



AGENDA
ALTAVISTA TOWN COUNCIL
Tuesday, June 12, 2018 – 7:00 p.m.

1. Call to Order
2. Invocation/Pledge of Allegiance
3. Approval of the Agenda
4. Recognitions and Presentations (*Attachment*) pg. 3- 6
 - a. Resolution recognizing Laney Thompson – Planning Commission
 - b. Office of Drinking Water – 2017 Gold Award – Water Treatment Plant
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. 7 - 27
 - i. May 15th Regular Meeting and May 22nd Work Session
 - b. Acceptance of Monthly Finance Reports (*Attachment*) Pg. 28 - 53
 - c. Cell town lease agreement (*Attachment*) Pg. 54 - 65
7. Public Hearing(s)
8. New Business
 - a. Adoption of the FY2019 Budget and FY2019-2023 CIP and Text Amendments to Ordinances Related to Rates; Fees and Charges (*Attachment*) Pg. 66 - 81
 - b. VDOT Bridge & Heritage Tourism Signage (Rt. 29 Bridge Replacement Project) (*Attachment*) Pg. 82 - 95

9. Unfinished Business

10. Reports and Communications

- a. Departmental Reports (*Attachments*) Pg. 96 – 114
- b. Town Manager's Report (*Attachment*) Pg. 115
- c. Dominion Energy response (*Attachment*) Pg. 116
- d. Calendars (*Attachment*) Pg. 117 – 118

11. Matters from Council

12. Closed Session

13. Adjournment

Next Scheduled Town Council Work Session: Tuesday, June 26, 2018 @ 5:00 p.m.

Next Scheduled Regular Town Council Meeting: Tuesday, July 10, 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: 4 a. & b.
June 12, 2018**

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

Issue: **Recognitions and Presentations**

a. Resolution for Laney Thompson – Planning Commission

Background: In April Laney decided not to be reappointed to a 4 year term on the Planning Commission having served since October 2011. At their June 4th meeting the Planning Commission adopted the attached resolution in appreciation of Laney's service and has requested that Town Council do the same. Thanks to Laney for her service to our community!

Requested Action: Adopt the attached resolution that has been submitted by the Planning Commission.

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

Background: Recently, 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. Great job by the WTP staff!

Requested Action: Recognize the WTP plant staff for their efforts.

ATTACHMENTS:

- *Resolution recognizing the service of Laney Thompson on the Planning Commission*
- *Office of Drinking Water – 2017 Gold Award - WTP*

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



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER
Danville Field Office

211 Nor Dan Drive, Suite 1040
Danville, VA 24540
Phone: 434-836-8416
Fax: 434-836-8424

May 1, 2018

SUBJECT: Campbell County
Town of Altavista
PWSID No. 5031050

J. Waverly Coggsdale, III, Town Manager
Town of Altavista
P.O. Box 420
Altavista, Virginia 24517

Dear Mr. Coggsdale:

Congratulations! The Virginia Department of Health Office of Drinking Water (ODW) is pleased to present the Town of Altavista Water Treatment Plant with a Gold 2017 Water Treatment Plant Performance Award for Excellence in Clarification, Filtration, and Backwash. The Gold Award is made in recognition of your efforts to achieve the filtration performance criteria for 2017. The enclosed award certificate is signed by Dwayne Roadcap, Director of the Office of Drinking Water.

Your achievement is noteworthy and we look forward to your continued attention to the Virginia Optimization Goals in 2018.

If you have any questions, please contact us.

Sincerely,

Bernard C. Proctor, PE
District Engineer

JSW:edt
Enclosure

Office of Drinking Water
For Achieving Virginia's Optimization Program Goals

Town of Altavista
Water Treatment Plant

Is Awarded the

2017 Gold

Water Treatment Plant Performance Award for
Excellence in Clarification, Filtration, and Backwash

Dwayne Roadcap

Dwayne Roadcap
Acting Director, Office of Drinking Water





**Town Council Meeting – Item Number: 6 a.
June 12, 2018**

Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Issue: **Approval of Council Minutes**

Background: Attached are the minutes for the May 8th Town Council Regular Meeting and the May 22nd Town Council Work Session.

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

ATTACHMENTS:

- *May 8th Regular Meeting Minutes*
- *May 22nd Work Session Minutes*

Regular Council Meeting—May 8, 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 May 8, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Dr. Dawn Compton, Mt. Hermon United Methodist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton (arrived at 7:08 p.m.)
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Council members
absent:

Mrs. Micki Brumfield

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Officer Donald Osborne, 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

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

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

Motion carried:
VOTE:

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

5. Recognitions and Presentation
6. Public Comment

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

No one came forward.

7. Consent Agenda
 - a) Minutes- Regular Meeting April 10, 2018, Council Work Session April 24, 2018
–The Council approved the minutes of the Council meeting and Council Work Session meeting.
 - b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report

Regular Council Meeting—May 8, 2018

- iii. Reserve Balance/Investment Report
- c) Avoca’s Request for Town Employee Status
- d) ACTS Drug Policy Amendment
- e) Region 2000 Local Government Council-Council Appointment
- f) N&S Railroad Property Purchase
- g) First Baptist Church-Request to Close 10th Street Between Bedford Avenue and Commonwealth Alley for Vacation Bible School (June 10-13)

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

Motion carried:

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

8. Public Hearing

a. FY2019 Budget and FY2019-2023 Capital Improvement Program

Mr. Coggsdale advised the purpose of this public hearing is to give the public an opportunity to comment on the Proposed FY2019 Budget and Proposed FY2019-2023 Capital Improvement Program (CIP). He presented the total advertised budget overview as:

REVENUE

General Fund Revenue (estimate)	<u>\$ 4,539,200</u>
Enterprise Fund Revenue (estimate)	<u>\$ 4,573,450</u>
Highway Maintenance Fund (estimate)	<u>\$ 761,130</u>
Cemetery Fund (estimate)	<u>\$ 29,000</u>
TOTAL REVENUE (estimate):	<u>\$ 9,902,780</u>

EXPENDITURES

General Fund Expenditures	<u>\$ 4,100,850</u>
Enterprise Fund Expenditures	<u>\$ 4,573,450</u>
Highway Maintenance Expenditures	<u>\$ 761,130</u>
Cemetery Fund Expenditures	<u>\$ 62,500</u>
Transfer to General Fund Reserves	<u>\$ 65,000</u>
Transfer to Gen. Fund Reserve (Surplus)	<u>\$ 339,850</u>
TOTAL EXPENDITURES:	<u>\$ 9,902,780</u>

Mr. Coggsdale noted there are no proposed tax increases in the budget; the budget includes proposed utility rate increases of 8% (water) and 4% (sewer), as well as a \$6.50 monthly base rate fee with a meter capacity multiplier. The rate increase, utilizing the proposed revenue projections, would have an effective date of December 1, 2018. Utility connection and availability fees are proposed to increase. He added to balance the budget, the Enterprise Fund requires a “transfer in” of \$1,224,860 from the Enterprise Fund Reserves and Enterprise CIP Reserves. The Capital Improvement Program (CIP) for FY2019 – FY 2023 totals \$23,617,500; the FY2019 Capital Improvement Program items/projects represent \$1,916,850 of the total and is included in the Proposed FY2019 Budget.

Regular Council Meeting—May 8, 2018

Mayor Mattox opened the public hearing at 7:08 p.m. and asked if anyone would like to comment on the proposed FY2019 Budget and FY2019-2023 Capital Improvement Program.

Mr. Mark Younkin, 1419 Hillcrest Street, approached Council in regards the approval at the April 10, 2018 Council meeting to resurface both of the Bedford Avenue tennis courts and asked if this cost was included in the proposed FY2019 Budget or Capital Improvement Plan.

Mr. Coggsdale advised because the cost has not been determined, the funds have not been allocated. This project is not included in the proposed budget.

Mayor Mattox asked if anyone else would like to speak. No one came forward. Mayor Mattox closed the public hearing at 7:09 p.m.

- b. Text Amendments to Section 78-81; Section 78-82; and Section 78-95 related to Fees; Rates; Charges

Mr. Coggsdale advised based on the proposed FY2019 Budget containing updated rates and fees, several sections of the Town Code will need to be updated, as they currently contain specific numbers related to fees/charges. The proposed text amendments to the ordinances in the Town Code remove specific rates/fee references and all rates/fees would be incorporated into a Master Fee List, which will be adopted when the budget is adopted. The purpose of these changes is to avoid changing the text to the Town Code to show the rates, fees and charges each time they are modified and to provide a single reference point for citizens to find all fees, rates and charges imposed by the Town. The Code Sections that will be amended are Section 78-81, Section 78-82 and Section 78-85

Mayor Mattox opened the public hearing at 7:10 p.m. and asked if anyone would like to comment on the Text Amendments to Section 78-81; Section 78-82; and Section 78-95 related to Fees; Rates; Charges.

No one came forward. Mayor Mattox closed the public hearing at 7:11 p.m.

9. New/Unfinished Business

- a. Project Funding Discussion

Mr. Coggsdale advised with the completion of the Utility Department's "*Facility Assessment Improvement Plan (FAIP)*" and the *Altavista Parks & Trails Master Plan*, there will need to be discussion in regard to funding of the projects associated with both plans. He added while the plans cover a period of time, the FAIP being over a 20 to 30 year timeframe and the Parks & Trails Master Plan being up to 10 years, Council's input in regard to potential use of revenues and possibly debt service will assist staff in creating a viable plan for implementation. Mr. Coggsdale presented Council with a PowerPoint presentation.

Project Funding Discussion

Utilities

- ◆ Facility Assessment Improvement Plan was completed.
- ◆ \$50+ million over the next 30+ years (based on FAIP)
- ◆ Five (5) Year CIP
 - ❖ \$20 million (estimate)
 - \$2.6 million estimated cash
 - \$18.3 million estimated bond (debt service)
- ◆ Scenario presented by the consultant utilizes up to \$3.2 million of Reserve Funds and implements a rate strategy to fund the debt service.

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Mr. Coggsdale advised these figures come from the life expectancy of these items. He noted there are several different programs that can be looked at in regards to financing.



Mr. Higginbotham felt some of what Woodard and Curran has done gives Council the ideal situation that the plant will operate at 95% efficiency. He felt Council needs to look at spending \$20 million for sewer and \$20 million for water. He stated the Town has a rather large sewer treatment plant because of one relatively large customer. If the sewer gets out of balance you look to this customer as your first factor. Council needs to be careful spending \$20 million (if that is the number) just to increase business by 1% or 2%. The plant has not been neglected; there have been upgrades to it. He noted there are some electrical needs and the oxidation tanks could be updated. He felt the current system should wear out before replacing in it just to obtain 1% to 2% efficiency.

Mayor Mattox told Mr. Higginbotham he understands what he is talking about but he worries about liability. The last thing the town wants is a crash. He trust the engineers' and Mr. Fore's opinions on the needs of the plants.

Mr. George asked for Mr. Fore's opinion.

Mr. Fore advised he has been through the assessments, cut a tremendous amount out and has staged the projects in an order that gives Council the priorities. He is not looking for percentages but the reliabilities. Some of the equipment at the plant has 20 plus years of use. Those items that are 10 years or less is not on the list. The items submitted for budget purposes had \$10 million cut out of it.

Mr. Higginbotham asked Mr. Fore what the top three priorities are at the Wastewater Treatment Plant.

Mr. Fore responded bringing the electrical up to safe standards and getting the plant on one service.

Mr. Higginbotham asked about the oxidation tanks and the splitter box issue. He stated his point is using the equipment to its useful life with a plan in place when it needs to be replaced. He did not feel equipment needed to be replaced because of its age.

Mr. Fore noted as long as the plant is running he will defer replacements. With the budget process he makes adjustments according to how the plant is running. Some items may be pushed out which may be his recommendation to Council.

Mayor Mattox referred to the financing alternatives and a report received from Raymond James Public Finance which provided some financing possibilities.

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He asked if Council is interested in doing this in house or having a consultant look at the best opinions.

Mr. Higginbotham asked if staff could deal directly with Virginia Resources. He felt a 30 year loan at 3.40% was worth looking into.

Mrs. Dalton felt the USDA Rural Development program should be looked at.

Mr. Higginbotham felt 40 years was a long time.

Mr. Coggsdale stated if the monies are being borrowed for pipes in the ground with a life expectancy of 60 to 100 years, a long term loan makes sense.

Mrs. Dalton felt the hiring of a consultant is valuable and well used; you get the right avenues and right monies.

Mr. Coggsdale advised he would contact Raymond James to see what they can put together as a financial advisement on these issues and noted he would check procurement.

It was the consensus of Council for staff to investigate and bring Council feedback.

Mayor Mattox asked if there was an opposition to using \$3.9 million in reserves.

Mr. Emerson suggested the numbers be ran both ways.

Mrs. Dalton advised this is a good reason why reserves are maintained. It puts us in a good borrowing position.



Mr. Coggsdale advised VDOT's TAP grant program has moved to an every two year grant cycle with the next cycle being in 2019. He stated planning will enable staff to be ready when the cycle comes around.

Mayor Mattox asked Council for consensus to allow staff to lay the ground work for the grant program.

Mr. Higginbotham stated he didn't know how many trails are involved but suggested getting local industry and volunteers involved. (Another locality had a \$200,000 budget and was able to complete theirs for nothing with volunteers and industry involvement).

Mr. Coggsdale noted Virginia Resources Authority offers pool financing programs.

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Mr. Coggsdale reviewed with Council their decision on what English Park projects are in the FY2019 budget.

Mrs. Overbey stated she is happy with what has been prioritized and asked that staff research the sunshades as opposed to building another pavilion.

Mr. Emerson referred to the entrance of English Park and the suggestion of making this a one way street.

Mr. Coggsdale advised it was not included in the FY2019 budget but making it one way is simple. Making it one way called for a more prominent entrance off of Pittsylvania Avenue.

Mr. Emerson stated he would like to see the outside of the Booker Building cleaned up, get rid of the bathrooms, add a commercial kitchen and new floors. Make the building a nice venue for any purpose. He added the town either needs to take care of the building or get rid of it.

Mrs. Dalton stated it is an exciting time to be on Council at the moment with utility projects and the park projects. She stated the projects probably won't happen faster. She noted Mr. Coggsdale has the right idea with the reserves; these are one time only funds, when they are spent they are gone.

Mayor Mattox stated on the utility side, we have world class companies in the town and he is very happy to be part of the Council that will make sure we have a world class utilities system well into the future.



Mayor Mattox stated he was not sure if he wanted to list the projects or if they come in at less cost, does Council want to use up the money allocated.

Mrs. Dalton stated if the Town wants to generate and maintain excitement about the parks, offer a couple of projects at a time.

Mayor Mattox stated another thing he was interested in was working an area at a time, not jumping from one area to another. He felt something needs to be done with the Booker Building as soon as possible. He asked Council if they agreed to ask staff to get in touch with funding sources to look at potential funding of renovations at the Booker building.

Mrs. Dalton asked what type of funding he was looking for.

Mayor Mattox stated he has heard of a \$15,000 feasibility planning grant and possibility of \$100,000 to renovate the Booker Building.

Mr. Higginbotham stated if \$800,000 has been allocated for the park he felt Council needs to look at what the recurring cost will be. He referred to the splash park stating there will be electric bills, maintenance and chemicals.

Mr. Emerson stated he didn't disagree but noted the splash park would be seasonal.

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Mr. George asked for a price to pave the trail to the end. In regards to the Booker Building, Mr. George asked Council to write down what renovations they would like to see. Mr. George felt the problem with the ash trees at English Park needs to be addressed.

Mr. Coggsdale asked if this would replace the other trail.

Mr. George stated he did not understand the price he has for a mown path and then building a bridge to get you through the wetlands at \$290,000. He noted he gets request for the path to be paved from those pushing strollers and young ones riding bikes with trainers.

10. Reports

a. Town Manager's Report

Staunton River RIFA

Town Council approved the Staunton River “Regional Industrial Facilities Authority” ordinance at the March 13, 2018 meeting.

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Charlotte Avenue Drainage Project

This project has been substantially completed.

Rt. 43 Gateway Project (Streetscape/Utilities)

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

Altavista Park and Trails (APT) Master Planning

Council provided project prioritization for FY2019 and staff will begin working on those projects. Project funding will be part of a discussion item at the May 8th Town Council meeting.

Dalton's Landing Canoe Launch Project Update

Bid package is being finalized. Information in regard to a possible DCR grant application process is being sought after and the latest information indicates the grant application period should be open soon. All other items appear to be in order.

Mr. Emerson asked if Council waits on the grant process and the Town does not receive the grant, does this push out the project another year.

Mr. Coggsdale responded this could be anywhere from 6 to 12 months.

Mr. Emerson stated this is four years in the making and asked how much longer Council will wait to get something done.

Mayor Mattox stated that he understands the frustration but Council should know something the first of August then Council will need to make a decision.

Mrs. Dalton asked the amount if the Town funds it.

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Mr. Coggsdale advised the amount is \$425,000 and noted there is \$282,000 earmarked for this project.

