

Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, October 13, 2015

7:00 PM Regular Council Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Recognitions and Presentations**
 - a. Employee Milestones**
- 5. Public Comment**

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

6. Consent Agenda

NOTE: All items under the Consent Agenda are considered routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such an event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- a. Approval of Minutes – Regular Meeting September 8th ; Work Session September 22nd
- b. Acceptance of Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Departmental Reports
- d. Delinquent Tax Write off
- e. Budget Amendment – Police Weapons Exchange

7. Public Hearings (None Scheduled)

8. New/Unfinished Business

- a. Chamber of Commerce – Christmas Parade Request/Update (Heather Reynolds)
- b. Marketing Program Update - Economic Development Office (Dennis Jarvis)

9. Reports

- a. Town Manager's Report

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars - October & November

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

Section 2.2-3711(A)(1) – Discussion/ consideration of prospective candidates for appointment to the Altavista Economic Development Authority.

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

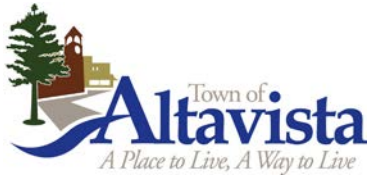
13. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

(All meetings are at Town Hall unless otherwise noted)

Tuesday, October 27 th @ 5:00 p.m.	Town Council Work Session
Tuesday, November 10 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, November 24 th @ 5:00 p.m.	Town Council Work Session

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

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



Agenda Item: 4a

**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

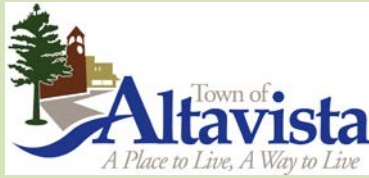
Date: October 13, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Employee Recognitions

- Andy Wyatt – WWTP - 25 years of service to the Town (October 22nd)
 - Steve Miller – WWTP – Retiring on October 31st
-

Presentation(s)

None Scheduled.



**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

Date: October 13, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

One motion to approve the Consent Agenda will include each motion for the specific items listed below:

Minutes: *Regular Meeting September 8th; and Work Session September 22nd
(Motion to Approve the Minutes as presented or amended.)*

Monthly Finance Reports: *Invoices, Revenues & Expenditures Report, and Reserve Balance/Investment Report
(Motion to Accept the Finance Reports)*

Departmental Reports
(Motion to accept Departmental Reports)

Delinquent Tax Write Off
(Motion to approve Tax Write Off as presented)

Budget Amendment – Police Weapons Exchange
(Motion to approve Budget Amendment – Police Weapons Exchange as presented)

Regular Council Meeting—September 8, 2015

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 8, 2015 at 7:00 p.m.

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

Council members
present:

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

Council members
absent:

Mr. Charles Edwards

Also present:

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

3. Mayor Mattox advised asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the agenda as amended.

Motion carried:
VOTE:

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

4. Recognitions and Presentations

- a. Mark Thomas, Community Relations Coordinator, Southside Cooperative

Mr. Mark Thomas, Community Relations Coordinator for Southside Cooperative addressed Council advising of the work Southside Cooperative does in the community. He advised Southside Electric began in 1937 and is headquartered in Crewe, Virginia; they provide power to approximately 55,000 homes, farms and businesses in portions of 18 counties. He noted Southside is committed to supporting the communities they serve; including local events and scholarships for area seniors. Mr. Thomas noted Southside Cooperative will be building in a new location close to the present location on Dearing Ford Road.

5. Public Comment

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

Mrs. Carol Day, 1403 Bedford Avenue addressed Council and asked the last time they traveled on Main Street. She referred to the newly installed traffic lights and

Regular Council Meeting—September 8, 2015

stated they look like a bridge is being built. She felt like this was destroying a town that we are trying to make look nice and could not believe it was being allowed to happen. Mrs. Day referred to the signs everywhere stating the next thing the town would be called “the sign city”. She asked how VDOT would be allowed to do the things they have done. Mrs. Day asked about the Consent Agenda and questioned the “Department Reports” stating before each department head reported on their department now citizens don’t know what’s going on. Mrs. Day asked when something would be done in the alley behind her home noting she has been told for three years this was in the budget but nothing has been done.

6. Consent Agenda

- a) Minutes- Regular Meeting August 11th; Work Session August 25th –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to approve the items as listed on the consent agenda.

Motion carried:

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

7. Public Hearings

- a. Certificate of Public Convenience and Necessity-Vehicle for Hire

Mayor Mattox opened the public hearing in regards to the Certificate of Public Convenience and Necessity-Vehicle for Hire at 7:11 p.m.

Mr. Coggsdale advised Mr. Thomas Kathan has made application for a certificate of public convenience and necessity to operate a “vehicle for hire” service in the town. Pursuant to Chapter 82 of the Town Code, a Certificate of Public Convenience and Necessity (PCN) must be obtained to operate or cause to be operated public vehicles within the town. He noted applications for Certificates PCN are normally filed between October 1 and 15 of each year, with Town Council hearing said requests between October 15 and December 31 annually. The Code provides that Council may grant additional certificates during the year, to expire on December 31 annually, but only after proper advertisement in the paper and a public hearing. Mr. Coggsdale noted outside of that window, Council must conduct a public hearing. He advised this has been advertised in accordance with the ordinance. The application indicates that such certificate would be utilized to provide transportation between Altavista and the Lynchburg area. A certificate granted at this time would expire on December 31, 2015.

Mrs. Dalton questioned if the applicant was present.

Mr. Coggsdale responded that Mr. Kathan was not present.

Mrs. Dalton asked if Council were to certify there is a need or that this provides a convenience is that all Council needs to do.

Mr. Coggsdale responded that is all Council would need to do.

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Mr. Higginbotham questioned the 15 day window in which to reply.

Mr. Coggsdale stated this Code section needs revisiting.

Mrs. Brumfield questioned who would issue the business license.

Mr. Coggsdale advised the business license would be issued by Town Hall if Council deems this to be a legitimate business.

Mr. Higginbotham questioned if one person needs a ride to Lynchburg does that make a need.

Mr. Coggsdale stated that is what Council needs to determine.

Mrs. Brumfield stated unfortunately we all live in the mercy of social media; advising this vehicle has already been used and it was not for a trip to Lynchburg.

Mayor Mattox asked if anyone would like to comment.

Mrs. Harriet Hardy, 1617 Melinda Drive, addressed Council stating she is very blessed to have a car but there were years that she lived outside of town with four children and no means of transportation. She would rather see this vehicle bring business to Altavista but if a doctor or eye specialist is needed she would have appreciated a way to get there.

Mr. Emerson asked if a meter would be on this vehicle and what the payment schedule is.

Mrs. Brumfield advised the advertisement on Facebook stated a \$100 deposit and \$25 per hour for local trips, anything further would be determined by owner or driver. She advised there was no mention of this vehicle being used for medical appointments. It was strictly for people to go to ball games or functions where there would be alcohol and they would need transportation to and from.

Mr. Emerson asked Mr. Eller if he knew if a meter would be on the vehicle or if this was required in the code.

Mr. Eller responded that it was not discussed how he would charge.

Mr. Emerson advised it is illegal to run a taxi without a meter and felt Council needed to know this information.

Mr. Coggsdale stated Section 82.36 says you must display the rates.

Mrs. Brumfield noted the name of the person has to be displayed as well.

Mr. Coggsdale advised the application states “providing transportation to the Lynchburg area and back to the Altavista area”.

Mrs. Brumfield questioned if Council grants this request and the vehicle is used for things other than going back and forward to Lynchburg who is going to monitor this. She stated if they are asking for the usage to be one thing but uses it for another she has a problem with that.

Mayor Mattox stated it was his preference to put this item on the September 22 work session agenda and ask the applicant to address Council in regards to his request.

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Mrs. Dalton asked what precludes this person from being a designated driver if after hours a group wants to go to a football game. She was not sure Council has the right to say you have to do one or the other.

Mr. Higginbotham felt Council's jurisdiction is the town limits and that would be all that they could be control.

Mr. Coggsdale advised all Council is being asked is if the need exist.

Mrs. Dalton felt there were people in the Town that needs transportation to and from Lynchburg.

Mrs. Brumfield stated if they do the things as listed on Facebook then they got the certificate under false pretenses.

Mayor Mattox closed the public hearing at 7:24 p.m.

8. New/Unfinished Business

a. Recreation Committee Recreation-English Park Loop Road Modification

Mr. Coggsdale advised staff was requested to work with a citizen in regard to increasing opportunities for individuals to enjoy the Staunton River in English Park. At the August 25, 2015 work session, Town Council reviewed the Recreation Committee's recommendation in regard to slight modifications to the pedestrian loop road in English Park that could assist in the citizen's request. Following discussion, Council directed staff to place this item on the September 8, 2015 Town Council Regular Meeting agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to accept the Recreation Committee's recommendation and direct staff to make the modification as presented.

Motion carried:

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

Mr. George requested some of the lower branches be cut off the trees in that area as well.

b. Police Residency Incentive Policy

Mr. Coggsdale advised previously Council discussed the possibility of implementing a policy that would provide an annual incentive for police officers living in the town limits. This policy would apply to all sworn officers that have completed their certification training and field training satisfactorily. The incentive would be \$1,500 per year. At the August Town Council Work Session this item was discussed and staff was to bring back a policy that would incorporate a Residency Incentive Program. Council was presented with a draft policy for review. Based on current residency of law enforcement personnel this will impact the budget annually in the amount of \$4,500.

A motion was made by Mr. Emerson, seconded by Mr. George, to accept the Law Enforcement Residency Incentive Policy as outlined in the policy with an effective date of October 1, 2015 and the allocation of the corresponding funds for implementation of the policy.

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Motion carried:

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

c. Delinquent Taxpayer’s List Publication and Write Offs

Mr. Coggsdale advised at the August Town Council Work Session, staff presented the Delinquent Tax List for 2014. Council was presented with a memorandum from the Finance Director requesting that the actions outlined be taken in regard to advertisement of the list and the requested write offs.

Mr. Higginbotham asked Mrs. Shelton if she had analyzed the cost of running the advertisement in the paper and the probable return.

Mrs. Shelton advised last year’s advertisement was approximately \$1,100 and from the time an article was written about the delinquent taxpayers’ names been in the paper \$5,000 was collected. After the 2013 taxes were advertised, \$22,000 was cleared off the books.

Mayor Mattox asked if the advertisement cost would create a loss to the Town.

Mrs. Shelton advised the cost of the advertisement is divided by the number of names posted in the ad and passed on to the delinquent taxpayers.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that the Delinquent Tax List be printed in the Altavista Journal. (The Ad would run in October and the cost of the ad would be prorated to the delinquent taxpayers, upon payment.) Delinquent Taxes: Real Estate: \$15,203.96 Personal Property: \$20,940.66

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that the Delinquent Personal Property Taxes for deceased individuals be written off, in the amount of \$781.54.

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that the Delinquent Personal Property Taxes under \$20.00 be written off, in the amount of \$14.31.

Motion carried:

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

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

A motion was made by Mr. George, seconded by Mrs. Brumfield, that the 2009 Delinquent Taxes be written off, due to statute of limitations, regarding personal property taxes in the amount of \$3,325.67. (Collection efforts will continue on 2010 taxes until June 2016, after which staff will write off all uncollected 2010 personal property taxes.)

Motion carried:

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

d. Economic Development Marketing-Town's Tagline

Mr. Coggsdale advised at last month's Town Council Work Session, staff provided an update on ongoing activities associated with marketing the community. One of the items mentioned was the process of reviewing and considering a change to the Town's current tagline: *A Place to Live, A Way to Live*".

Mr. Jarvis addressed Council and presented them with an additional tagline option to consider along with the options sent in the packet. He noted the Economic Development Department is entertaining a new marketing initiative; a copy of a quality of life brochure has been approved and he is working on an economic development piece. Mr. Jarvis advised a video will be filmed soon which will focus on economic development. He presented Council with three options to consider for a new tagline to build a new identity for the town. He noted he would be opening these options up to public comment and vote. It is the hope that organizations such as the Altavista Chamber of Commerce, Altavista on Track and others will utilize this tagline when they market themselves. Mr. Jarvis noted if it is Council's desire to not change the current tagline, it does not change the marketing approach. He added he could publicize to get the public's input as well.

