

Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, April 14, 2015

6:00 PM Budget Work Session

7:00 PM Regular Council Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Recognitions and Presentations**
 - a. Employee Milestones
 - i. Vernon Brown – Retirement
 - ii. James Moore – 5 years of Service
 - b. 2014 VHSL Football State Champs – Altavista High School
- 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. Minutes – Regular Meeting March 10th ; Budget Work Session March 23rd ; Work Session March 24th
- b. Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Budget Amendments/Departmental Transfers
- d. Board of Zoning Appeals Annual Report
- e. Departmental Reports

7. Public Hearings

None at this time.

8. New/Unfinished Business

- a. Utility Project Funding
- b. "First Reading" FY2016 Budget and Capital Improvement Program (CIP)
- c. Altavista Community Transit System – Title VI Update
- d. DRO/Section 86-424-1 Ordinance Amendment

9. Reports

- a. Town Manager's Report

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars - April & May

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

Section 2.2-3711 (A)(7) – Consultation with legal counsel and briefings by staff members pertaining a construction contract.

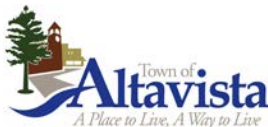
13. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

(All meetings are at Town Hall unless otherwise noted)

Tuesday, April 28 th @ 5:00 p.m.	Town Council Work Session
Tuesday, May 12 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, May 26 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.



Town of Altavista, Virginia Work Session Agenda Form

Date: April 14, 2015

Agenda Item: FY2016 Budget and CIP Discussion

PLEASE BRING YOUR BUDGET NOTEBOOK. THE PAGES ENCLOSED ARE TO REPLACE EXISTING PAGES PER THE MEMO.

Summary: During the March Regular Town Council meeting there were several outstanding/unresolved issues in regard to the FY2016 Budget and CIP.

One item that has now been received is the bids on Maintenance of the Town's Elevated Water Tanks. Copies of the bid tabulation sheet are attached for your review. Over the past two years, we have included \$50,000 in the budgets for this purpose, these funds have gone unused and have been earmarked in Reserves for this purpose and \$53,000 was included in the proposed FY2016 for this purpose. As you can see, the lowest bid requires more substantial funding in the first four years and considerably less the remaining 6 years of the ten year contract. Staff has provided updated Budget and CIP sheets that reflect the inclusion of the low bid on this expense. With \$153,000 accounted for the additional \$45,600 would be taken from the proposed surplus in the Enterprise Fund. The revised proposed surplus in the Enterprise Fund would be \$147,260. This is an item that is imperative to the well being of our water storage/distribution system.

In addition, there is information attached per Council's request that lays out different financing scenarios for the Main Street Waterline Project (1B) and the Melinda Tank Pressure Zone project. As we previously discussed, the estimated total cost for these two projects is \$2.5 million. Prior to advertising the budget, it would be beneficial to decide as to how the Town will fund these projects. I have also attached the previous memo regarding funds in the Town's Reserves. If the decision is the debt service route, there is a projected surplus in the Enterprise Fund for FY2016 in the amount of \$147,260.

The FY2016 Proposed Budget estimated a 15% increase in health insurance costs, unfortunately as you can see on the attached document the costs greatly exceeded the allocated amounts. The figures given to you are renewals based on our current plans; we are currently working with our consultant to develop costs on health reimbursement and health saving accounts (HRAs and HSAs) and will hopefully have additional information for your consideration at the meeting. We can proceed with the budget as presented, which includes the 15% increase and take appropriate action to amend it when the final decision is made on the health insurance costs if we do not have enough information to make a decision.

Council Discussion: Council will discuss this issue and direct staff on any changes to the budget.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Memorandum

To: Waverly Coggsdale, III

Town Manager

From: David Garrett 

Public Works Director

Date: April 1, 2015

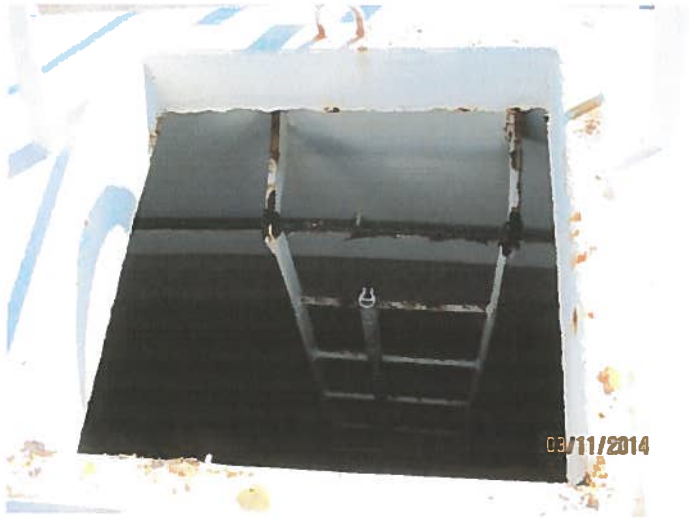
Subject: RFP Assist Management and Full Maintenance Service,
Water Tank Maintenance

The bids for the above mentioned project have been received and reviewed. Utility Service Group is the low bidder on this project. Utility Service Group has been Water Tank Maintenance in this area for many years and is a very reputable Tank contractor.

As you know it has been ~~10~~ ^{(7 years) DTG} years since any Maintenance has been done on our tanks and the longer we wait the more costly it will be to maintain our tanks. As you can see below in the photos our tanks are getting in bad condition on the inside of our tanks.

I strongly recommend that we enter into a 10 year contract with Utility Service Group to maintain our Water Tanks.

Thank you in advance for your consideration on this matter and if you have any questions or concerns, please do not hesitate contacting me.









[illegible]

Town of Altavista, VA
Schedule of Work and Fees

TANK	Year 1 2015-2016	Year 2 2016-2017	Year 3 2017-2018	Year 4 2018-2019	Year 5 2019-2020	Year 6 2020-2021	Year 7 2021-2021	Year 8 2022-2023	Year 9 2023-2024	Year 10 2024-2025
700,000 Gallon Bedford Tank	Visual Inspection Needed Repairs Emergency Service	Exterior & Interior Renovation, Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Exterior Renovation, Repairs Emergency Service
	\$36,396.00	\$36,396.00	\$36,396.00	\$36,396.00	\$8,479.00	\$8,479.00	\$8,479.00	\$8,479.00	\$8,479.00	\$8,479.00
800,000 Gallon Clarion Tank	Exterior & Interior Renovation, Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Exterior Renovation, Repairs Emergency Service
	\$36,707.00	\$36,707.00	\$36,707.00	\$36,707.00	\$9,274.00	\$9,274.00	\$9,274.00	\$9,274.00	\$9,274.00	\$9,274.00
300,000 Dearing Ford Tank	Exterior & Interior Renovation, Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Exterior Renovation And Bio- Washout Inspection	Visual Inspection Needed Repairs Emergency Service
	\$30,142.00	\$30,142.00	\$30,142.00	\$30,142.00	\$10,577.00	\$10,577.00	\$10,577.00	\$10,577.00	\$10,577.00	\$10,577.00
1,500,000 Gallon Melinda STP Tank 1	Exterior Lead Abatement/ Interior Renovation and Repairs	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service
	\$87,304.00	\$87,304.00	\$87,304.00	\$87,304.00	\$7,455.00	\$7,455.00	\$7,455.00	\$7,455.00	\$7,455.00	\$7,455.00
20,000 Gallon Melinda STP Tank 2	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Exterior & Interior Renovation, Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Bio-Washout Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service	Visual Inspection Needed Repairs Emergency Service
	\$8,033.00	\$8,033.00	\$8,033.00	\$8,033.00	\$2,499.00	\$2,499.00	\$2,499.00	\$2,499.00	\$2,499.00	\$2,499.00
Total	\$198,582.00	\$198,582.00	\$198,582.00	\$198,582.00	\$38,284.00	\$38,284.00	\$38,284.00	\$38,284.00	\$38,284.00	\$38,284.00

\$1,024,032

Future exterior & interior renovations shall be scheduled based on the schedule set forth in this RFP. As a general rule, the exterior must be, at a minimum, overcoated approximately every eight to ten years and interiors renovated every twelve to fourteen years



DATE: April 3, 2015

MEMO TO: Mayor Mattox and Council Members

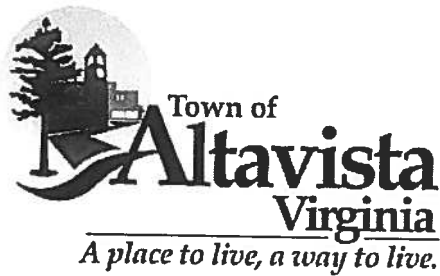
FROM: Tobie Shelton

RE: Terms and Rates for borrowing \$2.5 million – Project 1B and Melinda Dr. Project

As requested at the March 24, 2015 work session, staff researched the various terms and rates for borrowing \$2.5 million; the cost associated with waterline improvements on Main Street as well as improvements to the Melinda Drive elevated water tank. Staff reached out to a bank for assistance on the possible terms and rates available for the financing and obtained the following information for discussion purposes.

<u>Loan Term</u>	<u>Interest Rate</u>	<u>Annual Payment</u>	<u>Balloon Payment</u>	<u>Total Payment</u>
5 Year (20 year amortization; balloon payment end of 5 years)	1.99%	\$ 152,744.29	\$ 2,116,865.03	\$ 2,727,842.19
10 Year (20 year amortization; balloon payment end of 10 years)	2.25%	\$ 156,605.18	\$ 1,545,100.57	\$ 2,954,546.16
15 years	2.50%	\$ 201,916.14	N/A	\$ 3,028,742.10
20 years	3.00%	\$ 168,039.27	N/A	\$ 3,360,785.38
20 years	4.00%	\$ 183,954.38	N/A	\$ 3,679,087.52

Staff will be seeking direction from Council on how to proceed.



TO: Mayor Mattox and Members of Town Council

FROM: Waverly Coggsdale, Town Manager WC

RE: Project supplemental financial information

DATE: March 10, 2015

On tonight's agenda there are items that involve two utility improvement projects: 1) Project 1B Main Street Waterline; and 2) Melinda High Pressure. It is estimated that the two project costs would be approximately \$2.5 million.

As supplemental information I have attached a Debt Service Schedule for \$2.5 million. The anticipated annual debt service is \$181,560 for 20 years. Preliminary estimates for FY2016 indicate that the Enterprise Fund may have approximately \$190,000 of revenue that could be used for debt service.

In addition below are some of the funds that are currently in the Town's Investments and Deposits report, which is attached to under the Consent Agenda.

