



# Town of Altavista

## Town Council

### Regular Meeting Agenda

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

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Tuesday, April 10, 2018

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**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. **Approval of Minutes (Attachment 2a)**
  - i. *Regular Meeting March 13, 2018 and Work Sessions March 27 & 28, 2018 ....p.3-32*
- b. **Acceptance of Monthly Finance Reports (Attachment 2b) .....p.33**
  - i. Invoices..... p.34-36
  - ii. Revenue & Expenditure Reports.....p.37 - 58
  - iii. Reserve Balance/Investment Report..... p.59
- c. **AOT Street Closing Request (Food Truck Events (Attachment 2c) .....p.60 - 61**

**8. Public Hearing**

**9. New/Unfinished Business/Items for Discussion**

- a. FY2019 Budget/CIP – *First Reading* (Attachment 3) .....p. 62 - 68
- b. Chamber of Commerce UBD Beer Garden and TGIF Requests (Attachment 4) .....p. 69 – 74
- c. EMS Building (Main Street) Deed Acceptance Resolution (Attachment 5) .....p. 75 - 80
- d. Bedford Avenue Tennis Courts Discussion (Attachment 6) .....p. 81 - 98

- e. AVOCA's Request for Town employee status (Attachment 7) .....p. 99 - 101
- f. ACTS Route Deviation policy discussion (Attachment 8) .....p. 102 - 104
- g. 7<sup>th</sup> Street Sidewalk – Dr. West reimbursement (Attachment 9) .....p. 105 - 108

#### 10. Reports

- a. Town Manager's Report (Attachment 10) ..... p.109
- b. Departmental Reports (Attachment 11) ..... p.110 - 125

#### 11. Informational Items/Late Arriving Matters

- a. Calendars (Attachment 12) ..... p.126 - 127

#### 12. Matters from Council

#### 13. Closed Session

*Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the various town boards and commissions. (Planning Commission & Recreation Committee)*

*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) – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.*

#### 14. Adjournment

#### **UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar**

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

Tuesday, April 24, 2018 @ 5:00 p.m.	Town Council Work Session
Tuesday, May 8, 2018 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, May 22, 2018 @ 5:00 p.m.	Town Council Work Session

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

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



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10, 2018

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 March 13, 2018; and their Work Sessions held on March 27, 2018 and continued until March 28, 2018. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

**Staff recommendation, if applicable:** Approval

**Action(s) requested or suggested motion(s):** Motion(s) to approve the minutes of the March 13, 2018 Regular Meeting; the March 27, 2018 Work Session and its continued meeting to March 28, 2018.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Minutes (March 13, 2018; March 27, & 28, 2018)**

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—March 13, 2018

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 March 13, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. A. Rev. Mitch Etheridge, Motley Baptist Church, gave the invocation.

B. Pledge of Allegiance

Council members  
present:

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

Also present:

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

3. Approval of Agenda

Mayor Mattox advised of changes to the agenda. The “Request of Use of Town Property-*Gus the Bus Plus* was added and Section 2.2-3711 (A)(3) was added to the Closed Session.

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

Motion carried:

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

4. Recognitions and Presentation

5. Public Comment

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

No one came forward.

6. Consent Agenda

- a) Minutes- Special Meeting February 13, 2018, Regular Meeting February 13, 2018, Council’s Work Session February 27, 2018 –The Council approved the



Regular Council Meeting—March 13, 2018

minutes of the Special meeting, 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) Trade Lot Agreement Amendments (Band Boosters)

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

Motion carried:

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

7. Public Hearing

- a. Staunton River Regional Industrial Facilities Authority (RIFA) Ordinance

Mr. Coggsdale presented Council with the proposed ordinance for the creation of the Staunton River Regional Industrial Facilities Authority (RIFA). He advised during the last year, staff members from the Towns of Altavista and Hurt, the City of Danville and Pittsylvania County have been working on the necessary documents related to the formation of the Staunton River Regional Industrial Facilities Authority.

Mayor Mattox opened the public hearing at 7:04 p.m. and asked if anyone would like to comment.

No one came forward.

Mayor Mattox closed the public hearing at 7:05 p.m.

Mr. Higginbotham stated he is aware that it will cost \$23,000 to start and asked if there is an estimate of how much will be spent after the start up.

Mr. Coggsdale stated no figures have be formulated.

Mr. Higginbotham asked if Council should potentially put something in the budget with the thoughts of buying something in Pittsylvania County.

Mr. Coggsdale stated this is something that Council may want to consider at the March 27<sup>th</sup> Council work session during the budget discussions.

Mr. Higginbotham felt there should be some projections.

Mr. Coggsdale advised he would consult with the other localities and start putting together what a budget should be.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to adopt the ordinance to create Staunton River Regional Industrial Facilities Authority (RIFA).

Motion carried:

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

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

Mr. Emerson, seconded by Mrs. Overbey, motioned to authorize Mayor Mattox to execute the Staunton River Cost and Revenue Sharing Agreement on behalf of the Altavista Town Council.

Motion carried:

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

b. Chapter 34 “Environment Amendments (Public Nuisances/Dilapidated Properties)”

Mr. Coggsdale advised staff has been working on amendments to Chapter 34 “Environment” of the Town Code as it relates to Public Nuisances and Dilapidated Properties.

Mayor Mattox opened the public hearing at 7:09 p.m. and asked if anyone would like to comment.

No one came forward.

Mayor Mattox closed the public hearing at 7:10 p.m.

Mrs. Dalton, seconded by Mr. George, motioned approval of the text amendments to Section 34 “Environment” of the Altavista Town Code in regard to Public Nuisances and Dilapidated Properties as presented.

Motion carried:

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

## 8. New/Unfinished Business

a. Police Dept. Portable Radio Replacement Follow Up/Request

Mr. Coggsdale advised at the February Town Council Work Session, Council considered the Police Department’s request to replace their portable radios in FY2018 rather than in the FY2019 Budget/CIP. Funds were available in the FY2018 Budget due to funds being left over from another CIP project. Council was presented with a memorandum from Chief Milnor; he would like to revise the request as the cost for the portable radio replacements are higher than previously indicated.

Chief Milnor apologized and noted the figures presented at the February 27, 2018 Work Session were in the CIP prior to him becoming Chief. He added the surplus funds in the current CIP will cover the entire purchase of the equipment with no additional funds being added. The quoted price of the portable radios is \$15,715.50.

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Mr. Emerson, seconded by Mrs. Brumfield, motioned to approve the request for the additional funds to proceed with the purchase of the portable radios.

Motion carried:

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

b. Town Hall Generator Replacement Follow Up/Request

Mr. Coggsdale advised previously staff sought approval of replacement of the Town Hall Generator, which was approved by Town Council. Upon proceeding with the project, the approved contractor indicated that their fee had not included installation costs, which staff assumed was included. The approved amount was \$18,500; an additional amount of \$4,270.00 for removal, installation and startup needs approval.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request for the additional funds to proceed with the Town Hall generator replacement.

Motion carried:

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

c. Growth Opportunity Study Request of Campbell County

Mr. Coggsdale advised based on discussion at the Town Council’s Strategic Planning Retreat last year, there have been conversations with Campbell County about growth opportunities for the Town. He stated if Council desires, staff will make a request to Campbell County Board of Supervisors for a staff led study on this subject.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request authorizing a letter be sent to the Campbell County Board of Supervisors requesting a joint staff led study on growth opportunities in regard to the Town’s environs.

Motion carried:

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

d. Request for Use of Town Property-*Gus the Bus Plus*

Mr. Coggsdale advised of correspondence received from Mrs. Jane Green, in regard to the use of Town property for the *Gus the Bus Plus* program. He noted this is a summer program that encourages “education readiness, reduces

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summer learning loss, and reduces food insecurity” for children in the community. The program would like to utilize Shreve Park and Lola Park.

Mrs. Dalton commented if no one knows what *Gus the Bus* does, it is a very heartwarming story of how children that are less privileged can have books, food and opportunities.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the request for use of Shreve Park and Lola Park for the *Gus the Bus Plus* program.

Motion carried:

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

Mayor Mattox requested the Town Manager express Council’s gratitude to Mrs. Green and the *Gus the Bus Plus* organization.

### 9. Reports

#### a. Town Manager’s Report

##### **Staunton River RIFA**

Town Council will conduct a public hearing on the Staunton River “Regional Industrial Facilities Act” ordinance at the March 13, 2018 meeting.

##### **Southern Virginia Multi-modal Park – Utility Review**

Continue to work on this item.

##### **Campbell Avenue Drainage Project**

The utility work has been completed; however, the milling and paving on the project will need to wait until early spring.

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

Staff continues to work on this project with the engineers and VDOT, as necessary. The application for additional funding was submitted to VDOT. It is anticipated that this project will begin in the early part of FY2019.

##### **Altavista Park and Trails (APT) Master Planning**

Land Planning & Design Associates (LPDA) conducted a follow-up meeting with the Town Council at their February 27<sup>th</sup> Work Session. Staff is working with the consultant (LPDA) on providing the prioritized list of projects/improvements for consideration.

##### **Utility Rate Study**

Presentation by Woodard & Curran at a Special Called Meeting on Tuesday, February 13, 2018 at 5:30 p.m. This item will be further discussed at the March 27<sup>th</sup> Work Session in regard to the FY2019 Budget discussion.

##### **Dalton’s Landing Canoe Launch Project Update**

Bid package is being finalized. Information in regard to a possible DCR grant application process is being sought after and the latest information indicates the grant application period should be open in mid-March to April. All other items appear to be in order.

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Mr. Emerson asked if there was anything that will conflict with these dates.

Mr. Witt advised if they stick to the mid-March to April, it is still good to open next spring.

Mayor Mattox suggested a letter be sent to Delegate Matt Farris and Senator Steve Newman seeking their support of the Canoe Launch.

Mr. Coggsdale state DCR will do notifications for applications, then will be the appropriate time to reach out to those representatives. If there is no notifications by the April deadline, then it may be necessary to reach out to the representatives.

### b. Departmental Reports

## 10. Informational Items/Late Arriving Matters

### a. Calendars-March/April

## 11. Matters from Town Council

Mayor Mattox requested Council to authorize the Town Manager to write a letter to Dominion Energy in thanks of how quickly they restored electricity to the town during the recent wind storm and to ask if there is anything the Town and Dominion Energy can work on together to ensure there is power for the Water plant.

Mr. Coggsdale referred to a line that runs at the end of Myrtle Lane that is difficult to access and is troublesome. He stated this area is in Dominion's que for repair and suggested in this letter, emphasizing the importance of this to the operation of the town.

It was the consensus of Council to authorize the Town Manager to write a letter to Dominion Energy.

Mrs. Brumfield suggested naming the old Fire Station after a past fireman and dedicating the building.

Mayor Mattox thanked staff for what they do every day.

## 12. Closed Session

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

Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the various town boards and commissions.

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) – Discussion concerning a prospective business or industry or the expansion of an existing business or 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. George.

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Motion carried:

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

Council went into closed session at 7:30 P.M.  
Notice was given that council was back in regular session 8:00 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. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

Mr. Emerson, seconded by Mr. George, motioned to appoint Mrs. Patricia Conner, 1103 Broad Street, to the Town’s Recreation Committee for three-year term; term ending 2021.

Motion carried:

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

Mrs. Brumfield, seconded by Mr. Emerson, to appoint Mayor Mattox, Vice Mayor Dalton as Directors and Mr. Higginbotham as Alternative Director to the Staunton River Regional Industrial Facility.

Motion carried:

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

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Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

13. Adjournment

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

The meeting was adjourned at 8:05 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MARCH 27, 2018

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 27, 2018 at 5:00 p.m.

Council members  
present:

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

Also present:

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

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

Motion carried:

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

- 3. Public Comments—Agenda Items Only

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

No one came forward.

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

- a. Band Booster – Request for April 7<sup>th</sup> Cruise in (Trade Lot)

Mr. Coggsdale advised the Altavista Band Boosters has requested Council’s consideration of adding an event to their 2018 Trade Lot schedule. The proposed event would be a Cruise in on Saturday, April 7<sup>th</sup> from 4:00 p.m. to dark.

Mr. Emerson, seconded by Mrs. Overbey, motioned approval to add an event per the request of the Altavista Band Boosters (Cruise in on Saturday, April 7<sup>th</sup> from 4:00 p.m. to dark).

Motion carried:

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



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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

### b. AOT “ Food Truck” Events-Street Closing Request

Mr. Coggsdale presented Council with a memo detailing Altavista on Track’s (AOT) request that Broad Street between 7<sup>th</sup> and Main Streets be closed for Food Truck events on May 11<sup>th</sup>, July 13<sup>th</sup>, and September 14<sup>th</sup>. The street would be closed from 4:00 p.m. to 8:00 p.m. The memo indicates that AOT will work with the businesses along this stretch of Broad Street. The event’s goals will be to increase foot traffic downtown, increase community involvement and serve as a fundraiser for AOT.

Mr. George asked if the brick and mortar businesses (stores/restaurants) are in on this as well.

Ms. Gwynn advised AOT has prepped the businesses on the event so that they are aware and suggested they do specials to help promote their businesses. She noted the last Food Truck event went extremely well and felt everyone benefited from bringing people to the downtown area.

Mr. George asked if the food trucks pay meals taxes.

Ms. Gwynn responded that they do along with obtaining a business license. AOT is hoping to charge a vendor fee as a fundraiser for AOT.

Mayor Mattox asked if AOT has considered doing a Street Festival.

Ms. Gwynn stated AOT definitely wants community involvement. They are partnering with the Altavista Presbyterian Church to supply more sitting, the Staunton River Memorial Library is considering some “open mic” events during the Food Truck Event.

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

### c. Bedford Avenue Tennis Courts (LPDA Recommendation)

Mr. Coggsdale advised Town Council has previously discussed alternatives in regard to the future of the tennis courts at the Bedford Avenue Park. It was decided to have the Park & Trails consultant, LPDA, review the need for such activity and make a recommendation on the item. He presented LPDA’s recommendation regarding the Bedford Avenue tennis courts to Council.

Mr. Higginbotham suggested that Council needs to hear from the public on this matter.

Mrs. Brumfield presented a petition with 70 names on it of people who want to keep the tennis courts in place. She noted one person in her neighborhood suggested keeping one of the tennis courts. These are the only courts that the town owns that someone can play on at any time. The administration at the YMCA does not want it publicly advertised that nonmembers can play on their courts. The High School courts are available when the Tennis team is not using them and cannot be used during the day when school is in session. She noted no repairs have been made to the Bedford Avenue Park courts for at least 12 years.

Mr. Higginbotham asked about the naming of the park.

Mr. Coggsdale responded that he had been in communication with family members who indicated the individual had in writing that he/she didn’t want any

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of those things to happen. The family is reviewing and will contact the Town Manager.

Mr. George referred back to the LPDA survey and advised two people out of 123 people were interested in the tennis courts. He stated the price tag for repairs to the tennis courts is high for a small town. He referred to the letter from LPDA which noted *The State Department of Conservation and Recreation provides level of service standards (based on National Parks and Recreation Association statics and information) as part of the Virginia Outdoors Plan. The levels of service standards recommend the number of amenities per one thousand people. The recommendation for tennis courts is one court for every two thousand people.* The town's population is 3,500. He noted the courts at the High School are new courts and belong to Campbell County and Mr. Steve Jester, Director of the Altavista YMCA, has stated he is fine with nonmembers using the tennis courts. Mr. George stated he looks at the price tag and what the Town is hoping to accomplish at English Park and wondered what would be done away with to pay for the courts on Myrtle Lane. He noted the price tag for two courts is approximately \$150,000 to \$200,000 according to LPDA.

Mr. Garrett advised when he looked at this project the cost was approximately \$107,000 for both courts.

Mr. George stated he would love to have new courts on Bedford Avenue but did not know if it was in the best interest of the taxpayers.

Mrs. Brumfield noted the people who signed the petition stated they did not know about the park survey.

Mr. Coggsdale asked if there was any information staff could locate and provide for Council to help address this issue.

Mr. Higginbotham suggested waiting until the park is named before making a decision. He did not see the need to tear up the courts and then regret it in a couple of years.

Mr. Emerson suggested sending out a generated phone message in regards to the tennis courts.

Mayor Mattox stated he would like this placed on the April 10<sup>th</sup> Town Council agenda and have staff gather some public input if possible.

### d. FY2019 Budget/CIP Discussion

Mr. Coggsdale advised the Proposed Operating Budget and Capital Improvement Plan for Fiscal Year 2019 was presented to Town Council on February 19, 2018. **General Fund:** The proposed FY 2019 General Fund budget totals \$4,513,700 or a 2.0% decrease over the Fiscal Year 2018 Adopted Budget. The Operations portion of the budget increased by 7.27% or \$255,990 and the CIP decreased by 44.61% or (\$367,110). Real Estate and Personal Property Tax revenue remains flat, while Machinery & Tool and Meals Tax revenues are increasing; however, the FY2018 budget contained several grants and a Transfer In from General Fund Designated Reserves, which are not included in the FY2019 Revenues. The Operations increase is largely due to proposed staffing increase or changes. The General Fund has a projected surplus of \$179,870. **Enterprise Fund:** The proposed FY 2019 Enterprise Fund budget totals \$4,573,450 or a 6.01% decrease over the Fiscal Year 2019 Adopted Budget. The Operations portion of the budget decreased by 3.35% or (\$110,250) and the CIP decreased by 11.59% or (\$182,210). The Water and Sewer Charges for Service Revenue remains flat, with the exception of Industrial Water charges which is projected to be down with the pending reduction of use by a large user. The Proposed Budget does not include rate increases, as outlined in the Utility Rate Study which was recently presented to Town Council. The Enterprise Fund would require a Transfer In of \$1,245,000 to balance. The **Highway Fund** totaling \$788,350 and the **Cemetery Fund** totaling \$62,500 (including a \$33,500 transfer from the General Fund) complete the Proposed FY2019 Budget. **Capital Improvement Plan:** The

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FY2019 CIP totals \$2,017,850, with the majority of the funds coming from FY2019 Revenues (\$1,830,450), with the rest being CIP Reserves (\$185,000) and Grants (\$2,400).

Mr. Coggsdale presented Council with the following PowerPoint presentation:

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)	
Budget As Presented to Town Council on February 19, 2018	
• General Fund Total:	\$4,513,700
• Includes Transfers to Cemetery Fund; Reserve for Fire Dept. Loan and Surplus	
• Enterprise Fund Total:	\$4,573,450
• Highway Fund Total:	\$ 788,350
• Cemetery Fund Total:	\$ 62,500
• TOTAL:	<u>\$9,938,000</u>
• Transfer to Cemetery Reserves:	(\$33,500)
• Grand Total:	<u>\$9,904,500</u>

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)	
General Fund Revenues	
• Revenue Total:	\$4,513,700
• Most Revenue Sources (Flat or slight growth)	
• Property Taxes (Real & Personal)	\$ 613,500
• Machinery & Tools:	\$1,721,750
• Meals Tax:	\$ 935,000
• Grants:	\$185,400 (DCIS, Transit (Fed. & State), Litter, Campbell County)
Staff Changes/Recommendations:	
• Based on updated information, staff recommends increasing the following revenue line items: Property Taxes – Real Estate: \$7,000; and Personal Property Taxes: \$20,000.	

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)	
General Fund Expenditures By Department	
COUNCIL/PLANNING COMMISSION (Fund 10 – Dept. 1001-400)	
• This Department covers the stipend for both the Town Council and the Planning Commission.	
• Budget: \$36,600 (Operations: \$28,600 and CIP: \$8,000)	
Staff Changes/Recommendations:	
• None	

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)	
General Fund Expenditures By Department	
ADMINISTRATION (Fund 10 – Dept. 1001-401)	
• This Department covers the Town Administration, Finance Department and the Planning & Zoning Department; as well as expenses for the Town Attorney.	
• Budget: \$862,300 (Operations: \$829,800 and CIP: \$32,500)	
• Includes: COLA (2%); Health Insurance Increase (2.7%); Reorganization for shared position with Police Department (Reduction to Administration budget/Increase to Police budget)	
Staff Changes/Recommendations:	
• None	

Mayor Mattox stated considering a 6% pay adjustment was given last year he did not feel a 2% COLA increase is justified.

## COUNCIL WORK SESSION MARCH 27, 2018

Mrs. Overbey stated she is in favor of the COLA in the budget. Because of the salary study, Council was correcting the course and getting salaries where it needs to be for fair compensation for the employees. She felt if COLA is not given on an annual basis then we will quickly be back in the same situation. Mrs. Overbey noted she is not a self-employed individual and when you don't receive increases to keep up with inflation, it hurts. She felt the Town has an amazing staff that does a tremendous job for the community.

Mr. Emerson stated he agrees with much of what Mrs. Overbey said. He stated the town has 58 employees and felt you don't have two employees doing the same job every year. He is in favor of a merit type raise; put the 2% in a pool giving a percentage to each department and let the department heads decide who should be rewarded.

Mrs. Dalton felt for budget purposes the 2% should stay in the budget. She felt Mrs. Overbey was spot on that what was done last year brought the compensation up to speed and if we want to get into that bind again, Council can ignore indicators such as social security going up, cost of living indexes, etc.

Mayor Mattox indicated for this budget cycle he would like to be a bit more conservative than in the past and the reason is because of the huge funding requirements in the CIP that Council has to start finding ways to pay for; infrastructure and park improvements, rates and taxes. He felt anything that could be saved on the reoccurring side of things will continue to be carried forward in the existence of this community and he would like to look at this closely. He felt the 2.7% increase in health insurance is wonderful.

Mr. Higginbotham stated he agreed with Mayor Mattox.

Mr. George indicated he was in agreement with Mrs. Overbey but also liked Mr. Emerson's idea of the merit increase and asked if the merit type raise has been discussed before.

Mr. Coggsdale advised that it has been discussed; the department heads are working on a document on which to measure people. The problem is this cannot happen until next year. Staff is preparing now to implement some type of merit program next year.