Mr. George asked if this would bind us with what the public comes up with.

Mr. Jarvis stated the public's opinion would be factored in with the needs and wants of the town.

Mayor Mattox asked if public suggestions should be obtained before Council votes and suggested going through a two tier process; obtaining community suggestions picking the top ones from that and then present to Council.

e. VDOT "HB2" Transportation Funding Application Update/Resolution

Mr. Coggsdale advised at last month's Town Council Work Session, VDOT staff provided an update on the new process, House Bill 2 (HB2), by which to apply for funding for highway projects. In addition, the Town's projects were reviewed and VDOT staff recommended that the Town proceed with two local projects in regard to the HB2 application process, they were: 1) Lynch Mill Road/Elementary School; and 2) Lynch Mill Road/Main Street "Right Turn Lane". Mr. Coggsdale advised staff is in the process of developing the applications for these two projects and requested Town Council to consider adoption of the resolution for inclusion in the application packet.

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A motion was made by Mr. George, seconded by Mrs. Dalton, to adopt the resolution regarding the Town Council’s support for the transportation projects as identified.

Motion carried:

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

RESOLUTION IN SUPPORT OF HB2 APPLICATION FOR TOWN OF ALTAVISTA:

- LYNCH MILL ROAD & ALTAVISTA ELEMENTARY SCHOOL TURN LANES
- MAIN STREET & LYNCH MILL ROAD DEDICATED RIGHT TURN LANE

WHEREAS, Lynch Mill Road is a major collector road for the Town of Altavista; and

WHEREAS, the section of Lynch Mill at the Altavista Elementary School has two intersections, truck and bus traffic in addition to car traffic transporting students to school creating an unsafe roadway for travelers; and

WHEREAS, the intersection of Lynch Mill Road and Main Street does not have a designated right hand turn lane which impedes the flow of traffic; and

WHEREAS, the Town’s Comprehensive Plan has as two of its goals to (1) maintain and improve the primary and secondary road system and (2) upgrade existing roadways as required by increased traffic volumes and other changing conditions; and

WHEREAS, conditions have changed due to the Altavista Commons commercial development and continued industrial development along Frazier and Ogden Roads; and

WHEREAS, both projects were identified and contained in the Town of Altavista 2035 Transportation Plan dating back to 2008; and

WHEREAS, it is the opinion of the local governing body for Lynch Mill Road to be a safe road at all times for truck, bus and passenger cars these two projects are necessary;

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL that it supports the HB2 application for the improvements at both stated locations.

Adopted the 8th day of September, 2015.

Michael Mattox, Mayor
Town of Altavista

Attested:

J. Waverly Coggsdale, III, Clerk

9. Reports

a. Town Manager’s Report

Town Manager’s Report – For Month of August 2015

Bedford Avenue Waterline Project (Project 1A)

- Waterline installation is complete.
- Sidewalks are being installed
- Executed Change Order for Milling and Paving
- Substantial Completion Date: August 3, 2015 Final Completion Date: September 2, 2015

WWTP EOP – PCB Remediation

- Dr. Scott Lowman (IALR) will be conducting sampling of his “pot study” as well as sampling for re-characterization of the pond on September 14th – 16th.
- Responded back to DEQ in regard to Wednesday, October 28th as the Town’s preferred date for the Informal Fact Finding (IFF) Proceeding. The Mayor and Vice Mayor have indicated their interest in representing the Town at this meeting.
- Mr. Garrett will provide an update on his planning activities in regard to Dr. Schnoor’s (University of Iowa) berm request.

Mr. Garrett advised he is still working on a couple of concepts for getting out into the pond to build the berms; one option is to use a trackhoe or another option would be to use a crane. He felt the better option is to use a long reach trackhoe and advised he is working to put together pricing.

Mr. Emerson questioned if the EPA should be made aware of any activity in the pond.

Mr. Coggsdale responded the EPA wants to know what is being done. He noted a discussion will take place Friday, September 11, 2015.

Mayor Mattox asked how the water plant was progressing.

Mr. Garrett advised it was coming slowly; contractors have all the piping back together and are working in the clearwell. He noted the engineers are working on the electrical as well to verify what is needed for the upgrade.

Mr. Higginbotham questioned in the new pipelines the booster pump not being sufficient.

Mr. Garrett advised when Bedford Avenue was built and designed, the pipe was designed to go up to the water tank and then up to the other side of the booster pump to West Road. When everything was connected and running, it didn’t work and alterations had to be made. He advised the long term solution is to make a connection directly out of the tank to the attitude values.

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars- September & October

11. Matters from Town Council

Mrs. Brumfield advised a citizen has reported to her a sign located in the English Park that was installed by the Boy Scouts with sharp edges.

Mayor Mattox called for a consensus to direct staff to come up with a simplified Robert’s Rules of Order for consideration.

Mr. Higginbotham did not feel there was a simplified Robert’s Rules of Order; either Council would use Robert’s Rules of Order or something else.

It was the consensus of Council to ask staff to look into this matter.

Regular Council Meeting—September 8, 2015

12. Closed Session

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

Section 2.2-3711 (A)(1) – Discussion or consideration of prospective candidates for appointment to the Altavista Economic Development Authority.

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

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

Council went into closed session at 7:55 P.M.
Notice was given that council was back in regular session 8:05 P.M.

FOLLOWING CLOSED SESSION:
A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

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

A motion was made by Mr. Emerson, seconded by Mrs. Brumfield, to appoint Mr. Wayne Mitchell to the open seat on the Economic Development Authority Board with his term ending November 2018.

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

Regular Council Meeting—September 8, 2015

Following continued discussion from earlier, the Town Manager discussed with Council the previous proposal from Major Security Consulting in regard to services related to oversight and assistance with policy documents for the police department.

On motion of Vice Chair Dalton, seconded by Councilman George, the Council approved the Town Manager to finalize and execute an agreement with Major Security Consulting, per the Manager’s recommendation.”

Motion carried:

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

13. Adjournment

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

The meeting was adjourned at 8:11 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION SEPTEMBER 22, 2015

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on September 22, 2015 at 5:00 p.m.

Council members

present:

Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Council members

absent:

Mayor Michael Mattox
Mr. Charles Edwards

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dennis Jarvis, Economic Development Director
Mrs. Tobie Shelton, Finance Director
Mr. David Garrett, Public Works/Utilities Director
Ms. Misty Johnson, Water Plant Superintendent
Mrs. Mary Hall, Administration

1. Vice-Mayor Dalton called the meeting to order and presided.
2. A motion was made by Mr. Emerson, seconded by Mr. Higginbotham, to approve the agenda as amended: Amended Write-Off of Delinquent Personal Property Taxes for Deceased Individuals, Budget Amendment-Police Weapons Exchange, Main Street Drainage, WWTP EOP, DEQ.

Motion carried:

VOTE:

Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

3. Public Comments—Agenda Items Only

Vice-Mayor Dalton asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations

5. Old Business

- a. Certificate of Public Necessity and Convenience-Thomas Kathan

Mr. Coggsdale advised at the September 8th Town Council Regular Meeting, a public hearing was held on the Certificate of Public Convenience and Necessity application filed by Mr. Thomas Kathan. Mr. Kathan was unable to attend the meeting due to a last minute work situation. Council conducted the hearing and deferred any action on the application until Mr. Kathan could be present and answer any questions that Council may have regarding the application. The Town Code that addresses such applications states *“The council, upon such application, shall determine whether the public convenience and necessity requires the operation of the public vehicle for which the application is filed.”* He advised it is Town Council’s role to make such determination in deciding whether to grant or deny the certificate.

Mrs. Dalton asked Council if there were any questions for Mr. Kathan.

Mr. Emerson advised his questions had been answered in the letter Mr. Kathan presented to Council. He stated if there is one person in the community that has this need he did not see denying the request.

Mr. George stated he did not have a problem; it seemed like a good business.

A motion was made by Mr. Emerson, seconded by Mr. George to grant the request of Mr. Kathan for one (1) “vehicle for hire” (transit bus) based on a finding of public convenience and necessity.

Motion carried:

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

6. Items Contingent for the Regular Meeting

a. Avoca Resolution

Mr. Coggsdale advised Mr. Michael Hudson, Executive Director of Avoca Museum, is traveling to England and would like to present a resolution during his visit to the City of Galway where the Lynch family originated.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to adopt the resolution as presented to Council by Mr. Hudson.

Motion carried:

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

WHEREAS, the area now known as the Town of Altavista, in the Commonwealth of Virginia, United States of America traces its English-speaking roots to the Lynch family, originally from the City of Galway, in the province of Connacht; and

WHEREAS, an immigrant from Galway, one Charles Lynch, Sr., journeyed to Virginia in 1720 as an indentured servant and seeking to make his way in America; and

WHEREAS, Charles Lynch, Sr. enjoyed success in America thanks in large part to the assistance and friendship of the Clark family and the Quaker Church; and

WHEREAS, the Lynch family of Virginia played an instrumental role in the settlement, infrastructure expansion, and economic progress of English-speaking Virginia; and

WHEREAS, one Colonel Charles Lynch of this family served as a zealous and active Patriot of the Revolution who performed in many capacities as a representative, legislator, and field-grade officer in defense of his Commonwealth and country; and

WHEREAS, Colonel Lynch contributed logistically to the cause of American independence through his efforts to mine saltpeter and as Superintendent of Lead Mines for Virginia; and

WHEREAS, the Lynch family of central and southern Virginia provided a great deal of support in developing the settlements now known as the City of Lynchburg, Virginia and Town of Altavista, Virginia; and

WHEREAS, relatives and descendants of the Lynch family have consistently improved the community in which the people of Altavista, Virginia live today; NOW, THEREFORE,

BE IT RESOLVED, by the Town Council of the Town of Altavista, Virginia that this Council appreciates the contributions of Irish-Americans to the establishment of our nation, recognizes our Irish heritage, affirms the deepest respect for the people of Ireland, and sustains goodwill toward the City of Galway.

Approved this 22nd day of September, 2015 by the Town Council of Altavista, Virginia, United States of America.

Michael E. Mattox, Mayor

b. Manufacturing Day Resolution

Council was presented with a resolution declaring Friday, October 2, 2015 as National Manufacturing Day.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to adopt the resolution declaring Friday, October 2, 2015 as National Manufacturing Day.

Motion carried:

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

WHEREAS, for generations, manufacturing has played a critical role in the town of Altavista's diverse economy; and

WHEREAS, Altavista is home to over 2,000 manufacturing jobs in our community, producing quality products in sectors from Nutrition, Industrial Specialty fibers, Automotive, and Wood products; and

WHEREAS, Altavista's employers support the local, regional, and State of Virginia's economy; and

WHEREAS, most manufacturing jobs in Altavista provide employees with an outstanding quality of life; and

WHEREAS, manufacturing jobs enable Altavista and Central Virginia families to realize the dreams of owning a home, sending a child to college, and supporting our community with revenue to support schools, law enforcement, emergency responders, public works, and other essential services,

NOW THEREFORE, the Town of Altavista does hereby proclaim Friday October 2nd, 2015 as Manufacturing Day in the town of Altavista.



c. Water Plant Emergency Repairs Update

Mr. Garrett advised Council in the next two to three weeks the Water Plant should be running at 100%; but would not be running on the new pumps because of the electrical service. He presented Council with a handout detailing the total dollar amount thus far with the emergency repairs. The total cost, including new electrical service is \$1,136,859.80; \$375,597.29 of the total cost was completed while the plant was down and will possibly be covered by VML. There were also items on the handout not authorized by the Town Council including \$450,000 for new electric service.

Vice Mayor Dalton asked the reason for these items being in the VML column.

Mr. Garrett responded that these items are due to the immediate damage to the plant.

Vice Mayor Dalton noted we have to take care of what could be the next tragedy.

Mr. George asked if the situation with Woodard & Curran and the local engineering was worked out.

Mr. Garrett advised there is a contract with Woodard & Curran. Staff is working with the local SCADA group and there is a possibility of leaving the contract and working with the local group.

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Mr. Coggsdale advised there was a meeting and staff is evaluating how to proceed.