- Undesignated Reserve Balance \$2,538,036.20
- General Fund CIP Reserves \$3,084,084.43
- Enterprise Fund CIP Reserves \$ 187,229.04
- General Fund Policy Funds \$4,982,908.00
- Enterprise Fund Policy Funds \$1,330,495.00

\$2,500,000

Town of Altavista

Bank Loan @ 4% 20 years

10/1/2015 Closing

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2016	-	-	50,000.00	50,000.00
06/30/2017	83,300.00	4.000%	98,334.00	181,634.00
06/30/2018	86,600.00	4.000%	94,936.00	181,536.00
06/30/2019	90,200.00	4.000%	91,400.00	181,600.00
06/30/2020	93,900.00	4.000%	87,718.00	181,618.00
06/30/2021	97,700.00	4.000%	83,886.00	181,586.00
06/30/2022	101,700.00	4.000%	79,898.00	181,598.00
06/30/2023	105,800.00	4.000%	75,748.00	181,548.00
06/30/2024	110,200.00	4.000%	71,428.00	181,628.00
06/30/2025	114,600.00	4.000%	66,932.00	181,532.00
06/30/2026	119,300.00	4.000%	62,254.00	181,554.00
06/30/2027	124,200.00	4.000%	57,384.00	181,584.00
06/30/2028	129,300.00	4.000%	52,314.00	181,614.00
06/30/2029	134,500.00	4.000%	47,038.00	181,538.00
06/30/2030	140,000.00	4.000%	41,548.00	181,548.00
06/30/2031	145,800.00	4.000%	35,832.00	181,632.00
06/30/2032	151,700.00	4.000%	29,882.00	181,582.00
06/30/2033	157,900.00	4.000%	23,690.00	181,590.00
06/30/2034	164,300.00	4.000%	17,246.00	181,546.00
06/30/2035	171,000.00	4.000%	10,540.00	181,540.00
06/30/2036	178,000.00	4.000%	3,560.00	181,560.00
Total	\$2,500,000.00	-	\$1,181,568.00	\$3,681,568.00

Yield Statistics

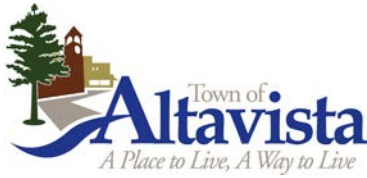
Bond Year Dollars	\$29,539.20
Average Life	11.816 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	4.0000000%
True Interest Cost (TIC)	4.0000000%
Bond Yield for Arbitrage Purposes	4.0000000%
All Inclusive Cost (AIC)	4.1354669%

IRS Form 8038

Net Interest Cost	4.0000000%
Weighted Average Maturity	11.816 Years

Town of Altavista													
MEDICAL RENEWAL INFORMATION EFFECTIVE JULY 1ST 2015													
Level of Coverage		Coventry		AETNA		Coventry		AETNA		Coventry		AETNA	
		1,000 Deductible				500 Deductible				0 Deductible			
		<u>Current Rate</u>	<u>Renewal Rate</u>			<u>Current Rate</u>	<u>Renewal Rate</u>			<u>Current Rate</u>	<u>Renewal Rate</u>		
Employee		472.90	728.00			498.23				548.52	769.00		
Emp. + Child (Dependent)		875.36	1,324.00			922.26				1,015.35	1,398.00		
Emp. + Children		1,276.81	1,324.00			1,345.23				1,481.00	1,398.00		
Emp. + Spouse		875.36	1,658.00			922.26				1,015.35	1,750.00		
Family		1,276.81	2,109.00			1,345.23				1,481.00	2,227.00		

Town of Altavista			
DENTAL RENEWAL INFORMATION EFFECTIVE JULY 1ST 2015			
Level of Coverage		AMERITAS	
		<u>Current Rate</u>	<u>Renewal Rate</u>
Employee		33.32	35.16
Emp. + Spouse		68.60	72.36
Emp. + Child (Children)		91.68	96.76
Family		\$126.96	133.96



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: April 10, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Employee Recognitions

- Vernon D. Brown – Retired effective April 1, 2015
 - Adoption of Attached Resolution
 - James Moore – 5 years of service to the Town (4/12/2010)
-

Resolution for the Altavista High School 2014 State Football Champions

- Ratify adoption of the Resolution (this was presented to the AHS at the team's Ring Ceremony in late March)



A RESOLUTION IN RECOGNITION OF THE
RETIREMENT OF TOWN EMPLOYEE VERNON D. BROWN

***WHEREAS,** Vernon Brown was hired by the Town of Altavista on July 30, 1979 as a Laborer in the Department of Public Works; and*

***WHEREAS,** Vernon Brown has been a loyal employee of the Town of Altavista for the past 35 years and 8 months and retired effective April 1, 2015; and*

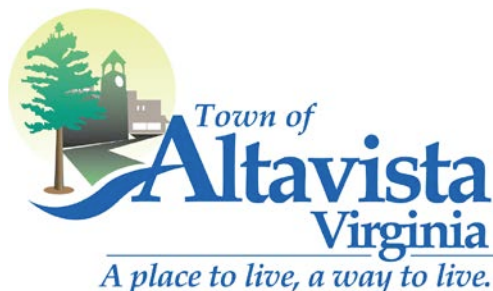
***WHEREAS,** Mr. Brown has demonstrated extensive knowledge, skill and experience in the performance of his job and retired from the position of Meter Reader in the Utility Division of the Department of Public Works; and*

***WHEREAS,** Vernon Brown was a well known employee in the community as he went about his duty of accurately reading citizen's water meters and performing other significant and important duties, always displaying courteous and kindness; and*

***NOW, THEREFORE, BE IT RESOLVED** the Town Council of the Town of Altavista thanks Vernon Brown for his years of service and recognizes the contributions he has made and wishes him a happy retirement.*

Michael Mattox, Mayor

Attested: _____
J. Waverly Coggsdale, III, Town Manager



RESOLUTION COMMENDING THE ALTAVISTA HIGH SCHOOL COLONELS,
VIRGINIA HIGH SCHOOL LEAGUE'S GROUP 1A STATE FOOTBALL CHAMPIONS

WHEREAS, the Altavista High School football team triumphantly captured the 2014 Virginia High School League Group 1A, state football championship on December 13, 2014, by defeating the Essex High School Trojans at Salem Stadium; and

WHEREAS, the Altavista High School Colonels football team completed the season undefeated (15-0) and on a 25 game winning streak while winning the title in back to back years; and

WHEREAS, the Altavista High School Colonels roared through the regular season with a perfect record avenging last year's only loss by shutting out the Gretna Hawks 38 – 0 and entered the playoffs as the number two seed in the Group 1A East Division; and

WHEREAS, the Colonels combined an explosive offense with a stingy defense, outscoring opponents by a margin of 620 to 92 through the regular season and playoffs; and

WHEREAS, Altavista High School began the post season in search of another state championship, by dispatching West Point High School, 63 – 0 in the first round and Central Lunenburg High School, 35 – 0 in the second round; and

WHEREAS, the Colonels would next face the highly touted and undefeated Parry McCluer "Fighting Blues", who quickly scored prompting the Colonels to come from behind and pull away for a 35-10 victory at English Field; and

WHEREAS, the Colonels for the second year in a row would have to go on the road to face a Group 1A West Division number one seeded and undefeated opponent, the Honaker High School Tigers; utilizing a suffocating defense that forced seven turnovers and an efficient offense the Colonels left the artificial turf with an impressive 31-7 victory and a rematch with the Essex Trojans in the state championship final; and

WHEREAS, under a beautiful crisp December day the Colonels were set to take on the revenge minded Group 1A East Division number one seed Essex High School Trojans, for the second consecutive year for the state title; the Trojans scored first but the Colonels battled back and ultimately took the lead stopping the Trojans on a late two-point conversion to preserve the victory by a final score of 22-20; and

WHEREAS, the Colonels not only ended the 2014 season as State Champions but as back to back champions and earned their third title in a six year span; the Altavista High School Colonels football team, Head Coach Mike Scharnus, his coaching staff, the administration, students and fans can celebrate and be proud of the many accomplishments of this year's team; now, therefore

BE IT RESOLVED, the Altavista Town Council commends the Altavista High School Colonels football team for their outstanding 2014 season and for winning the 2014 Virginia High School League, Group 1A, state football championship with a record of 15 wins and 0 loss; and

BE IT FURTHER RESOLVED, that a copy of this resolution is presented to Altavista High School as an expression of the admiration of the Town of Altavista and its citizens for the championship performance of the 2014 Altavista High School football team.

Michael E. Mattox, Mayor

Attested: _____
J. Waverly Coggsdale, III, Town Manager

Regular Council Meeting—March 10, 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 March 10, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Stephen Rabon, Crosspoint Wesleyan Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Council members
present:

Mrs. Beverley Dalton

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Capt. Barry Stocks, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

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

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the agenda.

Motion carried:
VOTE:

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

4. Recognitions and Presentations
 - a. Planning Commission Annual Report

Chairman Jerry Barbee addressed Council with the annual Planning Commission report noting there were two public hearings for 2014 regarding the electronic sign guidelines and the downtown revitalization ordinance guidelines. He reviewed with Council the Planning Commission’s plans for 2015. Mr. Barbee advised the Planning Commission has reworked the DRO guidelines. They have reviewed the guidelines from the Lynchburg Planning Commission; they have residential and commercial guidelines. He noted the commercial guidelines are voluntary. The Planning Commission is looking to model along the Lynchburg guidelines. In terms of the DRO ordinance, the Planning Commission would retract everything recommended and continue to use the existing ordinance with one exception; the section on architectural treatment would have a statement added making people aware guidelines do exist under a separate cover. These guidelines are voluntary, not legally required, but would encourage usage. Administratively, when someone applies for a zoning permit where the guidelines would apply the Zoning administrator would make the applicant aware of the guidelines. He noted the Planning Commission does support local financial

Regular Council Meeting—March 10, 2015

incentives but that would be up to Council and suggested it be open ended and applied as funds became available.

Mr. Emerson stated he felt this would be a good comprise.

Mr. Edwards stated he was comfort with what was being proposed and applauded the Planning Commission for revisiting and coming back with an answer. Council members were in agreement with Mr. Edwards's statement.

Mayor Mattox questioned the incentives.

Mr. Barbee advised the Planning Commission has not discussed specific monies.

Mayor Mattox mentioned the Altavista High School Boys Basketball team will be playing against Honaker High School for the State Championship on March 11th, 2015.

5. Public Comment

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

No one came forward.

6. Consent Agenda

- a. Minutes- Regular Meeting February 10th ; Continued Meeting February 23rd, Work Session February 24th
- b. Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Departmental Reports

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

Motion carried:

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

7. Public Hearings

None at this time.

8. New/Unfinished Business

- a. Chamber of Commerce Request-Uncle Billy's Day

Mr. George Bratz, Chairman of the Uncle Billy's Day Committee, addressed Council and provided an update on the event planning. He commended Mrs. Heather Reynolds, Director of the Altavista Chamber of Commerce and Mr. Mark Thomas, for appointing an outstanding committee which includes Mrs. Terri Dews, Mr. Steve Farmer, Mr. Trey Finch, Mr. Jeff Janiak, Mr. Michael Mayhew, and Mr. Tom Nelson. He also thanked the Town Manager, Mr. Witt, the Altavista Police Department, the Altavista EMS, the Altavista Public Works and Economic Development Office for their help and input. Mr. Bratz was seeking

Regular Council Meeting—March 10, 2015

approval to enlarge the “Adult Beverage Area” and include wine and pizza to the event. This area would be closely monitored and asked that the operating hours be extended by one hour. He noted this plan has been presented to law enforcement and ABC officials and they concur with the intent.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to approve the request by the Altavista Chamber of Commerce to operate an Adult Beverage area on Friday and Saturday of the Uncle Billy’s Day.

