



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, October 10, 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 - 13
 - i. Council's Regular meeting September 12, 2017
- b. Acceptance of Monthly Financial Reports (Attachment #2b)..... p. 14 - 39
- c. Altavista On Track – 10 year Anniversary Main Street Designation Resolution (Attachment #2c) ..p. 40 – 41
- d. FY2017 Year End Carryovers (Attachment #2d) p. 42 - 43
- e. FY2018 Budget Amendments/Departmental Transfers (Attachment #2e) p. 44 - 45
- f. Approval of Information Technology Upgrades for Police Department (Attachment #2f)... p. 46 - 54
- g. Approval of purchase of seven (7) radar units by Police Department (Attachment #2g) p. 55 - 56

8. Public Hearing

- a. Special Use Permit – Claire Parker Foundation (Attachment #3) p. 57 – 70

9. New/Unfinished Business

- a. VDOT TAP Grant Application consideration (Attachment #4) p. 71 - 77
- b. Altavista Area Chamber of Commerce – Christmas Parade Request (Attachment #5)p. 78 - 79
- c. Master Plan Services for Parks and Town-wide Multi-Use Trails (Attachment #6)p. 80 - 94
- d. Approval of addition of Hillcrest Street to paving contract (Attachment #7).....p. 95
- e. Rotary Club Flag Project Funding Request (Attachment #8)p. 96

10. Reports

- a. Town Manager's Report (Attachment #9)..... p. 97
- b. Departmental Reports (Attachment #10).....p. 98 - 111

11. Informational Items/Late Arriving Matters

- a. Calendars
- 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, October 24, 2017 @ 5:00 p.m.	Town Council Work Session
Tuesday, November 14, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, November 28, 2017 @ 5:00 p.m.	Town Council Work Session

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

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 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 September 12, 2017. Due to an illness in the office the Work Session minutes are not available at this time, they will be provided at the November meeting. 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 September 12, 2017 Regular Meeting.

Staff Review Record

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

List them in the order they should appear in packet? **Minutes (September 12, 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—September 12, 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 September 12, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Marci Huntsman, Lambs United Methodist and Evington United Methodist Churches, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Council members
absent:

Mrs. Micki Brumfield
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Deputy Chief Kenneth Moorefield
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox advised of several changes to the agenda:

Removal of Charlotte Avenue Drainage Project/7th Street Sidewalk Project Bid
Award from Consent Agenda to Regular Agenda

Add: Consideration of Change Order to add Hillcrest Street to current paving
contract.

Add: Authorization to publish Notice of Public Input Meeting related to VDOT
“TAP” grant process for Tuesday, October 10, 2017 at 7:00 p.m.

Add: Consideration of Virginia Retirement System (VRS) Resolution for Part-time
Employment Status.

Remove Section 2.2-3711 (A)(7) consultation with legal counsel.

Add: Section 2.2-3711 (A)(5) discussion regarding potential location or expansion of
business/industry.

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

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

5. Recognitions and Presentation

Regular Council Meeting—September 12, 2017

6. Public Comment

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

Ms. Ann Mabry, 1421 Hillcrest Street, addressed Council in regards to her street not being paved when other streets and alleys were in her area. She advised in 2015 Hillcrest and other streets had waterlines repaired which left asphalt patches and bumps along the street. She provided Council with a petition and pictures stating the state of this street is unacceptable and should also be unacceptable to Council as well. She noted several streets and alleys in the area of Hillcrest that have been paved.

7. Consent Agenda

- a) Minutes- Regular Meeting August 8, 2017/Council's Work Session August 22, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Delinquent Tax List
- d) Region 2000 Hazard Mitigation Plan
- e) New Prospect Baptist Church Request to Use English Park (5K Fundraiser)

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

Motion carried:

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

8. Public Hearing

- a. Special Use Permit—902 Main Street “Auto Repair Service, Major”

Mr. Coggsdale presented Council with information regarding the application filed by Timith Payne for a Special Use Permit at 902 Main Street for the establishment of an “automotive repair service, major” in a General Commercial (C-2) District. He noted Mr. Payne currently operates an “automotive repair service, minor” at this location.

Mr. Coggsdale advised the Planning Commission held a public hearing to consider a SUP application submitted by Mr. Payne to operate an automotive repair service (major) at 902 Main Street. Staff properly advertised the hearing and no one spoke for or against the requested use. He advised the Planning Commission recommends approval of the application with developmental standards with conditions set forth in Section 86-505 of the Altavista Town Code. The Planning Commission recommends the following conditions:

- 1. The owner complies with Section 86-505 “Development Standards”;
- 2. The owner limits the number of vehicles waiting for repairs to 7 and the number of vehicles ready for pick up to 3, as shown on the site plan.

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Mr. Coggsdale advised staff recommends Town Council consider the recommendations of the Planning Commission as well as other potential conditions as:

- a. *Automobile repair service, major* definition be limited to automobiles and trucks up to light commercial. All other types such as *construction equipment, commercial trucks, agricultural implements and similar heavy equipment*” be prohibited.
- b. Outdoor storage of vehicles awaiting major repair, equipment, and other materials be located behind the building in a screened area consisting of a fence of at least six (6) feet in height if they are to be located on the property longer than 48 hours.
- c. This approval shall be for an automotive repair business within the confines of the existing building and yard. Any future expansion of the building or change in use shall require a new special use permit, unless such change is clearly incidental and does not represent a significant change from the permitted use in the opinion of the Zoning Administrator.
- d. The conditions of approval are affective as to the zoning compliance only. The project will be required to comply with Federal, State and Local regulations.
- e. Property will maintain a neat appearance, free of inoperable equipment (except as will be made operable after repair within a reasonable time) or other junk material.
- f. Storage of vehicles in screened area shall not exceed thirty (30) days.
- g. Final site plan, subject to and addressing all zoning regulations, be subject to staff approval.

Mayor Mattox opened the public hearing at 7:12 p.m. and asked if anyone would like to comment on the request to operate an automotive repair service (major) at 902 Main Street.

No one came forward.

Mayor Mattox closed the public hearing at 7:13 p.m.

Mr. George, seconded by Mr. Emerson, motioned to approve the special use permit with conditions to accommodate Mr. Payne.

Mr. Coggsdale asked Mr. George to clarify his motion; what was recommended by the Planning Commission or this plus the staff’s conditions.

Mr. Emerson asked if the fencing is required in the Code.

Mr. Coggsdale stated it does not specifically say fencing but screening.

Mr. Emerson felt when a fence is put up there is the tendency to store more clutter behind it. He suggested allowing Mr. Payne to mark the parking spaces and forget about the fencing.

Mr. Eller stated the Zoning Ordinance would have to be amended.

Mr. Emerson felt the fencing would call for extra clutter.

Mr. Coggsdale advised this would be the reason for the conditions limiting the number of vehicles.

Mr. Emerson stated he is all for businesses coming in but felt this might call for something worse than we have with a fencing and being on Main Street.

Mrs. Dalton noted the business would be in code. She stated she is in favor of the business and it is her nature to lean on staff who works with this day in and day out. She prefers to stay with the ordinance. She didn’t want the hiccup about a fence to interfere with the business.

Mayor Mattox stated he is in favor of the business and felt if the zoning ordinance has to be amended it might delay the business.

Mr. Higginbotham asked Mr. Payne’s if he was okay with the fencing.

Mr. Timith Payne addressed Council and advised he was okay with the fencing if that was what he needed to do.

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Mr. George stated he wanted to do whatever to help the business owner; noting the other repair shops are grandfathered in.

Mr. George, seconded by Mrs. Dalton, motioned to approve the Special Use Permit application of Mr. Timith Payne for 902 Main Street to include the developmental standards for an “automotive repair service, major” as contained in Section 86-505 of the Town Code and including the additional conditions.

Motion carried:

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

9. New/Unfinished Business

a. Ordinance Discussion (Junk, Debris, Trash, Etc.)

Mr. Coggsdale advised at the August Town Council Work Session, staff discussed with Council the complications in dealing with nuisance issues such as junk, debris, and trash accumulations on property in Town. Staff is seeking direction in regard to coming up with appropriate ordinances to meet the objectives of Council. He noted at the Work Session, Council was presented two documents: one was from Mr. John Eller, Town Attorney; and the other was an ordinance from the Town of Dayton, VA.

Mr. Emerson stated he was fine with the recommendations made by Mr. Eller.

Mrs. Dalton stated she was fine with both of the documents as they read similarly and asked which document staff feels they can lean on best.

Mayor Mattox asked for clarification as a business owner and a town resident, if they are responsible for cleaning the sidewalks.

Mr. Eller responded that the town can’t compel people to clean its own right of way. He mentioned there are some items in the Dayton ordinance that could be blended into the Town ordinance. He stated Council may not want the procedure about the superintendent (Town Manager) making a decision on the existence of a nuisance and orders the owner to abate the nuisance; the appeal is within 30 days and to the Town Manager. Mr. Eller advised this is not due process. Mr. Eller advised his document contains amendments to the existing sections and added new sections. He stated he could add some of the Town of Dayton’s language if that is Council’s desire.

Mrs. Dalton stated the point of the ordinance is to have something that Council and staff can defend and work with.

Mr. Coggsdale stated the staff needs some clarification of the ordinance to help them and Council with what can and cannot be done.

Mr. Eller stated it would be easier for staff if there was a listing to point to when dealing with a property owner.

Mr. George stated he agrees with the need of clarification and simplification of the ordinance. He noted Dayton attaches a fine with non-compliance and asked if that would be the case here.

Mr. Eller stated that it does. Any violation of the nuisance ordinance is a Class 3 Misdemeanor (\$500.00 fine). The ordinance also provides for court injunction.

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It was the consensus of Council to ask Mr. Eller to move forward with enhancing the ordinance for review at a later date.

b. Planning Commission Recommendation

Mr. Coggsdale advised the Planning Commission conducted a public hearing on a Special Use Permit application for 1019 9th Street on Tuesday, September 5, 2017. The application requests consideration of a “Non-profit facility” at the address indicated, which is R-2 (Medium Density Residential District). Staff asked for approval to schedule a public hearing on this application to consider public input and the Planning Commission’s recommendation on Tuesday, October 10, 2017 at 7:00 p.m.

Mrs. Dalton, seconded by Mr. George, motioned approval to schedule a public hearing on the Special Use Permit application for 1019 9th Street to consider public input and the Planning Commission’s recommendation on Tuesday, October 10, 2017 at 7:00 p.m.

Motion carried:

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

c. WWTP Clarifier Replacement CIP Project Update

Mr. Coggsdale advised Mr. Fore, Director of Utilities and Mr. Bond, WWTP Manager, are moving forward with the WWTP Clarifier Project that is included in the FY2018 CIP and Budget. He listed the information regarding the proposals submitted for the design phase of the work, as listed: Hurt & Proffitt: \$23,000, Peed & Bortz: \$25,500, Woodard & Curran: \$35,500. Based on the proposals, staff recommends authorizing Hurt & Proffitt to proceed with the design work associated with the project. The proposal also includes the Bidding Phase, Construction Phase Service and Final Inspection. Mr. Coggsdale noted after the design and bidding are complete, staff will bring back a recommendation for the construction bid award. The FY2018 Budget appropriates \$250,000 towards this project.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proposal submitted by Hurt & Proffitt and authorize staff to execute the proposal/contract for said services.

Motion carried:

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

d. Property Maintenance Enforcement-No Interest Loans

Mr. Coggsdale reported at the August Town Council Work Session, staff discussed addressing blighted and nuisance type properties with Council. Staff has moved forward with working with property owners to rectify the issues related to several properties in town. He noted that funds have been allocated in the FY2018 Budget in the amount of \$5,000 to provide *No Interest Loans* to pay for the cost of demolition of any such structure. These funds are repaid to the Town. Due to the increased cost of demolition, staff seeks to increase the appropriated amount by an additional \$5,000.

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Mrs. Dalton, seconded by Mr. Higginbotham, motioned to add an additional \$5,000 to the allocated \$5,000 in the FY2018 Budget to provide *No Interest* Loans.

Motion carried:

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

e. VRS Resolution Consideration

Mr. Coggsdale advised the Virginia Retirement System (VRS) is now requesting all localities to adopt a resolution when they hire part-time employees in a position that was previously listed as full-time. Chief of Police, Mike Milnor, meets that criteria. He is a retired employee through the VRS and currently works for the Town as a part-time employee (no more than 32 hours). Outside of his role as Chief, he engages in speaking engagements for law enforcement and similar organizations across the United States. Mr. Coggsdale noted Chief Milnor has done a good job serving the Town over the past year and would like for him to continue.

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the VRS Part-time Employment Resolution.

Motion carried:

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

f. Consideration to Change Order to Add Hillcrest to Current Paving Contract

Mr. Coggsdale presented Council with a Change Order from the current contractor, Lawhorne Brothers Paving, in the amount of \$15,475.57 for the milling and paving of Hillcrest Street.

Mayor Mattox noted Mrs. Dalton and Mr. Higginbotham would recuse themselves. He reached out to Mrs. Overbey via text and she was in agreement to allow staff to move forward with the Change Order.

Mr. Coggsdale asked with Mr. Eller if this was an appropriate method until it is voted on.

Mr. Eller advised it would work as long as there is not a commitment.

It was the consensus of Council to move forward with the “Change Order.”

Mr. Coggsdale advised he would place this item on the Work Session agenda for a vote.

g. VDOT “TAP” Grant Applications—Notice of Public Input Meeting

Mr. Coggsdale advised Mr. Witt has been working on two VDOT “TAP” grant applications; one for the Rt. 43 Gateway Project and the other for the Rt. 29 Bridge Lighting Project. He noted the details of these applications will be discussed at the September 26 Work Session but the required Public Input Meeting needs to be advertised for the October 10th, 2017 Council meeting in order to meet the application deadline in November.

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Mrs. Dalton, seconded by Mr. Emerson, motioned to schedule a Public Input Meeting for the October 10th, 2017 Council meeting for two VDOT “TAP” grant applications; one for the Rt. 43 Gateway Project and the other for the Rt. 29 Bridge Lighting Project..

Motion carried:

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

h. Charlotte Avenue Drainage Project/7th Street Sidewalk Project Bid Award

Mr. Coggsdale advised correspondence has been received from Dr. Charles M. West requesting that the 7th Street Sidewalk Project be excluded from its scope of replacing the concrete in the alcove at 511 7th Street. Mr. Coggsdale stated the project was designed to do away with the joint where the old concrete and new concrete came together by a continuous pour from the door threshold to the entire sidewalk area. He added by removing the alcove from the project there would be a joint between the new sidewalk and the existing concrete. Mr. Coggsdale advised since the two projects were bid together, the engineer would need to see if delaying one project would impact the cost of the other project.

Mrs. Dalton stated this is an adjustment at the property owner’s request. Suppose there is water going into the building after the fact, how the town would be released from that liability.

