



AGENDA
ALTAVISTA TOWN COUNCIL
Tuesday, October 9, 2018 – 7:00 p.m.

6:45 p.m. *Ceremonial Swearing in of Chief Thomas Merricks*

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

Comments should not be directed to Public Hearing items.

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

6. Consent Agenda
 - a. Approval of Council Minutes (*Attachment #2*)
 - i. September 11, 2018 (Regular Meeting) and September 25, 2018 (Work Session)
 - b. Acceptance of Monthly Finance Reports (*Attachment #3*)
 - c. Approve Region 2000 Local Government Council Charter Changes (*Attachment #4*)
 - d. Approval of FY2018 Budget Carryovers (*Attachment #5*)
7. Public Hearing(s) (*None Scheduled*)
8. New Business
 - a. Approval of FY2019 Paving Bids (*Attachment #6*)
 - b. Chamber Christmas Parade Route Request (*Attachment #7*)
 - c. Zoning Ordinance Text Amendments "First Readings" (*Attachment #8*)
 - i. *Mobile Restaurants*
 - ii. *Keeping of Horses in Residential Zoning Districts*

- d. WTP Pump Replacement (*Attachment #9*)
- e. Washington Street Sidewalk Replacement Project (*Attachment #10*)
- f. Jenk's Estate settlement (*Attachment #11*)
- g. DRPT Policy Amendment (*Attachment #12*)

9. Unfinished Business

10. Reports and Communications

11. Matters from Council

12. Closed Session (*if needed*)

13. Adjournment

Next Scheduled Town Council Work Session: Tuesday, October 23, 2018 @ 5:00 p.m.

Next Scheduled Regular Town Council Meeting: Tuesday, November 13, 2018 @ 7:00 p.m.

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

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



**Town Council Meeting – Item Number: 6 a.
October 9, 2018**

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

Issue: **Approval of Council Minutes**

Background: Attached are the minutes for the September 11th Town Council Regular Meeting and the September 25th Town Council Work Session.

Requested Action: Motion(s) to approve the September 11, 2018 Town Council Regular Meeting minutes and the September 25, 2018 Town Council Work Session minutes.

ATTACHMENTS:

- *Minutes*

Regular Council Meeting – September 11, 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 September 11, 2018 at 7:00 p.m.

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

Council members

Present: Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. 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
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Rev. Marci Huntsman of Lambs United Methodist and Evington United Methodist Churches, gave the invocation.

3. Approval of the Agenda

Mayor Mattox asked if there were any questions or changes to the agenda.

Vice-Mayor Dalton, seconded by Mr. Emerson, motioned to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Mike 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 Presentations

a. YWCA / Frannie’s House – Resolution and Request

Mr. Coggsdale referenced a request by the local Frannie’s House to adopt a proclamation for October to be declared as “Domestic Violence Awareness Month” in the town of Altavista and to have permission to hold a Purple Lights Night to commemorate the occasion.

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Dear Altavista Town Council Members:

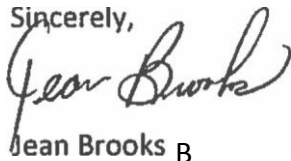
"Domestic Violence Has No Place in Our Community"

1 in 4 women and 1 in 7 men experience abuse by an intimate partner. 3 to 4 million children in the U.S are exposed to domestic violence. In 2017 the YWCA/Frannie's House answered 8,334 hotline calls, sheltered 183 victims, held 288 support groups sessions and assist victims to court 852 times.

Our goal is to continue increase the awareness of domestic violence and the effect it has on healthy family relationships. We want to REMEMBER the victims who lost their lives from domestic violence; SUPPORT the survivors as they rebuild their lives; and give HOPE to those that still live in the abuse.

In 1989, Congress proclaimed October as the National Domestic Violence Awareness Month, therefore we are also asking to hold a campaign in the town of Altavista called "Purple Light Nights". We would like to place a banner on the street and strings of purple lights on every other light pole on both sides of Main Street starting at the corner of Main and Board St. to Main and Lola St. We will be provide the lights if you could have them put up and turned on at night. Date will be October 1 thru October 31, 2018. Whatever nights you can provide this service will be appreciated. Thank you for allowing the YWCA/Frannie's House for being part of such a caring community as Altavista, Virginia.

Sincerely,



Jean Brooks B

Frannie's House Manager

YWCA of Central Virginia

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

Motion carried:

VOTE:	Mr. Mike 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

Mayor Mattox moved forward with a discussion of the Purple Lights Night request from Frannie's House.

Mr. Coggsdale stated the details within the request consisted of hanging purple lights on the existing light poles in town. Starting with Main Street and going to the corner of Main and Lola, lights being hung on every other pole on both sides of the street.

Mr. Coggsdale continued by telling Council Frannie's House stated they would be supplying the lights for the project, but asked for staff's help in hanging the lights.

Mr. Coggsdale suggested to Council when considering this event request and its approval, to also think of possible future requests of its nature and how Council can accommodate all requests to best serve the community as a whole.

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Mayor Mattox asked staff to evaluate the time involved from town workers in accompanying such a request. The Mayor also asked for staff to offer any policy thought to be needed for future occasions of this type of request.

Mrs. Dalton stated her concerns if Council agreed to the current request, of how many other organizations would want and expect the Town to be responsible for assisting in their events. She stated it would be easier to make an informed decision on the subject with more details from staff of the Town's possible time involved, as the Mayor had requested.

Mr. Emerson suggested to Council to use the Town Library as the central location for a lights display and/or visual spotlight for events or special occasions because the library is a focal point in the town. He stated this can be accomplished by hanging permanent lighting where the colors can be changed for the specific needs of the Town or any organization.

Mrs. Brumfield agreed and offered another solution of a tree being placed at the Library for all events that an organization can decorate themselves for their specific purpose.

Mr. Coggsdale agreed to investigate the possible man hours needed from the town for the current request and in the event a request like this occurs again and report back to Council at the upcoming September work session.

Mayor Mattox, as did all Council members, agreed with the continuance of this discussion being put on the September Work Session Agenda.

5. Citizen's Time

No one came forward on this date.

6. Consent Agenda

- a. Approve Council Minutes – August 14, 2018 Regular Meeting and August 28, 2018 Work Session Meeting
- b. Acceptance of Monthly Finance Reports
- c. Approve FY2019 Utility Project Engineering Proposals
- d. Approve AOT Request to Use English Park for Gibley Jog
- e. Adopt English Park Improvements Procurement Discussion
- f. Approve Delinquent Tax List Advertising/Write-off Request
- g. Approve Rt. 43 Gateway(Streetscape) Project Engineering Proposal Increase
- h. Approve (retroactive) HVAC Quotes for Avoca Office—Council approved the quote of Select Air for the replacement of the Avoca Office HVAC unit.

Mr. Higginbotham asked for a partial removal of item c. of the Consent Agenda so it can be a continued discussion. His request included taking off the Beverly Heights, Holly Hills, and Melinda & Avondale pump stations; which also included the pipe network for Melinda and Avondale. This request would leave on the consent agenda Standard Specs and Details, Flow Control Valve for Dearing Ford to Melinda Drive, and the WWTP Electrical Upgrade Phase.

Mr. Coggsdale stated the items removed from the Consent Agenda would be added to the Unfinished Business part of the regular Agenda.

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Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the consent agenda, with the exception of the partially amended item c. of the presented agenda.

Motion carried:

VOTE:	Mr. Mike 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 scheduled for this date.

8. New Business

- a. Consideration of Zoning Ordinance Text Amendments
 1. Mobile Restaurants
 2. Keeping of Horses in Residential Districts

Mayor Mattox asked if there was any additional questions or concerns before agreeing to approve the amendments and move forward with a public hearing.

Mrs. Dalton suggested to defer action giving Council time to read the new information and amendments to the ordinance of the two subjects.

Mr. George asked if there had previously been public hearings, to which Mr. Coggsdale answered there had been discussions at the meetings of the Planning Commission and the last Council Work Session to finalize the amendments, but no public hearings to date.

Mayor Mattox stated that first readings are usually done at Regular Council Meetings and asked Mr. Coggsdale to place the consideration of the two items on the October 9th Agenda, which will then allow for advertising a Public Hearing.

b. Consideration of WWTP Clarifier #1 Bids

Mr. Coggsdale reminded Council this project was approved in the FY2019 Utility Capital Improvement Plan with a construction budget of \$325,000. The project was designed by Hurt and Proffitt. He stated a bid opening was held on August 28, 2018 and a total of four bids were received.

Mr. Coggsdale continued by stating Hurt and Proffitt evaluated all bids and recommended the bid be awarded to J.S. Haren in the amount of \$305,000. He stated that J.S. Haren was awarded the contract last year for the #2 Clarifier and it has performed satisfactorily according to the engineers.

Mr. Coggsdale asked Council to consider Hurt & Proffitt's recommendation and decide whether to proceed with awarding the contract to J.S. Haren or consider other options.

Mayor Mattox asked what the monetary difference was between the lowest bidder, Frizzell Construction, and the suggested contractor; in which Mr. Fore answered \$48,000.

Mr. Higginbotham stated he believes that even though the project is necessary, Council should try and save the town as much money as possible.

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Mr. George asked for the reasoning behind the decision made by Hurt & Proffitt regarding its contractor choice.

Mr. Fore stated Hurt & Proffitt consulted with their attorney in regards to whether or not to consider the two lowest bids since they did not give a signature of receiving the project's Addendum.

Mr. Higginbotham stated the signature was an informality, and not stated mandatory for a contractor's bid to be considered. He continued by saying if the engineer does their part in overseeing this project, the lowest bid from Frizzell would be a justified choice.

Mrs. Dalton stated the decision for consideration should be with engineering expertise, not a legal opinion from an attorney. She continued by stating, as long as Hurt & Proffitt are willing to acknowledge all of the bids are acceptable from the engineering side of the project for the necessary specifications, she would agree to go with the lowest bidder, Frizzell Construction, of \$257,000.

Mayor Mattox asked if Mrs. Dalton's last comment was a "motion" to move forward and award Frizzell Construction the contract for the #1 Clarifier project.

Mrs. Dalton, seconded by Mr. Emerson, motioned to award Frizzell Construction the contract in the amount of \$257,000.

Motion carried:

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

c. Consider EMS Building Proposals Process

Mr. Coggsdale referenced the previously issued RFPs (Request for Proposal) in regards to the possible sale or reuse of the former Altavista Life Saving Crew building, located at 1510 Main Street. The proposals were due on August 30, 2018. He stated three proposals were received. Mr. Coggsdale gave a packet with all three proposals to Council members at the meeting for their review.

Mr. Coggsdale continued by asking Council for direction on how they wanted to proceed with the evaluation of proposals.

Mayor Mattox asked for legal counsel from Town Attorney, Mr. John Eller, if the review and discussion should be done in Closed Session, considering the possible sale or lease of the property.

Mr. Eller stated yes, because the discussion involves real estate.

Mayor Mattox asked Council if there were any objections.

No Council member objected. All agreed to move the discussion regarding the EMS building proposals process into Closed Session.

d. Consideration of Habitat for Humanity "Blitz Build" Parking Request

Mr. Coggsdale stated Habitat had requested the use of the field at the corner of 14th Street and Avondale for parking during a "Blitz Build" on the weekend of October 13th-14th, 2018.

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Mr. Coggsdale continued by reminding Council the requested field has been used multiple times for the same purpose. He stated Mr. Eller drafted a legal release form for this purpose and Staff had updated the release form for this specific request.

Mr. Emerson, seconded by Mrs. Dalton, motioned for the approval of the Blitz Build Parking request.

Motion carried:

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

9. Unfinished Business

a. Melinda and Avondale Drive Pump Station and New Pipe Approval

Mr. Higginbotham stated he does not want Council to rush into any decisions without more investigation on the issue.

Mr. Higginbotham continued by asking Council to seek a second opinion from Mr. Dennis Knight with Wiley & Wilson Engineering Firm. He stated he would like to know the cost and feasibility of other options and also have Wiley & Wilson state whether Hurt & Proffitt are on the right track or not.

Mr. Higginbotham showed Council a pressure reducing valve he brought in for reference and asked Council if there is a possibility of using them on existing pipes of the houses at the bottom of the hill to supply higher pressure at the top of the hill of the Melinda zone.

Mrs. Brumfield agreed to give the decision more time for discussion.

Mrs. Overbey stated she feels asking the Town to spend more money on another option was unnecessary considering the amount of time and money already invested into the project.

Mr. Coggsdale elaborated on the amount of effort already given to the project, stating there was a total of three different engineering firms that looked at the issue. He named the three firms as Hurt & Proffitt, Peed & Bortz, and Woodard & Curran.

Mr. Fore entered the conversation by stating all three firms studied the project and are familiar with the issue. He stated Peed & Bortz agreed with the need of an additional supply tank if there was a significant increase in housing, but the firm felt a booster pump station at the Melinda zone was sufficient for the current pressure issue.

Mr. Fore went on to state all three engineering firms agreed the booster pump station was the most efficient and cost friendly solution at this time.

Mr. Fore stated the installation of the pump station will not only help control the water pressure issue, but also help utilize more capacity of the existing tank when in higher demand.

Mr. Higginbotham stated he is concerned for the other zones in that area, Holly Hills and Beverly Heights, being affected by the pump station installation.

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Mr. Fore replied to Mr. Higginbotham and agreed there will be a future need to add pump stations to those areas noting those two projects are included in the zoning issue plan. He continued by stating the two other zones will be phased in at later dates.

Mr. Emerson asked Mr. Fore if using the pressure reducing valves that Mr. Higginbotham spoke of had been addressed with all three engineering firms as a possibility.

Mr. Fore stated yes the question had be addressed. He continued with stating the use of the valves would cause significant problems within the existing “old” pipes now being used. He reminded Council of the addition of new pipework for the Melinda zone being in the proposed project.

Mrs. Brumfield asked Mr. Fore if the proposed pump station for the Melinda zone is approved, would there be potential problems for Holly Hills and Beverly Heights in the future.

Mr. Fore responded to Mrs. Brumfield by stating the possibility has been discussed, but is only possible if that area has significant growth. He continued by stating there is no way of knowing without adding the pump station and it being in service for a period of time.

Mr. George reminded Council of Mr. Fore being very familiar with the Melinda Zone Project because the Town hired him as a consultant on the same issue before he came to work for the town.

Mr. George continued by stating he had full confidence in Mr. Fore’s expertise and recommendations.

Mayor Mattox asked for a motion to approve Mr. Higginbotham’s request.

Mr. Higginbotham, seconded by Mrs. Brumfield, motioned to approve the request for more time to decide on the project and acquiring a second opinion from Wiley & Wilson Engineering.

Motion failed.

Vote:	Mrs. Micki Brumfield	Yes
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	No
	Mrs. Beverly Dalton	No
	Mr. Tracy Emerson	No
	Mrs. Tanya Overbey	No

Mayor Mattox asked for a motion to approve staff’s recommendation.

Mr. George, seconded by Mrs. Overbey, motioned to approve the staff’s recommendation to move forward with the Melinda Zone Project.

Motion carried.

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

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10. Reports and Communications

a. Town Manager's Monthly Report

Manager's Report for September 11, 2018 Council Meeting

Staunton River RIFA

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

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work. Staff continues to work on this project with the engineers and VDOT, as necessary.

Altavista Park and Trails (APT) Master Planning/ Project Implementation

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is being finalized.

Dalton's Landing Canoe Launch Project Update

DCR grant application was submitted prior to the July 19th deadline. Notification is expected in September.

VDOT Rt. 29 Bridge Replacement Project Update

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

Bedford Avenue Park Tennis Court Replacement and Sidewalk

This project is slated to begin in October and completed in November. Budget amendment will be needed, Council previously approved the project.

Downtown Public Parking Signs and Banners

Staff has ordered the signs and banners to designate Public Parking in the downtown area and will be installed once received. Council previously approved this project.

WWTP Clarifier #1 Project

Bids were received. This item is on the September meeting agenda.

Mr. Coggsdale stated to Council the additional Departmental Reports were in the packets for tonight's meeting. He encouraged Council to read the Recreation Committee meeting notes and minutes to stay up-to-date on the good work they are doing, as with all reports to stay up-to-date on the progress of ongoing projects.

11. Matters from Council

Mr. Higginbotham asked Mr. Coggsdale if he could talk with VDOT or Norfolk Southern regarding the issue of concrete falling from the Hurt tunnel beneath the railroad.

Mr. Coggsdale agreed to communicate with both parties on whose responsibility the issue would be to fix. He also stated he would make the Mayor of Hurt aware of the situation and keep him involved.

Mr. George asked staff to look into the amount of time the stoplight on the corner of 7th Street and Main is taking to change.

Mr. Coggsdale stated he had observed the stoplight sequence earlier that day. He continued with the times from green lights being 20 seconds to red lights being 2 minutes, with some of that time being turn arrows.

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Mr. Coggsdale agreed to communicate with VDOT to check on the vast difference between the light changes.

Mr. Coggsdale suggested some of the delays and differences may occur at certain times of day to help direct traffic at heavier traffic times.

Mr. Emerson added sometimes the lights in that particular area will be delayed because of the public service building, Fire Department and Rescue Squad, being in operation on the next block. When dispatched, the surrounding lights will hold traffic for safety purposes.

Mr. George stated he also had concerns regarding the Lane Company demolition and cleanup project. He asked, with a property maintenance ordinance being enforced for personal property owners in the town, if there is such an ordinance in place to regulate industry within the town for such a project.

Mr. Eller stated there is not a current property maintenance order in place to help regulate the Lane project, but there is a public nuisance ordinance in place that would apply to certain conditions of a property if an issue were to arise.

Mr. George stated the company responsible for completing the demolition and cleanup had been working on the project for 5 or 6 years and he questioned if there are possible violations being committed making the property unsafe for the surrounding area.

Mr. Coggsdale stated the project is still an active demolition site. He offered to check with the county for any rules or regulations being violated or items that need to be addressed in regards to the final cleanup.

Mrs. Dalton asked if the concerns were with safety or appearance.

Mr. George stated his concerns are with both safety and appearance because the Town would like to be able to promote the property but cannot unless the site is deemed safe and presentable.

Mr. Coggsdale assured Council he would get in touch with the county and the owner of the company that is handling the demolition to create a dialog between all involved and report on the progression and safety of the project. He stated he would give Council an update on the site after consulting with both parties.

Mr. Emerson asked, in regards to the Elementary School parking and driving zone issues, how long would the wait be to see progress on the project.

Mr. Coggsdale replied VDOT is evaluating the application, but stated even if the project is funded it would be approximately nine to ten years out in its completion.

Mr. Emerson asked, if Council agreed, for Mr. Coggsdale to address Campbell County in regards to the safety issues at the school zone.

Mr. George suggested asking for approval of deputies directing traffic in that zone to mirror the traffic control at the Altavista Combined School.

Assistant Town Manager, Mr. Dan Witt, came forward to thank Council for their support while he has been in office the past fifteen years. Mr. Witt's last day in office is Friday, September 14th, 2018.

Mayor Mattox asked for a Resolution of Appreciation from Council to Mr. Witt for his service to the Town of Altavista and the community.

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Wherein, all council members agreed.

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Mayor Mattox closed the meeting with his thoughts and remembrance of the 9/11 terrorist attacks 17 years ago in New York with the first wave of the attacks starting at 9:37am and the tragedy of 3000+ people being lost in those attacks. He asked for everyone attending the meeting to keep them and their families in their prayers.

12. Closed Session

There was no closed session on this date.

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional concerns from Council.

The meeting was adjourned at 8:01.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION SEPTEMBER 25, 2018

The Altavista Town Council work session was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on September 25, 2018 at 5:00 p.m.

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

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

2. Agenda Approval

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

Motion carried:

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

3. Public Comments—Agenda Items Only

Rev. Eduardo Soto, town resident at 1209 Bedford Ave. and Minister of Presbyterian Church of Altavista, came forward as a member of the DAWN Board of Directors to relay to Council the importance of the organization being in the town of Altavista and its positive impact it has made by supporting the community.

Mr. Soto stated, with the upcoming discussion on tonight's Council Agenda regarding the possible future uses for the former EMS building, DAWN had submitted the necessary RFP for consideration and asked Council to keep the organization in mind as a recipient of the facility while considering the benefits it brings to the town and surrounding community.