Motion carried:

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

b. ED Office-Main Street Position

Mr. Coggsdale advised at the April 8, 2014 Town Council meeting, the proposal for the part-time employee of AOT to become a part-time Town employee was approved. Due to changes in personnel in the Economic Development Office, the transition from AOT to the Town was delayed. He advised staff is ready to bring an individual on board and per direction is providing to Council a job title, pay classification and job description. The part time position is listed as a Grade Level 16 with an hourly range of \$17.46 – \$25.53.

Mr. Higginbotham asked if this item could be discussed at the work session. He felt the new Council member needed to be updated on this matter and more homework done.

Mr. Coggsdale advised this matter is based on the past action of Council.

Mr. Edwards stated he was probably the biggest advocate on Council for economic development. He felt this may be a good time to review what has been accomplished and what Council expects to accomplish, where it is going and how it is working. He felt economic development was a critical aspect for the community and it is important for Council to stay on top of it. He noted with the Main Street program, the downtown district is more attractive but unless there are more payrolls it will not sufficiently impact the merchants.

Mr. George asked if a potential person has been selected for this position.

Mr. Coggsdale advised interviews have been conducted and a person has been selected. Mr. Jarvis is ready to move forward based on the action from the April, 2014 meeting.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to reconsider the position in work session and address the entire economic development progress as made to date, where it stands, and where it’s going in the future.

Mr. Jarvis advised this was a task he inherited once he began with the Town. He was told this was a priority so the position was posted in late December, early January. Out of 12 applications, 5 were interviewed with a candidate being

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identified. This candidate has met with the current president of the Altavista on Track (AOT) board and the incoming president. He felt in regards to economic development progress was being made. He noted the current AOT Director is under contract until March 31, 2015.

Mrs. Brumfield stated as the new person on Council she would appreciate the time to ask questions and to find out more about the position. She felt \$17-\$25 was a lot of money while other employees don't make nearly that amount. She suggested looking at the position to see if it is necessary.

Mr. Edwards stated he could imagine \$35 an hour if he could see where the project is going and it was going to bring new jobs and new investment to Altavista. He was not convinced that too much could be spent to make this happen.

Mr. Emerson stated this was discussed last year and organized. He is fine with moving forward with the position recognizing the new Council member should be made aware of what was taking place. He did not feel this should slow down the progress.

Mr. Jarvis advised Mrs. Brumfield she is welcome to meet with him. He noted the salary range is commensurable to what has been paid to previous directors in like size organizations throughout the Commonwealth. He added one of the challenges in finding candidates as this position offers no benefits.

Mayor Mattox stated a lot of money has been invested in the downtown; some upgrades have been made and has recently attended a "Pop up" meeting. He felt the people that are attending these meetings care enough about Altavista to locate a business here. This is an opportunity to fill these empty store fronts. Mayor Mattox referred to the grant which will help fund those entrepreneurs. Quality of life is an important thing and felt an anchor restaurant would be a draw for Altavista and the people who work in these restaurants make good money. Mayor Mattox stated he could not image Council has taken steps forward and now will take two steps backwards.

Motion denied:

VOTE:	Mr. Michael Mattox	No
	Mrs. Micki Brumfield	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	No
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes

Mr. Edwards stated he didn't want to see the "Pop Up" program stopped.

Mr. Coggsdale clarified in April 2014 Council voted to move forward with the position. Altavista on Track voted and approved asking Council for this position. He asked if there is a problem with the job description, pay classification or the title.

Mr. Higginbotham asked for a global analysis of economic development, what the success is, and why AOT needs to come under economic development.

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Mr. Coggsdale clarified Council wants to look at the entire economic development program of the town because this item on the agenda is to look at a job description, salary range and job title.

Mr. Edwards stated he felt he was the original person on Council to raise the question of economic development; he did not feel a new restaurant would change economic development but new jobs.

Mr. George asked if Council could under the global impact of AOT understand the entire economic development program in one work session. He stated it was voted unanimously in April to move forward with this and now the brakes are being put on.

Mayor Mattox stated economic development has to start somewhere even if it is a business with a small number of employees. He stated this item will be on the April's Council meeting agenda so it can be voted on.

Mr. Higginbotham asked that this item be discussed at the work session.

Mr. Emerson asked that Mr. Jarvis be put in a better position with the possible candidate asking for some direction for Mr. Jarvis.

Mr. George made a motion that this meeting be continued when Mrs. Dalton is present.

Mayor Mattox stated this item would be discussed when 7 Council members are present to break the tie.

Mr. Coggsdale asked for a date and time if this meeting is to be continued.

Mr. Jarvis felt the candidate would be agreeable to what the Council sees fit.

Mayor Mattox stated there was a consensus to put this item on the March 24th work session agenda.

c. Main Street Waterline Project

Mr. Coggsdale advised Council had previously approved the Design Phase for this project. WW Associates has provided a Construction Cost Estimate of \$1,770,000 with a project timeline from Advertisement to Final Completion of approximately eleven (11) months. He stated staff is currently working with the engineer on a proposal that would take care of the Advertising, Bidding and Execution of a Contract. Staff is also looking at potential other costs associated with the project, the construction inspection/contract administration.

VDOT will be paving Main Street once the project is complete. Mr. Garrett is working with VDOT to coordinate the two. Mr. Coggsdale presented Council with a fee proposal from WW Associates totaling \$38,500 (Bidding Services, Construction Administration Services, and Post-Construction Services). He asked Council how to proceed with this project.

Mr. Higginbotham asked if the 240 day construction period could be negotiated in case the project runs longer. He also asked Mr. Garrett if his employees would handle the construction observation.

Mr. Garrett advised they would.

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A motion was made by Mr. George, seconded by Mrs. Brumfield, to accept the fee proposal presented by W.W. Associates in the amount of \$38,500 for the Main Street project.

Motion carried:

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

Mr. Coggsdale asked how this project would be funded along with another project (Melinda Water Tank/Pressure issues). He asked Council if they wanted to lump the two projects together.

Mr. Edwards asked the approximate cost of the Melinda project.

Mr. Coggsdale advised \$630,000; both projects together are \$2.5 million.

d. Melinda Drive Tank/Pressure Issues

Mr. Higginbotham referred to the Melinda Drive Tank/Pressure Issues and the Main Street Waterline project and felt both should be discussed at the work session and discuss how to move forward. He referred to another document and asked if this should be taken out of existing funds or borrow funds. He felt Mrs. Dalton would say borrow funds and out of courtesy this should be addressed at the work session.

Mr. Coggsdale advised Mr. Garrett has drafted correspondence regarding the need to resolve the water pressure issues for citizens in close proximity to the Melinda Drive Water Tank and the ability to only use a limited amount of water from the tank due to those pressure issues. Mr. Garrett has received a proposal for the engineering services associated with this project of \$85,000 from WW Associates. Total project cost is estimated at \$638,700.

After discussion, Council agreed to discuss the Melinda Drive Tank Project and Main Street Waterline Project at the March 24, 2015 work session.

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

Mr. Coggsdale advised the Contractor has three crews working on the project. The crews are working on 1) waterline crossing Main Street just north of McDonalds; 2) Bedford Avenue main waterline installation; and 3) Installation of waterlines along side streets (currently working on 10th Street, 11th Street and Myrtle Lane. Six (6) days of work were missed due to weather. He presented Council with monthly construction meeting notes.

WWTP EOP – PCB Remediation

Mr. Coggsdale advised Dr. Sowers plans to come March 17, 2015. He postponed, due to weather, his latest scheduled visit to deploy his latest

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research efforts. Dr. Scott Lowman (IALR) rescheduled as well due to weather but plans to begin sampling of the south side of the pond. Mr. Coggsdale advised Mr. Scott Rice, EPA Region III, is working with EPA's internal management in regard to options for continued research for remediation efforts and he expects to hear from Mr. Rice on Wednesday, March 18th. Staff is working on a draft letter to Virginia DEQ.

Mr. Higginbotham advised he has received an email from Dr. Larry Robertson, Professor at University of Iowa, who works directly with Dr. Jerry Schnoor, PhD. Professor:

Jay,

I want to update you on the pending superfund proposal. We have received our score and it is a good one. We are very hopeful for funding in the next 5 years and looking forward to working together.

All the best,
Larry

He mentioned the town has scored high on the superfund grant and felt progress was being made.

Mr. Edwards noted Dr. Schnoor's intention is to take a 45 x 45 site and plant willow whips along with various grasses for testing over a period of time. He felt there this puts the town in a position of some insulation from the regulators. He said there were now people from the scientific community who are speaking out and this is critical.

Mr. Coggsdale advised Mr. Edwards has indicated an opportunity for Council to communicate with Dr. Kelly Hurt and was looking for direction from Council on if and/or how to move forward on this item.

Mr. Edwards indicated Dr. Kelly Hurt conducted a project in Natchez, Mississippi and is interested in coming to look at the PCB pond site.

Mr. Higginbotham asked that Dr. Kelly Hurt's email be recorded in the minutes along with some of the other recent emails:

Dear Mr. Coggsdale,

I have had several conversations with Mr. Edwards on your council and I am delighted that your town has chosen to use Red Mulberry trees to remediate the PCBs in plot #7. I was personally involved in cleaning up an abandoned scrap yard in Mississippi that had both PCB's and oil hydrocarbons. In that case, we were able to achieve a reduction in PCB concentrations of more than 95% in just four years.

Because the property owner had limited financial resources, the Mississippi Department of Environmental Quality and I worked with the property owner to develop a low cost PCB remediation approach under the state's voluntary cleanup program. The site had been an active scrap yard for decades and had an inventory of scrap metal stacked approximately 100 feet tall. The scrap had been placed on bare soil and the extreme weight caused the materials on bottom to be pushed down about four feet into the subsurface. Before we could attempt remediation, the metal was removed and soil excavated and screened to remove intermixed metal. Our remediation plan required planting

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Mulberry trees on 2 foot centers along with establishing Bermuda grass to achieve soil stability and maximum root penetration as quickly as possible. As you know, the costs of sampling, analyzing and remediating a PCB can be extreme. In this case, the owner was spending \$30K a year on soil sampling alone and was facing a dig-and-haul price of nearly \$14,000,000. However, through our partnership with the Mississippi DEQ, we were able to achieve a low occupancy closure for approximately \$200,000. It appears that the degradation mechanism was a co metabolic process enhanced by the abundance of degradable carbon sources and Mulberry root exudates. In this case, the degradation occurred at the surface of the fine roots of the Mulberry trees where the exudates were available to microbial populations. The root system of Mulberry trees is very dense and fibrous. In addition, the fine roots die off and then grow back out into untouched soil zones the following year acting as a natural injector system. As such, the exudates that promote PCB degrading microorganisms were distributed throughout the soil column. Given your specific situation, I would encourage you to recreate the conditions that worked at our site. The following variables should be addressed in plot #7 prior to planting trees and grass:

Carbon - natural, non-toxic bulking agents should be added to the soil to increase available soil carbon to support larger populations of microorganisms, Nutrients - the proper Carbon: Nitrogen: Phosphorus: Potash ratios and pH level must be achieved to encourage large populations of soil bacteria with high levels of metabolic activity. After the addition of bulking agents, soil samples should be taken to calculate the amount and type of fertilizer and/or amendments needed to reach the proper ratios.

