



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, May 8, 2018

7:00 PM Council Regular Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda..... p.1-2**
- 5. Recognitions and Presentations**
- 6. 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.

7. Consent Agenda

- a. **Approval of Minutes (Attachment 2a)**
 - i. *Regular Meeting April 10, 2018 and Work Session April 24, 2018*p.3-25
- b. **Acceptance of Monthly Finance Reports (Attachment 2b)**p.26
 - i. Invoices..... p.27-28
 - ii. Revenue & Expenditure Reports.....p.29 - 49
 - iii. Reserve Balance/Investment Report..... p.50
- c. **Avoca's Request for Town Employee Status (Attachment 2c)**p.51 - 54
- d. **ACTS Drug Policy Amendment (Attachment 2d)**p.55 - 68
- e. **Region 2000 Local Government Council – Council appointment (Attachment 2e)**.....p.69
- f. **N&S Railroad property purchase (Attachment 2f)**p.70
- g. **First Baptist Church – Request to close 10th Street between Bedford Avenue and Commonwealth Alley for Vacation Bible School (June 10 – 13th) (Attachment 2b)**p.71 - 72

- 8. Public Hearings (Attachment 3)**p.73 - 86
 - a. **FY2019 Budget and FY2019-2023 Capital Improvement Program**
 - b. **Text Amendments to Section 78- 81; Section 78-82; and Section 78-85 related to Fees; Rates; Charges**

9. New/Unfinished Business/Items for Discussion

- a. Project Funding Discussion (Attachment 4)p. 87

10. Reports

- a. Town Manager's Report (Attachment 5) p.88
b. Departmental Reports (Attachment 6)..... p.89 - 102

11. Informational Items/Late Arriving Matters

- a. Calendars (Attachment 7)..... p.103 - 104

12. Matters from Council**13. 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.

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

(All meetings are at Town Hall unless otherwise noted)

Tuesday, May 22, 2018 @ 5:00 p.m.	Town Council Work Session
Tuesday, June 12, 2018 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, June 26, 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: May 8, 2018

Agenda Item #: | 7a |

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 April 10, 2018; and their Work Session held on April 24, 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 April 10, 2018 Regular Meeting; and the April 24, 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 (April 10, 2018; April 24, 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—April 10, 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 April 10, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Marci Huntsman, Lambs United Methodist 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

Mayor Mattox advised of changes to the agenda. The “7th Street Sidewalk-Dr. West Reimbursement” removed from “New and Unfinished Business” and moved to the Closed Session. Mayor Mattox asked that Bedford Avenue Park tennis court discussion be moved to the first item under “New and Unfinished Business”.

Mrs. Dalton, seconded by Mr. Emerson, motioned approval of the agenda as amended.

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

4. Recognitions and Presentation
5. Public Comment

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

Mr. Reggie Bennett, 704 10th Street, presented Council with an excerpt from the November 14, 2017 Town Council meeting regarding the “Blessing Box” consideration along with pictures. He advised he is associated with the Order of the Confederate Rose (Women’s Auxiliary of the Sons of Confederate Veteran’s Camp 2117 Campbell Guard). He stated at the November meeting, they addressed Council and sought permission to place a “Blessing Box” on town property which was unanimously approved. He stated nothing was hidden as Council was made aware of who they were when they approached Council. He stated he has heard some things have transpired since this meeting and the consensus of Council is that maybe the

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“Blessing Box” not be put up. One item that was brought forth was a Confederate Flag was in the box. He presented pictures of the box and noted there was no flag in the box. Mr. Bennett advised of a conversation between the Town Manager and Mr. Tony Mayhew who constructed the box in which the Town Manager indicated there could be a problem because of the word “confederate” being on the box. Mr. Mayhew indicated the word “confederate” could be removed and abbreviations could be used. Mr. Bennett advised the Sons of Confederate Veterans have been busy helping with projects for many years in the town of Altavista. He noted the Sons of Confederate Veterans has been recognized on signs with no conflicts and added their name will soon go on an “Adopt a Highway” sign out on Route 43. Mr. Bennett asked Mayor Mattox if the Sons of Confederate Veterans will be putting up the “Blessing Box” as previously voted favorably on.

Mayor Mattox thanked the organization for the work they have done and stated Council will take this under consideration and give it due diligence and thought. He noted someone will get back with them in a reasonable amount of time because the Town does not have a policy on this matter. He asked that this be added to the April 24, 2018 Work Session agenda.

Mr. Latta Terry, Grit Road, Hurt, Virginia, addressed Council on behalf of DAWN (Donation a Week Neighbors). He stated he has been with DAWN since its inception and is currently President of the Board. DAWN’s request is to be allowed to relocate from the Altavista Fire Company building to the old Altavista EMS building which is presently vacant. Mr. Terry advised new staff is coming to the Altavista Fire Company and DAWN will no longer have access to the loading dock. Most of the food is brought in by using the loading/unloading dock. Twelve pallets, twice a month, are delivered to the DAWN location from the Food Bank. Mr. Terry advised most of the volunteers are 70 plus in age and are unable to bring the food in through the standard size door. DAWN can remain at the Fire Station but with limited space and will have to curtail what is being done for the people of Altavista and those within a 15-mile radius of the town.

Mr. Higginbotham asked why DAWN was losing the space.

Mr. Mark Younkin, Chair of the Fire Department Board and a resident at 1419 Hillcrest Street, advised Campbell County EMS has a permanent station within the Fire Station and there has to be a Bunk house that is up to code. This code requires accessibly to an outside wall and a level of privacy which means renovating in the area of the loading dock.

Mayor Mattox asked that this item be added to the April 24, 2018 Work Session agenda and that Mr. Terry be in attendance.

6. Consent Agenda

- a) Minutes- Regular Meeting March 13, 2018, Council’s Work Sessions March 27 & 28, 2018 –The Council approved the minutes of the Council meeting and Council Work Session meetings.
- b) Monthly Finance Reports-Council approved the monthly reports
- c) Invoices
 - i. Revenues & Expenditures Report
 - ii. Reserve Balance/Investment Report
- c) AOT Street Closing Request (Food Truck Events)

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

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Motion carried:

VOTE:

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

7. Public Hearing

None

8. New/Unfinished Business

a. Bedford Avenue Tennis Courts Discussion

Mr. Coggsdale advised at the Town Council's March 27th Work Session, staff presented the consultant's recommendation in regard to the tennis courts at the Bedford Avenue Park. Staff was directed by Council to put this item on the April 10th Town Council Regular Meeting agenda and seek input from citizens prior to that meeting.

At the July 25, 2017 Town Council Work Session, the recommendation of the Recreation Committee to remove the tennis courts and create an open space at the Bedford Avenue Park was considered. No decision was made at that time in regard to the courts; as staff was asked to contact the Campbell County Public Schools (CCPS) Administration to confirm any policy in regard to public use of the school's courts.

At the August 22, 2017 Town Council Work Session, staff reported to Council that Dr. Johnson (CCPS) had been contacted and that it is their "*practice to not allow school facilities, including tennis courts, to be used during school hours throughout the school year*". In addition, staff reported that Mr. Jester (YMCA) had been contacted and he indicated that he would consider public use of the YMCA's courts. The Recreation Committee recommendation was presented to the Council again. It was the consensus of Council to wait until the Parks & Trails Master Plan was completed before addressing the tennis court issue.

The Parks & Trails Master Plan has been completed and the letter recommendation in regard to the Bedford Avenue Park tennis courts was presented to Town Council at the March Work Session. The consultant recommends removal of the courts. Council directed staff to place this item on the April Regular Meeting and to seek public input. Council was given a summary of a survey that was posted on the Town's Facebook page.

Mrs. Dalton motioned that one tennis court be kept and repaired at the Bedford Avenue Park. Motion failed due to lack of a second.

Mrs. Brumfield apologized to Mrs. Dalton stating she should have called her with this new information. She did some research and has what she feels to be some game changer information. She indicated she contacted the Altavista Area YMCA and asked how their courts were surfaced. She was given the name of Premier Courts, Inc. They have a mat that goes over the present surface so there would be no demolition. They would remove the dips and fill in the cracks in the court then place the mat over the surface. The mat is warranted for 25 years; after 7 years the surface would require two coats of paint and the lines to be repainted. Mrs. Brumfield stated the cost is \$40,000

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per court, \$80,000 total. The cost in 7 years to paint the courts would be \$10,000. She stated she was incorrect in her statement; she thought a pickle ball court could be added on each half of the tennis court. This is incorrect because there is no way to change the nets. Mrs. Brumfield indicated she went door to door in the neighborhoods around the tennis courts for signatures to keep the courts. She stated 36 people responded in favor of keeping the tennis courts on the Facebook survey for a total of 224. (Petition was not delivered to the Town Clerk.) She noted with this new surface, there is no maintenance involved for 7 years.

Mr. George asked Mr. Garrett if he was aware of this type of mat.

Mr. Garrett indicated he was not.

Mr. George stated he was unaware of this and thought it might be worth looking into. He asked Mr. Coggsdale for a copy of the petition. He said the petition was seemingly misinformed. It didn't refer to the situation we actually have and did not feel this information can be taken. He noted a consulting firm was hired and felt they did a very thorough job. He read an excerpt from the letter that was received from LPDA:

As part of the master plan process, the design team conducted a public input session and solicited feedback on the community's use of the parks and trails via an online survey. During the public input session, 2 comments of 123 total were recorded in favor of keeping the Bedford Avenue Park tennis courts. In the public survey period, 10% of respondents said they had used the tennis courts in the past year. Similarly, 70% of the respondents said they did not have a need for additional tennis courts. While tennis is not a high priority community amenity overall, there may be some localized support of these two courts.

Mr. George stated he is not against the tennis courts; he used to play tennis when he was younger. It is a great sport. He indicated he doesn't know many that play tennis any more. There are tennis courts at the Altavista Combined School that can only be used after school hours or on the weekends. He felt that time was irrelevant because most people are either at school or at work during those times. The Parks & Recreation Committee started looking into this a year ago. He noted someone on the committee asked why there was not handicap access to the Bedford Avenue Park. At that time the committee started looking at the shape of the tennis courts and at the cost to replace them. It is \$107,000 to replace them which the Committee felt was costly when they are used so little. He noted there is argument if they would be used more if they were in better shape. Mr. George did not feel the courts had been resurfaced in 40 years. He spoke with a former councilman who lived across from the courts that stated he never saw anyone on the courts. Mr. George asked if so many people in the town wants the courts in better shape, how come no one in town was approached about repairs. Someone did ask if one of the courts could be converted to a pickle ball court. The conversion was done; Mr. George stated he has never seen anyone on the courts. He referred back to the letter:

The State Department of Conservation and Recreation provides level of service standards (based on National Parks and Recreation Association statics and information) as part of the Virginia Outdoors Plan. The levels of service standards recommend the number of amenities per one thousand people. The recommendation for tennis courts is one court for every two thousand people. Two courts would be recommended for the Town of Altavista's population of approximately 3,500. In Altavista there are an additional 7 courts beside the 2 at Bedford Park: 4 at Altavista High School

and 3 at the YMCA. The high school and YMCA courts have some restrictions. The high school tennis courts cannot be used by the public during school hours, and after school the high school teams have priority. They are, however, available during evenings, weekends, and during the summer.

Mr. George noted the Town gives the Altavista Area YMCA \$100,000 annually to be the Town's parks and recreation. Mr. Steve Jester, Director of the YMCA, is on the Parks & Recs Committee and he is agreeable to open the tennis courts to the general public as long as they were not being used by a member of the YMCA. Mr. George felt tennis is a great sport but in light of what the community has said to LPDA, Council would want to spend the money on things like a splash pad at the park, new playground equipment, etc. New tennis courts would be at the bottom of the list.

Mr. Higginbotham found the LPDA report disturbing. He noted he spoke to Mr. Mark Lieberth, Land Planning and Design, and asked about the tennis courts on Bedford Avenue. Mr. Lieberth advised he was not charged with analyzing the tennis courts on Myrtle Lane. He received a letter and was unsure who asked LPDA to review this area. Mr. Higginbotham referred to the picture of the broken net and stated someone went out, jerked the net down and took a picture. Mr. Higginbotham stated Mr. Lieberth also referred to a damaged fence. He stated there is nothing wrong with the fence around the courts on Myrtle Lane noting they could use a coat of paint. He stated it was a neighborhood park and a neighborhood tennis court and if it was fixed up, more people would play. Mr. Higginbotham's thoughts are if you replaced it conventionally, the cost to replace one court would be more than to replace the two courts. He suggested replacing both courts. He felt Mrs. Brumfield's concept is a game changer. He felt members of the community are willing to donate time and equipment for repairs to the tennis courts. The tennis courts have been there for a long time and it is the town's fault for not maintaining them. The town will spend \$26,000 tearing them out when they could spend \$80,000 and have two new courts.

Mayor Mattox stated he is in support of Mrs. Dalton's thoughts of having one new tennis court at the Bedford Avenue Park. This would allow for a pathway to comply with the American Disabilities Act from the handicap parking area to the playground area and create a buffer between the park and residential area.

Mr. Emerson stated he was somewhat on the fence on this topic. He stated he lived beside the tennis courts for two years and his wife for four years; in that time frame he can count on both hands the number of times he saw someone playing on the tennis courts. He stated he was not against the tennis courts, but there is a Parks & Recreation Committee to work on these situations and give Council feedback. The consulting company was paid a lot of money to come up with a plan. He felt Mrs. Brumfield's suggestion was a good solution if Council voted to keep the courts. Mr. Emerson stated his focus in the past few years has been on the park system and getting things done that entire families can enjoy. He stated his priorities are to use money more wisely possibly in English and Shreve Parks.

