



**AGENDA**  
**ALTAVISTA TOWN COUNCIL**  
Tuesday, August 14, 2018 – 7:00 p.m.

1. Call to Order
2. Invocation/Pledge of Allegiance
3. Approval of the Agenda
4. Recognitions and Presentations
5. **CITIZEN'S TIME**

*Citizens wishing to address the Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose.*

**6. CONSENT AGENDA**

- a. Approval of Council Minutes
  - i. July 10<sup>th</sup> Regular Meeting (*Attachment #1*)
  - ii. July 24<sup>th</sup> Work Session (*Attachment #2*)
- b. Acceptance of Monthly Finance Reports (*Attachment #3*)
- c. Appointment – Board of Zoning Appeals (*Attachment #4*)
- d. Approval of proposal for Bedford Avenue tennis court reconstruction (*Attachment #5*)
- e. Approve *Altavista Advantage* Guidelines Modification (*Attachment #6*)
- f. Approve Declaration of Surplus – ACTS Bus (*Attachment #7*)
- g. Approve FY2018 Budget Amendments (*Attachment #8*)
- h. Approve (retroactive) HVAC quotes for Avoca Office (*Attachment #9*)

**7. PUBLIC HEARING(S) - None Scheduled**

## **8. NEW BUSINESS**

- a. Consider Avoca Request for Digital Sign Placement (*Attachment #10*)
- b. Consider AEDA's recommendation in regard to Economic Development Strategic Planning services (*Attachment #11*)
- c. Consider Planning Commission recommendations – Zoning Ordinance Amendments (*Attachment #12*)

## **9. UNFINISHED BUSINESS**

### **10. Reports and Communications (*Attachment #13*)**

- a. Town Manager's Monthly Report
- b. Recreation Committee Monthly Report
- c. Departmental Monthly Reports
- d. Calendars (*Attachment #14*)

### **11. Matters from Council**

12. Closed Session – If one is called, the Code Section(s) allowing the Code Section will be cited in the motion.

### **13. Adjournment**

***Next Scheduled Town Council Work Session: Tuesday, August 28, 2018 @ 5:00 p.m.***

***NOTE: This meeting will begin at the Booker Building***

***Next Scheduled Town Council Regular Meeting: Tuesday, September 11, 2018***

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 Council Meeting – Item Number: 6 a.  
August 14, 2018**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Issue:** **Approval of Council Minutes**

**Background:** Attached are the minutes for the July 10<sup>th</sup> Town Council Regular Meeting and the July 24<sup>th</sup> Town Council Work Session.

**Requested Action:** Approval of the minutes as presented/amended.

**ATTACHMENTS:**

- *July 10<sup>th</sup> Regular Meeting Minutes*
- *July 24<sup>th</sup> Work Session Minutes*

Regular Council Meeting—July 10, 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 July 10, 2018 at 7:00 p.m.

1. Vice-Mayor Dalton called the meeting to order and presided.

Council members present:	Mrs. Micki Brumfield-Left the meeting at 7:28 p.m. Mrs. Beverley Dalton Mr. Tracy Emerson Mr. Timothy George Mr. Jay Higginbotham Mrs. Tanya Overbey
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Council members present:	Mayor Michael Mattox
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Also present:	Mr. J. Waverly Coggsdale, III, Town Manager Mr. Daniel Witt, Assistant Town Manager Mrs. Tobie Shelton, Finance Director Chief Michael Milnor, Altavista Police Mr. David Garrett, Public Works Director Mr. Tom Fore, Public Utilities Director Mr. John Eller, Town Attorney Ms. Emelyn Gwynn, Main Street Coordinator Mrs. Mary Hall, Administration
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2. Invocation/Pledge of Allegiance

Rev. Eduardo Soto, Jr., Altavista Presbyterian Church, gave the invocation.

3. Approval of the Agenda

Vice-Mayor Dalton advised of amendments to the agenda: VRS Resolution, Verizon Lease Resolution and Closed Session.

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

Motion carried:		
VOTE:	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 Presentations

5. Citizen’s Time

Vice-Mayor Dalton asked if anyone would like to speak on anything not listed on the agenda.

Mrs. Harriet Hardy, 1617 Melinda Drive, addressed Council and stated she is privileged to attend the meetings as Council works hard to plan things for the town of Altavista. Mrs. Hardy advised she paid her water bill on this date and was pleased with the cost of her water. She asked Council to look for options in regards to using a credit card when paying as the customer pays the convenience fee imposed by Official Payments when using a credit card.

Mr. Higginbotham asked for clarification.



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Mrs. Shelton offered a customer wishing to use a credit card pays a nominal fee to Official Payments, the credit card company used by the town. The town does not pay this fee; the customer is responsible for this convenience fee.

Mr. Coggsdale noted staff is looking into this.

Vice-Mayor Dalton asked if anyone else would like to come forward to speak.

No one came forward.

### 6. Consent Agenda

- a. Approval of Council Minutes-- June 12<sup>th</sup> Regular Meeting and June 26<sup>th</sup> Work Session
- b. Acceptance of Monthly Finance Reports
- c. Fire Department Fundraising Policy Change

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

Motion carried:

VOTE:	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

### 8. New Business

#### a. Public Nuisance Hearing

Mr. Coggsdale presented Council with a PowerPoint presentation explaining what public nuisances are. He noted the Town Code, Section 34 Article II of the Town Code, addresses abatement of public nuisances.

Mr. Coggsdale advised three complaints have been received within a 60-day period in regards to cats at the address of 1100 7<sup>th</sup> Street (Ms. Robyn Brees) trespassing on a neighbor's property and creating a foul odor. Three Notices of Complaint have been delivered by the Altavista Police Department on April 20<sup>th</sup>, May 7<sup>th</sup> and May 9<sup>th</sup>. Mr. Coggsdale advised there were a couple of issues administratively with the language. All three notices were delivered again on June 7, 2018. He added a "Notice of Apparent Public Nuisance per Altavista Town Code Sections 34-32 and 34-33" was delivered to Ms. Brees via First Class mail on June 18, 2018. This notice advised the abatement was to be completed by 5:00 p.m. on Friday, June 29, 2018.

Mr. Coggsdale provided Council with pictures of the cats. He noted Ms. Brees has constructed an enclosure; possibly for keeping of the cats.

Ms. Brees, 1100 7<sup>th</sup> Street, addressed Council. She advised some of the cats have been at her address from 10 years ago as a feral community. She indicated she has received complaints in the past few months at which time she began researching to determine what type of enclosures would work for feral cats. Ms. Brees advised she has constructed four

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lots and chicken wired the tops to keep the cats contained. She stated she is feeding the cats in the pen to get them use to the lot and hopefully the cats won't trespass on the neighbor's yard.

Mrs. Brumfield asked for clarification on the complaints.

Mr. Coggsdale advised when the Police Department receives a complaint, they have to address and deliver a violation notice. This involves the trespassing of cats on the neighbor's property as well as odor.

Ms. Cheryl Wood, 1102 7<sup>th</sup> Street, advised Council there are three issues that are being looked at; smell, destruction of property, and germs (toxoplasmosis). Ms. Wood advised her yard is full of cat feces; the first time she mowed her grass this year she removed four garbage bags of cat feces. She noted she was sick by the end of the day; each time she mows her yard she has to clean up the cat feces. Due to multiple sclerosis, she has a weak immune system and is very susceptible to disease. Ms. Wood stated the cats are destroying her property; digging holes around the foundation of her home. She added the cages are wonderful but if the cats are not in there, they are still on her property. Ms. Wood advised this situation is horrible to deal with.

Mrs. Brumfield asked if there was someone helping with the cats.

Ms. Brees advised all of the cats have been spayed and neutered and have had their rabies shots.

Mrs. Brumfield asked if she had any objections to letting the Humane Society find homes for the cats.

Ms. Brees advised the Humane Society does not pick up cats and she has been in touch with them about feral cats. This is kitten season, they are overrun with cats. If she was to take the feral cats to the Humane Society, they would immediately be put down. She did not feel they deserved to die because they are feral and are in a community. She noted she has spent \$1,200 to save their lives.

Mrs. Overbey asked how many cats are in this feral community.

Ms. Brees advised there are approximately 20 cats. It has been 10 years so some of them don't stay there all the time. Having them spayed and neutered is a blessing.

Mrs. Dalton asked who feeds them.

Ms. Brees advised she feeds the cats so they are her legal responsibility.

Mrs. Brumfield indicated there are some "no kill" shelters in the area.

Ms. Brees advised "no kill" shelters also have a maximum number and will euthanize pass their capacity.

Mr. George asked if there is an ordinance that limits the number of cats or dogs a person can own in the town.

Mr. Eller advised there is no ordinance that sets a number.

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Mr. Emerson advised he had a similar situation a few years back. His responsibility is putting himself in the shoes of the neighbors. He stated he did not know what he would do if he had 20 cats coming on his property every day. He felt Council has a responsibility to address this issue promptly. He noted life in a cage for a cat is different from a bird in a cage; the cats will have to stay in this cage for life or they will be on the property again.

Ms. Brees indicated this is the reason she has the lot 40 feet long and 10 feet wide.

Mr. Higginbotham felt he could sympathize with both parties and asked if an electric fence would keep them enclosed.

Ms. Brees stated if the cats are in the lot they would be off of the property.

Mr. Emerson noted the smell is also an issue and is addressed by the Code of Virginia.

Ms. Wood noted the cages are on the other side of her privacy fence, at her deck and the main door that she uses.

Vice-Mayor Dalton stated caging the cats seems to be the humane thing to do instead of putting them down but will not address the issue of the odor.

Ms. Brees stated she would be putting litter boxes out and cleaning them. It will be a major cost but she does not believe in killing the cats.

Mr. Higginbotham asked if a sand pile in the cage would help with the odor.

Ms. Brees indicated it would be easier to maintain with enclosed litter boxes. She noted she has been speaking with friends and they came up with the idea of large totes with litter boxes inside of them.

Mrs. Brumfield left the meeting at 7:28 p.m.

Mrs. Overbey stated she empathizes with both sides but Council has a code that states the process that has to be followed when a complaint has been made for a nuisance. The question is has the issue been abated. She asked Mr. Eller if the issue has not been abated what are Council's options.

Mr. Eller clarified that Council will specify an action and a time in which to ratify the problem. If it is not abated, then it becomes subject to a civil penalty.

Mr. Emerson concurred with Mrs. Overbey stating if he was the neighbor he would expect something to be done immediately.

Mr. Higginbotham asked Ms. Wood what a suitable timeframe would be to get this matter resolved.

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Ms. Wood stated each time she mows her grass or cleans her yard, she is covered in cat feces and it is nauseating. In regards to a timeframe, she stated she would like to be able to take care of her yard and walk into her home without tracking in cat feces.

Mr. Higginbotham suggested giving Ms. Brees two weeks to ratify the problem. If nothing happens after two weeks, then Animal Control take whatever action they deem necessary.

Mr. George, who also serves on the Planning Commission, noted this was brought before the Commissioners some time ago and has been going on for a while. He did not feel putting them in cages next to the neighbor is going to solve the problem. He felt the cats should be removed from the property within a reasonable amount of time.

Mrs. Overbey and Mr. Emerson agreed with Mr. George.

Mr. George, seconded by Mr. Emerson, motioned that the feral cats be removed within two weeks.

Mr. Higginbotham stated he understands the odor but did not feel Council has the authority to remove every cat.

Ms. Brees stated 20 cats do not deserve to die when they can be placed in a kennel and contained. Ms. Wood's problem is with feces in her yard and the cats trespassing on her property which will be resolved with the containment. She stated Council is ruling on a potential issue.

Vice-Mayor Dalton noted for a couple of months the Planning Commission has been aware of this problem and abatement has been ordered. The abatement has not been accomplished.

Ms. Brees advised she was given 8 days from the notice to correct the problem; she had to gather money to purchase the supplies to remedy the problem.

Mr. George stated he hated the situation because he is a cat lover but his sympathy is for the neighbor at this point; a human versus a cat.

Mr. Higginbotham called for an amendment to the motion giving Ms. Brees two weeks to clean up, cage up whatever cats that she can then anything after two weeks would be subject to the Animal Control officer.

Mr. Emerson asked if Animal Control has been notified of the situation.

Mr. Witt advised he contacted Animal Control and was told all the cats were spayed and neutered and had rabie shots. He stated from his experience Animal Control will not come trap cats they will allow usage of a trap. He was told if it was ordered, Animal Control might trap them.

There was no second to Mr. Higginbotham's amendment. Amendment to the motion failed.

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Mr. Eller clarified that Ms. Brees has to abate the nuisance and Council has to order that it be done. He felt Council’s duty to do so should be with the least radical method as possible.

Mr. Coggsdale referred to Section 34-33D covers Council’s responsibilities.

Mr. Higginbotham, seconded Mr. George, motioned to declare a public nuisance at 1100 7<sup>th</sup> Street.

Motion carried:

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

Mr. George, seconded by Mr. Emerson, motioned to give Ms. Brees 20 days to abate the issue by caging the cats, keeping the cages clean and odor free, with no trespassing of cats on the neighbor’s property.

Motion carried:

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

Mr. Coggsdale advised three complaints have been received within a 60-day period in regards to cats at the address of 1515 Pine Grove Court (Mr. Terry Talbott) trespassing on a neighbor’s property and creating a foul odor. Based on conversations with a neighbor and provided photos, at least one cat appears to be trespassing. The neighbor has indicated that the cat(s) have destroyed some of her property (flowers and birdhouse).

Mrs. Pamela Talbott, 1515 Pine Grove Court, addressed Council and advised she has four cats, two which were adopted, noting they have all had their shots. She advised one of the cats had kittens which she gave to residents in the trailer court. Mrs. Talbott stated her cats are trained to use the litter box and come inside to do so. Mrs. Talbott addressed the issue of property being destroyed and advised there is a large racoon in the trailer park that was at the dumpster the day the property was destroyed. She also mentioned her cats were in the house the day of the destruction and since the complaints, she has kept the cats out of the yard.

Mr. Terry Talbott, 1515 Pine Grove Court, addressed Council. He advised the night the bird house was destroyed two of the cats were on the sofa with him and two cats were in the bedroom. He noted he relayed this information to the Police Officer. He stated the cats are litter boxed trained and come into the house to use the litter box. He invited Council to come to see where he dumps the litter and noted he has only seen the cats in the driveway. Mr. Talbott mentioned there are stray cats in the trailer park.

Ms. Jean Wade, 1511 Pine Grove Court, addressed Council and advised she has one of the kittens from Mrs. Talbott that has been spayed and has its shots. She stated she has only seen the kitten in Ms. Craig’s yard

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one time and then she took off running. The kitten stays in the house the majority of the time.

Vice-Mayor Dalton called for discussion among Council.

Mr. George did not feel there was enough information to have a discussion.

Ms. Anna Craig, 1512 Pine Grove Court, addressed Council stating she was the one that made the complaint and has numerous pictures. Ms. Craig advised this problem has been going on for two or three years. The cats stay under her building and it smells so bad that she can't mow around her building. She stated the cats use the bathroom beside her trailer and she had to get rid of all her flowers and replace with artificial because the cats would not leave them alone. Ms. Craig noted the Talbotts have 5 cats and Ms. Wade's cat makes 6 that are running loose. Ms. Craig stated she and the landlord have asked the Talbotts to keep the cats off her property. She has had 3 complaints against them but could have had more. The cats are on her property all of the time.

Vice-Mayor Dalton asked if there were sufficient complaints to have brought this before Council.

Mr. Coggsdale advised violations have been delivered and proper Codes have been provided to the responsible party.

Mr. George asked if there have been complaints from multiple parties.

Mr. Coggsdale advised he was unaware of additional complainants.

Mr. George indicated it would have been nice to have seen the additional pictures before the public hearing.

Mr. Emerson stated we all have neighbors with animals. He wonders what it takes for a neighbor to be so fed up that they would file the complaints and come to the public hearing to speak. He noted it is difficult for Council to manage all the dogs and cats in Altavista but feels like these issues are ongoing problems for these residents.

Mrs. Overbey was in agreement with Mr. Emerson stating if one takes the trouble to go through this process it is because they are at their wits end.

Mr. Emerson, seconded Mr. George, motioned to declare a public nuisance at 1515 Pine Grove Court.

Motion carried:

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

Mr. Higginbotham asked Ms. Craig if her concern was that the cats were trespassing on her property.

Ms. Craig advised the cats are at her place all the time and have torn up her birdfeeder, jump at the birds, she can't keep her security light on

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because the cats are coming on her porch. She mentioned the cats are not bothering anyone else in the park except her. Ms. Craig feels she is being harassed.

Mr. George asked if the trailer park has a Homeowner's Association or rules.

Mrs. Talbott stated there are to be no dogs and Ms. Craig is the only one that has a dog.

Vice-Mayor Dalton tabled this issue until the July 24, 2018 work session. She asked that staff glean more information about this situation and how it might be alleviated.

### b. VRS Full-Time Employment Resolution

Mr. Coggsdale advised the Town Council adopted a resolution to remove the Chief of Police position from the Virginia Retirement System (VRS) when Chief Milnor came on board. With his pending departure, Council will need to adopt a resolution to reinstate the Chief of Police position to full-time employment.

Mr. Emerson, seconded by Mrs. Overbey, motioned to adopt a resolution to reinstate the Chief of Police position to full-time employment.

Motion carried:

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

HERE AS, at its meeting held on Tuesday, July 10, 2018, the Town of Altavista (the "Employer") has, after deliberation and consideration of its business needs, changed the position criteria for Chief of Police from a part-time position working on average no more than thirty-two (32) hours in any work week, to a full-time position, effective the first day of August 1, 2018; and

NOW, THEREFORE, be it resolved as follows:

1. The position will be a full-time position, and any person hired in this position will be an eligible employee as defined in § 51.1-132 of the *Code of Virginia*.
2. The Employer acknowledges that any person hired in this position is required to be reported as an active member to the VRS, and all required contributions must be paid by the Employer and employee.
3. The Employer acknowledges that, pursuant to § 51.1-124.9, it may be liable for any overpayment of benefits resulting from the Employer's failure to report the employee to VRS.

BE IT FURTHER RESOLVED, that this action is approved as of this 10<sup>th</sup> day of July, 2018.

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Governing Body Chair

### CERTIFICATE

I, J. Waverly Coggsdale, III, Town Manager/Town Clerk of the Employer, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Employer held at Altavista, Virginia at 7:00 p.m. on July 10, 2018. Given under my hand and seal of the Employer this 10<sup>th</sup> day of July, 2018.

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Signature

### c. Verizon Lease

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Mr. Eller advised at a previous meeting, Council approved a Verizon lease with 2 five-year lease and the town receiving \$25,000. As part of the due diligence, Council needs to adopt a resolution authorizing and directing the Mayor or Town Manager to execute the contract between the Town and Alltel Communications, LLC d/b/a Verizon Wireless.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to adopt the Verizon lease resolution.

Motion carried:

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

BE IT RESOLVED:

That Michael E. Mattox, Mayor or J. Waverly Coggsdale III, Town Manager are hereby authorized and directed to execute on behalf of the Town that certain SECOND AMENDMENT TO THE CONTRACT between the Town of Altavista, VA and Alltel Communications, LLC d/b/a Verizon Wireless relative to ATC Site No: 419472 VZW Site No:229969 which was approved by the Altavista Town Council at its regular monthly meeting on June 12, 2018.

9. Unfinished Business

a. Dalton’s Landing Canoe Launch DCR Grant Resolution

Mr. Coggsdale advised Town Council has authorized staff to proceed with an application for assistance with the construction of the Dalton’s Landing Canoe Launch project from the DCR Recreational Trails Program. Council was presented with a draft copy of the application. Mr. Coggsdale requested adoption of a resolution to be included in the application process.

Mr. Emerson, seconded by Mr. George, motioned to adopt the DCR Grant Resolution.