Mr. Eller stated he has been working on this and advised if this is their decision, the town would need a waiver for future liability. He advised he received a letter from Dr. West stating, *“if the project is constructed in accordance with the plans, which have been reviewed by my engineer and approved, with the exception of reconstruction of the concrete in my alcove, I will not seek to hold the Town responsible for any blowing water or water that might otherwise accumulate in the alcove to my building.”* Mr. Eller felt this was insufficient as it does not mention leakage into the basement. He amended Dr. West’s letter that would *waive all claims against the town for damage resulting from any blowing water or water that might otherwise accumulate in the alcove to the building.* Also he added *this waiver shall be binding upon me and my heirs, executors and assigns.* Mr. Eller stated he received information back that they would not agree to anything but the original letter.

Mr. Higginbotham suggested the engineers get together to work out a solution.

Mrs. Dalton asked how soon the work was to begin.

Mr. Coggsdale stated staff was seeking approval of the projects tonight for it to start the next day. He noted it is hard to approve the Charlotte project and not the 7th Street project.

Mrs. Dalton asked if there could be a conversation between Dr. West’s engineer and the town’s engineer about what the issue is.

Mr. Eller felt it would be good to have a construction lawyer to mediate between the two engineers.

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Mr. Higginbotham stated he would be happy to do this. He stated a hoe ram used in that location could vibrate the plaster off of every building but a saw cutting would provide relief and the slab can be removed.

Mayor Mattox asked what would happen if the concrete is laid just to the right of way. That is all the town is liable for.

Mr. Eller asked where it was before.

Mr. Coggsdale responded it was to the building front previously and when this project was done, the concrete was put back to where it was.

Mr. Eller stated it comes down to is it necessary to have a solid piece of concrete from Dr. West’s office to the sidewalk without any joints for it to be a project that will not allow any water into the building. If there is another way to do that without taking out the alcove that Dr. West is worried about. Mr. Eller felt the Town should try to accommodate Dr. West.

Mr. Higginbotham felt the projects should be approved and subject to a resolution.

Mrs. Dalton, seconded by Mr. Emerson, to approve the projects with the contingency that a resolution is reached either through an agreement between the two engineering firms or release of liability.

Motion carried:

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

Mr. Higginbotham stated the language may need to be amended to say before it is awarded they understand how concerned the Town is with damage to all of the buildings along the street and that they take extra precautions.

Mr. Coggsdale stated during the conversations with the engineers, this method can be discussed.

10. Reports

a. Town Manager’s Report

Strategic Planning Retreat

Retreat was held on Wednesday, August 30th at the Altavista Train Station with all Council Members in attendance.

Mr. Payne has provided a draft report that has been distributed to Council.

Staunton River RIFA

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

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

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

Campbell Avenue Drainage Project

Bid award recommendation begin considered at September Town Council meeting.

Regular Council Meeting—September 12, 2017

Rt. 43 Gateway Project (Streetscape/Utilities)

Meeting held with VDOT and Hurt & Proffitt to go over the project.
Staff evaluating funding options for the Utility portion of the project.
Staff considering the need to apply for additional funds through the VDOT “TAP”.

English Park

Railroad deed being forwarded to Town.
RFP for Master Planning (Park and Trails): Three (3) proposals received;
Interviews were on Monday, September 11th.

Utility Projects

Facility Assessment and Improvement Plan (FAIP)
Presentation by Woodard & Curran is scheduled for the Town Council Work Session on September 26th.
Springs Fluoride Improvement Project – Ongoing
Abbott meter and vault – Working with staff to build vault.
Right of Way Clearing - working with contractor on removal

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-September/October

12. Matters from Town Council

Mr. Eller noted FEMA is requiring changes to the Flood Ordinance that he is working on.

13. 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

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

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

Motion carried:

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

Council went into closed session at 8:00 P.M.

Notice was given that council was back in regular session 8:13 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, 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. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

14. Adjournment

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

The meeting was adjourned at 8:14 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 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, Monthly Revenue & Expenses; Monthly Reserve & Investments**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 03/2018
FROM: 09/01/2017 TO: 09/30/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36551	84	ALTAVISTA JOURNAL	09/08/2017	776.50
36552	9999997	BARLEY, MYRTLE	09/08/2017	84.09
36553	103	BEACON CREDIT UNION	09/08/2017	325.00
36554	461	KATHI BOGERT	09/08/2017	862.68
36555	668	CAMPBELL COUNTY ECONOMIC DEVEL	09/08/2017	6,384.00
36556	208	CAMPBELL COUNTY TREASURER	09/08/2017	87.48
36557	1	DAYS INN	09/08/2017	184.65
36558	164	DMV	09/08/2017	180.00
36559	9999997	EAGLE, CURTIS L	09/08/2017	46.92
36560	20	J JOHNSON ELLER JR	09/08/2017	2,022.00
36561	71	FAIRPOINT COMMUNICATIONS	09/08/2017	367.81
36562	122	FEREBEE-JOHNSON COMPANY INC	09/08/2017	244.04
36563	118	FERGUSON ENTERPRISES INC #75	09/08/2017	3,178.81
36564	43	FOSTER FUELS INC	09/08/2017	373.59
36565	50	GRETN A TIRE INC	09/08/2017	824.50
36566	9999998	HUNT, BERNADETTE	09/08/2017	150.00
36567	332	HURT & PROFFITT INC	09/08/2017	1,730.45
36568	57	ICMA RETIREMENT TRUST-457 #304	09/08/2017	675.00
36569	440	INDIAN RIVER EQUIPMENT COMPANY	09/08/2017	207.70
36570	566	INTEGRATED TECHNOLOGY GROUP IN	09/08/2017	2,850.00
36571	533	LYNN KIRBY	09/08/2017	225.00
36572	9999997	KRANTZ, DANIELLE G	09/08/2017	94.64
36573	717	LYNCHBURG REGIONAL BUSINESS AL	09/08/2017	25.00
36574	1	MICHAEL ABBOTT	09/08/2017	42.59
36575	1	SVETLA WEAVER	09/08/2017	94.76
36576	124	TREASURER OF VA	09/08/2017	90.00
36577	85	TREASURER OF VA /CHILD SUPPORT	09/08/2017	553.15
36578	793	XEROX FINANCIAL SERVICES	09/08/2017	382.00
36579	1	AMTHOR INTL	09/14/2017	50.00
36580	675	BKT UNIFORMS	09/14/2017	652.44
36581	4	BOXLEY AGGREGATES	09/14/2017	4,043.53
36582	1	BRIAN ROACH	09/14/2017	94.76
36583	16	CAMPBELL COUNTY UTILITIES & SE	09/14/2017	20,146.01
36584	125	CVCJA	09/14/2017	375.00
36585	36	DOMINION VIRGINIA POWER	09/14/2017	37,411.67
36586	512	ELECSYS INTNL CORPORATION	09/14/2017	417.00
36587	301	ENGLISH'S LLC	09/14/2017	1,221.07
36588	41	FISHER SCIENTIFIC	09/14/2017	285.93
36589	43	FOSTER FUELS INC	09/14/2017	18,579.30
36590	52	HACH COMPANY	09/14/2017	1,020.19
36591	225	KUSTOM SIGNALS INC	09/14/2017	104.00
36592	1	MICHAEL ABBOTT	09/14/2017	79.90
36593	121	MULTI BUSINESS FORMS INC	09/14/2017	1,053.03
36594	154	MUNICIPAL CODE CORPORATION	09/14/2017	793.96
36595	300	NAPA AUTO PARTS	09/14/2017	1,803.42
36596	1	NATHAN FARMER	09/14/2017	84.23
36597	454	O'REILLY AUTOMOTIVE INC	09/14/2017	349.53
36598	765	PRIVIA MEDICAL GROUP LLC	09/14/2017	730.00
36599	510	RIVER VALLEY RESOURCES LLC	09/14/2017	147.50
36600	186	THE NEWS & ADVANCE	09/14/2017	374.00
36601	484	TOWN GUN SHOP INC	09/14/2017	2,761.85

36602	515	DALE TYREE JR	09/14/2017	5,750.00
36603	110	VUPS INC	09/14/2017	60.90
36604	756	WAGEWORKS INC	09/14/2017	115.15
36605	658	WKDE-FM	09/14/2017	335.00
36606	116	XEROX CORPORATION	09/14/2017	261.48
36607	128	ADAMS CONSTRUCTION CO	09/21/2017	186,811.00
36608	103	BEACON CREDIT UNION	09/21/2017	375.00
36609	12	BRENNTAG MID-SOUTH INC	09/21/2017	677.03
36610	294	BUSINESS CARD	09/21/2017	9,413.99
36611	581	BUSINESS SOLUTIONS INC	09/21/2017	500.00
36612	208	CAMPBELL COUNTY TREASURER	09/21/2017	17.67
36613	419	CREATIVE EDGE DESIGN INC	09/21/2017	500.00
36614	125	CVCJA	09/21/2017	4,500.00
36615	40	FEDERAL EXPRESS CORPORATION	09/21/2017	154.91
36616	123	FIRE & SAFETY EQUIP CO INC	09/21/2017	1,041.15
36617	49	GERALDINE KAUFFMAN	09/21/2017	1,751.86
36618	57	ICMA RETIREMENT TRUST-457 #304	09/21/2017	675.00
36619	143	KONE INC	09/21/2017	2,752.68
36620	9999998	Moon, Sheila	09/21/2017	150.00
36621	608	NORFOLK SOUTHERN RAILWAY CO	09/21/2017	960.00
36622	67	ORKIN PEST CONTROL LLC	09/21/2017	286.16
36623	665	SELECT AIR MECHANICAL ELECTRIC	09/21/2017	3,947.00
36624	778	SPRINT	09/21/2017	1,157.27
36625	357	TOMMY MERRICKS	09/21/2017	4,848.00
36626	89	TREASURER OF VA -VRS	09/21/2017	232.83
36627	85	TREASURER OF VA /CHILD SUPPORT	09/21/2017	553.15
36628	104	VIRGINIA LOCAL GOVT MGMT ASS	09/21/2017	200.00
36629	452	VML INSURANCE PROGRAMS	09/21/2017	29,184.75
36630	9	AFLAC	09/29/2017	2,048.83
36631	84	ALTAVISTA JOURNAL	09/29/2017	732.45
36632	126	ALTAVISTA VOLUNTEER FIRE CO IN	09/29/2017	11,534.00
36633	91	ANTHEM BLUE CROSS/BLUE SHIELD	09/29/2017	38,507.00
36634	208	CAMPBELL COUNTY TREASURER	09/29/2017	81,063.69
36635	427	CENTURYLINK	09/29/2017	1,140.46
36636	28	COLUMBIA GAS	09/29/2017	155.62
36637	1	DAVID GARRETT	09/29/2017	100.00
36638	1	EDDIE'S APPLIANCE SERVICE	09/29/2017	140.00
36639	46	GENTRY LOCKE ATTORNEYS	09/29/2017	3,175.00
36640	9999998	GOAD, LORI	09/29/2017	150.00
36641	386	IDS SECURITY	09/29/2017	72.00
36642	58	INSTRUMENTATION SERVICES INC	09/29/2017	708.00
36643	566	INTEGRATED TECHNOLOGY GROUP IN	09/29/2017	985.55
36644	218	MINNESOTA LIFE	09/29/2017	147.66
36645	588	PITNEY BOWES GLOBAL FINANCIAL	09/29/2017	151.49
36646	379	REI CONSULTANTS INC	09/29/2017	943.25
36647	627	SOUTHERN AIR INC	09/29/2017	75,760.73
36648	93	UNITED STATES POST OFFICE	09/29/2017	420.60
36649	587	US POSTAL SERVICE (POSTAGE BY	09/29/2017	3,000.00
36650	452	VML INSURANCE PROGRAMS	09/29/2017	2,678.00
36651	793	XEROX FINANCIAL SERVICES	09/29/2017	382.00

NO. OF CHECKS: 101

TOTAL CHECKS

596,848.99

Town of Altavista
FY 2018 Revenue Report
25% of Year Lapsed

General Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	209,000	209,000	122	0	1,447	1	209,000
Public Service - Real & Personal	99,600	99,600	0	0	0	0	99,600
Personal Property	210,000	210,000	495	0	2,479	1	210,000
Personal Property - PPTRA	100,000	100,000	8,372	8	8,372	8	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	0	0	1,628,500
Mobile Homes - Current	200	200	0	0	7	3	200
Penalties - All Taxes	5,500	5,500	138	3	560	10	5,500
Interest - All Taxes	3,000	3,000	141	5	588	20	3,000
Local Sales & Use Taxes	160,000	160,000	12,712	8	41,673	26	160,000
Local Electric and Gas Taxes	110,000	110,000	18,247	17	28,565	26	110,000
Local Motor Vehicle License Tax	43,000	43,000	642	1	1,781	4	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	10,787	11	20,137	21	95,000
Local Meal Taxes	910,000	910,000	76,285	8	241,268	27	910,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,058	8	9,364	23	40,000
Transit Passenger Revenue	5,000	5,000	80	2	80	2	5,000
Local Cigarette Tax	160,000	160,000	15,165	9	45,698	29	160,000
Business License Fees/Contractors	3,500	3,500	0	0	0	0	3,500
Business License Fees/Retail Services	55,000	55,000	0	0	558	1	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	0	0	157	2	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,400	3,400	0	0	0	0	3,400