Mrs. Overbey was in agreement with Mr. Emerson stating she felt a responsibility to the taxpayers. She was having a hard time with tax dollars being used at the high school for courts that can be used only at certain times and tax dollars to the Altavista Area YMCA. Mr. Jester has publicly stated his willingness to allow non-members usage of the courts. This along with the recommendation from the Recreation Committee and the consultants who stated the Bedford Avenue Courts are not needed. Mrs. Overbey felt with Council's financial responsibility, the money used for the Bedford Avenue courts could be used in English and Shreve Parks on things that a larger number of citizens could use.

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Mrs. Brumfield noted she was in favor of one tennis court until she talked to this company and found out about the matting surface over the old surface. She referred to the online survey conducted by LPDA, a lot of people did not know about that survey and this is the reason she went door to door to talk to people in the neighborhood. Mrs. Brumfield noted some of the comments she received included “if we are going to spend money on a boat ramp outside of town, why can’t we spend some money on tennis courts in town?” She noted those courts can be dual purpose, tennis and pickle ball. She felt it was very generous of Mr. Jester to say he didn’t monitor those courts but what everybody is not realizing and looking into is if he has an influx of non-members using the tennis courts then other non-members will want to use the other amenities which could create a problem for the YMCA. Just because the YMCA is given money doesn’t mean Council can dangle that in front of them and say you have to let us use the tennis courts. It is a membership based organization and these fees cover the maintenance. She is totally against asking the YMCA to let non-members use the courts.

Mr. George felt it was good that folks in the neighborhood were asked their opinion. He has been on Council for six years and agrees Council represents all the people. He did not know how people in other areas of Town feel about the tennis courts. He said he has also heard another phrase “fiduciary responsibility” to taxpayers; he felt this was true. Mr. George noted he knows Mr. Jester well and all he has heard is it is expensive. He noted when the tennis court lights needed replacing several years ago, the YMCA Board decided not to because not many people played tennis. He did not feel the few that would go play at the YMCA during school hours would cause the YMCA problems. Mr. George indicated if there are folks who can’t afford a membership, there are organizations that will help.

Mr. Higginbotham, seconded by Mrs. Brumfield, motioned to resurface the tennis courts in the neighborhood park on Bedford Avenue, in the most reasonable and economical manner, negotiating with the contractors that have quoted, and ask for community involvement in regards to painting the chain link fence.

Mr. George questioned the contractors that have bid.

Mr. Coggsdale advised these are proposals at this time so that a ball park figure can be created.

Mr. Garrett advised the two contractors are Boxley Block and Lawhorne Brothers Paving.

Mr. George asked if that is a company that English’s Construction owns.

Mayor Mattox felt this was irrelevant.

Mr. George stated this would be up for bid so he was just asking.

Motion carried:

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

b. FY2019 Budget/CIP-First Reading

Mr. Coggsdale advised at the March 27th & 28th Town Council Work Sessions, Council continued discussion in regard to the FY2019 Budget and

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Capital Improvement Plan. Staff has made the changes to the documents as directed by the consensus of Council. He reported the Fiscal Year 2019 proposed budget (General Fund, Capital Improvement Program (CIP), State/Highway Reimbursement Fund, Cemetery Fund and Enterprise Fund totals \$ 9,902,780. The Proposed Fiscal Year 2019 budget is decreasing by 4.423% from the Adopted Fiscal Year 2018 budget. There are no proposed tax increases in the budget. The budget includes proposed utility rate increases of 8% (water) and 4% (sewer), as well as a \$6.50 monthly base rate fee with a meter capacity multiplier. The rate increase, utilizing the proposed revenue projections, would have an effective date of December 1, 2018. Utility connection and availability fees are proposed to increase.

Mrs. Dalton, seconded by Mrs. Brumfield, motioned to set the public hearing on the FY2019 Budget and Capital Improvement Plan for Tuesday, May 8, 2018 at 7:00 p.m.

Motion carried:

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

c. Chamber of Commerce UBD Beer Garden & TGIF Requests

Mr. Jeffrey Janiak addressed Council on behalf of the Altavista Chamber of Commerce and requested permission to hold TGIF at Avoca for the 2018 season (May 25, June 22, July 27 and August 24. Event time: 6-9pm). He noted they are planning the same format but have decided to not charge an admission fee. Mr. Janiak advised the Altavista Area Chamber of Commerce would like to request permission to provide a Beer Garden for the 2018 Uncle Billy’s Day Festival (June 1 & 2 from 6:00-10:30pm). He noted a slight change to the Beer Garden layout. With the removal of fencing around the basketball courts, they wanted to keep the beer truck off the grass, and on the paved surface. This would shift the fenced area uphill slightly, giving patrons in the beer garden a more even surface to move around on and allowing closer proximity to the stage area. Moving the fenced area will also allow for a larger grassed area for patrons outside the fenced area easing congestion near the stage.

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the request of the Altavista Chamber for the TGIF events and for a beer garden as part of the Uncle Billy’s Day event.

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

d. EMS Building (Main Street) Deed Acceptance Resolution

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Mr. Coggsdale advised per discussions with staff and representatives of the Altavista EMS Board, adoption of a resolution will formalize the conveyance of the property at 1510 Main Street to the Town of Altavista. He noted this item was previously discussed and all is order to accept the gift.

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the presented resolution in regard to conveyance of the AEMS property on Main Street to the Town of Altavista and authorize the Mayor and the Town Clerk to execute the Deed of Gift on behalf of the Town.

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

e. AVOCA's Request for Town Employee Status

Mr. Coggsdale advised at the February 27, 2018 Town Council Work Session a letter from the Avoca Board was presented to Council in regard to consideration of the museum's employees becoming town employees. Staff was directed to work with the Avoca representatives and bring back the information to Council. Following the review and consultation with the Avoca representatives, staff received a letter expressing the Avoca Board's interest in transitioning their employees to the town. Based on the analysis, the funds that have been provided to Avoca over the past several years to offset benefit cost would be used by the Town for the employees' cost and Avoca would compensate the Town for any expenses associated with this change above and beyond that amount. There has been discussion about whether the funds in the Town's budget for repair and maintenance would be kept by the town to offset the additional expense or whether Avoca would just reimburse the town for the employee expenses beyond the Town's current contribution for employee benefits to Avoca. The Executive Director would be a Grade 16 and the Events Coordinator would be a Grade 11 in the Town's Classification Plan. Based on the Avoca Board's endorsement of the analysis, staff would recommend proceeding with the transition with an effective date of July 1, 2018. Mr. Coggsdale noted there would be no financial impact to the Town's budget.

It was the consensus of Council to move this item to the April 24 work session.

f. ACTS Route Deviation Policy Discussion

Mr. Coggsdale advised staff has had inquiries in regard to route modifications for the Altavista Community Transit System (ACTS) to benefit individuals that utilize our public transportation. Staff is seeking to establish a policy that will allow staff to efficiently deal with such request without requiring Council's approval for each individual request. Mr. Coggsdale stated if Council is agreeable, the recommended policy amendment would read: Individuals may request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24-hour advanced notice and can be scheduled by calling 434-369-5001. This distance may not exceed $\frac{3}{4}$ of a mile off of the posted, in or out of town with the exception of the Hurt Medical Center. Return fare is \$1.

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Mrs. Dalton, seconded by Mr. Emerson, motioned to accept the policy amendment to allow individuals to request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24-hour advanced notice. This distance may not exceed $\frac{3}{4}$ of a mile off of the posted, in *or out of town* with the exception of the Hurt Medical Center. Return fare is \$1.

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

9. Reports

a. Town Manager's Report

Staunton River RIFA

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

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Campbell Avenue Drainage Project

The utility work has been completed, the milling and paving on the project was completed the first week of April.

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. This item will be the focus of the April Work Session.

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 by May 1. All other items appear to be in order.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Calendars-April/May

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11. Matters from Town Council

Mr. Higginbotham asked if the Economic Development vehicle could be given to the Police Department for use and remove one of the requested vehicles from their proposed budget.

Mr. Coggsdale advised the Police vehicles come with different packages but could possibly be used as an administrative vehicle.

Chief Milnor felt this vehicle would work.

Mr. Higginbotham stated if a new Economic Development Director is hired, a new vehicle could then be purchased.

Mayor Mattox asked if there was any opposition.

Mrs. Dalton reminded Council that the proposed budget does not include a new vehicle for economic development.

Mr. Higginbotham stated Mr. Witt’s ACTS vehicle is only used periodically and can be shared.

It was the consensus of Council that the Police Department take over usage of the Economic Development vehicle.

Mayor Mattox asked for information on state policy for support of the Order of the Confederate Rose.

12. 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. (Planning Commission & Recreation Committee)

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

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

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

Motion was made by Mrs. Dalton, 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

Regular Council Meeting—April 10, 2018

Council went into closed session at 8:10 P.M.
Notice was given that council was back in regular session 8:24 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 appoint Mrs. Marie Mitchell,
325 Myrtle Lane, to the Altavista Planning Commission to serve a four-year term,
expiring March, 2022.

Motion carried:
VOTE:

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

Mr. George, seconded by Mrs. Brumfield, motioned to appoint Mrs. Doris Cousins,
1290 Ashlawn Lane, Lynch Station, to the Recreation Committee to serve a three-
year term, expiring March, 2021.

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

Regular Council Meeting—April 10, 2018

Mrs. Brumfield, seconded by Mr. Higginbotham, motioned that the Town reimburse Dr. Charles West in accordance with the September 2017 letter in regard to expenses incurred related to the 7th Street Sidewalk situation.

Motion failed:
VOTE:

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

13. Adjournment

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

The meeting was adjourned at 8:28 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION APRIL 24, 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 April 24, 2018 at 5:00 p.m.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Sgt. J. Allen Williams, Altavista Police Department
Mr. David Garrett, Director of Public Works
Mr. Tom Fore, Director of Public Utilities
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

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

Motion carried:

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

- 3. Public Comments—Agenda and Non Agenda Items

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

Ms. Patricia Connor, owner of 1101 and 1103 Broad Street and member of the Recreation Committee, addressed Council. She thanked them for the honor to serve on the Parks and Recreation Committee. She stated at the last Recreation Committee meeting, they were asked to present to Council items for the 2019 budget. The consensus was to add the Splash Pad to coincide with the playground equipment. The Committee felt the Splash pad would serve more people than the Dog Park at this time. It seemed logical to move the trails and park improvements to 2020. The dog park was moved to 2022 because the Committee is unsure how many people in the town this would serve.

Mayor Mattox asked if anyone else would like to speak. No one came forward.

- 4. Introductions and Special Presentations

5. Items for Discussion

a. Parks & Trails Master Plan-Project Prioritization

Mr. Coggsdale advised at the April 10th Regular Meeting, the *Altavista Parks & Trails Master Plan* final document was distributed. Staff indicated that they would review the projects with Council and work on prioritizing the projects at the April Work Session. He advised the Town's Recreation Committee has met and has reviewed the first four years (Short Term). He presented Council with the Recreation Committee's recommendations. He noted this process will assist staff with including these projects in the Town's Capital Improvement Plan (CIP). He added this will be an opportunity for Council to begin considering which projects they would like to see worked on in FY2019 and discuss funding options.

Mr. Higginbotham referred to Shreve Park and asked with children playing t-ball at Shreve Park would it be more feasible to locate the splash park there. He stated the splash pad would have to be maintained like a swimming pool and wondered if the YMCA could maintain the chlorination at the splash park. Mr. Higginbotham felt having the splash park in the center of town near younger children made more sense.

Mr. Coggsdale advised when Council decides what they want to do, staff will look at options and pricing for the splash pad. This information will not be gathered until the projects are prioritized.

Mr. George mentioned the LPDA recommends using municipal water. He referred to the splash pads in Lynchburg stating it is like an underground swimming pool that has to be treated like a swimming pool. He noted the equipment has motion sensors on them to keep the water from running all the time.

Mr. Higginbotham stated he has spoken to someone who maintains the splash pad in Lynchburg and did not feel the town could afford to run treated water thru the splash pad. He felt the splash pad would need to be treated like a swimming pool.

Mr. Coggsdale noted these are factors that staff has not looked at yet.

Mrs. Overbey stated the reason English Park has come to the forefront is the proximity of the splash pad to the bathrooms and there is more to do as a family. When a child gets bored with the splash pad, there is more things for them to do without having to drive elsewhere.

It was consensus of Council to keep this project in the FY2019 budget.

Mr. Coggsdale referred to the playground equipment at English Park noting it is approximately 15 years old. The neighborhood parks have been upgraded with Shreve and English Parks being saved for this process. The thought is if the splash pad is placed at English Park, the playground equipment could be replaced at the same time.

Mr. Higginbotham asked if there was a breakdown of the cost of \$352,000.

Mr. Coggsdale advised he could get this information, this figure came from LPDA. The real numbers will come when going through the process.

Mr. George stated he would like for some companies to submit designs for both the splash pad and the playground.

COUNCIL WORK SESSION APRIL 24, 2018

Mr. Coggsdale suggested sending out a request for proposals for somebody that could do both of these elements.

Mrs. Dalton stated an important element of the two projects is the ability for the children to transition from one location to the other.

It was consensus of Council to keep this project in the FY2019 budget.

Mr. Coggsdale stated another item in the budget is the trails. The suggestion is in the passive part of the park to create a mown trail. Based on the request of Mrs. Jenks, the funds she donated have to be used in the new portion of the park. Mr. Coggsdale suggested an overlook at the river with a plaque paying tribute to the Jenks.