Mr. George requested to see the blueprints on the canoe launch.

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).

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-May/June

12. Matters from Town Council

Mr. Higginbotham referred to the trail at the park and suggested Public Works stockpile any broken concrete and millings for this project. He stated the materials that can be recycled and used need to be saved.

Mr. Eller advised he contacted American Tower in regards to the lease agreement and they have accepted the Town's offer of two five-year lease agreements and \$25,000.

13. Closed Session

14. Adjournment

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

The meeting was adjourned at 8:05 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION May 22, 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 May 22, 2018 at 5:00 p.m.

Council members
present:

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

Council members
absent:

Mr. Jay Higginbotham

Also present:

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

1. Mayor Mattox called the meeting to order and presided.
2. A motion was made by Mrs. Dalton, seconded by Mr. Emerson, 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
Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

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

Mr. Mark Younkin, 1419 Hillcrest Street, addressed Council regarding the Bedford Avenue Park tennis courts. He advised he wrote a letter to the editor of the *Altavista Journal* after the last Council meeting when Council approved renovations of both tennis courts without pricing. He stated in his letter he brought up the fact that he felt that night’s vote took on the air of emotion and nostalgia instead of fiduciary responsibility. He also felt there were plenty of tennis courts in the town that can be utilized by the public. He noted Mrs. Brumfield had expressed concerns with using the YMCA tennis courts. Being a YMCA Board member, he indicated he has researched this matter before the last meeting and since the last meeting, the YMCA and Mr. Jester are still open to the public using the tennis courts. There is not enough traffic, for this to be a concern. He noted he leans on Mr. Jester’s 40 plus years at the YMCA to know what is best for the YMCA. He noted the school’s courts can be used on weekends, nights, and during the summers. Mr. Younkin stated Council has a lot of wonderful plans for recreation in this town and he supports them wholeheartedly in the plans and \$100,000 could go well in seeing these plans move forward. Mr. Younkin indicated he has viewed the two courts numerous times in which no one was playing on them. He also mentioned there have been no re-occurring request from citizens to reconstruct the courts until this recently came up. Mr. Younkin felt something better could be done with the park such as a green space.

Ms. Patricia Connor, 1101 & 1103 Broad Street, addressed Council and requested to see the petition. She stated it appears the decision to upgrade the tennis courts was based on a petition and asked how many Council members have seen the petition.

Mayor Mattox stated he would poll Council and get back to her with an answer.

Ms. Connor mentioned the original thought was the courts could be upgraded for \$87,000 now the cost is over \$100,000 and has to be put out to bid. Before it all started it was said the courts would not be upgraded based on all of this, now we are back to square one. She agreed with Mr. Younkin that the money could be spent elsewhere.

4. Introductions and Special Presentations

5. Items for Discussion

a. VDOT SmartScale Application Update

Mr. Witt advised on a biennial basis, VDOT accepts applications for their Smart Scale program. The application period opened in April/May of this year with pre-application submissions due by 5:00 p.m. on June 1st. After consulting with Mr. Rick Youngblood, staff has initiated 3 applications for 2 separate projects, ones that Council has supported in the past. The first is the roundabout at the intersection of Clarion Road and Lynch Mill Road. The second submission is for the traffic calming and traffic flow changes to improve safety on Lynch Mill Road at the elementary school. This application will be submitted as a phased project, at the recommendation of Mr. Youngblood, in hopes of increasing the score and thereby, increasing chances for funding. He noted Mr. Scott Smith (Region 2000 Local Government Council) will be working with staff to complete the applications with the deadline of August 1, 2018.

Mr. George suggested a traffic light at Lynch Mill Road and Clarion Road.

Mayor Mattox advised land would need to be purchased because this would require a turning lane and would also create a backup of traffic to the elementary school.

Mr. Coggsdale added VDOT may need to advise what the best solution would be. He stated the expectation is roundabouts will keep the traffic flowing.

Mayor Mattox stated he thought VDOT had already reviewed and this was their recommendation.

Mr. Coggsdale advised Council this is the pre-application phase.

It was the consensus of Council to move forward with the preliminary application for the three suggested applications for two separate projects: Lynch Mill and Clarion and traffic flow changes at the elementary school.

Mr. Witt noted the Lynch Mill turning lane is scheduled for construction next year.

Mr. George asked for an update on the 7th Street and Bedford Avenue project.

Mr. Coggsdale indicated he is waiting on the TAP grant award notice.

Mr. Witt noted VDOT is requiring crosswalks to be installed and the Town cannot proceed without purchasing right of way. He and Mr. Coggsdale are to meet with VDOT on May 23 to discuss.

b. Parking Review/Discussion

i. Downtown (Central Business District)

Mr. Coggsdale advised Town Council was previously provided input, during a Public Comment period, in regard to Downtown parking regulations related to downtown residents and business employees. Staff was directed to monitor and evaluate the situation. Mr. Coggsdale referred to the downtown area and advised the Downtown area (aka Central Business District) has a “Two-hour Parking Limit – Per Day per Block between 8 AM and 6 PM”. This indicates that no vehicle should be parked in the same block of a street for more than two hours, which does not permit the moving of a vehicle one spot over to be in compliance. These regulations have been enforced on a periodic basis by the Town’s Police Department, with heavier enforcement being in the warmer months. Off-street public parking (all day) is permitted in the following town-operated lots located in the central business district:

- (1) Two Upper Broad Street lots (Library area)
- (2) Norfolk Southern Lot Lower Broad Street (Gateway Park)
- (3) Eighth Street Lot
- (4) Main Street Lot (corner of Main St. and Campbell Ave)
- (5) 7th Street Lot (adjoining First National Bank)
- (6) Town Hall Lot

Mr. Coggsdale presented Council with a map that shows the general area of the “Two-Hour Parking” and the Public Parking lots. A few areas have less than Two-Hour parking; the spaces directly in front of the Post Office (15 minute parking). There are 142 On-Street parking spaces and 192 Public Parking Lots spaces (not including the Trade Lot or 8th Street lots). Each Public Parking Lot is shown to be within one city block radius to each business in the downtown district.

Mr. Coggsdale advised enforcement of downtown parking consists of officers “marking tires” on vehicles, which takes approximately one (1) hour to cover the district, with a follow up two hours later to note violators and mark any tires on vehicles that were not previously parked in the district. For maximum enforcement this process would be repeated every two (2) hours. The parking regulations in the Central Business District (Downtown) are sporadically enforced when resources are available. He noted for maximum enforcement, without interruptions from other duties, it may be necessary to hire an Enforcement Official that could do parking, as well as other items (i.e. abandoned/junk vehicles, nuisance issues and high grass/weeds). He added this is something Council will need to evaluate and consider during the next budget process if deemed warranted.

Mr. Coggsdale reported in an effort to promote traffic to our local businesses several years ago, the Town issued “Extended Parking Permits” to businesses that felt that their clients may need additional time beyond the “two-hour limit” (i.e. professional offices, beauty salons, etc.), this allows the customer to place a placard on/in their car to avoid a ticket. The local businesses are responsible for handing them out to the customer and retrieving them once the visit is completed.

Mr. Coggsdale advised during the Downtown Revitalization Project, upper story housing opportunities were created and each property owner was offered the option for a “reserved off-street” parking space in one of the Town’s All-Day parking lots. He noted at this point only a few have taken advantage of this offer.

Mr. Coggsdale advised there have been several instances where businesses have indicated a desire to allow their employees to park on the street. It is staff's opinion that the on-street parking is better utilized for "customer" parking and that ample public parking is provided for employees' use in relatively close proximity in each direction.

Mr. Coggsdale reported Ms. Gwynn conducted visits downtown with business owners and gathered their thoughts and concerns. During this process Ms. Gwynn asked the individuals the following questions:

- Where do you/your employees park?
- Distance from parking area to your business?
- Is it difficult to find a parking space?
- Do you have safety concerns in walking to your parking space?
- How would you improve downtown Altavista parking?

He noted the results were 25 respondents within the defined area. Ten of those indicated that to some degree they utilized on-street parking for themselves/employees. Seven respondents indicated that safety was a concern in regard to location of the public parking areas, several others stated non-parking safety concerns (i.e. speeding, crosswalk safety, or snow/ice).

Mr. Coggsdale advised of staff's recommendations:

- 1) Enforce "Two Hour" on-street parking regulations Monday – Friday from 8:00 a.m. to 6:00 p.m. only. (Place small sign below existing signs with "Monday – Friday" stated.)
- 2) Identify locations and place "Public Parking" signs and/or banners (examples attached)
- 3) Review parking areas for any safety improvements and/or modifications.

Mrs. Overbey likes the signage and felt business owners should be encouraged to leave the street parking for the customers. She did not have a problem with the current "Two Hour" parking policy.

Mr. Emerson stated he likes the signage and felt for out of town visitors the more "parking" signage the better.

Mrs. Dalton felt Council has done a good job with tweaking the policy and that this doesn't represent any wild swings in the policy. The biggest possibility is changing to Monday thru Friday and asked what is different about Saturday. The retail world is still alive on Saturdays.

Mr. Coggsdale felt Monday through Friday is being concentrated on more.

Deputy Chief Moorefield noted there is less traffic on Saturdays.

Mrs. Dalton expressed she was happy with all the recommendations.

Mayor Mattox advised he is good with the recommendations and suggested additional parking signage be installed.

Mr. George verified the upper storing housing does have the option for a reserved parking area.

Mrs. Brumfield felt staff has done a good job with the “parking” review.

It was the consensus of Council to modify the signage.

ii. Bedford Avenue

Mr. Coggsdale advised Mr. George has requested that parking on Bedford Avenue be added to the agenda.

Mr. George requested that Council consider making parts of Bedford Avenue as “no parking.” He noted the area past Westwood going north should be considered. He mentioned an accident that had occurred in that area recently involving a parked vehicle. Mr. George stated there are other streets in town where vehicles cannot be parked and suggested Bedford Avenue be looked at.

Mrs. Brumfield questioned if Council has the authority to do this or would it be VDOT’s decision.

Mr. Coggsdale advised the area would need to be measured to determine if it is wide enough for parking.

Mrs. Dalton suggested before any decisions are made to check all the particulars; what is consistent or inconsistent with the area. She noted she is not advocating for anything to be done but this has been brought up to be a potential issue.

Mr. Emerson added there are a lot more places that have on road parking; there are problems everywhere. He stated he agreed with Mr. George but that it will be hard to decide what to do and where to do it at. He stated it is the distractive driving that causes the accidents.

Mrs. Overbey stated she liked the idea of consulting with VDOT; Bedford Avenue is a major thoroughfare compared to the neighborhood type streets.

Mayor Mattox asked if it was a consensus of Council to have VDOT investigate possible solutions.

Mrs. Dalton suggested having staff look at Bedford Avenue then utilize VDOT.

Mayor Mattox added it has come to his attention that Avondale has become a one way street.

Mr. Coggsdale advised staff will check the parking on Avondale and the signage.

c. Bedford Avenue Tennis Courts Update

Mr. Coggsdale advised Town Council directed staff to proceed with the renovations of the Bedford Avenue tennis courts at their April 10, 2018 regular meeting. This direction was based on the discussion of a potential less expensive option than had previously been discussed and included the request of staff to do so in the “most economical manner”. He added during recent conversations with the firm that provides tennis court resurfacing to the YMCA, they indicated that after review of the courts that overlaying our courts was not a feasible option. The company has made a recommendation to reconstruct the courts as outlined in the previous proposals. He added as outlined in the Project Budget Estimated the Demo/Grading/Paving cost would be added to the application of their “soft cushion surface” which is priced at \$87,829 for a project budget in excess of \$170,000.

Mr. Coggsdale indicated staff has been in contact with the previous companies that gave the town quotes on reconstruction of the courts. Based on those conversations, the reconstruction of the two courts would have an estimated cost of approximately \$110,000. The process has two steps; the first would be performed by a paving company and would include the demolition/grading/base and asphalt for the courts, while the second step would involve application of the playing surface, painting of lines and placement of the poles/net, which would be provided by a subcontractor experienced in tennis court resurfacing.

Project Budget Estimate:	\$ 86,500 <i>Demo/Grading/Paving</i>
	<u>\$ 23,600</u> <i>Surfacing and net posts, net and center strap</i>
Total:	<u>\$ 110,100</u>

Mr. Coggsdale noted with the project budget exceeding the “small purchases” threshold of \$100,000, this project would need to follow the “competitive sealed bidding” process. Staff would need to draft an Invitation for Bid (IFB) and seek bids from vendors. If the price was estimated to be less than \$100,000, staff could secure two or more proposals without issuing an Invitation for Bid.

Mr. Emerson asked for clarification on the total cost.

Mr. Coggsdale advised the cost of \$110,000 is for an acrylic covering and \$170,000 is a mat covering.

Mrs. Dalton suggested one court which will reduce the cost; this will satisfy the need for a court that is totally public.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to proceed with renovations to one Bedford Avenue tennis court and to make the sidewalk in compliance with the ADA.

Mr. Coggsdale indicated the cost of the sidewalk is not included in the project estimate but offered an estimate of \$8,000.

Mrs. Overbey noted she voted no to the original discussion but feels renovating one court would be a compromise and would save the taxpayers from the larger ticket.

Mr. Emerson stated he lived beside the courts for two years and he hopes they will be used after the trouble and expense of renovating.

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Mrs. Dalton advised she lived in this neighborhood for a while and the parks are designed for neighborhood families to walk to and Council has heard from this neighborhood.

Mayor Mattox stated he is always looking for a compromise and felt this would be a win/win situation. He added we don't always get what we want but get what we need.

Mr. George agreed with Mr. Younkin and felt this was an emotional decision and had nothing to do with rationale. He was not convinced that many people in that neighborhood wanted the tennis courts. He asked if it was the will of Council to spend an equal amount of money on the other neighborhood parks.

Mayor Mattox responded if there is a demand for something Council will review.

Mr. George noted the tennis courts on Lola Avenue are gone.

Mayor Mattox stated this area was specifically set up for a children's park because of other issues there.

Mr. George felt comprise was a good thing and hoped Council would stay open minded to other neighborhood parks.

Mrs. Brumfield stated she appreciated the Vice-Mayor's motion and her intentions at the last meeting was to refurbish one court until she found out about the other information on the padding. She appreciated everyone's patience while researching the matter. She stated she and the neighbors are appreciative. She referred to the petitions and noted anyone is welcome to look at them if they would like to. She noted she went up and down Bedford Avenue from the high school to Hillcrest. Mrs. Brumfield agreed to meet with Ms. Connor for her to review the petitions.

Mayor Mattox reiterated the motion was to place one tennis court at the Bedford Avenue Park and ADA sidewalk down to the playground equipment.

Mr. Coggsdale advised the sidewalk has already been covered.

Mayor Mattox asked about the "green space" and for some clarifications.

Mrs. Dalton felt staff could handle the "green space" issue.

Motion carried:

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

d. WWTP Clarifier #1 Rebuild Project Request

Mr. Fore advised the #1 Clarifier project that is included in the proposed FY 2019 Budget/CIP has a lead time for new equipment for the clarifier that is about 9 months. The #1 Clarifier is currently operating but has the same age on it as the # 2 Clarifier. In order to complete the project before July 2019 going to bid earlier could have the project ready to be installed April or May of next year.

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The current # 2 Clarifier project was started in July of last year and after getting designs done in October we went to bid on the project. The bids were opened in November of 2017 with a final completion date of September 30, 2018. This clarifier is currently offline and out of service.

Mr. Fore advised his request is to use FY 2018 funds from the current project (Clarifier #2) in order to have the design and bidding phase of the Clarifier #1 project done before August/September 2018. This would require reimbursement of those funds from the requested 2019 CIP/Budget funds for the # 1 Clarifier project. The expectation is that the current funding for the # 2 Clarifier project will not be fully spent until late September early October at final completion of the current project. This assumes Council's intent to approve the Clarifier #1 project that is included in the FY2019 CIP and Budget.

The advanced funding request is for \$21,000 to allow Hurt & Proffitt to move forward with the design and bidding phase of the Clarifier # 1 Project for 2019.

It was the consensus of Council to allow Mr. Fore advanced funding to move forward with the design and bidding phase of the Clarifier #1 Project.

e. Tree Removal Requests

Mr. Coggsdale advised staff has been contacted by several residents in the past month or so in regard to a request to remove trees that are in the street/road right of way; corner of 9th and Broad Streets, the front of 1418 Broad Street. Mr. Coggsdale presented pictures of the trees in question. He also noted staff has been evaluating multiple Ash trees in English Park.

The first request is at the corner of 9th Street and Broad Street. Staff has looked at this issue and discussed it with the individual that made the removal request and indicated that there does not appear to be any imminent threat that the tree will fall. The individual indicates that the tree is split and may be a hazard to this home. The tree appears to have multiple trunks and has been that way for some time. Staff has indicated that they would keep an eye on the tree and did so during several windy days and did not observe any issues with the tree. The individual maintains his request to have the tree removed.

