



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, March 13, 2018

7:00 PM Council Regular Meeting

- 1. Call to Order**
- 2. A. Invocation**
B. Pledge of Allegiance
- 3. Approval of Agenda..... p.1-2**
- 4. Recognitions and Presentations**
- 5. Public Comments**

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

6. Consent Agenda

- a. Approval of Minutes (Attachment 2a)**
 - Special Meeting March 13, 2018; Regular Meeting March 13, 2018 and Work Session March 27, 2018p.3-34*
- b. Acceptance of Monthly Finance Reports (Attachment 2b)p.35**
 - i. Invoices..... p.36-38**
 - ii. Revenue & Expenditure Reports.....p.39 - 59**
 - iii. Reserve Balance/Investment Report..... p.60**
- c. Trade Lot Agreement Amendments (Band Boosters)p. 61 - 65**

7. Public Hearing

- a. Staunton River Regional Industrial Facilities Authority (RIFA) Ordinance (Attachment 3a)p.66 – 98**
- b. Chapter 34 "Environment Amendments (Public Nuisances/Dilapidated Properties) (Attachment 3b)p. 99 - 112**

8. New/Unfinished Business/Items for Discussion

- a. Police Dept. Portable Radio Replacement Follow Up/Request (Attachment 4) ...p. 113 - 115
- b. Town Hall Generator Replacement Follow Up/Request (Attachment 5)p. 116
- c. Growth Opportunity Study Request of Campbell County (Attachment 6)p. 117

9. Reports

- a. Town Manager's Report (Attachment 7) p.118
- b. Departmental Reports p.119 - 134

10. Informational Items/Late Arriving Matters

- a. Calendars..... p.135 - 136

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

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

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

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

(All meetings are at Town Hall unless otherwise noted)

Tuesday, March 27, 2018 @ 5:00 p.m.	Town Council Work Session
Tuesday, April 10, 2018 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, April 24, 2018 @ 5:00 p.m.	Town Council Work Session

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

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13, 2018

Agenda Item #: | 6a |

Attachment #: | 2a |

Agenda Placement: | Consent Agenda |

Subject Title: | Minutes |

SUBJECT HIGHLIGHTS

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's Regular Meeting held February 13, 2018; a Special Meeting held on February 13, 2018; and their Work Session held on February 27, 2018. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion(s) to approve the minutes of the February 13, 2018 Regular Meeting; the February 13, 2018 Special Meeting and the February 27, 2018 Work Session.

Staff Review Record

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

List them in the order they should appear in packet? **Minutes (February 13, 2018 (2 sets) and February 27, 2018)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Regular Council Meeting—February 13, 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 February 13, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

Council members
present:

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

Also present:

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

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

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

Motion carried:
VOTE:

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

5. Recognitions and Presentation

Mayor Mattox took a moment to remember the passing of a former Council member, Mr. Charles Edwards noting his wit and intelligence was unsurpassed. He was always a gentleman and will be missed.

Mrs. Dalton added Mr. Edwards came prepared and he came well researched his topics. His opinion on matters may not have matched hers, but she felt it made her a better Councilperson. Mrs. Dalton stated he made her do her own research and made her think, and she will forever appreciate this.

Mayor Mattox called for a moment of silence in memory of Mr. Edwards.

Chief Milnor addressed Council advising he would be resigning as of July 1, 2018 and thanked Mr. Coggsdale and Council for the working relationship over the past two years noting he has been humbled and honored to hold this position. Chief Milnor stated in his 36 years of law enforcement he has never worked in an environment as warm and welcoming as the Town of Altavista.

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Mr. Michael Hudson, Executive Director of Avoca Museum addressed Council and introduced Ms. Jena Gibonson of Glendale, Arizona. She is interning at Avoca Museum. Mr. Hudson read into the minutes the report that was presented to Council:

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

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

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

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

Avoca was featured in 15 different media outlets last year and was the subject of several new scholarly articles and presentations, placing the museum in the public eye

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consistently. In short, awareness concerning the site's contribution to local history is becoming more widely known. Next year, we look forward to bringing the Harvest Jubilee & Wine Festival back to our community. Other special events such as our annual Christmas Open House and October's Night at the Museum living history event are favorites among locals.

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

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

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

With appreciation,

Mayor Mattox thanked Mr. Hudson for the work he, the Board and volunteers are doing in the community.

b. BZA/Planning Commission Annual Report

Mr. Witt addressed Council advising in 2017 the Board of Zoning Appeals did not meet to handle any zoning appeals. There was an organizational meeting in which Mr. Wilson Dickerson was reappointed as Chair and Mr. Phillip Webb was reappointed as Vice-Chair. Mr. Witt advised Mr. Dickerson's appointment expires in August 2018 and he has expressed an interest in being reappointed if this is Council's desire. Mr. Charles Eubanks was reappointed to the Board in 2017.

Mr. Witt presented Council with the Planning Commission's annual report and advised they held 10 regular meetings and 4 public hearings during the year.

Mayor Mattox thanked Mr. Witt and asked him to express Council's and the Community's thanks to the Board members for their good works.

6. Public Comment

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

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No one came forward.

7. Consent Agenda

- a) Minutes- Regular Meeting January 9, 2018, Council’s Work Session January 23, 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
 - iii. Reserve Balance/Investment Report
- c) Chapter 34 Environment-Public Nuisance Ordinance Amendments-Set public hearing
- d) VML “Wireless Bills” Resolution
- e) March “MS Awareness Month” Proclamation

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

Motion carried:

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

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

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

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

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

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

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

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

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

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

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

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

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

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

Mike Mattox, Mayor
Town of Altavista

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

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8. Public Hearing

None

9. New/Unfinished Business

a. AEDAS Update on Economic Development Strategic Plan Process

Chairman Bill Gillespie, Altavista Economic Development Authority (AEDA), addressed Council to give an update on the Economic Development Strategic Plan Process. He stated the members of the AEDA consisted of Mr. Todd Hall, Mr. Tyke Kenney, Mr. Wayne Mitchell, Mr. Walter Maddy, Mr. Dennis Janiak and Vice Mayor Dalton. Chairman Gillespie advised the items put in the last Strategic Plan (approximately 5 years ago) have been accomplished. Chairman Gillespie stated he goes back to a time when Altavista was talking about their own EDA and a lot has changed. He referred to a quote from Albert Einstein “Nothing happens until something moves”; he felt this was the gospel with economic development. This community has had a vision for a long time and has set people in place to make the vision happen; the gem stone of Campbell County. Chairman Gillespie presented Council with a PowerPoint presentation advising of the major focus areas of the previous Economic Development Strategic Plan and a draft scope of work for updating the Economic Development Strategic Plan. Chairman Gillespie advised the RFQ/P, if approved, would be advertised the first of March with proposals being received around the first of April. The plan is to interview and award by early May. It would take 4 to 6 months to complete at which time would be reviewed with Council for implementation.

Mayor Mattox asked Council to contact Mr. Coggsdale with any ideas on the proposed RFQ/P.

Mrs. Dalton thanked Chairman Gillespie for his presentation and leadership. She felt EDA heard what Council was saying when the Economic Development Director was leaving. They felt it was a good time to pause and examine what the commitment to Economic Development might be in terms of assets and energy.

It was the consensus of Council to move forward with the proposed EDA’s Economic Development Strategic Plan.

Mrs. Dalton noted there is a concerted effort with other organizations (Altavista Chamber of Commerce, Altavista on Track) to work in the same direction to better Altavista.

Mayor Mattox thanked Chairman Gillespie and Board Members for the work they are doing for new jobs and new growth.

b. Police Department Staffing Request

Mr. Coggsdale advised at the January Work Session, Chief Milnor presented a proposal to add an Investigator position to the Police Department. In addition to that conversation, Council was advised that a request would be made in the budget process to move a position that is shared by Administration and the Police Department to the Police Department full-time for administrative purposes.

Mrs. Dalton stated she appreciated the information in the package but suggested as learned as a Council sometimes there is an overlay of discipline that helps. She stated she was not interested at this time in making a decision about the Chief’s specific request but interested in asking that the request be pushed into the budget process.

Mrs. Overbey was comfortable with Mrs. Dalton’s suggestion stating she was more comfortable with working the request out doing the budget process. She is

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not necessarily opposed to the request for an investigator. She mentioned they were informed in the Council's retreat how they should be disciplined in making decisions.

Mr. Emerson stated with the number of officers at the Police Department and he knows the tasks of an investigator and what the job responsibilities are; he felt the Police Department needs someone assigned to major cases. The longer we don't have it, the longer we are not providing this service to the citizens. Mr. Emerson felt this was a necessary position and Council should do everything they can to support it.

Mayor Mattox stated he remembers what was told in the retreat and discipline is needed on changing the budget in midstream. He stated he has some questions in regards to the number of calls for service, is Campbell County required to cover the Town, how the sister communities such as Bedford does this. He is in agreement to put this in the budget process.

Mr. George stated based on what he has heard an investigator is needed but he is okay with waiting through the budget process.

Mrs. Brumfield stated if this is what the majority of Council wants and noted she has neighbors that had a break in several years ago and it has never been solved. She did not want to send a message to the businesses and citizens of "let's go to Altavista because we got away with it". She referred to the Chief's comments of how many things have gone unresolved and had to be turned over to the County because he didn't have anyone to take care of the investigations. Mrs. Brumfield noted she was floored to know that methamphetamine paraphilia was confiscated in this town. She has had conversations with Mr. Rountrey who doesn't know who broke into his store; she wants to send a message that we are on top of it and it's not going to continue to happen.

It was the consensus of Council to include consideration of the Investigator's position in the budget process.

c. FY2019 Budget/CIP Discussion

Mr. Coggsdale stated this is an opportunity for Council to discuss and ask questions prior to the finalization of the draft budget which will be distributed on February 19th, 2018. He told Council in regards to the Utility Rate presentation if there were any questions or scenarios they would like to see to send them to him.

10. Reports

a. Town Manager's Report

Staunton River RIFA

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

Southern Virginia Multi-modal Park – Utility Review

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

Campbell Avenue Drainage Project

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

Rt. 43 Gateway Project (Streetscape/Utilities)

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

Altavista Park and Trails (APT) Master Planning

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

Utility Rate Study

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

Dalton's Landing Canoe Launch Project Update

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

Mr. Emerson mentioned the public needs to be made aware that the Town is working towards the Canoe Launch Project but of the restrictions.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

- a. Calendars-February/March
- b. Correspondence

12. Matters from Town Council

Mr. George referred to the north end of 7th Street and the litter on the street. He asked if this could be monitored.

Chief Milnor advised the Police Department has cameras and they can be used for this matter.

Mr. Emerson inquired about some commercial buildings in town that are now being lived in.

Mr. Coggsdale advised C-2 Zoning does allow for a dwelling.

13. Closed Session

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

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

Section 2.2-3711 (A) (5) – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous

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announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

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

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

Motion carried:

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

Council went into closed session at 8:00 P.M.

Notice was given that council was back in regular session 9:06 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

Mrs. Dalton, seconded by Mr. Emerson, motioned to authorize the town manager to advertise a public hearing for the Staunton River RIFA ordinance.

Motion carried:

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

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14. Adjournment

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

The meeting was adjourned at 9:08 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Special Council Meeting—February 13, 2018

The special 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 February 13, 2018 at 5:30 p.m.

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

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield—arrived at 6:33
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Also present:

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

Mayor Mattox advised the purpose of the Special Called Meeting was to receive a presentation from Woodward & Curran in regards to the Utility Rate Study.

Mr. Coggsdale introduced Mr. Toby Fedder, P.E., Vice President /Principal, Woodard & Curran. He thanked Mr. Fedder, his crew, Mrs. Shelton and Mr. Fore for the multiple meeting sessions to get to this point of a work session.

Mrs. Dalton complimented staff for the new monitors in the Council Chambers.

2. Utility Rate Study—Woodard & Curran

Mr. Toby Fedder addressed Council. He advised his job with Woodard & Curran is to handle the financial questions of large engineering projects; everything from rate studies to financial strategic studies. He leads a division of 15 people that assist with doing these assessments as well as providing funding plans for the clients.

Mr. Fedder presented Council with a PowerPoint presentation:

AGENDA

1.

Completed as part of ongoing FAIP

2.

Develop an accurate projection of the water and sewer costs of service, including:

■

Operating Costs of running the utilities

■

Existing Debt Service obligations from past investments

■

Capital Costs of needed investments

3.

Discussion of Town goals

4.

Recommended water and sewer rates sufficient to ensure the utilities' long term fiscal sustainability.

5.

Understand practical impact for customers

WOODARD
CURRAN

AGENDA

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Facilities Assessment and Improvement Plan

- Recently completed the FAIP to ensure that the money is spent efficiently on the right targets:
 1. Improved reliability
 2. Operational efficiency
 3. Required plant upgrades
- Altavista needs significant Capital Investments over the coming six years (CY2018 through CY2023)
 1. Water Utility - ~\$8M - \$10M (unescalated cost estimate)
 2. Sewer Utility - ~\$10M - \$20M (unescalated cost estimate)

Amount based upon whether "FAIP" or "Town" recommended Capital program is followed
- Rate study ensures utilities remain financially sound



Master Plan

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Capital Program Options – Water System

- Review of 5-year Capital program options
 - FAIP – W&C recommendations
 1. Upgrades to plants and other infrastructure in near term ~\$10M
 2. Limited water line replacements – mostly completed in mid and long-term
 - "Town" CIP – W&C / Town consensus
 1. Reduced upgrades in near term
 2. Includes ~\$700k in annual water line replacements



Master Plan

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Capital Program Options– Sewer System

- Review of 5-year Capital program options
 - FAIP – W&C recommendations
 1. ~ \$19 Million over the next five years
 2. Plant upgrades and collection system asset renewal
 - "Town" CIP – W&C & Town recommendations
 1. ~ \$10 Million over the next five years
 2. Critical plant upgrades with less aggressive construction schedule due to cost



Master Plan

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Utility Rate Study Goals and Approach

- Two primary objectives for the rate study:
 1. Generate revenues sufficient to cover the full cost of service for the utility (including operating costs, existing debt service, and the cost of the Capital Investment Plan)
 2. Maintain sufficient reserves to cover unanticipated costs
- Approach to Rate Study
 1. Make rational projection of future cost of the utilities
 - Operational Costs
 - Existing Debt Service
 - Costs of Future Capital
 2. Develop a defensible revenue generation rate structure using historical and projected future billing information

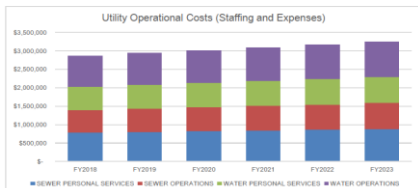


Rate Study

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Rate Study Operational Costs

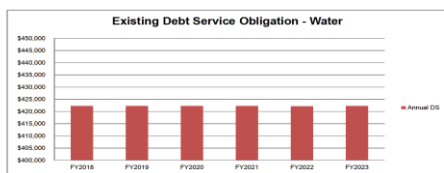
- Costs of operating the existing utility in compliance with permits and requirements
- Escalated along industry standard guidelines
- Small additions for new operational costs associated with Capital Improvements programs



Rate Study

Rate Study Debt Service Costs

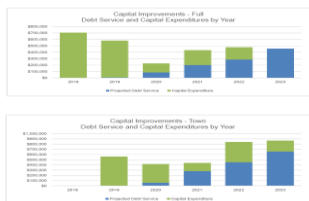
- Utilities currently have minimal debt service
- Primarily due to cash financing capital purchases in the recent past



Rate Study

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Rate Study Capital Improvements Plan Impacts - Water



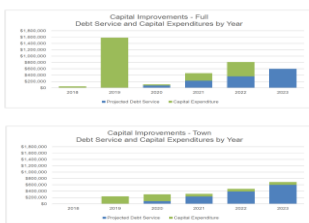
Rate Study

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Two options for CIP

1. FAIP is the full set of recommendations delivered by W&C
2. "Town" CIP is based upon discussions with Town staff to minimize rate impacts and prioritize improvements most critical for day-to-day operations
3. Cash flow impacts shown

Rate Study Capital Improvements Plan Impacts - Sewer



Rate Study

COMMITMENT ■ INTEGRITY DRIVE RESULTS

Similar to Water, two options for CIP

1. FAIP set of recommendations delivered by W&C
2. "Town" CIP is based upon discussions with Town staff to minimize rate impacts and space out the CIP schedule
3. Cash flow impacts shown

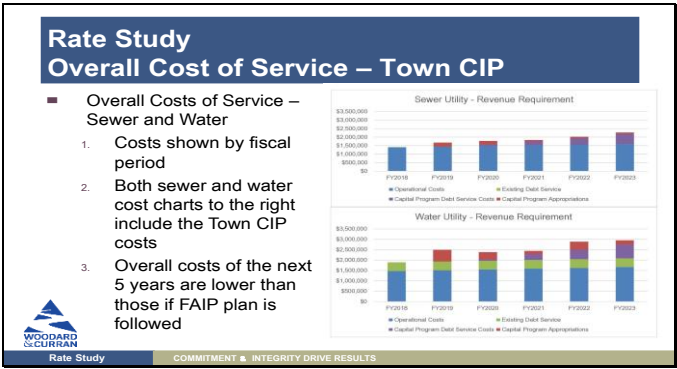
Rate Study Overall Cost of Service – FAIP

- Overall Costs of Service – Sewer and Water
1. Costs shown by fiscal period
 2. Both sewer and water cost charts to the right include the FAIP recommendations delivered by W&C



Rate Study

COMMITMENT ■ INTEGRITY DRIVE RESULTS

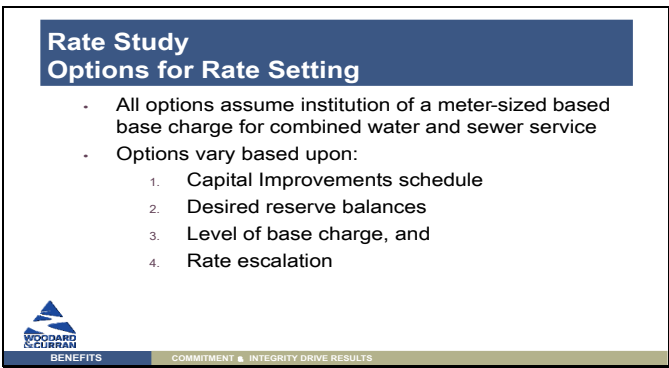


Mayor Mattox asked if this is including all capital expenditures or are we not doing Capital Expenditures.

Mr. Fedder stated the difference between the two plans FAIP had a large cash outflow at the beginning because a lot of those items are not considered to be capital items. They don't last for a very long time. In reference to the "Town" CIP, this is where projects need to be funded (such as water lines) for 50, 60, 70 years depending on materials.

Mayor Mattox asked at the end of the day will the same things be accomplished or are things being dropped on the "Town's" plan.

Mr. Fedder stated in most parts, things are being pushed off; pushing them further back. You are doing the same thing just extending the way you are rolling out a lot of projects.



Mr. Fedder recommended moving to a fixed fee; raising more revenue is needed. He presented Council with various scenarios for rate setting. Mr. Fedder stated during the course of looking at numbers Mr. Fore and Mr. Coggsdale wanted to sharpen the pencils on the CIP, the numbers were going to be difficult to achieve. The second thing that happened is the Town lost a very large water user (Dominion Energy); a large chunk of water sales (a loss of approximately \$300,000) per year. Not only does the town need to invest in capital but replace that income as well. When Dominion Energy turns off the tap next year, 96 percent of running the water and sewer are in fixed cost, debt service, capital program, salaries, electricity to keep the lights on, things that do not vary with the loss of a customer.

Mrs. Dalton stated in reverse, when the switch was turned on to Dominion Energy and a rate was established, the rates were not established so there is probably a delta in there somewhere.

Mr. Fore stated the amount of time the water plant was running before Dominion Energy was based on them setting the plant at the same speed that they are running; however, instead of pumping at a rate of 3 million gallons a day, they pumped at a rate of 2.2 million gallons a day. The pumps were not pumping a full capacity. The cost is on one pump.

Mr. Fedder stated incremental savings come from the electricity used for pumping and the chemicals used to make the water safe for drinking.

Special Council Meeting—February 13, 2018

Mrs. Dalton noted Dominion is a customer that the town has had for a short time.

Mr. Higginbotham mentioned the town is purchasing water from Campbell County. It won't be as dramatic.

Mr. Coggsdale noted Dominion Energy is still under obligation to buy what the Town is buying from the County; this is in the figures. The loss is above and beyond that.

Mr. Fedder noted growth makes a lot of problems go away and that's especially true with water and sewer.

Mr. Fedder stated in preparation of this study, they looked at what reserves were available to assist in the CIP. There is an undesignated reserved balance on the books of \$2.8 million that will be available to assist in this to prevent huge rate increases and \$1 million in capital reserves.

Mr. Coggsdale stated there is a million dollars in the reserve balance designated entirely for the Enterprise Fund. We came up with a \$3.8 million number. There is \$4.8 million undesignated in which \$2.8 million could be used to supplement and come up with the \$3.8 million.

Mrs. Dalton asked if this had anything to do with the “disciplined” policy.

Mr. Coggsdale responded the “rainy day” fund has not been touched.

Mr. George asked if this could be used to avoid the increases for the next four years.

Mr. Coggsdale stated once the reserve is spent, there is a bigger hole next year. The rates are reoccurring revenue; the reserve is one time revenue.

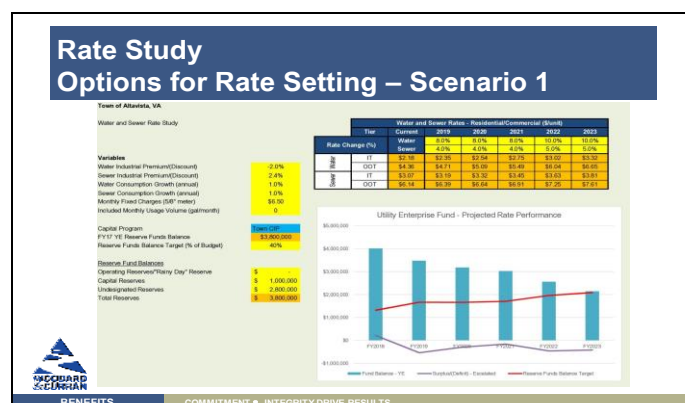
Mr. George asked if the reserve is not used would the 8% and 4% over the next four years remain.

Mr. Fedder referred to the Scenario 1 stating 40% of annual operating revenues was an appropriate level of reserves to be the target. The plan under this scenario is to use a portion of the reserves to keep the rate increases smaller. This will help pay off the debt services associated with borrowing for the capital program. Unless the town wants to subsidize the Enterprise Fund; the idea of an Enterprise Fund is to make sure it funds the things it is responsible for. This may mean rate increases.