Mr. George stated he has found with his small business if you pay people fairly, they do good work for you and tend to stay. He stated he is for COLA staying in the budget.

Mrs. Brumfield stated she was leaning towards the conservative side. She stated she would not entertain the idea of not giving a raise but maybe skip this year until Council figures out where to put this money and where the money is coming from to do the sewer, water and the parks. She noted the inflation rate is 2.1%. If someone is giving an increase to catch up with inflation, it should be 2.1%. She knows Council did a big jump for everybody and she is in agreement to not give a COLA this year.

Mrs. Dalton felt Council needs to disjoint the COLA issue from all the other; to consider upgrades to utilities and parks on the backs of the employees she felt this was the wrong conversation to have. She felt this was totally unfair; she felt Council is trying to mix two things that do not need to be mixed. There is obligation to utilities, to parks and to the employees and one does not outweigh the other.

Mayor Mattox differentiated between COLA and merit and stated if Council gets away from the COLA, then the employee that doesn't get a merit raise gets no money. If insurance increases, that employee will have less take home pay. He stated he was not going to say this would be on the back of all the employees but the taxpayers, businesses, and industries. Council is here to strike a balance.

## COUNCIL WORK SESSION MARCH 27, 2018

Mr. Higginbotham referred to the health insurance noting private industries have gone to the self-insured as opposed to what we currently have. He asked what the current deductible is.

Mr. Coggsdale stated there is multiple plans with deductibles of \$500 and \$1,000.

Mr. Higginbotham stated this is unheard of and nice that the Town can offer this to the employees. He suggested investigating the possibility of going “self-insured”.

Mrs. Brumfield stated she did not want to sound like she was trying to hold a pay raise from anybody. She has looked at the scale and feels people deserve their paychecks. She felt Council did a good job last year of bringing employees up and she is comfortable with skipping this year. She wants to drop back a year and punt; figure out where some of this is coming from.

Mrs. Dalton verified this would be \$62,000.

Mr. Coggsdale stated this amount is correct and includes everything.

Mr. Emerson noted the deductible for Campbell County for a family is \$4,500 and a single person is \$2,500. Campbell County is self-insured. The insurance for the town is remarkable.

Mayor Mattox stated it is a 4 to 3 favor and this item will stay in the budget.

Mayor Mattox indicated we are separately enrolled in Local Government Council and Region 2000. We have representation with Campbell County. Being a part of these organizations cost the town \$8,800. He stated this is not a lot of money but builds up over a period of time. In the past six years, there has been nothing coming from these two organizations.

Mrs. Brumfield asked if we don’t profit from these organizations, who does.

Mayor Mattox felt the town already has representation because we are a part of Campbell County. If the town needs something, we can go through Campbell County. This is an easy \$8,800 that can be used elsewhere.

Mr. Coggsdale clarified of the \$8,800 the Local Government Council and Region 2000 gets \$5,400. The Virginia Government Finance Officers Association, Treasurer’s Association, VML, Society of Human Resource Management, Virginia Local Mgmt. Assoc. total the remaining dollars.

Mrs. Overbey asked of the listed organizations if you have to be a member to maintain credentials.

Mayor Mattox clarified his request. He is interested in removing the \$5,400 from the budget noting he encourages professional development.

Mr. Higginbotham asked if staff could justify all these as being essential. If the treasurer needs the networking, it is worth it. He asked could staff recommend we stay in the other seven or eight.

Mr. Coggsdale advised with Region 2000 and Local Government Council, there is representation without paying those fees. You would go through the county to get this. This is a policy decision Council would make whether the Town wants a vote at the table or whether Campbell County would carry our vote for us. He stated several years ago, Ms. Kelly Hitchcock with Region 2000, completed a pedestrian study. There are some opportunities that they may be used for. How does Council want to access them; through our own votes or through Campbell County’s votes. He stated it would be hard for him to tell where the Town would get the benefit. He stated if Council is looking for value, it is hard to justify. Human resources, the town has a small staff, so any assistances with HR is welcomed.

Mr. George felt the EDA is looking to hire a consultant to look at items similar to this. He noted he visited the Regional Alliance Building a few months ago and Altavista is represented in Lynchburg.

Mrs. Dalton stated her thought is the Town wants to be in all the places it can be, holding our banner and singing our song and this is one such location. It also influences others, if it turns and offers us negative impact, she will be delighted to remove the town from it. If the town is not a part, then we don't know what they are doing or whose name they are doing it in. She felt like for no more money than it is, it is a seat at the table. She suggested passing around the obligation of going.

Mr. Coggsdale felt it important to have persons from these organizations to come periodically to report to Council.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)
General Fund Expenditures By Department
NON-DEPARTMENTAL (Fund 10 – Dept. 9101-801)
• This Department covers the Contributions, Reimbursements and Economic Development Incentives, as well as Transfers Out to other Funds or Reserves.
• Budget: \$748,520
• (Transfers Out: \$278,370) Cemetery: \$33,500; General Fund Reserves (Surplus): \$179,870; General Fund Reserve (Fire Dept. Loan Payback): \$65,000
Staff Changes/Recommendations:
• None

Mr. Coggsdale pointed out the fuel to the Fire Company and the EMS is reimbursed.

Mayor Mattox stated he would like more information on what the Small Business Development Center has done.

Ms. Gwynn advised AOT partners with the Small Business Development Center for business trainings and they hold the Lunch to Learn events at the Altavista Chamber of Commerce office. She noted she communicates with them on a regular basis. Any business that is struggling she recommends them to the Small Business Development Center.

Mr. Higginbotham referred to the Campbell County Revenue Sharing agreement; something that was binding on Town Council 10 years ago. He suggested this agreement be looked at if Council wants to find a source of revenue, this should be considered.

Mrs. Overbey stated being new to Council, it would be helpful to her to know how this came about.

Mr. Coggsdale explained the boundary line adjustment to bring Wal-Mart into the Town of Altavista and the Campbell County Revenue Sharing agreement with the Town of Altavista noting any meals tax collected above \$2.5 million is to be split 50/50 with Campbell County.

Mrs. Overbey stated Campbell County does not collect a meals tax and somewhat has a dislike for collecting a meals tax for a government organization that does not have a meals tax.

Mr. Eller offered there was a boundary adjustment and that is the mechanism for taking in the land and would not have happened if Campbell County did not agree to it. In order for the town to collect any meals tax at all, they had to agree. We would not be receiving any meals tax had Campbell County not agreed.

## COUNCIL WORK SESSION MARCH 27, 2018

Mr. Emerson noted this is not bound to any further Councils either.

Mr. Eller stated it was a Gentlemen's agreement.

Mr. Emerson stated he respects the decision of the ones on Council at that time. He stated there were also agreements in place years ago that Campbell County would give \$50,000 towards the Town's parks which has not been received.

Mrs. Dalton stated there is history to that too which needs to be known.

Mr. Emerson stated the county has been asked for help with the boat ramp. We have the parks, we took over Campbell County's portion of the park. Altavista contributes 80% of the manufacturing taxes in Campbell County. He indicated he was in agreement with Mr. Higginbotham and that this money could be put towards the parks.

Mrs. Dalton advised she was on Council when the Wal-Mart deal came about and the Town has benefited from this deal. She finds it hard to renege on the agreement.

Mayor Mattox stated we currently have a great relationship with the Board of Supervisors and Administration. He stated we are partnering with them on a number of game changing events including some possible growth in industry that revenue would come from. He asked Council to not forget Campbell County gave us the park with no strings attached and they take care of the school here. He felt Council would be cutting their own throats if the relationship with current Board is destroyed. He felt the Board realizes more than ever the value of Altavista and they are willing to do what they can to help Altavista grow. Mayor Mattox stated he too was on Council when the agreement was put into place and he knows what it has brought to the community. Had Council not gone through with the deal, the Town would not have the added revenue.

Mr. Higginbotham advised he was on Council at that time and felt the Town was out negotiated by Mr. David Laurell. To Mr. Eller's point, Mr. Higginbotham stated we are collecting meals tax but the town gave them sewer. He stated it is not a legally binding agreement, it was a Gentlemen's agreement that was binding on Council as long as that Council is there. He thought a Judge signed off on the "not binding on future Town Councils". The county is providing water for them. Looking for compromise, he did not want to cut throats but one possibility is to reduce the amount to 20%, another compromise is to give the Mayor one year to work with the Board of Supervisors and stop this after this year. He felt the County needs to be told the Town needs help on the boat ramp, the splash park and make it known they are funding other parks in the county.

Mr. George stated he agreed with what has been said. He stated Altavista Combined School is the only school in Campbell County that does not have a ball field. It has been requested that the lights be replaced and Campbell County responded it was not their property. The County has no obligation to pay any maintenance. They give \$25,000 for general funds. Mr. George indicated this was one of his issues. The Town owns the library; a lot of contributions from local businesses and individuals to build the library. The County gave \$100,000 towards the library but did not help with replacement of the roof. Mr. George noted in regards to policing there is only one deputy on duty at any given time south of Route 24 and Wal-Mart has a high volume of calls. Campbell County would need to hire four deputies to handle the calls if not given to Altavista. He noted the County gave the Altavista Armory to the town so they won't have to the maintenance. The County gave the town a water tower and money to tear it down if needed. He said there are some give and takes. He indicated he tends to side with Mayor Mattox and Mrs. Dalton.

Mrs. Brumfield noted there is a new Board of Supervisors and she is hopeful that things will change. She stated she was not that optimistic about it because she grew up in town and watched other schools in the county get things that Altavista Combined did not get. Altavista has paid the taxes that have gone all over the county

COUNCIL WORK SESSION MARCH 27, 2018

except for here. Mrs. Brumfield stated she didn't want to step on toes but wanted the Board of Supervisors to realize there is somebody down in this end of County. Mrs. Brumfield noted the meals tax went to referendum and was voted down and how is meals tax being paid out there.

Mrs. Overbey asked after listening to other Council members, would this merit a conversation with Campbell County about these frustrations.

Mr. Emerson suggested making Campbell County aware of the Town's need for funds for the park that we received from them.

Mayor Mattox stated he is aware there has been some issues in the past but he is looking forward to the future and thinks a relationship can be built with Campbell County that will be mutually beneficial to all. He felt the future looks bright for Altavista.

Mr. George mentioned another thing the Town does is maintain the Staunton River Memorial Library.

Mayor Mattox noted all the options are open and when he and Mr. Coggsdale meet with the County Administrator and Altavista's representative, they will discuss them all.

It was the consensus of Council to keep this item in the budget.

Mr. Coggsdale noted at the Board of Supervisor's April meeting, they will take under advisement the Town's growth opportunities. There is also discussion of having a joint dinner meeting. He noted another suggestion would be to create a more formal setting periodically where the County and Town meet.

<div>FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP) General Fund Expenditures By Department</div> <div><div><div>PUBLIC SAFETY (POLICE) (Fund 10 – Dept. 3101-501)</div><div><div><div>This Department covers the Altavista Police Department.</div><div>Budget: \$1,298,050 (Operations: \$1,075,550 and CIP: \$222,500)</div><div>Budget will be reduced by \$7,500 due to a CIP item (Portable Radios) being approved for FY2018 by Council with existing funds.</div><div>Includes: New position: Investigator; Reorganization for shared position with Administration (Increase to Police budget/Reduction to Administration budget)</div></div></div><div><div>Staff Changes/Recommendations:</div><div><div>CIP: Reduce Phase I Renovations from \$60,000 to \$30,000 in FY2019; Remove Phase II Renovations from FY2021 (\$50,000). These renovations are contingent upon the personnel reorganization involving the administrative personnel (shared position between Administration and Police.)</div></div></div></div></div>
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Council went into recess at 6:25 p.m. and reconvened at 6:35 p.m.

Mayor Mattox stated he regrets the Town is losing the Chief of Police and prefers that any additional expenditures for employees be put on hold until the new Chief determines what his organization will be like.

Mr. Emerson stated he is torn but feels the new Chief may have some of his own ideas that he or she may want. He is okay with keeping it in the CIP and whether or not it is done now or not he didn't have a strong opinion.

Mr. Coggsdale clarified the \$30,000 and the Investigator position are not related. It is related to the shared position between Administration and the Police Department.

Mr. Emerson feels the Police Department needs a full time administrative position and a detective but is willing to wait for the new Chief on the detective position.

Mayor Mattox felt the new Chief needs to express his own needs and if he justifies them, he will be supported.



## COUNCIL WORK SESSION MARCH 27, 2018

Mr. Higginbotham indicated he was okay with it. He questioned in 2017 the Police Department spent \$895,000, in 2016, \$903,000 was spent, in 2019 the proposal is \$1,298,000 which is a huge increase.

Mr. Coggsdale noted \$180,000 of this total is CIP items.

Mr. George indicated he was in favor of leaving the budget as is in case the new Chief wants all of these things.

Mrs. Brumfield stated she is in favor of un-sharing and removing the Detective position until the new Chief is in place.

Mr. Coggsdale clarified the consensus of Council is remove the detective position, reduce renovations to \$30,000 and add a full time administrative position to the budget.

Mr. Emerson pointed out the current Chief is retiring, the new Chief may require a different package.

Mr. Coggsdale advised this budget includes benefits for the new Chief.

Mr. Higginbotham referred to the CIP and the classroom for training; he advised he has been in the military for over 30 years and has never gone to a range to do classroom training. He sees no reason to build a building out on the spring site in Pittsylvania County that would need electricity, cleaning and the worry of vandalism.

Chief Milnor noted they qualify twice a year with DCJS standards. He stated the department is blessed to have a range for a department the size of Altavista Police Department, this would be for a full day and full night of training.

Mayor Mattox advised he has spoken with Mr. Emerson and suggested that the town work along with the Sheriff's office if so needed.

Mr. Emerson noted Liberty University firing range is open and the county has some dates that they have been given. They explored the possibility of coming to Altavista and he said they may if it there was a building and it was nicer. Mr. Emerson stated he understands Mr. Higginbotham's point, but the Police Department is lucky to have a firing range and would not want to lose it.

Mr. Higginbotham referred to the line item, Replacement-Motor Vehicles and asked if \$80,000 is for two vehicles. He asked if we are buying two, two, two now. He didn't know what the policy is per vehicle per man.

Mayor Mattox stated the policy is the Town Shop has to determine that the vehicle is unsafe and unreliable.

Mr. Coggsdale stated we are at two, two, two, then back to one. Three years of two to get the fleet back up. We have suffered some losses in the past few years.

Mr. Higginbotham asked what the mileage is.

Mr. Coggsdale advised he has a report that he can share with each Council member.

Mr. Higginbotham questioned the \$75,000 in line item, EDP Equipment.

Chief Milnor advised this for replacement of the IBR system and the CAD system. The Altavista Police Department and Campbell County Sheriff's Office are partnering in the replacement of the software.

COUNCIL WORK SESSION MARCH 27, 2018

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

- PUBLIC WORKS (Fund 10 – Dept. 4101-601)**
- This Department covers the Public Works Department which includes the Streets Division; Building & Ground Division and the Fleet Division. This department is responsible for Refuse Collection; Leaf Collection; Bulk/Debris Pick Up; Street Maintenance; and Maintenance and Repair for Town properties. This Department utilizes the Highway Funds to maintain our streets and misc. items related to streets.
  - Budget: \$1,256,910 (Operations: \$1,067,160 and CIP: \$189,750)
- Staff Changes/Recommendations:
- Extend the Funding for a new Street Sweeper two additional years; this would reduce General Fund and the Highway Fund allocations each year by \$12,500 in FY2019 and FY2020 and add \$12,500 in FY2021 and FY2022 to each funding source.



FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

- PUBLIC WORKS (Fund 10 – Dept. 4101-601)(continued)**
- Staff Changes/Recommendations:
- Look at option of Renting an Asphalt Roller and Motor Grader, when needed versus purchasing replacement equipment.
  - Potential Impact (Asphalt Roller): (\$40,000 total, split 50/50 between General Fund and Highway Fund in FY2019; FY2020 and FY2021). Removes \$6,750 from General Fund but \$1,800 (split between General Fund and Highway Fund) would need to be provided for in the Operating Budget for rental of a unit, when needed. (\$5,850 reduction in FY2019 and FY2020 and \$5,600 in FY2021 in the General Fund; same reduction in the Highway Fund). The Operating Expense for rental would continue each year.
  - Potential Impact (Motor Grader): \$100,000 total, split 50/50 between General Fund and Highway Fund in FY2019; FY2020; FY2021; and FY2022. Removes \$12,500 from the General Fund but \$7,250 (split between General Fund and Highway Fund) would need to be provided for in the Operating Budget for rental of a unit when needed. (\$8,875 reduction in General Fund in FY2019 – FY2022; same reduction in the Highway Fund) The Operating expense for rental would continue each year.



Mr. Higginbotham questioned the metal recycling dumpster.

Mr. Garrett advised this dumpster will be used for recycling and the fee is the dumpster fee for it to be picked up.

Mr. Higginbotham advised English Construction gets theirs for free and then gets paid for the steel. He referred to the Salt Shed and the cost.

Mr. Coggsdale advised this is an accumulation of funds over years.

Mr. Higginbotham asked if the building with the concrete walls at Public Works could be used for the Salt Shed.

Mr. Fore advised this building is used to hold sludge because there is no one to haul it on the weekends.

Mr. Higginbotham clarified the Salt Shed needs a concrete slab that can be pushed against when loading the bucket. He questioned the \$217,000 in the budget.

Mr. Garrett stated this is still under review as he is still having conversations with the Highway Department. It is possible the Town could use brine which will be free and will cut the salt purchase in half. This would cut the size of the Salt Shed and the cost.

Mr. Coggsdale stated he keeps in mind how proud the citizens are of how well the Town does with snow removal and keeping the streets clean.

Mrs. Brumfield questioned the 2004 Half ton replacement; \$4,000 from the General Fund, \$8,250 from the Enterprise Fund and \$4,000 from the Highway Fund, which doesn’t add up to cost of the vehicle.

Mr. Coggsdale advised this is over four years.

Mrs. Brumfield questioned the \$788,350 with \$100,000 of personnel expenses.

Mr. Coggsdale advised this covers the employees when they are pushing snow and repairing potholes. This is eligible for Highway funds.

## COUNCIL WORK SESSION MARCH 27, 2018

### 6. Public Comments

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

No one came forward.

### 7. Closed Session

### 8. Adjournment

Mayor Mattox continued the meeting to Wednesday, March 28, 2018 at 5:00 p.m. The meeting ended at 7:07 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MARCH 28, 2018

The continued work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 28, 2018 at 5:00 p.m.

Council members  
present:

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

Also present:

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

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

Mr. Coggsdale continued his PowerPoint presentation from the March 27, 2018 work session:

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)  
*General Fund Expenditures By Department*

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**ECONOMIC DEVELOPMENT (Fund 10 – Dept. 7101-405)**  
• This Department covers the economic development activities of the town; which includes being the Town’s contact with our local industries and assisting with state and local incentive programs.  
• Budget: \$148,700 (Operations: \$148,700 and CIP: \$0)  
• Currently this position is vacant.

Staff Changes/Recommendations:  
• None



Mrs. Dalton stated the hiring or not hiring of an Economic Development director is up in the air.

Mayor Mattox stated he is in favor of having someone in the Economic Development office; he asked how quickly the Strategic Plan will be completed.

Mr. Coggsdale advised the original thought was to have it completed by Fall; it will be into the second quarter of the budget before someone would be brought on board if that’s Council desire. The personnel cost could be cut to 75% in the budget for the next year. As we move forward with the Strategic Plan, there hasn’t been much discussion on how much it’s going to cost or how it will be paid for. He mentioned there is money in this year’s budget that could be used. In a month there should be information that will assist in this.

Mrs. Dalton suggested it remain in the budget; we may or may not be paying for a plan. The EDA is talking about submittals for putting together a plan and have also talked about doing it themselves, this may call for some cost.

Mr. Higginbotham stated he personally did not feel the Town needs a full time economic developer. He asked if Mr. Coggsdale or Mr. Witt could perform this

## COUNCIL WORK SESSION MARCH 28, 2018

function. He stated a lot is being put in the basket across the river. The economic development position has actually moved over there with \$23,000 per year as a base fee and should we need to buy 50 to 100 acres of land, Council has to come up with some money. He did not feel the budget should be set up, he didn't mind leaving some money in there for Economic Development but should be set up to where someone is hired without coming back to Council. He opposed it being in the budget as a wage benefit. He stated \$500,000 to \$600,000 has been spent with the Economic Development position and doesn't feel the Town has seen that type of return. He did not feel an Abbott or Graham Packaging expansion was a result of the Economic Development position.

Mr. Emerson responded that The Standard was a result of the Economic Development director.

Mrs. Dalton stated from the EDA perspective, all of this is on the table. Nothing is assumed.

Mr. Higginbotham stated the main point is money is being invested across the river and there is a return expense.

Mr. Coggsdale noted until Council has a discussion about when to fill this position there will be no advertising or recruitment. If the money is in the budget, it will not be spent until Council makes a decision.

Mr. Higginbotham stated it would be ideal to have a retired person in the position part time.

Mr. George asked if the EDA is getting ready to hire a consultant to look at that question.

Mrs. Dalton advised the EDA is looking at proposals now from consultants but has not given up the notion of doing it themselves. There are proposals that will cost something or doing it themselves or a combination of both.

Mr. George asked if the EDA decides to hire a consultant, would the funds come from the EDA or from the Town.

Mrs. Dalton advised the Town funds the EDA; the EDA has no reoccurring funds.

Mr. George stated EDA is a form of advertising and is intangible. He felt it was money well spent. He is content to let EDA look at it thoroughly.

Mrs. Brumfield stated she is willing to go with the EDA's recommendations. She noted she really liked Mr. Dennis Jarvis (former Economic Development Director) and would like to see someone from the area hired that loves Altavista.

Mayor Mattox asked if the amount should be left in as a placeholder.

Mr. Higginbotham asked if EDA could get by with \$100,000.

Mrs. Dalton stated she likes to make decisions based on facts and she didn't have enough facts to say cut it.

Mr. Higginbotham asked if she would know by June.