Mr. Reggie Bennett of 704 10th Street, came forward with comments regarding the covered structures used by farmers/vendors on the 7th Street road side of the Altavista Trade Lot.

Mr. Bennett stated there had been comments made to him, by citizens that use the site, that the awnings are not enough overhead coverage, especially for fruits and vegetables from getting too hot in the summer months.

Mayor Mattox asked Mr. Coggsdale to check into the issue and relay back to Council the conditions of the site. He also asked Mr. Coggsdale to talk with some of the vendors that use the site for suggestions on possible improvements.

Mr. Wes Stevens, of Gladys Road, came forward as Director of DAWN to also address Council regarding the possible acquisition of the former EMS building.

Mr. Stevens stated the DAWN organization will have to move from their current location at the beginning of the year 2019 and would like to be considered as a possible recipient of the former EMS building. He stated the EMS building would be a great asset to the organization because their current location does not have an efficient way to receive the larger food donations.

4. Introductions and Special Presentations

No introductions or presentations on this date.

5. Items for Discussion

a. “Deck the Heels” 5k Night Race Request – Claire Parker Foundation

Mr. Coggsdale presented Council with information from Jordan Parker, the Founder and Director of the Claire Parker Foundation, regarding a request for permission to schedule a 5k night race fundraising event for the foundation.

Mr. Parker’s information included the email request with the date and time for the event, and a map showing the proposed race loop within the town.

Mr. Coggsdale stated he showed Police Chief Merricks the map for the race and both had concerns regarding the safety of runners along streets without sidewalks.

Mr. Emerson asked the date and time of the race, to which Mr. Parker answered the race would be at 5pm on Saturday December 8th, 2018.

Mr. George asked if the race would be for walkers and runners, to which Mr. Parker answered it would be a true 5k (runners) race.

Mrs. Overbey asked if there was currently an approximate number known of how many runners would be in the race.

Mr. Parker answered Mrs. Overbey by stating the race would have no fewer than 50 runners and no more than 100 runners being in the race.

Mrs. Overbey conveyed her concerns to Council of the safety issues that may arise with having so many people in and at the race. She recommended to Mr. Parker to check with the Police Department on the possibility of closing some of the roads while the race is in progress.

Mrs. Overbey continued by conveying her concerns for the need of adequate lighting for the race/runners.

Mr. Parker assured Council that his organization has already taken the lighting responsibility into consideration. He stated the runners will have glow sticks on them and there will be volunteers along the race path with additional lighting.

Mr. Parker also stated the sponsors for the race will be set up at every turn of the race with lighted displays helping illuminate the race path.

Mrs. Dalton stated to Council she would agree to approve the race request, with the condition of Mr. Parker securing an adequate safety plan for the race. She agreed with Mrs. Overbey on the suggestion to reach out to the Police Department to help secure the race path and surrounding bystander areas.

COUNCIL WORK SESSION SEPTEMBER 25, 2018

Mr. Emerson suggested to Mr. Parker he also reach out to the local Fire Departments. He stated that Fire Departments, by code, are allowed to help direct traffic and would be another resource and a good addition in helping to secure the race area.

Mr. Parker assured Council before a runner would be allowed to participate in the race, they would be asked to sign a waiver which would fall under the Claire Parker Foundation's liability policy.

Mayor Mattox asked Council if the request needed to be put on the October consent agenda for further discussion, or if they wanted to approve the request on this date with the understanding to Mr. Parker that he have a safety plan in place with the Police and Fire Departments to be approved by Staff before race day.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the request by the Claire Parker Foundation for the 5k night race, subject to the addition of an adequate safety plan supervised by Town Staff.

Motion carried:

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

b. Region 2000 (Local Government Council) Name Change

Mr. Coggsdale introduced Gary Christie, Executive Director of the Region 2000 Local Government Council, to present the request for a name change to the organization's charter.

Mr. Christie asked Council for permission to change the current name of Region 2000 back to the organization's original name of Central Virginia District Planning Commission. He continued by stating it is the consensus of their commission that the original name gives the organization a better identity with their customers and the other local associations they interact with.

Mr. Christie stated to Council the only change would be the name and the rest of the Planning Commission documents would stay the same. He also stated the name changed, if approved by Council, would not be published or advertised until the first of next year, 2019.

Mayor Mattox asked Council if there was any opposition to the request.

It was the consensus of Council to put the request on the October regular meeting consent agenda for approval.

c. FY2018 Carryovers

Mrs. Tobie Shelton, Town of Altavista Finance Director, came before Council with a request to carry over funds from the FY2018 approved Budget to the FY2019 Budget and earmark those funds in reserves for the intended CIP projects already approved by Council.

Mrs. Shelton presented Council with an itemized list of the funds to be carried over and the projects associated with those funds.

COUNCIL WORK SESSION SEPTEMBER 25, 2018

Mrs. Shelton stated the amount of funds in the request totals \$1,124,800.00, with \$65,000 of the total being earmarked in reserves of the FY2021 Budget. The CIP project for that amount is for the installation of manual transfer switches to both springs as well as the Bedford pump station, because that project had been moved to the year 2021.

In the above mentioned CIP project list, there is \$9,750.00, already approved by Council in the FY2018 Budget, to extend the Police Department Firing Range.

Mr. Higginbotham questioned the cost of the range extension compared to renting a firing range in Lynchburg or Campbell County when needed for training.

Mr. Emerson stated it would be invaluable for the town to offer its Police Department their own range rather than rent a range from another source because police officers have to qualify twice a year in fire arms training. He continued by stating the training needed cannot be accomplished at a public facility with only a 25 yard range.

Mr. Higginbotham asked if the new range at Liberty University could be considered for use in our Police Departments training needs.

Mr. Emerson stated the cost for renting the Campbell County range in Lynchburg is \$2000 per week, but is not sure about the Liberty facility's cost. He continued by stating neither facility was always available at certain or convenient times.

Mr. Emerson stated the cost assessment for the proposed range extension would pay for itself in a short period of time and save the town money as a long term investment.

Mayor Mattox asked Police Chief Merricks if the range extension was needed, to which Chief Merricks answered yes.

Mayor Mattox asked Mr. Emerson, as a Campbell County Fire Arms Instructor, if there was a possibility of Campbell County renting Altavista's range, because over time it would help eliminate the town's initial cost for the project.

Mr. Emerson stated the subject had been discussed with the former Police Chief of Altavista, so the possibility could be an option for Campbell County when the project is completed.

Mayor Mattox asked if there was a consensus by Council to move forward with the Carryover request.

All Council members were in consensus to put the FY2018 Budget carryover request on the October regular meeting consent agenda.

d. FY2019 Paving Bids

Mr. Coggsdale presented Council with the list of bids Staff had received for the FY2019 paving schedule.

Mr. Coggsdale stated it was Staff's recommendation to award the bid to Lawhorne Brothers Paving, a division of Adams Construction Company, for the estimated sum of \$492,676.35. Staff's conclusion was based on Lawhorne Brother's unit pricing list of stone, mix, and milling, bringing their bid under the next highest bidder by \$25,000.

Mr. Coggsdale stated to Council the funds for this project were appropriated in the FY2019 Budget and would be split between the Highway Fund, the General Fund, and Utility Fund.

Mrs. Dalton stated she would abstain from the decision due to an indirect relationship to the project.

The remaining Council members all agreed to move the recommended bid approval to the October regular meeting consent agenda.

e. Zoning Ordinance Text Amendments Discussion

Mr. Coggsdale addressed Council in regards to the zoning ordinance text amendments previously viewed and discussed by Council at the September regular council meeting. Council had felt the discussion needed further review and asked for the issue to be moved to the current September work session for additional consideration.

Mr. Coggsdale shared an email with Council from the Altavista Planning Commission, wherein the email showed the Planning Commission held a public hearing on August 6, 2018, for both the Mobile Restaurants (Food Trucks) and the keeping of horses on personal property within the town zoning districts.

Mr. Coggsdale stated the amendment regarding mobile restaurant fees should be made clear as to the intent of individual cost, so not to confuse the amounts with a total cost of fees.

Mr. George, a member of the Planning Commission, stated the Commission's intent is to charge the Mobile Restaurants a total of \$50 for operating in the Town of Altavista. The amount would include a \$25 town business license fee and a \$25 mobile restaurant permit fee.

Mayor Mattox asked Council if there was a consensus to change the zoning ordinance to reflect the specified cost for mobile restaurants to operate in town and to move forward with the first reading of the amended ordinance at the next regular council meeting in October, to which all Council Members answered "yes".

Mayor Mattox asked Mr. Coggsdale to place the zoning ordinance amendment on the October Regular Agenda for a "first reading" and Council would then direct Staff whether or not to schedule a public hearing on the November 13th Regular Council Meeting.

Mr. George asked if the zoning ordinance amendment regarding the keeping of horses on private property would also be put on the October Agenda.

Mayor Mattox and Mr. Coggsdale both answered yes, the two amendments would be grouped together as a "first reading" at the October meeting.

f. Booker Building “Visioning Session” Review/Discussion

Mr. Coggsdale presented Council with notes from the August 28th Work Session regarding the Booker Building discussion of possible updates and improvements needed to the facility.

Mr. Coggsdale asked Council to review the notes so they may establish improvement priorities among the suggestions in order to give Staff direction on how to proceed with a proposed plan and budget of the improvements for Council’s consideration and approval.

Mrs. Overbey stated her first choice from the suggested improvements would be the addition of more shade structures to the back stage area of the building. She continued with her second choice being an update to the building’s interior floor.

Mrs. Overbey stated she felt those two choices would give a necessary improvement for the current use of the building and would not interfere with any possible uses in the future.

Mr. Emerson agreed with Mrs. Overbey the first two projects needed at the facility are the shade structures at the back of the building and an upgrade improvement to the building’s interior floor.

Mr. Emerson stated he felt those two projects would be a good starting point in the improvement plan, with other updates projected to follow.

Mrs. Dalton commented on the suggestion of improving the interior floor. She agreed the floor needs an improvement, but suggested keeping it all one flooring type to be easily maintained. She stated if a dance floor is wanted for an event, the renter could obtain one from an outside rental company for their own individual use.

Mrs. Dalton stated the Booker Building is an asset to the community and any improvements to the facility should start with the most immediate needs with future updates being considerate to the character of the building for its historic value to the town and its current uses.

Mrs. Dalton conveyed her confidence in the facility having more event opportunities as the improvement plan continues to develop and additional updates are implemented in future stages of the plan.

Mayor Mattox asked Council’s thoughts on bringing in outside proposals for public/private partnerships in using and maintaining the Booker Building, which would possibly bring more events into the community.

Mayor Mattox stated using such a partnership could broaden the possibilities of updates as well as lessen the cost to the town for the improvements and maintenance of the facility.

Mr. Higginbotham agreed with the shade structure to the back of the Booker Building being the number one concern and should be the first project on the proposed plan.

COUNCIL WORK SESSION SEPTEMBER 25, 2018

Mr. Higginbotham continued by stating his second choice would be updating the interior floor. He suggested using an epoxy type floor application for easy maintenance because a laminate type flooring could cause mold issues.

Mr. George asked to have a cost list of the proposed projects available for review by the next scheduled regular meeting so Council could discuss which project/projects would be the most immediate and affordable and which projects could be phased in as the proposed plan moves forward.

Mr. George agreed with the necessity of a shade structure to the back stage area of the building being first priority, but he had concerns for the floor update being implemented before an HVAC install because the possibility the new floor being damaged during the HVAC installation.

Mrs. Dalton stated her concerns regarding Mayor Mattox's suggestion to request RFP proposals on uses and/or partnerships for the Booker Building. She stated the request may be unnecessary if Council decides the intent of use for the building will stay the same.

Mayor Mattox reminded Council the VTI (Virginia Technical Institute) facility is local and already offers a high quality meeting/event space to the community. He asked Council if their intent with the upgrades was to compete with that type of space or was it Council's intent to make improvements to the Booker Building facilities to enhance the space for the events already being conducted at the building.

Mrs. Dalton agreed the facility is in need of improvements, but is not in favor of the town investing large amounts of money on updates if the future intent may change or have the possibility of RFP proposals requested.

Mayor Mattox asked Mr. Coggsdale if there was anything else needed from Council regarding the subject in order to move forward with the request of an approximate price list for the proposed immediate projects.

Mr. Coggsdale asked Council for a more clear definition of what type of shade structure they are wanting to install on the rear of the building.

Mr. Higginbotham stated it would coincide best with the existing awning to extend what is currently on the building to the desired length and width.

Mr. Coggsdale asked Council if the desire of the additional shade is only for the purpose of better covering the stage area or would Staff also need to offer pricing on shade structures for the audience seating area as well.

Mrs. Overbey stated there should be additional coverage and protection for not only the stage performers, but also the audience in some form of a shade structure because of the events that are held in the hot summer months. She referenced the additional shade structure could mirror what is currently at the Gateway Streetscape area just across the breezeway.

Mr. Emerson agreed with Mr. Higginbotham the stage area's need for additional shade could be accomplished by extending the existing awning.

Mr. Emerson stated the addition of shade structures for the audience area could be sectioned out and not all in one large structure, so to be more cohesive with Gateway and also more attractive with the site's overall look.

Mayor Mattox asked Mr. Coggsdale if a feasibility study would be appropriate for obtaining information of possible uses of the building.

Mr. Coggsdale answered that feasibility studies are generally used for projects that the end result is already known which would give a starting point on obtaining instruction and approximate budget.

Mr. Emerson stated with the facility that VTI has as a rentable space to the community, Council should not try and compete with that facility, but keep the Booker Building as a more casual event space.

Mrs. Dalton agreed with Mr. Emerson and stated the town is in need for both types of event spaces and with VTI already having a more formal facility, the Booker Building could stay with its more rustic and casual appeal for the music events and other rentals it is already being used for.

Mayor Mattox asked Mr. Coggsdale to have Ms. Gwynn offer a public survey on the town website for opinions and suggestions for the Booker Building's current and possible future uses.

Council was in consensus to have Staff move forward on obtaining an approximate cost for the Epoxy upgrade the interior floors of the Booker Building; as well as an approximate cost for the two types of shade structures proposed for the exterior back area of the building.

g. Recreation Committee – Mausoleum Trail Recommendation

Mr. Coggsdale asked Council to consider the request from the Altavista Recreation Committee to proceed with the development of the "Mausoleum Trail". The Recreation Committee met on September 11, 2018, with all members agreeing to the request for Council's approval to move forward with the project.

Mr. Coggsdale reminded Council the project was originally included in the approved FY2017 CIP Budget, with the sum of \$20,000, and then carried over in reserves until the Town's Parks and Trails Master Plan was complete. With the Master Plan now complete, the Recreation Committee is ready to move forward with the development of the trail, which would include bidding.

Mr. Coggsdale shared with Council a Power Point Presentation that included a map of the proposed area for the trail which would potentially start at the entrance of Greenhill Cemetery in Altavista. The presentation also included pictures, as a visual reference for Council, of the existing area of the proposed trail which were taken by Mr. George, a Recreation Committee member, and Mr. Coggsdale.

Mrs. Dalton suggested the name of the trail be changed to something other than "Mausoleum" trail.

Mr. Coggsdale assured Mrs. Dalton the word mausoleum had only been used as a reference to the proposed trail's entry point and a name change had been already discussed by the committee.

Mr. Coggsdale continued by stating most of the trail is already accessible, with the exception of a few trees needing to be removed and possibly a cross over bridge being built for a couple of the small creeks that run through the trail.

COUNCIL WORK SESSION SEPTEMBER 25, 2018

Mr. Emerson suggested some of the smaller projects, including the small bridges, be offered to Boy Scout Troops for completion.

Mr. Higginbotham asked Mr. Garrett, Public Works Director, would it be possible for his department to use the town's equipment to clear the way for the trail's path.

Mr. Garrett answered by stating it could be done with Council's approval.

Mr. George stated, regarding clearing of the path, the Recreation Committee had expert contractors in the field look at the area for the proposed trail and they suggested the town not take the project too lightly, but take into consideration the many aspects of the path's demolition, including erosion control.

Mr. George stated a new member of the Recreation Committee, Pat Conner, is knowledgeable on the subject and has access to a Master Trail Builder, who had agreed to take a look at the proposed trail and offer his expertise and suggestions at no fee to the town.

Mr. Higginbotham asked if there would be gravel used on the trail.

Mr. Coggsdale stated the construction and visual appearance of the trail are to be discussed and decisions to be made, which includes whether or not to use gravel.

Mayor Mattox asked if the trail would be ADA accessible.

Mr. George stated it would not be because of the trail's terrain.

Mr. Coggsdale stated, per Mr. Eller, it is not legally necessary for all trails to be ADA accessible and there are other trails for public use in Altavista that would be safe to use for ADA accessibility.

Mr. Higginbotham asked how much work would be involved in clearing the trail path.

Mr. George stated there are different actions to be taken in each individual part of the trail's demolition and construction.

Mr. Coggsdale stated there are certain standards and measurements to keep in code when planning a trail such as the proposed.

Mayor Mattox asked Mr. George if parking for trail access at the cemetery entrance is a concern or had been addressed.

Mr. George stated parking for trail access would not be advertised, but an open trail note would be posted at both ends of the trail. He stated there is sufficient space for parking to be added at the cemetery entrance if needed in the future.

Mr. George stated the Recreation Committee is requesting, at this point, for Council to approve moving forward with the proposed trail's plan.

Council was in consensus to proceed with the proposed trail by bringing in the expert known by Ms. Conner for suggestions and direction.

6. Public Comments - Non-Agenda Items

No comments on this date.

7. Closed Session

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the certificate of the closed meeting.

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, 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 (Former Life Saving Crew (EMS) Building Proposals).

Motion carried

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

Council went into closed session at 6:19 p.m.

8. Adjournment

Mayor Mattox asked if there were any additional requests or concerns from Council.

No one spoke or came forward with additional concerns or requests.

The meeting was adjourned at 7:09pm.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



**Town Council Meeting – Item Number: 6 b.
October 9, 2018**

**Agenda Memorandum
Submitted by: Tobie Shelton, Finance Director**

Issue: **Acceptance of Monthly Finance Reports**

Background: Attached are the Monthly Finance Reports.

Requested Action: Motion to Accept the reports as presented.

