



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, January 9, 2018

7:00 PM Council Regular Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda..... p.1-2
4. Recognitions and Presentations
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 December 12th (Attachment 2a).....p.3- 8
- b. Acceptance of Monthly Finance Reports (Attachment 2b)
 - i. Invoices..... p.9 - 11
 - ii. Revenue & Expenditure Reports.....p.12-33
 - iii. Reserve Balance/Investment Report..... p.34
- c. Budget Amendment – WWTP Clarifier Project (Attachment 2c) p.35 - 40

7. Public Hearing (10 minutes)

- a. Special Use Permit – “Automobile Dealership – Used” – Thomas McCue – 1000 Main Street (Attachment 3) p.41 - 54

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

- a. Town Facility Naming Discussion (Attachment 4) p.55 - 58
- b. VDOT Easement Payments – Use of Funds (Attachment 5) p.59
- c. FY2018-2019 Budget Discussion (Attachment 6) p.60

9. Reports

- a. Town Manager’s Report (Attachment 7)..... p.61
- b. Departmental Reports (Attachment 8).....p.62 -78

10. Informational Items/Late Arriving Matters

- a. Calendars (Attachment 9).....p. 79 - 80

11. Matters from Council

12. Closed Session

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)

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar

(All meetings are at Town Hall unless otherwise noted)

Tuesday, January 23, 2018 @ 5:00 p.m.	Town Council Work Session
Tuesday, February 13, 2018 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, February 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: January 9, 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 December 12, 2017. 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 December 12, 2017 Regular Meeting.

Staff Review Record

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

List them in the order they should appear in packet? **Minutes (December 12, 2017)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Regular Council Meeting—December 12, 2017

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on December 12, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Sam Knaus, First Southern Baptist Church, gave the invocation.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
1st Sgt. Gary Penn, Altavista Police
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox asked if there were any questions or changes to the agenda.

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

5. Recognitions and Presentation
6. Public Input Session – FY2019 Budget/Capital Improvement Plan

Mayor Mattox advised the input session gives citizens an opportunity to offer thoughts or suggestions on the revenues and expenditures of the budget, as well as the services that are delivered. He asked if anyone would like to speak.

Mrs. Harriet Hardy, 1617 Melinda Drive, addressed Council and thanked each Council member for the time they give, leading and serving this town that she brags about. She wished Council a “Blessed Christmas and a wonderful New Year.”

Mayor Mattox asked if anyone else would like to speak on the FY2019 Budget/Capital Improvement Plan.

No one came forward.

Regular Council Meeting—December 12, 2017

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 November 14, 2017, Council's Work Session November 28, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) FY2019 Altavista Community Transit System Proposed Budget
- d) Renewal of Right of Way Clearing Contract-NaturChem
- e) CIP-Council Chamber's Audio/Visual Improvements
- f) Reappointment-Board of Zoning Appeals—Mr. Charles Eubanks was reappointed to serve a five year term on the BZA.

Mrs. Dalton, seconded by Mr. George, 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

None

9. New/Unfinished Business

a. WWTP-Clarifier Bid Consideration

Mr. Coggsdale advised that replacement of one of the clarifiers at the Town's Wastewater Treatment Plant was included in the FY2018 Budget/CIP. The project cost was estimated at \$250,000. Recently, bids were received on this project, with the lowest bid being \$264,600 from J.S. Haren Company (Tennessee). The engineer's estimate was \$322,875. The project engineer recommends awarding the bid to the apparent low bidder. The project is in excess of the budgeted amount, although considerably less than the engineer's estimate. Mr. Coggsdale advised staff seeks to transfer \$20,000 from unexpended funds from the Water Plant Electrical Project (Reserves) to this project. This will cover the bid and allow for \$5,400 in contingency for the project.

Mrs. Dalton, seconded by Mr. Emerson, motioned to award the Altavista WWTP Clarifier Replacement Project to J.S. Haren Company, based on the bid of \$264,600.

Mr. Higginbotham asked Mr. Fore if he knew anything about the J.S. Haren Company.

Mr. Fore stated he did not but based on references this company has done a lot of clarifier work.

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 Mrs. Overbey, motioned to approve a transfer of \$20,000 of unused funds from the Water Plant Electrical Project (Reserves) to this project, which would cover the bid and allow for a contingency of \$5,400.

Motion carried:

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

b. Planning Commission Report-Public Hearing Request

Mr. Coggsdale advised the Altavista Planning Commission has conducted a public hearing on the Special Use Permit application of Mr. Thomas McCue at 1000 Main Street. Staff requested that Town Council schedule their required public hearing on this item for Tuesday, January 9, 2018 at 7:00 p.m.

Mrs. Dalton, seconded by Mr. Emerson, motioned to set a public hearing on the McCue Special Use Permit application for Tuesday, January 9, 2018 at 7:00 p.m.

Motion carried:

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

c. Consideration of Amendments to Chapter 34 “Environment” related to Public Nuisances

Mr. Coggsdale advised Town Council directed staff to review and bring back a recommendation on amended language for the Nuisance Ordinances. Staff has worked on this item and presented the draft ordinance for Council’s review.

It was the consensus of Council to review the draft ordinance and discuss at the January 23, 2018 Work Session.

d. FY2019 Budget and CIP Discussion

Mr. Coggsdale noted earlier in the meeting, a Public Input session was held in regard to the FY2019 Budget and Capital Improvement Plan in which no one spoke. He advised the next several steps/events in the budget process:

- Departmental requests are due to the Manager’s Office by January 12, 2018
- Outside Agency Requests are due to Manager’s Office by January 16, 2018

Regular Council Meeting—December 12, 2017

- Outside Agency Presentations at January 23rd Town Council Work Session
- Draft Budget forwarded to Town Council on February 19th.

10. Reports

a. Town Manager's Report

Staunton River RIFA

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

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

Staff working with Peed & Bortz on the Utility Assessment for this project.

Report was presented to Town Council at their October Work Session.

Staff is working with other jurisdictions and the property owner to decide on “next steps”.

Campbell Avenue Drainage Project

Storm Drain is complete. Paving contractor is scheduled to return next week to do milling and paving. (Paving may be weather dependent).

Rt. 43 Gateway Project (Streetscape/Utilities)

Application filed for additional funds through the VDOT “TAP” process.

English Park

LPDA is doing the Information Gathering Aspect and Assessment of Existing Conditions portion of the project.

Public Forum #2 – End of January

Data Presentation to Town Council – February 13th Regular Meeting

Utility Projects

Facility Assessment and Improvement Plan (FAIP) – Woodard & Curran

Staff continues to work with Woodard & Curran to complete this document.

Draft Rate Study report due to staff mid/late December.

Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.

Abbott meter and vault – Working with staff to build vault.

WWTP Clarifier Project – Bid award (December agenda)

Mr. Coggsdale advised a press release on the Canoe Launch project would be released next week. This would recognize the contribution of the Powell Foundation in the amount of \$5,000 along with all others that have made contributions. This is an opportunity to make citizens aware of the progress of the Canoe Launch and some of the hurdles the town is working on.

Mr. George asked if the two concerned citizens have been contacted.

Mr. Witt noted he has attempted contact to no avail. He advised he has contacted Mr. Mike Johnson, VMRC, who will be sending out a letter addressing the restrooms and hours of operation.

Mr. Emerson suggested the press release include information on the security concerns and the agencies that will participate in policing of the site.

Regular Council Meeting—December 12, 2017

11. Informational Items/Late Arriving Matters

- a. Calendars-December/January
- b. Correspondence

Mr. Coggsdale presented Council with correspondence from Comcast, Virginia Technical Institute and the Department of Transportation.

Mr. Witt mentioned he met with VDOT in regards to the crosswalk at the intersection of Main Street and Bedford Avenue. VDOT intends to place actuators and a crosswalk at this intersection. He noted that he also discussed with VDOT the crosswalk at Broad Street and Main Street and they request the Town Manager send an email for the formal request of the actuator.

12. Matters from Town Council

Mr. Emerson referred to the Christmas parade and how nice it was.

Mayor Mattox wished everyone a “Merry Christmas and a safe and happy “New Year.”

13. Closed Session

14. Adjournment

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

The meeting was adjourned at 7:22 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 9, 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 06/2018
FROM: 12/01/2017 TO: 12/31/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36853	103	BEACON CREDIT UNION	12/01/2017	360.00
36854	592	CENTRAL VA COMMUNITY COLLEGE	12/01/2017	6,000.00
36855	427	CENTURYLINK	12/01/2017	1,143.55
36856	28	COLUMBIA GAS	12/01/2017	747.83
36857	9999998	COX, DEBORAH	12/01/2017	150.00
36858	9999997	DANIEL, RICKEY E	12/01/2017	6.21
36859	20	J JOHNSON ELLER JR	12/01/2017	2,000.00
36860	378	PHILLIP W HUNLEY	12/01/2017	VOID
36861	57	ICMA RETIREMENT TRUST-457 #304	12/01/2017	675.00
36862	566	INTEGRATED TECHNOLOGY GROUP IN	12/01/2017	6,246.64
36863	1	J & J PORTAPOTTY INC	12/01/2017	75.00
36864	9999997	KELLEY, JOSEPHINE	12/01/2017	47.98
36865	9999997	KNOWLES, ELIZABETH	12/01/2017	106.04
36866	9999997	REYNOLDS, JACK E.	12/01/2017	61.11
36867	80	SOUTHSIDE ELECTRIC COOP	12/01/2017	872.46
36868	85	TREASURER OF VA /CHILD SUPPORT	12/01/2017	553.15
36869	9999997	TUCKER, GLORIA	12/01/2017	90.29
36870	593	VA GOVT FINANCE OFFICERS' ASSO	12/01/2017	45.00
36871	793	XEROX FINANCIAL SERVICES	12/01/2017	382.00
36872	675	BKT UNIFORMS	12/07/2017	276.95
36873	461	KATHI BOGERT	12/07/2017	862.68
36874	583	CAMPBELL COUNTY PUBLIC LIBRARY	12/07/2017	902.86
36875	810	CENTRAL SHENANDOAH CRIMINAL JU	12/07/2017	375.00
36876	1	CHARLES NEWMAN	12/07/2017	100.00
36877	120	CORE & MAIN	12/07/2017	12,948.93
36878	1	DARYL HUNT	12/07/2017	52.00
36879	164	DMV	12/07/2017	200.00
36880	512	ELECSYS INTNL CORPORATION	12/07/2017	417.00
36881	71	FAIRPOINT COMMUNICATIONS	12/07/2017	368.55
36882	809	GLOCK PROFESSIONAL INC	12/07/2017	500.00
36883	347	HARRIS FURN CO INC	12/07/2017	148.20
36884	378	PHILLIP W HUNLEY	12/07/2017	7,670.00
36885	332	HURT & PROFFITT INC	12/07/2017	3,420.00
36886	566	INTEGRATED TECHNOLOGY GROUP IN	12/07/2017	834.92
36887	1	KENNETH BOLEY	12/07/2017	48.90
36888	9999998	LIPFORD, SOPHIA	12/07/2017	150.00
36889	138	MID ATLANTIC PRINTERS LTD	12/07/2017	5,202.00
36890	807	DARNELL MONROE	12/07/2017	1,850.00
36891	9999997	MOORE, KASHA MARIE	12/07/2017	96.94
36892	791	BRIAN PARROW	12/07/2017	9,850.00
36893	808	S & T PLUMBING MAINT & SPECIAL	12/07/2017	1,049.94
36894	1	TERI ANDERSON	12/07/2017	100.00
36895	186	THE NEWS & ADVANCE	12/07/2017	529.00
36896	382	WATCHGUARD VIDEO	12/07/2017	145.00
36897	658	WKDE-FM	12/07/2017	680.00
36898	116	XEROX CORPORATION	12/07/2017	294.32
36899	449	GARY PENN	12/07/2017	300.00
36900	128	ADAMS CONSTRUCTION CO	12/14/2017	45,282.55
36901	9	AFLAC	12/14/2017	1,956.79
36902	103	BEACON CREDIT UNION	12/14/2017	360.00
36903	4	BOXLEY AGGREGATES	12/14/2017	1,853.03

