



AGENDA
ALTAVISTA TOWN COUNCIL
Tuesday, July 10, 2018 – 7:00 p.m.

1. Call to Order
2. Invocation/Pledge of Allegiance
3. Approval of the Agenda
4. Recognitions and Presentations
5. Citizen's Time

Comments should not be directed to Public Hearing items.

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

6. Consent Agenda
 - a. Approval of Council Minutes (Attachment) pg. 3- 19
 - i. June 12th Regular Meeting and June 26th Work Session
 - b. Acceptance of Monthly Finance Reports (Attachment) pg. 20 - 46
 - c. Fire Department fundraising policy change (Attachment) pg. 47
7. Public Hearing(s) (if required)
8. New Business
 - a. Public Nuisance Hearing (Attachment) pg. 48 - 61
9. Unfinished Business
 - a. Dalton's Landing Canoe Launch DCR Grant Resolution (Attachment)pg. 62 - 63
10. Reports and Communications
 - a. Departmental Reports (Attachment) pg. 64 - 76
 - b. Town Manager's Report (Attachment) pg. 77
 - c. Misc. Correspondence
 - i. COMCAST letter (Attachment) pg. 78

d. Calendars

(Attachment) pg. 79 - 80

11. Matters from Council

12. Closed Session

13. Adjournment

Next Scheduled Town Council Work Session: Tuesday, July 24, 2018 @ 5:00 p.m.

Next Scheduled Regular Town Council Meeting: Tuesday, August 14, 2018 @ 7:00 p.m.

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

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



**Town Council Meeting – Item Number: 6 a.
July 10, 2018**

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

Issue: **Approval of Council Minutes**

Background: Attached are the minutes for the June 12th Town Council Regular Meeting and the June 26th Town Council Work Session.

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

ATTACHMENTS:

- *June 12th Regular Meeting Minutes*
- *June 26th Work Session Minutes*

Regular Council Meeting—June 12, 2018

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on June 12, 2018 at 7:00 p.m.

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

Council members
present:

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

Council members
present:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Deputy Chief Kenneth Moorefield, Altavista Police
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

2. Invocation/Pledge of Allegiance

Mr. Tom Fore gave the invocation.

3. Approval of the Agenda

Mayor Mattox advised of some amendments to the agenda: added to the Consent Agenda was Delinquent Utility Accounts: Write Offs and Budget Amendments. Added to New Business was Rt. 29 Bridge Replacement—Urban Project Construction Agreement and Urban Archery Regulations.

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

Motion carried:
VOTE:

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

4. Recognitions and Presentations

Mayor Mattox recognized Mr. Brian Daniels, Free Lance Writer, *Altavista Journal* and welcomed him.

a. Resolution Recognizing Laney Thompson-Planning Commission

Mayor Mattox advised at the last Planning Commission meeting they adopted a resolution in appreciation of Mrs. Laney Thompson’s service to the Town and Planning Commission.

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution in appreciation of Mrs. Thompson’s service to the Town of Altavista.

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Motion carried:

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

RESOLUTION IN RECOGNITION OF
LANEY THOMPSON

WHEREAS, the Town of Altavista Planning Commission encourages community participation and thoughtful approaches to the impacts of development within the community and on the environment, and

WHEREAS, the Town of Altavista Planning Commission Member, Laney Thompson, has provided valuable leadership, insights and planning contributions to the town’s planning program since her appointment to the Commission in April 2010, and

WHEREAS, Laney Thompson actively participated in the development of the update and overhaul of the Town’s Zoning Ordinance adopted in October 2011; annual reviews of the Town’s Comprehensive Plan to include a formal update to the Plan in 2015; and development of the Design Guidelines in 2014, and

WHEREAS, Commissioner Laney Thompson, has performed her duties with the highest respect for our citizens, the volunteer commissioners, and ethical standards of the Town.

NOW, THEREFORE, BE IT RESOLVED that by action of the Mayor Michael Mattox and the Town Council, Chairman John Jordan and the Planning Commission hereby record their appreciation to Laney Thompson for her outstanding service on the Altavista Planning Commission.

Adopted this 12th day of June 2018

Michael Mattox, Mayor
Town Council, Town of Altavista

John Jordan, Chairman
Altavista Planning Commission

b. Office of Drinking Water-2017- Gold Award-WTP

Mr. Coggsdale advised the Town of Altavista received notice that the Office of Drinking Water awarded the Town of Altavista Water Treatment Plant the 2017 Gold Water Treatment Plant Performance Award for Excellence in Clarification, Filtration, and Backwash. He added this is a great job by the Water Treatment Plant staff.

Mr. Fore advised with the wet spring the turbidity was up more and he would not expect this honor for 2018; 2017, the river was clean most of the time which helped to hold the numbers down. He stated his staff did a fantastic job in 2017.

Mayor Mattox expressed Council’s appreciate to Mr. Fore and his staff for a job well done.

5. Citizen’s Time

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

No one came forward.

Regular Council Meeting—June 12, 2018

6. Consent Agenda

- a. Approval of Council Minutes
- b. Acceptance of Monthly Finance Reports
- c. Cell Tower Lease Agreement
- d. Delinquent Utility Accounts Write Offs
- e. Budget Amendments

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

Motion carried:

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

7. Public Hearing

8. New Business

- a. Adoption of the FY2019 Budget and FY2019-2023 CIP and Text Amendments to Ordinances Related to Rates, Fees and Charges

Mr. Coggsdale advised on February 19, 2018, he submitted the recommended FY19 Budget to Council for their consideration. Town Council met on February 27th, March 27th and April 24th to revise and finalize the budget for adoption. He noted over the course of the budget work sessions, Town Council recommended changes. The FY19 General Fund Budget is balanced and results in a surplus of \$339,850 transferred to the General Fund Reserves. The FY19 Water & Sewer (Enterprise) Fund Budget is balanced with an increase of 8% in water rates and increase of 4% in sewer rates: as well as a monthly base rate charge. Mr. Coggsdale noted the adopted Budget is the operations guide and financial policy document for the fiscal year.

Mrs. Dalton, seconded by Mr. George, motioned to adopt Ordinance 18-06-01 Tax Rates, Water and Sewer Rates and Other Charges.

Mr. Higginbotham questioned the monthly fee of \$6.50 per month and expressed concern for the residents on a fixed income. Mr. Higginbotham also referred to Section 78-25 and questioned if the meter size should have been 5/8” instead of ¾”. Mr. Higginbotham felt in regards to the utility increase it should be done over a timeframe instead of doing it all at one time.

Mr. Coggsdale reminded Council these rates do not take effect until December 1, 2018.

Mr. Higginbotham suggested starting with having the \$6.50 charge and the actual bill with the citizen paying the higher of the two charges.

Mayor Mattox asked Council to remember the reason for the utility increases is to improve the system specifically reliability.

Mr. Higginbotham stated he understood this but did not feel it had to be done all at one time. He did not want to burden people on fixed incomes.

Mr. George asked what the alternative plan would be to raise \$20 million over the next 5 years.

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Mrs. Dalton stated Mr. Higginbotham is looking at this from a percentage standpoint which appears to hit the low rate people percentage wise. As we move up, it does not seem as great. She stated it is not the citizens’ fault that we are in this predicament. She felt it was Council’s fault that they have not been raising rates systematically over time.

Motion carried:

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

Mrs. Dalton, seconded by Mrs. Overbey, motioned to adopt the resolution Adopting and Appropriating the FY2019 Budget.

Motion carried:

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

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution approving the 2019 – 2023 Capital Improvement Program.

Motion carried:

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

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution approving Text Amendments to Ordinances related to Rates; Fees and Charges

It was the consensus of Council to allow staff to work out the details in reference to the meter size listed in the resolution.

Motion carried:

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

b. VDOT Bridge & Heritage Tourism Signage (Rt. 29 Bridge Replacement Project)

Mr. Coggsdale advised at its February 14, 2017 Town Council meeting, VDOT made a presentation regarding a Memorandum of Agreement (MOA) that would include commitments for mitigating the project effect on historic properties. A Preservation Virginia representative was also present at the meeting. The Town Council approved support of the MOA with no part of the bridge being accepted but with placement of signage. Mr. Coggsdale

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presented to Council pictures of signage (markers) that VDOT is proposing for this purpose.

Mr. George, seconded by Mrs. Dalton, motioned to authorize staff to decide the appropriate locations for the VDOT Bridge & Heritage Tourism Signage.

Motion carried:

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

c. Rt. 29 Bridge Replacement-Urban Project Construction Agreement

Mr. Coggsdale advised VDOT is working towards bidding out the Rt. 29 Bridge Replacement Project, with construction anticipated to begin in early 2019 and completion at the end of 2020. The project cost is \$28,672,136, with \$278,423 of those funds coming from the Urban Project funding source. This requires a 2% match by the local government and requires the town to provide \$5,682 towards the project. Town Council adopted a resolution at their October 24, 2017 to utilize these funds for the lighting project associated with the bridge. He advised VDOT is requesting that Town Staff execute the Urban Project Construction Agreement associated with the Rt. 29 Bridge Replacement Project. Staff is discussing components of the agreement with VDOT. The Town’s match is \$5,682 for the Urban Allocation of \$278,423.

Mrs. Dalton, seconded by Mr. George, motioned to allow staff to execute the Urban Project Construction Agreement associated with the Rt. 29 Bridge Replacement Project.

Motion carried:

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

d. Urban Archery Regulations

Mr. Coggsdale advised each year the Department of Game and Inland Fisheries requests that the town provide them with input as to any changes that need to be made to the Urban Archery regulations. He suggested to continue participation in the DGIF Urban Archery Program with the local regulations that currently exist.

Mrs. Dalton, seconded by Mr. George, motioned to continue participation in the DGIF Urban Archery Program with the local regulations that currently exist.

Mr. George asked if bow hunting is allowed in the park.

Mr. Witt advised it was not allowed at this time.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Timothy George	Yes

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Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

9. Unfinished Business

10. Reports and Communications

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

Staunton River RIFA

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

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

Staff continues to work on this project with the engineers and VDOT, as necessary. The application for additional funding was submitted to VDOT.

Altavista Park and Trails (APT) Master Planning

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

Dalton's Landing Canoe Launch Project Update

Bid package is being finalized. The DCR grant application cycle has been announced and the deadline is July 19th; staff is working on the development of the application.

VDOT Rt. 29 Bridge Replacement Project Update

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

Bedford Avenue Park Tennis Court Replacement and Sidewalk

Staff is working on obtaining “quotes” for this work. It is anticipated that this project will be complete this summer.

- c. Dominion Energy Response

Mr. Coggsdale referred to a letter received from Dominion Energy in response to the letter send out by the town in regards to the outages. In the letter from Dominion Energy, Mr. Scott Tomlin indicates how important this is to Dominion Energy noting the funding is not there. He appreciated the Town's efforts and interest.

- d. Calendars

11. Matters from Town Council

Mayor Mattox expressed concern with the number of hours the Police force is spending on Route 29 for traffic enforcement. Mayor Mattox stated response time

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could be reduced if officers are on Route 29 and not in town. The last thing he wants is the Town to be known as a speed trap. He suggested this be brought up at a work session to determine if this is a worthwhile endeavor to continue.

Mr. Higginbotham stated he has received so many complaints about the 25 miles per hour speed limit in front of the Town and Country Shopping Center. He asked if the speed limit could be increased to 30 miles per hour.

Mr. Coggsdale indicated this would have to be reviewed by VDOT.

Mr. Higginbotham, seconded by Mr. George, motioned to authorize staff to contact VDOT to review the possibility of changing the speed limit in front of the Town and Country Shopping Center to 30 miles per hour.

Motion carried:

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

Mr. George referred to the Bedford Avenue parking situation.

Mr. Coggsdale advised this is slated for the June 26, 2018 Town Council work session. He noted there has been conversations with VDOT and they are conducting a study.

Mrs. Brumfield advised she has had conversations with business owners in the downtown district who are requesting the town install cameras in the area due to issues with breaking and entering and vandalism.

