



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, February 13, 2018

A SPECIAL CALLED MEETING WILL BE HELD AT 5:30 PM for a Presentation on the Utility Rate Study by Woodard & Curran (consultant).

7:00 PM Council Regular Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda** p. 1-2
- 4. Recognitions and Presentations (Attachment 1a)**..... p. 3 - 13
 - a. AVOCA Annual Report – Mike Hudson, Executive Director*
 - b. Planning Commission & Board of Zoning Appeals Annual Reports – Dan Witt*

5. Public Comments

This portion of the meeting is to receive comments from the public on items not included in this agenda. Citizens should sign up prior to the start of the meeting. The Council is interested in hearing your concerns, but may take no action or deliberate on the subject matter at this time. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Each speaker limited to 3 minutes with a total of 15 minutes allotted for this purpose.

6. Consent Agenda

- a. Approval of Minutes**
 - i. Regular Meeting January 9, 2018 and Work Session January 23, 2018 (Attachment 2a)*.....p.14 - 34
- b. Acceptance of Monthly Finance Reports (Attachment 2b)** p. 35
 - i. Invoices**..... p. 36 - 38
 - ii. Revenue & Expenditure Reports**.....p. 39 - 60
 - iii. Reserve Balance/Investment Report**..... p. 61
- c. Chapter 34 Environment – Public Nuisance ordinance amendments - Set public hearing (Attachment 2c)**p.62
- d. VML "Wireless bills" Resolution (Attachment 2d)**..... p. 63 - 67
- e. March "MS Awareness Month" Proclamation (Attachment 2e)** p. 68 - 69

7. Public Hearing (none scheduled)

8. New/Unfinished Business/Items for Discussion (20 minutes)

- a. AEDAS Update on Economic Development Strategic Plan process (Attachment 4) p. 70
- b. Police Department staffing request (Attachment 5) p. 71 - 74
- c. FY2019 Budget/CIP Discussion (Attachment 6) p. 75

9. Reports

- a. Town Manager's Report (Attachment 7) p. 76
- b. Departmental Reports (Attachment 8)p. 77 - 92

10. Informational Items/Late Arriving Matters

- a. Calendars (Attachment 8)p. 93- 94

11. Matters from Council**12. Closed Session**

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

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

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

13. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar**

(All meetings are at Town Hall unless otherwise noted)

Tuesday, February 27, 2018 @ 5:00 p.m.	Town Council Work Session
Tuesday, March 13, 2018 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, March 27, 2018 @ 5:00 p.m.	Town Council Work Session

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

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | 4a |

Attachment #: | 1a |

Agenda Placement: | Recognitions/Special Presentations |

Subject Title: | Annual Reports |

SUBJECT HIGHLIGHTS

Annual Reports will be given on the following items:

- Avoca Museum – Mike Hudson, Executive Director
- Planning Commission & Board of Zoning Appeals – Dan Witt, Asst. Town Manager

Staff recommendation, if applicable: Accept Annual Reports

Action(s) requested or suggested motion(s): Consensus of Council to accept the annual reports.

Staff Review Record

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

List them in the order they should appear in packet? **Avoca Report; Planning Commission Report; and BZA Report**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Avoca Museum

2017

Annual Report to Town Council

Esteemed Members of Council, Mr. Coggsdale, Ms. Shelton, and fellow community members -

I have been asked to appear before you tonight on behalf of the museum's Board of Directors and comment on the state of Avoca Museum and its activities in 2017. I am pleased to report that the year 2017 was a year of **sustained** growth for Avoca Museum. The museum has expanded its educational programs, improved its buildings and facilities, developed handicap-accessible offerings, and provided a first-rate gathering place for the community. The museum saw 9,000 guests last year – many of them hailing from other parts of Virginia, twenty other states, and a variety of foreign nations. We hosted 60+ events and many of those were private events, such as weddings. This year, the museum is introducing a generous discount for town residents who wish to hold their wedding ceremony at a lovely venue. We offer this as a small way of thanking the community to which we owe so much. The museum added an estimated \$100,000 to the local economy on these occasions and generally created positive exposure for the town. Avoca hosted 1,100 schoolchildren from different parts of Virginia and provided new educational programs designed to teach them about the natural, Native American, Revolutionary War, and Civil War history of this area.

The museum kicked off New Year 2017 with numerous building and beautification projects designed to uphold the beauty of the house and grounds. In the first few months of the year, we continued our preservation efforts in the ca. 1800 kitchen building, removed/replaced sections of rotted molding and gutters from the house, improved our exhibits, and repaired issues involving the mansion's interior ceiling plaster. Later in the year, the site's capital improvement plan was realized when the kitchen and milk house outbuildings were restored completely with funds designated for the kitchen only. (You may remember that, with Council's approval, those leftover funds were applied to the milk house.) As a result, we were able to complete that job with high quality results and an incredible savings to the town. If you have not seen the newly-restored outbuildings, I certainly do encourage you to allow me to arrange a personal tour so that you may see for yourself. In fact, I encourage each member of Council to allow me to show you the many ways in which the museum has progressed in the past year. I wish to present these improvements to underscore my commitment that Avoca will not ask for funds that it does not need and will not burden taxpayers with wasteful spending. When the museum spends money, it does so with the intent of reaping a justifiable return on its investments.

We did not spend the balance of 2017 resting on our laurels, however. One area that Avoca made badly-needed improvements concerned its heating and insulation capabilities. Frankly, it is very expensive to provide for the museum's heating needs, especially during an unusually bitter winter as the present one has shown itself to be. To that end, Avoca staff worked in collaboration with Public Works and Town Council to increase the museum's heat yield, insulate the cellar of the mansion, and find new ways to prevent freezing of pipes. Major kudos to David Garrett, Terry Cox, Terrie Anderson, and the hardworking folks from Public Works who do an outstanding job of helping me protect the town's investment.

Avoca Museum continues to offer cultural events at little or no charge to our community. Avoca also offers free admission to area moms to our Mother's Day Tea in May. We also provide a fine meeting place for civic organizations such as the local DAR, SCV, and historical societies at no charge. Each April, no admission is charged for members of the community to see the museum on Town Appreciation Day. Two summers ago, a reading incentive program was initiated in partnership with the Campbell County Library System. This incentive program is still going strong. The museum has also partnered with Altavista Chamber of Commerce, Altavista On Track, and numerous other community organizations to provide services throughout calendar year 2017.

Avoca was featured in 15 different media outlets last year and was the subject of several new scholarly articles and presentations, placing the museum in the public eye consistently. In short, awareness concerning the site's contribution to local history is becoming more widely known. Next year, we look forward to bringing the Harvest Jubilee & Wine Festival back to our community. Other special events such as our annual Christmas Open House and October's Night at the Museum living history event are favorites among locals.

Of course, we could not see these things accomplished without our dedicated volunteers and members. A special thank you goes out to Theresa Boyes, our Special Events Coordinator, who is working hard to ensure that our public events are well-organized and safe. All of these things that I have described were accomplished thanks to the Town's support, grants, and donations through our membership program. **I firmly believe that one would have to look far and wide in order to find a small town that can offer a local history museum and cultural venue as culturally edifying and beautiful. Avoca is deeply engrained in the spirit of Altavista and vice-versa.**

Each of Avoca's activities in 2017 were carried out by one full-time staff member, one part-time staff member, and a team of volunteers who believe in the potential of this museum. The organization will continue to give our town the greatest "bang for its buck" that it can. In the packet you all have received tonight, you will see that I have detailed the ways in which Avoca is expanding its reach – both as a museum and as an events venue. We will continue our efforts to draw tourists and event-goers to experience **the uniqueness** that Avoca and Altavista offer together. Your packet also details the manner in which the funds allocated to the museum were spent. As you saw in our implementation of the most recent capital improvement project, we will continue to work to see that public funds are applied in a discerning manner and will thus ensure that the greatest possible benefit will be derived. It is incumbent upon me to report that Avoca Museum utilizes sound accounting practices and that fact is verified each year with an independent audit. The museum has consistently finished "in the black" since the beginning of my tenure and the museum is committed to maintaining its financial health.

In conclusion, I wish to report to Town Council that the state of Avoca Museum is strong. The museum continues to grow and thrive in a time when many local history museums are, quite frankly, dying off. Thank you for your support of Avoca Museum in 2017 and look for many great things to come in 2018.

With appreciation,
Michael Hudson, Executive Director of Avoca Museum

Avoca, an Integral Member of the Altavista Community
(On the National List of Historic Places and a Virginia Historical Landmark)

Civic Groups Utilizing Avoca on a no fee or cost of cleaning & staffing only basis:

1. Altavista Chamber of Commerce (all TGIF events)
2. Rotary Club
3. Altavista Book Club
4. Altavista High School HI-Y Club
5. Cub Scouts and Boy Scouts
6. Toka'lon
7. Altavista Business Woman's Association
8. Staunton River Woman's Club
9. DAR and SCV meetings

Education Usage of Avoca on a No Fee Basis:

1. Altavista Public Library annual Christmas Party
2. Altavista Public Library annual Easter egg Hunt
3. YMCA programs upon request
4. Elpis, Head Start programs upon request
5. CVCC classes
6. Lynchburg Area Group Homes (reduced fee)
7. Central Virginia Training Center (reduced fee)

Other Public Usage of Avoca:

1. Weddings/Rehearsals
2. Memorial services
3. Scatter Garden (cremated remains)
4. Showers
5. Retirement Parties
6. Anniversary Parties
7. Birthday Parties
8. Class Reunions
9. Corporate functions
10. Corporate meetings/ training sessions/confidential interviews
11. Private tours for churches, Red Hat Societies and other organizations
12. Education programs

Public Offerings sponsored by Avoca:

1. Public offerings such as Night at the Museum and Jane Andrews Student Event Day
2. Free tours on Opening Day
3. Mother's Day Tea
4. Made in the Shade Craft Beer Festival and Harvest Jubilee and Wine Festival
5. Christmas Open House
6. Free lectures on topics of local historical interest

2017 Education programs:

1,100 students+

17 programs given to students from 16 schools (public, private, and homeschool)

Education programs currently offered by Avoca:

- * Colonial Life and Culture
- * Life During the Revolutionary War
- * Civil War: Home Front and Battlefield
- * Enter the Gilded age: Victorian Life and Times
- * River of Time: American Indian Life in Virginia
- * Westward Go! With Lewis and Clark
- * All Aboard the Batteau: Transportation and the Bateau
- * For Gold and Glory
- * Colonial Medicine and Avoca's Herb Garden
- * Quaker Stations and the Underground Railroad
- * A family legacy: Civil War/Colonial graveyard Exploration

Education programs introduced, 2014-2015:

- * Know your Eastern Woodland "Varmints"
- * Equipment of a Civil War Soldier
- * Equipment of a Revolutionary War Virginia Militiaman

Expenditures of Town Funding*

Item	Amount Spent by Avoca Museum
Salary of Director (with FICA costs)	- \$41,983.50
Insurance Costs of Director	- \$6,000
Electricity & Gas Costs	- \$8,456.02
Landscaping	-\$13,853.29
TOTAL	- \$70,292.81

Amount Spent on Items Listed Above \$70,292.81

Amount Allocated by Town Council \$57,100.00

Difference - \$13,192.81 (covered by donations, private grants)

* The amounts allocated for these categories are given for calendar year 2017.

Capital Improvement Plan Spending for 2017

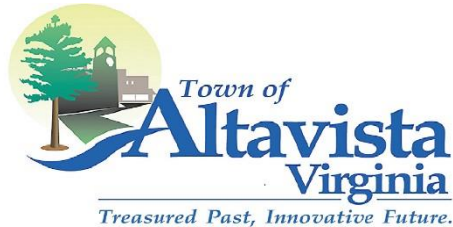
Intended Purpose	Amount Allocated by Town Council	Purpose Fulfilled?	Comments
Restore roof of Milk House	\$3,500	Yes	Completed at half of the expected cost

Commissioners

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

Town Planning Staff

Dan Witt



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

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2017 activities.

Part one of the report contains an overview of the meetings conducted and attendance of the members in 2017. This is followed by a summary of the progress made on the 2017 Work Plan. The third section contains an overview of the monthly meetings and the final section is the Work Plan the Commissioners have developed for themselves for 2018.

Annual Report

Summary of meetings in 2017:

- A total of 10 meetings:
 - Regular- 9
 - Joint work session with Town Council- 0
 - 4 Public Hearings: Zoning Change, Comp Plan, 2 SUP
- Attendance at the meetings in 2016 was 82%.
- Zoning Permits Issued: 34

<u>Zoning Permits By Year</u>		
<u>Year</u>	<u>Number Issued</u>	
2005	58	
2006	92	
2007	82	
2008	81	
2009	50	
2010	61	
2011	73	
2012	57	
2013	52	
2014	57	
2015	48	
2016	54	
2017	34	

The Planning Commission Work Plan Progress Report:

The **2017 Work Plan Review** is listed below and includes the progress for each task listed:

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Review and implement Comp Plan goals assigned to the Planning Commission.
3. Respond to requests by Town Council.
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Encourage the youth in our community to become more involved in our local government by working with the local schools.
6. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives, which should occur in 2017.
7. Consider ways to identify and bring attention to Altavista's Downtown Historic District.

Summary of monthly meetings:

January: Mr. Jordan was re-elected as Chairman and Mrs. Laney Thompson was elected as Vice-Chairman. A final review of the 2016 annual report was completed and the report was approved to be presented to Town Council.

Mr. Jodie Davis presented to the Commissioners his ideas for a B&B at 102 Frazier Road. The Commissioners expressed a willingness to consider his ideas.

Staff provided several options for consideration as the Commissioners considered derelict structures.

February: Staff provided an update on the B&B request at 102 Frazier Road. The Town Code must be amended prior to allowing Mr. Davis to apply for a special use permit. Staff was asked to advertise for a public hearing at the March meeting to consider the change to the code.

Staff presented several code changes that needed to be made as 'housekeeping' matters. The Commissioners asked staff to advertise these along with the changes related to the B&B.

March: Mr. Mitch Hailey addressed the Commissioners with a request to consider having 606 7th Street removed from the Downtown Revitalization Overlay District. Staff explained, if this were to be considered, it would need to be the entire 600 block removed or it could be considered 'spot zoning.'

Staff reviewed the individual changes to each section of the zoning ordinance.

April: A public hearing was held to consider the rezoning request of Altavista Appliance at 606 7th Street, to include the 600 block of 7th Street. A recommendation for approval of the request was sent to the Town Council, who after their own hearing approved the request.

A public hearing was held to consider the 'housekeeping' changes to the zoning ordinance along with changes that would allow a B&B to be either owner or tenant operated. A recommendation for approval of the proposed changes was sent to Council, who after their own public hearing approved all the changes.

May: Meeting was cancelled as there were no pressing matters for the agenda.

June: A public hearing was held to consider a special use permit application to operate a B&B at 102 Frazier Road. A recommendation for approval of the special use permit request was sent to the Town Council, who after their own hearing approved the B&B.

Mr. Jordan Parker presented a request for the 'reuse' of a vacant church building at 1019 9th Street as the home office for the Claire Parker Foundation. The Commissioners were willing to consider this request but staff explained the use was not permitted and would require a change to the code. The Commissioners

agreed to the changes presented by staff and requested they be advertised for a public hearing for the July meeting. Staff also corrected language in the code related to personal services.

July: A public hearing was held to consider the ‘housekeeping’ changes to the zoning ordinance for personal services along with changes that would permit a non-profit use in the R2 zoning district. A recommendation for approval of the proposed changes was sent to Council, who after their own public hearing approved all the changes.

