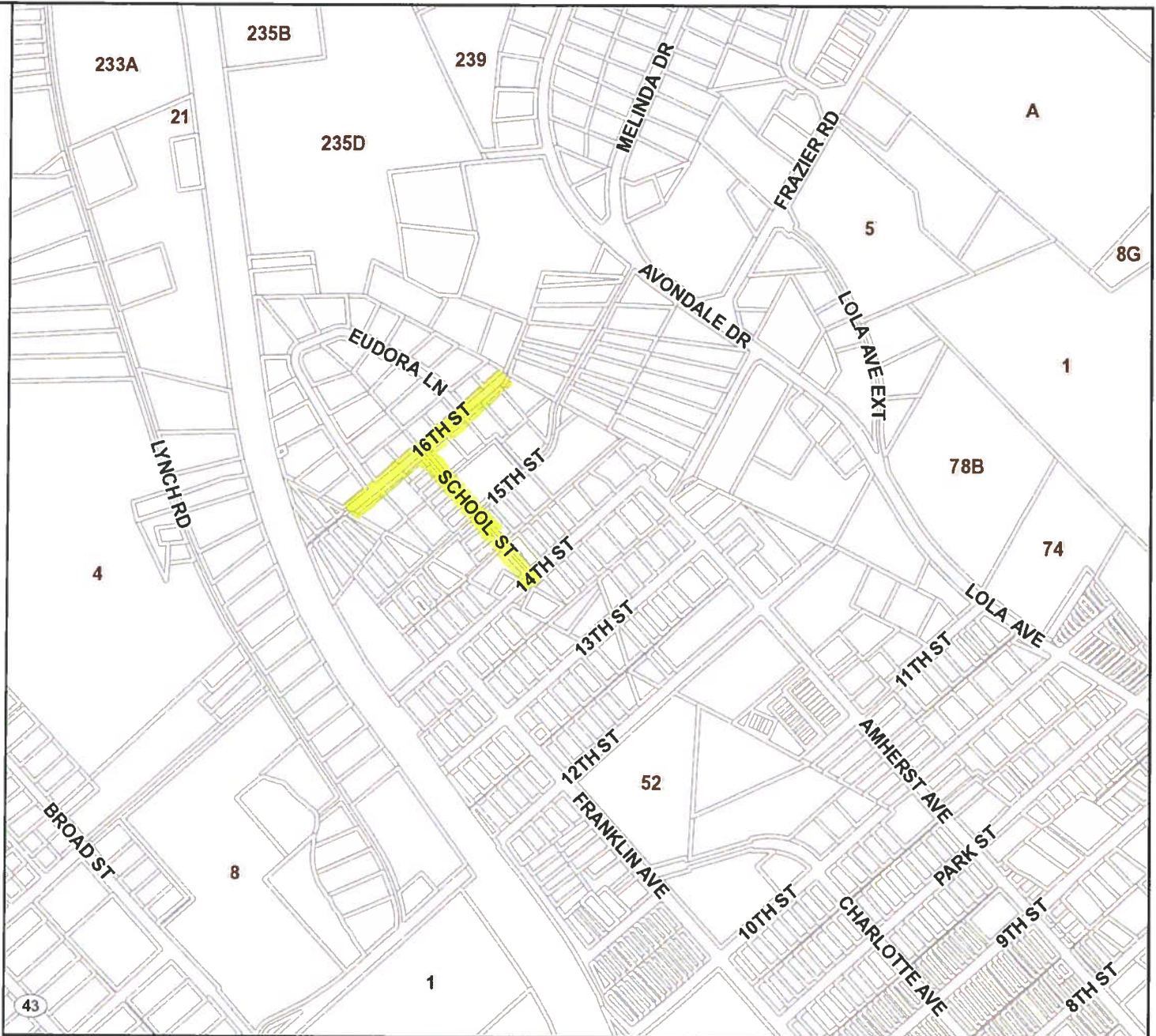
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Campbell County, VA

Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP
3



Title:

Date: 6/23/2017

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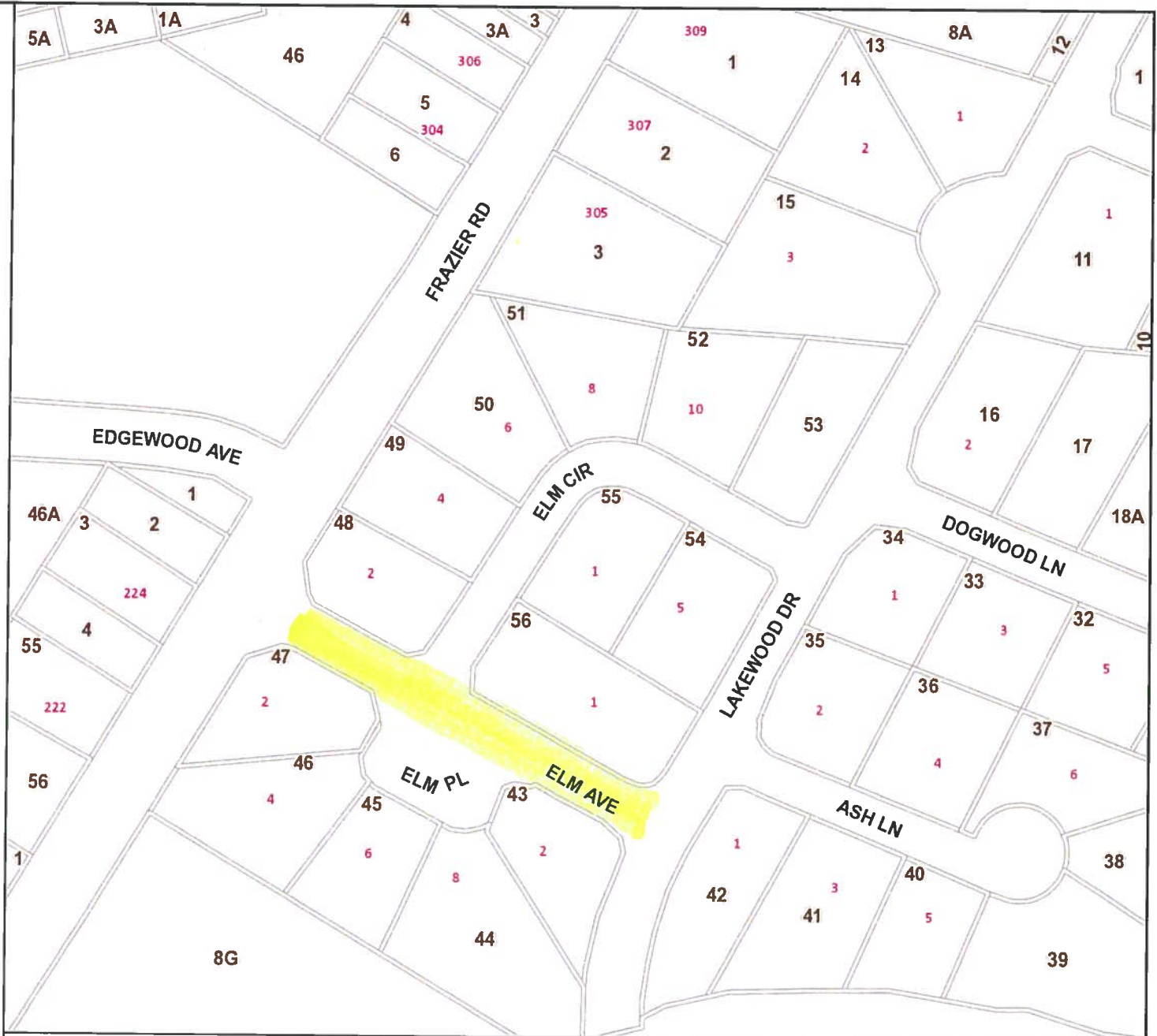
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Campbell County, VA

Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP 4



Title:

Date: 6/23/2017

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Feet

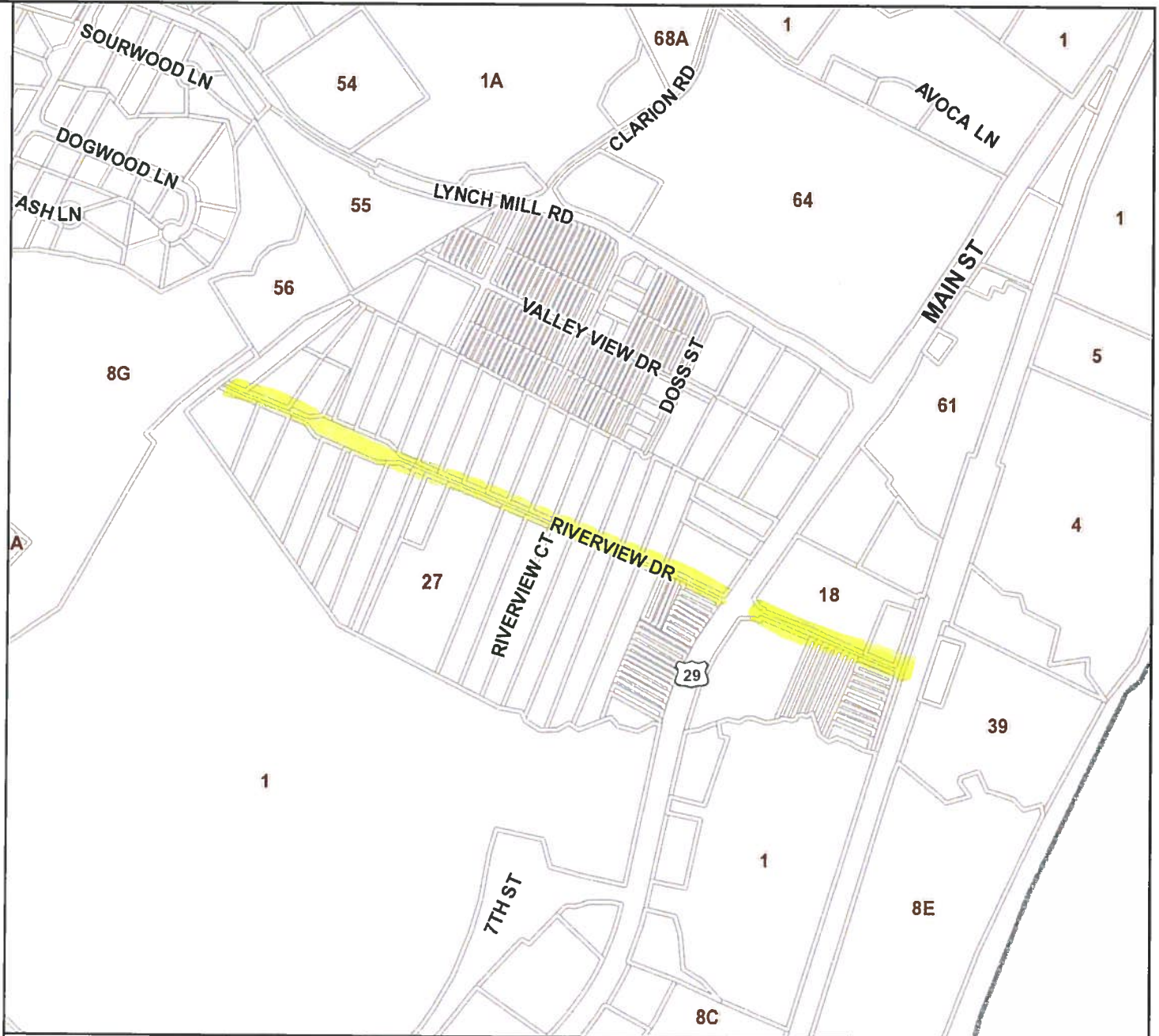
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Campbell County, VA

Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP 5



Title:

Date: 6/23/2017

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Feet

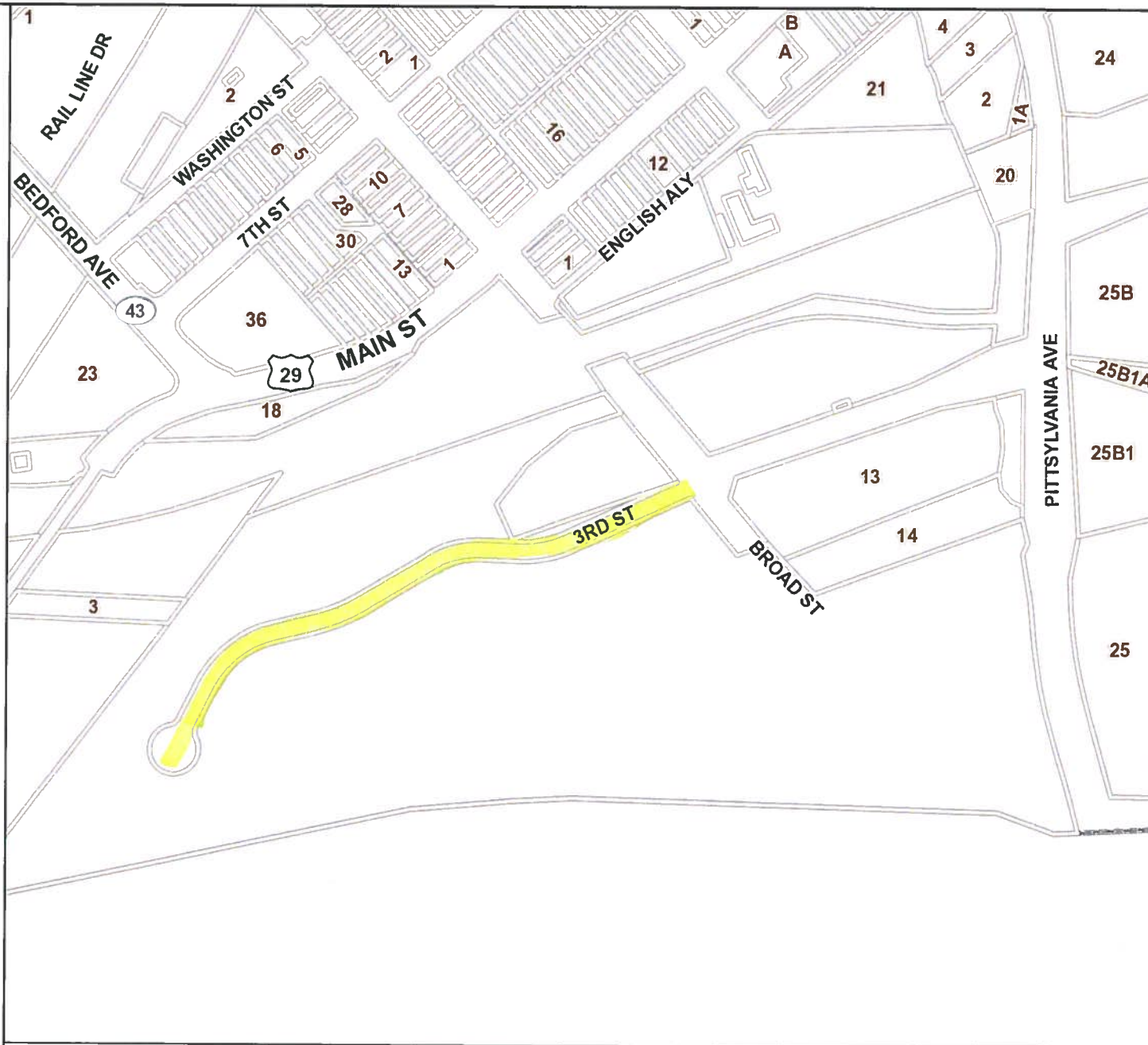
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Campbell County, VA

Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

ENGLISH PARK



Title:

Date: 6/23/2017

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Feet

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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 2017

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

Attachment #: | **5** |

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

Subject Title: | **Planning Commission Update/Request** |

SUBJECT HIGHLIGHTS

At the June Town Council Work Session, Council was briefed on the Planning Commission's review of a requested use relating to "non-profit" organizations that was not listed as a permitted use in the Zoning Ordinance. After review, the Planning Commission requested a draft ordinance, which they then reviewed and conducted a public hearing on at their last meeting. At this time, the Planning Commission is requesting that the Town Council schedule a public hearing concerning the proposed text amendment for their Tuesday, August 8th meeting. Attached is supporting information relative to the request and a copy of the draft text amendment.

Action(s) requested or suggested motion(s): Motion to schedule a public hearing concerning the proposed text amendment to the Zoning Ordinance as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **Work Session information; Planning Commission Report; and Draft Ordinance**

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*

Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

Agenda Item: Planning Commission Report – Zoning Ordinance Proposed Changes

Summary: Staff was approached by Mr. Jordan Parker in regard to use of a building (former church) that was being donated to his non-profit foundation. After review of the ordinance, such a use was not specifically permitted in the Residential R-2 zoning district, therefore it was not permitted.

Staff worked with Mr. Eller to provide draft language that, if adopted, would allow the “non-profit” use with the issuance of a Special Use Permit (SUP). Mr. Parker presented the intended uses for the building and the Commissioners considered this proposal along with the proposed changes to the code. After the discussion, the Commissioners voted to move forward with a public hearing at their July 3rd meeting on the proposed language change to the zoning ordinance concerning “non-profit” use. (This meeting has been changed to June 26th; due to the 4th of July holiday.) If the zoning ordinance text amendment is approved, Mr. Parker could then file a Special Use Permit application.

Council Discussion: No action requested at this time. This is provided for informational purposes and so that any input can be provided. It is expected that staff, at the July Town Council meeting, will seek approval for the scheduling of a public hearing on the ordinance amendment. Any application for a special use permit for such use would come later.

Budget/Funding: N/A

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Proposed Code Changes

Department Head Initials: dww

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by adding the definition of "non-profit facility".

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

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to add a new use type definition as follows:

Sec. 86-32. Use types.

Non-profit facility means a building owned or controlled by a non-profit organization holding an exemption under Internal Revenue Code Section 501(c) said exempt status to be evidenced by a currently valid exemption letter from the Internal Revenue Service. Such non-profit organization shall be in good standing with the Internal Revenue Service in all respects.

All other use type definitions in Sec. 86-32 remain unchanged.

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 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

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

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-192. - Permitted uses.

The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Manufactured home, emergency. Subject to Sec. 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units. Subject to Sec. 86-458. Special use permit required.

Single-family dwelling, attached. Subject to Sec. 86-459

Single-family dwelling, detached. Subject to Sec. 86-596

Temporary family health care structures. Subject to Sec. 86-460

Townhouse. Subject to Sec. 86-461

(3) *Civic use types.*

Assisted care residence. No Guidelines listed in Code – regulated by State of Virginia.

Cemetery. Special use permit required.

Club. Subject to Sec 86-473. Special use permit required.

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

Religious assembly. Subject to Sec. 86-479. Special use permit required.

Safety service.

Utility service, minor.

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast. Subject to Sec. 86-507. Special use permit required.

Day care center. Subject to Sec. 86-510. Special use permit required.

Golf course. Special use permit required.

Personal service business. Subject to Sec. 86-483. Special use permit required.

(6) *Industrial use types.*

Recycling center. Special use permit required.

(7) *Miscellaneous use types.*

Amateur radio tower. Subject to Sec. 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally.

Satellite dish antenna in excess of one meter in diameter or measured diagonally. Subject to Sec. 86-544.

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

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-482 relating to non-profit facility.

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

1. That a new Section 86-482 be added to the Code of the Town of Altavista as follows:

Sec. 86-482. Non-profit facility.