Town of Altavista
FY 2018 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,100	1,100	0	0	0	0	1,100
Permits - Sign	1,000	1,000	0	0	80	8	1,000
Fines & Forfeitures - Court	9,000	9,000	617	7	2,119	24	9,000
Parking Fines	500	500	0	0	20	4	500
Interest and Interest Income	70,000	70,000	2,830	4	8,108	12	70,000
Rents - Rental of General Property	1,200	1,200	125	10	350	29	1,200
Rents - Pavilion Rentals	3,000	3,000	200	7	975	33	3,000
Rents - Booker Building Rentals	4,000	4,000	200	5	1,425	36	4,000
Rents - Rental of Real Property	70,000	70,000	5,004	7	13,662	20	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,700
State DCJS Grant	82,700	82,700	20,682	25	20,682	25	82,700
State Rental Taxes	1,100	1,100	118	11	396	36	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	11,534	105	32,402	295	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	25,000	78	25,000	78	32,100
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	0	0	2,244	90	2,500
VDOT TEA 21 Grant	48,800	48,800	0	0	0	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	5,673	6	6,254	6	97,700
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	5,000	5,000	2,775	56	7,350	147	5,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2018 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300		0		0	300
Miscellaneous	25,000	25,000	2,243	9	8,615	34	25,000
Reimbursement of Insurance Claim	0	0	630	0	630	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	97,700	0	0	0	0	97,700
	<u>4,604,800</u>	<u>4,604,800</u>	<u>223,874</u>	<u>5</u>	<u>568,635</u>	<u>12</u>	<u>4,604,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
25% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,988,650	6,988,650	725,345	10	1,619,307	23	6,988,650
Debt Service	445,400	445,400	0	0	251,829	0	445,400
CIP	2,795,420	2,795,420	78,365	3	416,168	15	2,795,420
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,361,060</u>	<u>10,361,060</u>	<u>803,710</u>	<u>8</u>	<u>2,287,304</u>	<u>22</u>	<u>10,361,060</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
25% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	27,200	27,200	1,977	7	6,710	25	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	0	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>1,977</u>	<u>3</u>	<u>6,710</u>	<u>11</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	74,667	9	227,694	28	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	0	0	14,470	38	38,500
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>74,667</u>	<u>9</u>	<u>242,164</u>	<u>29</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	444,040	93,633	21	165,021	37	444,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>308,550</u>	<u>308,550</u>	<u>93,633</u>	<u>30</u>	<u>165,021</u>	<u>53</u>	<u>308,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>308,550</u>	<u>93,633</u>	<u>30</u>	<u>165,021</u>	<u>53</u>	<u>308,550</u>
Public Safety							
Operations	961,850	961,850	78,011	8	216,348	22	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	80,000	500	1	33,781	42	80,000
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,041,850</u>	<u>78,511</u>	<u>8</u>	<u>250,130</u>	<u>24</u>	<u>1,041,850</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
25% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,080,450	1,080,450	87,691	8	193,415	18	1,080,450
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	<u>711,360</u>	<u>711,360</u>	<u>2,104</u>	<u>0</u>	<u>53,473</u>	<u>8</u>	<u>711,360</u>
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,815,010</u>	<u>89,795</u>	<u>5</u>	<u>251,351</u>	<u>14</u>	<u>1,815,010</u>
Economic Development							
Operations	144,550	144,550	14,547	10	31,880	22	144,550
CIP	<u>34,000</u>	<u>34,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>34,000</u>
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>14,547</u>	<u>8</u>	<u>31,880</u>	<u>18</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	8,123	8	23,716	24	99,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>64,000</u>	<u>64,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>64,000</u>
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>8,123</u>	<u>5</u>	<u>23,716</u>	<u>14</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,210	8	10,360	19	55,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>4,210</u>	<u>8</u>	<u>10,360</u>	<u>19</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,483,250	362,859	10	875,143	25	3,483,250
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	<u>962,860</u>	<u>962,860</u>	<u>2,604</u>	<u>0</u>	<u>101,724</u>	<u>87</u>	<u>962,860</u>
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,469,310</u>	<u>365,464</u>	<u>8</u>	<u>981,331</u>	<u>22</u>	<u>4,469,310</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
25% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	5,248	25	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	228	4	1,462	24	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	0	0	0	0	35,000
Total Expenditures	62,200	62,200	1,977	3	6,710	11	62,200

Town of Altavista
Administration
FY 2018 Expenditure Report
25% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	448,150	448,150	46,289	10	119,933	27	448,150
Other Employee Benefits	49,400	49,400	0	0	1,202	2	49,400
Services	205,500	205,500	12,403	6	75,550	37	205,500
Other Charges	67,400	67,400	8,596	13	21,102	31	67,400
Materials & Supplies	34,500	34,500	7,378	21	9,908	29	34,500
Capital Outlay	38,500	38,500	0	0	14,470	38	38,500
Total Expenditures	843,450	843,450	74,667	9	242,164	29	843,450

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
25% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	130,850	130,850	81,064	62	86,064	66	130,850
<i>Campbell County Treasurer</i>	78,900	78,900	81,064	103	81,064	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	11,534	105	11,534	105	11,000
Contribution - Avoca	18,700	18,700	0	0	4,675	25	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	0	0	8,250	118	7,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	306,050	306,050	92,598	30	163,023	53	306,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	2,500	2,500	1,036	41	1,998	80	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	1,036	41	1,998	80	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	308,550	93,633	30	165,021	53	308,550
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
25% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<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	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
TRANSFER OUT - TOTAL	135,490	135,490	0	0	0	0	135,490
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	444,040	444,040	93,633	21	165,021	37	444,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	308,550	93,633	30	165,021	53	308,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
25% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	837,100	837,100	62,860	8	186,858	22	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	371	4	820	8	10,500
Other Charges	43,050	43,050	7,977	19	16,816	39	43,050
Materials & Supplies	71,200	71,200	6,803	10	11,854	17	71,200
Capital Outlay	80,000	80,000	500	1	33,781	42	80,000
Total Expenditures	1,041,850	1,041,850	78,511	8	250,130	24	1,041,850

Town of Altavista
Public Works
FY 2018 Expenditure Report
25% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	638,950	638,950	39,131	6	106,822	17	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	2,343	19	2,614	21	12,600
Other Charges	40,000	40,000	4,887	12	10,634	27	40,000
Materials & Supplies	388,900	388,900	41,330	11	73,344	19	388,900
Debt Service	23,200	23,200	0	0	4,463	0	23,200
Capital Outlay	711,360	711,360	2,104	0	53,473	8	711,360
Total Expenditures	1,815,010	1,815,010	89,795	5	251,351	14	1,815,010

Town of Altavista
Economic Development
FY 2018 Expenditure Report
25% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	81,250	81,250	6,318	8	20,641	25	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	6,991	28	7,836	31	25,000
Other Charges	31,300	31,300	1,107	4	2,497	8	31,300
Materials & Supplies	7,000	7,000	131	2	905	13	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
Total Expenditures	178,550	178,550	14,547	8	31,880	18	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
25% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	72,950	72,950	6,246	9	18,723	26	72,950
Services	2,100	2,100	0	0	0	0	2,100
Other Charges	3,950	3,950	676	17	1,449	37	3,950
Materials & Supplies	20,800	20,800	1,201	6	3,543	17	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
Total Expenditures	163,800	163,800	8,123	5	23,716	14	163,800

Town of Altavista
Main Street Coordinator
FY 2018 Expenditure Report
25% of Year Lapsed

<u>MAIN STREET COORDINATOR - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	53,900	53,900	4,173	8	10,268	19	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	37	9	91	23	400
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	55,900	55,900	4,210	8	10,360	19	55,900

Town of Altavista
FY 2018 Revenue Report
25% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,500	4,500	356	8	1,111	25	4,500
Water Charges - Industrial	1,600,000	1,600,000	159,764	10	457,989	29	1,600,000
Water Charges - Business/Residential	243,000	243,000	52,373	22	65,899	27	243,000
Water Charges - Outside Community	135,000	135,000	19,340	14	38,504	29	135,000
Water Charges - Water Connection Fees	3,000	3,000	25	1	25	1	3,000
Bulk Water Purchase	5,000	5,000	251	0	1,414	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	121,016	11	346,279	31	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	51,239	22	64,774	28	230,000
Sewer Charges - Outside Community	1,700	1,700	0	0	719	42	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	500	10	500	10	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	10,849	11	45,683	48	95,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	2	0	1,451	29	5,000
Misc. Cash Discounts	0	0	7	0	11	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	20,000	20,000	1,055	5	14,130	71	20,000
State Fluoride Grant	30,500	30,500	0	0	24,881	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,199,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,865,910</u>	<u>416,777</u>	<u>9</u>	<u>1,063,369</u>	<u>22</u>	<u>4,865,910</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
25% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Water Department							
Operations	1,467,800	1,467,800	94,752	6	267,744	18	1,467,800
Debt Service	422,200	422,200	0	0	247,366	0	422,200
CIP	657,270	657,270	75,761	12	314,444	48	657,270
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>170,513</u>	<u>7</u>	<u>829,554</u>	<u>33</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	84,776	6	254,409	18	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	914,440	0	0	0	0	914,440
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,318,640</u>	<u>84,776</u>	<u>4</u>	<u>254,409</u>	<u>11</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	179,529	6	522,153	18	2,872,000
Debt Service	422,200	422,200	0	0	247,366	0	422,200
CIP	1,571,710	1,571,710	75,761	5	314,444	20	1,571,710
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,865,910</u>	<u>255,289</u>	<u>5</u>	<u>1,083,963</u>	<u>22</u>	<u>4,865,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
25% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	626,500	626,500	44,615	7	134,972	22	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	25,149	10	35,408	13	264,300
Other Charges	324,050	324,050	16,205	5	44,268	14	324,050
Materials & Supplies	252,950	252,950	8,783	3	53,096	21	252,950
Debt Service	422,200	422,200	0	0	247,366	0	422,200
Capital Outlay	657,270	657,270	75,761	12	314,444	48	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	170,513	7	829,554	33	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
25% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
WASTEWATER DEPARTMENT - FUND 50							
Wages & Benefits	785,550	785,550	55,758	7	168,316	21	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	46	0	2,070	3	75,800
Other Charges	343,100	343,100	22,553	7	61,594	18	343,100
Materials & Supplies	199,750	199,750	6,419	3	22,429	11	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	914,440	0	0	0	0	914,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,318,640	84,776	4	254,409	11	2,318,640

Town of Altavista
Fund Expenditure Totals
FY 2018
25% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
State/Hwy Reimbursement Fund (Fund 20)							
Operations	601,000	601,000	179,926	30	217,429	36	601,000
CIP	260,850	260,850	0	0	0	0	260,850
State/Hwy Water Department - TOTAL:	<u>861,850</u>	<u>861,850</u>	<u>179,926</u>	<u>21</u>	<u>217,429</u>	<u>25</u>	<u>861,850</u>

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	32,400	32,400	3,032	9	4,581	14	32,400
CIP	0	0	0	0	0	0	0
Transfer Out - Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>3,032</u>	<u>5</u>	<u>4,581</u>	<u>8</u>	<u>57,400</u>

Town of Altavista
FY 2018 State/Highway Fund
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	670,000	670,000	177,792	27	177,792	27	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>861,850</u>	<u>177,792</u>	<u>21</u>	<u>177,792</u>	<u>21</u>	<u>861,850</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,444	3	2,762	6	48,200
Maintenance - Pavement	300,000	300,000	164,246	55	169,738	57	300,000
Maintenance - Traffic Control Devices	56,800	56,800	3,655	6	7,794	14	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	265	0	717	1	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	7,682	15	28,617	57	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,633	3	7,801	10	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>601,000</u>	<u>179,926</u>	<u>30</u>	<u>217,429</u>	<u>36</u>	<u>601,000</u>
Improvements Other Than Buildings - New	260,850	260,850	0	0	0	0	260,850
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>260,850</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>861,850</u>	<u>861,850</u>	<u>179,926</u>	<u>21</u>	<u>217,429</u>	<u>25</u>	<u>861,850</u>

Town of Altavista
FY 2018 Cemetery Fund
25% of Year Lapsed

Cemetery Fund - Fund 90	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	296	2	4,546	30	15,000
Interest/Interest Income	9,500	9,500	1,520	16	1,700	18	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>1,816</u>	<u>3</u>	<u>8,896</u>	<u>15</u>	<u>57,400</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	297	3	615	6	9,700
Salaries and Wages/Overtime	1,000	1,000	122	12	219	22	1,000
Benefits/FICA	800	800	22	3	52	6	800
Benefits/VRS	1,200	1,200	37	3	76	6	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	41	3	101	7	1,500
Benefits/Group Life	200	200	4	2	9	4	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,510	14	3,510	19	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>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>3,032</u>	<u>5</u>	<u>4,581</u>	<u>8</u>	<u>57,400</u>

FY 2018 Cemetery Fund as of September 30, 2017

Town of Altavista

Grand Total of all Investments and Deposits

\$ 16,926,171.61

Balance as of September 30, 2017

Non-SpecificGreen Hill Cemetery 632,268.02

General Fund Reserves

Capital Improvement Program Reserves

3,542,780.54

Altavista EDA Funding 266,941.89 *266,941.89

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,034,972.28

PCB Remediation 569,707.59Highway Fund 915,583.54Police Federal 2,893.32Police State 18,555.68

Public Funds Money Market Accounts

9,509,885.76

Operating Checking Account (Reconciled Balance) 432,582.99**DESIGNATED FUNDS** 2,838,533.03

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

14,087,638.58

-6,663,417.00**UNDESIGNATED FUNDS**7,424,221.58

	<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

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

-395,500.00

Project Funds

-54,788.45

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

-55,000.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

9/12/2017

Property Main. Enforcement

-5,000.00

9/12/2017

Hillcrest Paving

-15,475.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-23,000.00

UNDESIGNATED RESERVE FUND BALANCE5,704,320.27



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Altavista On Track – 10 year Main Street designation Resolution** |

SUBJECT HIGHLIGHTS

Attached is a resolution recognizing the 10 year anniversary of Altavista On Track being a designated Main Street Community program.

Staff recommendation, if applicable: Acceptance

Action(s) requested or suggested motion(s): Motion to accept the resolution.

Staff Review Record

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

List them in the order they should appear in packet? **Resolution**

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*



WHEREAS, Altavista On Track, became a 501-c3 organization in 2007 when Altavista was designated as a Virginia Main Street Community by the Virginia Department of Housing and Community Development (DCHCD); and

WHEREAS, the mission of Altavista On Track (AOT) is to “revitalize our downtown district by fostering economic development and opportunity, and providing leadership to enhance community identity and pride” and

WHEREAS, Altavista’s downtown district became a nationally recognized historic district in 2010 keeping with the Main Street’s premise of being a historic preservation based economic and community development program that follows the National Main Center’s Main Street Approach; and

WHEREAS, Altavista On Track utilizes the National Main Street Center’s Four-Point Approach through utilization of four sub-committees – Organization, Design, Economic Vitality and Promotions; and

WHEREAS, Altavista On Track has assisted with the improvement of the physical appearance of downtown through streetscape projects, improved signage and a business façade rehabilitation project through DHCD; and

WHEREAS, the businesses in the Main Street District have benefited from the marketing and promotions coordinated by AOT. Altavista On Track has spearheaded promotions and fundraisers such as VistaFlix, Giblet Jog, Scarecrow Stroll, Town-wide Trick or Treat, Classic Car Cruise Ins and Pop Up Altavista; and

WHEREAS, Altavista On Track , through its many volunteers, board of directors and executive director, provides countless hours of service to the promotion and improvement of the Main Street District; and

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL, that Altavista On Track is hereby acknowledged for the positive benefits to our community and congratulated for their 10 years of service to our community.

Mike Mattox, Mayor
Town of Altavista

Attest: _____
Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **FY2017 Year End Carryovers** |

SUBJECT HIGHLIGHTS

FY2017 Year End Carryovers: Per the memo, staff is seeking to carry over funds from the FY2017 Budget to the Reserve Fund for use in the FY2018 Budget to complete the identified projects. This would also include \$30,000 that was in the FY2017 Budget for replacement of asphalt at the WWTP but this item has been pushed out to FY2019 in the CIP, these funds would be put in the Enterprise Fund Reserve and utilized during the FY2019 Budget.

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

Action(s) requested or suggested motion(s): Motion to approve the FY2017 Year End Carryovers.

Staff Review Record

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

List them in the order they should appear in packet? **Memo**

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*



DATE: September 22, 2017

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2017 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$559,700 for items/projects budgeted in FY 2017 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the items/projects are ready to be procured.