ATTACHMENTS:

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

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 03/2019
FROM: 09/01/2018 TO: 09/30/2018

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
37870	207	AEDA	09/07/2018	20,000.00
37871	828	BILLY AKERS	09/07/2018	7,377.50
37872	103	BEACON CREDIT UNION	09/07/2018	300.00
37873	16	CAMPBELL COUNTY UTILITIES & SE	09/07/2018	4,357.89
37874	71	CONSOLIDATED COMMUNICATIONS	09/07/2018	362.71
37875	164	DMV	09/07/2018	700.00
37876	20	J JOHNSON ELLER JR	09/07/2018	2,000.00
37877	43	FOSTER FUELS INC	09/07/2018	18,132.19
37878	49	GERALDINE KAUFFMAN	09/07/2018	1,050.00
37879	9999997	GOODE, TONNETTE	09/07/2018	79.35
37880	9999997	GUITERREZ, LYNN	09/07/2018	146.37
37881	838	I H MCBRIDE SIGN COMPANY INC	09/07/2018	1,200.00
37882	57	ICMA RETIREMENT TRUST-457 #304	09/07/2018	720.00
37883	566	INTEGRATED TECHNOLOGY GROUP IN	09/07/2018	2,875.00
37884	1	JAMES WILLIAMS	09/07/2018	92.37
37885	9999997	LEE, CHARMAINE RENEE	09/07/2018	125.00
37886	9999997	LOGAN, CYNTHIA	09/07/2018	24.47
37887	775	LYNCHBURG FENCE AND RAILING CO	09/07/2018	6,245.00
37888	411	MANPOWER	09/07/2018	448.00
37889	9999997	MILLER, PAUL	09/07/2018	20.79
37890	9999997	RHODES, BRITTANY	09/07/2018	56.87
37891	9999997	SHORT, JOSEPH LEE	09/07/2018	75.00
37892	124	TREASURER OF VA	09/07/2018	100.00
37893	85	TREASURER OF VA /CHILD SUPPORT	09/07/2018	553.15
37894	601	VACORP	09/07/2018	291.06
37895	9999997	VAUGHAN, DEVIN	09/07/2018	71.50
37896	461	KATHI BOGERT	09/14/2018	862.68
37897	12	BRENNTAG MID-SOUTH INC	09/14/2018	5,544.38
37898	583	CAMPBELL COUNTY PUBLIC LIBRARY	09/14/2018	902.86
37899	36	DOMINION VIRGINIA POWER	09/14/2018	45,231.53
37900	301	ENGLISH'S LLC	09/14/2018	1,912.72
37901	118	FERGUSON ENTERPRISES INC #75	09/14/2018	8,198.79
37902	41	FISHER SCIENTIFIC	09/14/2018	4,075.50
37903	50	GRETNA TIRE INC	09/14/2018	3,674.48
37904	52	HACH COMPANY	09/14/2018	1,994.48
37905	305	HAWKINS-GRAVES INC	09/14/2018	2,267.62
37906	337	HIGHVIEW MOTORS INC	09/14/2018	2,390.07
37907	332	HURT & PROFFITT INC	09/14/2018	3,820.00
37908	823	JS HAREN COMPANY	09/14/2018	99,132.50
37909	533	LYNN KIRBY	09/14/2018	125.00
37910	172	LLOYD ELECTRIC COMPANY INC	09/14/2018	6,258.34
37911	235	MIKE MATTOX	09/14/2018	139.20
37912	121	MULTI BUSINESS FORMS INC	09/14/2018	841.63
37913	300	NAPA AUTO PARTS	09/14/2018	769.19
37914	454	O'REILLY AUTOMOTIVE INC	09/14/2018	580.44
37915	1	PAUL CAREY II	09/14/2018	63.90
37916	588	PITNEY BOWES GLOBAL FINANCIAL	09/14/2018	150.00
37917	765	PRIVIA MEDICAL GROUP LLC	09/14/2018	320.00
37918	510	RIVER VALLEY RESOURCES LLC	09/14/2018	37.70
37919	665	SELECT AIR MECHANICAL ELECTRIC	09/14/2018	4,781.24
37920	467	SONNY MERRYMAN INC	09/14/2018	785.35

37921	78	SUPERION	09/14/2018	2,990.45
37922	186	THE NEWS & ADVANCE	09/14/2018	1,081.00
37923	110	VUPS INC	09/14/2018	79.80
37924	700	WOODARD & CURRAN	09/14/2018	19,175.00
37925	116	XEROX CORPORATION	09/14/2018	248.14
37926	9	AFLAC	09/21/2018	2,146.16
37927	103	BEACON CREDIT UNION	09/21/2018	300.00
37928	294	BUSINESS CARD	09/21/2018	18,132.65
37929	208	CAMPBELL COUNTY TREASURER	09/21/2018	78,005.49
37930	19	CARTER MACHINERY CO INC	09/21/2018	779.40
37931	1	CHERYL DUDLEY	09/21/2018	8.40
37932	1	CITY OF DANVILLE	09/21/2018	467.50
37933	125	CVCJA	09/21/2018	4,875.00
37934	512	ELECSYS INTNL CORPORATION	09/21/2018	417.00
37935	1	EUNICE MARTIN	09/21/2018	50.00
37936	119	FOSTER ELECTRIC CO INC	09/21/2018	338.21
37937	337	HIGHVIEW MOTORS INC	09/21/2018	1,661.90
37938	332	HURT & PROFFITT INC	09/21/2018	4,900.00
37939	57	ICMA RETIREMENT TRUST-457 #304	09/21/2018	720.00
37940	58	INSTRUMENTATION SERVICES INC	09/21/2018	708.00
37941	566	INTEGRATED TECHNOLOGY GROUP IN	09/21/2018	1,491.56
37942	143	KONE INC	09/21/2018	2,346.58
37943	411	MANPOWER	09/21/2018	2,523.00
37944	218	MINNESOTA LIFE	09/21/2018	140.88
37945	133	MYERS & RHODES EQUIP CO INC	09/21/2018	539.95
37946	67	ORKIN PEST CONTROL LLC	09/21/2018	301.37
37947	778	SPRINT	09/21/2018	1,001.75
37948	1	TED ROBERTS	09/21/2018	700.00
37949	85	TREASURER OF VA /CHILD SUPPORT	09/21/2018	553.15
37950	136	USABLUEBOOK	09/21/2018	40.93
37951	756	WAGEWORKS INC	09/21/2018	121.75
37952	658	WKDE-FM	09/21/2018	110.00
37953	84	ALTAVISTA JOURNAL	09/27/2018	667.64
37954	91	ANTHEM BLUE CROSS/BLUE SHIELD	09/27/2018	38,459.00
37955	9999998	AYERS, JENNY L.	09/27/2018	150.00
37956	675	BKT UNIFORMS	09/27/2018	29.94
37957	461	KATHI BOGERT	09/27/2018	862.68
37958	797	CAMPBELL COUNTY CIRCUIT COURT	09/27/2018	10.00
37959	9999998	CAMPBELL COUNTY RECREATION	09/27/2018	150.00
37960	32	CONTROL EQUIPMENT CO INC	09/27/2018	19,000.38
37961	52	HACH COMPANY	09/27/2018	454.04
37962	411	MANPOWER	09/27/2018	1,711.30
37963	1	NATIONAL ELEVATOR INSPECTION S	09/27/2018	158.40
37964	816	PACE ANAYLTICAL SERVICES LLC	09/27/2018	964.98
37965	358	PHILLIPS EQUIPMENT CORPORATION	09/27/2018	949.39
37966	759	RISK MANAGEMENT OF VIRGINIA	09/27/2018	150.00
37967	80	SOUTHSIDE ELECTRIC COOP	09/27/2018	812.83
37968	628	TENCARVA MACHINERY CO	09/27/2018	4,990.45
37969	1	TIMOTHY BOLEY	09/27/2018	100.00
37970	515	DALE TYREE JR	09/27/2018	4,550.00
37971	452	VML INSURANCE PROGRAMS	09/27/2018	31,860.25
37972	382	WATCHGUARD VIDEO	09/27/2018	40.00
37973	93	UNITED STATES POST OFFICE	09/27/2018	521.15

NO. OF CHECKS: 104

TOTAL CHECKS

515,811.27

Town of Altavista
FY 2019 Revenue Report
25% of Year Lapsed

General Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	0	0	1,280	1	215,000
Public Service - Real & Personal	95,500	95,500	0	0	0	0	95,500
Personal Property	230,000	230,000	2,607	1	6,405	3	230,000
Personal Property - PPTRA	100,000	100,000	-4	0	2,385	2	100,000
Machinery & Tools	1,721,750	1,721,750	0	0	0	0	1,721,750
Mobile Homes - Current	150	150	0	0	9	6	150
Penalties - All Taxes	4,500	4,500	141	3	824	18	4,500
Interest - All Taxes	1,700	1,700	118	7	669	39	1,700
Local Sales & Use Taxes	165,000	165,000	14,695	9	45,459	28	165,000
Local Electric and Gas Taxes	112,000	112,000	9,214	8	54,653	49	112,000
Local Motor Vehicle License Tax	43,000	43,000	472	1	2,187	5	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	75,000	75,000	8,209	11	25,177	34	75,000
Local Meal Taxes	935,000	935,000	81,260	9	245,882	26	935,000
Container Rental Fees	1,100	1,100	33	3	67	6	1,100
Communications Tax	39,000	39,000	2,985	8	8,952	23	39,000
Transit Passenger Revenue	5,000	5,000	20	0	20	0	5,000
Local Cigarette Tax	150,000	150,000	3,750	3	30,469	20	150,000
Business License Fees/Contractors	3,500	3,500	0	0	41	1	3,500
Business License Fees/Retail Services	55,000	55,000	0	0	456	1	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	0	0	66	1	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,500	3,500	0	0	0	0	3,500

Town of Altavista
FY 2019 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	500	500	140	28	380	76	500
Fines & Forfeitures - Court	9,000	9,000	989	11	4,557	51	9,000
Parking Fines	200	200	40	20	70	35	200
Interest and Interest Income	80,000	80,000	3,730	5	10,960	14	80,000
Rents - Rental of General Property	1,200	1,200	50	4	450	38	1,200
Rents - Pavilion Rentals	3,000	3,000	100	3	813	27	3,000
Rents - Booker Building Rentals	4,000	4,000	100	3	500	13	4,000
Rents - Rental of Real Property	68,500	68,500	30,137	44	38,912	57	68,500
Property Maintenance Enforcement	0	0	280	0	420	0	0
Railroad Rolling Stock Taxes	16,500	16,500	16,523	100	16,530	100	16,500
State DCJS Grant	82,700	82,700	21,447	26	21,447	26	82,700
State Rental Taxes	900	900	68	8	319	35	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	11,941	109	11,941	109	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	1,190	0	0
State Transit Revenue	14,400	14,400	0	0	20,826	145	14,400
Campbell County Grants	25,000	25,000	0	0	0	0	25,000
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	14,000	14,000	0	0	8,573	61	14,000
VDOT TEA 21 Grant	0	0	12,709	0	12,709	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	0	0	0	0	50,400
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	0	0	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2019 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	25,000	25,000	2,770	11	14,369	57	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	3,757	0	9,144	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	200	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<u>4,539,200</u>	<u>4,539,200</u>	<u>228,281</u>	<u>5</u>	<u>599,309</u>	<u>13</u>	<u>4,539,200</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
25% of Year Lapsed

	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,110,680	7,110,680	583,750	8	1,448,751	20	7,110,680
Debt Service	445,400	445,400	0	0	252,776	0	445,400
CIP	1,876,850	1,876,850	147,142	8	446,951	24	1,876,850
Transfer Out to General Fund Reserve	379,850	379,850	0	0	0	0	379,850
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	0	0	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>9,902,780</u>	<u>9,902,780</u>	<u>730,892</u>	<u>7</u>	<u>2,148,478</u>	<u>22</u>	<u>9,902,780</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
25% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,600	28,600	2,170	8	6,284	22	28,600
Debt Service	0	0	0	0	0	0	0
CIP	8,000	8,000	0	0	0	0	8,000
Administration - TOTAL:	<u>36,600</u>	<u>36,600</u>	<u>2,170</u>	<u>6</u>	<u>6,284</u>	<u>17</u>	<u>36,600</u>
Administration							
Operations	829,800	829,800	65,352	8	226,447	27	829,800
Debt Service	0	0	0	0	0	0	0
CIP	32,500	32,500	0	0	0	0	32,500
Administration - TOTAL:	<u>862,300</u>	<u>862,300</u>	<u>65,352</u>	<u>8</u>	<u>226,447</u>	<u>26</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	103,467	11	150,557	16	948,500
Transfer Out to Cemetery Fund	-33,500	-33,500	0	0	0	0	-33,500
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-379,850	-379,850	0	0	0	0	-379,850
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	0	0	-65,000
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>103,467</u>	<u>22</u>	<u>150,557</u>	<u>32</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>103,467</u>	<u>22</u>	<u>150,557</u>	<u>32</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	73,808	7	220,858	22	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	145,000	145,000	965	1	965	1	145,000
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,150,800</u>	<u>74,773</u>	<u>6</u>	<u>221,824</u>	<u>19</u>	<u>1,150,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
25% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,048,480	1,048,480	75,795	7	188,792	18	1,048,480
Debt Service	23,200	23,200	0	0	4,278	0	23,200
CIP	158,000	158,000	8,081	5	29,095	18	158,000
Public Works - TOTAL:	<u>1,229,680</u>	<u>1,229,680</u>	<u>83,877</u>	<u>7</u>	<u>222,166</u>	<u>18</u>	<u>1,229,680</u>
Economic Development							
Operations	148,700	148,700	0	0	0	0	148,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>148,700</u>	<u>148,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>148,700</u>
Transit System							
Operations	100,970	100,970	9,129	9	24,319	24	100,970
Debt Service	0	0	0	0	0	0	0
CIP	3,000	3,000	0	0	0	0	3,000
Transit System - TOTAL:	<u>103,970</u>	<u>103,970</u>	<u>9,129</u>	<u>9</u>	<u>24,319</u>	<u>23</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	4,246	7	12,722	22	58,650
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Main Street - TOTAL:	<u>58,650</u>	<u>58,650</u>	<u>4,246</u>	<u>7</u>	<u>12,722</u>	<u>22</u>	<u>58,650</u>
Avoca Museum							
Operations	0	0	5,183	0	14,507	0	0
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Avoca Museum - TOTAL	<u>0</u>	<u>0</u>	<u>5,183</u>	<u>0</u>	<u>14,507</u>	<u>0</u>	<u>0</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
25% of Year Lapsed

GENERAL FUND TOTALS							
Operations	3,691,150	3,691,150	339,150	9	844,486	23	3,691,150
Debt Service	23,200	23,200	0	0	4,278	0	23,200
CIP	346,500	346,500	9,046	3	30,061	9	346,500
GENERAL FUND - GRAND TOTAL:	<u>4,060,850</u>	<u>4,060,850</u>	<u>348,196</u>	<u>9</u>	<u>878,825</u>	<u>22</u>	<u>4,060,850</u>

Town of Altavista
Council / Planning Commission
FY 2019 Expenditure Report
25% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	5,248	25	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	7,600	420	6	1,036	14	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,000	8,000	0	0	0	0	8,000
Total Expenditures	36,600	36,600	2,170	6	6,284	17	36,600

Town of Altavista
Administration
FY 2019 Expenditure Report
25% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	470,100	470,100	44,805	10	117,422	25	470,100
Other Employee Benefits	45,400	45,400	491	1	1,520	3	45,400
Services	213,000	213,000	10,286	5	77,849	37	213,000
Other Charges	64,800	64,800	5,111	8	21,205	33	64,800
Materials & Supplies	36,500	36,500	4,659	13	8,452	23	36,500
Capital Outlay	32,500	32,500	0	0	0	0	32,500
Total Expenditures	862,300	862,300	65,352	8	226,447	26	862,300

Town of Altavista
Non-Departmental
FY 2019 Expenditure Report
25% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	129,950	129,950	78,005	60	89,005	68	129,950
<i>Campbell County Treasurer</i>	78,000	78,000	78,005	100	78,005	100	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	6,000	100	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	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	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	185,500	185,500	20,000	11	20,000	11	185,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	0	0	11,000
Contribution - Avoca	18,700	18,700	0	0	0	0	18,700
Contribution - Altavista On Track (MS)	10,000	10,000	0	0	1,250	13	10,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	456,150	456,150	98,005	21	135,255	30	456,150
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	3,579	0	11,915	0	0
Fuel - Fire Company	14,000	14,000	1,882	13	3,387	24	14,000
NON-DEPARTMENT - ND - TOTAL	14,000	14,000	5,461	39	15,302	109	14,000
NON-DEPARTMENTAL - SUBTOTAL	470,150	470,150	103,467	22	150,557	32	470,150
TRANSFER OUT							
Transfer Out - Cemetery Fund	33,500	33,500	0	0	0	0	33,500

Town of Altavista
Non-Departmental
FY 2019 Expenditure Report
25% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 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	379,850	379,850	0	0	0	0	379,850
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
TRANSFER OUT - TOTAL	478,350	478,350	0	0	0	0	478,350
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	948,500	948,500	103,467	11	150,557	16	948,500
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	470,150	470,150	103,467	22	150,557	32	470,150

Town of Altavista
Public Safety
FY 2019 Expenditure Report
25% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	889,000	889,000	60,487	7	192,529	22	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	508	5	4,167	41	10,050
Other Charges	48,000	48,000	8,516	18	13,384	28	48,000
Materials & Supplies	58,750	58,750	4,297	7	10,778	18	58,750
Capital Outlay	145,000	145,000	965	1	965	1	145,000
Total Expenditures	1,150,800	1,150,800	74,773	6	221,824	19	1,150,800

Town of Altavista
Public Works
FY 2019 Expenditure Report
25% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	582,100	582,100	42,963	7	124,597	21	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	55,860	1,234	2	1,854	3	55,860
Other Charges	40,150	40,150	4,908	12	10,185	25	40,150
Materials & Supplies	370,370	370,370	26,691	7	52,157	14	370,370
Debt Service	23,200	23,200	0	0	4,278	18	23,200
Capital Outlay	158,000	158,000	8,081	5	29,095	18	158,000
Total Expenditures	1,229,680	1,229,680	83,877	7	222,166	18	1,229,680

Town of Altavista
Economic Development
FY 2019 Expenditure Report
25% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	85,400	85,400	0	0	0	0	85,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	0	0	0	0	25,000
Other Charges	31,300	31,300	0	0	0	0	31,300
Materials & Supplies	7,000	7,000	0	0	0	0	7,000
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	148,700	148,700	0	0	0	0	148,700

Town of Altavista
Transit System
FY 2019 Expenditure Report
25% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	76,770	76,770	6,313	8	18,576	24	76,770
Services	2,050	2,050	0	0	0	0	2,050
Other Charges	3,550	3,550	552	16	1,074	30	3,550
Materials & Supplies	18,600	18,600	2,264	12	4,668	25	18,600
Capital Outlay	3,000	3,000	0	0	0	0	3,000
Total Expenditures	103,970	103,970	9,129	9	24,319	23	103,970

Town of Altavista
Main Street Coordinator
FY 2019 Expenditure Report
25% of Year Lapsed

<u>MAIN STREET COORDINATOR - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	56,600	56,600	4,212	7	12,619	22	56,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	35	8	104	23	450
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	58,650	58,650	4,246	7	12,722	22	58,650

Town of Altavista
Avoca Museum
FY 2019 Expenditure Report
25% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<u>AVOCA MUSEUM - FUND 10</u>							
Wages & Benefits	0	0	5,183	0	14,507	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	0	0	5,183	0	14,507	0	0

Town of Altavista
FY 2019 Revenue Report
25% of Year Lapsed

Enterprise Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,400	4,400	1,530	35	4,634	105	4,400
Water Charges - Industrial	1,256,000	1,256,000	114,823	9	305,518	24	1,256,000
Water Charges - Business/Residential	254,800	254,800	44,192	17	58,357	23	254,800
Water Charges - Outside Community	140,400	140,400	10,915	8	30,348	22	140,400
Water Charges - Water Connection Fees	1,000	1,000	350	35	350	35	1,000
Bulk Water Purchase	5,000	5,000	0	0	1,398	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	112,538	10	300,969	26	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	42,526	18	55,787	24	234,600
Sewer Charges - Outside Community	1,740	1,740	0	0	1,199	69	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	1,100	110	2,100	210	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	14,988	9	54,499	34	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	7	0	1,206	23	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	0	0	0	0	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	0	0	0	0	75,670
Misc. Cash Discounts	0	0	0	0	7	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,870	7	5,906	24	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	185,000	185,000	0	0	0	0	185,000
Transfer In from Reserves	1,039,860	1,039,860	0	0	0	0	1,039,860
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,573,450</u>	<u>4,573,450</u>	<u>344,839</u>	<u>8</u>	<u>822,277</u>	<u>18</u>	<u>4,573,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
25% of Year Lapsed

	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,331,150	1,331,150	102,644	8	273,479	21	1,331,150
Debt Service	422,200	422,200	0	0	248,498	0	422,200
CIP	607,180	607,180	6,245	1	238,608	39	607,180
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,360,530</u>	<u>2,360,530</u>	<u>108,889</u>	<u>5</u>	<u>760,584</u>	<u>32</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	123,748	9	288,613	20	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	131,851	17	177,631	23	782,320
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>2,212,920</u>	<u>2,212,920</u>	<u>255,599</u>	<u>12</u>	<u>466,244</u>	<u>21</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	226,392	8	562,091	20	2,761,750
Debt Service	422,200	422,200	0	0	248,498	0	422,200
CIP	1,389,500	1,389,500	138,096	10	416,239	30	1,389,500
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,573,450</u>	<u>4,573,450</u>	<u>364,488</u>	<u>8</u>	<u>1,226,828</u>	<u>27</u>	<u>4,573,450</u>

Town of Altavista
Water Department
FY 2019 Expenditure Report
25% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	656,800	656,800	49,244	7	140,888	21	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	161,200	10,201	6	18,788	12	161,200
Other Charges	240,950	240,950	18,836	8	43,202	18	240,950
Materials & Supplies	272,200	272,200	24,362	9	70,601	26	272,200
Debt Service	422,200	422,200	0	0	248,498	0	422,200
Capital Outlay	607,180	607,180	6,245	1	238,608	39	607,180
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,360,530	2,360,530	108,889	5	760,584	32	2,360,530