Mr. Herb White, WW Associates, advised they have looked at the pumps and pipes and the idea of hooking the new pumps to the existing electrical service. The main distribution panel was build in 1968 (parts for the electrical panel are obsolete) and there are concerns with hooking the new variable speed pumps up to the old device. Mr. White referred to the electrical room which houses a caustic soda tank which is located approximately 3 feet from the panel and stated water, electricity and caustic don't mix. The suggestion is to build a masonry building exterior to the present building to house the electric panels.

Mr. Garrett stated the hope is to prevent failure and he has concerns with the electrical set up.

Mr. Higginbotham questioned who the electrical subs would be and asked if local businesses could be contacted for a price. He suggested that this project be looked at from a design/build standpoint.

Vice Mayor Dalton asked what the procurement rules are.

Mr. Coggsdale responded this is not an emergency procurement; therefore, it goes through a process of designing and being put out for bid.

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the concept of proceeding with the electrical and construction of a new building at the Water Treatment Plant as outlined in Mr. Garrett's memo.

Motion carried:

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

7. Items Scheduled for the Regular Meeting Agenda

a. Amended Write-off of Delinquent Personal Property Taxes for Deceased Individuals

Mr. Coggsdale advised an additional name was added to this listing.

This item was moved to the consent agenda.

b. Budget Amendment-Police Weapons Exchange

Mr. Coggsdale advised this item was previously approved by Council, approving the Budget amendment completes the cycle.

This item was moved to the consent agenda.

8. Late Arriving or Matters from Council

a. Main Street Drainage

Mr. Garrett advised he has spoken to VDOT and the representatives have not been able to come up here and look at the drainage on Main Street. They plan to come in the next two weeks, mark the pipe and see what has to be done to repair/replace.

Mr. Higginbotham advised there is an 18" drain pipe that was replaced under the intersection of Pittsylvania Avenue and Main Street. At the corner of Feller's Chevrolet running across to the Pittard's property is a new concrete pipe. This pipe goes up Main Street on the same side as the waterline with a drop inlet around

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Feller's Chevrolet, another drop inlet further up with 20 feet of evaluation difference between Pittsylvania Avenue and the next intersection. Mr. Higginbotham stated if this line is replaced and the evaluation lowered, we can get drainage off the intersection of Charlotte, Amherst and 5th Streets. Mr. Higginbotham noted the majority of the drainage runs on the west side of the street. The bid opening is scheduled for September 23, 2015, he suggested postponing this process.

Mr. Coggsdale stated the pipe may not even be in the road but under the sidewalk. It needs to be determined if the pipe belongs to the Town or VDOT.

Mr. Higginbotham stated there would be traffic control and a better price if this is included in the bidding process.

Mr. Coggsdale noted this would be an opportunity to address some bigger picture items.

Mr. George asked if this was the same problem Mr. John Tomlin, former Public Works Director, was working on on Pittsylvania Avenue through the BGF parking lot.

Mr. Coggsdale advised some of this has been addressed by clearing a blockage in front of the florist on Main Street; this might be an opportunity to look at the drainage and see if it can be upgraded.

Mr. Garrett noted the pipe was broken when a new traffic signal was installed at the intersection of Franklin and Main Streets and the pipe was like tissue paper; corrugated metal pipe.

Vice Mayor Dalton questioned the solution lying in VDOT's coordination with the town's project.

Mr. Coggsdale stated it has not be determined if that item is on any of VDOT's drawings; trying to find the pipe on somebody's drawings to see who it belongs to.

Mr. Higginbotham stated the bid for September 23 needs to be postponed with an alternate added for the pipe.

Vice Mayor Dalton questioned how this could be done, if staff is unsure of who the pipe belongs to. She asked if the bids are ready to be turned in on September 23.

Mr. Garrett responded the bids are due on September 23rd.

Mr. Coggsdale advised this could be an add-on or it could be a standalone project but it has to be coordinated.

Vice Mayor Dalton did not see this happening the day before bids are due and felt the contractors would not be happy.

Mr. Higginbotham noted this would be more work for them to bid on.

Vice Mayor Dalton called for the pleasure of Council.

Mr. Emerson asked Mr. Garrett for his recommendation.

Mr. Garrett stated this has been put off once and would hate to do it a second time; a change order could be made. He stated his concern is not knowing who the pipe belongs to.

Mr. Higginbotham felt there would be all the more reason to add an alternate if the pipe belongs to the town and if it is VDOT's the town could work out a cost reimbursement.

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Mr. Coggsdale reminded Council staff has been working with VDOT for a while on the Main Street project and is coordinating that project; VDOT is going to pave Main Street next summer. He advised this has been postponed once and this will push us up to the window of VDOT's pavement. Staff has worked with VDOT and they have been patient. This could take two months and we won't be ready.

Mr. Higginbotham motioned to put an alternate in the bid of 18" pipe with inlets, priced under five feet and over five feet and have this as an alternate so if the town doesn't want to do it but if we decided to do it there would be an alternate. He felt this could be turned around in a week to two week time. He suggested calling the contractors and advise them the bidding process has been postponed.

Mr. Coggsdale advised he understood this and staff would do what Council directs them to do but the other side is you are going to add more work to his contract noting the opportunity is there either way. He wasn't sure if Mr. Higginbotham was looking at saving a little bit or a lot and may not save any by deferring.

Mr. Higginbotham stated staff should be able to use the sewer cameras to locate the pipe.

Mr. Garrett responded they know where the pipe is located; partially under the curb and gutter partially under the street near Pittsylvania Avenue. Near the florist this pipe is located under the sidewalk. VDOT doesn't show this pipe on their drawings but it is still in their right of way.

Mr. Higginbotham suggested while the street is being torn up is the time to take care of these repairs.

Vice Mayor Dalton clarified the decision for tonight is does Council postpone the receipts for bids and lump this project with the Main Street project or does staff proceed with receiving the bids and once staff knows more about the Main Street drainage it become a potential change order.

Mr. Higginbotham felt the cost savings would be substantial. He stated he would like to be upfront with the contractors and let them know this is seriously being considered and make it an alternate in the bid. He felt in two weeks time the bids could be squared away to address this.

Mr. George motioned that Council move forward with receiving the bids on September 23rd and continues with the due diligence. No second.

Mr. Higginbotham motioned that the bid be postponed for "x" number of weeks assuming the pipe belongs to the Town of Altavista, put an alternate in the bid to add an 18" water line reinforced concrete pipe up to Amherst Avenue with drop inlets and drainage, rely on the town manager and Public Works Director to set the time frame.

Mrs. Brumfield asked why the bids could not be received on September 23rd and let them know of the changes.

Mrs. Dalton felt the theory is a bid is done on a competitive bases and a change order has no competition.

Mr. Coggsdale stated a change order does not have to be accepted; it can be put out as its own project; noting this could be done by Public Works.

Mr. Higginbotham asked if Public Works would do their own traffic control.

Mrs. Dalton noted this was done with the present project and done successfully; this would be another option.

Mr. Higginbotham stated an alternate would give more flexibility and it probably needs some curb and gutter.

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Mrs. Brumfield seconded Mr. Higginbotham's motion.

Mr. Emerson stated the motion did not bother him one way or the other; he was concerned that staff is telling Council one thing and he believes VDOT and staff will work together to accomplish the goal at the end.

Vice Mayor Dalton mentioned if staff does not like the change order it can be done by the town.

Mr. Emerson questioned what if the bids were not received within 3 weeks.

Mr. Higginbotham felt the information could be put together in a day's time.

Mr. Coggsdale questioned if the current bid is lump sum; lump sum water line and unit price storm water.

Mr. Higginbotham amended his motion to 3 weeks maximum of delaying the bid.

Motion carried:

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

Staff is to contact the bidders to advise them of the postponement of the bid opening and to return the bids.

b. WWTP EOP-University of Iowa Request

Mr. Coggsdale advised Dr. Scott Lowman, IALR has gathered his samplings and staff is awaiting the results. He noted the samples for University of Iowa are there.

Mr. Higginbotham mentioned Dr. Schnoor wants a berm and that decision will need to be made in the next month or so.

Vice Mayor Dalton stated the sample results should tell Council if the berm should or should not be.

Mr. George referred to a letter from the EPA stating the town basically did not have to do anything in regards to the PCBs but if Council did they had to follow by the EPA's rules. He asked the Town Attorney if this was correct.

Mr. Eller stated although the letter is vague that is the interpretation.

Mr. George asked if we don't have to do anything why is Council spending all this money doing something especially when it is something they don't approve of.

Vice Mayor Dalton stated she has been on Council for 10 years now and it has always been the mindset of this group that it had a conscious about it when it came to that pond and that PCBs had been deemed a material that had negative effects in some circumstances. We should to the degree that we have the power do what can be done to keep the community safe from those ill effects. Over time other things have been learned; not only are they there but they have been there for a long time. To this date, Council knows of no person or thing that has been damaged by the PCBs presence. Council also knows regardless of what the letter says we keep getting a reminder of what is Council going to do about it. This all means Council has made an effort to do what was thought was prudent at time given the resource they have to work with. Council will always be working toward getting rid of them or containing them. She felt this is why Council is where they are.

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Mr. Higginbotham felt this was well said and said University of Iowa is working on this matter, Institute of Advanced Learning and Research, and University of Maryland also.

Vice Mayor Dalton stated regardless of the specifics of what has been done it is not just Council's problem it is a public safety problem worldwide and Council has learned to have them contained in a pond as the Town does is something unusual.

Mrs. Brumfield advised she has spoken to the personnel director at BGF who advised they had their PCB dug up and hauled off 17 years ago and they have yet to receive a letter of closure.

Mr. George stated this was different because their PCBs were draining into the river.

Mrs. Brumfield stated this manufacturing plant did as they were told to do and still did not receive a letter of closure.

Mr. George stated we do not know if what we are doing is causing harm. DEQ says they suspect what is being done is causing harm. This is an international problem, it is being looked at by countries that have unlimited check books. Altavista is a small town with over \$350,000 being spent thus far and still plugging away. Mr. George said he didn't understand why Council continues to spend if the letter says we don't have to and there are letters from the DEQ that say they don't like what is being done. Why does Council continue to try when no one really knows what they are doing? He referred to Dr. Lowman noting \$20,000 has been spent with him and he commented for his experiments to work ultimately the cap and seal is recommended. Mr. George stated there is a lot of opposition to the cap and seal and he didn't understand the opposition. Council has been told for years and years the only solution was "Dig and Haul" or "Remediate". He did not feel this was true; the cheapest price and most accepted with the DEQ and EPA is cap and seal. He stated this would work with one of the people that Council has hired as an expert and that can't be talked about because it seems ridiculous to some of the Council members. He noted there was a large pile of rubble at the Lane building that could help with this process. Mr. George asked Mr. Steven Rock about the cap and seal who said that was done all the time. He noted Mr. Rock has been told by his superiors not to communicate with the town. Mr. George said considering everything it makes no sense to him to keep plugging on and spending more money when we don't have too.

Vice Mayor Dalton stated it is quite complicated and told Mr. George she appreciated his thought process. Given time and the big picture, Vice Mayor Dalton stated her perspective has changed and told Mr. George she appreciated him keeping Council's feet on the ground and reminded of one of the possibilities.

Mrs. Brumfield stated Council is not doing anything until the test results are back.

Vice Mayor Dalton confirmed Council is waiting on test results and the meeting with DEQ.

Mr. George stated one thing he likes about the berms is there is still half the pond for emergency overflow, if berms continue to be built there wouldn't be a pond left.

Mr. Higginbotham stated this is not accurate.

Mr. George referred to the conversation of building berms along the edge and working the way into the pond.

Vice Mayor Dalton stated she didn't think the pond had not been made part of the emergency overflow system.

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c. DEQ-Informal Fact Finding Process

Mr. Coggsdale advised he is still awaiting official notification and is still gathering information. This information will be presented to DEQ and they will decide if this is acceptable.

9. Public Comments

Vice Mayor Dalton asked if anyone would like to come forward and speak on anything not listed on the agenda. No one came forward.

10. Adjournment

Mayor Mattox adjourned the meeting at 6:17 p.m.