Moisture content - the test plot should be dewatered by either pumping or planting willow trees on the boundary of the plot.

I hope you can use our success and these pointers as you work to reduce PCB levels and close out your site. Please do not hesitate to call or ask question if I can be of further assistance.

Sincerely,

Kelly Hurt, Ph.D.

Email from Dr. Louis Licht (Ecolotree)

Waverly,

Thank you. I will look at these reports. I'm speaking at RemTEC pollution management meeting in Denver leaving tomorrow so it is zoom time here.

I think the Univ. of Iowa will find out in March or April if they are getting the PCB research continuation that would also include a phyto component. That said, before that starting now I would recommend getting Plot 7 which was planted last year in better shape by adding 6 - 9 inches of soil blend to raise the level of the plot surface, then replant using on-site new growth to get the tree population up to full capacity like Plot 5 or 1 - 4.

That plot was well intended but it is too wet too long for healthy trees for the long run.

Good luck,
Lou

Email from Dr. Scott Lowman (IALR)

Hey Waverly - thanks for forwarding this along.

Please let council know that they did not mention our combined approach and that after our initial pot study I recommend the same cap approach that they are offering now, except we would pursue funding opportunities to cover those costs and monitor degradation over time. Our bottom line is both low-cost and lowering levels to acceptable levels! Let me know if you would like me to attend any meetings to address this oversight.

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Have a great weekend.

Scott Lowman

Email from Dr. Kevin Sowers (UMBC)

Waverly-

Looks like they recommended capping or a living liner cap. We know that the living liner cap would not be effective without mixing microorganisms into the lower sediments based on our bioremediation studies. This leaves the standard capping, which will require continued maintenance and monitoring by the Town but would satisfy the DEQ. We should have some answers later in 2015 on the effectiveness of bioremediation.

Thank you for sending the presentation and report. We are tentatively looking at March 6 to return, but will decide early next week once we have a 5 day weather forecast. If there are too many subfreezing nights that will create ice we will postpone.

Kevin

Code of Conduct

Mr. Coggsdale provided Council with a draft of the Code of Conduct/Ethics for their review. These documents are based on existing policies of other localities. This item to be included on the Town Council’s Annual Retreat agenda.

10. Informational Items/Late Arriving Matters

11. Matters from Town Council

Mr. Emerson advised he has been approached in regards to placing bike racks on the corner of 7th and Broad Street and Main and Broad Street. He asked if Mr. Garrett could check pricing on the bike racks.

Mr. George asked if there was a dry spot to plant a tree at the dike.

Mr. Garrett responded it was rather wet.

Mayor Mattox reminded Council of the Budget Work Session scheduled for March 23, 2015 at 6:00 p.m. and the Work Session scheduled for March 24, 2015 at 5:00 p.m.

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) regarding discussion, consideration, or interviews of prospective candidates for appointment to the Altavista Recreation Committee.

A motion was made by Mr. Higginbotham, and seconded by Mr. Emerson.

Motion carried:

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

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Council went into closed session at 8:19 P.M.
Notice was given that council was back in regular session 8:25 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

A motion was made by Mr. Emerson, seconded by Mr. George, to appoint Mr. Steven Dews to the another term on the Recreation Committee; term expiring March 2018.

Motion carried:

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

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

The meeting was adjourned at 8:26 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MARCH 23, 2015

The budget 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 March 23, 2015 at 6:00 p.m.

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
Capt. Barry Stocks, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Plant
Mrs. Mary Hall, Administration

Mayor Mattox welcomed everyone advising the purpose of the meeting was to discuss the proposed FY2016 budget and noted a change in the agenda moving the Altavista Area YMCA request to first on the list.

Mayor Mattox mentioned the passing of Mrs. Minnie Lane, a long time and active citizen of the Town of Altavista, noting she would be sorely missed well into the future.

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

Altavista Area YMCA

Mr. Steve Jester, Director of the Altavista Area YMCA, addressed Council thanking them for their partnership for the past 40 years with the Altavista YMCA and mentioned some of the different programs the YMCA offers to the community.

Mayor Mattox thanked Mr. Jester.

Altavista EMS

Chief Mark Moss, Altavista EMS, addressed Council and referred to Council’s commitment to \$10,000 for the next 5 years for the purchase of an ambulance. He stated they cover 2,500 to 3,000 calls per year; including responding to the Medical Center, the Dialysis Center; the nursing home. He stated they are also available for Uncle Billy’s Day, school events, the Giblet Jog and other events in the Town, and run calls in Campbell and Pittsylvania Counties. He advised citizens are charged for the services and these funds go back into equipment and personnel.

Mayor Mattox thanked Chief Moss for his, his staff, and volunteers work in the community.

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Mr. Mike Hudson, Director of Avoca Museum, addressed Council advising Avoca is seeking \$1,800 in additional funding to cover the increased cost of health care premiums for the museum's executive director. He currently purchases his own insurance plans and health insurance premiums have skyrocketed with a 260% increase. He noted the Board of Directors currently contributes \$500.00 towards his health care expenses; this amount will not cover the amount to cover the premiums or the out of pocket expenses. Avoca raises 75% of its own budget and makes every effort to use these funds wisely.

Mayor Mattox thanked Mr. Hudson.

Ms. Rose Epperson, coordinator for the Altavista Senior Center addressed Council and thanked them for the continued support noting the money goes to the operation of the Altavista Senior Center.

Mrs. Heather Reynolds, Altavista Chamber of Commerce addressed Council and requested \$20,000 on behalf of the Chamber for the operational budget. Mrs. Reynolds stated the \$20,000 would go towards providing services to the businesses here in the Town; they continue to partner with Altavista on Track and the Small Business Center in Lynchburg to offer free services to the businesses. She noted Altavista Combined School will host a Computer Science Class beginning August 2015 after being accepted into the Till's program.

Mayor Mattox thanked Mrs. Reynolds and staff for their work.

Mr. Herb Miller, Altavista on Track, addressed Council and asked Council for \$5,000 as approved at the April 2014 meeting for the transition of the Altavista on Track director over to town staff. This amount covers the sub cost associated with the Main Street program (audit and insurance).

Mayor Mattox thanked Mr. Miller for the "Pop up" program.

Ms. Stephanie Keener, Program Specialist of Region 2000 Small Business Development Center, addressed Council and thanked them for the past support and future support. She noted they are involved with the "Pop up" program as well; offering curriculum development scheduling, bringing experts in to chat with the small businesses that were participating. She mentioned some of the classes the center has offered to this area along with counseling hours. Ms. Keener stated they are asking for \$2,500 in support from the town. She felt this was a program that pays for itself.

Mayor Mattox thanked Ms. Keener.

FY2016 Draft Budget Presentation/Discussion

Mrs. Shelton addressed Council and advised the FY 2016 Proposed Budget is balanced and the combined proposed expenditures and transfers of the Town's funds total \$7,993,270 in all funds (this is up \$597,870 from the FY 2015 adopted budget). Operating Expenditures and proposed FY 2016 CIP of \$6,951,810 (up \$499,460 over FY 2015 budget), Debt Service of \$280,000, Transfers including General Fund Surplus of \$478,600, General Fund Reserve \$65,000 (Fire Department Loan), Enterprise Fund Reserve \$192,860 and Cemetery Reserve of \$ 25,000 (Perpetual Maintenance Fund) makeup the proposed budget.

The proposed FY2016 General Fund Revenue budget of \$4,391,370 consists of personal property taxes, machinery & tool taxes, local sales & use tax, local meals tax and local bank stock taxes. General Fund revenue is up \$286,770 from the FY 2015 budget (\$184,000 of which is to be transferred in from reserves to partially offset the cost of a new refuse truck included in FY 2016 CIP). Expenditures on the General Fund side are proposed at \$3,798,490; an increase of \$375,970 from FY2015. This covers three categories: personnel \$2,028,900 (up \$34,600 from FY2015), operations \$1,206,490 (down \$9,230 from FY2015) and CIP \$563,100 (up \$350,600 from FY2015). Overall this is an 11% increase in expenditures from the FY2015 Adopted Budget.

The proposed FY2016 Enterprise Fund revenue is \$2,954,900 (up \$276,600 from FY2015), the expenditures \$2,762,040 (up \$348,290 from FY2015). This is comprised of personnel

COUNCIL WORK SESSION MARCH 23, 2015

\$1,221,200 (up \$50,000 from FY2015), Operations \$885,840 (Up \$30,790 from FY2015), Debt Service \$280,000 (new to FY 2016 budget – no debt service in FY 2015 budget) and CIP \$375,000 (down \$12,500 from FY2015). This represents a 14% increase in expenditures from the adopted FY2015 budget.

The proposed FY 2016 budget is also comprised of Highway funds. This is money received from the Virginia Department of Transportation for maintenance; Revenue \$619,000 and Expenses \$619,000, both are up \$34,000 from FY 2015.

And finally the Cemetery Fund revenue \$28,000 (up \$500 from FY2015) expenses \$77,280 (up \$21,200 from FY2015). \$49,280 is proposed to be transferred from the General Fund to the Cemetery Fund, \$25,000 is for the perpetual maintenance fund.

Mrs. Shelton highlighted a few items regarding the Proposed FY 2016 Budget:

- No tax increase
- 2% COLA for all employees
- \$25,000 is included for a pay classification plan and/or handbook/policy update
- Maintained the current level of service as well as implemented a new service for making Utility Payments. (Staff has worked to implement automatic bill pay for utility bills. We feel this service offers advantages for our customers: the convenience, free, no more missed payments, could help simplify customers' finances. - .05/account less than \$200).
- 15% increase in health care costs
- Increase in Avoca's request associated with the benefits contribution
- The part-time ED position and other related costs are included in Economic Development's budget. These funds have been included in the Non-Departmental budget in the past. This move is expenditure neutral and is on the agenda for the March 24th work session).
- 5% Utility rate increase
- Enterprise Fund includes debt service for Project 1A as well as a surplus

Mrs. Shelton mentioned items not included in the Proposed FY 2016 budget are:

- The funding for Project 1B and the potential Melinda Tank project
- The request for an increase in the Town Attorney's Monthly Compensation.