Town of Altavista
Wastewater Department
FY 2019 Expenditure Report
25% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	807,200	807,200	56,902	7	164,217	20	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	45,800	1,571	3	1,755	4	45,800
Other Charges	356,450	356,450	31,375	9	70,716	20	356,450
Materials & Supplies	221,150	221,150	33,900	15	51,924	23	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	131,851	17	177,631	23	782,320
Transfer Out	0	0	0		0		0
Total Expenditures	2,212,920	2,212,920	255,599	12	466,244	21	2,212,920

Town of Altavista
Fund Expenditure Totals
FY 2019
25% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
State/Hwy Reimbursement Fund (Fund 20)							
Operations	621,030	621,030	15,558	3	36,997	6	621,030
CIP	140,100	140,100	0	0	0	0	140,100
State/Hwy Water Department - TOTAL:	<u>761,130</u>	<u>761,130</u>	<u>15,558</u>	<u>2</u>	<u>36,997</u>	<u>5</u>	<u>761,130</u>

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	36,750	36,750	2,650	7	5,176	14	36,750
CIP	750	750	0		652		750
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>62,500</u>	<u>62,500</u>	<u>2,650</u>	<u>4</u>	<u>5,828</u>	<u>9</u>	<u>62,500</u>

Town of Altavista
FY 2019 State/Highway Fund
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	700,000	700,000	183,101	26	183,101	26	700,000
Street & Highway Maintenance/Carry Over	61,130	61,130	0	0	0	0	61,130
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>761,130</u>	<u>761,130</u>	<u>183,101</u>	<u>24</u>	<u>183,101</u>	<u>24</u>	<u>761,130</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,301	3	2,754	6	48,200
Maintenance - Pavement	316,400	316,400	394	0	471	0	316,400
Maintenance - Traffic Control Devices	56,800	56,800	7,276	13	14,055	25	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	59,630	59,630	0	0	0	0	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,802	8	12,994	26	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,786	3	6,725	8	80,000
State/Highway Reimb. Fund - Subtotal:	<u>621,030</u>	<u>621,030</u>	<u>15,558</u>	<u>3</u>	<u>36,997</u>	<u>6</u>	<u>621,030</u>
Motor Vehicles- Replc.	4,000	4,000	0	0	0	0	4,000
Machinery & Equip. - Replc.	21,700	21,700	0	0	0	0	21,700
Machinery & Equip. - New	5,000	5,000	0	0	0	0	5,000
Improvements Other Than Buildings - New	102,500	102,500	0	0	0	0	102,500
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	6,900	6,900	0	0	0	0	6,900
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>140,100</u>	<u>140,100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>140,100</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>761,130</u>	<u>761,130</u>	<u>15,558</u>	<u>2</u>	<u>36,997</u>	<u>5</u>	<u>761,130</u>

Town of Altavista
FY 2019 Cemetery Fund
25% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	2,750	18	6,700	45	15,000
Interest/Interest Income	10,000	10,000	102	1	2,890	29	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	1,800	45	3,100	78	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>33,500</u>	<u>33,500</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>
Cemetery Fund - GRAND TOTAL:	<u>62,500</u>	<u>62,500</u>	<u>4,652</u>	<u>7</u>	<u>12,690</u>	<u>20</u>	<u>62,500</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	227	2	1,363	14	9,700
Salaries and Wages/Overtime	1,000	1,000	305	30	364	36	1,000
Benefits/FICA	800	800	39	5	123	15	800
Benefits/VRS	1,000	1,000	16	2	36	4	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	54	4	165	11	1,550
Benefits/Group Life	200	200	3	1	19	9	200
VRS Hybrid Employer Contr.			6		96		
ICMA Hybrid Employer Contr.			1		11		
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	2,000	40	3,000	60	5,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	16,000	16,000	0	0	0	0	16,000
CAPITAL OUTLAY							
Machinery & Equip. - New	750	750	0	0	652	0	750
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>62,500</u>	<u>62,500</u>	<u>2,650</u>	<u>4</u>	<u>5,828</u>	<u>9</u>	<u>62,500</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,377,776.04

Balance as of September 30, 2018

Non-SpecificGreen Hill Cemetery 668,559.77

General Fund Reserves

Capital Improvement Program Reserves

3,594,500.59

Altavista EDA Funding 268,034.39 *268,034.39

Enterprise Fund Reserves

Capital Improvement Program Reserves

515,770.79

PCB Remediation 569,707.59Highway Fund 983,083.54Police Federal 2,885.82Police State 4,435.94

Public Funds Money Market Accounts

9,830,467.01

Operating Checking Account (Reconciled Balance) 940,330.60**DESIGNATED FUNDS** 3,437,037.65

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

UNDESIGNATED FUNDS

13,940,738.39

-7,204,264.00

6,736,474.39

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

NOTES:

Earmarked for Final Downtown Map-21 Project

-166,226.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-170,800.94

Funds earmarked for items not completed during prior FY

-323,600.00

Canoe Launch Site

-338,359.50

Budget

CIP Items Earmarked for Future Purchase

-100,000.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-2,540.00

9/12/2017

WWTP Clarifier - Hurt & Proffitt

-3,640.00

1/3/2018

Roberta F. Jenks donation

-216,831.68

1/9/2018

VDOT ROW / Bridge Proj. Easement Payment

-11,300.00

UNDESIGNATED RESERVE FUND BALANCE5,346,936.27



**Town Council Meeting – Item Number: 6 c.
October 9, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: **Approve Region 2000 Local Government Council Charter Changes**

Background: The Region 2000 Local Government Council (and Workforce Investment Board) are pursuing changes to the LGC's charter, which would change the name to Central Virginia Planning District Commission. This new name more accurately describes the organization and its role. Charter changes require the approval of the member localities. The attached documents outline the requested name changes. There is no substantive change in operation of the organization. Gary Christie, Executive Director, appeared before the Town Council at their September 25th Work Session to address this item.

Requested Action: Motion to Approve the Local Government Council's Charter Changes.

ATTACHMENTS:

- *LGC Charter Change information*

828 Main Street
12th Floor
Lynchburg, VA 24504



Office: 434.845.3491
Fax: 434.845.3493
www.region2000.org

July 30, 2018

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

Dear Waverly:

The Virginia's Region 2000 Local Government is proud to serve the Town of Altavista as the Planning District Commission for this region since 1969. Over that time the organization has had various names to reflect organizational changes and evolving missions. We began as the Central Virginia Planning District Commission, grew to become the Region 2000 Regional Commission and now are called the Virginia's Region 2000 Partnership Regional Council: Local Government Council.

We believe that we are at a point now that it is time to evolve a name change once more.

With the merger of the Region 2000 Economic Development Council and the Lynchburg Regional Chamber of Commerce into the Lynchburg Regional Business Alliance, we no longer have the Partnership organization that utilized the Region 2000 brand. Although the "Region 2000" brand is now recognized by state officials as a geographic identifier for the Counties/City/Towns in this area, it is also identified as the economic development marketing agency for the region. Although we support the work of the Regional Alliance in their economic development marketing, that's not what we do. But as long as we carry the Region 2000 brand, there's a possibility of confusion about our role and mission among our localities and our stakeholders.

Central Virginia Planning District Commission

After several months of discussion and consideration, the Local Government Council seeks your approval to change our charter and drop the Region 2000 brand and return to our original organization name, the Central Virginia Planning District Commission. Every organizational name change takes time for people to learn, but over time our government customers and business and non-profit stakeholders will better understand what we do and who they are dealing with by this more accurate reflection of who we are.

A change in our charter requires the approval of localities in the region. A black-lined version and a clean version of the Local Government Council charter is included showing the proposed name changes.

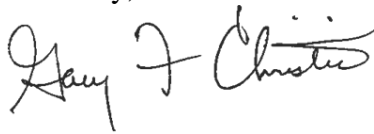
Summary

Our intent is to only change the name of the organization to make it clearer and more consistent with the mission and purpose of the organizations.

We ask that you share with us any comments that you have on these changes by August 31, 2018 and take action on our request by the end of November 2018. Ben Bowman, our Workforce Development Director and I would be happy to join you for the discussion and to answer questions for Council or staff and to provide our annual report when Council considers this agreement change.

Thank you for your consideration and the staff and I look forward to continued service to the Town of Altavista, to the Altavista community and to the region.

Sincerely,

A handwritten signature in black ink that reads "Gary F. Christie". The signature is written in a cursive, flowing style.

Gary F. Christie, Executive Director
gchristie@region2000.org
434 845-5678 x 211

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CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

CHARTER AGREEMENT

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CHARTER AGREEMENT OF THE

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

This Charter Agreement to organize a regional commission made this first day of August, 2000, and subsequently amended, by and between the undersigned governmental subdivisions as authorized by the Regional Cooperation Act, 15.2-4200, et seq., Code of Virginia (1998), as amended);

NOW, THEREFORE, BE IT AGREED THAT:

ARTICLE I

Name, Location, Authority, Purpose

Section 1. The name of this organization shall be the Virginia's Region 2000 Partnership — Regional Council, hereinafter called the "Local Government Council." Central Virginia Planning District Commission ~~(amendment approved 2005, amendment approved 2018)~~

Section 2. The principal office of the LOCAL GOVERNMENT COUNCIL — Commission shall be in Lynchburg, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the LOCAL GOVERNMENT COUNCIL Commission —members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.

Section 3. The LOCAL GOVERNMENT COUNCIL Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act.

Section 4. The purpose of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the planning district by planning, and encouraging and assisting governmental subdivisions to plan for the future, and to carryout duties desired by the member jurisdictions, as permitted by law.

ARTICLE II

Membership

Section 1. ~~LOCAL GOVERNMENT COUNCIL~~ Commission members shall be appointed by the respective governing bodies of those political subdivisions which are parties to this charter agreement provided, however, that at least a majority of the ~~LOCAL GOVERNMENT COUNCIL'S~~ Commission's members shall be elected officials of the governing bodies of the governmental subdivisions, or members of the General Assembly, within the planning district.

Section 2. Each governmental subdivision which is either a city or county and a party to this charter agreement shall appoint two members to the ~~LOCAL GOVERNMENT COUNCIL~~ Commission, one of whom shall be the Chief elected member of the governing body, or their elected designee. The other appointee shall be the Chief Appointed Official of each governmental subdivision, or their appointed designee. Additionally, one member of the ~~Local Government Council~~ Commission shall represent Virginia's Region 2000 as appointed by that Board and two members shall represent Virginia's General Assembly. The General Assembly members shall serve two-year alternating terms so that all General Assembly members within the region shall be members of the ~~Local Government Council~~ Commission on a rotating basis on a schedule as approved by the ~~Local Government Council~~ Commission.

Section 3. Vacancies on the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be filled for the un-expired term in the same manner as the original appointment was made.

Section 4. Any member of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

ARTICLE III

Terms of Office and Voting Rights

Section 1. The terms of office of ~~LOCAL GOVERNMENT COUNCIL~~ Commission members who are also elected officials shall be coincident with their elected terms of office or such shorter term as their governing bodies shall determine. The terms of office of the appointed members shall be as determined by the member jurisdiction and coincident with their appointment with the member jurisdiction. The term of office for General Assembly members shall be two-years. General Assembly members shall not succeed themselves.

Section 2. Each member of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall have one equal vote in all matters before the LOCAL GOVERNMENT COUNCIL.

ARTICLE IV

Officers

Section 1. Officers of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall consist of a Chairman, Vice-Chairman, and Treasurer who shall be elected by the membership of the ~~LOCAL GOVERNMENT COUNCIL~~ Council.

Section 2. ~~LOCAL GOVERNMENT COUNCIL~~ Commission officers shall be elected for terms of one-year or

until their successors are elected, and shall be eligible for reelection.

Section 3. The ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall appoint an Executive Director who shall be an employee of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission and shall serve at the pleasure of a majority of the membership.

ARTICLE V

Planning District Commission - Regional Consortium Merger

Section 1. Upon the ratification of this Charter Agreement of the Region 2000 Regional Local Government Council, the Central Virginia Planning District Commission and the Region 2000 Consortium shall merge and become the Region 2000 Local Government Council. All assets, liabilities, and personnel of the Central Virginia Planning District Commission shall be transferred to the Region 2000 Regional Commission.

Section 2. Upon the ratification of the 2018 amendment, all assets of the Virginia's Region 2000 Local Government Council shall become assets of the Central Virginia Planning District Commission.

ARTICLE VI

Addition or Withdrawal of Members

Section 1. Any governmental subdivision within Planning District Number 11 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the ~~LOCAL GOVERNMENT COUNCIL~~ Commission provided that: (a) any city, county or town of more than 3,500 population adopts and executes this agreement; or (b) any town of 3,500 or less population, after petition to the ~~LOCAL GOVERNMENT COUNCIL~~ Commission and acceptance of the petition to

grant representation to such town by majority vote of the members of the LOCAL GOVERNMENT COUNCIL Commission, adopts and executes this agreement.

Section 2. Any governmental subdivision may withdraw from the LOCAL GOVERNMENT COUNCIL Commission by submitting to the LOCAL GOVERNMENT COUNCIL Commission in writing, at least 90 days before the end of the LOCAL GOVERNMENT COUNCIL'S Commission's —then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the LOCAL GOVERNMENT COUNCIL'S Commission's fiscal year has ended.

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1. The LOCAL GOVERNMENT COUNCIL Commission may designate an Executive Committee and delegate to it such powers as the LOCAL GOVERNMENT COUNCIL Commission may determine, provided that these powers are not inconsistent with provisions of the Regional Cooperation Act.

Section 2. The LOCAL GOVERNMENT COUNCIL Commission may adopt bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1. The LOCAL GOVERNMENT COUNCIL Commission shall hold regular meetings on a schedule which will be determined by the membership.

Section 2. Meetings of the LOCAL GOVERNMENT COUNCIL Commission shall be open to the public; however, the LOCAL GOVERNMENT COUNCIL Commission may hold closed meetings.

ARTICLE IX

Amendments

Section 1. This Charter Agreement may be amended, supplemented or superseded only by concurring resolutions from any combination of member governmental subdivisions whose aggregate representation on the LOCAL GOVERNMENT COUNCIL Commission constitutes a quorum. All proposed amendments shall be submitted to the LOCAL GOVERNMENT COUNCIL Commission for its review and comment to the member governmental subdivisions.

ARTICLE X

Date of Organization

Section 1. The organization of the Region 2000 Local Government Council, now called the Central Virginia Planning District Commission, shall be effective on the fifteenth day of September, 2000, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 11.

DATES OF ADOPTION/RESCISSION/AMENDMENTS TO THE CHARTER AGREEMENT

August 12, 1969	- Adopted by the Bedford City Council
September 2, 1969	- Adopted by the Campbell Board of Supervisors
September 8, 1969	- Adopted by the Bedford County Board of Supervisors
September 9, 1969	- Adopted by the Lynchburg City Council

September 12, 1969	- Adopted by the Appomattox County Board of Supervisors
June 7, 1971	- Adopted by the Amherst County Board of Supervisors
June 4, 1980	- Rescinded by the Campbell County Board of Supervisors, effective July 1, 1981
March 10, 1981	- Rescinded by the Bedford County Board of Supervisors, effective July 1, 1981
April 24, 1981	- Readopted by the Campbell County Board of Supervisors
July 1, 1982	- Automatically rescinded by the Campbell County Board of Supervisors because of non-payment of dues
July 6, 1982	- Amended by the Amherst County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 9, 1982	- Amended by the Appomattox County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 13, 1982	- Amended by the Lynchburg City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
August 10, 1982	- Amended by the Bedford City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
September 7, 1982	- Readopted by the Campbell County Board of Supervisors
October 11, 1982	- Adopted by the Appomattox Town Council
October 13, 1982	- Adopted by the Amherst Town Council
December 8, 1982	- Amended by the Amherst Town Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 10, 1982	- Amended by the Appomattox County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 14, 1982	- Amended by the Lynchburg City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 4, 1983	- Amended by the Amherst County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 18, 1983	- Amended by the Campbell County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
February 8, 1983	- Amended by the Bedford City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member

Amendments to the Region 2000 Regional Commission Charter

March 1, 2005	- Amended by the County of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 9, 2005	- Amended by the Town of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 21, 2005	- Amended by the County of Campbell to change the name to the Virginia's Region 2000 Local Government Council
April 18, 2005	- Amended by the County of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
April 25, 2005	- Amended by the County of Bedford to change the name to the Virginia's Region 2000 Local Government Council
April 26, 2005	- Amended by the City of Lynchburg to change the name to the Virginia's Region 2000 Local Government Council
May 9, 2005	- Amended by the Town of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
May 10, 2005	- Amended by the Town of Altavista to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by the Bedford City Council to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by Town of Brookneal to change the name to the Virginia's Region 2000 Local Government Council



CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION CHARTER AGREEMENT

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CHARTER AGREEMENT OF THE

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

This Charter Agreement to organize a regional commission made this first day of August, 2000, and subsequently amended, by and between the undersigned governmental subdivisions as authorized by the Regional Cooperation Act, 15.2-4200, et seq., Code of Virginia (1998), as amended);

NOW, THEREFORE, BE IT AGREED THAT:

ARTICLE I

Name, Location, Authority, Purpose

- Section 1. The name of this organization shall be the Central Virginia Planning District Commission, amendment approved 2018)
- Section 2. The principal office of the Commission shall be in Lynchburg, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the Commission members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.
- Section 3. The Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act.
- Section 4. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the planning district by planning, and encouraging and assisting governmental subdivisions to plan for the future, and to

carryout duties desired by the member jurisdictions, as permitted by law.

ARTICLE II

Membership

- Section 1. Commission members shall be appointed by the respective governing bodies of those political subdivisions which are parties to this charter agreement provided, however, that at least a majority of the Commission's members shall be elected officials of the governing bodies of the governmental subdivisions, or members of the General Assembly, within the planning district.
- Section 2. Each governmental subdivision which is either a city or county and a party to this charter agreement shall appoint two members to the Commission, one of whom shall be the Chief elected member of the governing body, or their elected designee. The other appointee shall be the Chief Appointed Official of each governmental subdivision, or their appointed designee. Additionally, one member of the Commission shall represent Virginia's Region 2000 as appointed by that Board and two members shall represent Virginia's General Assembly. The General Assembly members shall serve two-year alternating terms so that all General Assembly members within the region shall be members of the Commission on a rotating basis on a schedule as approved by the Commission.
- Section 3. Vacancies on the Commission shall be filled for the un-expired term in the same manner as the original appointment was made.
- Section 4. Any member of the Commission shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

ARTICLE III

Terms of Office and Voting Rights

- Section 1. The terms of office of Commission members who are also elected officials shall be coincident with their elected terms of office or such shorter term as their governing bodies shall determine. The terms of office of the appointed members shall be as determined by the member jurisdiction and coincident with their appointment with the member jurisdiction. The term of office for General Assembly members shall be two-years. General Assembly members shall not succeed themselves.
- Section 2. Each member of the Commission shall have one equal vote in all matters before the LOCAL GOVERNMENT COUNCIL.

ARTICLE IV

Officers

- Section 1. Officers of the Commission shall consist of a Chairman, Vice-Chairman, and Treasurer who shall be elected by the membership of the Council.
- Section 2. Commission officers shall be elected for terms of one-year or until their successors are elected, and shall be eligible for reelection.
- Section 3. The Commission shall appoint an Executive Director who shall be an employee of the Commission and shall serve at the pleasure of a majority of the membership.

ARTICLE V

Planning District Commission - Regional Consortium Merger

- Section 1. Upon the ratification of this Charter Agreement of the Region 2000 Regional Local Government Council, the Central Virginia

Planning District Commission and the Region 2000 Consortium shall merge and become the Region 2000 Local Government Council. All assets, liabilities, and personnel of the Central Virginia Planning District Commission shall be transferred to the Region 2000 Regional Commission.

Section 2. Upon the ratification of the 2018 amendment, all assets of the Virginia's Region 2000 Local Government Council shall become assets of the Central Virginia Planning District Commission.

ARTICLE VI

Addition or Withdrawal of Members

Section 1. Any governmental subdivision within Planning District Number 11 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the Commission provided that: (a) any city, county or town of more than 3,500 population adopts and executes this agreement; or (b) any town of 3,500 or less population, after petition to the Commission and acceptance of the petition to grant representation to such town by majority vote of the members of the Commission, adopts and executes this agreement.