36904	12	BRENNTAG MID-SOUTH INC	12/14/2017	701.57
36905	294	BUSINESS CARD	12/14/2017	15,441.74
36906	581	BUSINESS SOLUTIONS INC	12/14/2017	500.00
36907	16	CAMPBELL COUNTY UTILITIES & SE	12/14/2017	436.88
36908	19	CARTER MACHINERY CO INC	12/14/2017	1,179.49
36909	145	CHANDLER CONCRETE CO INC	12/14/2017	747.18
36910	736	MARVIN CLEMENTS	12/14/2017	150.00
36911	32	CONTROL EQUIPMENT CO INC	12/14/2017	12,635.35
36912	164	DMV	12/14/2017	90.00
36913	36	DOMINION VIRGINIA POWER	12/14/2017	49,489.35
36914	301	ENGLISH'S LLC	12/14/2017	745.52
36915	122	FEREBEE-JOHNSON COMPANY INC	12/14/2017	913.95
36916	118	FERGUSON ENTERPRISES INC #75	12/14/2017	4,207.75
36917	119	FOSTER ELECTRIC CO INC	12/14/2017	2,082.04
36918	676	TIMOTHY GEORGE	12/14/2017	150.00
36919	49	GERALDINE KAUFFMAN	12/14/2017	2,482.00
36920	274	HAJOCA CORPORATION	12/14/2017	14,491.30
36921	305	HAWKINS-GRAVES INC	12/14/2017	89.48
36922	622	HEYWARD SERVICES INC	12/14/2017	619.03
36923	57	ICMA RETIREMENT TRUST-457 #304	12/14/2017	675.00
36924	811	INDIAN ROCK TACTICAL	12/14/2017	450.00
36925	564	JOHN JORDAN	12/14/2017	150.00
36926	1	JUSTIN WYATT	12/14/2017	281.80
36927	533	LYNN KIRBY	12/14/2017	255.00
36928	9999999	KRANTZ DANIELLE GIBSON	12/14/2017	23.50
36929	796	LAND PLANNING AND DESIGN ASSOC	12/14/2017	14,455.11
36930	218	MINNESOTA LIFE	12/14/2017	147.66
36931	300	NAPA AUTO PARTS	12/14/2017	661.08
36932	454	O'REILLY AUTOMOTIVE INC	12/14/2017	225.17
36933	67	ORKIN PEST CONTROL LLC	12/14/2017	286.16
36934	379	REI CONSULTANTS INC	12/14/2017	3,471.25
36935	733	MARY STONE	12/14/2017	33.00
36936	453	ELAINE THOMPSON	12/14/2017	150.00
36937	85	TREASURER OF VA /CHILD SUPPORT	12/14/2017	553.15
36938	92	UNIFIRST CORP	12/14/2017	1,994.51
36939	136	USABBLUEBOOK	12/14/2017	828.68
36940	452	VML INSURANCE PROGRAMS	12/14/2017	29,184.75
36941	110	VUPS INC	12/14/2017	53.55
36942	756	WAGEWORKS INC	12/14/2017	119.02
36943	1	WILLIAM REED	12/14/2017	72.18
36944	542	WILLOUGHBY & ASSOCIATES INC	12/14/2017	70.00
36945	115	JOHN WOODSON	12/14/2017	150.00
36946	566	INTEGRATED TECHNOLOGY GROUP IN	12/19/2017	8,013.88
36947	91	ANTHEM BLUE CROSS/BLUE SHIELD	12/29/2017	35,212.00
36948	103	BEACON CREDIT UNION	12/29/2017	360.00
36949	297	CARTER BANK & TRUST	12/29/2017	143,570.66
36950	427	CENTURYLINK	12/29/2017	1,131.95
36951	28	COLUMBIA GAS	12/29/2017	1,738.10
36952	57	ICMA RETIREMENT TRUST-457 #304	12/29/2017	675.00
36953	588	PITNEY BOWES GLOBAL FINANCIAL	12/29/2017	152.82
36954	808	S & T PLUMBING MAINT & SPECIAL	12/29/2017	1,500.00
36955	778	SPRINT	12/29/2017	1,164.21
36956	85	TREASURER OF VA /CHILD SUPPORT	12/29/2017	553.15
36957	35	TREASURER OF VA/VITA	12/29/2017	23.15
36958	93	UNITED STATES POST OFFICE	12/29/2017	498.78

NO. OF CHECKS: 106

TOTAL CHECKS

482,094.72

Town of Altavista
FY 2018 Revenue Report
50% 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	56,108	27	208,290	100	209,000
Public Service - Real & Personal	99,600	99,600	709	1	95,415	96	99,600
Personal Property	210,000	210,000	64,970	31	145,696	69	210,000
Personal Property - PPTRA	100,000	100,000	0	0	23,623	24	100,000
Machinery & Tools	1,628,500	1,628,500	148,727	9	1,687,717	104	1,628,500
Mobile Homes - Current	200	200	40	20	131	65	200
Penalties - All Taxes	5,500	5,500	717	13	1,498	27	5,500
Interest - All Taxes	3,000	3,000	34	1	853	28	3,000
Local Sales & Use Taxes	160,000	160,000	28,200	18	54,589	34	160,000
Local Electric and Gas Taxes	110,000	110,000	4,628	4	46,876	43	110,000
Local Motor Vehicle License Tax	43,000	43,000	11,703	27	35,253	82	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	5,402	6	33,506	35	95,000
Local Meal Taxes	910,000	910,000	73,236	8	385,701	42	910,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,282	8	12,585	31	40,000
Transit Passenger Revenue	5,000	5,000	634	13	2,087	42	5,000
Local Cigarette Tax	160,000	160,000	15,150	9	76,268	48	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	0	0	723	1	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	0	0	262	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
50% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,100	1,100	0	0	0	0	1,100
Permits - Sign	1,000	1,000	40	4	240	24	1,000
Fines & Forfeitures - Court	9,000	9,000	2,093	23	7,489	83	9,000
Parking Fines	500	500	50	10	100	20	500
Interest and Interest Income	70,000	70,000	2,945	4	15,869	23	70,000
Rents - Rental of General Property	1,200	1,200	0	0	550	46	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	1,025	34	3,000
Rents - Booker Building Rentals	4,000	4,000	125	3	2,625	66	4,000
Rents - Rental of Real Property	70,000	70,000	5,172	7	27,618	39	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,700
State DCJS Grant	82,700	82,700	20,682	25	41,364	50	82,700
State Rental Taxes	1,100	1,100	55	5	482	44	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	1,200	40	1,200	40	3,000
VDOT Police Grant for Overtime	0	0	2,100	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	10,907	0	10,907	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	3,291	3	23,254	24	97,700
Federal/Byrne Justice Grant	0	0	2,498	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
50% 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	2	1	35	12	300
Miscellaneous	25,000	25,000	13,132	53	23,620	94	25,000
Misc / Canoe Launch Project	0	0	5,000	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>482,832</u>	<u>10</u>	<u>3,081,182</u>	<u>67</u>	<u>4,637,300</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
50% 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	600,801	9	3,412,008	49	7,009,150
Debt Service	445,400	445,400	143,571	0	320,126	0	445,400
CIP	2,795,420	2,839,620	71,612	3	1,149,855	40	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	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,361,060</u>	<u>10,425,760</u>	<u>815,984</u>	<u>8</u>	<u>4,946,989</u>	<u>47</u>	<u>10,439,893</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
50% 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	2,727	10	13,391	49	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	8,014	0	8,014	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>10,741</u>	<u>17</u>	<u>21,405</u>	<u>34</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	74,617	9	391,905	49	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	0	0	14,470	38	38,500
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>74,617</u>	<u>9</u>	<u>406,375</u>	<u>48</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	449,040	8,501	2	278,636	62	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>8,501</u>	<u>3</u>	<u>213,636</u>	<u>68</u>	<u>313,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>313,550</u>	<u>8,501</u>	<u>3</u>	<u>213,636</u>	<u>68</u>	<u>313,550</u>
Public Safety							
Operations	961,850	961,850	108,704	11	457,573	48	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	2,106	2	68,913	81	99,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>110,810</u>	<u>11</u>	<u>526,486</u>	<u>50</u>	<u>1,061,183</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
50% 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	88,942	8	417,359	39	1,080,450
Debt Service	23,200	23,200	18,664	0	23,127	0	23,200
CIP	<u>711,360</u>	<u>750,360</u>	<u>45,433</u>	<u>6</u>	<u>412,487</u>	<u>55</u>	<u>750,360</u>
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>153,039</u>	<u>8</u>	<u>852,973</u>	<u>46</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	607	0	47,641	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>607</u>	<u>0</u>	<u>47,641</u>	<u>27</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	11,143	11	48,366	48	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>11,143</u>	<u>7</u>	<u>48,366</u>	<u>30</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	5,824	10	24,612	44	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>5,824</u>	<u>10</u>	<u>24,612</u>	<u>44</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,488,250	301,065	9	1,614,483	46	3,488,250
Debt Service	23,200	23,200	18,664	0	23,127	0	23,200
CIP	<u>962,860</u>	<u>1,007,060</u>	<u>55,553</u>	<u>6</u>	<u>503,884</u>	<u>173</u>	<u>1,021,193</u>
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,518,510</u>	<u>375,282</u>	<u>8</u>	<u>2,141,494</u>	<u>47</u>	<u>4,532,643</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
50% 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	10,496	50	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	978	16	2,895	47	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	8,014	0	8,014	0	35,000
Total Expenditures	62,200	62,200	10,741	17	21,405	34	62,200