Beverley Dalton, Vice-Mayor

J. Waverly Coggsdale, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 03/2016
FROM: 09/01/2015 TO: 09/30/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
33925	297	CARTER BANK & TRUST	09/01/2015	214,750.00
33926	667	ASHWELL'S TREE SERVICE LLC	09/03/2015	3,000.00
33927	12	BRENNTAG MID-SOUTH INC	09/03/2015	7,398.11
33928	581	BUSINESS SOLUTIONS INC	09/03/2015	500.00
33929	19	CARTER MACHINERY CO INC	09/03/2015	546.93
33930	28	COLUMBIA GAS	09/03/2015	177.06
33931	176	DAVENPORT COMMUNICATIONS INC	09/03/2015	127.50
33932	569	DIAMOND PAPER CO INC	09/03/2015	290.64
33933	20	J JOHNSON ELLER JR	09/03/2015	2,000.00
33934	9999997	EVANS, YALONDA	09/03/2015	39.56
33935	71	FAIRPOINT COMMUNICATIONS	09/03/2015	431.94
33936	122	FEREBEE-JOHNSON COMPANY INC	09/03/2015	118.66
33937	49	GERALDINE KAUFFMAN	09/03/2015	172.50
33938	50	GRETNA TIRE INC	09/03/2015	2,790.25
33939	58	INSTRUMENTATION SERVICES INC	09/03/2015	1,184.50
33940	566	INTEGRATED TECHNOLOGY GROUP IN	09/03/2015	2,000.00
33941	1	K & K SIGNS	09/03/2015	1,050.00
33942	696	KUSSMAUL ELECTRONICS	09/03/2015	886.07
33943	182	MID-ATLANTIC WASTE SYSTEMS	09/03/2015	2,380.51
33944	9999997	MOORE, KASHA MARIE	09/03/2015	98.22
33945	212	MOORES ELECTRICAL & MECHANICAL	09/03/2015	8,464.27
33946	684	PRECISION ELECTRONIC SERVICES	09/03/2015	2,377.34
33947	379	REI CONSULTANTS INC	09/03/2015	353.67
33948	510	RIVER VALLEY RESOURCES LLC	09/03/2015	500.00
33949	695	SERVPRO	09/03/2015	1,726.34
33950	9999998	SNYDER, STEPHANIE	09/03/2015	150.00
33951	80	SOUTHSIDE ELECTRIC COOP	09/03/2015	941.96
33952	304	TOTER DBA WASTEQUIP LLC	09/03/2015	3,303.46
33953	124	TREASURER OF VA	09/03/2015	8,768.00
33954	515	DALE TYREE JR	09/03/2015	4,485.00
33955	551	WOHLFORD, LARRY	09/03/2015	42.00
33956	103	BEACON CREDIT UNION	09/11/2015	385.00
33957	583	CAMPBELL COUNTY PUBLIC LIBRARY	09/11/2015	902.86
33958	208	CAMPBELL COUNTY TREASURER	09/11/2015	54,991.60
33959	16	CAMPBELL COUNTY UTILITIES & SE	09/11/2015	22,315.12
33960	9999998	DAVIS, CHARLOTTE	09/11/2015	150.00
33961	164	DMV	09/11/2015	320.00
33962	36	DOMINION VIRGINIA POWER	09/11/2015	42,763.42
33963	698	ECIVIS INC	09/11/2015	690.00
33964	512	ELECSYS INTNL CORPORATION	09/11/2015	417.00
33965	301	ENGLISH'S LLC	09/11/2015	311.21
33966	123	FIRE & SAFETY EQUIP CO INC	09/11/2015	82.35
33967	119	FOSTER ELECTRIC CO INC	09/11/2015	85.64
33968	46	GENTRY LOCKE ATTORNEYS	09/11/2015	72.00
33969	120	HUGHES SUPPLY/HD SUPPLY WATERW	09/11/2015	272.30
33970	57	ICMA RETIREMENT TRUST-457 #304	09/11/2015	870.00
33971	533	LYNN KIRBY	09/11/2015	225.00
33972	697	LITTLETON AND ASSOC INC	09/11/2015	88,350.00
33973	300	NAPA AUTO PARTS	09/11/2015	374.13
33974	454	O'REILLY AUTOMOTIVE INC	09/11/2015	606.04
33975	67	ORKIN PEST CONTROL LLC	09/11/2015	255.13

33976	72	PHYSICIANS TREATMENT CENTER	09/11/2015	180.00
33977	186	THE NEWS & ADVANCE	09/11/2015	285.20
33978	35	TREASURER OF VA/VITA	09/11/2015	129.76
33979	452	VML INSURANCE PROGRAMS	09/11/2015	26,269.75
33980	110	VUPS INC	09/11/2015	71.40
33981	658	WKDE-FM	09/11/2015	205.00
33982	128	ADAMS CONSTRUCTION CO	09/18/2015	541.66
33983	84	ALTAVISTA JOURNAL	09/18/2015	251.22
33984	461	KATHI BOGERT	09/18/2015	862.68
33985	12	BRENNTAG MID-SOUTH INC	09/18/2015	1,042.98
33986	294	BUSINESS CARD	09/18/2015	9,761.15
33987	22	CENTRA LAB	09/18/2015	51.50
33988	32	CONTROL EQUIPMENT CO INC	09/18/2015	518.64
33989	364	DLB INC	09/18/2015	229,377.76
33990	118	FERGUSON ENTERPRISES INC #75	09/18/2015	5,977.38
33991	41	FISHER SCIENTIFIC	09/18/2015	1,302.67
33992	639	GAY AND NEEL INC	09/18/2015	2,345.00
33993	52	HACH COMPANY	09/18/2015	559.85
33994	58	INSTRUMENTATION SERVICES INC	09/18/2015	1,416.00
33995	9999998	PUCKETTE, GAYLE	09/18/2015	150.00
33996	691	ROSS VALVE MANUFACTURING CO	09/18/2015	5,107.21
33997	228	SYDNOR HYDRO INC	09/18/2015	13,100.00
33998	484	TOWN GUN SHOP INC	09/18/2015	194.85
33999	116	XEROX CORP	09/18/2015	240.28
34000	9	AFLAC	09/24/2015	2,007.62
34001	91	ANTHEM BLUE CROSS/BLUE SHIELD	09/24/2015	33,464.00
34002	103	BEACON CREDIT UNION	09/24/2015	385.00
34003	574	CHRISTOPHER MICALLE, TRUSTEE	09/24/2015	125.00
34004	688	CRAIG'S FIREARM SUPPLY INC	09/24/2015	685.40
34005	122	FEREBEE-JOHNSON COMPANY INC	09/24/2015	292.75
34006	119	FOSTER ELECTRIC CO INC	09/24/2015	1,853.44
34007	57	ICMA RETIREMENT TRUST-457 #304	09/24/2015	870.00
34008	386	IDS SECURITY	09/24/2015	57.00
34009	9999998	Moon, Sheila	09/24/2015	150.00
34010	485	NEWMAN TRAFFIC SIGNS INC	09/24/2015	548.62
34011	588	PITNEY BOWES GLOBAL FINANCIAL	09/24/2015	50.00
34012	567	SAM'S CLUB	09/24/2015	27.14
34013	601	VACORP	09/24/2015	68.81
34014	700	WOODARD & CURRAN	09/24/2015	4,530.58

NO. OF CHECKS: 90

TOTAL CHECKS

830,550.59

Town of Altavista
FY 2016 Revenue Report
25% of Year Lapsed

General Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	375,000	375,000	6,475	2	8,699	2	375,000
Public Service - Real & Personal	165,000	165,000	0	0	0	0	165,000
Personal Property	195,000	195,000	910	0	2,322	1	195,000
Personal Property - PPTRA	100,000	100,000	-10	0	6,744	7	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	0	0	1,487,200
Mobile Homes - Current	500	500	0	0	4	1	500
Penalties - All Taxes	5,500	5,500	778	14	1,263	23	5,500
Interest - All Taxes	3,000	3,000	995	33	1,456	49	3,000
Local Sales & Use Taxes	145,000	145,000	14,073	10	42,090	29	145,000
Local Electric and Gas Taxes	110,000	110,000	9,604	9	31,670	29	110,000
Local Motor Vehicle License Tax	43,000	43,000	655	2	1,783	4	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	83,000	83,000	8,269	10	24,779	30	83,000
Local Meal Taxes	690,000	690,000	61,367	9	185,715	27	690,000
Audit Revenue	0	0	0	0	0	0	0
Container Rental Fees	900	900	50	6	50	6	900
Communications Tax	40,000	40,000	3,315	8	9,967	25	40,000
Transit Passenger Revenue	5,200	5,200	20	0	30	1	5,200
Business License Fees/Contractors	7,000	7,000	0	0	0	0	7,000
Business License Fees/Retail Services	110,000	110,000	40	0	589	1	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	0	0	158	2	7,000
Business License Fees/Repairs & Person Svcs	18,000	18,000	0	0	172	1	18,000
Business License Fees/Wholesale Businesses	1,500	1,500	0	0	0	0	1,500
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista
FY 2016 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,500	1,500	0	0	0	0	1,500
Permits - Sign	1,000	1,000	0	0	200	20	1,000
Fines & Forfeitures - Court	10,000	10,000	481	5	1,544	15	10,000
Parking Fines	500	500	0	0	100	20	500
Interest and Interest Income	49,000	49,000	1,274	3	4,064	8	49,000
Rents - Rental of General Property	1,000	1,000	75	8	275	28	1,000
Rents - Pavilion Rentals	3,000	3,000	200	7	1,100	37	3,000
Rents - Booker Building Rentals	4,000	4,000	175	4	1,175	29	4,000
Rents - Rental of Real Property	60,000	60,000	4,662	8	13,235	22	60,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	8	0	18,651	104	18,000
State DCJS Grant	80,000	80,000	20,037	25	20,037	25	80,000
State Rental Taxes	800	800	108	14	506	63	800
State/Misc. Grants (Fire Grant)	10,300	10,300	9,841	96	9,841	96	10,300
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	13,670	13,670	0	0	16,147	118	13,670
Campbell County Grants	57,100	57,100	57,100	100	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	2,289	69	3,300
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	105,700	105,700	5,908	6	10,802	10	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	3,400
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,000	7,000	783	11	783	11	7,000
Misc. - Cash Discounts	300	300	0	0	27	9	300

Town of Altavista
FY 2016 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	2,870	22	-1,661	-13	13,000
Reimbursement of Insurance Claim	0	0	3,182	0	5,007	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	184,000	184,000	0	0	0	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<u>4,391,370</u>	<u>4,391,370</u>	<u>213,245</u>	<u>4.86</u>	<u>478,715</u>	<u>10.90</u>	<u>4,391,370</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
25% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,832,210	5,832,210	469,567	8	1,364,941	23	5,832,210
Debt Service	280,000	280,000	214,750	0	214,750	0	280,000
CIP	1,172,700	1,172,700	371,843	32	529,970	45	1,172,700
Transfer Out to General Fund Reserve	471,100	471,100	0	0	0	0	471,100
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	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>147,260</u>	<u>147,260</u>	<u>0</u>	0	<u>0</u>	0	<u>147,260</u>
ALL FUNDS - GRAND TOTAL:	<u>7,993,270</u>	<u>7,993,270</u>	<u>1,056,159</u>	<u>13</u>	<u>2,125,911</u>	<u>27</u>	<u>7,993,270</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
25% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,030	28,030	1,749	6	6,141	22	28,030
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>28,030</u>	<u>28,030</u>	<u>1,749</u>	<u>6</u>	<u>6,141</u>	<u>22</u>	<u>28,030</u>
Administration							
Operations	768,040	768,040	63,255	8	215,121	28	768,040
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>63,255</u>	<u>8</u>	<u>215,121</u>	<u>28</u>	<u>778,040</u>
Non-Departmental							
Operations	912,280	912,280	56,687	6	123,075	13	912,280
Transfer Out to Cemetery Fund	-49,280	-49,280	0	0	0	0	-49,280
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-471,100	-471,100	0	0	0	0	-471,100
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	-16,250	25	-65,000
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>56,687</u>	<u>17</u>	<u>106,825</u>	<u>33</u>	<u>326,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	25,000	25,000	0	0	0	0	25,000
Non-Departmental - TOTAL:	<u>351,900</u>	<u>351,900</u>	<u>56,687</u>	<u>16</u>	<u>106,825</u>	<u>30</u>	<u>351,900</u>
Public Safety							
Operations	926,200	926,200	60,573	7	218,856	24	926,200
Debt Service	0	0	0	0	0	0	0
CIP	67,950	67,950	0	0	6,503	10	67,950
Public Safety - TOTAL:	<u>994,150</u>	<u>994,150</u>	<u>60,573</u>	<u>6</u>	<u>225,359</u>	<u>23</u>	<u>994,150</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
25% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	927,500	927,500	71,945	8	220,963	24	927,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>385,000</u>	<u>385,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>385,000</u>
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>71,945</u>	<u>5</u>	<u>220,963</u>	<u>17</u>	<u>1,312,500</u>
Economic Development							
Operations	169,870	169,870	8,684	5	30,733	18	169,870
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>169,870</u>	<u>169,870</u>	<u>8,684</u>	<u>5</u>	<u>30,733</u>	<u>18</u>	<u>169,870</u>
Transit System							
Operations	96,350	96,350	8,612	9	26,147	27	96,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,150</u>	<u>75,150</u>	<u>0</u>	<u>0</u>	<u>975</u>	<u>1</u>	<u>75,150</u>
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>8,612</u>	<u>5</u>	<u>27,122</u>	<u>16</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,242,890	271,506	8	824,785	25	3,242,890
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	0	0	7,478	1	563,100
GENERAL FUND - GRAND TOTAL:	<u>3,805,990</u>	<u>3,805,990</u>	<u>271,506</u>	<u>7</u>	<u>832,263</u>	<u>22</u>	<u>3,805,990</u>