Section 2. Any governmental subdivision may withdraw from the Commission by submitting to the Commission in writing, at least 90 days before the end of the Commission's then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the Commission's fiscal year has ended.

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1. The Commission may designate an Executive Committee and delegate to it such powers as the Commission may determine, provided that these powers are not inconsistent with provisions of the Regional Cooperation Act.

Section 2. The Commission may adopt bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1. The Commission shall hold regular meetings on a schedule which will be determined by the membership.

Section 2. Meetings of the Commission shall be open to the public; however, the Commission may hold closed meetings.

ARTICLE IX

Amendments

Section 1. This Charter Agreement may be amended, supplemented or superseded only by concurring resolutions from any combination of member governmental subdivisions whose aggregate representation on the Commission constitutes a quorum. All proposed amendments shall be submitted to the Commission for its review and comment to the member governmental subdivisions.

ARTICLE X

Date of Organization

Section 1. The organization of the Region 2000 Local Government Council, now called the Central Virginia Planning District Commission, shall be effective on the fifteenth day of

September, 2000, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 11.

DATES OF ADOPTION/RESCISSION/AMENDMENTS TO THE CHARTER AGREEMENT

August 12, 1969	- Adopted by the Bedford City Council
September 2, 1969	- Adopted by the Campbell Board of Supervisors
September 8, 1969	- Adopted by the Bedford County Board of Supervisors
September 9, 1969	- Adopted by the Lynchburg City Council
September 12, 1969	- Adopted by the Appomattox County Board of Supervisors
June 7, 1971	- Adopted by the Amherst County Board of Supervisors
June 4, 1980	- Rescinded by the Campbell County Board of Supervisors, effective July 1, 1981
March 10, 1981	- Rescinded by the Bedford County Board of Supervisors, effective July 1, 1981
April 24, 1981	- Readopted by the Campbell County Board of Supervisors
July 1, 1982	- Automatically rescinded by the Campbell County Board of Supervisors because of non-payment of dues
July 6, 1982	- Amended by the Amherst County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 9, 1982	- Amended by the Appomattox County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 13, 1982	- Amended by the Lynchburg City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
August 10, 1982	- Amended by the Bedford City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
September 7, 1982	- Readopted by the Campbell County Board of Supervisors
October 11, 1982	- Adopted by the Appomattox Town Council
October 13, 1982	- Adopted by the Amherst Town Council

December 8, 1982	- Amended by the Amherst Town Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 10, 1982	- Amended by the Appomattox County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 14, 1982	- Amended by the Lynchburg City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 4, 1983	- Amended by the Amherst County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 18, 1983	- Amended by the Campbell County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
February 8, 1983	- Amended by the Bedford City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member

Amendments to the Region 2000 Regional Commission Charter

March 1, 2005	- Amended by the County of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 9, 2005	- Amended by the Town of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 21, 2005	- Amended by the County of Campbell to change the name to the Virginia's Region 2000 Local Government Council
April 18, 2005	- Amended by the County of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
April 25, 2005	- Amended by the County of Bedford to change the name to the Virginia's Region 2000 Local Government Council
April 26, 2005	- Amended by the City of Lynchburg to change the name to the Virginia's Region 2000 Local Government Council
May 9, 2005	- Amended by the Town of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
May 10, 2005	- Amended by the Town of Altavista to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by the Bedford City Council to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by Town of Brookneal to change the name to the Virginia's Region 2000 Local Government Council



**Town Council Meeting – Item Number: 6 d.
October 9, 2018**

Agenda Memorandum

Submitted by: Tobie Shelton, Finance Director

Issue: **Approve FY2018 Budget Carryovers**

Background: At the September 25th Town Council Work Session, this item was reviewed by Council and it was requested to be placed on the October 9th Regular Meeting Consent Agenda. This action moves unexpended funds from the FY2018 budget to the FY2019 budget. The action would be as outlined in the attached memorandum.

Requested Action: Motion to Approve the FY2018 Budget Carryovers as outlined in the staff memorandum.

ATTACHMENTS:

- *Staff Memo and Support Information*



**Town Council Work Session
September 25, 2018
FY 2018 – Year End Carryovers**

**Agenda Memorandum
Submitted by: Tobie Shelton, Finance Director**

Discussion: Per the memo, staff is seeking to carry over funds from the FY 2018 Budget to the Reserve Fund for use in the FY 2019 Budget to complete the identified CIP Projects. Included in these funds is \$65,000 for installation of manual transfer switches at both springs as well as the Bedford pump station. This project has been pushed out to FY2021 in the CIP. These funds would be put in the Enterprise Fund Reserve and utilized during the FY 2021 Budget.

ATTACHMENTS:

- Memo from Staff



DATE: September 25, 2018

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2018 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$1,124,800 for CIP projects budgeted in FY 2018 that were not completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the projects are ready to be procured.

Below is a list of CIP Projects that staff would like to complete during FY 2019, which covers the period July 1, 2018 through June 30, 2019.

Administration – (\$10,400)

\$10,400 to cover the completion of Phase I of the security improvements to the town hall building.

Police – (\$9,750)

\$9,750 for the Firing Range extension.

Public Works / Recreation – (\$253,250)

\$104,200 to cover costs associated with the storm water portion of the on-going Rt. 43 Downtown Gateway project.

\$13,550 to cover costs associated with the streetscape portion of the on-going Rt. 43 Downtown Gateway Project.

\$8,000 for the replacement of the English park pavilion roof.

\$20,500 for the development of an 18-hole Frisbee golf course at English park.

\$100,000 to cover the replacement of playground equipment at English park.

\$7,000 for the development of the canoe launch site.

Economic Development – (\$34,000)

\$34,000 to be earmarked for economic development.

Water – (\$298,900)

\$86,300 to cover costs associated with the utility portion (Water) of the on-going Rt. 43 Downtown Gateway project.

\$30,000 for the installation of the Dearing Ford sustaining valve vault.

\$117,600 to cover costs associated with adding to the existing SCADA system.

\$65,000 to be earmarked in reserves for the installation of manual transfer switches at both springs as well as the Bedford pump station. This project has been moved out to FY 2021.

Wastewater – (\$518,500)

\$185,500 to cover costs associated with the on-going Clarifier 2 project.

\$33,000 for the replacement of a pump at the Main Pump Station. This item was ordered in March.

\$15,000 to cover the cost of a blower that was backordered.

\$25,000 for the replacement of the feed pump for the press system.

\$260,000 to cover costs associated with the utility portion (Sewer) of the on-going Rt. 43 Downtown Gateway project.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$1,124,800 in reserves; all but \$65,000 to be expended during FY 2019.



**Town Council Meeting – Item Number: 8. a.
October 9, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: **FY2019 Paving Bid Approval**

Background: Town Council previously reviewed the paving bids at their September 25th Work Session and recommends approval. This item was not placed on the Consent Agenda, as two Council members will abstain from the vote.

Requested Action: Approve staff's recommendation and award the FY2019 Paving bid to Lawhorne Brothers, based on the unit prices listed.

ATTACHMENTS:

- *Paving List*
- *Bid Sheet Totals*
- *Negotiated Revision to Bid*

Paving List 2018/2019

Streets

Highway Fund

Street	From	To	Feet Length	Miles Length	Estimated Tons	Estimated Milling
2018						
Franklin Avenue	7th Street	14th Street	3,103.42	0.58	1,239.93	219.85
Park Street	Amherst Avenue	Lola Avenue	847	0.16	279.64	119.66
West Road	Bedford Avenue	Lynch Road	2,157.87	0.4	659.35	96.1
7th Street	Pittsylvania Ave.	Lola Avenue	2,832.31	0.53	1,095.36	4265.25
14th Street	Amherst Avenue	Avondale Drive	704.13	0.13	180.73	42.66
		Estimated Quantities	9,644.73	1.8	3,455.01	4743.52

Street Alleys

General Fund

Street	From	To	Feet Length	Miles Length	Estimated Tons	Estimated Milling
Between 5th & Main	Pittsylvania Ave.	Nelson Avenue	1,161.60	0.22	207.55	43.31
Between Main & 7th	Pittsylvania Ave.	Amherst Avenue	1,795.20	0.34	219.41	2.66
Between 7th & 8th	Franklin Avenue	Lola Avenue	1,478.40	0.28	180	8.99
Between 8th & 9th	Franklin Avenue	Charlotte Avenue	1,267.20	0.24	154	7.66
Between 9th & Park	Franklin Avenue	Amherst Avenue	1,003.20	0.19	122	None
Between Park & 10th	Franklin Avenue	Amherst Avenue	1,003.20	0.19	122	None
		Estimated Quantities	7,708.80	1.46	1004.96	62.62

Wastewater Plant	5,500 Square Yards	580 Tons			580	292.83
		Estimated Quantities			5,039.97	5097.83

Bids Opened at 2:00 PM
Friday, August 24, 2018

Paving Bid Sheet Totals
2018/2019

Lawhorne Brothers Paving - A Division of Adams Construction Company

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5000	tons	\$87.10	\$435,500.00
IM Mix	500	tons	\$82.40	\$8,240.00
Milling	1000	SY	\$31.60	\$31,600.00
TOTAL				\$475,340.00

BOXLEY PAVING

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5000	tons	\$96.75	\$483,750.00
IM Mix	500	tons	\$94.95	\$9,495.00
Milling	1000	SY	\$7.75	\$7,750.00
TOTAL				\$500,995.00

Person Brothers Paving

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5000	tons	\$98.68	\$493,400.00
IM Mix	500	tons	\$97.00	\$9,700.00
Milling	1000	SY	\$4.80	\$4,800.00
TOTAL				\$507,900.00

Person present during bid opening was the following

Jessica	Patterson Brothers Paving
David Garrett	Town of Altavista
Cory Jordan	Town of Altavista

BID SHEETFall/Spring 2018/2019 ASPHALT OVERLAY
TOWN OF ALTAVISTA, VIRGINIA

<u>MATERIAL</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
SP-9.5A (8-P Stone)	5,000	tons	\$ 87.10	\$ 435,500.00
IM Mix	100	tons	\$ 82.40	\$ 8,240.00

Edge Milling

<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1,000 5,097	SY	\$ 9.55	\$ 48,676.35

TOTAL BID \$ 492,416.35

Four Hundred Ninety Two Thousand Four Hundred Sixteen Dollars and
 35/100-----Cents.

NOTE: 8 Stone Non-Polishing
 8-P Stone Polishing



**Town Council Meeting – Item Number: 8. b.
October 9, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: **Chamber of Commerce Christmas Parade Route Approval**

Background: The Annual Chamber of Commerce Christmas Parade will be held on Saturday, December 1st beginning at 5:00 p.m. The parade route has historically begun with the line up being along Bedford Avenue, then the parade travels along Bedford Avenue, turns left on 7th Street (at light), right onto Broad Street, then left onto Main Street and ultimately right onto Nelson Avenue for dispersement.

Requested Action: Approve the annual Chamber of Commerce's Christmas Parade route, as outlined.

ATTACHMENTS:

- *Chamber letter*

TO: Altavista Town Council

FROM: Altavista Area Chamber of Commerce

REF: 2017 Christmas Parade

Date: September 27, 2018

The Altavista Area Chamber of Commerce, Altavista On Track and the Altavista Rotary Club are requesting approval to once again organize the Altavista Christmas Parade to be held December 1, 2018 at 5pm. In the event of inclement weather, we will not have a makeup date. The staging area (from Bedford Ave at the High School to Myrtle Lane, and 9th and 10th Streets from Bedford to Broad Street) will begin set up for the lineup of vehicles at approximately noon. Floats and other entries are requested to begin arriving at 3pm. The parade route will continue to be Bedford Ave at Altavista Combined School to left on 7th Street, 7th to right on Broad Street, Broad to left on Main Street, Main Street to right on to Nelson. Parade will disassemble on Nelson.

The committee will be working with the Altavista Police Department and VDOT regarding the closure of the parade route and safety. Altavista PD will outline the OPS Plan and Emelyn Gwynn (Altavista On Track) is working with VDOT regarding street closures. The Chamber will begin looking for event insurance when we get closer to the event date. This cannot be purchased prior to 30 days out. Altavista Public Works will provide barricades at street entrances along the route. The Altavista Police will provide the digital traffic sign to alert traffic on Bedford Avenue of the closure for the parade and will coordinate with other emergency entities as necessary.

The theme for this year's parade will be "A Storybook Christmas." We will be suggesting to businesses along the parade route to extend their hours and offer promotions to encourage parade goers to visit various businesses prior to and immediately following the parade. Local businesses will also participate in a holiday window decorating contest. Please mark your calendars and plan to join us as we usher in the holiday... and Santa!

Thank you for your continued support of the Altavista Christmas Parade and our town!

Respectfully,

Heather Reynolds, President

Altavista Area Chamber of Commerce



Town Council Meeting – Item Number: 8.c.
October 9, 2018
Text Ordinance Amendments (Zoning) – “First Readings”

Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Issue: ***“First Readings” of Text Ordinance Amendments (Zoning)***

Background: Staff previously briefed Town Council on the Planning Commission’s review of two requested uses that have been previously undefined in the Town’s Zoning Ordinance (Chapter 86). The two items are related to 1) Mobile restaurants; and 2) Keeping of horses on Residential zoned property. After review, the Planning Commission requested draft text amendments to the ordinance addressing both items and subsequently conducted public hearings on both items.

At this time, Town Council will consider the draft text amendments, conduct a separate “First Reading” on each item and may decide to set public hearings on each text amendment. Staff has attached a copy of the text amendments with “tracked” changes, per Council’s input/direction, related to the Development Standards for Mobile Restaurants. Also attached is the complete text amendments as presented by the Planning Commission. Following Council’s discussion, they have the following options for both proposed text amendments:

- 1) Conduct the First Readings on the text amendments (with or without modifications) and direct staff to schedule public hearings on the amendments for the Tuesday, November 13th Regular Town Council meeting;
- 2) Defer action until a later date.

(NOTE: Council can/may decide to take different action on each text amendment.)

Discussion: **Mobile Restaurants:** This proposed text amendment creates a definition for the use, establishes it as a permitted use in the Commercial (C-1) and (C-2) zoning districts, as well as the Residential (R-1) and (R-2) zoning districts, and sets forth Development Standards (Article IV.) outlined in Section 86-520.

Keeping of horses in R-1 and R-2 Districts: This proposed text amendment redefines “Agriculture” under Section 86-32 Use Types, establishes it as a permitted use in the Residential (R-1) and (R-2) zoning districts with the issuance of a Special Use Permit, and sets forth Development Standards (Article IV.) outlined in Section 86-515.2.

Financial Impact: None.

Recommended Action: If the draft ordinance language is satisfactory to Town Council, staff would recommend the setting of public hearings on these items at the Town Council’s Regular Meeting on Tuesday, November 13, 2018 at 7:00 p.m.

ATTACHMENTS:

- *Draft Zoning Ordinance Text Amendments “Mobile Restaurants – Development Standards” from Planning Commission (with tracked changes suggested by Town Council and/or staff.*
- *Planning Commission’ Report/Recommendation*
- *Complete original Planning Commission Text Amendments, includes both “Mobile Restaurant” and “Keeping of horses in R-1 & R-2 district and all related changes.*

An Ordinance to add a new Section 86-520 to the Code of the Town of Altavista, 1968, relating to restaurant, mobile.

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

1. That a new Section 86-520 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-520. Restaurant, Mobile.

(a) Mobile restaurants in the R-1 and R-2 Districts may operate only when sponsored for a specific event by a church or other non-profit organization holding an exemption letter from the Internal Revenue Service and with prior approval by ~~Town Council designated town staff.~~ The mobile restaurant shall obtain a temporary mobile restaurant permit and provide evidence of such sponsorship including a description of the event and duration thereof. Mobile restaurants shall be subject to all of the requirements of Subsections (b) and (c) below as they are applicable.

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(b) Requirements for mobile restaurants.

(1) Mobile restaurants must obtain a mobile restaurant permit. The permit shall not be transferable to a new owner of the unit. The permit is valid for 12 months – January to December. The permit fee shall be as stated in the Town of Altavista Master List, Rate Fees and Charges. *(Initial recommended fee - \$50.00- to be placed in Master List.)*

(2) Mobile restaurants must maintain a valid business license issued by the Town and a valid health permit issued by the Virginia Department of Health. These must be displayed at all times the restaurant is open for service.

(3) Mobile restaurants shall be required to collect and remit the Town of Altavista Meals Tax as provided in Town Code Sec. 70-41, *et seq.*

(c) General Standards.

(1) A mobile restaurant may operate on private property but must obtain written permission from the property owner and provide when seeking a zoning permit. *The mobile restaurant owner must give the Town prior notice of when they will be operating in the town limits.*

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(2) No items shall be sold other than food and non-alcoholic beverages and items incidental to food and its consumption.

(3) No music shall be played that is audible outside of the vehicle.

(4) Mobile restaurant vehicles must park in locations or areas as approved in the mobile restaurant permit, and shall not block (i) the main entry drive aisles or affect pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, driveway entrances, alleys and handicapped parking spaces.

(5) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. No mobile restaurant shall operate past 9:00 p.m. A mobile restaurant and all materials associated with the business shall be removed from the location by 9:30 p.m. each day.

(6) When open for business, the mobile restaurant operator, or his or her designee, must be present at all time, except in cases of an emergency.

(7) No outdoor seating shall be permitted. If space is available, one covered table is permitted to provide condiments to patrons.

(8) *Temporary A-frame or T-frame signs may be displayed only when the mobile restaurant is open. The size of these signs is per Section 86-641 (a) (3).* ~~No signs may be displayed except those permanently affixed to the vehicle.~~ No signs intended to move with air/wind shall be allowed (such as streamers, sails or wings or feather flags). ~~No signs may be displayed except those permanently affixed to the vehicle.~~

(9) Trash receptacles shall be provided by and at the mobile restaurant and all trash, refuse, or recyclables generated by the use shall be properly disposed of in them. Trash, refuse or recyclables must be removed with the mobile unit and may not be placed in any public receptacle or public trash can on a street or public dumpster.

(10) No liquid wastes shall be discharged from the mobile restaurant.

(11) No mobile restaurant shall locate within 50 feet of ~~the entrance to a~~ business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the ~~main public entrance of the~~ *restaurant's foundation*) unless permission of the restaurant owner is provided in writing. This standard shall not apply when an established, active restaurant is closed or outside its normal operating hours or when the mobile restaurant is part of a town sanctioned event.

(12) No mobile restaurant shall locate within 50 feet of a single family or multi-family residential structure (determined by measuring from the edge of the mobile restaurant to the edge of the structure).

(13) Mobile restaurant vehicles may be otherwise limited by the Town depending on the location or other details of the mobile restaurant permit application.

(14) A mobile restaurant may operate on public property at any town sanctioned event, including, but not limited to the First Saturday Trade Lot, Uncle Billy's Day, TGIF, Annual Harvest Jubilee & Wine Festival, and AOT's Food Truck Rally.

(15) The operation of the mobile restaurant or use of a generator may not be loud enough to be plainly audible at a distance of one hundred (100) feet from the mobile restaurant. Excessive complaints about vehicle or generator noise will be grounds for the Zoning Administrator to require that the mobile restaurant vendor change location on the site, to move to another property or the permit may be revoked at that location.

(16) Mobile restaurant permit may be revoked by the Zoning Administrator at any time due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the Board of Zoning Appeals.

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

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10/TA/O-Sec. 86-520 Mobile restaurants – Clean copy 080718

Commissioners

John Jordan, Chairman
John Woodson, Vice Chairman
Marie Mitchell
Marvin Clements
Tim George



Town Planning Staff

Daniel Witt
Cheryl Dudley

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

The Planning Commission held two public hearings at its August 6, 2018 meeting to consider amendments to the zoning ordinance that would (1) regulate mobile restaurants and (2) allow for horses on certain parcels within the R1 and R2 zoning districts. All members were present at the meeting.

Public Hearing 1- Mobile Restaurants

Mr. Clements made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, 86-322, 86-352, 86-427, 86-382, and 86-520 regulating mobile restaurants.' The motion was seconded by Tim George. All members voted in favor of the recommendation with none opposing.