Town of Altavista
Administration
FY 2018 Expenditure Report
50% 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>ADMINISTRATION - FUND 10</u>							
Wages & Benefits	448,150	448,150	56,172	13	231,128	52	448,150
Other Employee Benefits	49,400	49,400	150	0	8,801	18	49,400
Services	205,500	205,500	11,632	6	104,278	51	205,500
Other Charges	67,400	67,400	5,204	8	31,671	47	67,400
Materials & Supplies	34,500	34,500	1,459	4	16,027	46	34,500
Capital Outlay	38,500	38,500	0	0	14,470	38	38,500
Total Expenditures	843,450	843,450	74,617	9	406,375	48	843,450

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
50% 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	6,000	4	97,064	71	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	6,000	100	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	0	0	9,350	50	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	0	0	9,500	136	7,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	306,050	311,050	6,000	2	204,948	66	311,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	2,501	100	7,008	280	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	2,501	100	8,688	348	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	313,550	8,501	3	213,636	68	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
50% 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	8,501	2	278,636	62	449,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	313,550	8,501	3	213,636	68	313,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
50% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	837,100	837,100	94,368	11	398,883	48	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	404	4	1,885	18	10,500
Other Charges	43,050	43,050	7,573	18	30,721	71	43,050
Materials & Supplies	71,200	71,200	6,360	9	26,084	37	71,200
Capital Outlay	80,000	85,200	2,106	2	68,913	81	99,333
Total Expenditures	1,041,850	1,047,050	110,810	11	526,486	50	1,061,183

Town of Altavista
Public Works
FY 2018 Expenditure Report
50% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	638,950	638,950	62,419	10	244,305	38	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	2,653	21	6,203	49	12,600
Other Charges	40,000	40,000	5,330	13	19,095	48	40,000
Materials & Supplies	388,900	388,900	18,540	5	147,757	38	388,900
Debt Service	23,200	23,200	18,664	0	23,127	0	23,200
Capital Outlay	711,360	750,360	45,433	6	412,487	55	750,360
Total Expenditures	1,815,010	1,854,010	153,039	8	852,973	46	1,854,010

Town of Altavista
Economic Development
FY 2018 Expenditure Report
50% 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	570	2	12,557	50	25,000
Other Charges	31,300	31,300	37	0	4,719	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	607	0	47,641	27	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
50% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</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>
Wages & Benefits	72,950	72,950	8,680	12	37,462	51	72,950
Services	2,100	2,100	0	0	0	0	2,100
Other Charges	3,950	3,950	362	9	1,891	48	3,950
Materials & Supplies	20,800	20,800	2,102	10	9,013	43	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
Total Expenditures	163,800	163,800	11,143	7	48,366	30	163,800

Town of Altavista
Main Street Coordinator
FY 2018 Expenditure Report
50% 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	5,787	11	24,410	45	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	202	50	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	5,824	10	24,612	44	55,900

Town of Altavista
FY 2018 Revenue Report
50% 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	360	8	2,225	49	4,500
Water Charges - Industrial	1,600,000	1,600,000	132,787	8	589,791	37	1,600,000
Water Charges - Business/Residential	243,000	243,000	44,466	18	106,892	44	243,000
Water Charges - Outside Community	135,000	135,000	21,076	16	64,030	47	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	102,301	9	507,707	45	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	44,682	19	105,824	46	230,000
Sewer Charges - Outside Community	1,700	1,700	0	0	458	27	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	21,777	23	75,793	80	95,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	0	0	2,678	54	5,000
Misc. Cash Discounts	0	0	5	0	16	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	20,000	20,000	1,855	9	19,585	98	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	1,199,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,865,910</u>	<u>369,309</u>	<u>8</u>	<u>1,478,045</u>	<u>30</u>	<u>4,865,910</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
50% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	1,467,800	1,467,800	97,689	7	569,371	39	1,467,800
Debt Service	422,200	422,200	124,906	0	296,999	0	422,200
CIP	657,270	657,270	15,530	2	387,862	59	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>238,126</u>	<u>9</u>	<u>1,254,233</u>	<u>49</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	140,441	10	630,331	45	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	914,440	529	0	203,928	<u>22</u>	914,440
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,318,640</u>	<u>140,970</u>	<u>6</u>	<u>834,259</u>	<u>36</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	238,130	8	1,199,702	42	2,872,000
Debt Service	422,200	422,200	124,906	0	296,999	0	422,200
CIP	1,571,710	1,571,710	16,059	<u>1</u>	591,791	<u>38</u>	1,571,710
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,865,910</u>	<u>379,096</u>	<u>8</u>	<u>2,088,492</u>	<u>43</u>	<u>4,865,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
50% 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	69,285	11	284,680	45	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	854	0	91,360	35	264,300
Other Charges	324,050	324,050	21,297	7	91,960	28	324,050
Materials & Supplies	252,950	252,950	6,253	2	101,371	40	252,950
Debt Service	422,200	422,200	124,906	0	296,999	0	422,200
Capital Outlay	657,270	657,270	15,530	2	387,862	59	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	238,126	9	1,254,233	49	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
50% 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	81,104	10	352,602	45	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	3,465	5	49,180	65	75,800
Other Charges	343,100	343,100	35,167	10	146,411	43	343,100
Materials & Supplies	199,750	199,750	20,704	10	82,137	41	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	914,440	529	0	203,928	22	914,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,318,640	140,970	6	834,259	36	2,318,640

Town of Altavista
Fund Expenditure Totals
FY 2018
50% 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	60,882	10	588,507	95	616,500
CIP	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>54,180</u>	<u>21</u>	<u>260,850</u>
State/Hwy Water Department - TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>60,882</u>	<u>7</u>	<u>642,687</u>	<u>73</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	724	2	9,316	29	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>724</u>	<u>1</u>	<u>9,316</u>	<u>16</u>	<u>57,400</u>

Town of Altavista
FY 2018 State/Highway Fund
50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	670,000	670,000	177,792	27	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	1.77	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>177,793</u>	<u>20</u>	<u>355,590</u>	<u>41</u>	<u>877,350</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	710	1	10,034	21	48,200
Maintenance - Pavement	300,000	315,500	45,886	15	483,740	153	315,500
Maintenance - Traffic Control Devices	56,800	56,800	3,575	6	28,417	50	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	5,541	10	10,293	18	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,099	4	39,418	79	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,071	4	16,605	21	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>60,882</u>	<u>10</u>	<u>588,507</u>	<u>95</u>	<u>616,500</u>
Improvements Other Than Buildings - New	260,850	260,850	0	0	54,180	21	260,850
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>54,180</u>	<u>21</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>60,882</u>	<u>7</u>	<u>642,687</u>	<u>73</u>	<u>877,350</u>

Town of Altavista
FY 2018 Cemetery Fund
50% 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	0	0	10,546	70	15,000
Interest/Interest Income	9,500	9,500	2,631	28	4,514	48	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>2,631</u>	<u>5</u>	<u>17,710</u>	<u>31</u>	<u>57,400</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	405	4	2,308	24	9,700
Salaries and Wages/Overtime	1,000	1,000	188	19	596	60	1,000
Benefits/FICA	800	800	44	6	204	25	800
Benefits/VRS	1,200	1,200	33	3	269	22	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	50	3	361	24	1,500
Benefits/Group Life	200	200	4	2	31	15	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	5,547	31	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>724</u>	<u>1</u>	<u>9,316</u>	<u>16</u>	<u>57,400</u>

FY 2018 Cemetery Fund as of December 31, 2017

Town of Altavista

Grand Total of all Investments and Deposits

\$ 18,011,439.56

Balance as of December 31, 2017

Non-SpecificGreen Hill Cemetery 635,081.73

General Fund Reserves

Capital Improvement Program Reserves

3,543,295.07

Altavista EDA Funding 267,196.85 *267,196.85

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,036,099.33

PCB Remediation 569,707.59Highway Fund 915,583.54Police Federal 2,893.32Police State 18,560.31

Public Funds Money Market Accounts

9,881,658.53

Operating Checking Account (Reconciled Balance) 1,141,363.29**DESIGNATED FUNDS** 3,550,386.63

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

UNDESIGNATED FUNDS

14,461,052.93

-7,204,264.00

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	5,358,577	1,845,687	7,204,264

7,256,788.93**NOTES:**

Earmarked for Final Downtown Map-21 Project

-121,600.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-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

-537,500.00

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

UNDESIGNATED RESERVE FUND BALANCE4,929,208.48



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 9, 2018

Agenda Item #: | **6c** |

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Budget Amendment – WWTP Clarifier Project** |

SUBJECT HIGHLIGHTS

Per discussion and action at the December 12, 2017 Town Council Regular Meeting. The attached budget amendment is submitted for approval. As indicated, Council previously approved this project and the budget amendment completes the process.

Staff recommendation, if applicable: Approve the budget amendment as presented.

Action(s) requested or suggested motion(s): Motion to approve the attached budget amendment related to the WWTP Clarifier Project.

Staff Review Record

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

List them in the order they should appear in packet? **Staff memo; Budget Amendment with supporting documentation**

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

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Date: December 21, 2017
To: Waverly Coggsdale, Town Manager
FROM: Tobie Shelton, Finance Director
SUBJECT: Budget Amendment

Attached is a budget amendment that is necessitated by previous Council action. The adoption of this amendment completes the process.

- Transfer of unused funds from WTP Electrical Project \$ 20,000
To the Clarifier Project
(Council Approval: December 12, 2017)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - Replace / Clarifier Project		
050-5110-702.81-06	\$ 20,000.00	
Enterprise Fund		
Transfer In from Reserves		
050-0000-361.01-00		\$ 20,000.00

Summary

Council approved at the 12/12/2017 meeting a transfer of \$20,000 of unused funds from the Water Plant Electrical Project (Reserves) to the Clarifier Project, which would cover the bid and allow for a contingency of \$5,400.

Budget Impact

This will result in a net increase to the budget of \$20,000.00.