August: A public hearing was held to consider a special use permit application to operate a major auto repair shop at 902 Main Street. A recommendation for approval of the special use permit request was sent to the Town Council, who after their own hearing approved the repair shop.

September: A public hearing was held to consider a special use permit application to operate a non-profit at 1019 9th Street. A recommendation for approval of the special use permit request was sent to the Town Council, who after their own hearing approved the use for the Claire Parker Foundation.

October: Meeting was cancelled as there were no pressing matters for the agenda.

November: The Commissioners reviewed a draft copy of their annual report for Town Council.

December: The Commissioners approved the 2017 Annual Report for Town Council. The Commissioners held a public hearing to consider a Special Use Permit application submitted by Mr. Thomas McCue to operate an automobile dealership, used at 1000 Main Street. A recommendation was sent to the Town Council recommending approve of the application with specific conditions.

Planning Commission 2018 Work Plan

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Review and implement Comp Plan goals assigned to the Planning Commission.
3. Respond to requests by Town Council.
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Encourage the youth in our community to become more involved in our local government by working with the local schools.
6. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives, which should occur in 2017.
7. Consider ways to identify and bring attention to Altavista’s Downtown Historic District.

The Planning Commission is an advisory board to the Town Council. If Council would like to add items to the work plan, please provide this request to Chairman Jordan.

Thank you for the continued opportunity to serve the citizens of the Town of Altavista and Town Council.

Date: December 2017

John Jordan

Planning Commission Chairman



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Town of Altavista Board of Zoning Appeals
510 Seventh Street, PO Box 420
Altavista, VA 24517

(434) 369-5001 phone (434) 369-4369 fax

February 13, 2018

Dear Council Members,


The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report to Town Council for activities during 2017. The BZA was not required to meet in 2017 to address any official matters. The BZA held an organizational meeting on February 23, 2017. Mr. Wilson Dickerson was reelected as Chairman and Mr. Phillip Webb was elected Vice Chairman. Dan Witt was elected to continue in the role of Secretary.

Town Attorney, John Eller reviewed the changes to the code sections that will be updated in the Town's Zoning Ordinance. The required changes were reviewed and Mr. Eller confirmed that the BZA did not want to accept responsibility for hearing all special use permits and did not want to give authority to staff to approve variances under certain conditions.

Chairman Dickerson discussed his method for conducting a meeting and not giving a time limit to either staff or the applicant. Mr. Eller stated that as long as that is the way things were handled it would be in compliance with the state code.

Mr. Charles Eubanks expressed his willingness to continue to serve on the BZA and was reappointed in September 2017 to another 5-year term. Chairman Dickerson's term will expire in August 2018.

Thank you for the continued opportunity to serve the Town of Altavista Town Council and its citizens.



Wilson Dickerson,
Board of Zoning Appeals Chairman

February 13, 2018



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | 6a |

Attachment #: | 2a |

Agenda Placement: | Consent Agenda |

Subject Title: | Minutes |

SUBJECT HIGHLIGHTS

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's Regular Meeting held January 9, 2018 and their Work Session held on January 23, 2018. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion(s) to approve the minutes of the January 9, 2018 Regular Meeting and January 23, 2018 Work Session.

Staff Review Record

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

List them in the order they should appear in packet? **Minutes (January 9, 2018 and January 23, 2018)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Regular Council Meeting—January 9, 2018

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on January 9, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Ben Horrocks, Lane Memorial United Methodist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton –arrived at 7:03 p.m.
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Also present:

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

3. Pledge of Allegiance
4. Mayor Mattox advised of changes to the agenda. The “Dalton’s Landing Canoe Launch Project Update/Request was added.

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

Motion carried:
VOTE:

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

5. Recognitions and Presentation
6. Public Comment

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

No one came forward.

7. Consent Agenda
 - a) Minutes- Regular Meeting December 12, 2017--The Council approved the minutes of the Council meeting.
 - b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
 - c) Budget Amendment—WWTP Clarifier Project

Regular Council Meeting—January 9, 2018

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

Motion carried:

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

8. Public Hearing

a. Special Use Permit—"Automobile Dealership—Used"—Thomas McCue

Mr. Coggsdale advised the Altavista Town Council will conduct a public hearing on the application of Mr. Thomas McCue for a Special Use Permit for a "Automobile Dealership, Used" at 1000 Main Street on property zoned "C-2 - Commercial General". The Planning Commission conducted its public hearing at their December 2017 meeting and have forwarded their recommendation to Council. The current use of the property being utilized by Mr. McCue is Vista Pawn Shop and in order to be permitted to pawn motorcycles, automobiles and/or ATVs, a Special Use Permit is required. The approval of the application would also assist Mr. McCue in meeting the regulations of the Virginia Motor Vehicle Dealer Board (MVDB).

Mr. Witt advised this is not a straight forward issue; according to Mr. McCue the MVDB is a one size fits all dealer board for ATVs, motorcycles and cars. He cannot legally sell any of these items without going through the entire process of getting the licenses that he is asking for. He stated the Planning Commission recommends to Town Council approval of the special use permit application for property at 1000 Main Street to be used for an automobile dealership, used, and as an accessory to Vista Pawn Shop, with design guidelines set forth in Section 86-506 of the Town Code and conditions as recommended by staff as listed.

1. All vehicles displayed for sale shall be in operating condition.
2. No repair work or maintenance of vehicles shall be permitted on site.
3. All cars displayed shall use the 10 assigned spaces as shown on the site plan submitted by the applicant and all ATVs and motorcycles may be displayed inside or outside.
4. Applicant shall comply with all local, state and federal laws.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the Special Use Permit of Mr. McCue at 1000 Main Street as presented and recommended by the Planning Commission.

Motion carried:

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

Mayor Mattox thanked Mr. McCue for locating his business in the Town of Altavista.

9. New/Unfinished Business

a. Town Facility Naming Discussion

Mr. Coggsdale advised last month, Council discussed an opportunity to name a town facility after a citizen or citizens. Council indicated that they would like to give this some additional thought and asked that the item be placed on the January Regular Meeting agenda.

Mayor Mattox suggested staff write a letter to the family in reference to one individual and ask for the family’s thoughts.

Mrs. Overbey stated after some thought, she felt it should be specific to an individual, Mrs. Minnie Lane.

Mr. Emerson concurred with Mrs. Overbey, realizing what the Lane Company has done for the town and that memory is honored in other areas of the town.

Mr. George stated he was good with the individual and asked about the plaque that was at the park with “McMinnis” on it.

Mr. Coggsdale advised staff would check on this.

b. VDOT Easement Payments—Use of Funds

Mr. Coggsdale advised staff finalized the easement agreements across the English Park property associated with the Rt. 29 Bridge project and is seeking input from Town Council on whether they would like to earmark these funds (\$11,300) for a particular purpose or not, as they are unbudgeted revenue.

Mr. Emerson, seconded by Mrs. Overbey, motioned to designate the funds to the English Park improvements.

Motion carried:

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

Mr. Coggsdale noted a check in the amount of \$150,000 has been received from the Jenks Family and is to be used for park improvements.

c. FY2018-2019 Budget Discussion

Mr. Coggsdale advised the department requests for the FY2018-2019 Budget are due this Friday, January 12, 2018. Funding requests by outside agencies and non-profits are due on Tuesday, January 16th with presentations by these agencies at the January 23rd Town Council Work Session. Mr. Coggsdale advised Council will receive the draft budget document on Monday, February 19th. He added any input from Council is welcomed and appreciated.

Mr. Coggsdale advised the classification compensation study has been implemented. Staff is currently working on setting goals and objectives for employees. Evaluation funding will be in the next budget consideration. He stated Council may want to consider the COLA for this budget and provide staff

Regular Council Meeting—January 9, 2018

with feedback. The utility rate study discussion will begin at the February work session. He asked if there was a placeholder that staff should look at for budget purposes only noting this could change after the input session with the consultant.

Mrs. Dalton stated her thoughts are the rates will increase. She would like to see the rate study before any benchmarks are set and asked staff to let Council know what a percentage equals.

Mr. Higginbotham asked if these would be based on a report from the consultant stating basically everything needs to be replaced.

Mr. Coggsdale stated it will be based somewhat on what is in the report but this would be a discussion for Council.

Mrs. Dalton stated her assumption is, that is the plan that the consultants have put out there, but felt Council would put a spin on how aggressive or how affordable, what the top priorities are. She added during her tenure on Council, rates have been raised as much as five percent and raised as little as nothing. She felt Council should plan on an increase and industries be made aware in advance of the increase.

Mrs. Overbey asked Council to consider either fully funding or a public/private partnership for usage of the signage on Route 29 for the “Mom & Pa” businesses. She did not feel there was a presence out there to let people know if they take a particular exit they will find some wonderful places to visit in the town of Altavista. She thought it would be an approximate \$2,000 investment per business per year with approximately 7 businesses. Mrs. Overbey noted there is a lot of traffic on Route 29 and this could give them a reason to stop and spend some money here.

Mayor Mattox asked if there had been any consideration of putting logos or signs on the water tower which is highly visible from Route 29.

Mr. Emerson did not feel people just stop at restaurants; there has to be a way to advertise for other businesses as well.

Mr. George stated he liked the idea; it was self-serving for the town because a lot of revenue comes from meals tax. He did not feel Council could only support the “Mom & Pa” restaurants because a lot of the chain restaurants are locally owned.

Mrs. Brumfield asked if it had to be a specific name, could there be something on a sign stating to visit historic Altavista; shops and food available. This would let people know there are other things available.

Mrs. Overbey referred to a billboard type sign located in Amherst, Virginia, that could be a possibility.

Mr. Coggsdale stated staff would look into some options and bring back to Council.

Mr. Emerson suggested signs at the water tower.

Mayor Mattox referred to a realtor in Danville who has a marketing campaign for Danville. He suggested the possibility of redirecting some of the economic development funds towards marketing Altavista.

d. Dalton’s Landing Canoe Launch Project Update/Request

Mr. Coggsdale advised as part of the approval process, staff has been working with the Virginia Marine Resources Commission (VMRC) on the issuance of the required Joint Permit Application. During the comment period of the application, an individual filed a written complaint in regard to the project. Mr. Johnson

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(VMRC), as well as staff has been working with the individual to address the concerns. Mr. Coggsdale presented Council with an email received from VMRC that sets forth an avenue to have the individual withdraw the complaint. If the complaint remains, the VMRC will have to conduct a public hearing on the Town's joint permit application rather than issue an administrative approval. He added the issue will come down to whether Council wants to incorporate a gate into the design of the project or forego that and proceed with the scheduling of the VMRC hearing.

Mr. George asked if it was agreed upon to hire a maintenance person for the Canoe Launch site. The former owner stated he would like to be considered.

Mr. Witt stated the thought was to look at Public Works maintaining the area; the gate would require a visit to the site twice a day, seven days a week, 365 days a year.

Mr. Emerson stated this would give the opportunity to check out the site a couple times a day as well.

Mr. Emerson, seconded by Mr. George, motioned, to install the gate at the Canoe Launch site.

Mrs. Brumfield verified the gate could remain open.

Mr. Emerson stated a lot of state parks have a gate that remains open unless a need arises.

Mayor Mattox recommended signage be installed with the regulations listed.

Mr. Higginbotham asked if Campbell County can help.

Mr. Emerson stated everyone including Campbell County, State Police, Game and Inland Fisheries will help out with policing the site.

Mr. Higginbotham stated he could not see a vehicle being driven out to the site every morning and evening to open/close a gate.

Mr. Emerson stated a deputy cannot be counted on because he might be in another location in the county. He felt someone would have to be designated.

Motion carried:

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

Mr. Coggsdale advised the engineering firm is ready to move forward with the Bid Package preparation for the project. Previously, the Town engaged Gay & Neal to do the design work and waited on moving forward with the bid packet work. In an effort to move the project closer to "shovel ready" status, staff seeks to award the Bidding Packet/Construction Contract Administration phase of the proposal. He added the cost is \$5,000 for these services and funds are available from donations. Mr. Coggsdale provided to Council a description of what these services entailed.

Mr. Higginbotham asked the purpose of doing this.

Mr. Coggsdale stated this would move the project closer to "shovel ready" status as staff continues to pursue grants.

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Mr. George seconded by Mrs. Overbey, motioned to start the bid package preparation.

Mr. Higginbotham stated he was not clear on what was being done.

Mr. Coggsdale stated this would not go out to bid until Council has made some decisions on funding, grants or otherwise. He noted this process was included in the original Gay & Neal proposal.

Motion carried:

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

Mr. Coggsdale advised in order to continue the forward progress, staff needs to work with Campbell County in regard to the Erosion and Sediment Control Plan for the project. He presented Council with a Stormwater Facility Maintenance Agreement resolution for their consideration.

Mr. Emerson, seconded by Mrs. Dalton, motioned to adoption the maintenance agreement resolution as presented.

Motion carried:

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

**RESOLUTION AUTHORIZING TOWN MANAGER TO EXECUTE A
STORMWATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT**

WHEREAS, it is the intent of the Town of Altavista to develop a canoe launch on property identified as Tax Map/Parcel ID: 81-A-65E in County of Campbell, Virginia and shown on the attached map; and

WHEREAS, the Town seeks approval of an Erosion and Sediment Control Plan for this project in accordance with the requirements of Campbell County; and

Whereas the Town seeks to enter into a Stormwater Management Facility Maintenance Agreement with Campbell County for the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated herein by this reference.

Section 2. Authorization. The Town Manager is hereby authorized to execute, acknowledge, and deliver on behalf of the Town of Altavista, a Stormwater Facility Management Agreement by and between the Town and the County of Campbell, Virginia.

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Section 3. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of January 2018.

Michael E. Mattox, Mayor

ATTEST:

Clerk, Town of Altavista

10. Reports

a. Town Manager's Report

Staunton River RIFA

Revisions to the documents are in the final stages, once received they will be distributed to Town Council for review.

Southern Virginia Multi-modal Park – Utility Review

Meeting is scheduled for Tuesday, January 9th to finalize discussions regarding utility (water/sewer) options for the site.

Campbell Avenue Drainage Project

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

Rt. 43 Gateway Project (Streetscape/Utilities)

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

Altavista Park and Trails (APT) Master Planning

Land Planning & Design Associates (LPDA) will be conducting a Public Forum on Tuesday, January 23rd from 4:00 to 5:00 p.m. at Town Hall. This will be followed by a **presentation to Town Council at their January 23rd Work Session.**

Utility Rate Study

Staff is working with Woodard & Curran on finalizing the recommendations. It is anticipated that the consultant will be making a **presentation at the February 27th Town Council Work Session.**

Chamber of Commerce Annual Dinner

The Chamber's Annual Dinner will be held on **Saturday, January 20th at 6:00 p.m. in the ballroom of Virginia Technical Institute (VTI).** The event is being revamped and will feature a social time and "eating stations" rather than a sit down dinner, followed by the awards presentation.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-January/February

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b. Correspondence

12. Matters from Town Council

Mrs. Overbey stated it has been brought to her attention that the concession stand at the Altavista Trade Lot may be in need of repairs.

Mr. Emerson stated Avoca Museum had a leak and Servpro was contacted for cleanup. He asked if any town owned property has problems that the director contact Mr. Garrett or town staff before making such decisions.

Mr. Coggsdale advised he would bring back some regulations for Council's review and approval.

Mr. George advised he has been approached by some concerned citizens regarding speeding in the park. He asked since the new paving if the speed bumps would be installed.

Mr. Coggsdale advised this is a VDOT road. He felt speedbumps would not be their first source but that this should be documented and make a case for it.