Mr. Emerson referred to the top line for 5 years on Scenario 1 and asked if this is 40% for water 5 years and sewer a 22% increase over 5 years.

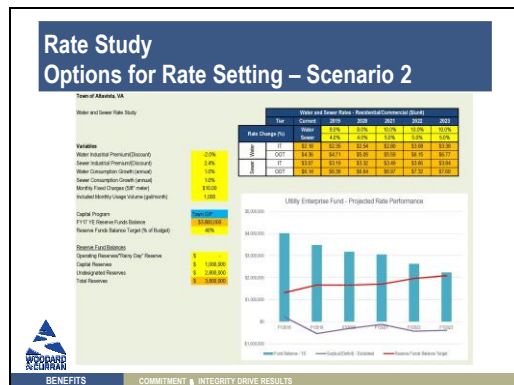
Mr. Fedder stated the average of the two (water and sewer) over 5 years would be in the low 40% range.

Mr. Emerson referred to his water bill stating it averages \$65.00 quarterly and what is being proposed over a 5 year period would average \$29 on his quarterly bill. A breakdown of \$5.00 per year for 5 years.

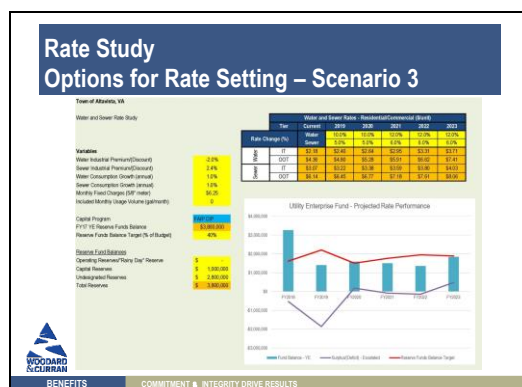


Special Council Meeting—February 13, 2018

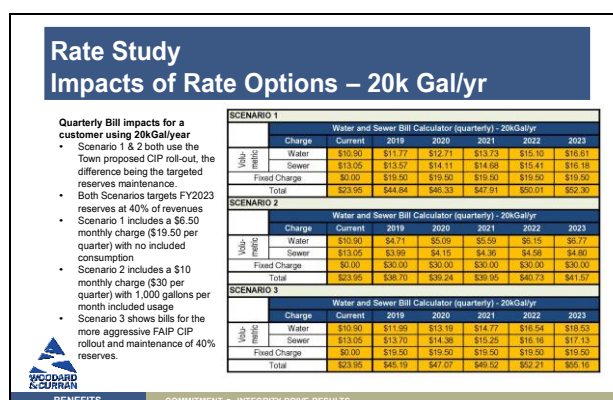
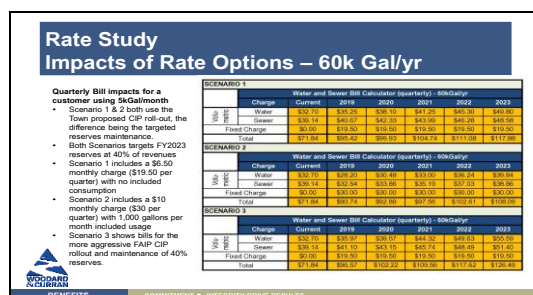
Mr. Fedder explained in Scenario 2, the monthly fixed charge is bumped up to \$10.00 with 1,000 gallons of usage included. This would help to alleviate some of the rate increases on folks that use a small amount of water. He noted the increases would be 8 and 4 for 2019 and 2020, the 10 and 5 for 2021, 2022 and 2023 in order to maintain the reserves.



Mr. Fedder referred to Scenario 3 and advised this uses FAIP (which has an extremely large cash flow requirement). It comes down to a reserve balance at \$3.8 million which is unacceptably low considering the Town would be entering into Capital programs. He felt Council may want to enter into one of the first two scenarios.

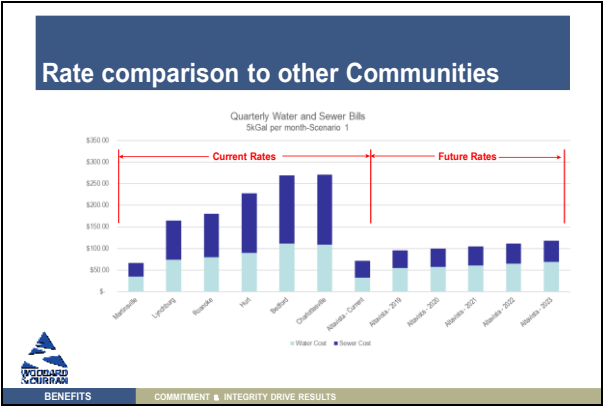


Mr. Fedder stated this shows what the scenarios look like from a quarterly bill perspective for a 60,000 gallon a year customer and 20,000 gallon a year customer.



Mayor Mattox asked if there was a rate study impact on some of the larger users.

Mr. Fedder stated it is not in this presentation. They compared with other locations with similar facilities. He stated everyone is seeing rate increases and the Town’s water rates even with an increase are incredibly lower than other communities.



Mr. Fedder advised in regards to the connection fees for the Town, he was surprised at how low the fees are. The Town is losing money every time someone connects to water and sewer. Mr. Fedder felt the charges should be scaled according to the AWWA Capacity Factors.

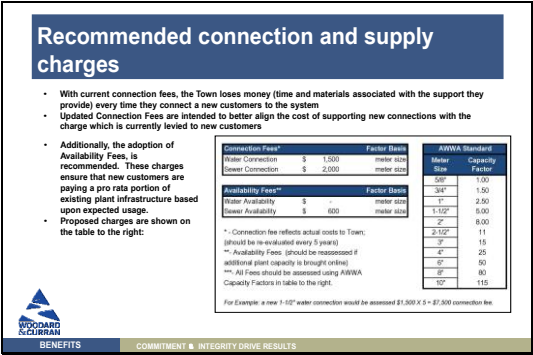
Mrs. Dalton asked if this is an industry standard way of calculating these fees.

Mr. Fedder responded that it is.

Mr. Higginbotham questioned the number of connections in the past two years.

Mr. Fore responded approximately 6 connections.

Mr. Fedder stated this would not be a big revenue driver but would cover the Town’s cost and adopt appropriate standards for operations.



Mrs. Dalton thanked Mr. Fedder for his ability to be so articulate and felt she understood.

Mr. George asked what this will do to Abbott Laboratories; this will be a considerable hit for them.

Mrs. Dalton stated this means a conversation with Abbott Laboratories and noted we have been in this position before.

Mr. Higginbotham stated the big question is of the \$10 million what is a want and what is a need.

Mr. Fore stated once the CIP is in hand Council can say whether they agree or disagree with what is in the plan.

Mr. Higginbotham asked what has a band-aid on it and ready to fail tomorrow.

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Mr. Fore stated the major band-aid was taken care of with the electrical upgrades. He advised during the heavy rainfall event, the springs had to be cut off. Part of the facility assessment gives the ability to correct these issues. Some sections of the town continue to have waterline breaks in the same areas which are getting band-aids. Another area is to provide water pressure to the Melinda Drive residents which will be hit hard in the first two years of the facility assessment. He noted additional pump stations will be required on River Road, Holly Hills, and Northgate in order to achieve the same water pressure. Mr. Fore stated there are incidences of a lot of band aids.

Mr. Coggsdale advised this will be part of the discussion when starting the Budget review. He noted the draft Budget will go out to Council members on February 19th. He noted the proposed budget will have the current rates.

Mayor Mattox stated Council and staff have worked hard to get away from patching to fixing the problem for the last few years.

Mr. George mentioned it is his hope that the next media package will include a page showing the Town's rates compared to other localities.

Mayor Mattox adjourned the meeting at 6:38 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION FEBRUARY 27, 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 February 27, 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
Chief Mike Milnor, APD
Mr. David Garrett, Director of Public Works
Mr. Tom Fore, Director of Public Utilities
Mr. John Eller, Town Attorney
Miss Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox asked that the request from the Altavista Band Boosters be moved to the first item on the agenda.

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

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

Mayor Mattox advised one of the Town’s employees, Mr. William “Bill” Reed, passed away. Mr. Reed, a Class 1 Wastewater Treatment operator, worked for the Town of Altavista for 22 years and 3 months. Mayor Mattox extended deepest sorrow and regrets to his family, friends and co-workers.

Mr. Fore added knowing Mr. Reed’s level of training and professionalism in running the plant, he will be missed.

3. Public Comments—Agenda Items Only

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

No one came forward.

4. Introductions and Special Presentations
5. Items for Discussion

a. Altavista Band Boosters—Trade Lot Rent Request

Mr. Coggsdale advised staff was asked to contact the Altavista Band Boosters (ABB) in regard to their interest in modifying the monthly rent paid to the Town for their use of the Trade Lot for 1st Saturday and Cruise Ins. He noted the Town and ABB approved a new agreement in 2013, which has been amended three times for various reasons.

Section 3. Rent of the Agreement sets forth that ABB will pay the Town \$1,500 annually, payable in monthly installments of \$125.

Mrs. Dalton suggested Council consider waiving the monthly fee. The Altavista Band Boosters are working hard, the Trade Lot is not what it used to be financially and she is comfortable with the Band Boosters getting all the revenue that they can.

Mr. Coggsdale advised with this consensus, staff will draft new language to the agreement and place on the March consent agenda for approval.

Mr. Andrew Hicks, Altavista Band Boosters 2nd Vice President, addressed Council advising he has been approached by the coordinators of the 100 Mile Yard Sale who indicated they would like the Trade Lot to be available Thursday, May 3, Friday, May 4, and Saturday, May 5 in conjunction with the 100 Mile Yard Sale. The event would run Thursday, May 3rd from 8:00 a.m. to Saturday, May 5th at 4:00 p.m.

Mayor Mattox asked that the Altavista Band Boosters work with the Altavista YMCA in regards to parking for the YMCA members.

Mrs. Dalton added that the Altavista Band Boosters also work with the YMCA to make sure there are no events that this may interfere with.

Mr. Hicks stated there are not as many vendors as there used to be and estimated there would be plenty of parking on the YMCA side of the lot.

Mr. Coggsdale asked if while amending the agreement should language be added to include “exceptions” be brought before Council.

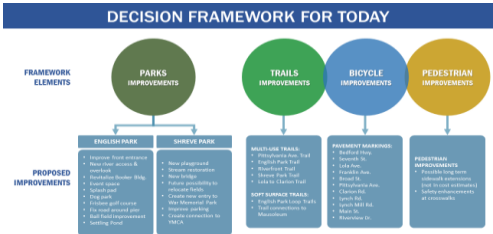
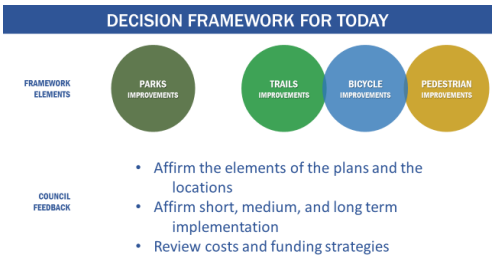
It was the consensus of Council to allow an additional day (May 3rd) to be used by the Altavista Band Boosters.

Mr. Hicks expressed thanks to Council for working with the Altavista Band Boosters.

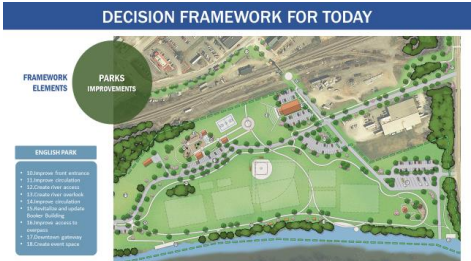
b. Parks & Trails Master Plan Discussion

Mr. Coggsdale advised at the January 2018 Town Council Work Session, Land Planning Design Associates (LPDA) presented the draft of the Altavista Parks & Trails Master Plan. The consultant and staff are seeking input/comments about the specifics of the plan so that the final draft can be prepared by LPDA.

Mr. Mark Liebeth, Landscape Architect, addressed Council. He advised there are four parts to the plan; the parks improvements, the trails connectivity, bicycle improvements, pedestrian improvements. He stated they were looking for confirmation of the likes of the locations of playgrounds, splash parks, etc.; affirmation of the short, medium and long term goals. He presented a PowerPoint presentation of their plans for English and Shreve Parks.



Mr. Liebeth referred to the entrance to English Park and suggested landscaping and signage at the formal entrance. Something brought out during previous meetings was the desire for improvement in the circulation at the park. They looked at improving the circulation at all the parking lots. The thought is to get people to see the water, view the water, and near the water.



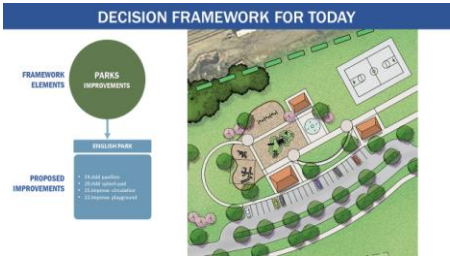
Mr. Liebeth stated this is an image of the improved boat ramp and fenced off low water access area.

Mayor Mattox felt more people canoe the river than use boats and asked if there would be a space for loading canoes on vehicles.

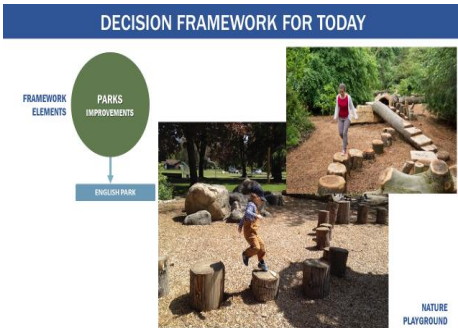
Mr. George questioned the parking area close to the river.

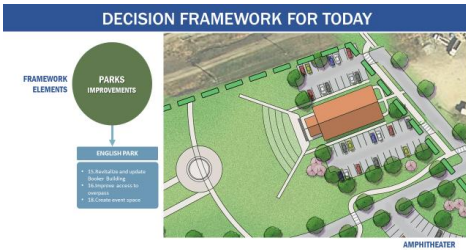
Mr. Liebeth stated this will define this is a boat ramp, this is where people go, trying to free up some of the clutter. Ample parking is in the vicinity. He noted because Altavista is a small town, everything in the plan has to serve more than one purpose.

COUNCIL WORK SESSION FEBRUARY 27, 2018

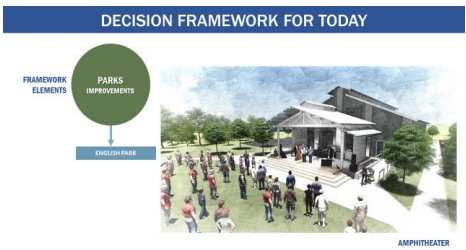


Mr. Liebeth stated they kept the rough shape of the parking area and added definition to it. Parking was placed on the same side as the playground area to keep children from crossing the road.





Mr. Liebeth referred to the Booker Building and how to improve it. Creating a downtown gateway, the Booker Building has a decorative concrete pavement on one side with gravel on the other side. This needs to be worked on so people can come from downtown, over the railroad tracks, to the Booker Building when there is an event and vice versa which will support downtown businesses.



Mrs. Dalton questioned the parking.

Mrs. Overbey stated during soccer season, most people are parking in the area of the boat ramp. Most of the parking near the playground area is during Little League Football in the fall.

Mr. George noted there is also a field area and parking up the river. There are four huge fields that are graded and grass is growing in most of them. The parking lot is already laid out.

COUNCIL WORK SESSION FEBRUARY 27, 2018

Mr. Liebeth referred to the softball field at English Park and stated he would like to see that field go away (in the long term plan). This would make for a continuous field that would be ideal for rides at Uncle Billy’s Day or a second stage; uncluttering and keeping it as a green area park. Little League football or soccer could be played but a dedicated athletic area would be helpful for someone who lives outside of the town.

Mr. Coggsdale made note of the concept of the Playground/Splash Park.

Mr. George stated he likes the Splash Pad being part of the playground equipment.

Mr. Emerson stated at some point there needs to be more shade canopies.

Mr. Liebeth referred to the Splash Park and advised he recommends using potable water then dumping to the sewer.

Mayor Mattox asked how many months out of the year would the Splash Pad run.

Mr. Liebeth stated they are usually opened approximately five months; they are motion activated. He referred to the Booker Building stating there needs to be formalized parking. He stated the Booker Building is a rentable space for weddings, birthdays, dances, maybe it’s partnered with a business, and maybe it’s a brewery, an art gallery or all of that. He did not feel it could be one thing, there has to be different ways to make money in a small town.

Mrs. Brumfield referred to the seating at the amphitheater and stated she would like to see the seating covered because it is sweltering hot for any type of outdoor event.

Mr. George asked if the new basketball courts would be removed.

Mr. Liebeth stated they would eventually be shifted over.

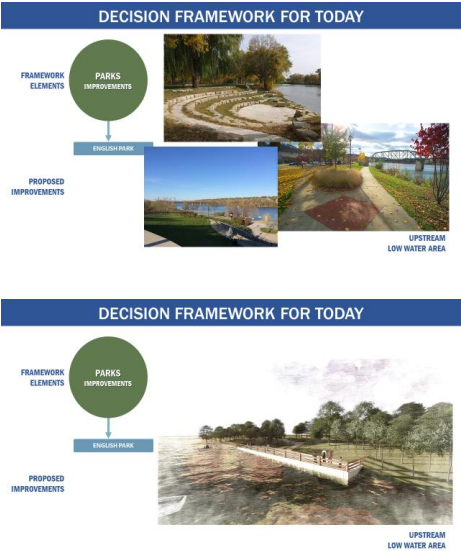
Mr. Coggsdale pointed out another concept of the walking area around the park which will take the pedestrian out of the vehicular traffic area.

Mr. Emerson asked what the walkway would consist of.

Mr. Liebeth stated it would start with stone dust and when the need arises pavement. He advised there would be selective clearing to remove some of the trees and open the view of the river.

Mr. George noted most of the ash trees are being lost to emerald ash borer.

Mr. Coggsdale advised someone is giving a proposal to look at this; what can be saved, treated or needs to come down.



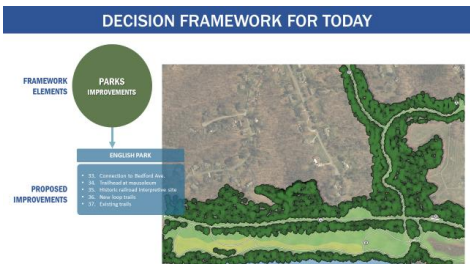


Mr. Liebeth referred to the upper end of the park and noted he sized the holding pond at 10 feet deep with a trail around it making it an amenity in the park.

Mr. George mentioned the neat thing is all the permitting in that area of the park has been done.

Mr. Liebeth stated the fields could use some topsoil and amendments.

Mr. George asked if seeds could be drilled through the existing grass.

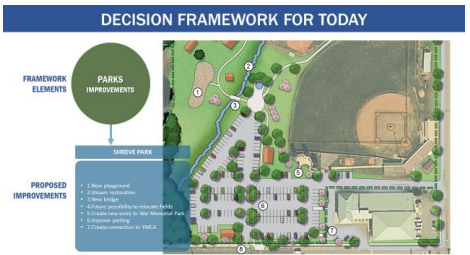


Mr. Liebeth referred to the proposed trails and the conversation of connecting a trail back to the mausoleum noting the Bedford Avenue Trail would make the connection. He suggested making smaller trails down in the field.

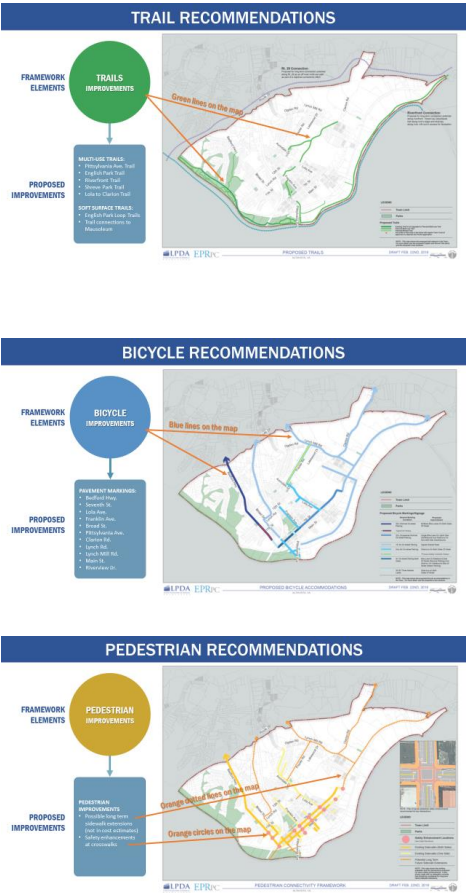


Mr. Liebeth addressed Shreve Park advising equipment is dated and needs to be replaced. He suggested stream restoration and a trail that would connect back to the neighborhood. He stated ultimately some of the ball fields will get relocated to an all athletic area. The “War Memorial” field is truncated in right field so proper fencing could be installed. As fields go away, there’s open space for the YMCA and possibly a small soccer field. The “War Memorial” would be the centerpiece. He suggested removing parking in front of the “War Memorial” and making a nice entrance to it, improve the circulation by changing the parking in the Trade Lot area.

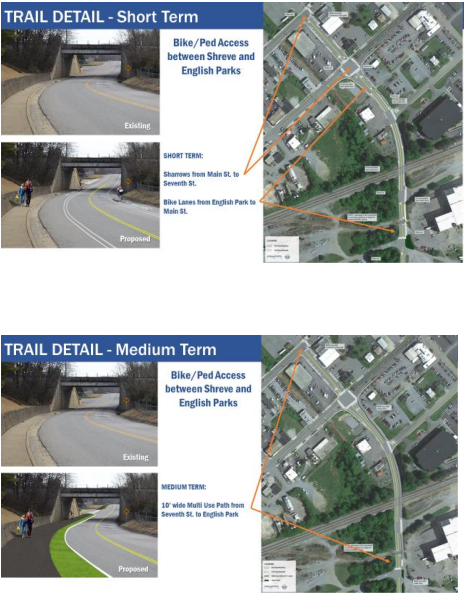
Mr. Emerson stated looking long term, the water fountain has served its purpose and would be a good location for another Splash Park.



Mr. Vlad Gavrilovic, Planner, at EPR, addressed Council and spoke on connecting the trails to the amenities in town. How do you walk or bike around the town to the parks? He presented slides with the proposed bike trails and pedestrian trails. He noted the reason for the 10-foot wide trail is if federal funding is applied for, it has to be a 10-foot wide path. Mr. Gavrilovic felt markings on asphalt could be used for the bike lanes to save funds. He stated in the meetings there were comments about loop connections.