Mrs. Shelton reviewed with Council the Capital Improvement Items included in the proposed FY 2016 CIP. General Fund CIP is comprised of \$563,100:

- Administration (\$10,000) (Upgrade Microsoft Office License from 2007 to 2013)
- Non-Departmental (\$25,000) (AVOCA exterior restoration to brick kitchen)
- Public Safety (\$67,950) (replacement of Vehicle, hand held radios, Tasers, Renovation to upstairs of old fire house)
- Public Works (\$385,000) (Leaf machine, refuse truck, Christmas decorations/lights and dump truck)
- Transit (\$75,150) (Shelters, and bus)

Enterprise Fund CIP is comprised of \$ 375,000:

Water (\$165,000) (mini excavator –cost is shared with Cemetery Fund, walk behind saw, tank maintenance & repair, & equipment replacement)

Wastewater (\$210,000) (replacement of equipment)

In both Water and Wastewater departments, staff budgets as if something is needed. During the FY if that item is not needed, it continues to be pushed out.

Other Funds, Highway Funds (\$168,000) \$93,000 for sidewalk, curb & gutter and drainage projects designate \$75,000 of highway funds for construction of pole building for deicing salt. Cemetery Fund, (\$21,000) sharing in the cost of the mini excavator.

Mrs. Dalton asked when the insurance quote is expected.

Mrs. Shelton responded that she had received the dental quote this afternoon, and hopes to receive the health care quote in the next couple of weeks.

COUNCIL WORK SESSION MARCH 23, 2015

Mrs. Dalton suggested another budget work session once these numbers are received.

Mrs. Shelton reminded Council of the budget timeline:

April 14th, 2015 First reading of the budget and designation of the public hearing

May 12th, 2015 Budget Public Hearing

June 9th, 2015 Adoption of FY2016 Budget/CIP

Mr. Coggsdale mentioned the request of the Town Attorney for an increase in his monthly compensation and noted that would need to be discussed at the work session as well. He stated Mr. Eller is a very valuable resource and understands the ins and outs of local government.

Mayor Mattox suggested this along with Mr. Coggsdale's evaluation be discussed at the April meeting in closed session.

Mr. Coggsdale advised staff was available to answer any questions; the big increase in the Capital Improvement Plan was the new refuse truck.

Mayor Mattox thanked Mrs. Shelton and staff for putting together the budget in an easy read manner.

Mayor Mattox set the budget work session for April 14th, 2015 at 6:00 p.m.

Mayor Mattox adjourned the meeting at 6:43 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, Clerk

COUNCIL WORK SESSION MARCH 24, 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 March 24, 2015 at 5:00 p.m.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Capt. Barry Stocks, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Plant
Mrs. Mary Hall, Administration

Mrs. Dalton arrived at 5:12 p.m., Mrs. Brumfield arrived at 5:12 p.m. and Mr. Higginbotham arrived at 5:22 p.m.

1. Mayor Mattox called the meeting to order and went into recess until 5:15 p.m. He opened the meeting at 5:15 p.m.
2. A motion was made by Mr. Emerson, seconded by Mr. George, to approve the agenda as presented.

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

3. Public Comments—Agenda Items Only

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

No one came forward.

4. Introductions and Special Presentations
5. Items Contingent for the Regular Meeting

- a. Melinda Tank High Pressure Zone Project Discussion

Mr. Coggsdale advised at the February 24th Town Council Work Session, the Director of Public Works/Utilities David Garrett gave an update on pressure issues and potential solutions in the area around the Melinda Elevated Water Tank. Following that meeting, Mr. Garrett consulted with engineers to look at potential costs of the project as well as the cost for design of the project. At the March 10th Town Council meeting, it was decided that this item would be placed on tonight's agenda.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the engineering cost and to proceed with the Melinda Tank High Pressure Zone Project.

COUNCIL WORK SESSION MARCH 24, 2015

Mrs. Dalton stated there are citizens in distress with water pressure problems and have been for decades.

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

b. Main Street Waterline (Project 1B) Funding Discussion

Mr. Coggsdale advised at the March 10th Town Council Regular Meeting, information was provided in regard to possible funding for the Main Street Waterline project. Following discussion at that meeting, it was decided to place this item on tonight's agenda. He advised the Project 1B is estimated at \$1.8 million with the Melinda Drive Tank project projected at \$638,000 for a total of \$2.5 million for both projects. He asked Council how to proceed on funding.

Mayor Mattox stated there were three options for Council to consider: reserves, a bank loan, or issue a bond.

Mrs. Dalton suggested breaking it down into borrow or not borrow. If Council decides to borrow, she suggested staff decide the best way to go about it or investigate the opportunities.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to roll the two projects together and to borrow the monies.

Mr. Edwards recalled with all of the potential utility projects the Town is looking at somewhere around \$10 million. Mr. Edwards agreed with Mrs. Dalton because the economy seems to be improving and interest rates tend to follow. He asked for a clearer picture of when the other projects would or should take place. He noted the Melinda Tank project is outside of the \$10 million. He stated he was not questioning if the projects needed to be done but when they should be done; it is desirable to fund out of ongoing resources. Mr. Edwards advised he needed a better understanding of where this is going.

Mrs. Dalton stated as she recalls Mr. Garrett saying he was very comfortable with these two projects which are critical and asked to go forward with these two and then drop back and re-examine. She felt this would play into the borrowing piece; she noted borrowing rates are low and did not feel they would pick up fast which may allow for borrowing. Restraints would be the ability to fund the debt services and proforma utility rates going forward needs to be a piece of the puzzle as well. She felt these two items needs to be handled and then pause.

Mr. Higginbotham asked the value of Project 1A.

Mr. Coggsdale responded \$3 million.

Mr. Higginbotham questioned the interest rates on these borrowed funds.

Mayor Mattox responded 3.3%.

Mr. George questioned the amount in reserves.

Mr. Coggsdale advised Council of a memo in their packet that breaks down the amount in reserves; the undesignated amount is \$2.5 million. He noted the debt service is included in the proposed budget. He mentioned the surplus project for next year is \$192,000 on the enterprise side.

COUNCIL WORK SESSION MARCH 24, 2015

Mr. George asked if the Melinda Drive project would save money over a period of time with reduced hours at the Water Treatment plant.

Mr. Garrett answered affirmatively. The plan is to have draw down in the tank at least to half cutting back the need to produce water.

It was the consensus of Council to have staff investigate borrowing \$2.5 million at different terms, look at rates.

Mr. Coggsdale advised currently on the Enterprise Fund there is \$192,000 that can be utilized for that with more on the General Fund and asked if there is a number of annual debt service Council is looking for.

Mrs. Dalton suggested waiting to see what the numbers are.

Mayor Mattox did not agree with taking money from the General Fund.

Mr. Coggsdale asked how high is the debt ceiling?

Mr. Edwards suggested looking at it at 10, 15 and 20 and with the 10 ask for a balloon.

Mrs. Dalton stated at some point Council needs to get back to studying the utility rates going forward.

Mr. Coggsdale suggested putting the utility rate study and future projects on the work session in the early fall.

c. Main Street Program/Economic Development Discussion

Mr. Coggsdale advised at the March 10th Town Council Regular Meeting, information was provided in regard to approval of the job title, job description and salary grade for the part-time Main Street position that was voted on last April to move from AOT to the Town's ED department. At the meeting, it was discussed and decided that a discussion about the Main Street program and the Town's Economic Development department would be held at tonight's work session.

Mr. Herb Miller, President of Altavista on Track (AOT), addressed Council and presented them with a powerpoint presentation. He noted AOT took on the responsibility of trying to fill up store fronts in the downtown district; noting they created at business incubator (Altavista Arts and Antiques) on the corner of 7th and Broad Streets. Some vendors from this incubator have moved into their own building. Altavista Arts and Antiques has successfully transferred to a private business which is very successful. He mentioned some of the events that AOT is sponsoring that is successful and attracting people to the downtown area. Mr. Miller noted the AOT received a plaque from the Main Street program for excess of 20,000 volunteer hours; the Virginia Main Street program provides a lot of help with grants, etc. Mr. Miller advised the "Pop up" program was completed on March 11, 2015 with 6 individuals applying for the grant, 4 are new businesses and 2 expansion potentials. Final presentations are March 25, 2015 with announcements being made. He stated AOT's goal is to fill empty store fronts. Mr. Miller stated another goal is to transition the Main Street position to a part time town employee.

Mr. Jarvis addressed Council and presented them with a report of activities that took place during Mrs. Megan Lucas' tenure with the Town of Altavista in regards to economic development. Mr. Jarvis also reported to Council what has transpired since being hired in November, 2014; noting economic development is not a direct science. He stated there is a very active and engaged EDA Board, Town Council, a visionary Town Manager, active and engaged Chamber and a good group with Altavista on Track Board. Mr. Jarvis advised Council he would be providing them with a copy of the EDA Action Plan Executive Summary. He is working towards make sure those benchmarks are met.

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Mayor Mattox told Mr. Jarvis he had done a tremendous job since he had been here. He recalled this was to be a three to five year program and a strong foundation has been laid hoping even larger results will come from this program in the near future and that he appreciated the work that was being done.

Mr. Edwards stated he did not feel economic development would come through retail jobs but also felt the days of industries with 500 jobs wouldn't come either noting there may be a business of 3 jobs which may turn to 50 jobs over time. He asked what would attract a business to this area; he referred to the Altavista Area YMCA and the parks. They have to be put out there for people to know about them.

Mr. Jarvis mentioned the one thing that will attract and keep people here is workforce.

Mayor Mattox asked that each Council member take the time to discuss economic development with Mr. Jarvis.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the job title/job description and salary grade which will enable the economic development part time position to be filled.

Mr. Higginbotham suggested something needs to be directed towards bringing the young people in.

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

Mayor Mattox called for a short recess at 6:55 p.m. Council reconvened at 7:00 p.m.

d. PCB Update/DEQ "Voluntary Remediation Program" Response Letter

Mr. Coggsdale advised this item was on the agenda as a response letter to DEQ is required by March 31 and asked for Council's input. He presented Council with a "draft" letter as a starting point and some previous correspondence from DEQ to the town.

Mr. Edwards stated in his mind Council is looking for an inexpensive, environmentally friendly means to remediate the PCBs. He felt there were several options at this time which are long term. He felt the letter should be written in a way that would relay the fact that Council is on to some relevantly new technology that has so many advantages over the conventional technology with minimum risk in the interim and the town should be allowed to continue. He stated Council is on the front end of this and there is so much more that can be learned; remediation is DEQ's gain.

Mayor Mattox asked Dr. Scott Lowman, Institute for Advance Learning Research to review with Council his project.

Dr. Lowman stated looking at the data with what has been produced thus far, they felt like a simple, elegant, controlled study on a small scale and on site is what is needed; the literature points this works in the lab. In the field it is a different story because every site is different noting this site was unique. He felt by sampling the pots, he could see if it works and how fast it works. The thought is if it does work the data can be taken to the EPA and say this is working; help us fund a larger scale study on this site as a grant program.

Mrs. Dalton reiterated the laboratory studies show what IALR is proposing works in the laboratory.

COUNCIL WORK SESSION MARCH 24, 2015

Dr. Lowman stated the situation in the laboratory is perfect. He felt their approach was good using bacteria that live inside of plants.

Mrs. Dalton stated what we know is this laboratory study confirms this bacteria will degrade.

Dr. Lowman responded bacteria will break down PCBs in general.