Town of Altavista
Council / Planning Commission
FY 2016 Expenditure Report
25% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 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	2,000	2,000	0	0	0	0	2,000
Other Charges	5,030	5,030	0	0	893	18	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	28,030	28,030	1,749	6	6,141	22	28,030

Town of Altavista
Administration
FY 2016 Expenditure Report
25% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	402,200	402,200	35,689	9	106,858	27	402,200
Other Employee Benefits	18,400	18,400	50	0	1,322	7	18,400
Services	193,840	193,840	8,161	4	63,210	33	193,840
Other Charges	125,200	125,200	16,073	13	37,370	30	125,200
Materials & Supplies	28,400	28,400	3,282	12	6,361	22	28,400
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	778,040	778,040	63,255	8	215,121	28	778,040

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
25% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	105,800	105,800	54,992	52	63,015	60	105,800
<i>Campbell County Treasurer</i>	57,200	57,200	54,992	0	54,992	0	57,200
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	3,023	60	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	0	0	2,500
<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>	500	500	0	0	0	0	500
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	42,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	1,605	16	10,000
Contribution - Avoca	18,700	18,700	0	0	4,675	25	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	292,500	292,500	54,992	19	95,545	33	292,500
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	1,550	0	3,175	0	0
Fuel - Fire Company	5,000	5,000	146	3	722	14	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	1,696	34	3,897	78	5,000
NON-DEPARTMENTAL - SUBTOTAL	297,500	297,500	56,687	19	99,442	33	297,500
TRANSFER OUT							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
25% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 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	471,100	471,100	0	0	0	0	471,100
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
TRANSFER OUT - TOTAL	585,380	585,380	0	0	16,250	3	585,380
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
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	7,383	25	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	7,383	25	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	912,280	912,280	56,687	6	123,075	13	912,280
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
CAPITAL OUTLAY -TOTAL	25,000	25,000	0	0	0	0	25,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	937,280	937,280	56,687	6	123,075	13	937,280
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	351,900	351,900	56,687	16	106,825	30	351,900

Town of Altavista
Public Safety
FY 2016 Expenditure Report
25% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	804,000	804,000	56,506	7	190,868	24	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	554	3	1,095	7	16,200
Other Charges	39,500	39,500	389	1	11,256	28	39,500
Materials & Supplies	66,500	66,500	3,125	5	15,638	24	66,500
Capital Outlay	67,950	67,950	0	0	6,503	10	67,950
Total Expenditures	994,150	994,150	60,573	6	225,359	23	994,150

Town of Altavista
Public Works
FY 2016 Expenditure Report
25% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	641,100	641,100	45,733	7	158,833	25	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	173	2	1,371	16	8,400
Other Charges	25,300	25,300	1,248	5	3,646	14	25,300
Materials & Supplies	252,700	252,700	24,792	10	57,112	23	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	0	0	0	0	385,000
Total Expenditures	1,312,500	1,312,500	71,945	5	220,963	17	1,312,500

Town of Altavista
Economic Development
FY 2016 Expenditure Report
25% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,600	102,600	7,813	8	26,632	26	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	30,400	205	1	2,874	9	30,400
Other Charges	31,670	31,670	639	2	1,201	4	31,670
Materials & Supplies	5,200	5,200	26	1	26	1	5,200
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	169,870	169,870	8,684	5	30,733	18	169,870

Town of Altavista
Transit System
FY 2016 Expenditure Repost
25% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	64,000	64,000	5,414	8	18,407	29	64,000
Services	3,250	3,250	150	5	150	5	3,250
Other Charges	4,150	4,150	543	13	1,301	31	4,150
Materials & Supplies	24,950	24,950	2,506	10	6,289	25	24,950
Capital Outlay	75,150	75,150	0	0	975	1	75,150
Total Expenditures	171,500	171,500	8,612	5	27,122	16	171,500

Town of Altavista
FY 2016 Revenue Report
25% of Year Lapsed

Enterprise Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	2,000	2,000	980	49	3,096	155	2,000
Water Charges - Industrial	904,000	904,000	78,501	9	258,987	29	904,000
Water Charges - Business/Residential	294,000	294,000	60,931	21	87,889	30	294,000
Water Charges - Outside Community	136,000	136,000	18,223	13	39,007	29	136,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	1,500	50	3,000
Sewer Charges - Industrial	1,187,400	1,187,400	101,014	9	298,661	25	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	57,215	20	82,114	28	291,000
Sewer Charges - Outside Community	2,000	2,000	0	0	560	28	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	2,000	38	5,200
Sewer Charges - Sewer Surcharges	100,000	100,000	1,167	1	14,752	15	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	13	0	1,131	25	4,600
Misc. Cash Discounts	200	200	0	0	3	2	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	2,007	8	20,009	80	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,954,900</u>	<u>2,954,900</u>	<u>320,049</u>	<u>11</u>	<u>809,711</u>	<u>27</u>	<u>2,954,900</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
25% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	932,090	932,090	96,443	10	261,695	28	932,090
Debt Service	280,000	280,000	214,750	0	214,750	0	280,000
CIP	210,600	210,600	371,843	177	496,613	236	210,600
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>73,630</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>683,036</u>	<u>46</u>	<u>973,058</u>	<u>65</u>	<u>1,496,320</u>
Wastewater Department							
Operations	1,174,950	1,174,950	82,923	7	224,947	19	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	0	0	8,626	4	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>		<u>0</u>		<u>73,630</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>82,923</u>	<u>6</u>	<u>233,573</u>	<u>16</u>	<u>1,458,580</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	179,366	9	486,641	23	2,107,040
Debt Service	280,000	280,000	214,750	0	214,750	0	280,000
CIP	<u>420,600</u>	<u>420,600</u>	<u>371,843</u>	<u>88</u>	<u>505,240</u>	<u>120</u>	<u>420,600</u>
Transfer Out	<u>147,260</u>	<u>147,260</u>	<u>0</u>		<u>0</u>		<u>147,260</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,954,900</u>	<u>2,954,900</u>	<u>765,959</u>	<u>26</u>	<u>1,206,631</u>	<u>41</u>	<u>2,954,900</u>

Town of Altavista
Water Department
FY 2016 Expenditure Report
25% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	543,600	543,600	43,594	8	135,953	25	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	25,238	58	46,741	108	43,300
Other Charges	163,350	163,350	11,022	7	30,305	19	163,350
Materials & Supplies	181,840	181,840	16,588	9	48,696	27	181,840
Debt Service	280,000	280,000	214,750	0	214,750	0	280,000
Capital Outlay	210,600	210,600	371,843	177	496,613	236	210,600
Transfer Out to Reserves	73,630	73,630					73,630
Total Expenditures	1,496,320	1,496,320	683,036	46	973,058	65	1,496,320

Town of Altavista
Wastewater Department
FY 2016 Expenditure Report
25% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	677,600	677,600	42,615	6	144,008	21	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	719	5	1,019	7	15,650
Other Charges	313,000	313,000	34,651	11	56,823	18	313,000
Materials & Supplies	168,700	168,700	4,938	3	23,097	14	168,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	210,000	210,000	0	0	8,626	4	210,000
Transfer Out	73,630	73,630					73,630
Total Expenditures	1,458,580	1,458,580	82,923	6	233,573	16	1,458,580

Town of Altavista
Fund Expenditure Totals
FY 2016
25% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	451,000	15,199	3	45,799	10	451,000
CIP	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
State/Hwy Water Department - TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>15,199</u>	<u>2</u>	<u>45,799</u>	<u>7</u>	<u>619,000</u>

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,280	31,280	3,496	11	7,716	25	31,280
CIP	21,000	21,000	0	0	17,253	82	21,000
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>77,280</u>	<u>77,280</u>	<u>3,496</u>	<u>5</u>	<u>24,969</u>	<u>32</u>	<u>77,280</u>

Town of Altavista
FY 2016 State/Highway Fund
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20		FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
REVENUE								
020-0000-341.07-00	Street & Highway Maintenance	619,000	619,000	163,309	26	163,309	26	619,000
020-0000-341.07-01	Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
020-0000-351.03-01	Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:		<u>619,000</u>	<u>619,000</u>	<u>163,309</u>	<u>26</u>	<u>163,309</u>	<u>26</u>	<u>619,000</u>
EXPENDITURES								
020-4101-601.60-04	Maintenance - Other Maintenance	0	0	0	0	0	0	0
020-4101-601.60-28	Maintenance - Drainage	48,200	48,200	1,027	2	5,549	12	48,200
020-4101-601.60-36	Maintenance - Pavement	150,000	150,000	1,825	1	2,545	2	150,000
020-4101-601.60-40	Maintenance - Traffic Control Devices	56,800	56,800	3,841	7	7,944	14	56,800
020-4101-606.60-30	Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
020-4101-606.60-42	Traffic Control Operations	0	0	0	0	0	0	0
020-4101-606.60-44	Road/Street/Highway - Snow & Ice Removal	56,000	56,000	0	0	0	0	56,000
020-4101-606.60-46	Road/Street/Highway - Other Traffic Services	50,000	50,000	4,482	9	16,249	32	50,000
020-4101-607.50-32	General Admin. & Misc. - Miscellaneous	80,000	80,000	4,024	5	13,511	17	80,000
State/Highway Reimb. Fund - Subtotal:		<u>451,000</u>	<u>451,000</u>	<u>15,199</u>	<u>3</u>	<u>45,799</u>	<u>10</u>	<u>451,000</u>
020-4101-608.82-30	Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
020-4101-608.82-34	Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:		<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
Transfer Out - General Fund Reserve								
State/Highway Fund - GRAND TOTAL:		<u>619,000</u>	<u>619,000</u>	<u>15,199</u>	<u>2</u>	<u>45,799</u>	<u>7</u>	<u>619,000</u>

Town of Altavista
FY 2016 Cemetery Fund
25% of Year Lapsed

Cemetery Fund - Fund 90	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	1,600	11	4,950	33	15,000
Interest/Interest Income	9,000	9,000	2,260	25	2,411	27	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	0	0	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	49,280	49,280	0	0	0	0	49,280
Cemetery Fund - GRAND TOTAL:	77,280	77,280	3,860	5	7,361	10	77,280
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	1,027	11	2,168	23	9,500
Salaries and Wages/Overtime	500	500	67	13	249	50	500
Benefits/FICA	800	800	80	10	162	20	800
Benefits/VRS	1,050	1,050	122	12	237	23	1,050
Benefits/Medical Insurance is pre-paid	1,300	1,300	188	14	375	29	1,300
Benefits/Group Life	130	130	13	10	26	20	130
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,000	11	4,500	25	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	77,280	77,280	3,496	5	24,969	32	77,280