Mr. Gavrilovic noted the critical link is to get from English Park to Shreve Park. He noted there is 36 feet of payment at the underpass which is enough for two 11-foot travel lanes and two 5-foot bike lanes with a two foot buffer. This is a short term project. In the medium term, a 10-foot wide multi use path from Seventh Street to English Park with crosswalks placed across the industrial access roads. One way in to the park and a one way exit to the south would make it safer for pedestrians and bicyclists

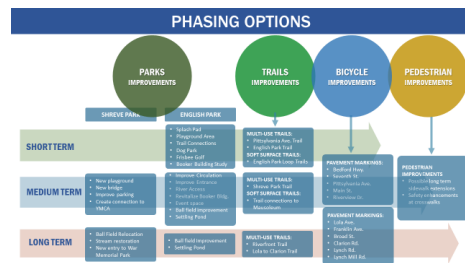


Mr. Gavrilovic advised the cost is posted on the short and medium term options.

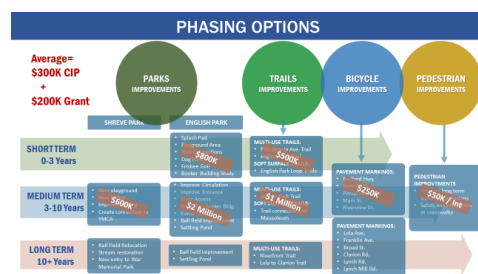
Mr. Liebeth stated the short term would include the Splash Pad, Playground, a study of what could be done with the Booker Building, Frisbee Golf, (items that are listed

COUNCIL WORK SESSION FEBRUARY 27, 2018

in the CIP) and then add in some of the trail components. The two biggest items on the medium term is to build on the improvements at English Park and Shreve Park, trail improvements, starting some of the bicycle improvements during that time and the pedestrian enhancements, then move to the long term projects.



Mr. Liebeth stated with \$300,000 in the CIP and a \$200,000 grant per year, the next ten years are funded and a great deal of the plan can be accomplished.



Mrs. Overbey thanked Mr. Liebeth stating this helped her to wrap her head around all of this.

Mr. George questioned parking behind the mausoleum.

Mr. Liebeth asked if Council would want people parking back there. He felt it would be better to make this an access point for people in the neighborhood.

Mrs. Dalton asked what was wrong with parking in the park.

Mr. George stated a person would be walking or biking several miles to get to that part of the park. Some would want to do mountain bike riding and not all the flat land riding.

Mr. Liebeth stated in his opinion there wasn't a distance for mountain biking or the right terrain. He felt this would be more for recreational biking.

Mayor Mattox asked for the best use for the Booker Building.

Mr. Liebeth felt a business plan should be worked out for the building to make money or break even. This study would dictate what needs to be done on the inside; more water and sewer; updated bathrooms.

Mayor Mattox asked if Rural Development funds projects like this.

Mr. Liebeth suggested looking at a site in Vinton and what has been done to this historic site that was in similar shape as the Booker Building. Mr. Liebeth referred back to his comment that in a small town, one thing can't be the only thing. It has to serve many functions.

Mrs. Brumfield noted in the plans she did not see anywhere for food vendors during sporting events.

Mr. Fore mentioned an opportunity for the Booker Building was to bottle and sell spring water from McMinnis Springs; which is about \$3.00 per gallon.

Mayor Mattox thanked Mr. Liebeth and Mr. Gavrilovic for their work on this project.

COUNCIL WORK SESSION FEBRUARY 27, 2018

Mayor Mattox called for a recess at 6:23 p.m. The meeting reconvened at 6:35 p.m.

c. FY2019 Budget/CIP Discussion

Mr. Coggsdale advised the Town’s Proposed FY2019 Budget/FY2019-2023 Capital Improvement Program (CIP) was delivered to Town Council early last week. The budget calendar sets February 27th and March 27th Town Council Work Sessions as opportunities for Council to review and discuss the budget. It is anticipated that the Town Council’s Regular Meeting on April 10th will be the First Reading of the budget, with a public hearing set for May 8th. It is intended to have the FY2019 Budget adopted by Town Council at their June 12th Regular Meeting. The budget takes effect on July 1st. He reviewed with Council the proposed budget and CIP.

TOWN OF ALTAVISTA
FY 2019 PROPOSED BUDGET

ESTIMATED REVENUE

General Fund	
Real Estate Tax	214,200
Public Service Corporation Taxes	95,500
Personal Property Taxes	310,150
Machinery and Tools Taxes	1,721,750
Other Local Taxes	1,706,700
Permits and Fees	500
Fines and Forfeitures	9,200
Use of Money and Property	190,700
Charges for Service	9,100
Donations, Receipts and Transfers	100
Intergovernmental	255,800
General Fund Total:	<u>\$4,513,700</u>
Enterprise Fund (Water & Sewer)	
Water and Sewer Charges	3,106,700
Interest	4,400
Connection Fees	2,000
Miscellaneous, Grants & Transfers	1,275,350
CIP Reserves	185,000
Enterprise Fund Total:	<u>\$4,573,450</u>
Highway Maintenance Fund	<u>\$788,350</u>
Cemetery Fund	<u>\$29,000</u>
<u>REVENUE GRAND TOTAL:</u>	<u>\$9,904,500</u>

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	36,600
Administrative Department	862,300
Police Department	1,298,050
Public Works	1,256,910
Street & Highway Maintenance	788,350
Water Department	2,360,530
Wastewater Department	2,212,920
Green Hill Cemetery	37,500
Non Departmental	470,150
Transit Department	103,970
Economic Development	148,700
Main Street	58,650
Transfer to Cemetery Reserves	25,000

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Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	179,870
Total Proposed Operating Expenses	\$9,904,500
<u>PROPOSED CAPITAL OUTLAY</u>	
Water Plant Equipment	607,180
Wastewater Treatment Plant Equipment	782,320
Public Works Department Equipment	189,750
State Highway Funding	171,850
Police Department Equipment	222,500
Council	8,000
Administration Department Equipment	32,500
Transit Department	3,000
Cemetery	750
Total Proposed Capital Outlay	\$2,017,850
FY2019 – 2023 Expenditures	\$23,885,020

2019 PROPOSED BUDGET OVERVIEW

Total Expenditures:		\$9,904,500 (Includes transfers to GF Reserves of \$244,870; \$179,870 is surplus)
Total Revenue:		\$8,386,150
Transfers:		\$1,518,350 (\$88,350 – Highway; \$1,430,000 – Enterprise)
TOTAL:		\$9,904,500
Real Estate Rate:		\$0.08 per \$100 of assessed value
Personal Property Rate:		\$2.00 per \$100 of assessed value
Utility Rates:		
Water:		Business & Residential - \$2.18 per 1,000 gallons Industrial - \$2.14 per 1,000 gallons Town of Hurt - \$3.27 per 1,000 gallons Outside of Town - \$4.36 per 1,000 gallons
Sewer:		Business & Residential - \$3.07 per 1,000 gallons Industrial - \$3.14 per 1,000 gallons Town of Hurt - \$3.07 per 1,000 gallons
<i>*Council is currently reviewing utility rates and will continue their discussion on the rate Study and its impact on the proposed FY 2019 budget.</i>		
Meals Tax Rate:		7.0%
Lodging Tax Rate:		5.5%
Cigarette Tax Rate:		\$0.27 per pack

BPOL Tax Rates: (Rate per \$100 of gross receipts)

Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$0.0425
Financial, Real Estate & Professional	\$0.0425
Personal Services, Repair	\$0.06
Wholesalers	\$0.0175

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Wholesale Peddlers	\$0.0175
Commission Merchant	\$0.06
Direct Sellers sales under \$4,000	\$0.0175
Direct Sellers sales over \$4,000	\$0.055
Peddlers	\$125
Itinerant Merchant edible, perishable goods	\$25
Itinerant Merchant nonperishable goods	\$125
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$500
Savings Institutions/State Chartered credit unions	\$25
Photographers, out of town	\$15
Operators, coin operated Machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$15

Mr. George asked if there was a total on the cigarette tax revenue and if this has been collected for a full year.

Mrs. Shelton stated the cigarette tax was implemented in FY2017 and started in October (3 months shy of a year). The anticipated revenue is \$150,000.

Mr. George asked if this was \$10,000 shy of the BPOL. He asked if BPOL was a flat fee, would this be covered.

Mr. Coggsdale noted revenue was \$160,000 before it was cut in half. The funds were used in other ways. The increase in the meals tax and the added cigarette tax revenue did not cover the real estate and BPOL tax cuts independently but in the cumulative group they offset each other.

Mayor Mattox asked that an email be sent out with these figures.

Mrs. Dalton stated with the Parks and Utilities, she was not entertaining the idea of cutting taxes at this point.

Mr. George asked if there is a system in place to check on reporting of meals tax revenue.

Mr. Coggsdale advised this is being worked on. He noted in house, there is a comparison of reporting and when they differ, those are the ones that need to be focused on.

Mr. Emerson referred to funds earmarked for PCBs and asked if that money is accessible two months from now if needed for something else.

Mrs. Shelton advised the monies are touchable if needed.

Mr. Coggsdale referred to the Broadband Implementation and noted it is more about residential than commercial/industrial. He felt the course needs to be changed to looking at residential services.

COUNCIL WORK SESSION FEBRUARY 27, 2018

Mayor Mattox suggested he, Mrs. Overbey and staff meet to discuss this topic.

Mr. Coggsdale referred to landscaping along the Route 29 bypass and stated there is unknown cost for this project at this time. He referred to English Park and advised Council there are funds in the budget that staff will keep moving forward including the \$150,000 from the Jenks family and \$11,300 from VDOT.

Mrs. Overbey requested a breakdown of the available funds for the park project.

d. Police Department CIP Adjustment Request (Portable Radios)

Mr. Coggsdale advised Chief Milnor is seeking to utilize unspent funds from the department's current year CIP budget for a project that is included in the FY2019 Proposed Budget/CIP. With the assumption that Town Council would approve the CIP item in the FY2019 Budget, this would appear to be a timing issue. With use of the FY2018 funds, the radios could be purchased now, rather than waiting for adoption of the budget and the new fiscal year. He added this would remove the CIP item from the FY2019 Budget.

Mayor Mattox asked if this would align with what will be done with EDP.

Chief Milnor felt it would be completely compatible. He advised in the FY2018 CIP there was \$27,000 budgeted for the purchase and installation of ten new Motorola mobile radios; the actual cost for these radios was \$9,596. In the 2019 CIP budget, \$7,500 is budgeted for the replacement of all of the Police Department's portable radios. He requested to utilize the surplus funds in this year's CIP to purchase the portable radios.

Mr. Emerson, seconded by Mrs. Brumfield, motioned to authorize Chief Milnor to utilize unspent funds from the department's current CIP budget to purchase portable radios.

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

e. ACTS Bus Wrap

Mr. Coggsdale advised per the adopted FY2018 Budget/CIP, the Town has ordered a new transit bus. The funding for the bus included a wrap of the bus body. Staff presented a concept of what the graphics could look like. He asked if there are features in town that Council would like to see considered/added to advise.

Mrs. Overbey referred to the graphics and felt one picture was sufficient on the side of the bus. She asked Council to consider either a picture of the library or Main Street with the American flags flying.

Mr. Emerson liked the canoe picture.

Mrs. Dalton felt the wrap was a good idea and told staff to move forward.

f. Avoca Request for Consideration of Personnel Status

COUNCIL WORK SESSION FEBRUARY 27, 2018

Mr. Coggsdale advised of a letter from Mrs. Joan Woodson, President of the Avoca Museum Board of Directors, regarding their interest in the Town's consideration of bringing their Executive Director position into the Town's Classification and Compensation Program. The primary reason for this consideration is for health insurance coverage. He noted at this time, the town is only being asked to conduct an analysis of the request's feasibility.

It was the consensus of Council to allow staff to proceed with conducting a financial analysis of this matter. The review will determine the cost as compared to the current contribution being made to Avoca in regard to benefits.

6. Public Comments

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

No one came forward.

Mr. Emerson asked if someone could check on grants for renovations at the Booker Building.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 7:21 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13 , 2018

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

Attachment #: | **2b** |

Agenda Placement: | Consent Agenda |
Subject Title: | Monthly Financial Reports |

SUBJECT HIGHLIGHTS

Attached are the following Financial Reports:

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

Staff recommendation, if applicable: Acceptance

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

Staff Review Record

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2018
FROM: 02/01/2018 TO: 02/28/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37088	675	BKT UNIFORMS	02/02/2018	564.61
37089	4	BOXLEY AGGREGATES	02/02/2018	1,046.35
37090	9999997	BROWN, SHANNON MARIE	02/02/2018	53.45
37091	583	CAMPBELL COUNTY PUBLIC LIBRARY	02/02/2018	902.86
37092	19	CARTER MACHINERY CO INC	02/02/2018	779.40
37093	427	CENTURYLINK	02/02/2018	307.90
37094	9999997	COLEMAN III, GEORGE E.	02/02/2018	88.91
37095	812	COMMONWEALTH OF VIRGINIA	02/02/2018	100.00
37096	419	CREATIVE EDGE DESIGN INC	02/02/2018	250.00
37097	569	DIAMOND PAPER CO INC	02/02/2018	417.53
37098	37	ELECOM INC	02/02/2018	20.00
37099	20	J JOHNSON ELLER JR	02/02/2018	2,000.00
37100	71	FAIRPOINT COMMUNICATIONS	02/02/2018	355.58
37101	41	FISHER SCIENTIFIC	02/02/2018	757.36
37102	119	FOSTER ELECTRIC CO INC	02/02/2018	1,835.12
37103	50	GRETNA TIRE INC	02/02/2018	1,529.04
37104	52	HACH COMPANY	02/02/2018	3,305.93
37105	274	HAJOCA CORPORATION	02/02/2018	620.05
37106	566	INTEGRATED TECHNOLOGY GROUP IN	02/02/2018	8,053.18
37107	533	LYNN KIRBY	02/02/2018	255.00
37108	1	LANE MEMORIAL UNITED METHODIST	02/02/2018	100.00
37109	755	NATURCHEM INC	02/02/2018	34,560.00
37110	67	ORKIN PEST CONTROL LLC	02/02/2018	286.16
37111	9999999	PERROW PROPERTIES LLC	02/02/2018	40.21
37112	9999997	SCOTT, DENISE	02/02/2018	9.10
37113	484	TOWN GUN SHOP INC	02/02/2018	286.56
37114	35	TREASURER OF VA/VITA	02/02/2018	13.53
37115	136	USABLUBOOK	02/02/2018	1,328.88
37116	658	WKDE-FM	02/02/2018	110.00
37117	793	XEROX FINANCIAL SERVICES	02/02/2018	382.00
37118	303	ALTAVISTA CHAMBER OF COMMERCE	02/09/2018	5,000.00
37119	103	BEACON CREDIT UNION	02/09/2018	305.00
37120	461	KATHI BOGERT	02/09/2018	862.68
37121	12	BRENNTAG MID-SOUTH INC	02/09/2018	4,387.10
37122	805	BROWN MACHINE WORKS INC	02/09/2018	104.00
37123	145	CHANDLER CONCRETE CO INC	02/09/2018	231.00
37124	28	COLUMBIA GAS	02/09/2018	3,515.86
37125	32	CONTROL EQUIPMENT CO INC	02/09/2018	1,126.73
37126	164	DMV	02/09/2018	50.00
37127	118	FERGUSON ENTERPRISES INC #75	02/09/2018	2,437.07
37128	332	HURT & PROFFITT INC	02/09/2018	935.00
37129	57	ICMA RETIREMENT TRUST-457 #304	02/09/2018	675.00
37130	440	INDIAN RIVER EQUIPMENT COMPANY	02/09/2018	330.00
37131	796	LAND PLANNING AND DESIGN ASSOC	02/09/2018	24,176.58
37132	300	NAPA AUTO PARTS	02/09/2018	851.83
37133	454	O'REILLY AUTOMOTIVE INC	02/09/2018	286.04
37134	379	REI CONSULTANTS INC	02/09/2018	678.43
37135	510	RIVER VALLEY RESOURCES LLC	02/09/2018	65.45

37136	808 S & T PLUMBING MAINT & SPECIAL	02/09/2018	1,000.00
37137	665 SELECT AIR MECHANICAL ELECTRIC	02/09/2018	669.56
37138	124 TREASURER OF VA	02/09/2018	500.00
37139	85 TREASURER OF VA /CHILD SUPPORT	02/09/2018	553.15
37140	92 UNIFIRST CORP	02/09/2018	2,635.12
37141	587 US POSTAL SERVICE (POSTAGE BY	02/09/2018	2,000.00
37142	110 VUPS INC	02/09/2018	47.25
37143	700 WOODARD & CURRAN	02/09/2018	465.00
37144	116 XEROX CORPORATION	02/09/2018	275.06
37145	294 BUSINESS CARD	02/16/2018	11,590.44
37146	754 D L BRYANT HEATING & COOLING	02/16/2018	75.00
37147	36 DOMINION VIRGINIA POWER	02/16/2018	42,781.49
37148	301 ENGLISH'S LLC	02/16/2018	1,057.98
37149	566 INTEGRATED TECHNOLOGY GROUP IN	02/16/2018	2,850.00
37150	1 JAMES WILLIAMS	02/16/2018	94.76
37151	9999998 KRITZER, JASON	02/16/2018	150.00
37152	9999999 PANNELL BYRON KEITH	02/16/2018	33.02
37153	1 PAUL CAREY II	02/16/2018	100.00
37154	756 WAGWORKS INC	02/16/2018	122.32
37155	658 WKDE-FM	02/16/2018	335.00
37156	9 AFLAC	02/23/2018	2,292.94
37157	84 ALTAVISTA JOURNAL	02/23/2018	613.82
37158	91 ANTHEM BLUE CROSS/BLUE SHIELD	02/23/2018	36,239.00
37159	103 BEACON CREDIT UNION	02/23/2018	305.00
37160	41 FISHER SCIENTIFIC	02/23/2018	1,151.99
37161	111 GRAINGER INC	02/23/2018	113.49
37162	378 PHILLIP W HUNLEY	02/23/2018	3,730.00
37163	332 HURT & PROFFITT INC	02/23/2018	1,400.00
37164	57 ICMA RETIREMENT TRUST-457 #304	02/23/2018	675.00
37165	58 INSTRUMENTATION SERVICES INC	02/23/2018	993.00
37166	1 JAMES A WILLIAMS	02/23/2018	15.00
37167	552 JAMES RIVER EQUIPMENT CO	02/23/2018	1,487.09
37168	531 MAGIC CITY SPRINKLER INC	02/23/2018	255.00
37169	743 MEYERCORD REVENUE INC	02/23/2018	3,180.60
37170	173 MILLERS PLUMBING REPAIR/BOBCAT	02/23/2018	2,400.00
37171	218 MINNESOTA LIFE	02/23/2018	147.66
37172	608 NORFOLK SOUTHERN RAILWAY CO	02/23/2018	410.00
37173	670 PATRIOT SAFETY SUPPLY	02/23/2018	4,674.50
37174	765 PRIVIA MEDICAL GROUP LLC	02/23/2018	115.00
37175	379 REI CONSULTANTS INC	02/23/2018	330.07
37176	695 SERVPRO	02/23/2018	605.06
37177	85 TREASURER OF VA /CHILD SUPPORT	02/23/2018	553.15
37178	35 TREASURER OF VA/VITA	02/23/2018	12.27
37179	572 TROY & BANKS	02/23/2018	250.95
37180	96 UNIVAR USA INC	02/23/2018	9,416.40
37181	136 USABBLUEBOOK	02/23/2018	140.46
37182	427 CENTURYLINK	02/28/2018	913.78
37183	46 GENTRY LOCKE ATTORNEYS	02/28/2018	825.00
37184	158 KORMAN SIGNS INC	02/28/2018	2,361.90
37185	697 LITTLETON AND ASSOC INC	02/28/2018	22,941.40
37186	250 OVERHEAD DOOR COMPANY	02/28/2018	233.00
37187	588 PITNEY BOWES GLOBAL FINANCIAL	02/28/2018	110.63
37188	76 RYDIN DECAL	02/28/2018	311.10
37189	476 SHARP ELECTRONICS CORP	02/28/2018	440.00
37190	627 SOUTHERN AIR INC	02/28/2018	45,537.75
37191	80 SOUTHSIDE ELECTRIC COOP	02/28/2018	1,026.99
37192	778 SPRINT	02/28/2018	992.83

37193	572 TROY & BANKS	02/28/2018	97.06
37194	1 WILLIAM REED OR DEBRA REED	02/28/2018	415.80
37195	793 XEROX FINANCIAL SERVICES	02/28/2018	382.00

NO. OF CHECKS:	108	TOTAL CHECKS	321,808.32
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Town of Altavista
FY 2018 Revenue Report
67% of Year Lapsed

General Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	209,000	209,000	4,161	2	214,098	102	214,100
Public Service - Real & Personal	99,600	99,600	0	0	95,415	96	99,600
Personal Property	210,000	210,000	5,565	3	152,440	73	210,000
Personal Property - PPTRA	100,000	100,000	68,709	69	92,331	92	100,000
Machinery & Tools	1,628,500	1,628,500	1,891	0	1,689,608	104	1,689,600
Mobile Homes - Current	200	200	3	2	134	67	200
Penalties - All Taxes	5,500	5,500	1,450	26	3,323	60	5,500
Interest - All Taxes	3,000	3,000	430	14	1,309	44	3,000
Local Sales & Use Taxes	160,000	160,000	0	0	69,204	43	160,000
Local Electric and Gas Taxes	110,000	110,000	9,937	9	66,583	61	110,000
Local Motor Vehicle License Tax	43,000	43,000	3,297	8	39,441	92	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	4,863	5	42,620	45	95,000
Local Meal Taxes	910,000	910,000	71,481	8	535,425	59	910,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	3,095	8	18,789	47	40,000
Transit Passenger Revenue	5,000	5,000	588	12	3,333	67	5,000
Local Cigarette Tax	160,000	160,000	11,438	7	99,105	62	160,000
Business License Fees/Contractors	3,500	3,500	3,875	111	3,905	112	3,500
Business License Fees/Retail Services	55,000	55,000	12,524	23	14,145	26	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	317	8	359	9	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	6,059	296	6,355	69	9,200
Business Licenses Fees/Wholesale Businesses	500	500	40	8	40	8	500
Business License Fees/Utilities	3,400	3,400	15	0	15	0	3,400