Mrs. Dalton stated Stage 2 is the controlled study at the site; the pots that are homogeneously prepared. They all have the same PCB concentrations in each one; then bacteria and switch grass will be added, then wait and test. That finding will be presented and then search for a grant to fund a larger study.

Dr. Lowman responded they would essentially turn the whole pond into a research facility.

Mayor Mattox asked how he visualized turning the pond into a research facility.

Dr. Lowman responded he knows the Town needs a portion of the pond to be overflow so the first thought is to use half the pond, dike it and have a three acre research plot; apply willow trees, switch grass, different bacteria are applied. He felt the EPA would want to know which works better.

Mr. Edwards noted there is a grant under consideration for the town by EPA.

Mayor Mattox stated the vision is to take part of the pond and concentrate all of the contaminated material on one part of it and let that be a test plot. What has been cleaned out will be used as an overflow.

Dr. Lowman answered affirmatively.

Mayor Mattox stated Council will have the ability to continue to research remediation.

Dr. Lowman agreed stating this also comes from documents prepared in 2003 that proposed a cap. He advised capping is common and was surprised the DEQ said the only method was “dig and haul” because a cap is a common accepted procedure.

Mayor Mattox asked Dr. Lowman if he was agreeable with the draft letter as a starting point for a conversation with DEQ.

Dr. Lowman felt it was important to point out DEQ has said only “dig and haul” and now in a roundabout way is saying capping is okay which needs to be clarified.

Mr. Edwards suggested the letter entail the positives of looking forward and what it might mean.

Mrs. Dalton asked how the issue of the VRP would be addressed.

Mr. Edwards suggested leaving that alone. He felt there was an advantage of staying in the VRP and didn't feel bridges should be burned. He was hoping the DEQ would understand what the town is trying to do and would encourage us to stay in the VRP for that reason.

Mrs. Dalton feels the DEQ is bureaucracy focused. She suggested Council members email their thoughts on the letter to Mr. Coggsdale.

Dr. Lowman referenced an EPA sponsored conference scheduled for June 17 on the 6 acre petri dish with DEQ being present.

Mr. Higginbotham stated there is no doubt Council has to respond to the letter with the current funding projects being mentioned and advise what will be done if the super grant comes through.

COUNCIL WORK SESSION MARCH 24, 2015

Mr. Coggsdale reminded Council they want a detailed time line of how Council plans to get to 50 parts per one million.

Mayor Mattox asked Dr. Lowman if it was in the best interest to continue to plant trees.

Dr. Lowman stated he could not answer that question.

Mrs. Dalton stated Council knows the concept with the trees and suggested focusing on the other issues and let the discussion occur on June 17, 2015 before planting more trees.

It was the consensus of Council that they would email the town manager with items that need to be added to letter until the letter is acceptable.

6. Items Scheduled for the Regular Meeting Agenda
7. Public Comments
8. Adjournment

Mayor Mattox adjourned the meeting at 6:43 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2015
FROM: 03/01/2015 TO: 03/31/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
33229	580	CHC OF VIRGINIA INC	03/02/2015	35,918.24
33230	578	AMERITAS LIFE INSURANCE CORP	03/02/2015	2,532.72
33231	461	KATHI BOGERT	03/06/2015	862.68
33232	12	BRENNTAG MID-SOUTH INC	03/06/2015	5,279.13
33233	418	BSW INC	03/06/2015	890.00
33234	581	BUSINESS SOLUTIONS INC	03/06/2015	500.00
33235	16	CAMPBELL COUNTY UTILITIES & SE	03/06/2015	368.64
33236	427	CENTURYLINK	03/06/2015	2,242.45
33237	28	COLUMBIA GAS	03/06/2015	2,720.38
33238	569	DIAMOND PAPER CO INC	03/06/2015	616.97
33239	364	DLB INC	03/06/2015	537,517.16
33240	164	DMV	03/06/2015	120.00
33241	512	ELECSYS INTNL CORPORATION	03/06/2015	417.00
33242	20	J JOHNSON ELLER JR	03/06/2015	1,887.75
33243	71	FAIRPOINT COMMUNICATIONS	03/06/2015	411.44
33244	122	FEREBEE-JOHNSON COMPANY INC	03/06/2015	168.00
33245	41	FISHER SCIENTIFIC	03/06/2015	1,143.86
33246	50	GRETNA TIRE INC	03/06/2015	543.28
33247	52	HACH COMPANY	03/06/2015	498.57
33248	9999997	HUNT, NATHANIEL	03/06/2015	43.43
33249	58	INSTRUMENTATION SERVICES INC	03/06/2015	708.00
33250	566	INTEGRATED TECHNOLOGY GROUP IN	03/06/2015	2,678.75
33251	433	KONECRANES INC	03/06/2015	1,110.00
33252	653	MAJOR SECURITY CONSULTING & DE	03/06/2015	3,250.00
33253	218	MINNESOTA LIFE	03/06/2015	122.86
33254	654	MORTON SALT INC	03/06/2015	5,602.76
33255	300	NAPA AUTO PARTS	03/06/2015	412.81
33256	64	NORFOLK SOUTHERN CORPORATION	03/06/2015	410.00
33257	423	NTELOS	03/06/2015	704.66
33258	655	RALPH M FARMER PAINTING	03/06/2015	3,200.00
33259	9999997	ROGERS, JOYCE E.	03/06/2015	76.28
33260	80	SOUTHSIDE ELECTRIC COOP	03/06/2015	1,171.14
33261	228	SYDNOR HYDRO INC	03/06/2015	34,895.00
33262	92	UNIFIRST CORP	03/06/2015	1,135.18
33263	96	UNIVAR USA INC	03/06/2015	3,080.00
33264	542	WILLOUGHBY & ASSOCIATES INC	03/06/2015	280.00
33265	192	WW ASSOCIATES INC	03/06/2015	2,750.00
33266	651	LYNCHBURG KAWASAKI-YAMAHA	03/09/2015	6,973.92
33267	103	BEACON CREDIT UNION	03/13/2015	585.00
33268	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/13/2015	902.86
33269	19	CARTER MACHINERY CO INC	03/13/2015	1,263.58
33270	176	DAVENPORT COMMUNICATIONS INC	03/13/2015	840.00
33271	9999997	EL KHOURY, WALID	03/13/2015	29.20
33272	118	FERGUSON ENTERPRISES INC #75	03/13/2015	3,705.60
33273	119	FOSTER ELECTRIC CO INC	03/13/2015	1,254.55
33274	652	HAWKINS LOCK & KEY CO INC	03/13/2015	507.90
33275	57	ICMA RETIREMENT TRUST-457 #304	03/13/2015	677.00
33276	58	INSTRUMENTATION SERVICES INC	03/13/2015	708.00
33277	566	INTEGRATED TECHNOLOGY GROUP IN	03/13/2015	1,398.40
33278	1	KENNETH MOOREFIELD	03/13/2015	50.00
33279	533	LYNN KIRBY	03/13/2015	195.00

33280	454	O'REILLY AUTOMOTIVE INC	03/13/2015	848.31
33281	510	RIVER VALLEY RESOURCES LLC	03/13/2015	47.97
33282	186	THE NEWS & ADVANCE	03/13/2015	169.10
33283	357	TOMMY MERRICKS	03/13/2015	50.00
33284	484	TOWN GUN SHOP INC	03/13/2015	1,220.70
33285	96	UNIVAR USA INC	03/13/2015	1,540.00
33286	452	VML INSURANCE PROGRAMS	03/13/2015	25,630.75
33287	110	VUPS INC	03/13/2015	79.80
33288	636	KYLEM DEWATERING SOLUTIONS INC	03/13/2015	189.00
33289	84	ALTAVISTA JOURNAL	03/20/2015	153.75
33290	294	BUSINESS CARD	03/20/2015	4,556.07
33291	32	CONTROL EQUIPMENT CO INC	03/20/2015	351.71
33292	364	DLB INC	03/20/2015	177,456.37
33293	36	DOMINION VIRGINIA POWER	03/20/2015	42,894.24
33294	301	ENGLISH'S LLC	03/20/2015	1,356.50
33295	41	FISHER SCIENTIFIC	03/20/2015	943.15
33296	639	GAY AND NEEL INC	03/20/2015	11,085.00
33297	52	HACH COMPANY	03/20/2015	2,542.04
33298	566	INTEGRATED TECHNOLOGY GROUP IN	03/20/2015	695.69
33299	1	JASON ROBERTS	03/20/2015	100.00
33300	172	LLOYD ELECTRIC COMPANY INC	03/20/2015	5,499.00
33301	9999998	NEW PROSPECT BAPTIST CHURCH	03/20/2015	150.00
33302	67	ORKIN PEST CONTROL LLC	03/20/2015	243.85
33303	588	PITNEY BOWES GLOBAL FINANCIAL	03/20/2015	50.00
33304	151	SHEEHY FORD	03/20/2015	26,778.00
33305	35	TREASURER OF VA/VITA	03/20/2015	108.17
33306	601	VACORP	03/20/2015	50.83
33307	542	WILLOUGHBY & ASSOCIATES INC	03/20/2015	280.00
33308	116	XEROX CORP	03/20/2015	213.05
33309	9	AFLAC	03/25/2015	1,713.89
33310	578	AMERITAS LIFE INSURANCE CORP	03/25/2015	2,389.20
33311	1	BARBARA GIBSON	03/25/2015	168.35
33312	103	BEACON CREDIT UNION	03/25/2015	585.00
33313	12	BRENNTAG MID-SOUTH INC	03/25/2015	1,276.98
33314	580	CHC OF VIRGINIA INC	03/25/2015	34,946.75
33315	574	CHRISTOPHER MICALÉ, TRUSTEE	03/25/2015	125.00
33316	171	DEPARTMENT OF STATE POLICE #42	03/25/2015	19.00
33317	1	DIXON BERRY	03/25/2015	100.00
33318	191	EVOQUA WATER TECHNOLOGIES LLC	03/25/2015	498.00
33319	41	FISHER SCIENTIFIC	03/25/2015	582.68
33320	57	ICMA RETIREMENT TRUST-457 #304	03/25/2015	820.00
33321	1	JOHN JACOBS	03/25/2015	9.46
33322	218	MINNESOTA LIFE	03/25/2015	122.86
33323	485	NEWMAN TRAFFIC SIGNS INC	03/25/2015	569.66
33324	423	NTELOS	03/25/2015	1,018.75
33325	251	PARKSON CORP	03/25/2015	2,321.57
33326	327	PUBLIC AGENCY TRAINING COUNCIL	03/25/2015	295.00
33327	93	UNITED STATES POST OFFICE	03/25/2015	427.19
33328	96	UNIVAR USA INC	03/25/2015	1,540.00
33329	551	WOHLFORD, LARRY	03/25/2015	36.00
33330	192	WW ASSOCIATES INC	03/25/2015	825.00