Motion carried:

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

**Recreational Trails Program Authorizing Resolution**

*A resolution authorizing an application for federal funding assistance from the Recreational Trails Program (RTP) to the Virginia Department of Conservation & Recreation (DCR).*

*WHEREAS, under the provisions of RTPF, federal funding assistance is requested to aid in financing the cost of trail/trailhead/trailside construction and/or rehabilitation within Campbell County, Virginia and*

*WHEREAS, the Altavista Town Council considers it in the best public interest to complete the project described in the RTP application;*

*NOW, THEREFORE, BE IT RESOLVED that:*

- 1. The Altavista Town Manager be authorized to make formal application to DCR for funding assistance;*
- 2. Any fund assistance received be used for implementation and completion of access to the canoe launch on the Staunton River within the specified time frame;*
- 3. The Altavista Town Council hereby certifies that project funding is **currently available and is committed for the completion of this project while seeking periodic reimbursement through the Recreational Trails Program.***
- 4. We are aware that the RTP funding, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR.*



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5. We acknowledge that the assisted trail project will have an assigned life expectancy assigned to it and that the facility must be maintained to standards suitable for public use.
6. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;
7. We acknowledge that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.
8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.

*This resolution was adopted by the Altavista Town Council during the meeting held: on July 10, 2018 at the J.R. (Rudy) Burgess Town Hall, located at 510 7th Street, Altavista VA.*

*Signed and approved by the following authorized representative:*

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

### 10. Reports and Communications

- a. Departmental Reports
- b. Town Manager's Report

#### **Staunton River RIFA**

Documents have been submitted by the Town in regard to the Revenue Sharing Agreement and the adoption of the ordinance creating the RIFA. Waiting for the other localities to submit their documents to the attorney.

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

Continue to work on this item.

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

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work.

Staff continues to work on this project with the engineers and VDOT, as necessary.

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

Council provided project prioritization for FY2019 and staff will begin working on those projects. Project funding is being reviewed.

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

DCR grant application is due July 19<sup>th</sup>. Bid package is being finalized.

#### **VDOT Rt. 29 Bridge Replacement Project Update**

VDOT has indicated that this project will go out to bid in September 2018. The bid could be awarded later this year with construction covering a two-year span (completed by December 2020).

#### **Bedford Avenue Park Tennis Court Replacement and Sidewalk**

Staff is working on obtaining "quotes" for this work. It is anticipated that this project will be completed this summer. Council previously approved this project.

#### **Downtown Public Parking Signs and Banners**

Staff is working on design and prices for signs and banners to designate Public Parking in the downtown area. Council previously approved this project.

- c. Misc. Correspondence

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i. COMCAST Letter

d. Calendars

11. Matters from Town Council

Mr. George asked for an update on the tennis courts.

Mr. Coggsdale advised staff is working on obtaining quotes.

Mr. Emerson asked if the July work session will conclude at the Booker building.

Mr. Coggsdale advised that it would.

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

A motion was made by Mrs. Dalton and seconded by Mrs. Overbey.

Motion carried.

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

Council went into closed session at 8:16 P.M.

Notice was given that council was back in regular session at 8:29 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.

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

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### 13. Adjournment

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

The meeting was adjourned at 8:30 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JULY 24, 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 July 24, 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

Council members  
absent:

Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Officer Justin Wyatt, Altavista Police Department  
Mr. Tom Fore, Public Utilities Director  
Mr. John Eller, Town Attorney  
Ms. Emelyn Gwynn, Main Street Coordinator  
Mrs. Mary Hall, Administration

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

Mayor Mattox extended condolences to the family of Dr. Larry Jewell, DDS. Dr. Jewell served on the Altavista Town Council and the Altavista Planning Commission as well as other boards. Mayor Mattox called for a moment of silence in remembrance of Dr. Jewell.

- 2. Mayor Mattox advised of some amendments to the agenda: AEDA Update, Zoning Decision at 812 Broad Street.

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

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

- 3. Public Comments—Agenda Items
- 4. Introductions and Special Presentations
  - a. Introduction of New Police Chief

Mr. Coggsdale introduced the new Police Chief, Thomas E. (Tommy) Merricks noting he will join the Altavista Police Department on September 3, 2018. Mr. Merricks previously worked for the Danville Police Department with 28 years of experience.

Mr. Merricks addressed Council and thanked them for the opportunity to serve as the next Police Chief stating he was looking forward to being a part of the community.

b. Altavista on Track Update

Ms. Gwynn addressed Council to provide an update on the Altavista on Track (AOT) events. She introduced Ms. Lori Johnson, AOT Board President noting Ms. Johnson has been a member of the Board for five years. She stated Mr. Nate Perrow and Ms. Jamie Glass have rotated off the board as their terms were complete. Ms. Gwynn advised Rev. Ed Soto is now Vice-President, Ms. Emily Correa, Treasurer, and Ashley Holloway, Secretary, are part of the Executive Committee along with a variety of small business owners. Ms. Gwynn stated AOT's main goals are design, economic vitality, promotion and organization. She advised they are presently looking at designing a "LOVE" sign for Altavista to market the town. When this is built and placed, it will be listed on the Virginia Tourism website. She advised AOT is partnering with the Staunton River Garden Club to purchase some snowflakes to place along Main Street during the holidays. For economic vitality, AOT received a grant to hire a consultant to develop a plan and market analysis to see if Altavista could be a possible location for a Children's Museum or Children's Playhouse. Ms. Gwynn stated if this concept works for Altavista, they would like for it to be located in the downtown area. She reported they continue to partner with the Altavista Chamber of Commerce to host training classes. She noted in regards to promotions, two food truck events have been held which were well attended with the businesses along Broad Street benefitting. She advised of future promotions being sponsored by the AOT. Ms. Gwynn noted a billboard is being leased for six months on Route 29 north promoting Altavista. She thanked Council for supporting Altavista on Track.

5. Items for Discussion

a. Public Nuisance – 1515 Pine Grove Court

Mr. Coggsdale advised at the July 10 Town Council Regular Meeting, a hearing in regard to an apparent public nuisance related to 1515 Pine Grove Court was conducted. After hearing from several individuals, the Town Council adopted a motion with the finding that a public nuisance existed. Council deferred setting the required abatement measures until tonight's Town Council Work Session.

Mayor Mattox advised he was absent from the July 10, 2018 Town Council meeting and excused himself the discussion.

Vice-Mayor Dalton asked if anyone on Council has a suggestion as to how to abate this issue. She was in hopes that the parties involved could have resolved the issue themselves adding these cats are someone's pets and are also an aggravation to the complainant.

Mr. Emerson stated he spoke with the Chief Animal Control Officer with Campbell County and his recommendations were for the complainant to file a complaint each time that it happens and after a number of times the pet owner will be fined. Mr. Emerson indicated he did not know the answer to this situation but at the end of the day, you have to fall back on the law.

Mr. George advised he drove by the home and didn't see any cats the day he was there.

## COUNCIL WORK SESSION JULY 24, 2018

Ms. Anna Craig, 1512 Pine Grove Court, addressed Council and advised the cats are let out at certain times. They are at her house late in the evening and early the next morning. She advised the cats were at her home on Saturday but she had not seen them since. She felt when she went home they would be there again. Ms. Craig stated the pet owners won't do anything they are told to do. She stated she trapped a cat and the owner came onto her lot, got the cat and shut the trap so another one couldn't get in it. Ms. Craig stated she was informed to go to the Magistrate and take out a warrant. She indicated she has sent the pet owners certified letters and talked to them. The pet owner is at her home taking pictures all the time.

Mr. Emerson told Ms. Craig she could seek a warrant against the property owner of the cat and noted it may end in Court if need be.

Mr. Higginbotham suggested for such complaints, Town Hall staff should have this information available for the complainants.

Mr. Coggsdale offered staff can make the complainant aware but noted the Town has its own regulations as well.

Mr. Emerson noted from what he was told the first episode is a smack on the hand from the Judge but the penalty gets stronger with the complaints, up to \$500.00.

Mr. Coggsdale stated the Town's regulations allows Council to decide what abatements look like. If the abatement is not achieved, then there are civil penalties.

Vice-Mayor Dalton asked if the requirement that the cats stay off of the complainant's property was considered an abatement.

Mr. Eller advised he visited the mobile home park and there is no defined area to say where one person's property starts and ends.

Vice-Mayor Dalton asked if dogs are allowed in this mobile home park.

Ms. Craig stated she has one little dog and the neighbor is trying to get rid of it. She noted dogs were allowed when she moved there 20 years ago and cats were not allowed. She stated there were no problems in the park until three years ago.

Vice-Mayor Dalton noted the Town's ordinance refers to dogs and they have to be in the owner's presences. It does not address cats.

Mr. George stated it would be interesting to know what the landowner thinks about all of this. Mr. George felt because there was not complete evidence proving the cats are not where they are supposed to be, it is one person's comments against another person's comments.

Vice-Mayor Dalton referred to the July 10<sup>th</sup>, 2018 Town Council meeting and advised Council concluded that this was a public nuisance and now Council has to abate the problem.

Mr. George suggested the cats not be allowed to go outside unless under the owner's control.

Vice-Mayor Dalton asked if this could be an issue for the landowner and if the landowner has any regulations regarding animals.

## COUNCIL WORK SESSION JULY 24, 2018

Mr. Coggsdale advised if there are regulations in the park then it becomes an issue between the landlord and the tenant but if animals are allowed then it becomes a Town issue.

Vice-Mayor Dalton suggested the landowner be contacted to find out the regulations.

Mr. Higginbotham stated Ms. Craig has followed the code and filed three complaints and it has been declared a nuisance. He felt a letter should be sent to the pet owner advising of the situation with a timeframe to correct the problem. He told Ms. Craig in the meantime to take dated pictures and go before the Magistrate. He added it is unfortunate but Ms. Craig will need to get the process going on the town side and the county side.

Ms. Craig stated the pet owner will bring the cat and sit it in front of her house adding the pet owner is the problem. She stated she did not know what to do.

Vice-Mayor Dalton stated Council will try to help with the cat issue. She felt Council needs to hear from the landowner about what the rules are. She agreed with Mr. Higginbotham in regards to sending a letter to the pet owner telling them to keep the cats away from Ms. Craig's property.

Mr. Coggsdale suggested the letter be sent to the pet owner with a copy to the landowner.

Vice-Mayor Dalton asked Mr. Coggsdale to come up with the parameters.

Mrs. Brumfield was in agreement with Mr. Emerson and felt Ms. Craig should go before the Magistrate and swear out a warrant.

Mrs. Dalton, seconded by Mr. George, motioned that a letter be sent to the pet owners with the directive to keep the cats off of Ms. Craig's property as defined by the parameters that the town manager defines. This is the abatement. This abatement is effective immediately.

Motion carried:

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

### b. Former EMS Building Follow up

Mr. Coggsdale advised at the last Town Council Work Session on June 26<sup>th</sup>, staff presented a Facility Assessment for the building for Council's review. Staff was directed to seek a value assessment for the building and review past utility costs. Mr. Coggsdale provided this information to Council.

Mr. Higginbotham asked what the issues are noting Avoca has requested use of the building as well as DAWN.

Mayor Mattox noted there are other entities that may be interested in the building.

Mr. Coggsdale noted staff has not looked at potential uses as they were requested to provide information on the utility costs and value of the building.

## COUNCIL WORK SESSION JULY 24, 2018

Mayor Mattox stated he didn't want the building to have a negative cash flow for the Town of Altavista. He suggested that an RFP be issued to see who might be interested in the building noting whoever uses the building will have to maintain and keep up the building and grounds.

Mr. Higginbotham asked Council to take into consideration that the building is located strategically next to the Avoca Museum.

Mr. Emerson noted there are two more commercial buildings located there too. He asked if there has been other interest besides Avoca Museum and DAWN.

Mr. Coggsdale advised there is a private company/business that is interested.

Mr. George clarified if the building is sold, the money would be set up in a fund for Avoca Museum's usage.

Mr. Eller stated this is what is stated in the deed.

Mr. George asked if this would be a savings to the Town as expenditures for Avoca could come from this fund.

Mayor Mattox called for clarification of the deed language.

It was consensus of Council to ask staff to view the legal aspects of the deed.

Mr. Higginbotham felt Council should lean towards Avoca's request.

Mayor Mattox stated he would like to look at all the options. He suggested an RFP be put out to see what people are interested in and what can be done for the best interest of the community.

It was consensus of Council to seek out request for proposals for the usage of the EMS building.

### c. Special Event Policy Follow up

Mr. Coggsdale advised at the last Town Council Work Session on June 26<sup>th</sup>, staff presented a draft Special Event Policy for Council's review. At that time, staff was directed to seek the cost of insurance for events. He presented Council with some insurance cost noting there are mechanisms for getting insurance for events. It is hard to say what the cost will be because it is dependent on what the activity is.

Mr. Higginbotham suggested asking Scott Insurance if the Town buys the policy what is the cost and divide that amount by the number of events. He felt an annual premium would be cheaper.

Mr. Coggsdale asked what a second policy would provide that the first one doesn't.

Mr. Higginbotham stated it would provide an umbrella policy.

Mr. Emerson stated he would hate to require an individual to get insurance for a small birthday party. He asked what about the people that show up and use the pavilion without renting it.

Mr. Coggsdale suggest two different areas are being brought up; private events and public events.



## COUNCIL WORK SESSION JULY 24, 2018

Mayor Mattox suggested the proposed policy be reviewed and placed on a future work session for discussion. He asked staff to check with peers to see how they handle special events.

Mr. Eller stated it would depend on who is sponsoring the event.

Mr. Coggsdale asked for a date to place this item on the work session.

Mayor Mattox stated as soon as the insurance data is gathered and asked for a sufficient amount of time in a work session.

### d. FY2018 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised of Budget Amendments that need to be addressed in preparation for the annual audit and presented the FY2018 Budget Amendments that need to be acted upon.

It was the consensus of Council to place this item on the August 14, 2018 Regular Town Council Meeting's Consent Agenda.

### e. Declaration of ACTS bus as Surplus

Mr. Coggsdale presented Council with Mr. Witt's request to declare an ACTS bus as surplus and the criteria. Mr. Coggsdale advised if the bus is sold for \$4,999, these monies can be used towards the purchase of the next bus. If sold for more than the \$4,999 there is a penalty.

It was the consensus of Council to sell the bus as a surplus to nonprofits at a cost of \$4,999 and if there is more than one interested there will be a drawing.

Mr. Coggsdale advised staff would move forward with the process but asked at the August meeting Council declare the bus surplus.

### f. Procurement Items

#### i. Bedford Avenue Tennis Courts

Mr. Coggsdale provided Council with "quotes" for the demolition of the two existing tennis courts and the reconstruction of one court at the Bedford Avenue Park. Based on the quotes, staff recommended awarding this project to Boxley Materials Company in the amount of \$75,533.

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

#### ii. Avoca HVAC

Mr. Coggsdale advised Avoca staff has been dealing with a failing HVAC system located in the museum/office building for the past week. This is one of two units that is slated for replacement in the FY2020 Capital Improvement Program. Town staff seeks to move forward with replacement of the HVAC unit for this location immediately. The remaining unit would continue to be scheduled for replacement in next year's budget. He suggested that Mr. Hudson be asked to obtain quotes for this work in an amount not to exceed of \$7,500 and staff move forward with having the work completed with Council's approval at the August 14<sup>th</sup> meeting.

It was the consensus of Council that staff move forward with obtaining quotes and replacing the HVAC system in an amount not to exceed \$7,500. This item is to be placed on the August 14<sup>th</sup> consent agenda.

g. AEDA Update Recommendations

Mr. Bill Gillespie, Altavista Economic Development Authority Chair, addressed Council and advised the EDA has developed a revised scope of work. He noted the EDA was very specific about what was wanted and what the outcome was going to be. He stated this has been trimmed back from a cost standpoint. He advised the CAMOIN has been selected for the Economic Development Strategic Planning Services. Mr. Gillespie stated if the need for an Economic Development Director arises then a plan is in place for he/she to use. The EDA feels like with the smaller community there are other groups that are looking at economic development but all these groups need to be under the same umbrella. Mr. Gillespie stated the members of the AEDA are very busy and do not have time to meet weekly. They would like to hire someone as a liaison (project manager) that would make sure they are meeting the six-month timeline. He noted the scope of work is a five-year plan with very specific goals and will bring together the Altavista Chamber, Altavista on Track and the Planning Commission.

Vice-Mayor Dalton advised the EDA has taken a considerable amount of time to review three consultants with the end result being CAMOIN to fine tune the scope of work. She noted the EDA is being cognizant that Altavista is a small community and small communities can be more creative at times. She was in agreement that a project manager is needed to keep the scope of work moving along and keep all the groups focused.

Mr. Coggsdale added in the FY2019 Budget is \$148,000.

Mr. Higginbotham asked how much information has been built up between the first Economic Development Director and the second Economic Development Director.

Vice-Mayor Dalton stated the only measuring tool they have is the strategic plan and both Economic Development Directors worked to this plan. She noted a lot has happened in growing existing businesses. She noted should Council decide to hire a new Economic Development staff person; this scope of work will be completed and in place. That person will be hired to do this specific body of work. This six months of work is to develop the program.

Mayor Mattox asked if Council was in agreement with the concept.

Vice-Mayor Dalton suggested Council review the concept.

Mayor Mattox asked that this item be placed on an August Council meeting agenda.

Vice-Mayor Dalton added the EDA group is a very engaging and experienced group.

Mr. Coggsdale advised funds were received from the USDA to establish a revolving loan fund. There has been a request to look at the language. The proposed modifications would allow applicants to seek loans up to the balance of the loan program; the current maximum level is \$10,000.

Mayor Mattox asked that this item be placed on the August 14<sup>th</sup>, 2018 Regular meeting consent agenda.

## COUNCIL WORK SESSION JULY 24, 2018

### h. Zoning Issue-812 Broad Street

Mr. Coggsdale advised Mr. Joe Emerson, 812 Broad Street, approached Council after receiving a notice of violation letter in regards to a deck built on his home at 812 Broad Street. He asked Council to look at the issue. Mr. Coggsdale advised staff has reviewed the issue and stated Council can take some policy action or an application can be filed to the Board of Zoning Appeals (BZA). He noted there is a 20-foot setback requirement that is not being met.

Vice-Mayor Dalton asked if Council has the authority to grant a variance in specific cases.

Mr. Coggsdale advised this would fall under the BZA's authority.

Mr. Eller added an appeal is to the Circuit Court and not to the Council.

Mr. Higginbotham asked if 5 feet of the right of way can be vacated.

Mr. Coggsdale stated if 5 feet of the right of way were vacated he would still be 5 feet short of meeting the setback.

Vice-Mayor Dalton asked Mr. Eller what options the BZA might have.

Mr. Eller advised the rules to grant a variance is very strict and if they follow those rules, there's not much they can do. You either qualify with the criteria or you don't. He noted the BZA has been very faithful to the law but because of the odd things with the right of way, this might be a circumstance that could be considered. Something that was unavoidable and not known by Mr. Emerson. Mr. Eller pointed out the effect on a variance is that if it is allowed it does not affect any other areas of the town.

Mr. Joe Emerson addressed Council and advised the zoning and building permits were obtained on the 16<sup>th</sup> of March. Mr. Witt signed off on the zoning permit that it was good and the inspector signed off on it as well. Mr. Emerson stated he should have been told before the deck was finished that it was illegal. He did not know anything until June.

Mayor Mattox told Mr. Emerson that Council did not feel this was intentionally done and they are working to find a solution. Mayor Mattox asked Mr. Emerson to decide if he wants to file an application with the BZA or rebuild his deck on a smaller scale and asked that he let Council know his decision.

### 6. Public Comment - Non-Agenda Items

### 7. Closed Session

### 8. Booker Building Visioning Session (Site Visit)

Mayor Mattox rescheduled the Booker Building site visit to the August 28<sup>th</sup> work session at 5:00 p.m.

### 9. VDOT SmartScale Public Input Hearing (7:00 p.m.)

Mr. Coggsdale presented Council with photos of the proposed SmartScale projects located at Lynch Mill road/Altavista Elementary School turn lanes and Lynch Mill/Clarion Road. He advised a requirement of the application process is a public

COUNCIL WORK SESSION JULY 24, 2018

hearing to allow the public the opportunity to comment on the proposed projects and, if desired, make suggestions for future projects.