Town of Altavista
FY 2018 Revenue Report
67% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,100	1,100	0	0	0	0	1,100
Permits - Sign	1,000	1,000	100	10	380	38	1,000
Fines & Forfeitures - Court	9,000	9,000	1,957	22	11,114	123	11,200
Parking Fines	500	500	0	0	100	20	500
Interest and Interest Income	70,000	70,000	2,382	3	21,072	30	70,000
Rents - Rental of General Property	1,200	1,200	25	2	587	49	1,200
Rents - Pavilion Rentals	3,000	3,000	100	3	1,200	40	3,000
Rents - Booker Building Rentals	4,000	4,000	400	10	3,025	76	4,000
Rents - Rental of Real Property	70,000	70,000	1,607	2	33,805	48	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,600
State DCJS Grant	82,700	82,700	20,682	25	62,046	75	82,700
State Rental Taxes	1,100	1,100	48	4	649	59	1,100
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	2,025	68	3,225	108	3,200
VDOT Police Grant for Overtime	0	0	0	0	4,375	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	0	0	25,000	78	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	6,735	269	8,980	359	9,000
VDOT TEA 21 Grant	48,800	48,800	9,027	0	19,934	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	2,336	2	30,845	32	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	5,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2018 Revenue Report
67% 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 Revenue (Continued)							
Misc. - Cash Discounts	300	300	0	0	35	12	300
Miscellaneous	25,000	25,000	1,980	8	178,267	713	25,000
Misc / Canoe Launch Project	0	0	0	0	22,500	0	17,500
Reimbursement of Insurance Claim	0	0	0	0	630	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<u>4,604,800</u>	<u>4,619,800</u>	<u>259,142</u>	<u>6</u>	<u>3,635,799</u>	<u>79</u>	<u>4,708,200</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
67% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
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ALL FUNDS TOTAL

Operations	6,988,650	7,009,150	417,187	6	4,305,621	61	7,009,150
Debt Service	445,400	445,400	0	0	370,087	0	445,400
CIP	2,795,420	2,859,620	97,812	3	1,774,068	62	2,853,753
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>10,361,060</u>	<u>10,445,760</u>	<u>514,999</u>	<u>5</u>	<u>6,514,776</u>	<u>62</u>	<u>10,439,893</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
67% 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>
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	27,200	27,200	1,930	7	17,263	63	27,200
Debt Service	0	0	0	0	0	0	0
CIP	<u>35,000</u>	<u>35,000</u>	<u>8,053</u>	<u>0</u>	<u>16,067</u>	<u>0</u>	<u>35,000</u>
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>9,983</u>	<u>16</u>	<u>33,330</u>	<u>54</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	47,915	6	511,953	64	804,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>38,500</u>	<u>38,500</u>	<u>0</u>	<u>0</u>	<u>14,470</u>	<u>38</u>	<u>38,500</u>
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>47,915</u>	<u>6</u>	<u>526,423</u>	<u>62</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	449,040	3,498	1	319,059	71	449,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>308,550</u>	<u>313,550</u>	<u>3,498</u>	<u>1</u>	<u>254,059</u>	<u>81</u>	<u>313,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>313,550</u>	<u>3,498</u>	<u>1</u>	<u>254,059</u>	<u>81</u>	<u>313,550</u>
Public Safety							
Operations	961,850	961,850	76,410	8	604,755	63	961,850
Debt Service	0	0	0	0	0	0	0
CIP	<u>80,000</u>	<u>85,200</u>	<u>4,695</u>	<u>6</u>	<u>74,641</u>	<u>88</u>	<u>99,333</u>
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>81,105</u>	<u>8</u>	<u>679,397</u>	<u>65</u>	<u>1,061,183</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
67% 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	50,888	5	503,784	47	1,080,450
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	711,360	750,360	32,121	4	619,557	83	750,360
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>83,009</u>	<u>4</u>	<u>1,146,469</u>	<u>62</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	256	0	48,159	33	144,550
CIP	34,000	34,000	0	0	0	0	34,000
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>256</u>	<u>0</u>	<u>48,159</u>	<u>27</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	10,244	10	63,938	64	99,800
Debt Service	0	0	0	0	0	0	0
CIP	64,000	64,000	0	0	0	0	64,000
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>10,244</u>	<u>6</u>	<u>63,938</u>	<u>39</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,205	8	32,531	58	55,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>4,205</u>	<u>8</u>	<u>32,531</u>	<u>58</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,488,250	195,347	6	2,036,442	58	3,488,250
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	962,860	1,007,060	44,869	4	724,736	208	1,021,193
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,518,510</u>	<u>240,216</u>	<u>5</u>	<u>2,784,305</u>	<u>62</u>	<u>4,532,643</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
67% 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	13,995	67	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	181	3	3,268	53	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	8,053	0	16,067	0	35,000
Total Expenditures	62,200	62,200	9,983	16	33,330	54	62,200

Town of Altavista
Administration
FY 2018 Expenditure Report
67% 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	30,117	7	291,419	65	448,150
Other Employee Benefits	49,400	49,400	0	0	9,944	20	49,400
Services	205,500	205,500	7,495	4	147,155	72	205,500
Other Charges	67,400	67,400	5,650	8	41,696	62	67,400
Materials & Supplies	34,500	34,500	4,653	13	21,738	63	34,500
Capital Outlay	38,500	38,500	0	0	14,470	38	38,500
Total Expenditures	843,450	843,450	47,915	6	526,423	62	843,450

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
67% 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	2,400	2	104,464	77	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	2,400	48	2,400	48	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	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	0	0	14,025	75	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	0	0	10,750	154	7,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	306,050	311,050	2,400	1	244,273	79	311,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	1,098	44	8,106	324	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	1,098	44	9,786	391	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	313,550	3,498	1	254,059	81	313,550
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
67% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	135,490	135,490	0	0	65,000	48	135,490
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	444,040	449,040	3,498	1	319,059	71	449,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	313,550	3,498	1	254,059	81	313,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
67% 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	70,536	8	531,421	63	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	495	5	4,173	40	10,500
Other Charges	43,050	43,050	1,057	2	34,491	80	43,050
Materials & Supplies	71,200	71,200	4,323	6	34,670	49	71,200
Capital Outlay	80,000	85,200	4,695	6	74,641	88	99,333
Total Expenditures	1,041,850	1,047,050	81,105	8	679,397	65	1,061,183

Town of Altavista
Public Works
FY 2018 Expenditure Report
67% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	638,950	638,950	38,711	6	288,429	45	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	134	1	6,464	51	12,600
Other Charges	40,000	40,000	2,698	7	23,827	60	40,000
Materials & Supplies	388,900	388,900	9,346	2	185,064	48	388,900
Debt Service	23,200	23,200	0	0	23,127	0	23,200
Capital Outlay	711,360	750,360	32,121	4	619,557	83	750,360
Total Expenditures	1,815,010	1,854,010	83,009	4	1,146,469	62	1,854,010

Town of Altavista
Economic Development
FY 2018 Expenditure Report
67% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2018 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	81,250	81,250	0	0	29,353	36	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	225	1	13,007	52	25,000
Other Charges	31,300	31,300	31	0	4,788	15	31,300
Materials & Supplies	7,000	7,000	0	0	1,011	14	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
Total Expenditures	178,550	178,550	256	0	48,159	27	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
67% 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	5,448	7	47,863	66	72,950
Services	2,100	2,100	222	11	434	21	2,100
Other Charges	3,950	3,950	156	4	2,084	53	3,950
Materials & Supplies	20,800	20,800	4,418	21	13,556	65	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
Total Expenditures	163,800	163,800	10,244	6	63,938	39	163,800

Town of Altavista
FY 2018 Revenue Report
67% 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	335	7	2,943	65	4,500
Water Charges - Industrial	1,600,000	1,600,000	100,123	6	808,702	51	1,600,000
Water Charges - Business/Residential	243,000	243,000	5,116	2	116,914	48	243,000
Water Charges - Outside Community	135,000	135,000	9,556	7	82,787	61	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	725	24	3,000
Bulk Water Purchase	5,000	5,000	0	0	1,821	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	107,702	10	708,447	63	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	6,689	3	118,003	51	230,000
Sewer Charges - Outside Community	1,700	1,700	0	0	1,008	59	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	500	10	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	20,470	22	104,441	110	104,500
Charges for Service - Water/Sewer Penalties	5,000	5,000	31	1	4,069	81	5,000
Misc. Cash Discounts	0	0	5	0	20	0	20
Misc. Sale of Supplies & Materials	0	0	562	0	562	0	500
Miscellaneous	20,000	20,000	2,445	12	24,120	121	24,000
State Fluoride Grant	30,500	30,500	0	0	0	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,219,010	0	0	0	0	1,199,010
Transfer in From General Fund	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,885,910</u>	<u>253,034</u>	<u>5</u>	<u>1,975,063</u>	<u>40</u>	<u>4,879,930</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
67% 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	114,045	8	815,694	56	1,467,800
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	657,270	657,270	51,543	8	701,199	107	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>165,589</u>	<u>7</u>	<u>1,863,853</u>	<u>73</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	91,682	7	825,346	59	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	934,440	1,400	0	234,618	25	914,440
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,338,640</u>	<u>93,082</u>	<u>4</u>	<u>1,059,964</u>	<u>45</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	205,728	7	1,641,040	57	2,872,000
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	1,571,710	1,591,710	52,943	3	935,817	59	1,571,710
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,885,910</u>	<u>258,671</u>	<u>5</u>	<u>2,923,817</u>	<u>60</u>	<u>4,865,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
67% 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	44,977	7	379,733	61	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	2,442	1	104,497	40	264,300
Other Charges	324,050	324,050	43,696	13	179,345	55	324,050
Materials & Supplies	252,950	252,950	22,930	9	152,118	60	252,950
Debt Service	422,200	422,200	0	0	346,960	0	422,200
Capital Outlay	657,270	657,270	51,543	8	701,199	107	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	165,589	7	1,863,853	73	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
67% 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	56,614	7	470,019	60	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	45	0	51,976	69	75,800
Other Charges	343,100	343,100	26,862	8	200,491	58	343,100
Materials & Supplies	199,750	199,750	8,162	4	102,861	51	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	934,440	1,400	0	234,618	25	914,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,338,640	93,082	4	1,059,964	45	2,318,640

Town of Altavista
Fund Expenditure Totals
FY 2018
67% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	601,000	616,500	16,112	3	617,886	100	616,500
CIP	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>113,516</u>	<u>44</u>	<u>260,850</u>
State/Hwy Water Department - TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>16,112</u>	<u>2</u>	<u>731,402</u>	<u>83</u>	<u>877,350</u>

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

Town of Altavista
FY 2018 State/Highway Fund
67% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	670,000	670,000	0	0	355,583	53	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	0	0	6.35	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>877,350</u>	<u>0</u>	<u>0</u>	<u>355,590</u>	<u>41</u>	<u>877,350</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	190	0	0
Maintenance - Drainage	48,200	48,200	1,549	3	11,611	24	48,200
Maintenance - Pavement	300,000	315,500	590	0	441,502	140	315,500
Maintenance - Traffic Control Devices	56,800	56,800	5,795	10	39,546	70	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	1,879	3	25,442	45	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,054	8	44,816	90	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,244	3	54,780	68	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>16,112</u>	<u>3</u>	<u>617,886</u>	<u>100</u>	<u>616,500</u>
Improvements Other Than Buildings - New Engineering - New	260,850	260,850	0	0	113,516	44	260,850
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>113,516</u>	<u>44</u>	<u>260,850</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>16,112</u>	<u>2</u>	<u>731,402</u>	<u>83</u>	<u>877,350</u>

Town of Altavista
FY 2018 Cemetery Fund
67% 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	800	5	13,946	93	15,000
Interest/Interest Income	9,500	9,500	12	0	4,696	49	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	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>2,112</u>	<u>4</u>	<u>22,592</u>	<u>39</u>	<u>57,400</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	0	0	2,580	27	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	702	70	1,000
Benefits/FICA	800	800	0	0	229	29	800
Benefits/VRS	1,200	1,200	0	0	302	25	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	0	0	407	27	1,500
Benefits/Group Life	200	200	0	0	35	17	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	5,997	33	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>0</u>	<u>0</u>	<u>10,252</u>	<u>18</u>	<u>57,400</u>

FY 2018 Cemetery Fund as of February 28, 2018

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,495,222.57

Balance as of February 28, 2018

Non-Specific

Green Hill Cemetery 635,264.13

General Fund Reserves

Capital Improvement Program Reserves

3,543,625.22

Altavista EDA Funding 267,337.00 *

267,337.00

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,016,817.27

PCB Remediation 569,707.59

Highway Fund 915,583.54

Police Federal 2,893.32

Police State 18,563.41

Public Funds Money Market Accounts

9,886,235.14

Operating Checking Account (Reconciled Balance) 639,195.95

DESIGNATED FUNDS 3,048,544.94

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

UNDESIGNATED FUNDS

14,446,677.63

-7,204,264.00

7,242,413.63

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

-150,000.00

1/9/2018

VDOT ROW / Bridge Proj. Easement Payment

-11,300.00

UNDESIGNATED RESERVE FUND BALANCE

4,743,307.18



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13 , 2018

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

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Trade Lot Agreement Amendments – Altavista Band Boosters** |

SUBJECT HIGHLIGHTS

Attached is an updated Trade Lot Agreement that incorporates the requested amendments as discussed at the Council's February Work Session. The changes address: 1) Rent paid to the town of the ABB's use of the Trade Lot; and 2) Provision to request additional use of the Trade Lot.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to approve the amendments to the Trade Lot Agreement with the Altavista Band Boosters.

Staff Review Record

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

THIS AGREEMENT made this ____ day of _____, 2018 by and between THE TOWN OF ALTAVISTA, a Virginia municipal corporation, hereinafter "Town" and THE ALTAVISTA BAND BOOSTERS, a Virginia unincorporated association, hereinafter "ABB".

WITNESSETH:

WHEREAS, Town owns a parcel of land lying on Seventh Street in the Town which property is known as "Shreve Park" and "War Memorial Park" a portion of which, including a concession stand, is used on a monthly basis as the "First Saturday Trade Lot," which property is hereinafter referred to as "the Premises"; and

WHEREAS, ABB wishes to use the Premises to operate and manage the "First Saturday Trade Lot" flea market, hereinafter "Trade Lot Event"; and

WHEREAS, the parties have reached agreement as set forth below.

NOW THEREFORE FURTHER WITNESSETH:

1. Use. ABB shall have the use of the Premises once per month in the months of March through November with an additional use per month in April, May and September for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month, except during the months of May – October the time may extend on the first Saturday until 8:30 p.m. for Cruise In events. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning. The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1st Saturday in June). Modifications to the above schedule may be permitted by Council upon request made and approved in advance.

During the term of this agreement, ABB may store its inventory and equipment in the concession building between Trade Lot Events.

2. Term. This agreement shall remain in effect until terminated by either party on 90 days notice in writing to the other.

3. Rent. Provided that ABB remains in compliance with the terms of this agreement, there will be no rent due to the Town for the use of the Premises will pay to the Town \$1,500 annually, payable in monthly installments of \$125.00 payable on the first day of each month. Rent is based on the use of the Premises for 12 Trade Lot Events each year at \$125.00 per use. Any additions or reductions must be approved in advance by the Town.

4. Contact persons; ABB members to be present.

A. ABB shall provide the Town Manager or his/her designee with a list of the officers of the organization and a single contact person who is to serve as the representative of ABB as to all aspects of this agreement.

B. A responsible member of ABB or its agent must be physically present on the Premises prior to allowing any vendor to locate on the Premises and such member or members shall remain on site during the Trade Lot Event during hours of operation and until all trash and debris originating from the Trade Lot Event are properly contained and/or removed.

5. Restrictions.

A. The Town reserves the right to prohibit the display and/or sale of any article that, in its sole discretion, is not appropriate for the nature of the Trade Lot Event. ABB shall communicate this restriction to all vendors.

B. The Town further reserves the right to conduct an annual review of the vendor agreement utilized by ABB.

6. Cooperative Use of Premises. ABB agrees to work with the Town to efficiently utilize the Premises, so that only the portion of the Premises needed is impacted. This will include locating vendors into areas of the Premises, beginning on the south side of the entry way of the Trade Lot from 7th Street, so that other areas of the Premises can be utilized for its original purpose (parking lot). This would not prohibit ABB from use of the entire Premises when warranted. The plan would be agreed upon by the two parties.

7. Permits. All necessary permits must be obtained by ABB or the vendors who are renting space(s) and all food vendors shall have obtained the necessary permit from the Campbell County Health Department prior to setting up at the Trade Lot Event.

8. Supervision of vendors and Trade Lot visitors. ABB is responsible for supervising the vendors and all other individuals who come upon the Premises during the Trade Lot Event. The Town is not responsible for providing such supervision, however, Town officers and agents may evict individuals from the property/facility during the Trade Lot Event if the conduct of such individual is deemed by the Town officers and agents to be unlawful or disorderly.

9. Use of sound equipment must be approved. ABB shall secure the prior approval of the Town before using audio/visual systems, public address systems, and live or recorded amplified music.

10. No off site advertising of Trade Lot Event by vendors. ABB shall not permit any off site advertising by its vendors.

11. Alcohol not permitted. No alcohol shall be allowed on the Premises without prior approval by the Altavista Town Council.

12. Premises to be clean after each Event. The Premises shall be cleaned after its use at the conclusion of each Trade Lot Event and the trash shall be placed into receptacles to be hauled away, as agreed to by the Town and ABB.

13. Release and Indemnity; Reporting injury or damage.

A. Release. In consideration for use of the facilities, ABB, on behalf of itself and its officers, employees and members, hereby expressly exempts and releases the Town, its officers, employees, and insurers from and against all liability, claims and demands, on account of injury, loss, or damage, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that ABB and its officers, employees and members, may incur as a result of attending the Trade Lot Event, whether any such liability, claims, and demands result from any act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

B. Indemnity. In consideration of the use of the Premises, ABB indemnifies and holds harmless the Town, its officers, employees and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation, claims arising from property loss or damage, bodily injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Premises, whether any such liability, claim, and demand results from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

C. Any agreement between ABB and vendors at the Trade Lot Event shall contain similar releases in favor of the Town.

D. All personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the use or occupancy of the Premises and adjoining Town owned property shall be reported to the Town Manager or his/her designee, in writing, as soon as possible and in no event less than 48 hours after the Trade Lot Event.

14. Insurance requirements. ABB shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with ABB's use or occupancy of the Premises and adjoining Town owned property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the Town, its officers, employees, and agents as additional insureds and provide a certificate of insurance to the Town on an annual basis. Said policy shall be endorsed to provide thirty (30) days notice to the Town of cancellation or any change of coverage or limits. If a current certificate of insurance has not been provided to the Town prior to any Trade Lot Event, the Town may deny access to the premises.

15. Annual Audit. ABB will provide to the Town an independent review of ABB's financial records on an annual basis. The form of the review will be similar to an audit, the exact form to be agreed upon by the parties, and it may be performed by any responsible person not a member of ABB acceptable to both parties.

16. Severability. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

ALTAVISTA BAND BOOSTERS

By: _____

I am the _____ of ABB and am authorized and directed by ABB to execute this agreement on its behalf. I have read and understand this agreement and agree to all of its terms on behalf of ABB.

Print Name: _____

Address: _____

Telephone: Home: _____ Work: _____ Cell: _____

Email: _____

TOWN OF ALTAVISTA

By: _____
Town Manager

Attest _____
Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13, 2018

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

Attachment(s) #: | **3a** |

Agenda Placement: | **Public Hearings** |

Subject Title: | **Staunton River Regional Industrial Facility Authority Ordinance – Chapter 65** |

SUBJECT HIGHLIGHTS

Attached for your review and consideration is the proposed ordinance for creation of the Staunton River Regional Industrial Facility Authority (RIFA). During the last year, staff members from the Towns of Altavista and Hurt, the City of Danville and Pittsylvania County have been working on the necessary documents related to the formation of the Staunton River RIFA. At this time, Council will conduct a public hearing on the proposed ordinance, each locality will have to adopt an ordinance for creation of the Staunton River RIFA.

PROCEDURE

- Staff Presentation
- **Mayor Opens the Public Hearing**
- Public Comment
- Questions from Council
- **Mayor Closes the Public Hearing**
- Council Discussion/ Action

Following the discussion, the Council can decide how to proceed. Council may: 1) Make a motion to adopt the Ordinance, as presented or amended; or 2) Defer Action to a later date.

If it is Council's desire to adopt the ordinance the following motion would be in order:

- ▣ "I move that the Altavista Town Code be amended to add the ordinance referenced as "Chapter 65 - Regional Industrial Facility Authority".



Town of Altavista, Virginia Regular Meeting Agenda Form

In addition, Council should make a motion to authorize the Mayor to execute the Staunton River Cost and Revenue Sharing Agreement, as presented below:

■ "I move that Mayor Mattox be authorized to execute the Staunton River Cost and Revenue Sharing Agreement on behalf of the Altavista Town Council."

Staff Review Record

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

List them in the order they should appear in packet? **Ordinance (Chapter 65), Staunton River Cost and Revenue Sharing Agreement, RIFA Bylaws**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable: *JJE*

Town Manager initials and /or comments: *JWC*

PRESENTED: _____, 2018

ADOPTED: _____, 2018

AN ORDINANCE TO CREATE THE STAUNTON RIVER REGIONAL INDUSTRIAL FACILITY AUTHORITY AND TO ADD A NEW CHAPTER 65 TO THE CODE OF THE TOWN OF ALTAVISTA, VIRGINIA, CREATING THIS REGIONAL INDUSTRIAL FACILITY AUTHORITY.