Town of Altavista

Grand Total of all Investments and Deposits
Balance as of September 30 , 2015

\$ 14,508,333.99

Non-Specific

Green Hill Cemetery 562,340.83

General Fund Reserves

Capital Improvement Program Reserves

3,442,158.25

Altavista EDA Funding 300,079.78 *

300,079.78

Enterprise Fund Reserves

Capital Improvement Program Reserves

200,401.45

PCB Remediation 600,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,435.88

Public Funds Money Market Accounts

8,764,680.15 → Includes Funds \$624,374.07 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) **619,860.50**

DESIGNATED FUNDS **2,101,094.14**

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

UNDESIGNATED FUNDS

12,407,239.85

-6,313,403.00

6,093,836.85

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	4,982,908	1,330,495	6,313,403

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 2014 Highway Carryover of Funds

-256,918.72

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

Tank Maintenance FY 2014

-50,000.00

FY15 Projected Carryover Needs

-277,375.00

Transit Funding

-4,209.00

Apprvd 8/11/15 Funds for Project 1A - Bedford Waterline Imprvoment

-850,261.62

Apprvd 8/11/15 Littleton & Assoc. Emergency - doesn't include pumps

-102,600.00

Apprvd 8/11/15 PCB - Test entire pond

-6,000.00

Apprvd 6/9/15 Bedford Ave water tank

-62,000.00

Apprvd 8/25/15 Mill & pave project area of Bedford estimated cost

-55,000.00

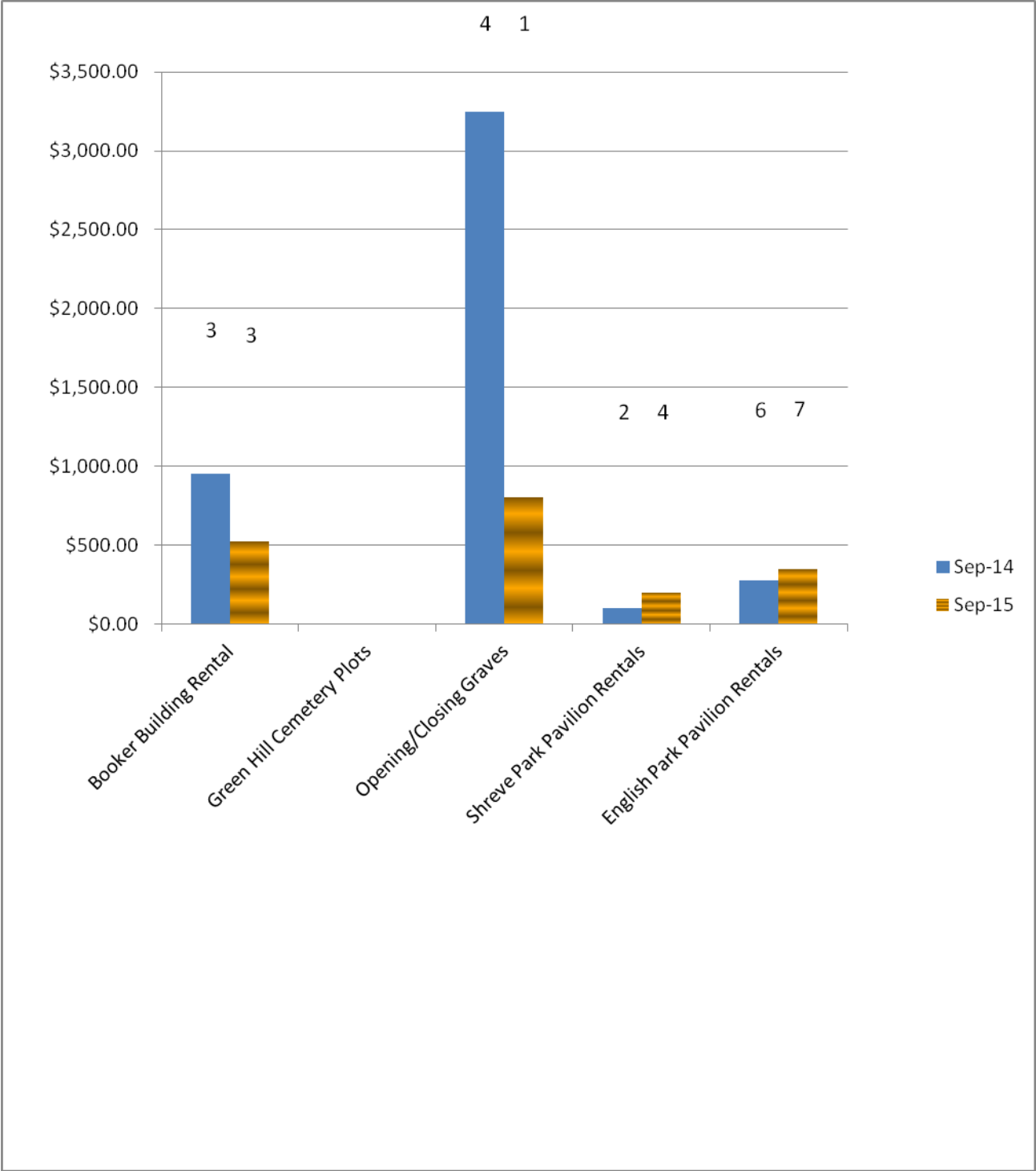
Apprvd 8/25/15 Woodard & Curran's phase I SCADA system

-95,000.00

UNDESIGNATED RESERVE FUND BALANCE

3,818,830.67

ADMINISTRAION MONTHLY REPORT



Altavista Police Department

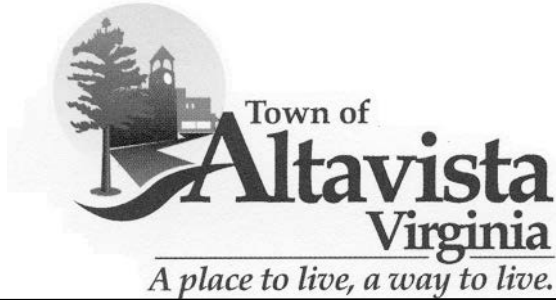
Town of Altavista

510 7th St.

Altavista, Va. 24517

September 2015 Statistics

Simple Assault	(2)
Forcible Fondling	(1)
Shoplifting	(6)
Theft from Building	(2)
Theft from Motor Vehicle	(1)
All Other Larceny	(3)
Motor Vehicle Theft	(1)
Destruction of Property	(6)
Driving Under The Influence	(1)
Drunkenness	(3)
Family Offences / Non-Violent	(1)
Weapon Law Violation	(1)
All Other Offences	(7)
Total IBR Reportable Offences	(35)
Total Number Cleared by Arrest	(16)



David T. Garrett, Jr. Director of Public Works • P.O. Box 420, Altavista, VA 24517
Telephone: (434) 369-6050 • Fax: (434) 369-6981 • dtgarrett@altavistava.gov

Public Works / Utility Report September 2015

During the month of September the Public Works / Utility Crews were busy with the following Maintenance, Repairs, and other assorted task.

These activities reflect the Town Wide Goals of Stewardship, Public Safety and Improving Customer Service as well as Improving Altavista's Environment and Image.

Work Orders Process 257

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	94
○ Water Turn On / Turn Off(s)-----	14
○ Read Monthly Meters-----	65
○ Read Quarterly Meters-----	1,538
○ Exchanged Meters-----	0

Utility Department - Sewer Distribution:

○ Sewer Root Cutting-----	75 Feet
○ Sewer Cleaning-----	100 Feet
○ Sewer Cleaning Manholes-----	0
○ Sewer Video-----	225 Feet
○ Sewer Video Manholes-----	0
○ Push Camera Footage-----	0 Feet

Street Department:

- Mowing----- 0 Acres
- Litter Pick up----- 0 Bags
- Weed Control----- 25 Gallons
- Sweeping Streets----- 76 Miles
- Weekend Trucks----- 3
- Other Traffic Roadside Maintenance On Streets----- 389.50 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial----- 1
- Green Hill Cemetery – Cremations----- 0
- Brush Collected Stops----- 104 Stops
- Brush Collected Loads----- 8 Loads
- Bulk Collection Stops----- 84 Stops
- Bulk Collection Tonnage----- 9.36 Tons
- Solid Waste Tonnage----- 88.13 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites----- 56 Hours
- Maintain Park Buildings----- 141 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control----- 263.50Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 39.68 million gallons of raw water treated.
- Water Plant: 36.35 million gallons of finished water delivered.
- McMinnis Spring: 7.56 million gallons of finished water treated.
- McMinnis Spring: average 263,033 gallons per day and run time hours 16 a day.
- Reynolds Spring: 5.26 million gallons of finished water treated.
- Reynolds Spring: average 184,267 gallons per day and run time hours 11 a day.

Water Sold:

- Town of Hurt 2,850,400 Gallons

Water Plant Averages for August 2015 :

- **Weekday: 22.5 hrs** / day of production
1,317,318 gallons treated / day
- **Weekends: 17.6 hrs**/ day of production
1,044,875 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Quarterly Sampling Completed
- Chemical Calibrations Completed
- Continued Progress on SCADA system
- Safety Equipment Stations installed at Springs and Plant

Wastewater Department Report

- IALR Dr. Lowman sampled EOP (Re-grid)
- Plot #5 core samples sent to the University of Iowa
- Shop and WWTP mowed around EOP
- Normal Monthly Work Session with Council
- Replaced sludge return pump #1
- Repaired NPW pump (installed flex couple)
- DCLS from Richmond conducted Lab Inspection 9/22/15
- Fine Filter Screen picked up for rebuild
- Replaced Air relief valve on RVPS force main
- Recharged NPW pressure tank
- Replaced lights on Digester Cells
- Replaced door gasket on main lab drying oven
- Town shop Repaired water line to RVDPS
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	123 wet tons
Gallons of Water Treated	61.72 MG



Memo

To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: September 2015 Economic Development Update

Announcements/Highlights:

Staff attended a briefing with a site selection consultant visiting Region 2000 Economic Development Alliance.

Staff submitted one RFI (Request for Information) for a proposed call center for the Altavista Office Park.

Networking:

- Staff attended the Region 2000 SBDC Marketing Committee meeting.
- Staff attended the Region 2000 Quarterly Investors Board meeting.
- Staff participated in the VEDA Fall conference planning committee.
- Staff conducted the National Manufactures Day reception at Avoca.

Existing Business and Retention

- Staff met with officials at Schrader Bridgeport.
- Staff met with the IT Director from Moore's Electric and with officials Mid Atlantic Broadband.
- Staff met with English Hardware and with officials Mid Atlantic Broadband.
- Staff met with the plant manager at Graham Plastics.
- Staff met with officials from Abbott.
- Staff met with officials from BGF.

Marketing

- Staff is working with Blair Marketing to develop new marketing materials and a tag line for the community. The initial photos of the community and video were filmed in September. The first round of voting for the new tagline was conducted. The final round of voting will take place the first three weeks of October. The first drafts of the marketing brochures were reviewed.
- Staff worked with officials at the Region 2000 Economic Development Alliance and the Campbell County entered into a marketing agreement with a site selection consultant for a marketing event at national conference.

Develop Products

- Staff continued assistance with Hub Scrap on the demolition at the former Lane Site.
- Staff prepared a briefing for the Altavista EDA on an industrial property evaluation. The briefing will be presented at the October EDA meeting.

Encourage Entrepreneurism

- Staff met officials from the Central VA SBDC, the Altavista Chamber of Commerce, and staff from AOT regarding the Google Maps seminar for October.

AOT September Monthly Report



Conferences

- Virginia Main Street – Toolkit, building a resilient non-profit together – South Boston
- Virginia Downtown Development Association – Culpeper
- Attended Lunch and Learn with SBDC on website marketing- Lynchburg

AOT

- Scarecrows are officially up for the Scarecrow Stroll, ballot boxes, and ballot slips.
- Held monthly board meeting.
- Facilitated a design and board member “downtown walk” to discuss renovations needed and ideas for design features.
- Met with Mosca design to discuss ideas for banners in the downtown area and English Park.
- Submitted the monthly Main Street report for VMS for September.
- New AOT website to be live in October.
- Sent out sponsorship letters for Giblett Job- On behalf of AOT.
- Provided assistance to the Altavista Chamber Of Commerce with the VDOT application for the Annual Christmas parade.
- Held September Cruise-In.
- Participated in a webinar about year-end gifts and fund raising for non-profit organizations.