Mrs. Dalton asked if individual businesses could install cameras.

Mrs. Brumfield suggested cameras be placed on Main, Broad and 7th Streets.

Mayor Mattox asked if this should be done for every commercial business in the town.

Mr. George suggested placing cameras on the main streets to catch the traffic flow.

Mr. Coggsdale stated staff could look at this.

Mr. George stated he would like to know the cost.

Mrs. Brumfield stated she worked at the Uncle Billy’s Day festivities and noted the severe storm that came through destroyed some of the bands’ equipment. She suggested a canopy at the stage area and out into the audience be installed before next Uncle Billy’s Day.

Mayor Mattox noted the amphitheater is on the “to do” list.

Mayor Mattox thanked staff their work on preparing the budget.

12. Closed Session

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13. Adjournment

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

The meeting was adjourned at 7:50 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JUNE 26, 2018

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on June 26, 2018 at 5:00 p.m.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Altavista Police Department
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

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

Motion carried:

VOTE:

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

3. Public Comments—Agenda Items

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

Mr. Joe Emerson, 812 Broad Street, addressed Council in regards to a deck that was recently built on his trailer. Mr. Emerson stated he and Mr. Witt had talked regarding the deck before the new sidewalk construction on Broad Street. At that time, it was legal for him to build the new deck. Since the construction of the new sidewalk and road (the sidewalk was moved in 7 feet towards the trailer), the construction of the deck is not compliant. Mr. Emerson asked Council to decide what to do with it.

Mr. Coggsdale asked when the new deck was constructed.

Mr. Emerson indicated the deck was built in March.

Mrs. Dalton clarified that the deck does not meet the setbacks.

Mr. George stated he went by Mr. Emerson's home, took pictures and noted the deck was nice looking. He indicated Mr. Emerson is hoping to change the steps on the deck as a compromise. Mr. George stated the deck would still not be conforming but if it is Council's wishes to be completely compliant, the deck will have to be torn down.

Mr. Tracy Emerson stated that Mr. Joe Emerson is his uncle and if this issue goes in front of Council for a vote, he will abstain. He advised he visited Mr. Joe Emerson. There was a porch there before; the new porch is a foot closer to the home than the old porch. It appears the sidewalk was moved 5 feet closer to his trailer. He indicated the

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conversation between Mr. Joe Emerson and Mr. Witt 2 years ago indicated the setbacks were fine. When Mr. Emerson built the deck, he did not realize everything had changed; the deck is not compliant with the Town Code.

Mr. Eller asked if the old deck was torn down within the past 2 years ago.

Mr. Emerson stated the deck was there when he moved there in 2002.

Mayor Mattox asked that staff research this and report back to Council. He asked that staff find out when the deck was removed (was it more than two years ago) and was Mr. Emerson given notification of the changes to the setbacks?

Mr. Coggsdale clarified that the property line did not move; the right of way is where it has always been.

Mr. Tracy Emerson stated from his observation you can tell where the sidewalk was moved 5 feet.

Mayor Mattox stated if Mr. Witt gave Mr. Emerson the green light 2 years ago to construct the deck and the property line has not moved, why is there a problem.

Mr. Tracy Emerson stated the deck is closer to the sidewalk then it was 2 years ago.

Mr. Coggsdale advised staff would gather all the facts. There will be two recommendations what Council could do or send to the Board of Zoning Appeals. Any enforcement will cease until a decision is made.

4. Introductions and Special Presentations

5. Items for Discussion

a. Facility Assessment – *1510 Main Street (former Altavista EMS Building)*

Mr. Coggsdale advised the Town accepted ownership of 1510 Main Street (*former EMS Building*) and staff was directed to conduct a facility assessment of the structure. He presented to Council the “Property Condition Report” provided by Mr. David Garrett, Director of Public Works. This report gives Council an overview of the building and looks at the building and its systems to discern what may need to be addressed before the building is used. He indicated the building is in good condition. The building consists of office space, meeting/training room, small kitchen, shower/locker room facility, four vehicle bays to the rear of the building. There are fuel pumps behind the bay area (outside under cover) with a small storage area.

Mr. Emerson referred to the report and clarified that there are eight bays.

Mr. George asked if there was a value assessment on the property.

Mr. Coggsdale advised two local entities (DAWN and Avoca) have made requests of Town Council in regard to potential use of the facility. As part of the transfer of the property to the Town, the EMS Board still has use of one of the offices. If a use for the property is developed, the Town has the option to find them another space for their purposes. This piece of property was part of the original Avoca property deeded to the Town of Altavista by the Winston family. Mr. Coggsdale presented Council with a copy of the deed to the original property, which includes several restrictions on the property; the most relevant would be “*E. In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum.*” Based on the language, it appears that if the property was sold the proceeds would go to Avoca (which is also owned by the Town) for maintenance.

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Mayor Mattox asked that Council review the Property Condition report for 1510 Main Street.

Mrs. Dalton stated she would like to know what expenses the Town will incur to get the building ready for use by the entities that have requested use of the building.

Mr. Higginbotham requested to know the approximate cost of the utility bills.

Mr. Emerson asked for the commercial value of the property.

b. Special Event Policy

Mr. Coggsdale advised Town Council recently discussed the potential need for creation of a Special Event Policy to address the use of public areas. He presented Council with a draft policy for Council's review and a Special Events Application that would be completed by the individual/organization making the request.

Staff would request that Council review the Draft Special Event Policy and Application and provide feedback on whether this is in line with Council's intent and purpose related to the item. The draft policy allows private entities to have events on Town owned/operated public areas.

Mr. Higginbotham asked if someone wanted to use the entire English Park, is there a scale of charges. He referred to the deposit noting if there is vandalism there is some monies available and insurance.

Mrs. Dalton asked if this would be allowed as this is a public park.

Mr. Higginbotham asked what a million-dollar liability policy cost. He also questioned used electricity.

Mr. Coggsdale advised at the Booker building a utility fee of \$25.00 is charged.

Mrs. Dalton stated her thought is the use of the park should be in some entity form and not comprehensively the park because there are citizens that use the facility daily. She felt if someone wanted to rent the Booker Building and some area around it, this could be done. She suggested limiting the renting of the park to segments instead of the entire park.

c. Request to use English Park (Gladys VFD)

Mr. Coggsdale advised Mr. C.J. Booker, on behalf of the Gladys Volunteer Fire Department, has requested the use of the Booker Building and parts of English Park for a fundraising event. The letter presented to Council briefly described the event the GVFD would like to have, including some of the logistics they have planned for. He noted this item was discussed at the last work session but was tabled until a policy could be put in place.

Mrs. Dalton mentioned in some degree their request will help Council to form their thoughts around the policy process.

Mr. Higginbotham asked if it was fair to say this would be a mini Uncle Billy's Day.

Mr. Coggsdale felt this was accurate and felt the Gladys Volunteer Fire Department would need an answer soon to begin planning.

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Mayor Mattox asked if the Gladys Volunteer Fire Department would be partnering with the Altavista Fire Company.

Mr. Booker stated they had not intended to.

Mr. Emerson stated the Hurt Volunteer Fire Department held an event at the Booker Building with a very large turnout. He stated Gladys may be the second call to come into Town if there is a need and the Altavista Fire Company is out on another call. He added Council should do everything possible to accommodate the Gladys Volunteer Fire Department. He felt the logistics of this event could be worked out as a policy will not be in place before the event.

Mr. Coggsdale asked Mr. Booker if this would be a “fee” event.

Mr. Booker stated they are working out the details but feel the cost would be \$5.00 to \$10.00 at the gate to cover the expenses.

It was the consensus of Council for staff to work with Mr. Booker and the Gladys Volunteer Fire Department in regards to their Special Event at English Park.

Mayor Mattox requested since the policy is not set, that this event be kept in the framework of the proposed policy.

d. Parking Review/Discussion

i. Bedford Avenue

Mr. Coggsdale advised VDOT has not completed their study on the Bedford Avenue parking but once it is received, he will advise Council.

ii. Avondale Drive

Mr. Coggsdale advised of an issue that has come up with parking on Avondale Drive creating a problem with traveling on that street. He presented to Council his findings comparing Avondale Drive with 7th Street, Melinda Drive and 8th Street. He noted there are currently no restrictions for parking on Avondale Drive. He stated there is no parking on 7th Street from Franklin Avenue to the Main Street.

Mr. George questioned who decided there would be no parking on 7th Street.

Mr. Coggsdale believes when 7th Street was extended, parking was an issue. He explained to Council VDOT’s defined standards for individual streets, curb and gutter, minimum width, and annual daily traffic. The assumption is if a curb is in place there will be on-street parking.

Mr. Emerson questioned if there have been complaints in regards to the parking on Avondale.

Mayor Mattox indicated he has received complaints.

Mrs. Overbey stated she used to live on Avondale Drive and at certain times of the day it is difficult to get through.

Mrs. Dalton stated in some degree be careful what you legislate because some of the streets will have to be widened and dealt with in a more comprehensive way if Council gets really strict about on-street parking. Unless it is a big problem, the less restrictions the better.

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Mr. Emerson asked if the snow plow or trash truck has any trouble getting through Avondale Drive.

Mr. Garrett advised he was unaware of any problems.

Mrs. Brumfield asked how long someone would have to wait for a car to come through, on average 30 seconds. Not an extended period of time.

Mayor Mattox asked about a school bus picking up or delivering children. He noted there is quite a bit of manufacturing in that area as well. He stated he would be interested to know if it is an excessive number of cars owned is that the reason they are parking on the street or they don't want to use their driveway. Mayor Mattox stated he would request a picture from the individual that talked to him about this matter.

Mr. George asked if any of Avondale Drive would be torn up when work is done around the Melinda Water Tower.

Mr. Fore responded that he would have to evaluate it.

Mayor Mattox suggest an article on this be in the *Altavista Journal* that might give some feedback from the residents on Avondale Drive.

Mrs. Dalton questioned what the problem is.

Mayor Mattox stated he has been asked if there is a remedy for a one lane road on Avondale Drive where people are parking on both sides of the street on asphalt.

Mr. Coggsdale asked if he knew the frequency and stated if it is everyday then there might be a problem that needs to be looked. He noted no one is breaking the law at this point.

e. English Park Traffic Calming Update

Mr. Coggsdale advised previously staff was requested to look into traffic calming devices in English Park; after the road was paved and the previous "speed bumps" were not included. Staff has met with VDOT in regard to this item and they have indicated that should the Town decide to proceed with this, the use of "speed humps" rather than "speed bumps" would be advisable. Staff is gathering the cost of the three proposed "speed humps" with the appropriate warning signs. The "speed humps" would be the type that can be bolted down. He noted this project can be funded using "Highway" Funds. Mr. Coggsdale advised speed was looked at. The speed limit in the park is 10 miles per hour with the average speed being 15 miles per hour.

It was the consensus of Council to install the traffic calming devices in English Park.

f. FY2019 Paving List

Mr. Coggsdale advised the FY2019 Adopted Budget includes \$315,000 of Highway Funds for Street Paving and \$100,000 of Local Funds for alley resurfacing. Mr. Garrett put together a list of streets and alleys to be resurfaced. He noted should we need additional funds for Street Paving there are previously unspent Highway Funds earmarked in Reserves. Funds are included in the FY2019 Budget for resurfacing the paved areas at the Wastewater Treatment Plant.

COUNCIL WORK SESSION JUNE 26, 2018

g. DCR Grant Application – *Dalton's Landing Canoe Launch*

Mr. Coggsdale presented Council with a timeline for the canoe launch. He noted the DCR Grant Application is due on July 19th. The application should be ready for review by Council at the July 10th Council meeting. Everyone will know the status of the grant in September. Mr. Coggsdale asked Council if the grant is not received what course do they want to take.

Mrs. Dalton asked what the financial number would be to proceed.

Mr. Coggsdale advised it would be approximately \$250,000 and is either earmarked or in the budget.

Mr. Emerson asked if there is a timeline on completing the project once it is started on.

Mr. Witt advised it would take 3 to 4 months to complete the project.

Mr. Emerson asked how much has been invested in this project.