WHEREAS, Town Council of the Town of Altavista, Virginia ("Town Council") has determined that the economic growth and development of the Town of Altavista, Virginia ("Town of Altavista") and the comfort, convenience, and welfare of its citizens require the development of industrial facilities; and,

WHEREAS, Town Council has determined that joint action through a regional industrial facility authority by Altavista, and Pittsylvania County, Virginia, the Town of Hurt, Virginia, and the City of Danville, Virginia (collectively, the "Other Member Localities"), will facilitate the development of the needed facilities; and

WHEREAS, Town Council has determined that regional cooperation in industrial development will assist the Town of Altavista and the Other Member Localities to achieve a greater degree of economic stability; and,

WHEREAS, Town Council has further determined that joint action through a regional industrial facility authority by the Town of Altavista and the Other Member Localities will facilitate the development of needed facilities and enhance the economic base for the member localities by developing, owning, and operating one or more facilities on a cooperative basis; and,

WHEREAS, Town Council has further determined that formation of a regional industrial facility authority in cooperation with the Other Member Localities and in compliance with the Virginia Regional Industrial Facilities Act, Chapter 64 of Title 15.2 of the Code of Virginia, 1950, as amended, will benefit the inhabitants of the region and other areas of the Commonwealth, for the increase of their commerce, and for the promotion of their safety, health, welfare, convenience and prosperity;

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Altavista, Virginia, that:

In accord with Title 15.2, Chapter 64 of the 1950 Code of Virginia, as amended, there is hereby created the Staunton River Regional Industrial Facility Authority, provided:

THAT this ordinance shall become effective upon adoption of a similar ordinance by all of the Other Member Localities, and the adoption of a Cost and Revenue Sharing

Agreement by the Town of Altavista and the Other Member Localities (the "Agreement"), and

THAT this ordinance shall become effective no later than December 31, 2018, or it shall be considered void, and

THAT the adopting ordinance of the Town of Altavista shall contain provisions regarding the Staunton River Regional Industrial Facility Authority identical or substantially similar to the provisions as stated in the following amendment to the respective codes or ordinances of the Other Member Localities, which are made a part of this ordinance, and

THAT should any section or provision of this ordinance be decided to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of any other section or provision of this ordinance or the Code of the Town of Altavista, Virginia, as amended (the "Code"), and

BE IT FURTHER ORDAINED that:

1. The Town Manager for Altavista, is authorized, upon review and majority vote of the members of Town Council in favor of the Agreement, to execute an agreement establishing the respective rights and obligations of the Town of Altavista and the Other Member Localities with respect to the Staunton River Regional Industrial Facility Authority, consistent with Title 15.2, Chapter 64 of the 1950 Code of Virginia, as amended, and

2. That Chapter 65 entitled "Regional Industrial Facility Authority," of the Code of the Town of Altavista, be, and the same is hereby, adopted as a new section of the Code to read as follows:

SEC. 65-1 ESTABLISHMENT; DESIGNATION. There is hereby established a Regional Industrial Facility Authority to be known as the "Staunton River Regional Industrial Facility Authority".

SEC. 65-2 DEFINITIONS.

- A. "**Act**" shall mean the Regional Industrial Facilities Act, Chapter 64 of Title 15.2 of the Code of Virginia, 1950, as amended.
- B. "**Agreement**" shall mean the "Staunton River Cost and Revenue Sharing Agreement" by and among the County of Pittsylvania, Virginia, the Town of Hurt, Virginia, the Town of Altavista, Virginia, and the City of Danville, Virginia.

- C. **"Authority"** shall mean the regional industrial facility authority created hereby by cooperative action of the Town of Altavista and the Other Member Localities and named herein, the **"Staunton River Regional Industrial Facility Authority"**.
- D. **"Board of Directors"** shall mean the Board of Directors of the Staunton River Regional Industrial Facility Authority.
- E. **"Governing Body"** shall mean the Board of Supervisors of Pittsylvania County, the Town Council of the Town of Hurt, the Town Council of the Town of Altavista, and the City Council of the City of Danville as members of the Authority.
- F. **"Member Localities"** shall mean all members of the Staunton River Regional Industrial Facility Authority, which initially include the Town of Altavista and the Other Member Localities.
- G. **"Other Member Localities"** shall mean Pittsylvania County, Virginia, the Town of Hurt, Virginia, and the City of Danville, Virginia.

SEC. 65-3 CREATION, NAME, POWERS, DISSOLUTION AND FISCAL YEAR.

- A. There is hereby created, pursuant to the Act and in conjunction with the adoption of an identical or substantially similar ordinance by the Other Member Localities named the **"Staunton River Regional Industrial Facility Authority"**.
- B. The Authority is vested with the powers of a body corporate, including the power to sue and be sued in its own name, plead and be impleaded, and adopt and use a common seal and alter the same as may be deemed expedient. The Authority shall have all rights, duties and powers provided by provision of the Act, and including such powers, rights, and duties as may hereafter be set forth from time to time in the Act.
- C. The Authority may be dissolved by resolution of the Board of Directors in compliance with provisions for dissolution stated in the Act.
- D. The fiscal year for the Authority shall be the same as that of the Commonwealth.

SEC. 65-4 PURPOSE.

The Authority is charged with the specific purpose to develop a regional industrial park containing approximately 603.98 acres, located in Hurt, Virginia, commonly known as the Southern Virginia Multi-Modal Park and any one or more other parcels of land located in any of the Member Localities regions as regional industrial parks and for the additional purpose of future development of other industrial properties or other reasons as permitted by the Act and as agreed upon by the Member Localities.

SEC. 65-5 MEMBERSHIP.

The Member Localities of the Authority are the Town of Altavista and the Other Member Localities, each of which is a political subdivision of the Commonwealth of Virginia, and each of which is authorized by the Act to participate in the Authority. The membership may, with the approval of the Board of Directors, be expanded in compliance with provision for expansion as stated in the Act.

SEC. 65-6 MEMBER LOCALITY AGREEMENT.

The Authority shall be governed by the Act, this article, and by the agreement executed by the Governing Body of each Member Locality. The Agreement shall establish the respective rights and obligations of the Member Localities and shall provide for revenue and economic growth-sharing arrangements with respect to tax revenues and other income and revenues generated by any facility owned by the Authority.

SEC. 65-7 BOARD OF DIRECTORS.

- A. The powers, rights, and duties conferred by the Act upon the Authority shall be exercised by a Board of Directors, which shall consist of two (2) members appointed by the Governing Body of each member locality plus one (1) alternate appointed by the Governing Body of each member locality. The number of directors of the Authority may be supplemented by decision of and appointment by the Governing Bodies as permitted by the Act.
- B. Each Member Locality shall appoint to the Board of Directors two (2) members from its Governing Body to serve an initial four (4) year term pursuant to the Act. Each Member Locality shall also appoint one (1) member from its Governing Body to serve an initial four (4) year term as an alternate director.

- C. In order to remain a director or alternate director of the Authority such director or alternate director must also be a current member of the Governing Body. Once a director or alternate director of the Authority is no longer a member of the Governing Body, the locality will appoint a new member from its Governing Body to fill the unexpired term of the vacating director. The alternate director shall serve until a new director is appointed.
- D. Each director and alternate director of the Board of Directors, before entering upon the discharge of the duties of the office, shall take and subscribe to the oath prescribed in Section 49-1 of the Code of Virginia, 1950, as amended, and shall serve in compliance with the Act, this section, and the Agreement.
- E. The Board of Directors shall adopt bylaws, rules and/or regulations to carry out the provisions of the Act. The bylaws, rules, or regulations shall, among other things, specify the principal office for the Authority, identify the schedule and place for meetings of the Board of Directors, and provide for the general administration of the operations of the Authority.
- F. The alternate director may act in place of the director of the same Member Locality if such director is not present at any meeting of the Authority. If the other two (2) directors for a Member Locality are present, the alternate does not have the right to vote.
- G. It shall require a simple majority of the Board of Directors to act unless a greater number is specified in such bylaws, rules and/or regulations, and a simple majority shall constitute a quorum.
- H. Each director of the Board of Directors shall be reimbursed for actual expenses incurred in the performance of their duties from funds available to the Authority.

SEC. 65-8 PRINCIPAL OFFICE LOCATION, RECORDS, AND TITLE TO PROPERTY.

The principal office of the Authority shall be located in Pittsylvania County. All records shall be kept at such office. The title to all property of every kind belonging to the Authority shall be titled in the name of the Authority, which shall hold such title for the benefit of its Member Localities.

SEC. 65-9 FUNDING.

Funding of the Authority shall be by appropriation as decided from time-to-time by the Governing Bodies of the Member Localities and from such other sources as are identified in the Agreement.

SEC. 65-10 REQUIRED REPORTS.

A. Annual reports.

The Board of Directors shall report to the Governing Body of each Member Locality annually, on or before the last March meeting of the Governing Body, on the activities of the Authority. In addition to oral presentation at the meeting, a written annual report shall be provided prior to the meeting and shall contain, at a minimum, the following information:

1. A financial update through December 31 of the current fiscal year;
2. After completion of the first fiscal year, an audited financial report showing expenditures and revenues and a statement showing the operating and financial condition at the end of the preceding fiscal year;
3. A written report, approved by the Board of Directors, of the activities and accomplishments of the Authority and recommendations regarding future activities of the Authority; and
4. A list of tenants, purchasers or other persons occupying the Southern Virginia Multi-Modal Park or any other regional industrial facilities developed by the Authority.

B. Special reports.

Upon written request of the Governing Body of any Member Locality, the Board of Directors shall report to the Governing Body within thirty (30) days of receipt of the request or within a longer period if so provided in the written request. The special report shall describe the activities and financial status of the Authority within the six (6) month period immediately preceding the request, or as otherwise specified in the written request and shall be furnished to each Member Locality. A written report shall be provided if requested.

3. All other paragraphs, subsections, sections, divisions, articles, and provisions of said chapter and Code be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed.

APPROVED:

Michael E. Mattox, Mayor
Town of Altavista, Virginia

ATTEST:

J. Waverly Coggsdale, III, Town Manager
Town of Altavista, Virginia

APPROVED AS TO FORM:

Attorney for Town of Altavista, Virginia

STAUNTON RIVER COST AND REVENUE SHARING AGREEMENT

THIS STAUNTON RIVER COST AND REVENUE SHARING AGREEMENT (this "**Agreement**"), made and entered into as of the ____ day of _____ 2018, by and among the **COUNTY OF PITTSYLVANIA, VIRGINIA** ("**Pittsylvania**"), a political subdivision of the Commonwealth of Virginia; (ii) the **TOWN OF HURT, VIRGINIA**, a Virginia municipal corporation ("**Hurt**"); (iii) the **TOWN OF ALTAVISTA, VIRGINIA**, a Virginia municipal corporation ("**Altavista**"); and (iv) the **CITY OF DANVILLE, VIRGINIA**, a Virginia municipal corporation ("**Danville**");

W I T N E S S E T H :

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

Section 1. - Recitals. The parties recite the following facts:

a. Pittsylvania, Hurt, Altavista, Danville and others executed that certain letter of intent dated February 23, 2017 (the "**LOI**"), under which the parties hereto desire to work cooperatively to create a regional industrial facility authority pursuant to the Virginia Regional Industrial Facilities Act, Virginia Code §§ 15.2-6400 *et seq.*, as amended (the "**Act**"), that will develop (i) a regional industrial park containing approximately 603.98 acres (Tax GPINs: 2546-30-5577, 2545-69-2418, 2546-83-6444 and 2545-48-6913), located in Hurt, Virginia, commonly known as the Southern Virginia Multi-Modal Park (the "**SVMP**") and (ii) other projects as may be agreed upon from time to time by the parties.

b. Under the LOI, the regional industrial facility authority would be created to improve the regional economy through the attraction of global industry to the SVMP and the establishment of an intermodal facility at the SVMP that will serve the geographic regions of the parties hereto and that will be publicly recognized as Virginia's second inland port.

c. Each party finds that the economic growth and development of its own locality and the comfort, convenience and welfare of its own citizens require the development of facilities and that joint action through a regional industrial facility authority by Pittsylvania, Hurt, Altavista and Danville as its member localities will facilitate the development of the needed facilities.

d. The purpose of the regional industrial facility authority is to enhance the economic base for Pittsylvania, Hurt, Altavista and Danville by developing, owning, and

operating the SVMP and other agreed upon projects on a cooperative basis involving each of them.

e. In furtherance and support of the LOI, the parties enter into this Agreement as a revenue and economic growth-sharing arrangement, pursuant to Virginia Code § 15.2-6407, as amended, with respect to tax revenues and other income and revenues generated by any facility owned by the regional industrial facility authority.

Section 2. - Creation of Staunton River Regional Industrial Facility Authority. The parties have established a regional industrial facility authority through adoption of respective ordinances, as allowed by and in compliance with the Act. The terms and duties of the members of the Board of Directors are specified in such ordinances and in the Act. The regional industrial facility authority of which each of the parties is a member locality shall be named the "**Staunton River Regional Industrial Facility Authority**" (the "**SR RIFA**" or the "**Authority**").

Section 3. - Definitions.

- a. "**Act**" shall have the same meaning set forth in Section 1(a) above.
- b. "**Agreement**" shall mean this Agreement or this Staunton River Cost and Revenue Sharing Agreement.
- c. "**Authority**" (or "**SR RIFA**") shall have the same meaning set forth in Section 2 above or Staunton River Regional Industrial Facility Authority, a political subdivision of the Commonwealth of Virginia.
- d. "**Authority Facility**" (or "**Authority Facilities**") shall mean any industrial project of the Authority as agreed by all the Member Localities. As of the date of this Agreement, the Authority does not hold an interest to any portion of the SVMP except as provided in the Development Agreement (as defined in this Section 3); however, the parties acknowledge and agree that the Authority's performance under the Development Agreement and the acquisition of one or more lots of the SVMP shall be deemed to be an Authority Facility.
- e. "**Development Agreement**" shall mean a SR RIFA Development and Option Agreement that the Authority may enter into with the land owners of the SVMP whereby the Authority shall have the option to purchase one or more lots of the SVMP for development as an Authority Facility.
- f. "**Dissolution of Authority**" shall be mean the procedures and division of assets in connection with the dissolution of a regional industrial facility authority as set forth in Virginia Code § 15.2-6415, as amended.

g. **"Facility Generated Income and Revenues"** shall mean any and all identifiable tax revenues generated from property owned currently or at some time by the Authority, which may have been sold, leased, conveyed or transferred to any third party.

h. **"Grant Applicant Member Locality"** shall have the same meaning set forth in Section 7 below.

i. **"Host Locality"**, with respect to a specific Authority Facility, shall be defined as the Member Locality in which that Authority Facility is physically located.

j. **"LOI"** shall have the same meaning set forth in Section 1(a) above.

k. **"Member"** or **"Member Locality"** shall mean a member locality of the Authority. As of the date of this Agreement, Member or Member Locality shall include Pittsylvania, Hurt, Altavista and Danville.

l. **"Member Controversy"** shall mean a controversy or claim arising of or related to this Agreement or breach hereof.

m. **"Member Locality Obligation"** shall have the same meaning set forth in Section 16 below.

n. **"Member Share"** or **"Member Shares"** shall mean the following percentages: (i) for Pittsylvania, fifty percent (50%); (ii) for Hurt, four percent (4%) (iii) for Altavista, twenty-three percent (23%); and (iv) for Danville, twenty-three percent (23%).

o. **"Non-Appropriating Member Locality"** shall have the same meaning set forth in Section 16 below.

p. **"Non-Host Locality"** shall be defined as the Member or Member Locality that is not the Host Locality.

q. **"SR RIFA"** (or **"Authority"**) shall have the same meaning set forth in Section 2 above or Staunton River Regional Industrial Facility Authority.

r. **"SVMP"** shall have the same meaning set forth in Section 1(a) above.

s. **"Utility Extension Costs"** shall have the same meaning set forth in Section 4(c) below.

Section 4. - Project Costs; Contributions.

a. Generally. In order to receive and as a condition of receiving its respective Member Share of Facility Generated Income and Revenues under this Agreement, each Member Locality (i) shall make an initial contribution as set forth in Section 8 below and (ii) shall make additional contributions according to its Member Share, as such contributions may be unanimously agreed upon by the Members from time to time in conformance with the provisions of Section 4(b), in the form of adopting an annual budget for the Authority or passing a specific resolution of the Authority for each such additional contribution by all Members. The budget shall include funds for the acquisition, construction and development of any Authority Facility, as well as for marketing and promotion of any Authority Facility. In the event that a Member does not agree, or for whatever other reason, fails to contribute its Member Share as set forth in a unanimously adopted budget or resolution by the Authority, the Authority, by unanimous vote of the remaining Members, shall have the right to waive such additional contribution obligation by that non-contributing Member, and the Member Shares of all of the Members shall be recalculated based on the additional contributions actually made by the other Members. However, no such waiver may be made by the Authority, if doing so shall cause the Member Share of the non-contributing Member to be equal to or less than zero percent (0%). If such waiver is not made by the Authority, the procedures under Section 16 below shall be employed - the non-contributing Member shall be deemed to be a Non-Appropriating Member Locality and the amount not contributed by that Member shall be deemed to be a Member Locality Obligation.

Notwithstanding any other provision of this Agreement, any future contributions by a Member Locality to the Authority shall be voluntary and subject to an appropriation by the governing body of the Member Locality. The failure of the governing body of a Member Locality to appropriate funds for any future contribution to the Authority shall not be a breach of this Agreement.

b. Recruitment Incentives; Additional Recruitment Incentives. As part of the Authority's mission, the Authority may offer, from time to time, grants or incentives (collectively, the "**Recruitment Incentives**") to an industry or business client in order to recruit such industry or business to locate within any of the Authority Facilities. The cost value of the Recruitment Incentives offered by the Authority shall be solely determined and based upon expected direct taxes paid by the project via the taxable value of machine, tools and real property. The total value of the Recruitment Incentives offered by the Authority shall be dependent upon the targeted return on investment years as unanimously agreed upon by the Members; however, this provision shall not preclude any Member Locality, on its own behalf and expense, from voluntarily offering additional incentives for a particular project's Recruitment Incentives package. In the event of such additional incentives by a Member Locality (the "**Additive Member Locality**"), the Authority, by unanimous consent of the

Member Localities, may deem the value of such additional incentives as a credit toward the Additive Member Locality's Member Share of the Recruitment Incentives offered for a future project, and the provisions of Section 7 below shall apply.

c. "Opt Out" of Additional Contributions for a Proposed Project. In the event that a proposed project would require additional contributions (whether in cash or other property) from every Member according to its respective Member Share, and one or more Members wish to opt-out from such additional contributions for that project, the Authority, prior to engaging in that project, shall determine by unanimous vote and resolution by its Board of Directors whether one or more of the following would apply: (i) the opting-out Member's share of the revenue from that particular project would be reduced by a fixed dollar amount or by a fixed percentage of up to one hundred percent (100%); (ii) the opting-out Member's share of the revenue from all, but not less than all, Authority projects would be reduced by a fixed dollar amount; and/or (iii) the percentages of the Member Shares would be adjusted based on the value of each such additional contribution made.

d. Utility Extensions. With respect to utility extension installations to an Authority Facility, the costs of any such installation ("**Utility Extension Costs**") shall be deemed to be the exclusive cost of the Member Locality whose service jurisdiction includes the area of such installation. Utility Extension Costs shall be excluded from a cost of the Authority that otherwise would be shared by the Member Localities according to the respective Member Share. Accordingly, Utility Extension Costs shall be disregarded for purposes of any Dissolution of Authority; however, if the Authority, in its sole discretion, advanced Utility Extension Costs for the benefit of a Member Locality and such advance is unpaid, the value of assets of the Authority to be distributed to that Member Locality shall be reduced by an amount equal to the unpaid balance of the advance. Notwithstanding the foregoing, the costs of utility extension installations to the SVMP shall be at the exclusive cost of Pittsylvania (or the Pittsylvania County Service Authority, a political subdivision of the Commonwealth of Virginia, as the case may be).

Notwithstanding any other provision of this Agreement, Altavista shall have no obligation to provide utility services to the SVMP. Any future extensions of utility lines or expansions in treatment or supply capacity by Altavista shall be addressed in a future agreement according to the terms and conditions stated in any such future agreement.

Notwithstanding any other provision of this Agreement, Hurt shall have no obligation to provide utility services to the SVMP. Any future extensions of utility lines or expansions in treatment or supply capacity by Hurt shall be addressed in a future agreement according to the terms and conditions stated in any such future agreement.

Section 5. - Income and Revenues.

a. Income Generated by the Authority. The parties agree that any and all income generated as a result of sales, leases, conveyances, and/or interest on funds held by the Authority shall constitute income generated by the Authority. Such income generated by the Authority shall be held and utilized by the Authority in accordance with the Act to further promote economic development within the localities of the Members, as the Authority in its discretion deems appropriate.

b. Additional Funding Contributions by all Member Localities. The parties agree that additional funding shall be necessary for the acquisition, construction and development of the SVMP and other Authority Facilities designated from time to time. The parties further agree that in the event the Member Localities unanimously determine that such additional funding for such purposes needs to be contributed to the Authority, then each Member Locality shall contribute its respective Member Share of such funding, subject to the provisions of Section 4 above and Section 16 below.

As provided in Section 4(a) above, any future contributions by a Member Locality to the Authority shall be voluntary and subject to an appropriation by the governing body of the Member Locality. The failure of the governing body of a Member Locality to appropriate funds for any future contribution to the Authority shall not be a breach of this Agreement.

Section 6. - Administration of the Funding for Projects. The parties agree that the administration and support given to each Authority Facility as well as support given to the Authority shall be allocated and determined by the Authority. Unless otherwise determined by resolution of the Authority, Pittsylvania shall serve as fiscal agent of the Authority for the development of the SVMP and all other Authority Facilities.

Section 7. - Pursuit of Other Funding. Nothing in this Agreement shall preclude any one or more Member Localities from pursuing, and successfully receiving, other funding sources to pay for site development of, or Recruitment Incentives for, any Authority Facility ("**Grant Applicant Member Locality**"). However, one Member Locality cannot and shall not bind any of the other Member Localities (or the Authority, as the case may be) to any grants without the express written approval of all Member Localities (or the Authority, as the case may be). Moreover, in the event that a Grant Applicant Member Locality is obligated to return grant monies or to make other reimbursements to the grant source or its designee, the amount of such returned monies or reimbursements shall be deemed to be a cost of the Authority and subject to the cost-sharing provisions of Section 4 above, so long as (i) the Grant Applicant Member Locality had obtained written approval from all Member Localities (or the Authority, as the case may be) of the Grant Applicant Member Locality's grant conditions; and (ii) the purposes of the grant were in furtherance of the acquisition, construction or development of an Authority Facility, including without limitation Recruitment Incentives.

Section 8. - Initial Contributions. The Member Localities hereby acknowledge the initial contributions to the Authority as follows:

Member Locality	Contribution
Pittsylvania	\$50,000.00
Hurt	\$4,000.00
Altavista	\$23,000.00
Danville	\$23,000.00
<i>Total</i>	\$100,000.00

All other contributions from a Member Locality to the Authority shall be acknowledged by the Treasurer of the Authority, who shall update the respective Member Shares of the Member Localities.

Section 9. - Sharing of Machinery and Tools Tax Revenues. Once one or more industries or businesses have located within any Authority Facility, the Host Locality will begin to realize tax revenues from such industries or businesses for machinery and tools tax. The Host Locality alone shall determine the rate at which machinery and tools are taxed and the due date of such taxes. The Host Locality agrees that subject to Section 16 below, upon receipt of machinery and tools tax remitted by an industry or business located within an Authority Facility, the Host Locality shall appropriate the total of taxes so received, pay the same to each of the Non-Host Localities according to the respective Member Share, and retain the remaining amount.