(a) No building which has been used as a residence at any time prior to the effective date of this ordinance shall be permitted to be used as a non-profit facility.

(b) All activities conducted within the building or anywhere on the property shall be consistent with the purposes stated in the charter of the non-profit organization.

(c) No outside storage of equipment or materials.

(d) All parking shall be off-street --with the maximum number of vehicles to be determined by the Zoning Administrator in consultation with the Planning Commission and provided for in the Special Use Permit.

(e) Signage shall comply with the following requirements:

1. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.

2. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.

3. All lighting must be approved by the zoning administrator prior to installation.

4. Identification signs: 24 square feet maximum.

5. Temporary banners shall not exceed 40 square feet.

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

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-483 relating to personal service business in R-2 District.

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

1. That a new Section 86-483 be added to the Code of the Town of Altavista as follows:

Sec. 86-483. Personal Service Business in R-2 District.

(a) No building which has been used as a residence at any time prior to the effective date of this ordinance shall be permitted to be used as a personal service business.

(b) No tattoo parlors or body piercing establishments shall be permitted.

(c) There shall be no outside display other than one unlighted sign not to exceed four square feet, or storage of equipment or materials associated with the business.

(d) No more than one vehicle with the business name on it may be parked so as to be visible from the street or from adjoining property and no vehicle which is to be parked so as to be visible from the street or from adjoining property may contain signage in excess of ten square feet for the entire vehicle.

(e) All parking shall be off-street –with the maximum number of vehicles to be determined by the Zoning Administrator in consultation with the Planning Commission and provided for in the Special Use Permit.

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

Meeting Date: July 11, 2017

Agenda Item #: | **9c** |

Attachment #: | **6** |

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

Subject Title: | **Purple Heart Community Designation** |

SUBJECT HIGHLIGHTS

At the June Town Council Regular Meeting, Council heard a presentation about being designated as a Purple Heart Community and it was further discussed at the June Work Session. Staff has contacted Campbell County and they indicated that any items they did in association with the designation of being a Purple Heart Community were optional. They did mark a parking space at the Citizen Services Building and were already providing tax relief to veterans.

It is staff's recommendation to adopt the attached resolution and seek designation as a Purple Heart Community, as long as there are no financial obligations.

Each year Purple Heart Day is observed on August 7th.

Last year, Council was approached about having a Purple Heart Monument located near the War Memorial. Recently the attached diagram was submitted for review. The monument would have the following dimensions; the die (upper section) would be 4' 8" x 8" x 4' and the base would be 5' x 1' 2" x 8". The attached photo shows a possible general location for the monument. Staff would seek permission to work with the appropriate individuals to have the monument placed at an agreed upon location.

Action(s) requested or suggested motion(s): Motion to adopt the Purple Heart Community designation resolution.

Staff Review Record

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

List them in the order they should appear in packet? **Purple Heart Community Resolution; Monument diagram; and Location photo**

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*



RESOLUTION

WHEREAS, the Town of Altavista has always supported its military veteran population, and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782, and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or made the ultimate sacrifice in combat with a declared enemy of the United States of America, and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of good will among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure that we never forget, and

WHEREAS, the Altavista area has a large, highly decorated veteran population, including many Purple Heart recipients, and

WHEREAS, The Town of Altavista appreciates the sacrifices that this region's Purple Heart recipients have made in defending our freedoms and believes it is important that we acknowledge those veterans for their courage and sacrifice, and show them the honor and support that they have earned;

NOW, THEREFORE, BE IT RESOLVED THAT the Altavista Town Council does hereby proclaim the Town of Altavista as a Purple Heart Community and calls upon its sister localities in Region 2000 to adopt similar resolutions and to designate this metropolitan area as a Purple Heart Region in recognition of the service and sacrifice of its combat-wounded veterans and in deep appreciation for their service to this community and their country.

Adopted: _____

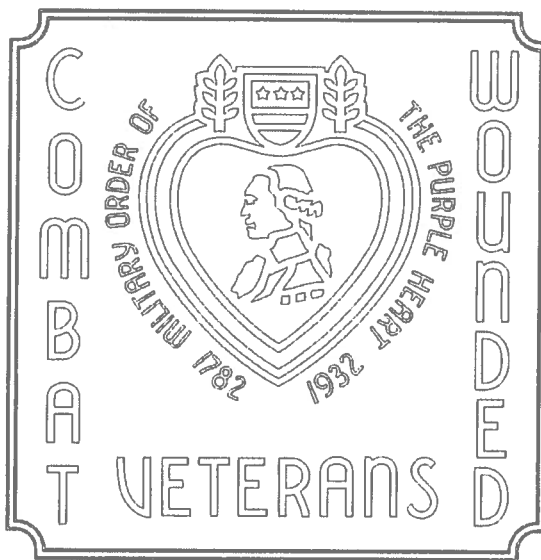
Certified: _____

Clerk of Council

FINCH REVISED 6-6

1

DEDICATED TO ALL MEN AND WOMEN
WOUNDED IN ALL OUR WARS



MY STONE IS RED FOR
THE BLOOD THEY SHED.
THE MEDAL I BEAR
IS MY COUNTRY'S WAY
TO SHOW THEY CARE.
IF I COULD BE SEEN
BY ALL MANKIND
MAYBE PEACE WILL
COME IN MY LIFETIME.