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

Adopted this 9th day of January 2018



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 12, 2017

Agenda Item #: | 9a |

Attachment #: | 3 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | WWTP – Clarifier Project Bid Consideration |

SUBJECT HIGHLIGHTS

Replacement of one of the clarifiers at the Town's Wastewater Treatment Plant was included in the FY2018 Budget/CIP. The project cost was estimated at \$250,000. Recently, bids were received on this project, with the lowest bid being \$264,600 from J.S. Haren Company (Tennessee). The engineer's estimate was \$322,875. The attached letter from the project engineer recommends award of the bid to the apparent low bidder. Also attached is the "As-Read Bid Results" sheet from the engineer.

As you can see, the project is in excess of the budgeted amount, although considerably less than the engineer's estimate. Staff seeks to transfer \$20,000 from unexpended funds from the Water Plant Electrical Project (Reserves) to this project. This will cover the bid and allow for \$5,400 in contingency for the project. Staff seeks adoption of the two motions below:

Action(s) requested or suggested motion(s): 1) Motion to award the Altavista WWTP Clarifier Replacement Project to J.S. Haren Company, based on the bid of \$264,600. 2) Motion to approve a transfer of \$20,000 of unused funds from the Water Plant Electrical Project (Reserves) to this project, which would cover the bid and allow for a contingency of \$5,400.

Staff Review Record

Are there exhibits for this agenda item? YES

List them in the order they should appear in packet? Bid award letter; Bid Results

Department Head initials and comments, if applicable: TWF

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: JWC



December 6, 2017

Mr. Thomas W. Fore, Director of Public Utilities
Town of Altavista, Virginia
510 Seventh Street
Altavista, VA 24517

HURT & PROFFITT
INCORPORATED

Re: Town of Altavista Wastewater
Clarifier Replacement
JN: 20171439

Dear Mr. Fore:

Based on the received bids for the referenced project, we recommend that the bid be awarded to the low bidder J.S. Haren, from the J.S. Haren Company, with their bid of \$264,600. Their bid was the lowest of five submitted and below the engineer's estimate of \$322,875. We have worked with the J.S. Haren Company many years ago. We have attached several reference questions regarding their other projects. Enclosed is bid tabulation for your review.

If you concur in this recommendation, please sign all three copies of the enclosed Notice of Award and return them to us. These will be forwarded to the contractor along with appropriate contract documents for completion.

Please call if any questions arise.

Sincerely,

HURT & PROFFITT, INC.

Matthew Gross, PE
Project Manager

Enclosure

ALTAVISTA WASTEWATER CLARIFIER REPLACEMENT TOWN OF ALTAVISTA, VA

[illegible]

\\aaprojects\projects\2017\20171439\20171439_engineering\bidding\as_read_bld_results.docx



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 9, 2018

Agenda Item #: | **7a** |

Attachment #: | **3** |

Agenda Placement: | **Public Hearing** |

Subject Title: | **Special Use Permit Application – Thomas McCue – 1000 Main Street** |

SUBJECT HIGHLIGHTS

The Altavista Town Council will conduct a public hearing tonight 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 ATV’s 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).

- Staff/Planning Commission Report/Recommendation
- Public Hearing
- Discussion/Decision of Council

Staff recommendation, if applicable: The Planning Commission recommends approval of the Special Use Permit with the four (4) conditions provided.

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

APPROVAL: Motion to approve the Special Use Permit of Mr. McCue at 1000 Main Street as presented and recommended by the Planning Commission.

DENIAL: Motion to deny the Special Use Permit application.

DEFER: Defer action to a later meeting.

Staff Review Record

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

List them in the order they should appear in packet? **Planning Commission Recommendation; Notice of Public Hearing; Planning Commission Agenda Form; Application; Maps; Site Plan; Property information form**

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

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: **JWC**



MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager DNW
Date: December 5, 2017
Re: Planning Commission Recommendation

On December 4, 2017 at their regularly scheduled meeting, the Planning Commission 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. No one spoke out for or against the application and the Commissioners are providing the following recommendation to Town Council.

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 86-504 of the Town Code and in addition the following 4 conditions:

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.*

Sec. 86-504. - Automobile dealership, used.

(a) General standards:

- (1) Outdoor display areas in conjunction with automobile sales shall be constructed of the same materials required as required for off-street parking areas.
- (2) The storage and/or display of motor vehicles in the parking area planting strip required by [section 86-577](#) shall be prohibited.
- (3) Exterior display or storage of new or used automobile parts is prohibited.

- (4) Any vehicle which is missing major mechanical or body parts or has been substantially damaged shall be placed in a storage yard. The storage yard shall be fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.

(Ord. of 10-11-2011(3), § 2)

Note: Because there is no new construction for a parking lot, the Commissioners do not recommend any perimeter landscaping for the parking areas.

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2204 of the Code of Virginia, as amended, that Altavista's Town Council will hold a public hearing on Tuesday, January 9, 2018 at 7:00 p.m. The public hearing will be conducted in the Council's Chambers of the J. R. 'Rudy' Burgess Town Hall at 510 Seventh Street in the Town of Altavista, Virginia. Public comment will be received on the following application(s):

1. Special Use Permit, filed by Thomas McCue, owner of Vista Pawn Shop, requesting a Special use Permit for an "Automobile Dealership, Used" in accordance with Section 86-352 of the Code of the Town of Altavista, 2002, as amended, at 1000 Main Street in a C-2 General Commercial Zoning District. The applicant is proposing to add motor vehicles/motorcycles and ATV sales at this location.

A copy of the SUP application and a site plan are available at Town Hall and can be viewed during normal office hours, 8:00 AM to 5:00 PM, Monday through Friday. The public and all interested parties are invited to attend this public hearing to make their views known regarding this request. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001

J. W. Coggsdale, III
Town Manager

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Public Hearing # 7

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: Special Use Permit Application, Automobile Dealership, Used

Meeting Date: December 4, 2017

Action Needed: Recommendation to Town Council

(N/A: Information only)

Subject Overview

Staff received a Special Use Permit (SUP) application from Mr. Thomas McCue on October 10, 2017 to operate a used car lot at 1000 Main Street. A used car lot is an allowable use within the C2, General Commercial district; however, it requires the issuance of a Special Use Permit (SUP). Mr. McCue is the owner of the Vista Pawn Shop, one of the businesses at this location; others being, Subway & Dominoes. His intent is to expand Vista Pawn and pawn motorcycles and ATVs, both of which would be on display inside the business. Mr. McCue was pawning motorcycles and ATV's, but Mr. Andy Hicks stopped by and informed him that he could not pawn these items without a Virginia Motor Vehicle Dealer Board (MVDB) licenses. At the time Mr. McCue was not aware of this requirement.

Between the dates when Mr. McCue submitted the application and the hearing, scheduled for December 4, he successfully completed the stringent requirements and testing to become licensed. The initial application requested the use of 2 spaces for cars and Mr. McCue does not intend to use more than 2 spaces to pawn cars, however, the MVDB is a 'one size fits all' Virginia licensing agency so whether a person wants to operate an actual used car dealership, i.e. Steve Farmer or B&D Auto, or just to pawn motorcycles and ATVs and an occasional automobile, the requirements are the same. The MVDB minimum required spaces for a used car dealership is 10. Note that it was never Mr. McCue's intent to be an automobile dealership, used but based on the Town Code's definition (below) and the MVDB requirements, this was his only option.

I have inspected the number of spaces at 1000 Main Street and based on the current uses, there are 12 extra spaces on the site; 49 spaces on site and only 37 required (see attached site plan).

Attached is a copy of the SUP application, site plan, google earth picture, public hearing notice, and copy of notice from the Journal. The hearing has been properly advertised in the Journal.

Town Code

Automobile dealership, used means a lot or establishment where three or more used or previously-owned motor vehicles, including automobiles, trucks, and motorcycles are displayed at one time for sale.

Design Guidelines: Below are the minimum standards for this use provided by the Town Code.

Sec. 86-504. - Automobile dealership, used.

(a) *General standards:*

- (1) Outdoor display areas in conjunction with automobile sales shall be constructed of the same materials required as required for off-street parking areas.
- (2) The storage and/or display of motor vehicles in the parking area planting strip required by section 86-577 shall be prohibited.
- (3) Exterior display or storage of new or used automobile parts is prohibited.
- (4) Any vehicle which is missing major mechanical or body parts or has been substantially damaged shall be placed in a storage yard. The storage yard shall be fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-577. - Perimeter landscaping standards for parking areas.

- (a) When a new, expanded, or reconfigured parking area is required or proposed adjacent to a public street right-of-way, a landscaped planting strip shall be established between the parking area and the adjacent street right-of-way. This required landscaped planting strip shall have a minimum width of eight feet, if the depth of any portion of the parking area is 60 feet or less when measured at a right angle to the street right-of-way. The width of the required landscaped planting strip shall be increased by one foot for each additional five-foot depth of parking area provided. No required landscaped planting strip shall be required to exceed a width of 50 feet. Landscape strips adjacent to other property lines shall be a minimum of five feet.
- (b) Within the required landscaped planting area, one deciduous tree shall be planted for each 320 square feet of landscaped area. All shade trees shall have a minimum caliper of two inches at the time of planting. Lower limbs shall be removed to a clear trunk height of six feet as tree growth allows. Smaller ornamental or flowering trees may be used with the permission of the administrator. When used, these trees may retain their lower limbs, but must be planted with consideration of visibility and traffic flow.

- (c) When buffer yards as specified in this section are not required, an eight-foot wide landscaped planting strip shall be provided between all parking areas and adjacent properties. Within the required landscaped planting area, one deciduous tree shall be planted for each 160 square feet of landscaped area. All shade trees shall have a minimum caliper of two inches at the time of planting. Lower limbs shall be removed to a clear trunk height of six feet as tree growth allows. Smaller ornamental or flowering trees may be used with the permission of the administrator. When used, these trees may retain their lower limbs, but must be planted with consideration of visibility and traffic flow.

(Ord. of 10-11-2011(3), § 2)

Staff Recommendations, if applicable

This is not a straight forward request as with previous hearings dealing with used car dealerships. The challenge with this application is to determine if the SUP can be issued and limit the number of vehicles displayed, outside, while still allowing for the dealership to meet the MVDB requirements. This may be a question the Town attorney will need to answer, when the time comes.

In addition to the required guidelines contained in Section 86-504, staff recommends the following:

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.

Note: Because there is no new construction for a parking lot, staff does not recommend any perimeter landscaping for the parking areas.

Suggested / Required Action or Suggested Motion(s)
--

I make a motion that 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 86-504 of the Town Code and conditions as recommended by staff.