The second tree is located in front of 1418 Broad Street and staff previously had a request to remove this tree. This tree is very large and was not intended to be a street tree, based on its size it was there well before the homes in this area. The tree does appear to have some dead lower limbs, on the street side and on the house side. Removal of this tree would be a major undertaking due to its size and location.

Mrs. Dalton asked for staff's recommendation. She asked the liability if the tree at 1418 Broad Street falls on the house.

Mr. Eller advised if it is a healthy tree, there is no obligation to remove the tree.

Mayor Mattox asked if staff is interested in developing a policy so that Council doesn't have to review every tree that needs to be removed.

Mr. Coggsdale stated in his opinion this could be a tricky policy.

Mr. Emerson felt this should be handle at the discretion of staff.

It was the consensus of Council to remove the two trees; 1418 Broad Street and corner of 9th and Broad Streets.

Mr. Coggsdale noted the cost to be approximately \$2,600.

Mr. Coggsdale referred to the Ash trees in English Park. Staff met with a tree expert in regards to evaluating the Ash trees in the park that appear to be suffering from insect damage (ash borer). The arborist representative indicated 95% of the trees display advanced Emerald Ash Borer damage.

Mr. George suggested asking the arborist for recommendations on fast growing trees to replace what is being removed.

Mr. Emerson, seconded by Mrs. Dalton, motioned to remove the Ash trees suffering from ash borer damage at English Park and staff use their discretion in doing so.

Mr. Garrett asked if town forces would be removing the trees or a contractor.

Mr. Coggsdale noted this would be a money or time issue with the Uncle Billy's Day festivities coming up. Public Works could probably work out a time before Uncle Billy's Day compared to a contractor to remove the trees.

Mr. Garrett advised he has three estimates on cutting the trees down but no one will commit to remove the trees before the festival.

Motion carried:

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

f. Delinquent Utility Account Write-offs

Mrs. Shelton advised annually staff presents to Town Council a request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$2,254.22. There are ten accounts over five years old totaling \$1,485.58 and seven accounts for deceased individuals totaling \$768.64. Staff is requesting Council's approval to write-off these accounts. Mrs. Shelton noted all means of collection has been exhausted.

It was the consensus of Council to place this item on the consent agenda.

g. Budget Amendments

Mrs. Shelton presented Council with budget amendments for their consideration. She noted Council previously approved these through a motion or a consensus. Approval of the budget amendments completes the process.

It was the consensus of Council to place this item on the consent agenda.

h. Request to Use portion of English Park for Fundraiser

Mr. Witt advised staff recently received a request from the Virginia Left Lane Gang, a group of truckers, who have been traveling and giving back to the

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community for over 15 years. The group made their efforts ‘official’ in 2014 when they established the organization by naming it.

They are requesting the use of a portion of English Park on June 30th from 11:00 a.m. until 7:00 p.m. for a community event. The event is open to the public and could include 25 antique cars and motorcycles along with ‘big-rig’ trucks that will be on display by truckers from all areas of Virginia. There would be an entry fee for the vehicles. Along with the vehicles, they plan to have vendors, music, food trucks and bouncy houses for the kids. They are requesting to use the area of English Park near the small pavilion. Mr. Witt advised he and Mr. Coggsdale have met with the event coordinator. Public Works staff would barricade off the portion of the parking lot for the big trucks to park. The heavy vehicles would not be parked on the grass but in the gravel parking closest to the pavilion on the hill. Antique cars and motorcycles can be displayed in the grass area, allowing room for bouncy house(s). The event would include 2-3 vendors and/or food trucks and the pavilion on the hill will be reserved as a picnic area and/or to play music.

Mr. Witt noted he has a request from Gladys Fire Department for another fund raiser event at English Park late summer, early fall. He advised the area that the Virginia Left Lane Gang can utilize has been limited to keep the park open. Mr. Witt asked for Council’s feedback on this request as there isn’t a policy in place.

Mr. Coggsdale mentioned the original request was for the entire park but after discussing options, this will allow the park and boat ramp to remain open.

Mayor Mattox expressed concern as this is in the middle of canoeing season and he has seen the parking lot full this time of the year.

Mr. Emerson asked if security has been discussed. Are they willing to pay the Police Department to have a couple of off duty officers at the event?

Mrs. Dalton asked if we knew these people or the organization.

Mr. Witt advised they do have members that are within the geographic region. They are familiar with the area.

Mr. Eller asked where they were based noting there is no address. He asked if they were a corporation or a LLC.

Mr. Witt stated their desire is to give back to the community.

Mr. Eller asked who would assume the responsibility of what goes on at the event.

Mr. Witt advised a Mr. Shae Robinson has been his point of contact.

Mayor Mattox felt Council would be setting a precedence for nonprofits of any type to come down and set up.

Mrs. Dalton stated her thought process is if we need to “google” or do background checks. The Altavista Chamber holds the Uncle Billy’s Day festivities and we know those people.

Mr. Coggsdale asked if this is the same standard the Booker Building is rented by noting background checks are not done on the renters.

Mrs. Dalton stated we do get a deposit for the Booker Building rental.

Mr. Coggsdale stated when there is something unique, staff tries to determine how it should be handled; there is no policy or procedure on this.

Mrs. Dalton asked where the liability lies if someone gets hurt.

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Mr. Coggsdale did not feel there was any difference from people parking their cars and unloading their canoes.

Mr. Eller responded individuals are responsible for what they do. If they hurt somebody, they are going to be responsible. This is a group that's going to bring some big trucks and cars in here and we don't know who is responsible.

Mayor Mattox did not feel June 30 was the best day to hold this event due to a lot of people floating the river and leaving their vehicles at the park. He also suggested a policy advising what type of organizations would be allowed to hold events and under what circumstances.

Mr. Coggsdale advised a policy would create a standard. He added in response to the Gladys Fire Department in regards to their event, there is time to write a policy. The request of the Virginia Left Lane Gang is a short notice request. An event permit may answer some of the unanswered questions.

Mr. George stated if they were checked out he would not have a problem with the event as it seems they want to give back to the community.

Mr. Eller stated if they are a nonprofit they would have a tax exemption number with the Internal Revenue Service.

Mayor Mattox tabled this event until more information is obtained.

Mr. Emerson felt four to five weeks to set all this up is asking a lot. He suggested that the county may have a process or procedure for such type of events.

6. Public Comments

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

Mr. Witt gave a brief update on the new transit bus and noted the summer hours will begin June 1, 8:00 a.m. to 8 p.m. Monday thru Friday and 9:00 a.m. to 4:00 p.m. Saturday. He thanked the anonymous donor on behalf of the riders for providing free bus fares June through September.

Mrs. Connor, 1101 & 1103 Broad Street, advised she went to a presentation by the Department of Forestry on the Emerald Ash Borer and noted Virginia has lost the war. The trees cannot be saved.

Mrs. Overbey asked for an update on the pedestrian actuator at Main and Broad Streets.

Mr. Coggsdale advised this project has a few more details to work out.

Mr. Emerson asked if there was any news on the boat ramp.

Mr. Witt advised there was no new updates.

Mr. Emerson referred to the vacant lot where Altavista Appliance was located and asked if there were any ideas on what will be done there.

Mr. George asked if the orange netting could be removed.

Mr. Emerson asked about the possibility of the lot being leased to the town for additional parking.

Mr. George noted the owner is interested in selling.

Mr. George referred to the meals tax and asked for an update on a possible audit.

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Mr. Eller advised the former auditor has retired and his office is closed. He has placed a call to a forensic accountant but has not received a call back.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 6:40 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



**Town Council Meeting – Item Number: 6 b.
June 12, 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 11/2018
FROM: 05/01/2018 TO: 05/31/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37410	658	WKDE-FM	05/01/2018	100.00
37411	160	ABB INC	05/04/2018	1,982.70
37412	814	ATLANTIC TACTICAL	05/04/2018	1,589.99
37413	103	BEACON CREDIT UNION	05/04/2018	325.00
37414	461	KATHI BOGERT	05/04/2018	862.68
37415	4	BOXLEY AGGREGATES	05/04/2018	575.22
37416	12	BRENNTAG MID-SOUTH INC	05/04/2018	701.57
37417	583	CAMPBELL COUNTY PUBLIC LIBRARY	05/04/2018	902.86
37418	16	CAMPBELL COUNTY UTILITIES & SE	05/04/2018	3,760.47
37419	28	COLUMBIA GAS	05/04/2018	481.28
37420	71	CONSOLIDATED COMMUNICATIONS	05/04/2018	362.93
37421	32	CONTROL EQUIPMENT CO INC	05/04/2018	2,238.47
37422	1	CORA JORDAN	05/04/2018	100.00
37423	569	DIAMOND PAPER CO INC	05/04/2018	103.32
37424	20	J JOHNSON ELLER JR	05/04/2018	2,023.00
37425	119	FOSTER ELECTRIC CO INC	05/04/2018	79.87
37426	9999997	GONZALEZ, PETRA	05/04/2018	61.73
37427	52	HACH COMPANY	05/04/2018	2,845.78
37428	9999997	HUNT, NATHANIEL	05/04/2018	91.96
37429	57	ICMA RETIREMENT TRUST-457 #304	05/04/2018	675.00
37430	401	IDEXX DISTRIBUTION INC	05/04/2018	1,750.91
37431	566	INTEGRATED TECHNOLOGY GROUP IN	05/04/2018	2,850.00
37432	533	LYNN KIRBY	05/04/2018	255.00
37433	1	LAURA GOSSLER	05/04/2018	50.00
37434	821	LINDSEY A COLEY, ATTORNEY AT L	05/04/2018	893.75
37435	1	MEMBER ONE FEDERAL CREDIT UNIO	05/04/2018	1,315.28
37436	536	NATIONAL METER & AUTOMATION	05/04/2018	939.79
37437	625	SAM GREEN VAULT	05/04/2018	450.00
37438	467	SONNY MERRYMAN INC	05/04/2018	62,778.00
37439	9999997	STROPE, RICHARD E.	05/04/2018	59.10
37440	1	TCS COMMUNICATIONS CORP	05/04/2018	250.20
37441	85	TREASURER OF VA /CHILD SUPPORT	05/04/2018	553.15
37442	601	VACORP	05/04/2018	224.54
37443	382	WATCHGUARD VIDEO	05/04/2018	474.00
37444	793	XEROX FINANCIAL SERVICES	05/04/2018	382.00
37445	526	DAVENPORT ENERGY INC	05/10/2018	182.53
37446	164	DMV	05/10/2018	925.00
37447	301	ENGLISH'S LLC	05/10/2018	332.27
37448	118	FERGUSON ENTERPRISES INC #75	05/10/2018	1,495.60
37449	274	HAJOCA CORPORATION	05/10/2018	391.12
37450	1	HITS INC	05/10/2018	500.00
37451	796	LAND PLANNING AND DESIGN ASSOC	05/10/2018	3,061.86
37452	531	MAGIC CITY SPRINKLER INC	05/10/2018	672.00
37453	820	MASON'S TREE SERVICE	05/10/2018	1,200.00
37454	300	NAPA AUTO PARTS	05/10/2018	510.26
37455	454	O'REILLY AUTOMOTIVE INC	05/10/2018	669.50
37456	67	ORKIN PEST CONTROL LLC	05/10/2018	286.16
37457	765	PRIVIA MEDICAL GROUP LLC	05/10/2018	505.00
37458	510	RIVER VALLEY RESOURCES LLC	05/10/2018	371.00
37459	238	SCOTT INSURANCE	05/10/2018	2,694.95
37460	476	SHARP ELECTRONICS CORP	05/10/2018	322.07

37461	9999998	STAUNTON BAPTIST CHURCH	05/10/2018	150.00
37462	515	DALE TYREE JR	05/10/2018	4,700.00
37463	92	UNIFIRST CORP	05/10/2018	2,111.30
37464	110	VUPS INC	05/10/2018	47.25
37465	756	WAGEWORKS INC	05/10/2018	129.49
37466	116	XEROX CORPORATION	05/10/2018	251.26
37467	207	AEDA	05/18/2018	27,500.00
37468	1	ALICIA LITKA	05/18/2018	50.00
37469	84	ALTAVISTA JOURNAL	05/18/2018	2,269.92
37470	103	BEACON CREDIT UNION	05/18/2018	325.00
37471	4	BOXLEY AGGREGATES	05/18/2018	942.91
37472	294	BUSINESS CARD	05/18/2018	16,549.44
37473	419	CREATIVE EDGE DESIGN INC	05/18/2018	500.00
37474	754	D L BRYANT HEATING & COOLING	05/18/2018	125.00
37475	9999998	DAVIS, BARBARA	05/18/2018	150.00
37476	36	DOMINION VIRGINIA POWER	05/18/2018	41,507.93
37477	43	FOSTER FUELS INC	05/18/2018	19,667.75
37478	332	HURT & PROFFITT INC	05/18/2018	650.00
37479	57	ICMA RETIREMENT TRUST-457 #304	05/18/2018	675.00
37480	58	INSTRUMENTATION SERVICES INC	05/18/2018	708.00
37481	566	INTEGRATED TECHNOLOGY GROUP IN	05/18/2018	960.57
37482	1	JAMES T DAVIS	05/18/2018	63.95
37483	1	MICHAEL ABBOTT	05/18/2018	83.58
37484	121	MULTI BUSINESS FORMS INC	05/18/2018	522.00
37485	1	PITTSYLVANIA COUNTY TREASURER	05/18/2018	322.11
37486	186	THE NEWS & ADVANCE	05/18/2018	479.00
37487	85	TREASURER OF VA /CHILD SUPPORT	05/18/2018	553.15
37488	587	US POSTAL SERVICE (POSTAGE BY	05/18/2018	1,000.00
37489	9999998	Appomattox County High School	05/24/2018	150.00
37490	128	ADAMS CONSTRUCTION CO	05/24/2018	40,046.52
37491	9	AFLAC	05/24/2018	2,149.02
37492	91	ANTHEM BLUE CROSS/BLUE SHIELD	05/24/2018	34,583.00
37493	1	AUSTIN TOSH	05/24/2018	36.78
37494	12	BRENNTAG MID-SOUTH INC	05/24/2018	2,559.17
37495	631	COMMERCIAL GLASS & PLASTICS IN	05/24/2018	11,600.00
37496	32	CONTROL EQUIPMENT CO INC	05/24/2018	14,174.49
37497	9999998	COX, KIM	05/24/2018	150.00
37498	419	CREATIVE EDGE DESIGN INC	05/24/2018	4,020.00
37499	52	HACH COMPANY	05/24/2018	867.29
37500	652	HAWKINS LOCK & KEY CO INC	05/24/2018	23.05
37501	622	HEYWARD SERVICES INC	05/24/2018	40,345.26
37502	9999998	HUNT, KENNETH W.	05/24/2018	150.00
37503	433	KONECRANES INC	05/24/2018	1,160.00
37504	9999998	MARTINEZ, MELISSA	05/24/2018	150.00
37505	218	MINNESOTA LIFE	05/24/2018	128.62
37506	816	PACE ANAYLTICAL SERVICES LLC	05/24/2018	1,334.67
37507	80	SOUTHSIDE ELECTRIC COOP	05/24/2018	838.82
37508	778	SPRINT	05/24/2018	876.69
37509	35	TREASURER OF VA/VITA	05/24/2018	5.86
37510	96	UNIVAR USA INC	05/24/2018	9,895.60
37511	136	USABLUBOOK	05/24/2018	574.09