Mr. Coggsdale advised approximately \$60,000 to \$70,000 has been spent.

6. Items from Council or Staff

Mr. Emerson asked if there are any priorities on the parks.

Mr. Coggsdale advised the priorities are laid out; there are 3 proposed lay outs.

Mr. George asked if contractors have been contacted and suggested the possibility of one contractor doing both the playground equipment and the splash pad.

Mr. Coggsdale advised a project this size will have to be bided out.

Mr. Emerson asked if there has been any discussion on the Booker building.

Mayor Mattox stated he is willing to have a retreat there. He stated he would like for VML to come down and discuss how Council conducts themselves and a Freedom of Information discussion.

Mr. Emerson stated he would like to see Council move forward with the Booker building renovations.

Mr. Coggsdale advised Mr. George made an accurate statement; Council needs to know what they want.

Mr. Emerson suggested Council either begin the next work session at the Booker building or end the meeting at the Booker building.

Mayor Mattox stated the July work session would start at town hall and then move to the Booker building.

Mayor Mattox advised of 100 loads of dirt being offered to the Town by Graham Packaging with the stipulation that the Town will have to move the dirt. He noted a potential use for the dirt at the Booker building with creation of an amphitheater.

After much discussion, it was the consensus of Council not to accept the dirt.

Mr. Coggsdale noted Mr. Garrett is accepting some of the dirt for a small project.

COUNCIL WORK SESSION JUNE 26, 2018

Mayor Mattox advised the Altavista Fire Company is prohibited from asking for donations in the town of Altavista. He asked if this requirement can be changed. He noted this began when the Fire Company went independent from the town of Altavista.

Mrs. Dalton advised the reason for this is because the town of Altavista gives the Altavista Fire Company taxpayer dollars annually. It was therefore considered that every taxpayer in the town of Altavista was contributing to the Fire Company and should not be solicited again. Mrs. Dalton was in agreement to remove this requirement and let the Fire Company move forward with fundraising.

It was the consensus of Council that this requirement be removed and let the Fire Company move forward with fundraising. This item is to be placed on the July 12, 2018 Town Council meeting consent agenda.

Mayor Mattox noted that he will be out of town for the July 12, 2018 Council meeting.

Mr. Coggsdale advised of the possibility of three public nuisance hearings that may be on the July Council meeting.

Mr. Higginbotham referred to a previous conversation of combining the ACTS policy and the town policy for drug screenings and including everyone including the elected officials.

Mr. Coggsdale advised there are only 5 employees that are not in the random pool because they are not in a safety sensitive position.

Mr. Emerson did not feel elected officials could be required to take a drug screening unless involved in an accident.

Mr. Higginbotham stated he would like to get staff's response on combining and improving the drug policy. He feels this should include everyone employed and draws a check from the town.

Mr. George referred to the split rail fence at the Altavista Trade Lot and stated it was an eye sore. He also referred to the demolition of the Lane Company and asked how long they have to tear down the building.

Mr. Witt stated the Campbell County manages the demolition permits.

Mr. Coggsdale stated staff would stay in touch with Campbell County in regards to the demolition.

Mrs. Brumfield stated she would like to see something done with the Booker building as indicated at the June 12 Council meeting. She stated the Uncle Billy's Day bands lost a lot of money because of the storm. She felt there would be more revenue for the town if the Booker building is more rentable.

7. Public Comment

Mrs. Debbie Bernard, 1701 Avondale Drive, addressed Council and advised she had lived on Avondale Drive for 28 ½ years with her family. There have been school buses that pick the children up with no issues. With the local industry, there is a lot of traffic. There are two elderly ladies on the street that have their lawns mowed weekly. This large truck parks on the side of the street, there are no issues. Another neighbor had windows installed, there were work trucks on the left and the right sides of the street and there were no issues. Mrs. Bernard noted in the winter time everybody parks on the curbside. Mrs. Bernard shared there have not been any real issues in the 28 ½ years of living on Avondale Drive.

Mr. Higginbotham asked if the point is the parking should be left as is.

Mrs. Bernard felt the parking should be left as is.

COUNCIL WORK SESSION JUNE 26, 2018

8. Adjournment

Mayor Mattox adjourned the meeting at 6:51 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



**Town Council Meeting – Item Number: 6 b.
July 10, 2018**

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

Issue: **Acceptance of Monthly Finance Reports**

Background: Attached are the Monthly Finance Reports.

Requested Action: Acceptance of the reports as presented.

ATTACHMENTS:

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

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 12/2018
FROM: 06/01/2018 TO: 06/30/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37512	667	ASHWELL'S TREE SERVICE LLC	06/01/2018	1,750.00
37513	103	BEACON CREDIT UNION	06/01/2018	325.00
37514	675	BKT UNIFORMS	06/01/2018	569.88
37515	591	BRAND ACCELERATION INC	06/01/2018	2,030.00
37516	810	CENTRAL SHENANDOAH CRIMINAL JU	06/01/2018	750.00
37517	427	CENTURYLINK	06/01/2018	1,054.60
37518	99999997	CHISM, BRETT	06/01/2018	109.10
37519	28	COLUMBIA GAS	06/01/2018	187.38
37520	99999998	DIXON, WHITNEY	06/01/2018	150.00
37521	809	GLOCK PROFESSIONAL INC	06/01/2018	250.00
37522	50	GRETNA TIRE INC	06/01/2018	3,250.82
37523	57	ICMA RETIREMENT TRUST-457 #304	06/01/2018	675.00
37524	823	JS HAREN COMPANY	06/01/2018	38,969.00
37525	99999997	KENNEDY, REGINA	06/01/2018	109.10
37526	99999997	MUNDY, PEYTON CHRISTIAN	06/01/2018	VOID
37527	99999997	PHELPS, CHRISTINA	06/01/2018	109.62
37528	99999997	POLING ASSOCIATES, LLC	06/01/2018	VOID
37529	99999997	RICE,KAMEL	06/01/2018	76.14
37530	211	E WAYNE SLOOP PHD PC	06/01/2018	60.00
37531	85	TREASURER OF VA /CHILD SUPPORT	06/01/2018	553.15
37532	601	VACORP	06/01/2018	225.84
37533	822	WEBBER ELECTRIC COMPANY INC	06/01/2018	1,109.00
37534	99999997	WILSON, JANET FARMER	06/01/2018	69.68
37535	551	WOHLFORD, LARRY	06/01/2018	60.00
37536	793	XEROX FINANCIAL SERVICES	06/01/2018	382.00
37537	303	ALTAVISTA CHAMBER OF COMMERCE	06/08/2018	20,000.00
37538	1	BARTLETT TREE EXPERTS	06/08/2018	225.00
37539	461	KATHI BOGERT	06/08/2018	862.68
37540	12	BRENNTAG MID-SOUTH INC	06/08/2018	3,860.54
37541	16	CAMPBELL COUNTY UTILITIES & SE	06/08/2018	4,376.42
37542	825	CENTRAL TECHNOLOGY SOLUTIONS	06/08/2018	306.01
37543	99999997	CHARLES WEST	06/08/2018	28.20
37544	71	CONSOLIDATED COMMUNICATIONS	06/08/2018	362.93
37545	826	DEFENSIVE EDGE TRAINING & CONS	06/08/2018	900.00
37546	164	DMV	06/08/2018	600.00
37547	20	J JOHNSON ELLER JR	06/08/2018	2,076.50
37548	301	ENGLISH'S LLC	06/08/2018	571.56
37549	119	FOSTER ELECTRIC CO INC	06/08/2018	436.02
37550	49	GERALDINE KAUFFMAN	06/08/2018	3,194.80
37551	566	INTEGRATED TECHNOLOGY GROUP IN	06/08/2018	2,850.00
37552	1	JIMMIE BROWN JR	06/08/2018	49.83
37553	1	KEN BRUMFIELD II	06/08/2018	100.00
37554	533	LYNN KIRBY	06/08/2018	255.00
37555	821	LINDSEY A COLEY, ATTORNEY AT L	06/08/2018	481.25
37556	300	NAPA AUTO PARTS	06/08/2018	917.99
37557	626	PIEDMONT FLEET SERVICES INC	06/08/2018	2,042.45
37558	317	POWELL'S TRUCK & EQUIPMENT INC	06/08/2018	2,553.72
37559	327	PUBLIC AGENCY TRAINING COUNCIL	06/08/2018	295.00
37560	759	RISK MANAGEMENT OF VIRGINIA	06/08/2018	150.00
37561	510	RIVER VALLEY RESOURCES LLC	06/08/2018	488.49
37562	575	SOUTHERN REFRIGERATION CORP	06/08/2018	425.01

37563	515	DALE TYREE JR	06/08/2018	4,700.00
37564	92	UNIFIRST CORP	06/08/2018	2,637.25
37565	147	US POSTAL SERVICE/POSTMASTER	06/08/2018	144.00
37566	110	VUPS INC	06/08/2018	80.85
37567	700	WOODARD & CURRAN	06/08/2018	5,200.00
37568	116	XEROX CORPORATION	06/08/2018	274.72
37569	330	ATLANTIC UTILITY SOLUTIONS INC	06/15/2018	250.00
37570	1	B & F LEASING CO	06/15/2018	725.00
37571	103	BEACON CREDIT UNION	06/15/2018	325.00
37572	294	BUSINESS CARD	06/15/2018	19,978.91
37573	19	CARTER MACHINERY CO INC	06/15/2018	1,060.12
37574	827	CENTRAL VA IRRIGATION & LANDSC	06/15/2018	835.00
37575	783	COUNTY WASTE	06/15/2018	396.73
37576	526	DAVENPORT ENERGY INC	06/15/2018	65.17
37577	36	DOMINION VIRGINIA POWER	06/15/2018	47,396.59
37578	122	FEREBEE-JOHNSON COMPANY INC	06/15/2018	411.26
37579	118	FERGUSON ENTERPRISES INC #75	06/15/2018	2,472.50
37580	9999998	GRAVES JR., EARL A.	06/15/2018	150.00
37581	57	ICMA RETIREMENT TRUST-457 #304	06/15/2018	675.00
37582	1	JAMES WILLIAMS	06/15/2018	19.31
37583	1	JASON ROBERTS	06/15/2018	100.00
37584	454	O'REILLY AUTOMOTIVE INC	06/15/2018	845.95
37585	67	ORKIN PEST CONTROL LLC	06/15/2018	301.37
37586	816	PACE ANAYLTICAL SERVICES LLC	06/15/2018	551.16
37587	200	PRINTECH INC	06/15/2018	139.78
37588	186	THE NEWS & ADVANCE	06/15/2018	623.00
37589	85	TREASURER OF VA /CHILD SUPPORT	06/15/2018	553.15
37590	96	UNIVAR USA INC	06/15/2018	9,834.00
37591	128	ADAMS CONSTRUCTION CO	06/22/2018	328.31
37592	9	AFLAC	06/22/2018	2,149.02
37593	303	ALTAVISTA CHAMBER OF COMMERCE	06/22/2018	1,700.59
37594	9999998	Crandall, Becky	06/22/2018	150.00
37595	736	MARVIN CLEMENTS	06/22/2018	150.00
37596	631	COMMERCIAL GLASS & PLASTICS IN	06/22/2018	1,885.00
37597	9999998	CRANDALL, BECKY	06/22/2018	100.00
37598	1	DAVID GARRETT JR	06/22/2018	303.40
37599	1	DONALD DOWDY	06/22/2018	100.00
37600	1	EARL GRAVES JR	06/22/2018	125.00
37601	818	GENHUB INC	06/22/2018	16,877.50
37602	676	TIMOTHY GEORGE	06/22/2018	150.00
37603	49	GERALDINE KAUFFMAN	06/22/2018	825.00
37604	146	MICHAEL HUNT	06/22/2018	205.00
37605	58	INSTRUMENTATION SERVICES INC	06/22/2018	708.00
37606	566	INTEGRATED TECHNOLOGY GROUP IN	06/22/2018	3,494.27
37607	564	JOHN JORDAN	06/22/2018	150.00
37608	218	MINNESOTA LIFE	06/22/2018	128.62
37609	829	MARIE MITCHELL	06/22/2018	50.00
37610	9999997	MUNDY, PEYTON CHRISTIAN	06/22/2018	109.10
37611	588	PITNEY BOWES GLOBAL FINANCIAL	06/22/2018	303.23
37612	765	PRIVIA MEDICAL GROUP LLC	06/22/2018	175.00
37613	778	SPRINT	06/22/2018	1,002.64
37614	269	STERNBERG LANTERNS INC	06/22/2018	1,997.00
37615	9999998	TAYLOR, DIANA	06/22/2018	150.00
37616	1	THOMAS HODGES	06/22/2018	430.60
37617	453	ELAINE THOMPSON	06/22/2018	100.00
37618	35	TREASURER OF VA/VITA	06/22/2018	6.53
37619	756	WAGEWORKS INC	06/22/2018	119.02

