



AGENDA  
ALTAVISTA TOWN COUNCIL  
Tuesday, December 11, 2018 – 7:00 p.m.

1. Call to Order
2. Invocation/Pledge of Allegiance
3. Approval of the Agenda
4. Recognitions and Presentations
  - a. Passing of Robert “Bob” Carpenter
  - b. Resolutions
    - i. Micki Brumfield and Tanya Overbey
  - c. Police Department
    - i. Introduction of New Police Recruits
    - ii. New APD Patch
  - d. GO Virginia – Floyd Merryman

5. Citizen’s Time (Non-Agenda Items only)

***Comments should not be directed to Public Hearing items.***

***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. Regular Meeting November 13th; Work Session November 27th
  - b. Acceptance of Monthly Finance Reports
  - c. Appointment – Planning Commission (Marvin Clements)
  - d. FY2020 Altavista Community Transit Budget/CIP

7. Public Hearing(s)

- a. SUP18-1105 – Amendment to existing Special Use Permit – Mike Mattox, applicant

8. New Business

9. Unfinished Business

- a. Zoning Ordinance Text Amendment – Mobile Restaurants
- b. English Park Improvements Update

10. Reports and Communications

11. Matters from Council

12. Closed Session

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

13. Adjournment

***Next Scheduled Regular Town Council Meeting: Tuesday, January 8, 2019 @ 7:00 p.m.***

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: 4**  
**December 11, 2018**

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

**Issue:** **Recognitions and Presentations**

**Background:** There are two items on the Recognitions and Presentations portion of the agenda.

- 1) **Passing of Robert “Bob” Carpenter:** Mr. Carpenter passed away on November 28<sup>th</sup>. Bob served on the Altavista Planning Commission for over 50 years, serving the vast majority of those years as Chairman.
- 2) **Resolutions for Service:** At this time Town Council would like to adopt two resolutions recognizing Micki Brumfield and Tanya Overbey for their public service on the Altavista Town Council. Micki served on Town Council from January 2015 – October 2018. Tanya began service in January 2017 and will conclude her term at the end of December 2018.
- 3) **Police Department**
  - a. **Introduction of New Police Recruits:** Chief Merricks would like to introduce three new Police Department employees. They will begin their six month training at the Central Virginia Police Academy in January 2019.
  - b. **New Police Department Patch:** Chief Merricks would like to present the new Police Department patch and recognize Miss Vy Doan, an Altavista Combined School art student, who designed the patch.
- 4) **GO Virginia:** Mr. Floyd Merryman will give a brief presentation in regards to GO Virginia. Vice Mayor Beverley Dalton serves on the GO Virginia Council for Region 2. Region 2 consists of the cities of Covington, Lynchburg, Radford, Roanoke, and Salem; and the counties of Alleghany, Amherst, Appomattox, Bedford, Botetourt, Campbell, Craig, Floyd, Franklin, Giles, Montgomery, Pulaski, and Roanoke. There are nine GO Virginia Regions.

Virginia Tech's Office of Economic Development serves as Region 2's support organization. The support organization provides fiduciary oversight and administrative services to activities related to GO Virginia in Region 2.

Additional information about GO Virginia Region 2 can be found on their website: <https://econdev.vt.edu/index.html>

**Requested Action:** If Need, Per Discussion

**ATTACHMENTS:**

- *Photo of New APD Patch*





**A RESOLUTION OF APPRECIATION  
RECOGNIZING THE SERVICE OF COUNCILWOMAN MICKI BRUMFIELD  
TO THE TOWN OF ALTAVISTA**

**WHEREAS**, Mrs. Michelle “Micki” Brumfield has served on the Altavista Town Council January 2015 – October 2018; and

**WHEREAS**, during Mrs. Brumfield’s term, the Town of Altavista has undergone significant change in many positive ways; and

**WHEREAS**, during Mrs. Brumfield’s term, the Town initiated and completed numerous projects that have and will continue to improve the quality of life for the citizens of Altavista now and in the future; and

**WHEREAS**, after almost 4 years of loyal service to the residents of the Town, Mrs. Brumfield has chosen to retire from civic life; and

**NOW AND THEREFORE BE IT RESOLVED** by the Altavista Town Council of 2018 that the Council hereby honors and praises

**MICHELLE “MICKI” BRUMFIELD**

for her outstanding service to the people of Altavista and the Council wishes to express their high regard, respect and appreciation for her committed dedication to the betterment of the Town of Altavista, Virginia.

**BE IT FURTHER RESOLVED** that as an expression of appreciation a copy of this resolution of commendation be spread among the pages of the minutes of the Altavista Town Council as a permanent record of the contribution of our fellow servant.

Adopted this 11<sup>th</sup> day of December 2018.

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Michael “Mike” Mattox, Mayor



**A RESOLUTION OF APPRECIATION  
RECOGNIZING THE SERVICE OF COUNCILWOMAN MICKI BRUMFIELD  
TO THE TOWN OF ALTAVISTA**

**WHEREAS**, Mrs. Tanya Overbey has served on the Altavista Town Council  
January 2017 – October 2018; and

**WHEREAS**, during Mrs. Overbey's term, the Town of Altavista has undergone significant change in  
many positive ways; and

**WHEREAS**, during Mrs. Overbey's term, the Town initiated and completed numerous projects that  
have and will continue to improve the quality of life for the citizens of Altavista now and in the future; and

**WHEREAS**, after 4 years of loyal service to the residents of the Town, Mrs. Overbey has opted to not  
seek re-election; and

**NOW AND THEREFORE BE IT RESOLVED** by the Altavista Town  
Council of 2018 that the Council hereby honors and praises

**TANYA OVERBEY**

for her outstanding service to the people of Altavista and the Council wishes to express their high  
regard, respect and appreciation for her committed dedication to the betterment of the Town of  
Altavista, Virginia.

**BE IT FURTHER RESOLVED** that as an expression of appreciation a copy of this  
resolution of commendation be spread among the pages of the minutes of the Altavista Town  
Council as a permanent record of the contribution of our fellow servant.

Adopted this 11<sup>th</sup> day of December 2018.

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Michael "Mike" Mattox, Mayor

## **New Altavista Police Department “Shoulder Patch”**





**Town Council Meeting – Item Number: 5**  
**December 11, 2018**

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

**Issue:**                      **Citizen's Time**

**Background:**            Time is provided on the Town Council's agenda for citizens to address Council on items that "are not part of the approved agenda".

Citizens wishing to address 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. Citizens should address Council, as a whole, not as individuals and not address members in the audience.

Council may want to provide direction to staff on any or all items presented by citizens during this time.



**Town Council Meeting – Item Number: 6 a.  
December 11, 2018**

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

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

**Background:** Attached are the minutes for the November 13<sup>th</sup> Town Council Regular Meeting and the November 27<sup>th</sup> Town Council Work Session.

**Requested Action:** Motion(s) to approve the November 13, 2018 Town Council Regular Meeting minutes and the November 27, 2018 Town Council Work Session minutes.

**ATTACHMENTS:**

- *Minutes*

## Regular Council Meeting – November 13, 2018

The regular scheduled Council meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on November 13, 2018 at 7:00 p.m.

1. Mayor Mike Mattox called the regular meeting to order and presided.

Council members

Present:

Mayor Michael Mattox  
Mrs. Beverly Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Mr. John Eller, Town Attorney  
Ms. Emelyn Light, Main Street Coordinator  
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

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

3. Approval of the Agenda

Mayor Mattox requested the agenda be amended by removing item #8/a, the citizen request for a utility bill adjustment, and it be placed on the November work session agenda.

Mayor Mattox stated the agenda amendment was necessary because the citizen with the request was unable to make this meeting.

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

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverly Dalton	Yes
Mayor Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes

4. Recognitions and Presentations

- a. Snowflake Decorations - AOT & Staunton River Garden Club

Mrs. Emelyn Light came forward representing Altavista on Track stating AOT was continuing it's collaboration with the Staunton River Garden Club in placing snowflakes on more light poles in town.

Mrs. Light stated the new snowflakes were going to be installed by the end of November, starting at Broad Street and continuing to the Campbell Avenue section of Main Street.

Mrs. Light also stated AOT plans to continue its partnership with the Garden Club adding snowflakes to additional poles around town in the next few years.

Mayor Mattox asked Council for comments or acceptance of the project.

Council members were all in consensus the snowflake project was a great idea and appreciates AOT's continued efforts to help beautify the Town of Altavista.

## Regular Council Meeting – November 13, 2018

### 5. Citizen's Time

No one came forward to speak on this date.

### 6. Consent Agenda

- a. Approve Council Minutes:  
Regular Meeting October 9<sup>th</sup> and Work Session October 23<sup>rd</sup> of 2018.
- b. Acceptance of Monthly Finance Reports
- c. Appointment – Planning Commission (John Jordan)
- d. Acceptance of FY2018 Financial Report – Audit
- e. Adoption of CY2019 Town Council Meeting Calendar
- f. Adoption of FY2019 Budget/CIP Calendar
- g. Acceptance of English Park Improvements/Firm Selection Recommendation
- h. Approval of Bedford Avenue Tennis Courts Adjustment (Fencing Proposal)

Mayor Mattox asked if there was discussion needed for any of the consent agenda items, if not, he requested a motion from Council to approve the consent agenda as presented.

Mr. Higginbotham, seconded by Mr. George, motioned to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

### 7. Public Hearing

- a. Zoning Ordinance Text Amendments
  1. Mobile Restaurants
  2. Keeping of Horses in Residential Zoned Properties

Mr. Coggsdale gave background to the two scheduled public hearings. He stated Staff had placed the two items on Town Council's August 14, 2018 Agenda and Council opted to take the items under advisement. The items were then placed on Council's August 28, 2018 Work Session Agenda for discussion and directed Staff on changes to the amendment.

Mr. Coggsdale continued by stating at the September 11, 2018 regular meeting, Council reviewed the changes and directed Staff to place the two text ordinance amendments on the October 9, 2018 Council Agenda for their "First Reading" and on October 9<sup>th</sup> Council directed Staff to proceed with scheduling and advertisement of the public hearings for the two amendments on November 13, 2018.

Mayor Mattox opened the public hearing for the first item of discussion, Mobile Restaurants, at 7:06 p.m. and offered citizens the opportunity to come before Council with any questions or concerns regarding the Mobile Restaurant amendments.

Citizen Elizabeth Angelo, 606 Riverview Drive, Altavista, came forward to address Town Council. Ms. Angelo conveyed her concern regarding where food trucks are allowed to park for business. She suggested amending the Mobile Restaurant Ordinance to include restrictions on parking within a certain distance from stop signs and stop lights.

No other citizen came forward regarding the Mobile Restaurant proposed amendments.

Mayor Mattox closed the public hearing for the Mobile Restaurants at 7:08 p.m. and opened the discussion to Council for comments or concerns.

Mrs. Overbey stated she had not previously thought about Ms. Angelo's concern, but is open to Council further discussing an amendment change to cover the issue.



## Regular Council Meeting – November 13, 2018

Mr. Emerson stated he was also in favor of Council amending the Mobile Restaurant Ordinance to relay food truck parking restrictions in order to keep citizens safe within sight distance at stop signs and stop lights.

Mayor Mattox stated he was in favor of adding an amendment to the ordinance to include food truck “set back” parking restrictions for the safety of the Town of Altavista and its citizens.

Mr. Coggsdale stated the ordinance already had restrictions to where the food trucks can and cannot park, but did not specifically address site distance from stop signs and stop lights. He stated if Council elected to amend the ordinance to include such restrictions, he suggested Council defer the approval of the current ordinance amendments until the new amendments could be added.

Mayor Mattox asked Council if there was any objection to deferring the amendment approval.

All Council members were in consensus to defer the ordinance amendment approval to the next regular scheduled Council meeting, December 11, 2018.

Mayor Mattox opened the next public hearing for “the keeping of horses on residential zoned properties” at 7:11 p.m. and asked if there were any comments or concerns from attending citizens.

No citizen came forward with comments regarding the proposed amendments to the ordinance.

Mayor Mattox closed the hearing at 7:12 p.m.

Mrs. Overbey, seconded by Mr. Emerson, motioned to approve the proposed text amendments to the ordinance for the keeping of horses on residential zoned properties.

Motion carried.

Vote:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

### 8. New Business

#### a. Citizen’s Request for Utility Adjustment – Beech Avenue

This item was removed from the November 13, 2018 Council Agenda and placed on the November 23<sup>rd</sup> Work Session Agenda, per Mayor Mattox, because the citizen with the request was unable to make the regular meeting on November 13.

#### b. Planning Commission Recommendation/Setting of Public Hearing for Special Use Permit

Mayor Mattox removed himself from the discussion and any vote thereof, because the item for consideration was in regards to a piece of property owned by Mayor Mattox.

Mayor Mattox at that time turned the meeting over for Vice-Mayor Dalton to preside.

Mr. Coggsdale addressed Council with information regarding the application filed by Mr. Mike Mattox (Mayor Mattox) for an amendment to an existing Special Use Permit for expansion and development of the “mini-storage units” at 2181 Lynch Mill Road.

Mr. Coggsdale informed Council the Altavista Planning Commission held a public hearing to consider this application on November 5, 2018. He continued Staff had properly advertised the hearing, and no opposition was cited.



## Regular Council Meeting – November 13, 2018

Mr. Coggsdale stated the Planning Commission recommends Council approve the request with amendments as follows...

- The new permit to now include the entire 1.86 acres for “mini-storage unit” use.
- The total number of units allowed on the entire property to go from 97 to 158 units.
- Buffering shall be in general accordance with current buffer yard requirements in Section 86-573 and 574. Except that as shown on the site plan, a portion of the evergreen buffer be replaced with Crepe Myrtles for aesthetic purposes.

Mr. Coggsdale stated the request to Council was for authorization of Staff to advertise a public hearing to be set for the December 11th regular Council meeting.

Vice-Mayor Dalton asked Council if there was any comments or concerns regarding Staff advertising a public hearing regarding the special use permit amendment request.

Mr. Higginbotham asked Mr. Coggsdale if the Planning Commission sent notices of the public hearing they conducted to the adjoining residents and property owners in the area.

Mr. Coggsdale stated the Planning Commission did so in accordance with state law.

Mrs. Overbey, seconded by Mr. Emerson, motioned to approve Staff’s request to set a public hearing for Tuesday, December 11, 2028 at the regular scheduled Council meeting in regards to Mr. Mattox’s special use permit amendment request.

Motion carried:

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

### c. Appointment to Town Council (for an Unexpired Term)

Mayor Mattox announced the appointment of Mr. Reginald Bennett to join the Town Council in filling the current empty seat from the unexpired term of Mrs. Micki Brumfield.

Mayor Mattox explained the current term Mr. Bennett would occupy from the expired term would run from November 13<sup>th</sup> until the end of the current year on December 31, 2018.

Mayor Mattox stated Mr. Bennett was chosen for the appointment because he was elected by town citizens in the recent election to occupy a seat on the Altavista Town Council and would start that appointed term on January 1<sup>st</sup> of 2019.

Mayor Mattox congratulated Mr. Bennett, Mr. Wayne Mitchell (also present), and incumbent Mr. George for winning the recent elections. He also thanked Mrs. Betty Gilliam for running in the election and her involvement and contribution as a citizen in the community.

Mayor Mattox asked for a motion to appoint Mr. Bennett to fill the unexpired term.

Mr. George, seconded by Mrs. Dalton, motioned to appoint Mr. Reggie Bennett to fill the unexpired term of Mrs. Brumfield until its expiration on December 31, 2018.

Motion carried

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

Mr. Coggsdale stated he would contact the Campbell County Clerk’s Office to inform them of Mr. Bennett’s appointment so he could be sworn in to office by the next upcoming Council Work Session, November 27<sup>th</sup>.

## Regular Council Meeting – November 13, 2018

### 9. Unfinished Business

#### a. English Park Tree Replacement Follow-up

Mr. Coggsdale stated with the direction of Council, Staff reviewed the Parks and Recreation Master Plan and then sought quotes for the trees needing to be replaced at English Park. He continued by offering Council quotes from three different Nurseries stating the quotes were for twenty-five 15gallon container trees...

##### **New Leaf Farms (Bedford)**

- Willow Oaks \$ 62.25
  - Red Maple \$ 59.50
- Cost of twenty five trees: \$1,487.50 - \$1,556.25  
Do not offer installation

##### **Guthrie Nursery**

- Willow Oaks \$ 85.00
  - Freight \$125.00
  - Guaranteed (1 yr.) \$360.00
- Cost of twenty-five trees: \$2,250, with guarantee \$2,610  
Cost of Installation: \$2,380

##### **Rainfrost Nursery**

- Willow Oaks \$ 132.00
- Cost of twenty-five trees: \$3,300.00  
Cost for Installation: \$2,475

Mr. Coggsdale asked Council to consider the given quotes and offer Staff direction on moving forward with an approved Nursery.

Mrs. Dalton asked how the installation would be handled if Council chose New Leaf Farms, which had the lowest cost for the trees but did not offer installation.

Mr. Coggsdale stated Mr. Garrett's Staff in Altavista Public Works would be installing the trees if Council chose the quote from New Leaf Farms.

Mrs. Dalton stated with Public Works agreeing to install the trees, she would be in favor of choosing the lowest cost quoted which was given by New Leaf Farms.

Mr. George stated he would also be in favor of choosing the New Leaf Farms quote. He asked if the second cost on the New Leaf Farms quote was the "guarantee".

Mr. Coggsdale stated the quote from New Leaf Farms was for trees only and they did not offer a guarantee because they do not install the trees themselves.