NO. OF CHECKS: 101

TOTAL CHECKS

396,022.41

Town of Altavista
FY 2018 Revenue Report
92% of Year Lapsed

General 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>
Property Taxes - Real Property	209,000	209,000	1,178	1	216,565	104	216,600
Public Service - Real & Personal	99,600	99,600	0	0	95,415	96	99,600
Personal Property	210,000	210,000	840	0	160,670	77	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	0	0	169	84	200
Penalties - All Taxes	5,500	5,500	272	5	4,971	90	5,000
Interest - All Taxes	3,000	3,000	141	5	2,013	67	2,000
Local Sales & Use Taxes	160,000	160,000	15,040	9	126,565	79	165,000
Local Electric and Gas Taxes	110,000	110,000	9,466	9	95,332	87	112,000
Local Motor Vehicle License Tax	43,000	43,000	682	1	45,015	105	45,000
Local Bank Stock Taxes	150,000	150,000	108,530	72	111,056	74	150,000
Local Hotel & Motel Taxes	95,000	95,000	5,930	6	60,300	63	75,000
Local Meal Taxes	910,000	910,000	82,147	9	769,770	85	935,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	3,090	8	28,232	71	39,000
Transit Passenger Revenue	5,000	5,000	621	12	5,243	105	5,240
Local Cigarette Tax	160,000	160,000	11,419	7	129,461	81	141,000
Business License Fees/Contractors	3,500	3,500	404	12	4,548	130	4,550
Business License Fees/Retail Services	55,000	55,000	31,859	58	57,476	105	57,480
Business License Fees/Financial/RE/Prof.	4,000	4,000	946	24	3,964	99	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	2,469	296	10,569	115	10,570
Business Licenses Fees/Wholesale Businesses	500	500	312	62	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
92% 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	100	10	1,000	100	1,000
Fines & Forfeitures - Court	9,000	9,000	2,238	25	16,591	184	16,600
Parking Fines	500	500	120	24	270	54	270
Interest and Interest Income	70,000	70,000	2,653	4	65,539	94	80,000
Rents - Rental of General Property	1,200	1,200	75	6	912	76	1,200
Rents - Pavilion Rentals	3,000	3,000	350	12	2,400	80	3,000
Rents - Booker Building Rentals	4,000	4,000	425	11	4,200	105	4,200
Rents - Rental of Real Property	70,000	70,000	4,346	6	75,220	107	75,200
Property Maintenance Enforcement	0	0	280	0	560	0	840
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,600
State DCJS Grant	82,700	82,700	0	0	62,046	75	82,700
State Rental Taxes	1,100	1,100	159	14	975	89	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	2,250	75	5,475	183	5,480
VDOT Police Grant for Overtime	0	0	0	0	5,985	0	6,800
State Transit Revenue	14,000	14,000	0	0	19,008	136	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	3,510	4	42,459	43	97,700
Federal/Byrne Justice Grant	0	0	0	0	2,498	0	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
92% 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	25,000	3,437	14	253,447	1,014	255,000
Misc / Canoe Launch Project	0	0	0	0	22,500	0	22,500
Reimbursement of Insurance Claim	0	0	0	0	630	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 (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<u>4,604,800</u>	<u>4,619,800</u>	<u>295,289</u>	<u>6</u>	<u>4,388,520</u>	<u>95</u>	<u>4,981,860</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
92% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,988,650	7,013,650	443,942	6	5,618,756	80	7,027,190
Debt Service	445,400	445,400	0	0	370,087	0	445,400
CIP	2,795,420	2,859,620	203,525	7	2,230,633	78	2,925,773
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,361,060</u>	<u>10,450,260</u>	<u>647,466</u>	<u>6</u>	<u>8,284,476</u>	<u>79</u>	<u>10,529,953</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
92% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	27,200	27,200	1,922	7	23,074	85	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	16,133	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>1,922</u>	<u>3</u>	<u>39,208</u>	<u>63</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	52,273	6	674,585	84	818,490
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	17,375	45	66,788	173	90,520
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>69,648</u>	<u>8</u>	<u>741,373</u>	<u>88</u>	<u>909,010</u>
Non-Departmental							
Operations	444,040	454,040	27,500	6	388,221	86	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>27,500</u>	<u>9</u>	<u>323,221</u>	<u>101</u>	<u>318,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>318,550</u>	<u>27,500</u>	<u>9</u>	<u>323,221</u>	<u>101</u>	<u>318,550</u>
Public Safety							
Operations	961,850	961,350	75,871	8	824,203	86	961,350
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	500	1	124,862	147	99,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,046,550</u>	<u>76,371</u>	<u>7</u>	<u>949,065</u>	<u>91</u>	<u>1,060,683</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
92% 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	63,296	6	706,399	65	1,080,450
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>711,360</u>	<u>750,360</u>	<u>-2,713</u>	<u>0</u>	<u>709,830</u>	<u>95</u>	<u>750,360</u>
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>60,583</u>	<u>3</u>	<u>1,439,356</u>	<u>78</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	2,025	1	50,753	35	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>2,025</u>	<u>1</u>	<u>50,753</u>	<u>28</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	5,629	6	84,427	85	99,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>64,000</u>	<u>64,000</u>	<u>66,798</u>	<u>104</u>	<u>66,798</u>	<u>104</u>	<u>64,000</u>
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>72,427</u>	<u>44</u>	<u>151,225</u>	<u>92</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,202	8	46,427	83	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>4,202</u>	<u>8</u>	<u>46,427</u>	<u>83</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,492,750	232,717	7	2,733,090	78	3,506,290
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>962,860</u>	<u>1,007,060</u>	<u>81,960</u>	<u>8</u>	<u>984,411</u>	<u>98</u>	<u>1,073,213</u>
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,523,010</u>	<u>314,677</u>	<u>7</u>	<u>3,740,628</u>	<u>83</u>	<u>4,602,703</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
92% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	19,243	92	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	172	3	3,831	62	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	0	0	16,133	0	35,000
Total Expenditures	62,200	62,200	1,922	3	39,208	63	62,200

Town of Altavista
Administration
FY 2018 Expenditure Report
92% 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	30,119	7	395,519	88	453,750
Other Employee Benefits	49,400	49,400	450	1	15,615	32	49,400
Services	205,500	205,500	11,053	5	178,131	87	213,500
Other Charges	67,400	67,400	7,758	12	56,667	84	67,340
Materials & Supplies	34,500	34,500	2,893	8	28,653	83	34,500
Capital Outlay	38,500	38,500	17,375	45	66,788	173	90,520
Total Expenditures	843,450	843,450	69,648	8	741,373	88	909,010

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
92% 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	0	0	112,064	82	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	5,000	0	0	5,000	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	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	27,500	27,500	27,500	100	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	27,500	9	310,298	98	316,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	0	0	11,243	450	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	0	0	12,923	517	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	318,550	27,500	9	323,221	101	318,550
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
92% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	135,490	135,490	0	0	65,000	48	135,490
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	444,040	454,040	27,500	6	388,221	86	454,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	318,550	27,500	9	323,221	101	318,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
92% 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	66,548	8	720,371	86	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	444	4	5,677	54	10,500
Other Charges	43,050	46,450	2,784	6	43,278	93	46,450
Materials & Supplies	71,200	67,300	6,094	9	54,876	82	67,300
Capital Outlay	80,000	85,200	500	1	124,862	147	99,333
Total Expenditures	1,041,850	1,046,550	76,371	7	949,065	91	1,060,683

Town of Altavista
Public Works
FY 2018 Expenditure Report
92% 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	39,985	6	408,916	64	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	13,800	2,074	15	10,851	79	13,800
Other Charges	40,000	38,000	3,026	8	34,253	90	38,000
Materials & Supplies	388,900	389,700	18,210	5	252,379	65	389,700
Debt Service	23,200	23,200	0	0	23,127	0	23,200
Capital Outlay	711,360	750,360	-2,713	0	709,830	95	750,360
Total Expenditures	1,815,010	1,854,010	60,583	3	1,439,356	78	1,854,010

Town of Altavista
Economic Development
FY 2018 Expenditure Report
92% 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	2,030	8	15,485	62	25,000
Other Charges	31,300	31,300	-15	0	4,842	15	31,300
Materials & Supplies	7,000	7,000	10	0	1,073	15	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
Total Expenditures	178,550	178,550	2,025	1	50,753	28	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
92% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	72,950	72,950	5,442	7	64,901	89	72,950
Services	2,100	2,100	0	0	964	46	2,100
Other Charges	3,950	3,950	106	3	2,721	69	3,950
Materials & Supplies	20,800	20,800	80	0	15,842	76	20,800
Capital Outlay	64,000	64,000	66,798	104	66,798	104	64,000
Total Expenditures	163,800	163,800	72,427	44	151,225	92	163,800

Town of Altavista
Main Street Coordinator
FY 2018 Expenditure Report
92% 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	4,173	8	44,781	83	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	29	7	368	92	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	4,202	8	46,427	83	55,900

Town of Altavista
FY 2018 Revenue Report
92% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 MTD <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 YTD <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Interest/Interest Income	4,500	4,500	1,404	31	5,076	113	6,000
Water Charges - Industrial	1,600,000	1,600,000	125,283	8	1,160,015	73	1,600,000
Water Charges - Business/Residential	243,000	243,000	5,228	2	169,741	70	243,000
Water Charges - Outside Community	135,000	135,000	8,696	6	116,452	86	135,000
Water Charges - Water Connection Fees	3,000	3,000	350	12	1,075	36	1,500
Bulk Water Purchase	5,000	5,000	735	0	2,556	0	3,000
Sewer Charges - Industrial	1,132,000	1,132,000	106,634	9	1,016,638	90	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	5,698	2	172,271	75	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	2,200	42	3,200	62	3,200
Sewer Charges - Sewer Surcharges	95,000	95,000	15,896	17	156,267	164	160,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	27	1	5,289	106	5,300
Misc. Cash Discounts	0	0	4	0	24	0	20
Misc. Sale of Supplies & Materials	0	0	0	0	562	0	500
Miscellaneous	20,000	20,000	8,144	41	36,389	182	37,000
State Fluoride Grant	30,500	30,500	30,458	0	30,458	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,219,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,885,910</u>	<u>310,758</u>	<u>6</u>	<u>2,877,661</u>	<u>59</u>	<u>4,944,730</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
92% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Water Department							
Operations	1,467,800	1,467,800	92,377	6	1,064,020	72	1,467,800
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	657,270	657,270	1,554	0	719,613	109	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>93,931</u>	<u>4</u>	<u>2,130,593</u>	<u>84</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	102,909	7	1,135,052	81	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	934,440	79,964	9	373,048	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>182,873</u>	<u>8</u>	<u>1,508,100</u>	<u>64</u>	<u>2,338,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	195,285	7	2,199,072	77	2,872,000
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	1,571,710	1,591,710	81,518	5	1,092,660	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>276,804</u>	<u>6</u>	<u>3,638,693</u>	<u>74</u>	<u>4,885,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
92% 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	49,774	8	516,312	82	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	10,048	4	118,208	45	264,300
Other Charges	324,050	324,050	14,884	5	228,729	71	324,050
Materials & Supplies	252,950	252,950	17,670	7	200,772	79	252,950
Debt Service	422,200	422,200	0	0	346,960	0	422,200
Capital Outlay	657,270	657,270	1,554	0	719,613	109	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	93,931	4	2,130,593	84	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
92% 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	54,357	7	630,231	80	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	2,777	4	58,775	78	75,800
Other Charges	343,100	343,100	26,943	8	288,126	84	343,100
Materials & Supplies	199,750	199,750	18,831	9	157,921	79	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	934,440	79,964	9	373,048	40	934,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,338,640	182,873	8	1,508,100	64	2,338,640

Town of Altavista
Fund Expenditure Totals
FY 2018
92% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Operations	601,000	616,500	13,267	2	671,579	109	616,500
CIP	260,850	260,850	40,047	15	153,562	59	260,850
State/Hwy Water Department - TOTAL:	861,850	877,350	53,314	6	825,141	94	877,350

Cemetery Fund - (Fund 90)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Cemetery - Operations - Total:	32,400	32,400	2,672	8	15,015	46	32,400
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - TOTAL:	57,400	57,400	2,672	5	15,015	26	57,400

Town of Altavista
FY 2018 State/Highway Fund
92% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	670,000	670,000	0	0	5,333,375	796	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	0	0	8.38	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>877,350</u>	<u>0</u>	<u>0</u>	<u>5,333,383</u>	<u>608</u>	<u>877,350</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	2,021	4	16,482	34	48,200
Maintenance - Pavement	300,000	315,500	0	0	443,217	140	315,500
Maintenance - Traffic Control Devices	56,800	56,800	4,488	8	58,562	103	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	-108	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	250	0	39,156	70	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,967	8	52,260	105	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,649	3	61,902	77	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>13,267</u>	<u>2</u>	<u>671,579</u>	<u>109</u>	<u>616,500</u>
Improvements Other Than Buildings - New Engineering - New	260,850	260,850	40,047	15	153,562	59	260,850
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>40,047</u>	<u>15</u>	<u>153,562</u>	<u>59</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>53,314</u>	<u>6</u>	<u>825,141</u>	<u>94</u>	<u>877,350</u>

Town of Altavista
FY 2018 Cemetery Fund
92% 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	318	2	18,914	126	18,900
Interest/Interest Income	9,500	9,500	13	0	7,520	79	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,900	98	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>331</u>	<u>1</u>	<u>30,384</u>	<u>53</u>	<u>61,300</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	41	0	3,695	38	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	702	70	1,000
Benefits/FICA	800	800	2	0	304	38	800
Benefits/VRS	1,200	1,200	0	0	427	36	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	32	2	564	38	1,500
Benefits/Group Life	200	200	0	0	49	24	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,597	14	9,273	52	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>2,672</u>	<u>5</u>	<u>15,015</u>	<u>26</u>	<u>57,400</u>

FY 2018 Cemetery Fund as of May 31, 2018

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,697,397.56

Balance as of May 31, 2018

Non-Specific

Green Hill Cemetery	638,087.56	
General Fund Reserves		
Capital Improvement Program Reserves		3,580,334.99
Altavista EDA Funding	267,571.47 *	
	267,571.47	
Enterprise Fund Reserves		
Capital Improvement Program Reserves		1,018,940.44
PCB Remediation	569,707.59	
Highway Fund	915,583.54	
Police Federal	2,893.32	
Police State	4,434.48	
Public Funds Money Market Accounts		9,893,581.02
Operating Checking Account (Reconciled Balance)	806,263.15	

DESIGNATED FUNDS

3,204,541.11

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

UNDESIGNATED FUNDS

14,492,856.45

-7,204,264.00

7,288,592.45

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

NOTES:

Earmarked for Final Downtown Map-21 Project	-166,226.00
ED rem balance of \$35,000(website and marketing)	-6,240.00
Earmarked for AOT No Interest Loan Program	-40,000.00
"Pop-Up" Altavista Funding	-10,000.00
Accrued Liability	-152,635.00
Funds earmarked for items not completed during prior FY	-947,100.00
Project Funds	-54,788.45
Concept presented at work session for improvements to	-517,500.00

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house electric panels

Canoe Launch Site

-82,500.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

9/12/2017

Property Main. Enforcement

-5,000.00

9/12/2017

VDOT/Hillcrest Paving

-15,475.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-23,000.00

9/12/2017

Technology Upgrade Police Dept

-4,700.00

10/10/2017

Avoca Improvements to duct work

-10,000.00

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

4,722,654.32



**Town Council Meeting – Item Number: 6 c.
June 12, 2018**

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

Issue: Cell tower lease agreement

Background: Staff presented this item to the Council at their April 24, 2018 Work Session. It was explained that there were two options for renewal of the lease, one with a 5 year lease and a \$10,000 payment and the other a 10 year lease and a \$25,000 payment. It was decided to let the staff negotiate with American Tower to see if we could work out two 5 year leases and the \$25,000. John Eller, Town Attorney, has completed that negotiation successfully. At this time, Council will approve the leases and authorize the Town Attorney and Town Manager to execute the necessary paperwork to complete this item.

Requested Action: Approval of the two 5 year leases for American Tower as outlined in the documents and authorize the Town Attorney and Town Manager to execute the documents.

ATTACHMENTS:

- *Leases*

THE SECOND AMENDMENT TO THE CONTRACT

This Second Amendment to the Contract (this "**Amendment**") is made effective as of the latter signature date hereof (the "**Effective Date**") by and between the **Town of Altavista, a Virginia municipal corporation** ("**Landlord**") and **Alltel Communications, LLC d/b/a Verizon Wireless** ("**Tenant**") (Landlord and Tenant being collectively referred to herein as the "**Parties**").

RECITALS

WHEREAS, Landlord owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"); and

WHEREAS, Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Contract dated February 26, 2008 (as the same may have been amended, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises are also described on **Exhibit A**; and

WHEREAS, Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company ("**American Tower**"), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein; and

WHEREAS, Tenant has granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA; and

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease to extend the term thereof and to otherwise modify the Lease as expressly provided herein.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **One-Time Payment.** Tenant shall pay to Landlord a one-time payment in the amount of **Twenty Five Thousand and No/100 Dollars (\$25,000.00)**, payable within thirty (30) days of the Effective Date and subject to the following conditions precedent: (a) Tenant's receipt of this Amendment executed by Landlord, on or before June 30, 2018; (b) Tenant's confirmation that Landlord's statements as further set forth in this Amendment are true, accurate, and complete, including verification of Landlord's ownership; (c) Tenant's receipt of any documents and other items reasonably requested by Tenant in order to effectuate the transaction and payment contemplated herein; and (d) receipt by Tenant of an original Memorandum (as defined herein) executed by Landlord.
2. **Lease Term Extended.** Notwithstanding anything to the contrary contained in the Lease or this Amendment, the Parties agree the Lease originally commenced on December 14, 2009 and, without giving effect to the terms of this Amendment but assuming the exercise by Tenant of all remaining renewal options contained in the Lease (each an "**Existing Renewal Term**" and, collectively, the "**Existing Renewal Terms**"), the Lease is otherwise scheduled to expire on December 13, 2019. In addition to any Existing Renewal Term(s), the Lease is hereby amended to provide Tenant with the option to extend the Lease for each of two (2) additional five (5) year renewal terms (each a "**New Renewal Term**" and, collectively, the "**New Renewal Terms**"). Notwithstanding anything to the contrary contained in the Lease, (a) all Existing Renewal Terms and New Renewal Terms shall automatically renew unless Tenant

notifies Landlord that Tenant elects not to renew the Lease at least sixty (60) days prior to the commencement of the next Renewal Term (as defined below) and (b) Landlord shall be able to terminate this Lease only in the event of a material default by Tenant, which default is not cured within thirty (30) days of Tenant's receipt of written notice thereof, provided, however, in the event that Tenant has diligently commenced to cure a material default within thirty (30) days of Tenant's actual receipt of notice thereof and reasonably requires additional time beyond the thirty (30) day cure period described herein to effect such cure, Tenant shall have such additional time as is necessary (beyond the thirty (30) day cure period) to effect the cure. References in this Amendment to "**Renewal Term**" shall refer, collectively, to the Existing Renewal Term(s) and the New Renewal Term(s). The Landlord hereby agrees to execute and return to Tenant an original Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof (the "**Memorandum**") executed by Landlord, together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Tenant to Landlord.