ERECTED BY FRIENDS AND MEMBERS OF ALTAVISTA AMERICAN
LEGION POST 36 AND MILITARY ORDER OF THE PURPLE HEART



PLEASE CHECK APPROPRIATE BOXES, SIGN AND RETURN TO US FOR PROMPT PRODUCTION, SCHEDULING AND SHIPMENT

- ☒ DETAIL APPROVED AS SHOWN
☐ DETAIL CORRECTED-SEE NOTATIONS
☐ REQUEST CORRECTED DRAWING FOR APPROVAL

CUSTOMER SIGNATURE

Dean Jennings

DATE

June 20, 2017

General Location of
Proposed Purple
Heart Monument





Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 11, 2017

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

Attachment #: | **7** |

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

Subject Title: | **Council Strategic Planning Retreat** |

SUBJECT HIGHLIGHTS

The Town Council Strategic Planning Retreat has been scheduled for Wednesday, August 30th at the Altavista Train Station. The retreat will begin at 1:00 p.m. and continue until 7:00 p.m.; if Council decides not to include a dinner break then the ending time may be able to be sooner.

Mr. Kim Payne, former Lynchburg City Manager, will be facilitating the retreat and will be gathering information from Council members in preparation over the next few weeks. Mr. Payne has asked that the attached handout be included for your review. Mr. Payne will also address Council at the July 11th Regular Meeting to begin the information gathering phase of the Retreat preparation.

Action(s) requested or suggested motion(s): Council will need to make a decision on whether to include a dinner break as part of the Retreat agenda.

Staff Review Record

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

List them in the order they should appear in packet? **Retreat Handout**

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*

Altavista Town Council

Retreat Planning

Date & Time: Wednesday, August 30, 2017, 1:00 p.m. – 7:00 p.m.

Considerations: Goals
 Preparation
 Process
 Results

- What would result from a successful retreat? (plan, document, consensus)
- What do you expect from a facilitator? (moderator, initiator, instructor, scribe, etc.)
- What, specifically, do you want to explore during the retreat?
- Are there any documents that I and/or other participants should review before the retreat?
- What would be the timeline for implementing any decisions made during the retreat? How far out is your planning horizon?
- Possible topics:
 - Quality of life/place: What makes Altavista a great place to live? How could it be better? (Assets & Opportunities)
 - A Vision for the Future
 - Strategic plan; plan of work (identifying goals & priorities for the short, middle and long terms)
 - Town services: public safety, utilities, etc.
 - Budget and Fiscal Policies
 - The Booker Building
 - English Park
 - Economic development/tourism
 - Town/county relations
 - Regional participation
 - Council dynamics (roles, committees, meetings)

Town Manager's Report – For Month of June 2017



Strategic Planning Retreat

- Scheduled for Wednesday, August 30th at the Altavista Train Station.
- Mr. Kim Payne will be facilitating the Retreat.

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 Peed & Bortz on the Utility Assessment for this project. Draft report due mid-July.

Broadband Planning Study

- Staff working on additional information and implementation scenarios.
- Staff reviewing funding options.

Campbell Avenue Drainage Project

- Engineer preparing bid documents.
- Staff evaluating funding options.

Rt. 43 Gateway Project (Streetscape/Utilities)

- VDOT completing reviewing engineer contract. Once approved, engineer will begin the design phase of the project.
- Staff evaluating funding options for the Utility portion of the project.

Water Plant Projects

- Water Treatment Plant Electrical Updates project (Southern Air)
 - Submittals of electrical components at 85% review.
 - Work on site should begin in next two weeks.
- SCADA Phase I project (Moore's Electric) completed.
- Facility Assessment and Improvement Plan (FAIP)
 - Consultant meeting with staff on Water Treatment Plant and Distribution Technical Review
 - Consultant reviewing Wastewater Treatment Plant and Collection information.
- Springs Fluoride Improvement Project
 - Equipment purchased – Reimbursement request sent to VDH
 - Engineering working on design plans.
- Capital Improvement Projects
 - Clarifier Rebuild – Working on cost estimate for design drawings
 - Tandem Dump Truck – Ordered
 - Skid Steer - Getting bids on this item.
 - Abbott meter and vault – Working with staff to build vault.
- Right of Way Clearing - working with contractor on removal of trees on Clarion Tank lot and continuing annual clearing of right of ways/easements.