Mr. Higginbotham asked why there were two different prices stated under the New Leaf Farms quote.

Mr. Coggsdale stated the two prices were a cost range depending on how many trees from each tree category were chosen within the twenty-five tree purchase.

Mr. George, seconded by Mrs. Dalton, motioned to approve the tree cost quoted from New Leaf Farms in Bedford and the installation by the Altavista Public Works Department.

Motion carried

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

## Regular Council Meeting – November 13, 2018

### b. Main Street Streetlight Follow-up

Mr. Coggsdale reminded Council of a request presented at the October Work Session, stating Staff indicated the owner of Watson & Stone Barber Shop, 1212 Main Street, had inquired about the possibility of the town extending its decorative streetlights along Main Street to include the newly extended sidewalk in front of his business. This area recently had sidewalk installed and the Barber Shop was built later in the year.

Mr. Coggsdale continued stating Council had asked Staff at the October Work Session to check on the cost of extending the lights further down the sidewalk and he presented the quote to Council that Mr. David Garrett, Public Works, had gathered as an estimate of \$22,600 for four lights to complete the project if approved by Council.

Mr. Higginbotham asked if the project was going to be done in this fiscal year or next.

Mayor Mattox stated it was not known to Town Council that a new business would be occupying the location at the area of the request when the budget was being approved for this fiscal year. He continued, however it is a good thing to have a new business come into Altavista and it is the town's and Council's responsibility to assure safety for its new businesses and he felt extending the lights down to the new business would help in doing so.

Mr. Emerson stated he was driving by the 1212 Main Street location at dusk recently and agreed the area was dark and needed to be better lighted. He continued the extending of streetlights would not only be good for safety, but would also help the Watson & Stone business feel more like it was part of the town.

Mr. Emerson asked if it was necessary to use four lights to complete the project or if using only three lights would be sufficient for the small location in question.

Mrs. Dalton stated she agreed with Mr. Higginbotham that Council should always keep in mind the budget and CIP are preset for each fiscal year and therefore some requests have to be considered at later dates, but she also agreed with the Mayor some issues are not always foreseen and should be addressed immediately if the issue is a necessary amenity for a new or existing business.

Mr. Coggsdale addressed the question of how many lights are needed in the location of the request and he offered a map of the area to Council for a visual accessory in determining the quantity of lights Council would like to approve.

Mrs. Overbey asked about an existing light shown on the map and whether the light would stay or if it would be removed if Council approved the requested decorative lights.

Mr. Coggsdale stated Staff could ask Dominion to remove the existing "old" light at Council's request, so not to interfere with the new decorative lights requested.

Mr. Garrett stated the new lights replacing old lights as they go out are brighter than the older ones, so it would not be necessary to keep the old existing light and it would actually take away esthetically from the new light installation.

Mr. Coggsdale stated there was an old light replaced with one of the new bulbs near the Library that Council could see the difference in the brightness from old to new.

Mr. Higginbotham asked Mr. Garrett what his professional opinion was of the situation.

Mr. Garrett stated his suggestion would be to remove the one existing old light and install four of the new brighter decorative lights.

## Regular Council Meeting – November 13, 2018

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the request by Watson & Stone to have the town's decorative light poles installed on the sidewalks that were extended to include the front of his Main Street business; the approval to include the removal of the old light by Dominion Power and the installation by the town of four decorative lights/poles.

Motion carried

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

### 10. Reports and Communications

#### **Town Manager's Report for November 13, 2018**

\*RED indicates updates since last meeting.

#### **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 due on Tuesday, October 9<sup>th</sup>. Staff is working on the layout/design for the trail off of Westwood Drive. The consultant should have a "concept" for the English Park Improvements at the November Work Session.

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

DCR representative has indicated that the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14<sup>th</sup> to begin grant agreement process. DCR has indicated that there has been a slow down at the Federal level and we hope to get the grant process going by early December.

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

This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.).

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

Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project. The signs have been delivered, staff will work on having them installed.

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

Contract has been executed and the project is ready to begin. Ongoing.

#### **Utility Standard Details & Specifications Project**

Peed & Bortz conducted Project Kickoff Meeting. Ongoing.

#### **WWTP Phase 1 Electrical Design**

Peed & Bortz conducted Project Kickoff Meeting. Ongoing.

#### **On-going Items with No New Updates:**

- Staunton River RIFA
- Southern Virginia Multi-modal Park – Utility Review
- Rt. 43 Gateway Project (Streetscape/Utilities)
- VDOT Rt. 29 Bridge Replacement Project Update

## Regular Council Meeting – November 13, 2018

### 11. Matters from Council

Mayor Mattox asked Council if there were any matters, other than presented on the agenda, they would like to discuss and no member came forward with additional items for discussion.

Mayor Mattox informed Council of the current Mayor of Brookneal's recent announcement of her retirement and requested Council to present Mayor Campbell with a letter of appreciation for her good works while in office. He continued stating Mayor Campbell had been an outspoken advocate of small towns in Campbell County and in the state of Virginia.

Mayor Mattox asked, if approved by Council, the letter be given to Mayor Campbell at the Town/County Dinner on Tuesday November 20<sup>th</sup>, 2018.

All Council members were in consensus to present Mayor Phyllis Campbell with an appreciation proclamation letter for her sixteen years of service.

Mayor Mattox also asked for Council to be present thirty minutes earlier of the normally scheduled start time at the next regular Council meeting on December 11<sup>th</sup> for a reception inviting citizens to meet with the newly appointed Council members.

Council members were all in consensus of having a small reception thirty minutes before the December 11<sup>th</sup> regular meeting to allow citizens to meet the newly appointed Council members.

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

Section 2.2-3711 (A) (7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

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

Motion carried.

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

Council went into closed session at 7:40 p.m.

Notice was given that Council was back in regular session at 8:18 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;

Regular Council Meeting – November 13, 2018

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. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional concerns from Council.

The meeting was adjourned at 8:18 p.m.

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

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

Council Work Session - November 27, 2018

The Altavista Town Council’s November Work Session was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on November 27, 2018 at 5:00 p.m.

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

Council members

Present: Mayor Michael Mattox  
Mr. Reginald Bennett  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mrs. Tanya Overbey

Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. Tom Fore, Utilities Director  
Mr. David Garrett, Public Works Director  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

- 2. Agenda Amendments/Approval

Mayor Mattox asked to add another item for discussion to the night’s agenda.  
He stated the item was for a utility bill adjustment requested by a town citizen.

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

Motion carried:

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reginald Bennett	Yes

- 3. Public Comments—Agenda Items Only

No one came forward with comments on this date.

- 4. Introductions and Special Presentations

No introductions or presentations on this date.

- 5. FY2020 Budget – Public Input Opportunity

Mrs. Betty Gilliam, 1707 Dale Avenue, Altavista, addressed Council with a suggestion for the town of Altavista to develop a “planned community” for on seniors wanting to retire in a smaller home and also young couples that may not want to start out with a large home and the mortgage that goes with it. She stated the development should offer basic housing ranging in cost from \$115,000 to \$150,000 and also have a social building within the development for the citizens living there to get together with each other and also be able to invite their family and friends to come visit.

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Mrs. Gilliam referenced a senior development, Lake Walk, located closer to Lynchburg on Rt. 29 that is similar to what she is suggesting. She stated all of the 92 houses in that development are always occupied and sell quickly when a vacancy opens up. She continued stating the citizens of the community pay a maintenance fee to cover the cost of lawn care and trash pickup.

Mrs. Gilliam stated it was her opinion the Town of Altavista and its citizens would both benefit from a planned community of this type.

Mrs. Gilliam also suggested to Council the town invest in a community center for entertainment such as theater, special shows, exhibits, etc.

Mrs. Gilliam concluded her suggestions with a request to add park benches to the Riverfront Park trail. She stated she recently walked the path herself and enjoyed the experience, but her friend walks with the assistance of a cane so she cannot walk the entire path without stopping and stated it would be beneficial to have additional seating at the beginning and end of the path for people to rest if they needed to.

Mrs. Gilliam asked for a list of the businesses operating in the town of Altavista.

Mr. Coggsdale stated he would have staff contact her with that information.

Mrs. Gilliam conveyed her appreciation to Council for its continued effort to make the town of Altavista a nice place to live for its citizens and also thanked Council for their time and consideration.

### 6. Items for Discussion

#### a. Citizen request for a utility bill adjustment

Ms. Lee Ann Head, 2216 Beech Avenue, Altavista, addressed Council with a request for a utility bill adjustment.

Ms. Head stated her water bill is normally around \$45, but her last bill was approximately \$1,000 because of a water leak in her irrigation system.

Ms. Head stated a member of town staff called her regarding a high meter reading at her property letting her know she had an issue. She stated she had the leak fixed that same day, September 24, 2018, by Central VA Irrigation.

Mrs. Head continued she requested the bill adjustment on October 16, but she became sick and went into the hospital for eight days and was unaware someone from the town office was trying to reach her regarding the adjustment request.

Mrs. Dalton asked what the town's utility policy stated regarding such issues.

Mr. Coggsdale stated the current policy does not apply to leaks in an irrigation system, so staff does not have the authority to consider such a request and therefore an adjustment request for this type of issue would have to go before Council for consideration.

Mr. Coggsdale stated Ms. Head's request had been denied by staff due to the issue being with her irrigation system which is not allowed in the current utility policy. He continued stating a member of staff tried to contact Ms. Head on three different occasions and a reminder letter of the outstanding balance was also sent to her home address, but no response was received so her water service was disconnected on Monday, November 6<sup>th</sup>.



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Mr. Coggsdale stated Ms. Head contacted the town office on November 7<sup>th</sup> and at that time was informed her water bill adjustment request was denied because of the issue being in her irrigation system which is not covered for adjustments, but she could go before Council to request an adjustment.

Mayor Mattox asked Council if they had any questions for Ms. Head.

Mr. Higginbotham asked if the water bill with the leak issue was in her name or her father's name, which shows as the owner of the property in town records.

Ms. Head answered the water bill is still in her father's name. She stated her father passed away and she is in the process of getting his bills put into her name.

Mrs. Dalton asked Ms. Head if she resides at the Beech Avenue property, to which Ms. Head answered yes she does.

Mrs. Dalton then asked, with Ms. Head living at the residence, why the leak went on so long as to arrive at a \$1000 water bill.

Ms. Head stated it took two hours to find the leak because it was so small in size. She also stated the location of the leak was in an area of the backyard that no one usually goes to, so she was unaware of it until she was contacted by the town.

Mrs. Dalton also asked what date the leak was found and fixed and also the date of the adjustment request, because the policy states a citizen has 14 days from the time a leak is found to request an adjustment in writing at the town office.

Ms. Head stated she was unaware of the 14 day rule. She stated the leak was fixed on September 24 and she filed her request at the town office on October 16.

Mrs. Shelton stated Ms. Head's utility bill was an "off-cycle" bill and was force billed on the twentieth of September.

Mr. George asked what an off-cycle bill was.

Mrs. Shelton answered it's when meters are read and high consumption is found, the account is flagged to be investigated. She continued the bill is put in a mail batch by itself giving staff time to investigate the high consumption reading and inform the citizen of the situation so the issue can be fixed in a timely manner.

Mr. George stated there was a similar situation on Lynch Road brought before Council to where they approved the adjustment request by the citizen.

Mr. Tom Fore, Utilities Director, stated the issue at Lynch Road was in the main supply line to the citizen's property which is covered under town policy. He continued the reason the current issue was before Council was because the issue is in the citizen's irrigation system, which is not covered under the town policy.

Mr. Coggsdale offered Council information regarding the citizen's previous water bills. He stated the property shows higher usage three out of the four quarters of the year, which would be when the irrigation is being used. He continued stating the last quarter showed a usage of 28,670, which is normal for the months the irrigation system is being used, and the current quarter's usage with the issue in question showed usage of 208,680, which is five times the normal usage.

Mayor Mattox asked what the normal policy would be if the request is approved.

Mrs. Shelton stated the historic average of a utility bill is taken into consideration along with the citizen's payment history. She stated the sewer part of the utility bill is adjusted one hundred percent above the historic average.

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She continued the water part of the bill is adjusted seventy-five percent of the historic average leaving the citizen responsible for the other twenty-five percent, which in Ms. Head's case would be \$374.72, with the adjustment of \$669.75.

Mrs. Dalton stated the difficulty Council has in making a decision regarding a request of this type is the town policy does not cover a leak issue when a citizen chooses to use an irrigation system on their property, but she assured Ms. Head that Council always takes every aspect of the request into consideration.

Mr. Fore stated with the amount of rain Altavista and surrounding areas have sustained recently, it would be easy for a small leak located in a homeowner's backyard to go undetected. He continued stating Ms. Head did have the leak fixed the same day she was informed of it and stated, if asked by Council, he would give his recommendation of an approval for the adjustment requested by Ms. Head based on the recent weather.

Mr. Bennett asked if any similar situation regarding a leak not in the main line had ever come before Council for an adjustment.

Mayor Mattox answered yes there had been other issues not covered by the current utility policy brought to Council for adjustment consideration and Council is required to look at each request individually for its determination.

Mr. Emerson stated he had taken into consideration the comments given by Mr. Fore regarding the recent weather conditions and he would be in favor of approving the adjustment request by Ms. Head.

Mrs. Dalton stated she would also be in favor of approving the request using the current policy guidelines and refunding Ms. Head the sum of \$669.75.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the utility bill adjustment requested by Ms. Lee Ann Head of 2216 Beech Avenue in Altavista by using the town's current utility policy guidelines.

Motion carried.

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverly Dalton	Yes
Mayor Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mr. Reginald Bennett	Yes

### b. English Park Improvements Update – Southern Playgrounds

Mr. Scott DuBois, Southern Playground Crew Leader in charge of the English Park playground improvement design and construction, shared with Council a presentation including picture likenesses to offer them a visual concept of what the playground area could look like in its completion and also a budget analyses which would depend on Council's choices in the park's overall design, including whether a water recycle system would be used with the proposed water feature.

Mr. DuBois stated, at this point in the design process, he would like to have Council's input on the proposed design and budget options and also direction from Council on how to move forward.

Mr. DuBois stated there were three main components of the Park he would show Council and ask for their input and direction on: (1) the splash pad area's size and its components and the location of the pump station to operate the water feature, (2) the shaded area proposed for the center of the playground with shade structures and benches, and (3) the playground area and its play equipment.

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Mr. DuBois gave reference to each picture stating where the new playground equipment would be placed, landscaping choices that are possible, likenesses of the splash pad water features available, and a building location option that would house the splash pad water pump system and also a recycled water filtration system if Council chose the option.

Mr. Higginbotham asked if the splash pad area and the perimeter surrounding the splash pad would all be concrete.

Mr. DuBois stated the entire splash pad area is concrete so water could fall back into the designed drain system and the perimeter of the splash pad would consist of both concrete and a turf area.

Mr. Higginbotham referenced a similar splash pad park in a nearby town that had issues with the surrounding perimeter staying wet and sometimes muddy. He stated it is not Council's intent to have the same issue and would like Southern Playground to implement a solution in Altavista's proposed plan.

Mr. DuBois assured Council there is already money appropriated in the current proposed budget to make sure all aspects of their concerns and requests are implemented in the design.

Mr. Higginbotham also asked Mr. Dubois why the splash pad area in the current proposed design is larger than the one in the original plan.

Mr. DuBois answered the size of the splash pad area was increased based on the community size and an estimated possibility of children to use the feature.

Mr. DuBois continued his presentation on the splash pad area of the playground stating the water equipment would come from a manufacturer in Canada, Vortex, and the design would include different sized water features in designated areas for toddlers, middle aged children, and teens. He stated the sectioned design would allow all age groups of children to enjoy the splash pad area at the same time and separating the age groups would encourage a safer play area.

Mr. DuBois also stated the splash pad design would be handicap accessible allowing all children and citizens the ability to enjoy the park's water feature.

Mr. DuBois informed Council there were large water feature options available where the space could be offered to a business for advertisement with a donation, which would create revenue for the town. He also stated all of the water features could be painted any color if a theme is desired.

Mr. George asked Mr. DuBois what an average donation would be for an advertisement on one of the water features, to which he answered the amount charged would be up to Council. He stated he could offer Council a break down of cost for each piece of water equipment for such use.

Mr. DuBois moved forward and presented Council with pictures of the playground area in the proposed design. He stated the playground area would also be divided into specific age appropriate zones with different sized play equipment in each area, showing pictures of slides and climbing equipment. He continued stating the swing area would offer toddler swings, regular swings, and also handicap accessible swings.

Mr. DuBois stated the dirt from digging out the splash pad area would be reused to create a hillside play area adjoining the playground. He stated the hillside would be a visual attraction with distinctive landscape and also an additional play area with the possible option of using slides on the hillside.

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Mrs. Dalton asked what type of ground cover would be used for the playground.

Mr. DuBois stated the ground cover in the proposed design would be a certified safe and handicap accessible playground mulch.

Mr. George asked if a shredded rubber mulch product could be used for safety.

Mr. DuBois stated the rubber products are comparable in safety to the natural wood mulch, but would be more costly to the town's playground design.

Mr. DuBois moved on to the third item in his presentation, a shaded area proposed for the center of the playground design, and offered Council information regarding the shade structure for the area.

Mr. DuBois stated the shade area was proposed for the center of the playground, located between the play equipment and the splash pad area, for parents and children to have a rest area no matter which area they were playing in and also for parents with multiple children to have a better view of all the play areas.

Mr. Emerson asked if the shade structure in the picture would be the same one used in the proposed design for Altavista, to which Mr. DuBois stated yes.