3. **Rent and Escalation.** The Parties hereby acknowledge and agree that all applicable increases and escalations to the rental payments under the Lease (the "**Rent**") shall continue in full force and effect through the New Renewal Term(s).
4. **Limited Right of First Refusal.** If at any time during the term of the Lease as amended herein, Landlord either: (i) accepts an offer, or (ii) desires to offer, to sell, transfer, grant or convey and/or lease to a third party by deed, easement, lease, license or other legal instrument, an interest in and to, or the right to use or occupy, in any real property of which the Leased Premises is a part, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of the Lease to such third party, Tenant shall have the right of first refusal to meet any such bona fide offer of transfer, grant, conveyance and/or lease on the same terms and conditions. If Tenant fails to meet such bona fide offer within forty-five (45) days after written notice thereof from Landlord, Landlord may sell, transfer, grant or convey the deed, easement, lease or other interest in such real property to such third party in accordance with the terms and conditions of such third party offer.
5. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Landlord at: Town of Altavista, Attn: Town Manager, P.O. Box 420, Altavista, VA 24517; to Tenant at: Verizon Wireless, Attn.: Network Real Estate, 180 Washington Valley Road, Bedminster, NJ 07921; with copy to: American Tower, Attn.: Land Management, 10 Presidential Way, Woburn, MA 01801; and also with copy to: Attn.: Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the Parties, by thirty (30) days prior written notice to the others in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
6. **Counterparts.** This Amendment may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

ATC Site No: 419472
VZW Site No: 229969
Site Name: Alta Vista VA

LANDLORD:

**The Town of Altavista,
a Virginia municipal corporation**

Signature: _____

Print Name: _____

Title: _____

Date: _____

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

TENANT:

Alltel Communications, LLC d/b/a Verizon Wireless

By: ATC Sequoia LLC, a Delaware limited liability company

Title: Attorney-in-Fact

Signature: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below.

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below:

Being situated in the County of Campbell, State of Virginia, and being known as
Campbell County APN:

LEASED PREMISES

Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Tenant (and Tenant's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way including but not limited to:

EXHIBIT B

FORM OF MEMORANDUM OF LEASE

Prepared by and Return to:

American Tower

10 Presidential Way

Woburn, MA 01801

Attn: Land Management/Anthony G. DePasquale, Esq.

ATC Site No: 419472

ATC Site Name: Alta Vista VA

Assessor's Parcel No(s): [APN]

Prior Recorded Lease Reference:

State of Virginia

County of Campbell

MEMORANDUM OF LEASE

This Memorandum of Lease (the "**Memorandum**") is entered into on the _____ day of _____, 201__ by and between **the Town of Altavista, a Virginia municipal corporation** ("**Landlord**") and **Alltel Communications, LLC d/b/a Verizon Wireless** ("**Tenant**").

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Landlord is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Contract dated February 26, 2008 (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **American Tower.** Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company ("**American Tower**"), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein. In connection with these responsibilities, Tenant has also granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA.
3. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Tenant of all renewal options contained in the Lease, the final expiration date of the Lease would be December 13, 2029. Notwithstanding the foregoing, in no event shall Tenant be required to exercise any option to renew the term of the Lease.

ATC Site No: 419472
VZW Site No: 229969
Site Name: Alta Vista VA

4. **Right of First Refusal.** There is a right of first refusal in the Lease.
5. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Landlord hereby grants the right to Tenant to complete and execute on behalf of Landlord any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
6. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Landlord at: Town of Altavista, Attn: Town Manager, P.O. Box 420, Altavista, VA 24517; to Tenant at: Verizon Wireless, Attn.: Network Real Estate, 180 Washington Valley Road, Bedminster, NJ 07921; with copy to: American Tower, Attn.: Land Management, 10 Presidential Way, Woburn, MA 01801, and also with copy to: Attn.: Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
7. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Landlord and Tenant have each executed this Memorandum as of the day and year set forth below.

LANDLORD

2 WITNESSES

**The Town of Altavista,
a Virginia municipal corporation**

Signature: _____

Print Name: _____

Title: _____

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 201____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public

Print Name: _____

My commission expires: _____

[SEAL]

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

ATC Site No: 419472
VZW Site No: 229969
Site Name: Alta Vista VA

TENANT**WITNESS****Alltel Communications, LLC d/b/a Verizon Wireless**

By: ATC Sequoia LLC,
a Delaware limited liability company
Title: Attorney-in-Fact

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 201____, before me, _____
the undersigned Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed
to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity
upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

ATC Site No: 419472
VZW Site No: 229969
Site Name: Alta Vista VA

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below.

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below:

Being situated in the County of Campbell, State of Virginia, and being known as
Campbell County APN:

LEASED PREMISES

Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Tenant (and Tenant's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way including but not limited to:



Town Council Meeting – Item Number: 8.a.
June 12, 2018
Adoption of FY2019 Operating Budget and FY2019-2023 CIP

Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Issue: **Adoption of Ordinance Adopting and Re-Ordaining the Town’s Tax Rates, Water and Sewer Rates, Fees and Other Charges; Adoption of a Resolution to Adopt and Appropriately the FY19 Budget; Approval of the 2019-2023 Capital Improvement Program; Adoption of the Text Amendments to Ordinances Related to Rates; Fees; and Charges**

Background: On February 19, 2018, the Town Manager submitted his recommended FY19 Budget to Council for its consideration. Town Council met on February 27th, March 27th and April 24th to revise and finalize the budget for adoption.

Discussion: Over the course of the budget work sessions, Town Council recommended changes, those changes are outlined in the staff memo of March 29, 2018.

The FY19 General Fund Budget is balanced and results in a surplus of \$339,850 transferred to the General Fund Reserves.

The FY 19 Water & Sewer (Enterprise) Fund Budget is balanced with an increase of water rates of 8% and increase of sewer rates of 4%; as well as a monthly base rate charge.

Financial Impact: The adopted Budget is the operations guide and financial policy document for the fiscal year.

Recommended Action: Adoption of the following Ordinances and Resolutions:

- ♦ Ordinance 18-06-01 Tax Rates, Water and Sewer Rates; and Other Charges
- ♦ Resolution Adopting and Appropriating the FY2019 Budget
- ♦ Resolution Approving the 2019–2023 Capital Improvement Program
- ♦ Text Amendments to Ordinances related to Rates; Fees and Charges

POSSIBLE MOTIONS:

- 1) Motion to adopt Ordinance 18-06-01 Tax Rates, Water and Sewer Rates and Other Charges
- 2) Motion to adopt a Resolution Adopting and Appropriating the FY2019 Budget
- 3) Motion to Adopt a Resolution approving the 2019 – 2023 Capital Improvement Program
- 4) Motion to Adopt a Resolution approving Text Amendments to Ordinances related to Rate; Fees and Charges

ATTACHMENTS:

- *Tax Rate/Fee/ Charges Ordinance*
 - *2019 Fees, Rates and Charges (Master List)*
- *Resolution Adopting and Appropriating FY19 Budget*
 - *Budget Summary*
 - *Changes to FY 2019 Proposed Budget*
- *Resolution Approving the 2018-2023 CIP*
- *Text Amendments and Master List*
 - *Text Amendments*

TOWN OF ALTAVISTA, VA

ORDINANCE NO: 18-06-01

PRESENTED: June 12, 2018

ADOPTED: _____

AN ORDINANCE: ADOPTING AND RE-ORDAINING THE TOWN'S TAX RATES, WATER AND SEWER RATES, FEES, AND OTHER CHARGES

The Town Council of the Town of Altavista, Virginia hereby ordains:

SECTION I. That all tax rates, fees and other charges for the Town of Altavista are hereby adopted and re-ordained as set forth in Appendix A to this Ordinance, "Master List Rates, Fees and Charges".

SECTION II. That all tax rates, water and sewer rates, and fees adopted under this Ordinance shall supersede any conflicting tax rate, water and sewer rates, fee or charge previously adopted.

SECTION III. That the "Master List, Rates, Fee and Charges" adopted and re-ordained under this Ordinance shall be incorporated by reference in the Town Code of Altavista, Virginia, as necessary.

SECTION IV. That if any portion of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any part or provisions thereof, other than the part so decided to be invalid.

SECTION V. That this Ordinance shall be effective July 1, 2018.

PASSED THIS _____ DAY OF _____, 2018.

Michael E. Mattox, Mayor
Town of Altavista

ATTEST:

J. Waverly Coggsdale, III, Town Clerk

BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE	
Contractors	Rate per \$100 of gross receipts
Retailers	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Financial, Real Estate, & Professional	\$ 0.0425
Personal Services, Repair	\$ 0.0425
Wholesalers	\$ 0.0600
Wholesale Peddlers	\$ 0.0175
Commission Merchant	\$ 0.0175
Direct Sellers (sales under \$4,000)	\$ 0.0600
Direct Sellers (Sales over \$4,000)	\$ 0.0175
Peddlers	\$ 0.0550
Itinerant Merchant (Edible, Perishable Goods)	\$ 125.0000
Itinerant Merchant (Nonperishable Goods)	\$ 25.0000
Carnivals, Circus	\$ 125.0000
Fortunetellers	\$100 per day, \$500 per week
Savings Institutions/State Chartered Credit Unions	\$ 500.00
Photographers, out of town	\$ 25.00
Operators, coin operated machines	\$ 15.00
Minimum License	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
	\$15
CEMETERY FEES	
Changing of cemetery Deed	\$ 25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$ 650.00 in town residents - with a minimum of 2 spaces
	\$ 950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$ 650.00 before 12 noon - weekday
	\$ 800.00 after 12 noon - weekday
	\$ 900.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$ 300.00 before 12 noon - weekday
	\$ 350.00 after 12 noon - weekday
	\$ 400.00 weekend or holiday
Disinterment	\$ 1,300.00
RENTALS	
Booker Building Deposit	\$ 150.00
	\$ 250.00 if alcohol is served
Booker Building Rental Fee	\$ 100.00 for each 4 hours
Booker Building Utility Fee	\$ 25.00
Park Pavilion Rentals	\$ 50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$ 25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (Town residents/businesses only)	\$ 25.00 standard dump truck - resident
	\$ 50.00 tandem dump truck - resident
	\$ 50.00 standard dump truck - business
	\$ 100.00 tandem dump truck - business
PLANNING & ZONING RELATED	
Zoning Permit	\$ 20.00
Sign Permit	\$ 20.00
Special Use Permit; application fee	\$300 - \$400
Variance	\$ 300.00
Appeal to BZA	\$300 - \$400
Rezoning	\$ 400.00
Subdivision (5 lots or less), fees for examining/approval of plats	\$10.00 and \$1.00 per lot
Subdivision (5 lots or more), fees for examining/approval of plats	\$25.00 and \$1.00 per lot
TRANSIT FEES	
Transit Tokens	\$ 0.50 each
Transit Punch Cards	\$ 10.00 for 3 cards
Transit Monthly Pass	\$ 20.00
TAX RATES	
Real Estate Rate	\$0.08 per \$100 of assessed value
Personal Property Rate	\$2.00 per \$100 of assessed value
Cigarette Tax	\$ 0.27 per pack
Hotel Lodging Tax	5.50% 3% credit for reporting on time
Meals Tax	7% 2% credit for reporting on time
UTILITY FEES	
Water	Business & Residential - \$2.35 per 1,000 gallons
	Industrial - \$2.31 per 1,000 gallons
	Town of Hurt - \$3.53 per 1,000 gallons
	Business & Residential Outside of Town - \$4.70 per 1,000 gallons
	Industrial Outside of Town - \$4.62 per 1,000
Sewer (based on 85% of water consumption or metered consumption)	Business & Residential - \$3.19 per 1,000 gallons
	Industrial - \$3.27 per 1,000 gallons

**TOWN OF ALTAVISTA
2019 "MASTER LIST RATES, FEES AND CHARGES"**

APPENDIX "A"

Town of Hurt - \$3.19 per 1,000 gallons
Business & Residential Outside of Town - \$6.38 per 1,000 gallons
Industrial Outside of Town - \$6.54 per 1,000

Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 1/2"	5	\$32.50
2"	8	\$52.00
2 1/2"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee (Base: \$1,500)	Sewer Connection Fee (Base: \$2,000)	Sewer Availability Fee (Base: \$600)
5/8"	1	\$1,500	\$2,000	\$600
3/4"	1.5	\$2,250	\$3,000	\$900
1"	2.5	\$3,750	\$5,000	\$1,500
1 1/2"	5	\$7,500	\$10,000	\$3,000
2"	8	\$12,000	\$16,000	\$4,800
2 1/2"	11	\$16,500	\$22,000	\$6,600
3"	15	\$22,500	\$30,000	\$9,000
4"	25	\$37,500	\$50,000	\$15,000
6"	50	\$75,000	\$100,000	\$30,000
8"	80	\$120,000	\$160,000	\$48,000
10"	115	\$172,500	\$230,000	\$69,000

Application for Service / Application Fee	\$ 25.00
Security Deposit (Owner)	\$ 50.00
Security Deposit (Landlord)	\$ 125.00
Cut-Off Charge Fee for Non-payment	\$ 35.00
Service request during work hours (7:00 am-3:30 pm M-F)	\$ 25.00
Service request after work hours (3:30 pm M-F, Saturday and Sunday)	\$ 50.00
Purchase of water at WTP	\$ 10.00 for each 1,000 gallons
Disposal Fee Permit for WWTP	\$ 50.00

MISCELLANEOUS CHARGES

Return Check Charge	\$ 35.00
Police Report	\$ 5.00
Customer Copies	\$ 0.15
Fax	\$ 1.25 first page
	\$ 0.75 each additional page
Vehicle Withholding Fee (DMV stop)	\$ 45.00
Dealers in precious metals; permit required from Chief of Police	\$ 200.00

TOWN OF ALTAVISTA, VA

FISCAL YEAR 2019 BUDGET & APPROPRIATION RESOLUTION

A RESOLUTION TO APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED REVENUES FOR FY 2018-2019 FOR THE OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF ALTAVISTA, VIRGINIA

WHEREAS, pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council of Altavista, Virginia must approve for informative and fiscal planning purposes a budget that contains a complete and itemized classified plan for all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2018 and ending June 30, 2019 (“**FY2019**”); and

WHEREAS, the Town Manager prepared for FY 2019 a budget entitled *Proposed Operating Budget and Capital Improvement Plan for Fiscal Year 2019* (“**FY2019 Budget**”), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

WHEREAS, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2019 Budget, which changes are set forth in a document entitled *Changes to FY 2019 Proposed Budget (memo, dated March 29, 2018)*.

NOW THEREFORE, the Council of the Town of Altavista, Virginia hereby resolves:

SECTION I. The FY2019 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Changes to FY 2019 Proposed Budget*. The FY 2019 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$4,100,850**; Enterprise “Utility” Fund (Water & Sewer), **\$4,573,450**; Highway Maintenance Fund, **\$761,130**; Cemetery Fund, **\$62,500**; Transfer to General Fund Reserves (Fire Department loan repayment) **\$65,000**; and Transfer to General Fund Reserves (Surplus) **\$339,850**. Included in these funds is **\$1,916,850** for Capital Outlay;

SECTION II. Amendments to the adopted FY 2019 Budget may be enacted by the Town Council by resolution from time to time.

SECTION III. The Town Manager may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION IV. The Town Manager may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION V. All outstanding encumbrances in the capital projects fund at June 30, 2018 shall be an amendment to the adopted budget and shall be reappropriated to the FY2019-2020 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements. Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Manager may approve transfers between funds to enable capital projects to be accounted for properly. Upon completion of a capital project, the Town Manager is authorized to close out the project and transfer any remaining balances to the original funding source. The Town Manager is authorized to approve transfers among capital projects as long as funding sources are consistent and total appropriations is not increased. If the actual contract amount for a project is less than the appropriations, the Town Manager may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION VI. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION VII. All appropriations are declared to be maximum.

SECTION VIII. No department, agency or individual receiving appropriations under the provision of this Resolution shall exceed the amount of its or his appropriation, except with the prior approval of, and appropriation by, the Town Council.

SECTION IX. All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

SECTION X. If any provisions of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

SECTION XI. This Resolution shall be effective on and after July 1, 2018.