Mrs. Dalton stated Council would know whether the EDA will farm out the study by then.

Mr. Higginbotham asked if the money that goes for RIFA will come out of this line item.

COUNCIL WORK SESSION MARCH 28, 2018

Mr. Coggsdale stated as of now we have not identified where that is coming from. That is a discussion to be had.

Mrs. Dalton suggested leaving the line item as is and Council decide where the funds will come from.

It was consensus of Council to leave this item in the budget and take the RIFA out of this line item.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

TRANSIT SYSTEM (ACTS) (Fund 10 – Dept. 6101-403)

- This Department is responsible for operation of the town's single deviated fixed route bus service. The majority of the funding comes through federal and state sources via the Virginia Department of Rail and Public Transportation. The system operates Monday through Friday (8:00 a.m. to 6:00 p.m.) and Saturday (9:00 a.m. to 2:00 p.m.); with hours extended during the summer. The budget contains grant revenue (Federal: \$50,400; and State: \$14,400).
- Budget: \$103,970 (Operations: \$100,970 and CIP: \$3,000)

Staff Changes/Recommendations:

- None

Mr. Emerson asked Council for thoughts of switching to a trolley bus.

Mr. Coggsdale explained the trolley bus as in Virginia Beach where a person jumps on and off is not that type of trolley bus. The bus will be as what the Town has now with a shell on it.

Mr. Witt stated DRPT said they would consider and advocate for a trolley bus. The funding for a trolley bus would be double plus (in the \$120,000 to \$130,000 range).

Mr. Higginbotham mentioned it would have a diesel engine which would get less fuel mileage.

Mrs. Brumfield asked could more mileage be put on the trolley bus.

Mr. Witt advised it could be.

Mr. Higginbotham asked how many times the bus is full other than at Uncle Billy's Day events.

Mr. Witt stated logistically he could only hire CDL drivers because a trolley bus will carry 20 to 25 people.

Mr. Higginbotham stated this would be a whole different ballgame because the drivers would require CDLs, medical testing, and insurance.

Mayor Mattox and Mrs. Brumfield liked the idea of a trolley bus.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

MAIN STREET (AOT) (Fund 10 – Dept. 7102-406)

- This Department is responsible for oversight of the Town's Virginia Main Street Program through the Virginia Department of Housing and Community Development (DHCD). This position is funded through the funds previously contributed to Altavista On Track (AOT). In addition, the individual in this position performs social media and public information duties unrelated to the Main Street program.
- Budget: \$58,650 (Operations: \$58,650 and CIP: \$0)

Staff Changes/Recommendations:

- None

Mr. Coggsdale recapped what was discussed at the March 27, 2018 work session:

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)  
*General Fund Recap*

- Revenue Projection Update: Increase Real Estate Tax by \$7,000; and Personal Property Tax by \$20,000
- Police Department: Reduce FY2019 CIP (Phase I Renovation) by \$30,000
- Public Works: Reduce Annual Contribution for purchase of new Street Sweeper by 50%; FY2019 impact equals reduction \$12,500 (This will reduce the projected FY2020 impact by same amount and add \$12,500 to FY2021 and FY2022.) This will spread the cost of two additional years.
- Public Works: Remove Asphalt Roller Purchase from CIP and add annual funds to Operating Budget for Rental of Equipment; FY2019 impact equals net reduction of \$5,850. (Impact in future years as well.)
- Public Works: Remove Motor Grader from CIP and add annual funds to Operating Budget for Rental of Equipment; FY2019 impact equals net reduction of \$8,875. (Impact in future years as well.)
- **These changes are a \$84,225 positive change to the FY2019 Proposed Budget/CIP.**

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)  
*State/Highway Reimbursement Fund*

- This fund handles the annual funding from VDOT in regard to the Town assuming maintenance for all Town streets, except Main Street and Bedford Avenue. This is an annual allocation based on lane miles. These funds reimburse the Town for the eligible expenses, including payroll, incurred by the town.
- Several items recommended in the Public Works Department Budget; would impact the amount needed in the Capital Outlay, but would increase several expenditure line items. (This is related to proportional funding for the Asphalt Roller and Motor Grader.)

Mr. Higginbotham noted there are streets in Town that need to be resurfaced and asked that money be funneled towards this project.

Mr. Coggsdale indicated he and Mr. Garrett are looking at creating a five year plan for resurfacing the streets.

Mr. George asked if the area above the boat ramp at English Park would be paved this year.

Mr. Coggsdale advised it is not in the budget.

Mr. George indicated he would like for it to be.

Mr. Coggsdale advised that it could be, it would come out of the Town’s funds. He added this is part of the Parks and Trails Plan. Once the final copy is received, Council can prioritize.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)  
*Enterprise Fund Revenues*

- Revenue Total: \$4,573,450
- Projected decrease from the adopted FY2018 Revenues figures.
  - The Proposed Budget does not contain Water/Sewer Rate Increases per the recent Rate Study. This is an issue that staff will need direction on.
  - Revenue is lower due to less water consumption by an Industrial user.
  - A Transfer In from Reserves (\$1,245,000) would be needed to fully fund the Enterprise Budget as proposed.
  - Utility Rate Revenues: With Quarterly Billing Effective Date Implementation could be Sept. 1<sup>st</sup> (\$116,700) Dec. 1<sup>st</sup> (\$81,690); March 1<sup>st</sup> (\$46,680); or June 1<sup>st</sup> (\$11,670).

Staff Changes/Recommendations:  
◦ Decide on Water/Sewer Rates for FY2019.

COUNCIL WORK SESSION MARCH 28, 2018

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)  
*Enterprise Fund Expenditures By Department*

**WATER DEPARTMENT (Fund 50 – Dept. 5001-701)**  
◦ This Department is responsible for the operation of the water treatment process; as well as the water distribution system. Also included in the budget are the Administration duties associated with monthly and quarterly bills and associated activities.  
◦ Budget: \$2,360,530 (Operations: \$1,753,350 and CIP: \$607,180)  
Staff Changes/Recommendations:  
◦ None at this time; Council discussion about the Utility Rates and Implementation of the CIP may impact the budget.



Mr. Higginbotham questioned the springs and what needs to be done to them. He asked Mr. Fore if he was looking for a band aid for the springs or the big picture.

Mr. Fore stated the beginning of it is to come up with a plan and to improve the electricity. It is old and antiquated and he is trying to bring it up to code. The big picture on the springs is when it rains there are spikes in the turbidity. There needs to be some estimation around the tanks, clean up, renovate the buildings, and upgrade the pumps.

Mr. Higginbotham asked if this is piecemeal.

Mr. Fore stated it would be in the beginning to keep everything functioning properly and then replacing it all later on.

Mr. Higginbotham asked if it would be cheaper to do it all at once.

Mr. Fore stated looking at the decisions that have to be made, he felt it important to spread this work out over a period of time.

Mr. Higginbotham asked if it would be more feasible to completely redo one spring this year and the other next year.

Mr. Garrett advised he has been in one of the tanks at Reynolds Springs and the inside of the tank is all to pieces. In his opinion, the entire station needs major structure work.

Mr. Fore stated when looking at the assessment which was completed by Woodard & Curran, staff has prioritized a list.

Mr. Higginbotham asked Mr. Fore to tell Council how critical the springs are because that is the best water the Town has. Construction cost will continue to go up and rusting rebar could be a problem.

Mrs. Brumfield was in agreement noting 2023 was too long to put this matter off.

Mrs. Dalton suggested the prioritization process that staff has been through not only entails what needs to be done but how it might be funded.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)  
*Enterprise Fund Expenditures By Department*

**WASTE WATER DEPARTMENT (Fund 50 – Dept. 5001-701)**  
◦ This Department is responsible for the operation of the waste water treatment process; as well as the sewer collection system. Also included in the budget are the Administration duties associated with monthly and quarterly bills and associated activities.  
◦ Budget: \$2,212,920 (Operations: \$1,430,600 and CIP: \$782,320)  
Staff Changes/Recommendations:  
◦ None at this time; Council discussion about the Utility Rates and Implementation of the CIP may impact the budget.





COUNCIL WORK SESSION MARCH 28, 2018

Mr. Higginbotham asked if the PCBs would be tested.

Mr. Coggsdale noted this item is in the budget cycle.

Mr. George asked if the testing is necessary and noted he would rather spend the money securing the fencing.

Mr. Fore stated from the standpoint of having been around DEQ, any time a test is ran, they can be shown the numbers are going down. He felt this was money well spent. After the area is secured with fencing, the Town can ask DEQ that the project be closed out.

Mayor Mattox asked if some of the brush on the berm will be removed.

Mr. Fore stated this has been trimmed from time to time. He suggested an arborist be contacted to avoid damage to the trees.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

Enterprise Fund – Five (5) Year CIP

Below are staff's recommendations on the Five Year CIP for the Utilities Department:

	Total	Cash	Bond
FY2019	\$ 1,375,100	\$ 1,133,100	\$ 243,000
FY2020	\$ 4,613,400	\$ 618,500	\$ 3,994,900
FY2021	\$ 4,692,800	\$ 159,900	\$ 4,532,900
FY2022	\$ 7,437,300	\$ 358,800	\$ 7,078,500
FY2023	\$ 2,753,800	\$ 333,300	\$ 2,420,500
	\$ 20,872,400	\$ 2,603,600	\$ 18,269,800

Mr. Coggsdale referred to the Utility Rate Study presentation for Water and Sewer and is trying to gage what Council’s direction will be in regards to the budget. This is not a one year issue, it is the next five years in the CIP, approximately \$21 million. This would be the Enterprise Fund only. He noted there is not a recurring revenue stream to finance the Enterprise Fund. Mr. Coggsdale presented a breakdown of the possible funding scenarios over the next five years using cash and/or bonds. He noted \$18 million at 3% comes to \$1.2 million per year debt services. Council has to find a way to increase revenue by \$1.2 million to pay on the debt services. He noted the numbers presented in the breakdown correspond with the CIP portion.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

Enterprise Fund – Five (5) Rate Year CIP (Based on Scenario #1)

	FY2019	FY2020	FY2021	FY2022	FY2023
Monthly Charge (Base Rate)	\$ 165,067	\$ 198,081	\$ 198,081	\$ 198,081	\$ 198,081
Increase Per Year (Cumulative)	\$ 282,042	\$ 535,263	\$ 772,681	\$ 1,083,581	\$ 1,424,541
Increase over Previous Year		\$ 253,221	\$ 237,418	\$ 310,900	\$ 340,960
Rate Increase (W/S)	8%/4%	8%/4%	8%/4%	10%/5%	10%/5%

Assumes September 1 Effective Rate Change  
Dec. 1<sup>st</sup> Implementation: 70% of the figures  
March 1<sup>st</sup> Implementation: 40% of the figures

Mr. Coggsdale presented a chart that shows the breakdown of the increase over a five year period assuming a September 1<sup>st</sup> effective rate. He advised what the revenue would be if a \$6.50 base rate is charged (this would be new revenue). He explained the increase per year line in the chart would be the impact of the increased rates. Mr. Coggsdale stated it comes down to when to use the Town’s money and when to use debt service.

Mayor Mattox suggested taking undesignated reserves and front end this to get the ball rolling for some high demand projects.

Mr. Coggsdale reminded Council in Woodard & Curran’s scenario it talks about transferring in \$3.8 million. When you are front loading with cash, you have to do the projects that you cannot borrow on a bond.

## COUNCIL WORK SESSION MARCH 28, 2018

Mrs. Dalton stated this means some bond some cash needs to be done every year. She suggested letting staff work out the mechanics.

Mr. Higginbotham questioned the Beverly Heights pump station.

Mr. Coggsdale advised that it is related to the pressure issues on Melinda Drive.

Mr. Higginbotham stated we want gravity to feed the water systems. Are we going to have pump stations going everywhere? He referred to the \$178,000 in the budget for tank maintenance and repairs.

Mr. Fore responded if it could be done over, he would have the pump stations. He stated the tanks are in bad shape. He noted Mr. Garrett has contracted to have the tanks painted so that line item will come down over the course of years.

Mr. Higginbotham stated money has been spent maintaining these tanks and they should be in good condition.

Mr. Fore stated one normal paint job on a tank is approximately \$250,000 to \$300,000. It is set up for the tank to be painted and inspected. The Melinda and Bedford tanks have not be paid on the inside.

Mr. Higginbotham remarked that the Melinda tank needs to be tore down.

Mr. Fore stated he has to provide a minimum of 20 PSI to every meter and the talk is to utilize Melinda as a water resource in its existing state. Mr. Fore stated he could put a tank in for \$600,000 but there is a lot of other cost involved.

Mr. Coggsdale advised there have always been complaints about water pressure on Melinda and Avondale Drives and staff is trying to solve their problems. He noted only a small portion of the huge water tank is being used but would like to use it all. He asked if staff needs to put booster pumps to these homes which would be cheaper but there is still the tank that only 2 feet of water is being used.

Mr. Higginbotham indicated money didn't need to be spent to maintain the Melinda tank in a long term plan.

Mrs. Dalton stated for budget purposes Council needs to set a rate (or a place holder) until the discussions with the major industries are completed.

Mr. Fore noted he has received a call from Abbott Laboratories indicating they were bringing in their engineering team to look at that facility assessment plan. He noted it would be good to have the Abbott Laboratories and Woodard and Curran engineers together. Anything that is said that is tied to Abbott Laboratories in regards to maintaining their facilities may present opportunities for grant monies.

Mr. Coggsdale advised he has reached out to Abbott Laboratories about the Utility Rate Study and they advised they could likely get back with the Town in May.

Mrs. Dalton suggested plugging the engineer's scenario (8% water/4% sewer rate increase) into the FY2019 Budget recognizing that it may be changed. The issue of using reserves and borrowed monies and when all that should be done is a financing question that comes after the budget.

Mr. Fore asked if this would increase the \$6.50 base rate on water.

Mrs. Dalton suggested that it includes that fee.

Mayor Mattox asked when looking at financing we are creative and in regards to the reserves, Council needs to tell staff whether or not that is untouchable money.

Mr. Fore mentioned there are many municipal accounts where the water is given away and suggested Council consider charging a fee for this water.

Mr. Coggsdale questioned the effective date on the rate increases.

Mrs. Dalton felt staff would need to work out the date to initiate the rate increases.

It was the consensus of Council to use Scenario #1 as a placeholder in the budget and that staff work out the initiation date for the rate increases.

Recommended connection and supply charges

- With current connection fees, the Town loses money (time and materials associated with the support they provide) every time they connect a new customer to the system
- Updated Connection Fees are intended to better align the cost of supporting new connections with the charge which is currently levied to new customers

Connection Fees\*

		Factor Basis
Water Connection	\$ 1,500	meter size
Sewer Connection	\$ 2,000	meter size

Availability Fees\*\*

		Factor Basis
Water Availability	\$ 0	meter size
Sewer Availability	\$ 600	meter size

AWWA Standard


Motor Size	Capacity Factor
3/4"	1.50
1"	2.50
1 1/2"	5.00
2"	8.00
2 1/2"	11
3"	15
4"	25
6"	50
8"	80
10"	115

\* - Connection fee reflects actual costs to Town; (should be re-evaluated every 5 years)

\*\* - Availability Fees (should be reassessed if additional plant capacity is brought online)

\*\*\* - All Fees should be assessed using AWWA Capacity Factors in table to the right.

For Example: a new 1-1/2" water connection would be assessed \$1,500 X 5 = \$7,500 connection fee.



WOODARD  
& CURRAN

Mrs. Overbey felt this is Woodard & Curran’s professional opinion and she agrees with the charges.

Mayor Mattox stated this is something that can be used as an incentive for economic development.

Mr. Higginbotham disagreed with the rates stating Council should encourage people to build in the town and is willing to connect them to water for free.

Mr. Coggsdale advised Mr. Fore has requested that a current position be upgraded. The request is for the Senior Maintenance Specialist, Grade 11 to a Lead Maintenance Specialist, Grade13. He noted there is a net impact but based on changes in the department this would not require any additional funding for FY2019.

Council agreed for the current position to be upgraded. The request is for the Senior Maintenance Specialist, Grade 11 to a Lead Maintenance Specialist, Grade13.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

Cemetery Fund

This fund handles the operation and maintenance of the Town-owned Greenhill Cemetery.

- Revenue: \$62,500 (\$33,500 is a Transfer in from the General Fund)
- \$8,500 goes towards Operations and the remaining \$25,000 is the Annual Allocation to the Cemetery Perpetual Maintenance Fund. This fund currently has a balance of slightly over \$635,000.
- \$750 is for 10% of an attachment to the Mini Excavator.

Mr. Coggsdale stated there has been talk of putting these funds into a trust type situation.

Mrs. Overbey advised she sits on a Cemetery Board with a church. The money is in a trust fund with Edward Jones & Co. and is invested in bonds and stocks, with a 4.5% return on the investment.

Mayor Mattox asked could these monies be put into a trust with Trustees and let it build on its own.

Staff was directed to investigate this matter.

Mrs. Shelton advised the City of Danville had their cemetery funds in a trust at one time, did not like the way it was set up, and now have it set up like the Town’s funds.

COUNCIL WORK SESSION MARCH 28, 2018

Mayor Mattox asked what the average CD rate is the town is receiving.

Mrs. Shelton responded that the CD rate is 2.5%.

Mayor Mattox stated with inflation going up, the town is losing money in the fund.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

◦ *First Reading of the FY2019 Budget and CIP: April 10, 2018*

◦ *Public Hearing on the FY2019 Budget and CIP: May 8, 2018*

◦ *Adoption of the FY2019 Budget and CIP: June 12, 2018*

◦ *DISCUSSION/QUESTIONS/DIRECTION.....*



2. Public Comments

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

Mr. Eller addressed Council and advised he has received the deed to the EMS building signed by Mr. James Kent. At the April 10, 2018 meeting, Council will formally accept the building and will take possession on April 15, 2018.

3. Closed Session

4. Adjournment

Mayor Mattox adjourned the meeting at 6:31 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10, 2018

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

Attachment #: | **2b** |

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

### **SUBJECT HIGHLIGHTS**

Attached are the following Financial Reports:

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

**Staff recommendation, if applicable:** Acceptance

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

### **Staff Review Record**

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2018  
FROM: 03/01/2018 TO: 03/31/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37196	746	AIR FLO	03/09/2018	47,001.00
37197	103	BEACON CREDIT UNION	03/09/2018	330.00
37198	675	BKT UNIFORMS	03/09/2018	69.98
37199	12	BRENNTAG MID-SOUTH INC	03/09/2018	5,684.45
37200	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/09/2018	902.86
37201	16	CAMPBELL COUNTY UTILITIES & SE	03/09/2018	628.65
37202	145	CHANDLER CONCRETE CO INC	03/09/2018	135.00
37203	28	COLUMBIA GAS	03/09/2018	1,920.25
37204	71	CONSOLIDATED COMMUNICATIONS	03/09/2018	603.41
37205	164	DMV	03/09/2018	150.00
37206	20	J JOHNSON ELLER JR	03/09/2018	2,000.00
37207	119	FOSTER ELECTRIC CO INC	03/09/2018	438.80
37208	50	GRETN TIRE INC	03/09/2018	643.00
37209	617	HANDI-CLEAN PRODUCTS	03/09/2018	104.95
37210	57	ICMA RETIREMENT TRUST-457 #304	03/09/2018	675.00
37211	440	INDIAN RIVER EQUIPMENT COMPANY	03/09/2018	211.50
37212	566	INTEGRATED TECHNOLOGY GROUP IN	03/09/2018	3,163.96
37213	158	KORMAN SIGNS INC	03/09/2018	544.28
37214	796	LAND PLANNING AND DESIGN ASSOC	03/09/2018	12,252.50
37215	9999997	LEHMAN, KENNETH R	03/09/2018	22.62
37216	9999999	MARJORIE KRANTZ	03/09/2018	55.88
37217	9999997	MILLER, KARL	03/09/2018	34.10
37218	173	MILLERS PLUMBING REPAIR/BOBCAT	03/09/2018	2,600.00
37219	654	MORTON SALT INC	03/09/2018	9,296.79
37220	133	MYERS & RHODES EQUIP CO INC	03/09/2018	1,699.00
37221	300	NAPA AUTO PARTS	03/09/2018	1,128.76
37222	536	NATIONAL METER & AUTOMATION	03/09/2018	3,072.00
37223	432	SOUTHEAST SURVEY GROUP LTD	03/09/2018	200.00
37224	269	STERNBERG LIGHTING INC	03/09/2018	1,997.00
37225	253	STEVE'S FLORIST INC	03/09/2018	40.00
37226	85	TREASURER OF VA /CHILD SUPPORT	03/09/2018	553.15
37227	1	U S CELLULAR/HARDY CELLULAR	03/09/2018	19.46
37228	92	UNIFIRST CORP	03/09/2018	2,307.89
37229	601	VACORP	03/09/2018	403.49
37230	110	VUPS INC	03/09/2018	45.15
37231	700	WOODARD & CURRAN	03/09/2018	5,200.00
37232	116	XEROX CORPORATION	03/09/2018	267.27
37233	623	YARBOROUGH REFRIGERATION INC	03/09/2018	1,250.92
37234	461	KATHI BOGERT	03/15/2018	862.68
37235	294	BUSINESS CARD	03/15/2018	10,036.71
37236	526	DAVENPORT ENERGY INC	03/15/2018	297.85
37237	36	DOMINION VIRGINIA POWER	03/15/2018	43,818.62
37238	512	ELECSYS INTNL CORPORATION	03/15/2018	417.00
37239	301	ENGLISH'S LLC	03/15/2018	660.71
37240	118	FERGUSON ENTERPRISES INC #75	03/15/2018	2,149.61
37241	9999997	FOX, BRANDON H.	03/15/2018	44.42
37242	639	GAY AND NEEL INC	03/15/2018	2,300.00
37243	46	GENTRY LOCKE ATTORNEYS	03/15/2018	805.00
37244	274	HAJOCA CORPORATION	03/15/2018	542.26
37245	1	J & J PORTAPOTTY INC	03/15/2018	109.82