Mr. Higginbotham asked what the shade structure's cover would be made of.

Mr. DuBois stated the shade structure would be thirty-two feet in length, with a twelve foot projection of shade coverage. He also stated the shade cover was waterproof, and could withstand up to one hundred and ten mile an hour winds, but the cover would need to be taken down in the winter months to keep it from bending the structure from snow fall.

Mr. DuBois stated the design plan includes having benches underneath the shade structure, either with backs or without or both depending on Council's decision.

Mr. DuBois concluded his presentation with budget options for the proposed playground design. He stated the first option, \$957,000, would be for the entire project from the design to its completion with Southern Playground supplying the playground equipment and splash pad components. He continued stating the second option, \$888,000, would be Southern Playground designing and constructing the playground renovation, but the town using outside contracts to purchase the playground equipment and splash pad components, which could save the town a significant amount of money.

Mr. DuBois stated the last option, \$717,000, would be the same design plan, but without the recycled water filtration system if Council decided to use a "water-to-waste" option for water flow in the splash pad area.

Mr. George asked if the water filtration system would be added to the existing building housing restrooms.

Mr. DuBois answered the current proposal was to use the existing building for an addition because it already has the plumbing available to tap in to, but Council could choose to locate the filtration system anywhere near the splash pad area.

Mr. Bennett asked how much water would be used if the water-to-waste option was chosen.

Mr. DuBois stated for the size of the proposed splash pad area the water usage would be approximately 350 gallons per minute, but the water features would not run continuously, only when activated by a child/user. He continued the water components are usually in operation approximately 70% of the time the water area would be open, which normally is 10am until 8pm.

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Mr. Bennett asked what the most cost efficient option would be between the two in Altavista's proposed design.

Mr. Coggsdale reminded Council the upfront cost difference is \$120,000.

Mayor Mattox asked Mr. DuBois what his recommendation would be between the two options when considering Altavista's proposed design plan.

Mr. DuBois answered the decision would be up to Council, but offered his thoughts how he would look at the overall projected use by the community; the town's ability to have staff maintain the facility if the filtration system was chosen, and if not, the estimated cost possible in future water waste.

Mr. Higginbotham asked how many gallons per day would the splash pad use and waste if Council chose the waste-to-water option.

Mr. Tom Fore, Utilities Director, answered using the equation by Mr. DuBois of 350 gallons per minute and 70% time of usage per day, an estimated possible water loss would be 150,000-170,000 gallons per day in an 8hr day of operation.

Mr. Emerson asked what months a splash area would typically be in operation, to which Mr. DuBois answered Memorial Day through Labor Day.

Mr. Bennett asked would there be any water lost in using a filtration system.

Mr. DuBois stated there would be some water lost when children enter and exit the water area. He referenced a recently opened water facility in a nearby community with the same filtration system proposed in Altavista's plan that lost approximately 20,000 gallons last summer.

Mr. George asked how large the water holding tank was in the filtration system, to which Mr. DuBois answered the holding tank would be 3,000 gallons.

Mrs. Dalton stated she would be more in favor of spending an amount of money upfront to add the filtration system to recycle the water used than to try and estimate a cost for future water loss without the system. She continued the water estimated to be lost in a day's operation would be better used by town industry.

Mr. Higginbotham asked which water feature in the splash pad design would have the most water consumption, to which Mr. DuBois answered the big bucket.

Mr. Fore offered Council information regarding the water already being used by town's industry in peak summer months. He stated the water plant was rated for a daily capacity use of 3 million gallons of water per day and at peak demands in the summer was already 2.5 million gallons per day. He continued if an additional 170,000 gallons of water per day were added to the equation, it would increase the daily demand to approximately 2.7 million gallons.

Mr. Higginbotham asked if storm water could be used to run the splash pad area.

Mr. Fore answered storm water could not be used with the waste-to-water option because, by law, any water being used in a consumer environment has to be regulated, therefore water would come from the town's water plant.

Mr. George asked if there is a water temperature difference with each option.

Mr. DuBois stated water from the town would be colder than water from a filtration system because it is continuously circulating therefore warmer.

Mr. Higginbotham asked what the value of 170,000 gallons of water would be, which was the estimated number of gallons used per day using the water-to-waste option, to which Mr. Fore answered \$407.

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Mr. Coggsdale stated the \$407 would be the revenue potential for that amount.

Mr. Bennett asked what the cost would be for a three month supply of chemicals if Council chose the water recycling filtration system.

Mr. DuBois stated for a three month time period the town could use up to 200 gallons of chlorine and 50 gallons of muriatic acid, costing approximately \$2000.

Mr. Coggsdale stated when considering the filtration option, the chemical usage is one part of the cost equation. He continued the cost for staff maintaining the facility would also need to be taken into consideration.

Mr. Fore asked how many times a day would the filtration system need maintenance.

Mr. DuBois stated the proposed filtration system has a chemical control monitoring system continuously reading the water chemistry, and the town could choose to run the system through the internet and have the readings sent direct to the water plant for observation 24 hours a day. He stated the system is designed to give alerts when the water chemistry is off balance.

Mr. DuBois continued there was also the task of keeping an eye on and cleaning the filtration system's pumps and baskets from daily debris so the system continues to operate properly.

Mrs. Dalton stated with Mr. DuBois needing feedback from Council on how to move forward, she would like to have staff continue to investigate how the cost of both options would affect the town and the budget.

Mrs. Dalton shared her current favor being for the recycled water filtration system install so the water capacity needed to operate the splash pad area would stay off the water plant so the play facility would not be consuming the water that otherwise could be used for town usage and revenue. She stated she would be open to changing her view if given information favoring the waste-to-water plan.

Mrs. Dalton continued stating her observation of the current proposed splash pad design was the area looked to be too chaotic and not space conscience of its users.

Mr. Coggsdale shared he observed a similar water facility at nearby Occoneechee State Park and stated even though the design looked to have a lot going on, it would hold a numerous amount of children and would seem smaller if seen in use.

Mayor Mattox asked if Council had any other questions or concerns regarding the proposed playground renovation design.

Mrs. Overbey stated her current favor was for the filtration system install, but would also be open to more information regarding both options with or without.

Mrs. Overbey asked Mr. DuBois for a cost of each individual component in the splash pad area of the playground. She stated it would be helpful to Council for budget consideration options.

Mrs. Overbey stated she approved of the playgrounds proposed design and its equipment and was especially in favor of the artificial climbing trees. She also stated she liked the concept used in the design of different play areas for different age groups of children.

Mr. Emerson stated he liked the overall playground renovation design and especially liked the slides being placed on the hillside beside the playground area because it utilized an otherwise empty space into an additional play area. He also stated he looked forward to seeing the plan in its completion and would like to push for a completion date by June of 2019 in time for an unveiling at Altavista's annual Uncle Billy's Day Festival.

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Mr. Emerson stated he liked the multiple water components being offered for the splash pad area because concrete on a 95 degree summer day would need a water feature everywhere you could possibly place one.

Mrs. Dalton asked if there was another water featured playground with the same design within a 50 mile radius of Altavista, to which Mr. DuBois answered only Charlottesville at 90 miles away and Clarksville at approximately 60 miles away. Mrs. Dalton asked, with the size and configuration of the splash pad in the current design, how many children could possibly use the splash safely at the same time.

Mr. DuBois stated the number of children possible would depend on the types of water components used in the design. He stated some water features can only be used by one child, while others up to three or four children at any given time.

Mr. DuBois continued stating an approximate number could be estimated by using the equation of one child per twenty-five square foot and with the size of the splash pad in Altavista's proposed design being six thousand square feet, the number of children possible would be approximately two hundred and forty.

Mr. Higginbotham asked for more information regarding the splash pad feature's water consumption. He also stated his interest in knowing the cost for the splash pad's individual play components.

Mr. George stated he liked the entire playground renovation proposed design plan and he looked forward to seeing it in its completion.

Mr. George asked was a security camera system in the proposed plan, if not, he suggested the consideration to adding one for child and community safety. He asked Mr. DuBois if he could have a cost option for a security system for Council to consider at the next meeting he attends to which Mr. DuBois answered yes.

Mr. Bennett stated he agreed with Mr. George a security system would be an asset for the town to monitor the park's activity and help in keeping its citizens safe.

Mr. Bennett referenced a nearby town where the Mayor made a video showcasing the town's increased activity, not only in the parks, but also in the local businesses since the town upgraded their community parks. He continued stating it would be his hope of the same outcome for Altavista when the proposed plan is completed.

Mayor Mattox stated it was Council's intent, when considering options for the park's renovation, to have a wow factor in the park that the community would be proud of and would also attract more outside visitors to the town.

Mr. Coggsdale asked Council if they had a number other than the options Mr. DuBois offered in the proposed budget, they would be more comfortable with. He continued it would be easier for Mr. DuBois to have a set number to work with rather than Council deciding on individual components of the plan.

Mr. Coggsdale continued the maintenance and annual recurring cost were only to be considered for cost in future budgets and would depend on which upfront option they chose concerning the filtration system.

Mr. Coggsdale stated the budget options Mr. DuBois offered Council were for Southern Playground to design and construct the playground renovation.

Mr. Higginbotham asked if the \$40,000 landscaping could be outsourced at a lower cost in order to help lower the overall budget.

Mr. DuBois stated the budget could be lowered if the town decided to complete some of the landscaping and/or building the filtration house themselves.

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Mayor Mattox shared his concerns with Council trying to pick and choose which part of the plan to keep or remove in order to lower the renovation cost. He stated his favor of Council agreeing to a set cost and letting the experts, Southern Playground, continue with the design and construction within the cost boundary.

Mr. George agreed it would be better to let Southern Playground design a plan within the town's budget since they have sixteen years of experience in doing so.

Mrs. Dalton asked staff to investigate if town would need to restructure the liability insurance covering the addition of the new components in the park renovation, to which Mr. Coggsdale stated they would.

Mrs. Dalton asked Mr. DuBois to offer Council suggestions where components could be removed or changed staying within the desired budget, but not take away from the overall wow factor of the new playground Council is looking for.

Mr. DuBois stated if Council could give him a desired budget to be considerate of, he would revise the design plan to the budget requested.

Mr. George asked if there would be any areas in the current proposed plan for different options to be available in lowering the budget.

Mr. DuBois stated there were areas in the plan possible for the town to assist or complete, such as the landscape grading and constructing the building for the filtration system to be housed. He continued the more the town could contribute to the renovation's construction, the lower the overall budget would be.

Mr. Coggsdale stated, with the desired timeframe already in mind by Council for the completion of the playground, the more time taken to complete the design aspect of the plan the further out the playground's completion date would be.

Mrs. Dalton stated it would be helpful in the final decision to have the cost list of the individual splash pad components.

Mr. Bennett asked was the featured company in the design of the splash pad components, Vortex, the only local company that could be used, to which Mr. DuBois answered Vortex is not the only option, but is by far the best for the playground design plan proposed for Altavista.

Mr. Coggsdale asked Mr. DuBois what the ideal timeframe would be for him to have the design plan approved by Council.

Mr. DuBois stated ideally as soon as possible in order to move forward with the project and stay within the desired completion date requested.

Mayor Mattox asked Mr. DuBois would it be possible for him to return in two weeks for the December Regular Council Meeting with answers to the questions and concerns asked by Council to be addressed, or would he need more time.

Mr. DuBois stated he would be able to attend the meeting in December and would have all the information with him requested by Council.

### c. BGF Environmental Item

Mr. Coggsdale shared the reason a presentation was being brought before Council was because BGF had previously expressed an interest in exploring options related to remediation of an environmental issue involving storm water from their plant on Amherst Avenue.



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Mr. Coggsdale stated town staff members had periodically met with BGF representative, Mr. Greg Slominski, to stay informed on their thoughts and progress and felt it was a good time in the process for BGF to brief Council on their proposed concept. He stated staff had only granted BGF permission to “explore” their options, some of which would utilize town-owned property, but at this point in the process needed input from Council on how to move forward.

Mr. Slominski gave a Power Point presentation highlighting three main topics; How We Got Here, Where We Go from Here, and Action Phase 2019 & 2020. He started by showing Council pictures of the particular piece of town property BGF would use in their plan if approved.

Mr. Slominski stated they were working on an improvement plan of how the storm water discarded by the BGF facility could be better regulated, which is mandated by the EPA (environmental protection agency) because of chemicals that could possibly get into the water.

Mr. Slominski stated the chemicals, or PCBs (polychlorinated biphenyl), were widely used in similar facilities and are harmless in small amounts, but still have to be regulated to keep large amounts from getting into the river at one time.

Mr. Slominski stated the current plan draft would cost BGF millions of dollars, but would achieve approximately 94% of the desired end result of the improvement plan. He continued stating if Council allowed BGF to utilize the town owned property with a wetland installation it would extend their efforts and possibly reach a 98% end result from the improvement plan.

Mr. Slominski stated the proposed wetland area would be an asset to the town by offering the site to its citizens as a scenic area to enjoy with sidewalks and possibly bridges. Town could even choose to connect the area to the nearby riverfront English Park.

Mr. Slominski stated by combining BGF’s efforts with the town’s assistance would give everyone involved the best possible end result.

Mr. Slominski concluded his presentation by asking what Council thought of the proposed wet land area and asked for direction on moving forward. He continued BGF was not likely to spend the extra money involved in investigating the possibility of using a wetland system unless Council was interested in allowing the wet land area to be installed on their property.

Mayor Mattox asked Mr. Slominski what was needed from Council at this time.

Mr. Slominski stated BGF only needed a direction from Council whether they would be interested in allowing BGF to use the town property and then move forward with investigating the use of a wetland for environmental purposes.

Council members were all in consensus to allow BGF to move forward.

### d. Transit Budget Review

Mr. Coggsdale stated staff would be briefing Council on the proposed FY2020 budget for the Altavista Community Transit System (ACTS) and asked Council to give input on any desired modifications to the budget.

Mr. Coggsdale stated the DPRT (Virginia Department of Public Rail and Transportation) funds a majority of the operation cost for the transit system and the application for that grant is due by the end of January, so staff is asking Council to review the budget early and allow it to be placed on the December consent agenda for approval and be ready in time to submit the grant application.

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Mrs. Shelton shared with Council the funds obtained to operate the transit system come 50% from Federal funds, 15% from State funds, and the remaining 35% were local responsibility.

Mrs. Dalton asked what the town's total cost responsibility would be after all aspects of the budget are finalized and all grants are received.

Mrs. Shelton stated the local share equates to \$35,210 of the proposed budget total of \$105,600. Annual fare box revenue is estimated at \$5,000 which is deducted from the total budget (\$105,600) for grant purposes. She continued \$77,000 is also included for Capital Improvements and the local share for CIP is budgeted at 20% which equals \$15,400. The total local funds being requested, based on the draft budget would be \$50,610 with the remaining \$131,990 coming from grant funding and passenger revenues.

Mr. Higginbotham asked why the medical insurance part of the budget had increased so much.

Mr. Coggsdale stated the last budget was lower in that category because the staff member previously overseeing the transit system already had medical insurance outside of their town position. He continued the addition of medical insurance to the proposed FY2020 budget would cover the position in the case the person does not already have medical insurance elsewhere.

Mr. Bennett stated he recently took an opportunity to ride Altavista's transit system. He shared positive comments from the passengers also riding the bus the same day, stating all shared their thankfulness for Altavista offering its citizens a public bus system because they would not otherwise have transportation.

Mayor asked if Council had any further questions for staff regarding the proposed budget or if they were ready to allow staff to move forward.

Council members were all in consensus to allow staff to place the proposed FY2020 transit budget on the December meeting consent agenda for approval.

### e. Opioid Crisis Discussion

Mr. Coggsdale informed Council of a law firm, Sanford Heisler Sharp, pursuing a public interest recovery lawsuit as a "Proposed Opioid Epidemic Cost Recovery Action". He asked Council to look over the information provided to them regarding the lawsuit and offer staff direction as to whether Council had any interest at this time for Altavista to participate in the legal action.

Mr. Coggsdale stated he recently talked with Mr. Frank Rogers, Campbell County Board of Supervisors, and Mr. Rogers stated Campbell County had the same subject on their December consent agenda for consideration.

Mr. Coggsdale stated he would follow up with Campbell County to keep Council informed of how the surrounding communities are addressing the issue.

Mayor Mattox asked Police Chief Merricks what the APD was seeing in the field regarding the opioid crisis and asked for the Chief's thoughts on a direction Altavista should consider in the matter.

Chief Merricks stated, even though Altavista had not seen a large amount of cases on the issue, he felt the opioid crisis is definitely worth the town's time looking into the subject and possible ways the town can help its citizens in case of possible future opioid emergencies.

Chief Merricks shared when recently on duty with other officers, they came in contact with a citizen with opioid substance abuse, so he is aware of the issue in the local area. He continued even though it is not currently a large issue, it had the potential of becoming a larger issue in the future.

## Council Work Session - November 27, 2018

Chief Merricks stated the APD is currently looking into being trained with Narcan, a nasal spray used to help in emergency cases of opioid abuse, so the department would be ready in case a situation of such nature would occur.

Mayor Mattox if there were any meetings in the local area staff or Chief could attend to gather additional information regarding the opioid crisis.

Chief Merricks stated there was an upcoming meeting scheduled in Richmond he would be attending concerning the recent increase in opioid abuse cases in the surrounding areas. He stated he hoped to learn more on the subject and would report back to staff and Council with information he collected at the meeting.

Mrs. Dalton asked if Campbell County participated in the lawsuit would Altavista be obligated to participate as well.

Mr. Coggsdale stated the two governments are considered separate and Altavista would not have to participate in the lawsuit if they chose not to.