Mr. Higginbotham asked how staff came up with \$220,000.

Mr. Coggsdale advised the LPDA gave a linear foot total.

Mr. Higginbotham stated he did not see that amount in a trail.

Mr. Coggsdale indicated it is more complicated than that due to the installation of foot bridges. These figures are from the consultant.

Mr. George mentioned when Army Corp and DEQ are involved, there has to be a raised platform over the crossing of the creek. He did not see the mown path portion being a great expense.

Mrs. Overbey asked with the future construction of the Main Street Bridge going into Hurt, Virginia, will there be access to the passive part of the park.

Mr. Coggsdale stated there will be access but at times it will not be which should be minimal.

Mr. Emerson asked how much of the mowing could be done in house.

Mr. Coggsdale advised the majority could be done in house. He stated the funds for the passive part of the park are available now and asked Council if they would like for staff to proceed with what the trails could look like.

Council was in agreement for staff to move forward with the trails.

Mr. Higginbotham suggested that Mr. Fore and Mr. Garrett look at the water line easements and existing logging trails.

Mr. Coggsdale stated if there is a possibility to co-locate, it would be done.

Mr. Emerson suggested reaching out to the Boy Scouts for some of the projects in the park.

Mr. Coggsdale stated in the FY2020 CIP, the Recreation Committee recommends a new pavilion at English Park. With the splash pad, more shelter may be needed.

Mr. Emerson suggested installing sunshades; might lessen the expense.

COUNCIL WORK SESSION APRIL 24, 2018

Mr. George stated he would like to see the entrance on Third Street be reworked sooner than later. He indicated he liked the idea of Third Street being a “One Way” street into the park.

Mr. Coggsdale stated there are some items that staff could seek grant funds for. He noted staff tried to stretch this out so there aren’t so many projects in the first year.

Mrs. Overbey and Mr. Emerson concurred with Mr. George on the entrance being done sooner than later.

Mr. George referred to the parking at the playground area and advised that is scheduled in a future budget.

Mayor Mattox noted Council is dealing with 10 years of projects and all have their priorities. He referred to the Recreation Committee’s recommendations and suggested Council prioritize what they think individually and reach a consensus of this.

Mrs. Dalton asked if there was enough to get the projects started in FY2019. She asked staff to build out the details then come back to Council with what the monies look like.

Mr. Coggsdale stated the splash pad and the playground will be a pretty big project and will take what is budgeted plus.

Mr. Higginbotham felt if the playground and splash pad are being constructed perhaps the parking should be reworked at the same time.

Mrs. Dalton stated the area will be tore up and perhaps this should all be done at the same time instead of piece milling.

Mr. Coggsdale noted in that area of the park there are four projects which will be in the neighborhood of \$750,000 to \$800,000.

Mayor Mattox asked if Council was in consensus to make the splash pad, playground, pavilion and parking top priorities for FY2019 contingent on the monies. Mayor Mattox authorized staff to search for grants for the trails and funding for the parks.

Mr. Emerson referred to the Booker Building stating it is in the CIP for 2022 and noted there has been no discussion on the building.

Mayor Mattox stated this goes under possibly finding a grant.

Mr. Emerson felt there needs to be conversation in the near future as to what to do with the building.

Mayor Mattox stated there is a \$15,000 feasibility study.

Mrs. Brumfield advised she was in the building recently and the bathrooms are in need of repair.

b. WWTP Emergency Overflow Pond (PCB)-Dr. Sower’s Report

Mr. Coggsdale advised Dr. Sowers, Ph.D., Associate Director and Professor, at the Institute of Marine & Environmental Technology submitted his latest report in

COUNCIL WORK SESSION APRIL 24, 2018

regard to the on-going sampling/testing at the Town's WWTP Emergency Overflow Pond. He stated this report is the "Two-year Post Treatment Report". Mr. Coggsdale indicated he plans to submit this report to the Virginia Department of Environmental Quality as part of the Town's reporting under the Voluntary Remediation Program.

Mayor Mattox stated he believes in being proactive and we need to identify the EPA guidelines on how to secure the site.

Mr. Higginbotham suggested forwarding this letter to the DEQ and let them know progress is being made and also gather the grid sampling.

Mayor Mattox suggested waiting to see if DEQ requests the grid sampling adding there is no need to spend the monies if DEQ doesn't require it.

Mrs. Dalton stated this information can be sent in the annual letter and ask what they would suggest to bring this to a close.

Mr. Higginbotham stated DEQ has already stated it would have to be 50 parts per one million. He suggested this report be forwarded to Schnoor.

Mr. George asked if it would be prudent to hire an environmental lawyer noting that he has heard rumors that this could be ended now. Drop out of the remediation program; they never wanted us in it in the first place. They have never said the Town had to do this.

Mr. Coggsdale noted DEQ never told anything had to be done because the town is in the voluntary remediation program.

c. Former EMS Building (Main Street) Reuse Discussion

Mr. Coggsdale advised at the April Regular Meeting, during the Public Comment period, Reverend Latta Terry addressed Council and requested consideration of the possible use of the former EMS building by DAWN. He added as a stipulation of the transfer of the property, the Town was asked to review and consider the use of the building for the Town's Police Department. Staff has reviewed the department's needs and feels there is not a sufficient need in the Police Department to relocate operations to the building at this time.

Mr. Emerson felt the first step would be to have someone evaluate the building to make sure it is sound.

Mr. Coggsdale noted the building has been maintained. There are some things that may need to be done.

Mayor Mattox asked how much it will cost to maintain the building and cut the grass.

Mr. Coggsdale stated he could contact the Board in regards to the amount of the electrical bill and then an expense of a couple of hours to cut the grass.

Mr. Michael Hudson, Director of Avoca, addressed Council advising of the organizational needs of Avoca Museum noting they are experiencing a critical shortage of storage space. He listed the items that Avoca has a need of storing to carry out daily activities. He stated there is a need for a Reading and Research Room offered at no charge for community use. Mr. Hudson advised the Events Coordinator is in need of an office as she currently works out of a closet. He advised they are in need of an area for students to go if there is rain during a field trip event. He noted the museum has been gifted a vehicle by Dominion Energy and this could be stored in the EMS building. Mr. Hudson stated there is the potential for a Welcome Center. He added Avoca Museum is on the CIP 5 year

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plan for a storage facility. This would remove this item from the CIP. Mr. Hudson provided Council with a packet that included copy of a deed. The deed was written by Dr. Linley Winston Jr. who gifted the property on which Avoca Museum sits. Rolled up in the gift is a section on the other side of Avoca Lane it states in the event that this property is sold the proceeds of the sale will be devoted to the development and maintenance of the museum. He felt this provides a lens into Dr. Winston's thinking when he donated the property to the Town of Altavista.

Mr. Higginbotham questioned if Avoca is asking for the entire building with the bays.

Mr. Hudson stated the Board has not given him a specific directive but he has had conversations with individual Board members. They have indicated they could share with another nonprofit or community entity.

Mayor Mattox thanked Mr. Hudson for what he does and for his willingness to share the space. He asked if they are willing to take over the maintenance and expenses of the building.

Mr. Hudson advised this has not been discussed by the Board of Directors.

d. Blessing Box Recognition Discussion

Mr. Coggsdale advised at the April Regular Meeting during the Public Comment period, Mr. Reggie Bennett addressed Council in regard to their previous approval of the placement of a Blessing Box on town property. He further stated that the Town has now indicated to his organization, Sons of Confederate Veterans, they cannot display their name nor that of their auxiliary organization on the box if it is placed on town property. In staff's communication with Council, that was the consensus that was reached and was communicated to Mr. Mayhew. He noted staff was requested to see what VDOT's policy is on placing an organization's name on their signs. Mr. Coggsdale presented Council with an excerpt from VDOT's "Adopt-A-Highway" policy.

Mr. George stated he was very impressed with Mr. Bennett's presentation. He advised he did some research on the Sons of Confederate Veterans and was not sure Council wants to open to groups that are self-advertising. If this is done for one group, it will have to be done for other groups. He read the Sons of Confederate Veterans' mission statement: *"To you, Sons of Confederate Veterans, we submit vindication of the Cause for which we fought. To your strength will be given the defense of the Confederate's good name, the guardianship of his history, the emulation of his virtues, the perpetuation of those principles which he loved, which you loved also, and those ideals which made him glorious and which you also cherish."* He felt if your great, great, great grandfather was a Civil War veteran this might seem like a glorious thing but if your great, great, great grandfather was a slave it might not be so great. Mr. George noted he was saying this with respect. He did not feel the name should be placed on the Blessing Box.

Mayor Mattox stated he has read about the organization and the genealogy of the organization. He noted they have done good works in the community. He felt Pandora's Box is being opened if one organization is allowed to advertise and not others. Mayor Mattox stated he fully respects the good works done by this organization in the community.

Mrs. Dalton felt Council has two choices: 1) allow the group to put up the Bless Box with no credit on it or 2) they can construct the Bless Box on private property with the owner's permission. As community leaders, Council has to view this as "is it offensive to anyone."

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Mrs. Overbey asked that staff work on a policy going forward in regards to how to deal with organizations' requests.

Mr. Emerson asked if organizations should be allowed to put boxes on town property. He did not feel it should go that far. This box is attractive but what will the next box look like. If there is a need in the community, there is DAWN and other organizations. He asked why doesn't the town put a box out there and if someone wants to put food in it, put food in it.

Mr. George felt a church may be a more appropriate location for the Blessing Box.

Mrs. Dalton feels Council needs to be fair to the organization by advising the accommodations Council is asking them to make are the same accommodations that would be asked of any organization. They made a strong case in showing credits that have allowed. Council is now looking at it in terms of going forward.

Mrs. Brumfield concurred with Mr. Emerson. She noted everyone thought it was a great idea at the time not realizing this might open the door for additional organizations to request something be placed on town property.

Mrs. Dalton mentioned the credits were not part of the original discussion.

Mr. Emerson, seconded by Mrs. Dalton, motioned to not allow any items to be placed on town property around Town Hall of this nature.

Mrs. Brumfield asked if the Sons of Confederate Veterans could be reimbursed the cost of the box (\$350.00).

Mrs. Dalton stated there is no reason this box can't be placed somewhere else. She did not see that their work is in vain. She mentioned Council works hard to keep this facility looking nice. This box is neat and attractive but over time given its use it could become worn.

Motion carried:

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

e. Avoca's Request to Town Employee Status

Mr. Coggsdale advised at the April Regular Meeting, staff reported back on their conversations with Avoca in regard to consideration of their employees being designated as town employees.

Mr. Morgan Allen, Avoca Board of Directors, addressed Council and thanked them for serving the community and for the support of Avoca Museum. Mr. Allen serves on the "Benefits Committee." He advised there are two positions; the Executive Director and the Events Coordinator. The Committee is looking to improve the benefits for the Avoca Museum employees and the possibility of bringing them into the Town's Classification and Compensation plan.

Mr. Coggsdale advised for several years the town has provided funding to Avoca to offset benefit cost; this would be used by the Town for the employees' cost and

COUNCIL WORK SESSION APRIL 24, 2018

Avoca would compensate the Town for any expenses associated with this change above and beyond that amount. He added \$18,700 is contributed annually to Avoca for payroll/benefits. Maintenance is also provided through the Public Works budget (\$44,400 in the proposed budget). If the employees come under the Town's umbrella there is no need to send \$18,700 to Avoca. He noted there has also been discussion in regards to the funds in the Town's budget for repair and maintenance would be kept by the town to offset the additional expense or whether Avoca would just reimburse the town for the employee expenses beyond the Town's current contribution for employee benefits to Avoca.

Mrs. Dalton stated the question for Council is should the two Avoca employees become town employees. The Town Manager and the Avoca Board can work out the details.

Mr. Coggsdale advised this would not be effective until July 1, 2018.

Mayor Mattox asked Mr. Allen if the two employees understood they would be working under the Town of Altavista policy handbook and answering to the Town Manager.

Mr. Allen answered affirmatively.

Mayor Mattox asked that this item be placed on the May 8, 2018 Town Council meeting consent agenda.

Mr. Allen noted the requested amount for the budget would be \$63,100. The total cost based on the analysis would be \$66,108.78 and Avoca is willing to reimburse the town for the difference.

f. Cell Tower Lease Agreement

Mr. Coggsdale presented Council with correspondence regarding staff's progress on working with the American Tower representative regarding the lease agreement for the tower that is located at the Town's Melinda Drive water tower site. At this point, the proposal would be for either a 5 year or 10 year lease. The monthly rate would stay the same with an annual 3% increase; the 5 year lease would pay \$10,000 up front while the 10 year would pay \$25,000 up front.

Mr. Witt advised the process can be started now but would not go into effect until December 2019. The question is does Council want to renew for 5 years or 10 years.

Mr. Eller advised Council if the lease agreement is signed for 5 years, it can be done without any bidding or advertising. A 10-year lease would call for a different process. He suggested the possibility of two 5-year lease agreements and ask for the \$25,000.

Mr. Emerson asked if multi carriers can use the tower.

Mr. Eller advised they could. The ordinance states a franchise is required to allow other users if it is feasible.

Mr. Emerson suggested advertising to get multi users and possibly double the money.

Mr. Witt noted American Tower owns the tower, the Town of Altavista owns the property that the tower is on.

COUNCIL WORK SESSION APRIL 24, 2018

It was the consensus of Council that the Town Attorney ask for two 5-year lease agreements and the \$25,000.