I make a motion that the Planning Commission recommends to Town Council denial of the special use permit application for 1000 Main Street for use as an automobile dealership, used and as an accessory to Vista Pawn.

OFFICE USE ONLY
SUP # 005-17

FEE PAID: _____

DATE: _____

TOWN OF ALTAVISTA**APPLICATION FOR SPECIAL USE PERMIT**

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

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

Applicant InformationName: THOMAS M^CUE Phone Number: 434-426-5655Address: 126 SUMMERDALE LN EVINGTON, VA 24550**Property Information**Property Owner(s): PERROW EDGAR & PERROW NATHAN Phone Number: 434-942-1173Property Address or Location: 1000 MAIN ST. ALTAVISTA, VA 24577Parcel ID Number: 83A-11-43-3 (1-4) parcelsPresent Zoning District: C2**Purpose of Request**Is this request for an amendment to an existing special use permit? NO

Please provide the following information – separate pages if necessary:

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

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

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

Please provide a brief description of the proposed development:

NO PROPOSED PHYSICAL CHANGES.

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

REQUEST USE OF ~~EXISTING~~ PARKING SPACES DEDICATED TO VISTA PAWN FOR USE TO SELL VEHICLES AS PART OF OUR EXPANSION ONCE PROPER LICENSING IS ACQUIRED.

(Use separate pages if additional space is required)

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

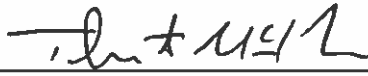
THE NATURE OF THE BUSINESS IS UNCHANGED. WE ARE ADDING THE LICENSING TO DO LOANS + SALES OF CARS, MOTORCYCLES AND ATV'S.

(Use separate pages if additional space is required)

The following items must accompany this application:

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

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

Signature of Applicant: 

Date: 10-10-17

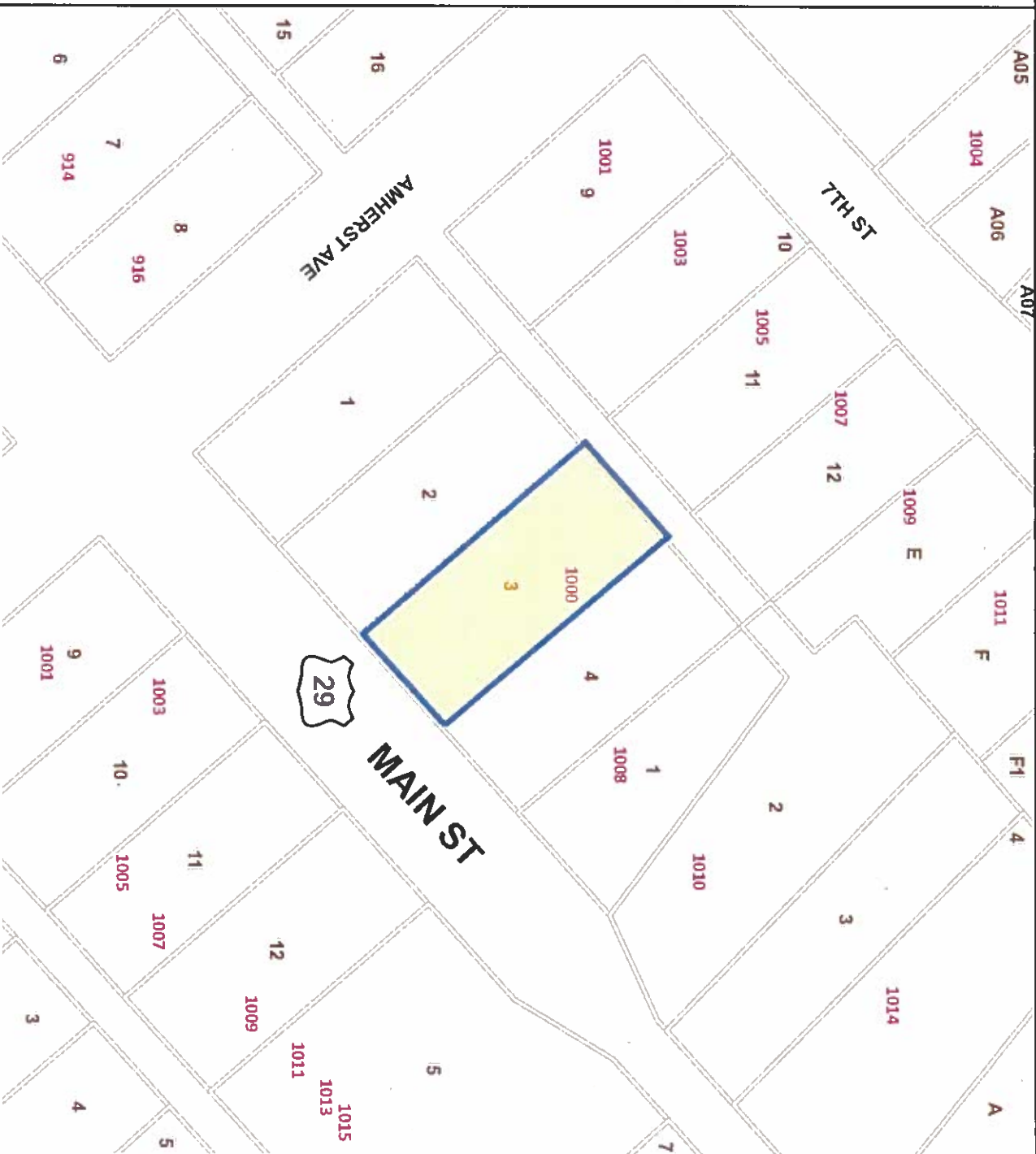


Imagery ©2017 Google, Map data ©2017 Google

50 ft

Legend

- ☐ County Boundary
☐ E9-1-1 Addresses
☐ Street Names
☐ Lot Numbers
☐ Parcels
☐ HiddenRoadCenterline



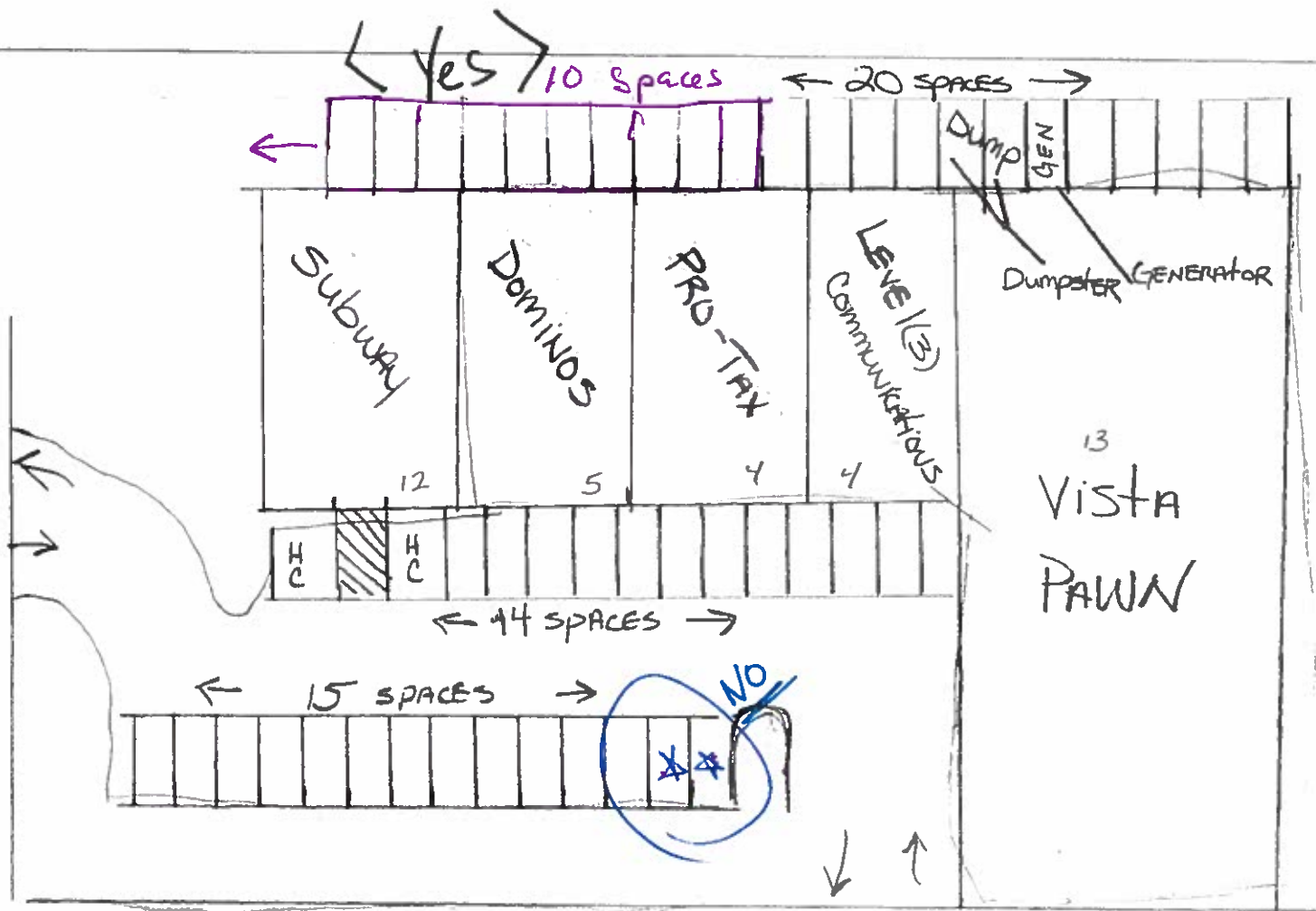
Date: 10/4/2017

DISCLAIMER—This drawing is neither a legally recorded map nor a survey, and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Feet

0 20 40 60 80
1:1.128 / 1"=94 Feet

Amherst Ave



MAIN ST

49

38(T)

County of Campbell, Virginia

Parcel ID: 83A-11-43-3
 Property Address: 1000 MAIN ST
 ALTAVISTA, 24517
 Tax ID #: 060135200

Owner: PERROW EDGAR J T JR & NATHANIEL F
 Owner(Secondary): V/I
 Mailing Address: PO BOX 3133
 LYNCHBURG, VA 24503

Summary

Property Descriptions

Legal Description: LOT 3 BK 43
 Neighborhood No: 609999
 Property Class: 4

Land Information

Area: 0.0000

Location Information

Plat: V/I
 Voting Precinct: ALTAVISTA
 Polling Place: Altavista Fire Company
 Election District: ALTAVISTA
 Fire District: ALTAVISTA VFD
 EMS District: ALTAVISTA LSC

School Zones

Elementary School: Altavista
 Middle School: Altavista
 High School: Altavista

Zoning

Zone: Commercial

Properties may have multiple Location Information, School Zones or Zoning. Please refer to the Map for additional information

Ownership History

Sale Date	Sale Amount	Document No	Deed Bk / Pg	Seller's Name
12/11/2001	\$0	010009192		
04/03/1996	\$0		0847 0242	

Assessment

Date	Land Value	Improvement Value	Total Value
01/01/2015	\$55,000	\$0	\$55,000
01/01/2011	\$55,000	\$0	\$55,000
01/01/2007	\$55,000	\$0	\$55,000
01/01/2003	\$47,500	\$0	\$47,500

Property Tax

20161205	20161202	\$0	\$286	-\$286
20151207	20151210	\$0	\$286	-\$286
20141205	20141211	\$0	\$286	-\$286
20131205	20131210	\$0	\$292	-\$292
20121205	20121211	\$0	\$292	-\$292



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 9, 2018

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

Attachment #: | **4** |

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

Subject Title: | **Town Facility Naming Discussion** |

SUBJECT HIGHLIGHTS

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.