Mr. Emerson stated there are currently opioid overdose cases in the county at least once a week, so the Campbell County Police Department were also getting Narcan as a tool in helping them be better prepared for overdose emergencies.

Mr. George stated he recently talked with a YMCA employee that stated all local YMCA facilities were starting to carry overdose emergency kits as a precaution.

Mayor Mattox asked Council if they would consider allowing Chief Merricks and Town Manager Coggsdale to gather more information and make the decision whether or not to participate in the opioid crisis recovery lawsuit.

Mrs. Overbey shared her concerns with Council moving forward too quickly without more investigation. She stated the terms of participating in the recovery action lawsuit state all parties involved would be responsible for any legal fees accrued if no monetary recovery was achieved.

Mr. Higginbotham agreed with Mrs. Overbey and stated Altavista would not have as much recovery needed as bigger companies in the lawsuit would, so the effort could cost the town more in legal fees by participating if money is not recovered in the lawsuit. He stated he would rather the town be proactive with training and purchasing any other tools needed by its officers for overdose emergencies.

Mrs. Dalton stated the town would always have the option to join the lawsuit in the future if they felt it necessary to do so.

Council members were all in consensus not to participate in the proposed opioid abuse epidemic recovery action lawsuit.

Mayor Mattox stated his appreciation to Chief Merricks for already being proactive regarding the opioid abuse epidemic seemingly increasing in the community and surrounding areas by actively seeking training opportunities and the APD purchasing the Narcan product for use in an opioid emergency.

### f. Utility Payment Method Update

Mrs. Tobie Shelton, Town Finance Director, addressed Council with details regarding a new bill paying option for town customers. She stated in a continuing effort to provide customers with the most efficient services possible, the town is now offering its citizens an automatic payment processing option for paying their utility bills.

## Council Work Session - November 27, 2018

Mrs. Shelton stated staff recently researched options for the ability to offer town customers another payment option. She stated staff worked with First National Bank of Altavista and Central Square, the vendor for software already used by staff, with the result being an auto-pay option for utility bills. She continued the option is currently only available for utility bills.

Mrs. Shelton stated customers would still receive their water bill cards in the mail, but for the customers choosing to participate in the auto-pay option, the amount due would be deducted from their banking account five days after the bill date.

Mrs. Shelton stated staff would like to deliver a flyer explaining the bill pay option and an application form when town calendars are delivered this year.

Mr. Bennett asked would there be a fee for customers choosing auto-pay.

Mrs. Shelton stated there was a small cost to the town for the service, but the auto-pay option would be free to customers choosing the option.

Mr. Bennett suggested staff include the option is free on the flyer being handed out to citizens.

### 7. Public Comment – Non-Agenda Items

Mrs. Gilliam stated she only had a comment for Council's consideration. She stated in regards to listening the opioid abuse conversation, she would like Council to investigate whether the local businesses in Altavista are having trouble hiring applicants because of failing their drug test.

### 8. Adjournment

Mayor Mattox asked if there were any additional concerns from Council.

No one came forward with additional concerns, questions, or requests.

Mayor Mattox reminded Council to be at the December regular council meeting early at 6:30 p.m. He stated there would be a small reception for Council members leaving this year and new Council members starting their term in January 2019.

The meeting was adjourned at 7:15 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



**Town Council Meeting – Item Number: 6 b.  
December 11, 2018**

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

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

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

**Requested Action:**   Motion to Accept the reports as presented.

**ATTACHMENTS:**

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

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 05/2019  
FROM: 11/01/2018 TO: 11/30/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
38079	128	ADAMS CONSTRUCTION CO	11/02/2018	238.83
38080	84	ALTAVISTA JOURNAL	11/02/2018	1,593.19
38081	103	BEACON CREDIT UNION	11/02/2018	280.00
38082	9999997	BOMBA, JOSEPH & DANA	11/02/2018	34.10
38083	4	BOXLEY AGGREGATES	11/02/2018	2,049.29
38084	12	BRENNTAG MID-SOUTH INC	11/02/2018	2,165.88
38085	9999997	BROOKS, LYNN	11/02/2018	34.10
38086	427	CENTURYLINK	11/02/2018	1,078.50
38087	9999998	CLIMBING HIGHER MINISTRIES	11/02/2018	150.00
38088	9999997	COLES, EBONY	11/02/2018	71.84
38089	28	COLUMBIA GAS	11/02/2018	239.17
38090	71	CONSOLIDATED COMMUNICATIONS	11/02/2018	363.67
38091	1	DAYS INN	11/02/2018	79.75
38092	9999997	EAGLE FEATHER PROPERTIES, LLC	11/02/2018	34.10
38093	9999997	FARMER, DANIELLE MARIE	11/02/2018	109.10
38094	41	FISHER SCIENTIFIC	11/02/2018	908.28
38095	52	HACH COMPANY	11/02/2018	768.98
38096	332	HURT & PROFFITT INC	11/02/2018	1,400.00
38097	57	ICMA RETIREMENT TRUST-457 #304	11/02/2018	270.00
38098	566	INTEGRATED TECHNOLOGY GROUP IN	11/02/2018	2,903.15
38099	823	JS HAREN COMPANY	11/02/2018	17,385.00
38100	1	JUSTIN WYATT	11/02/2018	430.60
38101	533	LYNN KIRBY	11/02/2018	125.00
38102	411	MANPOWER	11/02/2018	813.50
38103	1	MEMBER ONE FEDERAL CREDIT UNIO	11/02/2018	1,220.94
38104	842	NATIONAL CREDIT SERVICES	11/02/2018	114.37
38105	816	PACE ANAYLTICAL SERVICES LLC	11/02/2018	844.63
38106	843	BETTY PICKERAL	11/02/2018	500.00
38107	847	RR MANN FENCING CO INC	11/02/2018	6,585.50
38108	85	TREASURER OF VA /CHILD SUPPORT	11/02/2018	553.15
38109	35	TREASURER OF VA/VITA	11/02/2018	6.92
38110	793	XEROX FINANCIAL SERVICES	11/02/2018	382.00
38111	723	AIRABELLA FLOWERS & GIFTS	11/08/2018	75.18
38112	498	ALTAVISTA INSTRUMENTS &CONTROL	11/08/2018	625.00
38113	164	DMV	11/08/2018	400.00
38114	36	DOMINION VIRGINIA POWER	11/08/2018	43,040.84
38115	20	J JOHNSON ELLER JR	11/08/2018	2,000.00
38116	43	FOSTER FUELS INC	11/08/2018	16,203.40
38117	50	GRETNA TIRE INC	11/08/2018	3,516.96
38118	305	HAWKINS-GRAVES INC	11/08/2018	584.07
38119	401	IDEXX DISTRIBUTION INC	11/08/2018	1,752.61
38120	225	KUSTOM SIGNALS INC	11/08/2018	48.00
38121	411	MANPOWER	11/08/2018	1,882.80
38122	1	MICHAEL ABBOTT	11/08/2018	14.95
38123	454	O'REILLY AUTOMOTIVE INC	11/08/2018	221.30
38124	67	ORKIN PEST CONTROL LLC	11/08/2018	301.37
38125	765	PRIVIA MEDICAL GROUP LLC	11/08/2018	330.00
38126	759	RISK MANAGEMENT OF VIRGINIA	11/08/2018	450.00
38127	467	SONNY MERRYMAN INC	11/08/2018	503.90
38128	80	SOUTHSIDE ELECTRIC COOP	11/08/2018	109.52
38129	92	UNIFIRST CORP	11/08/2018	2,516.74

38130	700	WOODARD & CURRAN	11/08/2018	8,160.00
38131	116	XEROX CORPORATION	11/08/2018	255.24
38132	128	ADAMS CONSTRUCTION CO	11/16/2018	1,077.46
38133	9	AFLAC	11/16/2018	2,619.02
38134	84	ALTAVISTA JOURNAL	11/16/2018	406.52
38135	103	BEACON CREDIT UNION	11/16/2018	280.00
38136	849	CAMOIN ASSOCIATES INC	11/16/2018	7,675.50
38137	145	CHANDLER CONCRETE CO INC	11/16/2018	297.00
38138	1	COLBERT MORAN FUNERAL HOME	11/16/2018	900.00
38139	786	DUDE SOLUTIONS INC	11/16/2018	2,426.15
38140	594	EJ	11/16/2018	1,231.13
38141	301	ENGLISH'S LLC	11/16/2018	829.29
38142	118	FERGUSON ENTERPRISES INC #75	11/16/2018	4,826.95
38143	119	FOSTER ELECTRIC CO INC	11/16/2018	24,838.98
38144	57	ICMA RETIREMENT TRUST-457 #304	11/16/2018	270.00
38145	411	MANPOWER	11/16/2018	1,210.80
38146	121	MULTI BUSINESS FORMS INC	11/16/2018	518.65
38147	300	NAPA AUTO PARTS	11/16/2018	3,437.39
38148	842	NATIONAL CREDIT SERVICES	11/16/2018	114.37
38149	816	PACE ANAYLTICAL SERVICES LLC	11/16/2018	261.38
38150	798	PEED & BORTZ LLC	11/16/2018	8,188.00
38151	358	PHILLIPS EQUIPMENT CORPORATION	11/16/2018	215.95
38152	765	PRIVIA MEDICAL GROUP LLC	11/16/2018	180.00
38153	510	RIVER VALLEY RESOURCES LLC	11/16/2018	205.35
38154	625	SAM GREEN VAULT	11/16/2018	1,500.00
38155	9999997	SHORTT, LEE C.	11/16/2018	62.28
38156	575	SOUTHERN REFRIGERATION CORP	11/16/2018	146.40
38157	1	STEPHEN BOND	11/16/2018	94.76
38158	85	TREASURER OF VA /CHILD SUPPORT	11/16/2018	553.15
38159	601	VACORP	11/16/2018	303.78
38160	110	VUPS INC	11/16/2018	57.75
38161	756	WAGeworks INC	11/16/2018	108.55
38162	294	BUSINESS CARD	11/21/2018	14,937.95
38163	9999998	HABITAT FOR HUMANITY	11/21/2018	150.00
38164	332	HURT & PROFFITT INC	11/21/2018	8,195.30
38165	566	INTEGRATED TECHNOLOGY GROUP IN	11/21/2018	136.25
38166	1	JAMES MOORE	11/21/2018	64.00
38167	218	MINNESOTA LIFE	11/21/2018	95.34
38168	778	SPRINT	11/21/2018	1,025.99
38169	202	C W WARTHEN	11/21/2018	462.39
38170	91	ANTHEM BLUE CROSS/BLUE SHIELD	11/29/2018	38,526.00
38171	1	BAER & SONS MEMORIALS INC	11/29/2018	75.00
38172	103	BEACON CREDIT UNION	11/29/2018	280.00
38173	12	BRENNTAG MID-SOUTH INC	11/29/2018	4,969.78
38174	427	CENTURYLINK	11/29/2018	1,078.29
38175	538	CHIEF SUPPLY CORPORATION	11/29/2018	499.83
38176	28	COLUMBIA GAS	11/29/2018	807.34
38177	32	CONTROL EQUIPMENT CO INC	11/29/2018	19,134.63
38178	1	EUGENE EDMONDS	11/29/2018	100.00
38179	9999997	FAUVER, JOSEPH T.	11/29/2018	669.75
38180	41	FISHER SCIENTIFIC	11/29/2018	2,399.68
38181	850	LESLEY GOODMAN	11/29/2018	22,322.00
38182	111	GRAINGER INC	11/29/2018	56.67
38183	50	GRETN A TIRE INC	11/29/2018	76.95
38184	57	ICMA RETIREMENT TRUST-457 #304	11/29/2018	270.00
38185	470	MARK KEESEE	11/29/2018	2,185.84
38186	9999998	LYNCH STATION TEAM SPORTS	11/29/2018	150.00

38187	775 LYNCHBURG FENCE AND RAILING CO	11/29/2018	4,060.00
38188	411 MANPOWER	11/29/2018	2,197.60
38189	1 MARJORIE ADAMS	11/29/2018	900.00
38190	842 NATIONAL CREDIT SERVICES	11/29/2018	114.37
38191	843 BETTY PICKERAL	11/29/2018	1,000.00
38192	151 SHEEHY FORD	11/29/2018	29,684.74
38193	211 E WAYNE SLOOP PHD PC	11/29/2018	60.00
38194	80 SOUTHSIDE ELECTRIC COOP	11/29/2018	785.03
38195	85 TREASURER OF VA /CHILD SUPPORT	11/29/2018	553.15
38196	96 UNIVAR USA INC	11/29/2018	9,948.40
38197	848 ZUERCHER TECHNOLOGIES	11/29/2018	16,275.50

NO. OF CHECKS: 119

TOTAL CHECKS

375,809.75



Town of Altavista  
FY 2019 Revenue Report  
42% of Year Lapsed

General Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	126,177	59	139,307	65	215,000
Public Service - Real & Personal	95,500	95,500	4,257	4	4,257	4	95,500
Personal Property	230,000	230,000	118,181	51	77,769	34	230,000
Personal Property - PPTRA	100,000	100,000	-4	0	5,084	5	100,000
Machinery & Tools	1,721,750	1,721,750	1,194,887	69	1,194,887	69	1,721,750
Mobile Homes - Current	150	150	109	72	121	81	150
Penalties - All Taxes	4,500	4,500	55	1	946	21	4,500
Interest - All Taxes	1,700	1,700	57	3	797	47	1,700
Local Sales & Use Taxes	165,000	165,000	12,413	8	41,280	25	165,000
Local Electric and Gas Taxes	112,000	112,000	9,690	9	37,299	33	112,000
Local Motor Vehicle License Tax	43,000	43,000	16,285	1	23,117	54	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	75,000	75,000	8,346	11	33,277	44	75,000
Local Meal Taxes	935,000	935,000	81,064	9	320,573	34	935,000
Container Rental Fees	1,100	1,100	0	0	67	6	1,100
Communications Tax	39,000	39,000	2,974	8	8,830	23	39,000
Transit Passenger Revenue	5,000	5,000	620	12	1,451	29	5,000
Local Cigarette Tax	150,000	150,000	26,250	18	68,213	45	150,000
Business License Fees/Contractors	3,500	3,500	0	0	41	1	3,500
Business License Fees/Retail Services	55,000	55,000	0	0	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	0	0	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  
42% 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	60	12	480	96	500
Fines & Forfeitures - Court	9,000	9,000	2,524	28	4,952	55	9,000
Parking Fines	200	200	0	0	1,134	567	200
Interest and Interest Income	80,000	80,000	3,439	4	18,179	23	80,000
Rents - Rental of General Property	1,200	1,200	25	2	600	50	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	963	32	3,000
Rents - Booker Building Rentals	4,000	4,000	200	5	825	21	4,000
Rents - Rental of Real Property	68,500	68,500	1,508	2	44,807	65	68,500
Property Maintenance Enforcement	0	0	280	0	700	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,530	100	16,500
State DCJS Grant	82,700	82,700	0	0	21,447	26	82,700
State Rental Taxes	900	900	103	11	283	31	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,941	109	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	1,190	0	0
State Transit Revenue	14,400	14,400	0	0	20,826	145	14,400
Campbell County Grants	25,000	25,000	25,000	100	25,000	100	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	10,323	74	14,000
VDOT TEA 21 Grant	0	0	3,255	0	15,964	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	4,820	10	30,293	60	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  
42% of Year Lapsed

<b>General Fund Revenue (Continued)</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>
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	25,000	25,000	1,741	7	18,797	75	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	1,336	0	10,480	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<b><u>4,539,200</u></b>	<b><u>4,539,200</u></b>	<b><u>1,645,650</u></b>	<b><u>36</u></b>	<b><u>2,213,551</u></b>	<b><u>49</u></b>	<b><u>4,539,200</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
42% of Year Lapsed

**ALL FUNDS TOTAL**

Operations	7,110,680	7,110,680	530,488	7	2,426,128	34	7,110,680
Debt Service	445,400	445,400	0	0	180,719	0	445,400
CIP	1,876,850	1,876,850	147,626	8	716,932	38	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	65,000	100	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>9,902,780</u>	<u>9,902,780</u>	<u>743,114</u>	<u>8</u>	<u>3,388,779</u>	<u>34</u>	<u>9,902,780</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
42% 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	1,833	6	9,837	34	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>1,833</u>	<u>5</u>	<u>9,837</u>	<u>27</u>	<u>36,600</u>
Administration							
Operations	829,800	829,800	55,276	7	320,744	39	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>55,276</u>	<u>6</u>	<u>320,744</u>	<u>37</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	69,004	7	273,577	29	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	-65,000	100	-65,000	100	-65,000
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>4,004</u>	<u>1</u>	<u>208,577</u>	<u>44</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>4,004</u>	<u>1</u>	<u>208,577</u>	<u>44</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	88,010	9	373,134	37	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	145,000	145,000	46,536	32	53,836	37	145,000
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,150,800</u>	<u>134,546</u>	<u>12</u>	<u>426,970</u>	<u>37</u>	<u>1,150,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
42% 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	79,887	8	327,578	31	1,048,480
Debt Service	23,200	23,200	0	0	4,278	0	23,200
CIP	158,000	158,000	36,875	23	72,464	46	158,000
Public Works - TOTAL:	<u>1,229,680</u>	<u>1,229,680</u>	<u>116,762</u>	<u>9</u>	<u>404,321</u>	<u>33</u>	<u>1,229,680</u>
Economic Development							
Operations	148,700	148,700	7,676	5	7,676	5	148,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>148,700</u>	<u>148,700</u>	<u>7,676</u>	<u>5</u>	<u>7,676</u>	<u>5</u>	<u>148,700</u>
Transit System							
Operations	100,970	100,970	9,985	10	49,648	49	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>9,985</u>	<u>10</u>	<u>49,648</u>	<u>48</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	5,942	10	21,697	37	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>5,942</u>	<u>10</u>	<u>21,697</u>	<u>37</u>	<u>58,650</u>
Avoca Museum							
Operations	0	0	7,179	0	27,215	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>7,179</u>	<u>0</u>	<u>27,215</u>	<u>0</u>	<u>0</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
42% of Year Lapsed