Mayor Mattox opened the public hearing at 7:23 p.m. and asked if anyone would like to speak. No one came forward. Mayor Mattox closed the public hearing at 7:24 p.m.

Mr. Emerson, seconded by Mrs. Dalton, motioned to adopt the resolution in support of the HB2 application for town of Altavista; Lynch Mill Road and Altavista, Lynch Mill Road and Clarion Road intersection improvements.

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

RESOLUTION IN SUPPORT OF HB2 APPLICATION FOR TOWN OF ALTAVISTA:  
LYNCH MILL ROAD & ALTAVISTA ELEMENTARY SCHOOL TURN LANES AND SAFETY UPGRADES  
LYNCH MILL ROAD & CLARION ROAD INTERSECTION IMPROVEMENTS

WHEREAS, Lynch Mill Road is a major collector road for the Town of Altavista; and

WHEREAS, the section of Lynch Mill at the Altavista Elementary School has two intersections, truck and bus traffic in addition to car traffic transporting students to school creating an unsafe roadway for travelers; and

WHEREAS, the intersection of Lynch Mill Road and Clarion Road is identified in the Town of Altavista 2305 Plan as an intersection that needs improvements for line of sight and turning radius to assist with the flow of traffic; and

WHEREAS, the Town’s Comprehensive Plan has as two of its goals to (1) maintain and improve the primary and secondary road system and (2) upgrade existing roadways as required by increased traffic volumes and other changing conditions; and

WHEREAS, conditions have changed due to the Altavista Commons commercial development and continued industrial development along Frazier and Ogden Roads; and

WHEREAS, both projects were identified and contained in the Town of Altavista 2035 Transportation Plan dating back to 2008; and

WHEREAS, it is the opinion of the local governing body for Lynch Mill Road to be a safe road at all times for truck, bus and passenger cars these two projects are necessary;

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL that it supports the HB2 application for the improvements at both stated locations.

Adopted the 24<sup>th</sup> day of July, 2018.

\_\_\_\_\_  
Michael Mattox, Mayor  
Town of Altavista

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

10. Adjournment

Mayor Mattox adjourned the meeting at 7:28 p.m.

\_\_\_\_\_  
Michael E. Mattox, Mayor

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



**Town Council Meeting – Item Number: 6 b.  
August 14, 2018**

**Agenda Memorandum  
Submitted by: Tobie Shelton, Finance Director**

**Issue:**                   **Acceptance of Monthly Finance Reports**

**Background:**           Attached are the Monthly Finance Reports.

**Requested Action:**   Acceptance of the reports as presented.

**ATTACHMENTS:**

- *Check Register*
- *Monthly Revenues and Expenditures Report*
- *Monthly Investment & Reserve Report*

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 01/2019  
FROM: 07/01/2018 TO: 07/31/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37655	6	ALTAVISTA AREA YMCA	07/06/2018	25,000.00
37656	303	ALTAVISTA CHAMBER OF COMMERCE	07/06/2018	5,000.00
37657	297	CARTER BANK & TRUST	07/06/2018	32,910.54
37658	164	DMV	07/06/2018	300.00
37659	512	ELECSYS INTNL CORPORATION	07/06/2018	417.00
37660	20	J JOHNSON ELLER JR	07/06/2018	2,022.00
37661	49	GERALDINE KAUFFMAN	07/06/2018	384.00
37662	386	IDS SECURITY	07/06/2018	72.00
37663	823	JS HAREN COMPANY	07/06/2018	16,245.00
37664	533	LYNN KIRBY	07/06/2018	1,720.00
37665	717	LYNCHBURG REGIONAL BUSINESS AL	07/06/2018	4,335.00
37666	154	MUNICIPAL CODE CORPORATION	07/06/2018	250.00
37667	830	MICHAEL BRANDON PERKINS	07/06/2018	15.90
37668	9999997	STAPLETON, MELISSA WOOD	07/06/2018	183.39
37669	414	UNIVERSITY OF VA	07/06/2018	500.00
37670	107	VIRGINIA MUNICIPAL LEAGUE	07/06/2018	2,067.00
37671	109	VIRGINIA RURAL WATER ASSOC	07/06/2018	400.00
37672	450	VIRGINIA'S REGION 2000	07/06/2018	1,045.00
37673	452	VML INSURANCE PROGRAMS	07/06/2018	31,860.25
37674	116	XEROX CORPORATION	07/06/2018	301.22
37675	723	AIRABELLA FLOWERS & GIFTS	07/13/2018	50.00
37676	170	ALTAVISTA ON TRACK	07/13/2018	1,250.00
37677	103	BEACON CREDIT UNION	07/13/2018	325.00
37678	461	KATHI BOGERT	07/13/2018	862.68
37679	16	CAMPBELL COUNTY UTILITIES & SE	07/13/2018	4,022.09
37680	19	CARTER MACHINERY CO INC	07/13/2018	360.69
37681	28	COLUMBIA GAS	07/13/2018	42.00
37682	71	CONSOLIDATED COMMUNICATIONS	07/13/2018	362.71
37683	394	ELECTRONIC SYSTEMS INC	07/13/2018	287.35
37684	301	ENGLISH'S LLC	07/13/2018	410.07
37685	38	FIRST NATIONAL BANK	07/13/2018	219,865.60
37686	1	GRAHAM PETRIE	07/13/2018	100.00
37687	57	ICMA RETIREMENT TRUST-457 #304	07/13/2018	675.00
37688	440	INDIAN RIVER EQUIPMENT COMPANY	07/13/2018	168.10
37689	58	INSTRUMENTATION SERVICES INC	07/13/2018	708.00
37690	566	INTEGRATED TECHNOLOGY GROUP IN	07/13/2018	12,096.66
37691	533	LYNN KIRBY	07/13/2018	255.00
37692	1	LARRY RIGNEY JR	07/13/2018	297.44
37693	133	MYERS & RHODES EQUIP CO INC	07/13/2018	20,319.98
37694	300	NAPA AUTO PARTS	07/13/2018	644.85
37695	608	NORFOLK SOUTHERN RAILWAY CO	07/13/2018	960.00
37696	454	O'REILLY AUTOMOTIVE INC	07/13/2018	278.25
37697	765	PRIVIA MEDICAL GROUP LLC	07/13/2018	840.00
37698	768	RADIO SHACK	07/13/2018	8.98
37699	510	RIVER VALLEY RESOURCES LLC	07/13/2018	93.39
37700	1	RONDALD PICKERAL JR	07/13/2018	100.00
37701	467	SONNY MERRYMAN INC	07/13/2018	2,021.32
37702	1	ST JUDE CHILDREN RESEARCH HOSP	07/13/2018	100.00
37703	9999997	STEWART, KYLE DAVID	07/13/2018	94.40
37704	78	SUPERION	07/13/2018	47,321.01
37705	1	TERRY LAMBERT	07/13/2018	54.60

37706	186	THE NEWS & ADVANCE	07/13/2018	479.00
37707	85	TREASURER OF VA /CHILD SUPPORT	07/13/2018	553.15
37708	35	TREASURER OF VA/VITA	07/13/2018	7.22
37709	110	VUPS INC	07/13/2018	52.50
37710	822	WEBBER ELECTRIC COMPANY INC	07/13/2018	1,424.00
37711	700	WOODARD & CURRAN	07/13/2018	36,477.80
37712	84	ALTAVISTA JOURNAL	07/20/2018	194.25
37713	294	BUSINESS CARD	07/20/2018	13,570.09
37714	36	DOMINION VIRGINIA POWER	07/20/2018	42,747.63
37715	40	FEDERAL EXPRESS CORPORATION	07/20/2018	24.81
37716	118	FERGUSON ENTERPRISES INC #75	07/20/2018	3,853.52
37717	332	HURT & PROFFITT INC	07/20/2018	7,025.00
37718	172	LLOYD ELECTRIC COMPANY INC	07/20/2018	350.00
37719	67	ORKIN PEST CONTROL LLC	07/20/2018	301.37
37720	9999998	SLAYTON, SANDRA G.	07/20/2018	150.00
37721	515	DALE TYREE JR	07/20/2018	3,525.00
37722	130	VDH-WATERWORKS TECH ASSIST FUN	07/20/2018	4,953.05
37723	756	WAGeworks INC	07/20/2018	111.85
37724	9	AFLAC	07/26/2018	2,146.16
37725	39	ALL POINTS EAP & ORGANIZATIONA	07/26/2018	771.88
37726	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/26/2018	36,638.00
37727	103	BEACON CREDIT UNION	07/26/2018	325.00
37728	12	BRENNTAG MID-SOUTH INC	07/26/2018	1,178.57
37729	32	CONTROL EQUIPMENT CO INC	07/26/2018	2,522.35
37730	9999998	DAWSON, VALERIE	07/26/2018	150.00
37731	308	ENNIS-FLINT INC	07/26/2018	1,045.50
37732	123	FIRE & SAFETY EQUIP CO INC	07/26/2018	304.60
37733	43	FOSTER FUELS INC	07/26/2018	15,596.56
37734	111	GRAINGER INC	07/26/2018	920.00
37735	52	HACH COMPANY	07/26/2018	3,389.23
37736	9999999	HALL CATHERINE BELL	07/26/2018	49.30
37737	57	ICMA RETIREMENT TRUST-457 #304	07/26/2018	675.00
37738	9999998	Miracle Revival Church	07/26/2018	150.00
37739	820	MASON'S TREE SERVICE	07/26/2018	2,000.00
37740	218	MINNESOTA LIFE	07/26/2018	140.88
37741	816	PACE ANALYTICAL SERVICES LLC	07/26/2018	244.74
37742	80	SOUTHSIDE ELECTRIC COOP	07/26/2018	820.51
37743	778	SPRINT	07/26/2018	1,001.75
37744	1	STANLEY BENNETT	07/26/2018	100.00
37745	85	TREASURER OF VA /CHILD SUPPORT	07/26/2018	553.15
37746	136	USABLUBOOK	07/26/2018	6,636.26
37747	658	WKDE-FM	07/26/2018	110.00

NO. OF CHECKS: 93

TOTAL CHECKS

633,273.15

Town of Altavista  
FY 2019 Revenue Report  
8% of Year Lapsed

General Fund Revenue	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	215,000	215,000	232	0	232	0	215,000
Public Service - Real & Personal	95,500	95,500	0	0	0	0	95,500
Personal Property	230,000	230,000	1,025	0	1,025	0	230,000
Personal Property - PPTRA	100,000	100,000	-114	0	-114	0	100,000
Machinery & Tools	1,721,750	1,721,750	0	0	0	0	1,721,750
Mobile Homes - Current	150	150	0	0	0	0	150
Penalties - All Taxes	4,500	4,500	189	4	189	4	4,500
Interest - All Taxes	1,700	1,700	121	7	121	7	1,700
Local Sales & Use Taxes	165,000	165,000	15,448	9	15,448	9	165,000
Local Electric and Gas Taxes	112,000	112,000	9,669	9	9,669	9	112,000
Local Motor Vehicle License Tax	43,000	43,000	563	1	563	1	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	75,000	75,000	10,064	13	10,064	13	75,000
Local Meal Taxes	935,000	935,000	82,156	9	82,156	9	935,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	39,000	39,000	2,973	8	2,973	8	39,000
Transit Passenger Revenue	5,000	5,000	0	0	0	0	5,000
Local Cigarette Tax	150,000	150,000	7,725	5	7,725	5	150,000
Business License Fees/Contractors	3,500	3,500	41	1	41	1	3,500
Business License Fees/Retail Services	55,000	55,000	456	1	456	1	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	66	1	66	1	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,500	3,500	0	0	0	0	3,500



Town of Altavista  
FY 2019 Revenue Report  
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	500	500	80	16	80	16	500
Fines & Forfeitures - Court	9,000	9,000	2,129	24	2,129	24	9,000
Parking Fines	200	200	10	5	10	5	200
Interest and Interest Income	80,000	80,000	3,668	5	3,668	5	80,000
Rents - Rental of General Property	1,200	1,200	175	15	175	15	1,200
Rents - Pavilion Rentals	3,000	3,000	263	9	263	9	3,000
Rents - Booker Building Rentals	4,000	4,000	200	5	200	5	4,000
Rents - Rental of Real Property	68,500	68,500	4,387	6	4,387	6	68,500
Property Maintenance Enforcement	0	0	140	0	140	0	0
Railroad Rolling Stock Taxes	16,500	16,500	7	0	7	0	16,500
State DCJS Grant	82,700	82,700	0	0	0	0	82,700
State Rental Taxes	900	900	161	18	161	18	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	0	0	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,400	14,400	20,826	145	20,826	145	14,400
Campbell County Grants	25,000	25,000	0	0	0	0	25,000
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	14,000	14,000	0	0	0	0	14,000
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	0	0	0	0	50,400
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	0	0	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2019 Revenue Report  
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	25,000	25,000	4,613	18	4,613	18	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	5,387	0	5,387	0	0
Misc. - State Forfeiture Fund	0	0		0		0	0
Misc. - Federal Forfeiture Fund	0	0		0		0	0
Donations	0	0		0		0	0
Transfer In from General Fund (C.I.P.)	0	0		0		0	0
Transfer In from General Fund Forfeiture Acct	0	0		0		0	0
Transfer In from General Fund Design. Reserves	0	0		0		0	0
	<u>4,539,200</u>	<u>4,539,200</u>	<u>172,659</u>	<u>4</u>	<u>172,659</u>	<u>4</u>	<u>4,539,200</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
8% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,110,680	7,110,680	418,640	6	418,640	6	7,110,680
Debt Service	445,400	445,400	252,776	0	252,776	0	445,400
CIP	1,876,850	1,876,850	20,320	1	20,320	1	1,876,850
Transfer Out to General Fund Reserve	379,850	379,850	0	0	0	0	379,850
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	25,000	100	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>9,902,780</u></b>	<b><u>9,902,780</u></b>	<b><u>691,737</u></b>	<b><u>7</u></b>	<b><u>781,737</u></b>	<b><u>8</u></b>	<b><u>9,902,780</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
8% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	28,600	28,600	2,170	8	2,170	8	28,600
Debt Service	0	0	0	0	0	0	0
CIP	8,000	8,000	0	0	0	0	8,000
Administration - TOTAL:	<u>36,600</u>	<u>36,600</u>	<u>2,170</u>	<u>6</u>	<u>2,170</u>	<u>6</u>	<u>36,600</u>
Administration							
Operations	829,800	829,800	111,722	13	111,722	13	829,800
Debt Service	0	0	0	0	0	0	0
CIP	32,500	32,500	0	0	0	0	32,500
Administration - TOTAL:	<u>862,300</u>	<u>862,300</u>	<u>111,722</u>	<u>13</u>	<u>111,722</u>	<u>13</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	31,250	3	31,250	3	948,500
Transfer Out to Cemetery Fund	-33,500	-33,500	0	0	0	0	-33,500
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-379,850	-379,850	0	0	0	0	-379,850
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>31,250</u>	<u>7</u>	<u>31,250</u>	<u>7</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>31,250</u>	<u>7</u>	<u>31,250</u>	<u>7</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	75,066	7	75,066	7	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	145,000	145,000	0	0	0	0	145,000
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,150,800</u>	<u>75,066</u>	<u>7</u>	<u>75,066</u>	<u>7</u>	<u>1,150,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
8% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,048,480	1,048,480	46,113	4	46,113	4	1,048,480
Debt Service	23,200	23,200	4,278	0	4,278	0	23,200
CIP	158,000	158,000	10,160	6	10,160	6	158,000
Public Works - TOTAL:	<u>1,229,680</u>	<u>1,229,680</u>	<u>60,551</u>	<u>5</u>	<u>60,551</u>	<u>5</u>	<u>1,229,680</u>
Economic Development							
Operations	148,700	148,700	0	0	0	0	148,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>148,700</u>	<u>148,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>148,700</u>
Transit System							
Operations	100,970	100,970	6,714	7	6,714	7	100,970
Debt Service	0	0	0	0	0	0	0
CIP	3,000	3,000	0	0	0	0	3,000
Transit System - TOTAL:	<u>103,970</u>	<u>103,970</u>	<u>6,714</u>	<u>6</u>	<u>6,714</u>	<u>6</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	4,230	7	4,230	7	58,650
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Main Street - TOTAL:	<u>58,650</u>	<u>58,650</u>	<u>4,230</u>	<u>7</u>	<u>4,230</u>	<u>7</u>	<u>58,650</u>
Avoca Museum							
Operations	0	0	4,038	0	4,038	0	0
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Avoca Museum - TOTAL	<u>0</u>	<u>0</u>	<u>4,038</u>	<u>0</u>	<u>4,038</u>	<u>0</u>	<u>0</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
8% of Year Lapsed

GENERAL FUND TOTALS								
Operations	3,691,150	3,691,150	281,303	8	281,303	8	3,691,150	
Debt Service	23,200	23,200	4,278	0	4,278	0	23,200	
CIP	346,500	346,500	10,160	3	10,160	3	346,500	
GENERAL FUND - GRAND TOTAL:	<u>4,060,850</u>	<u>4,060,850</u>	<u>295,741</u>	<u>7</u>	<u>295,741</u>	<u>7</u>	<u>4,060,850</u>	

Town of Altavista  
Council / Planning Commission  
FY 2019 Expenditure Report  
8% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	1,749	8	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	7,600	420	6	420	6	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,000	8,000	0	0	0	0	8,000
<b>Total Expenditures</b>	<b>36,600</b>	<b>36,600</b>	<b>2,170</b>	<b>6</b>	<b>2,170</b>	<b>6</b>	<b>36,600</b>

Town of Altavista  
Administration  
FY 2019 Expenditure Report  
8% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	470,100	470,100	43,120	9	43,120	9	470,100
Other Employee Benefits	45,400	45,400	772	2	772	2	45,400
Services	213,000	213,000	58,048	27	58,048	27	213,000
Other Charges	64,800	64,800	9,706	15	9,706	15	64,800
Materials & Supplies	36,500	36,500	76	0	76	0	36,500
Capital Outlay	32,500	32,500	0	0	0	0	32,500
<b>Total Expenditures</b>	<b>862,300</b>	<b>862,300</b>	<b>111,722</b>	<b>13</b>	<b>111,722</b>	<b>13</b>	<b>862,300</b>



Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	129,950	129,950	5,000	4	5,000	4	129,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	185,500	185,500	0	0	0	0	185,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	0	0	11,000
Contribution - Avoca	18,700	18,700	0	0	0	0	18,700
Contribution - Altavista On Track (MS)	10,000	10,000	1,250	13	1,250	13	10,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>456,150</b>	<b>456,150</b>	<b>31,250</b>	<b>7</b>	<b>31,250</b>	<b>7</b>	<b>456,150</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	14,000	14,000	0	0	0	0	14,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>14,000</b>	<b>14,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>470,150</b>	<b>470,150</b>	<b>31,250</b>	<b>7</b>	<b>31,250</b>	<b>7</b>	<b>470,150</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	33,500	33,500	0	0	0	0	33,500

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
8% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<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	379,850	379,850	0	0	0	0	379,850
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>478,350</b>	<b>478,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>478,350</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>948,500</b>	<b>948,500</b>	<b>31,250</b>	<b>3</b>	<b>31,250</b>	<b>3</b>	<b>948,500</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>470,150</b>	<b>470,150</b>	<b>31,250</b>	<b>7</b>	<b>31,250</b>	<b>7</b>	<b>470,150</b>

Town of Altavista  
Public Safety  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	889,000	889,000	68,173	8	68,173	8	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	3,278	33	3,278	33	10,050
Other Charges	48,000	48,000	3,540	7	3,540	7	48,000
Materials & Supplies	58,750	58,750	75	0	75	0	58,750
Capital Outlay	145,000	145,000	0	0	0	0	145,000
<b>Total Expenditures</b>	<b>1,150,800</b>	<b>1,150,800</b>	<b>75,066</b>	<b>7</b>	<b>75,066</b>	<b>7</b>	<b>1,150,800</b>