37620	115	JOHN WOODSON	06/22/2018	150.00
37621	828	BILLY AKERS	06/28/2018	4,517.50
37622	84	ALTAVISTA JOURNAL	06/28/2018	3,341.92
37623	91	ANTHEM BLUE CROSS/BLUE SHIELD	06/28/2018	34,525.00
37624	103	BEACON CREDIT UNION	06/28/2018	325.00
37625	1	BLUE RIDGE WILDLIFE & PEST MGT	06/28/2018	409.00
37626	4	BOXLEY AGGREGATES	06/28/2018	1,744.58
37627	12	BRENNTAG MID-SOUTH INC	06/28/2018	6,630.72
37628	668	CAMPBELL COUNTY ECONOMIC DEVEL	06/28/2018	1,500.00
37629	427	CENTURYLINK	06/28/2018	1,054.60
37630	28	COLUMBIA GAS	06/28/2018	172.32
37631	32	CONTROL EQUIPMENT CO INC	06/28/2018	438.55
37632	1	DAYS INN	06/28/2018	51.51
37633	37	ELECOM INC	06/28/2018	350.00
37634	123	FIRE & SAFETY EQUIP CO INC	06/28/2018	1,834.00
37635	50	GRETNA TIRE INC	06/28/2018	283.76
37636	622	HEYWARD SERVICES INC	06/28/2018	2,206.00
37637	332	HURT & PROFFITT INC	06/28/2018	1,560.00
37638	57	ICMA RETIREMENT TRUST-457 #304	06/28/2018	675.00
37639	566	INTEGRATED TECHNOLOGY GROUP IN	06/28/2018	1,039.05
37640	531	MAGIC CITY SPRINKLER INC	06/28/2018	900.00
37641	1	MARCIESSE LEWIS	06/28/2018	50.00
37642	250	OVERHEAD DOOR COMPANY	06/28/2018	875.00
37643	816	PACE ANAYLTICAL SERVICES LLC	06/28/2018	1,450.41
37644	670	PATRIOT SAFETY SUPPLY	06/28/2018	5,345.03
37645	80	SOUTHSIDE ELECTRIC COOP	06/28/2018	783.71
37646	752	SPRINGSTED INC	06/28/2018	4,746.72
37647	117	SPS VAR LLC	06/28/2018	1,500.00
37648	269	STERNBERG LANTERNS INC	06/28/2018	1,997.00
37649	85	TREASURER OF VA /CHILD SUPPORT	06/28/2018	553.15
37650	92	UNIFIRST CORP	06/28/2018	1,798.08
37651	93	UNITED STATES POST OFFICE	06/28/2018	423.92
37652	95	UNITED WAY OF CENTRAL VA	06/28/2018	140.00
37653	601	VACORP	06/28/2018	225.84
37654	793	XEROX FINANCIAL SERVICES	06/28/2018	382.00

NO. OF CHECKS: 143

TOTAL CHECKS

320,070.03

Town of Altavista
FY 2018 Revenue Report
100% 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	10	0	216,575	104	216,600
Public Service - Real & Personal	99,600	99,600	0	0	95,415	96	99,600
Personal Property	210,000	210,000	16,237	8	176,907	84	210,000
Personal Property - PPTRA	100,000	100,000	0	0	92,259	92	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	1,689,608	104	1,689,600
Mobile Homes - Current	200	200	2	1	171	85	200
Penalties - All Taxes	5,500	5,500	60	1	5,032	91	5,000
Interest - All Taxes	3,000	3,000	41	1	2,054	68	2,000
Local Sales & Use Taxes	160,000	160,000	14,556	9	141,121	88	165,000
Local Electric and Gas Taxes	110,000	110,000	9,050	8	104,382	95	112,000
Local Motor Vehicle License Tax	43,000	43,000	315	1	45,330	105	45,000
Local Bank Stock Taxes	150,000	150,000	48,320	32	159,376	106	150,000
Local Hotel & Motel Taxes	95,000	95,000	8,278	9	68,577	72	75,000
Local Meal Taxes	910,000	910,000	84,923	9	854,692	94	935,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	2,960	7	31,192	78	39,000
Transit Passenger Revenue	5,000	5,000	15	0	5,258	105	5,240
Local Cigarette Tax	160,000	160,000	15,206	10	144,668	90	141,000
Business License Fees/Contractors	3,500	3,500	0	0	4,548	130	4,550
Business License Fees/Retail Services	55,000	55,000	793	1	58,269	106	57,480
Business License Fees/Financial/RE/Prof.	4,000	4,000	260	6	4,224	106	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	228	296	10,797	117	10,570
Business License Fees/Wholesale Businesses	500	500	0	0	481	96	500
Business License Fees/Utilities	3,400	3,400	0	0	3,000	88	3,500

Town of Altavista
FY 2018 Revenue Report
100% 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	878	80	1,100
Permits - Sign	1,000	1,000	140	14	1,140	114	1,000
Fines & Forfeitures - Court	9,000	9,000	2,344	26	18,935	210	16,600
Parking Fines	500	500	20	4	290	58	270
Interest and Interest Income	70,000	70,000	71	0	65,610	94	80,000
Rents - Rental of General Property	1,200	1,200	125	10	1,037	86	1,200
Rents - Pavilion Rentals	3,000	3,000	325	11	2,725	91	3,000
Rents - Booker Building Rentals	4,000	4,000	325	8	4,525	113	4,200
Rents - Rental of Real Property	70,000	70,000	5,098	7	80,317	115	75,200
Property Maintenance Enforcement	0	0	280	0	840	0	840
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,600
State DCJS Grant	82,700	82,700	20,682	25	82,700	100	82,700
State Rental Taxes	1,100	1,100	88	8	1,063	97	1,000
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,534	105	11,500
State/VDOT Contract Services	3,000	3,000	0	0	5,475	183	5,480
VDOT Police Grant for Overtime	0	0	1,540	0	7,525	0	6,800
State Transit Revenue	14,000	14,000	10,687	76	29,695	212	19,000
Campbell County Grants	32,100	32,100	0	0	25,000	78	25,000
Litter Grant	1,900	1,900	0	0	1,879	99	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	0	0	8,980	359	9,000
VDOT TEA 21 Grant	48,800	48,800	0	0	20,682	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	55,942	57	98,401	101	97,700
Federal/Byrne Justice Grant	0	2,500	0	0	2,498	100	2,500
Misc. - Sale of Supplies & Materials	5,000	5,000	0	0	7,452	149	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2018 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	0	0	37	12	200
Miscellaneous	25,000	25,280	2,230	9	255,676	1,011	255,000
Misc / Canoe Launch Project	0	0	0	0	22,500	0	22,500
Reimbursement of Insurance Claim	0	0	978	0	1,608	0	630
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	0	14,130	0	0	14,133	100	14,130
Transfer In from General Fund Design. Reserves	97,700	454,870	125,500	28	125,500	28	454,870
	<u>4,604,800</u>	<u>4,978,880</u>	<u>427,629</u>	<u>9</u>	<u>4,830,254</u>	<u>97</u>	<u>5,338,160</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
100% 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>
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ALL FUNDS TOTAL

Operations	6,988,650	7,027,930	587,038	8	6,205,794	88	7,033,470
Debt Service	445,400	445,400	0	0	370,087	0	445,400
CIP	2,795,420	3,204,420	83,083	3	2,381,216	74	3,204,423
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	25,000	100	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>10,809,340</u>	<u>670,121</u>	<u>6</u>	<u>9,047,097</u>	<u>84</u>	<u>10,814,883</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
100% 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	2,775	10	25,849	95	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	1,733	0	17,866	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>4,507</u>	<u>7</u>	<u>43,715</u>	<u>70</u>	<u>62,200</u>
Administration							
Operations	804,950	816,450	69,934	9	744,519	91	821,990
Debt Service	0	0	0	0	0	0	0
CIP	38,500	96,270	19,638	20	86,425	90	96,270
Administration - TOTAL:	<u>843,450</u>	<u>912,720</u>	<u>89,571</u>	<u>10</u>	<u>830,944</u>	<u>91</u>	<u>918,260</u>
Non-Departmental							
Operations	444,040	454,040	47,803	11	436,023	96	454,040
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>318,550</u>	<u>47,803</u>	<u>15</u>	<u>371,023</u>	<u>116</u>	<u>318,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>318,550</u>	<u>47,803</u>	<u>15</u>	<u>371,023</u>	<u>116</u>	<u>318,550</u>
Public Safety							
Operations	961,850	964,130	100,817	10	925,020	96	964,130
Debt Service	0	0	0	0	0	0	0
CIP	80,000	142,330	2,322	2	127,184	89	142,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,106,460</u>	<u>103,139</u>	<u>9</u>	<u>1,052,204</u>	<u>95</u>	<u>1,106,463</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
100% 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	95,786	9	802,185	74	1,080,450
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>711,360</u>	<u>980,260</u>	<u>50,000</u>	<u>5</u>	<u>759,830</u>	<u>78</u>	<u>980,260</u>
Public Works - TOTAL:	<u>1,815,010</u>	<u>2,083,910</u>	<u>145,786</u>	<u>7</u>	<u>1,585,142</u>	<u>76</u>	<u>2,083,910</u>
Economic Development							
Operations	144,550	144,550	1,500	1	52,253	36	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>1,500</u>	<u>1</u>	<u>52,253</u>	<u>29</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	12,024	12	96,451	97	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>66,798</u>	<u>104</u>	<u>64,000</u>
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>12,024</u>	<u>7</u>	<u>163,249</u>	<u>100</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	5,699	10	52,126	93	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>5,699</u>	<u>10</u>	<u>52,126</u>	<u>93</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,507,030	336,338	10	3,069,427	88	3,512,570
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>962,860</u>	<u>1,351,860</u>	<u>73,692</u>	<u>5</u>	<u>1,058,103</u>	<u>78</u>	<u>1,351,863</u>
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,882,090</u>	<u>410,030</u>	<u>8</u>	<u>4,150,657</u>	<u>85</u>	<u>4,887,633</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
100% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	21,000	21,000	1,749	8	20,992	100	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	1,025	17	4,857	78	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	1,733	0	17,866	0	35,000
Total Expenditures	62,200	62,200	4,507	7	43,715	70	62,200

Town of Altavista
Administration
FY 2018 Expenditure Report
100% of year Lapsed

<u>ADMINISTRATION - 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	448,150	448,150	42,640	10	438,159	98	453,750
Other Employee Benefits	49,400	49,400	376	1	15,991	32	49,400
Services	205,500	214,500	16,869	8	195,000	91	214,500
Other Charges	67,400	69,900	6,244	9	62,911	90	69,840
Materials & Supplies	34,500	34,500	3,805	11	32,458	94	34,500
Capital Outlay	38,500	96,270	19,638	20	86,425	90	96,270
Total Expenditures	843,450	912,720	89,571	10	830,944	91	918,260