GENERAL FUND TOTALS								
Operations	3,691,150	3,691,150	259,791	7	1,346,106	36	3,691,150	
Debt Service	23,200	23,200	0	0	4,278	0	23,200	
CIP	346,500	346,500	83,411	24	126,300	36	346,500	
GENERAL FUND - GRAND TOTAL:	<u>4,060,850</u>	<u>4,060,850</u>	<u>343,202</u>	<u>8</u>	<u>1,476,684</u>	<u>36</u>	<u>4,060,850</u>	

Town of Altavista  
Council / Planning Commission  
FY 2019 Expenditure Report  
42% 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	1,637	8	8,410	40	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	7,600	195	3	1,427	19	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>1,833</b>	<b>5</b>	<b>9,837</b>	<b>27</b>	<b>36,600</b>



Town of Altavista  
Administration  
FY 2019 Expenditure Report  
42% 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><u>ADMINISTRATION - FUND 10</u></b>							
Wages & Benefits	470,100	470,100	34,074	7	179,133	38	470,100
Other Employee Benefits	45,400	45,400	6,779	15	8,608	19	45,400
Services	213,000	213,000	7,883	4	93,222	44	213,000
Other Charges	64,800	64,800	2,769	4	25,819	40	64,800
Materials & Supplies	36,500	36,500	3,772	10	13,962	38	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>55,276</b>	<b>6</b>	<b>320,744</b>	<b>37</b>	<b>862,300</b>

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
42% 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><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	129,950	129,950	0	0	94,005	72	129,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	78,005	100	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	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	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	27,500	15	185,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,941	109	11,000
Contribution - Avoca	18,700	18,700	0	0	0	0	18,700
Contribution - Altavista On Track (MS)	10,000	10,000	0	0	2,500	25	10,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>456,150</b>	<b>456,150</b>	<b>0</b>	<b>0</b>	<b>185,946</b>	<b>41</b>	<b>456,150</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	2,186	0	15,541	0	0
Fuel - Fire Company	14,000	14,000	1,818	13	7,089	51	14,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>14,000</b>	<b>14,000</b>	<b>4,004</b>	<b>29</b>	<b>22,630</b>	<b>162</b>	<b>14,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>470,150</b>	<b>470,150</b>	<b>4,004</b>	<b>1</b>	<b>208,577</b>	<b>44</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  
42% 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><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	65,000	100	65,000	100	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>478,350</b>	<b>478,350</b>	<b>65,000</b>	<b>14</b>	<b>65,000</b>	<b>14</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>69,004</b>	<b>7</b>	<b>273,577</b>	<b>29</b>	<b>948,500</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>470,150</b>	<b>470,150</b>	<b>4,004</b>	<b>1</b>	<b>208,577</b>	<b>44</b>	<b>470,150</b>

Town of Altavista  
Public Safety  
FY 2019 Expenditure Report  
42% 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	83,475	9	334,306	38	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	810	8	5,225	52	10,050
Other Charges	48,000	48,000	1,001	2	15,691	33	48,000
Materials & Supplies	58,750	58,750	2,724	5	17,912	30	58,750
Capital Outlay	145,000	145,000	46,536	32	53,836	37	145,000
<b>Total Expenditures</b>	<b>1,150,800</b>	<b>1,150,800</b>	<b>134,546</b>	<b>12</b>	<b>426,970</b>	<b>37</b>	<b>1,150,800</b>

Town of Altavista  
Public Works  
FY 2019 Expenditure Report  
42% 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	60,709	10	221,921	38	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	55,860	2,811	5	8,113	15	55,860
Other Charges	40,150	40,150	2,443	6	15,490	39	40,150
Materials & Supplies	370,370	370,370	13,925	4	82,054	22	370,370
Debt Service	23,200	23,200	0	0	4,278	18	23,200
Capital Outlay	158,000	158,000	36,875	23	72,464	46	158,000
<b>Total Expenditures</b>	<b>1,229,680</b>	<b>1,229,680</b>	<b>116,762</b>	<b>9</b>	<b>404,321</b>	<b>33</b>	<b>1,229,680</b>

Town of Altavista  
Economic Development  
FY 2019 Expenditure Report  
42% 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	7,676	31	7,676	31	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>7,676</b>	<b>5</b>	<b>7,676</b>	<b>5</b>	<b>148,700</b>

Town of Altavista  
Transit System  
FY 2019 Expenditure Report  
42% 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	7,689	10	33,934	44	76,770
Services	2,050	2,050	135	7	135	7	2,050
Other Charges	3,550	3,550	53	1	7,427	209	3,550
Materials & Supplies	18,600	18,600	2,108	11	8,152	44	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>9,985</b>	<b>10</b>	<b>49,648</b>	<b>48</b>	<b>103,970</b>

Town of Altavista  
Main Street Coordinator  
FY 2019 Expenditure Report  
42% 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	5,907	10	21,524	38	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	173	39	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>5,942</b>	<b>10</b>	<b>21,697</b>	<b>37</b>	<b>58,650</b>



Town of Altavista  
 Avoca Museum  
 FY 2019 Expenditure Report  
 42% 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	7,179	0	27,215	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>7,179</b>	<b>0</b>	<b>27,215</b>	<b>0</b>	<b>0</b>

Town of Altavista  
FY 2019 Revenue Report  
42% of Year Lapsed

Enterprise 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>
Interest/Interest Income	4,400	4,400	1,665	38	7,979	181	4,400
Water Charges - Industrial	1,256,000	1,256,000	130,181	10	466,463	37	1,256,000
Water Charges - Business/Residential	254,800	254,800	5,784	2	63,450	25	254,800
Water Charges - Outside Community	140,400	140,400	9,909	7	48,723	35	140,400
Water Charges - Water Connection Fees	1,000	1,000	0	0	700	70	1,000
Bulk Water Purchase	5,000	5,000	0	0	1,783	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	118,880	10	429,772	37	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	6,455	3	59,582	25	234,600
Sewer Charges - Outside Community	1,740	1,740	0	0	0	0	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	0	0	2,100	210	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	12,990	8	49,335	31	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	4	0	2,423	45	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	7	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	3,300	13	10,745	43	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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,573,450</u></b>	<b><u>4,573,450</u></b>	<b><u>289,169</u></b>	<b><u>6</u></b>	<b><u>1,143,061</u></b>	<b><u>25</u></b>	<b><u>4,573,450</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
42% 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>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,331,150	1,331,150	106,729	8	472,811	36	1,331,150
Debt Service	422,200	422,200	0	0	176,440	0	422,200
CIP	607,180	607,180	12,325	2	254,212	42	607,180
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,360,530</u>	<u>2,360,530</u>	<u>119,054</u>	<u>5</u>	<u>903,464</u>	<u>38</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	140,837	10	527,376	37	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	29,569	4	310,169	40	782,320
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>2,212,920</u>	<u>2,212,920</u>	<u>170,405</u>	<u>8</u>	<u>837,545</u>	<u>38</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	247,566	9	1,000,188	36	2,761,750
Debt Service	422,200	422,200	0	0	176,440	0	422,200
CIP	1,389,500	1,389,500	41,894	3	564,381	41	1,389,500
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,573,450</u>	<u>4,573,450</u>	<u>289,459</u>	<u>6</u>	<u>1,741,009</u>	<u>38</u>	<u>4,573,450</u>

Town of Altavista  
Water Department  
FY 2019 Expenditure Report  
42% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<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>
Wages & Benefits	656,800	656,800	68,746	10	255,728	39	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	161,200	0	0	24,228	15	161,200
Other Charges	240,950	240,950	14,858	6	72,396	30	240,950
Materials & Supplies	272,200	272,200	23,124	8	120,458	44	272,200
Debt Service	422,200	422,200	0	0	176,440	0	422,200
Capital Outlay	607,180	607,180	12,325	2	254,212	42	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>119,054</b>	<b>5</b>	<b>903,464</b>	<b>38</b>	<b>2,360,530</b>

Town of Altavista  
Wastewater Department  
FY 2019 Expenditure Report  
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<b>WASTEWATER DEPARTMENT - FUND 50</b>	<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>
Wages & Benefits	807,200	807,200	80,223	10	299,389	37	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	45,800	100	0	2,654	6	45,800
Other Charges	356,450	356,450	27,499	8	132,271	37	356,450
Materials & Supplies	221,150	221,150	33,014	15	93,063	42	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	29,569	4	310,169	40	782,320
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,212,920</b>	<b>2,212,920</b>	<b>170,405</b>	<b>8</b>	<b>837,545</b>	<b>38</b>	<b>2,212,920</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
42% 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	18,659	3	67,139	11	621,030
CIP	<u>140,100</u>	<u>140,100</u>	<u>22,322</u>	<u>16</u>	<u>25,600</u>	<u>18</u>	<u>140,100</u>
<b>State/Hwy Water Department - TOTAL:</b>	<u>761,130</u>	<u>761,130</u>	<u>40,981</u>	<u>5</u>	<u>92,739</u>	<u>12</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	4,472	12	12,696	35	36,750
CIP	750	750	0		652		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>
<b>Cemetery Fund - TOTAL:</b>	<u>62,500</u>	<u>62,500</u>	<u>4,472</u>	<u>7</u>	<u>13,347</u>	<u>21</u>	<u>62,500</u>

Town of Altavista  
FY 2019 State/Highway Fund  
42% 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	183,101	26	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>183,101</u></b>	<b><u>24</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	3,427	7	6,628	14	48,200
Maintenance - Pavement	316,400	316,400	924	0	1,752	1	316,400
Maintenance - Traffic Control Devices	56,800	56,800	4,704	8	22,449	40	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	3,939	7	6,470	11	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,395	5	18,246	36	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,270	4	11,595	14	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>621,030</u></b>	<b><u>621,030</u></b>	<b><u>18,659</u></b>	<b><u>3</u></b>	<b><u>67,139</u></b>	<b><u>11</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	3,278	66	5,000
Improvements Other Than Buildings - New	102,500	102,500	22,322	22	22,322	22	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>22,322</u></b>	<b><u>16</u></b>	<b><u>25,600</u></b>	<b><u>18</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>40,981</u></b>	<b><u>5</u></b>	<b><u>92,739</u></b>	<b><u>12</u></b>	<b><u>761,130</u></b>

Town of Altavista  
FY 2019 Cemetery Fund  
42% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	2,450	16	12,150	81	15,000
Interest/Interest Income	10,000	10,000	25	0	1,979	20	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,100	78	4,000
Miscellaneous/Misc.	0	0	0	0	25	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>62,500</u>	<u>62,500</u>	<u>2,475</u>	<u>4</u>	<u>17,254</u>	<u>28</u>	<u>62,500</u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	457	5	2,700	28	9,700
Salaries and Wages/Overtime	1,000	1,000	86	9	618	62	1,000
Benefits/FICA	800	800	39	5	237	30	800
Benefits/VRS	1,000	1,000	9	1	65	7	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	50	3	384	25	1,550
Benefits/Group Life	200	200	4	2	37	19	200
VRS Hybrid Employer Contr.			19		195		
ICMA Hybrid Employer Contr.			2		24		
Other Charges/Misc. Reimb.	0	0	1,875	0	1,875	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	352	7	4,979	100	5,000
Opening/Closing Graves	1,500	1,500	1,580	105	1,580	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	16,000	16,000	0	0	0	0	16,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	750	750	0	0	652	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>62,500</u>	<u>62,500</u>	<u>4,472</u>	<u>7</u>	<u>13,347</u>	<u>21</u>	<u>62,500</u>



**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 18,425,977.83**

Balance as of November 30, 2018

**Non-Specific**

Green Hill Cemetery 668,770.42

General Fund Reserves

Capital Improvement Program Reserves

3,595,116.46

Altavista EDA Funding 268,193.81 \*

268,193.81

Enterprise Fund Reserves

Capital Improvement Program Reserves

519,116.39

PCB Remediation 569,707.59

Highway Fund 983,083.54

Police Federal 2,885.82

Police State 4,436.70

Public Funds Money Market Accounts

9,901,812.43

Operating Checking Account (Reconciled Balance) 1,912,854.67

**DESIGNATED FUNDS 4,409,932.55**

14,016,045.28

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

-7,528,533.00

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
<b>Policy \$</b>	5,647,309	1,881,224	7,528,533

**UNDESIGNATED FUNDS**

6,487,512.28

**NOTES:**

Earmarked for Final Downtown Map-21 Project

-630,276.00

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

-170,800.94

Funds earmarked for items not completed during prior FY

-977,350.00

Canoe Launch Site

-345,359.50

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

Tennis Court Upgrade

-88,704.00

Avoca HVAC

-7,500.00

**UNDESIGNATED RESERVE FUND BALANCE**

3,876,970.16



**Town Council Meeting – Item Number: 6 c.  
December 11, 2018**

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

**Issue:** **Planning Commission Reappointment of Marvin Clements**

**Background:** Previously Town Council discussed annual appointments during a Closed Session. Based on the discussion and the willingness of Mr. Clements to be reappointed, this item was placed on the Consent Agenda for approval. Mr. Clements' new term would expire December 2022.

**Requested Action:** Motion to Approve Reappointment of Marvin Clements to the Altavista Planning Commission for an additional four (4) year term.

**ATTACHMENTS:**

- *None*



**Town Council Meeting – Item Number: 6 d.  
December 11, 2018**

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

**Issue:** **FY2020 Altavista Community Transit System (ACTS) Budget/CIP**

**Background:** At the November Town Council Work Session, staff provided Council with the ACTS proposed budget for FY2020. It is necessary to consider the ACTS budget at this time to allow staff time to prepare and submit the annual grant application to the Department of Rail and Public Transportation (DRPT). Following discussion at the Work Session, Council requested staff to place this item on the December Regular Meeting Consent Agenda. Approval would also authorize staff to prepare and submit the grant application.

**Requested Action:** Motion to Approve the Proposed Budget for the ACTS in regard to authorizing staff to apply for the DRPT grant.

**ATTACHMENTS:**

- *November Work Session Agenda items documents (Budget/CIP)*



**Town Council Work Session**  
**November 27, 2018**  
**FY 2020 Altavista Community Transit System (ACTS) Budget Review**  
**Agenda Memorandum**  
**Submitted by: Tobie Shelton, Finance Director**

**Discussion:** Attached is the proposed FY2020 Altavista Community Transit System Operating Budget and Capital Improvement Program (CIP). Tonight, staff will give a briefing on the budget and Council will provide any input as to possible modifications to the budget. As you know, the Town reviews the ACTS budget early, due to the grant application process that funds the majority of the cost for the system. Staff will be seeking to place this item on the December Regular Meeting Agenda for approval of the budget and authorization to apply for the grant funds. The grants are from the Virginia Department of Public Rail and Transportation (DPRT) with 50% being Federal funds; 15% being State funds; and the remaining operational funds being local (35%). The local share equates to \$35,210 of the proposed budget total of \$105,600. Annual fare box revenue is estimated at \$5,000 which is deducted from the total budget (\$105,600) for grant purposes. Also included is \$77,000 for Capital Improvements, the local share for CIP is budgeted at 20% which equals \$15,400. The total local funds being requested, based on this draft budget would be \$50,610. The remaining \$131,990 would come from grant funding and passenger revenues.

No action requested this evening. Staff is requesting this item will be placed on either the Consent Agenda or Regular Agenda of the December Regular Town Council meeting for approval and authorization to apply for the grant funds.

**ATTACHMENTS:**

- Memo from Staff
- Draft Budget



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Tobie Shelton, Finance Director

**Date:** November 16, 2018

**Re:** ACTS Budget Request

Annually Staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of the CIP items. The next grant application is due on January 31, 2019. Town Council has been 'tentatively' approving this budget in December along with giving staff the authority to apply for the grant funding. Staff is requesting authority again this year to complete the DRPT grant application.

### **FY 2018 Summary**

As of the end of December 2018 ACTS will have been in operation 8 full calendar years and 7 full fiscal years. This past fiscal year, ACTS ridership reached almost 20,000, averaging 65 riders per day, and logging a total of 38,294 miles, a slight decrease from FY2017. ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively. Summer hours run June through September and for the 7<sup>th</sup> consecutive year, free fares for these same months were available to riders, as a result of an anonymous donation.

Staff continued implementation of the Transportation Development Plan (TDP) approved and adopted by Town Council in 2013 that led to extended summer hours and route deviation which continue to add convenience for the citizens. Both extended summer hours and route deviation will continue.

ACTS continued partnering with the Altavista Combined School through FY2018, in a joint effort with the school to educate the special needs students about access to community resources and how to access public transportation. While this was a successful endeavor, this has not continued into FY2018 and as a result will be reflective in the passenger trips for the coming year.

## **Budget Request**

Staff requests permission to apply for grant funding in the amount of \$105,600 for ACTS FY2020 operations budget. This is an increase of 4.6% over last year's request. The main reason for the increase is due to the distribution of medical benefits that have not been in the past, as well as a slight increase in fuel cost. The estimated town match will be \$35,210 for operations. Staff is also requesting permission to apply for grant funding in the amount of \$77,000 for ACTS FY2020 CIP projects, which includes the purchase of a replacement bus as well as installation of two bus shelters. The estimated town match for CIP will be \$15,400.