Economic Development

- Helped Dennis with National Manufacturing Day Planning & Event.
- Helped Dennis with his marketing efforts with Blair Marketing.

Goals to be completed by next month

- Research Virginia Tourism Grants and “LOVE” brand signage for Altavista.
- Decide on design for new banners for English Park, the historic district, and Bedford Avenue.
- VMS quarterly report due Oct 15th
- Research and visit different “Makers Spaces” with Office of Economic Development.
- Will attend the Altavista- “Put Altavista on the Map” with the Altavista Chamber of Commerce.
- Will attend CVCC listening tour- Altavista Chamber of Commerce.

Monthly Report to Council

Date: October 13, 2015
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: September Reporting

NOTE: Staff on vacation weeks of September 14-18 and 21-25.

**1. Zoning/Code Related Matters:
September 2015 Permits – No permits issued**

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>		
-------------	-----------------	-------------------------------------	--------------------------	--	--

2. Site Plans Reviewed and/or Approved:

- None

3. Planning Commission (PC) Related:

- Completed packets for October 5, 2015 meeting.
- Staff worked with Mr. Eller on draft ordinance for allowing chickens as a permitted use in residential zoning districts. Currently staff deals with this use strictly on a complaint basis; however, under the current ordinance even a few chickens for personal use is considered an agriculture use and prohibited. The Commissioners felt that it would be better to have an ordinance that deals with and permits this use and has planned to have a public hearing on the matter at its November meeting.
- The PC reviewed chapters 4-5 of the Comp Plan.

4. AOT Related

- Assisted Emelyn Gwynn with Scarecrows for the Stroll.

5. ACTS Related

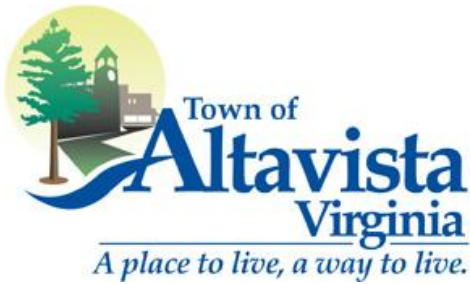
- Validated daily ridership and revenue for bus system (September) - see bus report. Ridership seems to have peaked and leveled off as staff expected to happen and is at 98% compared to the same timeframe for 2014.
- No further details for the replacement bus was ordered from Sony Merriman, INC. Delivery is still expected for late October or November.
- The bus shelters at Town Hall and Lola Extension were installed by public works crew and reimbursement for the grant was submitted to DRPT.
- Requested final reimbursement for ACTS operations for FY2015.

6. Projects and Administrative Related:

- Updated GIC
- Town Council report for September regular meeting and attended regular meeting.
- Certified August bank statements.
- Continued with vulture depredation and dispersion.
- Completed two HB2 grant applications for projects at the elementary school and intersection of Lynch Mill Road and Main Street. This is a new procedure for VDOT projects and staff worked closely with VDOT to complete and submit the applications by the date due, September 30th.
- Everbridge conference call.

September 2015 Ridership Report

Yearly Totals															
	Rider Totals			Miles Driven		Fare Box Revenue		*Days Run		Ave./per Day					
<u>2011</u>	10,919			40,392		\$ 3,783.00		272.5		40					
<u>2012</u>	15,265			45,706		\$ 5,329.50		281		54					
<u>2013</u>	17,760			45,358		\$ 5,721.00		282.5		63					
<u>2014</u>	23,511			47,856		\$ 6,924.94		302.5		78			*Summer Hours initiated		
<u>2015</u>	<u>17,932</u>			<u>36,835</u>		<u>\$ 3,637.16</u>		<u>235</u>		<u>76</u>			<u>YTD Numbers</u>		
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTALS</u>	<u>Net Gain</u>	
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919		
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%	
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%	
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%	
<u>2015</u>	1,644	1,591	1,696	1,596	1,444	3,145	2,538	2,242	<u>2,036</u>				17,932	98%	
* Day is equivalent to 10 hours															



TO: Waverly Coggsdale

FROM: Tobie Shelton

DATE: September 16, 2015

RE: Amended Write-off of Delinquent Personal Property Taxes for Deceased
Individuals

At the September 8th regular Council meeting, Council approved that the delinquent personal property taxes for deceased individuals be written off in the amount of \$781.54. After the meeting, Councilman Higginbotham made me aware of a deceased taxpayer not included on the write-off listing.

I respectfully request Council's approval to write-off personal property taxes for Percy L. Fox in the amount of \$44.58; tax roll numbers 53067 and 57957. This will change the total amount of personal property taxes to be written off for deceased individuals from \$781.54 to \$826.12.

Thank you.

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department		
Materials & Supplies / Small Equipment	\$ 4,114.00	
010-3101-501.60-25		
Miscellaneous / Donations		
010-0000-351.07-00		\$ 4,114.00

Summary

Appropriate \$4,114 to be used for the purchase of Glock .40 caliber weapons as approved by Council at the June 23, 2015 work session.

Budget Impact

This will result in a net increase to the budget of \$4,114; however funds were donated from the Altavista Moose Lodge, in the amount of \$4,113.66 to cover the purchase.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of October, 2015

Regular Council Meeting—June 9, 2015

A motion was made by Mrs. Dalton, seconded by Mr. Higginbotham, to schedule three public hearings; text ordinance amendments (Microbreweries), Comprehensive Plan (Future Land Use Map Amendment) and Rezoning (Select Air Mechanical & Electric) for the July 14, 2015 Town Council meeting.

Motion carried:

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

f. Police Department Weapons Exchange Proposal

Mr. Coggsdale advised of the Police Department's request to switch from Glock SF .45 caliber to the Glock Generation (4) 9mm.

Mr. Emerson asked Captain Stocks the reason for going with 9mm instead of Glock .40 caliber.

Lt. Moorefield replied the 9mm has less recoil, it is easy to train, the stopping power is the same, cost less, and holsters are available for them.

Mr. Emerson noted .40 caliber is a standard for Law Enforcement; Campbell County and State Police use a .40 caliber. He stated the logic for this is if an incident occurs in town and there is a fire fight and an officer runs out of ammunition he can use the other officer's ammunition. He agreed the Police Department needs what they are asking for but disagreed with the 9mm. Mr. Emerson noted there is a tremendous savings by going to another caliber.

Mr. George asked Lt. Moorefield if they would be happy with a .40 caliber as opposed to a 9mm.

Lt. Moorefield stated they would.

Captain Stocks stated he would obtain a cost estimate for Glock .40 caliber. He noted the Altavista Moose Lodge donated funds in the amount of \$4,113.66 to cover the transition.

It was consensus of Council that this item be tabled until the work session scheduled for June 23, 2015 and that the Captain present additional information on the Glock .40 caliber.

Mayor Mattox thanked Captain Stocks and his staff for the work they have been doing and representing the Town of Altavista.

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

- Waterline installation is mostly complete.
- Sidewalks are being installed
- Monthly Construction Meeting Notes are attached.
- Substantial Completion Date: July 24, 2015 Final Completion

COUNCIL WORK SESSION JUNE 23, 2015

suggestion of a consortium of scientists who are working there and share information on a regular basis and Mr. Rock would be putting this together.

Mayor Mattox thanked the Council members for taking the time to attend the meetings and mentioned he was very intrigued with Mr. Rock.

Mrs. Dalton mentioned in the discussions there was conversation that Council may be able to rely on a review committee which would include none of the people that are researching but an independent group of researchers who would review their work and report back to Council. She suggested the Town Manager keep this before him as well.

Mr. Coggsdale felt a lot of this would come from staying in communication with Mr. Rock and he would continue to be in conversation with him.

Mrs. Dalton stated Council needs to evaluate the request as they come through with regard to expense and regard to creditability. Two of the scientists are coming with funding.

Mr. Eller asked Council to look at doing the grid sampling as soon as possible; noting Council needs to compare where we are now with what it was in 2002.

Mayor Mattox felt this sampling was high on the "to do" list.

Mr. George asked if any of the superfund monies were received.

Mayor Mattox thought Council should hold on and wait on Mr. Rock's direction on how to proceed.

e. Police Department Weapon Exchange Update

Mr. Coggsdale advised at Council's June 9th meeting, staff presented a request from the Police Department to exchange their existing weapons for a new model. Following discussion, the Police Department was requested to review additional information and report back at the June Work Session. Captain Stocks obtained additional information and provided this to Council. This information compares the two models of weapons (9mm versus 40 calibers).

Mayor Mattox asked if the Police Department could move forward with the 40 caliber.

Mr. George questioned if there would be additional cost.

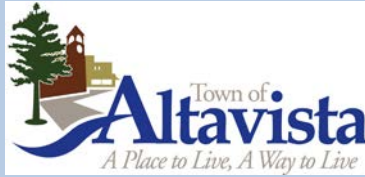
Captain Stocks advised the additional cost would be in the cost of the ammunition.

Mrs. Dalton said because she was not sure every civilian or interested organization needs to come up with a brilliant idea and then fund the idea and Council say because we don't have to worry about the monies do it, she asked Captain Stocks if the issue addresses a need and has been fully vetted within the department and with the Town Manager's perspective and the gift is gracefully accepted because it is needed.

Captain Stocks answered affirmatively.

Mr. Emerson suggested allowing an officer to attend Armor School for training as there is only one certified in the Police Department and that person cannot check his own weapon.

It was the consensus of Council that the Police Department is allowed to move forward with the purchase of the Glock 40 calibers.



Agenda Item: 8a

STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: October 13, 2015
Re: Chamber of Commerce Christmas Parade Request and Regular Update

Summary

As you are aware, the Altavista Area Chamber of Commerce partners with Altavista On Track and the Altavista Rotary Club to sponsor and coordinate the Town's Annual Christmas Parade. The attached correspondence from the Chamber requests approval of the Altavista Christmas Parade for Thursday, December 3rd beginning at 7:00 p.m. (setup begins at 5:00 p.m.) and the necessary approval for the closing of town streets. The memo indicates the parade route which is unchanged from the past several years. The Altavista Police Department will have responsibility for coordination of street closures, as well as traffic control and security for the event.

Town Council is requested to approve the street closures as indicated on the map and approve the parade request. Pursuant to Town Code Section 34-1(b)(1) a parade sanctioned by the town council by permit is exempt from the section of the Code dealing with the Noise Ordinance.

Recommendation

Staff is recommending approval of the request as presented.

Possible Motion:

"I move that the Altavista Chamber of Commerce's request for the Annual Christmas Parade on Thursday, December 3, 2015 be approved as presented."

Attachments: Chamber memorandum; and Map of Proposed Parade Route

TO: Altavista Town Council

FROM: Altavista Area Chamber of Commerce

REF: 2015 Christmas Parade

Date: September 29, 2015

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 3, 2015 at 7pm. 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 3:45pm once school traffic is clear. Floats and other entries are requested to begin arriving at 5pm. 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.