Mr. Coggsdale asked for authorization to put this item on the consent agenda once the details are worked out.

Council was in agreement.

g. ACTS Drug Policy Amendment

Mr. Coggsdale presented correspondence regarding staff's conversation with the Department of Rail & Public Transportation (DRPT) relative to required updating of the Alcohol & Drug policy that applies to the Altavista Community Transit System (ACTS). ACTS is funded by the Federal Transit Administration, through DRPT, and these changes are required to remain eligible for said funding.

Mr. Higginbotham stated this covers the Assistant Town Manager/Bus Manager, Bus Drivers, Mechanics.

Mr. Coggsdale advised these are the employees that receive funding from the grant.

Mr. Higginbotham asked why this same policy didn't apply to all town employees.

Mr. Coggsdale indicated the town has a policy in place.

Mr. Higginbotham stated this policy seemed to be excellent with the random testing.

Mr. Coggsdale advised random testing is done on safety sensitive positions, and those with CDLs.

Mr. Higginbotham stated he likes this policy; it covers every town employee. He suggested that Council be included as well.

Mr. Coggsdale indicated while working on the new Employee Handbook, staff can mimic the language of this policy.

Mrs. Dalton suggested moving forward with the approval of the ACTS Drug Policy Amendment and that this policy and the Town's policy be forwarded to Council for review.

It was the consensus of Council to place the ACTS Drug Policy Amendment on the May 8, 2018 Town Council meeting agenda.

h. Employee Holiday Discussion

Mr. Coggsdale advised Mrs. Brumfield requested that this item be placed on Council's Work Session agenda. Mrs. Brumfield has expressed an interest in looking at the possible addition of an employee holiday at Easter. He noted Town employees receive ten (10) paid holidays annually. The recent Classification and Compensation Study indicated that the least reported number of holidays was 8 with the most reported being 13 and the average being 11 paid holidays per year, per the respondents.

COUNCIL WORK SESSION APRIL 24, 2018

Mrs. Brumfield stated she came into Town Hall on Good Friday and found out that the office was not closed on Easter Monday. She noted when she was working she was given the Easter holiday off and felt Christmas and Easter are two really important days for people that celebrate Christian holidays.

Mr. Higginbotham stated this was discussed when the 6% pay raise was given to adjust everybody's time and grade.

Mayor Mattox stated Council went through the pay grade study and went through the vacation time as ten days after one year of service. He felt if an employee wants to take time at Easter (a reasonable request), they can take the day off.

Mrs. Dalton asked if requested, the employee can take the day without pay.

Mayor Mattox clarified the employee can use a vacation day.

Mrs. Dalton felt Mrs. Brumfield had an honorable idea but felt 10 holidays and vacation policy all rolls up together and becomes an efficiency to get the work done with the Town Manager.

Mr. Emerson stated he didn't have a strong opinion on the matter. Campbell County gets 11 paid holidays and the state employees get 12 paid holidays plus some half a days off. He was fine with this either way.

Mrs. Overbey concurred with Mr. Emerson that she didn't have a strong opinion on the matter.

Mr. George asked if everyone got a 6 percent increase.

Mr. Coggsdale advised it was not an across the board increase.

Council was in agreement to keep the number of employee holidays at 10.

Mrs. Overbey advised she has decided not to seek re-election in November. She stated she appreciates the opportunity to serve this community. Her driving force is to be the best mom to her children and with them going to Middle School and High School she doesn't want to miss any opportunities to spend time with them.

Mayor Mattox told Mrs. Overbey she has been a true asset to Council and represents Altavista well.

Mr. Coggsdale advised the Altavista Rotary Club has donated some trees and bushes to the Town. He, Mr. Garrett and Mr. Witt have looked at some potential locations for planting.

Mayor Mattox felt the Avondale Park would be a nice location.

6. Closed Session

7. Adjournment

Mayor Mattox adjourned the meeting at 6:50 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

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

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 10/2018
FROM: 04/01/2018 TO: 04/30/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37307	746	AIR FLO	04/06/2018	45,270.00
37308	561	ALAN TYE & ASSOCIATES LC	04/06/2018	476.00
37309	6	ALTAVISTA AREA YMCA	04/06/2018	25,000.00
37310	303	ALTAVISTA CHAMBER OF COMMERCE	04/06/2018	5,000.00
37311	170	ALTAVISTA ON TRACK	04/06/2018	1,250.00
37312	11	AVOCA	04/06/2018	14,275.00
37313	103	BEACON CREDIT UNION	04/06/2018	325.00
37314	461	KATHI BOGERT	04/06/2018	862.68
37315	4	BOXLEY AGGREGATES	04/06/2018	843.45
37316	583	CAMPBELL COUNTY PUBLIC LIBRARY	04/06/2018	902.86
37317	145	CHANDLER CONCRETE CO INC	04/06/2018	138.00
37318	28	COLUMBIA GAS	04/06/2018	1,143.53
37319	71	CONSOLIDATED COMMUNICATIONS	04/06/2018	362.93
37320	815	DAVID'S TREE SERVICE INC	04/06/2018	600.00
37321	569	DIAMOND PAPER CO INC	04/06/2018	514.65
37322	164	DMV	04/06/2018	550.00
37323	20	J JOHNSON ELLER JR	04/06/2018	2,000.00
37324	118	FERGUSON ENTERPRISES INC #75	04/06/2018	1,689.43
37325	119	FOSTER ELECTRIC CO INC	04/06/2018	2,294.99
37326	111	GRAINGER INC	04/06/2018	316.40
37327	274	HAJOCA CORPORATION	04/06/2018	295.62
37328	57	ICMA RETIREMENT TRUST-457 #304	04/06/2018	675.00
37329	407	JMJ COMPANIES INC	04/06/2018	319.20
37330	533	LYNN KIRBY	04/06/2018	255.00
37331	9999997	MANN, RICKY DARNELL	04/06/2018	24.47
37332	9999997	MONROE, JOHN	04/06/2018	10.72
37333	121	MULTI BUSINESS FORMS INC	04/06/2018	409.10
37334	300	NAPA AUTO PARTS	04/06/2018	546.59
37335	536	NATIONAL METER & AUTOMATION	04/06/2018	630.00
37336	454	O'REILLY AUTOMOTIVE INC	04/06/2018	456.57
37337	9999998	POWELL, BENJAMIN	04/06/2018	150.00
37338	683	KEVIN SOWERS	04/06/2018	433.32
37339	484	TOWN GUN SHOP INC	04/06/2018	1,334.80
37340	85	TREASURER OF VA /CHILD SUPPORT	04/06/2018	553.15
37341	9999997	TRENT, CHRISTOPHER MICHAEL	04/06/2018	23.70
37342	92	UNIFIRST CORP	04/06/2018	1,969.99
37343	95	UNITED WAY OF CENTRAL VA	04/06/2018	120.00
37344	450	VIRGINIA'S REGION 2000	04/06/2018	2,500.00
37345	793	XEROX FINANCIAL SERVICES	04/06/2018	382.00
37346	9999998	ABBOTT LABORATORIES	04/17/2018	150.00
37347	819	MICHAEL KING	04/17/2018	48.90
37348	9999998	MARABLE, LOIS	04/17/2018	150.00
37349	9999998	MORRIS, APRIL	04/17/2018	150.00
37350	515	DALE TYREE JR	04/17/2018	1,175.00
37351	1	WILLIAM REED	04/17/2018	84.94
37352	103	BEACON CREDIT UNION	04/20/2018	325.00
37353	12	BRENNTAG MID-SOUTH INC	04/20/2018	3,183.19
37354	693	BUILDING BLOCKS OF VA INC	04/20/2018	1,550.00
37355	294	BUSINESS CARD	04/20/2018	13,257.86
37356	16	CAMPBELL COUNTY UTILITIES & SE	04/20/2018	825.50
37357	32	CONTROL EQUIPMENT CO INC	04/20/2018	13,812.92

37358	754	D L BRYANT HEATING & COOLING	04/20/2018	1,005.00
37359	394	ELECTRONIC SYSTEMS INC	04/20/2018	114.30
37360	301	ENGLISH'S LLC	04/20/2018	1,051.88
37361	41	FISHER SCIENTIFIC	04/20/2018	1,640.17
37362	46	GENTRY LOCKE ATTORNEYS	04/20/2018	131.25
37363	332	HURT & PROFFITT INC	04/20/2018	325.00
37364	57	ICMA RETIREMENT TRUST-457 #304	04/20/2018	675.00
37365	566	INTEGRATED TECHNOLOGY GROUP IN	04/20/2018	2,916.18
37366	1	LARRY RIGNEY	04/20/2018	53.91
37367	796	LAND PLANNING AND DESIGN ASSOC	04/20/2018	8,973.70
37368	218	MINNESOTA LIFE	04/20/2018	128.62
37369	212	MOORES ELECTRICAL & MECHANICAL	04/20/2018	338.00
37370	154	MUNICIPAL CODE CORPORATION	04/20/2018	1,500.04
37371	67	ORKIN PEST CONTROL LLC	04/20/2018	286.16
37372	816	PACE ANAYLTICAL SERVICES LLC	04/20/2018	486.81
37373	1	PHOTO SERVICES BY LEE LUTHER J	04/20/2018	65.00
37374	765	PRIVIA MEDICAL GROUP LLC	04/20/2018	240.00
37375	462	QUANTUM CONTROLS INC	04/20/2018	1,697.00
37376	510	RIVER VALLEY RESOURCES LLC	04/20/2018	1,068.50
37377	627	SOUTHERN AIR INC	04/20/2018	40,401.31
37378	117	SPS VAR LLC	04/20/2018	245.00
37379	269	STERNBERG LANTERNS INC	04/20/2018	1,997.00
37380	186	THE NEWS & ADVANCE	04/20/2018	881.00
37381	85	TREASURER OF VA /CHILD SUPPORT	04/20/2018	553.15
37382	96	UNIVAR USA INC	04/20/2018	9,939.60
37383	136	USABBLUEBOOK	04/20/2018	3,562.61
37384	601	VACORP	04/20/2018	224.54
37385	110	VUPS INC	04/20/2018	47.25
37386	756	WAGEWORKS INC	04/20/2018	128.92
37387	700	WOODARD & CURRAN	04/20/2018	6,859.73
37388	116	XEROX CORPORATION	04/20/2018	260.14
37389	9	AFLAC	04/26/2018	2,149.02
37390	84	ALTAVISTA JOURNAL	04/26/2018	1,724.18
37391	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/26/2018	35,211.00
37392	1	BARTLETT TREE EXPERTS	04/26/2018	75.00
37393	427	CENTURYLINK	04/26/2018	1,054.24
37394	9999999	DELAPPE JANET BOGGS	04/26/2018	54.58
37395	36	DOMINION VIRGINIA POWER	04/26/2018	43,830.81
37396	1	DONTALIA MYERS	04/26/2018	45.00
37397	50	GRETNA TIRE INC	04/26/2018	650.84
37398	648	HALEY FORD SOUTH	04/26/2018	34,005.30
37399	332	HURT & PROFFITT INC	04/26/2018	8,708.75
37400	58	INSTRUMENTATION SERVICES INC	04/26/2018	708.00
37401	1	JAMES T DAVIS	04/26/2018	127.90
37402	407	JMJ COMPANIES INC	04/26/2018	319.20
37403	9999998	MATTOX, KAREN	04/26/2018	150.00
37404	80	SOUTHSIDE ELECTRIC COOP	04/26/2018	985.20
37405	778	SPRINT	04/26/2018	1,031.94
37406	1	STANLEY RUSSELL	04/26/2018	124.80
37407	101	VIRGINIA EMPLOYMENT COMMISSION	04/26/2018	4,543.28
37408	9999999	WALLER BILLY ANDREW	04/26/2018	119.34
37409	608	NORFOLK SOUTHERN RAILWAY CO	04/30/2018	29,250.00

NO. OF CHECKS: 102

TOTAL CHECKS

431,632.61

Town of Altavista
FY 2018 Revenue Report
83% of Year Lapsed

General Fund Revenue	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	209,000	209,000	196	0	215,387	103	215,400
Public Service - Real & Personal	99,600	99,600	0	0	95,415	96	99,600
Personal Property	210,000	210,000	1,642	1	159,831	76	210,000
Personal Property - PPTRA	100,000	100,000	-73	0	92,259	92	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	1,689,608	104	1,689,600
Mobile Homes - Current	200	200	0	0	169	84	200
Penalties - All Taxes	5,500	5,500	328	6	4,700	85	4,700
Interest - All Taxes	3,000	3,000	209	7	1,872	62	1,900
Local Sales & Use Taxes	160,000	160,000	13,653	9	111,525	70	165,000
Local Electric and Gas Taxes	110,000	110,000	9,620	9	85,866	78	112,000
Local Motor Vehicle License Tax	43,000	43,000	1,291	1	44,333	103	44,500
Local Bank Stock Taxes	150,000	150,000	0	0	2,526	2	150,000
Local Hotel & Motel Taxes	95,000	95,000	7,645	8	54,370	57	75,000
Local Meal Taxes	910,000	910,000	80,910	9	687,622	76	935,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	2,924	7	25,142	63	39,000
Transit Passenger Revenue	5,000	5,000	663	13	4,622	92	5,000
Local Cigarette Tax	160,000	160,000	7,688	5	118,043	74	150,000
Business License Fees/Contractors	3,500	3,500	148	4	4,144	118	4,150
Business License Fees/Retail Services	55,000	55,000	6,698	12	25,617	47	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	1,727	43	3,018	75	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	1,248	296	8,099	88	9,200
Business License Fees/Wholesale Businesses	500	500	113	23	168	34	500
Business License Fees/Utilities	3,400	3,400	0	0	3,000	88	3,500