Public Hearing 2- Horses

Mr. Woodson made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, and 86-515.2 regulating horses.' The motion was second by Mr. Clements. All members voted in favor of the recommendation with none opposing.

Attachments:

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by amending the definition of "agriculture" and by adding the definition of "restaurant, mobile".

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

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to amend the definition of agriculture and add the definition of restaurant, mobile as follows:

Sec. 86-32. Use types.

Agriculture means the use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. The keeping of a cow, pig, sheep, goat, male chicken (rooster) or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. The keeping of female chickens in compliance with section 86-515.1 shall not constitute agriculture. The keeping of horses in compliance with section 86-515.2 shall not constitute agriculture. A garden accessory to a residence shall not be considered agriculture (see definition for *Garden, home*).

Restaurant, mobile means a readily movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and/or selling of food and operated at temporary locations. This definition shall include food trucks, food trailers, and food carts and shall not apply to ice cream trucks, "meals on wheels" or food home delivery services.

All other use type definitions in Sec. 86-32 remain unchanged.

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 86-132 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-1 low-density residential district.

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

1. That Section 86-132 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-132. - Permitted uses.

(a) Only one building and its accessory buildings may be erected on any lot or parcel of land in the R-1 low-density residential district.

(b) The following uses are permitted by right or by special use permit in the R-1 low-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment-Subject to Sec. 86-453

Community garden-Special use permit required.

Family day care home-Subject to Sec 86-477. Special use permit required.

Group home-Subject to Code of Virginia § 15.2-2291

Home garden

Home occupation-Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

Manufactured home, emergency-Subject to Sec. 86-455

Single-family dwelling, detached-Subject to Sec. 86-596

Temporary family health care structures-Subject to Sec. 86-460

(3) *Civic use types.*

Community recreation Subject to Sec. 86-474

Cultural service

Educational facilities, primary/secondary Special use permit required

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Public parks and recreational areas Special use permit required.

Religious assembly Subject to Sec. 86-479. Special use permit required.

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

~~Bed and breakfast-Subject to Sec. 86-507. Special-use-permit required.~~

Restaurant, mobile per Sec. 86-520

(6) *Industrial use types.*

(None)

(7) *Miscellaneous use types.*

Amateur radio tower Subject to Sec. 86-542.

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally Subject to Sec. 86-544.

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 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

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

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-192. - Permitted uses.

The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

Manufactured home, emergency. Subject to Sec. 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units. Subject to Sec. 86-458. Special use permit required.

Single-family dwelling, attached. Subject to Sec. 86-459

Single-family dwelling, detached. Subject to Sec. 86-596

Temporary family health care structures. Subject to Sec. 86-460; b2.

Townhouse—Subject to section 86-461

(3) *Civic use types.*

Assisted care residence. No Guidelines listed in Code – regulated by State of Virginia.

Cemetery. Special use permit required.

Club. Subject to Sec 86-473. Special use permit required.

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

Religious assembly. Subject to Sec. 86-479. Special use permit required.

Safety service.

Utility service, minor.

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast. Subject to Sec. 86-507. Special use permit required.

Day care center. Subject to Sec. 86-510. Special use permit required.

Golf course. Special use permit required.

Personal service business. Subject to Sec. 86-483. Special use permit required.

Restaurant, mobile per Sec. 86-520

(6) *Industrial use types.*

Recycling center. Special use permit required.

(7) *Miscellaneous use types.*

Amateur radio tower. Subject to Sec. 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally.

Satellite dish antenna in excess of one meter in diameter or measured diagonally. Subject to Sec. 86-544.

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 86-322 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-322 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-322. Permitted uses.

- (5) *Commercial use types.*
 - Bed and breakfast*
 - Brewpub
 - Business support service
 - Business/trade schools
 - Car wash (S)
 - Commercial indoor sports and recreation (S)
 - Communications service
 - Day care center*
 - Funeral service
 - Garden center
 - Gasoline stations (S)*
 - Hospital (S)
 - Microbrewery (S)
 - Personal improvement service
 - Personal service
 - Restaurant, mobile per Sec. 86-520
 - Restaurant, small—whether in a new or existing shopping strip center*
 - Restaurant, small—As a stand-alone building (S)*
 - Retail sales—Not exceeding 3,000 gross square feet per use
 - Studio, fine arts

All other text in Sec. 86-322 remain unchanged.

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 86-352 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-352 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-352. Permitted uses.

- (5) *Commercial use types.*
 - Adult use (S)*
 - Agricultural service
 - Antique shop
 - Assembly hall
 - Automobile dealership, new*
 - Automobile dealership, used (S)*
 - Automobile parts/supply, retail
 - Automobile rental/leasing
 - Automobile repair service, major (S)*
 - Automobile repair service, minor
 - Brewpub
 - Business support service
 - Business/trade schools
 - Car wash
 - Commercial indoor amusement
 - Commercial indoor entertainment
 - Commercial indoor sports and recreation
 - Commercial outdoor entertainment
 - Commercial outdoor sports and recreation
 - Communications service
 - Construction sales and service
 - Consumer repair service
 - Convenience store
 - Dance hall (S)
 - Day care center*
 - Equipment sales and rental (S)
 - Farmers market (S)
 - Flea market (S)
 - Funeral service
 - Garden center
 - Gasoline station*
 - Hospital

Hotel/motel/motor lodge
Kennel, commercial (S)*
Laundry
Manufactured home sales
Microbrewery
Mini-storage (S)*
Modular home sales
Pawn shop
Payday loan establishment
Personal improvement service
Personal service
Recreational vehicle sales and serviced
Restaurant, small
Restaurant, fast food or drive-thru*
Restaurant, mobile, per Sec. 86-520
Restaurant, general
Retail sales*
Studio, fine arts
Transient merchant*
Travel center (S)
Veterinary hospital/clinic

All other text in Sec. 86-352 remain unchanged.

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 86-427 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-427 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-427. Permitted uses.

- (5) *Commercial use types.*
Antique shop
Assembly hall (S)
Automobile repair service, minor (S)
Bed and breakfast (S)*
Brewpub
Business support service
Business/trade schools (S)
Commercial indoor entertainment (S)
Commercial indoor sports and recreation (S)
Communications service (S)
Consumer repair service
Convenience store
Dance hall (S)
Day care center (S)*
Farmers market (S)
Flea market (S)
Funeral service (S)
Hotel/motel/motor lodge (S)
Microbrewery
Pawn shop (S)
Payday loan establishment (S)
Personal improvement service
Personal service
Restaurant, small
Restaurant, fast food or drive-thru (S)*
Restaurant, general
Restaurant, mobile per Sec. 86-520
Retail sales
Studio, fine arts

All other text in Sec. 86-427 remain unchanged.

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 86-382 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

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

1. That Section 86-382 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-382. Permitted uses.

- (5) *Commercial use types.*
 - Business support services
 - Business/trade school
 - Communication services
 - Construction sales and services
 - Equipment sales and rental
 - Mini-storage*
 - Restaurant, mobile per Sec. 86-520

All other text in Sec. 86-382 remain unchanged.

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

An Ordinance to add a new Section 86-520 to the Code of the Town of Altavista, 1968, relating to restaurant, mobile.

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

1. That a new Section 86-520 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-520. Restaurant, Mobile.

(a) Mobile restaurants in the R-1 and R-2 Districts may operate only when sponsored for a specific event by a church or other non-profit organization holding an exemption letter from the Internal Revenue Service and with prior approval by Town Council. The mobile restaurant shall obtain a temporary mobile restaurant permit and provide evidence of such sponsorship including a description of the event and duration thereof. Mobile restaurants shall be subject to all of the requirements of Subsections (b) and (c) below as they are applicable.

(b) Requirements for mobile restaurants.

(1) Mobile restaurants must obtain a mobile restaurant permit. The permit shall not be transferable to a new owner of the unit. The permit is valid for 12 months – January to December. The permit fee shall be as stated in the Town of Altavista Master List, Rate Fees and Charges. Initial recommended fee - \$50.00.

(2) Mobile restaurants must maintain a valid business license issued by the Town and a valid health permit issued by the Virginia Department of Health. These must be displayed at all times the restaurant is open for service.

(3) Mobile restaurants shall be required to collect and remit the Town of Altavista Meals Tax as provided in Town Code Sec. 70-41, *et seq.*

(c) General Standards.

(1) A mobile restaurant may operate on private property but must obtain written permission from the property owner and provide when seeking a zoning permit.

(2) No items shall be sold other than food and non-alcoholic beverages and items incidental to food and its consumption.

(3) No music shall be played that is audible outside of the vehicle.

(4) Mobile restaurant vehicles must park in locations or areas as approved in the mobile restaurant permit, and shall not block (i) the main entry drive aisles or affect pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, driveway entrances, alleys and handicapped parking spaces.

(5) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. No mobile restaurant shall operate past 9:00 p.m. A mobile restaurant and all materials associated with the business shall be removed from the location by 9:30 p.m. each day.

(6) When open for business, the mobile restaurant operator, or his or her designee, must be present at all time, except in cases of an emergency.

(7) No outdoor seating shall be permitted. If space is available, one covered table is permitted to provide condiments to patrons.

(8) No signs may be displayed except those permanently affixed to the vehicle. No signs intended to move with air/wind shall be allowed (such as streamers, sails or wings or feather flags).

(9) Trash receptacles shall be provided by and at the mobile restaurant and all trash, refuse, or recyclables generated by the use shall be properly disposed of in them. Trash, refuse or recyclables must be removed with the mobile unit and may not be placed in any public receptacle or public trash can on a street or public dumpster.

(10) No liquid wastes shall be discharged from the mobile restaurant.

(11) No mobile restaurant shall locate within 50 feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant) unless permission of the restaurant owner is provided in writing. This standard shall not apply when an established, active restaurant is closed or outside its normal operating hours or when the mobile restaurant is part of a town sanctioned event.

(12) No mobile restaurant shall locate within 50 feet of a single family or multi-family residential structure (determined by measuring from the edge of the mobile restaurant to the edge of the structure).

(13) Mobile restaurant vehicles may be otherwise limited by the Town depending on the location or other details of the mobile restaurant permit application.

(14) A mobile restaurant may operate on public property at any town sanctioned event, including, but not limited to the First Saturday Trade Lot, Uncle Billy's Day, TGIF, Annual Harvest Jubilee & Wine Festival, and AOT's Food Truck Rally.

(15) The operation of the mobile restaurant or use of a generator may not be loud enough to be plainly audible at a distance of one hundred (100) feet from the mobile restaurant. Excessive complaints about vehicle or generator noise will be grounds for the Zoning Administrator to require that the mobile restaurant vendor change location on the site, to move to another property or the permit may be revoked at that location.

(16) Mobile restaurant permit may be revoked by the Zoning Administrator at any time due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the Board of Zoning Appeals.

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

An Ordinance to add a new Section 86-515.2 to the Code of the Town of Altavista, 1968, relating to keeping of horses in R-1 and R-2 District.

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

1. That a new Section 86-515.2 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-515.2. Keeping of horses in R-1 and R-2 District.

(a) Minimum contiguous fenced acreage is 5 acres with a minimum of two fenced acres per horse.

(b) Horses must be stabled or penned no closer than 300 feet of the residence of any other person and such horses may be permitted to graze no closer than 100 feet from the residence or any other person.

(c) Owner shall keep the pasture and barn cleaned so as to prevent accumulation of manure.

(d) By special use permit, Town Council may place such other conditions upon such keeping and grazing of horses deemed necessary to prevent the creation of a nuisance and/or disturbance to the reasonable peace and comfort of neighboring residents as well as other requirements per the special use permit process.

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



Town Council Meeting – Item Number: 8. d.
October 9, 2018
Water Treatment Plant Finished Pump & Motor # 3 Replacement
Agenda Memorandum
Submitted by: Thomas W. Fore Utilities Director

Issue: Water Treatment Plant # 3 Finished Pump Fail

Background: The Water Treatment Plant's #3 Finished Pump seized up and is inoperable based on investigation of maintenance personnel. This failure occurred during the last week of September. This pump was rebuilt in 2008.

During the electrical upgrade the new MCC for this pump had a VFD drive installed and with the replacement of the pump, now is the time to upgrade the motor with an Inverter duty, premium efficient motor. Due to the pump being required by our "Operational Permit", this pump has been ordered.

The cost to replace the pump and motor with reinstallation performed by the vendor and delivered to the Water Treatment Plant is \$30,215.00, additionally reinstallation of electrical wiring and SCADA check for this new motor is \$750.00 for a total replacement cost of **\$30,965**.

This would deplete the maintenance line of the water plant. The CIP budget included \$50,000 for Standard Detail Specifications. The Engineering firm is doing this work for \$6,000 which leaves a balance of \$44,000 unexpended from this line. The recommendation is to allocate the \$30,965 needed to replace the # 3 finished water pump which would still leave unexpended balance in the CIP Standard Detail Specification of \$13,035.

Requested Action: **Motion to Approve Staff's Recommendation to re-appropriate funds from unexpended CIP projects for the cost of the pump, as outlined.**

ATTACHMENTS:

- *Sydnor Quote No. 10015-15*
- *Tencarva Quote*



HYDRO. . . INC.

2111 MAGNOLIA ST., RICHMOND, VA 23223
P.O. BOX 27186, RICHMOND, VA 23261-7186
800-552-7714 • 804-643-2725 • FAX: 804-788-9058

QUOTE NO. 10015-15
PAGE 1 OF 2
OCTOBER 02, 2018

TOWN OF ALTAVISTA
ATTN: MR. PAUL P. HILL
PO BOX 420
ALTAVISTA, VA 24517

TEL: 434-941-2423
EMAIL: pphill@altavistava.gov

SUBJECT TO THE CONDITIONS OF SALE SET OUT BELOW AND ON THE BACK HEREOF,
Sydnor Hydro, Inc. offers to sell to Buyer the following:

REFERENCE: Fairbanks Morse 12M, 4 Stage, Finished Water Pump and Motor S/N K3E2-051386

Option #1: Rebuild of Pump

We propose to remove, rebuild, and reinstall the subject Fairbanks Morse Finished Water Pump. The exact scope of the rebuild cannot be determined until the unit is disassembled and evaluated at our shop. The List below is the normal wear parts that are most likely in need of replacing and will be replaced at this time:

- Rubber Bearing Inserts
- Bowl Bearings
- (2) two 416 Stainless steel line shafts
- Stuffing Box Bushing and Packing
- Column Flange Gaskets
- Nuts, Bolts and Lock Washers

For The Sum Of..... \$16,313.00

The sum above is based on reusing the existing bowls, impellers, column pipe, and discharge head. Additional charges will apply if additional parts are required other than listed above.

Adder: Rebuild of the 100HP, 404TP, 230/460/3/60, 1765-RPM Motor S/N ATJ121334- No motor winding is included.

The motor will be disassembled and the following will occur:

- Bearings condition and insulation resistance will be tested.
- Inspect the condition of the asset.
- Test Stator for phase resistance, insulation resistance, PI, Surge and Hi-pot.
- The Rotor Bars and Rings will be tested.
- Clean parts to ensure precision measurement of key fits as defined by SKF.
- Dip Stator in epoxy varnish and oven controlled baking of Stator.
- Dynamically balance the Rotor on a calibrated machine.
- We will replace the two (2) ball bearings.
- Perform qualifying test on Stator.
- Perform No-load Acceptance Testing of motor and vibration reading.
- Paint the motor frame with rust protective paint.
- Coat the exposed.

For The Sum Of..... \$4,135.00

ACCEPTANCE COPY
(PLEASE SIGN & RETURN TO SYDNOR)



HYDRO. . . INC.

2111 MAGNOLIA ST., RICHMOND, VA 23223
P.O. BOX 27186, RICHMOND, VA 23261-7186
800-552-7714 • 804-643-2725 • FAX: 804-788-9058

QUOTE NO. 10015-15
PAGE 2 OF 2
OCTOBER 02, 2018

Option #2 Replacement of Pump

We propose to remove, replace, and reinstall the subject Fairbanks Morse Finished Water Pump. The pump will be a direct replacement of the subject pump designed for 1045GPM @ 270'. The pump will be complete with a cast iron discharge head, balanced impellers, Stainless steel fasteners, packing box and all required column pipe and shafting. The old unit will be disposed of and the new unit will be installed, started and tested.

For The Sum Of..... \$23,265.00

Adder #1: New US/Nidec Vertical Hollow Shaft WP-1, 460, 1800RPM, Premium Efficient Motor

We propose to remove, replace and reinstall a new US/Nidec Vertical Hollow Shaft WP-1, 100HP, 460, 1800RPM, Inverter Duty, Premium Efficient Motor.

For The Sum Of..... \$10,060.00

Adder #2: New Aurora Vertical Hollow Shaft, 460, 1800RPM, Premium Efficient Motor

We propose to remove, replace and reinstall a new Aurora Vertical Hollow Shaft WP-1, 100HP, 460, 1800RPM, Inverter Duty, Premium Efficient Motor.

For The Sum Of..... \$6,950.00

Terms, upon credit approval, are net due and payable within 30 days from date service rendered.

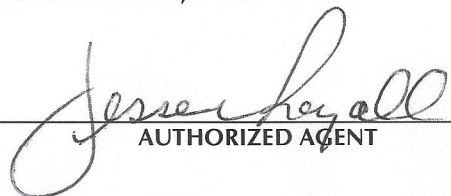
For further information, please call Mr. Tom Pomozzi at 804-644-2289 in Richmond, VA.

**ACCEPTED UPON THE CONDITIONS SET OUT ABOVE AND OVER.
EXPIRATION 30 DAYS**

SYDNOR HYDRO, INC.

BUYER - TOWN OF ALTAVISTA

BY:


AUTHORIZED AGENT

BY:

AUTHORIZED AGENT - TITLE

**ACCEPTANCE COPY
(PLEASE SIGN & RETURN TO SYDNOR)**

ADDITIONAL CONDITIONS OF SALE

PARTIES: Sydnor Hydro, Inc. is hereinafter referred to as "Seller". The Buyer is hereinafter referred to as "Buyer".

DURATION AND ACCEPTANCE OF QUOTATION: This quotation is an offer to sell. It may be accepted only upon the terms herein stated by Buyer signing the Acceptance copy hereof and delivering it to Seller's office before its expiration. Unless otherwise provided on the face hereof, this quotation expires thirty days after the quotation date shown on the face or at such earlier time as it may be withdrawn by Seller either verbally or by writing addressed to Buyer at the mailing address on the face hereof. Once effective, Buyer's acceptance may be canceled only with Seller's consent and upon terms which will indemnify Seller against loss by reason of such cancellation.

CLERICAL OR TYPOGRAPHICAL ERRORS in price, description, or otherwise are subject to correction by Seller.

PRICES do not include any applicable sales, use, excise or other comparable taxes which, if required to be collected or paid by Seller or its supplier, shall be paid by Buyer to Seller, unless otherwise stated on the face hereof.

TERMS OF PAYMENT: Unless otherwise stated on the face hereof, terms of payment are net thirty (30) days after invoice date. In the event customer causes shipment or work delay, the invoice date may be the date ready for shipment or installation regardless of continued possession by Seller. Seller may invoice for partial shipments. On work that includes construction services, seller reserves the right to cease construction activity and vacate the jobsite should buyer fail to make payments in accordance with payment terms established herein.

ADDITIONAL TERMS: If bankruptcy or insolvency proceedings be instituted by or against Buyer or if Buyer makes an assignment for the benefit of creditors or if Buyer's financial situation, in Seller's judgment, does not justify extending credit to Buyer, Seller may, at its election, require payment in advance or on delivery or cancel the order for any unshipped goods and require payment of any loss incurred by reason of the cancellation.

PAST DUE PRINCIPAL shall be subject to monthly interest, service or late charges at the highest lawful rate but not exceeding 1 1/2% per month. Buyer shall be liable for all costs (including reasonable attorneys' fees) incurred in collecting past due amounts.

DELIVERY: Unless stated on the face hereof, delivery shall be FOB point of shipment, and the means, method and route of delivery shall be as Seller may select. Any time of delivery stated on the face hereof is approximate only and Seller shall in no event be liable for delays in delivery or completion of work caused by delays in procuring materials or equipment or caused by fires, floods, accidents, acts of God, unavoidable accidents, strikes, labor difficulties or delay in transportation or by any action, law, ordinance, requirement, rule or regulation of any government or governmental authority, nor shall Seller be liable for any penalties or losses caused by any delay.