PASSED THIS _____ DAY OF _____, 2018.

Michael E. Mattox, Mayor
Town of Altavista

ATTEST:

J. Waverly Coggsdale, Clerk

TOWN OF ALTAVISTA, VA

RESOLUTION TO APPROVE THE 2019 – 2023 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, the Town Manager presented a draft FY2019-2023 Capital Improvement Program, as part of the budget entitled *Proposed Operating Budget and Capital Improvement Plan for Fiscal Year 2019*, which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

WHEREAS, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2019 Budget and Capital Improvement Program, which changes are set forth in a document entitled *Changes to FY 2019 Proposed Budget (memo, dated March 29, 2018)*.

WHEREAS, a Public Hearing was held on May 8, 2018 to receive public comment; now therefore

BE IT RESOLVED, that the FY2019-2023 Capital Improvement Program for the Town of Altavista, as modified in work session held during March, April and May 2018, is hereby approved.

Voting for: _____

Against: _____

Adopted: _____

Town Clerk

TOWN OF ALTAVISTA, VA

**A RESOLUTION TO ADOPT THE TEXT AMENDMENTS TO ORDINANCES RELATED TO
RATES; FEES AND CHARGES**

WHEREAS, the FY2019 Budget contains updated rates, fees and other charges imposed by the Town and several sections of the Town Code required updating; as these sections currently contain specific numbers related to said fees and rates; and

WHEREAS, the Town Council conducted a Public Hearing on May 8, 2018 to consider text amendments that would remove specific rate/fee references and all rates/fees would be incorporated into a “Master List Rates, Fees & Charges”, which will be adopted when the budget is adopted; and

WHEREAS, the purpose of these changes is to avoid changing the text of the Town Code to show the rates, fees and/or charges each time they are modified and to provide a single reference point for citizens to find the rates; fees and charges imposed by the Town; and

NOW THEREFORE, the Council of the Town of Altavista, Virginia hereby resolves that Section 78-81, Section 78-82 and Section 78-85 are amended as presented.

PASSED THIS _____ DAY OF _____, 2018.

Michael E. Mattox, Mayor
Town of Altavista

ATTEST:

J. Waverly Coggsdale, Clerk

An Ordinance to repeal, amend and re-ordain Section 78-81 of the Code of the Town of Altavista, 1968, relating to fees (connection fees, rates for water and sewer).

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

1. That Section 78-81 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 78-81. Fees.

All installation and connection fees and rates for both water and sewage service shall be as set from time to time by the town council and shown on the Town of Altavista Master List of Fees and Charges, hereinafter the "Master List" which Master List is incorporated herein by reference and made a part hereof and shall be enforceable as if set out herein.

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

An Ordinance to repeal, amend and re-ordain Section 78-82 of the Code of the Town of Altavista, 1968, relating to charges for water and sewer; charges for service outside corporate limits.

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

1. That Section 78-82 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 78-82. Charges for water and sewer; charges for service outside corporate limits.

In addition to the charge for the permit for connection with the town utilities, user charges shall be made for the use of such system as the Council may from time to time direct. Such charges shall be billed and collected by the town treasurer and shall be due and payable as set forth on the Treasurer's bill. Accounts that utilize 25,000 gallons per month will be billed monthly; while those that utilize less than 25,000 gallons will be billed quarterly. Higher rates may be charged to out-of-town users.

With the exception of bulk sales of water and sewer service by contractual arrangement with the Town of Hurt, the rates for water and sewer service, as set forth in the Master List, furnished outside the corporate limits shall be double the rates for in town users.

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

NOTE: Sections 78-83 and 78-84 are unchanged.

An Ordinance to repeal, amend and re-ordain Section 78-85 of the Code of the Town of Altavista, 1968, relating to connection fees, rates for water and sewer.

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

1. That Section 78-85 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 78-85. Connection fees, rates for water and sewer.

Connection fees, rates for water and sewer shall be as set forth on The Master List.

Water connection fees for a ¾" meter shall be as stated in the Master List and connection fees for meters larger than ¾" will be the ¾" meter charge multiplied by the AWWA Capacity Factor of Meter Size.

Sewer connection fees will be based on the size of the water meter; the base rate shall be as stated in the Master List for a ¾" water meter. Sewer connections associated with water meters above the ¾" water meter shall be the ¾" rate multiplied by the AWWA Capacity Factor.

Sewer availability fees shall be based on the size of the water meter; the base rate shall be as stated in the Master List for a ¾" water meter. Availability fees for sewer shall be based on the ¾" rate multiplied by the AWWA Capacity Factor.

(a) — Water connection fees, inside corporate limits.

Meter size (inch)	Charge
¾	\$350.00
1	\$250.00, plus the cost of the one-inch meter
Over 1	\$400.00, plus labor and materials

(b) — Sewer connection fees, inside corporate limits, when line constructed before July 1, 1989. Connection fees to lines constructed within the corporate limits before July 1, 1989, are established as follows:

(1) — Single-family residential and single-user commercial (four-inch standard connection)	\$1,100.00
(2) — Multiresidential units and multicommercial units	800.00
Per additional unit	
Plus labor and materials for over four inches	100.00
(3) — Motels/hotels	800.00
Per additional living unit	
Plus labor and materials for over four inches	50.00

- ~~(4) Industrial and large commercial. 1,100.00~~
~~Plus labor and materials for over four inches~~
- ~~(c) Sewer connection fees; inside corporate limits, when line constructed on or after July 1, 1989. On any sewer line constructed within the corporate limits on or after July 1, 1989, the fees shall be as follows:~~
- ~~(1) Single family residential and single user commercial (four inch standard connection)~~
~~Availability charge (payable as set forth in Section 78-92). \$600.00~~
~~Connection fee (payable upon connection). 500.00~~
- ~~(2) Multiresidential units and multicommercial units~~
~~Availability charge. 800.00~~
~~Connection fee per unit. 100.00~~
- ~~(3) Motels/hotels~~
~~Availability charge. 800.00~~
~~Connection fee per unit. 50.00~~
- ~~(d) Water and sewer connection fees outside corporate limits. All water and sewer connection fees for connections described in subsections (a), (b) and (c) of this section located outside the corporate limits shall be double the amount stated in subsections (a), (b) and (c) of this section.~~
- ~~(e) Water rates inside corporate limits. The rate for water furnished inside the corporate limits shall be as follows:~~
- ~~(1) Residential, commercial and churches: (quarterly billing)~~
~~Minimum charge based on 5,000 gallons, at current~~
~~rate per 1,000 gallons~~
~~Over 5,000 gallons (per 1,000 gallons). . . . \$1.71~~
- ~~(2) Schools: (quarterly billing)~~
~~Straight per 1,000 gallons. . . . 1.71~~
- ~~(3) Industrial and commercial: more than 25,000 gallons per month, billed monthly~~
~~Commercial straight per 1,000 gallons. . . . 1.71~~
~~Industrial straight per 1,000 gallons. . . . 1.68~~
- ~~(f) Sewer rates inside corporate limits. The rate for sewer furnished inside the corporate limits shall be as follows:~~
- ~~(1) Residential, commercial and churches: (quarterly billing)~~
~~Under 25,000 gallons per 1,000 gallons; based on~~
~~85 percent of metered water. \$2.40~~
~~More than 25,000 gallons per month, billed monthly~~
- ~~(2) Minimum charge, per billing period. . . . 5.00~~
- ~~(3) Industrial:~~
~~25,000 gallons and over, billed monthly~~
~~Per 1,000 gallons based on a fixed percentage of the metered~~
~~water to be agreed upon by the town and the~~
~~industry. 2.46~~
- ~~Under special permission granted under Section 78-183, sewer connections where no water connection exists, the rate for sewer service shall be the sum of the current minimum charge for water and the current minimum charge for sewer per~~

quarter.

- (g) ~~Water and sewer rates outside corporate limits. The rates for water and sewer service, as described in subsections (e) and (f) of this section, furnished outside the corporate limits shall be double the rates stated in subsections (e) and (f) of this section.~~

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

NOTE: Sections 78-86, 78-87, 78-88, 78-89, 78-90 and 78-91 are unchanged.

An Ordinance to repeal, amend and re-ordain Section 78-92 of the Code of the Town of Altavista, 1968, relating to availability charge for sewer lines constructed on or after July 1, 1989.

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

1. That Section 78-92 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 78-92. Availability charge for sewer lines constructed on or after July 1, 1989.

(a) The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other nonindustrial purposes to which sewer service has been made available on or after July 1, 1989, shall be required to pay an availability charge the purpose of which is to defray in part the town's cost in furnishing such service.

(b) Such availability charge shall be due and payable 30 days after the date of notification of availability of such service regardless of whether or not the owner of such houses, buildings, etc. shall connect with the public sewer.

(c) Upon completion of a sewer project, the town manager shall notify by certified mail, return receipt requested, all such owners of the availability of sewer service and shall state in such notice the date the availability charge is due and payable. Such availability charge may be made payable in installments by resolution of the town council.

(d) Upon connection to the sewer, owners of properties who paid a sewer availability charge pursuant to this section will receive a credit against their connection fee.

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



Town Council Meeting – Item Number: 8.b.

June 12, 2018

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

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: **Approval of the signage (markers) that VDOT will have placed at Town approved sites as a part of the Rt. 29 Bridge Replacement Project.**

Background: 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.

Discussion: Attached you will find the signage (markers) that VDOT is proposing for this purpose. Each slide shows the layout and wording of each marker, followed by a possible location of the marker.

In regard to the marker placement staff would recommend the following:

- Switch the locations for the following markers: “*Crossing the Staunton*” (place in English Park) and “*1928 Bridge Between Hurt and Altavista*” (place at beginning of bridge).
- Place “*Founding the Town of Altavista*” marker in front of Town Hall.
- Place “*Historic Downtown Altavista*” at the Main Street/Campbell gazebo or at the Gateway Park.

Financial Impact: None, VDOT will be responsible for the signs/markers.

Recommended Action: Approval of the markers and selection of the locations.

ATTACHMENTS:

- *Markers photos and potential sites.*

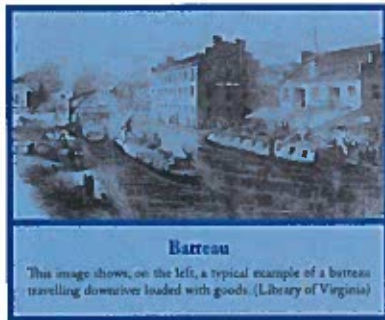


The post and panel system of markers will similar to the photo above. They will be double post mounted with metal frame around the text panel in a satin black. They will stand approximately three feet in height and the text panel will be two feet by three feet in dimension.

Crossing the Staunton

U.S. Business 29 follows a historic path connecting the James and Staunton Rivers. The route parallels portions of what was once colonial-era Ward's Road, among the first roads established from Lynchburg leading south to fords along the Staunton River. Altavista's Main Street was originally a western fork from Ward's Road to the Clements Ford river crossing where U.S. Business 29 crosses now into Hurt.

Roads were often rough and poorly maintained until the mid-19th century, including Ward's Road, and rivers functioned similar to modern highways to transport goods and people. Farmers shipped crops downriver on batteau, a shallow draft boat that was typically 50 feet long. There were fords along the river for easy access in loading and unloading goods.



Batteau

This image shows, on the left, a typical example of a batteau travelling downriver loaded with goods. (Library of Virginia)

Railroads brought rapid transportation that eliminated the need for the batteau and iron bridges replaced the time-consuming ferries that carried individual railcars across rivers. The Southern Railway constructed a wooden bridge in 1872 to cross the Staunton River for its Washington, D.C. to Atlanta, Georgia route. The Lane Brothers Construction



Staunton River Crossings

This c. 1864 map from the Confederacy's Chief Engineer's Office for the Department of Northern Virginia shows Staunton River crossings in the vicinity of modern Altavista. Note Ward's Bridge near the center of the map. Clements Ford (FD.) is noted at the location of current U.S. Business 29. The Dillard family farm just to the north was purchased by the Lane Brothers in 1905 to create Altavista. (Library of Congress)

Company added a new bridge just west of here at the turn of the 20th century, part of the 32-mile rail section of the Virginian Railway they constructed connecting West Virginia coalfields to the ports of Norfolk, Virginia. The intersection of these two railroads, which you now stand near, led to the development of Altavista in 1908.

The U.S. 29 corridor became a major north-south route passing through Altavista and Hurt as automobiles replaced trains in the 20th century. The State Highway Commission (now the Virginia Department of Transportation) constructed a new automobile bridge in 1928 between Altavista and Hurt. The route of U.S. 29 was expanded throughout the 1950s and 1960s, creating the current U.S. 29 Highway and U.S. Business 29, both with bridges crossing the Staunton River.

Possible Locations for Heritage Tourism Signage

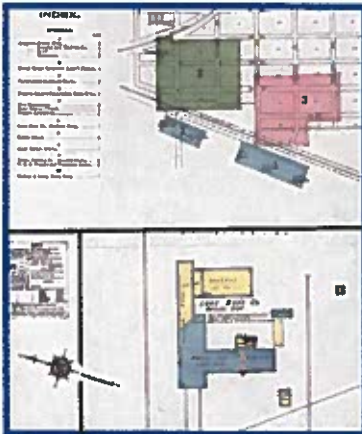


Marker 2 – Crossing the Staunton

This marker would be placed on the Altavista side of the beginning of the bridge, west side of the road, and within VDOT right-of-way.

Founding the Town of Altavista

The Lane Brothers Construction Company planned Altavista on 2,000 acres purchased in 1905 at the crossing of their newly completed section of the Virginian Railway and the existing Southern Railway (now Norfolk Southern Railway). Tradition holds that several members of Lane Brothers voted on the town name by casting ballots in a hat. The resulting vote favored Altavista, meaning "high view."



Sanborn Fire Insurance Map, 1910

This map shows not only the original grid of Altavista, but also the earliest buildings constructed within the new town, including the Lane Brothers Construction Company Offices. (Library of Congress)

The Lane Brothers organized the new community with businesses along Main Street and to the southwest, residences to the north, and industry to the east. By 1909, the Altavista Land and Improvement Company developed as a branch of Lane Brothers to continue construction, including improving roads. The rapidly growing town was incorporated in 1912 and featured depots for each railroad that brought passengers and goods each day.

While the railroads were critical to the area's growth, lumber companies grew rapidly to meet the demand for materials

to continue that development. Local industries included Frazier Lumber Company and English Construction Company. W. S. Frazier founded the Frazier Lumber Company in 1905 that expanded to include a construction company as well. W.B. English, a builder, opened a lumber company in 1909 that became English Construction Company. Both companies were responsible for building projects throughout Altavista and the surrounding counties.

The Lane family, who owned Lane Brothers Construction Company, continued to be involved in the town and purchased the Old Dominion Box Company in 1912 for Edward H. Lane.

The business became The Lane Company, Inc. and produced furniture, along with the famous cedar chests. The business employed 2,000 residents as cedar chests became increasingly popular after World War II.



Altavista Cotton Mills and Burlington Industries

The Altavista Cotton Mills opened in 1911 after South Carolina investors, who constructed the original building, sold the building to local investors. A village for the mill workers grew along 4th and 5th Streets as the mill rapidly expanded throughout the early 20th century.

As the textile industry began to slow in the 1920s, J. Spencer Love of Burlington Mills began producing rayon fabrics in North Carolina. Burlington Mills purchased Altavista Cotton Mills in 1933, and continued to produce rayon until glass fiber fabrics went into production in 1956 under the name Altavista Weaving. The company expanded operations to Hurt in 1949, opening the Burlington Industries Finishing Division. (Blackwell Press)

Possible Locations for Heritage Tourism Signage



Marker 3 – Founding the Town of Altavista

This marker *could* be placed at the Chamber of Commerce on Town-owned property, pending approval by the Town.



MARKER
#3

ALTERNATIVE
SITES



1928 Bridge Between Hurt and Altavista

In August 1928, T. A. Loving & Son, of Goldsboro, North Carolina, began construction on a new bridge to cross the Staunton River and pass over the Virginian Railway. In an area that had been prone to wash-outs since the 1870s, the new bridge promised to bring better connections between Hurt and Altavista by combining concrete footings with riveted steel trestles. The steel and concrete bridge featured trusses with rivets throughout. The trusses follow a triangular support system known as a "Warren truss." Patented by James Warren and Willoughby Monzani in 1848, this British truss form spread to the United States and was particularly popular from 1900 through the 1920s as improvements in riveting and steel made their construction more viable.



Staunton River Bridges

This image shows the recently completed 1928 vehicular bridge with the Southern Railroad bridge in the background. The town of Altavista is visible in the distance. The photograph is likely taken from the double tracks that were demolished in 1983 just east of these bridges. (Blackwell Press)

C. M. Clay, Engineer, directed the bridge construction in 1928 and 1929. The Altavista Journal, founded in 1910, chronicled the bridge's construction and communications from the State Highway Commission. The newspaper reported that concrete work began the week of August 12, 1928, and an estimated 150 men were employed at the height of its construction.