Section 10. - Sharing of Real Property and Personal Property Tax Revenue. Once one or more industries or businesses have located within any Authority Facility or purchased real property in any Authority Facility, the Host Locality will begin to realize tax revenues from such industries or businesses for real property and personal property. The Host Locality alone shall determine the rate at which real and personal property is taxed and the due date of such taxes. The Host Locality agrees that subject to Section 16 below, upon receipt of such real property taxes, personal property taxes or both remitted by an industry or business located within an Authority Facility, the Host Locality shall appropriate the total of taxes so received, pay the same to each of the Non-Host Localities according to the respective Member Share, and retain the remaining amount.

Section 11. - Sharing of Miscellaneous Tax Revenues. Once one or more industries or businesses have located within any Authority Facility, the Host Locality will begin to realize

other tax revenues from business license tax, meals tax, lodging tax and any alcohol tax or any income and other Facility Generated Income and Revenues in addition to those described in Sections 9 and 10 above. The Host Locality alone shall determine the tax rates for these taxes and their due dates. The Host Locality agrees that subject to Section 16 below, upon receipt of such taxes remitted shall appropriate the total taxes so received from these industries or businesses located in the Authority Facility, pay the same to each of the Non-Host Localities according to the respective Member Share, and retain the remaining amount. The parties further agree that should the General Assembly of the Commonwealth of Virginia authorize a locality to levy and collect a new local tax and should the Host Locality choose to implement such future tax on property located within a Host Locality, then the parties agree that such new tax revenues realized from a joint regional authority will be shared equally in the same manner and fashion as other taxes within this Agreement.

Section 12. - Payment of Tax Revenues; No Pledge of the Credit or Taxing Power. All tax revenues due to the Non-Host Locality under this Agreement shall be paid by the Host Locality within sixty (60) days after receipt and appropriation of such tax revenues. If any tax delinquencies occur, each Non-Host Locality will pay its respective Member Share of the cost of collecting past due taxes, and will receive its respective Member Share of the penalties and interest accrued and paid. In accordance with Virginia Code § 15.2-6406, as amended, the sharing of tax revenues of the governing body of a Member Locality pursuant to this Agreement shall not constitute a pledge of the credit or taxing power of such Member Locality.

Section 13. - Decisions by or Consent from the Member Localities. Except for decisions or consents pertaining to Dissolution of Authority, the amendment of this Agreement, or additional contributions to the Authority, or except as otherwise required by law, the requirement of any decision or consent of a Member Locality under this Agreement may be satisfied, but shall not be required to be satisfied, by a writing executed by those certain directors of the Authority who were appointed by that Member Locality.

Section 14. - Dissolution of Authority. In the event of Dissolution of Authority, Dissolution of Authority shall be made pursuant to Virginia Code § 15.2-6415, as amended. Reference is here made to Section 4(c) above with respect to Utilities Extension Costs and Section 16 below.

Section 15. - Limitation of Liability. The Authority shall ensure the payment of all obligations, costs, and expenses for the implementation of any Authority Facility anticipated under this Agreement. The parties acknowledge that no Member Locality shall be liable or responsible for the financing or for any debts of any Authority Facility, except with the prior express, written consent of that Member Locality or except as expressly provided in this Agreement.

Section 16. - Non-Appropriation Provision. Notwithstanding any other provision in this Agreement to the contrary, if any Member Locality fails during any fiscal year to appropriate or allocate sufficient funds to pay the amounts to be paid by that Member Locality (the "**Non-Appropriating Member Locality**") pursuant to this Agreement which become due and payable during such fiscal year (the "**Member Locality Obligation**"), then the Member Locality Obligation of that Non-Appropriating Member Locality shall terminate at the end of the fiscal year in which such non-appropriation occurs. However, unless the Member Locality Obligation is waived by the Authority and the Member Shares of the Member Localities are recalculated as set forth in Section 4 above, the unpaid balance of the Member Locality Obligation shall be applied against the Non-Appropriating Member Locality's Member Share of all sums otherwise payable and due to such Non-Appropriating Member under this Agreement.

As provided in Section 4(a) above, the failure of the governing body of a Member Locality to appropriate funds for any future contribution to the Authority shall not be a breach of this Agreement.

Section 17. - Non-waiver. No waiver of any term or condition of this Agreement by any party shall be deemed a continuing or further waiver of the same term or condition or a waiver of any other term or condition of this Agreement.

Section 18. - Attorneys' Fees. Except for the attorneys' fees of Clement & Wheatley, A Professional Corporation, pertaining to the formation of the Authority and the negotiating, drafting, and execution of the Development Agreement which shall be the responsibility of the Authority, each Member shall be solely responsible for its respective attorneys' fees in the negotiating, drafting, and execution of this Agreement and any of the transactions contemplated hereby.

Section 19. - Other Documents. The parties agree that they shall execute, acknowledge, and deliver all such further documents as may be reasonably required to carry out and consummate the transactions contemplated by this Agreement.

Section 20. - Mediation.

a. If the parties are unable to resolve a Member Controversy, the parties shall attempt to resolve the same by mediation by a mediator of The McCammon Group, who is experienced and knowledgeable in the subject matter of such Member Controversy, in accordance with the rules of such mediator or such other rules as the parties in dispute may then agree. If a party fails to respond to a written request for mediation within thirty (30) days after service or fails to participate in any scheduled mediation conference, that party shall be deemed to have waived its right to mediate the issues in dispute, and any unresolved Member Controversy may be submitted to a court of competent jurisdiction, so long as the venue is

located outside the geographic area of the Member Localities in dispute.

b. The mediator from The McCammon Group shall be selected by the parties in dispute. The mediator shall conduct mediation at the location to be agreed upon by the parties in dispute or absent such agreement, by the mediator, so long as the location is not within the geographic area of the Member Localities in dispute. Within two (2) days after selection, the parties in dispute shall furnish the mediator with copies of the notice, this Agreement, the party's (or parties') response, and any other documents exchanged by the parties in dispute. If the mediation does not result in settlement of the Member Controversy within thirty (30) days after the initial mediation conference, then the mediator shall make a written recommendation as to the resolution of the Member Controversy. Each party in dispute, in its sole discretion, shall accept or reject such recommendation in writing within ten (10) days after receipt of such recommendation. If such recommendation is not so accepted by both parties in dispute or a settlement is not so reached within such ten (10) day period, any remaining Member Controversy may be submitted to a court of competent jurisdiction, so long as the venue is located outside the geographic area of the Member Localities in dispute.

c. Notwithstanding anything contained herein to the contrary, the provisions of this Section 20 shall not preclude any party, prior to an election for or pending mediation of a matter, from pursuing in a court of competent jurisdiction temporary injunctive or other equitable relief to protect the parties' respective interests under this Agreement or under the Act.

d. The compensation and expenses of the mediation and any administrative fees or costs of mediation shall be borne equally by the parties in dispute.

Section 21. - Default. The parties retain all rights at law and in equity to enforce the provisions of this Agreement in accordance with applicable law.

Section 22. - Headings. The descriptive headings in this Agreement are inserted for convenience only and do not constitute a part of this Agreement.

Section 23. - Notices. Any notice required or contemplated to be given to a party by any of the parties by any other party shall be in writing and shall be given by hand delivery, certified or registered United States mail, or a private courier service which provides evidence of receipt as part of its service, to the Clerk of that Member, with a copy to that Member's attorney and to the attorney of the Authority. Any party may change the address to which notices hereunder are to be sent to it by giving written notice of such change in the manner provided herein. A notice given hereunder shall be deemed given on the date of hand delivery, deposit with the United States Postal Service properly addressed and postage prepaid, or delivery to a courier service properly addressed with all charges prepaid, as appropriate.

Section 24. - Governing Law; Interpretation. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. The parties have participated jointly in the negotiation and drafting of this Agreement. If any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumptions or burden of proof shall arise favoring or disfavoring any party by virtue of authorship of any of the provisions of this Agreement. In addition, this Agreement is to be interpreted to the fullest extent possible as a revenue sharing agreement permitted under Virginia Code § 15.2-6407, as amended, and the obligations of the parties shall not be construed to be a debt within the meaning of Article VII, Section 10 of the Constitution of Virginia.

Section 25. - Amendment, Modification and/or Supplement. The parties may amend, modify, and/or supplement this Agreement in such manner as may be agreed upon by the parties, provided such amendments, modifications, and/or supplement are reduced to writing and signed by the parties or their successors in interest.

Section 26. - Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and legal representatives.

Section 27. - Gender and Number. Throughout this Agreement, wherever the context requires or permits, the neuter gender shall be deemed to include the masculine and feminine, and the singular number to include the plural, and vice versa.

Section 28. - Severability. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Section 29. - Survival. Any termination, cancellation or expiration of this Agreement notwithstanding, provisions which are by their terms intended to survive and continue shall so survive and continue.

[SIGNATURES ON FOLLOWING PAGES.]

WITNESS the following signature to this **STAUNTON RIVER COST AND REVENUE SHARING AGREEMENT** as of the date first above written:

COUNTY OF PITTSYLVANIA, VIRGINIA, a
political subdivision of the Commonwealth of
Virginia

By: _____
ROBERT W. WARREN, Chairman
Board of Supervisors

ATTEST:

REBECCA D. FLIPPEN
Deputy Clerk
County of Pittsylvania, Virginia

APPROVED AS TO FORM:

J. VADEN HUNT
County Attorney
County of Pittsylvania, Virginia

WITNESS the following signature to this **STAUNTON RIVER COST AND REVENUE SHARING AGREEMENT** as of the date first above written:

TOWN OF HURT, VIRGINIA, a Virginia
municipal corporation

By: _____
GARY N. POINDEXTER, Mayor
Town Council

ATTEST:

SUSAN NICHOLS
Clerk
Town of Hurt, Virginia

APPROVED AS TO FORM:

RUSSELL O. SLAYTON, ESQ.
Special Counsel to
Town of Hurt, Virginia

WITNESS the following signature to this **STAUNTON RIVER COST AND REVENUE SHARING AGREEMENT** as of the date first above written:

TOWN OF ALTAVISTA, VIRGINIA, a Virginia
municipal corporation

By: _____
MICHAEL E. MATTOX, Mayor
Town Council

ATTEST:

J. WAVERLY COGGSDALE, III
Town Manager and Clerk
Town of Altavista, Virginia

APPROVED AS TO FORM:

GREGORY J. HALEY, ESQ.
Special Counsel to
Town of Altavista, Virginia

WITNESS the following signature to this **STAUNTON RIVER COST AND REVENUE SHARING AGREEMENT** as of the date first above written:

CITY OF DANVILLE, VIRGINIA, a Virginia
municipal corporation

By: _____
JOHN B. GILSTRAP, Mayor
City Council

ATTEST:

SUSAN M. DeMASI
Clerk
City of Danville, Virginia

APPROVED AS TO FORM:

W. CLARKE WHITFIELD, JR.
City Attorney
City of Danville, Virginia

**BYLAWS
OF
STAUNTON RIVER REGIONAL INDUSTRIAL FACILITY AUTHORITY**

Adopted _____, 2018

ARTICLE I. PURPOSES AND POWERS

Staunton River Regional Industrial Facility Authority (the "**Authority**") shall be organized and operated in accordance with Title 15.2, Chapter 64 of the Code of Virginia, 1950, as amended, also known as the Virginia Regional Industrial Facilities Act (the "**Act**"), as the same may be amended from time to time. The Authority shall also comply with all lawful directives as may be mutually agreed its members: (i) the County of Pittsylvania, Virginia (the "**Pittsylvania**"); (ii) the Town of Hurt, Virginia ("**Hurt**"); (iii) the Town of Altavista, Virginia ("**Altavista**"); and (iv) the City of Danville, Virginia ("**Danville**"). The general purpose of the Authority shall be to enhance the economic base of Pittsylvania, Hurt, Altavista and Danville by developing, owning, and operating one or more facilities on a cooperative basis involving such localities (each locality being hereinafter referred to as a "**Member Locality**" or collectively hereinafter referred to as "**Member Localities**"), including without limitation the specific purpose to develop the Southern Virginia Multimodal Park located in Pittsylvania County, and to develop one or more parcels within the boundaries of the Member Localities as regional industrial parks and for additional purpose of future development of other industrial properties or other reasons as permitted by the Act and as agreed upon by the Member Localities. The Authority shall have any and all powers under the Act, as the same may be amended from time to time.

ARTICLE II. OFFICES

1. The principal office of the Authority shall be located within the boundaries of a Member Locality as designated by the Board of Directors of the Authority (the "**Board**").
2. The title to all property of every kind belonging to the Authority shall be titled in the name of the Authority, which shall hold such title for the benefit of its Member Localities.
3. Except as otherwise required by resolution of the Authority, or as the business of the Authority may require, all of the books and records of the Authority shall be kept at the office to be designated as provided above.

4. The minutes of the Authority shall be open and available for inspection as required by The Virginia Freedom of Information Act, Virginia Code ' ' 2.2-3700 *et seq.*, as amended. Draft minutes shall be made reasonably available within ten (10) business days of the meeting to which they relate. Final minutes shall be made reasonably available within three (3) business days of approval by the Board.

ARTICLE III. MEMBERSHIP

The Member Localities of the Authority are Pittsylvania, Hurt, Altavista, and Danville, each of which is a political subdivision of the Commonwealth of Virginia, and each of which is authorized by the Act to participate in the Authority. The membership may, with unanimous approval of the Board, be expanded as may be authorized in the Act.

ARTICLE IV. MEMBER LOCALITY AGREEMENT

1. The Authority shall be governed by the Act, these Bylaws and by the Staunton River Cost and Revenue Sharing Agreement among Pittsylvania County, Virginia, the Town of Hurt, Virginia, the Town of Altavista, Virginia, and the City of Danville, Virginia, dated _____, 2018, executed by the Governing Body of each Member Locality (the "**Agreement**"). The Agreement establishes the respective rights and obligations of the Member Localities and provides for revenue and economic growth-sharing arrangements with respect to tax revenues and other income and revenues generated by any facility owned by the Authority.

2. Without limiting the provisions of the Agreement, each Member Locality, through its county administrator, town manager, city manager or other respective designee, is authorized to incur, on behalf of the Authority, up to an aggregate amount of Ten Thousand Dollars (\$10,000.00) in reasonable expenses, related to, or arising out of, (i) developing or testing the Authority's projects for a particular business prospect or (ii) marketing to a particular business prospect. Prior to incurring any such expense under this paragraph, the Member Locality shall consult with the other Member Localities on such business prospect. Such expenses shall be reported to the Board at its next regular meeting for consideration and ratification.

ARTICLE V. BOARD OF DIRECTORS

1. The powers, rights, and duties conferred by the Act upon the Authority shall be exercised by the Board, which shall consist of eight (8) members, as follows:

Pittsylvania: Two (2) members of the Board;
Hurt: Two (2) members of the Board;
Altavista: Two (2) members of the Board; and
Danville: Two (2) members of the Board.

In addition to the members of the Board, each Governing Body of each Member Locality shall select one (1) alternate director, to serve in the absence of a director appointed by the Governing Body of such Member Locality, in accordance with the provisions of these Bylaws.

2. Each Member Locality shall appoint to the Board (2) members according to paragraph 1 of this Article, from its Governing Body to serve an initial four (4) year term pursuant to the Act. Each Member Locality shall also appoint one (1) member from its Governing Body to serve an initial four (4) year term as an alternate director. Each appointee of a Governing Body shall be a resident of the Member Locality of that Governing Body. Notwithstanding the foregoing, so long as a Board member is otherwise qualified to serve in accordance with these Bylaws (i.e., is a member of the appointing Governing Body), such Board member shall hold office until a successor is duly appointed by the appropriate Governing Body.

3. In order to remain eligible as a director or alternate director of the Authority, such director or alternate director must be a current member of the Governing Body that appointed that director or alternate director. Once a director or alternate director of the Authority is no longer a member of the Governing Body, the Member Locality will appoint a new director or alternate director, as the case may be, from its Governing Body to fill the unexpired term of the vacating director or alternate director as the case may be. In the event of a vacating director, the alternate director from the same Member Locality shall serve until a replacement director is appointed by the Governing Body of such Member Locality, which shall have the authority to fill any such vacancies.

4. Each director or alternate director of the Board, before entering upon the discharge of the duties of the office, shall take and subscribe to the oath prescribed in Virginia Code ' 49-1, as amended, and shall serve in compliance with the Act, these Bylaws and the Agreement.

5. In the absence of a director appointed by the Governing Body of a Member Locality, the alternate director of the same Member Locality may act in place of such absent director. The alternate director from one Member Locality shall not have the right to vote unless at least one (1) director from the same Member Locality is absent.

6. All powers and duties of the Authority shall be exercised and performed by the Board, acting by simple majority vote of those directors present at a meeting at which a quorum

is present, except that no facilities owned by the Authority shall be leased or disposed of in any manner without a majority vote of the Board. A quorum shall consist of three (3) directors (including any alternate director entitled to vote at such meeting) of the Board, where each of them represents a different Member Locality. For the purposes of determining quorum, an alternate director from one Member Locality shall not be counted unless a director of the same Member Locality is absent. No vacancy in the membership of the Board shall impair the right of a quorum to exercise all the rights and perform all the duties of the Board.

7. Members of the Board and alternate directors shall be reimbursed for actual and reasonable expenses incurred the performance of their duties from funds available to the Authority.

ARTICLE VI. OFFICERS

1. The Board shall elect from its directors a Chairman and a Vice Chairman. The director elected to the office of Chairman shall rotate each term of office from one Member Locality to each of the other Member Localities, beginning with Pittsylvania, next Hurt, next Altavista, and next Danville and then repeating such rotation in the same order with Pittsylvania, next Hurt, next Altavista, and next Danville.

2. The term of office for the officers shall be for the calendar year in which they are elected, and shall continue until their successors are elected.

3. The duties of the Chairman shall be to preside at meetings of the Authority; to prepare the agenda for any and all meetings, and to make a copy of such agenda available to the Secretary for the purpose of providing notice of special meetings as hereinafter provided; to call special meetings; to call special elections; to appoint committees as may be deemed appropriate to carry out the intents and purposes of the Authority; to be ex officio a member of all committees; to sign, with the Secretary or any other proper officer of the Authority authorized by the Board, any documents or instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer of the Authority, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board from time to time. The Chairman shall have an equal vote with the other directors, and shall not have a second, tie-breaking vote on any question.

4. The Vice Chairman shall, in the absence or disability of the Chairman, perform the duties imposed upon the Chairman and exercise the powers granted to the Chairman, including without limitation those duties and powers set forth in these Bylaws. The director

elected to the office of Vice Chairman shall not be from the same Member Locality as that of the Chairman and shall rotate each term of office from one Member Locality to each of the other Member Localities, beginning with Hurt, next Altavista, next Danville, and next Pittsylvania and then repeating such rotation in the same order with Hurt, next Altavista, next Danville, and next Pittsylvania.

5. The Board shall appoint a Secretary and a Treasurer from the Authority's staff, which may include staff provided by a Member Locality or other persons employed or contracted by the Authority. The offices of Secretary and Treasurer may be held by the same person. If a person serving as Secretary or Treasurer ceases to be staff of a Member Locality, such person shall not be disqualified from serving as Secretary or Treasurer and shall continue to serve the remainder of the term of office unless such person is sooner removed or resigns from such office.

a. The duties of the Secretary shall be to take the minutes of the meetings of the Board; to have custody of all records of the Authority; to have custody of the Seal of the Authority and to ensure that the Seal of the Authority is affixed to all documents or instruments, the execution of which on behalf of the Authority under its Seal is duly authorized by the Board; to sign with the Chairman (or the Vice Chairman, as the case may be) any documents or instruments which the Board has authorized to be executed; to ensure that all notices are duly given as required by law, these Bylaws or by the Board; to call meetings of the Board to order in the absence of the Chairman and the Vice Chairman, and thereupon to conduct an election for a temporary presiding officer for that meeting; and in general to perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board. In the absence of the Secretary, the Chairman shall appoint a director or alternate director or shall direct a member of the Authority's staff to be responsible for the preparation of detailed minutes of any meeting.

b. The duties and authority of the Treasurer shall include: (a) the duty to keep suitable records of all financial transactions of the Authority; (b) the authority to arrange for the preparation of any audits of the financial records of the Authority, as may be directed by the Board; (c) the duty and authority to have charge and custody of all funds and arrange for their investment and deposit in the name of the Authority when authorized by the Board; (d) the duty and the authority, in the absence of the Secretary, to perform all duties of the Secretary, except for those certain other duties which the Chairman, under the Bylaws, delegates to a director, alternate director, officer or staff member in the Secretary's absence; and (e) in general, the duty and the authority to perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board. The Treasurer shall give bond in such sum as may be fixed by the Board with surety to be approved by the Board. The cost of such surety shall be paid by the Authority.

ARTICLE VII. ELECTIONS OR APPOINTMENT OF OFFICERS

1. Regular elections or appointment of officers shall be held at the regular meeting of the Board in January of each year.

2. Special elections of officers in order to fill vacancies or to fill newly created offices shall be held (i) at a regular meeting duly called or (ii) at a special meeting designated by the Chairman, but only after notice of such special meeting, as provided in Paragraph 3 of Article VIII (“Meetings”), has been given.

ARTICLE VIII. MEETINGS

1. The Board shall determine the times and places of its regular meetings, but shall meet at least, for its annual meeting, as set forth in Paragraph 2 below. Regular meetings of the Board shall be open to the public (unless otherwise provided under Virginia Code § 2.2-3711, as amended or successor provision). Regular meetings shall be held in Pittsylvania, Hurt, Altavista or Danville upon call of the Chairman or as otherwise provided in these Bylaws. At a regular meeting, any business may be brought before the Board, whether or not that business is set forth in the notice of regular meeting. In the event that the date of any regular meeting determined by the Board is a date on which any one or more of the Member Localities’ administrative offices are closed for business, the regular meeting shall be held on the next date on which all the Member Localities’ administrative offices are open for business. At the regular meeting of the Board in January, the Board shall elect or appoint its officers to serve for that calendar year.

2. The annual meeting of the Board shall take place at the regular meeting of the Board in July of each year, at such place, time, and date as may be established by the Board or the Chairman. Each Member Locality shall make its appointments prior to such annual meeting so that the membership of the Board will be complete for such annual meeting.

3. Special meetings of the Board may be called by the Chairman at the request of (a) any two (2) directors; (b) two (2) alternate directors; or (c) one (1) director and one (1) alternate director, so long as those two (2) persons requesting the special meeting represent different Member Localities. Such request shall be in writing, which may be by email to the Chairman at the email address of record, and shall specify the time and place of the special meeting and the matters to be considered at the special meeting. No matter not specified in the notice of special meeting shall be considered at such special meeting unless all directors (or an alternate director acting in lieu of an absent director) of the Board are present. Special meetings shall be open to the public (unless otherwise permitted under Virginia Code § 2.2-3711, as amended or successor provision).