Town of Altavista
FY 2018 Revenue Report
83% 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	878	80	878	80	1,100
Permits - Sign	1,000	1,000	100	10	900	90	1,000
Fines & Forfeitures - Court	9,000	9,000	1,276	14	14,352	159	14,500
Parking Fines	500	500	40	8	150	30	200
Interest and Interest Income	70,000	70,000	2,634	4	62,886	90	80,000
Rents - Rental of General Property	1,200	1,200	175	15	837	70	1,200
Rents - Pavilion Rentals	3,000	3,000	375	13	2,050	68	3,000
Rents - Booker Building Rentals	4,000	4,000	325	8	3,775	94	4,000
Rents - Rental of Real Property	70,000	70,000	31,847	45	70,873	101	71,000
Property Maintenance Enforcement	0	0	280	0	280	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,600
State DCJS Grant	82,700	82,700	0	0	62,046	75	82,700
State Rental Taxes	1,100	1,100	89	8	816	74	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,534	105	11,500
State/VDOT Contract Services	3,000	3,000	0	0	3,225	108	3,200
VDOT Police Grant for Overtime	0	0	0	0	5,985	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	0	0	8,980	359	9,000
VDOT TEA 21 Grant	48,800	48,800	748	0	20,682	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	3,705	4	38,949	40	97,700
Federal/Byrne Justice Grant	0	0	0	0	2,498	0	2,500
Misc. - Sale of Supplies & Materials	5,000	5,000	0	0	7,452	149	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2018 Revenue Report
83% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	2	1	37	12	200
Miscellaneous	25,000	25,000	69,545	278	250,009	1,000	250,000
Misc / Canoe Launch Project	0	0	0	0	22,500	0	22,500
Reimbursement of Insurance Claim	0	0	0	0	630	0	630
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<u>4,604,800</u>	<u>4,619,800</u>	<u>248,648</u>	<u>5</u>	<u>4,093,231</u>	<u>89</u>	<u>4,957,680</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
83% of Year Lapsed

	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,988,650	7,014,150	451,865	6	5,185,474	74	7,029,050
Debt Service	445,400	445,400	0	0	370,087	0	445,400
CIP	2,795,420	2,859,620	134,853	5	2,027,109	71	2,925,773
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,361,060</u>	<u>10,450,760</u>	<u>586,718</u>	<u>6</u>	<u>7,647,669</u>	<u>73</u>	<u>10,531,813</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
83% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	27,200	27,200	1,945	7	21,153	78	28,500
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	66	0	16,133	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>2,011</u>	<u>3</u>	<u>37,286</u>	<u>60</u>	<u>63,500</u>
Administration							
Operations	804,950	804,950	51,674	6	622,312	77	818,550
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	29,250	76	49,413	128	90,520
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>80,924</u>	<u>10</u>	<u>671,725</u>	<u>80</u>	<u>909,070</u>
Non-Departmental							
Operations	444,040	454,040	37,965	8	360,721	79	454,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>308,550</u>	<u>318,550</u>	<u>37,965</u>	<u>12</u>	<u>295,721</u>	<u>93</u>	<u>318,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>318,550</u>	<u>37,965</u>	<u>12</u>	<u>295,721</u>	<u>93</u>	<u>318,550</u>
Public Safety							
Operations	961,850	961,850	70,321	7	748,332	78	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	34,005	40	124,362	146	99,333
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>104,326</u>	<u>10</u>	<u>872,695</u>	<u>83</u>	<u>1,061,183</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
83% 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	74,807	7	643,103	60	1,080,450
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	711,360	750,360	61,412	8	712,543	95	750,360
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,854,010</u>	<u>136,220</u>	<u>7</u>	<u>1,378,773</u>	<u>74</u>	<u>1,854,010</u>
Economic Development							
Operations	144,550	144,550	483	0	48,729	34	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>483</u>	<u>0</u>	<u>48,729</u>	<u>27</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	7,683	8	78,798	79	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>7,683</u>	<u>5</u>	<u>78,798</u>	<u>48</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,208	8	42,224	76	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>4,208</u>	<u>8</u>	<u>42,224</u>	<u>76</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,493,250	249,086	7	2,500,372	72	3,508,150
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	962,860	1,007,060	124,734	12	902,451	90	1,073,213
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,523,510</u>	<u>373,820</u>	<u>8</u>	<u>3,425,950</u>	<u>76</u>	<u>4,604,563</u>

Town of Altavista
Council / Planning Commission
FY 2018 Expenditure Report
83% 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	17,494	83	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	195	3	3,659	59	7,500
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	66	0	16,133	0	35,000
Total Expenditures	62,200	62,200	2,011	3	37,286	60	63,500

Town of Altavista
Administration
FY 2018 Expenditure Report
83% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	448,150	448,150	30,188	7	365,400	82	453,750
Other Employee Benefits	49,400	49,400	4,768	10	15,165	31	49,400
Services	205,500	205,500	9,938	5	167,078	81	213,500
Other Charges	67,400	67,400	4,988	7	48,909	73	67,400
Materials & Supplies	34,500	34,500	1,792	5	25,760	75	34,500
Capital Outlay	38,500	38,500	29,250	76	49,413	128	90,520
Total Expenditures	843,450	843,450	80,924	10	671,725	80	909,070

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
83% 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	5,000	4	112,064	82	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	103	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	5,000	100	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	100,000	100	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	4,675	25	18,700	100	18,700
Contribution - Altavista On Track (MS)	7,000	12,000	1,250	10	12,000	100	12,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	306,050	316,050	35,925	11	282,798	89	316,050
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	2,040	82	11,243	450	2,500
NON-DEPARTMENT - ND - TOTAL	2,500	2,500	2,040	82	12,923	517	2,500
NON-DEPARTMENTAL - SUBTOTAL	308,550	318,550	37,965	12	295,721	93	318,550
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista
Non-Departmental
FY 2018 Expenditure Report
83% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	135,490	135,490	0	0	65,000	48	135,490
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	444,040	454,040	37,965	8	360,721	79	454,040
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	308,550	318,550	37,965	12	295,721	93	318,550

Town of Altavista
Public Safety
FY 2018 Expenditure Report
83% 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	60,634	7	653,823	78	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	793	8	5,233	50	10,500
Other Charges	43,050	43,050	973	2	40,494	94	43,050
Materials & Supplies	71,200	71,200	7,920	11	48,782	69	71,200
Capital Outlay	80,000	85,200	34,005	40	124,362	146	99,333
Total Expenditures	1,041,850	1,047,050	104,326	10	872,695	83	1,061,183

Town of Altavista
Public Works
FY 2018 Expenditure Report
83% 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	37,218	6	368,931	58	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	1,190	9	8,777	70	12,600
Other Charges	40,000	40,000	2,432	6	31,226	78	40,000
Materials & Supplies	388,900	388,900	33,968	9	234,169	60	388,900
Debt Service	23,200	23,200	0	0	23,127	0	23,200
Capital Outlay	711,360	750,360	61,412	8	712,543	95	750,360
Total Expenditures	1,815,010	1,854,010	136,220	7	1,378,773	74	1,854,010

Town of Altavista
Economic Development
FY 2018 Expenditure Report
83% 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	448	2	13,455	54	25,000
Other Charges	31,300	31,300	35	0	4,857	16	31,300
Materials & Supplies	7,000	7,000	0	0	1,064	15	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
Total Expenditures	178,550	178,550	483	0	48,729	27	178,550

Town of Altavista
Transit System
FY 2018 Expenditure Report
83% 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	5,380	7	59,458	82	72,950
Services	2,100	2,100	135	6	964	46	2,100
Other Charges	3,950	3,950	35	1	2,614	66	3,950
Materials & Supplies	20,800	20,800	2,133	10	15,761	76	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
Total Expenditures	163,800	163,800	7,683	5	78,798	48	163,800

Town of Altavista
FY 2018 Revenue Report
83% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Interest/Interest Income	4,500	4,500	365	8	3,672	82	4,500
Water Charges - Industrial	1,600,000	1,600,000	117,883	7	1,034,732	65	1,600,000
Water Charges - Business/Residential	243,000	243,000	5,960	2	164,513	68	243,000
Water Charges - Outside Community	135,000	135,000	8,007	6	107,756	80	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	106,320	9	910,003	80	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	7,182	3	166,573	72	230,000
Sewer Charges - Outside Community	1,700	1,700	640	38	1,648	97	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	1,000	19	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	18,089	19	140,371	148	140,400
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,172	23	5,262	105	5,300
Misc. Cash Discounts	0	0	0	0	20	0	20
Misc. Sale of Supplies & Materials	0	0	0	0	562	0	500
Miscellaneous	20,000	20,000	2,010	10	28,245	141	28,300
State Fluoride Grant	30,500	30,500	0	0	0	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,219,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,865,910</u>	<u>4,885,910</u>	<u>267,628</u>	<u>5</u>	<u>2,566,904</u>	<u>53</u>	<u>4,920,430</u>

Town of Altavista
Fund Expenditure Totals
FY 2018
83% 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
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,467,800	1,467,800	83,695	6	977,222	67	1,467,800
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	657,270	657,270	8,535	1	718,059	109	657,270
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>92,229</u>	<u>4</u>	<u>2,042,241</u>	<u>80</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	103,872	7	1,037,224	74	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	934,440	1,585	0	293,083	31	934,440
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,338,640</u>	<u>105,457</u>	<u>5</u>	<u>1,330,308</u>	<u>57</u>	<u>2,338,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	187,567	7	2,014,446	70	2,872,000
Debt Service	422,200	422,200	0	0	346,960	0	422,200
CIP	1,571,710	1,591,710	10,120	1	1,011,142	64	1,591,710
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,885,910</u>	<u>197,687</u>	<u>4</u>	<u>3,372,548</u>	<u>69</u>	<u>4,885,910</u>

Town of Altavista
Water Department
FY 2018 Expenditure Report
83% 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	45,835	7	472,116	75	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	1,784	1	108,159	41	264,300
Other Charges	324,050	324,050	14,319	4	213,845	66	324,050
Materials & Supplies	252,950	252,950	21,757	9	183,102	72	252,950
Debt Service	422,200	422,200	0	0	346,960	0	422,200
Capital Outlay	657,270	657,270	8,535	1	718,059	109	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	92,229	4	2,042,241	80	2,547,270

Town of Altavista
Wastewater Department
FY 2018 Expenditure Report
83% 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	52,509	7	580,954	74	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	3,977	5	55,998	74	75,800
Other Charges	343,100	343,100	28,796	8	261,182	76	343,100
Materials & Supplies	199,750	199,750	18,591	9	139,089	70	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	934,440	1,585	0	293,083	31	934,440
Transfer Out	0	0	0		0		0
Total Expenditures	2,318,640	2,338,640	105,457	5	1,330,308	57	2,338,640

Town of Altavista
Fund Expenditure Totals
FY 2018
83% 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	14,170	2	658,312	107	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>14,170</u>	<u>2</u>	<u>771,827</u>	<u>88</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	1,042	3	12,343	38	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>1,042</u>	<u>2</u>	<u>12,343</u>	<u>22</u>	<u>57,400</u>

Town of Altavista
FY 2018 State/Highway Fund
83% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	670,000	670,000	0	0	5,333,375	796	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	2.03	0	8.38	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>877,350</u>	<u>2</u>	<u>0</u>	<u>5,333,383</u>	<u>608</u>	<u>877,350</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,723	4	14,461	30	48,200
Maintenance - Pavement	300,000	315,500	1,652	1	443,217	140	315,500
Maintenance - Traffic Control Devices	56,800	56,800	3,651	6	54,074	95	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	108	0	108	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	2,743	5	38,906	69	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,973	4	48,293	97	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,319	3	59,253	74	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>14,170</u>	<u>2</u>	<u>658,312</u>	<u>107</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>14,170</u>	<u>2</u>	<u>771,827</u>	<u>88</u>	<u>877,350</u>

Town of Altavista
FY 2018 Cemetery Fund
83% 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>
Cemetery Fund - Fund 90							
REVENUE							
Permits/Burials	15,000	15,000	4,250	28	18,596	124	18,600
Interest/Interest Income	9,500	9,500	167	2	7,507	79	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,900	98	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
Cemetery Fund - GRAND TOTAL:	<u>57,400</u>	<u>57,400</u>	<u>4,417</u>	<u>8</u>	<u>30,053</u>	<u>52</u>	<u>61,000</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	405	4	3,654	38	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	702	70	1,000
Benefits/FICA	800	800	30	4	303	38	800
Benefits/VRS	1,200	1,200	50	4	427	36	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	29	2	532	35	1,500
Benefits/Group Life	200	200	6	3	49	24	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	522	3	6,676	37	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>1,042</u>	<u>2</u>	<u>12,343</u>	<u>22</u>	<u>57,400</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,789,610.72

Balance as of April 30, 2018

Non-Specific

Green Hill Cemetery 638,074.77

General Fund Reserves

Capital Improvement Program Reserves

3,580,161.40

Altavista EDA Funding 267,480.05 *

267,480.05

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,017,546.77

PCB Remediation 569,707.59

Highway Fund 916,042.64

Police Federal 2,893.32

Police State 18,566.52

Public Funds Money Market Accounts

9,890,794.39

Operating Checking Account (Reconciled Balance) 888,343.27

DESIGNATED FUNDS 3,301,108.16

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

UNDESIGNATED FUNDS

14,488,502.56

-7,204,264.00

7,284,238.56

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

NOTES:

Earmarked for Final Downtown Map-21 Project

-166,226.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-152,635.00

Funds earmarked for items not completed during prior FY

-947,100.00

Project Funds

-54,788.45

Concept presented at work session for improvements to

-517,500.00

Apprvd 9/22/15

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

Canoe Launch Site

-82,500.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

9/12/2017

Property Main. Enforcement

-5,000.00

9/12/2017

VDOT/Hillcrest Paving

-15,475.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-23,000.00

9/12/2017

Technology Upgrade Police Dept

-4,700.00

10/10/2017

Avoca Improvements to duct work

-10,000.00

1/3/2018

Roberta F. Jenks donation

-216,831.68

1/9/2018

VDOT ROW / Bridge Proj. Easement Payment

-11,300.00

UNDESIGNATED RESERVE FUND BALANCE

4,718,300.43



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8 , 2018

Agenda Item #: | **7c** |

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Avoca's Request for Town Employee Status** |

SUBJECT HIGHLIGHTS

The Town Council reviewed and discussed staff's recommendation in regard to Avoca's request for their two employees to have town employee status at the April Work Session. Following discussion, staff was directed to place this item on the May Regular Meeting Consent Agenda for approval.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Approval of the transition of the Avoca positions (Executive Director and Events Coordinator) into the Town's Classification and Compensation Program with Town staff being authorized to make the necessary changes/adjustments, as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **Previous Town Council agenda documents**

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 10 , 2018

Agenda Item #: | 9e |

Attachment(s) #: | 7 |

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

Subject Title: | AVOCA's Request for consideration of town employee status |

SUBJECT HIGHLIGHTS

At the February 27, 2018 Town Council Work Session a letter from the Avoca Board was presented to Council in regard to consideration of the museum's employees becoming town employees. Staff was directed to work with the Avoca representatives and bring back the information to Council.