**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>		
May-15	\$66,308.00		
Jun-15	\$64,146.00		
Jul-15	\$60,786.00		
Aug-15	\$61,309.00		
Sep-15	\$61,560.00		
Oct-15	\$63,460.00		
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	<u>YTD Total</u>	
Jan-17	\$71,669.47	<i>FY2016</i>	<i>\$661,867.00</i>
Feb-17	\$74,876.88	<i>FY2017</i>	<i>\$869,195.64</i>
Mar-17	\$82,040.84		
Apr-17	\$86,217.44		
May-17	\$84,409.32		

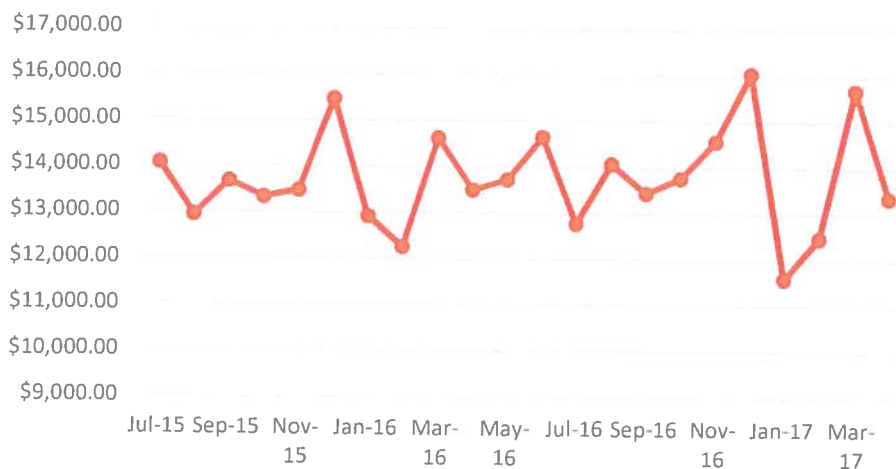


Town of Altavista Local Sales Tax

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

FY17 Month To Date Total
\$137,874

Local Sales Tax Receipt





To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: June 2017 Economic Development Update

Upcoming evets:

- **Meeting with staff from Senator Marc Warner's Office.**
- **Meeting with Southside Electric Co-Op Economic Development Office.**
- **Region 2000 WIB Board meeting.**
- **LRBA RED Team meeting.**

Networking:

- Director met with economic development officials from Pittsylvania County, City of Danville.
- Director met with the LRBA RED Team.
- Director met with the Region 2000 Technology Council.
- Director met with the staff of Vector Space to plan a panel discussion for National Manufacturing Day.
- Director met with Region 2000 WIB and Altavista DMV Call Center.
- Director met with the Altavista Housing Committee.
- Director met with potential investor in downtown properties.
- Director met with legal counsel for Staunton River RIFA.
- Director met with VEDP VJIP staff.
- Director met with potential investor for single-family housing for Altavista.

Existing Business and Retention

- Director met with officials from VTI.
- Director met with officials from Graham Packing.
- Director contacted winners of the Altavista "Pop Up" regarding the Altavista RLF program.
- Director assisted in job fair development with the Altavista DMV Call Center.
- Director training for "Economic Gardening" with VEDP.

Marketing

- Director finalized the 2nd generation Altavista tourism brochure.
- Director met with marketing team to develop draft-marketing plan for Altavista.
- Director met with intern to develop social media programs for the OED.

Develop Products

- Director met with the legal counsel for the Staunton River RIFA (Regional Industrial Facilities Authority) and staff of Summit Corporation to review draft legal documents.
- Director met with Campbell County Economic Development Director to discuss Deering Ford Commerce Park.

Monthly Report to Council

Date: July 11, 2017
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: June 2017 Reporting

1. Zoning/Code Related Matters: March Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
13-Jun	021-17	AA/CC HFH, Altavista, VA	New home 1307 Amherst Ave.
13-Jun	022-17	AA/CC HFH, Altavista, VA	New home 1309 Amherst Ave.
26-Jun	023-17	Linda Bailey-Stone 1001 8th St	Home Occupation- Personal Services and Crafts
29-Jun	024-17	Erma Reynolds, 1322 Riverview Ct. Lo 1322	Home Occupation- Office for pet sitting business
29-Jun	025-17	Linda Bailey-Stone 1001 8th St	10'x36' shed roof & enclosure on side yard concrete slap
30-Jun	026-17	Blue Ridge Holdings, Ridgeway, VA	1-week automotive sale at Walmart Parking Lot, 125 Clarion Rd

- Twelve grass violation notices mailed. Staff billed for 2 yards that had to be mowed and turned over information to Mr. Eller to take a lien out against one owner who had not mowed or paid for mowing for 3 years.
- Application received for a special use permit from Mr. Timith Payne to operate a 'major auto repair' to be located at 902 Main Street.
- Sent out a violation notice to resident with a rooster and ducks in back yard. Both were relocated by the owner.
- Violation notice sent to owner of property at 1108 5th Street for accumulation of trash and many cats on the property.

2. Site Plans Reviewed and/or Approved:

- Reviewed and approved after corrections made to a survey at the request of Mr. Kent for property belonging to Mr. Donald Holland.