Mr. George felt two yellow lines would make drivers aware that it is a road that people walk and bike on.

Mr. Emerson leaned toward the speed bumps noting the sports season creates a lot of traffic in the park.

Chief Milnor stated until something is decided, the Police Department can increase their presence.

Mr. Coggsdale suggested using the speed trailer in the area to alert folks of their speed.

13. Closed Session

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

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

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. (7th Street Drainage Project)

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

Motion carried:

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

Council went into closed session at 7:49 P.M.

Notice was given that council was back in regular session 8:10 P.M.

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FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve an incentive package and performance agreement for Graham Packaging.

Motion carried:

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

14. Adjournment

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

The meeting was adjourned at 8:11 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JANUARY 23, 2018

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on January 23, 2018 at 5:00 p.m.

Council members
present:

Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham—arrived at 5:04 p.m.
Mrs. Tanya Overbey

Council members
absent:

Mayor Michael Mattox

Also present:

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

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

Motion carried:
VOTE:

Mrs. Micki Brumfield	Yes
Mrs. Beverly Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mrs. Tanya Overbey	Yes

- 3. Public Comments—Agenda Items Only

Vice-Mayor Dalton asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

- 4. Introductions and Special Presentations

- a. FY2019 Budget Requests-Outside Agencies and Non-Profits

Mr. Coggsdale advised during the budget process each year, Town Council invites outside agencies who are seeking funding from the Town to make a brief presentation on their request.

Altavista Area YMCA-Mr. Steve Jester, Director of Altavista Area YMCA, addressed Council and thanked them for their past support. He noted his request is for \$100,000 as has been in the past. Mr. Jester advised they have started an Infant Care program and noted without outside support this could not be done.

Mr. George thanked Mr. Jester for doing a great job adding not many towns have a YMCA as nice as the one in Altavista.

COUNCIL WORK SESSION JANUARY 23, 2018

Mr. Jester said through some of the endowment funding, they are able to provide maintenance and new equipment updates without using the operating budget. The tennis courts were restored and security cameras were installed; these were done with outside funding.

Mrs. Overbey noted she has traveled to many YMCAs in Virginia and North Carolina with the Swim Team and that Altavista has a crown jewel.

Altavista Area Chamber of Commerce—Mrs. Heather Reynolds, President of the Altavista Chamber of Commerce, thanked the Altavista Police Department for a plaque that was presented to her at the annual Altavista Area Chamber of Commerce Gala. She thanked Council for their continued support of the Chamber. The staff and Board of Directors are appreciative of the financial support and the support of Council by attending events. She noted in 2017 among other events, they hosted Microsoft as they interviewed students with computer science or Microsoft Teals Program at Altavista Combined School. Microsoft also followed the Altavista Combined School 2017 Chesapeake District Champion Robotics Team. Altavista was selected and featured by Microsoft because during the downturn in the economy, Altavista sought ways to make sure the students had access to programs that would better qualify them for the workforce or provide better learning experiences. She noted the Altavista Area Chamber of Commerce Gala had over 220 people in attendance. Mrs. Reynolds stated the Chamber has secured advertising with Home Magazine and Altavista will be featured as a location to come shop, dine and explore. This publication will reach over 100,000 homes five times during 2018. The Chamber is partnering with Junior Achievement to offer elementary students an introduction to personal finance. Mrs. Reynolds listed several other events they are planning. She thanked the Altavista Police Department, Altavista on Track, Altavista YMCA, the Altavista Rotary, Avoca Museum, Small Business Development Center and others who helped the Chamber reach their goals in 2017. Mrs. Reynolds asked Council to carefully consider the request of funding in the amount of \$20,000 for the Altavista Chamber which will be used for quality training and learning opportunities at little or no cost to the businesses in town. It will ensure the Chamber can continue to organize “quality of life” events for the citizens and be better able to market Altavista locally and across the region.

Altavista on Track-Mr. Nathaniel Perrow, President of Altavista on Track, addressed Council advising Altavista is an accredited Main Street District. He recognized Ms. Emelyn Gwynn, Main Street Coordinator, noting she has been an asset to the organization. Mr. Perrow stated the funding they are asking for in the amount of \$10,000 is to cover organizational expenses and assistance with placing historic downtown brown signage on Highway 29 at the Virginia 43 exits on both northbound and southbound sides. Mr. Perrow stated younger people are moving to this area and felt there was something here attracting them such as quality housing or quality business locations. He felt there was a lot of opportunities in the town and wants to position the organization to sustain for another 10 years and continue to build on some of the strengths. Mr. Perrow noted AOT had their largest fundraiser of the year, the Gibley Jog and profited approximately \$8,000 from that. The Pop-up program was also successful. He added the AOT Board is made up of 12 members, 5 of which have businesses in the Main Street District.

Vice Mayor Dalton stated she appreciates the partnership with Altavista on Track.

Altavista Senior Center—Ms. Rose Epperson, Coordinator for the Altavista Senior Center, addressed Council stating they appreciate Council’s support in the past and asked that it continue. This group’s main objective is to advocate and contact older individuals with services to promote their independence and dignity. She noted they meet weekly, taking day trips and volunteering. Their request is for \$1,000.00.

Avoca Museum-Mr. Michael Hudson, Director of Avoca Museum, addressed Council stating the grounds for Avoca serve as a park as the grounds are open to walk around at your leisure. He noted the house does not have to be entered to enjoy the grounds that have been in place since the 1880s. He advised the cost of heating a 5,500 square foot house and numerous outbuildings can get substantial. The Board is asking for funds to

cover this. He shared the Museum is thriving and growing; it is estimated in the next 10 years 25 percent of local history museums will close. Mr. Hudson advised of visitors from the Smithsonian Museum who could not believe that a small community like Altavista has something like Avoca to offer. They said there were parts of the museum that would be the envy of larger museums. Their request is for \$63,100; \$18,700 for benefits, \$44,400 for repairs and maintenance.

Small Business Development Center—Mr. Nathan Kolb, Director, addressed Council and presented to them a 2017 Edition of Client Profiles featuring a couple from the Altavista area who completed the Pop-up training and started their own business. He noted the Small Business Development Center partners with Altavista on Track and facilitates the educational component of the Pop Up Altavista Expanders and Startup Programs. Their request is for \$6,000.

b. Altavista Parks & Trails “Master Plan” Report—LPDA

Mr. Coggsdale advised Land Planning Design Associates (LPDA) was hired to create a Master Plan for the Altavista Parks & Trails. The work is focusing primarily on the two larger town parks: English Park and Shreve Park and the development of a town-wide trail system. He noted the other “community” parks have been upgraded over the past ten years. He presented Council with LPDA’s initial draft of the Goals/Recommendations document associated with the Master Planning process. LPDA conducted their second Public Input Session earlier in the day to gather input from citizens and users of the town’s facilities.

Mr. Mark Liebeth, Landscape Architect, and Mr. Vlad Gavrilovic, Planner, at Land Planning Design Associates were present at the meeting. Mr. Liebeth addressed Council advising there have been community input sessions and a lot of information has been collected. Focus stakeholder meetings have been conducted along with facility assessments. He referred to the citizen survey noting 29% use the park once a week, 65% use the park a few times a month and 3% never use the park. He stated according to the survey 55% are satisfied with the parks, 95% said they thought parks were very important to the quality of life and 91% supports improving the parks with 2.95% opposing the park improvements. Mr. Liebeth stated the most popular amenities include: 87% like the walking and hiking trails, 68% want playground improvements, shelters, picnic areas and the Booker Building. He stated the least popular amenities is all athletics. Mr. Liebeth stated there was strong support for more events, more destination events, music activities, festivals, food events. He felt the food events plays into what the Booker Building could be. Mr. Liebeth stated in regards to connectivity 78% walk a few times a month for pleasure and want recreation trails in town and in the parks. There was a strong bike contingency of 6%.

Mr. Gavrilovic stated the national average is 2% to 3% for regular biking for daily needs adding the 6% is a high percentage. He stated the general thing that is not picked up here is how people value biking.

Mr. Higginbotham questioned if this was 6% of 200 responders.

Mr. Liebeth responded that this was correct. Of that pool, that yields a 95% confidence level, 7% margin of error, this is not bad. He stated people are interested in a Splash Park and Dog Park, access to the park from downtown, access to the river, are all things that they saw time and time again. These themes helped to create the Master Plan; the goals and recommendations. Mr. Liebeth listed 7 goals for English Park, Shreve Park and the Booker Building.

Vice Mayor Dalton stated what Council wants to do tonight is absorb a direction of planning.

Mr. Higginbotham referred to the gravel road that runs along the railroad tracks at the Lane Access Road area and mentioned a lot of people walk this and suggested this be considered in the trails program.

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Mr. Liebeth stated this has been incorporated noting it could use more signage to make people aware. He noted this would also be an opportunity for walkers to cross the railroad tracks behind the Highview Motors dealership.

Mr. George asked if there would be a breakdown as to the cost for the trails in regards to being paved or not paved.

Mr. Liebeth stated the plan is to give a cost estimate at; asphalt, gravel and grass.

Mr. Gavrilovic stated they would also be sensitive to where there is potential wetlands.

Mr. Higginbotham noted he has heard objection to the trails in the residential areas of Beverly Heights.

Mr. Liebeth stated from a planning standpoint, it is not a bad idea. He stated he could point to trail studies that say crime did not increase and housing values actually went up but it will all be Council's decision.

Mrs. Overbey referred to the proposed Splash pad and suggested it be placed at English Park. This puts it in closer proximity of where families come to hang out.

Mr. Higginbotham felt with little children playing it would be better at Shreve Park than them playing near the river.

Mr. George noted the design shows the Splash pad being located at Shreve Park; the softball field would be removed. He did not feel the Altavista Area YMCA would be happy with losing a ball field.

Mr. Liebeth stated what he is hearing is the parking, the bathroom facilities, playground, and Booker Building makes English Park the ideal location for the Splash pad.

Mr. George questioned what could be done with the creek at Shreve Park and be within regulations.

Mr. Leibeth indicated long term he would like to see the creek improved for water quality; do some stream restoration work.

Mr. Higginbotham stated if a Brewery was in the Booker Building, you won't want a Splash Park close by.

Vice Mayor Dalton stated the consultants are accessible to Council through staff if there are any ideas that Council would like to pass along.

5. Items for Discussion

a. APD Proposal for Staffing Increase

Mr. Coggsdale advised for the past year, Chief Milnor has been assessing the operations and staffing of the police department. He stated originally the plan was to include any proposed staffing changes in the budget process; however, Chief Milnor feels there are extenuating circumstances that warrant a proposal for a new position of Investigator. A change in the position's grade is also being sought to bring it in line with another lateral position in the organization. If Council would like to proceed with the evaluation of Chief's proposal, staff will need to identify funding for the position, especially if it is to move forward prior to July 1st. He advised during the FY2019 Budget process it is Chief Milnor's intention to present a proposal to upgrade an existing position (Administrative Specialist) that is "shared" with Town Administration to a full-fledged police department administrative position. Over the past few years the existing position's responsibilities have become associated more heavily with the police department rather than the town administration.

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Vice Mayor Dalton stated this was the first presentation she has heard on the subject and assumed other Council members were in the same position. She noted this group gathers the information and ponders before making a decision.

Chief Milnor addressed Council advising he has been the Chief of Police for almost two years, coming into a broken department. The department was five positions down, overtime was running approximately \$40,000 when \$20,000 was budgeted. The department is fully staffed and is working well within the overtime budget. He noted when he arrived there was almost no drug arrest, this past year there was 19 drug arrest and seized two vehicles. The first year there were 5 DUI arrest, this past year there were 11 DUI arrest. This means the department is proactively policing; there are qualified, energetic officers on the street. A lot of time and money has been invested in training the officers. (Chief Milnor stated he did not want to start at the beginning of being hired and say this and this was needed, he wanted to take a slow and systemic approach.) He stated he has seen a lack of investigative presence in the department. He provided Council with a breakdown of hours in the Altavista Police Department Crime in 2017 report (noting the numbers have not been plugged in exactly but he has paired them down in fitting the town of Altavista). This report entails the number of hours (2078 hours) that need to physically be investigated. Chief Milnor stated because patrol is tied to the radio, to the calls for service, this hinders investigations. He mentioned an investigator needs to be free from the radio to go where needed. Suspects don't care about jurisdictional boundaries, criminal investigations need the ability to travel. The patrol officers get roughly 40 hours of investigative training in the account, just the minimum. A criminal investigator has thousands of hours of criminal investigation training. Chief Milnor envisions this person as seeing every aspect of criminal investigations in the town and networking between departments. Chief Milnor asked that this position be classified at the same grade as the First Sergeant position and would be part of the Command staff. This would provide the town of Altavista with a top quality full service Police Department. Chief Milnor gave the following breakdown:

Investigator Position at a grade 19: \$73,000 (Salary plus all fringe benefits)
Vehicle Non-Police Package State Contract: \$25,000 (One-time, then on Capital Rotation)
Radio, Siren: \$ 5,000 (One-time, then on Capital Rotation)
Weapons: \$ 1,500 (One-time, then on Capital Rotation)
Uniform/Clothing: \$ 1,000
Academy Cost: \$ 350
TOTAL COST: \$104,850

Chief Milnor noted he has had conversations with the Commonwealth Attorney due to difficult cases that had to be turned over to another agency because of the expertise or manpower. He provided Council with a letter from Mr. Paul McAndrews, Campbell County's Commonwealth Attorney. This letter entailed the importance of a trained and experienced criminal investigator.

Mr. George questioned how many detectives Campbell County has.

Mr. Emerson responded there were 10 or 11 detectives with a deputy assigned to them. There are 64 full time sworn officers and 4 or 5 part time.

Mr. George stated in a perfect world one of the detectives would be assigned to Altavista.

Chief Milnor stated in a perfect world that would be right. He noted there are times he will need to reach out to Campbell County for help such as the use of the Crime Scene Unit.

Mrs. Overbey asked what would be the argument for doing this before the July 1st budget cycle.

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Chief Milnor stated he has major cases sitting on the burner not to mention something that could happen, he wants to get ahead of it. He noted an officer had to be pulled out of rotation to work additional hours on the 2016 Homicide. He is trying to play catch up and be proactive.

Mr. Higginbotham asked if a part time or retired person could fill this position.

Chief Milnor stated this is a very energetic position; he did not see this position as a part time position. From the numbers, there is possibly 2080 hours of investigation next year. He feels we would struggle to get the quality needed with someone retired.

Mr. Higginbotham questioned the number of officers.

Chief Milnor advised there were 13 in the department.

Mr. George asked Chief Milnor if he was asking for more clerical assistance.

Chief Milnor indicated this would be in the budget process and he is asking to upgrade the clerical position to full time. The current position funding is 80% Administration and 20% Police. He noted the records system/office management is nonexistent and in comparison to Rocky Mountain and Bedford, they each have three administrative assistants.

Mr. Emerson advised he has been in touch with Town of Bedford and they currently have four investigators and will be adding another position. Bedford is 6 or 7 square miles with 27 officers and soon to be 5 investigators.

Mr. Higginbotham asked what the town of Bedford's population is.

Mr. Emerson stated it is approximate 7,000 people. We have 12 officers, a Chief and no investigators. He stated there is no way an officer can come out and investigate a business break-in in the manner that it should be done. He added it is nothing for an investigator to be called out at all times of the day or night or to travel out of the state. He stated when looking for the investigator, someone is needed that is dedicated to the big crimes and educating the other officers below him to do this job two or three years down the road. Mr. Emerson stated he understands what will be incurred the first year to get this position in place. He noted he is 100 percent in favor of the new position. Mr. Emerson stated he knew the police department could call the county if help was needed, and the new investigator would help the county if needed because the suspect may live in the town.