Following the review and consultation with the Avoca representatives, staff has received the attached letter expressing the Avoca Board's interest in transitioning the employees to the town. Based on the analysis, the funds that have been provided to Avoca over the past several years to offset benefit cost would be used by the Town for the employee's cost and Avoca would compensate the Town for any expenses associated with this change above and beyond that amount. There has been discussion about whether the funds in the Town's budget for repair and maintenance would be kept by the town to offset the additional expense or whether Avoca would just reimburse the town for the employee expenses beyond the Town's current contribution for employee benefits to Avoca. Consent from Council is sought to allow staff and the Avoca Board to agree on how the funding mechanism would work.

The Executive Director would be a Grade 16 and the Events Coordinator would be a Grade 11 in the Town's Classification Plan. Based on the Avoca Board's endorsement of the analysis, staff would recommend proceeding with the transition with an effective date of July 1, 2018. There would be no financial impact to the Town's budget.

Action(s) requested or suggested motion(s): Approve the transition of the Avoca positions (Executive Director and Events Coordinator) into the Town's Classification and Compensation Program with Town staff being authorized to make the necessary changes/adjustments, as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **Correspondence from AVOCA Board**

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*

March 29, 2018

Mr. Waverly Coggsdale III, Mgr.,
Town of Altavista
510 Seventh Street
Altavista, Va. 24517

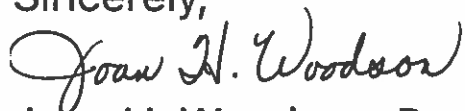
Dear Mr. Coggsdale,

The Board of Directors of "Avoca Museum and Historical Society" met on Thurs., March 29, and unanimously voted acceptance of the Town of Altavista's analysis for accepting the positions of Michael Hudson, Exec. Dir. and Theresa Boyse, Events Coordinator, as employees of the town of Altavista effective July 1, 2018.

If the "Altavista Town Council" approves this change, it is understood upon any personnel changes in the future, the same would apply.

We greatly appreciate your time and willingness to consider our request.

Sincerely,

A handwritten signature in cursive script that reads "Joan H. Woodson".

Joan H. Woodson, Pres.,

Board of Directors

Avoca Museum and Historical Society



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: February 27, 2018

Agenda Item #: | 5f |

Attachment #: | 7 |

Agenda Placement: | Items for Discussion |

Subject Title: | AVOCA Board of Director's Request – Position Status |

SUBJECT HIGHLIGHTS

Attached is 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. As noted the primary reason for this consideration is for health insurance coverage. At this time, the town is only being asked to conduct an analysis of the request's feasibility.

Staff is seeking a consensus from Town Council 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.

Council Discussion/Staff recommendation, if applicable: Staff seeks consensus from Council on their interest in having staff conduct the financial analysis for the Avoca Board in regard to their Executive Director position.

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

Based on Council's discussion.

Exhibits

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

List them in the order they should appear in packet: **Letter from Avoca Museum Board President**



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

Agenda Item #: | **7d** |

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **ACTS Drug Policy Amendment** |

SUBJECT HIGHLIGHTS

The Town Council reviewed and discussed staff's recommendation in regard to amendment of the ACTS Drug/Alcohol Testing policy. This makes it in compliance with the FTA and keeps the Town eligible for funding. Following discussion, staff was directed to place this item on the May Regular Meeting Consent Agenda for approval.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Approval of the amendment to the ACTS Drug/Alcohol Testing policy as outlined.

Staff Review Record

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

List them in the order they should appear in packet? **Previous Town Council agenda documents**

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: April 24, 2018

Agenda Item #: | 5g |

Attachment #: | 8 |

Agenda Placement: | Items for Discussion |

Subject Title: | ACTS Alcohol & Drug Policy Amendment |

SUBJECT HIGHLIGHTS

Attached is correspondence regarding staff's conversation with the Department of Rail & Public Transportation (DRPT) relative to required updating of the Alcohol & Drug policy that applies to the Altavista Community Transit System (ACTS). As you know, ACTS is funded by the Federal Transit Administration, through DRPT, and these changes are required to remain eligible for said funding.

Council Discussion/Staff recommendation, if applicable: Adoption of the Resolution regarding amendment of the ACTS Alcohol & Drug Policy.

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

Exhibits

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

List them in the order they should appear in packet: **Staff memo; Resolution; Drug & Alcohol Policy Update**



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager **DW**

Date: April 5, 2018

Re: ACTS Drug Testing Policy

Attached is a copy of the drug testing policy that the Department of Rail and Public Transportation (DRPT) is requiring all recipients to adopt. The Federal Transit Administration oversees the Federal funds that flow through the DRPT to the Town. This policy is not unlike the ones Town Council adopted in 2010 and 2014, however, this updated version has been approved by DRPT and contains the required FTA updates.

I have been advised by Steve Hennessee, with DRPT, that Council needs to approve/adopt the updated version of the policy and then provide a signed copy of the resolution back to DRPT. The new policy, once adopted would go into effect on July 1, 2018.



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

Resolution Adopting the Alcohol & Drug Policy for the Altavista Community Transit System (ACTS)

BE IT RESOLVED by the Town Council of the Town of Altavista that the Council adopts the Alcohol & Drug Policy for ACTS, which is mandated by the Federal Transit Administration (FTA). The policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended.

BE IT FURTHER RESOLVED that all covered employees required to submit to drug and alcohol tests as a condition of employment will be completed in accordance with 49 CFR Part 655.

BE IT FURTHER RESOLVED that DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

The undersigned duly qualified and acting Mayor of the Town of Altavista certifies that the Alcohol & Drug Policy for ACTS was voted on by Altavista Town Council and will go into effect on July 1, 2018.

Adopted at a legally convened meeting of the Town Council of the Town of Altavista held on this ____ day of _____, 2018.

Michael Mattox, Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

Town of Altavista [ACTS]

Drug and Alcohol Policy

Effective as of July 1, 2018

Adopted by: _____

Date Adopted: [dd/mm/yyyy]

Last Revised: [dd/mm/yyyy]

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1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Town of Altavista's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Town of Altavista, ACTS, employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Assistant Town/Transit Manager no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Town of Altavista policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and **terminated from employment.**

5. Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Town of Altavista has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Town of Altavista using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Town of Altavista using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least 2 hours before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Town of Altavista will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Town of Altavista guarantees that the split specimen test will be conducted in a timely fashion. The Town of Altavista will pay to have the split specimen tested, however, if it also tests positive the Town will require the employee to reimburse the cost of the test.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Town of Altavista.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Town of Altavista for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Town of Altavista's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Assistant Town/Transit Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Assistant Town/Transit Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Town of Altavista's anti-drug and alcohol misuse program, contact, Dan Witt, Assistant Town/Transit Manager.

Attachment A: Covered Positions

Assistant Town Manager/Transit Manager (1)

All Part-time bus drivers (4-5)

Senior Mechanic (1)

Mechanic (1)



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

Agenda Item #: | **7e** |

Attachment #: | **2e** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Region 2000 Local Government Council Appointment** |

SUBJECT HIGHLIGHTS

During recent budget discussions, Mayor Mattox indicated that he would like to allow another council member an opportunity to serve on the Region 2000 Local Government Council (LGC). The LGC generally meets monthly at their office in the Bank of the James building in downtown Lynchburg. Generally, an elected official and the local government manager represent each locality on the LGC. Vice Mayor Dalton indicated that she would be willing to serve a one year term which begins in July.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Appoint Vice-Mayor Beverley Dalton as the Town's elected representative on the Region 2000 Local Government Council.

Staff Review Record

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

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

Agenda Item #: | **7f** |

Attachment #: | **2f** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Ratification of purchase of property from Norfolk & Southern Railroad** |

SUBJECT HIGHLIGHTS

At your September 12, 2017 Regular Meeting during Closed Session, you directed staff to negotiate with Norfolk & Southern Railroad in regard to the property between the Staunton River Memorial Library and the Train Station. This property has previously been leased by the Town from the railroad for use as a parking lot; during the latest lease discussions the option of purchasing the property was discussed. A price of \$32,500 was agreed to and the Town paid a 10% earnest deposit previously. N&S had to work through their process of accepting the Town's offer, which it did, and then schedule a closing. The Town has issued a check in the remaining amount of \$29,250 to complete the transaction. At this time, Council needs to ratify this action based on their past direction to staff.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Ratification of the final payment to Norfolk & Southern Railway Company to complete the purchase of the property (as identified).

Staff Review Record

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

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

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

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

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

Agenda Item #: | **7g** |

Attachment #: | **2g** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **First Baptist Church – Street Closure Request** |

SUBJECT HIGHLIGHTS

Per the attached staff memo, First Baptist Church is requesting that 10th Street between Bedford Avenue and Commonwealth Alley be closed on June 10th – 13th during the hours of their Vacation Bible School. This request has been made and granted the past several years.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Approval of the request of First Baptist Church for closure of 10th Street between Bedford Avenue and Commonwealth Alley (June 10th – 13th) for their VBS, as outlined.

Staff Review Record

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

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

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

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

Town Manager initials and /or comments: *JWC*



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager

Date: May 3, 2018

Re: First Baptist Church Bible School

A request from First Baptist Church was received on May 3rd requesting permission to close 10th Street between Bedford Avenue and Commonwealth Alley on the evenings of June 10th -13th. The church has been doing this for several years and each year Council has approved their request. They ask that town staff deliver the barricades on Friday, June 8, and church staff will set up the barricades at 5:30 p.m. each evening and take them down at 8:30 p.m., Sunday through Wednesday.

Please advise once a decision has been made and I will communicate it to the church.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

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

Attachment #: | **3** |

Agenda Placement: | **Public Hearings** |

Subject Title: | **Hearing #1: FY2019 Budget and Capital Improvement Plan** |

| **Hearing #2: Text Amendments to Ordinances related to fee/service charges** |

SUBJECT HIGHLIGHTS

Tonight Council will conduct two public hearings.

Hearing #1 – FY2019 Budget and Capital Improvement Plan

Tonight will be an opportunity for the public to comment on the Proposed FY2019 Budget and Proposed FY2019-2023 Capital Improvement Program (CIP). Following tonight's public hearing, Town Council will have an opportunity to consider the comments before final adoption of the budget. Should Council have items that they need to discuss, the May 22nd Town Council Work Session can be utilized for that purpose. Staff will be seeking adoption of the Budget and CIP at the Regular Meeting of Town Council on June 12, 2018.

Based on past discussion by Town Council, the total advertised budget overview is:

REVENUE

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

EXPENDITURES

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



Town of Altavista, Virginia Regular Meeting Agenda Form

There are no proposed tax increases in the budget; however the budget does include proposed utility rate increases of 8% (water) and 4% (sewer), as well as a \$6.50 monthly base rate fee with a meter capacity multiplier. The rate increase, utilizing the proposed revenue projections, would have an effective date of December 1, 2018. In addition utility connection and availability fees are proposed to increase.

To balance the budget, the Enterprise Fund requires a “transfer in” of \$1,224,860 from the Enterprise Fund Reserves and Enterprise CIP Reserves.

The Capital Improvement Program (CIP) for FY2019 – FY 2023 totals \$23,617,500; the FY2019 Capital Improvement Program items/projects represent \$1,916,850 of the total and is included in the Proposed FY2019 Budget.

Following the Public Hearing, Council may direct staff to make changes to the Budget and/or CIP or refer discussion to the May Town Council Work Session, if either is warranted.

Hearing #2 Text Amendments to Ordinances related to Fee; Rates; Charges

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

NO MOTIONS WILL BE NEEDED AT THIS TIME IN REGARD TO ADOPTION OF THE FY2019 BUDGET; THE FY2019 – 2023 CAPITAL IMPROVEMENT PROGRAM (CIP) OR THE TEXT AMENDMENTS. OFFICIAL ADOPTION OF THE BUDGET IS SCHEDULED FOR COUNCIL’S REGULAR MEETING ON TUESDAY, JUNE 12, 2018.