NO. OF CHECKS: 102

TOTAL CHECKS

1,031,033.54

Town of Altavista
FY 2015 Revenue Report
75% of Year Lapsed

General Fund Revenue	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	369,000	369,000	2,767	1	378,619	103	376,000
Public Service - Real & Personal	86,600	86,600	0	0	164,860	190	165,000
Personal Property	195,000	195,000	5,063	3	147,946	76	195,000
Personal Property - PPTRA	100,000	100,000	94,612	95	97,134	97	100,000
Machinery & Tools	1,518,000	1,518,000	0	0	1,487,193	98	1,487,200
Mobile Homes - Current	500	500	0	0	423	85	500
Penalties - All Taxes	5,500	5,500	975	18	4,972	90	5,500
Interest - All Taxes	3,000	3,000	314	10	2,149	72	3,000
Local Sales & Use Taxes	135,000	135,000	11,596	9	87,806	65	145,000
Local Electric and Gas Taxes	110,000	110,000	5,975	5	68,528	62	110,000
Local Motor Vehicle License Tax	43,000	43,000	1,982	5	40,819	95	43,000
Local Bank Stock Taxes	160,000	160,000	2,407	2	2,407	2	160,000
Local Hotel & Motel Taxes	80,000	80,000	7,194	9	59,714	75	83,000
Local Meal Taxes	660,000	660,000	54,655	8	464,695	70	690,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	900	900	0	0	883	98	900
Communications Tax	40,000	40,000	3,299	8	23,647	59	40,000
Transit Passenger Revenue	5,000	5,000	801	16	4,696	94	5,200
Business License Fees/Contractors	7,000	7,000	8,436	121	10,054	144	7,000
Business License Fees/Retail Services	110,000	110,000	22,171	20	41,212	37	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	2,326	27	3,719	44	7,000
Business License Fees/Repairs & Person Svcs	16,500	16,500	11,746	71	12,656	77	18,000
Business License Fees/Wholesale Businesses	1,800	1,800	99	6	99	6	1,500
Business License Fees/Utilities	8,000	8,000	5,132	64	7,221	90	8,000

Town of Altavista
FY 2015 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,500
Permits - Sign	1,000	1,000	80	8	720	72	1,000
Fines & Forfeitures - Court	20,000	20,000	991	5	6,117	31	10,000
Parking Fines	200	200	0	0	320	160	500
Interest and Interest Income	58,000	58,000	38,198	66	51,694	89	49,000
Rents - Rental of General Property	1,000	1,000	125	13	716	72	1,000
Rents - Pavilion Rentals	3,000	3,000	450	15	1,375	46	3,000
Rents - Booker Building Rentals	4,000	4,000	400	10	3,800	95	4,000
Rents - Rental of Real Property	60,000	60,000	23,496	39	54,504	91	60,000
Property Maintenance Enforcement	1,300	1,300	0	0	0	0	0
Railroad Rolling Stock Taxes	19,000	19,000	0	0	18,137	95	18,100
State DCJS Grant	80,000	80,000	20,037	25	60,111	75	80,150
State Rental Taxes	500	500	67	13	700	140	800
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,325	102	10,300
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	1,540	0	1,540	0	1,540
State Transit Revenue	15,500	15,500	0	0	18,327	118	18,300
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	1,980	99	1,980
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	0	0	1,636	40	3,300
VDOT TEA 21 Grant	0	0	15,395	0	15,395	0	0
VDOT LAP Funding	0	0	9,406	0	9,406	0	0
Federal Transit Revenue	70,500	70,500	4,018	6	34,278	49	70,500
Federal/Byrne Justice Grant	4,000	4,000	0	0	3,434	86	3,430
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	0	0	784	8	5,000
Misc. - Cash Discounts	200	200	0	0	367	183	400

Town of Altavista
FY 2015 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	18,774	144	28,523	219	13,000
Reimbursement of Insurance Claim	0	0	970	0	2,441	0	0
Misc. - State Forfeiture Fund	0	0	191	0	883	0	700
Misc. - Federal Forfeiture Fund	0	0	0	0	884	0	900
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	12,380	0	0	0	0	12,380
	<u>4,104,600</u>	<u>4,116,980</u>	<u>375,687</u>	<u>9.13</u>	<u>3,495,948</u>	<u>84.92</u>	<u>4,191,680</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
75% of Year Lapsed

	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
ALL FUNDS TOTAL							
Operations	5,702,350	5,830,321	394,742	7	3,794,212	65	5,790,811
Debt Service	0	0	0	0	56,751	0	56,751
CIP	750,000	750,000	824,001	110	1,952,931	260	4,763,370
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to CIF	0	15,000	0	0	15,000	100	15,000
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	25,000	100	29,320
Transfer Out to Enterprise Fund Reserve	<u>264,550</u>	<u>264,550</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,395,400</u>	<u>7,538,371</u>	<u>1,218,743</u>	<u>16</u>	<u>5,876,394</u>	<u>78</u>	<u>11,308,752</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
75% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	34,030	34,030	1,779	5	17,821	52	34,030
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>44,030</u>	<u>44,030</u>	<u>1,779</u>	<u>4</u>	<u>17,821</u>	<u>40</u>	<u>44,030</u>
Administration							
Operations	755,340	758,540	71,351	9	567,085	75	755,360
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	26,778	77	34,727	99	34,750
Administration - TOTAL:	<u>790,340</u>	<u>793,540</u>	<u>98,129</u>	<u>12</u>	<u>601,812</u>	<u>76</u>	<u>790,110</u>
Non-Departmental							
Operations	989,980	1,004,980	348	0	286,115	28	1,011,020
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	-25,000	87	-28,580
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-588,500	-588,500	0	0	0		-588,500
Transfer Out to CIF	0	-15,000	0	0	-15,000	100	-15,000
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-32,500	50	-65,000
Operations w/o Transfers Out	<u>307,900</u>	<u>307,900</u>	<u>348</u>	<u>0</u>	<u>213,615</u>	<u>69</u>	<u>313,940</u>
Debt Service	0	0	0	0	0	0	0
CIP	59,000	59,000	0	0	73,656	125	83,950
Non-Departmental - TOTAL:	<u>366,900</u>	<u>366,900</u>	<u>348</u>	<u>0</u>	<u>287,272</u>	<u>78</u>	<u>397,890</u>
Public Safety							
Operations	909,900	909,900	60,147	7	584,418	64	868,970
Debt Service	0	0	0	0	0	0	0
CIP	32,000	32,000	0	0	0	0	28,300
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>60,147</u>	<u>6</u>	<u>584,418</u>	<u>62</u>	<u>897,270</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
75% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	943,950	953,130	57,876	6	555,828	58	865,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>48,500</u>	<u>0</u>	<u>0</u>	<u>26,612</u>	<u>55</u>	<u>26,650</u>
Public Works - TOTAL:	<u>992,450</u>	<u>1,001,630</u>	<u>57,876</u>	<u>6</u>	<u>582,440</u>	<u>58</u>	<u>892,450</u>
Economic Development							
Operations	162,850	162,850	8,871	5	35,563	22	103,900
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>162,850</u>	<u>162,850</u>	<u>8,871</u>	<u>5</u>	<u>35,563</u>	<u>22</u>	<u>103,900</u>
Transit System							
Operations	96,050	96,050	6,494	7	63,393	66	93,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>28,000</u>	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>8,620</u>	<u>31</u>	<u>26,620</u>
Transit System - TOTAL:	<u>124,050</u>	<u>124,050</u>	<u>6,494</u>	<u>5</u>	<u>72,013</u>	<u>58</u>	<u>120,020</u>
GENERAL FUND TOTALS							
Operations	3,210,020	3,222,400	206,866	6	2,037,723	63	3,035,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>212,500</u>	<u>212,500</u>	<u>26,778</u>	<u>13</u>	<u>143,615</u>	<u>68</u>	<u>210,270</u>
GENERAL FUND - GRAND TOTAL:	<u>3,422,520</u>	<u>3,434,900</u>	<u>233,644</u>	<u>7</u>	<u>2,181,338</u>	<u>64</u>	<u>3,245,670</u>

Town of Altavista
Council / Planning Commission
FY 2015 Expenditure Report
75% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	15,744	75	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	5,030	5,030	30	1	2,076	41	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	44,030	44,030	1,779	4	17,821	40	44,030

Town of Altavista
Administration
FY 2015 Expenditure Report
75% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	397,400	397,400	32,949	8	267,675	67	384,400
Other Employee Benefits	18,800	18,800	5,250	28	24,893	132	25,520
Services	175,340	175,340	9,710	6	133,548	76	175,340
Other Charges	135,700	135,700	18,920	14	116,426	86	137,700
Materials & Supplies	28,100	31,300	4,523	14	24,542	78	32,400
Capital Outlay	35,000	35,000	26,778	77	34,727	99	34,750
Total Expenditures	790,340	793,540	98,129	12	601,812	76	790,110

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
75% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	0	0	46,723	96	72,000
<i>Campbell County Treasurer</i>			0	0	28,916	0	28,916
<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	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	500
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	33,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,325	93	10,000
Contribution - Avoca	16,900	16,900	0	0	12,675	75	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	0	0	21,250	61	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	273,500	273,500	0	0	185,973	68	277,900
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	2,544	0	2,540
Fuel - Fire Company	5,000	5,000	348	7	3,000	60	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	348	7	5,544	111	7,540
NON-DEPARTMENTAL - SUBTOTAL	278,500	278,500	348	0	191,517	69	285,440
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,580	28,580	0	0	25,000	87	27,680

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
75% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</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	588,500	588,500	0	0	0	0	588,500
Transfer Out - CIF	0	15,000	0	0	15,000	0	15,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	48,750	75	65,000
TRANSFER OUT - TOTAL	682,080	697,080	16,250	2	88,750	13	696,180
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	22,099	75	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	22,099	75	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	989,980	1,004,980	16,598	2	302,365	30	1,011,020
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	10,208	0	10,200
Replacement Other than Buildings (Avoca)	59,000	59,000	0	0	48,689	83	59,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	14,759	0	14,750
CAPITAL OUTLAY - TOTAL	59,000	59,000	0	0	73,656	125	83,950
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	1,048,980	1,063,980	16,598	2	376,022	35	1,094,970
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	366,900	366,900	348	0	287,272	78	398,790

Town of Altavista
Public Safety
FY 2015 Expenditure Report
75% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	783,100	783,100	54,996	7	521,602	67	748,300
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	249	2	7,100	71	10,000
Other Charges	36,200	36,200	2,281	6	26,300	73	36,070
Materials & Supplies	80,600	80,600	2,621	3	29,415	36	74,600
Capital Outlay	32,000	32,000	0	0	0	0	28,300
Total Expenditures	941,900	941,900	60,147	6	584,418	62	897,270

Town of Altavista
Public Works
FY 2015 Expenditure Report
75% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	651,600	651,600	41,328	6	373,893	57	573,300
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	100	1	3,618	39	8,400
Other Charges	25,600	25,600	3,012	12	16,899	66	25,600
Materials & Supplies	257,500	266,680	13,437	5	161,419	61	258,500
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	26,612	55	26,650
Total Expenditures	992,450	1,001,630	57,876	6	582,440	58	892,450