The plans for the bridge were adjusted after storm flooding occurred during construction. While the original plans called for two bridges connected by fill, the fill was abandoned in favor of a roadway supported by concrete footers from the edge of the Staunton River to Altavista's Main Street. Fabricated steel for the trusses arrived in five cars during the final week of November 1928, as the concrete work had progressed rapidly throughout the late summer and fall. The bridge was completed in 1929. A pedestrian walkway was added in 1948.

Railroad Bridges

Immediately west of the U.S. Business 29 Staunton River crossing is a Pratt truss bridge that carries the Norfolk Southern Railway between Hurt and Altavista. Continuing west on the Staunton River, the Virginia Bridge and Iron Company of Roanoke, Virginia constructed a plate girder bridge that once carried the Virginian Railway along its east-west route.

East of the current trestle and road bridge for U.S. Business 29, there is an abandoned railroad bed and concrete pads for a second Southern Railway bridge that was demolished in 1983.

Possible Locations for Heritage Tourism Signage



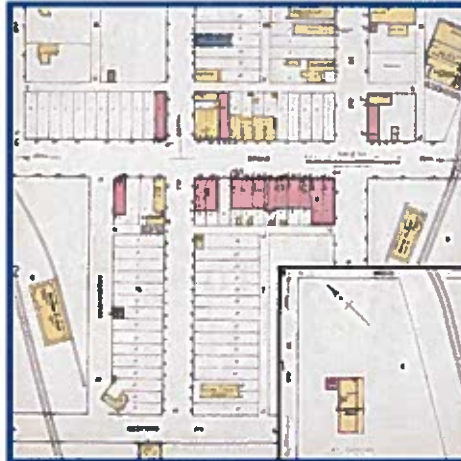
Marker 4 – 1928 Bridge

This marker *could* be placed in English Park overlooking the new bridge and the railroad bridge on Town-owned property, pending approval by the Town.

Historic Downtown Altavista

The Lane Brothers Construction Company began planning Altavista in 1905 to create a modern town on a grid with lots that were 25 feet wide and 100 feet deep. The Frazier Lumber Company constructed the first houses within the Altavista Downtown Historic District along Main Street. The town's earliest residents arrived in 1907, and the Altavista Land Improvement Company quickly connected homes to electricity and telephone. However, the electricity was cut off at 9:00 pm each night and only street lights lit the new town on moonless nights.

The Lane Brothers Company moved their office from Esmont, Virginia, a town they also founded, to Altavista's growing commercial streets. Businesses began to cluster along Broad and Main Streets, and the First National Bank opened there in



Sanborn Fire Insurance Map, 1918

As Altavista developed, the commercial district expanded for the new residents. Here, you can see both train depots, the Commonwealth Hotel, the post office, and businesses along Broad Street. The buildings with pink shading are of brick construction. (Library of Congress)

1908. The post office was established in 1907, and the population reached 1,000 in 1909. This growth necessitated additional services, including a fire department established by 1910. Town planning continued with manufacturing and industry located east of the railroad tracks.

More than 2,000 people lived in Altavista by 1930. Despite the Great Depression, the federal Public Works Administration funded several construction projects locally. W. B. English Lumber Company constructed the new Colonial Revival-style municipal building in 1938, designed by architect Samuel P. Craighill of Lynchburg, on the 500 block of 7th Street. Businesses continued to grow in downtown Altavista in the mid-twentieth century to support the town's expanding manufacturing community.



The Commonwealth Hotel

Completed in 1908 at a cost of \$35,000, the Commonwealth Hotel near the depot became an instant community landmark that provided space for social life as well as a space for guests.

The Altavista Journal described it as "an up-to-date hotel, with steam heating and cold water apparatus with fifty guest rooms, expected to be filled by summer visitors" in 1909. The large, two-and-a-half story Late Victorian building was demolished in the 1970s. (Blackwell Press)

Possible Locations for Heritage Tourism Signage



Possible Locations for Heritage Tourism Signage



Marker 5 – Historic Downtown Altavista

This marker *could* be placed at a number of locations along Main Street such as at the Campbell Ave. shelter, at the bump-out, or the shelter or park bench at Main and Broad, pending approval by the Town.



MARKER
#5



Alternative
SITES



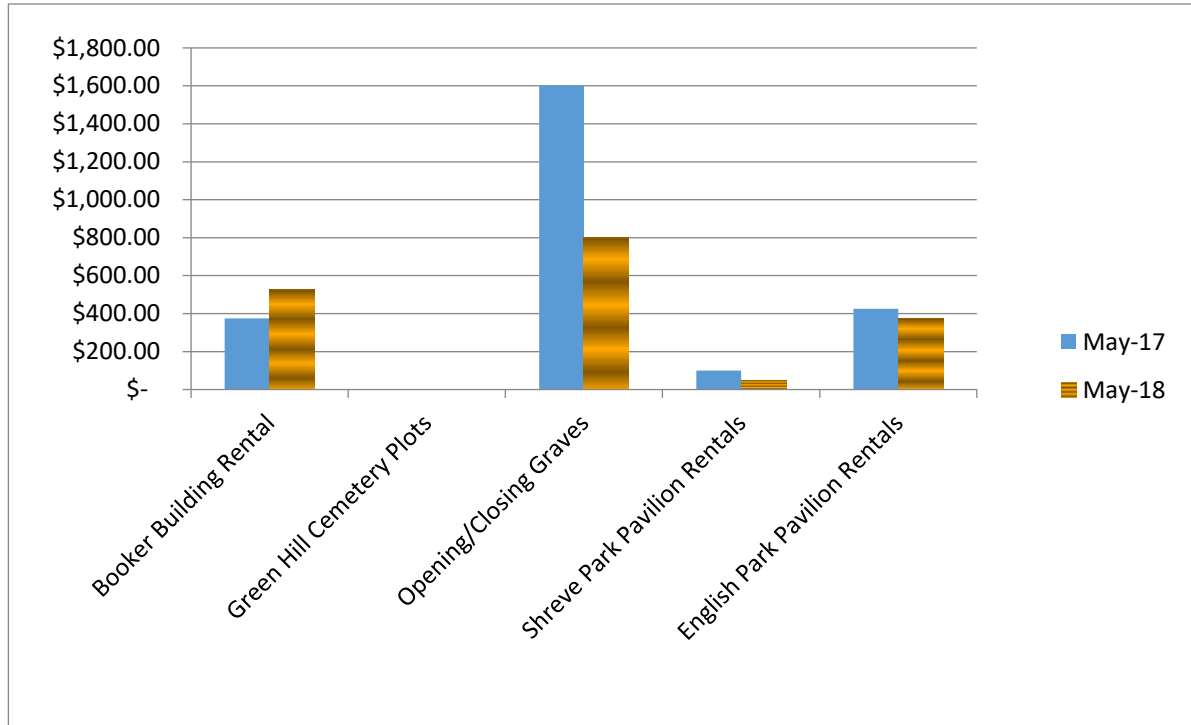
Marker
#5



Alternative
Sites

Administration

	<u>May-17</u>	<u>May-18</u>
Booker Building Rental	\$ 375.00	\$ 525.00
Green Hill Cemetery Plots	\$ -	\$ -
Opening/Closing Graves	\$ 1,600.00	\$ 800.00
Shreve Park Pavilion Rentals	\$ 100.00	\$ 50.00
English Park Pavilion Rentals	\$ 425.00	\$ 375.00

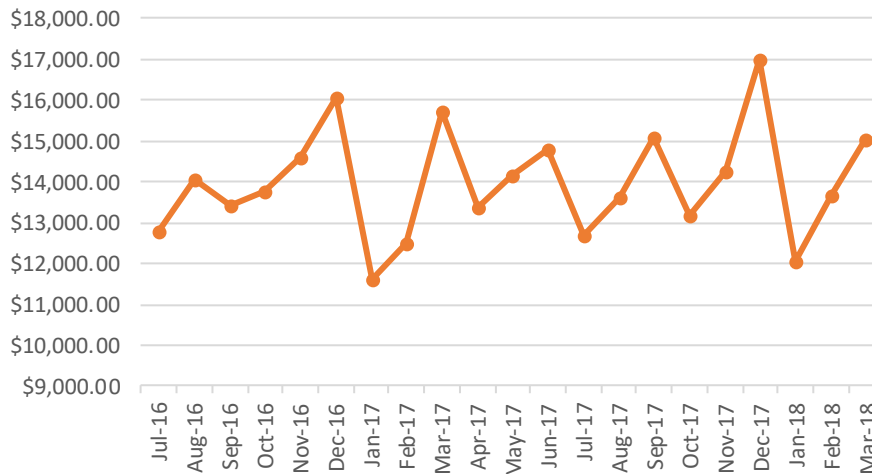


**Town of Altavista
Local Sales Tax**

Jul-16	\$12,782		
Aug-16	\$14,083		
Sep-16	\$13,446		
Oct-16	\$13,776		
Nov-16	\$14,578		
Dec-16	\$16,055		
Jan-17	\$11,598		
Feb-17	\$12,485	FY2017	\$124,502
Mar-17	\$15,699	FY2018	\$126,565
Apr-17	\$13,372	+/-	\$2,063
May-17	\$14,150		
Jun-17	\$14,810		
Jul-17	\$12,712		
Aug-17	\$13,602		
Sep-17	\$15,088		
Oct-17	\$13,187		
Nov-17	\$14,237		
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		

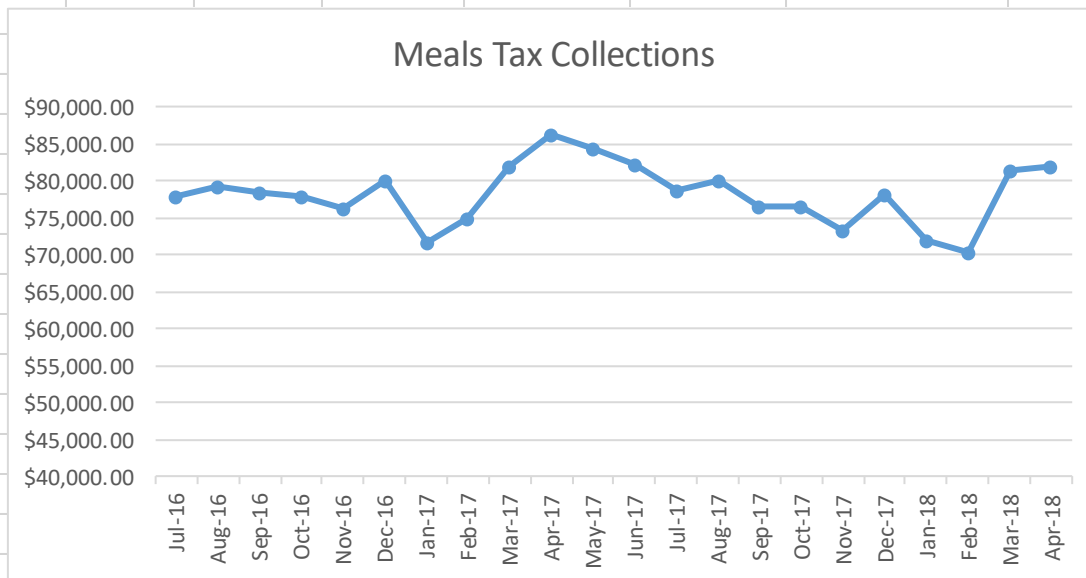
MTD TOTAL (FY)

Local Sales Tax Receipt



**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>	
Jul-16	\$77,934.00	
Aug-16	\$79,415.00	
Sep-16	\$78,369.00	
Oct-16	\$77,843.00	
Nov-16	\$76,293.74	
Dec-16	\$80,126.95	
Jan-17	\$71,669.47	
Feb-17	\$74,876.88	
Mar-17	\$82,040.84	
Apr-17	\$86,217.44	MTD TOTAL (FY)
May-17	\$84,409.32	FY2017 \$784,786.32
Jun-17	\$82,323.07	FY2018 \$769,768.61
Jul-17	\$78,740.00	+/- -\$15,017.71
Aug-17	\$80,189.69	
Sep-17	\$76,739.06	
Oct-17	\$76,719.67	
Nov-17	\$73,312.11	
Dec-17	\$78,242.59	
Jan-18	\$71,888.68	
Feb-18	\$70,420.81	
Mar-18	\$81,369.00	
Apr-18	\$82,147.00	



**ALTAVISTA POLICE DEPARTMENT
2018**

2018	January	February	March	April	May	Year to Date
Criminal Arrests "Felony"	14	4	1	4	2	25
Criminal Arrests "Misdemeanor"	27	16	12	12	25	92
Warrant Executed	28	17	16	6	23	90
Uniform Traffic Summons Issued	26	26	41	32	18	143
# Traffic Stops	119	148	159	74	85	585
BOLO'S (Be on Look Out)	8	8	10	4	6	36
DUI	5	2	1	0	1	9
IBR	40	29	36	28	24	157
MVA	8	2	3	1	6	20
Assist Motorist	22	13	13	12	17	77
Calls for Service	419	354	378	399	337	1887
Investigation Hours	71	52	47	46.5	33.5	220
Alarm Responses	28	10	23	14	9	84
ECO/TDO	2	2	3	0	0	7
ECO/ TDO HOURS	10.5	7.5	7	0	0	25
Training Hours	46.5	65	1	91.5	95.5	299.5
School Check	60	42	50	54	41	247
Court Hours	38	22.25	34.5	19.25	34.5	148.5
Community Events	3	3.25	4	9	3	22.25
Special Assignment Hours	27	1	0	0	10	38
# Hrs Directed Patrol	564	481	589	459.5	471.5	2,565
Bike Patrol Hours						
Citizen Contacts	3383	3312	3730	3437	3465	17,327
Businesses, Residences Check "Foot Patrols"	576	590	698	733	683	3,280
Follow Ups	55	55	67	72	25	274

ROUTE 29 TRAFFIC ENFORCEMENT – MAY 2018

1-May	29 SB	0000-0010	Tosh	Traffic Stop/Summons
1-May	29 NB	1900-(Not listed)	Abbott	Disabled Vehicle
1-May	29 NB/Otter River	1930-2015	Tosh	Disabled Vehicle/Towed
1-May	29 SB	0045-0055	Tosh	Traffic Stop/Warning
2-May	29 NB	1500-1530	Noyes	Traffic Stop
2-May	Rt 29	1600-1630	Rea	Stop/Issued
4-May	29 NB	1930-1935	Caveness	Traffic Stop/Assist 1413
4-May	29 NB	1930-1935	Tosh	Traffic Stop/Warning
5-May	29 NB/Gladys Rd	1929-1939	Tosh	Traffic Stop/Assist 1407
6-May	29/Clarion Rd	1945-2115	Caveness	DIP
7-May	29/Clarion Rd	1930-2115	Tosh	Assault/DIP/Arrest Made
7-May	29 NB/Wards Rd	0958-1028	Rigney	Traffic Enforcement/No Vio
9-May	29 NB	0810-0830	Tosh	Radar Enforcement
10-May	29 SB/NB	0800-0815	Tosh	Radar Enforcement
10-May	29 SB	0815-0825	Tosh	Traffic Stop/Summons
10-May	29 NB	1215-1230	Tosh	Traffic Stop
10-May	29 NB	1400-1405	Tosh	Traffic Stop/Warning
12-May	Rt 29	0400-0500	Weaver	Traffic Enforcement
13-May	Rt 29	0910-0940	Rea	Radar Enforcement
13-May	29 SB	0210-0225	Weaver	Mutual Aid
14-May	Rt 29	0800-0820	Tosh	Radar Enforcement
14-May	29 NB	1514-1520	Tosh	Traffic Stop/Summons
14-May	29 NB	0015-0022	Wyatt	Traffic Stop/Warning
14-May	29 @ Lynch Mill	0103-0300	Caveness	Traffic Stop/Arrest
15-May	29 NB	2304-2318	Wyatt	BOL/GOA
15-May	29 NB	1230-1235	Tosh	Traffic Stop/Warning
15-May	29 NB	1250-1257	Tosh	Traffic Stop/Warning
15-May	29/Finch & Finch	1440-1455	Tosh	Funeral Traffic
15-May	29 NB	1445-1450	Tosh	Traffic Stop/Warning
16-May	29 NB	1010-1025	Rea	Suspicious Person
16-May	29 NB	1015-1025	Osborne	Check Location
19-May	29 NB	2044-20??	Abbott	Assist 1413 Traffic Stop
20-May	29 NB	2038-2043	Tosh	Traffic Stop/Warning
20-May	29 SB/Clarion	2020-2025	Tosh	Traffic Stop/Assist Caveness
20-May	Calvary	0235-0250	Tosh	EMS Assist
20-May	Rt/Gladys	0155-0245	Caveness	MVC
25-May	Rt 29	2010-2100	Tosh	Radar Enforcement
25-May	29 NB	2115-2120	Tosh	Traffic Stop/Warning
25-May	29 NB	1100-1310	Tosh	Tractor Trailer Assist
25-May	29 NB	0940-0955	Williams	Radar Enforcement
25-May	29 N	1100-1200	Williams	Assisted-Accident
26-May	Rt 29	0340-0410	Weaver	Radar Enforcement
26-May	29 SB	1200-1215	Rea	Motorist Assist
26-May	29 S	1145-1225	Williams	Changed Tire
27-May	Rt 29	2240-2315	Weaver	Check Location/Assist CC
27-May	Rt 29	0320-0400	Weaver	Radar Enforcement

ROUTE 29 TRAFFIC ENFORCEMENT – MAY 2018

27-May	Rt 29/Wards RD/Mason	22:40-2313	Rigney	Mutual Aid
28-May	Rt 29	2115-2200	Tosh	Radar Enforcement
28-May	29 NB/Gladys Rd	2350-2335	Tosh	Traffic Stop/Warning
29-May	29 N/Lynch Mill	1650-????	Abbott	Assist Motorist
30-May	29 NB	2045-2050	Tosh	Traffic Stop/Warning
31-May	Rt 29	2240-2310	Weaver	Radar Enforcement
31-May	Rt 29 NB	0330-0335	Weaver	Disabled Vehicle/Assisted

An estimated 22 hours was spent on Traffic Enforcement, as well as other items, on Route 29 during May 2018.