DESCRIPTIVE TERMS: Any descriptive terms or documents accompanying this order show only approximate dimensions, appearances, and specifications. Seller may make such changes therein as it deems an improvement.

RISK OF LOSS: The Buyer shall bear the risk of loss for any damage to or destruction of the goods ordered from such time as delivery by Seller of the goods to the carrier for transportation to Buyer, or, if Seller is the carrier, from tender of delivery to Buyer by Seller.

ADDITIONAL SERVICES: Unless stated on the face hereof, Seller does not agree or undertake to supervise or in any manner assist in the installation or start-up or servicing of the goods ordered.

EXPRESS WARRANTIES: (a) Items of equipment furnished by Seller under this Agreement, whether drop-shipped or installed by Seller, may be conditionally warranted against defects in material and workmanship by their manufacturer and are not warranted against such defects by Seller. Buyer's sole and exclusive remedy (if any) is against manufacturer only.

(b) Except as provided in paragraph (a), Seller agrees to correct all new construction work performed by Seller under this Agreement which proves to be defective in material or workmanship within one year from the Date of Substantial Completion. New construction work is defined as work performed on new facilities.

(c) Except as provided in paragraph (a), Seller agrees to correct service work provided by Seller under this Agreement which proves to be defective in material or workmanship within ninety days from the date service work is completed. This warranty is expressly limited to defects in material and workmanship specifically provided by Seller, and does not include failure caused by conditions outside the scope of service work performed by Seller. Service work is defined as work performed primarily on existing facilities, even if some portion of the work includes new or replacement components.

This warranty is expressly in lieu of all other rights and remedies at law or in equity. THERE ARE NO EXPRESS WARRANTIES EXCEPT THOSE HEREINABOVE SET OUT IN THIS PARAGRAPH. Seller shall not be responsible for any work done or expense incurred by Buyer which has not been authorized or is in excess of that authorized.

DISCLAIMER OF IMPLIED WARRANTIES AND CONSEQUENTIAL DAMAGES: SELLER DOES NOT WARRANT THE MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR OR INTENDED PURPOSE OR USE. SELLER SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR LIQUIDATED DAMAGES.

CONDITIONS EXCLUSIVE: No terms or conditions (including terms and conditions in any specification, order, contract, or subcontract in performance of which Buyer is purchasing the articles or services to be furnished pursuant hereof) not stated herein, and no agreement or other understanding varying the terms and conditions herein stated, shall be binding on Seller unless made a part hereof and signed by a duly authorized representative of Seller. To the extent that the assumptions, representations or conditions contained in this proposal are in conflict with any terms and conditions set forth on any subsequent purchase order or similar document issued to authorize or accept this proposal, the assumptions, representations and conditions of this proposal shall govern.



Item	Qty	Unit Price	Manufacturer and Description	Extended Price
1	1		Xylem Gould's Vertical Turbine Pump Model VITFFVM 12 CMC 4 stages Threaded column, 100 HP, 1800 RPM . See attached data sheet.	\$ 37,597.75
			Currently quoted w/ solid shaft motor.	
2	1		To add for Flanged column: \$ 2190.46	
3	1		Service (2) Tencarva persons onsite, 1 day onsite, estimated \$ 2500.00	
Freight not included, excluding taxes				

Delivery Terms:	Weeks		
Credit Terms:	Net 30 Days from Date of Invoices, No Retainages Allowed, 1-1/2% monthly on unpaid balance.		
Quote Accepted By:		Quote Submitted By:	<i>Tom Thomas</i>
Date Quote Accepted:		Date Quote Submitted:	October 2, 2018



**Town Council Meeting – Item Number: 8. e.
October 9, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: **Washington Street Sidewalk Replacement**

Background: Each year funds (Highway Fund) are included for replacement of sidewalk. For some time staff has been working with the Sheltered Workshop in regard to sidewalk issues along Washington Street. The project calls for demolition and replacement of sidewalk (approximately 109 lf) and curb (approximately 128 lf), as well as two ADA handicap ramps and four (4) driveway entrances. At this time, staff seeks award of a contract to Goodman's Concrete and Landscaping for the project, per the bids below.

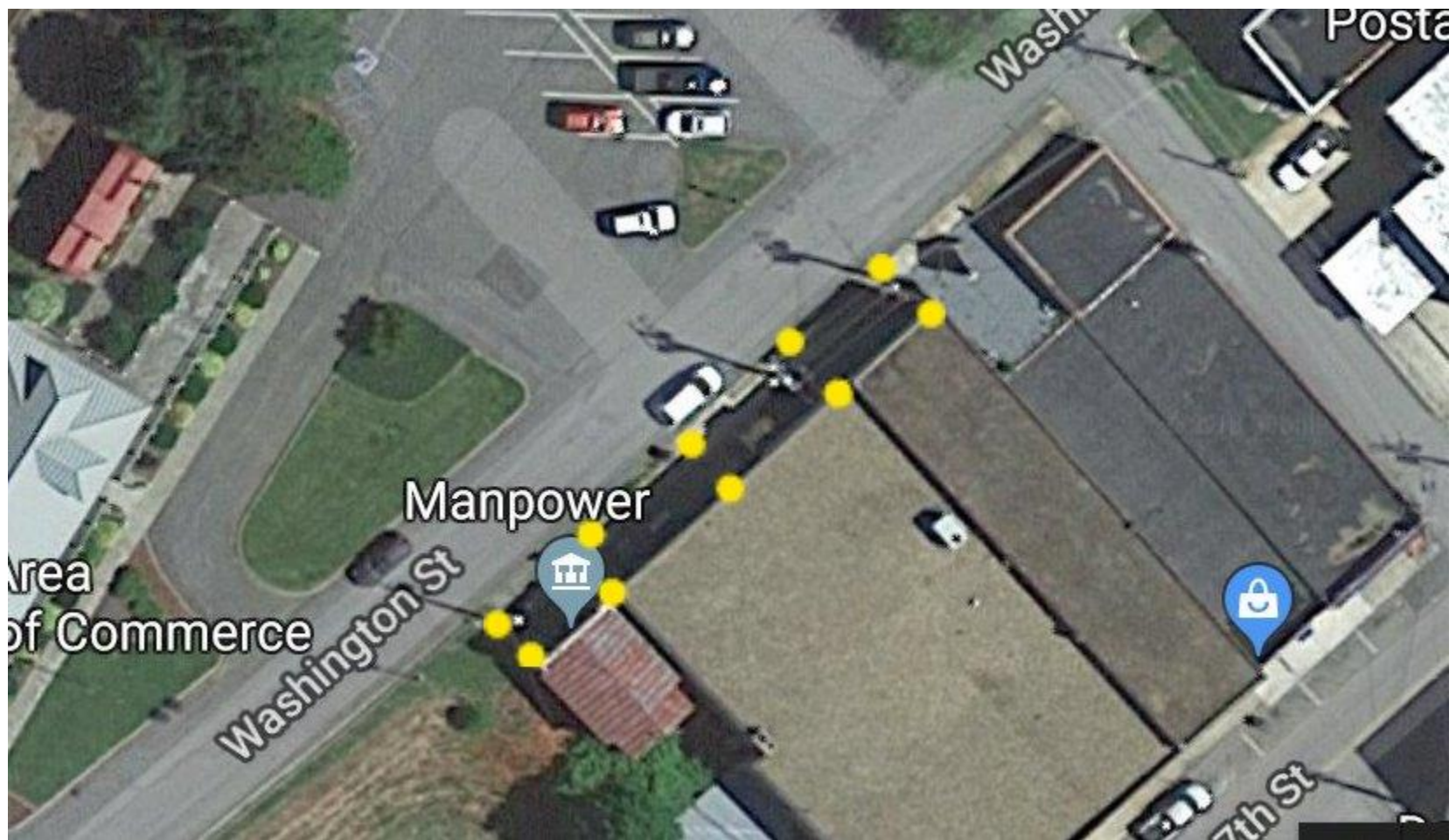
Bids received were:

Goodman's Concrete & Landscaping	\$22,322.00
Miller's Plumbing/Bobcat Grading, Inc.	\$46,625.00

Requested Action: Approve staff's recommendation to award the Washington Street sidewalk improvement project, as outlined to Goodman's Concrete & Landscaping.

ATTACHMENTS:

- *Washington Street site map*



Washington Street – Sidewalk Improvement Project



**Town Council Meeting – Item Number: 8. g.
October 9, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Jenks' Estate Bequests

Background: As you may recall, the Town was left money from Roberta Jenks in her will. So far there have been two bequests totaling \$216,831.68 to the Town. The specified use of this money was for the "new" portion of English Park. At this time, the executor of the state, is seeking confirmation from the beneficiaries to dispose of the remaining real estate as set forth in the attached letter.

Staff recommends authorization for the Town Manager to execute the confirmation in regard to the disposition of the remaining real estate of the Roberta Jenks estate, as outlined in the letter.

Requested Action: Motion to authorize the Town Manager to execute the confirmation for the sale of the remaining real estate of the Roberta Jenks' estate as outlined.

ATTACHMENTS:

- *Letter from executor of the Roberta Jenks' estate*

LAW OFFICES OF
J. JOHNSON ELLER, JR.

P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661
FAX (434) 369-5663
ELLERLAW19@GMAIL.COM

October 3, 2018

Mr. J. Waverly Coggsdale, III, Town Manager
Town Council of the Town of Altavista
P. O. Box 420
Altavista, VA 24517

Re: Sales of real estate owned by Roberta Jenks

Dear Waverly:

As you know, Roberta Jenks left the Town of Altavista the sum of \$150,000.00 in her will. This bequest was paid January 2, 2018.

Ms. Jenks' will also provided that after all the specific bequests were paid that the charitable and religious beneficiaries would share any surplus on a pro-rata basis. Accordingly, we made a partial distribution of \$66,831.68 to the Town on April 12, 2018. There will be one more final distribution when all assets are liquidated.

The principal remaining asset to be liquidated is the real estate consisting of rental houses at 812 Park Street and 1032 8th Street and Ms. Jenks' residence at 1822 Sunset Avenue.

The properties were offered at public auction on September 20 after three weeks of advertising. Unfortunately, there were only three active bidders on the 8th Street and Park Street houses and the final bids were much lower than the appraisals. Due to the condition of these houses and the poor market in Altavista at this time it is my belief that these bids reflect their true fair market value.

The following shows the sale price and the appraisal price for each:

	<u>Sale Price</u>	<u>Appraisal</u>
812 Park Street	\$14,850	\$18,000
1032 8 th Street	\$30,250	\$50,000
1822 Sunset Avenue	Not Sold	\$135,000

Mr. J. Waverly Coggsdale, III, Town Manager
Town Council of the Town of Altavista
Page 2
October 3, 2018

Since the bids were so much lower than the appraisals I am asking that the beneficiaries indicate their agreement with the price before we enter into a binding contract with the high bidders.

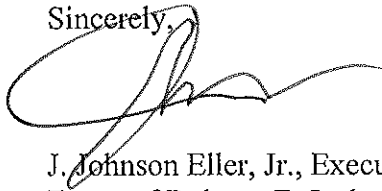
On September 20, we also exposed Ms. Jenks' residence to sale at public auction. One person appeared as a potential bidder. We requested a starting bid of \$90,000 and could not get any bid. We declined to sell and now I intend to list this property with a realtor at approximately \$108,000. We would hope to end up at \$90,000 or more.

We are requesting the concurrence of the beneficiaries with a sale of this property at a price in excess of \$90,000.

Please present this to Council at the meeting Tuesday and, if approved, execute the attached confirmation and return it to me.

Once sale of the real estate is concluded we can close the estate and make a final distribution to all beneficiaries including the Town of Altavista.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Johnson Eller, Jr.', with a stylized flourish extending to the right.

J. Johnson Eller, Jr., Executor
Estate of Roberta F. Jenks

Enclosure

TO: J. JOHNSON ELLER, JR., EXECUTOR

The Town of Altavista, as a beneficiary under the will of Roberta F. Jenks, with knowledge of the appraised value, hereby indicates its confirmation of the sales of the following parcels of real estate at this sale price:

	<u>Sale Price</u>	<u>Appraisal</u>
812 Park Street	\$14,850	\$18,000
1032 8 th Street	\$30,250	\$50,000

The Town, being aware of the appraised value of \$135,000 for Ms. Jenks' residence at 1822 Sunset Drive, hereby indicates its acquiescence of any sale in excess of \$90,000 in view of the fact that there were no bids at the public auction held on September 20, 2018.

TOWN OF ALTAVISTA

By _____
Waverly Coggsdale, III, Town Manager



**Town Council Meeting – Item Number: 8. f.
October 9, 2018**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: DRPT “ACTS” Drug Testing Policy

Background: As you may recall, the Town Council considered and adopted a resolution in regard to this item at their Regular Meeting in May 2018. Last week we received notification from the Department of Rail and Public Transportation (DRPT) that there were several items that needed to be amended. The copy in your packet shows the amended items in yellow highlight. The changes are primarily text that was required to be in “**bold**”, as well as one item where the number of years changed from 2 to 3.

Staff recommends adoption of the attached resolution.

Requested Action: Approve staff’s recommendation to adopt the attached resolution in regard to the required “DRPT Alcohol & Drug Policy”.

ATTACHMENTS:

- *Resolution*
- *Policy with changes*



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 the Altavista Town Council and will go into effect immediately.

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

Michael E. Mattox, Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

Town of Altavista

Drug and Alcohol Policy

Effective as of November 1, 2018

Adopted by: _____

Date Adopted: 10/9/2018

Last Revised: 9/25/2018

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I. 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 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 Town Manager or designee 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

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 **three 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 Town Manager or designee, 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 Town Manager or designee. 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 **Town Manager or designee.**

Attachment A: Covered Positions

All Part-time bus drivers

Senior Mechanic

Mechanic



Town Council Meeting – Item Number: 10

October 9, 2018

Reports and Communications

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Monthly Reports and Communications

Background: The following items are attached:

- Town Manager's Monthly Report
- Departmental Monthly Reports
- Communications
 - DCJS Letter – *Byrne Justice Assistance Grant Funding Formula*
 - DCR Letter – *Recreational Trails Program grant funding*
- Calendars (October and November)

Requested Action: None

Manager's Report for October 9, 2018 Council Meeting



Altavista Park and Trails (APT) Master Planning/ Project Implementation

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is due on Tuesday, October 9th. Staff is working on the layout/design for the trail off of Westwood Drive.

Dalton's Landing Canoe Launch Project Update

DCR representative has indicated that the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14th to begin grant agreement process.

Bedford Avenue Park Tennis Court Replacement and Sidewalk

This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project.

Downtown Public Parking Signs and Banners

Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project.

WWTP Clarifier #1 Project

Contract has been executed and the project is ready to begin.

Utility Standard Details & Specifications Project

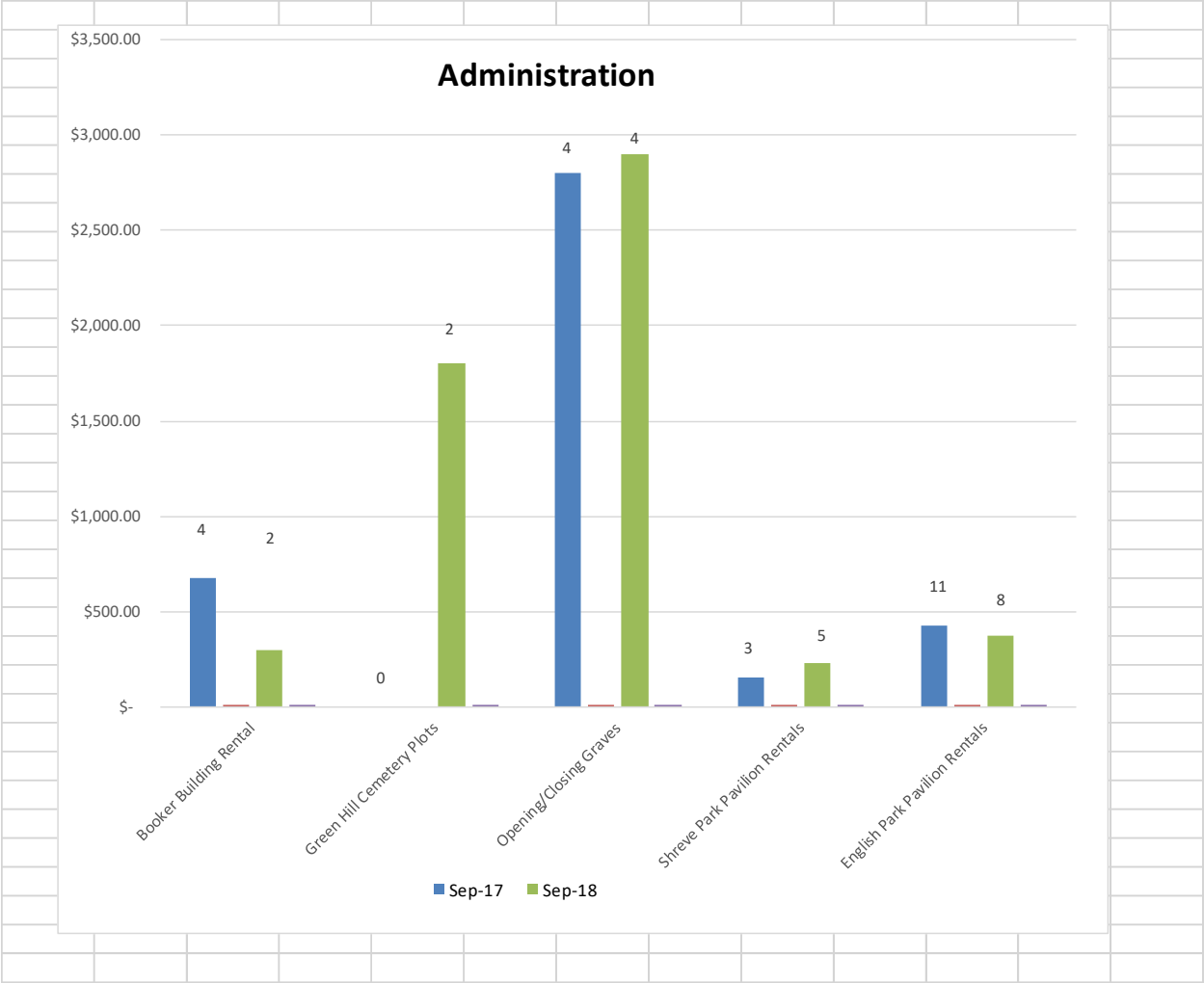
Peed & Bortz conducted Project Kickoff Meeting.

WWTP Phase 1 Electrical Design

Peed & Bortz conducted Project Kickoff Meeting.