Below is a list of the items that staff would like to acquire/complete during FY 2018, which covers the period July 1, 2017 through June 30, 2018.

Police

At the April 11th 2017 meeting, Council approved \$43,000 for the purchase of an additional vehicle for the Police Department. The Ford Explorer was ordered prior to the end of FY 2017, however, was not received until after the close of the FY.

Public Works

\$8,100 to cover the Town's match of the original VDOT funds awarded for the Route 43 Downtown Gateway Project.

Recreation

\$20,000 for the Greenhill Cemetery connector trail.

\$40,000 for the development of a master plan for English Park.

\$282,000 of the funds allocated for the development of the canoe launch project remain unspent.

Water

\$65,000 for the installation of manual switches for emergency power connections to a portable generator. A VDH Grant application has been submitted seeking grant funds to assist in implementation.

\$158,300 of the funds allocated for the SCADA system upgrade remain unspent.

Wastewater

\$30,000 to replace worn and damaged asphalt. This project has been moved out to FY 2019, however, Staff would like to earmark funds in reserve for the future project.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$559,700 in reserves; all but \$30,000 to be expended during FY 2018.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | **2e** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **FY2018 Budget Amendments/Departmental Transfers** |

SUBJECT HIGHLIGHTS

FY2018 Budget Amendments/Departmental Transfers: Per the memo, staff is seeking final approval of the budget amendments/departmental transfers as presented. The budget amendments are result of past action of Town Council.

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

Action(s) requested or suggested motion(s): Motion to approve the FY2018 Budget Amendments/Departmental Transfers as presented.

Staff Review Record

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

List them in the order they should appear in packet? **Memo**

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*



Date: September 22, 2017
To: Waverly Coggsdale, Town Manager
FROM: Tobie Shelton, Finance Director
SUBJECT: Budget Amendments / Departmental Transfers

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

- Purchase of Tax Map #83A-4-1 \$ 29,000
(Council Approval: August 8, 2017)
- "Pop Up Altavista" Funding Request \$ 5,000
(Council Approval: August 12, 2014)

Also attached is a Departmental Transfer (from one line item to another)

- Water Treatment Plant \$ 1,800
(Repair costs associated with Dearing Ford Tank, as it was hit by lightning – no new funds are required)



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | **2f** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Information Technology Upgrades – Altavista Police Department** |

SUBJECT HIGHLIGHTS

Per the attached memo and proposal, staff is seeking Council's consideration of approval of funds to upgrade the Police Department's technology in regard to the evidence system and storage of video files from the body and car cameras. The proposal is provided by Integrated Technology Group (ITG) that provides IT services to the Town. The proposal for the upgrades totals \$4,411.68. The quote includes one month of maintenance/service agreement, which is a recurring cost. An additional \$800 would need to be added to include this on our existing Maintenance Services Agreement (MSA) with ITG, which would bring the total to \$5,211.68. The recurring cost would be \$100 per month and would need to be budgeted in future years. The Police Department Budget includes \$500 in its Office Suppliers line item for replacement of the Evidence Computer, which will not be required due to this upgrade. At this time staff is seeking authority to transfer the \$500 from the Office Supplies line item and Council's appropriation of the remaining \$4,711.68 from Reserves for this project.

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

Action(s) requested or suggested motion(s): Motion to approve the funds for Information Technology Upgrades in the Altavista Police Department as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **Memo, Letter, Quote**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Colonel Mike Milnor
Chief of Police




Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

MEMORANDUM

September 20, 2017

TO: Waverly Coggsdale, Town Manager
FROM: Mike Milnor, Chief of Police 
SUBJECT: IT Upgrade in Police Department

Recently Tobie Shelton and I met with ITG and evaluated the IT system within the Police Department. ITG identified the need for a stand-alone server within the Police Department in order to better handle the evidence system and the body and car camera footage. This also includes the replacement of an existing desktop computer still running on Windows XP. This system will include a server which will provide back up, security and storage for important data and evidence documentation. It will also manage the 210 day retention policy on body and in-car camera footage. This will eliminate this function from having to be done manually by sworn police personnel. This will provide more secure and efficient data retention for the police department.

Attached you will find the ITG quote and breakdown as to direct and also annual reoccurring cost.



ITG
Integrated Technology Group

Integrated Technology Group, Inc.

159 Old Dominion Dr., Madison Heights, VA 24572

434.455.4949 | 434.455.0965 (fax)

www.ITGroupVA.com

DCJS# 11-7547

Mike Milnor
Chief of Police
19 September 2017
510 Seventh Street
Altavista, Virginia 24517

Chief Milnor,

Integrated Technology Group Inc. (ITG) has recently upgraded the network domain at the Town of Altavista. While in the process of doing this upgrade, ITG discovered that the Police Department is using one Windows XP computer which was beyond end of life, April 8th 2014 and a Windows 7 PC for daily evidence storage. ITG also discovered that the Police Department is using a portable hard drive which is backed up manually by the officer responsible; however, there is no formal checks and balances in place to determine if these manual backups are successful or can be retrieved. This current process and equipment doesn't allow a formal audit in regard to read/write/edit permissions per officer.

ITG is recommending replacing the Windows XP PC with a workstation containing an E5 processor with 32 gigs of memory. Officers will connect to this PC and downloaded files will be redirected to the new PC. The workstation will be backed up nightly with a multi-year retention policy and daily email notifications sent to the required staff with any failure notifications.

I have included a network diagram of our proposed solution as well as a data sheet on the Barracuda Backup appliance. The additional recurring amount to add this solution to the town's existing MSA agreement will be \$100 monthly.

If you have any further questions, feel free to contact me via email at jheavner@itgroupva.com or in the office at (434) 455-4949 Ext 114.

Respectfully,

Justin Heavner
Enclosures



Town of Altavista

We have prepared a quote for you

Police Department Technology Upgrades

Quote #003963



(434) 455-4949 | jheavner@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

◆ SoW & Terms

Your satisfaction is important to us, and we plan to exceed your expectations. This proposal is a complete package, including design, low voltage wiring, equipment and programming.

All equipment is warranted by the manufacturers (labor not included). We guarantee our craftsmanship to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system. Prices contained in this proposal are valid for 15 days. Any changes to this proposal will be submitted in writing for approval.

◆ Scope of Work

- **Replace Evidence PC with a Dell Precision 5810**
 - Install additional RAM
 - Install additional hard drive
 - Install monitor
 - Install Sophos Endpoint Advanced
- **Install Barracuda Backup 190**

◆ Terms

50% due at acceptance of proposal with balance due at completion of the installation. We require 7 days advance notice before beginning installation. The equipment shall remain the property of ITG until all installation and equipment charges have been paid in full.



(434) 455-4949 | jheavner@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Prepared For

Town of Altavista
Tobie Shelton
510 Seventh St
Altavista, VA 24517
tcshelton@altavistava.gov
(434) 369-6284

Prepared By







Justin Heavner
Phone: 434 455.4949 x114
Email: jheavner@itgroupva.com

Quote ID: 003963

Version: 1





Date: 09/21/2017

Expires: 10/10/2017

Hardware		Qty	Price	Ext. Price
Workstation				
	Dell Precision 5810 Workstation - 1 x Intel Xeon E5-1650 v4 Hexa-core (6 Core) 3.60 GHz - 8 GB DDR4 SDRAM - 1 TB HDD - NVIDIA Quadro K620 Graphics - Windows 7 Professional 64-bit (English/French/Spanish) - Mid-tower - 1 Processor Support - 256 GB RAM Supp	1	\$1,459.50	\$1,459.50
	Crucial 16 GB DDR4-2666 RDIMM Memory Upgrade for Dell Precision 5810	2	\$253.19	\$506.38
	Dell 1 TB 3.5" Internal Hard Drive - SATA - 7200rpm - 1 Pack Dell - Hard drive - 1 TB - internal - 3.5" - SATA 6Gb/s - 7200 rpm - for PowerEdge R230, R330, R430, T130, T430	1	\$173.98	\$173.98
	Viewsonic 24" LED LCD Monitor - 16:9 - Adjustable Display Angle - 1920 x 1080 - 16.7 Million Colors - 300 Nit - 80,000,000:1 - Full HD - Speakers - HDMI - VGA - DisplayPort - 24 W - Black	1	\$160.14	\$160.14






(434) 455-4949 | jheavner@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Hardware		Qty	Price	Ext. Price
	StarTech.com DisplayPort to VGA Video Adapter Converter - Connect a VGA monitor to a DisplayPort-equipped PC - Works with DisplayPort computers and graphics cards such as Elitebook Revolve 810 G3 and Folio 1040 G2 - Works with VGA monitors projectors & te StarTech.com DisplayPort to VGA Video Adapter Converter - HD-15 Female VGA - DisplayPort Male - 14.17 - Black	1	\$24.89	\$24.89
	Central Endpoint Advanced (1 Users x 36 months) Includes the following: Web Security Web Control / Category-based URL Blocking Device Control (e.g. USB) Application Control Anti-Malware File Scanning Live Protection Pre-execution Behavior Analysis / HIPS Potentially Unwanted Application (PUA) Blocking Runtime Behavior Analysis / HIPS Malicious Traffic Detection (MTD) Automated Malware Removal Synchronized Security Heartbeat	10	\$2.10	\$21.00
Barracuda Backup				
	Barracuda Backup Server 190 Barracuda Backup Server 190 - Capacity: 1TB Maximum; Includes: Energize Updates Instant Replacement Unlimited Cloud Backup	9	\$99.60	\$896.40
	14" Cantilevered Solid Shelf Solid rack mounted shelf. Used for small routers, hubs, switches and modems.	1	\$21.72	\$21.72
Hardware Subtotal			\$3,264.01	



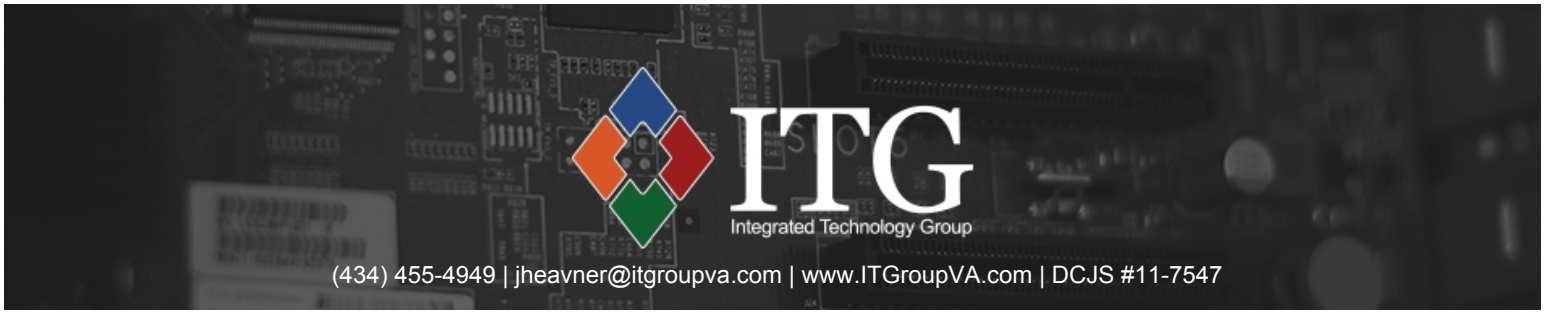
ITG
Integrated Technology Group

(434) 455-4949 | jheavner@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Services		Qty	Recurring	Ext. Recurring	Price	Ext. Price
	Desktop Install - FF Desktop Support shall generally include those services related directly to PC or desktop hardware/software repair and support. This may also include printer setup on the desktop as well as printer repair and maintenance. Labor for this item will be billed at a fixed fee rate.	6	0	\$0.00	\$100.00	\$600.00
	Engineer Install - FF Labor for items that generally include those services that involve the data/telecommunications network beyond the workstation or desktop computer. This includes but is not limited to server hardware/software support, network hardware/software support, network printing and enterprise applications running on servers. Labor for this item will be billed at a fixed fee rate.	3	0	\$0.00	\$135.00	\$405.00
	ITG Managed Service Agreement - Labor - Fixed Rate ITG Managed Service Agreement - Labor - Fixed Rate Technology Support - Existing Equipment & 3 Vendors	1	100	\$100.00	\$100.00	\$100.00
Services Recurring Subtotal						\$100.00
Services Subtotal						\$1,105.00

Recap	Amount
Hardware	\$3,264.01
Services	\$1,105.00
Subtotal	\$4,369.01
Shipping	\$42.67
Total	\$4,411.68

Recurring Expenses	Amount
Services	\$100.00
Recurring Total	\$100.00



Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

Agenda Item #: | **7g** |

Attachment #: | **2g** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Purchase of seven (7) radar units – Altavista Police Department** |

SUBJECT HIGHLIGHTS

Per the attached memo, Chief Milnor is requesting replacement of seven (7) radar units and utilizing Federal Forfeiture funds for the funding source. This item was added to the September Work Session agenda and considered by Council.

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

Action(s) requested or suggested motion(s): Motion to approve the funds for purchase of the seven (7) radar units as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **Memo**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Colonel Mike Milnor
Chief of Police



Addition

Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

MEMORANDUM

September 26, 2017

TO: Waverly Coggsdale, Town Manager

FROM: Mike Milnor, Chief of Police 

SUBJECT: Radar Unit Purchases

As of this date, the police department only has two operational vehicle radar units. There are three other units that have become unrepairable. All of the units are at least 8 years old. There has been no regular replacement policy as to radar units in the past police administrations. Due to this the equipment has become both fragile and obsolete.

I am requesting the purchase of seven new Kustom Signals Golden Eagle II radar units off of state contract at a price of \$2020 each. This represents a total cost of \$14,140.00. This will put a new reliable radar unit in every car in the fleet. From this point forward I propose replacing units through our capital improvements program on regular intervals of five years. This will keep the radar equipment in top condition at all times as well as in line with the most up to date technologies.

As to funding, we currently hold \$18,554.21 in Federal Asset Forfeiture funds. This money can only be utilized for police department equipment and training. I am proposing that we take the cost of the seven radar units from this fund. This will represent zero cost to the tax payer.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | **3** |

Agenda Placement: | **Public Hearing** |

Subject Title: | **Special Use Permit / 1019 9th Street/ Non-profit facility** |

SUBJECT HIGHLIGHTS

Attached is information regarding the application filed by Jordan Parker for a Special Use Permit at 1019 9th Street for establishment of a “non-profit” facility in a R-2 (Medium-Density Residential) District. The facility would be used as the base of operations for the “Claire Parke Foundation”.

The Planning Commission held a public hearing to consider a Special Use Permit (SUP) application submitted by Mr. Parker to allow the operation of a “non-profit” facility at 1019 9th Street. 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 86-482 of the Altavista Town Code.

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.