Mr. Higginbotham questioned the need for an investigator if the county will be helping the town.

Chief Milnor stated one of the best things done was doing away with our own town radio frequency and going on Campbell County's radio frequency; if the town's officers hear something outside of the town within a 5 mile radius they will respond. If a County deputy is in the area when a call is dispatched to the Altavista Police Department, they will respond as well.

Mr. Higginbotham responded that the Town is within Campbell County and the town's population is included when they apply for State and Federal funding. If Sheriff Steve Hutcherson is supporting the mutual aid and Chief Milnor is supportive then does the town need the position?

Chief Milnor stated this is not a discussion he has had. He advised Campbell County is having staffing issues; 6 positions down within the next 30 days (this is the discussion he

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has had with Sheriff Hutcherson) He has not discussed the matter with Sheriff Hutcherson that Mr. Higginbotham referred to.

Vice Mayor Dalton advised Council would assess the request and give staff some direction. She asked if it was Council's desire to move forward with putting it on a regular Council meeting agenda or a work session.

Mr. Emerson motioned that the item be put on the February 13th, 2018 Council Meeting agenda. He felt every day this position was not filled are days the citizens of the town are not getting the services they need.

Mr. Coggsdale asked was it Council's desire for staff to look for funding options.

Mr. George asked if this was time sensitive.

Chief Milnor advised that it is time sensitive because of the backlog of cases, he needs the investigator on duty.

Vice Mayor Dalton noted one of the things she is grappling with is this is in the budget cycle. One thing learned in the retreat is to plan better; however, things come up. She stated with consensus she was willing to move this item to the regular meeting agenda and that staff look for funding options.

Mr. Higginbotham stated this is contrary to what was taught at the retreat in regards to planning.

It was the consensus of Council to add this item to the regular February 13th, 2018 Council Meeting agenda and that staff will look for funding options.

Vice Mayor Dalton added that she hopes this decision along with any other financial decision is made based on the facts.

Mrs. Brumfield noted there isn't an Economic Developer salary to pay.

Vice Mayor Dalton did not feel the issue was the funding but whether Council wants to increase the staff by one person and specifically an investigator based on the reasons heard.

Mr. Coggsdale noted if the position is approved, then it comes into the regular budget cycle which impacts next year's budget. Mr. Coggsdale advised while the current administrative position funding is 80% Administration and 20% Police; this does not reflect the evolving departmental work load. While this item will be further vetted during the budget process, staff will need to address administration staffing.

Vice Mayor Dalton asked for a preview at the next month meeting of these request.

Mr. Coggsdale advised he and Mrs. Shelton would provide information on what this would mean in the front office.

Vice Mayor Dalton asked if Council should conclude the budget process is the more appropriate time to consider this.

Mr. Emerson asked if any vehicles had been seized that could be used by the Police Department.

Chief Milnor advised one had been seized but did not feel it was usable and would likely be sold at auction.

b. Dumpster Enclosure Ordinance Discussion

Mr. Coggsdale advised over the past month, the Town has received several complaints in regard to dumpster enclosures that appeared to not be in compliance with the Town Code. Staff has reached out to the property owners seeking compliance. With the change to the way in which commercial solid waste was handled, Council adopted a dumpster enclosure ordinance in 2004 with an effective date of compliance of 2006. Following concerns from business owners, a Solid Waste Committee reviewed the existing ordinance and proposed amendments in early 2008. The current Dumpster Enclosure regulations are included in Sec. 62-43 "Commercial solid waste collection." of the Town Code in subsections (4) – (9). These regulations were adopted by Town Council in September 2008. The Town also set aside funds in the budget to assist business owners with the construction of the enclosures.

Vice Mayor Dalton asked if this matter was before Council because there are numerous complaints.

Mr. Emerson stated he received a complaint about dumpster enclosures and asked that it be placed on the agenda for his knowledge of what is being done. He stated a business owner contacted him about having a wooden fence around the dumpster. His concern is what some businesses put around (build around) their dumpsters and looking worse than the dumpster just sitting behind their business.

Mr. Higginbotham recalled this same discussion in 2004 stating the doors on the dumpster get left open, they get damaged when the dumpsters are dumped. He stated a painted dumpster looks just as nice and it is costing the business owners money trying to make them look pretty.

Mr. Emerson stated it hides the trash but when the door is left open, the trash is blowing. He noted this is not about money to the person that called him.

Mr. Higginbotham felt this needs to be on an individual basis.

Vice Mayor Dalton stated every meeting would be dominated by dumpster enclosures. There has to be a policy that works for most situations.

Mr. George suggested asking the Planning Commission to review this matter and come back with a recommendation.

Mr. Eller advised the Planning Commission's job is zoning.

Mr. Emerson explained the business owner moved his dumpster to the adjoining property which is owned by him. The dumpster was placed behind a building and is only seen from the alley. The business owner feels it is useless to build a fence around the dumpster.

Mr. Witt advised he has sent out five letters to business owners stating they need to be in compliance with their dumpster enclosures by January 31. Two of the business owners have been in touch with Mr. Witt and he advised them to wait until the work session. He asked Council should he enforce the ordinance or suspend until further discussion. He advised something that wasn't thought about in 2004/2008, a lot of the dumpsters are for recycling only. There is nothing in the code to differentiate between a trash dumpster and a recycling dumpster. He advised he sent notices advising these needed to be enclosed. The only exception to this is DAWN. Mr. Witt advised they were told of a location to move the dumpster that could not be seen and they would be in compliance. To date this has not been addressed. Mr. Witt advised he needs direction and asked Council if they want to differentiate between trash and recycling dumpsters. He also asked if he should enforce the letters he has mailed out.

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Vice Mayor Dalton stated she has not seen nor heard enough to say change the ordinance and her thought on the different dumpsters is the wind can get in the recycling dumpsters just as easily as the trash dumpsters. A dumpster may not catch it all but it will help. When people throw items into a dumpster it sometimes makes its way outside of the dumpster. How an exception can be made because some people can't see it from some places, she didn't see how that would be done.

Mr. Coggsdale stated historically in researching this matter, there was a two year window from 2004 to 2006 before enforcing the ordinance. In 2008, Council reviewed the ordinance and it was revised. He asked if Council wants to review the ordinance again.

Vice Mayor Dalton stated it has been 10 years and perhaps the ordinance needs reviewing again.

Mrs. Brumfield stated the dumpsters are there for the businesses and the employees are putting the trash in there so they are closing and locking the doors.

Mr. Higginbotham stated the gates are there for aesthetic purposes.

Vice Mayor Dalton offered perhaps you live on the other side of the alley and can see the dumpster from your back door.

Mr. Coggsdale stated in the current ordinance Section 62-43:

(b) Dumpster Standards,

(4) All dumpsters shall be screened if and to the extent that, in the absence of screening, they would be clearly visible to:

- a. Persons located within any dwelling unit on residential property; or,*
- b. Occupants, customers, or other invitees located within any building on nonresidential property other than where the dumpster is located; or,*
- c. Persons traveling on any public street, sidewalk or other public way.*
- d. All dumpsters regulated under this subsection (b) (4) which are in place upon the effective date of this section, shall be in compliance herewith, not later than June 1, 2008.*

if you live in a residential area and the dumpster can be seen, it has to be screened. This is the first test that Mr. Witt has. If it is in a business area and I can see my neighbors from my business, it has to be screened.

Mr. Emerson stated the Fire Company can see DAWN's dumpster from their business.

Mr. Coggsdale stated if someone is traveling on a public street or sidewalk and can see the dumpster, it has to be screened. He stated this is the criteria that was set forth in early 2008.

Mr. Witt stated the only exceptions are the dumpsters behind the shopping center and a couple in the central business district where their lots were built to the property line so there is no place for the dumpsters. The property owner was allowed to put the dumpster on a concrete pad on town property without building an enclosure. Mr. Witt stated he didn't think it was appropriate to have an enclosure built on a town alley.

Vice Mayor Dalton stated this is either keep the ordinance as is or ask staff to review the ordinance.

Mrs. Overbey stated she liked the ordinance as is.

Mr. Higginbotham felt Council needed to be friendly to the businesses where they can and everybody has a little different situation because of the way the town is laid out. He felt the ordinance was worth looking at.

COUNCIL WORK SESSION JANUARY 23, 2018

Vice Mayor Dalton felt from what she has been told that Mr. Witt is doing just that. She suggested a conversation with Mr. Emerson's friend.

Mr. Witt stated Mr. Emerson's friend has one of the nicest enclosures in town but doesn't want the dumpster in the enclosure because the truck tears up the asphalt.

Vice Mayor Dalton stated she understands all of that but Council is still protecting the aesthetics of the town.

Mr. Higginbotham asked if it could be a partial screening.

Mr. Witt stated because of the location of the dumpster, he would only have to screen three sides.

Mr. Emerson stated he could screen the Charlotte Avenue side and the other side is protected by his business.

Vice Mayor Dalton stated the ordinance doesn't say it is the owner that is effected by the aesthetics, it is anyone that is in that business.

Mr. Witt stated what he looked at called for screening on three sides.

Vice Mayor suggested staff have a conversation with the individual given the facts of the ordinance.

e. Nuisance Ordinance Discussion

Mr. Coggsdale advised staff presented to Town Council a draft of new language related to the Town's Nuisance Ordinance (Chapter 34 "Environment") at their December 12, 2017 Regular Meeting. Town Council was asked to review the item and additional consideration would be given to the matter at this work session.

It was the consensus of Council to place approval of a public hearing for the Nuisance Ordinance (Chapter 34) language on the February 13th, 2018 Regular Council meeting consent agenda.

f. Wireless Bills-VML Resolution

Mr. Coggsdale presented Council with an email in which VML is seeking local governments to oppose HB 1258 and SB 405 which are "promoted by the wireless industry and would eliminate most local control over the installation and operation on new structures and the replacement of current technology". VML also provided a resolution for each local government to consider and they request adoption.

After some discussion, it was decided that this item would be placed on the February 13th, 2018 Regular Council meeting agenda.

6. Public Comments

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

No one came forward.

Mr. Emerson asked if there was any news on the grant process for the Canoe Launch.

Mr. Witt stated he called and sent out an email on today's date but did not receive a response.

Mr. Emerson asked if staff is waiting on other components to come together.

Mr. Witt stated he got VDOT's approval for the entrance, the storm water management has been signed and needs to be recorded, the drawings are complete, the JPA is waiting

COUNCIL WORK SESSION JANUARY 23, 2018

to hear back if the gentleman withdrew his complaint (if not, the hearing will occur in March).

Mr. Coggsdale advised a more thorough update can be presented at the February 13th, 2018 Regular Council meeting.

Mrs. Brumfield advised she has been approached by two citizens who live in the 700 block of 10th Street. They advised their street was scheduled for a cul de sac to be built at the end of the street when the town had a Street Committee and Mr. Bill Ferguson was chair. She mentioned the Trash Truck has to either pull in and back out of the street or back in and pull out of 10th Street into traffic on Franklin Avenue.

Vice Mayor Dalton indicated staff is duly noted that we have an inquiry by two citizens.

Mrs. Brumfield stated they want to know what happened to what was going to go on on that street.

7. Closed Session

8. Adjournment

Vice Mayor Dalton adjourned the meeting at 7:06 p.m.

Beverley Dalton, Vice Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13 , 2018

Agenda Item #: | **6b** |

Attachment #: | **2b** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Monthly Financial Reports** |

SUBJECT HIGHLIGHTS

Attached are the following Financial Reports:

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

Staff recommendation, if applicable: Acceptance

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

Staff Review Record

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36959	6	ALTAVISTA AREA YMCA	01/05/2018	25,000.00
36960	303	ALTAVISTA CHAMBER OF COMMERCE	01/05/2018	5,000.00
36961	84	ALTAVISTA JOURNAL	01/05/2018	1,220.66
36962	170	ALTAVISTA ON TRACK	01/05/2018	1,250.00
36963	11	AVOCA	01/05/2018	14,275.00
36964	9999997	BIVINS, KATIE	01/05/2018	116.45
36965	634	BO'S HYDRAULICS INC	01/05/2018	1,266.96
36966	12	BRENNTAG MID-SOUTH INC	01/05/2018	5,342.33
36967	805	BROWN MACHINE WORKS INC	01/05/2018	918.00
36968	197	CAMPBELL COUNTY DEPT OF RECREA	01/05/2018	1,000.00
36969	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/05/2018	902.86
36970	9999997	CLEMENTS, STEPHANIE DAWN	01/05/2018	106.98
36971	32	CONTROL EQUIPMENT CO INC	01/05/2018	1,518.71
36972	9999997	CRAWLEY, WILLIAM	01/05/2018	33.04
36973	164	DMV	01/05/2018	150.00
36974	20	J JOHNSON ELLER JR	01/05/2018	2,000.00
36975	71	FAIRPOINT COMMUNICATIONS	01/05/2018	204.57
36976	41	FISHER SCIENTIFIC	01/05/2018	2,871.24
36977	119	FOSTER ELECTRIC CO INC	01/05/2018	469.39
36978	46	GENTRY LOCKE ATTORNEYS	01/05/2018	2,097.24
36979	1	GRAHAM PETRIE	01/05/2018	28.00
36980	622	HEYWARD SERVICES INC	01/05/2018	3,544.08
36981	332	HURT & PROFFITT INC	01/05/2018	21,275.50
36982	386	IDS SECURITY	01/05/2018	72.00
36983	566	INTEGRATED TECHNOLOGY GROUP IN	01/05/2018	4,050.83
36984	1	JAMES WILLIAMS	01/05/2018	51.00
36985	747	K NEAL INTERNATIONAL TRUCKS IN	01/05/2018	73,558.15
36986	796	LAND PLANNING AND DESIGN ASSOC	01/05/2018	6,640.00
36987	9999999	LERETA LLC	01/05/2018	160.40
36988	1	LYNCHBURG SPECIALTY ENGRAVING	01/05/2018	95.87
36989	9999997	MONROE, HEATHER.	01/05/2018	101.97
36990	9999997	MUNIZ, THOMAS & SUSAN	01/05/2018	18.20
36991	9999997	MYERS, IUWANTI	01/05/2018	57.45
36992	300	NAPA AUTO PARTS	01/05/2018	859.94
36993	670	PATRIOT SAFETY SUPPLY	01/05/2018	1,033.50
36994	765	PRIVIA MEDICAL GROUP LLC	01/05/2018	240.00
36995	379	REI CONSULTANTS INC	01/05/2018	2,108.39
36996	80	SOUTHSIDE ELECTRIC COOP	01/05/2018	969.99
36997	752	SPRINGSTED INC	01/05/2018	685.94
36998	9999997	STEPHENSON, KAY F.	01/05/2018	13.02
36999	9999997	STONE, AUBREY & JULIE	01/05/2018	27.63
37000	484	TOWN GUN SHOP INC	01/05/2018	1,136.10
37001	95	UNITED WAY OF CENTRAL VA	01/05/2018	133.00
37002	96	UNIVAR USA INC	01/05/2018	9,265.20
37003	136	USABLUEBOOK	01/05/2018	2,327.14
37004	601	VACORP	01/05/2018	220.35
37005	700	WOODARD & CURRAN	01/05/2018	2,000.00
37006	793	XEROX FINANCIAL SERVICES	01/05/2018	382.00
37007	498	ALTAVISTA INSTRUMENTS &CONTROL	01/12/2018	600.00
37008	103	BEACON CREDIT UNION	01/12/2018	360.00
37009	461	KATHI BOGERT	01/12/2018	862.68