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? **Facility Naming Police sample (Cary, NC)**

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*

SAMPLE

TOWN FACILITIES NAMING POLICY

Policy Statement 171

Town Facilities Naming Policy

Prepared by: Laura L. Cove, Director – Facilities Design and Transportation Services

Adopted by council: 3/27/2014

Effective: 3/27/2014

Purpose

The purpose of this policy is to establish a consistent policy and guidelines for the naming of Town of Cary owned facilities. Facilities may include Town-owned assets such as buildings, structures, recreation and open areas, and park sites. This policy is designed to provide flexible guidance on facility naming.

Policy

The naming of Town facilities shall be the function of the Town Council. The Town Council may name and rename any facility in its discretion, consistent with contractual and other legal considerations. This Policy should also be considered when naming rights are requested as part of an offer of sponsorship pursuant to Policy Statement 156, "Sponsorships."

General Principles

In considering proposals for the naming or renaming of a facility, the following general principles should be taken into consideration either collectively or individually. When naming a facility, the proposed name should:

- Have a strong positive image and should stand the test of time
- Have appropriate regard to the facility's location, geography, natural land feature, and/or history
- Commemorate places, people or events that are of continued importance to the town, region, state, and/or nation
- Have broad public support
- Recognize outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual.

- Not result in the undue commercialization of the facility if it accompanies a corporate gift or sponsorship

Temporary Naming

In the case of a new project, a generic temporary name and/or number will be designated by the Town staff for identification purposes during acquisition and/or development of the facility.

Permanent Naming

A permanent name should be identified prior to bid award for the initial phase of construction. Town Staff will make naming recommendations to the Town Council for consideration.

Facility Renaming

While renaming of an existing facility is discouraged, there are times when renaming may be necessary or desired. Critical examination should be conducted to ensure that renaming the facility will not diminish the original justification for the name or the prior contributors. Renaming may follow the same procedures as naming the facility. Renaming may be appropriate for: facilities temporarily named or named for geographic location, outstanding feature or subdivisions or for facilities named after individuals or entities or if the name is likely to bring notoriety, ill fame, discredit or controversy to the Town or is otherwise not in the best interest of the Town or the community. A renaming of a facility named after an individual may also be appropriate when the original facility name, or a significant portion of the original name, is incorporated into the new name.

Naming for Major Donations

From time to time, a significant donation may be made to the Town that may add considerable value to the Town's facilities. On such occasions, recognition of this donation by naming or renaming a facility in honor of or at the request of the donor should be considered consistent with other Town policies, including the Sponsorship Policy (P.S. 156) as amended from time to time. Such recognition may be appropriate if the donor:

- Deeds land for the facility to the Town.
- Contributes capital construction costs associated with developing the facility.
- Provides an endowment for the continued maintenance and/or programming of the facility.

In all instances above, to be considered for facility naming, the value of the contribution (land value, cash, or endowment) should be commensurate with current market value of a naming rights sponsorship for the given facility, as determined by current naming rights sponsorship standards.

Other Considerations

Nothing in this policy is intended to override anything in the sponsorship policy (Policy 156) and this policy should be interpreted to be consistent with that policy.

This policy is not intended to address the naming of individual rooms within Town facilities.

Related Policies, Procedures and Forms

Policy Statement 156: Sponsorships



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 9, 2018

Agenda Item #: | **8b** |

Attachment #: | **5** |

Agenda Placement: | New/Unfinished Business |

Subject Title: | VDOT Bridge Project Easement Payments – Use of Funds |

SUBJECT HIGHLIGHTS

Recently staff finalized the easement agreements across English Park property associated with the Rt. 29 Bridge project. Staff 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.

With the funding being related to English Park and the bridge replacement project, it is staff's thought that you could consider one of the following options:

- Earmark the funds for English Park improvements; or
- Earmark the funds for costs associated with the bridge lighting project

Of course Council can also add the funds to the General Fund revenues without any designation. Council may wish to direct staff on this issue.

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: *JJE*

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 9, 2018

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

Attachment #: | **6** |

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

Subject Title: | **FY2018-2019 Budget Discussion** |

SUBJECT HIGHLIGHTS

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. Council will receive the draft budget document on Monday, February 19th.

As we near the end of the period to compile the budget and begin the analysis of the requests and the expenditures, any input from Council is welcomed and appreciated.

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 January 9, 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

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

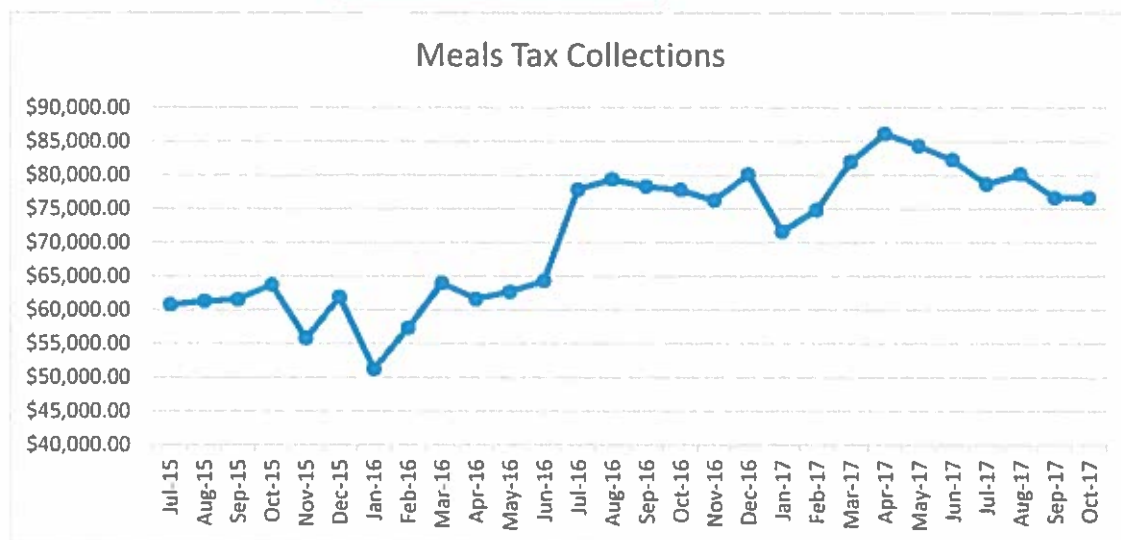
Staff is working with Woodard & Curran on finalizing the recommendations. It is anticipated that the consultant will be making a **presentation at the February 27th Town Council Work Session.**

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.

**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

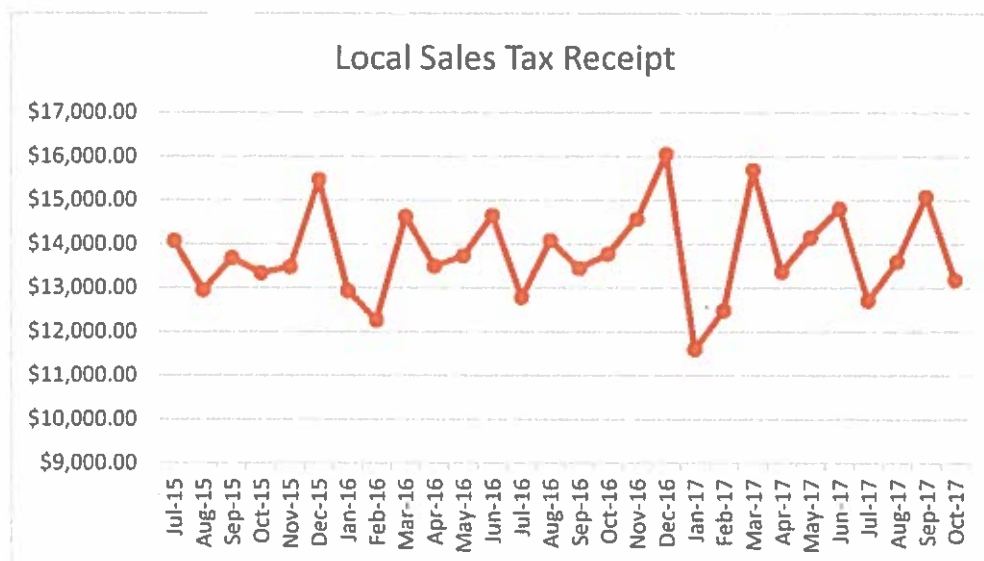
<u>Month</u>	<u>Collections</u>	
Jul-15	\$60,786.00	
Aug-15	\$61,309.00	
Sep-15	\$61,560.00	
Oct-15	\$63,772.35	
Nov-15	\$55,798.00	
Dec-15	\$61,928.00	
Jan-16	\$51,250.00	
Feb-16	\$57,390.00	
Mar-16	\$64,020.00	
Apr-16	\$61,664.00	
May-16	\$62,702.00	
Jun-16	\$64,356.00	
Jul-16	\$77,934.00	
Aug-16	\$79,415.00	
Sep-16	\$78,369.00	
Oct-16	\$77,843.00	
Nov-16	\$76,293.74	
Dec-16	\$80,126.95	
Jan-17	\$71,669.47	
Feb-17	\$74,876.88	
Mar-17	\$82,040.84	
Apr-17	\$86,217.44	
May-17	\$84,409.32	
Jun-17	\$82,323.07	
Jul-17	\$78,740.00	
Aug-17	\$80,189.69	
Sep-17	\$76,739.06	
Oct-17	\$76,719.67	
Nov-17	\$73,312.11	
		MTD TOTAL (FY)
		<i>FY2017</i> <i>\$389,854.74</i>
		<i>FY2018</i> <i>\$385,700.53</i>
		+/- <i>-\$4,154.21</i>