The DRPT Grant Application is due February 1, 2019.

TRANSPORTATION FY 2020

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					
FY 2020		CLOSE OF EACH FISCAL YEAR			<u>ADOPTED</u>	<u>REQUEST</u>	<u>BRIEF DESCRIPTION OF ITEMS</u>
		<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>INCLUDED IN EACH ACCOUNT</u>
<b><u>TRANSIT DEPARTMENT</u></b>							
<b><u>OPERATIONS</u></b>							
010-6101-403.10-02	SALARIES AND WAGES / REGULAR	55,121.76	58,293.45	64,318.88	65,600.00	65,300.00	Includes 40% of Transit Manager's salary, 5% of Fleet Maintenance Supervisor's salary as well as salary of 5 PT bus drivers' salary. Includes \$1,250 to be used to fund performance evaluations
010-6101-403.20-02	BENEFITS / FICA	4,290.99	4,520.92	4,980.88	5,050.00	5,000.00	
010-6101-403.20-04	BENEFITS / VA RETIREMENT SYSTEM	2,609.52	2,907.64	3,306.71	3,500.00	3,050.00	10.02% (FY 19 & FY 20 rate)
010-6101-403.20-06	BENEFITS/ GROUP MEDICAL	0.00	280.32	500.34	520.00	4,850.00	
010-6101-403.20-08	BENEFITS / GROUP LIFE INSURANCE	283.92	333.00	379.21	500.00	400.00	1.31% (FY 19 & FY 20 rate)
010-6101-403.20-10	BENEFITS / WORKER'S COMP	1,287.00	1,427.00	1,500.00	1,600.00	1,700.00	Current premium is \$1,600
010-6101-403.30-06	CONTRACTUAL SERVICES / ADVERTISING	365.80	241.25	572.21	1,000.00	1,000.00	Brochures, banners, newspapers, radio ads, advertising products -
010-6101-403.30-08	CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	184.00	0.00	395.05	500.00	500.00	Computer Program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350.00 charged to transit. \$150 for ITG and contract repairs related to ACTS.
010-6101-403.30-14	CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	150.00	0.00	0.00	300.00	300.00	Professional services. Misc to be used, if needed for printing of passes and schedules.
010-6101-403.30-16	CONTRACTUAL SERVICES / PHYSICALS	205.00	140.00	310.00	250.00	250.00	Required drug testing and physicals for new hires as well as quarterly drug screening for drivers.
010-6101-403.50-08	OTHER CHARGES / TELECOMMUNICATIONS	987.82	698.62	544.67	1,000.00	1,000.00	Cell phone for administrator. Any repairs or upgrade to bus communication radio.
010-6101-403.50-12	OTHER CHARGES / MOTOR VEHICLE INSURANCE	1,144.00	1,496.00	1,300.00	1,400.00	1,500.00	Insurance for 2 buses and transit vehicle.

TRANSPORTATION FY 2020

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					
FY 2020		CLOSE OF EACH FISCAL YEAR			ADOPTED	REQUEST	BRIEF DESCRIPTION OF ITEMS
		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	INCLUDED IN EACH ACCOUNT
010-6101-403.50-24	OTHER CHARGES / SUBSISTANCE & LODGING	483.09	152.40	642.92	500.00	500.00	Travel for conferences, board meetings, training, required DRPT meetings. *Most of this is reimbursed 100% through RTAP grant funding. No change
010-6101-403.50-26	OTHER CHARGES / CONVENTIONS & EDUCATIONS	181.00	14.00	392.14	500.00	500.00	CTAV Annual conference. CTAV training; DRPT required training; video resources training for drivers.
010-6101-403.50-28	OTHER CHARGES / DUES & ASSOC MEMBERSHIPS	147.50	125.00	125.00	150.00	150.00	CTAV membership. In the past this item has been charged to 30.14 Misc and Professional Services.
010-6101-403.60-02	MATERIALS & SUPPLIES / OFFICE SUPPLIES	225.51	319.42	157.22	300.00	300.00	Misc office supplies, paper, pens, note pads,
010-6101-403.60-06	MATERIALS & SUPPLIES / FUELS & LUBRICANTS	13,233.82	12,343.82	14,804.78	14,000.00	15,000.00	Fuel for buses; increased based on fuel costs projections of \$2.60 / gal and 3 year history.
010-6101-403.60-08	MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	3,491.51	2,589.16	4,121.17	3,500.00	3,500.00	One set of tires per bus. All parts for the buses. Reduced because of a newer fleet at this time.
010-6101-403.60-14	MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	58.08	284.29	49.42	500.00	500.00	Used for 1st Aid supplies, gloves, first aid kits, disinfectants.
010-6101-403.60-18	MATERIALS & SUPPLIES / SUPPLIES	238.52	127.67	294.33	300.00	300.00	Cleaning and deortorizing supplies for inside and outside of vehicles.
<b>TOTAL OPERATING</b>					<b>100,970.00</b>	<b>105,600.00</b>	
<b><u>CAPITAL OUTLAY</u></b>							
010-6101-403.81-02	CAPITAL OUTLAY / REPLACE / VEHICLE	59,858.00	0.00	66,798.00	0.00	70,000.00	Bus Replacement
010-6101-403.81-04	CAPITAL OUTLAY / REPLACE / EDP EQUIP (COMPUTER)	0.00	0.00	0.00	3,000.00	0.00	
010-6101-403.82-06	CAPITAL OUTLAY / NEW / MACHINERY & EQUIPMENT	6,870.00	4,500.00	0.00	0.00	0.00	
010-6101-403.82-30	CAPITAL OUTLAY / NEW / IMPROVEMENTS OTHER THAN BLDG	2,221.24	0.00	0.00	0.00	7,000.00	Bus Shelters
<b>TOTAL CIP</b>					<b>3,000.00</b>	<b>77,000.00</b>	
<b>TOTAL BUDGET</b>					<b>103,970.00</b>	<b>182,600.00</b>	



# FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

<b>DEPARTMENT:</b>	Transit System	<b>DIVISION:</b>	ACTS
<b>PROJECT NAME:</b>	Support Vehicle Replacement	<b>LOCATION:</b>	Town Hall
<b>YEAR:</b>	FY 2024	<b>ACCT#:</b>	010-6101-403.81-02
		<b>Type of Project:</b> <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Renovation	

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024	Future Budget Years
	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -

## PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other:				\$ 28,000		
<b>Total Capital Cost Estimate:</b>	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -
<b>Total Operating Impact Estimate:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure Estimate:</b>	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -

## NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund					\$ 5,600		
Grants (List)					\$ 22,400		
Other (List)							
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -
<b>TOTAL:</b>							\$ 28,000

**Project Description:** Replacement of 2012 Ford Explorer

**Justification/Linkage:** To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount of money due to maintenance.



# FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

<b>DEPARTMENT:</b>	Transit System	<b>DIVISION:</b>	ACTS
<b>PROJECT NAME:</b>	Bus Replacement	<b>LOCATION:</b>	Town Hall
<b>YEAR:</b>	FY 2020	<b>ACCT#:</b>	010-6101-403.81-02
		<b>Type of Project:</b> <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Renovation	

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024	Future Budget Years
	\$ 134,000	\$ -	\$ 66,000	\$ -	\$ 68,000	\$ -	\$ -	\$ -

## PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other	\$ 66,000		\$ 68,000			
<b>Total Capital Cost Estimate:</b>	\$ 66,000	\$ -	\$ 68,000	\$ -	\$ -	\$ -
<b>Total Operating Impact Estimate:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure Estimate:</b>	\$ 66,000	\$ -	\$ 68,000	\$ -	\$ -	\$ -

## NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund		\$ 13,200		\$ 13,600			
Grants (List)		\$ 52,800		\$ 54,400			
Other (List)							
<b>TOTAL</b>	\$ -	\$ 66,000	\$ -	\$ 68,000	\$ -	\$ -	\$ -
<b>TOTAL:</b>							\$ 134,000

**Project Description:** Replacement of 15-passenger (BOC) body on chassis bus with similar vehicle.

**Justification/Linkage:** DRPT recommends replacement of public transportation vehicles every four years or 100,000 miles. Based on current use, one of the vehicles currently used will need replacing every two years. The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.



# FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

<b>DEPARTMENT:</b>	Transit System	<b>DIVISION:</b>	ACTS
<b>PROJECT NAME:</b>	Bus Shelters	<b>LOCATION:</b>	Various
<b>YEAR:</b>	FY 2020	<b>ACCT#:</b>	010-6101-403.82-30
		<b>Type of Project:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	

Unappropriated Subsequent Years									
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024	Future Budget Years	
	\$ 14,000	\$ -	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -	

## PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Site Preparation & Improvements	\$ 1,500		\$ 1,500			
Light Equip/Furniture:	\$ 5,500		\$ 5,500			
Other						
<b>Total Capital Cost Estimate:</b>	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -
<b>Total Operating Impact Estimate:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure Estimate:</b>	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -

## NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund		\$ 1,400		\$ 1,400			
Grants (List)		\$ 5,600		\$ 5,600			
Other (List)							
<b>TOTAL</b>	\$ -	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -
<b>TOTAL:</b>							\$ 14,000

**Project Description:** Shelters are provided to keep riders out of the elements and provide comfort as they wait on the bus route. To date three shelters have been placed on the route.

**Justification/Linkage:** Consider the vailability of new and/or improved transit services in the Town of Altavista and the surrounding area.





**Town Council Meeting – Item Number: 7. a.  
December 11, 2018**

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

**Issue:**           **Public Hearing – Special Use Permit Amendment – 2181 Lynch Mill Road  
Mini-Storage Units Applicant: Mike Mattox**

**Background:**   Town Council will conduct a Public Hearing on the application of Mike Mattox for amendment to an existing Special Use Permit (SUP) at 2181 Lynch Mill Road. The amendment requests the expansion of the development limits for “mini storage limits” on the property.

On November 6, 2018, the Planning Commission held a public hearing on an application for the amendment of an existing Special Use Permit regarding the development of “mini storage units” at 2181 Lynch Mill Road. The Commission recommends approval of the amended conditions of the Special Use Permit.

**MOTION:**

**Approve** – I move to approve SUP18-1105 application with the amended conditions recommended by the Planning Commission.”

**Approve with amendments** – I move to approve SUP18-1105 application, with the following amendments.....

**Deny** – I move to deny SUP18-1105 application.

**Defer** – I move to defer action on SUP18-1105 application until the \_\_\_\_\_ (DATE) \_\_\_\_\_ Town Council meeting.

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**ATTACHMENTS:**

- *Staff Report*
- *Notice of Public Hearing with Affidavit (Notification of Mailings)*
- *SUP18-1105 Application with Site Plan*
- *Site Photos*



## STAFF REPORT

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To: Town Council, Town of Altavista, Virginia  
From: Waverly Coggsdale, Town Manager  
Date: December 6, 2018  
Case Type: Special Use Permit Amendment  
Case No: SUP18-1105  
Case Name: Mattox, Mike  
Location: 2181 Lynch Mill Road

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### REQUEST:

The applicant, Mike Mattox, has filed an Amendment to an existing Special Use Permit application to modify the existing conditions to allow the expansion of the development of 2181 Lynch Mill Road as “mini storage units”. The property is zoned C-1 (Local Commercial) District and the original Special Use Permit was granted on June 14, 2005.

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### STAFF RECOMMENDATION:

Approval of the recommended amendments to the SUP18-1105, per the amended conditions as detailed in the staff report.

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### COMMISSION RECOMMENDATION:

At the November 5, 2018 public hearing, the Planning Commission recommended approval of the amendment to the existing Special Use Permit, per the listed amended conditions.

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### MOTION:

**Approve** - I move to recommend approval of SUP18-1105 with the amended conditions recommended by staff.

**Approve with amendments** – I move to recommend approval of SUP18-1105, with the following amendments.....

**Deny** – I move to recommend denial of SUP18-1105.

**Defer** – I move to defer action on SUP18-1105 until the \_\_\_\_\_ Town Council meeting.

**AERIAL MAP**

★ = SITE LOCATION



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**EXISTING CONDITIONS:**

A Special Use Permit was issued for this property in 2005 with a maximum number of units of 97 being allowed in the area adjacent to Lynch Mill Road (yellow outline). Currently the site has 72 units and a zoning permit has been issued for an additional 25 units (climate controlled building with access to the units from the inside) to be located between the existing units and Lynch Mill Road. The area to the rear (blue outline) was excluded from allowing units as part of the Special Use Permit granted in 2005. When the SUP was issued in 2005, “mini storage units were not a permitted use in any district and the ordinance indicated that uses not listed would be considered in districts recommended by the Zoning Administrator with a Special Use Permit. The most recent amendment to the Zoning Ordinance established the “mini storage units” in the C-2 (General Commercial) District with a Special Use Permit and subject to Development Standards listed in the Zoning Ordinance for this use. Based on the existence of an approved Special Use



Permit, it was determined that it could be amended to allow for a larger space and for additional units under the previously approved standards, rather than requiring a rezoning and a new Special Use Permit.

The area surrounding this site consists of residential, office, retail service and educational uses.

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## CONSIDERATIONS

### Existing Zoning

The zoning for this property is C-1 (Local Commercial), and it is surrounded by C-1 (Local Commercial) (*pink shade on map below*), on the north, northwest and east and R-2 (Medium-Density Residential) (*orange shade on map below*) on the south, southwest and southeast.

**ZONING MAP**  = Site Location



The purpose of the C-1 (Local Commercial), is as follows:

*"The purpose of the C-1 (local commercial) district is to provide for the establishment or continuance of small business areas that will serve the surrounding residential neighborhoods with convenience goods and services. Since traffic and parking congestion should be held to a minimum near residential areas to protect property values and preserve amenities of residential areas, all development in the C-1 district shall take place in a limited business setting. A desirable size for such an area is several offices or stores and would include such activities necessary for the day-to-day operation of a typical*

*household or uses that do not detract from the character of the surrounding community. All retail uses in the C-1 district are intended to be compatible with adjoining office and/or residential uses. Certain residential uses are allowed in the C-1 district, provided that minimum standards are met.” (Section 86-321, Town Code “Zoning Ordinance)*

### **Zoning History**

The portion of the property that was previously excluded from construction of “mini-storage units” was rezoned from R-2 to C-1 in 2005, the entire piece was included in the Special Use Permit application that was approved in 2005. The conditions included in the Special Use Permit are listed below:

1. Applicant shall place units on lot as proposed in the preliminary plan with no units located on the rezoned portion of the property.
2. Applicant shall submit appropriate site plan and secure all necessary permits prior to the construction of any units.
3. The maximum number of units permitted on the property shall be 97.
4. The use of any lighting shall be directional and away from any residential lots.
5. Proper screening shall be placed in accordance with Town Code, Section 86-325.
6. Special Use Permit shall remain in effect should the property be sold.

### **Comprehensive Plan**

The future land use map for this site recommends General Commercial for the property. The Comprehensive Plan states that *“General Commercial areas are generally located at major highway intersections. They are suitable locations for highway/auto oriented uses and large scale commercial uses such as shopping centers and “big box” retailers. Because of traffic generated/attracted by these large uses, special concern must be given to site design issues such as access and turning movements, and the design capacity of public access roads.” (Comprehensive Plan Update 2016)*

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### **ANALYSIS AND CONCLUSION:**

The applicant, Mike Mattox, has filed an application to “amend” the existing Special Use Permit (SUP) to allow for an increase in the area that can be use as well as in the number of units permitted on the property located at 2181 Lynch Mill Road. In addition this would let the development remain within the guidelines approved in 2005, rather than the new guidelines.

Other factors examined:

**Outdoor Storage/Display:** This use does not have outdoor storage or display as the units are used to “store” individuals’ belongings.



**Traffic:** Impact to traffic should be minimal as this is not the type of business that has daily customers.

**Lighting:** This item was addressed in the original Special Use Permit under condition #4.

**Landscaping:** This item was and will be further addressed in condition #5.

**Signage:** Currently there is no sign on the property for this use, any sign would have to be in compliance with the Zoning Ordinance. Staff would recommend that construction of any outdoor signage be monument style.

**Staff is recommending approval of the Amendment (*noted in Red*) to the existing Special Use Permit conditions as listed below:**

- 1. Amend to include the entire 1.86 acres within the area for use as “mini-storage units”. (*Amended*)**
- 2. Applicant shall submit appropriate site plan and secure all necessary permits prior to the construction of any units (No Change)**
- 3. Amend the total number of units on the entire 1.86 acres from 97 to 158 units. (*Amended*)**
- 4. The use of any lighting shall be directional and away from any residential lots. (No Change)**
- 5. Buffering shall be in general accordance with current buffer yard requirements in Section 86-573 and 574. Except that as shown on the site plan, a portion of the evergreen buffer be replaced with Crepe Myrtles for aesthetic purposes. (*Amended*)**
- 6. Special Use Permit shall remain in effect should the property be sold. (No Change)**
- 7. The site design standards shall be consistent with the existing site conditions of the current site layout that were in effect at the time of the existing SUP (2005). The current design standards shall not apply to this amendment. (*New*)**

This recommendation is based on the compatibility of the proposed amendment to the existing land use and the uses in the area as well as the Town’s Comprehensive Plan.