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
100% 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>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	130,850	135,850	20,000	15	132,064	97	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	103	78,900
<i>Property Maintenance Enforcement</i>	5,000	10,000	0	0	10,000	100	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	20,000	100	20,000	100	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	27,500	27,500	0	0	55,000	200	27,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	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	18,700	100	18,700
Contribution - Altavista On Track (MS)	7,000	12,000	0	0	12,000	100	12,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	306,050	316,050	20,000	6	330,298	105	316,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	2,803	112	14,045	562	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	2,803	112	15,726	629	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	318,550	22,803	7	346,023	109	318,550
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,900	28,900	25,000	87	25,000	87	28,900

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
100% 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	25,000	18	90,000	66	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	454,040	47,803	11	436,023	96	454,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	318,550	22,803	7	346,023	109	318,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
100% 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	85,500	10	805,871	96	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	425	4	6,102	58	10,500
Other Charges	43,050	49,230	3,248	7	46,527	95	49,230
Materials & Supplies	71,200	67,300	11,644	17	66,521	99	67,300
Capital Outlay	80,000	142,330	2,322	2	127,184	89	142,333
Total Expenditures	1,041,850	1,106,460	103,139	9	1,052,204	95	1,106,463

Town of Altavista
Public Works
FY 2018 Expenditure Report
100% of Year Lapsed

PUBLIC WORKS - FUND 10	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	638,950	638,950	63,082	10	471,998	74	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	13,800	4,632	34	15,483	112	13,800
Other Charges	40,000	38,000	1,919	5	36,172	95	38,000
Materials & Supplies	388,900	389,700	26,153	7	278,532	71	389,700
Debt Service	23,200	23,200	0	0	23,127	0	23,200
Capital Outlay	711,360	980,260	50,000	5	759,830	78	980,260
Total Expenditures	1,815,010	2,083,910	145,786	7	1,585,142	76	2,083,910

Town of Altavista
Economic Development
FY 2018 Expenditure Report
100% 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	1,500	6	16,985	68	25,000
Other Charges	31,300	31,300	0	0	4,842	15	31,300
Materials & Supplies	7,000	7,000	0	0	1,073	15	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
Total Expenditures	178,550	178,550	1,500	1	52,253	29	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
100% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	72,950	72,950	8,682	12	73,582	101	72,950
Services	2,100	2,100	35	2	999	48	2,100
Other Charges	3,950	3,950	77	2	2,798	71	3,950
Materials & Supplies	20,800	20,800	3,231	16	19,072	92	20,800
Capital Outlay	64,000	64,000	0	0	66,798	104	64,000
Total Expenditures	163,800	163,800	12,024	7	163,249	100	163,800

Town of Altavista
Main Street Coordinator
FY 2018 Expenditure Report
100% 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	5,665	11	50,445	94	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	35	9	403	101	400
Materials & Supplies	1,600	1,600	0	0	1,277	80	1,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	55,900	55,900	5,699	10	52,126	93	55,900

Town of Altavista
FY 2018 Revenue Report
100% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Interest/Interest Income	4,500	4,500	0	0	5,076	113	6,000
Water Charges - Industrial	1,600,000	1,600,000	168,764	11	1,328,779	83	1,600,000
Water Charges - Business/Residential	243,000	243,000	53,718	22	223,459	92	243,000
Water Charges - Outside Community	135,000	135,000	26,556	20	143,008	106	135,000
Water Charges - Water Connection Fees	3,000	3,000	700	23	1,775	59	1,500
Bulk Water Purchase	5,000	5,000	480	0	3,036	0	3,000
Sewer Charges - Industrial	1,132,000	1,132,000	114,076	10	1,130,714	100	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	49,795	22	222,066	97	230,000
Sewer Charges - Outside Community	1,700	1,700	0	0	1,648	97	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	3,200	62	3,200
Sewer Charges - Sewer Surcharges	95,000	95,000	18,749	20	175,016	184	160,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	-2	0	5,287	106	5,300
Misc. Cash Discounts	0	0	4	0	28	0	20
Misc. Sale of Supplies & Materials	0	0	0	0	562	0	500
Miscellaneous	20,000	20,000	2,070	10	38,459	192	37,000
State Fluoride Grant	30,500	30,500	0	0	30,458	100	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	92,000	59	92,000	59	157,000
Transfer In from Reserves	1,199,010	1,219,010	417,200	34	417,200	0	1,199,010
Transfer in From General Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,885,910</u>	<u>944,111</u>	<u>19</u>	<u>3,821,772</u>	<u>78</u>	<u>4,944,730</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
100% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,467,800	1,467,800	113,755	8	1,177,775	80	1,467,800
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	657,270	657,270	5,780	1	725,392	110	657,270
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>119,535</u>	<u>5</u>	<u>2,250,128</u>	<u>88</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	113,738	8	1,248,790	89	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	934,440	3,611	0	376,659	40	934,440
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,338,640</u>	<u>117,349</u>	<u>5</u>	<u>1,625,449</u>	<u>70</u>	<u>2,338,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	227,493	8	2,426,565	84	2,872,000
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	1,571,710	1,591,710	9,391	1	1,102,051	69	1,591,710
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,885,910</u>	<u>236,883</u>	<u>5</u>	<u>3,875,576</u>	<u>79</u>	<u>4,885,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
100% 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	61,360	10	577,672	92	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	7,220	3	125,427	47	264,300
Other Charges	324,050	324,050	15,613	5	244,342	75	324,050
Materials & Supplies	252,950	252,950	29,562	12	230,334	91	252,950
Debt Service	422,200	422,200	0	0	346,960	0	422,200
Capital Outlay	657,270	657,270	5,780	1	725,392	110	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	119,535	5	2,250,128	88	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
100% 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	68,250	9	698,481	89	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	618	1	59,394	78	75,800
Other Charges	343,100	343,100	30,231	9	318,356	93	343,100
Materials & Supplies	199,750	199,750	14,638	7	172,559	86	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	934,440	3,611	0	376,659	40	934,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,338,640	117,349	5	1,625,449	70	2,338,640

Town of Altavista
Fund Expenditure Totals
FY 2018
100% 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	20,127	3	691,706	112	616,500
CIP	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>221,062</u>	<u>85</u>	<u>260,850</u>
State/Hwy Water Department - TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>20,127</u>	<u>2</u>	<u>912,768</u>	<u>104</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	3,081	10	18,096	56	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>25,000</u>	<u>100</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>3,081</u>	<u>5</u>	<u>43,096</u>	<u>75</u>	<u>57,400</u>

Town of Altavista
FY 2018 State/Highway Fund
100% 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	711,167	106	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	4.09	0	12.47	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>177,796</u>	<u>20</u>	<u>711,179</u>	<u>81</u>	<u>877,350</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	2,561	5	19,043	40	48,200
Maintenance - Pavement	300,000	315,500	7	0	443,224	140	315,500
Maintenance - Traffic Control Devices	56,800	56,800	8,742	15	67,304	118	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	455	0	455	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	0	0	39,156	70	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,648	9	56,908	114	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,713	5	65,616	82	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>20,127</u>	<u>3</u>	<u>691,706</u>	<u>112</u>	<u>616,500</u>
Improvements Other Than Buildings - New	260,850	260,850	0	0	221,062	85	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>221,062</u>	<u>85</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>20,127</u>	<u>2</u>	<u>912,768</u>	<u>104</u>	<u>877,350</u>

Town of Altavista
FY 2018 Cemetery Fund
100% 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	982	7	19,896	133	18,900
Interest/Interest Income	9,500	9,500	0	0	7,520	79	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	650	16	4,550	114	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>25,000</u>	<u>87</u>	<u>25,000</u>	<u>87</u>	<u>28,900</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>26,632</u>	<u>46</u>	<u>57,016</u>	<u>99</u>	<u>61,300</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	821	8	4,516	47	9,700
Salaries and Wages/Overtime	1,000	1,000	90	9	792	79	1,000
Benefits/FICA	800	800	63	8	367	46	800
Benefits/VRS	1,200	1,200	39	3	466	39	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	40	3	604	40	1,500
Benefits/Group Life	200	200	5	2	53	27	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,024	11	11,297	63	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>25,000</u>	<u>100</u>	<u>25,000</u>	<u>100</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>28,081</u>	<u>49</u>	<u>43,096</u>	<u>75</u>	<u>57,400</u>

FY 2018 Cemetery Fund as of June 30, 2018

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,697,397.56

Balance as of June 30, 2018

Non-Specific

Green Hill Cemetery	638,087.56
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General Fund Reserves

Capital Improvement Program Reserves

3,580,334.99

Altavista EDA Funding	267,571.47 *
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	267,571.47
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Enterprise Fund Reserves

Capital Improvement Program Reserves

1,018,940.44

PCB Remediation	569,707.59
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Highway Fund (add 67,500)	915,583.54
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Police Federal	2,893.32
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Police State	4,434.48
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Public Funds Money Market Accounts

9,893,581.02

Operating Checking Account (Reconciled Balance)	806,263.15
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DESIGNATED FUNDS	3,204,541.11
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14,492,856.45

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

-7,204,264.00

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

UNDESIGNATED FUNDS

7,288,592.45

NOTES:

Earmarked for Final Downtown Map-21 Project

-166,226.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-152,635.00

Funds earmarked for items not completed during prior FY

-613,700.00

Canoe Launch Site

-82,500.00

Budget

CIP Items Earmarked for Future Purchase

-100,000.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-2,540.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-3,640.00

1/3/2018

Roberta F. Jenks donation

-216,831.68

1/9/2018

VDOT ROW / Bridge Proj. Easement Payment

-11,300.00

UNDESIGNATED RESERVE FUND BALANCE**5,882,979.77**



**Town Council Meeting – Item Number: 6. c.
July 10, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: **Change to policy to allow Altavista Fire Company to fund raise in town limits.**

Background: It has been the policy of the Town Council to not allow the Altavista Fire Company to fund raise (solicit) in town. At the June Town Council Work Session, Mayor Mattox brought this item up and it was the consensus of Town Council to begin allowing the Altavista Fire Company to solicit for donations/fund raise in the town limits.

Requested Action: Approval of the change to the existing policy.

ATTACHMENTS:

None



Town Council Meeting – Item Number: 8.a.

July 10, 2018

Public Nuisance Hearing

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Chapter 34 Article II of the Town Code addresses Abatement of Public Nuisances

Background: The Town Code, Section 34-31.1 addresses “Specific Conditions or Activities Constituting a Public Nuisance”. The process for addressing public nuisances involving animals is outlined in Section 34-33. This process involves three complaints in a 60 day period.

A full copy of the Town Code related to Abatement of Public Nuisances is attached.

Over the past few months, staff has handled three separate complaints, at this time it appears that two of the three have been abated and are in compliance.

1100 7th Street – Robin Brees

Three complaints were received in a 60 day period in regard to cats from this address trespassing on a neighbor’s property and creating a foul odor. As required by the Code, the Police Department delivered the three Notices of Complaint. After the Third Notice was delivered, the Code indicates that a Notice of Apparent Public Nuisance must be issued, which was done on June 18, 2018. This notice indicated that the nuisance should be abated by 5:00 p.m. on June 29th or a hearing would be held at the July 10th Town Council meeting.

VIOLATION – Code Section Reference:

Section 34-31.1

(9) Any aggregation of animals creating a foul odor.

A visual inspection of the site on Friday, July 6, 2018 indicated that multiple cats (8+) were on the property and entering the crawlspace of the property; but were not on the neighboring properties. While there was no strong odor, while standing at

the property line, the aggregation of the number of cats witnessed could potentially cause an issue. Staff is uncertain if the neighbors are still being impacted by a foul odor. At this time Ms. Brees has constructed an enclosed pen in the rear yard of the property to contain the cats, although they were not in the enclosure during staff's visit.

Attachments: Notices; Photos; Town Code "Abatement of Public Nuisances"

Discussion: After reviewing the complaint, Town Council, pursuant to Section 34 – 32, will conduct a hearing to determine if a public nuisance exists. If the determination is made that the activity or condition is in fact a public nuisance, town council shall give the responsible party/parties a reasonable time to abate the public nuisance.

Recommended Action: Per Council's findings.