Town of Altavista, Virginia Regular Meeting Agenda Form

4. Identification signs: 24 square feet maximum.
5. Temporary banners shall not exceed 40 square feet.

The Planning Commission's recommendation is also attached.

Staff recommendation, if applicable: Staff recommends Town Council consider the recommendation of the Planning Commission.

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

Motion to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Jordan Parker for 1019 9th Street to include the developmental standards for a "non-profit" facility contained in Section 86-482 of the Town Code.

Or

Motion to deny approval of the Special Use Permit application.

Or

Defer a decision.

Staff Review Record

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

List them in the order they should appear in packet: Planning Commission recommendation; SUP application packet

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

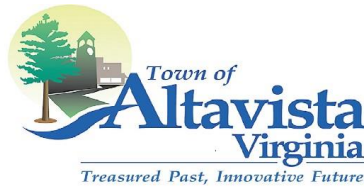
Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Commissioners

John Jordan, Chairman
Tim George
John Woodson, Vice Chairman
Laney Thompson
Marvin Clements



Town Planning Staff

Dan Witt
Cheryl Dudley

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

Planning Commission Recommendation

Background

At their September 5, 2017 meeting, the Planning Commission held a public hearing to consider a special use permit application submitted by Mr. Jordan Parker on behalf of the Claire Parker Foundation to operate a nonprofit at 1019 9th Street. The property is located in a R2- (Medium-Density Residential) District. Town Code permits the requested use but only with the issuance of a SUP.

The town code contains the following developmental standards for this use:

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.

No one spoke for or against the proposed use.

Recommendation

The Planning Commissioners recommends to Council approval of the special use permit application for the Claire Parker Foundation Headquarters, a 'nonprofit', at 1019 9th Street. The owner must comply with the Section 86-482 containing developmental standards for this use.

OFFICE USE ONLY
SUP # 04-2017

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: Jordan Parker Phone Number: 434-203-1071

Address: 102 Prospect Rd. Hurt, VA 24563

Property Information

Property Owner(s): Lynchburg United Methodist District (will be deeded over to Claire Parker Foundation) Phone Number: 434-941-1772

Property Address or Location: 1019 9th Street Altavista, VA 24517

Parcel ID Number: 83A-11-91-10

Present Zoning District: Altavista

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:

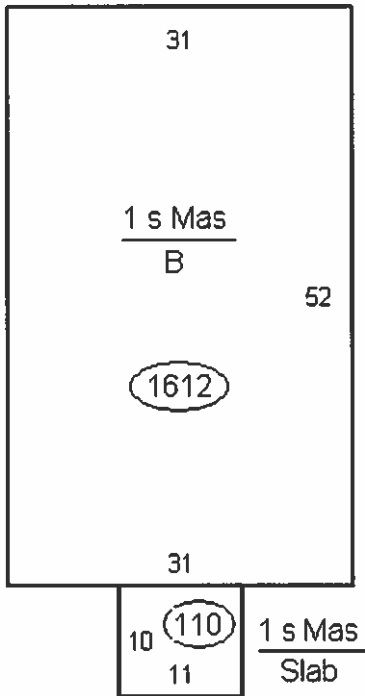
- Proposed use of the land: size and location of structures with dimensions to lot lines.

The approximate lot lines are as follows- 165' front, 125' back, right side facing the church is 172' and the left side is 175'. Below are the dimensions of the church building.

- Vehicular circulation system with points of ingress and egress.

We plan to utilize the two off street parking spaces as need. If additional parking is needed, we have an agreement with Crosspoint Church (letter attached) to utilize their parking lot. Attached is a sketch of where the former parking lot was. In the future, we may look to put that parking lot back in place once again.

- 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.

Attached document for proposed parking lot in future. Currently, there are two spaces that would be considered on street parking, even though they are not in the road. These spaces would be utilized.

- Net acreage.

0.55 acres

- Gross and net square footage of building (s) (proposed and existing).

1722 finished square feet

1612 basement square feet

- Required landscaping and buffer areas.

Grading around the building will be involved to resolve the water issues in the basement

Please provide a brief description of the proposed development:

Claire Parker Foundation will acquire Trinity United Methodist Church and renovate the property to use as a facility for the foundation operations. No new structures will be added, and the current off-road parking that can accommodate 2 vehicles is all that will be utilized. The property which is currently in deferred maintenance will receive a nice upgrade and provide the community with a building that was once blighted with project they can be proud of.

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.

Trinity United Methodist Church once served the community as a place to gather and worship the Lord. Churches typically have congregational meetings on Sunday morning, Sunday night, and Wednesday night. Additional services may occur as well. The surrounding community was

accustomed to having people gather at this location. Over the past 5 years, this church has been closed and the building that once flourished is in a state of decay. Claire Parker Foundation plans to use this facility as our base of operations. Currently, we have no paid staff. While we will come to the building to drop off supplies, meet as a board, or other event, we will be present less than any church ever would. Our disruption to the community will be non-existent.

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.

1019 9th street once operated as a church. It was a community gathering place. Our foundation will be housed at 1019 9th street, but we do not plan to be present as much as a church would be. We are going to renovate the property in an attractive manner that will beautify the entire area. We possess both the volunteer and financial resources to take on such a project.

(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: 8-15-17

OFFICE USE ONLY

CASE NO: 004-17 TAX MAP NO: 83A-11-91-10

DATE RECEIVED: 8-15-17

REFERRED TO PLANNING COMMISSION: 9-5-17

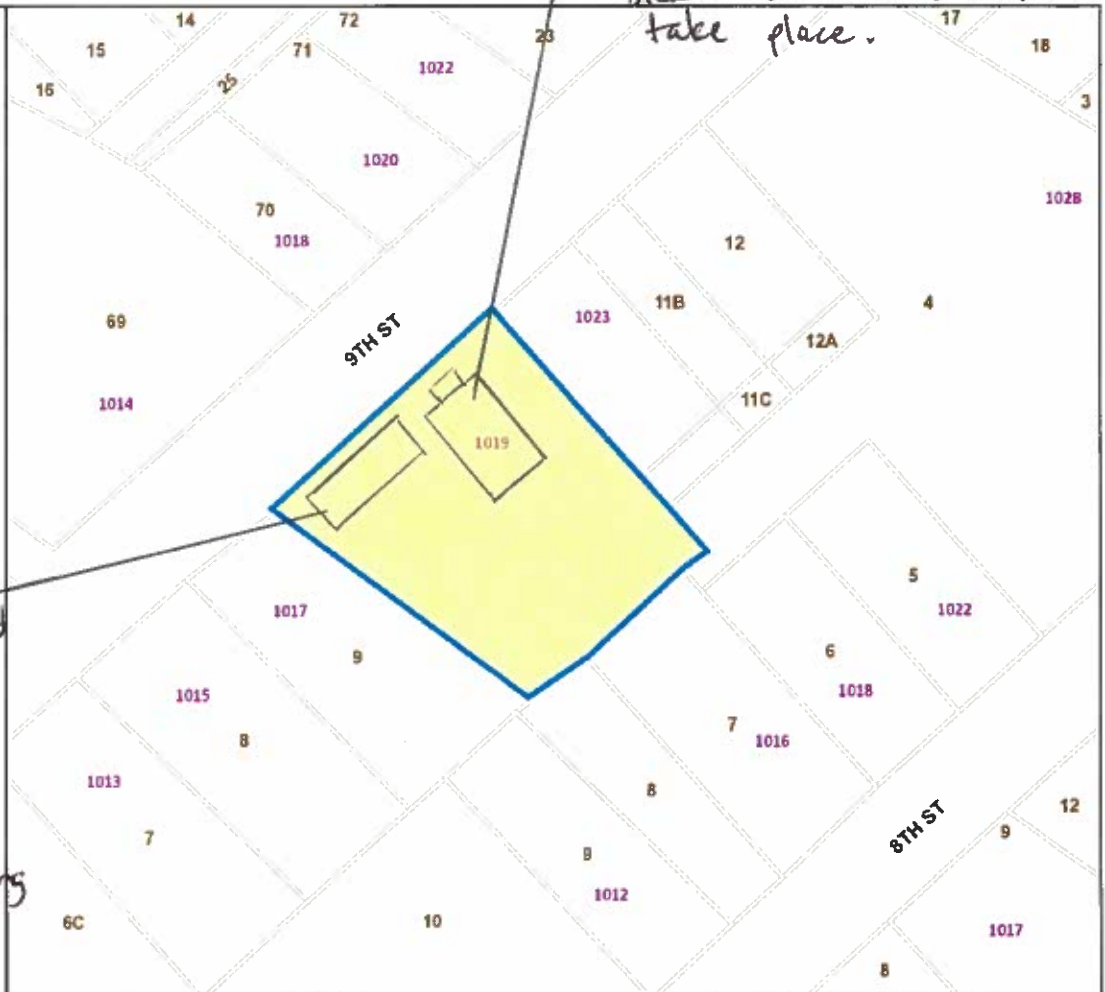
Campbell County, VA

Legend

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

No additional structures
will be installed/built.
Church will remain original
size & renovations will
take place.

Parking lot that
once existed
may be installed
again in the
future. For now,
we plan to use
Crosspoint Church
if additional parking
is needed.



Title: 1019 9th Street

Date: 8/10/2017

Feet
0 20 40 60 80
1:1,128 / 1"=94 Feet

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.



7619 TIMBERLAKE ROAD
LYNCHBURG, VA 24502
434.237.5733
INFO@CROSSPOINTONLINE.COM

To Whom It May Concern,

My name is Stephen Rabon, and I am the pastor of Crosspoint Church at the Altavista location – 1000 7th Street, Altavista, VA., 24517. I am writing on behalf of the Claire Parker Foundation. I would like to let the Town of Altavista, as well as any others concerned, know that we give full permission to the Claire Parker Foundation to use our parking lot for any of their parking needs. Any events, visitors, or other parking needs they may have will have full access to our parking lot located on the corner of 7th and Amherst.

If you have any questions regarding our space, or our relationship with the Claire Parker Foundation, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink that reads "Stephen Rabon". The signature is fluid and cursive, with a long horizontal stroke at the end.

Stephen Rabon
Campus Pastor - Altavista
stephenr@crosspointonline.com
434-420-5661

**Lynchburg District United Methodist Church**

P. O. Box 1178, Lynchburg, VA 24505
2420 Memorial Avenue, Lynchburg, VA 24501
Rev. Scott E. Davis, District Superintendent
Phone: 434-832-0401
Email: lynchburgds@vaumc.org

July 20, 2017

Mr. Jordan Parker
Claire Parker Foundation
P. O. Box 523
Altavista, VA 24517

Dear Mr. Parker,

This is to certify that the property known as the Trinity Methodist Church of Altavista, located at 1019 9th Street, Altavista, Virginia, was abandoned according to the Discipline of the United Methodist Church.

The Annual Conference Trustees on July 1, 2012, according to the Virginia Conference of the United Methodist Church Annual Conference of 2013, Section VI, the Business of the Annual Conference, Page 49, minute question 14E, assumed control of said property as provided in the Discipline and have authority to dispose of the same.

The Trustees of the Lynchburg District of the United Methodist Church, Virginia Conference, William Burleigh, and Willie Weigand, are authorized and have approved the donation and transfer by Deed of Gift of said property to the Claire Parker Foundation, Inc., a 501(C)(3) tax exempt organization. Said Trustees are the proper officials authorized to sign on behalf of the District to complete said transfer.

The Claire Parker Foundation, Inc. is authorized to retain local Counsel to petition the Circuit Court of Campbell County to obtain any requisite approval for said Trustees to complete said transfer.

Rev. Scott Davis
District Superintendent
Lynchburg District UMC

Willie G. Weigand
Trustee
Lynchburg District UMC

William T. Burleigh
Trustee
Lynchburg District UMC

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. The hearing will be held on Tuesday, October 10, 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 Jordan Parker on behalf of the Claire Parker Foundation to operate a 'Nonprofit' at 1019 9th Street. This property is located in the R2, Multifamily Residential District.

A copy of the SUP application and a site plan are available at Town Hall and can be viewed during normal office hours, 8:00 AM to 5:00 PM, Monday through Friday. The public and all interested parties are invited to attend this public hearing to make their views known regarding this request. The Town of Altavista does not discriminate based on 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

NOTICE OF PUBLIC HEARING

The Altavista Planning Commission will hold a public hearing pursuant to §86-7, 9 & 782 of the Code of the Town of Altavista, Virginia. The hearing will be held on Tuesday, September 5, 2017 at 5:00 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 Jordan Parker on behalf of the Claire Parker Foundation to operate a 'Non-profit' at 1019 9th Street. This property is located in the R2, Multifamily Residential District.

A copy of the SUP application and a site plan are available at Town Hall and can be viewed during normal office hours, 8:00 AM to 5:00 PM, Monday through Friday. The public and all interested parties are invited to attend this public hearing to make their views known regarding this request. The Town of Altavista does not discriminate based on 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

D. N. Witt
Assistant Town Manager



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

Agenda Item #: | 9a |

Attachment #: | 4 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | VDOT Transportation Alternatives Program (TAP) applications |

SUBJECT HIGHLIGHTS

The Town is considering applying for Virginia Department of Transportation (VDOT) "Transportation Alternatives Program" (TAP) grant funding for two projects. At this time the Town is considering submitting the following two projects for TAP funding consideration.

Route 43 Gateway Project (Streetscape)

The Route 43 Gateway Project grant was first applied for in 2013. This project would be the culmination of the previous 6 projects and with the purpose of creating an entrance into our downtown while allowing for safe passage of pedestrians coming from the Altavista Combined School. Staff based the original budget estimate on the bids for projects 5 & 6 and VDOT agreed to pay for the pedestrian actuators at the crosswalks on Route 43 and 7th Street. However, VDOT later informed the Town that their funding source for the actuators was no longer available and the Town was asked to amend the budget and reapply for another TAP grant, which the Town did. The Town was awarded the grant for the additional funding and the project estimate, approximately 4 years ago, was \$648,315.

While these estimates were good at the time of the applications, once the Town contracted with Hurt & Proffitt to design the project, an engineer's estimate of probable cost was developed. The estimate now stands at \$830,945 or \$182,700 more than originally thought. The TAP grant would be for that total, with \$146,160 being VDOT grant funds and the remaining \$36,540 be the Town's match.

Staff is seeking authorization to submit a VDOT TAP grant application for the Rt. 43 Gateway Streetscape Project seeking the remaining needed funds.

Staff recommendation, if applicable: Staff seeks a consensus from Council to continue the process of submitting the VDOT "TAP" application for this project. Town Council will be asked to adopt a resolution following the Public Information meeting to be held at the October Work Session.



Town of Altavista, Virginia Regular Meeting Agenda Form

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

Consensus to continue with the application process.