4. Notices of both regular and special meetings shall be mailed by the Secretary to

each member of the Board not less than three (3) business days before any such meeting; and notices of special meetings shall state the purposes thereof. All notices required herein shall state the date, time, and location of the meeting and shall be delivered by hand, United States mail, or a private courier service which provides evidence of receipt as part of its service to the address of record of all directors and alternate directors. A notice given hereunder shall be deemed given on the date of hand delivery, deposit with the United States Postal Service properly addressed and postage prepaid, or delivery to a courier service properly addressed with all charges prepaid, as appropriate. Any notice required herein may be waived in writing by the party entitled to such notice, and such waiver may specify that notice may be given to such party electronically (including without limitation by email or access to a website) in lieu of other means of delivery.

At the time that any such notice is given to the directors and alternate directors, a copy of such notice shall be posted (i) in a prominent location at which notices are regularly posted, and (ii) at the office of the clerk of the Authority, currently at 1 Center Street, Chatham, Virginia. A copy of any agenda materials or other information included with the notice to the directors and alternate directors (other than materials exempt from disclosure under The Virginia Freedom of Information Act, Virginia Code ' ' 2.2-3700, *et seq.*, as amended) shall be posted or made available with the copy of such notice. Notice may also be posted electronically on the Authority's website or otherwise, but such posting shall not be required.

At least one (1) copy of the agenda materials or other information given at the meeting to the directors and alternate directors (other than materials exempt from disclosure under The Virginia Freedom of Information Act, Virginia Code ' ' 2.2-3700, *et seq.*, as amended) shall be made open and available for inspection at the meeting.

Attendance of a director or alternate director at a meeting shall constitute a waiver of notice of such meeting, except where a director or alternate director attends for the express purpose of objecting to the sufficiency of the notice given or to the lack of notice.

5. Formal action shall be taken by the Board only at open meeting sessions, and such sessions shall be open to the public.

6. The vote on the adoption of every resolution, any proposals creating a liability, or for the appropriation or expenditure of funds shall be by yeas or nays, and whenever the vote is not unanimous, the names of the directors (or alternate directors, where permitted under these Bylaws) voting for and of those voting against such action shall be entered upon the minutes.

7. Unless otherwise provided, procedure at meetings shall follow Robert's Rules of Order as then revised.

8. When approved, all minutes shall be signed by the Secretary and the presiding

officer of the particular meeting.

9. All actions of the Board requiring the approval of an expenditure will be accompanied by a budget reference and/or funding source.

10. No item will be added to the agenda of a Board meeting without the unanimous consent of the Board members present.

ARTICLE IX. REQUIRED REPORTS

1. Annual Reports. The Board shall report to the Governing Body of each Member Locality annually, on or before the last March meeting of the Governing Body, on the activities of the Authority. In addition to oral presentation at the meeting, a written annual report shall be provided prior to the meeting and shall contain, at a minimum, the following information:

- a. A financial update through December 31 of the current fiscal year;
- b. After completion of the first fiscal year, an audited financial report showing expenditures and revenues and a statement showing financial condition at the end of the preceding fiscal year;
- c. A written report, approved by the Board, of the activities and accomplishments of the Authority and recommendations regarding future activities of the Authority; and
- d. A list of tenants, purchasers or other persons occupying the Southern Virginia Multimodal Park and any other regional industrial facilities developed by the Authority.

2. Special Reports. Upon written request of the Governing Body of any Member Locality, the Board shall report to such Governing Body within thirty (30) days of receipt of such request or within a longer period if so provided in such request. The special report shall describe the activities and financial status of the Authority within the six (6) month period immediately preceding the request, or as otherwise specified in the request and shall be furnished to each Member Locality. A written report shall be provided if requested.

ARTICLE X. FUNDING

Funding of the Authority shall be by appropriation as decided from time to time by the Governing Bodies of the Member Localities and from such other sources as are identified in the

Agreement.

ARTICLE XI. STAFF

The Board may hire such employees as are necessary to accomplish the purposes and powers of the Authority.

ARTICLE XII. OFFICIAL SEAL

The Seal of the Authority shall show the name of the Authority, the name of the Commonwealth, and the year of its formation; i.e., "**STAUNTON RIVER REGIONAL INDUSTRIAL FACILITY AUTHORITY - VIRGINIA - 2018**".

ARTICLE XIII. FISCAL YEAR

The fiscal year of the Authority shall be from July 1 until June 30 of the following year.

ARTICLE XIV. AMENDMENTS

Except as otherwise provided by law, these Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the Board, at any regular meeting of the Board, or at any special meeting where such action has been announced in the call and notice of such meeting; however, instead of the time frame described in Paragraph 3 of Article VIII ("**Meetings**") above, at least one (1) week advance written notice of such proposed amendment, repeal or alteration shall be given the directors and alternate directors.

The undersigned hereby certify that the foregoing are the Bylaws adopted by the Board of Directors at its initial meeting held _____, 2018.

Secretary



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13 , 2018

Agenda Item #: | **7b** |

Attachment(s) #: | **3b** |

Agenda Placement: | **Public Hearings** |

Subject Title: | Chapter 34 “Environment” Ordinance Text Amendments “Public Nuisances and Dilapidated Properties” |

SUBJECT HIGHLIGHTS

At Council’s direction, staff has been working on amendments to Chapter 34 “Environment” of the Town Code as it relates to Public Nuisances and Dilapidated Properties. Attached for your review and consideration are the proposed amendments to the ordinance.

PROCEDURE

- Staff Presentation
- **Mayor Opens the Public Hearing**
- Public Comment
- Questions from Council
- **Mayor Closes the Public Hearing**
- Council Discussion/Action

Following the discussion, the Council can decide how to proceed. Council may: 1) Make a motion to adopt the Ordinance Amendments, as presented or amended; or 2) Defer Action to a later date.

If it is Council’s desire to adopt the ordinance the following motion would be in order:

- ▣ “I move approval of the text amendments to Section 34 “Environment” of the Altavista Town Code in regard to Public Nuisances and Dilapidated Properties as presented.”

Staff Review Record

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

List them in the order they should appear in packet? **Ordinance Text Amendments**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable: *JJE*

Town Manager initials and /or comments: *JWC*

An Ordinance to repeal, amend and re-ordain Section 34-31 of the Code of the Town of Altavista, 1968, relating to definitions.

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

1. That Section 34-31 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 34-31. Definitions.

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

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

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

Public nuisance means: (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property. See Sec. 34-31.1 for specific conditions and activities.

(2) Any animal that:

- a. ~~Molests passersby or passing vehicles or interferes with traffic;~~
- b. ~~Attacks other animals;~~
- c. ~~Trespasses on school grounds and interferes with school activities;~~
- d. ~~Habitually turns over garbage cans of any person other than the owner or custodian thereof;~~
- e. ~~Damages private or public property; or~~
- f. ~~By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.~~

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

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

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

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

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

An Ordinance to add a new Section 34-31.1 to the Code of the Town of Altavista, 1968, relating to specific conditions or activities constituting a public nuisance.

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

1. That a new Section 34-31.1 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 34-31.1. Specific Conditions or Activities Constituting a Public Nuisance.

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

A. Overgrown vegetation including grass, weeds, brush, or other plants which have reached a stage of growth so as to provide cover or harborage or potential cover or harborage for rats, mice, snakes or other vermin, or to cause a blighting problem, or adversely affect the public health and safety. Such growth between the property line and the street curbline shall also constitute a public nuisance. See also Section 62-151 of this Code.

B. Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things. Outside storage on any property of junk, trash, rubbish, garbage, refuse, litter, waste materials, tires, motor vehicle parts, wheels, metal scraps, plumbing fixtures, broken appliances or machines, and other objects or substances which might harbor rats, mice, snakes and other vermin, or which constitute a fire hazard or endanger the public health or safety. Trash or garbage which is placed within a trash can or bin shall not be deemed to be stored outside.

C. Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, is open and/or unsecured from entry or presents a fire hazard to the building itself and/or to other properties in the vicinity where it is located; or structures with exposed or faulty electrical wiring, broken windows, visible rotting or molding wood, faulty/rotten roofing or other materials, structures which are likely to collapse or fall over.

D. Vacant buildings. Any vacant or abandoned buildings that are not sealed so as to prevent the entry of persons or rats and other vermin.

E. Any building, structure or other place or location where any activity or condition, which is in violation of local, state or federal law, is conducted, performed or maintained.

F. Outside storage of abandoned or unused objects. Outside storage on a Residential Property of any offensive, unwholesome, unsanitary, or unhealthy item or substance, including but not limited to abandoned, unused, or discarded objects such as household furniture, appliances, equipment, mattresses, tools, lumber, building materials, and other objects that may cause a blighting problem. For the purpose of this subsection,

the term "Residential Property" shall mean a property zoned R-1 or R-2 or a property zoned C-1 or C-2 on which the principal use is a residence. Nothing contained herein shall prohibit storage of materials used in conjunction with a construction project for which a building permit has been issued and which is being diligently pursued.

G. All obnoxious odors and stench, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stench.

H. The carcasses of animals or fowl not disposed of immediately after the death of such animal or fowl. (See Town Code Sec. 62-42(c)(9) for provisions as to pick up by Town).

I. Any aggregation of animals creating a foul odor.

J. Any animal that:

1. Molests passersby or passing vehicles or interferes with traffic;
2. Attacks other animals;
3. Trespasses on school grounds and interferes with school activities;
4. Habitually turns over garbage cans of any person other than the owner or custodian thereof.
5. Damages private or public property; or
6. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.
7. Dogs running at large in violation of Town Code Section 18-87.

K. The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, industrial wastes or other substances.

L. Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.

M. Emission of dense smoke and/or noxious fumes, for a continuing period in excess of 30 minutes.

N. Artificial light. Any artificial light source, with the exception of standard "dusk to dawn" lights, maintained by a responsible party or parties in a direction or in such a high level of brightness as to place an unreasonable burden on adjoining property.

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

An Ordinance to add a new Section 34-31.2 to the Code of the Town of Altavista, 1968, relating to public nuisances prohibited.

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

1. That a new Section 34-31.2 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 34-31.2. Public Nuisances Prohibited.

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

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

An Ordinance to add a new Section 34-31.3 to the Code of the Town of Altavista, 1968, relating to animal enclosures to be kept clean.

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

1. That a new Section 34-31.3 be added to the Code of the Town of Altavista, 1968, as follows:

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

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

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 34-32 of the Code of the Town of Altavista, 1968, relating to procedure.

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

1. That Section 34-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 34-32. Procedure.

- (a) Every public nuisance shall be abated by the ~~owner or occupant~~ responsible party or parties of the property from which the public nuisance emanates, at the expense of such ~~owner or occupant~~ responsible party or parties pursuant to the procedure set forth in this section.
- (b) Whenever an apparent public nuisance is found to exist within the town, the Town Manager or his/her agent shall provide written notice to the responsible party or parties of the property on which such apparent nuisance exists. Mailing of the notice to the responsible party or parties at the address upon which the apparent public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this ordinance. The written notice shall state:
 - (i) The location of the apparent public nuisance;
 - (ii) A description of what constitutes the apparent public nuisance;
 - (iii) A statement of acts necessary to abate or remove the apparent public nuisance;
 - (iv) A deadline reasonable under the circumstances by which the apparent public nuisance shall be abated or removed; and
 - (v) A statement that if the apparent public nuisance is not abated or removed by the deadline, or if the responsible party or parties disputes the existence of such public nuisance the Prior to declaring the activity or condition in question a public nuisance, such owner or occupant responsible party or parties shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.
- (c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the ~~owner or occupant~~ responsible party or parties a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the ~~owner~~ responsible party or parties to abate such public nuisance within the time limit shall constitute a violation of this article and shall be subject punishable as prescribed in section. to the provisions of Sections 34-34, 34-35, 34-37 and 34-38.

Upon the failure of the ~~owner~~ responsible party or parties ~~or occupant~~ to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.

- (d) Immediate threats to public safety. Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the ~~owner or occupant~~ responsible party or parties of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, ~~or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact,~~ the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the ~~owner or occupant~~ responsible party or parties of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such ~~owner~~ responsible party or parties fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the ~~owner or occupant~~ responsible party or parties of property from which such public nuisance emanates ~~or arises~~ shall be afforded to such responsible party or parties ~~owner~~ as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented and enforced in the same manner as set forth in subsection (c) of this section. See Sections 34-34, 34-35, 34-73 and 34-38.
- (e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the ~~county~~ Circuit Court of Campbell County upon appeal to such court.

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 34-33 of the Code of the Town of Altavista, 1968, relating to animals.

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

1. That Section 34-33 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 34-33. Animals.

- (a) It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the ~~owner~~ responsible party or parties and shall be subject to the abatement procedures of this article.
- (b) If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the ~~owner~~ responsible party or parties of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the ~~owner~~ responsible party or parties shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38.
- (c) In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section ~~34-31(2), 34-31.1 J.~~ and subject to the abatement procedures under sections 34-32, 34-34, 34-35, 34-37 and 34-38, if no less than three persons familiar with such animal(s) petition the town complaining about the animal(s) causing the disturbance.
- (d) Any ~~owner~~ responsible party or parties of an animal or animals so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal(s) constitutes a public nuisance, the council shall give the ~~owner~~ responsible party or parties of such animal(s) a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal(s) or removing the animal(s) beyond the town limits. Upon the failure of such ~~owner~~ responsible party or parties to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal(s) and dispose of it according to law. Failure by such ~~owner~~ responsible party or parties to comply with such order shall constitute a violation of this article and shall be enforced and punishable as prescribed in sections 34-34, 34-35, 34-37 and 34-38.

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 34-34 of the Code of the Town of Altavista, 1968, relating to costs taxed.

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

1. That Section 34-34 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

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

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

(Code 1968, § 8-17)

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 34-37 of the Code of the Town of Altavista, 1968, relating to enforcement by injunction.

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

1. That Section 34-37 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 34-37. – Enforcement by injunction.

Nothing contained in this article shall prevent the town from enforcing the terms of this article by means of injunction obtained in the ~~county~~ Circuit Court of Campbell County.

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 34-38 of the Code of the Town of Altavista, 1968, relating to civil penalties.

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

1. That Section 34-38 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 34-38. ~~Penalties for violation of article~~ Civil penalties

~~Any person violating the provisions of this article shall be guilty of a Class 3 misdemeanor.~~

A. Each business day a public nuisance continues after the date set by the town council for its abatement constitutes a separate offense or violation. In addition to liability for the town's costs of abatement, responsible party or parties who fail to comply with a notice issued pursuant to this section requiring them to abate a nuisance shall be subject to civil penalties as follows:

- (1) \$50 for the first violation or violations arising from the same set of operative facts; or
- (2) \$200 for subsequent violations not arising from the same set of operative facts within 12 months of a first violation.

In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a twelve-month period.

B. In the event of such violation the following procedure shall be followed:

1. A summons shall be issued to the person committing such violation. Such summons shall contain the following information:

- a. The name and address of the person charged.
- b. The nature of the infraction and the ordinance provision(s) being violated.
- c. The location, date and time that the infraction occurred or was observed.
- d. The amount of the civil penalty assessed for the infraction.
- e. The manner, location and time in which the civil penalty shall be paid to the Town.
- f. A statement that failure to timely pay the penalty will result in a charge of a Class 4 misdemeanor to be tried in the Campbell County General District Court.

2. The summons shall provide that not later than 7 days after the date the summons is served the person summoned shall pay the civil penalty by making an appearance in person to the Clerk's Office at the Altavista Town Hall, enter an admission

of liability and pay the civil penalty established for the offense charged. Timely payment of the penalty and admission of liability shall preclude the prosecution of a violation as a criminal misdemeanor. Payment of the penalty and admission of liability shall not be considered a criminal conviction for any purpose.

3. If a person summoned for a violation does not admit liability and timely pay the penalty the violation such person shall be charged with a Class 4 misdemeanor and such person shall be tried in the Campbell County General District Court in the same manner and with the same right of appeal as provided by law.

4. The remedies provided for in this section are cumulative and not exclusive and shall be in addition to any other remedies provided by law.

C. Except as provided in this subsection, the imposition of civil penalties pursuant to subsection A. shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. In the event that three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period such violations shall be a Class 3 misdemeanor. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13 , 2018

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

Attachment(s) #: | **6** |

Agenda Placement: | New/Unfinished Business/Items for Discussion |

Subject Title: | Police Department Portable Radio Replacement |

SUBJECT HIGHLIGHTS

At your February Town Council Work Session, you considered the Police Department's request to replace their portable radios in FY2018 rather than in the FY2019 Budget/CIP. Funds were available in the FY2018 Budget due to funds being left over from another CIP project. Per the attached memorandum from Chief Milnor, he would like to revise the request as the cost for the portable replacement are higher than previously indicated. Chief will be present to make this request and answer any questions.

NOTE: This item is also included in the FY2019 Proposed Budget/CIP with the lower expense, so if it is the decision to postpone the expense until FY2019, the budget/CIP will need to be updated to include the appropriate expense. If the decision is made to allocate the additional funds in FY2018 and purchase now, the item will be removed from the FY2019 Proposed Budget/CIP.

Action(s) requested or suggested motion(s): Approve the request for the additional funds to proceed with the purchase of the portable radios.

Staff Review Record

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

List them in the order they should appear in packet? **Memo (Chief Milnor)**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

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

Michael L. Milnor
Chief of Police



Phone: (434)369-7425

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

Fax: (434)369-5046

MEMORANDUM

March 6, 2018

TO: Waverly Coggsdale, Town Manager

FROM: Mike Milnor, Chief of Police *MM*

SUBJECT: Portable Radios CIP Budget

At the Town Council Work Session in February I requested permission to utilize surplus funds from the communications line in the police department CIP. This surplus was due to the cost of the mobile radios purchased this year being substantially under budget. I recommended purchasing 15 portable radios and shoulder microphones this year utilizing the surplus funds. The portable radios are budgeted for CIP in FY2019 and doing this now would remove that item from the FY2019 budget. Council approved the request.

When staff contacted Elecom, Inc. about the order it was discovered that the price of the radios are not \$450 a unit as budgeted several years ago, but instead on state contract are now \$882.70 a unit. The microphones are now \$85.00 each on state contract. This will result in a total price of \$15,715.50. This is over the \$7500 that was quoted to Council.

I do have surplus funds in the current CIP to cover this entire cost and purchase the equipment this year with no additional funds being added. FY2018 CIP 010-3103-501.81-10 contains \$16,350.60. This will cover the complete balance to purchase the radios now and still allow \$7,500 savings in FY19 by eliminating the purchase next year. I am requesting permission from council to purchase the radios with surplus funds this year.

EleCom, Inc.
 195 Communication Court
 P.O. Box 880
 Madison Heights, VA 24572
 USA

Voice: 434-845-4371
 Fax: 434-845-8139



QUOTATION

Quote Number: m966
 Quote Date: Mar 1, 2018
 Page: 1

Quoted To:

ALTAVISTA POLICE DEPARTMENT
 510 SEVENTH ST
 P.O. BOX 420
 ALTAVISTA, VA 24517

Customer ID	Good Thru	Payment Terms	Sales Rep
ALTAPD	3/31/18	Net 30 Days	621

Quantity	Item	Description	Unit Price	Amount
15.00	AAH56JDN9WA1	THE REBATE OFFER IS ONLY GOOD DURING THE PERIOD SHOWN AND MUST BE PUCHASED IN GROUPS OF 10. XPR 7550E 136-174 1-5W DISPLAY GPS (2 YEAR STD WARRANTY + 1 YEAR SFS LIGHT 3 YEARS TOTAL) CAPABLE VERSION	882.70	13,240.50
15.00	H885AN/XPR	REPAIR SERVICE ADVANTAGE - PROVIDES 2 YRS OF EXTENDED WARRANTY PAST THE 2 YEAR STD WARRANTY AND 1 YR OF SFS STANDARD ON RADIO	80.00	1,200.00
15.00	PMMN4025	IMPRES REMOTE SPKR MIC	85.00	1,275.00
1.00	REBATE 18 Q1 XP7000	NOTE: This radio qualifies for a rebate from the Motorola when groups of 10 are purchased. A instant rebate valid from 1-1-18 TO 3-30-18 \$1200 per 10		
			Subtotal	15,715.50
			Sales Tax	
			Freight	
			TOTAL	15,715.50

010-3161-501, 81-10



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13 , 2018

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

Attachment(s) #: | **5** |

Agenda Placement: | New/Unfinished Business/Items for Discussion |

Subject Title: | Town Hall Generator Replacement Follow Up/Request |

SUBJECT HIGHLIGHTS

Previously staff sought approval of replacement of the Town Hall Generator, which was approved by Town Council. Upon proceeding with the project, the approved contractor indicated that their fee had not included installation costs, which staff has assumed were included. At this time, David Garrett will present new information relative to the needed funds to proceed with this project.

Action(s) requested or suggested motion(s): Approve the request for the additional funds to proceed with the Town Hall generator replacement.

Staff Review Record

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

List them in the order they should appear in packet?

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

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: March 13 , 2018

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

Attachment(s) #: | **6** |

Agenda Placement: | New/Unfinished Business/Items for Discussion |

Subject Title: | Growth Opportunity Study Request/Campbell County |

SUBJECT HIGHLIGHTS

Based on discussion at the Town Council's Strategic Planning Retreat last year, there have been conversations with Campbell County about growth opportunities for the Town. At this time, if Council desires, the Town may make a request of Campbell County Board of Supervisors for a staff led study on this subject. Accordingly, staff seeks direction from Town Council as to whether they would like such request to move forward, if so authorization for a letter to Campbell County from the Mayor, on behalf of the Town Council would be appropriate.

Action(s) requested or suggested motion(s): Approve the request authorizing a letter be sent to the Campbell County Board of Supervisors requesting a joint staff led study on growth opportunities in regard to the Town's environs.

Staff Review Record

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

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable: *JJE*

Town Manager initials and /or comments: *JWC*

Manager's Report for March 13, 2018 Council Meeting



Staunton River RIFA

Town Council will conduct a public hearing on the Staunton River "Regional Industrial Facilities Act" ordinance at the March 13, 2018 meeting.

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Campbell Avenue Drainage Project

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

Rt. 43 Gateway Project (Streetscape/Utilities)

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

Altavista Park and Trails (APT) Master Planning

Land Planning & Design Associates (LPDA) conducted a follow-up meeting with the Town Council at their February 27th Work Session. Staff is working with the consultant (LPDA) on providing the prioritized list of projects/improvements for consideration.