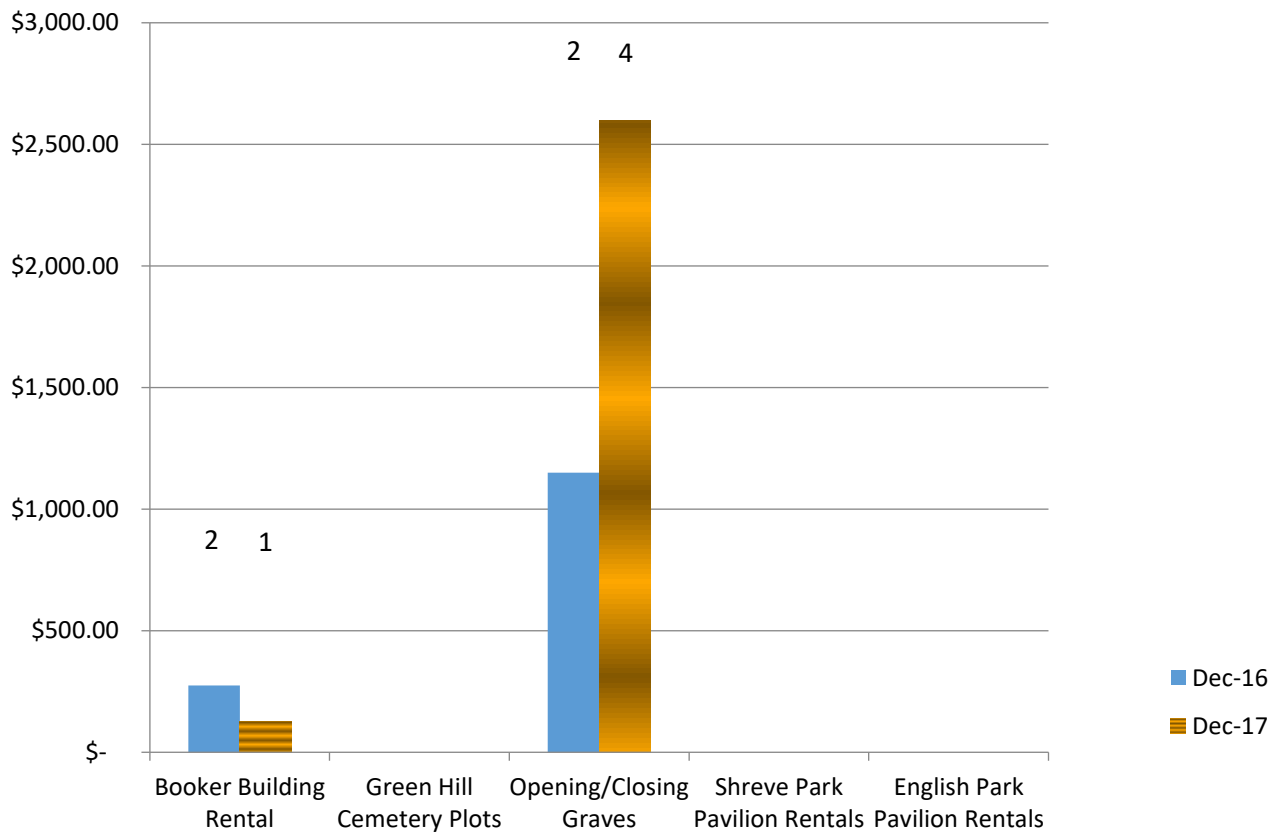
**Town of Altavista
Local Sales Tax**

Jul-15	\$14,073
Aug-15	\$12,947
Sep-15	\$13,681
Oct-15	\$13,337
Nov-15	\$13,481
Dec-15	\$15,473
Jan-16	\$12,926
Feb-16	\$12,265
Mar-16	\$14,634
Apr-16	\$13,503
May-16	\$13,734
Jun-16	\$14,657
Jul-16	\$12,782
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

<u>MTD TOTAL (FY)</u>	
FY2017	\$54,087
FY2018	\$54,589
+/-	\$502



~ ADMINISTRATION ~



Monthly Report to Council

Date: January 9, 2018

To: Town Council

From: Dan Witt, Assistant Town Manager

Re: December 2017 Reporting

1. Zoning/Code Related Matters: 2017 Permits

DATE	PERMIT #	APPLICANT NAME & ADDRESS	REASON FOR PERMIT
1/17/2017	001-17	Shanna Myers, 901 5th Street	Home Occupation- Digital Media Services- Home Office
25-Jan	002-17	Lynn Brooks, 309 Frazier Road	Home Occupation- RL Farris Iron Erection- Home Office
3-Feb	003-17	Daniel & Brittany Opoka, 1305 Broad St.	Home Occupation- Home office for Contractor with Walmart
3-Mar	005-17	Michael Mattox, 2183 Lynch Mill Road	New signage at this address
7-Mar	004-17	Linda Brown- 20722 Timberlake Rd, Lynchburg	New business, Joe Beans at 1301 N Main St., Altavista
4-Apr	008-17	Vicky Creasy- 1004 7th Street	Adding a 12'x11' dining room to back of the house
5-Apr	009-17	Linda Bailey-Stone 1001 8th St	Adding attached carport to side and concrete slab to other side
7-Apr	010-17	Sav'on Sign, Vinton VA	Reface signs at Wendy's Restaurant
7-Apr	011-17	Jonathan Wilson, 1817 Avondale Dr.	Home Occupation- office for Home Repairs business
26-Apr	013-17	Patricia Steele, Vinton VA	TNT Fireworks at Walmart, July 4th week
2-May	014-17	Susan Farmer P.O. Hurt VA	New Business, The Relaxed Lotus, 1015 Main Street
8-May	015-17	I.H. McBride Sign Co, Lynchburg, VA	Reface signs at 104 Wood Lane- VA Dominion Power
8-May	016-17	I.H. McBride Sign Co, Lynchburg, VA	Reface signs at 3519 Lynch Mill Rd. - VA Dominion Power
9-May	017-17	George Nail, 1006 Broad Street	12x24 shed in the back yard
18-May	019-17	Keystone Novelties, Lancaster PA	Fireworks tent at 1301 North Main Street
24-May	020-17	Timothy Payne 401 Lynn St. Hurt VA	Minor Auto Mechanic Shop- 902 Main Street
13-Jun	021-17	AA/CC HFH, Altavista, VA	New home 1307 Amherst Ave.
13-Jun	022-17	AA/CC HFH, Altavista, VA	New home 1309 Amherst Ave.
26-Jun	023-17	Linda Bailey-Stone 1001 8th St	Home Occupation- Personal Services and Crafts
29-Jun	024-17	Erma Reynolds, 1322 Riverview Ct. Lo 1322	Home Occupation- Office for pet sitting business
29-Jun	025-17	Linda Bailey-Stone 1001 8th St	10'x36' shed roof & enclosure on side yard concrete slap
30-Jun	026-17	Blue Ridge Holdings, Ridgeway, VA	1-week automotive sale at Walmart Parking Lot, 125 Clarion Rd
10-Jul	027-17	Ashley Holloway, 1104 Bedford Ave	Home Occupation, Preparation of food goods- sale off site and online
20-Jul	028-17	Image Brite, Carroll Ave, Lynchburg	Sign Replacement PCM, 107 Ogden Road
31-Jul	029-17	Lockwood Sign Art, Charlotte, NC	Sign for Moore's, Elec. 101 Edgewood Ave
10-Oct	031-17	Todd Carter, 714 Main Street	Change in use to residence at this location
10-Oct	032-17	Lisa Bowers, 1823 Sunset Dr. Altavista	Home Occupation- Esthetics and Massage- Amberella Therapies
12-Oct	033-17	Thomas McCue- 1000 Main Street	Interior renovations and wiring upgrades
20-Oct	034-17	Southern Air, Inc. Lynchburg, VA	103 Ogden Rd new HVAC at this address
27-Oct	035-17	Joseph Monile, 320 Peninsula Pl, Hurt	Contractor Office and Retail Sales at 914 Main St.
31-Oct	012-17	Alysa Campbell, 315 13th Street, Altavista	Vista Fitness 24- 623 Broad Street, Altavista
6-Nov	036-17	Lockwood Sign Art, Charlotte, NC	Sign for Moore's, Elec. 1305 Main St.
14-Nov	037-17	Ben Dariano, Dublin Ohio	Interior electrical work at Walmart, 125 Clarion Road
27-Dec	038-17	Food Lion, LLC Salisbury, NC	Interior renovations

- Staff researched regulations for drive thru service for a new potential location for Joe Beans.

2. Site Plans Reviewed and/or Approved:

- Reviewed and approved the preliminary survey for land acquisition and improvements at CG GPS Altavista, Graham Packaging.

3. **Planning Commission (PC) Related:**
 - Incorporated changes to the 2017 Annual Report.
 - Prepared recommendation for TC for SUP application for Vista Pawn at 1000 Main Street and drafted notice for TC public hearing for January 9. Also mailed notices to adjoining/adjacent property owners.
4. **AOT Related**
 - Nothing noted.
5. **ACTS Related**
 - Validated daily ridership and revenue for bus system (December) - see bus report.
 - Reimbursements submitted for November operations.
 - Completed monthly reporting to DRPT via OLGA (online reporting).
 - Completed 20 hours of training with new transit driver.
 - Random quarterly drug screen completed for both ACTS and town employees.
 - Participated in a required DRPT webinar training related to changes for random drug and alcohol screening.
6. **Projects and Administrative Related:**
 - Updated GIC.
 - Certified November bank statements.
 - **Route 43 Streetscape and Utility Project**
 - Property owner meeting held on December 6th. Listened to and addressed concerns and developed an email group for communication going forward.
 - Streetscape – Design is on-going but should be completed by the end of January.
 - Utilities – Design is nearly completed.
 - The engineers and staff met with VDOT folks regarding the crosswalk at the intersection of Bedford Avenue and Main Street. VDOT is going to design and install this crosswalk in conjunction with the streetscape project. The engineers with VDOT and H&P will be coordinating the necessary wiring and electrical boxes so that both intersections will work together.
 - **Canoe Launch Site**
 - Staff has reached out to the Virginia Marine Resource Commission for a hearing date with the VMRC Board.
 - Staff plans to apply for the Recreational Trails Plan grant through DCR, if the grant cycle is opened at the end of January.
 - Staff assisted Margaret with the News Advance article posted in the paper on December 30, 2017.
 - **Personnel Policy Manual**
 - Staff continued reviewing chapters from the draft policy manual and provided chapters 1-8 to managers for review and comment.
 - **VDOT Main Street Bridge Replacement**
 - Staff met with H&P engineers and VDOT staff and engineers on December 12. The crosswalk design is being coordinated by VDOT but with the H&P engineers.