Staff recommendation, if applicable: Provide any direction to staff in regard to the budget and/or the text amendments to the ordinances.

Action(s) requested or suggested motion(s): None at this time.

Staff Review Record

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

List them in the order they should appear in packet? **FY2019 Draft Budget Revenue & Expenditure; Budget Overview; Text Amendments to Ordinances; Text Amendments to Ordinances**

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

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

Town Manager initials and /or comments: *JWC*



TOWN OF ALTAVISTA FY 2019 PROPOSED BUDGET

ESTIMATED REVENUE

General Fund

Real Estate Tax	221,200
Public Service Corporation Taxes	95,500
Personal Property Taxes	330,150
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	189,200
Charges for Service	9,100
Donations, Receipts and Transfers	100
Intergovernmental	255,800

General Fund Total: **\$4,539,200**

Enterprise Fund (Water & Sewer)

Water and Sewer Charges	3,311,840
Interest	4,400
Connection Fees	2,000
Miscellaneous, Grants & Transfers	1,070,210
CIP Reserves	185,000

Enterprise Fund Total: **\$4,573,450**

Highway Maintenance Fund **\$761,130**

Cemetery Fund **\$29,000**

REVENUE GRAND TOTAL: **\$9,902,780**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	36,600
Administrative Department	862,300
Police Department	1,190,800

Public Works	1,229,680
Street & Highway Maintenance	761,130
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
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	339,850
Total Proposed Operating Expenses	\$9,902,780

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	607,180
Wastewater Treatment Plant Equipment	782,320
Public Works Department Equipment	158,000
State Highway Funding	140,100
Police Department Equipment	185,000
Council	8,000
Administration Department Equipment	32,500
Transit Department	3,000
Cemetery	750
Total Proposed Capital Outlay	\$1,916,850
FY2019 – 2023 Expenditures	\$23,617,500



2019 PROPOSED BUDGET OVERVIEW

Total Expenditures:	\$9,902,780 (Includes transfers to GF Reserves of \$404,850; \$339,850 is surplus)
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Total Revenue:	\$8,616,790
Transfers:	\$1,285,990 (\$61,130 – Highway; \$1,224,860 – 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 - \$2.35 per 1,000 gallons Industrial - \$2.31 per 1,000 gallons Town of Hurt - \$3.53 per 1,000 gallons Outside of Town - \$4.70 per 1,000 gallons
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Sewer:	Business & Residential - \$3.19 per 1,000 gallons Industrial - \$3.27 per 1,000 gallons Town of Hurt - \$3.19 per 1,000 gallons
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Utility Base Rate:	\$6.50 per month x Capacity Factor of Meter Size
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Connection and Supply Charges:

Water Connection:	\$1,500 x Capacity Factor of Meter Size
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Sewer Connection:	\$2,000 x Capacity Factor of Meter Size
--------------------------	---

Water Availability:	\$0
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Sewer Availability:	\$600 x Capacity Factor of Meter Size
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Capacity Factor:	5/8"	\$ 1.00
	¾"	\$ 1.50
	1"	\$ 2.50
	1 ½"	\$ 5.00
	2"	\$ 8.00
	2 ½"	\$ 11.00
	3"	\$ 15.00
	4"	\$ 25.00
	6"	\$ 50.00
	8"	\$ 80.00
	10"	\$115.00

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
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



Date: March 29, 2018
 To: J. Waverly Coggsdale, III
 From: Tobie Shelton

Subject: Changes to FY 2019 Proposed Budget

Below are changes that have been made to the FY 2019 Proposed Budget and Capital Improvements Plan as a result of discussions held at Council Work Sessions.

	<u>Description of Change</u>	<u>Change to FY 19 Budget</u>
GENERAL FUND		
	Increased Real Estate Tax Revenue	\$ 7,000.00
	Increased Personal Property Tax Revenue	\$ 20,000.00
	Reduced Rental of Property Revenue for waiving Altavista Band Booster's monthly fee	\$ (1,500.00)
	Removed portable radio from CIP; items are being ordered in FY 2018 (Police)	\$ 7,500.00
	Removed Investigator position (Police)	\$ 69,750.00
	Reduced CIP item, Phase I of Police Department Renovations (Police)	\$ 30,000.00
	Extended the funding for a new Street Sweeper two additional years (Public Works)	\$ 12,500.00
	Removed funding of Asphalt Roller from CIP (Public Works)	\$ 6,750.00
	Removed funding of Motor Grader from CIP (Public Works)	\$ 12,500.00
	Added funding for Equipment Rental for items such as Asphalt Roller and Motor Grader	\$ (4,520.00)
	TOTAL	\$ 159,980.00

	<u>Description of Change</u>	<u>Amount</u>
ENTERPRISE FUND		
	Increased Water Industrial Revenue due to 8% rate increase	\$ 56,000.00
	Increased Water Business & Residential Revenue due to 8% rate increase	\$ 9,800.00
	Increased Water Outside Revenue due to 8% rate increase	\$ 5,400.00
	Increased Sewer Industrial Revenue due to 4% rate increase	\$ 26,400.00
	Increased Sewer Business & Residential Revenue due to 4% rate increase	\$ 4,600.00
	Increased Sewer Outside Revenue due to 4% rate increase	\$ 40.00
	Added a new revenue for charge for service; Utility Base Rate Fee for Monthly Accounts	\$ 27,230.00
	Added a new revenue for charge for service; Utility Base Rate Fee for Quarterly Accounts	\$ 75,670.00
	TOTAL	\$ 205,140.00

	<u>Description of Change</u>	<u>Amount</u>
HIGHWAY FUND		
	Extended the funding for a new Street Sweeper two additional years (Public Works)	\$ 12,500.00
	Removed funding of Asphalt Roller from CIP (Public Works)	\$ 6,750.00
	Removed funding of Motor Grader from CIP (Public Works)	\$ 12,500.00
	Added funding for Equipment Rental for items such as Asphalt Roller and Motor Grader	\$ (4,530.00)
	TOTAL	\$ 27,220.00

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

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

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

Sec. 78-81. Fees.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

quarter.

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

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

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

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

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

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

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

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

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

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

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

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 8, 2018

Agenda Item #: | **9a** |

Attachment #: | **4** |

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

Subject Title: | Project Funding Discussion |

SUBJECT HIGHLIGHTS

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

Tonight's discussion will lay the guiding principles that Council would like to see in regard to funding options that staff can provide as we move forward. While we do not anticipate to answer all the questions this evening, Council's input will inform staff of the "do's and don'ts" of revenue/funding options. Funding options may include annual revenues, reserve funds, and grants. Once staff receives this input, they will work on developing alternatives for Council's consideration at a future Work Session.

Staff recommendation, if applicable: No Action, Discussion Purposes Only

Action(s) requested or suggested motion(s): None at this time.

Staff Review Record

Are there exhibits for this agenda item? **None**

List them in the order they should appear in packet? **None**

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*

Manager's Report for May 8, 2018 Council Meeting



Staunton River RIFA

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

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Charlotte Avenue Drainage Project

This project has been substantially completed.

Rt. 43 Gateway Project (Streetscape/Utilities)

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

Altavista Park and Trails (APT) Master Planning

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

Dalton's Landing Canoe Launch Project Update

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

VDOT Rt. 29 Bridge Replacement Project Update

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

**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
Jan-18	\$12,056
Feb-18	\$13,653

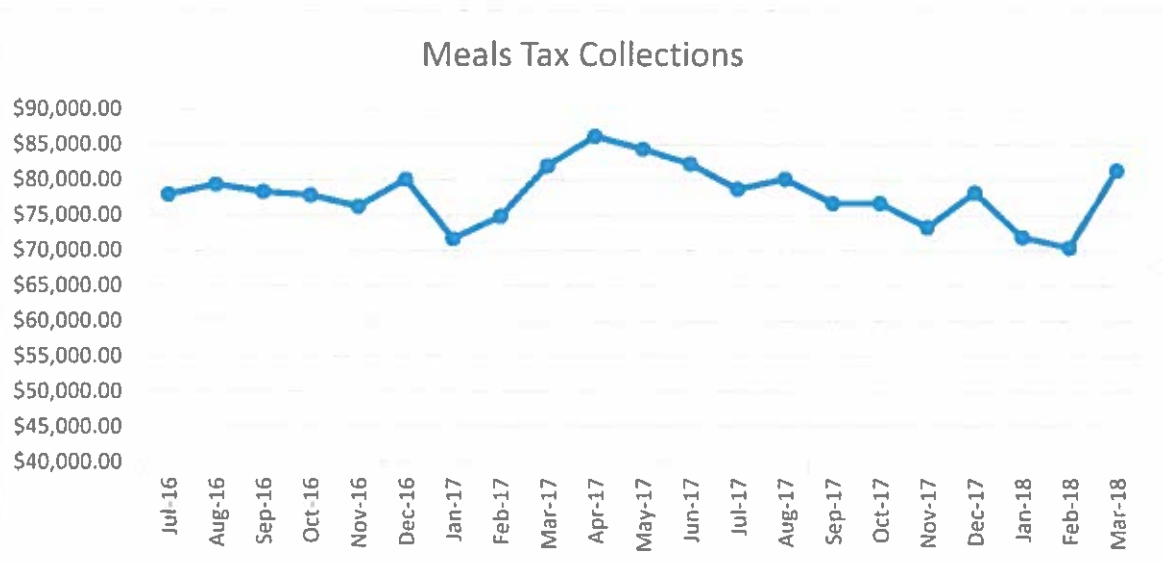
<u>MTD TOTAL (FY)</u>	
FY2017	\$108,803
FY2018	\$111,525
+/-	\$2,722

Local Sales Tax Receipt



**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>		
Jul-16	\$77,934.00		
Aug-16	\$79,415.00		
Sep-16	\$78,369.00		
Oct-16	\$77,843.00		
Nov-16	\$76,293.74		
Dec-16	\$80,126.95		
Jan-17	\$71,669.47		
Feb-17	\$74,876.88		
Mar-17	\$82,040.84		
Apr-17	\$86,217.44	FY2017	\$698,568.88
May-17	\$84,409.32	FY2018	\$687,621.61
Jun-17	\$82,323.07	+/-	-\$10,947.27
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		
Feb-18	\$70,420.81		
Mar-18	\$81,369.00		



ALTAVISTA POLICE DEPARTMENT MONTHLY REPORT (2018)

	January	February	March	April	Year to Date
Criminal Arrests "Felony"	14	4	1	4	23
Criminal Arrests "Misdemeanors"	27	16	12	12	67
Warrant Executed	28	17	16	6	67
Uniform Traffic Summons Issued	26	26	41	32	125
# of Traffic Stops	119	148	159	74	500
BOLO's (Be On Look Out)	8	8	10	4	30
DUI (Driving Under Influence)	5	2	1	0	8
IBR (Incident Based Report)	40	29	36	28	133
MVA (Motor Vehicle Accident)	8	2	3	1	14
Assist Motorist	22	13	13	12	60
Calls for Service	419	354	378	399	1550
Investigation Hours	71	52	47	46.5	216.5
Alarm Responses	28	10	23	14	75
ECO/TDO ¹	2	2	3	0	7
ECO/TDO Hours	10.5	7.5	7	0	25
Training Hours	46.5	65	1	91.5	204
School Checks	60	42	50	54	206
Court Hours	38	22.25	34.5	19.25	114
Community Events	3	3.25	4	9	19.25
Special Assignment Hours	27	1	0	0	28
# Hours/Directed Patrol	552.5	481	589	459.5	2082
Bike Patrol Hours					0
Citizen Contacts	3383	3312	3730	3437	13862
Business/Residence Check "Foot Patrols"	576	590	698	733	2597
Follow Ups	55	55	67	72	249
Rt. 29 Patrol Hours				7	7
Rt. 29 Tickets				1	1

¹ ECO/TDO - Emergency Custody Order/Temporary Detention Order

Monthly Staff Report Water Plant

DATE: 5/1/2018
 TO: Town Manager
 FROM: Tom Fore
 DEPARTMENT: Water Treatment Plant
 MONTH: April

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged	<u>16.62</u>	Hours per day	
which yielded approximately	<u>1,955,479</u>	gallons of water per day.	
Snow/Rainfall for the month	<u>6.33</u>	was measured at the water treatment plant.	
Average Hours per day (week days)	<u>17.6</u>	hrs	
Average Hours per day (weekends)	<u>14.1</u>	hrs	
Average produced (week days)	<u>2,151,905</u>	gallons per day	
Average produced (weekends)	<u>1,735,556</u>	gallons per day	
Total Raw Water Pumped:	<u>60.81</u>	million gallons	
Total Drinking Water Produced:	<u>58.66</u>	million gallons	
Average Daily Production: (drinking)	<u>1,904,964</u>	gallons per day	
Average percent of Production Capacity:	<u>63.50</u>	%	
Plant Process Water:	<u>1,900,755</u>	(finished water used by the plant)	
Bulk Water Sold @ WTP:	<u>9,100</u>	gallons	Water lost due to leaks <u>13,000,000</u>
Flushing of Hydrants/Tanks/FD use/Town Use	<u>22,200</u>	gallons	McMinnis leak fixed on air relief valve
McMinnis Spring			
Total Water Pumped:	<u>6.766</u>	million gallons	average hours per day <u>12.6</u>
Average Daily Produced:	<u>241,642</u>	gallons per day	Rain at MC <u>6.45</u>
Reynolds Spring			
Total Water Pumped:	<u>5.278</u>	million gallons	average hours per day <u>10.2</u>
Average Daily Produced:	<u>195,482</u>	gallons per day	Rain at RE <u>6.20</u>
Purchased Water from CCUSA	<u>2,261,204</u>	gallons	
Sold to Hurt	<u>2,549,100</u>	gallons	
Industrial Use	<u>54,250,565</u>	gallons	

Comments: Water Plant Activities & CIP Projects:

Yearly Elevator inspection completed
 Quarterly calibration of all HACH equipment completed
 All samples collected for VDH compliance
 Cleaned Basin #1 and #2
 Crush and run spread onto areas needed at water plant for tractor trailer deliveries
 Nathan Farmer aquired his Class 4 license
 Plant tour with Abbott Representatives and Turner
 Relocated DelpPac pump to 2nd floor with new pumps
 Completed Inspection of completion on Fluoride grant

Utilities Distribution and Collection

of Service Connections 0

of Service Taps 0

of Meters Read 98 Monthly

of Meters Tested 0

of Loads of Sludge to Landfill 24

of Location Marks made for Miss Utility 45

of Meters Replaced 8

of Water Lines Repaired 3

Locations:

813 13th Street

65 Gibson Road

McMinnis Spring Water Line

of Sewer Lines Unstopped 2

Locations:

1605 Melinda Dr.

N&W Rail Road Station

Push Camera Footage 50

Sewer (Root Cutting) Main 1,104

Sewer Video Footage 2,434

Sewer Video Manholes 13

Sewer Main Cleaned 775

Sewer Main Cleaned Maholes 10

Sewer Right of Way Clearing Footage 1,200

Sewer Service (Root Cutting) 50

Water Turn Ons and Offs 34

Of Hydrants Flushed 52

Other Utilities Distribution and Collection Activities & CIP Projects:

Replaced Check Valve for Tank Altitude valve at Bedford Ave. Pump Station

Programmed Auto Flush Valve Bedford Ave.