37246	121	MULTI BUSINESS FORMS INC	03/15/2018	702.54
37247	454	O'REILLY AUTOMOTIVE INC	03/15/2018	322.86
37248	67	ORKIN PEST CONTROL LLC	03/15/2018	286.16
37249	510	RIVER VALLEY RESOURCES LLC	03/15/2018	974.95
37250	269	STERNBERG LIGHTING INC	03/15/2018	1,997.00
37251	139	WEBB'S OIL CORPORATION INC	03/15/2018	14,431.78
37252	9999998	ADAM MULLINS PHOTOGRAPHY	03/23/2018	150.00
37253	9	AFLAC	03/23/2018	2,149.02
37254	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/23/2018	35,242.00
37255	103	BEACON CREDIT UNION	03/23/2018	325.00
37256	581	BUSINESS SOLUTIONS INC	03/23/2018	500.00
37257	817	DON IRBY'S TRANSMISSIONS LLC	03/23/2018	2,500.00
37258	191	EVOQUA WATER TECHNOLOGIES LLC	03/23/2018	10,220.00
37259	41	FISHER SCIENTIFIC	03/23/2018	428.22
37260	9999998	FOWLER, PEGGY	03/23/2018	150.00
37261	818	GENHUB INC	03/23/2018	5,692.50
37262	49	GERALDINE KAUFFMAN	03/23/2018	515.00
37263	332	HURT & PROFFITT INC	03/23/2018	28,992.00
37264	57	ICMA RETIREMENT TRUST-457 #304	03/23/2018	675.00
37265	440	INDIAN RIVER EQUIPMENT COMPANY	03/23/2018	54.84
37266	819	MICHAEL KING	03/23/2018	64.00
37267	1	LARRY RIGNEY	03/23/2018	237.42
37268	1	MICHAEL ABBOTT	03/23/2018	22.50
37269	218	MINNESOTA LIFE	03/23/2018	128.62
37270	765	PRIVIA MEDICAL GROUP LLC	03/23/2018	260.00
37271	476	SHARP ELECTRONICS CORP	03/23/2018	21.21
37272	813	SPARTAN ARMOR SYSTEMS	03/23/2018	2,570.28
37273	778	SPRINT	03/23/2018	1,074.33
37274	85	TREASURER OF VA /CHILD SUPPORT	03/23/2018	553.15
37275	572	TROY & BANKS	03/23/2018	15.77
37276	136	USABLUEBOOK	03/23/2018	375.55
37277	452	VML INSURANCE PROGRAMS	03/23/2018	29,184.75
37278	756	WAGeworks INC	03/23/2018	119.02
37279	84	ALTAVISTA JOURNAL	03/29/2018	1,116.81
37280	12	BRENNTAG MID-SOUTH INC	03/29/2018	2,091.17
37281	427	CENTURYLINK	03/29/2018	1,055.74
37282	32	CONTROL EQUIPMENT CO INC	03/29/2018	826.01
37283	1	DAYS INN	03/29/2018	80.13
37284	9999998	DELAPPE, MACKENZIE	03/29/2018	150.00
37285	171	DEPARTMENT OF STATE POLICE #42	03/29/2018	20.50
37286	9999997	DOLAN, MELAINE S	03/29/2018	14.45
37287	37	ELECOM INC	03/29/2018	15,715.50
37288	46	GENTRY LOCKE ATTORNEYS	03/29/2018	2,075.87
37289	52	HACH COMPANY	03/29/2018	845.90
37290	9999999	HUDSON LAUREN KRISTEN	03/29/2018	49.64
37291	386	IDS SECURITY	03/29/2018	72.00
37292	58	INSTRUMENTATION SERVICES INC	03/29/2018	708.00
37293	566	INTEGRATED TECHNOLOGY GROUP IN	03/29/2018	1,389.08
37294	533	LYNN KIRBY	03/29/2018	255.00
37295	697	LITTLETON AND ASSOC INC	03/29/2018	3,131.40
37296	9999997	MARTIN, RODNEY KEITH	03/29/2018	13.55
37297	1	PAT MCCARTHY PRODUCTIONS INC	03/29/2018	399.00
37298	588	PITNEY BOWES GLOBAL FINANCIAL	03/29/2018	151.11
37299	1	PROGRESSIVE	03/29/2018	155.83
37300	327	PUBLIC AGENCY TRAINING COUNCIL	03/29/2018	650.00
37301	379	REI CONSULTANTS INC	03/29/2018	826.56
37302	80	SOUTHSIDE ELECTRIC COOP	03/29/2018	918.23

37303	269 STERNBERG LANTERNS INC	03/29/2018	864.00
37304	35 TREASURER OF VA/VITA	03/29/2018	8.16
37305	93 UNITED STATES POST OFFICE	03/29/2018	378.56
37306	700 WOODARD & CURRAN	03/29/2018	1,689.02

NO. OF CHECKS:	111	TOTAL CHECKS	346,284.44
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Town of Altavista  
FY 2018 Revenue Report  
75% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	209,000	209,000	1,064	1	215,161	103	215,200
Public Service - Real & Personal	99,600	99,600	0	0	95,415	96	99,600
Personal Property	210,000	210,000	5,383	3	157,823	75	210,000
Personal Property - PPTRA	100,000	100,000	0	0	92,331	92	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	1,689,608	104	1,689,600
Mobile Homes - Current	200	200	34	17	169	84	200
Penalties - All Taxes	5,500	5,500	971	18	4,293	78	45,000
Interest - All Taxes	3,000	3,000	332	11	1,642	55	1,700
Local Sales & Use Taxes	160,000	160,000	28,668	18	97,872	61	165,000
Local Electric and Gas Taxes	110,000	110,000	9,664	9	76,246	69	112,000
Local Motor Vehicle License Tax	43,000	43,000	3,331	8	42,771	99	43,000
Local Bank Stock Taxes	150,000	150,000	2,526	2	2,526	2	150,000
Local Hotel & Motel Taxes	95,000	95,000	4,057	4	46,676	49	75,000
Local Meal Taxes	910,000	910,000	70,828	8	606,253	67	935,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	3,428	9	22,218	56	39,000
Transit Passenger Revenue	5,000	5,000	505	10	3,838	77	5,000
Local Cigarette Tax	160,000	160,000	11,250	7	110,355	69	150,000
Business License Fees/Contractors	3,500	3,500	15	0	3,920	112	3,900
Business License Fees/Retail Services	55,000	55,000	1,273	2	15,419	28	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	509	13	868	22	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	356	296	6,711	73	9,200
Business Licenses Fees/Wholesale Businesses	500	500	0	0	40	8	500
Business License Fees/Utilities	3,400	3,400	1,969	58	1,984	58	3,500

Town of Altavista  
FY 2018 Revenue Report  
75% 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	120	12	500	50	500
Fines & Forfeitures - Court	9,000	9,000	1,963	22	13,077	145	11,200
Parking Fines	500	500	0	0	100	20	200
Interest and Interest Income	70,000	70,000	36,228	52	57,300	82	80,000
Rents - Rental of General Property	1,200	1,200	25	2	612	51	1,200
Rents - Pavilion Rentals	3,000	3,000	425	14	1,625	54	3,000
Rents - Booker Building Rentals	4,000	4,000	250	6	3,275	82	4,000
Rents - Rental of Real Property	70,000	70,000	2,990	4	36,794	53	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	16,600
State DCJS Grant	82,700	82,700	0	0	62,046	75	82,700
State Rental Taxes	1,100	1,100	77	7	727	66	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,534	105	11,500
State/VDOT Contract Services	3,000	3,000	0	0	3,225	108	3,200
VDOT Police Grant for Overtime	0	0	1,610	0	5,985	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	0	0	25,000	78	25,000
Litter Grant	1,900	1,900	0	0	1,879	99	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	0	0	8,980	359	9,000
VDOT TEA 21 Grant	48,800	48,800	0	0	19,934	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	4,399	5	35,244	36	97,700
Federal/Byrne Justice Grant	0	0	0	0	2,498	0	2,500
Misc. - Sale of Supplies & Materials	5,000	5,000	0	0	7,452	149	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2018 Revenue Report  
75% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	300	300	0	0	35	12	300
Miscellaneous	25,000	25,000	1,598	6	179,865	719	178,300
Misc / Canoe Launch Project	0	0	0	0	22,500	0	22,500
Reimbursement of Insurance Claim	0	0	0	0	630	0	630
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<b><u>4,604,800</u></b>	<b><u>4,619,800</u></b>	<b><u>195,848</u></b>	<b><u>4</u></b>	<b><u>3,831,647</u></b>	<b><u>83</u></b>	<b><u>4,919,430</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
75% of Year Lapsed

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	6,988,650	7,009,150	404,735	6	4,710,356	67	7,010,450
Debt Service	445,400	445,400	0	0	370,087	0	445,400
CIP	2,795,420	2,859,620	102,471	4	1,876,540	66	2,876,523
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	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>10,361,060</u></b>	<b><u>10,445,760</u></b>	<b><u>507,207</u></b>	<b><u>5</u></b>	<b><u>7,021,983</u></b>	<b><u>67</u></b>	<b><u>10,463,963</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
75% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	27,200	27,200	1,945	7	19,208	71	28,500
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	16,067	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>1,945</u>	<u>3</u>	<u>35,275</u>	<u>57</u>	<u>63,500</u>
Administration							
Operations	804,950	804,950	54,222	7	566,175	70	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	5,693	15	20,163	52	61,270
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>59,915</u>	<u>7</u>	<u>586,337</u>	<u>70</u>	<u>866,220</u>
Non-Departmental							
Operations	444,040	449,040	2,600	1	321,659	72	449,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>308,550</u>	<u>313,550</u>	<u>2,600</u>	<u>1</u>	<u>256,659</u>	<u>82</u>	<u>313,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>313,550</u>	<u>2,600</u>	<u>1</u>	<u>256,659</u>	<u>82</u>	<u>313,550</u>
Public Safety							
Operations	961,850	961,850	69,861	7	674,617	70	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	0	0	74,641	88	99,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>69,861</u>	<u>7</u>	<u>749,258</u>	<u>72</u>	<u>1,061,183</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
75% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,080,450	1,080,450	61,726	6	565,511	52	1,080,450
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	711,360	750,360	31,573	4	651,130	87	750,360
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>93,300</u>	<u>5</u>	<u>1,239,768</u>	<u>67</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	35	0	48,194	33	144,550
CIP	34,000	34,000	0	0	0	0	34,000
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>35</u>	<u>0</u>	<u>48,194</u>	<u>27</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	6,891	7	70,829	71	99,800
Debt Service	0	0	0	0	0	0	0
CIP	64,000	64,000	0	0	0	0	64,000
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>6,891</u>	<u>4</u>	<u>70,829</u>	<u>43</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,208	8	36,739	66	55,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>4,208</u>	<u>8</u>	<u>36,739</u>	<u>66</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,488,250	201,489	6	2,237,931	64	3,489,550
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	962,860	1,007,060	37,266	4	762,001	227	1,043,963
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,518,510</u>	<u>238,755</u>	<u>5</u>	<u>3,023,059</u>	<u>67</u>	<u>4,556,713</u>

Town of Altavista  
Council / Planning Commission  
FY 2018 Expenditure Report  
75% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	15,744	75	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	195	3	3,464	56	7,500
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	0	0	16,067	0	35,000
<b>Total Expenditures</b>	<b>62,200</b>	<b>62,200</b>	<b>1,945</b>	<b>3</b>	<b>35,275</b>	<b>57</b>	<b>63,500</b>

Town of Altavista  
Administration  
FY 2018 Expenditure Report  
75% of year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>ADMINISTRATION - FUND 10</u></b>							
Wages & Benefits	448,150	448,150	43,793	10	335,212	75	448,150
Other Employee Benefits	49,400	49,400	453	1	10,397	21	49,400
Services	205,500	205,500	6,274	3	153,429	75	205,500
Other Charges	67,400	67,400	1,620	2	43,316	64	67,400
Materials & Supplies	34,500	34,500	2,083	6	23,821	69	34,500
Capital Outlay	38,500	38,500	5,693	15	20,163	52	61,270
<b>Total Expenditures</b>	<b>843,450</b>	<b>843,450</b>	<b>59,915</b>	<b>7</b>	<b>586,337</b>	<b>70</b>	<b>866,220</b>



Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
75% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	130,850	135,850	2,600	2	107,064	79	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	103	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	2,600	52	5,000	100	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	15,000	75	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	1,000	100	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	75,000	75	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	0	0	14,025	75	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	0	0	10,750	154	7,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>306,050</b>	<b>311,050</b>	<b>2,600</b>	<b>1</b>	<b>246,873</b>	<b>79</b>	<b>311,050</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	0	0	8,106	324	2,500
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>9,786</b>	<b>391</b>	<b>2,500</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>308,550</b>	<b>313,550</b>	<b>2,600</b>	<b>1</b>	<b>256,659</b>	<b>82</b>	<b>313,550</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
75% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>135,490</b>	<b>135,490</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>48</b>	<b>135,490</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>444,040</b>	<b>449,040</b>	<b>2,600</b>	<b>1</b>	<b>321,659</b>	<b>72</b>	<b>449,040</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>308,550</b>	<b>313,550</b>	<b>2,600</b>	<b>1</b>	<b>256,659</b>	<b>82</b>	<b>313,550</b>

Town of Altavista  
Public Safety  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	837,100	837,100	61,768	7	593,188	71	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	267	3	4,440	42	10,500
Other Charges	43,050	43,050	3,821	9	38,312	89	43,050
Materials & Supplies	71,200	71,200	4,005	6	38,676	54	71,200
Capital Outlay	80,000	85,200	0	0	74,641	88	99,333
<b>Total Expenditures</b>	<b>1,041,850</b>	<b>1,047,050</b>	<b>69,861</b>	<b>7</b>	<b>749,258</b>	<b>72</b>	<b>1,061,183</b>

Town of Altavista  
Public Works  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	638,950	638,950	43,284	7	331,713	52	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	1,078	9	7,543	60	12,600
Other Charges	40,000	40,000	4,968	12	28,795	72	40,000
Materials & Supplies	388,900	388,900	12,396	3	197,460	51	388,900
Debt Service	23,200	23,200	0	0	23,127	0	23,200
Capital Outlay	711,360	750,360	31,573	4	651,130	87	750,360
<b>Total Expenditures</b>	<b>1,815,010</b>	<b>1,854,010</b>	<b>93,300</b>	<b>5</b>	<b>1,239,768</b>	<b>67</b>	<b>1,854,010</b>

Town of Altavista  
Economic Development  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	81,250	81,250	0	0	29,353	36	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	0	0	13,007	52	25,000
Other Charges	31,300	31,300	35	0	4,822	15	31,300
Materials & Supplies	7,000	7,000	0	0	1,011	14	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
<b>Total Expenditures</b>	<b>178,550</b>	<b>178,550</b>	<b>35</b>	<b>0</b>	<b>48,194</b>	<b>27</b>	<b>178,550</b>

Town of Altavista  
Transit System  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	72,950	72,950	6,215	9	54,078	74	72,950
Services	2,100	2,100	395	19	829	39	2,100
Other Charges	3,950	3,950	495	13	2,580	65	3,950
Materials & Supplies	20,800	20,800	-214	-1	13,342	64	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
<b>Total Expenditures</b>	<b>163,800</b>	<b>163,800</b>	<b>6,891</b>	<b>4</b>	<b>70,829</b>	<b>43</b>	<b>163,800</b>

Town of Altavista  
Main Street Coordinator  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	53,900	53,900	4,173	8	36,434	68	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	35	9	305	76	400
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>55,900</b>	<b>55,900</b>	<b>4,208</b>	<b>8</b>	<b>36,739</b>	<b>66</b>	<b>55,900</b>

Town of Altavista  
FY 2018 Revenue Report  
75% of Year Lapsed

Enterprise Fund Revenue	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>
Interest/Interest Income	4,500	4,500	0	0	2,943	65	4,500
Water Charges - Industrial	1,600,000	1,600,000	108,147	7	916,849	57	1,600,000
Water Charges - Business/Residential	243,000	243,000	39,065	16	155,979	64	243,000
Water Charges - Outside Community	135,000	135,000	16,940	13	99,727	74	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	725	24	3,000
Bulk Water Purchase	5,000	5,000	0	0	1,821	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	95,236	8	803,683	71	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	39,067	17	157,071	68	230,000
Sewer Charges - Outside Community	1,700	1,700	0	0	1,008	59	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	500	10	1,000	19	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	17,841	19	122,282	129	122,300
Charges for Service - Water/Sewer Penalties	5,000	5,000	0	0	4,069	81	5,000
Misc. Cash Discounts	0	0	0	0	20	0	20
Misc. Sale of Supplies & Materials	0	0	0	0	562	0	500
Miscellaneous	20,000	20,000	1,845	9	25,965	130	24,000
State Fluoride Grant	30,500	30,500	0	0	0	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,219,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<u>4,865,910</u>	<u>4,885,910</u>	<u>318,641</u>	<u>7</u>	<u>2,293,704</u>	<u>47</u>	<u>4,897,730</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2018  
75% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	1,467,800	1,467,800	71,294	5	886,988	60	1,467,800
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	657,270	657,270	8,325	1	709,524	108	657,270
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>79,619</u>	<u>3</u>	<u>1,943,472</u>	<u>76</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	104,648	7	929,994	66	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	934,440	56,881	6	291,498	31	914,440
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,338,640</u>	<u>161,529</u>	<u>7</u>	<u>1,221,493</u>	<u>52</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	175,942	6	1,816,982	63	2,872,000
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	1,571,710	1,591,710	65,206	4	1,001,023	63	1,571,710
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,885,910</u>	<u>241,147</u>	<u>5</u>	<u>3,164,964</u>	<u>65</u>	<u>4,865,910</u>

Town of Altavista  
Water Department  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	626,500	626,500	46,548	7	426,282	68	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	1,171	0	105,668	40	264,300
Other Charges	324,050	324,050	15,807	5	195,153	60	324,050
Materials & Supplies	252,950	252,950	7,767	3	159,886	63	252,950
Debt Service	422,200	422,200	0	0	346,960	0	422,200
Capital Outlay	657,270	657,270	8,325	1	709,524	108	657,270
Transfer Out to Reserves	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,547,270</b>	<b>2,547,270</b>	<b>79,619</b>	<b>3</b>	<b>1,943,472</b>	<b>76</b>	<b>2,547,270</b>

Town of Altavista  
Wastewater Department  
FY 2018 Expenditure Report  
75% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	785,550	785,550	58,427	7	528,446	67	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	0	0	51,976	69	75,800
Other Charges	343,100	343,100	31,628	9	232,119	68	343,100
Materials & Supplies	199,750	199,750	14,593	7	117,454	59	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	934,440	56,881	6	291,498	31	914,440
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,318,640</b>	<b>2,338,640</b>	<b>161,529</b>	<b>7</b>	<b>1,221,493</b>	<b>52</b>	<b>2,318,640</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
75% of Year Lapsed

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	601,000	616,500	26,256	4	644,142	104	616,500
CIP	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>113,516</u>	<u>44</u>	<u>260,850</u>
<b>State/Hwy Water Department - TOTAL:</b>	<u>861,850</u>	<u>877,350</u>	<u>26,256</u>	<u>3</u>	<u>757,658</u>	<u>86</u>	<u>877,350</u>

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	32,400	32,400	1,049	3	11,301	35	32,400
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - TOTAL:</b>	<u>57,400</u>	<u>57,400</u>	<u>1,049</u>	<u>2</u>	<u>11,301</u>	<u>20</u>	<u>57,400</u>

Town of Altavista  
FY 2018 State/Highway Fund  
75% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	670,000	670,000	0	0	355,583	53	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	6.35	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>877,350</u>	<u>0</u>	<u>0</u>	<u>355,590</u>	<u>41</u>	<u>877,350</u>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	-190	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,127	2	12,738	26	48,200
Maintenance - Pavement	300,000	315,500	63	0	441,565	140	315,500
Maintenance - Traffic Control Devices	56,800	56,800	10,877	19	50,423	89	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	10,721	19	36,163	65	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,504	3	46,320	93	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,154	3	56,934	71	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>26,256</u>	<u>4</u>	<u>644,142</u>	<u>104</u>	<u>616,500</u>
Improvements Other Than Buildings - New Engineering - New	260,850	260,850	0	0	113,516	44	260,850
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>113,516</u>	<u>44</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>877,350</u>	<u>26,256</u>	<u>3</u>	<u>757,658</u>	<u>86</u>	<u>877,350</u>

Town of Altavista  
FY 2018 Cemetery Fund  
75% of Year Lapsed

Cemetery Fund - Fund 90	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	400	3	14,346	96	15,000
Interest/Interest Income	9,500	9,500	0	0	4,696	49	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,900	98	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>57,400</b></u>	<u><b>57,400</b></u>	<u><b>400</b></u>	<u><b>1</b></u>	<u><b>22,992</b></u>	<u><b>40</b></u>	<u><b>57,400</b></u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	669	7	3,249	33	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	702	70	1,000
Benefits/FICA	800	800	44	6	273	34	800
Benefits/VRS	1,200	1,200	75	6	377	31	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	96	6	503	34	1,500
Benefits/Group Life	200	200	9	4	43	22	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	157	1	6,154	34	18,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - Replc.	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>57,400</b></u>	<u><b>57,400</b></u>	<u><b>1,049</b></u>	<u><b>2</b></u>	<u><b>11,301</b></u>	<u><b>20</b></u>	<u><b>57,400</b></u>

FY 2018 Cemetery Fund as of March 31, 2018

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 17,531,450.58**

Balance as of March 31, 2018

**Non-Specific**

Green Hill Cemetery 635,264.13

General Fund Reserves

Capital Improvement Program Reserves

3,579,819.93

Altavista EDA Funding 267,370.30 \*

267,370.30

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,016,817.27

PCB Remediation 569,707.59

Highway Fund 915,583.54

Police Federal 2,893.32

Police State 18,563.41

Public Funds Money Market Accounts

9,886,235.14

Operating Checking Account (Reconciled Balance) 639,195.95

**DESIGNATED FUNDS 3,048,578.24**

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

**UNDESIGNATED FUNDS**

14,482,872.34

-7,204,264.00

7,278,608.34

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

**NOTES:**

Earmarked for Final Downtown Map-21 Project

-166,226.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-152,635.00

Funds earmarked for items not completed during prior FY

-947,100.00

Project Funds

-54,788.45

Concept presented at work session for improvements to

-517,500.00

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house

electric panels

Canoe Launch Site

-82,500.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

9/12/2017

Property Main. Enforcement

-5,000.00

9/12/2017

VDOT/Hillcrest Paving

-15,475.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-23,000.00

9/12/2017

Technology Upgrade Police Dept

-4,700.00

10/10/2017

Avoca Improvements to duct work

-10,000.00

1/3/2018

Roberta F. Jenks donation

-150,000.00

1/9/2018

VDOT ROW / Bridge Proj. Easement Payment

-11,300.00

**UNDESIGNATED RESERVE FUND BALANCE**

4,779,501.89



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

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

Attachment #: | **2c** |

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

**Subject Title:** | **Altavista On Track Street Closing Request (Food Truck Events)** |

### **SUBJECT HIGHLIGHTS**

The Town Council discussed AOT's request (memo attached) in regard to closing Broad Street (between Main Street and 7<sup>th</sup> Street) for three different "food truck" events at their March 27<sup>th</sup> Town Council Work Session. The dates are May 11<sup>th</sup>; July 13<sup>th</sup>; and September 14<sup>th</sup>. The street would be closed from 4:00 p.m. to 8:00 p.m. each of these Friday evenings.