- **Parks and Trails Master Plan**

- LPDA has completed the community survey and is data gathering and compiling the data into a report. Staff will be meeting with LPDA on January 16, 2018 and holding a second public input meeting to present the findings to both the public and Council. This meeting is scheduled for January 23, 2018.

Main Street Coordinator December Monthly Report



Meetings and Conferences

- Attended Department Head Staff meeting to discuss employee evaluations.
- Attended VCA Application Assistance meeting in Lynchburg
- Attended Town Council Meeting on December 12.
- Attended AOT marketing committee meeting, December 13.

Business Updates

- Parker Productions moved to 515 Main Street, Jonathan Parker was a Pop-Up participant.
- Vista Fitness 24 hour Gym plans to open January 1st and hold their Ribbon Cutting Ceremony on January 4th.
- Gathered information from business owners on downtown parking.

AOT

- Volunteered for Christmas Parade to take photos and help direct classic car traffic.
- Obtaining quotes from Insurance agencies for AOT.
- Sent a request for quotes out for accounting and bookkeeping services for AOT
- AOT received \$10,000 from the Powell Foundation to help with more downtown public art projects.
- The AOT Board did not meet in December, but will resume in January.
- Continued to work on the VMS DataBonanza that is due in mid-January.
-

Town Marketing and Promotions

- 2018 Town calendars were printed and delivered to residents before Christmas.
- Assisted Town of Altavista Parks & Trails Master Planning Public Input Meeting promotion & survey marketing which resulted in 207 responses.
- Wrote the Dalton's Landing Update Press Release and distributed to social media and the local news coverage.

- Continue to assist Town staff in website updates for agendas, minutes, alerts, events, and job postings.
- Continue to help promote Town updates, alerts, and information through the Town's website and social media pages.

Altavista Police Department Monthly Report

[illegible]

Monthly Staff Report Water Plant

DATE: 1/3/2018
 TO: Town Manager
 FROM: Tom Fore
 DEPARTMENT: Water Treatment Plant
 MONTH: December

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged		15.62	Hours per day
which yielded approximately	1,770,000	gallons of water per day.	
Snow/Rainfall for the month	3.1	was measured at the water treatment plant.	
Average Hours per day (week days)	16.7	hrs	
Average Hours per day (weekends)	13.4	hrs	
Average produced (week days)	1,883,714	gallons per day	
Average produced (weekends)	1,543,200	gallons per day	
Total Raw Water Pumped:	58.87	million gallons	
Total Drinking Water Produced:	54.99	million gallons	
Average Daily Production: (drinking)	1,740,000	gallons per day	
Average percent of Production Capacity:	58.00	%	
Plant Process Water:	3,671,845	(finished water used by the plant)	
Bulk Water Sold @ WTP:	0	gallons	Water lost due to leaks 956,000
Flushing of Hydrants/Tanks/FD use/Town Use	6,000	gallons	
McMinnis Spring			
Total Water Pumped:	7.572	million gallons	average hours per day 13.6
Average Daily Produced:	244,258	gallons per day	Rain at MC 0.75
Reynolds Spring			
Total Water Pumped:	6.286	million gallons	average hours per day
Average Daily Produced:	202,774	gallons per day	Rain at RE
Purchased Water from CCUSA	816,816	gallons	
Sold to Hurt	2,710,300	gallons	
Industrial Use	50,445,650	gallons	

Comments: Water Plant Activities & CIP Projects:

CIP- Electrical upgrade continues with the goal of substantial completion by mid January
 Sluice gates installed on 5 flocculator units

Utilities Distribution and Collection			
# of Service Connections	0		
# of Service Taps	0		
# of Meters Read	94 Monthly 1,720 Quarterly		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	17		
# of Location Marks made for Miss Utility	42		
# of Meters Replaced	1		
# of Water Lines Repaired	5	# of Sewer Lines Unstopped	3
<u>Locations:</u>		<u>Locations:</u>	
English Park Boat Ramp		715 Main Street (Alley)	
9th St. (Broad St. and Bedford Ave.)		1023 7th Street	
2126 Laurel Lane		2 Elm Place	
1213 Main St.			
533 North Holly Hills Drive			

Other Utilities Distribution and Collection Activities & CIP Projects:

CIP - Abbott water meter installation continues the vault has been built. Plan to set top by the end of January
Goal to complete this project by the end of May.

Wastewater Plant

Date: 1/4/2017
TO: Town Manager
FROM: Steve Bond
DEPARTMENT: Wastewater Plant
MONTH: December

Average Daily Flow 1.50 MGD

TSS Reduction 98 %

BOD Reduction 98 %

VPDES Violations 0

Sludge (Regional Land Fill) 235 tons

Rain Total 0.76 Inches

Snow Total 3 Inches

Other Wastewater Activities and CIP Projects:

CIP- Clarifier retrofit awaiting contractors signed contract and project kickoff meeting.

Public Works Monthly Report
Monthly Staff Report B&G

Date: 1/3/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Building and Grounds
MONTH: Dec-17

# Burials	3
# of Cremations	1
# of Labor Hours for Green Hill Cemetary	24.00
# of Curbside Brush Stops	36
# of Curbside Brush Loads	8
# of Curbside Bulk Stops	62
# of Curbside Bulk Tonnage	9.20
Solid Waste Total Tonnage	80.58
# of Labor Hours to Maintain Buildings	110.50
# of Labor Hours to Maintain Parks	200.75
# of Acres Mowed	0

Other Public Works Activities and CIP Projects:

The Building and Grounds has completed the Shreve Park Restroom Renovations.
English Park Men's Restroom Renovation have begun.

Streets

Monthly Staff Report Streets

Date: 1/3/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Streets
MONTH: Dec-17

# of Lane Miles Mowed	0
# of Litter Bags Collected	15
# of Weed Control Gallons Applied	0
# of Swept Lane Miles	12
# of Leaf Collection Loads	71.50
# of Weekend Trucks	0
# of Total Tonnage for Weekend Tru	0
# of Labor Hours for Leaf Collection	432
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	49.5
<u>Asphalt Totals:</u>	0

Other Streets Activities and CIP Projects:

7th Street Project - The new storm drain pipe, DI drain box, sidewalk, and curb has been install. The milling and paving has been completed.
Charlotte Ave. Project - The Millings and Paving has been scheduel to be completed in the Spring of the Year.

Fleet Maintenance

Monthly Staff Report FM

Date: 1/3/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Fleet Maintenance
MONTH: Dec-17

# of State Inspection	3
# of Preventive Maintenance Work Orders	20
# of Emergency Repair Work Orders	4

Other Fleet Maintenance Activities and CIP Projects:
CIP: Two trucks to be delivered by the end of January

ACTS RIDER TALLY

December 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles	
1-Dec		42	4	7	8		61	61	\$ 20.87	160	160
2-Dec		24	2	4	5		35	96	\$ 12.00	80	240
4-Dec		33	17	11	10	4	75	171	\$ 16.25	161	401
5-Dec		56	4	5	10	9	84	255	\$ 27.83	156	557
6-Dec		44	2	5	17		68	323	\$ 22.00	161	718
7-Dec		28	2	7	9		46	369	\$ 13.95	159	877
8-Dec		40	14	8	9	4	75	444	\$ 20.00	158	1035
9-Dec		30	6	2	4		42	486	\$ 15.00	78	1113
11-Dec		35	15	9	15	2	76	562	\$ 17.31	162	1275
12-Dec		26	3	5	13	1	48	610	\$ 13.00	160	1435
13-Dec		26	2	4	16		48	658	\$ 13.00	161	1596
14-Dec		27		1	15		43	701	\$ 13.50	162	1758
15-Dec		30	13	4	11	4	62	763	\$ 15.00	161	1919
16-Dec		26		3	8	5	42	805	\$ 12.50	75	1994
18-Dec		39	20	4	17	5	85	890	\$ 19.50	163	2157
19-Dec		35	4	2	19		60	950	\$ 17.41	158	2315
20-Dec		42		11	8	2	63	1013	\$ 21.50	160	2475
21-Dec		23	2	6	13		44	1057	\$ 1.50	148	2623
22-Dec		37	5	2	12	7	63	1120	\$ 18.50	157	2780
23-Dec		11		1	9		21	1141	\$ 5.50	83	2863
25-Dec	Christmas Day No ACTS Bus Service						0	1141			2863
26-Dec		21	2	12	9	2	46	1187	\$ 10.50	160	3023
27-Dec		37	3	1	11	2	54	1241	\$ 18.29	160	3183
28-Dec		61		5	6	4	76	1317	\$ 30.50	161	3344
29-Dec		41	5	9	14	1	70	1387	\$ 20.50	161	3505
30-Dec		17		2	6		25	1412	\$ 8.50	77	3582
											3,582
230 Hours		Total Riders to date: 9,936						\$ 234.00			
		Total Revenue to Date \$ 2,091.54				Total Month Revenue			\$ 638.41		
		Days Run-	23	Average daily riders		61.4					
	Total days run		155.4				Average riders YTD		63.9	TOTAL MILES	15,550

Annual Ridership Tally FY2013—FY2018

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
FY2011							391	590	481	495	551	1,617	4,125
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	13,211
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	16,376
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	20,230
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	24,449
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,848
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	22,759
FY2018	1,722	1,915	1,928	1,558	1,351	1,412							9,886

January 2018						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day Town Offices Closed No ACTS Bus	2 Planning Commission 5:00 PM	3	4	5	6
7	8	9 Town Council Regular Meeting 7:00 PM	10	11	12	13
14	15 Martin Luther King Day Offices Closed	16	17	18	19	20 Chamber Annual Meeting/Dinner "Denim & Diamonds" 6:00 PM @ VTI
21	22	23 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	24	25	26	27
28	29	30	31			

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 President's Day Town Offices Open	13 Town Council Regular Meeting 7:00 PM	14 Valentine's Day	15	16	17
18	19	20	21	22	23	24
25	26	27 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	28			