Town of Altavista  
Public Works  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	582,100	582,100	39,426	7	39,426	7	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	55,860	384	1	384	1	55,860
Other Charges	40,150	40,150	3,513	9	3,513	9	40,150
Materials & Supplies	370,370	370,370	2,790	1	2,790	1	370,370
Debt Service	23,200	23,200	4,278	18	4,278	18	23,200
Capital Outlay	158,000	158,000	10,160	6	10,160	6	158,000
<b>Total Expenditures</b>	<b>1,229,680</b>	<b>1,229,680</b>	<b>60,551</b>	<b>5</b>	<b>60,551</b>	<b>5</b>	<b>1,229,680</b>

Town of Altavista  
Economic Development  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	85,400	85,400	0	0	0	0	85,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	0	0	0	0	25,000
Other Charges	31,300	31,300	0	0	0	0	31,300
Materials & Supplies	7,000	7,000	0	0	0	0	7,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>148,700</b>	<b>148,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>148,700</b>

Town of Altavista  
Transit System  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	76,770	76,770	6,261	8	6,261	8	76,770
Services	2,050	2,050	0	0	0	0	2,050
Other Charges	3,550	3,550	427	12	427	12	3,550
Materials & Supplies	18,600	18,600	26	0	26	0	18,600
Capital Outlay	3,000	3,000	0	0	0	0	3,000
<b>Total Expenditures</b>	<b>103,970</b>	<b>103,970</b>	<b>6,714</b>	<b>6</b>	<b>6,714</b>	<b>6</b>	<b>103,970</b>

Town of Altavista  
Main Street Coordinator  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	56,600	56,600	4,195	7	4,195	7	56,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	35	8	35	8	450
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>58,650</b>	<b>58,650</b>	<b>4,230</b>	<b>7</b>	<b>4,230</b>	<b>7</b>	<b>58,650</b>

Town of Altavista  
Avoca Museum  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	0	0	4,038	0	4,038	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>4,038</b>	<b>0</b>	<b>4,038</b>	<b>0</b>	<b>0</b>



Town of Altavista  
FY 2019 Revenue Report  
8% of Year Lapsed

Enterprise Fund Revenue	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 MTD <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 YTD <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Interest/Interest Income	4,400	4,400	1,544	35	1,544	35	4,400
Water Charges - Industrial	1,256,000	1,256,000	82,350	7	82,350	7	1,256,000
Water Charges - Business/Residential	254,800	254,800	276	0	276	0	254,800
Water Charges - Outside Community	140,400	140,400	-85	0	-85	0	140,400
Water Charges - Water Connection Fees	1,000	1,000	0	0	0	0	1,000
Bulk Water Purchase	5,000	5,000	1,398	0	1,398	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	113,982	10	113,982	10	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	1,498	1	1,498	1	234,600
Sewer Charges - Outside Community	1,740	1,740	1,199	69	1,199	69	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	0	0	0	0	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	24,217	15	24,217	15	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	1,182	22	1,182	22	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	0	0	0	0	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	0	0	0	0	75,670
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,556	6	1,556	6	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	185,000	185,000	0	0	0	0	185,000
Transfer In from Reserves	1,039,860	1,039,860	0	0	0	0	1,039,860
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,573,450</u></b>	<b><u>4,573,450</u></b>	<b><u>229,116</u></b>	<b><u>5</u></b>	<b><u>229,116</u></b>	<b><u>5</u></b>	<b><u>4,573,450</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
8% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,331,150	1,331,150	70,777	5	70,777	5	1,331,150
Debt Service	422,200	422,200	248,498	0	248,498	0	422,200
CIP	607,180	607,180	0	0	0	0	607,180
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,360,530</u>	<u>2,360,530</u>	<u>319,275</u>	<u>14</u>	<u>319,275</u>	<u>14</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	56,682	4	56,682	4	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	10,160	1	10,160	1	782,320
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,212,920</u>	<u>2,212,920</u>	<u>66,841</u>	<u>3</u>	<u>66,841</u>	<u>3</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	127,459	5	127,459	5	2,761,750
Debt Service	422,200	422,200	248,498	0	248,498	0	422,200
CIP	1,389,500	1,389,500	10,160	1	10,160	1	1,389,500
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,573,450</u>	<u>4,573,450</u>	<u>386,117</u>	<u>8</u>	<u>386,117</u>	<u>8</u>	<u>4,573,450</u>

Town of Altavista  
Water Department  
FY 2019 Expenditure Report  
8% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	656,800	656,800	45,353	7	45,353	7	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	161,200	1,125	1	1,125	1	161,200
Other Charges	240,950	240,950	10,241	4	10,241	4	240,950
Materials & Supplies	272,200	272,200	14,058	5	14,058	5	272,200
Debt Service	422,200	422,200	248,498	0	248,498	0	422,200
Capital Outlay	607,180	607,180	0	0	0	0	607,180
Transfer Out to Reserves	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,360,530</b>	<b>2,360,530</b>	<b>319,275</b>	<b>14</b>	<b>319,275</b>	<b>14</b>	<b>2,360,530</b>

Town of Altavista  
Wastewater Department  
FY 2019 Expenditure Report  
8% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>WASTEWATER DEPARTMENT - FUND 50</b>							
Wages & Benefits	807,200	807,200	52,194	6	52,194	6	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	45,800	0	0	0	0	45,800
Other Charges	356,450	356,450	4,178	1	4,178	1	356,450
Materials & Supplies	221,150	221,150	310	0	310	0	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	10,160	1	10,160	1	782,320
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,212,920</b>	<b>2,212,920</b>	<b>66,841</b>	<b>3</b>	<b>66,841</b>	<b>3</b>	<b>2,212,920</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
8% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <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	621,030	621,030	9,105	1	9,105	1	621,030
CIP	<u>140,100</u>	<u>140,100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>140,100</u>
State/Hwy Water Department - TOTAL:	<u>761,130</u>	<u>761,130</u>	<u>9,105</u>	<u>1</u>	<u>9,105</u>	<u>1</u>	<u>761,130</u>

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <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:	36,750	36,750	774	2	774	2	36,750
CIP	750	750	0		0		750
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>62,500</u>	<u>62,500</u>	<u>774</u>	<u>1</u>	<u>774</u>	<u>1</u>	<u>62,500</u>

Town of Altavista  
FY 2019 State/Highway Fund  
8% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	700,000	700,000	0	0	0	0	700,000
Street & Highway Maintenance/Carry Over	61,130	61,130	0	0	0	0	61,130
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>761,130</u></b>	<b><u>761,130</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>761,130</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	339	1	339	1	48,200
Maintenance - Pavement	316,400	316,400	7	0	7	0	316,400
Maintenance - Traffic Control Devices	56,800	56,800	817	1	817	1	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	59,630	59,630	0	0	0	0	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	5,819	12	5,819	12	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,123	3	2,123	3	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>621,030</u></b>	<b><u>621,030</u></b>	<b><u>9,105</u></b>	<b><u>1</u></b>	<b><u>9,105</u></b>	<b><u>1</u></b>	<b><u>621,030</u></b>
Motor Vehicles- Replc.	4,000	4,000	0	0	0	0	4,000
Machinery & Equip. - Replc.	21,700	21,700	0	0	0	0	21,700
Machinery & Equip. - New	5,000	5,000	0	0	0	0	5,000
Improvements Other Than Buildings - New	102,500	102,500	0	0	0	0	102,500
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	6,900	6,900	0	0	0	0	6,900
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>140,100</u></b>	<b><u>140,100</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>140,100</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>761,130</u></b>	<b><u>761,130</u></b>	<b><u>9,105</u></b>	<b><u>1</u></b>	<b><u>9,105</u></b>	<b><u>1</u></b>	<b><u>761,130</u></b>

Town of Altavista  
FY 2018 Cemetery Fund  
100% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - Fund 90</b>							
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	3,950	26	3,950	26	15,000
Interest/Interest Income	10,000	10,000	183	2	183	2	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	0	0	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>33,500</u>	<u>33,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>62,500</b></u>	<u><b>62,500</b></u>	<u><b>4,133</b></u>	<u><b>7</b></u>	<u><b>4,133</b></u>	<u><b>7</b></u>	<u><b>62,500</b></u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	545	6	545	6	9,700
Salaries and Wages/Overtime	1,000	1,000	60	6	60	6	1,000
Benefits/FICA	800	800	42	5	42	5	800
Benefits/VRS	1,000	1,000	56	6	56	6	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	64	4	64	4	1,550
Benefits/Group Life	200	200	7	4	7	4	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	0	0	0	0	5,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	16,000	16,000	0		0		16,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	750	750	0	0	0	0	750
<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>62,500</b></u>	<u><b>62,500</b></u>	<u><b>774</b></u>	<u><b>1</b></u>	<u><b>774</b></u>	<u><b>1</b></u>	<u><b>62,500</b></u>

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 17,626,848.85**

Balance as of July 31, 2018

**Non-Specific****Green Hill Cemetery** 665,852.34

General Fund Reserves

Capital Improvement Program Reserves

3,593,936.72

**Altavista EDA Funding** 267,799.26 \*267,799.26

Enterprise Fund Reserves

Capital Improvement Program Reserves

512,681.16

**PCB Remediation** 569,707.59**Highway Fund (add 67,500)** 983,776.04**Police Federal** 2,885.82**Police State** 4,435.22

Public Funds Money Market Accounts

9,823,416.01

**Operating Checking Account (Reconciled Balance)** 1,202,358.69**DESIGNATED FUNDS** 3,696,814.96

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

13,930,033.89

-7,204,264.00**UNDESIGNATED FUNDS**6,725,769.89

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
<b>Policy \$</b>	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

-605,600.00

Canoe Launch Site

-82,500.00

**Budget**

CIP Items Earmarked for Future Purchase

-100,000.00

2/14/2017

H &amp; P Engineering Fees for Charlotte Ave. drainage

-2,540.00

9/12/2017

WWTP Clarifier - Hurt &amp; Proffitt

-3,640.00

1/3/2018

Roberta F. Jenks donation

-216,831.68

1/9/2018

VDOT ROW / Bridge Proj. Easement Payment

-11,300.00**UNDESIGNATED RESERVE FUND BALANCE**5,328,257.21





**Town Council Meeting – Item Number: 6. c.  
August 14, 2018**

**Agenda Memorandum**

**Submitted by:** Waverly Coggsdale, Town Manager

**Issue:** **Appointment - BZA**

**Background:** Mr. Wilson Dickerson's term on the Board of Zoning Appeals expires at the end of the month. Mr. Dickerson has previously agreed to serve another term, Council would need to make a recommendation to the Circuit Court for ultimate appointment to the Board of Zoning Appeals. Terms are for five (5) years.

**Requested Action:** Approve recommendation of BZA re-appointment of Mr. Wilson Dickerson to the Circuit Court.

**ATTACHMENTS:**

*None*



**Town Council Meeting – Item Number: 6. d.  
August 14, 2018**

**Agenda Memorandum**

**Submitted by:** Waverly Coggsdale, Town Manager

**Issue:** **Bedford Avenue Tennis Court Reconstruction bid award**

**Background:** Town Council previously approved for staff to proceed with the demolition of the tennis courts at Bedford Avenue Park and the reconstruction of one court on the site. Staff sought quotes for this work and submitted them to Council at their July Work Session.

**Requested Action:** Approve staff's recommendation and award the project to Boxley Materials Co. in the amount of \$75,533.00.

**ATTACHMENTS:**

- *Quote comparison*

**Bedford Avenue Tennis Court Demo/Reconstruction Quotes**

	<u>Adams Construction</u>	<u>Boxley Materials Co.</u>
Items 1, 2, 3	\$74,620.00	\$54,722.00
Items 4, 5	\$4,668.00	\$4,455.00
Items 6, 7, 8	\$12,682.00	\$12,106.00
Items 9, 10	<u>\$750.00</u>	<u>\$4,250.00</u>
Total:	<u><u>\$92,720.00</u></u>	<u><u>\$75,533.00</u></u>

*Based on the quotes, staff recommends award of this project  
Boxley Materials Co. in the amount of \$75,533.00.*

*Award of this project will require a budget amendment to  
the FY2019 Budget.*



**Town Council Meeting – Item Number: 6. e.  
August 14, 2018**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Issue:** *Altavista Advantage Revolving Loan Fund Guidelines Modifications*

**Background:** The Town in conjunction with the AEDA established a “revolving loan fund” through the utilization of a USDA RBEG grant several years ago. To this date, we have made three (3) loans from the program and at this time a request has been made to modify the language to allow loans in larger amounts (up to the balance of the loan program). The AEDA has reviewed and recommends the requested changes be made; this in no way is the approval of any loan funds. This process only allows for such loans to be considered. The AEDA has a “Loan Committee” that reviews/evaluates and ultimately makes the loans.

**Requested Action:** Approve the AEDA’s recommendation and modify the language in the Altavista Advantage Revolving Loan Fund, subject to USDA approval, in regard to future loan amounts.

**ATTACHMENTS:**

- *Loan program guideline recommended changes.*

## Loan Amounts and Terms

**Eligible Area:** Altavista VA Town Wide

**Loan Amounts:** Up to \$10,000 for start-up businesses and business expansions.  
(The Grant Review Committee may consider larger grant awards that might result in substantial job increases to the Town for specific projects.)

★ PROPOSED AMENDMENT →

*Loan amount requests may be up to the available balance of the loan program. The amount that will actually be awarded will be at the total discretion of the Loan Committee.*

**Fees:** \$25.00 application fee (refundable if loan is not awarded)

**Loan Terms:** Interest at prime, minus 1%, for a period of 60 months. No prepayment penalty. Funding sources include the Revolving Loan Fund, plus any other financing that will go into the project, including, but not limited to, bank financing and owner cash. An 80/20 match is required.

**Match Eligibility:** An 80/20 match is required per loan amount, and can be an 80/20 cash match of the loan amount, or in-kind, or a combination of cash and in-kind. In-kind matches may include donated labor construction costs, directly related to the eligible aspects of the specified project, and that are quantifiable and can be determined at current labor costs, costs of signage, and donated supplies, that can be quantified and verified through purchase receipts or determination of current market value. In-kind match may also include certain ineligible costs of a total building project, including plumbing, electrical, HVAC or renovations of the public portions of a building. These costs must be quantifiable and verified through purchase receipts or a determination of current market value of labor and/or supplies.

**Loan Fees:** Each loan will be assessed a one-time servicing fee of 5 percent of the total loan amount. A late fee of an additional 5% of the payment amount will be imposed, if not paid by the 15<sup>th</sup> of the month.

**Payments Due:** 1<sup>st</sup> day of each month

**Loan Security:** The applicant must provide sufficient evidence that the amount of funds requested is necessary for the project to succeed. The evidence may include showing a gap in available conventional or personal funding. Applicant must demonstrate the ability to repay the Town's loan and provide adequate collateral for securing a loan.



**Town Council Meeting – Item Number: 6. f.  
August 14, 2018**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Issue:** **Declaration of ACTS bus as surplus**

**Background:** At the July Town Council Work Session, it was decided that the 2011 Ford (BOC) 15 passenger bus would be declared surplus and that the Town would receive interest from non-profit agencies for the bus at a maximum price of \$4,999. If more than one request for the bus at this maximum price is received, the bus will be given to the entity selected at random.

**Requested Action:** Approve the request to declare this property as surplus.

**ATTACHMENTS:**

None



**Town Council Meeting – Item Number: 6. g.  
August 14, 2018**

**Agenda Memorandum**  
**Submitted by:** Waverly Coggsdale, Town Manager

**Issue:** **FY2018 Budget Amendments approval**


**Background:** At the July Town Council Work Session staff presented the attached FY2018 Budget Amendments for Council's consideration. Council has requested that these be placed on the August 14<sup>th</sup> Regular Meeting Consent Agenda for approval.

**Requested Action:** Approve the FY2018 Budget Amendments as presented.

**ATTACHMENTS:**

*Staff memo and budget amendments*



**Date:** July 24, 2018  
**To:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton   
**SUBJECT:** Budget Amendments / Departmental Transfers

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Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- DMV Safety Grant \$ 6,960  
*(Revenue received through Grant)*
- Removal of Ash trees at English Park \$ 1,750  
*(Council Approval: May 22, 2018)*
- Insurance Claim: 2012 GMC ton truck \$ 1,680  
*(Reimbursable by insurance carrier )*
- WTP Electrical Upgrade \$397,840  
*(Council Approval March 14, 2017)*
- Fuel Cost AVFD & Medic Unit 8 \$ 11,500  
*(Reimbursable by Campbell County)*

Also attached are Departmental Transfers (from one line item to another)

- Various Departments  
*(Redistribution of funds to cover operational costs – no new funds are required)*





## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department DMV Grant / Overtime 010-3101-501.10-06	\$ 6,960.00	
General Fund State / VDOT PD Grant 010-0000-341.12-00		\$ 6,960.00

#### Summary

To appropriate \$6,960 to cover costs associated with hours worked in connection with the DMV Safety Grant awarded to the Town.

#### Budget Impact

This will result in a net increase to the budget of \$6,960.

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

Adopted this 14th day of August 2018



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works / Recreation Tree Removal / Pruning 010-4104-602.30-42	\$ 1,750.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 1,750.00

### Summary

At the May 22, 2018 Work Session, Council approved the removal of Ash trees suffering from ash borer damage at English Park.

### Budget Impact

This will result in a net increase to the budget of \$1,750.

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

Adopted this 14th day of August 2018



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept / Reimbursement of Claim		
010-9102-801.50-96	\$ 1,680.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 680.00
Miscellaneous		
010-0000-351.04-00		\$ 1,000.00

### Summary

To appropriate \$1,680 for the repair of the 2012 GMC ton truck that was damage in an incident on 09/09/2017. Deductible \$1,000.

### Budget Impact

These funds are fully reimbursable after deductible is met. Deductible is \$1,000.

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

Adopted this 14th day of August 2018



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund Capital Outlay - WTP Electrical Upgrade 050-5010-701.81-40	\$ 397,840.00	
Enterprise Fund Transfer In From Reserves 050-0000-361.01-00		\$ 397,840.00

### Summary

At the March 14, 2017 meeting, Council Approved to award the project to Southern Air for \$410,000 with a 5% contingency. Funding for this project was earmarked in reserves and transferred in at the completion.

### Budget Impact

This will result in a net increase to the budget in the amount of \$397,840.00.

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

Adopted this 14th day of August 2018



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Fuel & Lubricants		
010-9102-801.60-06	\$ 11,500.00	
General Fund		
Fire Dept / Medic Fuel Reimbursement		
010-0000-342.03-00		\$ 11,500.00

### Summary

To appropriate \$11,500 to cover the cost in fuel used by Altavista Fire Company and Medic Unit 8. These funds are fully reimbursable by Campbell County.

### Budget Impact

This will result in a net increase to the budget in the amount of \$11,500.

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

Adopted this 14th day of August 2018

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-11

See Processing Instructions Below

Requester Tobie Shelton

Required

Department  
Name : Administration

Required

Date of  
Request: 6/30/2018

Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: tschelton@altavista.gov

Reason for  
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-06	\$3,100.00	Advertising	
010-1101-401.50-34	\$60.00	Misc. Reimb	
010-1101-401.50-32	\$2,900.00	Miscellaneous	
010-1101-401.50-06	\$700.00	Postal Services	

Total Debits: \$6,760.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-12	-\$3,100.00	Eng & Arch. Svcs.	
010-1101-401.50-02	-\$1,000.00	Electrical Services	
010-1101-401.50-08	-\$1,660.00	Telecommunications	
010-1101-401.50-04	-\$1,000.00	Heating Services	

Total Credits: -\$6,760.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Tobie Shelton Date 7-20-18 Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-12

See Processing Instructions Below

Requester Mike Milnor  
*Required*

Department  
Name : Public Safety  
*Required*

Date of  
Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: mmilnor@altavista.gov

Reason for  
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-3101-501.50-04	\$100.00	Heating Services	
010-3101-501.50-26	\$550.00	Conventions & Education	
010-3101-501.50-79	\$10.00	Fed. Forfeiture Exp.	
010-3101-501.60-06	\$3,200.00	Fuel & Lubricants	
010-3101-501.60-08	\$800.00	Veh Eq. Repair & Main.	