**Staff recommendation, if applicable:** Approval

**Action(s) requested or suggested motion(s):** Motion to approve the AOT request to close Broad Street for the three "food truck" events as outlined.

### **Staff Review Record**

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*





## **Memo**

**To:** Altavista Town Council

**From:** Altavista On Track

**Date:** March 21, 2018

**Re:** Closing Broad Street for Food Truck event

Dear Altavista Town Council,

On behalf of the AOT Board of Directors and the Promotional Committee, we would like to ask for permission to close Broad Street, from the 7<sup>th</sup> Street intersection to the Main Street intersection, for three separate downtown food truck events that are planned for May 11, July 13, and September 14.

Last year we held our first food truck event in September, and collected school supplies for the Altavista Elementary School and the Altavista Combined Schools. We hosted seven food and dessert trucks on Broad Street, and drew in hundreds of people to our downtown. The event helped increase downtown foot traffic, the businesses who stayed open late received new visibility and increased sales, and we were able to donate two large boxes full of school supplies.

For this year's events, we are hoping to gain even more foot traffic downtown, increase community involvement, and turn the events into a fundraiser for AOT by collecting a vendor fee from the food trucks. The food trucks who participate in the events must have a business license with the town and be current on their meals tax payments. We will alert the Broad Street businesses ahead of time and ask for permission to close down the street by 4:00 P.M. We will place barricades and signs provided by Public Works to close off Broad Street. The event will start at 5:30 P.M. until 8:00 P.M., and we will open the street back up at 8:00 P.M. We would like to set up various tables and chairs from the Booker Building along Broad Street for people to come and eat their food. We are also working with the Altavista Presbyterian Church to supply indoor and air conditioned seating.

We would like to thank the Town of Altavista and the Altavista Town Council for supporting our past events, as we look forward to supporting our downtown area by providing events to increase foot traffic downtown.

Sincerely,

Altavista on Track



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10, 2018

Agenda Item #: | **9a** |

Attachment #: | **3** |

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

**Subject Title:** | **FY2019 Budget and Capital Improvement Plan – “First Reading”** |

### **SUBJECT HIGHLIGHTS**

At the March 27<sup>th</sup> & 28<sup>th</sup> Town Council Work Sessions, Council continued discussion in regard to the FY2019 Budget and Capital Improvement Plan. Staff has made the changes to the documents as directed by the consensus of Council.

The Fiscal Year 2019 proposed budget (General Fund, Capital Improvement Program (CIP), State/Highway Reimbursement Fund, Cemetery Fund and Enterprise Fund totals \$ 9,902,780. The Proposed Fiscal Year 2019 budget is decreasing by 4.423% from the Adopted Fiscal Year 2018 budget. There are no proposed tax increases in the budget; however the budget does include proposed utility rate increases of 8% (water) and 4% (sewer), as well as a \$6.50 monthly base rate fee with a meter capacity multiplier. The rate increase, utilizing the proposed revenue projections, would have an effective date of December 1, 2018. In addition utility connection and availability fees are proposed to increase.

Attachments include Budget Revenue and Departmental Expenditure; a Budget Overview; and the changes to the budget to date.

**Staff recommendation, if applicable:** Set the public hearing on the FY2019 Budget and Capital Improvement Plan for Tuesday, May 8, 2018 at 7:00 p.m.

**Action(s) requested or suggested motion(s):** A motion to schedule a public hearing on the “FY2019 Budget and Capital Improvement Plan.”

### **Staff Review Record**

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

List them in the order they should appear in packet? **FY2019 Draft Budget Revenue & Expenditure; Budget Overview; and Budget Changes**

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*



## **TOWN OF ALTAVISTA FY 2019 PROPOSED BUDGET**

### **ESTIMATED REVENUE**

#### **General Fund**

Real Estate Tax	221,200
Public Service Corporation Taxes	95,500
Personal Property Taxes	330,150
Machinery and Tools Taxes	1,721,750
Other Local Taxes	1,706,700
Permits and Fees	500
Fines and Forfeitures	9,200
Use of Money and Property	189,200
Charges for Service	9,100
Donations, Receipts and Transfers	100
Intergovernmental	255,800

**General Fund Total:** **\$4,539,200**

#### **Enterprise Fund (Water & Sewer)**

Water and Sewer Charges	3,311,840
Interest	4,400
Connection Fees	2,000
Miscellaneous, Grants & Transfers	1,070,210
CIP Reserves	185,000

**Enterprise Fund Total:** **\$4,573,450**

**Highway Maintenance Fund** **\$761,130**

**Cemetery Fund** **\$29,000**

**REVENUE GRAND TOTAL:** **\$9,902,780**

### **PROPOSED OPERATING EXPENDITURES**

Council / Planning Commission	36,600
Administrative Department	862,300
Police Department	1,190,800

Public Works	1,229,680
Street & Highway Maintenance	761,130
Water Department	2,360,530
Wastewater Department	2,212,920
Green Hill Cemetery	37,500
Non Departmental	470,150
Transit Department	103,970
Economic Development	148,700
Main Street	58,650
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	339,850
<b>Total Proposed Operating Expenses</b>	<b>\$9,902,780</b>

#### **PROPOSED CAPITAL OUTLAY**

Water Plant Equipment	607,180
Wastewater Treatment Plant Equipment	782,320
Public Works Department Equipment	158,000
State Highway Funding	140,100
Police Department Equipment	185,000
Council	8,000
Administration Department Equipment	32,500
Transit Department	3,000
Cemetery	750
<b>Total Proposed Capital Outlay</b>	<b>\$1,916,850</b>
<b>FY2019 – 2023 Expenditures</b>	<b>\$23,617,500</b>



## 2019 PROPOSED BUDGET OVERVIEW

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<b>Total Expenditures:</b>	\$9,902,780 (Includes transfers to GF Reserves of \$404,850; \$339,850 is surplus)
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<b>Total Revenue:</b>	\$8,616,790
<b>Transfers:</b>	\$1,285,990 (\$61,130 – Highway; \$1,224,860 – Enterprise)
<b>TOTAL:</b>	\$9,904,500

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<b>Real Estate Rate:</b>	\$0.08 per \$100 of assessed value
<b>Personal Property Rate:</b>	\$2.00 per \$100 of assessed value

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### Utility Rates:

<b>Water:</b>	Business & Residential - \$2.35 per 1,000 gallons Industrial - \$2.31 per 1,000 gallons Town of Hurt - \$3.53 per 1,000 gallons Outside of Town - \$4.70 per 1,000 gallons
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<b>Sewer:</b>	Business & Residential - \$3.19 per 1,000 gallons Industrial - \$3.27 per 1,000 gallons Town of Hurt - \$3.19 per 1,000 gallons
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<b>Utility Base Rate:</b>	\$6.50 per month x Capacity Factor of Meter Size
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### Connection and Supply Charges:

<b>Water Connection:</b>	\$1,500 x Capacity Factor of Meter Size
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<b>Sewer Connection:</b>	\$2,000 x Capacity Factor of Meter Size
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<b>Water Availability:</b>	\$0
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<b>Sewer Availability:</b>	\$600 x Capacity Factor of Meter Size
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<b>Capacity Factor:</b>	5/8"	\$ 1.00
	¾"	\$ 1.50
	1"	\$ 2.50
	1 ½"	\$ 5.00
	2"	\$ 8.00
	2 ½"	\$ 11.00
	3"	\$ 15.00
	4"	\$ 25.00
	6"	\$ 50.00
	8"	\$ 80.00
	10"	\$115.00

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<b>Meals Tax Rate:</b>	7.0%
<b>Lodging Tax Rate:</b>	5.5%
<b>Cigarette Tax Rate:</b>	\$0.27 per pack

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**BPOL Tax Rates: (Rate per \$100 of gross receipts)**

Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$0.0425
Financial, Real Estate & Professional	\$0.0425
Personal Services, Repair	\$0.06
Wholesalers	\$0.0175
Wholesale Peddlers	\$0.0175
Commission Merchant	\$0.06
Direct Sellers sales under \$4,000	\$0.0175
Direct Sellers sales over \$4,000	\$0.055
Peddlers	\$125



Itinerant Merchant edible, perishable goods	\$25
Itinerant Merchant nonperishable goods	\$125
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$500
Savings Institutions/State Chartered credit unions	\$25
Photographers, out of town	\$15
Operators, coin operated Machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$15



Date: March 29, 2018  
 To: J. Waverly Coggsdale, III  
 From: Tobie Shelton

Subject: Changes to FY 2019 Proposed Budget

Below are changes that have been made to the FY 2019 Proposed Budget and Capital Improvements Plan as a result of discussions held at Council Work Sessions.

	<u>Description of Change</u>	<u>Change to FY 19 Budget</u>
<b>GENERAL FUND</b>		
	Increased Real Estate Tax Revenue	\$ 7,000.00
	Increased Personal Property Tax Revenue	\$ 20,000.00
	Reduced Rental of Property Revenue for waiving Altavista Band Booster's monthly fee	\$ (1,500.00)
	Removed portable radio from CIP; items are being ordered in FY 2018 (Police)	\$ 7,500.00
	Removed Investigator position (Police)	\$ 69,750.00
	Reduced CIP item, Phase I of Police Department Renovations (Police)	\$ 30,000.00
	Extended the funding for a new Street Sweeper two additional years (Public Works)	\$ 12,500.00
	Removed funding of Asphalt Roller from CIP (Public Works)	\$ 6,750.00
	Removed funding of Motor Grader from CIP (Public Works)	\$ 12,500.00
	Added funding for Equipment Rental for items such as Asphalt Roller and Motor Grader	\$ (4,520.00)
	<b>TOTAL</b>	<b>\$ 159,980.00</b>

	<u>Description of Change</u>	<u>Amount</u>
<b>ENTERPRISE FUND</b>		
	Increased Water Industrial Revenue due to 8% rate increase	\$ 56,000.00
	Increased Water Business & Residential Revenue due to 8% rate increase	\$ 9,800.00
	Increased Water Outside Revenue due to 8% rate increase	\$ 5,400.00
	Increased Sewer Industrial Revenue due to 4% rate increase	\$ 26,400.00
	Increased Sewer Business & Residential Revenue due to 4% rate increase	\$ 4,600.00
	Increased Sewer Outside Revenue due to 4% rate increase	\$ 40.00
	Added a new revenue for charge for service; Utility Base Rate Fee for Monthly Accounts	\$ 27,230.00
	Added a new revenue for charge for service; Utility Base Rate Fee for Quarterly Accounts	\$ 75,670.00
	<b>TOTAL</b>	<b>\$ 205,140.00</b>

	<u>Description of Change</u>	<u>Amount</u>
<b>HIGHWAY FUND</b>		
	Extended the funding for a new Street Sweeper two additional years (Public Works)	\$ 12,500.00
	Removed funding of Asphalt Roller from CIP (Public Works)	\$ 6,750.00
	Removed funding of Motor Grader from CIP (Public Works)	\$ 12,500.00
	Added funding for Equipment Rental for items such as Asphalt Roller and Motor Grader	\$ (4,530.00)
	<b>TOTAL</b>	<b>\$ 27,220.00</b>





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

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

Attachment(s) #: | **4** |

**Agenda Placement:** | New/Unfinished Business/Items for Discussion |

**Subject Title:** | Chamber of Commerce UBD Beer Garden and TGIF Request |

### **SUBJECT HIGHLIGHTS**

The Chamber of Commerce is finalizing its plans for this year's Uncle Billy's Day event and will be making their annual request to have a "beer garden" at the event. Attached is correspondence in regard to this request, along with a drawing of the beer garden layout. Please note that the location has been moved primarily to the basketball court, now that the fence has been removed.

In addition, the Chamber seeks approval of the scheduling of the TGIF events at Avoca for this year as outlined in their correspondence. In addition this event will feature the serving of alcoholic beverages and live music. The town staff will issue a "blanket" noise permit for these events. Please note that the Chamber has opted to not charge an admission fee to the events this year.

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**Action(s) requested or suggested motion(s):** 1) Approve the request of the Chamber of Commerce for a beer garden as part of the Uncle Billy's Day event as outlined. 2) Approve the request for the TGIF events at Avoca as outlined.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Memo (UBD-Chamber); Map of UBD Beer Garden; Memo (TGIF)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

# **Altavista Area Chamber of Commerce**

Altavista Town Council

April 10, 2018

Re: Uncle Billy's Day Festival Request

The Altavista Area Chamber of Commerce would like to request permission from Town Council to provide a Beer Garden for the 2018 Uncle Billy's Day Festival. Dates include: June 1 & 2. Event time: 6-10:30pm.

The UBD Committee is requesting a slight change to the Beer Garden layout. (See included map) With the removal of fencing around the basketball courts, we would like to place the beer truck off the grass, and on the paved surface. This would sift the fenced area uphill slightly and would give patrons in the beer garden a more even surface to move around on and allowing closer proximity to the stage area. Moving the fenced area will also allow for a larger grassed area for patrons outside the fenced area and will ease congestion nearest the stage.

The Chamber will continue to work with Altavista PD and ABC to provide ample security during the duration of the festival.

Thank you for your consideration to approve the UBD Beer Garden for 2018!

Sincerely,

Heather Reynolds  
President

**414 Washington Street — P.O. Box 606 — Altavista, VA 24517**  
**434-369-6665      [www.altavistachamber.com](http://www.altavistachamber.com)**



Beer Truck



ID Check

ENTRANCE

Entrance/Exit

# **Altavista Area Chamber of Commerce**

Altavista Town Council

April 10, 2018

Re: TGIF Request

The Altavista Area Chamber of Commerce would like to request permission from Town Council to hold TGIF at Avoca for the 2018 season. Dates include: May 25, June 22, July 27 and August 24. Event time: 6-9pm.

As in years past, the event will include music and alcoholic beverages. A food vendor will be invited to attend each event. New for 2018, the Chamber has decided not to charge an admission fee.

The Chamber will hire a police officer to be on site for the duration of the event.

Thank you for your consideration to approve TGIF events for 2018!

Sincerely,

Heather Reynolds  
President

**414 Washington Street — P.O. Box 606 — Altavista, VA 24517**  
**434-369-6665      [www.altavistachamber.com](http://www.altavistachamber.com)**



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

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

Attachment(s) #: | **5** |

**Agenda Placement:** | New/Unfinished Business/Items for Discussion |

**Subject Title:** | Acceptance of Deed for Conveyance of Altavista EMS Building - *Resolution* |

### **SUBJECT HIGHLIGHTS**

Per discussions with staff and representatives of the Altavista EMS Board, the attached resolution will formalize the conveyance of the property at 1510 Main Street to the Town of Altavista. This item was previously discussed and all is order to accept the gift.

**Action(s) requested or suggested motion(s):** Adopt the attached Resolution in regard to conveyance of the AEMS property on Main Street to the Town of Altavista and authorize the Mayor and the Town Clerk to execute the Deed of Gift on behalf of the Town.

### **Staff Review Record**

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

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

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

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

Town Manager initials and /or comments: *JWC*

## **RESOLUTION OF ALTAVISTA TOWN COUNCIL**

**APRIL 10, 2018**

**WHEREAS**, per resolution of its Board of Directors passed February 19, 2018, the Altavista Life Saving and First Aid Crew, Inc. has tendered a Deed of Gift to the Town of Altavista dated March 27, 2018, transferring ownership of its building at 1510 Main Street, Altavista effective April 15, 2018, and the Altavista Town Council wishes to accept the said gift.

### **BE IT THEREFORE RESOLVED:**

That, pursuant to Virginia Code Section 15.2-1803, the Altavista Town Council accepts the gift of the building and agrees to the terms set forth in the Deed of Gift, a copy thereof being attached hereto, and the Mayor and Clerk are directed to execute the Deed of Gift on behalf of the Town.



Tax Parcel ID No.: 69-4-2-1A.

**Grantee's Address:**

P.O. Box 420  
Altavista, VA 24517

**THIS DOCUMENT PREPARED BY:**

J. Johnson Eller, Jr., Esquire  
VSB #12555  
P. O. Box 209/712 Main Street  
Altavista, VA 24517

THIS DEED OF GIFT, made and entered into this 27<sup>th</sup> day of March, 2018, by and between the ALTAVISTA LIFE SAVING AND FIRST AID CREW, INC., Altavista, Virginia, a Virginia Corporation, party of the first part, Grantor, and the TOWN OF ALTAVISTA, VIRGINIA, a Virginia Municipal Corporation, party of the second part, Grantee.

**WITNESSETH:**

WHEREAS, Grantor has heretofore constructed a building (hereinafter "the Building") for its use in providing life saving and first aid services to the citizens of the area which Building is situated on a portion of the property owned by the Grantee shown on the tax records of Campbell County as Parcel ID 69-4-2-1A and further is identified as 1510 Main Street, Altavista, Virginia; and

WHEREAS, the said property upon which the Building is situated was gifted to Grantee by deed of gift dated June 20, 1981 and recorded in the Office of the Clerk of the Circuit Court of Campbell County, Virginia in Deed Book 573, Page 756, from Lindley M. Winston and Joyce P. Winston (hereinafter "the Winston deed") the Winston deed containing a condition that the property be used for recreational, educational or other facilities directly serving the people of the area which use by Grantor has been in accordance with said condition; and

WHEREAS, as of March 31, 2017, Grantor has terminated its operations as a life saving

and first aid crew and can no longer use the Building to serve the people of the area; and

WHEREAS, the Board of Directors of Grantor at a duly called meeting passed a resolution that Grantor offer the Building to the Grantee as a gift for its use within the requirements of the Winston deed and Grantee has accepted the offer.

**NOW THEREFORE FURTHER WITNESSETH:**

That for and in consideration of the premises, and subject to the below-stated provisions, Grantor doth hereby give, grant and convey unto the Grantee the Building located at 1510 Main Street, Altavista, Virginia and situated, lying and being on the following described real estate, to-wit:

Beginning at a corner fronting on Business U. S. Route 29 and running N. 56° 53' W. 436.37' to a point; thence N. 45° 07' E. 146.00' to a point; thence S. 49° 31' E. 201.50' to a point; thence S. 47° 01' E. 221.15' to a point; thence S. 41° 14' W. 76.35' to the point of beginning.

The above-described property is a part of the same property conveyed unto the Town of Altavista, Virginia, by deed dated June 20, 1981 from Lindley M. Winston and Joyce P. Winston, his wife, which deed is recorded in the Campbell County Circuit Court Clerk's Office in Deed Book 573, Page 756.

Pursuant to a resolution passed at its meeting on April 10, 2018, the Town Council accepted the gift of the Building effective April 15, 2018. Grantor and Grantee agree to the following provisions as to the Building:

On and after April 15, 2018 Grantee shall have sole possession of the Building and sole responsibility for its maintenance.

Grantee will consider the feasibility of utilizing the Building as the headquarters of the Altavista Police Department and if, in the discretion of Grantee, it is economically feasible and beneficial to police operations in the Town such use will be made of the Building so long as Grantee deems such use to be beneficial to the Grantee and its citizens.

Grantee will make available a room in the Building for use by the Grantor to store its records for a period not to exceed five years from April 15, 2018. Should the said room be needed by the Town for its purposes, Grantee will supply a room in another Town building for said use.

The Town will allow the Grantor the use of a wall in the Building on which to hang pictures depicting individuals and other items important to the history of Grantor's operations in the Town and other historical pictures selected by Grantor. If it becomes necessary to remove the pictures from the Building, Grantee will provide a suitable and prominent place in the Altavista Town Hall to display the items.

This conveyance is made pursuant to a resolution of the Board of Directors of the Altavista Life Saving and First Aid Crew, Inc. passed on February 19, 2018.

This conveyance is exempt from recordation tax under Section 58.1-811 D. of the Code of Virginia.

WITNESS the following signatures and seals:

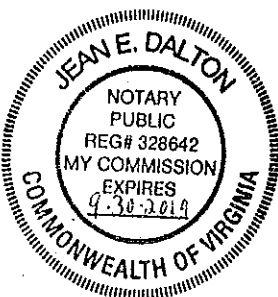
ALTAVISTA LIFE SAVING AND  
FIRST AID CREW, INC.

By: James P. Kent, Jr. (SEAL)  
James P. Kent, Jr., President

STATE OF VIRGINIA,

COUNTY OF CAMPBELL, to-wit:

The foregoing instrument was acknowledged before me this 27<sup>th</sup> day of March, 2018 by  
James P. Kent, Jr., President of the Altavista Life Saving and First Aid Crew, Inc.