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

June 18, 2018

Robin Bree
1100 7th Street
Altavista, VA 24517

**NOTICE OF APPARENT PUBLIC NUISANCE PER
ALTAVISTA TOWN CODE SECTIONS 34-32 AND 34-33**

You are hereby notified that pursuant to Section 34-33, Animals, of the Town Code of Altavista, an apparent public nuisance exists on or from your property located at 1100 7th Street. The apparent public nuisance is based on the receipt of three complaints in regard to your cats trespassing on the property of another and creating a foul odor and the issuance of Notices of Complaint, delivered to you by the Altavista Police Department on April 20th, May 7th and May 9th, 2018, respectively. However, all three notices were delivered to you again on June 7, 2018 due to an administrative error on the Notice of Complaints.

As of the date of this notice, there appears to be no abatement of the conditions which are the subject of the said complaints.

As the party responsible for the cats, you are required to abate the apparent public nuisance by taking such actions as are necessary to (1) keep your cats within the boundaries of your property so that they cannot trespass on the property of others and (2) to manage the cat excrement on your property so as to prevent the odor from spreading to adjoining properties. **The abatement of these conditions shall be completed by 5:00 p.m. on Friday, June 29, 2018.**

If you dispute that the above-described conditions on your property constitute a public nuisance please advise me by the above date and time.

The Town Code provides that if the apparent public nuisance is not abated by the date specified in such notice or if the responsible party disputes the existence of such public nuisance a hearing before the Town Council will be held at which hearing the responsible party will be afforded an opportunity to be heard.

Accordingly, if the apparent public nuisance described above is not abated prior to the date prescribed above this item will be placed on the **Town Council Regular Meeting agenda on Tuesday, July 10, 2018 at 7:00 p.m.** At such time Council will conduct a hearing to determine if the condition complained of is in fact a public nuisance and you are hereby advised to appear at the said hearing.

NOTE: Failure to abate a nuisance condition as determined by Town Council is punishable by a civil penalty as provided in Section 34-38 of the Town Code of Altavista. In addition, Council has the authority to cause the removal of animals found to constitute a nuisance.

Please feel free to contact me as to any matter contained in this notice at (434) 369-5001 Ext. 102.

Sincerely,

A handwritten signature in black ink, appearing to read "Waverly Coggsdale". The signature is fluid and cursive, with the first name "Waverly" and the last name "Coggsdale" clearly distinguishable.

Waverly Coggsdale
Town Manager

Mike Milnor
Chief of Police



Phone: (434)369-7425

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

Fax: (434)369-5046

FIRST NOTICE OF COMPLAINT

April, 2018

Robin Dye
1100 7th st
Altavista, VA 24517

CFS: 2018-022114

Time Received: 16:30 ☐ AM ☒ PM

A complaint was received by the Altavista Police Department concerning your Cats trespassing on the property of another and creating a foul odor. Please address this issue by confining your Cats to your property and controlling any resulting foul odor associated with them. This complaint was received on 4/20/18 at 16:30 (am/pm).

This correspondence constitutes your **FIRST** notice of complaint within 60 days.

This notice is being issued pursuant to Section 34-33(b) of the Code of the Town of Altavista. Be aware that additional complaints may result in a declaration of a public nuisance and subject to abatement procedures under Town Code Section 34-32. Pursuant to the requirements of Section 34-33(b), a copy of Article II (Abatement of Public Nuisances) of Chapter 34 of the Altavista Town Code is attached hereto.

ALTAVISTA POLICE DEPARTMENT

SERVED BY: J. W. G. 1408
6-7-18 2100hrs

Mike Milnor
Chief of Police



Phone: (434)369-7425

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

Fax: (434)369-5046

SECOND NOTICE OF COMPLAINT

May 7, 2018

Robin Bue
1100 7th st
Altavista, VA 24517

CFS: 2018-025143

Time Received: 16:36 ☐ AM ☒ PM

A complaint was received by the Altavista Police Department concerning your CATS trespassing on the property of another and creating a foul odor. Please address this issue by confining your CATS to your property and controlling any resulting foul odor associated with them. This complaint was received on 5/7/18 at 16:36 (am/pm).

This correspondence constitutes your **second** notice of complaint within 60 days (1st notice 4/29/18).

This notice is being issued pursuant to Section 34-33(b) of the Code of the Town of Altavista. Be aware that additional complaints may result in a declaration of a public nuisance and subject to abatement procedures under Town Code Section 34-32. Pursuant to the requirements of Section 34-33(b), a copy of Article II (Abatement of Public Nuisances) of Chapter 34 of the Altavista Town Code is attached hereto.

ALTAVISTA POLICE DEPARTMENT

SERVED BY: J. H. [Signature] 1408
6-7-18 2100h.

Mike Milnor
Chief of Police



Phone: (434)369-7425

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

Fax: (434)369-5046

THIRD NOTICE OF COMPLAINT

May 9, 2018

Robin Rice
1100 7th st
Altavista, VA 24517

CFS: 2018-025504

Time Received: 16:30 ☐ AM ☒ PM

A complaint was received by the Altavista Police Department concerning your Co TS trespassing on the property of another and creating a foul odor. Please address this issue by confining your Co TS to your property and controlling any resulting foul odor associated with them. This complaint was received on 5/9/18 at 16:30 (am/pm).

This correspondence constitutes your **THIRD** notice of complaint within 60 days (1st notice 4/20/18).

Pursuant to Section 34-33(b) of the Code of the Town of Altavista, based upon the three complaints within 60 days, the situation noted above appears to constitute a public nuisance and is now subject to abatement procedures under the Altavista Town Code Section 34-32. You will be receiving information from the Altavista Town Manager's Office as to further proceedings under these ordinances. Pursuant to the requirements of Section 34-33(b), a copy of Article II (Abatement of Public Nuisances) of Chapter 34 of the Altavista Town Code is attached hereto.

ALTAVISTA POLICE DEPARTMENT

SERVED BY: J. Gutierrez 1408
6-7-18 2100hrs

Public Nuisance Complaint – 1100 7th Street



Cats in Front Yard (fence is property line)



Pen in rear yard.

ARTICLE II. - ABATEMENT OF PUBLIC NUISANCES

Sec. 34-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal means every dog or other animal or fowl owned within the boundaries of the town.

Primary enclosure means any structure used to immediately restrict an animal to a limited amount of space, such as a room, pen, cage, compartment or hutch. For tethered animals, the term includes the shelter and the area within reach of the tether.

Public nuisance means every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property. See section 34-31.1 for specific conditions and activities.

Responsible party or parties includes, but is not limited to, the owner and/or occupier, and/or possessor of the premises where a public nuisance is located, the owner and/or possessor of any personal property, including animals, which constitutes a public nuisance, the owner or possessor of any material which constitutes a public nuisance which escaped, spilled, or was released and the owner or agent of the owner who was transporting or otherwise responsible for such material and whose acts or negligence caused such public nuisance.

Responsible party or parties of an animal means any person having a right of property in an animal and any person who keeps or harbors an animal or has it in his or her care, or who acts as its custodian, and any person who permits an animal to remain on or about any premises occupied by him or her.

Stagnant water shall mean any water that is absent of flow or filtration by natural or mechanical means with the exception of bird baths, fish ponds, flower pots and other containers that are regularly tended by their responsible party or parties.

(Code 1968, §§ 8-14, 8-16(A); Ord. of 3-13-2018(1))

Cross reference— Definitions generally, § 1-2.

Sec. 34-31.1. - Specific conditions or activities constituting a public nuisance.

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are hereby declared to be and constitute a public nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

- (1) Overgrown vegetation including grass, weeds, brush, or other plants which have reached a stage of growth so as to provide cover or harborage or potential cover or harborage for rats, mice, snakes or other vermin, or to cause a blighting problem, or adversely affect the public health and safety. Such growth between the property line and the street curblin shall also constitute a public nuisance. See also section 62-151 of this Code.
- (2) Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things. Outside storage on any property of junk, trash, rubbish, garbage, refuse, litter, waste materials, tires, motor vehicle parts, wheels, metal scraps, plumbing fixtures, broken appliances or machines, and other objects or substances which might harbor rats, mice, snakes and other vermin, or which constitute a fire hazard or endanger the public health or safety. Trash or garbage which is placed within a trash can or bin shall not be deemed to be stored outside.

- (3) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, is open and/or unsecured from entry or presents a fire hazard to the building itself and/or to other properties in the vicinity where it is located; or structures with exposed or faulty electrical wiring, broken windows, visible rotting or molding wood, faulty/rotten roofing or other materials, structures which are likely to collapse or fall over.
- (4) Vacant buildings. Any vacant or abandoned buildings that are not sealed so as to prevent the entry of persons or rats and other vermin.
- (5) Any building, structure or other place or location where any activity or condition, which is in violation of local, state or federal law, is conducted, performed or maintained.
- (6) Outside storage of abandoned or unused objects. Outside storage on a residential property of any offensive, unwholesome, unsanitary, or unhealthy item or substance, including but not limited to abandoned, unused, or discarded objects such as household furniture, appliances, equipment, mattresses, tools, lumber, building materials, and other objects that may cause a blighting problem. For the purpose of this subsection, the term "residential property" shall mean a property zoned R-1 or R-2 or a property zoned C-1 or C-2 on which the principal use is a residence. Nothing contained herein shall prohibit storage of materials used in conjunction with a construction project for which a building permit has been issued and which is being diligently pursued.
- (7) All obnoxious odors and stench, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stench.
- (8) The carcasses of animals or fowl not disposed of immediately after the death of such animal or fowl. (see town Code section 62-42(c)(9) for provisions as to pick up by town).
- (9) Any aggregation of animals creating a foul odor.
- (10) Any animal that:
 - a. Molests passersby or passing vehicles or interferes with traffic;
 - b. Attacks other animals;
 - c. Trespasses on school grounds and interferes with school activities;
 - d. Habitually turns over garbage cans of any person other than the owner or custodian thereof;
 - e. Damages private or public property;
 - f. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood; or
 - g. Dogs running at large in violation of town Code section 18-87.
- (11) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, industrial wastes or other substances.
- (12) Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.
- (13) Emission of dense smoke and/or noxious fumes, for a continuing period in excess of 30 minutes.
- (14) Artificial light. Any artificial light source, with the exception of standard "dusk to dawn" lights, maintained by a responsible party or parties in a direction or in such a high level of brightness as to place an unreasonable burden on adjoining property.

(Ord. of 3-13-2018(2))

Sec. 34-31.2. - Public nuisances prohibited.

It shall be unlawful for any person to cause, permit, maintain or allow the creation or maintenance of a public nuisance. Violations shall be subject to the provisions of sections 34-34, 34-35, 34-37 and 34-38.

(Ord. of 3-13-2018(3))

Sec. 34-31.3. - Animal enclosures to be kept clean.

The responsible party or parties of any animal kept in a primary enclosure as defined in section 34-31 in the town shall keep that enclosure properly cleaned meaning that carcasses, debris, food waste and excrement are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with such contaminants; the primary enclosure is sanitized with sufficient frequency to minimize odors and the hazards of disease; and the primary enclosure is cleaned so as to prevent the animals confined therein from being directly or indirectly sprayed with the stream of water, or directly or indirectly exposed to hazardous chemicals or disinfectants. Failure to do so shall constitute a violation of this article and shall be subject to abatement as a public nuisance under the provisions in sections 34-32, 34-34, 34-35, 34-37 and 34-38.

(Ord. of 3-13-2018(4))

Sec. 34-32. - Procedure.