Total Debits: \$4,660.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-3101-501.50-24	\$2,100.00	Subsistence & Lodging	
010-3101-501.60-10	\$2,560.00	Uniforms	

Total Credits: \$4,660.00 **DEBITS DO NOT EQUAL CREDITS - PLEASE CHECK ALLOCATION AMOUNT**  
Total Credits and Total Debits must be equal zero.

## Approvals Required:

John Shultz 7-20-18  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrrl ID#: **DT-13**

**See Processing Instructions Below**

Requester David Garrett **Required** Department Name: Public Works **Required** Date of Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: dgarrett@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

**Excluding Salary/Wages Line Items**

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-4101-601.10-04	\$2,400.00	Salaries & Wages - OT	
010-4101-601.30-16	\$140.00	Physicals	
010-4101-601.60-10	\$700.00	Uniforms	
010-4101-601.60-22	\$6,800.00	Hwy, St, & Sidewalks	
010-4101-601.60-34	\$550.00	Train Station Supplies	
010-4104-602.50-04	\$70.00	Heating Services	
010-4104-602.50-34	\$100.00	Misc. Reimb.	
010-4104-602.60-18	\$8,100.00	Supplies	
010-4104-602.50-02	\$1,600.00	Electrical Svcs.	

Total Debits: **\$20,460.00**

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-4101-601.20-06	-\$2,400.00	Group Medical	
010-4101-601.50-24	-\$140.00	Subsistence & Lodging	
010-4101-601.60-06	-\$7,500.00	Fuel & Lubricants	
010-4101-601.60-28	-\$2,350.00	Storm Drainage	
010-4101-601.60-36	-\$8,070.00	Pavement	

Total Credits: **-\$20,460.00**

**Total Credits and Total Debits must be equal zero.**

## Approvals Required:

Jabin Shultz 7-20-18  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-14**

**See Processing Instructions Below**

Requester Dan Witt **Required** Department Name: Transportation **Required** Date of Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: dwitt@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

**Excluding Salary/Wages Line Items**

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-6101-403.10-04	\$10.00	Salaries & Wages - OT	
010-6101-403.50-24	\$140.00	Subsistance & Lodging	
010-6101-403.60-08	\$370.00	Veh & Eq. Repair & Main.	

Total Debits: **\$520.00**

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-6101-403.50-08	-\$150.00	Telecommunications	
010-6101-403.60-14	-\$370.00	Other Operating Supplies	

Total Credits: **-\$520.00**

**Total Credits and Total Debits must be equal zero.**

## Approvals Required:

John Shultz 7-20-18  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-15**

**See Processing Instructions Below**

Requester David Garrett *Required* Department Name: Highway *Required* Date of Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: dgarrett@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

**Excluding Salary/Wages Line Items**

DEBIT: (Charge)				
Account Number		Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
020-4101-601.60-36		\$128,000.00	Pavement	
020-4101-601.60-40		\$10,900.00	Traffic Control Device	
020-4101-606.60-46		\$7,200.00	Other Traffic Svcs. Roadside	

Total Debits: **\$146,100.00**

CREDIT:				
Account Number		Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
020-4101-608.82-30		-\$100,000.00	Sidewalk, Curb, Gutter & Drain	
020-4101-606.60-30		-\$10,000.00	Engineering R & M	
020-4101-606.60-44		-\$15,000.00	Snow & Ice Removal	
020-4101-601.60-28		-\$21,100.00	Storm Drainage	

Total Credits: **-\$146,100.00**

*Total Credits and Total Debits must be equal zero.*

## Approvals Required:

Sh SHH 7-20-18  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-16**

**See Processing Instructions Below**

Requester Tom Fore **Required** Department Name: Water **Required** Date of Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: twfore@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

**Excluding Salary/Wages Line Items**

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference
050-5001-701.10-04	\$4,000.00	Salaries & Wages - OT	
050-5001-701.30-08	\$6,700.00	Main. Svc Contracts	
050-5001-701.30-16	\$120.00	Physicals	
050-5001-701.50-26	\$330.00	Conventions & Education	
050-5001-701.60-06	\$900.00	Fuels & Lubricants	
050-5001-701.60-10	\$600.00	Uniforms	
050-5001-701.60-14	\$13,500.00	Other Operating Supplies	
050-5002-703.50-08	\$180.00	Telecommunications / Bedford	
050-5002-704.50-08	\$180.00	Telecommunications / Lola	

Total Debits: **\$26,510.00**

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference
050-5001-701.10-02	-\$4,000.00	Salaries & Wages - Reg	
050-5001-701.30-20	-\$20,920.00	Water Purch CC	
050-5001-701.50-24	-\$330.00	Subsistence & Lodging	
050-5001-701.60-04	-\$900.00	Repairs & Main.	
050-5002-703.50-02	-\$180.00	Electrical Svcs./Bedford	
050-5002-704.50-02	-\$180.00	Electrical Svcs. / Lola	

Total Credits: **-\$26,510.00**

**Total Credits and Total Debits must be equal zero.**

## Approvals Required:

Prepared By Wbi Philo Date 7-2018 Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-17**

See Processing Instructions Below

Requester Tom Fore **Required** Department Name: Water **Required** Date of Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: [tfors@altavista.gov](mailto:tfors@altavista.gov)

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

**Excluding Salary/Wages Line Items**

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
050-5003-707.50-08	\$780.00	Telecommunications / Reynolds	
050-5004-708.50-08	\$140.00	Telecommunications / Tanks	

Total Debits: **\$920.00**

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
050-5003-707.50-02	-\$780.00	Electrical Svcs / Reynolds	
050-5004-708.50-02	-\$140.00	Electrical Svcs / Tanks	

Total Credits: **-\$920.00**

Total Credits and Total Debits must be equal zero.

## Approvals Required:

John Shultz 7-2018  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-18

See Processing Instructions Below

Requester Tom Fore Required Department Name: Wastewater Required Date of Request: 6/30/2018 Fiscal Year: 2018

Phone #: \_\_\_\_\_ Email Address: twfore@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <span style="color: red;">REQUIRED FIELD (Limit to 30 Characters)</span>	Reference
050-5101-702.10-04	\$4,800.00	Salaries & Wages - OT	
050-5101-702.30-08	\$1,200.00	Main. Svc. Contracts	
050-5101-702.30-14	\$6,100.00	Misc. & Prof Svcs	
050-5101-702.50-08	\$4,000.00	Telecommunications	
050-5101-702.60-08	\$250.00	Veh / Eq. R & M	
050-5101-702.60-14	\$18,000.00	Other Operating Supplies	

Total Debits: \$34,350.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <span style="color: red;">REQUIRED FIELD (Limit to 30 Characters)</span>	Reference
050-5101-702.10-02	-\$4,800.00	Salaries & Wages - Reg	
050-5101-702.50-02	-\$7,300.00	Electrical Svcs.	
050-5101-702.60-04	-\$5,700.00	Repair & Main.	
050-5101-702.60-04	-\$10,000.00	Lab. Test Equip	
050-5101-702.60-11	-\$2,500.00	Safety Equip. & Prog.	
050-5101-702.50-64	-\$4,050.00	Sample Testing	

Total Credits: -\$34,350.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Jabir Jhelt 7-20-18  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrrnl ID#:

DT-19

See Processing Instructions Below

Requester Tom Fore

Required

Department

Name : Distribution & Collection

Required

Date of

Request: 6/30/2018

Fiscal Year: 2018

Phone #:

Email Address: [tomfore@altavista.gov](mailto:tomfore@altavista.gov)

Reason for  
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-711.20-06	\$3,000.00	Group Medical	
050-5201-711.60-04	\$5,500.00	Repairs & Main.	
050-5201-711.60-08	\$2,600.00	Veh & Equip R & M	
050-5201-712.20-06	\$3,000.00	Group Medical	
050-5201-712.60-08	\$3,100.00	Veh & Equip R & M	
050-5201-712.60-10	\$650.00	Uniforms	

Total Debits: \$17,850.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-711.30-30	-\$2,000.00	GIS Mapping Updates	
050-5201-711.50-65	-\$4,000.00	Meter Testing / Repl	
050-5201-711.60-06	-\$4,000.00	Fuels & Lubricants	
050-5201-711.60-11	-\$850.00	Safety Equip & Prog.	
050-5201-712.30-30	-\$2,000.00	GIS Mapping Updates	
050-5201-711.50-24	-\$500.00	Subsistance & Lodging	
050-5201-712.50-24	-\$500.00	Subsistance & Lodging	
050-5201-712.60-06	-\$3,000.00	Fuels & Lubricants	
050-5201-712.60-11	-\$1,000.00	Safety Equip & Prog.	

Total Credits: -\$17,850.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By 

Date

7-20-18

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



**Town Council Meeting – Item Number: 6. h.  
August 14, 2018**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Issue:** **Approval (retroactive) of HVAC quotes for Avoca Office**

**Background:** At the July Town Council Work Session staff requested that consideration be added to the agenda to allow staff to proceed with getting quotes for replacement of the “ductless HVAC system” that serves the Avoca offices. Staff asked that Council approve a “not to exceed” amount of \$7,500 and that upon receiving quotes the work be completed prior to the next Regular Meeting.

Attached are the quotes, the project was awarded to Select Air as they were the lowest quote. Staff will submit a budget amendment to complete the process at a later date.

**Requested Action:** Approve (retroactive) the quote of Select Air for the replacement of the Avoca Office HVAC unit.

**ATTACHMENTS:**

*Quote sheet*

## AVOCA MUSEUM HVAC REPLACEMENT QUOTES

Quantity	1	2	1	
VENDOR	2 Ton Unit Outside	9,000 BTU Inside Heads	12,000 BTU Inside Heads	Bids/Quotes
Maddox	√	√	√	\$8,169.40
Select Air	√	√	√	\$6,769.77
Wooldridge	√	√	√	\$6,873.00

On August 1, 2018 We calculated the BTU Load Rating on the rooms and it came back to be a 2 ton unit. At 95° outside 72° inside.

The Current unit that we have now is a 3 Ton unit with 1- 12,000 BTU inside unit in the larger room and 2 - 9,000 BTU inside units that are in the two smaller rooms.

All three of the installers agree and recommend that we should go with the 2 ton unit.





**Town Council Meeting – Item Number: 8.a.**  
**August 14, 2018**  
**Avoca Request to place a “digital sign” on the grounds**

**Agenda Memorandum**  
**Submitted by: Waverly Coggsdale, Town Manager**

**Issue:** Request by Avoca to place a “digital sign” on the grounds of Avoca (town property).

**Background:** Staff received an email from Morgan Allen, on behalf of the Avoca Board of Directors, requesting permission to place a digital sign on the grounds of Avoca. The sign would be placed along Main Street (Rt. 29 Business) and would be required to comply with the Town’s zoning and Campbell County’s building requirements.

**Discussion:** With Avoca being a town owned property, Council will need to approve any improvements/additions to the grounds. Based on the drawing submitted with the request and staff’s review in regard to compliance with the zoning ordinance, it is recommended that the request be approved, as presented.

**Financial Impact:** None, the Avoca Board is utilizing their funds for this purchase.

**Recommended Action:** Approval of the request as presented.

**ATTACHMENTS:**

- *Email from Morgan Allen; Drawing of Sign*

## Waverly Coggsdale III

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**From:** Morgan Allen <wmajma@fairpoint.net>  
**Sent:** Friday, July 27, 2018 8:38 AM  
**To:** Waverly Coggsdale III; Mike Hudson  
**Subject:** Item for August Council Meeting  
**Attachments:** Avoca Digital Sign.pdf

Waverly:

Good morning!

Last night the Board of Directors voted to install a new digital sign at Avoca. Of course, we need approval from the town council as we have discussed previously. Attached is a document showing what the sign will look like when installed. Avoca is paying 100% of the cost for this sign using reserve funds for improvements at Avoca. We believe this will help us with promoting events at the museum. We think having something we can promote 24/7 will be a big help letting individuals know what is going on at the museum. We would like for Council to consider at their August Council Meeting.

Please review and let me know if you have any questions or concerns. This digital sign will be similar to the one installed by the Colonel Club at AHS. Jennifer Hawkins with Image Brite in Lynchburg is the project coordinator working with us. She worked with Dan on the sign installed at the high school.

Again, thanks and advise if you have any questions or concerns.

Regards,

Morgan




24" x 119" x 24" rock support base

SIGNS • AWNINGS • ELECTRONIC DISPLAYS

**IMAGEBRITE**  
INCORPORATED

1485 WATERLICK ROAD - LYNCHBURG, VIRGINIA 24501

Date		Client
Scale		Address
		Customer Approval



**Town Council Meeting – Item Number: 8.b.  
August 14, 2018  
Economic Development Strategic Planning services proposal**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Issue:** Request by the AEDA to award a contract to Camoin Associates for “Economic Development Strategic Planning” services and utilize a temporary “project manager” to oversee the process.

**Background:** For the past several months, the Altavista Economic Development Authority (AEDA) has been working through the process of procuring services for “Economic Development Strategic Planning services”. At the July Work Session, AEDA Chairman Bill Gillespie provided an update/recommendation to Council in regard to this item. The recommendation consisted of approval of a contract with Camoin Associates for the strategic planning services in the amount of \$51,170; as well as the ability of the AEDA to work with town staff to utilize a temporary “project manager” to oversee this process at a “not to exceed” cost of \$20,000. This process is anticipated to take approximately six (6) months.

As you know, the Economic Development position is currently unfilled, thus funds can be used from this departmental budget to cover the costs mentioned above.

**Discussion:** Council can decide if they wish to approve the request of the AEDA in regard to this item.

**Financial Impact:** None, the funds designated in the FY2019 Economic Development Department budget can be utilized for these services.

**Recommended Action:** Approval of the request as presented. Approve the AEDA’s recommendation and award the contract for “economic development strategic planning” services to Camoin Associates in the amount of \$51,170 and allow town staff to utilize a “not to exceed” amount of \$20,000 for a temporary “project manager” for this process.

**ATTACHMENTS:**

- *Camoin “Scope of Work”*

## Appendix C: Scope of Services

Our approach to economic development strategic planning is deeply rooted in implementation. The following scope of work is designed to assist the Town of Altavista in creating a plan that will leverage the assets of the town and region as a whole to increase economic vitality and opportunity for Altavista's citizens and businesses.

In the **Baseline Assessment** phase, we will answer the question, "Where are we today?" We will collect and analyze a broad set of quantitative and qualitative information about Altavista's economy and economic development activities.

In the **Competitive Positioning** phase, we will answer the question, "What direction should we go?" We will uncover areas of opportunity for business growth and attraction through stakeholder interviews, devise what physical assets can be leveraged and understand what challenges need to be overcome, in order to achieve success.

In the **Strategy Development** phase, we will answer the question, "How do we get there?" Building on all the preceding analyses and information, we will work collaboratively with you to set goals and strategies that flow down to specific tactics and action items. The resulting matrix will be prioritized and include resource/cost information and performance metrics.

### 1. Kickoff – Site Visit #1

We will begin the project with a start-up meeting between the Camoin team and representatives of the staff project team. This meeting will be attended and facilitated by a representative from Camoin Associates. The purpose of the meeting will be to examine the proposal methodology in detail to ensure the approach will meet the needs of the town, and to conduct an initial discussion during which we will identify information needs, project timeline, site visit schedule, etc. More specifically, during this session we will:

- Introduce our respective teams;
- Learn additional project background and review project approach;
- Develop a list of key stakeholders and community partners to engage throughout the planning process;
- Discuss scheduling of meetings and interviews;
- Review and adjust the Camoin team internal project management plan;
- Begin to explore the current system of economic development in the region, the existing role of the Town of Altavista Economic Development Authority (EDA) and get a sense for how success will be defined at the end of this process; and
- Establish a regular project management conference call and project management protocols.

In addition to meeting with the staff project team, our representatives will also meet with the Economic Development Authority (EDA) to have a facilitated discussion to identify any major issues, opportunities, and obstacles (real or perceived), and any key steps needed for successfully preparing and implementing the plan.

Lastly, we will also ask client representatives to set up a tour of the area for our team to better understand economic development opportunities, physical resources, and unique assets within specific villages.

**Deliverable:** Camoin Associates will summarize the results of the meeting and incorporate them into a detailed project management plan, which will guide the work process, deliverables, and schedule.



## 2. Community Assessment

Camoin Associates will conduct a thorough analysis of the town's current economic situation and its role in the regional economy. Focus will be put on gathering and analyzing the information that will help guide identification of the town's competitive assets, opportunities for developing key areas and commercial/industrial districts in the community. We will assess how the study area's economy compares with Campbell County and the Commonwealth of Virginia, as well as with the nation as a whole where appropriate.

### 2a. Demographic and Socioeconomic Profile

Indicators within the profile will include, but are not limited to:

- Existing, historic and projected 5-year population trends
- Population distribution by age and income
- Number of households
- Median age
- Unemployment rates
- Educational attainment

#### Right-Sized Planning

We understand the challenges facing local governments. Our plans are designed to meet the client where they are in terms of resources and help identify areas to increase capacity to further strengthen economic development efforts.

### 2b. Economic Data and Trends Analysis

Camoin Associates subscribes to Economic Modeling Specialists International (EMSI) for industry related data. EMSI supplies the most accurate and reliable industry employment and occupational data available. This analysis will include an in-depth examination of employment by industry at the 2 to 6-digit NAICS (North American Industry Classification System) code level (based on what we determine to be most appropriate at the time of the analysis) and assess strength in terms of industry size, past growth, projected growth, location quotient (concentration), and competitiveness. Key data points include:

- **Size:** Largest employment sectors
- **Past Growth:** Over the past ten years
- **Projected Growth:** Over the next ten years
- **Establishments:** By industry sector
- **Gross Regional Product:** Final market value of all goods and services produced in the region

**Deliverable:** Digital draft of the Community Assessment report. Our focus will be on synthesizing in a brief summary style format the key findings most relevant to the town and what this means for future economic development endeavors. Supporting data and other materials will be attached as appendices.

## 3. Housing Needs Analysis

The residential market analysis will assess the supply and demand by residential space type. To understand the current supply of housing in and around the town, Camoin create a housing profile for the town using the most recent U.S. Census Bureau housing data available to determine median household value, the median age of the housing stock and other housing characteristics. The ESRI *ACS Housing Summary Report* will also be utilized to determine owner-occupied and rental units, occupancy and rental rates where U.S. Census or other housing data is not current. In addition, we will determine relative housing affordability by determining the housing category that is attainable for individuals based on the median household income for the town and for the county. This section will consider examples from similar geographies and draw on best practices for developing a range of housing options to attract younger workers and retain aging individuals.

**Deliverable:** Draft Housing Needs Analysis. The focus will be on synthesizing key findings most relevant to the town and their economic development endeavors.



## 4. Organizational Planning - Site Visit #2

### Review of Existing Economic Development Processes

At this point in our data collection, we will conduct desktop research to assess the existing economic development processes and systems in place at the Town of Altavista; specifically, the business retention and expansion programs (BRE), marketing and attraction, data analytics and performance measures, target industries, and existing incentive policy. We will review the specific strengths and weakness of the existing programs, and further the Town's understanding of other programs throughout the state that follow best practices and demonstrate measurable successes. We will also review the roles, functions, and interactions of economic development in relation to other City departments and outside stakeholders and make suggestions for management and process improvements. We will look to clarify our findings and ask additional questions about ongoing programs on a weekly project management call. Our findings will be discussed during an upcoming site visit.

**Deliverable:** Memo on the assessment of Altavista's economic development systems. This memo will include up to three examples of best practices throughout the Commonwealth of Virginia and identify specifically how the town could build on those examples.

## 5. Stakeholder Meetings, Internal Meeting – Site Visit #2

In our experience, detailed issues and opportunities can best be identified by using the data analysis in concert with insights gained through interviews and conversations with industry and economic development stakeholders. This on-the-ground perspective reveals the strength of relationships among firms, service providers, developers, business owners and other stakeholders involved in a local and regional economy and identifies opportunities for private and public investment that cannot be seen solely through data analysis. Moreover, stakeholder involvement can help to create community buy-in and collaboration.