Route 29 Bridge Lighting Project

Council directed staff to seek options for funding the pedestrian lighting on one side of the new Route 29 Business Bridge between the Towns of Altavista and Hurt. This project is eligible for TAP grants as the lighting is directly related to pedestrian safety. While the cost for the entire scope of the project is not totally known, AECOM Tech. Services, Inc. has provided an estimate for the cost of the project (\$405,950). VDOT is providing the money for the engineering design for the light fixture bases and wiring on the bridge. The Town will be responsible for design costs along Main Street between the intersection with Route 43 and the entrance to the bridge along with all installation costs for lighting leading to and across the bridge. The Town of Hurt is responsible for the lighting leading up to the bridge on the Pittsylvania County side.

Funding for this project will not likely be needed prior to the FY2019-20 CIP budget but it is crucial that the grant application be submitted this year.

NOTE: Recently VDOT contacted the Town in regard to an existing allocation of Urban Funds that could be used on an existing project. Staff has discussed this with VDOT and if these funds are used for the lighting project, the entire project would be handled by VDOT. This would include the bridge, as well as the two approaches from Altavista and Hurt (within the project area). It would be staff's recommendation to utilize the existing VDOT allocation of Urban funds to complete the Rt. 29 Bridge Lighting Project rather than apply for VDOT "TAP" funds. The locality(s) match for the Urban Funds would be 2%.

A Public Informational Meeting is scheduled for Tuesday, October 24, 2017 at 5:00 p.m. in regard to these applications.

Staff recommendation, if applicable: Staff recommends Town Council proceed with utilization of the VDOT Urban Funds allocation for the Rt. 29 Bridge Lighting Project.

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

Consensus to authorize staff to continue the process with VDOT for utilization of the Urban Funds for the Rt. 29 Bridge Lighting Project.

Should Town Council decide to pursue the VDOT "TAP" grant application for the Rt. 29 Bridge Lighting Project, adoption of a resolution would be needed.



Town of Altavista, Virginia Regular Meeting Agenda Form

Staff Review Record

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

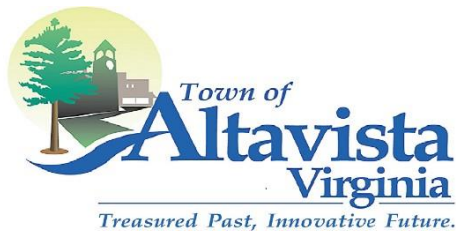
List them in the order they should appear in packet: **Public Information Meeting Notice; Rt. 43 Gateway Project Resolution; Rt. 29 Bridge Light Project Resolution**

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*



September 12, 2017

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

Please run the attached *Notice of Public Input 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, October 4, 2017

2) WEDNESDAY, October 11, 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 INFORMATION MEETING

The Altavista Town Council will hold a public information meeting on Tuesday, October 24, 2017 at 5:00 p.m. in the Council Chambers located in the J. R. 'Rudy' Burgess Town Hall at 510 Seventh Street. The purpose of the meeting is to notify the community that the Town intends to apply for Federal funding that comes through VDOT's Transportation Alternative Program (TAP) for FY2018-19 and to hear public comments on the application. The first application will be for additional funding to complete the Route 43 Gateway Project that is located on the south ends for Main & 7th Street and Route 43 scenic bypass located between these two streets.

The second TAP grant application will be for pedestrian lighting to be located at the Altavista entrance and on the planned, newly to be constructed, Main Street Bridge. This lighting would help provide safe passage for pedestrians utilizing the bridge at night or in low light conditions.

The public and all interested parties who want to make their views known regarding these projects and TAP grant applications 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



Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by the Town of Altavista.

Now, Therefore, Be It Resolved, that the Town of Altavista, requests the Commonwealth Transportation Board to establish a project for the Route 43 Gateway Project,

Be It Further Resolved, that the Town of Altavista hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

Be It Further Resolved, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

Be It Further Resolved, that the Town of Altavista will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

Be It Further Resolved, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Be It Further Resolved, that the Town of Altavista Town Council hereby grants authority for the Town Manager or his designee to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 2018-19.

Adopted this 10th day of October, 2017

By the Altavista Town Council, Altavista, Virginia

By: _____, Mayor

Attest: _____, Clerk of Council



Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by the Town of Altavista.

Now, Therefore, Be It Resolved, that the Town of Altavista, requests the Commonwealth Transportation Board to establish a project for the Route 29 Business Bridge Pedestrian Lighting,

Be It Further Resolved, that the Town of Altavista hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

Be It Further Resolved, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

Be It Further Resolved, that the Town of Altavista will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

Be It Further Resolved, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Be It Further Resolved, that the Town of Altavista Town Council hereby grants authority for the Town Manager or his designee to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 2018-19.

Adopted this 10th day of October, 2017

By the Altavista Town Council, Altavista, Virginia

By: _____, Mayor

Attest: _____, Clerk of Council



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | 5 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Altavista Area Chamber of Commerce – Christmas Parade Request |

SUBJECT HIGHLIGHTS

The Altavista Area Chamber of Commerce will be spearheading the annual Christmas Parade again this year. The attached correspondence sets forth the specifics of the parade. The Town Council will need to approve the closure of the roads along the parade route.

Action(s) requested or suggested motion(s): Approve the closure of the roads associated with the Christmas Parade route as requested.

Staff Review Record

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

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

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*

TO: Altavista Town Council

FROM: Altavista Area Chamber of Commerce

REF: 2017 Christmas Parade

Date: October 10, 2017

The Altavista Area Chamber of Commerce, Altavista On Track and the Altavista Rotary Club are requesting approval to once again organize the Altavista Christmas Parade to be held December 2, 2017 at 5pm. In the event of inclement weather, we will not have a makeup date. The staging area (from Bedford Ave at the High School to Myrtle Lane, and 9th and 10th Streets from Bedford to Broad Street) will begin set up for the lineup of vehicles at approximately noon. Floats and other entries are requested to begin arriving at 3pm. The parade route will continue to be Bedford Ave at Altavista Combined School to left on 7th Street, 7th to right on Broad Street, Broad to left on Main Street, Main Street to right on to Nelson. Parade will disassemble on Nelson.

The committee will be working with the Altavista Police Department and VDOT regarding the closure of the parade route and safety. Altavista PD will outline the OPS Plan and Emelyn Gwynn (Altavista On Track) is working with VDOT regarding street closures. The Chamber will begin looking for event insurance when we get closer to the event date. This cannot be purchased prior to 30 days out. Altavista Public Works will provide barricades at street entrances along the route. The Altavista Police will provide the digital traffic sign to alert traffic on Bedford Avenue of the closure for the parade and will coordinate with other emergency entities as necessary.

The theme for this year's parade will be "Sounds of Christmas." We will be suggesting to businesses along the parade route to extend their hours and offer promotions to encourage parade goers to visit various businesses prior to and immediately following the parade. Please mark your calendars and plan to join us as we usher in the holiday... and Santa!

Thank you for your continued support of the Altavista Christmas Parade and our town!

Respectfully,

Heather Reynolds, President

Altavista Area Chamber of Commerce



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | 6 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Master Planning Services – English Park and Multi-Use Trails |

SUBJECT HIGHLIGHTS

Attached is the contract from LPDA in regard to the Master Planning Services for Parks and the Town-wide Multi-use trails. A total of \$80,000 was budgeted for this item. LPDA was selected following interviews of three firms that submitted proposals.

During our discussions with each firm, we indicated that the town would also like to look at the feasibility of creating a potential public/private partnership in regard to the Booker Building and potentially other adjacent areas of the park. LPDA is working on a proposal for those services that would be added to their Master Planning services. One of the first objectives would be to develop an understanding of Council's goals related to this endeavor.

Action(s) requested or suggested motion(s): Approve the contract with LPDA in regard to Master Planning services as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **LPDA correspondence, Scope of Services; Project timeline**

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*

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

October 5, 2017

Re: Scope and Fee for Master Plan Services for English and Shreve Parks and Town-Wide Multi-Use Trails System

Dear Mr. Coggsdale;

We are pleased to submit our DRAFT scope and fee document for your review. The document is based on our RFP response as well as subsequent discussions with Town staff regarding deliverables and priorities. We have provided a summary of our services and fees as well as a detailed outline of services and deliverables for your review. We have also provided scope and cost for optional services as discussed.

Our process will focus on the following objectives:

- Development of an honest assessment of Town wide parks and recreation needs including existing level of services and gaps in service.
- Prioritization of needs and determining where and how those needs can be met specifically with in English and Shreve Parks and within the context of existing road, sidewalk and greenway systems.
- Discussion of and identification of options for the Booker building as it relates to long term use, its relationship to Downtown, Shreve park and its future site plan.
- Identification of primary and secondary connectivity needs with the framework of existing open spaces systems, road networks and capacities and utility easements.
- Identification of best practices and location specific solutions which enable technical aspects of connectivity.
- Engage citizens in a meaningful way which instills a sense of ownership and pride in creation and implementation of the plans.
- Outline cost, phasing, and funding sources within the context of the Town's CIP and available funding sources.

Our deliverables will include:

- A system wide park and multiuse trails, sidewalks and bike lanes conditions assessment.
- An inventory of current level of service related to recreation facilities.
- An inventory of demographic conditions and trends.
- Stakeholder interviews.
- A community wide needs survey questionnaire.

- A series of public forums and workshops.
- Identification of community needs and priority improvements.
- A creative and straightforward plan to improve English and Shreve Parks to meet current and future needs, including site plan options for the future development of the Booker building and area.
- A creative and feasible plan to improve community wide connectivity and bicycle and pedestrian safety.
- A capital improvement plan organized by priority, term, cost and responsible party.
- A funding plan which identifies current funding, future funding sources and partnerships.

We will work closely with the Town and Region 2000 staff to enhance and complement our planning process. We will coordinate with Region 2000 to ensure their input is incorporated from previous planning efforts as well as for input on the potential external funding sources.

Please do not hesitate to call with any questions you may have. We are happy to refine and clarify the proposal as needed to meet your needs. We have most of the information we need and are ready to start now. Our approach is personal, our project managers and key staff will work closely with you and we all look forward to working with you.

For Land Planning and Design Associates, Inc., I am,

A handwritten signature in black ink, appearing to read 'W Mechnick', written in a cursive style.

William Mechnick, PLA, ASLA, President

Authorized Representative

bill@lpda.net

SCOPE OF SERVICES OUTLINE

Our proposed scope of services will result in the efficient management of two critical paths. This will involve 1. the assessment of needs and updated master plan for English/Shreve Parks and 2. the evaluation and planning of the bicycle and pedestrian plan. Project meetings, inventory efforts, stakeholder meetings and community survey efforts can be combined to reduce effort and to create efficiencies. As the efforts get more specific to plan specific solutions and recommendations the planning paths will be organized to focus on the individual project recommendations, priorities and funding.

Phase I – Where are we now?

Community Needs Analysis and English/Shreve Park Master Plan Update

Phase 1 tasks will involve gathering data to establish a clear measure of where park and recreation needs are now and how those needs fit into the context of existing parks, specifically English and Shreve Parks. Existing trail sidewalk and greenway systems will also be evaluated as part of this effort. This task will involve both desk top inventory and evaluation of relevant metrics, fieldwork to inventory facility conditions, equitable distribution, and demographics. LPDA will attend a field tour of Town facilities.

Task 1 Project Initiation

LPDA will meet with appropriate Town staff to discuss the following:

- Clarification of role with the planning team and expectations.
- Review project priorities and goals.
- Review Work Plan and Schedule (critical dates for submittals, meetings, etc.).
- Exchange information such as existing plans, existing park facility information, mapping, and GIS data.
- Review highlights of the multiuse trail network and English/Shreve park conditions
- Conduct parks and trail system SWOT analysis with staff.

Task 1 Deliverables:

- On site Kickoff meeting
- Attendance of facility tours (conducted with Town Parks staff)
- Attendance of Town wide multiuse trails tours (including greenways, sidewalks, bikeways and roads)
- Meeting minutes

Task 2 Data Gathering and Review & Base Mapping

The Town will provide all available base information in appropriate digital format. Base information should include, but is not limited to, previous and applicable studies, park and recreation use records, inventory of existing facilities, crash data mapping, and GIS mapping data including; planimetric data, tax parcel info, zoning, flood plains, neighborhood boundaries, park boundaries, public lands and right of ways, and other mapping as deemed appropriate. LPDA shall compile a composite base map for use in the planning effort as appropriate. The Town wide comprehensive plan, park master plans and similar relevant documents will be reviewed.

Demographics Inventory

To understand the community needs we must understand the community. Demographics will inform the needs assessment in terms of population growth, age and income. Population and Demographics (provided by Town/facilitated by LPDA). The Town will provide demographic information. The demographic information will highlight current and projected population, growth rates, and demographic data that will have bearing on programs and facilities. LPDA will provide examples.

Task 2 Deliverables:

- Data gathering
- Review of data and correspondence of relevant information needed etc.
- Coordination of demographics data
- Client conference call

Task 3 Assessment of Existing Conditions and Level of Service Inventory

Facilities Conditions Assessment (LPDA/EPR)

The condition of existing facilities and amenities is important to understand. Understanding current and near-term costs will be factors in the decision-making process and public involvement process in terms of prioritization and funding. LPDA will evaluate the condition of existing facilities and park amenities with in English and Shreve Parks. Data will be collected on general condition, obsolescence, ADA compliance, and other relevant metrics. The assessments will include a brief conditions evaluations report which includes an outline of the condition of each park and facilities and recommended improvements. Improvements will be prioritized system wide in the order of safety, code, maintenance, obsolescence and upgrades or improvements. Priorities and associated costs will be outlined. EPR, P.C. will conduct a thorough review of exiting conditions, constraints and opportunities related to Town wide connectivity. This will include inventory and evaluation of existing road networks, traffic data, accident data, sidewalks, bike lanes, existing trails and greenway systems. The evaluation will identify gaps in connectivity, safety issues, capacity for expansion to multimodal standards and opportunities for enhanced connectivity.

Mapping (LPDA)

The LPDA Team will prepare mapping of English and Shreve Parks as well as the overall park and recreation system, trail and greenway system. the park and recreation system map will illustrate park types, community centers, amenities and their location and service radius. The mapping will identify gaps and overlaps in service and opportunities for connectivity based areas based on population. The Town will provide base GIS information including inventory and general location of park sites and amenities.

The LPDA Team will prepare a current level of service analysis. The analysis will include an inventory of current facilities and amenities, and population served.

Task 3 Deliverables:

- Current level of service matrix
- Park and trail system inventory/assessment

Park and trail system mapping

Accident data mapping

Digital update/submittal

Client update meeting/conference call to discuss park needs and bike/pedestrian system hot buttons

Phase II – Where Do We Need to Be?

Phase II Tasks will involve community and stakeholder input, a community survey instrument and development of priorities and recommendations. Recommendations for prioritization will be based on public input, capacity and level of service short falls.

Task 4 Citizen Engagement Process (LPDA/ EPR and Town Staff)

LPDA will work with the Town to engage the public in the process of developing the assessment needs, English Park and the bicycle and pedestrian plan. The public information and engagement effort should be combined to reduce duplication of effort and confusion. Park and recreation needs and connectivity go hand in hand. Especially related to English and Shreve Parks, the community and the Roanoke River. Two public open forums will be held. Comment sheets will also be made available for input.