37010	4	BOXLEY AGGREGATES	01/12/2018	1,725.41
37011	16	CAMPBELL COUNTY UTILITIES & SE	01/12/2018	1,386.84
37012	19	CARTER MACHINERY CO INC	01/12/2018	2,115.01
37013	145	CHANDLER CONCRETE CO INC	01/12/2018	580.50
37014	1	CLIFFORD BAPTIST CHURCH	01/12/2018	50.00
37015	335	CNA SURETY	01/12/2018	225.00
37016	120	CORE & MAIN	01/12/2018	402.28
37017	526	DAVENPORT ENERGY INC	01/12/2018	394.72
37018	301	ENGLISH'S LLC	01/12/2018	641.46
37019	38	FIRST NATIONAL BANK	01/12/2018	49,960.86
37020	50	GRETN A TIRE INC	01/12/2018	2,293.31
37021	806	GT ASSOCIATES	01/12/2018	1,214.60
37022	274	HAJOCA CORPORATION	01/12/2018	6,550.00
37023	332	HURT & PROFFITT INC	01/12/2018	2,800.00
37024	57	ICMA RETIREMENT TRUST-457 #304	01/12/2018	675.00
37025	58	INSTRUMENTATION SERVICES INC	01/12/2018	708.00
37026	1	J & J PORTAPOTTY INC	01/12/2018	75.00
37027	533	LYNN KIRBY	01/12/2018	255.00
37028	796	LAND PLANNING AND DESIGN ASSOC	01/12/2018	10,407.50
37029	154	MUNICIPAL CODE CORPORATION	01/12/2018	16.62
37030	536	NATIONAL METER & AUTOMATION	01/12/2018	7,855.47
37031	454	O'REILLY AUTOMOTIVE INC	01/12/2018	161.46
37032	67	ORKIN PEST CONTROL LLC	01/12/2018	286.16
37033	327	PUBLIC AGENCY TRAINING COUNCIL	01/12/2018	1,565.00
37034	780	R EDWARD FIELDING INC	01/12/2018	725.00
37035	584	RICHMOND MACHINERY	01/12/2018	10,152.00
37036	510	RIVER VALLEY RESOURCES LLC	01/12/2018	54.99
37037	803	ROBERT H ROBINSON JR	01/12/2018	1,135.00
37038	625	SAM GREEN VAULT	01/12/2018	450.00
37039	627	SOUTHERN AIR INC	01/12/2018	195,080.73
37040	1	TERI ANDERSON	01/12/2018	21.40
37041	85	TREASURER OF VA /CHILD SUPPORT	01/12/2018	553.15
37042	642	TREASURER OF VIRGINIA TECH	01/12/2018	90.00
37043	92	UNIFIRST CORP	01/12/2018	2,455.50
37044	110	VUPS INC	01/12/2018	50.40
37045	756	WAGEWORKS INC	01/12/2018	119.02
37046	700	WOODARD & CURRAN	01/12/2018	24,000.50
37047	1	ACRES OF VIRGINIA INC	01/19/2018	2,525.00
37048	294	BUSINESS CARD	01/19/2018	14,633.91
37049	754	D L BRYANT HEATING & COOLING	01/19/2018	699.01
37050	164	DMV	01/19/2018	30.00
37051	36	DOMINION VIRGINIA POWER	01/19/2018	42,613.37
37052	118	FERGUSON ENTERPRISES INC #75	01/19/2018	7,776.84
37053	332	HURT & PROFFITT INC	01/19/2018	2,752.00
37054	566	INTEGRATED TECHNOLOGY GROUP IN	01/19/2018	1,250.38
37055	1	MICHAEL ABBOTT	01/19/2018	18.00
37056	182	MID-ATLANTIC WASTE SYSTEMS	01/19/2018	2,780.00
37057	559	ROBINSON FARMER COX ASSOCIATES	01/19/2018	18,437.00
37058	117	SPS VAR LLC	01/19/2018	6,150.00
37059	124	TREASURER OF VA	01/19/2018	600.00
37060	658	WKDE-FM	01/19/2018	225.00
37061	1	CHARLES M WEST DDS AND DAVID S	01/23/2018	2,525.00
37062	9	AFLAC	01/26/2018	2,292.94
37063	39	ALL POINTS EAP & ORGANIZATIONA	01/26/2018	771.88
37064	84	ALTAVISTA JOURNAL	01/26/2018	552.20
37065	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/26/2018	35,212.00
37066	103	BEACON CREDIT UNION	01/26/2018	360.00

37067	799 BEST G C INC	01/26/2018	80,759.25
37068	1 BRIAN ROACH	01/26/2018	30.00
37069	122 FEREBEE-JOHNSON COMPANY INC	01/26/2018	189.97
37070	57 ICMA RETIREMENT TRUST-457 #304	01/26/2018	675.00
37071	720 ID NETWORKS	01/26/2018	1,530.00
37072	58 INSTRUMENTATION SERVICES INC	01/26/2018	708.00
37073	1 J & J PORTAPOTTY INC	01/26/2018	75.00
37074	697 LITTLETON AND ASSOC INC	01/26/2018	26,676.00
37075	218 MINNESOTA LIFE	01/26/2018	147.66
37076	654 MORTON SALT INC	01/26/2018	4,715.00
37077	210 MOSCA DESIGNS	01/26/2018	2,250.00
37078	765 PRIVIA MEDICAL GROUP LLC	01/26/2018	180.00
37079	379 REI CONSULTANTS INC	01/26/2018	652.58
37080	808 S & T PLUMBING MAINT & SPECIAL	01/26/2018	1,000.00
37081	476 LBM OFFICE SOLUTIONS INC	01/26/2018	252.14
37082	80 SOUTHSIDE ELECTRIC COOP	01/26/2018	1,115.77
37083	778 SPRINT	01/26/2018	1,124.21
37084	1 TIMOTHY MCCULLOUGH	01/26/2018	124.80
37085	85 TREASURER OF VA /CHILD SUPPORT	01/26/2018	553.15
37086	139 WEBB'S OIL CORPORATION INC	01/26/2018	17,821.28
37087	116 XEROX CORPORATION	01/26/2018	263.23

NO. OF CHECKS: 129

TOTAL CHECKS

808,902.22

Town of Altavista
FY 2018 Revenue Report
58% of Year Lapsed

General Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	209,000	209,000	1,647	1	209,937	100	209,000
Public Service - Real & Personal	99,600	99,600	0	0	95,415	96	99,600
Personal Property	210,000	210,000	1,179	1	146,875	70	210,000
Personal Property - PPTRA	100,000	100,000	0	0	23,623	24	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	1,687,717	104	1,628,500
Mobile Homes - Current	200	200	0	0	131	65	200
Penalties - All Taxes	5,500	5,500	375	7	1,873	34	5,500
Interest - All Taxes	3,000	3,000	26	1	879	29	3,000
Local Sales & Use Taxes	160,000	160,000	14,615	9	69,204	43	160,000
Local Electric and Gas Taxes	110,000	110,000	9,770	9	56,646	51	110,000
Local Motor Vehicle License Tax	43,000	43,000	891	2	36,144	84	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	4,251	4	37,757	40	95,000
Local Meal Taxes	910,000	910,000	78,243	9	463,943	51	910,000
Container Rental Fees	1,100	1,100	1,100	100	1,100	100	1,100
Communications Tax	40,000	40,000	3,109	8	15,694	39	40,000
Transit Passenger Revenue	5,000	5,000	658	13	2,745	55	5,000
Local Cigarette Tax	160,000	160,000	11,400	7	87,668	55	160,000
Business License Fees/Contractors	3,500	3,500	0	0	30	1	3,500
Business License Fees/Retail Services	55,000	55,000	898	2	1,621	3	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	43	1	43	1	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	34	296	296	3	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,400	3,400	0	0	0	0	3,400

Town of Altavista
FY 2018 Revenue Report
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,100	1,100	0	0	0	0	1,100
Permits - Sign	1,000	1,000	40	4	280	28	1,000
Fines & Forfeitures - Court	9,000	9,000	1,668	19	9,157	102	9,000
Parking Fines	500	500	0	0	100	20	500
Interest and Interest Income	70,000	70,000	2,821	4	18,690	27	70,000
Rents - Rental of General Property	1,200	1,200	12	1	562	47	1,200
Rents - Pavilion Rentals	3,000	3,000	75	3	1,100	37	3,000
Rents - Booker Building Rentals	4,000	4,000	0	0	2,625	66	4,000
Rents - Rental of Real Property	70,000	70,000	4,580	7	32,198	46	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,700
State DCJS Grant	82,700	82,700	0	0	41,364	50	82,700
State Rental Taxes	1,100	1,100	120	11	602	55	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,534	105	11,000
State/VDOT Contract Services	3,000	3,000	0	0	1,200	40	3,000
VDOT Police Grant for Overtime	0	0	0	0	4,375	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	0	0	25,000	78	32,100
Litter Grant	1,900	1,900	0	0	1,879	99	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	0	0	2,244	90	2,500
VDOT TEA 21 Grant	48,800	48,800	0	0	10,907	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	5,255	5	28,509	29	97,700
Federal/Byrne Justice Grant	0	0	0	0	2,498	0	0
Misc. - Sale of Supplies & Materials	5,000	5,000	0	0	7,452	149	5,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2018 Revenue Report
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	0	0	35	12	300
Miscellaneous	25,000	25,000	152,667	611	176,287	705	25,000
Misc / Canoe Launch Project	0	0	0	0	22,500	0	17,500
Reimbursement of Insurance Claim	0	0	0	0	630	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<u>4,604,800</u>	<u>4,619,800</u>	<u>295,475</u>	<u>6</u>	<u>3,376,657</u>	<u>73</u>	<u>4,637,300</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
58% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,988,650	7,009,150	476,426	7	3,888,433	55	7,009,150
Debt Service	445,400	445,400	49,961	0	370,087	0	445,400
CIP	2,795,420	2,859,620	526,402	18	1,676,256	59	2,853,753
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>10,361,060</u>	<u>10,445,760</u>	<u>1,052,788</u>	<u>10</u>	<u>5,999,776</u>	<u>57</u>	<u>10,439,893</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
58% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	27,200	27,200	1,942	7	15,333	56	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	8,014	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>1,942</u>	<u>3</u>	<u>23,347</u>	<u>38</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	72,132	9	464,037	58	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	0	0	14,470	38	38,500
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>72,132</u>	<u>9</u>	<u>478,507</u>	<u>57</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	449,040	36,925	8	315,561	70	449,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>308,550</u>	<u>313,550</u>	<u>36,925</u>	<u>12</u>	<u>250,561</u>	<u>80</u>	<u>313,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>313,550</u>	<u>36,925</u>	<u>12</u>	<u>250,561</u>	<u>80</u>	<u>313,550</u>
Public Safety							
Operations	961,850	961,850	70,772	7	528,345	55	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	1,034	1	69,947	82	99,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>71,805</u>	<u>7</u>	<u>598,292</u>	<u>57</u>	<u>1,061,183</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
58% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,080,450	1,080,450	35,537	3	452,896	42	1,080,450
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>711,360</u>	<u>750,360</u>	<u>174,949</u>	<u>23</u>	<u>587,436</u>	<u>78</u>	<u>750,360</u>
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>210,486</u>	<u>11</u>	<u>1,063,459</u>	<u>57</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	262	0	47,903	33	144,550
CIP	<u>34,000</u>	<u>34,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>34,000</u>
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>262</u>	<u>0</u>	<u>47,903</u>	<u>27</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	5,329	5	53,695	54	99,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>64,000</u>	<u>64,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>64,000</u>
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>5,329</u>	<u>3</u>	<u>53,695</u>	<u>33</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	3,714	7	28,326	51	55,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>3,714</u>	<u>7</u>	<u>28,326</u>	<u>51</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,488,250	226,612	6	1,841,094	53	3,488,250
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>962,860</u>	<u>1,007,060</u>	<u>175,983</u>	<u>17</u>	<u>679,867</u>	<u>198</u>	<u>1,021,193</u>
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,518,510</u>	<u>402,595</u>	<u>9</u>	<u>2,544,088</u>	<u>56</u>	<u>4,532,643</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
58% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	12,246	58	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	193	3	3,088	50	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	0	0	8,014	0	35,000
Total Expenditures	62,200	62,200	1,942	3	23,347	38	62,200

Town of Altavista
Administration
FY 2018 Expenditure Report
58% of year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<u>ADMINISTRATION - FUND 10</u>							
Wages & Benefits	448,150	448,150	30,175	7	261,302	58	448,150
Other Employee Benefits	49,400	49,400	1,142	2	9,944	20	49,400
Services	205,500	205,500	35,383	17	139,660	68	205,500
Other Charges	67,400	67,400	4,375	6	36,046	53	67,400
Materials & Supplies	34,500	34,500	1,058	3	17,085	50	34,500
Capital Outlay	38,500	38,500	0	0	14,470	38	38,500
Total Expenditures	843,450	843,450	72,132	9	478,507	57	843,450

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
58% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	130,850	135,850	5,000	4	102,064	75	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	1,000	100	1,000	100	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	75,000	75	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	4,675	25	14,025	75	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	1,250	18	10,750	154	7,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	306,050	311,050	36,925	12	241,873	78	311,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	0	0	7,008	280	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	0	0	8,688	348	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	313,550	36,925	12	250,561	80	313,550
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
58% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	135,490	135,490	0	0	65,000	48	135,490
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	444,040	449,040	36,925	8	315,561	70	449,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	313,550	36,925	12	250,561	80	313,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
58% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	837,100	837,100	62,001	7	460,885	55	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	1,793	17	3,678	35	10,500
Other Charges	43,050	43,050	2,713	6	33,434	78	43,050
Materials & Supplies	71,200	71,200	4,264	6	30,348	43	71,200
Capital Outlay	80,000	85,200	1,034	1	69,947	82	99,333
Total Expenditures	1,041,850	1,047,050	71,805	7	598,292	57	1,061,183

Town of Altavista
Public Works
FY 2018 Expenditure Report
58% of Year Lapsed

PUBLIC WORKS - FUND 10	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	638,950	638,950	5,414	1	249,719	39	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	128	1	6,331	50	12,600
Other Charges	40,000	40,000	2,034	5	21,129	53	40,000
Materials & Supplies	388,900	388,900	27,961	7	175,718	45	388,900
Debt Service	23,200	23,200	0	0	23,127	0	23,200
Capital Outlay	711,360	750,360	174,949	23	587,436	78	750,360
Total Expenditures	1,815,010	1,854,010	210,486	11	1,063,459	57	1,854,010

Town of Altavista
Economic Development
FY 2018 Expenditure Report
58% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	81,250	81,250	0	0	29,353	36	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	225	1	12,782	51	25,000
Other Charges	31,300	31,300	37	0	4,756	15	31,300
Materials & Supplies	7,000	7,000	0	0	1,011	14	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
Total Expenditures	178,550	178,550	262	0	47,903	27	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
58% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	72,950	72,950	4,954	7	42,416	58	72,950
Services	2,100	2,100	213	10	213	10	2,100
Other Charges	3,950	3,950	37	1	1,928	49	3,950
Materials & Supplies	20,800	20,800	126	1	9,138	44	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
Total Expenditures	163,800	163,800	5,329	3	53,695	33	163,800

Town of Altavista
Main Street Coordinator
FY 2018 Expenditure Report
58% of Year Lapsed

<u>MAIN STREET COORDINATOR - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	53,900	53,900	3,677	7	28,087	52	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	37	9	239	60	400
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	55,900	55,900	3,714	7	28,326	51	55,900