We will conduct interview sessions with individuals and/or small groups. We will develop an interview protocol, approved by you, to guide the discussions. We anticipate that interviewees will include the Mayor, department directors, industry leaders, business owners, and real estate/development professionals. We will also look to have a specific focus group made up of economic development partners that will be instrumental in helping Altavista achieve its goals, including the Chamber of Commerce, Planning Commission, and representatives for Altavista On Track.

These interviews will also be an opportunity for Project Principal, Dan Gundersen, to conduct the Partnership Assessment and Department Analysis. He will speak with the Town Manager, EDA Board, department heads, and other regional economic development stakeholders, to gain a comprehensive perspective on personnel involved in economic development, the tangible resources, physical space allocated towards economic development, digital systems for organization and additional managerial prospects that will set up the town for success.

For important interviewees that are not available during the site visit, we will reach out by phone. We will look to the Town to lead making connections with desired interviewees and the scheduling of interviews.

On the morning following the day of interviews, our team will hold a meeting with the EDA and key invited stakeholders to present our data findings to date, discuss themes that emerged from the interviews, and gather additional perspective on interview findings, along with next steps in the project. Specifically, we will outline major findings in demographic, industry and real estate trends and discuss how these trends will drive economic development opportunities in the region.

Following this site visit, our team will address comments from the EDA and weave in findings from the interview sessions.



**Deliverable:** Summary of the themes of the interviews. Presentation slides covering the Draft Community Assessment and Housing Needs Analysis.

## 6. Marketing and Website Analysis

Altavista has an active digital media presence. Our focus for Marketing and Website recommendations will be to develop strategies that elevate the town's existing activity and look towards future marketing goals and the tools needed to attain those goals. Marketing recommendations will seek to develop a strategy for sustaining community buy-in for economic development activities, as well as establishing a solid network of economic development partners to work in collaboration locally and regionally. Having access to collective resources that are enhanced by the connections of these stakeholders will not only benefit the town, but also its partners.

When considering communications and engagement for economic development, we stress the integration of internal (within the community) and external (outside the community) engagement and communications. Both are critical and strengthen each other. Strategic actions to inform, engage, and build community consensus and buy-in can create dialogue and excitement around economic development initiatives internally in turn strengthens communication efforts designed to attract the attention of developers, investors, regional partners, political representatives, site selectors, workers, and others making locational and legislative decisions. In our experience, the most successful campaigns are holistic and fully integrated into the overall economic development planning process and strategy. These principles will guide our analysis of marketing materials and our eventual recommendations.

### 6a. Audit of Existing Marketing & Communications

We will begin with an audit of existing communications campaigns and channels to understand how the town currently engages with its various audiences and what methods and approaches have worked successfully for previous planning efforts. The audit will include phone interviews with those involved in the Town's marketing and communications and a review of existing marketing campaigns (digital and hard copy). We will rely on the Town to provide hard copies or digital links to all materials that our marketing specialist needs to review for the audit.

### 6b. Marketing Recommendations

Our recommendations to improve the Town's marketing efforts will be grounded in our findings from the marketing audit, but also the data analysis conducted in previous tasks to make the case for targeted opportunities. We will consider the results from the economic research, including what is driving investment, talent attraction, and growth in a community. We will work with the EDA and town representatives to also determine essential variables for marketing efforts, including:

- **Audience:** Who are the targeted audiences/decision makers related to the planning process and resulting economic development initiatives?
- **Message:** What emerging trends are driving decision-making? What information is being used to make decisions within each targeted audience? How do we tell the story—and "prove" it—with data and knowledge resources? For example, messages for internal audiences such as residents and local business leaders might include the opportunity to increase the tax base or reduce traffic congestion, whereas external audiences may look for communications about the community's highly talented workforce, incredible quality of place, etc.
- **Channel:** Where are the targeted audiences looking for that information (meetings, familiarization tours, industry publications, meetup groups, e-newsletters, social media, etc.)? And what type of content is preferred (articles, infographics, presentations, etc.)?

**Deliverable:** Memo on marketing audit findings, items to improve, best practices examples of marketing components and other recommendations relevant to Altavista's marketing plan.



## 7. Challenges & Opportunities

Camoin Associates will conduct a strategic planning process designed to identify strategies to leverage the economic development opportunities facing the town. We will begin to populate a list of Challenges and Opportunities, our version of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, using findings from the preceding tasks. This will be further built out to include topics like:

- Business development and private sector investments
- Customer service and business environment
- Economic development capacity
- Local and regional partners necessary to accomplish economic development goals
- Locational issues
- Market position for residential, commercial and industrial opportunities
- Outlook for infrastructure needs
- Quality of life amenities
- Sustainable businesses practices that will enhance local businesses' resiliency
- Workforce assets

Taking an inventory of assets will be critical to move forward with economic development strategies that are resilient and implementable. At the same time, uncovering gaps will help draw attention to where additional resources can be dedicated to encourage business development and private sector investment, especially those that align with available product in the town.

**Deliverable:** A challenges and opportunities assessment memo will be transmitted to the client and discussed on a project management call.

## 8. Draft Implementation Plan

Using the data collected from the previous subtasks, Camoin Associates will draft an Action Plan Matrix for review and consideration by the EDA. It will flow from overarching goals to specific tactics and actions and indicate necessary resources, partnerships, and corresponding performance metrics and benchmarks. It will be broken into short term (quarter by quarter break down for the first year), intermediate term (2-3 years), and long-term (3+ years) activities. It will carefully reflect the intersection of the town's opportunities and resources.

The Action Plan Matrix is your implementation tool: It will serve not only as a broad plan reflecting the town's economic development intentions as of 2018, but also as a concise document to be frequently referenced by staff and key implementers in day-to-day operations. Each action proposed in the matrix will have related partners, timeframe, costs, resources and outcome metrics to track progress overtime. We will work closely with project stakeholders to develop the matrix using a format and layout that best meets your needs.

The goal areas are likely to include variations on these aspects of:

- Incentivizing appropriate growth
- Resources to enhance business development
- Investment, funding, taxation, incentives to support recommendations

Economic Development Vision and Plan - Template						
Guiding Principle/Vision:						
Goal 1:						
Actions	Roles/Responsibilities	Priority Level	Timeframe	Costs	Resources	
1 Action		High				
2 Action		Medium				
3 Action		Low				
Measurements/Evaluation:						
Barriers:						
Goal 2:						
Actions	Roles/Responsibilities	Priority Level	Timeframe	Costs	Resources	
1 Action		High				
2 Action		Low				
Measurements/Evaluation:						
Barriers:						

- Entrepreneurship and quality of life
- Marketing reach, targeting appropriate audiences and working with economic development partners to achieve high impact results

As a segue to implementation, Camoin will work with the EDA to develop a series of metrics to evaluate performance of the strategy implementation.

**Deliverable:** An Action Plan Matrix in table or spreadsheet format, to be used as an implementation tool. It will include details such as likely potential funding sources, performance measures, and details on project partners and stakeholders.

## 9. Refinement of Implementation Plan

Based on the Economic Development Committee's advisement and the public engagement session, we will incorporate revisions into an updated Action Plan Matrix. At this stage, we will develop a concise executive summary that will serve as an introduction to the Economic Development Strategic Plan. This summary will be written for a general audience and use graphics where appropriate. An electronic draft of this summary document will be presented to the EDA and revised based on comments revised via email and during project management calls. A video conference, via Zoom, where we are able to share screens and present the Action Plan interactively is also a possibility.

## 10. Final Presentation of Final Materials – Site Visit #3

This will be a half-day site visit during which we will present the Action Plan Matrix and corresponding strategic plan at an appointed meeting/venue. We will work with you to determine the ideal participants and meeting format so that this is more than a perfunctory presentation and serves as a session that launches you into implementation. We may suggest that the presentation be public and include an additional opportunity for audience comment, which would then be incorporated into the final document as appropriate. During this site visit we will also hold a meeting/work session with the staff and stakeholder advisory committee to debrief from the larger input session, incorporate any final input, and prepare all for the launch into implementation.

**Deliverable:** Presentation and final draft of the Action Plan Matrix and strategic plan elements; visually appealing version of the executive summary. We are strong believers that the best economic development strategies are brief, and focus on implementation, with heavy data analysis and research attached as appendices. Our final deliverables will reflect that approach. An electronic copy of the Final Action Plan Matrix and Strategic Plan will be provided by email.

## Appendix E: Schedule and Budget

The following is the anticipated six-month schedule for the comprehensive scope outlined above.

There are three total site visits as indicated by task in the schedule below.

Tasks		Planning					
Task #		Aug	Sept	Oct	Nov	Dec	Jan
1	Kickoff (Visit 1)	*					
2	Community Assessment						
	A. Demographic and Socioeconomic Profile						
	B. Economic Data and Trends						
3	Housing Needs Analysis						
4	Organizational Planning (Visit 2)						
5	Stakeholder Meetings (Visit 2)			**			
6	Marketing and Website						
	A. Audit of Existing Communications						
	B. Marketing Recommendations						
7	Challenges and Opportunities						
8	Draft Implementation Plan						
9	Refinement of Implementation						
10	Final Presentation of Final Materials (Visit 3)						*

\*Principal on site

\*\*Principal and Project Manager on site

## Budget

### Budget for Economic Development Strategic Planning Consulting Services: Town of Altavista

Tasks		Subtotal
1	Kickoff (Visit 1)	\$2,820
2	Community Assessment	
	A. Demographic and Socioeconomic Profile	\$2,630
	B. Economic Data and Trends	\$2,630
3	Housing Needs Analysis	\$2,630
4	Organizational Planning (Visit 2)	\$2,810
5	Stakeholder Meetings (Visit 2)	\$8,510
6	Marketing and Website	
	A. Audit of Existing Communications	\$2,020
	B. Marketing Recommendations	\$2,020
7	Challenges and Opportunities	\$5,070
8	Draft Implementation Plan	\$6,150
9	Refinement of Implementation	\$4,980
10	Final Presentation of Final Materials (Visit 3)	\$4,980
Subtotal of hours per person		\$47,250
Total Professional Fee		\$47,250
Camoin Expenses		\$3,920
Total Project Fee		\$51,170





**Town Council Meeting – Item Number: 8.c.**

August 14, 2018

**Planning Commission Report**

**Agenda Memorandum**

**Submitted by:** Dan Witt, Assistant Town Manager

**Issue:** The Planning Commission held two public hearings at its August 6, 2018 meeting to consider amendments to the zoning ordinance that would (1) regulate mobile restaurants and (2) allow for horses on certain parcels within the R1 and R2 zoning districts. The Commissioners voted on recommendations to Town Council for adoption of these amendments.

**Background:** Mobile Restaurants have become very popular, not only in Altavista, but in most localities. In an effort to be proactive on this matter the Commissioners directed staff and legal counsel to research how other localities are regulating mobile restaurants and provide a draft ordinance for consideration. Staff provided a draft, and after much discussion and input from the Commissioners, an agreed upon draft ordinance was advertised for public hearing. The goal was to have an ordinance that is business friendly, fair and enforceable. The final draft of these code amendments is being recommended to Council for consideration.

A citizen approached Councilman George requesting consideration of horses on their property. The property, located on Lynch Road, has a riding ring, horse barn, pasture and had horses in the past; however, any grandfathered use has exceeded the two year time frame. Realizing the request may not be unique to this one property, the Commissioners directed staff and legal counsel to draft an ordinance that would permit horses at other locations. The final draft of these code amendments is being recommended to Council for consideration.

**Discussion:** At this time the Council may choose to direct the Town Manager to schedule a public hearing for the September meeting or refer this item to a work session for further discussion or consideration.

**Financial Impact:** NONE

**Recommended:** There is no rush on this item, at this time, so the Council members may prefer time to review and consider the code changes. Staff would suggest reviewing for a month and placing it on the September Regular Meeting Agenda for discussion.

**Action:**

**ATTACHMENTS:**

- *PC Recommendation*
- *Draft Ordinance Code Sections: 86-32, 86-132, 86-192, 86-322, 86-352, 86-427, 86-382, 86-520 and 86-515.2*

## **Commissioners**

John Jordan, Chairman  
John Woodson, Vice Chairman  
Marie Mitchell  
Marvin Clements  
Tim George



## **Town Planning Staff**

Daniel Witt  
Cheryl Dudley

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

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The Planning Commission held two public hearings at its August 6, 2018 meeting to consider amendments to the zoning ordinance that would (1) regulate mobile restaurants and (2) allow for horses on certain parcels within the R1 and R2 zoning districts. All members were present at the meeting.

### **Public Hearing 1- Mobile Restaurants**

Mr. Clements made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, 86-322, 86-352, 86-427, 86-382, and 86-520 regulating mobile restaurants.' The motion was seconded by Tim George. All members voted in favor of the recommendation with none opposing.

### **Public Hearing 2- Horses**

Mr. Woodson made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, and 86-515.2 regulating horses.' The motion was second by Mr. Clements. All members voted in favor of the recommendation with none opposing.

Attachments:

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by amending the definition of "agriculture" and by adding the definition of "restaurant, mobile".

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

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to amend the definition of agriculture and add the definition of restaurant, mobile as follows:

**Sec. 86-32. Use types.**

*Agriculture* means the use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. The keeping of a cow, pig, sheep, goat, male chicken (rooster) or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. The keeping of female chickens in compliance with section 86-515.1 shall not constitute agriculture. The keeping of horses in compliance with section 86-515.2 shall not constitute agriculture. A garden accessory to a residence shall not be considered agriculture (see definition for *Garden, home*).

*Restaurant, mobile* means a readily movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and/or selling of food and operated at temporary locations. This definition shall include food trucks, food trailers, and food carts and shall not apply to ice cream trucks, "meals on wheels" or food home delivery services.

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

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



An Ordinance to repeal, amend and re-ordain Section 86-132 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-1 low-density residential district.

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

1. That Section 86-132 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-132. - Permitted uses.**

(a) Only one building and its accessory buildings may be erected on any lot or parcel of land in the R-1 low-density residential district.

(b) The following uses are permitted by right or by special use permit in the R-1 low-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment-Subject to Sec. 86-453

Community garden-Special use permit required.

Family day care home-Subject to Sec 86-477. Special use permit required.

Group home-Subject to Code of Virginia § 15.2-2291

Home garden

Home occupation-Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

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

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

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

(3) *Civic use types.*

Community recreation Subject to Sec. 86-474

Cultural service

Educational facilities, primary/secondary Special use permit required

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

Public parks and recreational areas Special use permit required.

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

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

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

Restaurant, mobile per Sec. 86-520

(6) *Industrial use types.*

(None)

(7) *Miscellaneous use types.*

Amateur radio tower Subject to Sec. 86-542.

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

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

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

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

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

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

**Sec. 86-192. - Permitted uses.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

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

Multi-family dwelling—Consisting of three or fewer units

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

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

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

Temporary family health care structures. Subject to Sec. 86-460; b2.

Townhouse—Subject to section 86-461

(3) *Civic use types.*

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

Cemetery. Special use permit required.

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

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

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

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

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

Safety service.

Utility service, minor.

(4) *Office use types.*

(None)

**(5) *Commercial use types.***

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

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

Golf course. Special use permit required.

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

Restaurant, mobile per Sec. 86-520

**(6) *Industrial use types.***

Recycling center. Special use permit required.

**(7) *Miscellaneous use types.***

Amateur radio tower. Subject to Sec. 86-542

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

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

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

An Ordinance to repeal, amend and re-ordain Section 86-322 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-322 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-322. Permitted uses.**

- (5) *Commercial use types.*
  - Bed and breakfast\*
  - Brewpub
  - Business support service
  - Business/trade schools
  - Car wash (S)
  - Commercial indoor sports and recreation (S)
  - Communications service
  - Day care center\*
  - Funeral service
  - Garden center
  - Gasoline stations (S)\*
  - Hospital (S)
  - Microbrewery (S)
  - Personal improvement service
  - Personal service
  - Restaurant, mobile per Sec. 86-520
  - Restaurant, small—whether in a new or existing shopping strip center\*
  - Restaurant, small—As a stand-alone building (S)\*
  - Retail sales—Not exceeding 3,000 gross square feet per use
  - Studio, fine arts

All other text in Sec. 86-322 remain unchanged.

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

An Ordinance to repeal, amend and re-ordain Section 86-352 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-352 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-352. Permitted uses.**

- (5) *Commercial use types.*
  - Adult use (S)\*
  - Agricultural service
  - Antique shop
  - Assembly hall
  - Automobile dealership, new\*
  - Automobile dealership, used (S)\*
  - Automobile parts/supply, retail
  - Automobile rental/leasing
  - Automobile repair service, major (S)\*
  - Automobile repair service, minor
  - Brewpub
  - Business support service
  - Business/trade schools
  - Car wash
  - Commercial indoor amusement
  - Commercial indoor entertainment
  - Commercial indoor sports and recreation
  - Commercial outdoor entertainment
  - Commercial outdoor sports and recreation
  - Communications service
  - Construction sales and service
  - Consumer repair service
  - Convenience store
  - Dance hall (S)
  - Day care center\*
  - Equipment sales and rental (S)
  - Farmers market (S)
  - Flea market (S)
  - Funeral service
  - Garden center
  - Gasoline station\*
  - Hospital

Hotel/motel/motor lodge  
Kennel, commercial (S)\*  
Laundry  
Manufactured home sales  
Microbrewery  
Mini-storage (S)\*  
Modular home sales  
Pawn shop  
Payday loan establishment  
Personal improvement service  
Personal service  
Recreational vehicle sales and serviced  
Restaurant, small  
Restaurant, fast food or drive-thru\*  
Restaurant, mobile, per Sec. 86-520  
Restaurant, general  
Retail sales\*  
Studio, fine arts  
Transient merchant\*  
Travel center (S)  
Veterinary hospital/clinic

All other text in Sec. 86-352 remain unchanged.

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



An Ordinance to repeal, amend and re-ordain Section 86-427 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-427 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-427. Permitted uses.**

- (5) *Commercial use types.*  
Antique shop  
Assembly hall (S)  
Automobile repair service, minor (S)  
Bed and breakfast (S)\*  
Brewpub  
Business support service  
Business/trade schools (S)  
Commercial indoor entertainment (S)  
Commercial indoor sports and recreation (S)  
Communications service (S)  
Consumer repair service  
Convenience store  
Dance hall (S)  
Day care center (S)\*  
Farmers market (S)  
Flea market (S)  
Funeral service (S)  
Hotel/motel/motor lodge (S)  
Microbrewery  
Pawn shop (S)  
Payday loan establishment (S)  
Personal improvement service  
Personal service  
Restaurant, small  
Restaurant, fast food or drive-thru (S)\*  
Restaurant, general  
Restaurant, mobile per Sec. 86-520  
Retail sales  
Studio, fine arts

**All other text in Sec. 86-427 remain unchanged.**

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

An Ordinance to repeal, amend and re-ordain Section 86-382 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-382 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-382. Permitted uses.**

- (5) *Commercial use types.*
  - Business support services
  - Business/trade school
  - Communication services
  - Construction sales and services
  - Equipment sales and rental
  - Mini-storage\*
  - Restaurant, mobile per Sec. 86-520

All other text in Sec. 86-382 remain unchanged.

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

An Ordinance to add a new Section 86-520 to the Code of the Town of Altavista, 1968, relating to restaurant, mobile.

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

1. That a new Section 86-520 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 86-520. Restaurant, Mobile.**

(a) Mobile restaurants in the R-1 and R-2 Districts may operate only when sponsored for a specific event by a church or other non-profit organization holding an exemption letter from the Internal Revenue Service and with prior approval by Town Council. The mobile restaurant shall obtain a temporary mobile restaurant permit and provide evidence of such sponsorship including a description of the event and duration thereof. Mobile restaurants shall be subject to all of the requirements of Subsections (b) and (c) below as they are applicable.

(b) Requirements for mobile restaurants.

(1) Mobile restaurants must obtain a mobile restaurant permit. The permit shall not be transferable to a new owner of the unit. The permit is valid for 12 months – January to December. The permit fee shall be as stated in the Town of Altavista Master List, Rate Fees and Charges. Initial recommended fee - \$50.00.

(2) Mobile restaurants must maintain a valid business license issued by the Town and a valid health permit issued by the Virginia Department of Health. These must be displayed at all times the restaurant is open for service.