Public Forum #1 (LPDA/EPR)

The first public forum will be held to review combined project goals, process, to gain initial input. LPDA team staff will review the goals of the assessment, current conditions, general input results, and next steps. For this meeting, we envision providing informational boards on easels with mapping of the Town park, greenways and streets system. The boards would also include a project overviews for the Park, Booker building area, information about benefits of walking and biking, aerial image with potential destinations, and other information to stimulate thought and interest in the discussion about multimodal improvements. We will seek to identify areas of interest for improved multimodal access. Furthermore, desired walking routes, bicycling routes, important destinations, and perceived safety issues will be identified. Notepads will be provided, along with comment forms, to receive commentary from the attendees. A system SWOT analysis will be conducted with the public where they will be asked to identify the strengths and weaknesses of the parks, bicycle and pedestrian system in an open discussion format. Comments will be documented and categorized. Specific questions will be asked that relate to project priorities such as connectivity destinations, programmed uses of parks, and broader concepts such as riverfront redevelopment and its relationship to Town quality of life and economics.

Stakeholder Input (LPDA/EPR)

LPDA will meet with specific individuals that have key interests in the development of the Park and Connectivity Plan. The meetings will be conducted over 1 days and may include up to 20 input interviews. Some of the interviews will happen via phone conferences on subsequent days. LPDA team staff will interview each stakeholder and will gather input on system strengths, weaknesses, desired improvements and general comments for system wide needs, English Park and bicycle and pedestrian needs. LPDA will work closely with Town staff to determine specific stakeholders, which may include local leaders, elected politicians, recreation groups, schools, industries, and recreation providers. Local community leaders and

elected officials will be contacted directly.

LPDA will compare stakeholder input, public input, and survey input to determine what activities are in the highest demand/need. Those activities that have been requested and demonstrate higher participation regionally and locally will likely become high priorities for the recreational program.

Project Website and Multimedia Outreach (Town of Altavista)

As people are very busy these days and it is sometimes hard to get all interested parties to a public meeting, the Town will coordinate a project website that will be utilized to share information and receive commentary from the public. To complement this approach, other online media outlets such as Facebook and announcements via Twitter could be utilized. The Consultant will work with the Town through the final scoping process to identify the desired tools to utilize for this project and will provide digital information ready to be posted by the Town on the appropriate web sites, social media pages etc.

Public Survey (LPDA)

It is recommended that a community wide needs assessment survey be prepared and administered to the public. The survey will ask specific questions which determine park usage, needs, unmet need, priorities and support for system improvements including facility, programming, parks, bicycle and pedestrian trails and open space development needs of the Community. An online survey will be conducted which meets standards for accuracy and confidence level. LPDA will facilitate the preparation of the survey questions, administering the survey through Survey Monkey.

Task 4 deliverables:

- 1 public information/input forum
- 1 days of stakeholder meetings (same day as 1st public meeting)
- 1 working group meetings
- Draft and final survey questionnaire
- Survey administration
- Survey results analysis and reporting
- Client update meeting/conference call

Task 5 Park Needs Assessment, Park and Trail Master Plan Development (LPDA/EPR) -

Future Levels of Service (LPDA)

LPDA will utilize the population data to develop a level of service analysis. A current inventory of facilities will be compared with current and projected needs for facilities. The current deficiencies and surpluses will be outlined and priorities will be assigned using community survey, staff and public input. The resulting lists of potential priority items will be filtered through public input and a process of determining which elements are the highest to lowest priority and for short term planning and implementation with in English/Shreve Parks and multiuse trails.

English and Shreve Park Master Plan Development (LPDA)

Based on the level of service analysis and initial public input, LPDA will develop a concept improvement plan for the park. The plan will take into consideration all the natural features and programmatic goals of the Client and Community that are realistic and feasible. The concept will include appropriate access, maintenance, upgrades and new facility improvements. Particular attention will be focused on the interface of the park to the Downtown area, specifically around the Park entrance and area around the Booker building. The concept will include a graphic plan, palette images, and a key of program elements.

Multiuse Trails/Bicycle and Pedestrian Network Master Plan Recommendations (EPR/LPDA)

Initial analyses will be performed based on input from the public and stakeholders, and via consideration of the background material review effort. Consideration will be given to enhancing the multimodal environment and creating strong multimodal connections to important destinations.

Consideration will be given to potential improvements including items such as:

- Sidewalk connections and ADA improvements
- Off street paths (trails and multiuse paths)
- On-street signing and marking
- Best practices for design
- Strategies to encourage a strong bicycle and pedestrian culture

Task 5 Deliverables:

- Proposed level of service analysis and matrix
- Physical improvements recommendations and prioritization matrix
- English/Shreve Park concept improvement plan & cost estimate
- Multiuse trails/connectivity findings and recommendations
- 1 Digital update/submittal
- Client update meeting/conference call
- Summary report

Task 6 Citizen Review Process (LPDA/ EPR and Town Staff)

Present Draft Findings and Recommendations to Town Council

Throughout the process, the Consultant will coordinate closely with Town staff, and be available to help brief the planning commission and Town Council. Once initial draft recommendations are identified, a discussion will be conducted with staff and Council in a workshop setting. The goal will be to share initial ideas and findings and receive feedback.

Public Forum #2 (LPDA/EPR)

The second public forum will be held during the needs assessment to review results from the survey, analysis and community input. Community priorities, draft consultant conclusions, feasibility and next steps will be reviewed. Comments will be documented and categorized. Park improvement concepts will be displayed at the meetings. The concepts will illustrate proposed improvements and precedent image options showing what the improvements would look like. Participants will be asked to rank improvements

via “dot voting” using colored sticky dots to indicate preferences and priorities. Items to be shared at this meeting will include:

- Community survey results (participation, needs and priorities related to amenities, trails and biking)
- English/Shreve Park improvement plans (with summary of specific needs)
- Sidewalk network improvements
- Summary of desired travel paths (bicycle and pedestrians)
- Recommended off-street improvement (trails and multiuse paths)
- Recommended on-street signing and marking improvements
- Gather input about priorities for all (dot voting – short/medium/longer)

Task 7 Final Master Plan Recommendations (LPDA/EPR)

Final English/Shreve Park Master Plan

Based on the comments received in the concept development, public information session and Council presentation, LPDA will refine and detail the concept plan for the park, including data tables, program information. Updated cost estimates will be prepared. Materials and amenities photo palette boards will be provided.

Multiuse Trails Master Plan Report

A draft report will be assembled that describes the study process and clearly discusses the recommendations. Information included in the document will include:

- Destinations and desired travel routes
- Sidewalk improvements
- Off-street multimodal opportunities (trails and multiuse paths)
- On-street opportunities such as signing and markings (bike lanes, sharrows, route signing, etc.)
- Best practices and specifications for design
- Strategies to encourage a strong bicycle and pedestrian culture
- Summary of prioritized projects, planning level costs, and potential funding sources

Phase III – How Do We Get There?

Phase III Tasks will involve a candid assessment of the most feasible way to accomplish the goals and objectives defined. This will include an evaluation of general feasibility, available revenue sources and potential funding and priorities.

Task 8 10-Year Development Plan (LPDA/EPR)

LPDA will develop a 10-year Development Plan that addresses priorities, Cost, funding. This portion of the master plan will include the following components:

Financial Feasibility Study (LPDA)

Opinion of probable cost matrix will be prepared for facilities repairs, improvements and new facilities. The matrix will outline costs for logical capital projects and organize them by categories such as such as property purchases, park development, building renovations etc. so that CIP budget items can be cleanly derived from the information.

Implementation Plan (LPDA/EPR)

A written narrative and matrix will be prepared that outlines construction priorities, costs, and actions necessary to implement the strategies developed during the planning process. Results from the Financial Feasibility Study will be incorporated. The Implementation Plan will be based on a 10-year term and will outline short term and long-term phases over appropriate intervals. Costs associated with each phase and sub task will be outlined as appropriate. The draft action plan will be reviewed with Town staff and finalized so that it will inform the Capital Improvement Plan.

Reporting (LPDA/EPR)

The summary narratives/data from tasks 2-7 will be revised, edited and combined with final project maps, charts and figures. A draft and final brief report shall include the following information: Executive summary with public input results, recommendations and priorities.

Town Council Update and Final Presentation

The consultant will present the results of the master plan to the Town Council at a regularly scheduled meeting or special work session.

Task 8 Deliverables:

- Financial feasibility matrix/cost estimates
- Implementation recommendations report and matrix
- Digital update
- Client review conference call/meeting
- Council presentation/update
- Final plan revisions and submittal

Services not included and desired by the Client can be negotiated as additional services under separate contract.

Optional Services**Statistically valid community wide survey**

A statistically valid survey can be performed to define and support the findings of the plan. LPDA will facilitate the preparation of the survey questions, administering the survey through ETC Institute. This process will include developing the survey questions with Town staff, preparation of a sampling plan, conducting pilot test, selecting a random sample of residents, administering the survey (emails, phone calls and mailers and website), analysis and reporting. The survey includes 400+/- surveys which will result

in a precision level of approximately 5% and a 95% level of confidence. The survey may be managed for two sub areas, including Town (majority of the surveys) and County residents. ETC will monitor the distribution and completion of the sample to ensure an appropriate level of demographic consistency.

Booker Building Use and Public Private Partnership Analysis

LPDA will engage the services of PROS Consulting to perform an evaluation of the Booker building's potential future use. PROS Consulting, Inc is a full-service management consulting and planning firm focusing on services to government and not-for-profit agencies. <http://prosconsulting.com/our-services/assessments/>

The evaluation will focus on the outcomes of specific uses defined by the community. PROS will evaluate the program, operational and partnering metrics of the building as it relates to the specific vision and goals for its future use. The scope will be performed and authorized sequentially as defined below. The kick-off meeting will inform the consulting team regarding the actual needed focus of the analysis and will inform the subsequent tasks.

Task 1 - Kick-off	\$2500
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The Consulting Team will conduct a virtual kick-off meeting to present and discuss the following:

- **Outcome Expectations Confirmation** – The project goals and objectives will be discussed in conjunction with project market and economic factors – what constitutes ultimate feasibility; detailed work plan will be reviewed and project schedule will be confirmed.
- **Review of Assumptions and Limiting Factors** – The Project Team will facilitate discussion and review with the key management the assumptions required to gauge the dynamic variables for the market study and business operational strategies. These base assumptions will be expanded to provide the framework for continued analysis and strategy development.
- **Communications** – Confirmation on lines of communication, points of contact, level of involvement by key management, and other related project management details.

Task 2 – Analysis	\$8,500
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Task 2a - Market Analysis

Based on the agreed upon program, the Consulting Team will also analyze all major direct and indirect service providers. Direct and indirect service providers will be based on typical services/programs administered in similar facilities. An inventory of comparable amenities will be performed on a local basis to attempt to quantify opportunities. Relative market share will then be estimated by integrating competitor amenities and locations.

Task 2b - Program Analysis Review

Utilizing the analysis completed by LPDA, the Consulting Team will work with them to identify the recommended core programs for the facility. The outcome of this task will be used to establish preliminary performance and management alternatives for the site.

Task 2c - Operational Approach for Lease of Space

The Consulting Team will work with the City to develop a partnership policy, which can include the following:

- Request for Interest Framework
- Development of Key Components of the Lease
- Financial Impact of Lease
- Management of the Lease including staff oversight

Task 5 - Final Briefing & Report \$4,000

The Consulting Team will prepare a final summary report and present to the Town via WebEx. The final plan will be prepared with a Summary Report on all findings and recommendations.

Fees for Services listed in this contract

Task 1	Project Initiation	\$ 4,875.00
Task 2	Data Gathering and Review	\$ 5,675.00
Task 3	Assessment of Existing Conditions	\$5,665.00
Task 4	Citizens Engagement Process	\$11,200.00
Task 5	Parks Needs, Park and Trail Master Plan Development	\$15,625.00
Task 6	Citizens Review Process	\$4,855.00
Task 7	Final Master Plan Recommendations	\$12,915.00
Task 8	10 Year Development Plan and Final Master Plan	\$16,825.00
	Estimated Expenses	<u>\$ 2,322.25</u>
	Total Compensation	\$79,967.25

Optional Services

Statistically Valid Survey	Subtract	\$ 4,500
	add	\$12,000
Booker Building Use and Public Private Partnership Analysis		\$15,000.00 (executed by task)

Expenses – Reimbursables (as requested or needed, estimated)

Expenses include printing, postage and mileage (if applicable). All expenses are estimated and are billed in addition to professional services. Volume printing of reports and documents shall be the responsibility of the Town of Altavista.

LPDA, Inc 2017 Hourly Billing Rates

<i>Name</i>	<i>Title and Position</i>	<i>Hourly Rate</i>
Bill Mechnick, ASLA	President – Landscape Architect	\$150.00
Mark Lieberth, ASLA	Landscape Architect / Project Manager	\$ 125.00
Tristan Cleveland, ASLA	Project Design	\$ 75.00
Jason Owen	Project Designer	\$70.00
David Johnson	Project Designer	\$ 70.00

Process & Deliverables:

The Client shall provide available base information. The Client will provide services as required and outlined above. The Client will be responsible for coordinating and announcing all meetings. The Consultant will advise the Client on time frames in relation to the project schedule. The Consultant shall attend those meetings and site visits required and as outlined above. Concepts are considered approved after Client review and comments are addressed. Changes made after approval due to unforeseen circumstances or changes in program shall be billed as additional services. All formal comments by the Client to the consultant are required in writing in accordance with the schedule outlined above. Delays in receipt of comments may result in delays to the submission of plans and documentation. Likewise, revisions caused by delay in comments from the Client will be considered additional services.

Compensation and Payment Terms:

Client agrees to pay the Consultant for work performed in accordance with this agreement, regardless of the project's viability or success.

Land Planning and Design Associates Inc. reserves the right to hold jurisdictional submittals, issue a stop work order, and/or transmittals of project data to all parties mentioned in this agreement as well as third parties in the event that invoices are overdue past 60 days. Should the Consultant stop work for non-payment at any time during this Scope of Services, compensation and payment terms shall be renegotiated prior to proceeding and shall require additional retainers and/or pre-payment of tasked items.

Should it become necessary to utilize legal or other resources to collect any monies due for services rendered under this agreement, the Consultant shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees associated in seeking payment.

Invoicing:

- a) LPDA shall invoice Client monthly in arrears for all work performed in connection with each Project.
- b) LPDA shall invoice Client monthly in arrears for all out-of-pocket expenses incurred in connection with

the Project. Proof of expenses for the particular expense shall accompany all invoices for out-of-pocket expenses, if desired by Client.

c) Subject to Client's approval of the work accomplished and the invoice, payment from Client shall be due within 33 days of date of invoice. Such Client approval is not to be unreasonably withheld.