Town of Altavista
FY 2018 Revenue Report
58% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,500	4,500	383	9	2,608	58	4,500
Water Charges - Industrial	1,600,000	1,600,000	118,788	7	708,579	44	1,600,000
Water Charges - Business/Residential	243,000	243,000	4,906	2	111,798	46	243,000
Water Charges - Outside Community	135,000	135,000	9,201	7	73,231	54	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	725	24	3,000
Bulk Water Purchase	5,000	5,000	0	0	1,821	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	93,038	8	600,745	53	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	5,490	2	111,314	48	230,000
Sewer Charges - Outside Community	1,700	1,700	550	32	1,008	59	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	500	10	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	8,178	9	83,971	88	95,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,360	27	4,038	81	5,000
Misc. Cash Discounts	0	0	0	0	16	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	20,000	20,000	2,090	10	21,675	108	20,000
State Fluoride Grant	30,500	30,500	0	0	0	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,219,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,885,910</u>	<u>243,984</u>	<u>5</u>	<u>1,722,029</u>	<u>35</u>	<u>4,865,910</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
58% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,467,800	1,467,800	132,278	9	701,649	48	1,467,800
Debt Service	422,200	422,200	49,961	0	346,960	0	422,200
CIP	657,270	657,270	261,794	40	649,656	99	657,270
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>444,032</u>	<u>17</u>	<u>1,698,265</u>	<u>67</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	103,333	7	733,664	52	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	934,440	29,289	3	233,218	<u>25</u>	914,440
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,338,640</u>	<u>132,623</u>	<u>6</u>	<u>966,882</u>	<u>41</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	235,611	8	1,435,313	50	2,872,000
Debt Service	422,200	422,200	49,961	0	346,960	0	422,200
CIP	1,571,710	1,591,710	291,083	<u>18</u>	882,874	<u>55</u>	1,571,710
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,885,910</u>	<u>576,655</u>	<u>12</u>	<u>2,665,146</u>	<u>55</u>	<u>4,865,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
58% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	626,500	626,500	50,076	8	334,756	53	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	10,695	4	102,055	39	264,300
Other Charges	324,050	324,050	43,689	13	135,650	42	324,050
Materials & Supplies	252,950	252,950	27,817	11	129,188	51	252,950
Debt Service	422,200	422,200	49,961	0	346,960	0	422,200
Capital Outlay	657,270	657,270	261,794	40	649,656	99	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	444,032	17	1,698,265	67	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
58% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	785,550	785,550	60,803	8	413,405	53	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	2,750	4	51,930	69	75,800
Other Charges	343,100	343,100	27,218	8	173,629	51	343,100
Materials & Supplies	199,750	199,750	12,562	6	94,699	47	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	934,440	29,289	3	233,218	25	914,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,338,640	132,623	6	966,882	41	2,318,640

Town of Altavista
Fund Expenditure Totals
FY 2018
58% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	601,000	616,500	13,267	2	601,774	98	616,500
CIP	<u>260,850</u>	<u>260,850</u>	<u>59,336</u>	<u>23</u>	<u>113,516</u>	<u>44</u>	<u>260,850</u>
State/Hwy Water Department - TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>72,603</u>	<u>8</u>	<u>715,290</u>	<u>82</u>	<u>877,350</u>

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	32,400	32,400	936	3	10,252	32	32,400
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>936</u>	<u>2</u>	<u>10,252</u>	<u>18</u>	<u>57,400</u>

Town of Altavista
FY 2018 State/Highway Fund
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	670,000	670,000	0	0	355,583	53	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	0	0	6.35	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>877,350</u>	<u>0</u>	<u>0</u>	<u>355,590</u>	<u>41</u>	<u>877,350</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	190	0	190	0	0
Maintenance - Drainage	48,200	48,200	27	0	10,062	21	48,200
Maintenance - Pavement	300,000	315,500	-42,829	-14	440,912	140	315,500
Maintenance - Traffic Control Devices	56,800	56,800	5,333	9	33,750	59	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	13,270	24	23,563	42	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,344	3	40,762	82	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	35,931	45	52,536	66	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>13,267</u>	<u>2</u>	<u>601,774</u>	<u>98</u>	<u>616,500</u>
Improvements Other Than Buildings - New Engineering - New	260,850	260,850	59,336	23	113,516	44	260,850
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>59,336</u>	<u>23</u>	<u>113,516</u>	<u>44</u>	<u>260,850</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>72,603</u>	<u>8</u>	<u>715,290</u>	<u>82</u>	<u>877,350</u>

Town of Altavista
FY 2018 Cemetery Fund
58% of Year Lapsed

Cemetery Fund - Fund 90	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	2,600	17	13,146	88	15,000
Interest/Interest Income	9,500	9,500	171	2	4,685	49	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>2,771</u>	<u>5</u>	<u>20,481</u>	<u>36</u>	<u>57,400</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	272	3	2,580	27	9,700
Salaries and Wages/Overtime	1,000	1,000	106	11	702	70	1,000
Benefits/FICA	800	800	25	3	229	29	800
Benefits/VRS	1,200	1,200	33	3	302	25	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	47	3	407	27	1,500
Benefits/Group Life	200	200	4	2	35	17	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	450	3	5,997	33	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>936</u>	<u>2</u>	<u>10,252</u>	<u>18</u>	<u>57,400</u>

FY 2018 Cemetery Fund as of January 31, 2018

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,776,079.14

Balance as of January 31, 2018

Non-Specific

Green Hill Cemetery	635,252.59	
General Fund Reserves		
Capital Improvement Program Reserves		3,543,468.52
Altavista EDA Funding	267,268.09 *	
	267,268.09	
Enterprise Fund Reserves		
Capital Improvement Program Reserves		1,016,482.67
PCB Remediation	569,707.59	
Highway Fund	915,583.54	
Police Federal	2,893.32	
Police State	18,561.99	
Public Funds Money Market Accounts		9,884,134.40
Operating Checking Account (Reconciled Balance)	922,726.43	

DESIGNATED FUNDS**3,331,993.55**

14,444,085.59

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

-7,204,264.00

Policy \$

General Enterprise

Total

5,358,577 1,845,687 7,204,264

UNDESIGNATED FUNDS

7,239,821.59

NOTES:

Earmarked for Final Downtown Map-21 Project

-158,126.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-152,635.00

Funds earmarked for items not completed during prior FY

-955,200.00

Project Funds

-54,788.45

Concept presented at work session for improvements to

-517,500.00

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house

electric panels

Canoe Launch Site

-77,500.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

9/12/2017

Property Main. Enforcement

-5,000.00

9/12/2017

Hillcrest Paving

-15,475.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-23,000.00

9/12/2017

Technology Upgrade Police Dept

-4,700.00

10/10/2017

Avoca Improvements to duct work

-10,000.00

12/19/2017

VDOT Right of Way / Easements during bridge work

-11,300.00

1/3/2018

Roberta F. Jenks donation

-150,000.00

1/9/2018

VDOT Bridge Proj. Easement Payment

-11,300.00

UNDESIGNATED RESERVE FUND BALANCE**4,734,415.14**



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | 6c |

Attachment #: | 2c |

Agenda Placement: | Consent Agenda |

Subject Title: | Chapter 34 Environment “Public Nuisance Ordinance” – Set Public Hearing |

SUBJECT HIGHLIGHTS

The Town Council at their January 23, 2018 Work Session asked that the setting of the Public Hearing regarding Chapter 34 Environment “Public Nuisance Ordinance amendments be placed on the February Consent Agenda. With approval staff will proceed with advertising the public hearing on the amendments for Tuesday, March 13, 2018 during Council’s Regular Meeting.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion(s) to approve the setting of Tuesday, March 13, 2018 for a Public Hearing on amendments to Chapter 34 Environment in regard to Public Nuisances.

Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | **6d** |

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **VML Resolution – “Wireless bills” Resolution** |

SUBJECT HIGHLIGHTS

The Town Council at their January 23, 2018 Work Session reviewed the request by the Virginia Municipal League (VML) to adopt a resolution against several bills that addressed wireless infrastructure and zoning. Council directed staff to place this item on the February Regular Meeting Consent Agenda.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion(s) to adopt the attached resolution in regard to opposing bills related to wireless infrastructure and zoning impacts.

Staff Review Record

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

List them in the order they should appear in packet? **Resolution; VML Talking Points**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



RESOLUTION OPPOSING HB1258 and SB405 RELATED TO WIRELESS FACILITIES

Whereas, in the 2017 General Assembly Session localities worked with the telecommunications industry (“the industry”) to pass SB1282, which was a compromise bill providing a pathway to small cell telecommunications facilities to be located on existing structures; and

Whereas, VML and VACo and the industry agreed to discuss how to assist underserved areas after the session; and

Whereas, the industry officials did not engage in meaningful discussions regarding underserved areas and only wanted to discuss a further erosion of local land use authority regarding new structures; and

Whereas, 2018 legislation by the Industry (HB1258 and SB405) proposes to eliminate most local control over the installation and operation of new structures and the replacement of current technology; and

Whereas, this legislation mandates a ministerial process which eliminates the ability for local officials, residents and businesses to have meaningful input into decisions affecting the character of their own communities; and

Whereas, this legislation represents a shift in authority, moving decision-making authority from the community and local elected officials to for-profit corporations that install wireless equipment; and

Whereas, the wireless equipment installations can have significant health, safety and aesthetics impacts but those companies have little, if any, interest in taking into account those concerns that potentially conflict with their profit margins.

Now Therefore, Be it Further Resolved, that the Town Council of the Town of Altavista, Virginia directs the Clerk to send a copy of this resolution to the delegates and senators representing the Town of Altavista; Delegate Terry Kilgore and Senator Ryan McDougle, the Governor of the Commonwealth of Virginia and the Virginia Municipal League.

Adopted the 13th day of February 2018.

Michael E. Mattox, Mayor

Attest: _____
J. Waverly Coggsdale, III, Clerk



HB 1258 / SB405 “Wireless” Talking Points

[HB1258](#) (Kilgore) and [SB405](#) (McDougle) would eliminate most local control over the installation and operation of new wireless structures. The legislation removes the ability of local elected officials, residents and businesses to have input into decisions affecting the character of their own communities. The legislation is being promoted by the wireless industry.

Major changes that affect local authority are pointed out below.

Changes in Definitions

The bills add the terms (but not working definitions) of two types of wireless infrastructure projects: Administrative Review-Eligible Project and Standard Process Project.

“Administrative Review-Eligible Project” includes:

- All co-locations on any existing structure that is not a small cell facility
- Installation or construction of a new structure that is not more than 50 feet tall, if the structure is not more than 10 feet above the tallest existing utility pole located within 500 feet of a new structure, is not located in an historic district and is designed to support small cell facilities.

“Standard process project” is defined as any project other than an administrative review-eligible project.

Talking points:

- These are not standard zoning terms in Virginia. Working definitions either would have to be included in the bill or determined by litigation.
- The bills would treat the wireless industry differently from all other private profit-making industries, thus leaving localities (and the state) open to charges of discrimination against other industries.
- The likelihood is high that other industries will expect the same or similar treatment.
- Zoning decisions should be made based upon the best interests of the community. The health, safety and welfare of the citizens should outweigh the profitability of corporations.

Changes in the Zoning Process

The locality may not require a special exception, special use permit or variance for “Administrative Review-Eligible Projects.”

The locality must provide guidance on incomplete application within 10 days or application is “Deemed Approved” which takes a legislative decision away from local elected officials.

If application is disapproved, the locality:

- Must provide a written statement explaining the rejection of the application
- Explain any modifications in writing (this may be used by the applicant as evidence that the locality’s disapproval was arbitrary and capricious)

- May not discriminate between the applicant and other service providers
- Must explain the disapproval by a substantial record evidence contained in a written record publicly released within 30 days.

If the application is disapproved, the applicant has the right to appeal.

The locality cannot:

- Require proprietary, confidential or other business information from the applicant
- Condition approval on the removal of another structure
- Impose surety requirements that are not similar to other permits for similar development. Surety requirements are limited to the direct cost of the removal of the wireless facilities
- Discriminate on the basis of ownership
- Impose unreasonable screening
- Impose that the applicant use services owned by a particular company
- Require co-location
- Limit duration of approval
- Require services unrelated to be performed, including restoration work on some surfaces.

A locality may disapprove a standard process project if:

- Its proposed height is over 50 feet, if there is no discrimination between the applicant and other service providers
- All utility facilities are underground if:
 - Undergrounding requirement was in place 3 months prior to submission
 - Locality allows co-location on existing poles
 - Locality allows replacement of existing poles

HB 1258/SB405 set an aggressive timetable for approvals; If the timetable is not met, the project is "Deemed Approved". The timetable is:

- 150 days for a new structure
- 90 days or timelines as established by the FCC, whichever is shorter.

Talking Points:

- Local land use authority rests with locally elected officials who best know their communities and their citizens' needs.
- Local zoning takes into consideration that the economic, social, cultural, and other conditions are not one-size fits-all.
- Local zoning recognizes the importance of citizen input. The bills' provisions remove the ability of our citizens to have meaningful input into decisions affecting the character of their communities.
- The bills create a paradigm shift in authority, moving the decision-making process away from the community and its elected officials to FOR-PROFIT companies who care about their bottom line, not about our citizens' welfare.

- Specifically, the “Deemed Approved” language strikes down the legislative process. These bills take away the ability of a locality to ask questions of the applicant or negotiate with the industry about a specific location or type of equipment or screening.
- This is not the process for a typical zoning application and there is no compelling justification for this industry to be treated in a special manner.

FEES SET IN STATUTE

The legislation requires that the fee for Administrative Review Eligible Project shall not exceed \$500.

The fee for a Standard Process Project is set at “the actual direct costs to process the application...”

Talking points:

- Placing a fee in the Code is problematic because every time that there is a proposed change, legislation has to be enacted.
- The fees will never be in tune with actual costs. A state-determined fee does not account for the differences in workloads as well as the costs and availability of professional services costs that occur throughout the Commonwealth.
- Actual Direct Costs are not typically calculated by localities; this unfunded mandate would place an additional burden on local taxpayers who will end up subsidizing the applicants.
- The alternative is that the applications will be automatically approved because localities won’t have the resources to review the projects within the arbitrary deadlines.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | **6e** |

Attachment #: | **2e** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Proclamation – March “MS Awareness Month”** |

SUBJECT HIGHLIGHTS

Staff was asked to place this item on Council’s agenda. The attached Proclamation would recognize March as “Multiple Sclerosis (MS) Education and Awareness Month”. Mrs. Denis Ellis is the Patient Advocate for the MS Alliance of Virginia and has requested this action. She would like to include the Proclamation in an event to be held in Roanoke.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion(s) to adopt the attached proclamation declaring March 2018 as “MS Education and Awareness Month”.

Staff Review Record

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

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

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



**PROCLAMATION DECLARING MARCH AS
“MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH”**

WHEREAS, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and

WHEREAS, it typically strikes young adults in the prime of life – in their 20’s to 40’s. Women are more likely to have multiple sclerosis by about 3:1. Symptoms can begin as simply as tingling and progress to near paralysis; and

WHEREAS, March of 2018 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying live – to benefit themselves, their caregivers and families, and the overall community; and

WHEREAS, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and

WHEREAS, the symptoms of multiple sclerosis may be mild such as numbness in the limbs, or severe, such as paralysis or loss of vision; and

WHEREAS, every hour of every day, someone is newly diagnosed with multiple sclerosis; and

WHEREAS, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2018 as

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face on a daily basis, supporting those who are working toward its end and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.