(3) Mobile restaurants shall be required to collect and remit the Town of Altavista Meals Tax as provided in Town Code Sec. 70-41, *et seq.*

(c) General Standards.

(1) A mobile restaurant may operate on private property but must obtain written permission from the property owner and provide when seeking a zoning permit.

(2) No items shall be sold other than food and non-alcoholic beverages and items incidental to food and its consumption.

(3) No music shall be played that is audible outside of the vehicle.

(4) Mobile restaurant vehicles must park in locations or areas as approved in the mobile restaurant permit, and shall not block (i) the main entry drive aisles or affect pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, driveway entrances, alleys and handicapped parking spaces.

(5) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. No mobile restaurant shall operate past 9:00 p.m. A mobile restaurant and all materials associated with the business shall be removed from the location by 9:30 p.m. each day.

(6) When open for business, the mobile restaurant operator, or his or her designee, must be present at all time, except in cases of an emergency.

(7) No outdoor seating shall be permitted. If space is available, one covered table is permitted to provide condiments to patrons.

(8) No signs may be displayed except those permanently affixed to the vehicle. No signs intended to move with air/wind shall be allowed (such as streamers, sails or wings or feather flags).

(9) Trash receptacles shall be provided by and at the mobile restaurant and all trash, refuse, or recyclables generated by the use shall be properly disposed of in them. Trash, refuse or recyclables must be removed with the mobile unit and may not be placed in any public receptacle or public trash can on a street or public dumpster.

(10) No liquid wastes shall be discharged from the mobile restaurant.

(11) No mobile restaurant shall locate within 50 feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant) unless permission of the restaurant owner is provided in writing. This standard shall not apply when an established, active restaurant is closed or outside its normal operating hours or when the mobile restaurant is part of a town sanctioned event.

(12) No mobile restaurant shall locate within 50 feet of a single family or multi-family residential structure (determined by measuring from the edge of the mobile restaurant to the edge of the structure).

(13) Mobile restaurant vehicles may be otherwise limited by the Town depending on the location or other details of the mobile restaurant permit application.

(14) A mobile restaurant may operate on public property at any town sanctioned event, including, but not limited to the First Saturday Trade Lot, Uncle Billy's Day, TGIF, Annual Harvest Jubilee & Wine Festival, and AOT's Food Truck Rally.

(15) The operation of the mobile restaurant or use of a generator may not be loud enough to be plainly audible at a distance of one hundred (100) feet from the mobile restaurant. Excessive complaints about vehicle or generator noise will be grounds for the Zoning Administrator to require that the mobile restaurant vendor change location on the site, to move to another property or the permit may be revoked at that location.

(16) Mobile restaurant permit may be revoked by the Zoning Administrator at any time due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the Board of Zoning Appeals.

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

An Ordinance to add a new Section 86-515.2 to the Code of the Town of Altavista, 1968, relating to keeping of horses in R-1 and R-2 District.

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

1. That a new Section 86-515.2 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 86-515.2. Keeping of horses in R-1 and R-2 District.**

(a) Minimum contiguous fenced acreage is 5 acres with a minimum of two fenced acres per horse.

(b) Horses must be stabled or penned no closer than 300 feet of the residence of any other person and such horses may be permitted to graze no closer than 100 feet from the residence or any other person.

(c) Owner shall keep the pasture and barn cleaned so as to prevent accumulation of manure.

(d) By special use permit, Town Council may place such other conditions upon such keeping and grazing of horses deemed necessary to prevent the creation of a nuisance and/or disturbance to the reasonable peace and comfort of neighboring residents as well as other requirements per the special use permit process.

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



**Town Council Meeting – Item Number: 10**  
**August 14, 2018**  
**Reports and Communications**

**Agenda Memorandum**  
**Submitted by:** Waverly Coggsdale, Town Manager

**Issue:** **Monthly Reports and Communications**

**Background:** The following items are attached:

- Town Manager's Monthly Report
- Recreation Committee Monthly Report
- Departmental Monthly Reports

**Requested Action:** None

## **Manager's Report for August 14, 2018 Council Meeting**



### **Staunton River RIFA**

Documents have been submitted by the Town in regard to the Revenue Sharing Agreement and the adoption of the ordinance creating the RIFA. Waiting for the other localities to submit their documents to the attorney.

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

Continue to work on this item.

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

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work. Staff continues to work on this project with the engineers and VDOT, as necessary.

### **Altavista Park and Trails (APT) Master Planning/ Project Implementation**

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is being finalized.

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

DCR grant application was submitted prior to the July 19<sup>th</sup> deadline. Notification is expected in September.

### **VDOT Rt. 29 Bridge Replacement Project Update**

VDOT has indicated that this project will go out to bid in September 2018. The bid could be awarded later this year with construction covering a two year span (completed by December 2020).

### **Bedford Avenue Park Tennis Court Replacement and Sidewalk**

Staff is requesting award of this project by Council at the August 14<sup>th</sup> Regular Meeting. Budget amendment will be needed, Council previously approved the project concept.

### **Downtown Public Parking Signs and Banners**

Staff is working on design and prices for signs and banners to designate Public Parking in the downtown area. Council previously approved this project.

### **WWTP Clarifier #1 Project**

Staff conducted a pre-bid meeting on August 8, 2018.



# Town of Altavista Recreation Committee

## **Committee Members**

Ann Shelton (Chairman)  
Tim George (Town Council)  
Victoria Mattox  
Doris Cousins  
Pat Conner

## **Ex-Officio Members**

Steve Jester (YMCA)  
Dan Witt (Town Staff)  
David Garrett (Town Staff)

## MEETING NOTES

Tuesday, July 10, 2018 @ 5:30PM

Town Hall Large Conference Room

1. Call to Order- Present at the meeting were Ann Shelton (arrived late), Tim George, Pat Connor, Victoria Mattox, David Garrett, and Dan Witt,

## 2. **Update**

- DCR RTP Grant Application - Dan
  - Staff provided a draft copy of the application and discussed the timeline and process.
- FY2019 CIP Recreation Projects- Dan
  - Staff reported that four projects at English Park currently in the CIP: playground equipment replacement, pavilion or sail shade structure, splash pad and traffic calming and parking changes at the site.
  - A 5<sup>th</sup> project is the river loop trail (Jenks) and Tim suggested the inclusion of paving the park road, starting where the current pavement ends all the way to the old water treatment plant, approximately 1.2 miles at an estimated cost of \$70,000. His suggestion, for part of the river loop trail project, be paid for with the donation from the Jenks estate. By consensus the members agreed with this suggestion.
  - Tim also asked what money was currently allocated or budgeted for recreation. Staff reported: \$216,831 (Jenks donation); \$8,000 that will be carried forward for the pavilion roof; \$20,500 carried forward originally designated for Frisbee golf; \$100,000 carried forward for the playground equipment replacement; and \$20,000 carried forward from FY2017 for the Greenhill cemetery trail.
  - Tim then asked what was preventing staff from moving forward with the cemetery trail. Staff stated that the last direction from council was to wait for the Master Plan to be completed, which has been done. Tim said he understood but the plan was completed and the trail is in the plan and council has already allocated the money, so why not move forward with this project? By consensus the committee agreed and staff suggested that Tim bring this up at a council meeting when asked if there were any items from council.

### 3. **New Business**

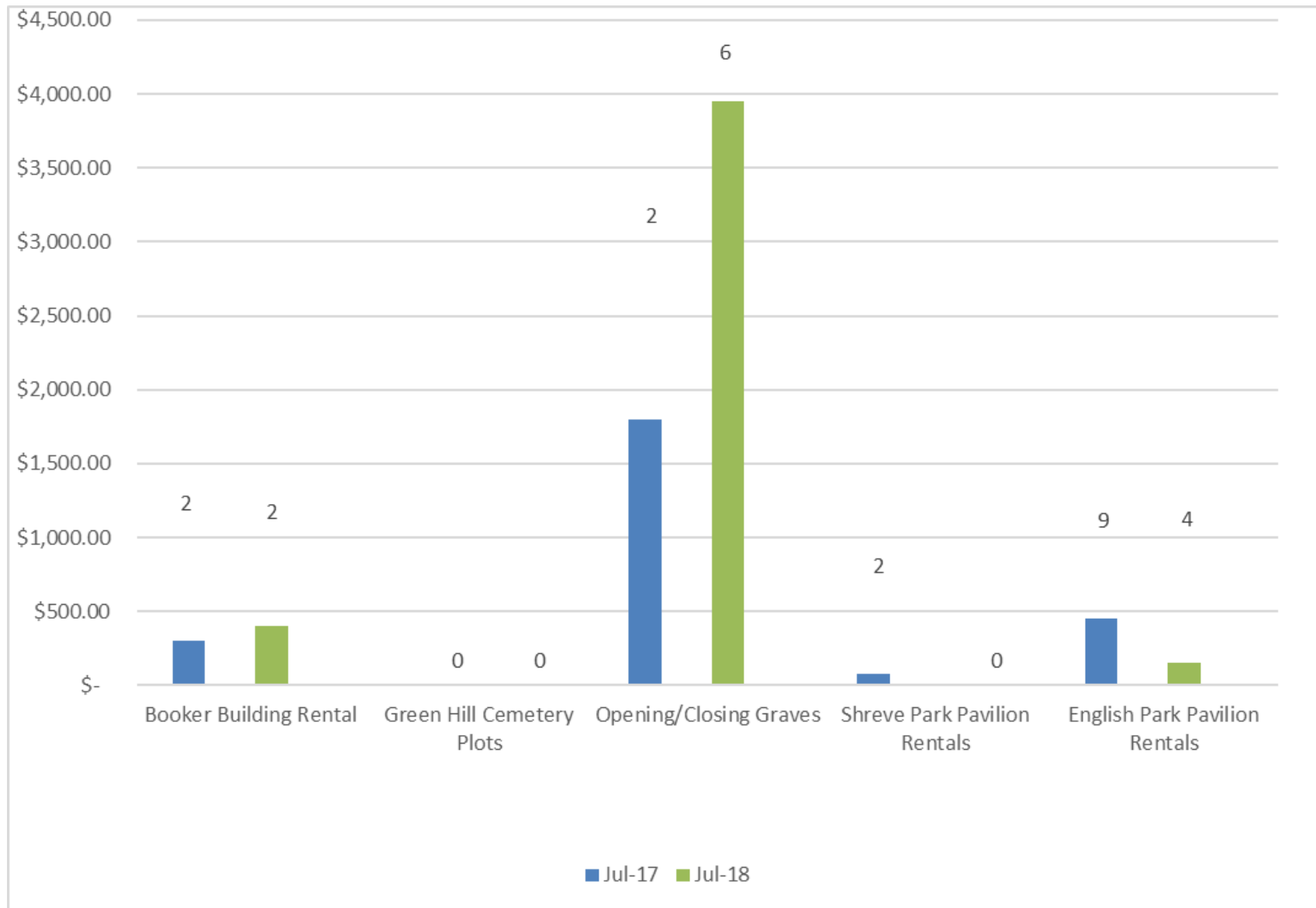
- Master Plan Implementation- Dan
  - Staff passed out copies of the plan and explained that it was the committee's responsibility to make recommendations to incorporate the plan into the 5-year CIP, realizing that there would be projects in years beyond the 5 years. Staff explained that this discussion did not need to start tonight but that over the next several months a plan and recommendation should be made. Annie asked what was the timeframe was and staff responded that a recommendation should be ready by November or December.

### 4. **Matters of the Committee**

- Tim reported that there are cars driving around the gate at the end of the park at the underpass and there needs to be one more post installed to the right side of the barrier. David noted this request.
- Tim noted that kids are playing with 4-wheel drive trucks in a mud hole near the parking lots Campbell County installed near the pump station. David said he was aware of this and would address it.
- Pat talked about the various treasures at the park: wildlife, flowers, etc. and distributed a document with pictures and information. She suggested that the back fields only be mowed once each year, and only in late fall as this is best for reseeding. She described possible partnerships with the DGIF for collection of seeds they use for seeding and reseeding of areas and how this partnership could be financially beneficial to the town. She described a possible partnership with DCR that could benefit the town with wetlands maintenance, etc. The concerns with some of the members were that this could create more restrictions on the use of the park, which would not be preferred. Pat encouraged the committee not to look at it that way and to look at it as being good stewards of the the land.
- Safe access to the river at various park locations was discussed. The discussion centered around the town providing safe access (stairs or ramp) as citizens were going to access the river either way. The question was asked if installed would the town have any liability if there were "Swim At Your Own Risk" signs posted?
- The last matter was the issue of toilet(s) in the passive section of the park. Options such as a compost toilet, pit toilet and Porta-Johns were discussed. The committee suggested staff look into the various options and determine the best one for the park. This discussion came about because of a report of someone's dog finding and eating human feces in this section of the park. It is nearly two miles from the restrooms at the playground to the old water treatment plant.

Meeting adjourned at 6:40.

Next meeting is August 14<sup>th</sup> at 5:30 p.m.

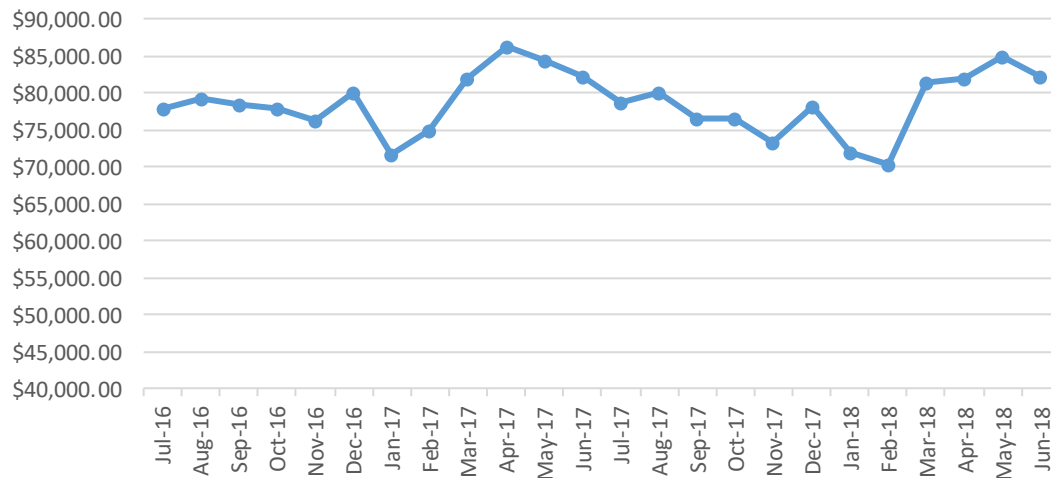


**TOWN OF ALTAVISTA  
MEAL TAX COLLECTIONS**

<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	<i>FY2017</i>	<i>\$951,518.71</i>
May-17	\$84,409.32	<i>FY2018</i>	<i>\$936,848.19</i>
Jun-17	\$82,323.07	+/-	-\$14,670.52
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		
Mar-18	\$81,369.00		
Apr-18	\$82,147.00		
May-18	\$84,923.58		
Jun-18	\$82,156.00		

**MTD TOTAL (FY)**

**Meals Tax Collections**

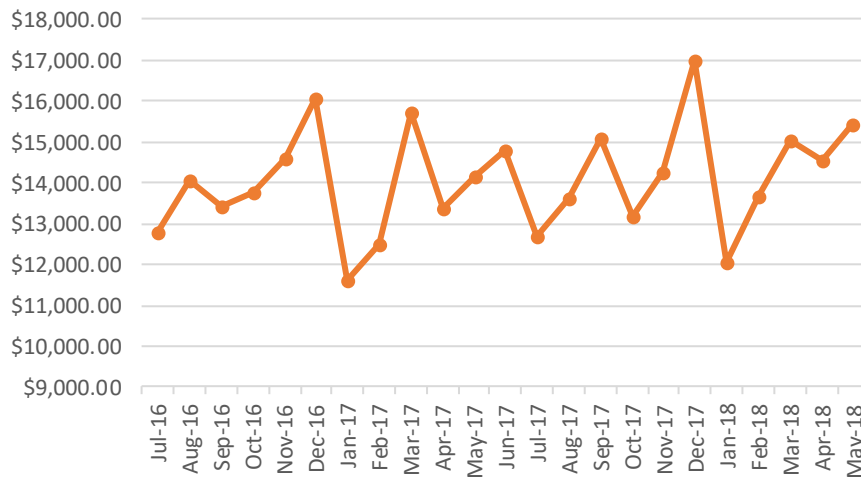


**Town of Altavista  
Local Sales Tax**

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	FY2017	\$152,024
Mar-17	\$15,699	FY2018	\$156,569
Apr-17	\$13,372	+/-	\$4,545
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		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		
Apr-18	\$14,556		
May-18	\$15,448		

**MTD TOTAL (FY)**

**Local Sales Tax Receipt**



## ALTAVISTA POLICE DEPARTMENT

<b>2018</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Year to Date</b>
Criminal Arrests "Felony"	14	4	1	4	2	14	2	41
Criminal Arrests "Misdemeanor"	27	16	12	12	25	24	16	132
Warrant Executed	28	17	16	6	23	21	13	124
Uniform Traffic Summons Issued	26	26	41	32	18	30	23	196
# Traffic Stops	119	148	159	74	85	136	126	847
BOLO'S (Be on Look Out)	8	8	10	4	6	10	15	61
DUI	5	2	1	0	1	1	1	11
IBR	40	29	36	28	24	47	42	246
MVA	8	2	3	1	6	3	2	25
Assist Motorist	22	13	13	12	17	12	28	117
Calls for Service	419	354	378	399	337	492	400	2,779
Investigation Hours	71	52	47	46.5	33.5	44	38	332
Alarm Responses	28	10	23	14	9	26	13	123
ECO/TDO	2	2	3	0	0	0	0	7
ECO/ TDO HOURS	10.5	7.5	7	0	0	0	0	25
Training Hours	46.5	65	1	91.5	95.5	51.5	28	379
School Check	60	42	50	54	41	36	31	314
Court Hours	38	22.25	34.5	19.25	34.5	22.25	9	179.75
Community Events	3	3.25	4	9	3	0	0	22.25
Special Assignment Hours	27	1	0	0	10	26.5	0	64.5
# Hrs Directed Patrol	564	481	589	459.5	471.5	450	497	3,512
Bike Patrol Hours	0	0	0	0	0	18.5	0	18.5
Citizen Contacts	3383	3312	3730	3437	3465	3990	3142	24,459
Businesses, Residences Check "Foot Patrols"	576	590	698	733	683	634	541	4,455
Follow Ups	55	55	67	72	25	46	67	387