Monthly Report to Council

Date: May 8, 2018
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: May 2018 Reporting

1. Zoning/Code Related Matters: May 2018

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
4-May	22-18	Victoria Lovelace, 610 Board St.	Home occupation: Alterations, clothing, online sales
14-May	23-18	Bob Cox Timberlake Rd, Lynchburg	1290 Main Street- New Business Joe Beans
14-May	24-18	David Wilson- 1012 7th Street	Home Occupation: Office for transport company
16-May	25-18	John Funk- Forest VA	Inside renovations to 701 5th Street- Altavista Office Park
22-May	26-18	Flip West, Lynch Station	Doctors Office renovations- 1051 Main Street

- A total of 45 grass notices were sent out in May. While some of these were related to the amount of rain received in May, many were repeat offenders and out of town property owners.
- Staff checked on 14 dumpster sites that have received violation notices, 7 of which have received 2nd notices. Of those 7, 4 have been corrected and 3 have been partially corrected. Of the 7 who have received 1st time notices, 3 have been corrected and 4 have made no effort to correct the enclosure. Those not corrected do not have gates on the front of their enclosure. Staff sent out an additional two notices at the beginning of June.
- The complaints about the cat nuisance on 7th Street are being handled by APD.

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 June meeting. The agenda included writing a draft ordinance for mobile, restaurants; an ordinance related to horses in town and lastly, a resolution honoring the service of Laney Thompson.

4. AOT Related

- Nothing noted.

5. ACTS Related

- Validated daily ridership and revenue for bus system (May) - see bus report.
- Reimbursements submitted for April operations.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- New DRPT drug testing policy was provided to DRPT.
- New bus with wrap was put into service in May.

- ACTS service to deviate ¾ mile off route to out of town locations was approved by Council and put into operation.
- Staff scheduled and ACTS provided a shuttle for UBD. Over 1,000 rides were provided. Staff drafted a memo to the Town Manager with costs associated with the service.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified April bank statements.
- Staff met with our new safety consultant with VML, Pete Strickler. Pete is going to assist with updating some of the Town's policies.
- Staff attended the Region 2000 Business Appreciation Luncheon at HHBC.
- **Route 43 Streetscape and Utility Project**
 - An onsite meeting was held with H&P and VDOT to resolve questions about existing handicap ramps. The issues were resolved and without the need for additional R/w.
 - TAP grant has been recommended for approval to the Transportation Board and funds will likely be available in late fall. An announcement for the grant award is expected before the end of June.
 - VDOT is negotiating to purchase R/w from Otter River Resources.
 - H&P has updated the budget for the project as required by VDOT.
- **Canoe Launch Site**
 - Staff received notification from DCR that the RTP grant cycle opened on June 4th and the application is due on July 19th. Staff has begun working on the application and will be assisted by Kelly Hitchcock with Region 2000.
- **Personnel Policy Manual**
 - Staff continues to incorporate suggestions from the managers and is doing a final review of the document.
- **VDOT Main Street Bridge Replacement**
 - 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 completed and submitted 3 preliminary applications for projects approved by Council. The Lynch Mill Road improvements at the Elementary School have been divided into two phases at the recommendation of Rick Youngblood with VDOT. The 3rd application is the roundabout at the intersection of Clarion and Lynch Mill Road. The completed applications are due August 1st.

Public Works Monthly Report				
Monthly Staff Report Building & Grounds				
Date:			6/5/2018	
TO:			Town Manager	
FROM:			David Garrett	
DEPARTMENT:			Building and Grounds	
MONTH:			May	
# Burials				0
# of Cremations				2
# of Labor Hours for Green Hill Cemetary				31.00
# of Curbside Brush Stops				125
# of Brush Loads				11
# of Curbside Bulk Stops				86
# of Bulk Tonnage				12.42
Solid Waste Total Tonnage				104.61
# of Labor Hours to Maintain Buildings				85.25
# of Labor Hours to Maintain Parks				478
# of Acres Mowed				108.00
# of Acreage Mowed by Contractor				12.25
Other Public Works Activities and CIP Projects:				

		Public Works Monthly Report				
		Monthly Staff Report Streets				
Date:			6/5/2018			
TO:			Town Manager			
FROM:			David Garrett			
DEPARTMENT:			Streets			
MONTH:			May			
# of Lane Miles Mowed by Town				106.48		
# of Lane Miles Mowed by Contractor				13.53		
# of Litter Bags Collected				14 HWY	3 STREETS	
# of Weed Control Gallons Applied				100		
# of Swept Lane Miles				83		
# of Weekend Trucks				4		
# of Total Tonnage for Weekend Trucks				2.3		
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)				420		
Asphalt Totals:		0.00				
Other Streets Activities and CIP Projects:						

Public Works Monthly Report						
Monthly Staff Report Fleet Maintenance						
Date:			6/5/2018			
TO:			Town Manager			
FROM:			David Garrett			
DEPARTMENT:			Fleet Maintenance			
MONTH:			May			
# of State Inspection					7	
# of Preventive Maintenance Work Orders					21	
# of Emergency Repair Work Orders					34	
Other Fleet Maintenance Activities and CIP Projects:						

Monthly Staff Report Water Plant	
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DATE:		6/1/2018								
TO:		Town Manager								
FROM:		Tom Fore								
DEPARTMENT:		Water Treatment Plant								
MONTH:		May								

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged				17.23	Hours per day		
which yielded approximately	2,030,000	gallons of water per day.					
Snow/Rainfall for the month	7.8	was measured at the water treatment plant.					
Average Hours per day (week days)		17.4	hrs				
Average Hours per day (weekends)		16.9	hrs				
Average produced (week days)		2,122,174	gallons per day				
Average produced (weekends)		2,035,000	gallons per day				
Total Raw Water Pumped:		65.09	million gallons				
Total Drinking Water Produced:		63.07	million gallons				
Average Daily Production: (drinking)		2,000,000	gallons per day				
Average percent of Production Capacity:		66.67	%				
Plant Process Water:		2,025,269	(finished water used by the plant)				
Bulk Water Sold @ WTP:		72,100	gallons		Water lost due to leaks		52,400
Flushing of Hydrants/Tanks/FD use/Town Use		11,100	gallons				
McMinnis Spring							
Total Water Pumped:		7.037	million gallons		average hours per day		14.1
Average Daily Produced:		242,655	gallons per day		Rain at MC		5.98
Reynolds Spring							
Total Water Pumped:		4.985	million gallons		average hours per day		11.4
Average Daily Produced:		199,400	gallons per day		Rain at RE		5.58
Purchased Water from CCUSA		2,531,980	gallons				
Sold to Hurt		2,891,500	gallons				
Industrial Use		57,149,152	gallons				

Comments: Water Plant Activities & CIP Projects:							
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Completed installation of Abbott meter. Testing Meter for accuracy now					
Visited 6 locations and inspected Backflow prevention					
All samples collected for VDH compliance					
Cleaned Basin #3					
Installed new ventlation systems at both springs for fluoride					
Painted the vents at both springs					
Valve Box Tops painted at plant and springs					
Bid out door reconstruction for Sodium Hypochlorite room at plant					
Sent out application for an apprentice operator to sit for his Class 4 License					

	Monthly Staff Report WasteWater Plant							
TO:			Town Manager					
FROM:			Steve Bond					
DEPARTMENT:			Wasterwater Plant					
MONTH:			May					
Average Daily Flow					2.32 MGD			
TSS Reduction					98 %			
BOD Reduction					98 %			
VPDES Violations					0			
Sludge (Regional Land Fill)					193 tons			
Rain Total		8 Inches			Snow Total		Inches	
Other Wastewater Activities and CIP Projects:								
Annual PT samples submitted for Lab Certification								
Polymer shipment received								
Meeting with DEQ and BGF concerning PCB cleanup								
Interviewed candidates for open operator positions								
Annual inspection conducted on both trucks								
Clarifier project started (demolition phase completed)								

Monthly Staff Report Utilities Distribution and Collection									
# of Service Connections			1						
# of Service Taps			1						
# of Meters Read			97	Monthly					
# Cut Offs For Non-Payment			41						
# of Meters Tested			0						
# of Loads of Sludge to Landfill			22						
# of Location Marks made for Miss Utility			78						
# of Meters Replaced			7						
# of Water Lines Repaired			1		# of Sewer Lines Unstopped			4	
Locations:					Locations:				
Intersection of Franklin Ave. & 8th St.					English Park - River Road Interceptor				
					1012 10th Street				
					604 9th Street				
					1804 Forest Street				
Push Camera Footage			150	Sewer Main Cleaned			300		
Sewer (Root Cutting) Main			1,150	Sewer Main Cleaned Manholes			2		
Sewer (Root Cutting)Main Manholes			5	Sewer Right of Way Clearing Footage			3,400		
Sewer Video Footage			345	Sewer Service Cleaned			60		
Sewer Video Manholes									
Water Turn Ons and Offs			49						
# Of Hydrants Flushed			0						
Other Utilities Distribution and Collection Activities & CIP Projects:									

May Town Social Media & Website Management

Facebook & Social Media

- Page likes increased from 448 to 470
- Total page reach for the month – 4,000
- Highest viewed post was about Job postings, Ash Trees, ACTS Bus grant/wrap, and planting trees at Lola Park.
- Town Instagram page has 186 followers

Town Website

- Updated the listed jobs on the website
- Uploaded the May Regular Agenda and May Work Session Agenda
- Uploaded April Regular Meeting and Work Session Meeting minutes
- Uploaded Planning Commission June Meeting Agenda

Other Promotions

- Wrote and sent out press releases on the ACTS Bus grant and wrap, new “Extended Summer Hours”, and press release on Ash Trees at English Park.
- Attended Town Council Regular Meeting and Work Session.

Main Street Coordinator May Monthly Report



Meetings and Conferences

- Hosted “Marketing with a Purpose” business Lunch to Learn in partnership with the Chamber.
- Attended Sprint grand opening and ribbon cutting event.
- Attended Town Council Regular and Work Session meetings.
- Attended Artisan Trail Lunch to Learn meeting at the Chamber.
- Hosted a QuickBooks training for small businesses in partnership with the Chamber.
- Attended Campbell County Appreciation lunch.

Business Updates

- Worked with two different potential businesses looking for space downtown.
- Altavista Appliances former property is listed with Agnes Dowdy for \$140,000. He has had some interest for perspective businesses.

AOT

- Held Monthly AOT board meeting
- Held AOT Marketing Committee meeting to discuss downtown billboard, downtown photography, and new website design.
- Worked with local marketing team to photograph downtown Altavista, businesses, and parks for new tourism marketing, AOT marketing, etc..
- Held Promotions Committee meeting to discuss food truck event planning.
- Held Broad Street Food Truck event on Broad Street, May 11.
- Held Design Committee to discuss the designs for the LOVE sign. We will be meeting with a representative from Bennett’s to discuss price and materials next month.
- Met with AOT Treasurer to discuss position transition and FY 18-19 budget.
- AOT accepted an RFP to conduct a children’s museum feasibility study. AOT and committee will be working with two consultants over the summer to conduct study.

- Assisted Town Manager in presenting a downtown parking survey to Town Council. Will help Town Manager purchase new downtown parking signs to make public parking areas more visible.
- Promoted the Uncle Billy's Day Classic Car Show.

ACTS RIDER TALLY

May 2018 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
1-May	52	3	6	10	3	74	74	\$ 26.00	164	164
2-May	35	5	6	14	4	64	138	\$ 17.50	160	324
3-May	54	4	12	12	6	88	226	\$ 26.50	160	484
4-May	48	23	6	7	6	90	316	\$ 24.00	159	643
5-May	29	2	4	1	2	38	354	\$ 14.50	78	721
7-May	35	16	10	17	6	84	438	\$ 17.50	162	883
8-May	36	4	10	11		61	499	\$ 18.00	161	1044
9-May	42	6	7	15	4	74	573	\$ 21.00	159	1203
10-May	38	3	10	6	2	59	632	\$ 19.00	160	1363
11-May	32	18	10	4	4	68	700	\$ 16.00	159	1522
12-May	28	3	5	3		39	739	\$ 14.00	80	1602
14-May	48	18	12	5	11	94	833	\$ 24.00	161	1763
15-May	27	6	3	10		46	879	\$ 13.50	160	1923
16-May	34	8	9	4		55	934	\$ 17.00	160	2083
17-May	34	7	4	8	3	56	990	\$ 16.29	162	2245
18-May	30	14	5	5	2	56	1046	\$ 15.00	159	2404
19-May	20		3	3	2	28	1074	\$ 10.00	79	2483
21-May	25	19	8	2	4	58	1132	\$ 12.50	161	2644
22-May	23	3	6	7		39	1171	\$ 11.50	159	2803
23-May	26	8	10	4	2	50	1221	\$ 13.00	160	2963
24-May	31	7	3	2		43	1264	\$ 15.16	160	3123
25-May	29	19	7	4	4	63	1327	\$ 14.30	164	3287
26-May	12	3	2	4		21	1348	\$ 6.00	79	3366
28-May	Memorial Day No ACTS Service					0	1348			3366
29-May	43	10	4	5	3	65	1413	\$ 21.50	159	3525
30-May	33	5	3	4	2	47	1460	\$ 16.50	157	3682
31-May	24	8	6	6		44	1504	\$ 12.11	161	3843
240 Hours	Total Riders to date: 16,816							\$ 137.50		
	Total Revenue to Date \$ 4,622.36					Total Month Revenue		\$ 569.86		
	Days Run-	24	Average daily riders		56.2					
	Total days run	271.5				Average riders YTD		61.9	TOTAL MILES	33,598

Annual Ridership Tally FY2013—FY2018

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Yearly Total</u>
FY2011							391	590	481	495	551	1,617	<u>4,125</u>
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<u>13,211</u>
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<u>16,376</u>
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<u>20,230</u>
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<u>24,449</u>
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<u>21,848</u>
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	<u>22,759</u>
FY2018	1,722	1,915	1,928	1,558	1,351	1,412	1,292	1,440	1,403	1,397	1,504		<u>16,922</u>

Manager's Report for June 12, 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)

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.

Dominion Energy Virginia
3519 Lynch Mill Road, Altavista, VA 24517
DominionEnergy.com



Town of Altavista
510 Seventh Street
Altavista, VA 24517
Attn: J. Waverly Coggsdale, III, Town Manager

Dear Mr. Coggsdale,

Thank you for your kind comments and appreciation you expressed to me and my team in your letter I received in March. It is nice to receive recognition for the long hours and hard work we do during some of the worst conditions. My team is always up to the challenge.

I also want to thank you and your town employees for being there for us whenever needed. It is great to have this working relationship with the Town of Altavista.

As regards to the improvement opportunities for the overhead lines feeding the Pump Station on the Staunton River, we are reviewing options. The improvements are costly and we want to make sure we do not create any access issues in the future. This will be a project that takes some time. If we build a new line to the pump station from English Park, we will need to secure permits from VDOT, the railroad, and possibly an environmental permit due to the proximity to the river. It will take time to obtain the permits and if you have influence in this area, we may call upon you to assist. We are trying to get funding for this project.

As always, we will make it our priority to keep the lights on at your facilities and will respond quickly during an outage. If you have any further questions or concerns feel free to call me anytime at 434-547-6258.

Thank you again for the kind words.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Tomlin", written over a horizontal line.

Scott Tomlin

June 2018						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Uncle Billy's Day	2 Uncle Billy's Day Altavista on Track's Classic Car Cruise In
3	4 Planning Commission 5:00 PM	5	6	7	8	9
10	11	12 Town Council Regular Meeting 7:00 PM	13	14 Flag Day	15	16
17 Father's Day	18	19	20	21	22 Chamber of Commerce TGIF 6-9:00 PM @ Avoca	23
24	25	26 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	27	28	29	30

July 2018						
◀ June						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				