Adopted this the 13th day of February 2018 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista

J. Waverly Coggsdale, III
Clerk of Council
Town of Altavista, VA



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

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

Attachment #: | 4 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | AEDA Economic Development Strategic Plan proves update |

SUBJECT HIGHLIGHTS

Mr. Bill Gillespie, AEDA Chair, will be in attendance to update Town Council on the Altavista Economic Development Authority's (AEDA) ED Strategic Plan process. Under separate cover, the draft RFQ/P was forwarded to Council members which sets forth the scope of work that would be accomplished. At this time the cost of these services is unknown.

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

Staff Review Record

Are there exhibits for this agenda item? **YES, under separate cover**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | 8b |

Attachment #: | 5 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Police Department Staffing Request – Investigator position |

SUBJECT HIGHLIGHTS

At the January Work Session, Chief Milnor presented a proposal to add an Investigator position to the Police Department. The attached memo, which was presented last month, details the specifics about the position.

As an addition to that conversation, Council was advised that a request would also be made in the budget process to move a position that is shared by Administration and the Police Department to the Police Department full-time for administrative purposes. Currently that position is funded 80% Administration and 20% Police, but the workload has become more focused on the Police Department. Accordingly, Administration needs for the current position to be adjusted so the workload is consistent with the funding or a new position funded in Administration, especially if the current position is allocated to the Police Department fulltime. Council asked to see what the impact would be on the FY2019 Budget if the requests were funded. The information below assumes the current position of Administrative Specialist becomes a full-time position in the Police Department and a new position, Office Assistant is allocated to Administration.

Current shared position moved to Police Department fulltime:

Current cost (salary & benefits) (20%):	\$8,815.56
Current position full-time PD cost (salary & benefits):	\$42,172.46
This would increase the Police Department budget by:	<u>\$33,356.90</u>

New position in Administration:

Current cost (salary & benefits) (80%):	\$33,833.24
New position cost (salary & benefits) (100%):	\$33,179.18
This would decrease the Administration budget by:	<u>(\$654.06)</u>



Town of Altavista, Virginia Regular Meeting Agenda Form

If the existing position funding is changed to reflect the actual workload (80% Police and 20% Administration), there continues to be a need for a position in Administration.

Based on the scenario listed above, the Police Department budget would increase and the Administration budget would decrease, with a net increase of \$32,702.84 to the FY2019 General Fund budget. This increase is in addition to Investigator's position if approved, as outlined in the Chief's memo.

The preliminary FY2019 revenue (General Fund) projections indicate that the requested personnel changes stated above can be accomplished and a surplus of approximately \$200,000 would exist. Please understand that this assessment is being made prior to the full Council having an opportunity to review the draft budget and having any discussions about other items that will need to be considered such as Park & Trails Master Plan Implementation, Broadband Implementation, etc.

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

Staff Review Record

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

List them in the order they should appear in packet? **Chief's memo (from Work Session)**

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

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Michael L. Milnor
Chief of Police



Phone: (434)369-7425

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

Fax: (434)369-5046

December 18, 2017

TO: Waverly Coggsdale, Town Manager
FROM: Mike Milnor, Chief of Police
SUBJECT: Request for Investigator Position

Since accepting the position as Chief of Police in 2016, I have been evaluating the needs and strengths of the Police Department. I have found consistently that the lack of an investigator position is a weakness that hinders the professionalism and ability of the department to deliver high quality investigative services to the community. I am therefore requesting the addition of a full-time Investigator to the ranks of the department.

The need for the investigator position can be seen in increase in calls for service that the police department has seen. Since 2013 there has been a 54% increase in the calls for service that the department has handled. The breakdown is as follows:

2017	453 Calls for service
2016	503 Calls for service
2015	411 Calls for service
2014	301 Calls for service
2013	245 Calls for service

During my tenor here as Chief, I have seen the need for the full-time investigator position in a number of instances. These range from a homicide in 2016 to a major embezzlement case to numerous burglaries, larcenies and child abuse investigations. The Investigator will oversee all major felony cases as well as oversight of the patrol officers cases and follow-ups. Currently there is no interaction between the Altavista Police Department and other agencies investigations bureaus. This networking is key to solving and preventing crimes. Criminals do not recognize jurisdictional lines or boundaries. There must be open and on-going networking between investigators and agencies. This position will allow for that constant interaction and communications and exchange of information and intelligence. No other law enforcement agencies the size of Altavista Police Department lack the position of a full-time investigator.

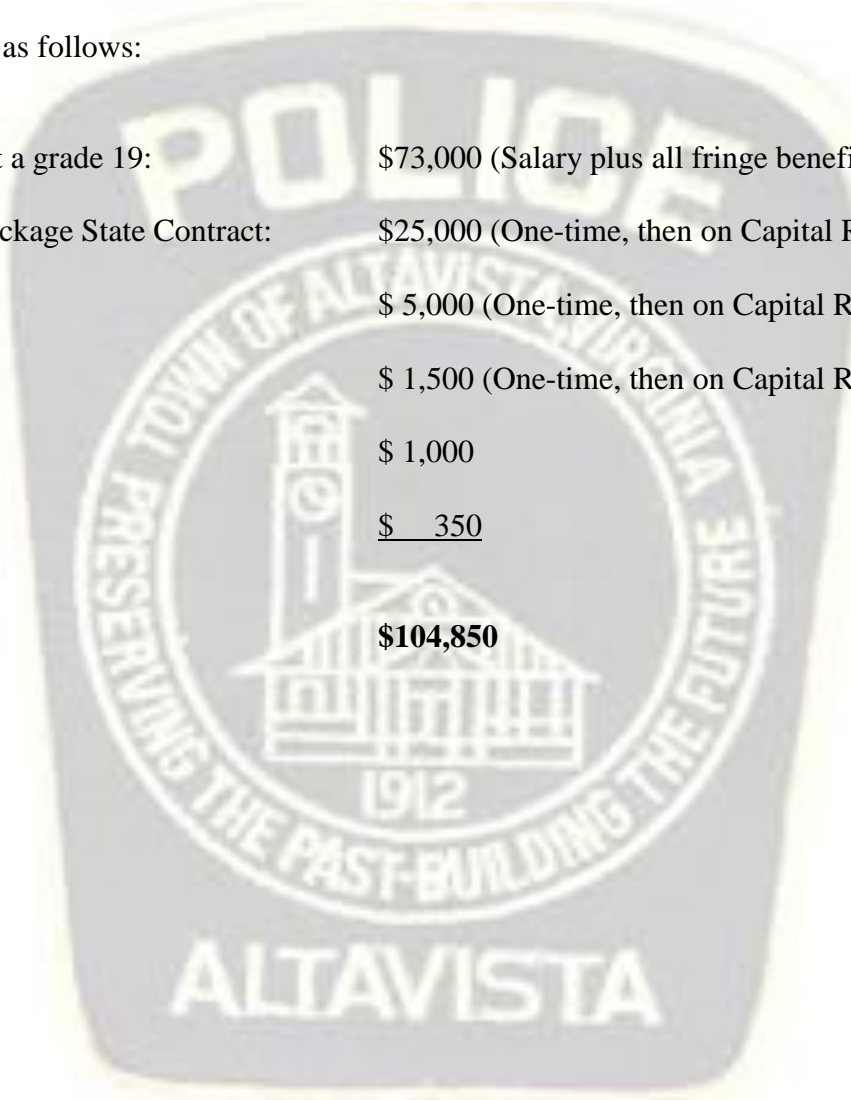
The investigator will also oversee all drug investigations, complaints and intelligence. Currently there is no focused drug investigations being conducted within the town limits. In spite of this we have seen an increase

from one arrest for drug violations in 2013, to 18 arrest in 2017. This is from patrol activity alone. These arrest have also included weapons violations as well. We know that Altavista is a central meeting point for narcotics dealers from both Danville and Lynchburg. This position will allow for coordination of investigations with the Central VA Drug Task Force as well as conducting drug investigations by the Altavista Police Department.

This equips the APD to be a truly full-service police agency for the citizens of the Town of Altavista which it serves.

I would request that the Investigator be re classified at the same grade as the first sergeant. This would be a grade 19 on the current pay scale.

The cost breakdown is as follows:



Investigator Position at a grade 19:	\$73,000 (Salary plus all fringe benefits)
Vehicle Non-Police Package State Contract:	\$25,000 (One-time, then on Capital Rotation)
Radio, Siren:	\$ 5,000 (One-time, then on Capital Rotation)
Weapons:	\$ 1,500 (One-time, then on Capital Rotation)
Uniform/Clothing:	\$ 1,000
Academy Cost:	\$ <u>350</u>
TOTAL COST:	\$104,850



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: February 13, 2018

Agenda Item #: | **8c** |

Attachment #: | **6** |

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

Subject Title: | **FY2019 Budget/CIP Discussion** |

SUBJECT HIGHLIGHTS

The draft FY2019 Budget and FY2019-23 Capital Improvement Plan will be distributed to Town Council on Monday, February 19th. If there are any items that Council would like to discuss prior to the finalization of the draft budget, this would be the last opportunity. Following distribution of the budget, staff has scheduled time at Council's February 27th and March 27th Work Sessions for review/discussion of the budget. Council may schedule additional times to review and consider the budget at their pleasure.

Prior to your regular meeting this evening, our consultant made a presentation on the Utility Rate Study. If there are items that need to be considered or direction that Council would like to give to staff on that item, now would be an appropriate time and they could be included in the draft budget.

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

Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Manager's Report for February 13, 2018 Council Meeting



Staunton River RIFA

Revisions to the documents are in the final stages, once received they will be distributed to Town Council for review.

Southern Virginia Multi-modal Park – Utility Review

Attended meeting on Tuesday, January 9th to finalize discussions regarding utility (water/sewer) options for the site.

Campbell Avenue Drainage Project

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

Rt. 43 Gateway Project (Streetscape/Utilities)

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

Altavista Park and Trails (APT) Master Planning

Land Planning & Design Associates (LPDA) conducted a Public Forum on Tuesday, January 23rd from 4:00 to 5:00 p.m. at Town Hall, followed by a presentation to Town Council at its January 23rd Work Session. LPDA will be at the February 27th Town Council Work Session to discuss finalization of the Master Plan.

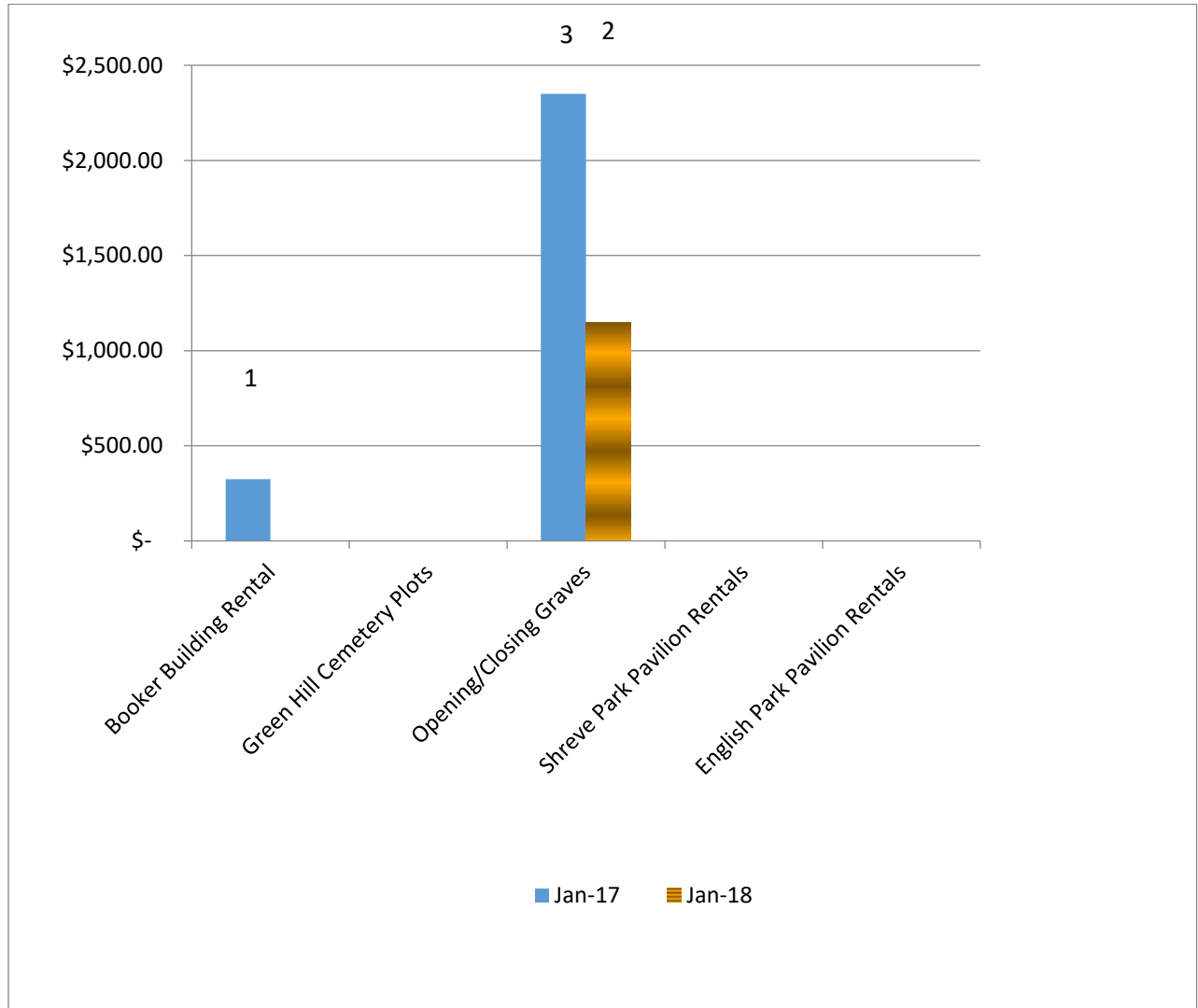
Utility Rate Study

Presentation by Woodard & Curran at a Special Called Meeting on Tuesday, February 13, 2018 at 5:30 p.m.

Dalton's Landing Canoe Launch Project Update

Bid package is being finalized. Information in regard to a possible DCR grant application process is being finalized, with the latest update being provided to Council at their Regular Meeting in February. All other items appear to be in order.