Jean E. Dalton  
Notary Public  
My commission expires 9-30-2019

AGREED: TOWN OF ALTAVISTA, VIRGINIA

By: \_\_\_\_\_ (SEAL)  
Michael E. Mattox, Mayor

Attest:

\_\_\_\_\_  
J. Waverly Coggsdale, III, Clerk

STATE OF VIRGINIA,

COUNTY OF CAMPBELL, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of March, 2018 by  
Michael Mattox, Mayor and attested by J. Waverly Coggsdale, III, Clerk for the Town of Altavista.

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

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

Attachment(s) #: | **6** |

**Agenda Placement:** | New/Unfinished Business/Items for Discussion |

**Subject Title:** | Bedford Avenue Tennis Courts Discussion |

### **SUBJECT HIGHLIGHTS**

At the Town Council's March 27<sup>th</sup> Work Session, staff presented the consultant's recommendation in regard to the tennis courts at the Bedford Avenue Park. Staff was directed by Council to put this item on the April 10<sup>th</sup> Town Council Regular Meeting agenda and seek input from citizens prior to that meeting.

At the July 25, 2017 Town Council Work Session, the recommendation of the Recreation Committee to remove the tennis courts and create an open space at the Bedford Avenue Park was considered. No decision was made at that time in regard to the courts; as staff was asked to contact the Campbell County Public Schools (CCPS) Administration to confirm any policy in regard to public use of the school's courts.

At the August 22, 2017 Town Council Work Session, staff reported to Council that Dr. Johnson (CCPS) had been contacted and that it is their *"practice to not allow school facilities, including tennis courts, to be used during school hours throughout the school year"*. In addition, staff reported that Mr. Jester (YMCA) had been contacted and he indicated that he would consider public use of the YMCA's courts. The Recreation Committee was presented to the Council again. It was the consensus of Council to wait until the Parks & Trails Master Plan was completed before addressing the tennis court issue.

The Parks & Trails Master Plan has been completed and the letter recommendation in regard to the Bedford Avenue Park tennis courts was presented to Town Council at the March Work Session. The consultant recommends removal of the courts. Council directed staff to place this item on the April Regular Meeting and to seek public input. A survey was posted on the Town's Facebook page, a summary of the results is attached. *(NOTE: There was concern expressed that the inclusion of the YMCA's tennis courts in the post was inaccurate and misleading to the respondents.)*

Based on the past discussion among Council, it appears there are several options for consideration:

- 1) Repair/Renovate the existing courts at the Bedford Avenue Park (Estimated Cost: \$107,000);



## Town of Altavista, Virginia Regular Meeting Agenda Form

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- 2) Remove the existing courts at the park and create a “green space” on the site (Estimated Cost: \$26,000);
- 3) Combine option 1 & 2 and repair/renovate one court and remove the remaining surface for a “green space” (Estimated Cost: \$70,000)

With handicap parking being located at the rear of the park (bordering the alley), staff has previously recommended that a sidewalk connect to this parking and extend into the park and tie into the ramp leading to the playground. A previous estimate for this sidewalk was \$8,300.

At this time staff is seeking direction from Council on this item.

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

### Staff Review Record

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

List them in the order they should appear in packet? **Memo (consultant); Previous Meeting Minute Excerpts (July 25, 2017 & August 22, 2017; Previous Agenda item forms (July 25, 2017) Data from survey (Town’s Facebook page)**

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*



March 6, 2018

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

**Re: Bedford Ave Tennis Courts**

Mr. Coggsdale:

As a component of the Altavista Parks and Trails Master Plan, LPDA was asked to evaluate and make recommendations regarding the two Bedford Avenue Park tennis courts. The Parks and Trails Master Plan was focused on English and Shreve Parks. The three town parks, Bedford Avenue, Avondale, and Leonard Coleman Park have been recently renovated and were not included in the master plan. These parks are in good condition, are nice neighborhood parks, and are not in need of additional work except for the Bedford Avenue Park tennis courts.

The Bedford Avenue Park tennis courts need repair and maintenance. The court surface has cracks in the asphalt, the playing surface is faded and worn, the nets are in poor shape, and the fence around the perimeter needs significant repair or replacement entirely. Photos of the existing condition are included at the end of these recommendations.

As part of the master plan process, the design team conducted a public input session and solicited feedback on the community's use of the parks and trails via an online survey. During the public input session, 2 comments of 123 total were recorded in favor of keeping the Bedford Avenue Park tennis courts. In the public survey period, 10% of respondents said they had used the tennis courts in the past year. Similarly, 70% of the respondents said they did not have a need for additional tennis courts. While tennis is not a high priority community amenity overall, there may be some localized support of these two courts.

The State Department of Conservation and Recreation provides level of service standards (based on National Parks and Recreation Association statics and information) as part of the Virginia Outdoors Plan. The levels of service standards recommend the number of amenities per one thousand people. The recommendation for tennis courts is one court for every two thousand people. Two courts would be recommended for the Town of Altavista's population of approximately 3,500. In Altavista there are an additional 7 courts beside the 2 at Bedford Park: 4 at Altavista High School and 3 at the YMCA. The high school and YMCA courts have some restrictions. The high school tennis courts cannot be used by the public during school hours, and after school the high school teams have priority. They are, however, available during

evenings, weekends, and during the summer. The YMCA tennis courts are technically private, and available only with a membership. However, the YMCA has stated they would be willing to let non-members use the courts at any time, provided members have priority. It should be noted that both the High School and YMCA courts are in significantly better condition than the Bedford Avenue Park courts. The town currently exceeds the recommended level of service for tennis courts, even counting only the YMCA courts. This abundance of tennis courts gives the town the opportunity to evaluate the future use of the Bedford Ave tennis courts.

To properly fix the courts with an overlay of asphalt, to remediate the cracking, new fencing, new court surface, and new fencing we would estimate between approximately \$75,000 and \$100,000 per court, or a total project budget of \$150,000 to \$200,000.

Considering the limited public interest, cost to renovate, and level of service, it is our professional recommendation the courts at Bedford Avenue Park should be removed in favor of lawn for general recreation. We feel an open lawn space is more in keeping with the neighborhood and is a better use of the space.

Sincerely,

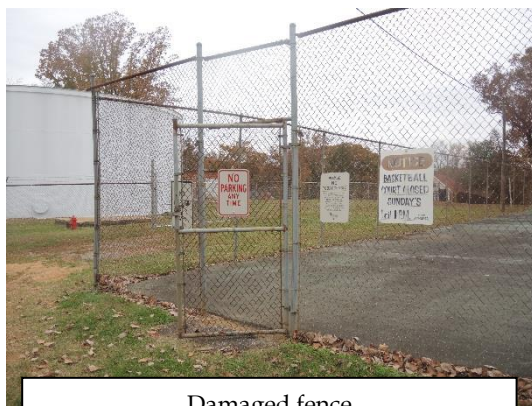


Mark Lieberth, PLA, LEED AP  
Land Planning and Design

CC: Mr. Daniel Witt



Broken Nets and cracked court surface



Damaged fence





## **Excerpts from the July 25, 2017 Town Council Work Session**

### a. Bedford Avenue Park Discussion (Tennis Courts)

Mr. Coggsdale advised staff is seeking guidance from Town Council concerning the tennis courts at the Bedford Avenue Park. The Recreation Committee has discussed this and would like to see the tennis courts and the chain link fence removed and the area turned into an open space that would include a sidewalk connecting the handicap parking on Woodland Alley to the other areas of the park. He noted due to the poor condition of the courts and the need of costly repairs, staff believes this is a reasonable request. Recreation Committee members believe there are a sufficient number of tennis courts at the YMCA and High School. Mr. Coggsdale noted Mr. Garrett has provided the following information in regards to this request:

*Demolition of the tennis courts would consist of removing the chain link fence, removal of the post, removal of the old black top by excavating, haul off and dispose of old blacktop, haul in dirt to fill and level area, seeding the area and cover with straw. After the demo work is complete, we would then consider installing a sidewalk that would start at the playground area on Bedford Ave. side and connect to the handicap parking area that is on Woodland Avenue off Myrtle Lane.*

*The budget cost for this project by a contractor are listed below:*

- 1. Demo Tennis Courts - \$26,000.00*
- 2. Install new sidewalk - \$ 8,300.00*

*Estimated Total - \$34,000.00*

*If the Town Forces were to be assigned this project;*

- 1. Demo Tennis Courts - \$17,000.00*
- 2. Install new sidewalk - \$ 8,000.00*

*Estimated Total - \$25,000.00*

Mr. Coggsdale advised he has reached out to Ms. Mary Pascal, Campbell County Recreation, in regards to a demolition they completed and found the County paid out \$122,000 to completely replace four tennis courts in two different locations.

Mrs. Overbey advised she visited the park on this date and found variations in the surfaces and feared someone could fall. She felt doing nothing was not an option. She asked if the park was ADA compliant. She did not feel that it was. Mrs. Overbey noted Mr. Higginbotham has been in contact with her to advise residents have been in touch with him regarding the park. Their argument is if you are not a member of the YMCA, the tennis courts are not available and the ones at the High School are not available during the day.

Mrs. Brumfield advised she has checked with some folks who took three tennis courts in Ivy Hills and made six pickle ball courts. She stated some of her friends

are interested in volunteering to repair the courts for pickle ball. Mrs. Brumfield stated she is not suggesting make the courts pickle ball and noted one court is for pickle ball but because of the cracks, it cannot be used. She stated if the tennis courts were repaired, this would give the pickle ball players somewhere to go to. Mrs. Brumfield stated you have to be a member of the YMCA to use the courts. She noted if someone is on the court and a Y member wants to play, then this person gives up their court to that individual. Mrs. Brumfield advised the School Board is in the process of passing something that would forbid the use of the tennis courts during the day. She noted the two courts at the Bedford Avenue Park are the only two that can be played at any time. She asked for time to check with the developer of the Ivy Hill Courts as to the cost. She wanted to see if this is something the town could do versus tearing them down. She stated she talked to 10 people on Myrtle Lane and one person said there was not a lot of people that played tennis at those courts. The others that she spoke to did not feel the courts should be torn up with grass and trees put there. The residents didn't want more space there for people to hang out. It also gives the Police Chief another area to police. She noted they have had to call the police to respond up at the park to remind people that the park closes at dusk.

Mr. George questioned who told that residents could not play on the school courts.

Mrs. Brumfield advised this information came from a School Board member.

Mr. George stated he was not sure about the school courts but one point that was made during the discussion of reworking the courts was the idea that they are open to the public. He noted two or three years ago, the Parks and Recreation Committee started looking at the courts and they were approached about pickle ball. The idea was to refurbish the court and make it usable; he noted this was done. Mr. George stated he hasn't noticed anyone using the court. He stated after all the work that was done to the court, it is in bad shape again. The Parks and Recreation Committee feels if the courts can't be maintained then they don't want them. The Committee felt it would be best to remove the courts and make it a green space. Mr. George noted there are five parks in town and three of which are meant to be neighborhood parks. He stated he is not opposed to redoing the tennis courts but none of the other parks have them and asked if Council wants to start putting them up elsewhere. He suggested asking whoever is in charge of the courts at the high school what the availability is. Mr. George stated he didn't see a lot of people playing tennis around here except at the YMCA.

Mrs. Dalton stated her first thought was this was the only set of courts town wide and noted she likes the idea of dual purpose. She felt there was not a consensus among Council at this point as to what to do with this project. The fact that the town doesn't have public tennis courts would lead her to believe this was the better place for them. She noted the handicap accessibility is a problem because of the geography of the lot; there are other parks in town that are handicap

accessible. Mrs. Dalton stated she wasn't sure how the park could be amended to make it completely accessible.

Mr. Emerson stated he didn't have a strong opinion on this matter but appreciated the Recreation Committee's input. He felt this matter should be looked at further. He asked Mr. Garrett if a parking lot was put on the courts if it has a weight-bearing surface.

Mr. Garrett responded that he was not sure what was under the court surface.

Mayor Mattox related that he had played basketball there many times growing up. He asked if the town is at a liability as the park is and if it is closed to public use.

Mr. Coggsdale advised the park is not closed at this time.

Mayor Mattox wanted to know if there is a true liability where the town can be found negligent. He wants to make sure no one potentially gets hurt there. He stated he was hesitant on the parking because this would put parking beside a residential area. He asked the Chief of Police if there had been calls to this area.

Chief Milnor responded that he was unsure and would need to check.

Mayor Mattox felt the Police Department did a great job because most people were gone by dusk. He did not feel this area was necessarily a hang out. He noted he liked the idea of a parking lot but did not feel the entire area was needed for this.

Mrs. Day stated the parking lot would keep the kids from parking on the grass.

Mayor Mattox asked if the area was ADA compliant.

Mr. Witt did not feel it was.

Mrs. Brumfield suggested a sidewalk be placed between the water tower and the fence.

Mr. George stated it would be nice if the sidewalk were attached to the steps because during rain events, mud runs down the steps.

Mayor Mattox stated Council wants to spend the taxpayers' dollars for the greatest good and asked for \$60,000, but are there that many people using the courts or is there another purpose for it?

Mr. George did not feel folks would be opposed to the tennis courts, but in his opinion, he wanted them to look good.

Mr. Coggsdale referred to a previous meeting in which Council decided neighborhood parks would be parks that you walk to, non-vehicular; and also decided to provide handicap parking. He noted the Leonard Coleman Park is truly a neighborhood park because no parking areas are available.

Mayor Mattox stated he would like to know if the School Board will be closing public access to the school tennis courts. Also is the town ADA compliant; if not, what will it take to become ADA compliant.

Mr. Emerson referred to the area beside the water tank and felt this was an ideal place for the Water Park.

Mr. George suggested if the courts are repaired, that there be one tennis court and one pickle ball court.

Mrs. Brumfield noted she has played the court before and the condition of the surface is bad.

Mr. George asked for a price to repair both courts.

Mr. Coggsdale stated he would contact Superintendent Robert Johnson, Campbell County Schools, in regards to the School tennis courts. He noted he and Mr. Garrett would look at the park to determine the safety issue.

Mr. Eller suggested signage that states "Rough surface, use at your own risk".

Mr. Garrett also suggested hot asphalt being poured into the cracks to remedy some of the unevenness.

Mayor Mattox asked the Chief if he would like to add anything.

Chief Milnor stated he was not aware of it being a huge problem.

Mr. George asked Chief Milnor to have an officer patrol this area on a regular basis.

Mr. Coggsdale advised he and the Chief are working on the parking situation and noted the present parking arrangement was decided on at a previous Council meeting.

Mrs. Overbey noted she has received a request for picnic table to be placed at this park.

## **Excerpts from the August 22, 2017 Town Council Work Session**

### **a. Bedford Avenue Park Discussion (Tennis Courts)**

Mr. Coggsdale advised last month, Council considered a previous recommendation from the Recreation Committee regarding the removal of the tennis courts at the Bedford Avenue Park. Discussion focused on whether to remove the courts or repair/reconstruct them. He advised staff contacted Dr. Robert Johnson, Superintendent of Campbell County Schools, concerning their policy of public use of school facilities during the school year/hours. Dr. Johnson indicated that it is their practice to not allow school facilities, including tennis courts, to be used during school hours throughout the school year. This period would run from approximately mid-August to late May/early June from the hours of approximately 8:00 a.m. to 3:00 p.m.

Mr. Coggsdale stated staff also spoke with Mr. Steve Jester, Executive Director of the Altavista Area YMCA, who indicated that he would consider public use of the YMCA's courts if it were a request of Town Council. Mr. Coggsdale stated previously staff reported to Council that the cost to reconstruct the tennis courts at the high school was approximately \$122,000, which included their four courts. There are only two courts at the Bedford Avenue Park. Staff has received a quote to reconstruct the courts and is seeking another for comparison purposes. He noted the options included: 1) Repair/reconstruction of the tennis courts; 2) Removal of the tennis courts; or 3) Removal of the tennis courts and relocation of new tennis courts.

Mr. Coggsdale presented Council with recommendations from the Recreation Committee which included their previous recommendation of having the courts removed, reseed the area and possibly adding benches and picnic tables along with a sidewalk.

Mr. George noted soon the town will hire a firm for the Master Plan and they will survey citizens to see what is wanted. There is still the option to build tennis courts at

English Park if that is what is wanted. He felt the consensus is there is not a large demand for tennis.

Mr. Coggsdale advised he visited the park and there are two half basketball courts. He measured the courts for the consideration of pickle ball courts but found them not to be wide enough.

Mrs. Dalton asked what would happen to the existing courts while Council is waiting for the planning and surveying to occur.

Mr. Coggsdale advised the Recreation Committee suggests removing the courts.

Mr. George stated they would like to turn it into a green space with trees, benches and picnic tables. He stated they would also like to get away from the parking issue; although there is parking on Bedford Avenue people are parking in the grass along Myrtle Lane and the alley. He added the chain-link fence around the basketball court at English Park is being removed, except for the back fence near the railroad tracks.

Mayor Mattox asked if it was the consensus of Council to wait until the Master Plan has been reviewed before making a decision.

Mr. George stated he is ready to move forward.

Mr. Coggsdale stated the Recreation Committee is ready to move forward with the Bedford Avenue Park and build new courts if needed.

Mr. George stated there was discussion if something was done for one neighborhood park was Council obligated to go above and beyond for the other parks.

Mrs. Dalton stated she was on Council when the neighborhood parks were discussed and there was never a discussion about having them exactly alike. The discussion was to make each one the best it could be, where it could be. Mrs. Dalton felt the tennis courts needed to be left there and it might be less dollars to reconstitute them there before ripping them out. She felt they should be left as they are until the planning is finished.

Mayor Mattox suggested waiting until the Master Plan is completed before anything is done.

Mrs. Dalton stated her other thought about the tennis court is that it is probably not the most popular sport at the moment.

Mr. George stated he is prepared to go along with Council but another set of tennis courts is redundant when other courts are available and felt spending the money on other courts is not money well spent.

Mayor Mattox asked about signage at the park regarding the roughness of the courts.

Mr. Coggsdale stated there are wide cracks but not unevenness. This makes the tennis court not the best for playing on but not a major issue in terms of safety noting staff could take some precautions with signage in that area.

Mr. Eller felt filling the cracks and signage such as “Play at your own risk. Rough Surface” would be appropriate.

Mr. Emerson questioned the Master Plan details; when would this take place.

Mr. Coggsdale advised the RFP is due August 31, 2017. Council will be advised at their September work session and it should be implemented next spring or summer. Mr. Coggsdale stated hopefully Council will have data that will help with the creation of the CIP for next year’s budget.

Mr. Emerson stated he is fine with this but it seems everything that is done takes years to accomplish which is concerning.

Mayor Mattox asked for a consensus to keep things as they are, repair the cracks, add some signage and wait for the Master Plan.

Mr. George requested that “No Parking” signs be added in the grassy area at the Bedford Avenue Park.

Mr. Coggsdale clarified what area.

Mr. George suggested in the alley and the areas surrounding the park. He noted there is a yellow strip there which would indicate “No Parking” but did not feel people would know that. Mr. George stated he visited the other parks and there are plenty of “No Parking” signs.

Mr. Coggsdale advised staff would take care of the “No Parking” signs.

Chief Milnor stated the officers are presently giving warnings about the parking instead of tickets at the Bedford Avenue Park area at this time.

It was the consensus of Council to keep things as they are, repair the cracks, add some signage and wait for the Master Plan.

## Town of Altavista, Virginia Worksession Agenda Form

Date: July 25, 2017

**Agenda Item:** Bedford Avenue Park Discussion (Tennis Courts)

**Summary:** Staff is seeking guidance from Town Council concerning the tennis courts at the Bedford Avenue Park. The Recreation Committee has discussed this and would like to see the tennis courts and the chain link fence removed and the area turned into an open space that would include a sidewalk connecting the handicap parking on Woodland Alley to the other areas of the park.

Due to the poor condition of the courts and the need of costly repairs staff believes this is a reasonable request. Recreation Committee members believe there are a sufficient number of tennis courts at the YMCA and High School; the existing Bedford Avenue courts are used infrequently, possibly because of their poor condition.

David Garrett, Director of Public Works has provided the following information:

*Demolition of the tennis courts would consist of removing the chain link fence, removal of the post, removal of the old black top by excavating, haul off and dispose of old blacktop, haul in dirt to fill and level area, seeding the area and cover with straw. After the demo work is complete, we would then consider installing a sidewalk that would start at the playground area on Bedford Ave. side and connect to the handicap parking area that is on Woodland Avenue off Myrtle Lane.*

*The budget cost for this project by a contractor are listed below;*

1. Demo Tennis Courts - \$26,000.00
2. Install new sidewalk - \$ 8,300.00
- Estimated Total - \$34,000.00

*If the Town Forces were to be assigned this project;*

1. Demo Tennis Courts - \$17,000.00
2. Install new sidewalk - \$ 8,000.00
- Estimated Total - \$25,000.00

*Note: The Town's labor and Equipment cost to demo the tennis courts would be an in-kind service and the only actual out of pocket cost would be for the material cost of the sidewalk.*

**Council Discussion:** N/A

**Budget/Funding:** Estimated Costs noted above. No funds are included in the FY2018 Budget

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** Diagram showing existing park and proposed work.

**Department Head Initials:** **TCS, DTG**

**Council Recommendation:**

☐ Additional Worksession   
 ☐ Regular Meeting   
 ☐ No Action





Legend

## Bedford Avenue Park

Write a description for your map.

Tank

New Sidewalk

Basketball  
Court

Demo Tennis  
Courts

Myrtle Lane

Google Earth

© 2016 Google

100 ft



## Town of Altavista, Virginia Worksession Agenda Form

Date: August 22, 2017

**Agenda Item:** Bedford Avenue Park Discussion (Tennis courts)

**Summary:** Last month, Council considered a previous recommendation from the Recreation Committee regarding the removal of the tennis courts at the Bedford Avenue Park. Discussion focused on whether to remove the courts or repair/reconstruct them.