**ATTACHMENTS** (In order that they appear)

- **Notice of Public Hearing with Affidavit –Notification Mailings**
- **SUP18-1105 Application with Site Plan**
- **Site Photos**

**ALTAVISTA TOWN COUNCIL**  
**NOTICE OF PUBLIC HEARING**  
**AMENDMENT OF SPECIAL USE PERMIT**

The Altavista Town Council will hold a public hearing on Tuesday, December 11, 2018 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider a proposed zoning action as follows:

Application by Michael Mattox to amend an existing Special Use Permit issued to him on June 14, 2005 permitting construction of 97 storage units on his property at 2181 Lynch Mill Road. The proposed amendment would extend the Special Use Permit onto an adjacent parcel permitting the construction of 61 new storage units.

A copy of the application may be viewed during regular business hours in the Altavista Municipal Building. A copy is also available on the Town of Altavista website, [www.altavistava.gov](http://www.altavistava.gov), in the "About Altavista" section.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed zoning action. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III  
Town Manager

AFFIDAVIT – NOTIFICATION MAILINGS (Town Council Public Hearing)

Pursuant to Sec. 86-782 of the Town Code, the Town of Altavista Planning & Zoning Department has provided notices related to Special Use Permit Amendment application of Mike Mattox by first class mail, to the following adjacent landowners:

69 – A-45A1	Lynch Mill Professional Park LLC ✓ 2180 Lynch Mill Road Altavista, VA 24517	69B-9-81-5	Michael W. Mattox ✓ 5 Dogwood Lane Altavista, VA 24517
69-A-47	Campbell County School Board ✓ P.O. Box 99 Rustburg, VA 24588	69-A-46B	Baptist Tabernacle TRS ✓ P.O. Box 303 Altavista, VA 24517
69B-9-81-2	William E. Witt, Jr. & Emily R. Witt ✓ 308 Frazier Road Altavista, VA 24517	69B-1-87-1A	Wesley E. Shields, Etals ✓ 320 Ogden Road Altavista, VA 24517
69B-9-81-3A	Powell Dillard Neblett ✓ 306 Frazier Road Altavista, VA 24517	69-A-45	Jessica Villapando ✓ 15881 W. Moreland Street Goodyear, AZ 85338
		69B-1-87-3A	A.L. Parker (Life Estate) ✓ 318 Ogden Road Altavista, VA 24517

I, Waverly Coggsdale (Waverly Coggsdale), certify that the required notices related to the above referenced zoning matter were sent on this date by First Class Mail to the names/addresses listed above.

City/County of Campbell

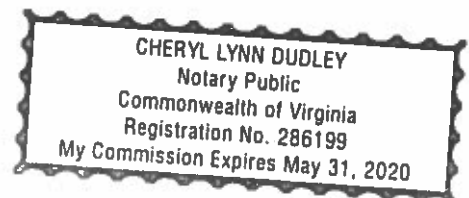
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of November 2018 by Waverly Coggsdale.

Notary Public Cheryl Lynn Dudley

Notary Registration Number: 286199

My Commission Expires: 5/31/2020



OFFICE USE ONLY  
SUP # 11-5-18  
FEE PAID: \$400<sup>00</sup>  
DATE: 11/5/2018

## TOWN OF ALTAVISTA

### APPLICATION FOR SPECIAL USE PERMIT

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

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

#### Applicant Information

Name: Michael Mattox Phone Number: 434-238-3034

Address: 5 Dogwood Lane, Altavista VA

#### Property Information

Property Owner(s): Michael Mattox Phone Number: 434-238-3034

Property Address or Location: 2181 Lynch Mill Road

Parcel ID Number: 69-A-46

Present Zoning District: C-1

**Purpose of Request** Applicant request to amend the existing special use permit for mini storage units.

Is this request for an amendment to an existing special use permit? Yes, to increase the number of units and change the area

Please provide the following information – separate pages if necessary: subject to the ex. SUP

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

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

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

Please provide a brief description of the proposed development:

The applicant proposes to construct 3 separate mini storage units

and a climate controlled unit on the subject property.

The parcel currently has 72 units existing.

This project will add 61 new storage units on the amended portion of the property and 25 on the portion subject to the ex. SUP.

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

The parcel already has mini storage units on it, and is subject to a SUP. The zoning ordinance has changed since the existing units were built. C-2 is now required for mini storage.

(Use separate pages if additional space is required)

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

The project is already being used for mini storage and has demonstrated that there are no undue or adverse impacts on the adjacent properties. There will be a buffer required by code and extremely low traffic generated.

(Use separate pages if additional space is required)

The following items must accompany this application:

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

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

Signature of Applicant: \_\_\_\_\_

Date: 16/4/18

Specific Items Requested for amendment to the 2007 SUP:

#1 - Amend to include the entire 1.86 acres within the area for use as mini storage.

#3 - Amend the total number of units on the entire 1.86 ac from 97 to 158 Units.

#5 - Buffering shall be in general accordance with current buffer yard requirements in 86-573 and 574. Except that as shown on the site plan. A portion of the evergreen buffer be replaced with Crepe Myrtles for aesthetic purposes.

New items to be added to the current SUP as part of this revision.

#1 - The site design standards shall be consistent the existing conditions of the current site layout that were in effect at the time of the existing SUP. The current design standards shall not apply to this amendment.





**View of Existing Units.**



**View of access to area for additional units.**





**View looking towards Baptist Tabernacle (Edgewood Drive).**



**View looking across property to rear of houses facing Frazier Road.**





**View looking from rear of property towards existing units.  
The trees on the left side run behind the houses along Ogden Road.**



**View from the property towards the houses on Frazier Road.**





**Town Council Meeting – Item Number: 9 a.  
December 11, 2018**

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

**Issue:** **Zoning Ordinance Text Amendments – “*Mobile Restaurants*”**

**Background:** The Altavista Town Council conducted a Public Hearing on the proposed Zoning Ordinance Text Amendments related to “Mobile Restaurants” at their November 13<sup>th</sup> Regular Meeting. Following the public input, Council directed staff to consider the citizen input related to setback for sight distance and bring back the revision at the next Council meeting.

The Planning Commission had previously recommended approval of the amendments.

**Requested Action:** Approval of the Zoning Text Amendments related to Mobile Restaurants, as revised.

**ATTACHMENTS:**

- *Zoning Text Amendments (Revised)*

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 designated town staff. 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 - \$25.00 with business license \$25.00 total is \$50.00 to be placed in Master List).

(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. The mobile restaurant owner must give the Town prior notice of when they will be operating in the town limits.

(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 **street intersections**, driveway entrances, alleys, fire hydrants 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) Temporary A-frame or T-frame signs may be displayed only when the mobile restaurant is open. The size of these signs is per Section 86-641 (a)(3). Signs may be displayed 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 a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the restaurant's foundation) 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.





**Town Council Meeting – Item Number: 9 b.  
December 11, 2018**

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

**Issue:** **English Park Improvements**

**Background:** At the November 27<sup>th</sup> Work Session, Scott DuBois (Southern Playgrounds) presented Town Council the conceptual plan for the English Park Improvements. This project includes the construction of a splash pad, new playground equipment, and a new shade structure.

If the objective is to have the improvements completed and available for public use by June 2019, the project needs to be approved in some form. During previous discussions it was decided that the previous funds for playground replacement (\$100,000) and construction of a disc golf course (\$20,500) could be utilized for this project. These funds are earmarked in Town Reserves. The remaining funding sources would need to be identified.

**Requested Action:** Provide direction to staff and/or Southern Playgrounds in regards to this item.

**ATTACHMENTS:**



**Town Council Meeting – Item Number: 10**  
**December 11, 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
- Departmental Monthly Reports
- Communications
- Calendars (December and January)

**Requested Action:** None

## Manager's Report for December 11, 2018 Council Meeting



RED indicates updates since last meeting.

**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 due on Tuesday, October 9<sup>th</sup>. Staff is working on the layout/design for the trail off of Westwood Drive. **Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session, will provide additional information at December Regular Council Meeting.**

**Dalton's Landing Canoe Launch Project Update:** DCR representative has indicated that the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14<sup>th</sup> to begin grant agreement process. DCR has indicated that there has been a slow down at the Federal level and we hope to get the grant process going by early December.

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) hopefully in December.

**Downtown Public Parking Signs and Banners:** Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project. The signs have been delivered, staff will work on having them installed. **Installation scheduled for next week.**

**Staunton River RIFA:** All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval.

**VDOT Rt. 29 Bridge Replacement Project Update:** VDOT has selected English Construction as the contractor for this project.

**Economic Development Strategic Plan (Camoin):** Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December.

**WWTP Clarifier #1 Project** See Attached Weekly Hurt & Proffitt Status Report (page 1)

**Utility Standard Details & Specifications** See Attached Weekly Peed & Bortz Project Status Report (page 1)

**WWTP Phase 1 Electrical Design** See Attached Weekly Peed & Bortz Project Status Report (page 2)

**Ridgeway Avenue Drainage Evaluation** See Attached Weekly Peed & Bortz Project Status Report (page 3)

**Rt. 43 Gateway Project (Streetscape/Utilities):** Staff has been working with VDOT and Hurt & Proffitt and the project has been submitted for Federal approval to bid.

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### On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review
- Decorative Streetlight LED Conversion



**Town of Altavista  
Hurt and Proffitt WWTP Projects  
Status Report**



Date: December 6, 2018

This memo is a status report of Hurt & Proffitt Team's efforts for both the Wastewater Plant Clarifier improvement projects

Completed Work Over the Last Week

1. Clarifier #2 (HP#20171439)
  - a. No work.
2. Clarifier #1 (HP#20180662)
  - a. Returned painting and clarifier equipment submittals
  - b. Reviewed contractor PR#1 and provided contractor NTP..

Anticipated Work Over the Next two Weeks

1. Clarifier #2 Rehab (HP#20171439)
  - a. Contractor to submit record drawings and final payment request.
2. Clarifier #1 (HP#20180662)
  - a. Contractor to submit equipment submittals as necessary.

Outstanding Issues

1. Clarifier #2 Rehab (HP#20171439)
  - a. None
2. Clarifier #1 (HP#20180662)
  - a. None

Construction Document Schedule Update

1. Clarifier #2 Rehab (HP#20171439)
  - a. Equip Production 3/10/18 – 8/7/18
  - b. On-Site Work 5/2/18 – 10/12/18 (**adjusted based on equip. delivery**)
  - c. Final Completion 10/31/18 (**9/5/18 date extended for installation**)
2. Clarifier #1 (HP#20180662)
  - a. Contracts Signed 10/15/18
  - b. NTP, submittal approval 10/22/18 – 1/1/19
  - c. Demo, Rehab, Construction 1/1/19 – 6/30/19

Submitted by:

Mike Wilson, PE  
Project Manager

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

December 6, 2018

**Project Name:** Town Standard Specifications

**Project Manager:** Scott Bortz, PE

**Sub-Consultant** none

**P&B Job Number** 18-46

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**Completed Last Week:** Received additional comments from Town staff regarding the specifications.

**Anticipated work over the next two weeks:** Revise per comments. Send revised standards and specifications to Town staff for final review and send to VDH-Danville for VDH review of water portion.

**Outstanding Issues:** none

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**Design Schedule:** Authorized on September 11, 2018  
Kickoff meeting w/ Town staff on October 2, 2018  
Submission of full set on 16 November, 2018  
Town review of second submittal on November 30, 2018  
Submit revised PDFs to Town for pre-VDH review December 14, 2018  
Submit to VDH for approval December 21, 2018 after final Town comments  
Receive VDH comments projected for February 1, 2019  
P&B respond to comments and resubmit 5 days after VDH comments  
*projected* for February 8, 2019

**Schedule Constraints:** 30 days post 1<sup>st</sup> meeting for second submittal to Town  
14 days post comments received from Town regarding second submittal  
VDH 1<sup>st</sup> review-anticipate 60 days review time  
VDH approval review-unknown

**Projected Completion:** Final submission to Town (PDFs and hard copies) December 21, 2018  
Approval by VDH March 1, 2019 pending VDH review times

**Invoiced To Date:** \$0

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**Town Input Required:** None

**Issues Town Should Be Aware Of:** None

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

December 6, 2018

**Project Name:** WWTP Phase I Electrical Improvements  
**Project Manager:** Scott Bortz, PE & Russell Jackson, PE  
**Sub-Consultant** Grant Beasley, PE – Master Engineers  
**P&B Job Number** 18-47

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**Completed Last Week:** Met with Town staff on Nov. 30 to review prospective location for new power building and generator. Established a location south of blower building and another possible location east of southern clarifier. Masters has provided tentative pros/cons for locations for the power building (ex. Chlorine room or new building). Masters has determined that natural gas generators are possible but would be significantly more expensive.

**Anticipated work over the next two weeks:** Master will attempt to determine cost of new service to different locations from Dominion staff. Cost of service drop may impact recommendation for building location

**Upcoming Tasks:** Assuming a new building, P&B will provide preliminary plans for the new building and preliminary generator pad plans.

**Outstanding Issues:** Masters has contacted Dominion regarding potential and cost for a single service feed to the site. Dominion has not responded at this time. Can Dominion supply a single feed to the east side of the plant? What will it cost to supply the two selected building locations.

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**Design Schedule:** Authorized on September 11, 2018  
Kickoff meeting w/ Town staff on October 2, 2018  
Projected submission of full set on December 21, 2018  
Town review of second submittal *projected* on January 18, 2019

**Schedule Constraints:** 90 days post 1<sup>st</sup> meeting for second submittal to Town  
21 days post comments received from Town regarding second submittal

**Projected Completion:** Final submission to Town February 8, 2019

**Invoiced To Date:** \$8188

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**Town Input Required:** Provide a benchmark or elevation at a building slab to use for determining elevation of new building.

**Issues Town Should Be Aware Of:** Dominion has not responded with potential for single feed and service locations/costs.

**2019 CIP Town of Altavista Projects**

**Status Report - Peed & Bortz, LLC**

**December 6, 2018**

**Project Name:** Ridgeway Avenue Drainage Improvements

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

**P&B Job Number** 18-58

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**Completed Last Week:** Received signed proposed from Town for Tasks 1 and 2 only. Miss Utility ticket called in.

**Anticipated work over the next two weeks:** Schedule and perform site survey. Pull plats for existing subdivision to analyze for existing easements.

**Upcoming Tasks:** Develop conceptual designs for an asphalt curb and open ditch along the south side of Ridgeway Avenue. Provide preliminary construction cost estimates for each design.  
Attend Council and/or work session meetings for discussion of design

**Outstanding Issues:**

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**Design Schedule:** Authorized on November 30, 2018  
Miss Utility ticket December 6, 2018  
Field survey of area after Miss Utility tickets clears projected by December 31, 2018  
Provide conceptual designs to Town staff for review projected by January 21, 2019

**Schedule Constraints:** Awaiting Miss Utility ticket clearance for survey  
21 days post Miss Utility ticket clearance for design

**Projected Completion:** Dependent upon staff review times and Town council meetings

**Invoiced To Date:** \$0

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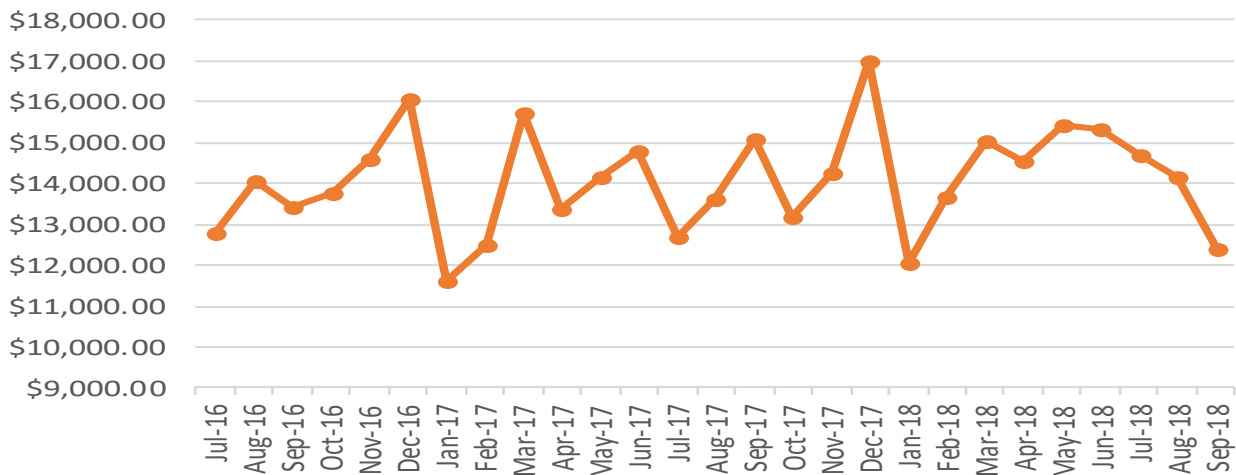
**Town Input Required:** If manholes (sanitary or storm) cannot be opened, Town will be requested to assist in determining depths of manholes.