Widen Road at WWTP

Widen Road at WTP

Install Mixer Motor

Work on Abbott meter continues

WasteWater Monthly Report

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

Average Daily Flow 2.07 MGD

TSS Reduction 97 %

BOD Reduction 97 %

VPDES Violations 0

Sludge (Regional Land Fill) 252 tons

Rain Total 6.14 Inches Snow Total Inches

Other Wastewater Activities and CIP Projects:

Annual Meter Calibration 4/19/18 by ABB
UV Maintenance and repair
Repaired piping for NPW system intake.
Polymer tank and Polyblend repair
Annual TCLP Sludge sampling conducted
Meeting with Abbott Labs concerning FAIP
Advertised for open operator positions
Resampled Schrader-Bridgeport for Zn compliance

Public Works Monthly Report
Monthly Staff Report: Buildings & Grounds

Date: 5/2/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Building and Grounds
MONTH: April 2018

# Burials	4
# of Cremations	0
# of Labor Hours for Green Hill Cemetary	42.25
# of Curbside Brush Stops	132
# of Brush Loads	10
# of Curbside Bulk Stops	77
# of Bulk Tonnage	16.18
Solid Waste Total Tonnage	81.79
# of Labor Hours to Maintain Buildings	119.75
# of Labor Hours to Maintain Parks	271.25
# of Acres Mowed	93.10

Other Public Works Activities and CIP Projects:

Repainted Water Fountain

Started Irrigation Systems at Town Hall, Avoca and War Memorial Ball Field

Removed Weeds and Raked Ball Field at English Park

Public Works Monthly Report
Monthly Staff Report: Streets

Date: 5/2/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Streets
MONTH: April 2018

# of Lane Miles Mowed	44.59
# of Litter Bags Collected	11
# of Weed Control Gallons Applied	0
# of Swept Lane Miles	70
# of Weekend Trucks	4
# of Total Tonnage for Weekend Trucks	6.13
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	482
<u>Asphalt Totals:</u>	0

Other Streets Activities and CIP Projects:

Installed Dirt on T-Ball Field at YMCA
Wash Out on Pittsylvania Ave.
Relay For Life
Replaced Signs at Broad St. and 7th St.
Milling and Repaved Charlotte Ave
Repainted Charlotte Ave. Parking Area and Stop Bars

Public Works Monthly Report
Monthly Staff Report: Fleet Maintenance

Date: 5/2/2018
TO: Town Manager
FROM: David Garrett
DEPARTMENT: Fleet Maintenance
MONTH: April 2018

# of State Inspection	1
# of Preventive Maintenance Work Orders	26
# of Emergency Repair Work Orders	7

Other Fleet Maintenance Activities and CIP Projects:

Monthly Report to Council

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

1. Zoning/Code Related Matters: April 2018

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
2-Apr	16-18	Trent Poteat, Danville VA	Internal Renovations, 105 Clarion Rd, New Business
4-Apr	17-18	Cascio & Sons Const. Madison Heights VA	Addition above the garage at 1912 Tabby Lane
4-Apr	18-18	Calvin Watson	Construct new building at 1212 Main St. - new business
5-Apr	19-18	Robert Pate, 306 13th Street	Keeping of Chickens
13-Apr	20-18	Charity & Terry Lambert, 611 7th St.	Internet Retail Business at this location
24-Apr	21-18	Wendy Simpson, 1004 Bedford Avenue	Replace front stoop and back deck on the house

- Multiple grass notices went out along with nuisance notices to 3 locations.
- Staff sent out 11 notices after identifying dumpster enclosures that are in need of repair, per direction from town council.
- Worked with a resident who has complained about a nuisance cat issue on 7th Street.
- Notice sent to Altavista Appliance regarding the removal of the sign from their former business location. The sign has been removed.
- Two permits submitted to VDOT for Relay for Life and Uncle Billy's Day banners on Main Street.

2. Site Plans Reviewed and/or Approved: Reviewed site plans for expansion of Graham Packaging.

3. Planning Commission (PC) Related:

- No April meeting.

4. AOT Related

- Nothing noted.

5. ACTS Related

- Validated daily ridership and revenue for bus system (April) - see bus report.
- Reimbursements submitted for March operations.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- New DRPT drug testing policy sent to Council and will be on Consent Agenda.
- New bus stop signs delivered and Jeff will replace the ones needing it.
- New bus will have graphics put on May 17th and go into operations after that.
- Drafted memo to extend ACTS service $\frac{3}{4}$ mile off route to out of town locations. Council approved the request.

6. **Projects and Administrative Related:**

- Updated GIC- but unable to download to the channel. Working with technician to repair.
- Certified March bank statements.
- Reviewed quotes from 3 carriers for cell phone service, US Cellular, Verizon and Sprint and determined Sprint was the best carrier to meet the Town's needs. Entered into a two year contract with new phones included for free.
- The Verizon lease contract was discussed at work session. Mr. Eller directed to work on 2 5-year extensions.
- Attended VRS training for those persons within 5 years of potential retirement.

- **Route 43 Streetscape and Utility Project**

- H&P is working to implement VDOT suggestions into the design.
- There may be a need to purchase r/w for the crosswalk on Route 43 at 7th. H&P is working with VDOT on this design. VDOT is requiring r/w purchase for the two crosswalks.
- The Town's TAP grant has been recommended for full funding to the Transportation Board in June. Staff should know shortly thereafter if awarded.

- **Canoe Launch Site**

- Staff has been advised that the RTP grant has been sent to the leadership team for approval with an eventual grant cycle to follow. No specific date was given at the time of this report.
- The bid package is completed and provided to staff. Approved the next to final bill from G&N.

- **Personnel Policy Manual**

- Staff is very close to finalizing a draft for the personnel policy manual.

- **VDOT Main Street Bridge Replacement**

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

- **Parks and Trails Master Plan**

- LPDA has delivered the completed plan to staff, which will be provided to Town Council. Five projects have been placed on the FY2019 CIP and staff is in discussion for implementation of the projects.

ACTS RIDER TALLY

April 2018 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
2-Apr	24	4	3	9		40	40	\$ 12.00	154	154
3-Apr	58	9	10	13	2	92	132	\$ 29.00	158	312
4-Apr	37	11	4	9		61	193	\$ 18.45	160	472
5-Apr	38		10	7		55	248	\$ 19.00	159	631
6-Apr	44	7	8	8	1	68	316	\$ 22.00	158	789
7-Apr	13	4	3	5	1	26	342	\$ 6.50	77	866
9-Apr	39	16	9	6	6	76	418	\$ 19.55	160	1026
10-Apr	25	5	9	14		53	471	\$ 12.50	160	1186
11-Apr	31	5	9	14	3	62	533	\$ 15.50	160	1346
12-Apr	38		8	6		52	585	\$ 19.00	160	1506
13-Apr	37	18	8	8	6	77	662	\$ 18.50	159	1665
14-Apr	33	2	3	7		45	707	\$ 16.50	78	1743
16-Apr	42	3	8	5	2	60	767	\$ 21.00	159	1902
17-Apr	22	4	5	8	2	41	808	\$ 11.00	160	2062
18-Apr	47	4	6	4	2	63	871	\$ 23.50	163	2225
19-Apr	27	4	5	12		48	919	\$ 13.50	160	2385
20-Apr	36	15	6	9	4	70	989	\$ 18.00	162	2547
21-Apr	22	5	4	5	2	38	1027	\$ 11.00	79	2626
23-Apr	36	23	9	8	8	84	1111	\$ 18.00	161	2787
24-Apr	24	1	6	6		37	1148	\$ 12.00	162	2949
25-Apr	25	3	5	8		41	1189	\$ 12.50	160	3109
26-Apr	19	2	7	7	1	36	1225	\$ 9.50	160	3269
27-Apr	33	16	5	9	4	67	1292	\$ 16.50	161	3430
28-Apr	23	1	1	6		31	1323	\$ 11.50	80	3510
30-Apr	39	14	7	8	6	74	1397	\$ 19.50	160	3670
230 Hours	<u>Total Riders to date:</u> 15,468							\$ 198.50		
	<u>Total Revenue to Date</u> \$ 4,563.56					<u>Total Month Revenue</u>		\$ 604.50		
	Days Run-	23	Average daily riders		60.7					
	<u>Total days run</u>	247.5				Average riders YTD		62.5	<u>TOTAL MILES</u>	30,232

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	1,403	1,397			15,418

March Town Social Media & Website Management

Facebook & Social Media

- Page likes increased from 417 to 448
- Total page reach for the month – 6,535
- Highest viewed post was about the five job opportunities available, which reached 4,500 people, and was shared 49 times.
- Other highly viewed posts include News & Advance article on the splash park, Public Works replacing Broad Street signs, Utility staff flushing fire hydrants, PSA Announcement on items not to flush, and tennis court discussions.
- Town Instagram page has 176 followers

Town Website

- Updated the listed jobs on the website
- Uploaded the April Agenda and April Work Session Agenda
- Uploaded March Regular Meeting and Work Session Meeting minutes
- Uploaded Notice of Public Hearings
- Uploaded new Parks and Trails updates

Other Promotions

- Assisted Assistant Town Manager in obtaining canoeing photo to go on the bus wrap
- Assisted Town Council with Bedford Tennis Court Facebook survey
- Attended Town Council Regular Meeting and Work Session.

Main Street Coordinator April Monthly Report



Meetings and Conferences

- Attended business owners meeting April 9th
- Attended Department meeting
- Met with Katie Conner from the Virginia Tourism Corp. to update her on Altavista happenings and tourism marketing opportunities.
- Co-hosted Lunch to Learn event on “Marketing with a Purpose” with the Altavista Chamber of Commerce.

Business Updates

- Mitchell’s Salon on 7th and Skjald Meadworks will be closing late summer/early fall to move to Charlottesville. Main Street Coordinator has been in communication with the property owner and has reached out to several possible businesses who may be interested in the space.
- Met with prospect business owner interested in opening a coffee shop.

AOT

- Held AOT monthly board meeting, April 12th
- Held AOT Promotions Committee meeting April 10th to discuss first food truck event on May 11th
- Held Design Committee meeting April 10th to discuss LOVE sign designs
- Advertised Uncle Billy’s Day Classic Car Show
- Released RFP for Children’s Museum Feasibility Study
- Met with downtown businesses to notify them on the May 11th food truck event, and advertised event on social media and website
- AOT marketing committee has purchased a 6 month lease for a billboard on Highway 29 which will run from July-Dec. The ad will feature businesses, dining, and recreation opportunities to attract customers and visitors. In October, the Ad will change to a Christmas shopping theme.
- Worked with AOT marketing committee to create an updated “How to start your business in Altavista guide” to help promote Altavista entrepreneurship
- Working with Sarah Johnson from Campbell County to plan ‘Artisan Trail information session’

May 2018						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 100 Mile Yard Sale	4 100 Mile Yard Sale	5 100 Mile Yard Sale First Saturday @ Trade Lot Band Booster's Classic Car Cruise In @ Trade Lot
6	7	8 Town Council Regular Meeting 7:00 PM	9	10	11 Broad Street Food Truck Roundup 5:30 pm to 8:00 pm	12
13 Mother's Day	14	15	16	17	18	19
20	21	22 AEDA Meeting 8:15 AM @ Town Hall Town Council Work Session 5:00 PM	23	24 Business Appreciation Luncheon Hyland Heights Baptist Church 12:00 PM	25 Chamber of Commerce TGIF 6-9:00 PM @ Avoca	26
27	28 YMCA Memorial Day Service 11:00 A.M. Memorial Day Town Offices Closed No ACTS Bus	29	30	31		

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