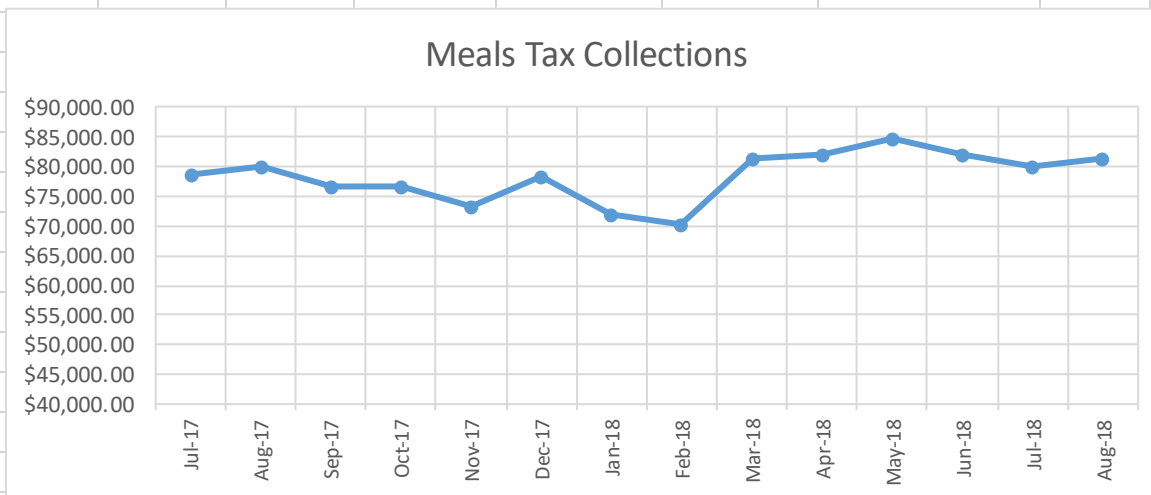
On-going Items with No New Updates:

- Staunton River RIFA
- Southern Virginia Multi-modal Park – Utility Review
- Rt. 43 Gateway Project (Streetscape/Utilities)
- VDOT Rt. 29 Bridge Replacement Project Update



TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

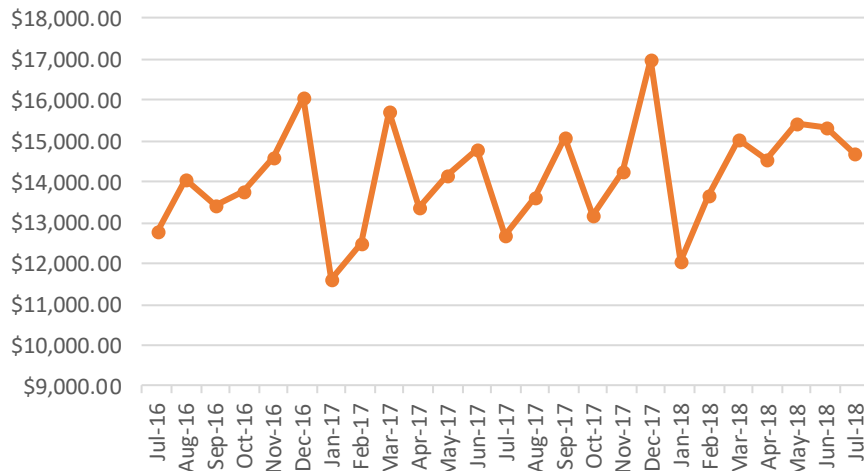
Month	Collections		
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		PREVIOUS
Oct-17	\$76,719.67	FY2017	YTD TOTAL (FY)
Nov-17	\$73,312.11	FY2018	\$937,015.26
Dec-17	\$78,242.59		\$936,848.19
Jan-18	\$71,888.68		
Feb-18	\$70,420.81		MTD TOTAL (FY)
Mar-18	\$81,369.00	FY2018	\$158,929.69
Apr-18	\$82,147.00	FY2019	\$161,382.89
May-18	\$84,923.58	+/-	\$2,453.20
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		



**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		YTD TOTAL (FY)
Feb-17	\$12,485	FY2017	\$166,834
Mar-17	\$15,699	FY2018	\$171,886
Apr-17	\$13,372	+/-	\$5,051
May-17	\$14,150		
Jun-17	\$14,810		
Jul-17	\$12,712		MTD TOTAL (FY)
Aug-17	\$13,602	FY2018	\$12,712
Sep-17	\$15,088	FY2019	\$14,695
Oct-17	\$13,187	+/-	\$1,983
Nov-17	\$14,237		
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		
Apr-18	\$14,556		
May-18	\$15,448		
Jun-18	\$15,317		
Jul-18	\$14,695		

Local Sales Tax Receipt



**ALTAVISTA POLICE DEPARTMENT
2018**

2018

	January	February	March	April	May	June	July	August	September	Year to Date
Criminal Arrests "Felony"	14	4	1	4	2	14	2	3	8	52
Criminal Arrests "Misdemeanor"	27	16	12	12	25	24	16	9	14	155
Warrant Executed	28	17	16	6	23	21	13	11	15	150
Uniform Traffic Summons Issued	26	26	41	32	18	30	23	42	40	278
# Traffic Stops	119	148	159	74	85	136	126	99	81	1027
BOLO'S (Be on Look Out)	8	8	10	4	6	10	15	8	7	76
DUI	5	2	1	0	1	1	1	0	0	11
IBR	40	29	36	28	24	47	42	18	23	287
MVA	8	2	3	1	6	3	2	3	3	31
Assist Motorist	22	13	13	12	17	12	28	17	28	162
Calls for Service	419	354	378	399	337	492	400	320	422	3,521
Investigation Hours	71	52	47	46.5	33.5	44	38	10	31	373
Alarm Responses	28	10	23	14	9	26	13	20	32	175
ECO/TDO	2	2	3	0	0	0	0	1	1	9
ECO/ TDO HOURS	10.5	7.5	7	0	0	0	0	4.5	8	37.5
Training Hours	46.5	65	1	91.5	95.5	51.5	28	15.5	10	404.5
School Check	60	42	50	54	41	36	31	41	41	396
Court Hours	38	22.25	34.5	19.25	34.5	22.25	9	21	26.5	227.25
Community Events	3	3.25	4	9	3	0	0	0	0	22.25
Special Assignment Hours	27	1	0	0	10	26.5	0	0	0	64.5
# Hrs Directed Patrol	564	481	589	459.5	471.5	450	497	389	396	4,297
Bike Patrol Hours	0	0	0	0	0	18.5	0	0	0	18.5
Citizen Contacts	3383	3312	3730	3437	3465	3990	3142	2828	2712	29,999
Businesses, Residences Check "Foot Patrols"	576	590	698	733	683	634	541	494	409	5,358
Follow Ups	55	55	67	72	25	46	67	30	76	493

Patrol on 29

1-Sep Rt 29	1215-1300	Weaver	Radar
2-Sep Rt 29	0800-0845	Rea	Radar
4-Sep 29 NB	2301-2322	Tosh	Traffic Stop/Summon
4-Sep 29 NB	2335-0003	Tosh	Traffic Stop/Warning
4-Sep 29 NB/Gladys Rd	0123-0126	Tosh	Traffic Stop/Warning
4-Sep 29 NB	0034-0114	Tosh	Traffic Stop/Warning
5-Sep 29 SB	0910-0915	Rea	Motorist Assist
5-Sep Rt 29	0930-0950	Rea	Radar
5-Sep Rt 29	0200-0300	Weaver	Radar
7-Sep 29 at County Line	0003-0034	Rigney	Traffic Stop/1413
8-Sep Rt 29	0957-1000	Caveness	Assist Motorist
8-Sep 29 N/Bedford Hwy		Abbott	Disabled Vehicle
8-Sep 29 SB	2350-2354	Tosh	Traffic Stop/Warning
8-Sep 29 SB	0003-0034	Tosh	Traffic Stop/Summons
8-Sep 29 NB	0044-0048	Tosh	Traffic Stop/Warning
9-Sep 29/Main	2139-2142	Tosh	Traffic Stop/Warning
9-Sep 29 N/Main St	2224-2237	Tosh	Traffic Stop/Warning
9-Sep 29 SB	2233-2237	Tosh	Traffic Stop/Warning
10-Sep 29 SB	2200-2220	Weaver	MVC/Assist Provided
10-Sep 29 SB	2235-2240	Osborne	Assist VSP with MVA
12-Sep 29 @ Main Street	2000-2015	Rigney	Traffic Stop/Warning
13-Sep Main/29	0010-0155	Rigney	Traffic Stop/2 Summons/Warrant
14-Sep 29 NB	1430-1500	Osborne	Radar
16-Sep 29 NB	1420-1430	Osborne	Assist VSP with MVA
22-Sep 29 SB	2215-2220	Tosh	Traffic Stop/Warning
24-Sep 29 NB	2000-2005	Tosh	Traffic Stop/Warning
28-Sep 29 SB	1100-1145	Rea	Hazard

September Town Social Media & Website Management

Facebook & Social Media

- Page likes increased from 596 - 651
- Total page reach for the month – 3,560
- Highest viewed posts: Chief Merrick's first day welcome, Campbell County Code Red registration link, Alert from Dominion about power lines, first day of fall post, Altavista photos.
- Town Instagram page has 238 followers.

Town Website

- Updated the listed jobs on the website
- Uploaded the September Regular Agenda
- Uploaded August Regular Meeting and Work Session Meeting minutes
- Updated "alerts" for water bills

Other Promotions

- Attended Town Council Regular Meeting and Work Session.
- Installed and was trained on Avalin to update Government TV information
- Began working on Town Calendar first draft
- Posted "meeting notes" onto social media pages to recap Town Council meeting.

Public Works Monthly Report					
Monthly Staff Report B&G					
Date:			10/1/2018		
TO:			Town Manager		
FROM:			David Garrett		
DEPARTMENT:			Building and Grounds		
MONTH:			September		
# Burials				3	
# of Cremations				1	
# of Labor Hours for Green Hill Cemetary				75.00	
# of Curbside Brush Stops				258	
# of Brush Loads				18	
# of Curbside Bulk Stops				75	
# of Bulk Tonnage				17.82	
# of Tires Collected				8	
Solid Waste Total Tonnage				84.34	
# of Labor Hours to Maintain Buildings				47.00	
# of Labor Hours to Maintain Parks				159	
# of Acres Mowed				106.76	
# of Acreage Mowed by Contractor				0.61	
Other Public Works Activities and CIP Projects:					

Public Works Monthly Report					
Monthly Staff Report - Streets					
Date:			10/1/2018		
TO:			Town Manager		
FROM:			David Garrett		
DEPARTMENT:			Streets		
MONTH:			September		
# of Lane Miles Mowed by Town					36.53
# of Lane Miles Mowed by Contractor					9.02
# of Litter Bags Collected					9
# of Weed Control Gallons Applied					0
# of Swept Lane Miles					123
# of Weekend Trucks					3
# of Total Tonnage for Weekend Trucks					2.04
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)					415
Asphalt Totals:					0
Other Streets Activities and CIP Projects:					

	Public Works Monthly Report				
Monthly Staff Report Fleet Maintenance					
Date:			10/1/2018		
TO:			Town Manager		
FROM:			David Garrett		
DEPARTMENT:			Fleet Maintenance		
MONTH:			September		
# of State Inspection				2	
# of Preventive Maintenance Work Orders				3	
# of Emergency Repair Work Orders				16	
# of Services				7	
Other Fleet Maintenance Activities and CIP Projects:					

Monthly Staff Report Water Plant										
DATE:		10/1/2018								
TO:		Town Manager								
FROM:		Tom Fore								
DEPARTMENT:		Water Treatment Plant								
MONTH:		September								

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged	16.1	Hours per day		
which yielded approximately	1,860,000	gallons of water per day.		
Snow/Rainfall for the month	16.12	was measured at the water treatment plant.		
Average Hours per day (week days)	17.5	hrs		
Average Hours per day (weekends)	13.4	hrs		
Average produced (week days)	1,670,000	gallons per day		
Average produced (weekends)	2,100,000	gallons per day		
Total Raw Water Pumped:	58.7	million gallons		
Total Drinking Water Produced:	55.82	million gallons		
Average Daily Production: (drinking)	1,840,000	gallons per day		
Average percent of Production Capacity:	61.33	%		
Plant Process Water:	2,857,911	(finished water used by the plant)		
Bulk Water Sold @ WTP:	19,800	gallons	Water lost due to leaks	7,200
Flushing of Hydrants/Tanks/FD use/Town Use	4,900	gallons		
McMinnis Spring				
Total Water Pumped:	6.527	million gallons	average hours per day	13
Average Daily Produced:	217,567	gallons per day	Rain at MC	10.05
Reynolds Spring				
Total Water Pumped:	3.721	million gallons	average hours per day	7.2
Average Daily Produced:	124,033	gallons per day	Rain at RE	14.90
Purchased Water from CCUSA	2,149,752	gallons		
Sold to Hurt	2,902,800	gallons		
Industrial Use	47,765,020	gallons		
Cross Connection Visits	0			
Comments: Water Plant Activities & CIP Projects:				
Monthly Compliance Reports Sent				
Fence Bids completed and awarded				
VDH samples completed for compliance				
To resolve meter discrepancy with Abbott water meter new T will be put in Oct 3				
Water Plant Asset enrtty completed. Will start on maintenance schedule in September				
Emergency Preparedness for Hurricane				
CIP				
CIP Replace and Expand Fence at River Intake= partial complete				
CIP Tank Maintenance/Repair - awaiting painting for Bedford and Meilinda interior painting in the spring of 2019				
CIP Raw Water Pump Replacement - pump is on order				

WasteWater Monthly Report					
TO:		Town Manager			
FROM:		Steve Bond			
DEPARTMENT:		Wasterwater Plant			
MONTH:		Sep-18			
Average Daily Flow			2.60 MGD		
TSS Reduction			96 %		
BOD Reduction			97 %		
VPDES Violations			0		
Sludge (Regional Land Fill)			182 tons		
Rain Total	11.07 Inches		Snow Total	Inches	
Other Wastewater Activities and CIP Projects:					
<ul style="list-style-type: none"> Clarifier Parts Delivered Ordered Sludge Return Pumps Polymer delivery 9/6/18 Replaced Belts on Thickener Sludge Pump Replaced Belt on Main Lab Fume Hood Grounds Mowing Clarifier #2 Assemble started 9/5/18 Repaired Sludge Press By-pass Line Press PLC replacement began 9/7/18 			<ul style="list-style-type: none"> Hurricane preparedness meeting Town Hall Topped off Fuel in all Generators Purchased new battery jump pack for generators and other equipment Purchased extra oil for generators Installed new power supply for influent sampler (9/12/18) Grounds Mowing Clarifier #2 Assemble continues Cleaned all manual (by-pass) screens at both pump stations to minimize line backup Press PLC replacement continues Meeting with Abbott concerning pretreatment issues Storm preparedness messages issued to all staff 6i 6in pump serviced and prepared for storm 		
<ul style="list-style-type: none"> High flow issues all week related to high rainfall amounts Clarifier #2 work continues RPZ annual certification performed 9/25/18 Plant and RVPS Power outage 9/26/18 (9am-9:30am) Then off again 10am and 10:30am Sewer leak on Lynch Creek reported to DEQ 9/24/18 DEQ required 5 Day Report submitted 9/27/18 Grounds Mowing Repaired wasting pump #1 (thermal overload switch bad) Clarifier #2 started up coordinated for 10/2/18 					
CIP					
Replace Clarifier #1 - awaiting kick off meeting					
SCADA Sludge Press - substantially completed					
Repair Replace warn and damaged asphalt - Bid is out					
Mag meter replacement - scheduled for later					
Clairifier #3 Gear Box Replacement- scheduled for later					
Replace Air Compressor in Solids Building- Scheduled for later					
Mower replacemnet - Completed					
Replace pumps at pump/motors at pump station - schedule for later					
Electrical Distribution Pase 1,2, and 3 FAIP - project underway, kick off meeting completed					
Replace 60hp Digester Blower- scheduled for later					

Utilities Distribution and Collection									
# of Service Connections				0					
# of Service Taps				0					
# of Meters Read			101 Monthly						
			1,717 Quarterly						
# of Meters Tested			0						
# of Loads of Sludge to Landfill			17						
# of Location Marks made for Miss Utility			47						
# of Meters Replaced			14						
# of Water Lines Repaired			0	# of Sewer Lines Unstopped					3
Locations:				Locations:					
				MH490 Lynch Road					
				900 8th Street					
				708 14th Street					
Push Camera Footage			300	Sewer Main Cleaned					950
(ing) Main			100	Sewer Main Cleaned Manholes					6
Sewer (Root Cutting) Main Manholes			0	Sewer Right of Way Clearing Footage					275
Sewer Video Footage			1,590	Sewer Service Cleaned					0
Sewer Video Manholes			6	Sewer Root Cutting Service					335
				Water Right of Way Clearing Footage					0
Water Turn Ons and Offs			31						
Cut Offs For Non-Payment			0						
# Of Hydrants Flushed			0						
Other Utilities Distribution and Collection Activities & CIP Projects:									
CIP									
CIP Portable Light Tower- Awaiting Delivery									
CIP Flow Control Valve(Dearing Ford top Melinda) -Awaiting task order from engineers									
CIP Beverly Heights Pump Station- awaiting proposal from engineers									
CIP Mudhog pump- Completed									
CIP Root Removal treatment- scheduled for end of October									
CIP Rock breaker for mini excavator - Completed									
CIP Standard Specifications and Details (FAIP) - engineers creating									

Main Street Coordinator September Monthly Report



Meetings and Conferences

- Attended August Town Council and August Work Session
- Hosted Hospitality Training with Chamber of Commerce and DHCD Sept. 11th

Business Updates

- Rhythm Company Dance Studio held grand opening 9/10 at 517 Main Street. Relocated from Gretna, and will be open in the evenings.
- Blum Esthetics expanded space and now co-leasing space to massage therapy.
- Great Clips held grand opening Sept. 5th
- Businesses and organizations will be hosting "Autumn in Altavista" promotional event to coincide with 100 mile Yard Sale, McCormick's Tractor Pull, and Scarecrow Stroll October 6.

AOT

- Held Monthly AOT board meeting Sept. 13th
Attended ribbon cutting events for Rhythm Company Dance Studio and Great Clips
- Continued to work on Gibley Jog planning, race registrations, and funding letters with the board.
- Scarecrow Stroll planning and promotion
- Continued to promote the Autumn in Altavista event and create event graphics and event page.
- Held Promotions Committee meeting to discuss upcoming fall events and holiday planning.
- AOT will be collaborating with the Staunton River Garden Club to purchase more snowflakes for Main Street to be purchased in October.
- AOT marketing committee will be coming up with new design for Highway 29 to focus on Christmas shopping. Business guide final draft is complete and will be on website in October.

- Continue to work with Bennett's to discuss LOVE sign designs.
- Working with Dolan to complete AOT audit.
- AOT will be meeting October 20th with VMS representative to discuss new "Transformational Strategies", and new FY planning cycle.

Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



Rochelle Altholz
*Deputy Director of
Administration and Finance*

Russell Baxter
*Deputy Director of
Soil and Water Conservation
and Dam Safety*

Thomas L. Smith
Deputy Director of Operations

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

September 28, 2018

Mr. Daniel Witt, Assistant Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

Dear Mr. Witt:

It is my pleasure to inform you that your Recreational Trails Program (RTP) application has been selected for funding. Twenty-three applications requesting over \$5.6 million in assistance were received in the 2018 grant cycle. Your project is one of a select few being recommended for funding. Congratulations!

The Department of Conservation and Recreation (DCR) will be working with the Federal Highway Administration to obligate funding for the Preliminary Engineering (PE) phase of your project, based on the estimates you gave in your application. Once the funding obligations are approved, DCR will be drafting a PE project agreement for your project. Once completed, we will schedule a meeting with you to review your PE project agreement and to perform a site inspection. We will be scheduling these meetings starting in mid-October through December of this year.

If you have any questions, please contact Jett Johnson at (757) 651-7717 or jett.johnson@dcr.virginia.gov.

Sincerely,

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

Danette Poole
Division Director Planning and Recreation Resources



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

October 2, 2018

MEMORANDUM

TO: Previous Recipients of Byrne Justice Assistance Grant Formula Funds

FROM: Shannon Dion

SUBJECT: Update on Availability of Formula Funds

As most of you are aware, in previous years, DCJS has issued Edward Byrne Justice Assistance Grant (JAG) formula grant awards to localities within the first quarter of the calendar year. The amounts of these grants are predetermined based on a formula that uses a three-year average of local crime rates and population.

This year, however, we have not issued the awards because of pending litigation related to the legality of the new special conditions the U.S. Department of Justice has attached to the Byrne JAG funding. Virginia has joined in challenging these new special conditions.

At this point, because of the ongoing litigation, we do not have a timeline that will allow us to determine when funds will be available to localities. We are mindful that localities use these grant funds in a variety of ways as they work to respond to public safety and crime prevention needs, and we will issue awards as quickly as possible after the lawsuit is resolved.

If you have any questions, please contact our Grants Manager Albert Stokes at 804-786-4011 or Albert.Stokes@dcjs.virginia.gov.

November 2018						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 Turn Clocks Back 1 Hour
4 Daylight Savings Time Ends Today	5	6	7	8 Chamber of Commerce Business Expo 5:00–7:00 pm	9	10
11 Veterans Day Service @ YMCA 11:00am	12	13 Town Council Regular Meeting 7:00 PM	14	15	16	17
18	19	20	21	22 Thanksgiving Day Town Offices Closed	23 Town Offices Closed	24
25	26	27 AEDA Meeting 8:15am @ Town Hall Town Council Work Session 5:00 PM	28	29	30	