Our committee is working with the Altavista Police Department and VDOT regarding the closure of the parade route and safety. Captain Stocks and Interim Chief Jones will outline the OPS Plan and Emelyn(AOT) 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.(A copy of last year's COI is included). 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 "Season of Lights." 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. 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

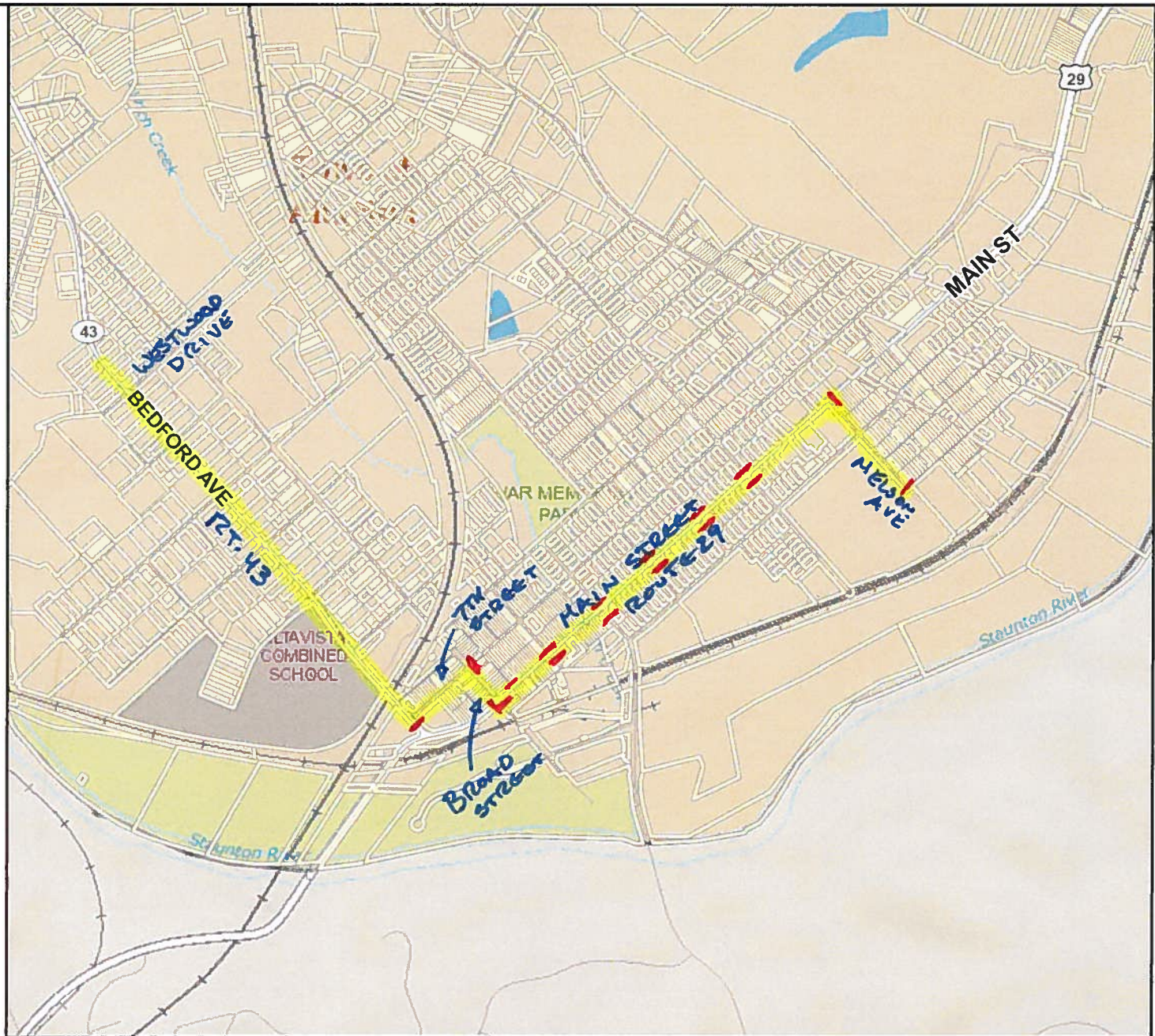
Altavista Area Chamber of Commerce

Campbell County, VA

Legend

- Street Names
- Parcels
- County Boundary
- HiddenRoadCenterline

PARADE ROUTE
ROAD BARRICADES



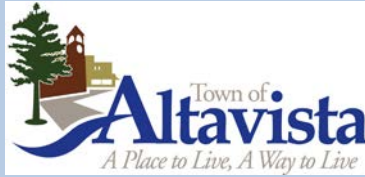
Title:

Date: 10/3/2014

Feet

0 500 1000 1500 2000
1:18,056 / 1"=1,505 Feet

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.



Agenda Item: 8b

STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: October 13, 2015
Re: Marketing Program Update – Economic Development Office

Summary

As you are aware, the Altavista Economic Development Office has been working Marketing Program for our community. The attached correspondence provides an update on their efforts. Dennis Jarvis will provide a brief update and the pending items such as the “tagline” process.

Recommendation

None at this time.

Possible Motion:

None at this time

Attachments: Staff memorandum



Memo

To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: Marketing Program Update

The Altavista Office of Economic Development asked the residents of the community to participate in the selection of a new tagline to assist in the development of a new marketing campaign. In the last survey conducted in September over 160 town residents voted and offered suggestions for the new tagline. We would like to ask you to choose between one of the four selections or options that may serve as the new tagline for Altavista.

- " **Alive with the spirit of rivers and rails**"
- " **Where tradition meets innovation**"
- " **Moving forward with tradition and spirit** "
- " **Treasured past, innovative future**"

The community will have two weeks to vote for proposed new town tagline from October 5th thru October 16th <https://www.surveymonkey.com/r/altavistafinaltaglinefinal>

The new tagline will be utilized in a marketing program for Altavista. The Office of Economic Development, and Altavista On Track (AOT) our Main Street program will utilize the tagline in conjunction with the award winning website of the Office of Economic Development. The Office of Economic Development was honored with a "Superior rating "from the Southern Economic Development Council (SEDC) in 2014 for websites from local, state, and regional groups' Medium division.

The new tagline will be a part of the marketing program and assist in the development and delivery of a brand awareness for Altavista. The marketing program will feature a five to six minute community video highlighting the strengths of Altavista. The video will focus on several aspects of the community: Our quality of life, the strength of manufacturing, the low cost of conducting business, and the quality of our workforce. Accompanying the video will be new collateral marketing pieces for AOT and the Office of Economic Development.

The quality of life brochure will focus on the amenities that the community offers: shopping, recreation, restaurants, etc. It will be placed at the regional state certified Visitor's Centers in addition to the state of Virginia Interstate Welcome Centers. The brochure will focus on attracting visitors to the town.

The economic development marketing piece will be utilized to attract new investment to the town. We will be able to customize the piece to meet the needs of a specific client, a specific target industrial sector, or other needs.

The current targeted industries for the Town of Altavista include:

Food and Beverage

Plastics and Chemicals

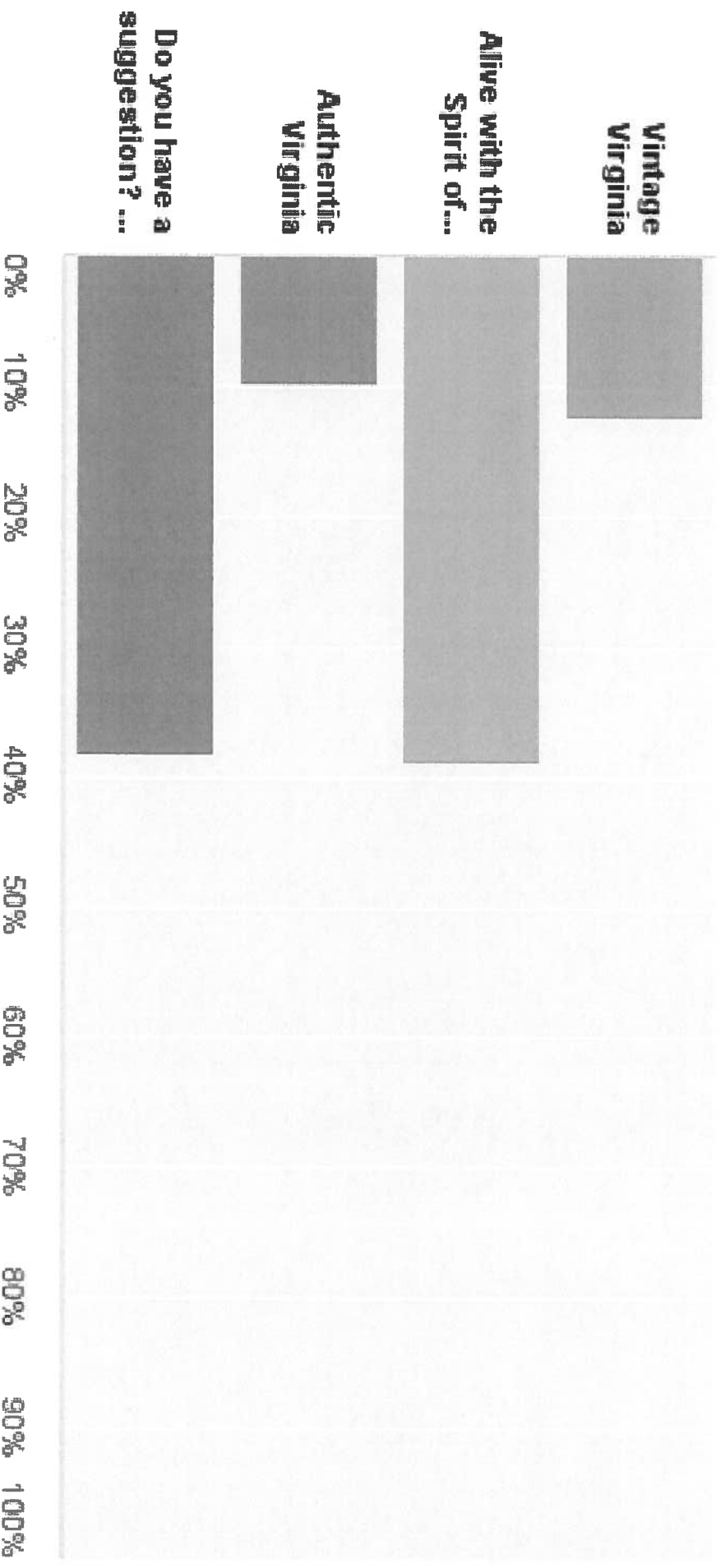
Distribution

Technology

Advanced Manufacturing

Q1 Now is your time to vote! Did you like one of the suggestions from the town? Or do you have a suggestion yourself? We look forward to your suggestions.

Answered: 159 Skipped: 1





Town of
Altavista
Virginia

Treasured Past, Innovative Future.



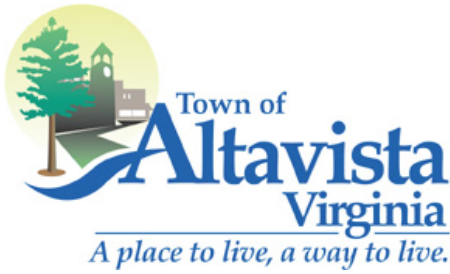
Alive with the spirit of rivers and rails.



Where tradition meets innovation.



Moving forward with tradition and spirit.



Town Manager's Report – For Month of September 2015

Bedford Avenue Waterline Project (Project 1A)

- Bedford Avenue has been paved.
- Punch list is being created for completion.

Main Street Waterline Project (Project 1B)

- WW Associates issued Addendums deferring the bid date and inclusion of storm water project
(Note: The original addendum for the storm water project was not consistent with the Town's request or objective, staff has directed the engineer to issue a new addendum.)
- Bids are due Wednesday, October 14th.

WWTP EOP – PCB Remediation

- Dr. Scott Lowman (IALR) is scheduled to present a report on the "recharacterization" of the pond (grid sampling) as compared to the 2002 sampling and update Council on IALR's "pot study" at the October 27th Town Council Work Session.
- Staff has provided the Dr. Schnoor (University of Iowa) an update on their berm request. It has been Council's direction to await the report regarding the "recharacterization" of the pond before proceeding with the decision in regard to the berm and potential locations.
- DEQ has not provided the letter for the Informal Fact Finding (IFF) and has indicated that they may need to reschedule to an undetermined date in November.

◀ Sep 2015 ~ October 2015 ~ Nov 2015 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Scarecrow Stroll	2	3 1 st Saturday Trade Lot AOT Cruise In VML Mayor's Institute
4 VML Mayor's Institute & Newly Elected Officials Conference	5 Planning Commission 5:00 pm	6	7	8	9	10
VML CONFERENCE						
11	12 Columbus Day Town Offices Open	13 Council Meeting 7:00 pm	14	15 Region 2000 Annual Dinner	16 Avoca Night at the Museum	17
18	19	20	21	22	23	24
25	26	27 Work Session 5:00 PM Avoca-Volunteer Appreciation Dinner	28	29	30	31 Halloween

◀ Oct 2015 ~ November 2015 ~ Dec 2015 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Planning Commission 5:00 pm	3 Election Day	4	5	6	7
8	9	10 Council Meeting 7:00 pm	11 Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day Town Offices Closed Giblet Jog-8:30 a.m.	27 Black Friday Town Offices Closed	28
29	30	Notes:				