~ ADMINISTRATION ~



**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

Month	Collections		
Jul-16	\$77,934.00		
Aug-16	\$79,415.00		
Sep-16	\$78,369.00		
Oct-16	\$77,843.00		
Nov-16	\$76,293.74		
Dec-16	\$80,126.95		
Jan-17	\$71,669.47		
Feb-17	\$74,876.88		
Mar-17	\$82,040.84		
Apr-17	\$86,217.44		
May-17	\$84,409.32		
Jun-17	\$82,323.07		
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		
Oct-17	\$76,719.67		
Nov-17	\$73,312.11		
Dec-17	\$78,242.59		
		MTD TOTAL (FY)	
		<i>FY2017</i>	<i>\$469,981.69</i>
		<i>FY2018</i>	<i>\$463,943.12</i>
		+/-	-\$6,038.57



**Town of Altavista
Local Sales Tax**

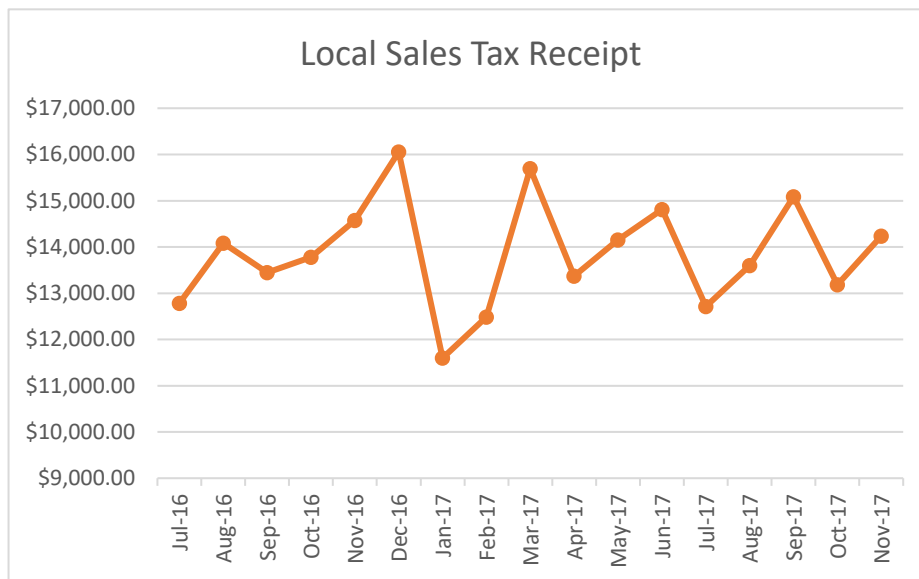
Jul-16	\$12,782
Aug-16	\$14,083
Sep-16	\$13,446
Oct-16	\$13,776
Nov-16	\$14,578

Dec-16	\$16,055
Jan-17	\$11,598
Feb-17	\$12,485
Mar-17	\$15,699
Apr-17	\$13,372
May-17	\$14,150
Jun-17	\$14,810

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

MTD TOTAL (FY)

FY2017	\$68,665
FY2018	\$68,826
+/-	\$161



Monthly Report to Council

Date: February 13, 2018
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: January 2018 Reporting

1. Zoning/Code Related Matters: January 2018

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
1/9/2018	01-18	Verizon Wireless, Elkridge MD	Antenna upgrades at 1618 Melinda Drive Tank
12-Jan	02-18	Thomas McCue 1000 Main Street	Interior renovations to Suite F
23-Jan	03-18	Thomas Rosak, 327 11th Street	6' x 20' front porch at 807 Lola Ave.

- Staff researched regulations for drive thru service for a new potential location for Joe Beans.
- Completed and submitted annual federal BAS report. This is required and is related to boundary line adjustments. The report is required whether or not a municipality makes a boundary line adjustment.
- Continued working with several businesses regarding dumpster enclosures.

2. Site Plans Reviewed and/or Approved:

- Reviewed and approved the revised survey for land acquisition and improvements at CG GPS Altavista, Graham Packaging.
- Reviewed and approved re-surveys for 615 & 617 Riverview Road.

3. Planning Commission (PC) Related:

- Prepared agenda packet for February meeting.
- Annual report completed and sent to TC.

4. AOT Related

- Assisted Emelyn with no interest loan program guidelines.

5. ACTS Related

- Validated daily ridership and revenue for bus system (January) - see bus report.
- Reimbursements submitted for December operations.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- Re-advertised and continued seeking replacement bus driver.
- Completed and submitted DRPT grant application for operations and CIP for FY2019.
- Completed and submitted NTD reporting for FY2017.
- Completed and submitted Transportation Development Plan (TDP) reporting for FY2027.
- Completed and submitted the annual DAMIS random drug screen report to DRPT.

6. Projects and Administrative Related:

- Updated GIC.
- Certified December bank statements.

- Attended the Managers/Assistants' luncheon in Lynchburg.
- Completed and submitted quarterly report for this project.
- Attended CEDS meeting at Region 2000. This committee is developing a plan for usage of the rivers within the region. The final plan will be submitted to Council by the Local Government Council.
- **Route 43 Streetscape and Utility Project**
 - Preliminary plans have been reviewed and submitted to VDOT for review.
 - Continue working with H&P regarding the budget. This should be worked out after the VDOT review meeting scheduled for the February 14.
 - VDOT has not submitted their plans that are to be incorporated into the streetscape for the pedestrian actuators and crosswalk at Main Street and Bedford Avenue.
 - Completed and submitted quarterly VDOT report for this project.
- **Canoe Launch Site**
 - JPA has been approved by the Virginia Marine Resource Commission.
 - Staff plans to apply for the Recreational Trails Plan grant through DCR. Staff will have an update for this grant by the meeting time on February 13.
 - The bid package should be ready by or near February 13th.
 - VDOT has approved the design for the entrance to the site.
- **Personnel Policy Manual**
 - Staff continued reviewing chapters from the draft policy manual.
- **VDOT Main Street Bridge Replacement**
 - VDOT plans to close the bridge beginning spring 2019 through the end of 2020.
- **Parks and Trails Master Plan**
 - LPDA held a second public meeting and presented the draft Master Plan to Town Council. LPDA is working on costs and tweaking the original draft and will be present at the Council's February work session. The Plan should be ready for incorporation into the FY2019-2023 CIP document.

January Town Social Media & Website Management

Facebook & Social Media

- Page likes increased from 231 to 353
- Total page reach for the month – 17,986
- Highest viewed post was about the APD Senior Watch Program which reached 13,400 people and had 335 post reactions (likes, comments, and shares).
- Other highly viewed posts include: Job postings, the Main Street Bridge closure on Jan. 31st, and snow pictures of the town.
- Town Instagram page has 148 followers.

Town Website

- Uploaded 2018 business license
- Uploaded available job opportunities online
- Uploaded APT Public Meeting #2 information & flyer
- Uploaded January Work Session Agenda
- Updated website Utilities page for County Waste option
- Updated Altavista Alerts section about the Main Street Bridge closure
- Added the APT designs, survey feedback, and presentation to the Altavista Updates Section
- Updated the proposed nuisance ordinance in the Altavista Updates Section.
- Added the APD Senior Watch program under the Altavista Updates Section.
- Updated the online town calendar for February and March.
- Uploaded 2017 Planning Commission Agendas

Other Promotions

- Printed and posted flyers for APT Public Meeting
- Coordinated with Altavista Journal for APT Public Notice and Press Release
- Completed FY 18/19 Funding Request
- Took photographs of town in snow
- Attended APT meeting with Town Manager, Assistant Town Manager and LPD Staff.

- Attended APT Conference Call meeting with Town Manager, Assistant Town Manager and LPD Staff.

Public Works Monthly Report

Monthly Staff Report B&G

Date:			2/1/2018
TO:			Town Manager
FROM:			David Garrett
DEPARTMENT:			Building and Grounds
MONTH:			Jan-18

# Burials				1
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# of Cremations			1
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# of Labor Hours for Green Hill Cemetary	22
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# of Curbside Brush Stops		32
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# of Curbside Brush Loads		3
---------------------------	--	---

# of Curbside Bulk Stops		27
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# of Curbside Bulk Tonnage		6.50
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Solid Waste Total Tonnage		87.53
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# of Labor Hours to Maintain Buildings	116
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# of Labor Hours to Maintain Parks	187.75
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# of Acres Mowed			0
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Other Public Works Activities and CIP Projects:

The Building and Grounds crew is in the final stage of completing the English Park Restroom upgrade. We will be painting the floor on 2/9/18 and the restrooms will be back in service on February 12th.

Public Works Monthly Report	
Monthly Staff Report Streets	
Date:	2/1/2018
TO:	Town Manager
FROM:	David Garrett
DEPARTMENT:	Streets
MONTH:	January
# of Lane Miles Mowed	0
# of Litter Bags Collected	27
# of Weed Control Gallons Applied	0
# of Swept Lane Miles	0
# of Leaf Collection Loads	5
# of Weekend Trucks	0
# of Total Tonnage for Weekend Trucks	0
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainnage, Tree Removal)	385
<u>Asphalt Totals:</u>	
Other Streets Activities and CIP Projects:	
7th Street Project - This project is complete with the exception of Charlotte Ave. to be completed In the Spring of 2018.	
Leaf Collection was completed the first week in January.	
All Christmas Lights were removed by the first week in January.	
We are currently working on all faded street signs Town Wide.	
We have worked two snow events in the month of January.	
Miscellaneous shoulder work Town Wide.	
We are currently working on cutting back low hanging limbs in the right of way Town Wide.	

Monthly Staff Report Water Plant										
DATE:		2/1/2018								
TO:		Town Manager								
FROM:		Tom Fore								
DEPARTMENT:		Water Treatment Plant								
MONTH:		January								

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged	15.23	Hours per day		
which yielded approximately	1,690,000	gallons of water per day.		
Snow/Rainfall for the month	7.45	was measured at the water treatment plant.		
Average Hours per day (week days)	15.8	hrs		
Average Hours per day (weekends)	13.6	hrs		
Average produced (week days)	1,835,087	gallons per day		
Average produced (weekends)	1,560,375	gallons per day		
Total Raw Water Pumped:	54.69	million gallons		
Total Drinking Water Produced:	52.53	million gallons		
Average Daily Production: (drinking)	1,660,000	gallons per day		
Average percent of Production Capacity:	55.33	%		
Plant Process Water:	2,176,690	(finished water used by the plant)		
Bulk Water Sold @ WTP:	0	gallons	Water lost due to leaks	162,000
Flushing of Hydrants/Tanks/FD use/Town Use	2,000	gallons		
McMinnis Spring				
Total Water Pumped:	7.632	million gallons	average hours per day	14.1
Average Daily Produced:	246,194	gallons per day	Rain at MC	9.60
Reynolds Spring				
Total Water Pumped:	6.352	million gallons	average hours per day	11.7
Average Daily Produced:	204,903	gallons per day	Rain at RE	8.98
Purchased Water from CCUSA	0	gallons		
Sold to Hurt	3,220,500	gallons		
Industrial Use	44,806,458	gallons		
Comments: Water Plant Activities & CIP Projects:				
Electrical Upgrade is 99% complete : Finish up Punch List				
Staff Training on Sample Collection				
Reynolds Flouride System is 99% complete with site restoration to complete				
McMinnins Fluoride System 50% complete				
One Staff Member obtained a Class II License				

ACTS RIDER TALLY

January 2018 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
2-Jan	28		11	8	2	49	49	\$ 14.00	161	161
3-Jan	44	3	8	12	2	69	118	\$ 22.00	162	323
4-Jan	31	7	5	13		56	174	\$ 15.00	159	482
5-Jan	30		6	15		51	225	\$ 15.50	160	642
6-Jan	22		4	10		36	261	\$ 11.00	78	720
8-Jan	39		5	9	3	56	317	\$ 19.38	162	882
9-Jan	30	5	6	20		61	378	\$ 15.00	159	1041
10-Jan	33	4	2	9		48	426	\$ 16.19	159	1200
11-Jan	33	8	8	7		56	482	\$ 16.25	161	1361
12-Jan	40	2	7	19		68	550	\$ 19.72	161	1522
13-Jan	13	1		3		17	567	\$ 6.50	77	1599
15-Jan	MLK NO Transit					0	567			1599
16-Jan	46	4	5	11		66	633	\$ 22.88	162	1761
17-Jan	Completed	0	0	0	0	0	633	\$ -	30	1791
18-Jan	25	1	2	12		40	673	\$ 12.50	159	1950
19-Jan	36	9	5	13		63	736	\$ 18.00	159	2109
20-Jan	21	3	5	7		36	772	\$ 10.50	77	2186
22-Jan	38	16	4	15	4	77	849	\$ 19.00	162	2348
23-Jan	31	9	6	16	5	67	916	\$ 15.50	161	2509
24-Jan	25	3	10	9	1	48	964	\$ 12.50	161	2670
25-Jan	31	5	2	6	4	48	1012	\$ 15.00	160	2830
26-Jan	36	17	7	12	4	76	1088	\$ 18.00	161	2991
27-Jan	21	2	1	2	3	29	1117	\$ 10.50	77	3068
29-Jan	27	16	6	8	5	62	1179	\$ 13.50	162	3230
30-Jan	42		7	5		54	1233	\$ 21.00	160	3390
31-Jan	37	3	6	13		59	1292	\$ 18.50	161	3551
								\$ 29.00		
226 Hours	Total Riders to date:		11,228					\$ 251.00		
	Total Revenue to Date		\$ 2,744.96			Total Month Revenue		\$ 657.92		
	Days Run-	22.6	Average daily riders		57.2					
	Total days run	178				Average riders YTD		63.1	TOTAL MILES	19,101

Annual Ridership Tally FY2013—FY2018

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Yearly Total</u>
FY2011							391	590	481	495	551	1,617	<u>4,125</u>
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<u>13,211</u>
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<u>16,376</u>
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<u>20,230</u>
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<u>24,449</u>
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<u>21,848</u>
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	<u>22,759</u>
FY2018	1,722	1,915	1,928	1,558	1,351	1,412	1,292						<u>11,178</u>

Main Street Coordinator January Monthly Report



Meetings and Conferences

- Attended Virginia Main Street's Annual Directors Retreat in Fredericksburg January 24-25.
- Attended January Town Council Regular Meeting & Town Council Work Session.
- Attended APT Public Meeting #2
- Attended Annual Chamber Gala, January 20.
- Met with Chamber of Commerce to organize and partner on the spring business trainings and Lunch to Learns on marketing, and QuickBooks.
- Met with Jonathan Parker & Town Manager to discuss organizing a feasibility study for a Children's Museum.

Business Updates

- Completed several business visits for parking survey information
- Visited Vista Fitness 24 which opened January 1st 2018 at 623 Broad Street, and employees 2 people. The owners participated in the Pop-Up Altavista Program.
- Parker Productions opened in January at 525 Main Street, employs one person and also participated in the Pop-Up Altavista program.
- Vista Pawn Shoppe Expansion was approved for ATV & motorcycle sales. Vista Pawn employees 4 people and participated in the Altavista Pop-Up program.
- Met with Blum Esthetics, who is considering a possible expansion to her business, I coordinated a meeting with the SBDC for her.
- Met with a possible new business for Main Street to discuss the Façade Loan Program.

AOT

- Worked with Campbell Insurance and the National Trust for Historic Places for insurance quotes.
- Completed VMS Data Bonanza on January 16, 2018.

- Worked on downtown parking survey information
- Board President completed Town funding request and attended the January Work Session Meeting.
- Held Marketing Committee Meeting
- Held Monthly AOT board meeting January 11.
- AOT gained about \$8,000 net income from the 2017 Giblet Jog 5K Run.
- AOT hired Bookkeeper, Evelyn Vaden, CPA, to help manage AOT budget and monthly bookkeeping.
- Organized board dinner for February 7th to get to know new board members better.
- Met with Chamber of Commerce to discuss promotion partnership for the Business Spring Fling event on March 3rd.

February 2018						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Planning Commission 5:00 PM	6	7	8	9	10
11	12	13 Woodward & Curran Presentation 5:30 PM Town Council Regular Meeting 7:00 PM	14 Valentine's Day	15	16	17
18	19 President's Day Town Offices Open Draft Budget to Council	20	21	22	23	24
25	26 Google: Make your Website Work for You Workshop 11:00 AM Train Station	27 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session/Budget Work Session 5:00 PM	28			

March 2018						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 First Saturday @ Trade Lot Altavista Chamber of Commerce Spring Fling 10:00 AM to 4:00 PM
4	5 Planning Commission 5:00 PM	6	7	8	9	10
11	12	13 Town Council Regular Meeting 7:00 PM	14	15 Chamber of Commerce Legislative Breakfast 7:00 AM	16	17 St. Patrick's Day
18	19	20	21	22	23	24
25	26	27 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session/Budget Work Session 5:00 PM	28	29	30 Good Friday	31