**Issues Town Should Be Aware Of:**

**Town of Altavista  
Local Sales Tax**

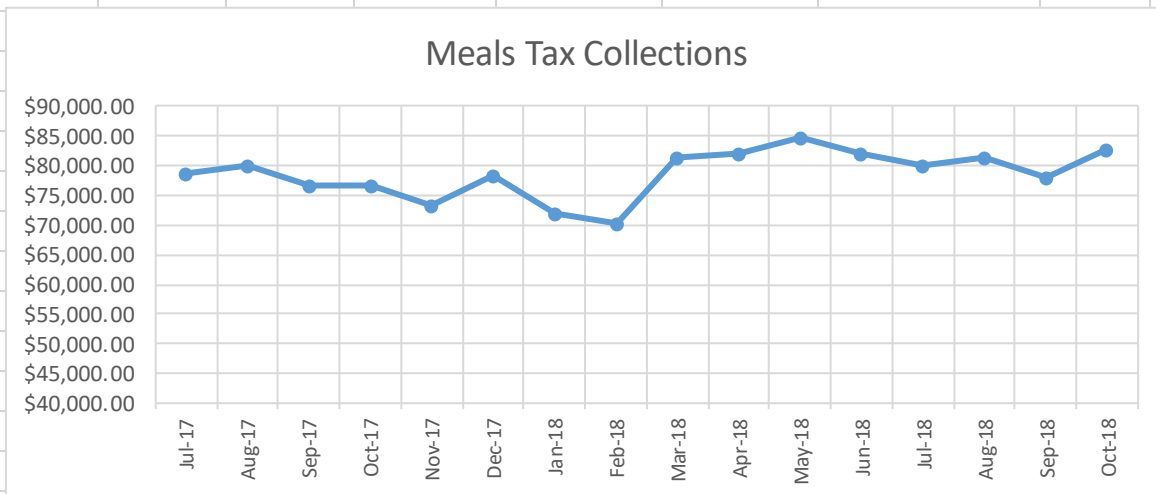
Jul-16	\$12,782		
Aug-16	\$14,083		
Sep-16	\$13,446		
Oct-16	\$13,776		
Nov-16	\$14,578		
Dec-16	\$16,055		
Jan-17	\$11,598		<b><i>YTD TOTAL (FY)</i></b>
Feb-17	\$12,485	FY2017	\$166,834
Mar-17	\$15,699	FY2018	\$171,886
Apr-17	\$13,372	+/-	\$5,051
May-17	\$14,150		
Jun-17	\$14,810		
Jul-17	\$12,712		<b><i>MTD TOTAL (FY)</i></b>
Aug-17	\$13,602		
Sep-17	\$15,088	FY2018	\$41,402
Oct-17	\$13,187	FY2019	\$41,280
Nov-17	\$14,237	+/-	-\$122
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		
Apr-18	\$14,556		
May-18	\$15,448		
Jun-18	\$15,317		
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		

**Local Sales Tax Receipt**



## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Month	Collections		
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		
Oct-17	\$76,719.67	<b>FY2017</b>	<b>PREVIOUS YTD TOTAL (FY) \$937,015.26</b>
Nov-17	\$73,312.11	FY2018	\$936,848.19
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		
Feb-18	\$70,420.81	<b>FY2018</b>	<b>MTD TOTAL (FY) \$312,388.42</b>
Mar-18	\$81,369.00	<b>FY2019</b>	<b>\$322,190.81</b>
Apr-18	\$82,147.00	+/-	\$9,802.39
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,127.00		
Oct-18	\$82,680.92		



**ALTAVISTA POLICE DEPARTMENT  
2018**

2018

	January	February	March	April	May	June	July	August	September	October	November	Year to Date
Criminal Arrests "Felony"	14	4	1	4	2	14	2	3	8	3	6	61
Criminal Arrests "Misdemeandor"	27	16	12	12	25	24	16	9	14	14	15	184
Warrant Executed	28	17	16	6	23	21	13	11	15	11	17	178
Uniform Traffic Summons Issued	26	26	41	32	18	30	23	42	40	21	22	321
# Traffic Stops	119	148	159	74	85	136	126	99	81	52	61	1140
BOLO'S (Be on Look Out)	8	8	10	4	6	10	15	8	7	8	9	93
DUI	5	2	1	0	1	1	1	0	0	2	0	13
IBR	40	29	36	28	24	47	42	18	23	19	11	317
MVA	8	2	3	1	6	3	2	3	3	10	3	44
Assist Motorist	22	13	13	12	17	12	28	17	28	22	25	209
Calls for Service	419	354	378	399	337	492	400	320	422	268	324	4,113
Investigation Hours	71	52	47	46.5	33.5	44	38	10	31	59.5	16.5	449
Alarm Responses	28	10	23	14	9	26	13	20	32	8	6	189
ECO/TDO	2	2	3	0	0	0	0	1	1	0	1	10
ECO/ TDO HOURS	10.5	7.5	7	0	0	0	0	4.5	8	0	19.5	57
Training Hours	46.5	65	1	91.5	95.5	51.5	28	15.5	10	0	8	412.5
School Check	60	42	50	54	41	36	31	41	41	34	27	457
Court Hours	38	22.25	34.5	19.25	34.5	22.25	9	21	26.5	13	8	248.25
Community Events	3	3.25	4	9	3	0	0	0	0	3	0	25.25
Special Assignment Hours	27	1	0	0	10	26.5	0	0	0	4	0	68.5
# Hrs Directed Patrol	564	481	589	459.5	471.5	450	497	389	396	325	243	4,865
Bike Patrol Hours	0	0	0	0	0	18.5	0	0	0	0	0	18.5
Citizen Contacts	3383	3312	3730	3437	3465	3990	3142	2828	2712	2586	1657	34,242
Businesses, Residences Check "Foot Patrols"	576	590	698	733	683	634	541	494	409	468	303	6,129
Follow Ups	55	55	67	72	25	46	67	30	76	38	24	555

Patrol on 29-November

2-Nov 29 NB	0941-0955	Tosh	Traffic Stop/Summons
4-Nov Rt 29	1205-1240	Weaver	Radar
5-Nov 29 SB	1520-1535	Weaver	Disabled Vehicle-unfounded
5-Nov Rt 29	1055-1140	Weaver	Radar
6-Nov Rt 29	1130-1215	Weaver	Radar
10-Nov 29	1240-1408	Rigney	Funeral Traffic
11-Nov Rt 29	0530-0615	Rea	MVA
11-Nov 29 NB	0535-0615	Williams	Deer Accident
14-Nov 29 NB	1600-1645	Weaver	Radar
15-Nov Rt 29	1525-1600	Weaver	Radar
17-Nov 29 NB/Clarion Rd	2100-2130	Tosh	Traffic Stop/Summons
19-Nov 29 SB	2330-2340	Tosh	Traffic Stop/Warning
19-Nov Rt 29	1200-1300	Weaver	Traffic Enforcement
19-Nov 29 NB	1240-1300	Weaver	Traffic Stop/Summons
20-Nov Rt 29	1415-1500	Weaver	Radar
21-Nov 29 SB/Main Street	0930-0940	Tosh	Traffic Stop/Warning
23-Nov Rt 29 SB/Road Hazard	0950-0955	Weaver	Road Hazard
23-Nov Rt 29	1145-1230	Weaver	Radar
23-Nov 29 SB	1820-1830	Weaver	BOL/Unfounded
23-Nov 29 SB	1754-1823	Osborne	BOL/Unfounded
24-Nov Rt 29	1250-1325	Weaver	Radar
25-Nov Rt 29	1355-1435	Weaver	Radar
28-Nov Rt 29	1530-1645	Weaver	Radar
29-Nov Rt 29	1110-1145	Weaver	Radar
29-Nov Rt 29	1615-1700	Weaver	Radar



<b>Public Works Monthly Report</b>							
<b>Monthly Staff Report B&amp;G</b>							
Date:			12/1/2018				
TO:			Town Manager				
FROM:			David Garrett				
DEPARTMENT:			Building and Grounds				
MONTH:			November				
# Burials				2			
# of Cremations				0			
# of Labor Hours for Green Hill Cemetary				58			
# of Curbside Brush Stops				49			
# of Brush Loads				4			
# of Curbside Bulk Stops				39			
# of Bulk Tonnage				6.53			
# of Tires Collected				2			
Solid Waste Total Tonnage				89.21			
# of Labor Hours to Maintain Buildings				63.25			
# of Labor Hours to Maintain Parks				156			
# of Acres Mowed				0			
# of Acreage Mowed by Contractor				0			
<b>Other Public Works Activities and CIP Projects:</b>							
Pesticide Applicator Licenses							

Streets						
Monthly Staff Report Streets						
Date:			12/1/2018			
TO:			Town Manager			
FROM:			David Garrett			
DEPARTMENT:			Streets			
MONTH:			November			
# of Lane Miles Mowed by Town				0		
# of Lane Miles Mowed by Contractor				0		
# of Litter Bags Collected				0		
# of Weed Control Gallons Applied				0		
# of Swept Lane Miles				24		
# of Weekend Trucks				1		
# of Total Tonnage for Weekend Trucks				0.73		
# of Leaf Collection Loads				86.50		
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)				555.75		
Asphalt Totals:				0		
Other Streets Activities and CIP Projects:						
Pesticide Applicator Licenses						

	<b>Fleet Maintenance</b>			
Monthly Staff Report FM				
Date:		12/1/2018		
TO:		<b>Town Manager</b>		
<b>FROM:</b>		David Garrett		
<b>DEPARTMENT:</b>		Fleet Maintenance		
MONTH:		November		
# of State Inspection			1	
# of Preventive Maintenance Work Orders			4	
# of Emergency Repair Work Orders			4	
# of Services			6	
Other Fleet Maintenance Activities and CIP Projects:				
Pesticide Applicator Licenses				

Monthly Staff Report Water Plant										
DATE:		12/1/2018								
TO:		Town Manager								
FROM:		Tom Fore								
DEPARTMENT:		Water Treatment Plant								
MONTH:		November								

The Actual water production line ( filtering of water) for the entire month averaged			15	Hours per day	
which yielded approximately	1,870,000	gallons of water per day.			
Snow/Rainfall for the month	8.2	was measured at the water treatment plant.			

[illegible]

Monthly Compliance Reports Completed								
VDH samples completed for compliance								

CIP Replace and Expand Fence at River Intake= Completed except for punch list
CIP Tank Maintenance/Repair - awaiting painting for Bedford and Melinda interior painting in the summer of 2019
CIP Raw Water Pump Replacement - pump is on order
CIP Melinda Zone Pump Station Design- Preliminary Engineering report to be completed by mod December
CIP Dearing Ford/Melinda control valve- Design underway

Utilities Distribution and Collection					
# of Service Connections		1			
			Water 1812 Avondale Dr.		
# of Service Taps		1			
# of Meters Read		99	Monthly		
		0	Quarterly		
# of Meters Tested		0			
# of Loads of Sludge to Landfill		20			
# of Location Marks made for Miss Utility		35			
# of Meters Replaced		2	1717 & 1719 Eudora Lane		
# of Water Lines Repaired		1		# of Sewer Lines Unstopped	1
Locations:				Locations:	
2086-2088 Shady Lane				903 7th Street	
# of Water Valve Boxes Cleaned		0			
# of Blow-Off Valves Flushed		0			
Push Camera Footage		0	Sewer Main Cleaned		5996'
Sewer (Root Cutting) Main		875'	Sewer Main Cleaned Manholes		25
Sewer (Root Cutting) Main Manholes		3	Sewer Right of Way Clearing Footage		3800'
Sewer Video Footage		1730'	Sewer Service Cleaned		0
Sewer Video Manholes		6	Sewer Service Cleaned Manholes		0
Duke Root Control (Contractor)		1700'	Sewer Root Cutting Service		0
Water Turn Ons and Offs		36	Water Right of Way Clearing Footage		0
Cut Offs For Non-Payment		57			
# Of Hydrants Flushed		0			
<b>Other Utilities Distribution and Collection Activities &amp; CIP Projects:</b>					

Wastewater									
TO:			Town Manager						
FROM:			Steve Bond						
DEPARTMENT:			Wasterwater Plant						
MONTH:			Nov-18						
Average Daily Flow				2.70 MGD					
TSS Reduction				97 %					
BOD Reduction				98 %					
VPDES Violations				0					
Sludge ( Regional Land Fill)				207 tons					
Rain Total		6.95 Inches				Snow Total		Inches	
<b>Other Wastewater Activities and CIP Projects:</b>									
Week: 5 <sup>th</sup>					Week: 12 <sup>th</sup>				
<ul style="list-style-type: none"> <li>DMR submitted 11/5/18</li> <li>New employee (S. James) scheduled for exam 11/16/18</li> <li>Cleaned maintenance office</li> <li>Submitted Monthly summary</li> <li>Dominion Power onsite mapping power services</li> <li>Tested all Generators</li> <li>Ordered Annual Monitoring Well sample containers</li> <li>Completed oil change in Digester blowers</li> <li>Ordered Annual PM for All plant Generators</li> <li>CIP discussions with Utility Director</li> </ul>					<ul style="list-style-type: none"> <li>Rain event total of 2in on 11/13</li> <li>Rain event total of 1.4in on 11/15</li> <li>New employee (Sherry James) scheduled for license exam 11/16/18</li> <li>Bar screen at Main Pump Station repaired (out as result of high water)</li> <li>NPW system out (result of high water)</li> <li>Polymer received 11/14/18</li> <li>Interview scheduled for possible new employee</li> <li>VML safety inspection conducted</li> <li>Budget Meeting with Utility Manager</li> <li>CIP discussions with Utility Director</li> </ul>				
Week: 19 <sup>th</sup>					Week: 27 <sup>th</sup>				
<ul style="list-style-type: none"> <li>Holiday Week</li> <li>Clarifier #1 down due to electrical issue</li> <li>Clarifier #1 repaired (pulled new start contact wire)</li> <li>Recharged NPW system and cleaned pump</li> <li>Interview scheduled for possible new employee</li> <li>CIP discussions with Utility Director</li> </ul>					<ul style="list-style-type: none"> <li>All Generators had annual service</li> <li>Clarifier #1 down</li> <li>Clarifier #1 re-filled and placed back in service</li> <li>Recharged NPW system and cleaned pump</li> <li>New employee hired</li> <li>Cleaned and serviced UV system bank B</li> <li>Cleaned out scum line from #3 clarifier with help from shop crew</li> <li>VFD at RVPS out of service, taken for repair</li> <li>AIC serviced RVPS (reset pump times) out of service VFD</li> <li>Working on corrective action items identified during VML inspection</li> </ul>				
<b>CIP</b>									
Replace Clarifier #1 - precon meeting was held awaiting notice to proceed.									
SCADA Sludge Press - completed									
Repair Replace warn and damaged asphalt - scheduled for this spring									
Mag meter replacement - scheduled for later									
Clairifier #3 Gear Box Replacement- scheduled for later									
Replace Air Compressor in Solids Building- Scheduled for later									
Mower replacemnet - Completed									
Replace pumps at pump/motors at pump station - schedule for later									
Electrical Distribution Phase 1 FAIP - project underway, design work continues									
Replace 60hp Digester Blower- scheduled for later									

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

### **Facebook & Social Media**

- Page likes increased from 694-736
- Total page reach for the month – 4,000
- Highest viewed posts: Auto pay information, Shop with a cop/no shave November posts, new trees in English Park, water line break information, Reggie Bennett's first town council meeting.
- Town Instagram page has 257 followers.

### **Town Website**

- Posted Planning Commission agendas and minutes
- Posted Town Council meeting agendas and minutes
- Updated job opportunities
- Uploaded Town's Audit
- Updated "updates" section with FY 2020 Budget schedule
- Added Auto Pay to the website
- Updated Council member information

### **Other Promotions**

- Attended Town Council Regular Meeting and Work Session.
- Completed Town Calendars
- Completed press release for FY 2020 Budget Public Input Session & sent to news sources
- Worked with staff to draft Utilities Increase Press Release
- Continued to promote the Town through social media.

## Main Street Coordinator November Monthly Report



### Meetings and Conferences

- Attended November Town Council and October Work Session
- Held monthly meeting with the Chamber to discuss upcoming events
- Attended Chamber Business Expo
- Attended AEDA Strategic Planning session
- Attended monthly staff meeting

### Business Updates

- AOT, Chamber, and businesses will host “Holiday Open House” November 10<sup>th</sup> to promote holiday shopping in Altavista.
- Shop Small Saturday will take place November 24<sup>th</sup>
- Attended VTI ribbon cutting for new welding shop.

### AOT

- Held annual Gibley Jog 5K on Thanksgiving Morning with 316 runners from all over the country and world (including London & Thailand). AOT grossed about \$13,500 from race and sponsors. AOT had about 30 volunteers help with the Gibley Jog race. The Standard had 10 runners participate, and Abbott had 25 runners!
- Announced Scarecrow Stroll winners
- Partnered with Chamber and business community to promote the Holiday Open House and Shop Small Saturday.
- Snowflakes and holiday decorations were placed downtown.
- AOT website was updated to include business guide, list of resources, and available properties downtown. <https://www.altavistaontrack.net/business-resources/> Printed business guides will be delivered in December.
- Filmed LHOV segment to promote Altavista holiday shopping and the Holiday Open House event.
- Continued to work on AOT transformational strategies and work plan with board members.
- AOT will meet in December and begin working on annual VMS Data Bonanza.



December 2018						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b> Altavista Christmas Parade 5:00 pm
<b>2</b>	<b>3</b> Planning Commission 5:00 pm	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> Town Council Regular Meeting 7:00 PM	<b>12</b>	<b>13</b>	<b>14</b>	<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> Christmas Eve Town Offices Closed	<b>25</b> Christmas Day Town Offices Closed	<b>26</b> Christmas Holiday Town Offices Closed	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b> New Year's Eve					

# January 2019

Sun	Mon	Tue	Weds	Thurs	Friday	Sat
		1 New Year's Day Town Office Closed	2	3	4	5
6	7 Planning Commission 5pm	8 Town Council Meeting 7pm	9	10	11	12
13	14	15	16	17	18	19
20	21 Town Office Closed Martin Luther King Jr.	22 AEDA Meeting 8:15am Council Work Session 5pm	23	24	25	26 Chamber of Commerce Awards Dinner
27	28	29	30	31		