## Patrol on 29--July

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>OFFICER</u>	<u>DESCRIPTION</u>
2-Jul	29 NB	0010-0020	Rea	425 Stop
2-Jul	Rt 29	1600-1620	Duff	Traffic Stop/Warning
2-Jul	Rt 29	1629-1640	Duff	Pedestrian Check-Gone On Arrival
2-Jul	Rt 29	1010-1030	Weaver	Traffic Enforcement
2-Jul	29 SB	1210-1210	Weaver	Disabled Vehicle
2-Jul	29 SB	1645-1655	Weaver	Check Location/Unfounded
2-Jul	29SB	1635-1645	Weaver	Traffic Stop/Backed 1411
4-Jul	Rt 29	0400-0500	Wyatt	Vehicle Calibrating
4-Jul	Rt 29	0345-0445	Rigney	Vehicle Calibration/Assist 1408
6-Jul	29NB	1135-1155	Williams	Funeral Traffic-Assist
6-Jul	Main St/29 S	1155-1205	Williams	Disabled Vehicle-Assist
6-Jul	Main St/29 S	1155-1210	Weaver	Disabled Vehicle-Assist
7-Jul	29 NB	1140-1200	Williams	Traffic Stop
7-Jul	Rt 29	1130-1220	Weaver	Traffic Enforcement
7-Jul	Rt 29 NB	1140-1219	Weaver	Traffic Stop
7-Jul	Town/29	2350-0110	Rea	Radar
7-Jul	29 NB	0110-0125	Rea	Stop/Warning
7-Jul	29 SB	1930-1945	Osborne	Possible DUI/BOL
7-Jul	29 SB	1930-1955	Rea	Possible DUI/BOL
11-Jul	Rt 29	1345-1415	Weaver	Traffic Enforcement
11-Jul	29 SB	1430-1450	Williams	BOL
12-Jul	Rt 29	1300-1340	Weaver	Traffic Enforcement
14-Jul	Rt 29 NB	0045-0055	Tosh	Traffic Stop/Warning
14-Jul	Rt 29 SB	0130-0135	Tosh	Traffic Stop/Warning
16-Jul	29 SB	2230-2240	Tosh	Traffic Stop/Warning
16-Jul	29 NB	2300-2310	Tosh	Traffic Stop/Summons
16-Jul	29 NB	0415-0430	Tosh	Traffic Stop/Summons
18-Jul	29 NB	2125-2210	Rigney	Assist 1413
18-Jul	29 NB	2140-2200	Caveness	Change Tire
18-Jul	29 NB	0015-0030	Caveness	Traffic Stop
18-Jul	29 SB	0045-0055	Caveness	Traffic Stop
18-Jul	29 NB	2240-2210	Tosh	Change Tire on 534
19-Jul	29 NB	0015-0030	Tosh	Traffic Stop/Warning
19-Jul	29 SB	0045-0055	Tosh	Traffic Stop/Warning
19-Jul	29 NB	1754-1755	Wyatt	BOLO
19-Jul	Rt 29	2025-2030	Caveness	Traffic Stop
19-Jul	Rt 29	2100-2105	Caveness	Traffic Stop
20-Jul	29 SB	2030-2035	Tosh	Traffic Stop/Warning
20-Jul	29 SB/Lynch Mill	2215-2225	Tosh	Traffic Stop/Summons
20-Jul	29 NB	0100-0130	Tosh	Traffic Stop/Warning
20-Jul	Rt 29	1620-1700	Weaver	Traffic Enforcement
20-Jul	29 NB	1630-1640	Weaver	Traffic Stop/Warning
22-Jul	29 SB	2335-2350	Rea	Hazard

## Patrol on 29--July

22-Jul	29 SB/Gladys Road	2330-2350	Osborne	Tree Down/Moved
23-Jul	29/Lynch Mill	2105-2200	Caveness	Traffic Stop
23-Jul	29/Bedford	2105-2200	Caveness	Traffic Stop
23-Jul	29/Main	2105-2200	Caveness	Traffic Stop
24-Jul	29 SB	2315-0000	Tosh	Traffic Stop/Arrest Made
24-Jul	29 SB	0010-0015	Tosh	Traffic Stop/Warning
24-Jul	29 SB	0030-0035	Tosh	Traffic Stop/Warning
25-Jul	29 NB	2100-2105	Tosh	Traffic Stop/Warning
25-Jul	29 NB	2115-2120	Tosh	Traffic Stop/Warning
25-Jul	Rt 29	1350-1500	Weaver	Radar
28-Jul	Rt 29/Main	0034-0245	Caveness	Traffic Stop/Drug Arrest
28-Jul	29 SB/First Hurt Exit	2242-2253	Tosh	Traffic Stop/Warning
28-Jul	29 SB/Clarion Rd	2230-2308	Tosh	Traffic Stop/Warning
28-Jul	29 SB/Clarion Rd	2350-0021	Tosh	Traffic Stop/2 Summons
28-Jul	29 SB/Bedford Ave	0021-0024	Tosh	Traffic Stop/Warning
28-Jul	29 NB/Clarion Rd	0138-0144	Tosh	Traffic Stop/Warning
29-Jul	29 NB	2200-2210	Tosh	Traffic Stop/Summons
29-Jul	Rt 29	1045-1115	Rea	Radar
29-Jul	Lynch Mill Rd/29		Caveness	Traffic Stop
29-Jul	Rt 29/Clarion	0030-0100	Caveness	Assist 1413
30-Jul	29 NB	2055-2100	Tosh	Traffic Stop/Warning
30-Jul	29 SB	2200-2205	Tosh	Traffic Stop/Warning
30-Jul	29 NB	0030-0045	Tosh	Traffic Stop/Summons
31-Jul	Rt 29/Main St	0400-0420	Duff	Motorist Assist
31-Jul	Rt 29	1600-1645	Weaver	Radar/Traffic Enforcement



# Altavista Community Transit System "ACTS"

## Annual Ridership Tally FY2013—FY2019

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
FY2011							391	590	481	495	551	1,617	4,125
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	13,211
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	16,376
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	20,230
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	24,449
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,848
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	22,759
FY2018	1,772	1,915	1,928	1,558	1,351	1,412	1,292	1,440	1,403	1,397	1,504	2,612	19,584
FY2019	2,000												2,000

### MONTH: JULY 2018

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
2-Jul						81	81		192	192
3-Jul						105	105		194	386
4-Jul	NO ACTS BUS SERVICE					0	186			386
5-Jul						110	296		194	580
6-Jul						59	355		187	767
7-Jul						51	406		112	879
9-Jul						96	502		190	1069
10-Jul						106	608		193	1262
11-Jul						64	672		190	1452
12-Jul						63	735		193	1645
13-Jul						69	804		190	1835
14-Jul						47	851		110	1945
16-Jul						82	933		191	2136
17-Jul						77	1010		193	2329
18-Jul						78	1088		195	2524
19-Jul						66	1154		195	2719
20-Jul						117	1271		191	2910
21-Jul						57	1328		113	3023
23-Jul						113	1441		197	3220
24-Jul						73	1514		192	3412
25-Jul						60	1574		192	3604
26-Jul						89	1663		193	3797
27-Jul						80	1743		193	3990
28-Jul						89	1832		111	4101
30-Jul						73	1905		196	4297
31-Jul						95	2000		194	4491
M Hours	280	Total Riders to date: 2,000					Counter Sales			
YTD Hours	280	Total Revenue to Date \$ -					Total Month Revenue		\$ -	
		Days Run-	28	Average daily riders		71.4				
	Total days run		28				Average riders	Average daily riders YTD	72.7	TOTAL MILES 4,491

## Monthly Staff Report Water Plant

DATE: 8/1/2018  
 TO: Town Manager  
 FROM: Tom Fore  
 DEPARTMENT: Water Treatment Plant  
 MONTH: July

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 11.43 Hours per day which yielded approximately 1,400,000 gallons of water per day.

Snow/Rainfall for the month 9.25 was measured at the water treatment plant.

Average Hours per day (week days) 12.42 hrs

Average Hours per day (weekends) 8.59 hrs

Average produced (week days) 1,510,000 gallons per day

Average produced (weekends) 1,090,000 gallons per day

Total Raw Water Pumped: 43.51 million gallons

Total Drinking Water Produced: 41.82 million gallons

Average Daily Production: (drinking) 1,350,000 gallons per day

Average percent of Production Capacity: 45.00 %

Plant Process Water: 1,632,628 (finished water used by the plant)

Bulk Water Sold @ WTP:	<u>129,200</u>	gallons	Water lost due to leaks	<u>none captured</u>
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Flushing of Hydrants/Tanks/FD use/Town Use	<u>3,100</u>	gallons		
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McMinnis Spring

Total Water Pumped:	<u>7.435</u>	million gallons	average hours/day	<u>13.8</u>
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Average Daily Produced:	<u>239,839</u>	gallons per day	Rain at MC	<u>6.33</u>
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Reynolds Spring

Total Water Pumped:	<u>4.823</u>	million gallons	average hours/day	<u>11.3</u>
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Average Daily Produced:	<u>192,920</u>	gallons per day	Rain at RE	<u>4.07</u>
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Purchased Water from CCUSA	<u>2,119,420</u>	gallons		
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Sold to Hurt	<u>2,997,100</u>	gallons		
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Industrial Use	<u>34,544,981</u>	gallons		
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### Comments: Water Plant Activities & CIP Projects:

3 trainees attended VA TECH class

DFR tank emptied starting 7-13-18, Cleaning and Maintenance completed on 7-14-18. Started filling on

DFR BACT taken on 7-16-18 Back in Service on 7-18-18

All samples collected for VDH compliance

Cleaned Basin # 3 AND all Flocculators

Sanded and Painted Railings around Basins

Working With National meter to resolve meter discrepancy with Abbott water meter.

CIP for New River pump, ordered

Abbott shutdown for 2 weeks

Backflow preventions inspections have been scheduled for August.

Repair to Chlorine door scheduled for August.

New Utility Mechanic has completed Asset inventory (equipment) for Both Springs, Pump stations, Tanks and Water Plant.

Water plant staff inputting asset information into the preventative maintenance program.

### Monthly Staff Report WasteWater Plant

TO: Town Manager  
FROM: Steve Bond  
Waster Water  
DEPARTMENT: Plant  
MONTH: Jul-18

Average Daily Flow 1.40 MGD

TSS Reduction 98 %

BOD Reduction 98 %

VPDES Violations 0

Sludge ( Regional Land Fill) 105 tons

Rain Total 6.29 Inches

Snow Total            Inches

#### Other Wastewater Activities and CIP Projects:

Replaced #2 Sludge Return Motor

Repaired electrical issues in blower building resulting from power outage

Meeting concerning Press PLC replacement

Pump replacement at Main Pump Station (CIP item 2018 budget)

Plant had two power outages

New employee started 7/9/18

New Utility Mechanic has started asset inventory at Wastewater Plant

### Utilities Distribution and Collection - Montly Report (July)

# of Service Connections		1					
# of Service Taps		0					
# of Meters Read	Monthly	100					
# of Meters Tested		0					
# of Loads of Sludge to Landfill		14					
# of Location Marks made for Miss Utility		54					
# of Meters Replaced		13					
# of Water Lines Repaired		1			# of Sewer Lines Unstopped	3	
Locations:					Locations:		
414 Washington Street					1705 Avondale Drive		
					1119 4th Street		
					603 8th Street		
Push Camera Footage		0		Sewer Main Cleaned		325'	
Sewer (Root Cutting) Main		1,700'		Sewer Main Cleaned Manholes		1	
Sewer (Root Cutting)Main Manholes		7		Sewer Right of Way Clearing Footage		3,500'	
Sewer Video Footage		1,120'		Sewer Service Cleaned		0	
Sewer Video Manholes		1		Sewer Root Cutting Service		0	
				Water Right of Way Clearing Footage		500'	
Water Turn Ons and Offs		37					
# Of Hydrants Flushed		0					
<b>Other Utilities Distribution and Collection Activities &amp; CIP Projects:</b>							
Completed boring and service taps and connections for Joe Beans							
Sewer line at Graham packing was inspected and has been completed. Awaiting as-builts.							
Completed a repair on meter setter for the Dialysis facility.							

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

### **Facebook & Social Media**

- Page likes increased from 489- 551
- Total page reach for the month – 6,110
- Highest viewed posts: New Employee Spotlights, new Chief of Police announcement, Altavista park improvement plans for FY 19, EMS RFP.
- Town Instagram page has 218 followers.

### **Town Website**

- Updated the listed jobs on the website
- Uploaded the July Regular Agenda & July Work Session Agenda.
- Uploaded June Regular Meeting and Work Session Meeting minutes
- Uploaded Planning Commission July minutes, and August Agenda.
- Updated website “alerts” about water bill due dates and cut off dates.
- Uploaded RFP for EMS building on RFP page & “updates” section.

### **Other Promotions**

- Attended Town Council Regular Meeting and Work Session.

Public Works Monthly Report				
Monthly Staff Report B&G				
Date:			8/1/2018	
TO:			Town Manager	
FROM:			David Garrett	
DEPARTMENT:			Building and Grounds	
MONTH:			July	
# Burials				7
# of Cremations				0
# of Labor Hours for Green Hill Cemetary				69.50
# of Curbside Brush Stops				174
# of Brush Loads				13
# of Curbside Bulk Stops				71
# of Bulk Tonnage				6.42
Solid Waste Total Tonnage				83.50
# of Labor Hours to Maintain Buildings				85.50
# of Labor Hours to Maintain Parks				215.5
# of Acres Mowed				113.01
# of Acreage Mowed by Contractor				8.25
<b>Other Public Works Activities and CIP Projects:</b>				

	<b>Public Works Monthly Report</b>				
	<b>Monthly Staff Report - Streets</b>				
Date:			8/1/2018		
TO:			Town Manager		
FROM:			David Garrett		
DEPARTMENT:			Streets		
MONTH:			July		
# of Lane Miles Mowed by Town					24.71
# of Lane Miles Mowed by Contractor					11.02
# of Litter Bags Collected					15
# of Weed Control Gallons Applied					175
# of Swept Lane Miles					72
# of Weekend Trucks					4
# of Total Tonnage for Weekend Trucks					1.86
# of Labor Hours For Sign, Dead Animal ETC.					428
(Shoulder Work, Drainage, Tree Removal)					
Asphalt Totals:					9.71
Other Streets Activities and CIP Projects:					



	<b>Public Works Monthly Report</b>			
	<b>Monthly Staff Report - Fleet Maintenance</b>			
Date:			8/1/2018	
TO:			Town Manager	
FROM:			David Garrett	
DEPARTMENT:			Fleet Maintenance	
MONTH:			July	
# of State Inspection				0
# of Preventive Maintenance Work Orders				11
# of Emergency Repair Work Orders				18
<b>Other Fleet Maintenance Activities and CIP Projects:</b>				

## Main Street Coordinator July Monthly Report



### Meetings and Conferences

- Met with downtown businesses
- Attended July Town Council and June Work Session & presented to Town Council new AOT executive committee and AOT updates.
- Met with prospect business interested in opening a Dance Studio in location on Main Street.

### Business Updates

- News & Advance covered article on Peace of Pie as “hidden gem”
- Met with downtown businesses & Chamber of Commerce to begin planning fall & Christmas promotional events. “Autumn in Altavista” will be October 6<sup>th</sup>, and the “Holiday Open House” will be November 10<sup>th</sup>.
- Will be collaborating with Chamber & DHCD to bring “Hospitality Training” workshop on Sept. 11<sup>th</sup>.

### AOT

- Held Monthly AOT board meeting
- AOT elected two new board members: Regina Adams from The Standard, and Mallori Teegarden with State Farm.
- Highway 29 Billboard was installed, marketing the downtown area & shops.
- Held Promotions Committee meeting to discuss food truck event planning for September 14<sup>th</sup>.
- Children’s Museum Committee held second meeting on July 26<sup>th</sup> to continue developing a plan for feasibility and possible locations. Third meeting will be held August 2<sup>nd</sup> to begin writing a business plan.
- Continued to finalize quotes and designs for downtown parking signs.
- Began planning Gibley Jog event with Race Coordinator and committee & scarecrow stroll.

# Monthly Report to Council

**Date:** August 14, 2018  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** July 2018 Reporting

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## 1. Zoning/Code Related Matters:

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
16-Jul	34-18	Wendell Pitsenbarger, 1918 Tabby Lane	18x12' 3 season room on back of house
16-Jul	35-18	Robert Hasson 1703 Dale Avenue	16x21' carport in side yard
20-Jul	36-18	Vinta Anand 105 Clarion Rd. Suite M	Great Clips Business- Sign
24-Jul	37-18	Poteat Construction, Danville VA	Renovations 105 Clarion Road, Suite 14N
31-Jul	38-18	Wes Witcher 1208 Franklin Ave	New Church Sign, 1207 Franklin Ave.

- A total of 5 grass notices were sent out in July.
- Staff is working with Mr. Eller to send out final notices for several dumpster locations that are still in violation of the code.

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

## 3. Planning Commission (PC) Related:

- Prepared packet for the August meeting. The agenda included notices for two public hearings and updating a draft ordinance for mobile restaurants and horses.
- A recommendation from the PC was prepared for the August Town Council regular meeting.

## 4. AOT Related

- Nothing noted.

## 5. ACTS Related

- Validated daily ridership and revenue for bus system (July) - see bus report.
- Reimbursements are prepared but will not be submitted until after the audit as a final reimbursement request for operations in the FY2018.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- Staff continues to work with Danville Transit regarding the possibility of ACTS being a connector to their system. The transfer point would be the Hurt Medical Center. The route would not be implemented until sometime in 2019.
- Staff's grant for a Rural Transportation Assistance Program (RTAP) for the purchase of a driver training module for the drivers was approved. This training program, called TAPTCO, is comprised of DVD's and written materials and costs \$6,600. The grant would pay 100% of the cost.
- Staff is preparing the annual drug and alcohol reporting documentation for DRPT.
- Per Council's direction staff has advertised the sale of the surplus bus in the Altavista Journal to registered non-profits.
- Staffed Recreation Committee meeting. Notes are included.
- Attended Managers/Assistants bimonthly luncheon.

- Staffed worked with citizen to try to resolve water issued at 902 Main Street.

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6. **Projects and Administrative Related:**

- Updated GIC.
- Certified June bank statements.
- Staff issued an RFP and scope of services for a new janitorial contract for cleaning Town Hall. It has been advertised in News Advance with proposals due at town hall on August 23 at 2:00 p.m.
- Staff began issuing permits for the upcoming urban archery season set to begin on September 1 through October 5 and January 6, 2019 through March 31, 2019. During this time only antlerless deer may be harvested. Between October 5 and January 5, 2019 archers may take either sex deer but after harvesting a buck must take a doe before harvesting a second buck. DGIF has implemented this in all towns participating in the urban archery program. Six (6) of fifteen (15) permits for hunting on town owned property have been issued to date.

- **Route 43 Streetscape and Utility Project**

- H&P has submitted a Quality Assurance Plan (QAP) plan to VDOT. It has been reviewed by VDOT and sent back to H&P for revisions.
- VDOT is reviewing the final design plans and comments are expected back by August 22<sup>nd</sup>.
- Otter River Resources Board has elected to do an easement with VDOT for the right of way. VDOT continues to work on the details of the agreement.
- A bid package is planned to be completed and ready for advertising in the fall of this year.
- Staff completed and submitted required quarterly project report.
- Staff attended required Civil Rights training at the Lynchburg office.

- **Canoe Launch Site**

- The RTP grant was mailed via FedEx to DCR and delivery confirmation was received prior to the July 19<sup>th</sup> due date.
- **Update from Synthia Waymack with DCR:** ‘Currently we are on track with the timeline outlined on page 7, of the RTP grant application manual and applicants should be notified in September if they are advancing for funding. I anticipate it will be the latter half of September.’

- **Personnel Policy Manual**

- Staff was expecting a final draft back from the Springsted consultant on August 1<sup>st</sup>. It has not been received but is still expected in time for the September town council work session.

- **VDOT Main Street Bridge Replacement**

- The Towns of Altavista and Hurt have approved the street light maintenance agreement with VDOT.
- Update from Brian Casto with VDOT: ‘The project will be advertised in September with a 2 month advertisement. With bids coming in November I don't see the contractor mobilizing until after the holidays at the earliest.’

- **VDOT Smart Scale Applications**

- Staff completed and submitted two applications on the Town's behalf on August 7, 2018.

August 2018						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 First Saturday @ Trade Lot  Band Booster's Classic Car Cruise In @ Trade Lot
5	6 Planning Commission 5:00 PM	7 Purple Heart Day	8	9	10	11
12	13	14 Town Council Regular Meeting 7:00 PM	15	16	17	18 "Score Fore Education" Chamber Golf Tournament
19	20	21	22	23	24 Chamber of Commerce TGIF 6-9:00 PM @ Avoca	25
26	27	28 AEDA Meeting 8:15 AM @ Town Hall  Town Council Work Session 5:00 PM **Begins at the Booker Building	29	30	31	

# September 2018

◀ August

October ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b> First Saturday @ Trade Lot  Band Booster's Classic Car Cruise In @ Trade Lot
<b>2</b>	<b>3</b> Labor Day Town Offices Closed No ACTS Bus	<b>4</b> Planning Commission 5:00 PM	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b> National Grandparent's Day	<b>10</b>	<b>11</b> Town Council Regular Meeting 7:00 PM	<b>12</b>	<b>13</b>	<b>14</b> Broad Street Food Truck Roundup  5:30 pm to 8:00 pm	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> Town Council Work Session 5:00 PM	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						