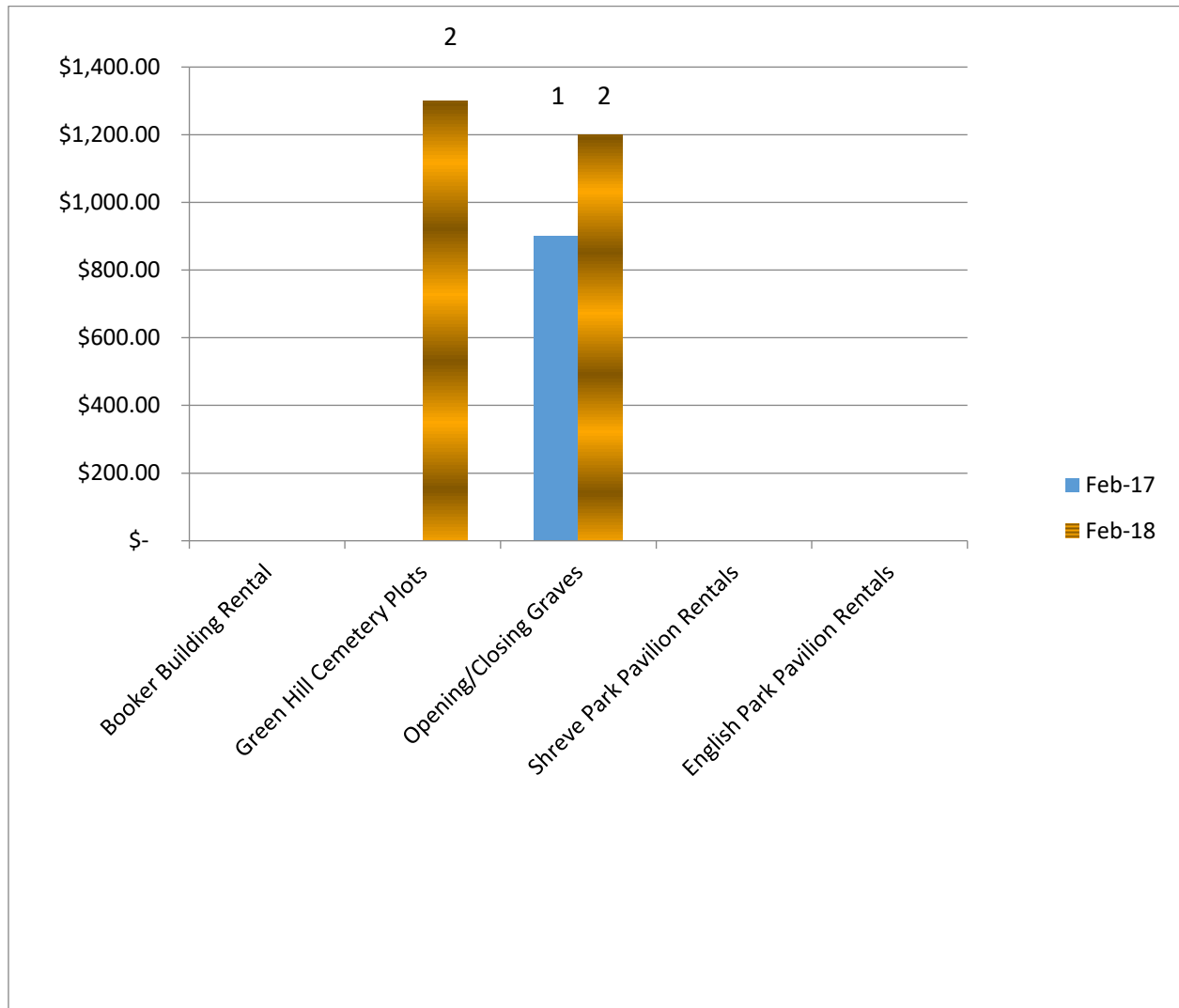
Utility Rate Study

Presentation by Woodard & Curran at a Special Called Meeting on Tuesday, February 13, 2018 at 5:30 p.m. This item will be further discussed at the March 27th Work Session in regard to the FY2019 Budget discussion.

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 in mid March to April. All other items appear to be in order.

ADMINISTRATION REPORT – February 2018



**Town of Altavista
Local Sales Tax**

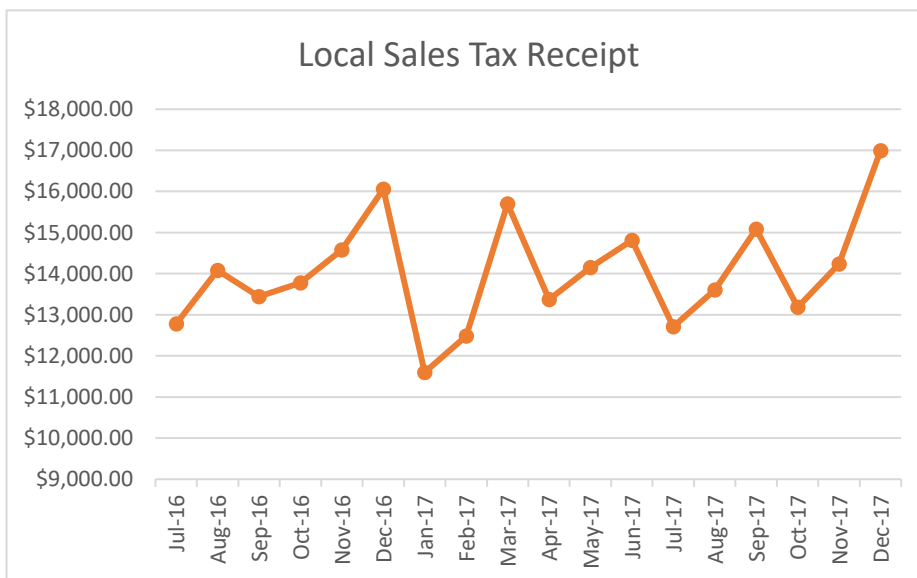
Jul-16	\$12,782
Aug-16	\$14,083
Sep-16	\$13,446
Oct-16	\$13,776
Nov-16	\$14,578
Dec-16	\$16,055

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

Jul-17	\$12,712
Aug-17	\$13,602
Sep-17	\$15,088
Oct-17	\$13,187
Nov-17	\$14,237
Dec-17	\$16,990

MTD TOTAL (FY)

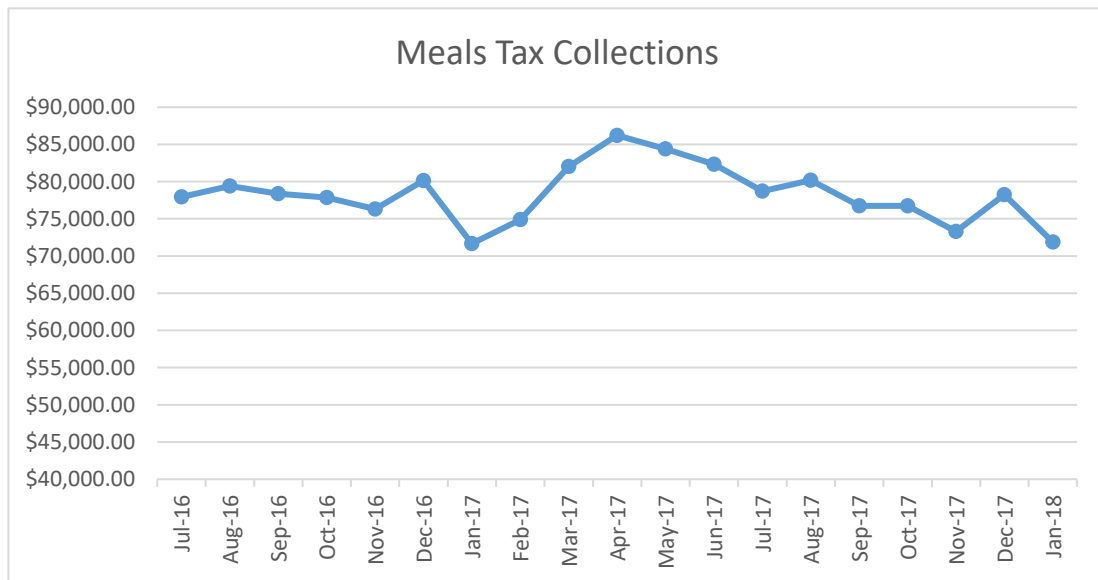
FY2017	\$84,720
FY2018	\$85,816
+/-	\$1,096



**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		
May-17	\$84,409.32		
Jun-17	\$82,323.07		
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		
Oct-17	\$76,719.67		
Nov-17	\$73,312.11		
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		

<u>MTD TOTAL (FY)</u>	
<i>FY2017</i>	<i>\$541,651.16</i>
<i>FY2018</i>	<i>\$535,831.80</i>
+/-	-\$5,819.36



ALTAVISTA POLICE DEPARTMENT

MONTHLY REPORT

January February Year to Date

Criminal Arrests "Felony"	14	4	18
Criminal Arrests "Misdemeanor"	27	16	43
Warrant Executed	28	17	45
Uniform Traffic Summons Issued	26	26	52
# Traffic Stops	119	148	267
BOLO'S (Be on Look Out)	8	8	16
DUI	5	2	7
IBR	40	29	69
MVA	8	2	10
Assist Motorist	22	13	35
Calls for Service	419	354	773
Investigation Hours	71	52	123
Alarm Responses	28	10	38
ECO/TDO	2	2	4
ECO/ TDO HOURS	10.5	7.5	18
Training Hours	46.5	65	111.5
School Check	60	42	102
Court Hours	38	22.25	60.25
Community Events	3	3.25	6.25
Special Assignment Hours	27	1	28
# Hrs Directed Patrol	552.5	481	1033.5
Bike Patrol Hours			
Citizen Contacts	3383	3312	6695
Businesses, Residences Check "Foot Patrols"	576	590	1166
Follow Ups	55	55	110

Monthly Report to Council

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

1. Zoning/Code Related Matters: February 2018

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
6-Feb	04-18	Nick Lambert, Shentel, LLC	Upgrade existing antennas on Melinda Dr. tower
12-Feb	05-18	Patty Steele, Vinton VA	TNT Fireworks 125 Clarion Road
12-Feb	06-18	Trent Poteat, Danville VA	Subdivide commercial space at 105 Clarion Rd.
19-Feb	07-18	Flip West, Lynch Station	1301 Avondale- Renovations to church kitchen
21-Feb	08-18	James Hilldrup, 1917 Tabby Lane	10x20 shed and children's play house in back yard

- Staff sent out 6 letters regarding dumpster enclosures, both for the need to have them installed and for necessary repairs. Four of the six recipients of the letters have been in touch with staff.
- The house at 301 Hughes Street has been removed. The owner has taken advantage of the 3-year no interest loan program offered by the town.
- Staff has reached out to the owner of 900 Park Street requesting a plan for removal or renovation by the end of March.
- Renovations have begun for the two homes on 7th Street, 1028 & 1030. A zoning permit has been issued for the renovation and rewiring of the homes.
- Staff issued a notice to Mr. Payne, owner of the major auto repair shop at 902 Main Street that as a condition of his SUP he needed to have his privacy fence installed by March 31, 2018.
- Reviewed a request for a food trailer and use of outdoor seating at 525 Main Street. This use would be permitted.
- Staff reviewed and provided comments back to Mr. Eller regarding the proposed Nuisance ordinance changes.
- Researched and provided easement information to David Shreve regarding potential Habitat for Humanity lots/homes on Amherst Avenue.

2. Site Plans Reviewed and/or Approved:

- Survey approved for CG GPS Altavista, Graham Packaging and Fielders.

3. Planning Commission (PC) Related:

- March PC meeting was canceled.

4. AOT Related

- Nothing Noted

5. ACTS Related

- Validated daily ridership and revenue for bus system (February) - see bus report.
- Reimbursements submitted for January operations.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- Selected applicants to interview for PT bus driver position.

- Drafted memo for Town Council work session for bus wrap for new vehicle. Working with Creative Edge Design on the wrap design.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified January bank statements.
- Attended final CEDS meeting at Region 2000. The plan will be submitted to the Council by the LGC in the spring.
- Staffed a Recreation Committee meeting to review the parks/trails master plan.
- Assisted VML insurance agent with review of town owned properties for insurance purposes.
- Attended an 8 hour FEMA workshop in Lynchburg.
- Staff attended the VLGM winter conference in Charlottesville. This was a very valuable training and networking opportunity.
- Completed review, changes, corrections and updates to the FY2019-2023 CIP document.
- Met with a representative of the Rotary Club regarding the donation of free trees and shrubs to the town.
- **Route 43 Streetscape and Utility Project**
 - Preliminary plans review meeting was held with VDOT staff. They have provided their comments to Hurt & Proffitt who will be responding to the changes and requests.
 - VDOT has provided their engineer's estimate of probable cost for the pedestrian actuators and electrical components and the cost is substantially less than originally anticipated. The balance of funds will be used for other components of the project.
 - VDOT submitted their plans and H&P is incorporating these into the plan set.
- **Canoe Launch Site**
 - Gay and Neel, Inc. has completed the bid package.
 - The DCR website has been updated and states the RTP grant process will open in the spring of 2018. It did not start on March 1st as originally communicated by DCR staff.
- **Personnel Policy Manual**
 - Staff has completed reviewing chapters 1-13 of the draft policy manual.
- **VDOT Main Street Bridge Replacement**
 - VDOT plans to close the bridge beginning spring 2019 through the end of 2020.
 - Staff provided contact information regarding utilities related to the bridge lighting.
- **Parks and Trails Master Plan**
 - LPDA presented the draft Master Plan to Town Council and is not working on the final report.
 - Staff has been working very closely with LPDA throughout this process and the final draft is expected by the end of March.

Public Works Monthly Report

STREETS DIVISION

Date: 3/6/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Streets
MONTH: February

# of Lane Miles Mowed	0
# of Litter Bags Collected	7
# of Weed Control Gallons Applied	0
# of Swept Lane Miles	0
# of Leaf Collection Loads	0
# of Weekend Trucks	1
# of Total Tonnage for Weekend Trucks	1.04
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	493.5

Other Streets Activities and CIP Projects:

Mulching of flower beds on streets by B&G Crew. Pruning and trimming trees town wide on streets.
Cleaning storm drains and ditches town wide. Replacing faded signs town wide.

Public Works Monthly Report

Building & Grounds Division

Date: 3/6/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Building and Grounds
MONTH: FEB. 2018

# Burials	1
# of Cremations	1
# of Labor Hours for Green Hill Cemetary	32.75
# of Curbside Brush Stops	20
# of Curbside Brush Loads	7
# of Curbside Bulk Stops	26
# of Curbside Bulk Tonnage	5.23
Solid Waste Total Tonnage	74.77
# of Labor Hours to Maintain Buildings	109.00
# of Labor Hours to Maintain Parks	226.5
# of Acres Mowed	0

Other Public Works Activities and CIP Projects:

Mulching of all flower beds in parks. Pruning and trimming shrubs. Preparing equipment for mowing season. Preparing parks for season.

Public Works Monthly Report
FLEET MAINTENANCE DIVISION

Date: 3/6/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Fleet Maintenance
MONTH: February

# of State Inspection	7
# of Preventive Maintenance Work Orders	12
# of Monthly Police Service Work Orders	9
# of Non-Emergency Work Orders	7
# of Emergency Repair Work Orders	20
9 Public Works	
9 Police Dept.	
1 WWTP	
1 Transportation Dept.	
	55

Other Fleet Maintenance Activities and CIP Projects:

CIP: Tandem truck has been delivered and crew has been processing and inspecting to place into service.

Monthly Staff Report Water Plant

DATE: 3/2/2018
 TO: Town Manager
 FROM: Tom Fore
 DEPARTMENT: Water Treatment Plant
 MONTH: February

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged	<u>16.44</u>	Hours per day	
which yielded approximately	<u>1,950,000</u>	gallons of water per day.	
Snow/Rainfall for the month	<u>6.6</u>	was measured at the water treatment plant.	
Average Hours per day (week days)	<u>17.2</u>	hrs	
Average Hours per day (weekends)	<u>14.5</u>	hrs	
Average produced (week days)	<u>2</u>	gallons per day	
Average produced (weekends)	<u>1,765,000</u>	gallons per day	
Total Raw Water Pumped:	<u>54.6</u>	million gallons	
Total Drinking Water Produced:	<u>52.61</u>	million gallons	
Average Daily Production: (drinking)	<u>1,880,000</u>	gallons per day	
Average percent of Production Capacity:	<u>62.67</u>	%	
Plant Process Water:	<u>2,056,874</u>	(finished water used by the plant)	
Bulk Water Sold @ WTP:	<u>0</u>	gallons	Water lost due to leaks <u>none calculated</u>
Flushing of Hydrants/Tanks/FD use/Town Use	<u>7,200</u>	gallons	
McMinnis Spring			
Total Water Pumped:	<u>6.816</u>	million gallons	average hours per day <u>14.3</u>
Average Daily Produced:	<u>243,429</u>	gallons per day	Rain at MC <u>3.00</u>
Reynolds Spring			
Total Water Pumped:	<u>5.105</u>	million gallons	average hours per day <u>10.5</u>
Average Daily Produced:	<u>196,346</u>	gallons per day	Rain at RE <u>2.50</u>
Purchased Water from CCUSA	<u>370,260</u>	gallons	
Sold to Hurt	<u>2,355,000</u>	gallons	
Industrial Use	<u>51,795,726</u>	gallons	

Comments: Water Plant Activities & CIP Projects:

- 1-Electrical upgrade will be completed after 3 or 4 punch items. Once completed the engineers will sign off on project.
- 2-McMinnis and Reynolds Spring Fluoride projects are substantially complete, with punch list to be created and completion scheduled for March 31
- 3- All samples collection for February completed

Utilities Distribution and Collection			
# of Service Connections	0		
# of Service Taps	0		
# of Meters Read	94 Monthly		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	25		
# of Location Marks made for Miss Utility	40		
# of Meters Replaced	27		
# of Water Lines Repaired	1	# of Sewer Lines Unstopped	3
<u>Locations:</u>		<u>Locations:</u>	
1206 5th Street		720 16th Street	
		1636 Melinda Dr.	
		516 Main St. English Alley	

Other Utilities Distribution and Collection Activities & CIP Projects:

CIP - Abbott water meter installation continues the vault top was set, SCADA boxes are being built.
Goal to complete this project by the end of May.

TO: Town Manager
FROM: Steve Bond
DEPARTMENT: Wasterwater Plant
MONTH: February

Average Daily Flow		<u>2.00</u> MGD	
TSS Reduction		<u>97</u> %	
BOD Reduction		<u>98</u> %	
VPDES Violations		<u>0</u>	
Sludge (Regional Land Fill)		<u>263</u> tons	
Rain Total	<u>5.15</u> Inches	Snow Total	<u>0</u> Inches

Other Wastewater Activities and CIP Projects:

CIP- Clarifier retrofit Engineers reviewing submittals

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	4,125
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	13,211
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	16,376
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	20,230
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	24,449
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,848
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	22,759
FY2018	1,722	1,915	1,928	1,558	1,351	1,412	1,292	1,440					12,618

February Town Social Media & Website Management

Facebook & Social Media

- Page likes increased from 353 to 386
- Total page reach for the month – 8,288
- Highest viewed post was the press release on Chief Milnor's resignation, which reached 3,000 people, 100 likes, and 13 shares.
- Other highly viewed posts include: Quilts made for the Senior Watch program, Job opportunities, County Waste update, English Park renovations, MS News Release, and the Parks & Trails designs that were presented to Town Council.
- Town Instagram page has 161 followers

Town Website

- Updated the utilities page
- Updated the listed jobs on the website
- Uploaded the January Regular Meeting and January Work Session Minutes
- Uploaded the FY 19 Budget and 2019 CIP.
- Uploaded the Notice of Public Hearings under the Altavista Updates section
- Uploaded Altavista Parks & Trails Master Plan designs under Altavista Updates section

Other Promotions

- Wrote News Release and took photos declaring March as MS Education and Awareness Month. The information was sent to News Advance, and was sent and published in the Altavista Journal.
- Sent in the Notice of FY 2019 Budget and CIP discussion to Altavista Journal
- Attended LPDA Meetings for promotional information
- Attended Town Council Regular Meeting and Work Session

Main Street Coordinator February Monthly Report



Meetings and Conferences

- Met with Stephanie Keener from the SBDC.
- Met with VMS Program Coordinator who was passing through the area to discuss upcoming projects and work plan.
- Attended Land Planning & Design Associate meetings to discuss parks & trails master planning and the promotion of the plans.
- Attended monthly town staff meeting.

Business Updates

- Visited several businesses within the downtown district to gather information on the parking survey
- Visited several businesses to hand out flyers and punch cards for the Spring Fling event
- Allison Shelton Hair has moved from Allure to the Styling Boutique
- Silvy Perkins with Altavista Medical Massage & Oncology Massage Therapy has moved to the Pearson Cancer Center. It is unclear if she will keep her business open in Altavista as well.
- Worked with a business prospect who was looking to relocate their business downtown.
- Main Street Café has a new manager, Bonnie Jones.
- Met with Elba Butcher Shoppe owner.

AOT

- Submitted Virginia Commission for the Arts Project Grant for more downtown mural projects (\$5,000 matching grant)
- Completed downtown parking study and presented information to Town Manager.
- Worked with the Altavista Area Chamber of Commerce and the business community to promote the Spring Fling event on Living in the Heart of Virginia, social media, radio stations punch cards and flyers.
- Conducted feasibility study research for a children's museum.
- Held promotions meeting, February 7th to discuss downtown food truck events for the spring, summer, and fall.

- Held AOT's first board member dinner at El Cerrito
- Held AOT's monthly board meeting on February 8th
- Supplied yearly update on the Pop-Up program to DHCD CBL staff.
- Published three "New on Main Street" posts on social media to highlight new businesses, new expansions, and new services or supplies.
- Attended Town Council Regular Meeting and Town Council Work Session
- Attended the Altavista Rotary Club Meeting to present on AOT.
- Held Design Committee meeting to discuss upcoming grant and project opportunities for downtown public art. The committee consists of: Tim George, Kyle Goldsmith, Lauren Harris, Maria Wyatt, Meghan Bolling, and Ed Soto.
- Was granted \$10,000 from DHCD to help fund a feasibility study for a Children's Museum.

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

April 2018						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Easter Sunday	2 Planning Commission 5:00 PM	3	4	5	6	7 Avoca Museum opens for the season. Town Appreciation Day First Saturday @ Trade Lot
8	9	10 Town Council Regular Meeting 7:00 PM	11	12	13	14
15	16	17	18 Altavista High School Art Show begins at YMCA	19	20	21 Chamber of Commerce Townwide Cleanup Day and Shredding Event 9:00 AM – 12:00 PM @ Altavista Fire Station Parking Lot
22 Earth Day	23 YMCA Health Fair	24 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	25	26	27	28
29 National Small Business Week Begins	30 Planning Commission 5:00 PM					