- (a) Every public nuisance shall be abated by the responsible party or parties of the property from which the public nuisance emanates, at the expense of such responsible party or parties pursuant to the procedure set forth in this section.
- (b) Whenever an apparent public nuisance is found to exist within the town, the town manager or his/her agent shall provide written notice to the responsible party or parties of the property on which such apparent nuisance exists. Mailing of the notice to the responsible party or parties at the address upon which the apparent public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this article. The written notice shall state:
 - (1) The location of the apparent public nuisance;
 - (2) A description of what constitutes the apparent public nuisance;
 - (3) A statement of acts necessary to abate or remove the apparent public nuisance;
 - (4) A deadline reasonable under the circumstances by which the apparent public nuisance shall be abated or removed; and
 - (5) A statement that if the apparent public nuisance is not abated or removed by the deadline, or if the responsible party or parties disputes the existence of such public nuisance the responsible party or parties shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.
- (c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the responsible party or parties a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the responsible party or parties to abate such public nuisance within the time limit shall constitute a violation of this article and shall be subject to the provisions of sections 34-34, 34-35, 34-37 and 34-38. Upon the failure of the responsible party or parties to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.
- (d) Immediate threats to public safety. Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated

immediately by the responsible party or parties of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the responsible party or parties of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such responsible party or parties fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the responsible party or parties of property from which such public nuisance emanates shall be afforded to such responsible party or parties as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented and enforced in the same manner as set forth in subsection (c) of this section. See sections 34-34, 34-35, 34-37 and 34-38.

- (e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the circuit court of Campbell County upon appeal to such court.

(Code 1968, § 8-15; Ord. of 3-13-2018(5))

Sec. 34-33. - Animals.

- (a) It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the responsible party or parties and shall be subject to the abatement procedures of this article.
- (b) If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the responsible party or parties of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the responsible party or parties shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38.
- (c) In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31.1(10) and subject to the abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38, if no less than three persons familiar with such animal(s) petition the town complaining about the animal(s) causing the disturbance.
- (d) Any responsible party or parties of an animal or animals so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal(s) constitutes a public nuisance, the council shall give the responsible party or parties of such animal(s) a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal(s) or removing the animal(s) beyond the town limits. Upon the failure of such responsible party or parties to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal(s) and dispose of it according to law. Failure by such responsible party or parties to comply with such order shall constitute a violation of this article and shall be enforced and punishable as prescribed in sections 34-34, 34-35, 34-37 and 34-38.

(Code 1968, § 8-16; Ord. of 3-13-2018(6))

Sec. 34-34. - Costs of abatement taxed.

Where any public nuisance is abated by the town pursuant to the provisions of this article, the costs of such abatement shall be taxed against the responsible party or parties of the property from which such public nuisance emanates or arises and shall be collectible by the town in any manner provided by law for the collection of state and local taxes. Upon the completion of such abatement, the town manager shall send to such responsible party or parties a bill for the costs of such abatement with the notation thereon that such charges are collectible by the town in any manner provided by law for the collection of state and local taxes, and that failure to pay such bill within 60 days of the date thereof will result in the institution of collection procedures. Mailing of the bill to the responsible party or parties at the address upon which the public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this article. Upon the responsible party's or parties' failure to pay such bill by the date set thereon, the town manager may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Code 1968, § 8-17; Ord. of 3-13-2018(7))

Editor's note— An ordinance adopted March 13, 2018, changed the title of § 34-34 from "Costs taxed" to read as herein set out.

Sec. 34-35. - Abatement costs; town property.

Whenever any person or business causes a public nuisance to exist on property belonging to the town lying within or beyond the corporate limits of the town and the town abates such nuisance under this article, such person or business shall be taxed with the costs of such abatement as provided under section 34-34.

(Code 1968, § 8-18)

Sec. 34-36. - Liability imposed by other laws not decreased.

Nothing contained in this article shall be construed as making lawful any act or omission which is unlawful, or as decreasing the liability, civil or criminal, of any person, imposed by law.

(Code 1968, § 8-19)

Sec. 34-37. - Enforcement by injunction.

Nothing contained in this article shall prevent the town from enforcing the terms of this article by means of injunction obtained in the circuit court of Campbell County.

(Code 1968, § 8-20; Ord. of 3-13-2018(8))

Sec. 34-38. - Civil penalties.

- (a) Each business day a public nuisance continues after the date set by the town council for its abatement constitutes a separate offense or violation. In addition to liability for the town's costs of abatement, responsible party or parties who fail to comply with a notice issued pursuant to this section requiring them to abate a nuisance shall be subject to civil penalties as follows:
- (1) Fifty dollars for the first violation or violations arising from the same set of operative facts; or
 - (2) Two hundred dollars for subsequent violations not arising from the same set of operative facts within 12 months of a first violation.

In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000.00 in a 12-month period.

(b) In the event of such violation the following procedure shall be followed:

- (1) A summons shall be issued to the person committing such violation. Such summons shall contain the following information:
 - a. The name and address of the person charged.
 - b. The nature of the infraction and the ordinance provision(s) being violated.
 - c. The location, date and time that the infraction occurred or was observed.
 - d. The amount of the civil penalty assessed for the infraction.
 - e. The manner, location and time in which the civil penalty shall be paid to the town.
 - f. A statement that failure to timely pay the penalty will result in a charge of a Class 4 misdemeanor to be tried in the Campbell County General District Court.
 - (2) The summons shall provide that not later than seven days after the date the summons is served the person summoned shall pay the civil penalty by making an appearance in person to the clerk's office at the Altavista Town Hall, enter an admission of liability and pay the civil penalty established for the offense charged. Timely payment of the penalty and admission of liability shall preclude the prosecution of a violation as a criminal misdemeanor. Payment of the penalty and admission of liability shall not be considered a criminal conviction for any purpose.
 - (3) If a person summoned for a violation does not admit liability and timely pay the penalty the violation such person shall be charged with a Class 4 misdemeanor and such person shall be tried in the Campbell County General District Court in the same manner and with the same right of appeal as provided by law.
 - (4) The remedies provided for in this section are cumulative and not exclusive and shall be in addition to any other remedies provided by law.
- (c) Except as provided in this subsection, the imposition of civil penalties pursuant to subsection (a) shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. In the event that three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period such violations shall be a class 3 misdemeanor. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

(Code 1968, § 8-21; Ord. of 3-13-2018(8))

Editor's note— An ordinance adopted March 13, 2018, changed the title of § 34-38 from "Penalties for violation of article" to read as herein set out.



Town Council Meeting – Item Number: 9.a.

July 10, 2018

**Department of Conservation and Recreation (DCR) Recreational Trails Program (RTP) Grant
Resolution for Dalton's Canoe Launch**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Town Council has authorized staff to proceed with an application for assistance with the construction of the Dalton's Landing Canoe Launch project from the DCR Recreational Trails Program. Staff will review the application with Council and request adoption of the resolution that will accompany it. The application is due July 19th.

Background: The Town has been working towards the construction of the Dalton's Landing Canoe Launch on property located outside of town on the Staunton River. The recreational easement for the property has been obtained, the plans for the launch have been completed and at this point we will be seeking DCR funds to assist with the construction.

Discussion: Town Council has authorized staff to apply for this round in the RTP grant. One of the components is a resolution authorizing the Town Manager to do so along with the Council committing to understanding the grant is an 80/20% reimbursable grant. Attached is a copy of the updated resolution that Council approved back in 2016 when staff first applied for the RTP grant.

Financial Impact: Any grant funds allocated would reduce the Town's contribution to the project.

Recommended Action: Approval of the resolution.

ATTACHMENTS:

- *Resolution*

Recreational Trails Program Authorizing Resolution

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

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

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

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Altavista Town Manager be authorized to make formal application to DCR for funding assistance;*
- 2. Any fund assistance received be used for implementation and completion of access to the canoe launch on the Staunton River within the specified time frame;*
- 3. The Altavista Town Council hereby certifies that project funding is **currently available and is committed for the completion of this project while seeking periodic reimbursement through the Recreational Trails Program.***
- 4. We are aware that the RTP funding, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR.*
- 5. We acknowledge that the assisted trail project will have an assigned life expectancy assigned to it and that the facility must be maintained to standards suitable for public use.*
- 6. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;*
- 7. We acknowledge that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.*
- 8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.*

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

Signed and approved by the following authorized representative:

Signed: _____ Title: _____

Date: _____

Monthly Report to Council

Date: July 10, 2018
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: June 2018 Reporting

1. Zoning/Code Related Matters:

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
4-Jun	27-18	Keystone Novelties, Lancaster PA	Fireworks sales at 1301 Main Street
4-Jun	28-18	AA/CC Habitat	New Home 1203 Amherst Avenue
4-Jun	29-18	AA/CC Habitat	New Home 1209 Amherst Avenue
7-Jun	30-18	Wayne Coan- 1322 5th Street	Handicap Ramp on front of home
15-Jun	31-18	Burton Signworks, Mount Airy North Carolina	Replace wall sign on Food Lion, 1301 A Main Street
20-Jun	32-18	Robert Robinson 6153 Tardy Mt. Rd	Replace rear deck at 1915 Tabby Lane
27-Jun	33-18	Amber Nordquist 1009 10th Street	10x14' shed in the back yard

- A total of 7 grass notices were sent out in June. Three lawns were contracted out by staff to be mowed and invoices sent to the property owners.
- Staff checked 9 dumpster sites that have received violation notices. 1 of the sites is now up to code, 2 have been partially repaired but still need gates, and 6 have made no progress to bring up to code. Final notices will be sent to the 6 with enclosures that are not incompliance and staff will work with the two that have made progress but need gates.

2. Site Plans Reviewed and/or Approved:

- Reviewed and approved plats for lots at the corner of 8th and Lola and 5th and Hughes.
- Reviewed and approved survey for train station property on Washington Street.

3. Planning Commission (PC) Related:

- Prepared packet for the July meeting. The agenda included updating a draft ordinance for mobile restaurants and an ordinance that would allow horses in town but with the issuance of a special use permit.

4. AOT Related

- Nothing noted.

5. ACTS Related

- Validated daily ridership and revenue for bus system (June) - see bus report.
- Reimbursements submitted for May operations.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- Quarterly random screens conducted on two drivers.
- Bus 6004 received a bike rack as directed by Town Council.
- Staff was contacted by Danville Transit, who received a grant from the Tobacco Commission and DRPT to expand service to the Towns of Chatham, Gretna, and Hurt. The inquiry was to ask if ACTS could pick up riders at the Hurt Medical Center, which was already and approved deviation and transport them into Altavista. Implementation

of this Danville system won't occur until next year so there is time to work out the details.

- Staff worked with CTAV Scholarship Committee to review applications and award 3 college scholarships.
- DRPT approved the grant for the operations and CIP budgets for FY2019.
- Staff applied for a Rural Transportation Assistance Program (RTAP) for the purchase of a driver training module for the drivers. This training program, called TAPTCO, is comprised of DVD's and written materials and costs \$6,600. The grant would pay 100% of the cost.
- Staff met with a DRPT grants coordinator for a quarterly audit review. Deficiencies in the method for tracking preventative maintenance PM on the vehicles was discovered and has since been corrected.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified May bank statements.
- Staff attended the VLGMA summer conference and had the opportunity to participate in some excellent training sessions along with networking opportunities with other local government administrators.
- Staff continues to represent the Town on the Region's Hazard Mitigation Team. The regional plan is due for an update and there was a kick-off meeting in Lynchburg on June 14. It is important that the Town participate in the plan since it will allow for Federal funds in the case of a natural disaster. Those that effect our area are drought, flooding, wind, tornado and potentially fire.
- Staff participated in the First Aid/ CPR training to get recertified.
- Staff attended the bimonthly regional assistants and deputy's luncheon.
- **Route 43 Streetscape and Utility Project**
 - A final budget has been submitted to VDOT and the engineer has been ask to submit a Quality Assurance Plan that provides details about construction operation and materials testing. This is required before pre-bidding.
 - The Town was awarded a TAP grant in the amount of \$192,636.
 - VDOT is continuing its negotiating to purchase R/w from Otter River Resources.
- **Canoe Launch Site**
 - Staff is working with Kelly Hitchcock to complete the RTP grant which is due in Richmond on July 19th.
 - Application screening is between July and September at which time all applicants will be notified of the status. Between October and December project agreements with DCR will be issued.
- **Personnel Policy Manual**
 - Staff completed a final review and is submitting the document back to Steve Miner with Springsted for a final draft. The plan is to present to Town Council at its August work session.
- **VDOT Main Street Bridge Replacement**
 - VDOT provided a street light maintenance agreement for the Towns of Altavista and Hurt to review and approve.