Project Schedule:

The project schedule shall occur in accordance with the deliverables above.

Electronic Communication:

Under this contract electronic (email) authorization for notice to proceed, work orders or authorization for use of hourly services shall be considered as final authorization by the Client to the Consultant.

Additional Services:

Additional services may be negotiated at the Client's convenience. Current hourly rates may be increased by no more than 5% during the calendar year. Please see the attached schedule for current billing rates.

Termination:

The Client is not obligated to complete all of the services described above. Either party may terminate this AGREEMENT within ten days of delivering written notice due to failure of the other party to perform its duties in a responsible and timely manner.

Receipt of the signed original proposal shall be our authorization to proceed.

AUTHORIZATION

If this Agreement is satisfactory, please sign in the space provided below and return a signed original Agreement to LPDA at bill@lpda.net

LPDA, Inc. AUTHORIZATION




























The Town of Altavista

By: _____

By: _____

Date: October 5, 2017

Date:

Task	Oct	Nov	Dec	Jan	Feb	March	April	May
Phase I Where are we now?								
1. Project kick off meeting and site visit								
2. Data Gathering & Base Mapping								
a. Demographics Inventory								
b. Base Mapping								
3. Assessment of Existing Conditions and Level of Service Inventory								
a. Facilities Conditions Assessments								
b. Facilities Mapping								
c. Trails Mapping								
Phase II Where do we need to be?								
4. Citizen Engagement								
a. Public Forum #1								
b. Stakeholder Input								
c. Project website and multimedia outreach								
d. Public Survey								
5. Parks Needs Assessment, Park and Trail Master Plan Development								
a. Future Levels of service analysis								
b. English Park Master Plan								
c. Shreve Park Master Plan								
d. Trails Master Plan								
e. Project Cost Estimates								
6. Citizen Review								
a. Presentation to Town Council								
b. Public Forum #2								
7. Final Master Plan Recommendations								
a. English Park Master Plan								
b. Shreve Park Master Plan								
c. Trails Master Plan								
d. Project Cost Estimates								
Phase III How do we get there?								
8. 10 Year Development Plan								
a. Financial Feasibility								
b. Parks Implementation Plan								
c. Trails Implementation Plan								
d. Final Report								
e. Presentation to Town Council								



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 10, 2017

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

Attachment #: | 7 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Hillcrest Street paving addition |

SUBJECT HIGHLIGHTS

Town Council has previously indicated that Hillcrest Street would be added to the current year's paving; however at the September Work Session when a motion was made/seconded and approved, there was a slight technicality. Accordingly, I would request that Council approve this item to clear the matter up

Action(s) requested or suggested motion(s): Approve the addition of Hillcrest Street to the current paving contract.

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: October 10, 2017

Agenda Item #: | 9e |

Attachment #: | 8 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Altavista Rotary Club Flag Project Update and Request |

SUBJECT HIGHLIGHTS

At the August Town Council Work Session, Mr. Steve Farmer appeared before the Town Council to seek assistance from the Town in regard to the club's American Flag Project. Town Council approved the Town's assistance through the installation of brackets for the flags. At this time, a representative of the Rotary Club would like to provide an update on the project and making a request for funds.

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

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 Manager's Report – For Month of September 2017



Staunton River RIFA

- Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
- Staff working with legal counsel in regard to the document associated with formation of the RIFA.
- Staff working with Peed & Bortz on the Utility Assessment for this project. Report will be presented to Town Council at their October Work Session.

Campbell Avenue Drainage Project

- Contract executed. This project was bid along with the 7th Street Sidewalk project, which will be done first.

Rt. 43 Gateway Project (Streetscape/Utilities)

- Meeting held with VDOT and Hurt & Proffitt to go over the project.
- Council considering the filing of an application for additional funds through the VDOT "TAP" process.

English Park

- Railroad deed being forwarded to Town.
- RFP for Master Planning (Park and Trails): Contract for services presented to Town Council.

Utility Projects

- Facility Assessment and Improvement Plan (FAIP)
 - Presentation by Woodard & Curran held at the Town Council September Work Session.
- Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.
- Abbott meter and vault – Working with staff to build vault.
- Right of Way Clearing - Trees cleared at Clarion Tank lot and continuing annual clearing of right of ways/easements.

**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>
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
Jan-17	\$71,669.47
Feb-17	\$74,876.88
Mar-17	\$82,040.84
Apr-17	\$86,217.44
May-17	\$84,409.32
Jun-17	\$82,323.07
Jul-17	\$78,740.00
Aug-17	\$80,189.69



**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	<u>Fiscal Year 2016</u>	
Aug-16	\$14,083	Month to Date:	\$164,711
Sep-16	\$13,446	Month Average:	\$14,974
Oct-16	\$13,776		
Nov-16	\$14,578	<u>Fiscal Year 2017</u>	
Dec-16	\$16,055	Month to Date:	\$166,834
Jan-17	\$11,598	Month Average:	\$15,167
Feb-17	\$12,485		
Mar-17	\$15,699		
Apr-17	\$13,372		
May-17	\$14,150		
Jun-17	\$14,810		
Jul-17	\$12,712		

Local Sales Tax Receipt



Monthly Report to Council

Date: October 10, 2017
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: September 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>		
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None

- B&D Auto has been reissued their licenses for the Motor Vehicle Dealer Board. He continues to clean up his site and is making progress removing the old batteries, tires, gas tanks, car parts.
- Multiple grass notices sent out.
- Staff continued working with the 5 property owners identified as having potentially 'nuisance' or 'blighted' properties. Staff can provide a detailed report at Councils request but it should be noted that all owners have been working with staff and good progress has been made to date.

2. Site Plans Reviewed and/or Approved:

- None

3. Planning Commission (PC) Related:

- October meeting was canceled.
- Drafted a recommendation for Town Council for Claire Parker nonprofit reuse of former Methodist church.

4. AOT Related

- Nothing noted.

5. ACTS Related

- Validated daily ridership and revenue for bus system (September) - see bus report.
- Daily riders tallied.
- Summer hours end at the end of September as do free fares.
- Reimbursements submitted for June- final reimbursement for FY2017 and July and August for FY2018.

6. Projects and Administrative Related:

- Updated GIC.

- Certified August bank statements.
- Assisted Emelyn with the 2018 Town Calendar memo and template. She will be doing this project for the first time.
- Attended CEDS meeting in Lynchburg.
- Completed VDOT R/w application for Avoca Wine Festival banner over Main Street.
- **Route 43 Streetscape and Utility Project**
 - Survey for the project area has been completed.
 - H&P is now working on the street elevations for 7th Street to allow for storm water management.
 - Staff is requesting authorization from Council to apply for an additional TAP grant in the amount of \$182,700 to make up for a shortfall in funding. This is an 80/20% grant. Staff will be working with Region 2000 on this application.
- **Canoe Launch Site**
 - The design is completed and G&N are making some minor changes to the plan as requested by the County.
 - The JPA has been received and reviewed by the Marine Resources Commission. They will then disseminate the application to the other agencies who will review the project.
 - The town will be eligible to apply for the DCR Recreational Trails Program grant. More details will be provided for discussion at the October work session.
- **Personnel Policy Manual**
 - Staff continued reviewing chapters from the draft policy manual with chapter 1-9 completed.
- **VDOT Main Street Bridge Replacement**
 - VDOT has offered the use of urban funds to complete the lighting project. Staff will present a recommendation to accept this offer, which will give VDOT authority to utilize the funds and complete a turnkey bridge replacement.

Monthly Staff Report B&G

Date: 10/5/2017
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Building and Grounds
MONTH: Sep-17

# Burials	4
# of Cremations	1
# of Labor Hours for Green Hill Cemetary	45
# of Curbside Brush Stops	96
# of Curbside Brush Loads	4
# of Curbside Bulk Stops	103
# of Curbside Bulk Tonnage	10.1
Solid Waste Total Tonnage	77.75
# of Labor Hours to Maintain Buildings	72
# of Labor Hours to Maintain Parks	329.5
# of Acres Mowed	133.81

Monthly Staff Report Streets

Date: 10/5/2017
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Streets
MONTH: Sep-17

of Lane Miles Mowed

of Litter Bags Collected 10

of Weed Control Gallons Applied 0

of Swept Lane Miles 48

of Weekend Trucks 3

of Total Tonnage for Weekend Trucks 0.3

of Labor Hours For Sign, Dead Animal ETC. 447
(Shoulder Work, Drainage, Tree Removal)

Asphalt Totals:

Washington Street	199.63 Tons
School St.	170.87 Tons
16Th St.	249.41 Tons
Riverview Dr. (East)	200.98 Tons
Riverview Dr. (West)	527.78 Tons
English Park Basketball Ct.	285.27 Tons
3rd St. (Broad St. to Cul-de-sac)	500.68 Tons
3rd St. (Cul-de-sac to Parking)	350.19 Tons
English Park (Parking Lot)	347.65 Tons
Hillcrest Street	229.63 Tons
Laurel Lane	771.00 Tons
Broad St. at English Park	191.02 Tons
	<u>4024.11</u>

Monthly Staff Report FM

Date: 10/5/2017
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Fleet Maintenance
MONTH: Sep-17

# of State Inspection	3
# of Preventive Maintenance Work Orders	8
# of Emergency Repair Work Orders	10

Monthly Staff Report

DATE: 10/1/2017
 TO: Town Manager
 FROM: Tom Fore
 DEPARTMENT: Water Treatment Plant
 MONTH: September

Operation and Production Summary

Actual water production (filtering of water) for the entire month averaged	<u>14</u>	Hours per day
which yielded approximately	<u>1,590,000</u>	gallons of water per day.
Rainfall for the month	<u>2.4</u>	was measured at the water treatment plant.
Average Hours per day (week days)	<u>14.6</u>	hrs
Average produced (week days)	<u>1,690,000</u>	gallons per day
Average Hours per day (weekends)	<u>11.2</u>	hrs
Average produced (weekends)	<u>1,350,000</u>	gallons per day
Total Raw Water Pumped:	<u>47.77</u>	million gallons
Total Drinking Water Produced:	<u>44.1</u>	million gallons
Average Daily Production: (drinking)	<u>1,470,000</u>	gallons per day
Average percent of Production Capacity:	<u>49</u>	%
Plant Process Water:		(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>39,750</u>	gallons
Water lost due to leaks	<u>0</u>	
Flushing of Hydrants/Tanks/FD use/Town Use	<u>9,300</u>	gallons
McMinnis Spring		
Total Water Pumped:	<u>7.637</u>	million gallons
Average hours per day	<u>14.8</u>	
Average Daily Produced:	<u>254,567</u>	gallons per day
Rain	<u>2.00</u>	
Reynolds Spring		
Total Water Pumped:	<u>6.303</u>	million gallons
Average hours per day	<u>11.4</u>	
Average Daily Produced:	<u>210,100</u>	gallons per day
Rain	<u>2.08</u>	
Purchased Water from CCUSA	<u>2,134,792</u>	gallons
Sold to Hurt	<u>2,517,500</u>	gallons
Industrial Use	<u>39,341,726</u>	gallons

Monthly Staff Report

DATE	10/03/17
TO:	Town Manager
FROM:	Steve Bond
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	August

Average Daily Flow 1.73 MGD

TSS Reduction 98 %

BOD Reduction 98 %

VPDES Violations 0

Sludge (Regional Land Fill) 203 tons

Rain Total 2.02 Inches

Snow Total Inches

Comments:

Monthly Staff Report

Date: 10/5/2017
TO: Town Manager
FROM: Tom Fore
DEPARTMENT: Utilites- Public Works
MONTH: 9/1/2017

of Service Connections 0

of Service Taps 0

of Meters Read 1,811 Monthly and Quarterly

of Meters Tested 5

of Loads of Sludge to Landfill 19

of Location Marks made for Miss Utility 69

of Meters Replaced 2

of Water Lines Repaired 1 # of Sewer Lines Unstopped 0

Locations:

Intersection of Oliver and Gibson Road

Locations:

Main Street Coordinator September Monthly Report



Presentations and Conferences

- Board Chairman Nat Perrow presented to Town Council Work session on 9/26/127
- Attended regional CED's meeting "connecting rivers and their communities"

Business Updates

- Altavista Appliance will not be rebuilding in former location, they are listing their lot for sale for \$187,000
- Mitchell's salon on 7th is obtaining an ABC license to sell international wines in their shop
- Nation's Best CPR (621 Broad Street) has hired an additional 4 employees
- The business community will be holding the Christmas Open House event on November 11th
- First National Bank celebrated the renovation and ribbon cutting of their new lobby
- Vista Foods is looking at a potential buyer but otherwise will be closing in the next two months

AOT

- Held AOT's ten-year celebration event at Avoca
- Presented downtown video celebrating AOT and Town's investment downtown over the past ten years
- AOT is investigating obtaining brown historic signage and reviewing different quotes
- Planning the AOT's Giblet Jog is underway, the link to signup online is now available
- The annual scarecrow stroll competition is taking place downtown

- AOT held monthly board meeting on 9/21/17 and added four new board members to the board: Elenor Hoehne, Jonathan Parker, Ed Soto, Latoya Anthony
- Was awarded a \$5,000 grant from SEC to go towards the board launch project

Town Marketing and Promotions

- Met with Stimulus to learn how to update Town's website and calendar frequently
- Created Facebook, Twitter, Instagram pages for Town communication
- Working with Mr. Eller to form a social media policy for the Town
- Emelyn has taken over the Town Calendar and is working with other community organizations to record events

ACTS RIDER TALLY

September 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
1-Aug						102	102		192	192
2-Aug						103	103		195	387
3-Aug						76	76		188	575
4-Aug						91	91		190	765
5-Aug						32	32		112	877
7-Aug						73	73		198	1075
8-Aug						80	80		192	1267
9-Aug						87	87		191	1458
10-Aug						89	89		191	1649
11-Aug						78	78		190	1839
12-Aug						53	53		110	1949
14-Aug						57	57		191	2140
15-Aug						60	60		190	2330
16-Aug						60	60		191	2521
17-Aug						65	65		196	2717
18-Aug						65	65		192	2909
19-Aug						50	50		112	3021
21-Aug						75	75		195	3216
22-Aug						77	77		192	3408
23-Aug						112	112		192	3600
24-Aug						61	61		191	3791
25-Aug						76	76		191	3982
26-Aug						42	42		109	4091
28-Aug						93	93		192	4283
29-Aug						55	55		193	4476
30-Aug						57	57		191	4667
31-Aug						46	46		191	4858
304 Hours	<u>Total Riders to date:</u> 3,687							<u>Counter Sales</u>		
	<u>Total Revenue to Date</u> \$ -							<u>Total Month Revenue</u>	\$ -	
	Days Run-	30.4	Average daily riders			63.0				
	<u>Total days run</u>	57.9					<u>Average daily riders YTD</u>	63.7	<u>TOTAL MILES</u>	9,222

Annual Ridership Tally FY2013—FY2018

[illegible]