3. Planning Commission (PC) Related:

- Prepared packet for July meeting held on June 26. The Commissioners held a public hearing regarding code amendments to chapter 86 of the Town Code.
- Drafted a recommendation for Town Council.

4. AOT Related

- Attended the AOT art reveal for the wall mural painting on 7th Street.

5. ACTS Related

- Validated daily ridership and revenue for bus system (June) - see bus report.

- Operations reimbursements submitted for May 2017.
- Daily riders tallied.
- Participated in two conference calls to award CTAV higher education scholarships.
- Operated UBD shuttle on Saturday night. UBD expense report submitted to the Town Manager
- Submitted operations policy to DRPT.
- Investigated citizen complaint about a driver and determined it to be unfounded.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified May bank statements.
- Surplus items, obsolete turbidity meters auctioned on govdeals.com, sold, paid for and picked up.
- Updated Comp Plan sent to the printers and will be delivered in early July. Staff updated the section related to emergency services.
- Posted 3 surplus police cruisers on govdeals.com, one of which has been sold and paid for.
- **Route 43 Streetscape and Utility Project**
 - Responses provided back to VDOT from audit. Now waiting for approval of the contract for design services.
- **Canoe Launch Site**
 - Two site plan options have been provided for review and consideration. Environmental permitting and discussing continues without issue.
- **Personnel Policy Manual**
 - Staff continued reviewing chapters from the draft policy manual.
- **VDOT Main Street Bridge Replacement**
 - Brian Casto has provided an access plan for demolition and construction of the Main Street Bridge for staff consideration and comment.

Water Plant Monthly Staff Report

DATE: 7/5/017
TO: Town Manager
FROM: Tom Fore
DEPARTMENT: Water Treatment Plant
MONTH: June

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged
18.66 Hours per day which yielded approximately 1,520,000 gallons of water per day.

Rainfall for the month 2.33 was measured at the water treatment plant.

Average Hours per day (week days) 19.72 hrs

Average produced (week days) 2,325,182 gallons per day

Average Hours per day (weekends) 18 hrs

Average produced (weekends) 2,067,000 gallons per day

Total Raw Water Pumped: 69.52 million gallons

Total Drinking Water Produced: 67.69 million gallons

Average Daily Production: 2.26 gallons per day

Average percent of Production Capacity: 75 %

Plant Process Water: 1,823,073 (finished water used by the plant)

Bulk Water Sold @ WTP: 78,079 gallons

Water lost due to leaks 100,000

Flushing of Hydrants/Tanks/FD use/Town Use 0 gallons

McMinnis Spring

Total Water Pumped: 7.922 million gallons

Average hours per day 15.9

Average Daily Produced: 272,900 gallons per day

Reynolds Spring

Total Water Pumped: 6.198 million gallons

Average Daily Produced: 213,700 gallons per day

Average hours per day 11.8

Purchased Water from CCUSA 5,502,288 gallons

Sold to Hurt 2,752,300 gallons

Industrial Use 65,563,727 gallons

WWTP Monthly Staff Report

DATE	Wednesday, July 05, 2017
TO:	Town Manager
FROM:	Steve Bond
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	June

Average Daily Flow 2.20 MGD

TSS Reduction 98 %

BOD Reduction **98 %**

VPDES Violations	0
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Sludge (Regional Land Fill)	252 tons
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Rain Total	<u>1.86</u> Inches	Snow Total	Inches
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Comments: Had Department of Environmental Quality Inspection all went well.
Replaced Pump at Riverview Pump Station

Utility Crew - Monthly Staff Report

Date:

TO: Town Manager

FROM: Tom Fore

DEPARTMENT: Utilities- Public Works

MONTH: June

# of Service Connections	1
# of Service Taps	0
# of Meters Read	1716
# of Meters Tested	0
# of Loads of Sludge to Landfill	22
# of Location Marks/Miss Utility	124
# of Meters Replaced	1
<u># of Water Lines Repaired</u>	1
Locations:	
♦ Hillcrest Avenue	
<u># of Sewer Lines Unstopped</u>	2
Locations:	
♦ 1009 Bedford Avenue	
♦ 813 13th Street	

July 2017						
◀ Jun 2017						Aug 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Planning Commission 5:00 PM	4	5	6	7	8
9	10	11 Council Meeting 7:00 PM	12	13	14	15
16	17	18	19	20	21	22
23	24	25 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	26	27	28 Chamber of Commerce TGIF 6-9:00 PM	29
30	31 Planning Commission 5:00 PM	Notes:				

August 2017						
◀ Jul 2017						Sep 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Avoca Members' Picnic	2	3	4	5
6	7 Purple Heart Day	8 Council Meeting 7:00 PM	9	10	11	12
13	14	15	16	17	18	19
20	21	22 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	23	24	25 Chamber of Commerce TGIF 6-9:00 PM	26
27	28	29	30 Strategic Planning Retreat Time--TBA	31	Notes:	