- VDOT still plans to close the bridge beginning spring 2019, however, there is the possibility it could be earlier as the project will be bid in the fall of 2018.

- **VDOT Smart Scale Applications**

- Staff is working with Region 2000, Scott Smith and VDOT Planner, Rick Youngblood on the 3 applications that are to be completed on-line by August 1st.
- Council will be required to have a public hearing on this matter at their July 24th work session and this must be documented as part of the application.

Monthly Staff Report Water Plant

DATE: 7/5/2018
 TO: Town Manager
 FROM: Tom Fore
 DEPARTMENT: Water Treatment Plant
 MONTH: June

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 18.68 Hours per day which yielded approximately 2,290,000 gallons of water per day.

Snow/Rainfall for the month 2.375 was measured at the water treatment plant.

Average Hours per day (week days)	<u>18.9</u>	hrs	
Average Hours per day (weekends)	<u>18.2</u>	hrs	
Average produced (week days)	<u>2,320,000</u>	gallons per day	
Average produced (weekends)	<u>2,210,000</u>	gallons per day	
Total Raw Water Pumped:	<u>68.65</u>	million gallons	
Total Drinking Water Produced:	<u>66.22</u>	million gallons	
Average Daily Production: (drinking)	<u>2,210,000</u>	gallons per day	
Average percent of Production Capacity:	<u>73.67</u>	%	
Plant Process Water:	<u>2,431,204</u>	(finished water used by the plant)	
Bulk Water Sold @ WTP:	<u>63,100</u>	gallons	Water lost due to leaks <u>none captured</u>
Flushing of Hydrants/Tanks/FD use/Town Use	<u>17,700</u>	gallons	
McMinnis Spring			
Total Water Pumped:	<u>7.389</u>	million gallons average hours per day	<u>14.6</u>
Average Daily Produced:	<u>246,300</u>	gallons per da Rain at MC	<u>1.50</u>
Reynolds Spring			
Total Water Pumped:	<u>5.888</u>	million gallons average hours per day	<u>11.7</u>
Average Daily Produced:	<u>196,267</u>	gallons per da Rain at RE	<u>1.38</u>
Purchased Water from CCUSA	<u>2,368,916</u>	gallons	
Sold to Hurt	<u>2,719,835</u>	gallons	
Industrial Use	<u>61,457,184</u>	gallons	

Comments: Water Plant Activities & CIP Projects:

Registered 3 trainees for VA TECH class/ one as a scholarship
 DFR tank inspection and cleaning set up for July
 All samples collected for VDH compliance
 Cleaned Basin # 5 AND # 4
 Installed fence at McMinnis spring
 All Employees CPR/Basic First Aid certified
 Working With National meter to resolve meter discrepancy with Abbott water meter tentative July 15-16
 Resolved data phone issue for Bedford Tank telemetry
 Resolved data phone issue with DRF tank telemetry
 Repaired Audio alarm for generator at the water plant
 Sites visited for Backflow prevention

WasteWater Monthly Report

TO: Town Manager
FROM: Steve Bond
DEPARTMENT: Wasterwater Plant
MONTH: Jun-18

Average Daily Flow 2.10 MGD

TSS Reduction 98 %

BOD Reduction 98 %

VPDES Violations 0

Sludge (Regional Land Fill) 147 tons

Rain Total 2.06 Inches Snow Total Inches

Other Wastewater Activities and CIP Projects:

Installed Press Hydraulic Ram
Repaired electrical issues in blower building resulting from power outage
Issued IU Permit For BGF Blue Ridge Facility
Interviewed candidates for open operator positions
Hired new employee start date July 9th
Clarifier project started (re-sealing complete)
Repaired UV system control case (re-sealed to prevent leak)
Conducted semi-annual industrial monitoring

Utilities Distribution and Collection			
# of Service Connections	1		
# of Service Taps	1		
# of Meters Read	Monthly	98	
	Quarterly	##	
Utilities Distribution and Collection			
# of Service Connections	1		
# of Service Taps	1		
# of Meters Read	Monthly	##	
	Quarterly	##	
# of Meters Replaced	2		
# of Water Lines Repaired		# of Sewer Lines Unstopped	1
Locations:		Locations:	
		1307 Amherst Ave	

Push Camera Footage	225'	Sewer Main Cleaned	120
Sewer (Root Cutting) Main	250'	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting) Main Manholes	0	Sewer Right of Way Clearing Footage	1,495'
Sewer Video Footage	120'	Sewer Service Cleaned	0
Sewer Video Manholes	0	Sewer Root Cutting Service	150'

Water Turn Ons and Offs 26

Of Hydrants Flushed 0

Other Utilities Distribution and Collection Activities & CIP Projects:
Completed boring and service taps and connections for Joe Beans

Public Works Monthly Report
Monthly Staff Report Streets

Date: 7/1/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Streets
MONTH: June

# of Lane Miles Mowed by Town	19.88
# of Lane Miles Mowed by Contractor	9.02
# of Litter Bags Collected	20
# of Weed Control Gallons Applied	330
# of Swept Lane Miles	84
# of Weekend Trucks	4
# of Total Tonnage for Weekend Trucks	1.63
# of Tonnage for Uncle Billy's Day	2.92
# of Labor Hours For Sign, Dead Animal ETC. <u>(Shoulder Work, Drainage, Tree Removal)</u>	430.5
Asphalt Totals:	5.02

Other Streets Activities and CIP Projects:

Public Works Monthly Report
Monthly Staff Report B&G

Date: 7/1/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Building and Grounds
MONTH: June

# Burials	0
# of Cremations	0
# of Labor Hours for Green Hill Cemetary	37.5
# of Curbside Brush Stops	255
# of Brush Loads	17
# of Curbside Bulk Stops	81
# of Bulk Tonnage	20.64
Solid Waste Total Tonnage	82.14
# of Labor Hours to Maintain Buildings	79.5
# of Labor Hours to Maintain Parks	311.5
# of Acres Mowed	217.62
# of Acreage Mowed by Contractor	21

Other Public Works Activities and CIP Projects:
New Mower for Parks Reveived

Public Works Monthly Report
Monthly Staff Report Fleet Maintenance

Date: 7/1/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Fleet Maintenance
MONTH: June

# of State Inspection	1
# of Preventive Maintenance Work Orders	25
# of Emergency Repair Work Orders	2

Other Fleet Maintenance Activities and CIP Projects:

June Town Social Media & Website Management

Facebook & Social Media

- Page likes increased from 470-489
- Total page reach for the month – 4,500
- Highest viewed posts: job opportunities, WTP gold award, APD awards ceremony, closure for July 4th, and new police officer positions.
- Town Instagram page has 200 followers.

Town Website

- Updated the listed jobs on the website
- Uploaded the June Regular Agenda.
- Uploaded May Regular Meeting and Work Session Meeting minutes
- Uploaded Planning Commission June minutes, and July Agenda.
- Uploaded FY 19 Adopted Budget
- Created a new page for the “Master List” of rates and fees
- Uploaded garbage pickup map on website

Other Promotions

- Attended Town Council Regular Meeting and Work Session.

Annual Ridership Tally FY2013—FY2018

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

Main Street Coordinator June Monthly Report



Meetings and Conferences

- Met with downtown businesses: Airabella's, Pretty Please on Broad, Portrait Place, Henderson's property.
- Attended June Town Council and June Work Session.
- Attended monthly staff meeting for town.

Business Updates

- Altavista Appliance is now named "Hailey's Appliance", they completed a façade improvement by painting their new building and creating new signage.
- Mitchell's Salon on 7th closed

AOT

- Held Monthly AOT board meeting
- AOT new officers were elected: Lori Johnson as President, Ed Soto as Vice President, Emily Correa as Treasurer, and Ashley Holloway as Secretary.
- Long standing board members Nat Perrow and Jamie Glass rolled off the board.
- Held annual UBD Classic Car Show
- Marketing Committee designed billboard for Highway 29 set to run from July-December. Committee also designed "How to Start a Business Guide" for Altavista. Marketing Committee also released the newly designed AOT website.
- Design Committee met with Bennett's Mechanical to discuss LOVE sign design. We will meet again at the end of July (after their annual shutdown).
- Held Promotions Committee meeting to discuss food truck event planning for July 13th event.
- Committee held the first meeting with consultant, Sharon Shaffer, to discuss feasibility of Children's Museum. Next meeting will be held in July.
- Submitted VMS Quarterly Report
- Worked on getting quotes and designs for downtown parking signs.

Manager's Report for July 10, 2018 Council Meeting



Staunton River RIFA

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

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

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

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

Altavista Park and Trails (APT) Master Planning

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

Dalton's Landing Canoe Launch Project Update

DCR grant application is due July 19th. Bid package is being finalized.

VDOT Rt. 29 Bridge Replacement Project Update

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

Bedford Avenue Park Tennis Court Replacement and Sidewalk

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

Downtown Public Parking Signs and Banners

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



June 25, 2018

Mr. Waverly Coggsdale
510 7th Street
P.O. Box 420
Altavista, VA 24517

Re: Important Information on Video Services

Dear Mr. Coggsdale,

At Comcast we continue to innovate and deliver more value, flexibility and choice to our customers. On June 28, 2018, we will introduce the following new Choice TV package options, giving customers even more choice for a personalized experience.

Choice TV at \$30.00 per month will include Limited Basic, Streampix, and HD programming. A TV Box, CableCard or compatible customer owned equipment will be required for customers to receive Choice TV services. Up to 10 hours of cloud DVR Service is included for those customers who have our X1 equipment or compatible customer owned equipment and Xfinity Internet service.

Choice TV Double Play at \$89.99 per month will include Choice TV and Performance Plus Internet. Compatible equipment will be required.

Genre Packs will be available to enhance the Choice TV service offering, providing a more personalized experience. Customers are able to add up to two packs to Choice TV.

- **Kids & Family** at \$10.00 per month includes kid and family-friendly channels including Cartoon Network, Disney Channel, Nickelodeon and Universal Kids.
- **Entertainment** at \$15.00 per month includes entertainment channels including A&E, AMC, Bravo, Food Network, FX, TNT and VH1.
- **Sports & News** at \$28.25 per month includes sports and news channels including CNBC, CNN, ESPN, Golf, MSNBC, NBC Sports and NFL Network. Cannot be combined with Choice TV Double Play; Choice TV Double Play customers who want the Sports & News genre pack would receive more channels at a cheaper price with Comcast's Standard Double Play package.

Customers will be able to take advantage of these new packages starting June 28, 2018. In addition, as we introduce these new service offerings, the following services and packages will no longer be available for new subscriptions: Economy Double Play, Digital Preferred package, Digital Premier package, Basic Latino TV, Economy TV Latino, Starter TV Latino, Digital Economy and Family Tier.

We're happy to be able to provide more value, flexibility and choice through our new Choice TV offerings. If you have any questions about these changes, please feel free to contact me at (301) 836-9436.

Sincerely,

Kevin Broadhurst
Vice President, Government & Regulatory Affairs
Beltway Region

[◀ June](#)

July 2018

[August ▶](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Planning Commission 5:00 PM	3	4 Independence Day Town Offices Closed No ACTS Bus No Trash Collection	5	6	7 First Saturday @ Trade Lot Band Booster's Classic Car Cruise In @ Trade Lot
8	9	10 Town Council Regular Meeting 7:00 PM	11	12	13 Broad Street Food Truck Roundup 5:30 pm to 8:00 pm	14
15	16	17	18	19	20	21
22	23	24 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	25	26	27 Chamber of Commerce TGIF 6-9:00 PM @ Avoca	28
29	30	31				

[◀ July](#)

August 2018

Sun	Mon	Tue	Wed	Thu	Fri
			1	2	3 First Saturday @ Trade Lot Band Booster's Classic Car Cruise In @ Trade Lot
5	6 Planning Commission 5:00 PM	7 Purple Heart Day	8	9	10
12	13	14 Town Council Regular Meeting 7:00 PM	15	16	17
19	20	21	22	23	24 Chamber of Commerce TGIF 6-9:00 PM @ Avoca
26	27	28 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	29	30	31