Staff contacted Dr. Johnson, Superintendent of Campbell County Schools, concerning their policy of public use of school facilities during school year/hours. Dr. Johnson indicated that it is their practice to not allow school facilities, including tennis courts to be used during school hours throughout the school year. This period would run from approximately mid-August to late May/early June from the hours of approximately 8:00 a.m. to 3:00 p.m.

Staff also spoke with Steve Jester, Executive Director of the Altavista Area YMCA, who indicated that he would consider public use of the YMCA's courts if it were a request of Town Council.

Previously, staff reported to Council that the cost to reconstruct the tennis courts at the high school was approximately \$122,000, which included their four courts. There are only two courts at the Bedford Avenue Park. Staff has received a quote to reconstruct the courts and is seeking another for comparison purposes.

Options include: 1) Repair/reconstruction of the tennis courts; 2) Removal of the tennis courts; or 3) Removal of the tennis courts and relocation of new tennis courts.

**Budget/Funding:** No funds are budgeted in FY2018 for this purpose.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** None

**Department Head Initials:** **DTG, JWC**

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action



## **Memo**

**To: Altavista Town Council**  
**From: Emelyn Gwynn**  
**Date: April 6, 2018**  
**Re: Tennis Court Public Survey**

Dear Altavista Town Council,

On March 30<sup>th</sup>, a Facebook poll was created on the Town of Altavista's Facebook page to gain more public input on the Bedford Avenue tennis courts. The original post read:

INPUT NEEDED: The Town of Altavista currently owns two tennis courts at the Bedford Avenue park. The Altavista Town Council is debating on whether or not to keep the tennis courts. Repairs to the two tennis courts would cost approximately \$107,000. Though these are the only tennis courts owned by the Town of Altavista where players can have public access 24/7, there are tennis courts available at the Altavista Area YMCA. The Altavista Combined School's tennis courts are available when they are not being utilized for school activities and on weekends.

Question 1: Should the Town of Altavista repair and keep the tennis courts?

Question 2: Should the Town of Altavista deconstruct the tennis courts for repurpose?

On Wednesday April 4<sup>th</sup>, it was advised that we make a clarification about the YMCA tennis courts allowing public access; the revised post was approved by YMCA Executive Director, Steve Jester. The revised post was re-shared with the following information:

**\*\*Clarification\*\*** The Altavista YMCA tennis courts are reserved for YMCA members at first priority.

As of Friday, April 6<sup>th</sup> at 10:30 A.M., the Facebook Poll results total to **128** votes with **34** people voting to repair and keep the tennis courts, and **94** people voting to deconstruct the tennis courts. Each person who participated in this poll was only allowed to vote once. The poll will close on Friday April 6<sup>th</sup> at 4:00 P.M. Any additional votes recorded after 10:30 A.M. on April 6<sup>th</sup> will be updated at the April 10<sup>th</sup> Town Council Meeting. To access this Facebook Poll, please visit <https://www.facebook.com/TownOfAltavista/posts/347502075759636>

Staff also contacted Campbell County to inquire information on the public messaging telephone service, for the possibility of conducting a phone poll. CodeRed, the emergency public messaging service is reserved for emergency and weather related alerts and messages only. The service sends out information to the entire county and cannot specify the Altavista area alone.

Sincerely,

Emelyn Gwynn

[http://www.newsadvance.com/news/local/altavista-seeks-public-input-on-bedford-avenue-tennis-courts/article\\_d6a0a906-391a-11e8-87b6-a7c69798338b.html](http://www.newsadvance.com/news/local/altavista-seeks-public-input-on-bedford-avenue-tennis-courts/article_d6a0a906-391a-11e8-87b6-a7c69798338b.html)

## Altavista seeks public input on Bedford Avenue tennis courts

Carrie Dungan 5 hrs ago



**The Bedford Avenue tennis courts as they appear Wednesday, April 4, 2018, in Altavista, Virginia.**

Carrie Dungan/The News & Advance

Bu

As Altavista looks toward the future of its parks and trails system, the town also must determine the fate of the public tennis courts located at the intersection of Bedford Avenue and Myrtle Lane.

The decades-old courts are in a state of disrepair after several years of neglect, according to an evaluation from Mark Lieberth, landscape architect with Land Planning and Design Associates, the Charlottesville-based landscape architecture firm hired to develop the town's master parks and trails plan.

In a March letter to Town Manager Waverly Coggsdale, Lieberth said "the court surface has cracks in the asphalt, the playing surface is faded and worn, the nets are in poor shape, and the fence around the perimeter needs significant repair or replacement entirely."

He estimated the total cost of repair for both courts between \$150,000 and \$200,000. After a public input session in the fall, Lieberth said two of 123 respondents were in favor of keeping the courts. Based on this information and availability of other courts in town, like the ones at the Altavista YMCA and Altavista Combined School, he recommended removal of the courts and replacement with open lawn space.

Altavista Town Council discussed these findings in a March 27 work session. Council member Micki Brumfield was concerned the survey conducted by LPDA didn't accurately represent the sentiments of town citizens.

"I've got a petition here with 70 names on it of people who want to keep them up there," she said.

Brumfield also discussed the difficulty of having only the YMCA and high school tennis courts for public use. She said citizens can use the four courts at the combined school only when school is not in session and the tennis team isn't using them. The tennis team typically uses the courts from March to June.

Steve Jester, Altavista YMCA executive director, said the organization's unwritten policy allows public use of the facility's three tennis courts, but members have priority.

"If the town wants us to provide a service in whatever way they feel is necessary, we are happy to do that," he said.

The town of Altavista includes a \$100,000 donation to the Altavista YMCA in its annual budget.

However, Brumfield said neither the Altavista Combined School nor YMCA courts were true “public access” courts like the two at Bedford Avenue Park. As a compromise, Brumfield offered the possibility of keeping one of the tennis courts instead of paying to have both resurfaced, which would save between \$75,000 and \$100,000, according to Lieberth’s evaluation.

Council member Tim George said he was concerned about renovation costs when looking at the funding requirements for English Park improvements.

“I just wonder what we’ll axe or get rid of just so we’ll have some tennis courts on Myrtle Lane,” he told his fellow council members. “I would love to have brand-new courts ... I [just] don’t know if it’s in the best interest of all the taxpayers in Altavista to spend money on something that’s sort of redundant.”

After discussion, town council asked Coggsdale to seek additional citizen input before further conversation on the topic in Tuesday’s regular meeting. There is a survey on the town of Altavista Facebook page at [www.facebook.com/TownOfAltavista](https://www.facebook.com/TownOfAltavista) where the public can indicate whether they would like the courts repaired or deconstructed.

Mayor Mike Mattox said individuals also are welcome to provide comments to their town council members or to him directly. Town council will take all input into consideration during Tuesday’s discussion about the future of the courts.

Contact Carrie Dungan at (434) 385-5537 or [cdungan@newsadvance.com](mailto:cdungan@newsadvance.com).

Carrie Dungan



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

Agenda Item #: | 9e |

Attachment(s) #: | 7 |

**Agenda Placement:** | New/Unfinished Business/Items for Discussion |

**Subject Title:** | AVOCA's Request for consideration of town employee status |

### **SUBJECT HIGHLIGHTS**

At the February 27, 2018 Town Council Work Session a letter from the Avoca Board was presented to Council in regard to consideration of the museum's employees becoming town employees. Staff was directed to work with the Avoca representatives and bring back the information to Council.

Following the review and consultation with the Avoca representatives, staff has received the attached letter expressing the Avoca Board's interest in transitioning the employees to the town. Based on the analysis, the funds that have been provided to Avoca over the past several years to offset benefit cost would be used by the Town for the employee's cost and Avoca would compensate the Town for any expenses associated with this change above and beyond that amount. There has been discussion about whether the funds in the Town's budget for repair and maintenance would be kept by the town to offset the additional expense or whether Avoca would just reimburse the town for the employee expenses beyond the Town's current contribution for employee benefits to Avoca. Consent from Council is sought to allow staff and the Avoca Board to agree on how the funding mechanism would work.

The Executive Director would be a Grade 16 and the Events Coordinator would be a Grade 11 in the Town's Classification Plan. Based on the Avoca Board's endorsement of the analysis, staff would recommend proceeding with the transition with an effective date of July 1, 2018. There would be no financial impact to the Town's budget.

**Action(s) requested or suggested motion(s):** Approve the transition of the Avoca positions (Executive Director and Events Coordinator) into the Town's Classification and Compensation Program with Town staff being authorized to make the necessary changes/adjustments, as outlined.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Correspondence from AVOCA Board**

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*

March 29, 2018

Mr. Waverly Coggsdale III, Mgr.,  
Town of Altavista  
510 Seventh Street  
Altavista, Va. 24517

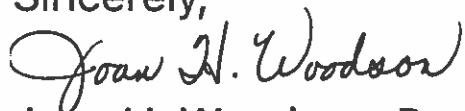
Dear Mr. Coggsdale,

The Board of Directors of "Avoca Museum and Historical Society" met on Thurs., March 29, and unanimously voted acceptance of the Town of Altavista's analysis for accepting the positions of Michael Hudson, Exec. Dir. and Theresa Boyse, Events Coordinator, as employees of the town of Altavista effective July 1, 2018.

If the "Altavista Town Council" approves this change, it is understood upon any personnel changes in the future, the same would apply.

We greatly appreciate your time and willingness to consider our request.

Sincerely,

A handwritten signature in cursive script that reads "Joan H. Woodson".

Joan H. Woodson, Pres.,

Board of Directors

Avoca Museum and Historical Society





## Town of Altavista, Virginia Work Session Agenda Form

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**Meeting Date:** February 27, 2018

Agenda Item #: | 5f |

Attachment #: | 7 |

**Agenda Placement:** | Items for Discussion |

**Subject Title:** | AVOCA Board of Director's Request – Position Status |

### **SUBJECT HIGHLIGHTS**

Attached is a letter from Mrs. Joan Woodson, President of the Avoca Museum Board of Directors, regarding their interest in the Town's consideration of bringing their Executive Director position into the Town's Classification and Compensation Program. As noted the primary reason for this consideration is for health insurance coverage. At this time, the town is only being asked to conduct an analysis of the request's feasibility.

Staff is seeking a consensus from Town Council to proceed with conducting a financial analysis of this matter. The review will determine the cost as compared to the current contribution being made to Avoca in regard to benefits.

**Council Discussion/Staff recommendation, if applicable:** Staff seeks consensus from Council on their interest in having staff conduct the financial analysis for the Avoca Board in regard to their Executive Director position.

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

Based on Council's discussion.

### **Exhibits**

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

List them in the order they should appear in packet: **Letter from Avoca Museum Board President**



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

Agenda Item #: | **9f** |

Attachment(s) #: | **8** |

**Agenda Placement:** | New/Unfinished Business/Items for Discussion |

**Subject Title:** | ACTS Route Deviation policy discussion |

### **SUBJECT HIGHLIGHTS**

Staff has had inquiries in regard to route modifications for the Altavista Community Transit System (ACTS) to benefit individuals that utilize our public transportation. Staff is seeking to establish a policy that will allow staff to efficiently deal with such request without requiring Council's approval for each individual request.

If Council is agreeable we would request that Option 2 as stated in the memo be accepted and approved. The recommended policy amendment would read: Individuals may request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24 hour advanced notice and can be scheduled by calling 434-369-5001. This distance may not exceed  $\frac{3}{4}$  of a mile off of the posted , in or out of town with the exception of the Hurt Medical Center. Return fare is \$1.

Should extra discussion or information be required the item can be placed on a future Work Session agenda.

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

### **Staff Review Record**

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

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

**Date:** March 30, 2018

**Re:** ACTS Route Deviation

I am requesting that Council consider allowing the route deviation to go out of town to serve the citizens of the Town. Currently the policy states: ***Individuals may request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24-hour advanced notice and can be scheduled by calling 434-369-5001. This distance may not exceed  $\frac{3}{4}$  of a mile off of the route and must be within town limits with the exception of the Hurt Medical Center. Return fare is \$1.***

Town council approved going to the HMC based on needs of the town's residents to seek services at the medical center. There are periods where a citizen requires therapy and utilizes ACTS for several weeks or there are occasional trips for medical appointments. The most recent request to deviate outside the town limits is from a town citizen who has gotten a new job at BGF at their expanded location at the former Timken building. Based on our current policy, I cannot approve this.

There are two ways to handle such requests: 1. Present the requests to council on a case by case basis and allow them to determine each one individually; or, 2. Staff has develop a broader scope to the current deviation policy that would allow the bus to transport citizens outside the Town limits.

Option 1: ***Individuals may request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24-hour advanced notice and can be scheduled by calling 434-369-5001. This distance may not exceed  $\frac{3}{4}$  of a mile off of the route, in or out of the town limits, but if outside the limits, must be approved by the Transit Administrator or his/her designee. Return fare for trips outside town limits is \$1.***

**Option 2: Individuals may request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24-advanced notice and can be scheduled by calling 434-369-5001. This distance may not exceed  $\frac{3}{4}$  of a mile off of the posted route, in or out of town, with the exception of the Hurt Medical Center. Return fare is \$1.**

I would recommend that we not bring every request to Town Council. As for the two options, I think the first one allows for more 'discretion'. But at the same time it is based on council's desire to serve the citizens. The request needs to be initiated by a town resident and not by, for example, a resident of the Town of Hurt requesting a deviation to be picked to come to Altavista. The second option is a 'blanket coverage' option and removes any possible questions about why the administrator approved one person's request and not another request. I would recommend the second option if council is willing to approve deviating outside town limits.

I would anticipate discussion and possible refinements as Council considers this request.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** April 10 , 2018

Agenda Item #: | 9g |

Attachment(s) #: | 9 |

**Agenda Placement:** | New/Unfinished Business/Items for Discussion |

**Subject Title:** | 7<sup>th</sup> Street Sidewalk Project Reimbursement Request |

### SUBJECT HIGHLIGHTS

Previously Council considered a request, in Closed Session, for reimbursement related to issues connected to the 7<sup>th</sup> Street Sidewalk Project. Staff was asked to work with the attorney representing Dr. Charles West in regard to the reimbursement, ultimately those discussion proved unfruitful. At this time the Dr. West is seeking reimbursement once again, based on the previous correspondence which he feels serves as a waiver. The signing of the Town issued waiver (attached) was the sticking point to the previous conversations with Dr. West through his attorney.

Staff was asked to place this item of your agenda for additional discussion and final disposition.

Should extra discussion or information be required the item can be placed on a future Work Session agenda.

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

### Staff Review Record

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

List them in the order they should appear in packet? **Correspondence (Dr. West 2017) with attachment; Town wavier**

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*

original

**Dr. Charles M. West, D.D.S.  
511 7<sup>th</sup> Street  
Altavista, Virginia 24517**

September 12, 2017

**TO: Members of Town Council**

**Re: Reconstruction of Alcove and My Building**

Ladies and Gentlemen:

Please see the attached letter from Perkins & Orrison, engineers who I have hired in conjunction with the repair of the streetscape project in front of my office.

I write this letter on the advice of my attorney and my engineer to tell you that 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. Walton is of the opinion that structural damage may be done to my building by the demolition of the slab and alcove and I concur and do not want to run that risk.

Very truly yours,

*Dr. Charles M. West, D.D.S.*

Dr. Charles M. West, D.D.S.

CMW/lry/17226

Enclosure

Lexington

Wes Perkins, LS  
Russ Orrison, PE, LS  
Pierson Hotchkiss, LS  
Gavin Worley, PE



Lynchburg

Kenneth Knott, LS  
Norman Walton, PE  
Aaron Dooley, LS

September 11, 2017

David W Shreve  
P.O. Box 547  
Altavista, VA 24517

Re: Font Door Alcove, Dr. West's Property

Dear Mr. Shreve,

Thank you taking my call this morning. In my previous letter, I described a perceived error in the plans, which showed work beyond the building line of Dr. West's building. In fact, that was the design intent by Hurt & Proffitt.

I spoke with the engineer of record, Mike Wilson, with Hurt & Proffitt last week. In that conversation he relayed to me that their design included removal of the concrete in the alcove at Dr. West's front door. Considering the age of the building, I do not believe this to be in Dr. West's best interest. I believe that there is a possibility of causing structural damage to Dr. West's building with the demolition of the concrete in the alcove.

The construction error that this project intends to "fix" is to reverse the slope of the sidewalk to get the water to flow away from Dr. West's building. The rain that by chance would blow in the alcove did not cause Dr. West any issue prior to the original streetscape project. Dr. West has relayed to me in a phone conversation last week that he is content with the alcove concrete remaining and any rainwater in that alcove will be his responsibility.

Please feel free to contact me with any questions or concerns that you may have regarding this information.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman B. Walton, Jr.", is placed below the word "Sincerely,".

Norman B. Walton, Jr., P.E.  
Perkins & Orrison, Inc.

**GENERAL RELEASE**

KNOW ALL MEN BY THESE PRESENTS:

That for and consideration of the sum of Two Thousand Five Hundred Twenty-Five and 00/100 (\$2,525.00) cash in hand paid to Charles M. West by the Town of Altavista and in consideration of repairs and reconfiguration of the sidewalk and pavement on 7<sup>th</sup> Street in front of his building known as 511 7<sup>th</sup> Street in the Town of Altavista, the receipt and sufficiency of which is hereby acknowledged, Charles M. West does hereby waive, release, and discharge the said Town of Altavista from any and all claims, causes of action and liability of whatever nature or kind, whether known or unknown, relating to and arising from the allegedly defective construction of the sidewalk in front of his said building performed by Virginia Carolina Paving Company pursuant to a contract with the Town of Altavista in 2015. This release specifically includes property damage to the said building and its contents.

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I have unto said my hand and seal this \_\_\_\_ day of January, 2018.

BY: \_\_\_\_\_

WITNESS: \_\_\_\_\_



## **Manager's Report for April 10, 2018 Council Meeting**



### **Staunton River RIFA**

Town Council approved the Staunton River "Regional Industrial Facilities Authority" ordinance at the March 13, 2018 meeting.

### **Southern Virginia Multi-modal Park - Utility Review**

Continue to work on this item.

### **Campbell Avenue Drainage Project**

The utility work has been completed, the milling and paving on the project was completed the first week of April.

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

Staff continues to work on this project with the engineers and VDOT, as necessary. The application for additional funding was submitted to VDOT. It is anticipated that this project will begin in the early part of FY2019.

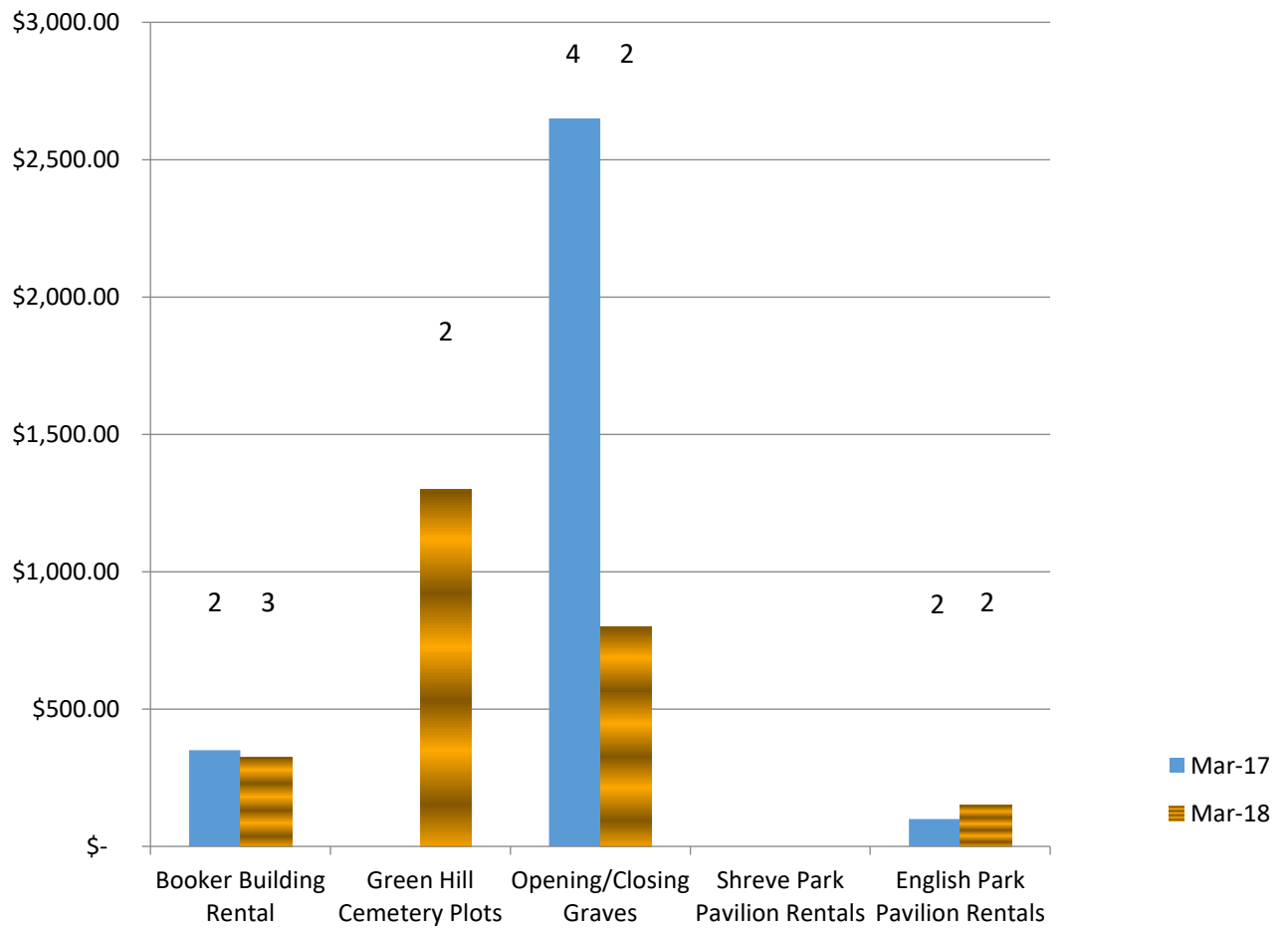
### **Altavista Park and Trails (APT) Master Planning**

Land Planning & Design Associates (LPDA) conducted a follow-up meeting with the Town Council at their February 27<sup>th</sup> Work Session. Staff is working with the consultant (LPDA) on providing the prioritized list of projects/improvements for consideration. This item will be the focus of the April Work Session.

### **Dalton's Landing Canoe Launch Project Update**

Bid package is being finalized. Information in regard to a possible DCR grant application process is being sought after and the latest information indicates the grant application period should be open in mid March to April. All other items appear to be in order.

## ~ ADMINISTRATION ~



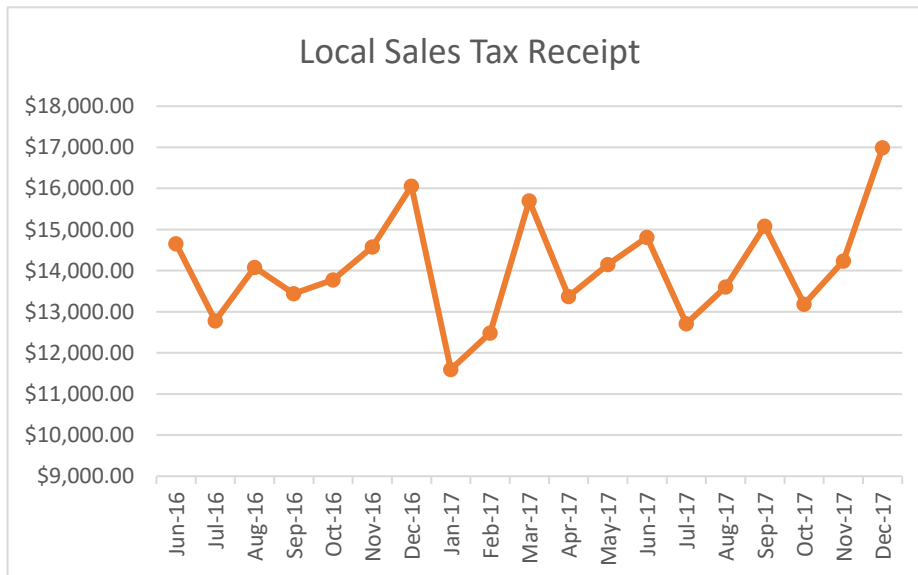
**Town of Altavista  
Local Sales Tax**

Jun-16	\$14,657
Jul-16	\$12,782
Aug-16	\$14,083
Sep-16	\$13,446
Oct-16	\$13,776
Nov-16	\$14,578
Dec-16	\$16,055

Jan-17	\$11,598
Feb-17	\$12,485
Mar-17	\$15,699
Apr-17	\$13,372
May-17	\$14,150
Jun-17	\$14,810

Jul-17	\$12,712
Aug-17	\$13,602
Sep-17	\$15,088
Oct-17	\$13,187
Nov-17	\$14,237
Dec-17	\$16,990

<b><u>MTD TOTAL (FY)</u></b>	
FY2017	\$84,720
FY2018	\$85,816
+/-	\$1,096



# **TOWN OF ALTAVISTA** **MEAL TAX COLLECTIONS**

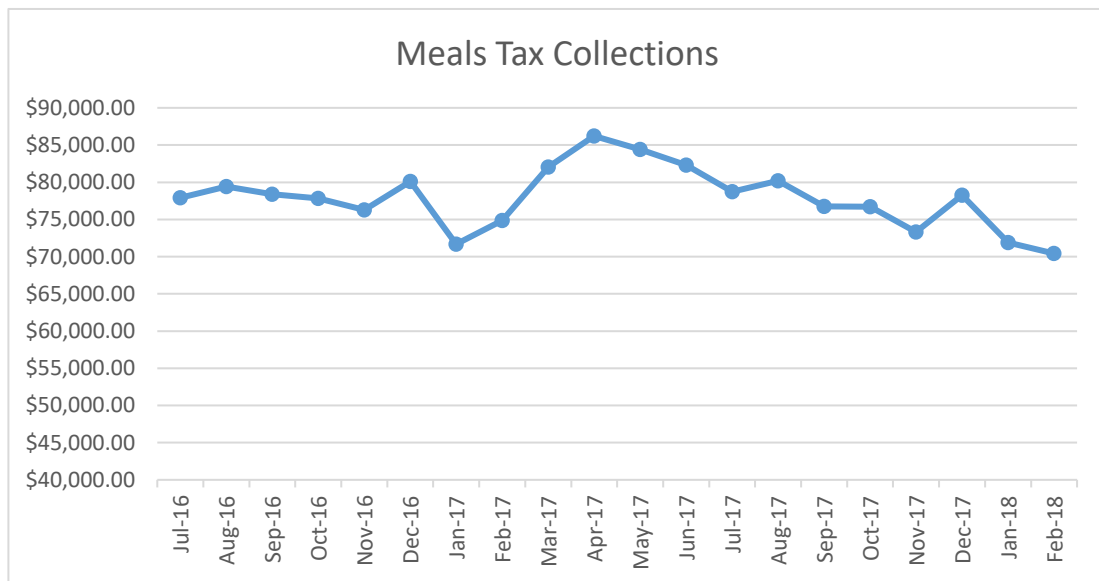
<u>Month</u>	<u>Collections</u>
Jul-16	\$77,934.00
Aug-16	\$79,415.00
Sep-16	\$78,369.00
Oct-16	\$77,843.00
Nov-16	\$76,293.74
Dec-16	\$80,126.95
Jan-17	\$71,669.47
Feb-17	\$74,876.88

Mar-17	\$82,040.84
Apr-17	\$86,217.44
May-17	\$84,409.32
Jun-17	\$82,323.07

## **MTD TOTAL** **(FY)**

<i>FY2017</i>	<i>\$616,528.04</i>
<i>FY2018</i>	<i>\$606,252.61</i>
+/-	-\$10,275.43

Jul-17	\$78,740.00
Aug-17	\$80,189.69
Sep-17	\$76,739.06
Oct-17	\$76,719.67
Nov-17	\$73,312.11
Dec-17	\$78,242.59
Jan-18	\$71,888.68
Feb-18	\$70,420.81



**ALTAVISTA POLICE DEPARTMENT  
2018**

2018	January	February	March	Year to Date
Criminal Arrests "Felony"	14	4	1	19
Criminal Arrests "Misdemeanor"	27	16	11	54
Warrant Executed	28	17	15	60
Uniform Traffic Summons Issued	26	26	33	85
# Traffic Stops	119	148	159	426
BOLO'S (Be on Look Out)	8	8	10	26
DUI	5	2	1	8
IBR	40	29	36	105
MVA	8	2	3	13
Assist Motorist	22	13	13	48
Calls for Service	419	354	378	810
Investigation Hours	71	52	47	170
Alarm Responses	28	10	23	61
ECO/TDO	2	2	3	7
ECO/ TDO HOURS	10.5	7.5	7	25
Training Hours	46.5	65	1	112.5
School Check	60	42	50	152
Court Hours	38	22.25	34.5	94.75
Community Events	3	3.25	4	10.25
Special Assignment Hours	27	1		28
# Hrs Directed Patrol	552.5	481	589	1622.5
Bike Patrol Hours				
Citizen Contacts	3383	3312	3730	10425
Businesses, Residences Check "Foot Patrols"	576	590	698	1864
Follow Ups	55	55	67	177

# Monthly Report to Council

**Date:** April 10, 2018  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** March 2018 Reporting

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## 1. Zoning/Code Related Matters: January 2018

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
6-Mar	09-18	Lonely Branch Builders Rustburg, VA	1028 7th Street Upgrade, remodel, new wiring, etc.
6-Mar	10-18	Lonely Branch Builders Rustburg, VA	1030 7th Street Upgrade, remodel, new wiring, etc.
12-Mar	11-18	IH McBride Sign, CO Lynchburg VA	New sign face Sprint, 105 Clarion Road
12-Mar	12-18	UVA Dialysis Clinic, Altavista	Interior renovations and expansion- 701 5th Street
16-Mar	13-18	Joseph Emerson, 810 Broad Street	10x12' on front of mobile home at this address
19-Mar	14-18	Blair Construction, Gretna VA	137,000 SF Expansion to Graham Packaging, 103 Ogden Rd.
20-Mar	15-18	Scott Lowman, 1291 Lynch Road	In ground pool in the back yard

- All dumpster enclosures were to have been completed by March 31<sup>st</sup>. Three have not been, however, staff has been contacted or reached out to each of these and feels that all are still working with staff to come into compliance in the near future.
- Staff will begin the process in April of identifying enclosures that are in need of repair, per direction from town council, .

## 2. Site Plans Reviewed and/or Approved: None

## 3. Planning Commission (PC) Related:

- Prepared agenda packet for April meeting.
- Researched code related to animals/pets and number permitted in residential districts.

## 4. AOT Related

- Nothing noted.

## 5. ACTS Related

- Validated daily ridership and revenue for bus system (March) - see bus report.
- Reimbursements submitted for February operations.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- Interviewed, hired and trained new ACTS bus driver.
- Worked on new DRPT drug testing policy.
- Worked with Teri Anderson to order new bus stop signs.
- New bus delivered last week of March. Working with Creative Edge Design on the wrap and Sonny Merryman to transfer fare box and camera system from the 2010 bus.
- Provided the merit system goals to each of the drivers and will be meeting with each in the month of April to discuss the expectations.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified January and February.
- Requested quotes from 3 carriers for cell phone service, US Cellular, Verizon and Sprint.
- Began reviewing the Verizon lease contract as it is up for renewal in 2019. Staff will present options at the April work session.
- Reviewed Avoca landscape proposal and CIP and provided thoughts to the Town Manager.
- Staff contacted DHR regarding the possibility of tax credits for the Booker Building and the process for inclusion on the historic registry. Staff is still working with DHR on this process.
- Staff completed research on commercial and multifamily housing requested by Campbell County as part of the upcoming 2020 census.
- **Route 43 Streetscape and Utility Project**
  - H&P is working to implement VDOT suggestions into the design.
  - There may be a need to purchase r/w for the crosswalk on Route 43 at 7<sup>th</sup>. H&P is working with VDOT on this design.
  - The Town's TAP grant is on the list to go to the Transportation Board in June. Staff should know shortly thereafter if awarded.
- **Canoe Launch Site**
  - Contacted DGIF to inquire if they would have any funds available in this year's budget for our launch. They will not.
  - Staff continues to check weekly to see if the RTP application period has been issued, it has not. DCR has told staff it will be in April or early May.
  - The bid package is completed and provided to staff. Approved the next to final bill from G&N.
- **Personnel Policy Manual**
  - Staff continued reviewing and including suggestions from staff in the draft policy manual.
- **VDOT Main Street Bridge Replacement**
  - VDOT still plans to close the bridge beginning spring 2019, however, there is the possibility it could be earlier as the project will be bid in the fall of 2018.
- **Parks and Trails Master Plan**
  - LPDA has delivered the completed plan to staff, which will be provided to Town Council. Staff read the entire document and assisted with the edits and contents of the document.

## **March Town Social Media & Website Management**

### **Facebook & Social Media**

- Page likes increased from 386 to 417
- Total page reach for the month – 4,200
- Highest viewed post was about the 5 job opportunities available, which reached 1,335 people, and was shared 11 times.
- Other highly viewed posts include: Snow pictures of the town, parks and master plan designs, The Chief of Police recruitment profile, and tennis court survey.
- Town Instagram page has 170 followers

### **Town Website**

- Updated the listed jobs on the website
- Uploaded the February Regular Meeting and February Work Session Minutes
- Uploaded the March Agenda and March Work Session Agenda
- Uploaded Chief of Police Recruitment Packet
- Uploaded RFP for Economic Development strategic planning
- Took down SRRIFA Ordinance and Nuisance Code.

### **Other Promotions**

- Wrote Press Release on new additions to the Town Code and sent to the Atlavista Journal and News & Advance.
- Took photos of the dogwood trees and other “spring” photos for town publications and social media.
- Created Facebook survey on Bedford Avenue tennis courts.
- Attended Town Council Regular Meeting and Work Session.



## Main Street Coordinator March Monthly Report



### Meetings and Conferences

- Attended Annual Legislative Breakfast
- Met with Tory McGowen, VMS Staff to touch base on work plan goals and Virginia Main Street Grants.
- Attended monthly Town staff meeting.

### Business Updates

- Miller & Wolf Family Density purchased the old NAPA Building at 1051 Main Street and will be moving in next late summer/fall.
- Met with a potential downtown business interested in opening a restaurant.
- Chelsity's Food Trailer opened up on 525 Main Street on March 26<sup>th</sup>.

### AOT

- Submitted Virginia Main Street matching grant for \$6,000 for brown historic signs.
- Held AOT's monthly board meeting on March 8<sup>th</sup>.
- Attended Town Council Regular Meeting and Town Council Work Session.
- Hosted Spring Fling business promotion event with the Chamber of Commerce on March 3<sup>rd</sup>.
- Held monthly Promotions Committee meeting March 6<sup>th</sup> for Food Truck Event discussion. Emelyn presented the event information at the Town Council Work Session Meeting.
- Met with Nat Perrow, AOT Board President for spring updates and FY 19 planning.
- Met with Chamber of Commerce to plan partnered business luncheon training on social media marketing.
- Held Marketing Committee meeting on March 29<sup>th</sup> to discuss AOT website upgrades, downtown business recruitment packages, and advertising strategies.
- Met with AOT Treasurer, Jamie Glass to discuss position turnover and Gibley Jog planning.

- Spoke with Lynchburg Tourism office and artist, Paul Clements for feedback on the downtown LOVE sign, and presented the information to the Design Committee.
- Sent out RFP for Children's Museum Feasibility Study on March 30<sup>th</sup> and will collect the responses on April 30<sup>th</sup>.

**Public Works Monthly Report**  
**Monthly Staff Report B&G**

Date: 4/4/2018  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Building and Grounds  
MONTH: March 2018

# Burials	2
# of Cremations	0
# of Labor Hours for Green Hill Cemetary	52.50
# of Curbside Brush Stops	210
# of Curbside Brush Loads	17
# of Curbside Bulk Stops	41
# of Curbside Bulk Tonnage	6.95
Solid Waste Total Tonnage	77.17
# of Labor Hours to Maintain Buildings	89.75
# of Labor Hours to Maintain Parks	169.75
# of Acres Mowed	0

**Other Public Works Activities and CIP Projects:**  
Painted inside of the Band Booster Building

**PUBLIC WORKS MONTHLY REPORT**

**Monthly Staff Report Streets**

Date: 4/4/2018  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Streets  
MONTH: March 2018

# of Lane Miles Mowed	0
# of Litter Bags Collected	41
# of Weed Control Gallons Applied	0
# of Swept Lane Miles	40
# of Leaf Collection Loads	N/A
# of Weekend Trucks	4
# of Total Tonnage for Weekend Trucks	
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	580

Asphalt Totals:

**Other Streets Activities and CIP Projects:**  
Currently working on 2018/2019 Paving Plan

**PUBLIC WORKS MONTHLY REPORT**

**Monthly Staff Report: Fleet Maintenance**

Date: 4/4/2018  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Fleet Maintenance  
MONTH: March 2018

# of State Inspection	3
# of Preventive Maintenance Work Orders	10
# of Emergency Repair Work Orders	4

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

CIP: All Dump Trucks have been delivered.

# Monthly Staff Report Water Plant

DATE: 4/2/2018  
 TO: Town Manager  
 FROM: Tom Fore  
 DEPARTMENT: Water Treatment Plant  
 MONTH: March

## Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged	<u>16.25</u>	Hours per day	
which yielded approximately	<u>1,890,000</u>	gallons of water per day.	
Snow/Rainfall for the month	<u>7.225</u>	was measured at the water treatment plant.	
Average Hours per day (week days)	<u>17</u>	hrs	
Average Hours per day (weekends)	<u>13.9</u>	hrs	
Average produced (week days)	<u>2,060,000</u>	gallons per day	
Average produced (weekends)	<u>1,670,000</u>	gallons per day	
Total Raw Water Pumped:	<u>690.3</u>	million gallons	
Total Drinking Water Produced:	<u>58.45</u>	million gallons	
Average Daily Production: (drinking)	<u>1,840,000</u>	gallons per day	
Average percent of Production Capacity:	<u>61.33</u>	%	
Plant Process Water:	<u>1,847,830</u>	(finished water used by the plant)	
Bulk Water Sold @ WTP:	<u>0</u>	gallons	Water lost due to leaks <u>none calculated</u>
Flushing of Hydrants/Tanks/FD use/Town Use	<u>17,750</u>	gallons	
McMinnis Spring			
Total Water Pumped:	<u>7.365</u>	million gallons	average hours per day <u>13.2</u>
Average Daily Produced:	<u>237,581</u>	gallons per day	Rain at MC <u>7.06</u>
Reynolds Spring			
Total Water Pumped:	<u>5.959</u>	million gallons	average hours per day <u>10.8</u>
Average Daily Produced:	<u>192,226</u>	gallons per day	Rain at RE <u>6.61</u>
Purchased Water from CCUSA	<u>486,200</u>	gallons	
Sold to Hurt	<u>2,619,300</u>	gallons	
Industrial Use	<u>52,987,951</u>	gallons	

## Comments: Water Plant Activities & CIP Projects:

Fluoride project completed at both Springs. We will seek grant reimbursment  
 Installed last sluice gate for flocculator #5 at WTP  
 Water treatment plant electrical upgrade has been completed and expect Souther Air to request retainage  
 All samples collected for VDH compliance  
 Training Class for Operators on Sample collection will be given on April 13th.  
 Cleaned Basin #2

# **Wastewater Plant**

Date: 4/2/2018

TO: Town Manager

FROM: Steve Bond

DEPARTMENT: Wastewater Plant

MONTH: March

Average Daily Flow 1.90 MGD

TSS Reduction 96 %

BOD Reduction 97 %

VPDES Violations 0

Sludge ( Regional Land Fill) 231 tons

Rain Total 2.43 Inches

Snow Total            Inches

## **Other Wastewater Activities and CIP Projects:**

Main pump station replacement project pump ordered 3/20/18.

Meeting with Abbott concerning proposed Pretreatment changes.

Repaired piping for NPW system intake.

Received Polymer shipment.

Annual Lab review (in house)

Meeting with BGF concerning proposed remediation projects

**Utilities Distribution and Collection**

# of Service Connections	0
# of Service Taps	0
# of Meters Read	97 Monthly 1,717 Quarterly
# of Meters Tested	
# of Loads of Sludge to Landfill	23
# of Location Marks made for Miss Utility	43
# of Meters Replaced	4

# of Water Lines Repaired

Locations:

# of Sewer Lines Unstopped

Locations:

1119 4th Street

1109 15th Street

1206 5th Street

816 Park Street

Installed Sample Station at 112 Chimney Ridge

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

2 Sewer Clean Outs Installed 1206 5th Street / 1103 15th Street

1 Sewer Main Replaced 1701 Eudora Lane

590 Ft. Push Camera

1515 Ft. Sewer Root Cutting (Main)

2025 Ft. Sewer Video

150 Ft. Sewer Service Cleaned

2820 Ft. Sewer Main Cleaned

5 Sewer Root Cutting (Manholes)

5 Sewer Video (Manholes)

9 Sewer Main Cleaned (Manholes)

Continued work on Abbott meter and SCADA panel goal is to complete by May 30th



# ACTS RIDER TALLY

## March 2018 Ridership Report

### Annual Ridership Tally FY2013—FY2018

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Yearly Total</u>
<b>FY2011</b>							391	590	481	495	551	1,617	<u><b>4,125</b></u>
<b>FY2012</b>	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<u><b>13,211</b></u>
<b>FY2013</b>	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<u><b>16,376</b></u>
<b>FY2014</b>	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<u><b>20,230</b></u>
<b>FY2015</b>	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<u><b>24,449</b></u>
<b>FY2016</b>	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<u><b>21,848</b></u>
<b>FY2017</b>	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	<u><b>22,759</b></u>
<b>FY2018</b>	1,722	1,915	1,928	1,558	1,351	1,412	1,292	1,440	<b>1,403</b>				<u><b>14,021</b></u>

April 2018						
<a href="#">◀ March</a>						<a href="#">May ▶</a>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b> Easter Sunday	<b>2</b> Planning Commission 5:00 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Avoca Museum opens for the season. Town Appreciation Day  First Saturday @ Trade Lot Band Booster's Classic Car Cruise In @ Trade Lot
<b>8</b>	<b>9</b>	<b>10</b> Town Council Regular Meeting 7:00 PM	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Altavista High School Art Show begins at YMCA	<b>19</b>	<b>20</b>	<b>21</b> Chamber of Commerce Townwide Cleanup Day and Shredding Event 9:00 AM – 12:00 PM @ Altavista Fire Station Parking Lot
<b>22</b> Earth Day	<b>23</b> YMCA Health Fair	<b>24</b> AEDA Meeting 8:15 AM @ Town Hall  Town Council Work Session 5:00 PM	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b> National Small Business Week Begins	<b>30</b> Planning Commission 5:00 PM					

May 2018						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 100 Mile Yard Sale	4 100 Mile Yard Sale	5 100 Mile Yard Sale  First Saturday @ Trade Lot  Band Booster's Classic Car Cruise In @ Trade Lot
6	7	8 Town Council Regular Meeting 7:00 PM	9	10	11	12
13 Mother's Day	14	15	16	17	18	19
20	21	22 AEDA Meeting 8:15 AM @ Town Hall  Town Council Work Session 5:00 PM	23	24 Business Appreciation Luncheon Hyland Heights Baptist Church 12:00 PM	25 Chamber of Commerce TGIF 6-9:00 PM @ Avoca	26
27	28 YMCA Memorial Day Service 11:00 A.M.  Memorial Day Town Offices Closed  No ACTS Bus	29	30	31		