Town of Altavista
Economic Development
FY 2015 Expenditure Report
75% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	79,400	79,400	5,602	7	25,124	32	56,350
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	0	0	2,955	6	30,000
Other Charges	30,250	30,250	1,781	6	5,927	20	12,550
Materials & Supplies	5,500	5,500	1,488	27	1,558	28	5,000
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	162,850	162,850	8,871	5	35,563	22	103,900

Town of Altavista
Transit System
FY 2015 Expenditure Report
75% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	61,800	61,800	5,013	8	44,678	72	61,850
Services	5,950	5,950	0	0	390	7	3,250
Other Charges	4,150	4,150	390	9	2,201	53	3,950
Materials & Supplies	24,150	24,150	1,091	5	16,123	67	24,350
Capital Outlay	28,000	28,000	0	0	8,620	31	26,620
Total Expenditures	124,050	124,050	6,494	5	72,013	58	120,020

Town of Altavista
FY 2015 Revenue Report
75% of Year Lapsed

Enterprise Fund Revenue	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	3,500	3,500	1,310	37	7,978	228	9,000
Water Charges - Industrial	861,000	861,000	71,662	8	590,557	69	861,000
Water Charges - Business/Residential	239,600	239,600	48,006	20	209,835	88	280,000
Water Charges - Outside Community	130,200	130,200	17,221	13	99,433	76	130,200
Water Charges - Water Connection Fees	1,200	1,200	0	0	3,638	303	2,100
Sewer Charges - Industrial	1,130,900	1,130,900	91,195	8	764,244	68	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	48,090	20	202,036	85	280,000
Sewer Charges - Outside Community	1,900	1,900	0	0	1,079	57	1,900
Sewer Charges - Sewer Connection Fees	2,000	3,650	2,600	71	10,400	285	5,200
Sewer Charges - Sewer Surcharges	40,000	40,000	8,310	21	73,030	183	100,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	36	1	3,595	103	4,600
Misc. Cash Discounts	200	200	0	0	14	7	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	1,310	5	15,333	61	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	159,641	0	0	0	0	159,641
Transfer In from Reserves	0	0	0	0	0	0	4,100,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,678,300</u>	<u>2,839,591</u>	<u>289,740</u>	<u>10</u>	<u>1,981,175</u>	<u>70</u>	<u>7,090,241</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
75% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	895,000	982,221	76,980	8	715,669	73	1,087,171
Debt Service	0	0	0	0	56,751	0	56,751
CIP	115,000	115,000	790,249	687	1,781,902	1,549	4,233,700
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,142,275</u>	<u>1,229,496</u>	<u>867,229</u>	<u>71</u>	<u>2,554,322</u>	<u>208</u>	<u>5,377,622</u>
Wastewater Department							
Operations	1,131,250	1,157,820	87,876	8	810,029	70	1,200,360
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	6,974	3	27,413	10	169,400
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,536,025</u>	<u>1,562,595</u>	<u>94,850</u>	<u>6</u>	<u>837,443</u>	<u>54</u>	<u>1,369,760</u>
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,140,041	164,856	8	1,525,698	71	2,287,531
Debt Service	0	0	0	0	56,751	0	56,751
CIP	<u>387,500</u>	<u>387,500</u>	<u>797,223</u>	<u>206</u>	<u>1,809,316</u>	<u>467</u>	<u>4,403,100</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,678,300</u>	<u>2,792,091</u>	<u>962,079</u>	<u>34</u>	<u>3,391,765</u>	<u>121</u>	<u>6,747,382</u>

Town of Altavista
Water Department
FY 2015 Expenditure Report
75% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	525,700	525,700	35,372	7	376,177	72	499,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	5,624	13	32,584	75	48,150
Other Charges	161,850	192,320	13,982	7	137,450	71	192,320
Materials & Supplies	164,000	164,000	22,002	13	169,458	103	290,850
Debt Service	0	56,751	0	0	56,751	0	56,751
Capital Outlay	115,000	115,000	790,249	687	1,781,902	1,549	4,233,700
Transfer Out to Reserves	132,275	132,275					0
Total Expenditures	1,142,275	1,229,496	867,229	71	2,554,322	208	5,320,871

Town of Altavista
Wastewater Department
FY 2015 Expenditure Report
75% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	645,500	645,500	45,692	7	470,030	73	652,560
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	35,570	11,682	33	29,833	84	71,050
Other Charges	311,500	313,150	24,401	8	213,084	68	313,150
Materials & Supplies	163,600	163,600	6,101	4	97,082	59	163,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	272,500	272,500	6,974	3	27,413	10	169,400
Transfer Out	132,275	132,275					0
Total Expenditures	1,536,025	1,562,595	94,850	6	837,443	54	1,369,760

Town of Altavista
Fund Expenditure Totals
FY 2015
75% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	435,000	435,000	21,744	5	213,737	49	435,000
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>21,744</u>	<u>4</u>	<u>213,737</u>	<u>37</u>	<u>585,000</u>

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,080	32,880	1,277	4	17,054	52	32,880
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>100</u>	<u>29,320</u>
Cemetery Fund - TOTAL:	<u>56,080</u>	<u>57,880</u>	<u>1,277</u>	<u>2</u>	<u>42,054</u>	<u>73</u>	<u>62,200</u>

Town of Altavista
FY 2015 State/Highway Fund
75% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	585,000	585,000	154,768	26	464,303	79	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	5.76	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>154,768</u>	<u>26</u>	<u>464,309</u>	<u>79</u>	<u>585,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	327	1	5,261	11	48,200
Maintenance - Pavement	150,000	150,000	0	0	13,735	9	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,723	8	39,426	69	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	40,000	10,129	25	38,019	95	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,880	6	39,047	78	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,685	5	78,248	98	80,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>21,744</u>	<u>5</u>	<u>213,737</u>	<u>49</u>	<u>435,000</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>21,744</u>	<u>4</u>	<u>213,737</u>	<u>37</u>	<u>585,000</u>

Town of Altavista
FY 2015 Cemetery Fund
75% of Year Lapsed

Cemetery Fund - Fund 90	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	2,650	18	11,350	76	15,000
Interest/Interest Income	8,500	8,500	2,239	26	6,992	82	9,000
Miscellaneous/Sale of Real Estate	4,000	5,800	7,000	121	13,200	228	13,200
Miscellaneous/Misc.	0	0	25	0	25	0	0
Transfer In From General Fund	<u>28,580</u>	<u>28,580</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>87</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,080</u>	<u>57,880</u>	<u>11,914</u>	<u>21</u>	<u>56,567</u>	<u>98</u>	<u>62,200</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	827	9	4,616	49	9,500
Salaries and Wages/Overtime	500	500	132	26	494	99	500
Benefits/FICA	800	800	69	9	368	46	800
Benefits/VRS	1,050	1,050	98	9	471	45	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	140	13	711	65	1,100
Benefits/Group Life	130	130	11	8	51	39	130
Other Charges/Misc. Reimb.	0	1,800	0	0	1,800	100	1,800
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	8,542	47	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>100</u>	<u>29,320</u>
Cemetery Fund - GRAND TOTAL:	<u>56,080</u>	<u>57,880</u>	<u>1,277</u>	<u>2</u>	<u>42,054</u>	<u>73</u>	<u>62,200</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 16,653,881.43

Balance as of March 31, 2015

Non-Specific

Green Hill Cemetery	557,601.58	
General Fund Reserves		
Capital Improvement Program Reserves		3,120,339.80
Altavista EDA Funding	299,496.44	
VDOT TEA 21 Enhancement Match	309,000.00	
	608,496.44	
Enterprise Fund Reserves		
Capital Improvement Program Reserves		187,398.74
PCB Remediation	612,468.83	
Community Improvement Reserve	0.00	
Police Federal	2,908.32	
Police State	15,237.49	

Public Funds Money Market Accounts

10,584,750.16 → Includes Funds \$2,480,735.98 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) **964,680.07**

DESIGNATED FUNDS 2,761,392.73

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

UNDESIGNATED FUNDS

13,892,488.70

-6,313,403.00

7,579,085.70

	General	Enterprise	Total
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
FY14 Projected Carryover Needs	-476,000.00
Funding from VDOT and LAP from Downtown Projects	150,000.00
Transit Funding	-4,209.00
Funds for Project 1A - Bedford Waterline Improvement	-2,480,735.98
Transfer of excess funds from Operating Acct. to MM	-1,500,000.00

UNDESIGNATED RESERVE FUND BALANCE

2,495,580.16



DATE: April 3, 2015

MEMO TO: Mayor Mattox and Council Members

FROM: Tobie Shelton

SUBJECT: Consent Agenda Item – Monthly Budget Amendments / Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action. The adoption of these amendments completes the process.

- Design Services related to water improvements on Main Street (1B) \$47,500
- Reimbursement of sewer connection fee \$1,650
- Painting of Town Hall (FY 2014 CIP Project) \$3,200
- Cemetery Reimbursement of overpayment \$1,800
- Professional Services related to PCB's \$11,100

Attached are Departmental Transfers (from one line item to another)

Administration (Professional Services associated with safety consulting needs)	\$5,000
Economic Development (Installation of door for office of new part-time position)	\$1,000
Wastewater (Purchase of time clock)	\$640.00
Police (Increase in physicals/new hires)	\$500.00



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, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Waterline - Main Street Improvements		
050-5010-701.81-33	\$ 47,500.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 47,500.00

Summary

Appropriate \$47,500.00 from Reserves for Design Services related to water improvements on Main Street (1B). WW Associates.

Budget Impact

This will result in a net increase to the budget of \$47,500.00. Approved by Council at the July 8, 2014 meeting.

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 14th day of April 2015

Regular Council Meeting—July 8, 2014

Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Main Street Waterline Project

Mrs. Dalton advised previously staff discussed with Council the need to proceed with the design of the Main Street Waterline Project in an effort to coordinate the paving of Main Street with VDOT's 2016 schedule noting in order to maintain that schedule, design work on the project needs to begin now. She reported the Finance Committee recommends approval of the WW Associates task order for "Design Services" for the Main Street Waterline Project in the amount of \$47,500.

Mrs. Dalton motioned that the Town Manager be authorized to execute the task order with WW Associates for "Design Services" related to the Main Street Waterline Project in the amount of \$47,500.

Motion carried:

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

Waterline Project Financing

Mrs. Dalton advised the Town has signed an agreement with the consultant regarding financing options for the Bedford Avenue Project (1A) and the Main Street Waterline Project (1B). The proposals are due by August 1st. It is advisable for the Town to seek a firm to serve as bond counsel and staff has requested that a not to exceed figure of \$15,000 be approved for this service.

Mrs. Dalton motioned that a not to exceed amount of \$15,000 be approved for bond counsel services related to borrowings for the Waterline Projects (1A & 1B) and the Town Manager be authorized to engage bond counsel for this purpose.

Motion carried:

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

Other Items Discussed

Health Insurance RFP—The consultant issued the Request for Proposals (RFP) on June 16th, with proposals due on July 8th. A recommendation will be coming to the Finance Committee at their July 31st meeting, so Council can consider it at their August meeting. The extension of the current health benefits expires at the end of August.



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, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Other Charges / Refund		
050-5101-702.50-30	\$ 1,650.00	
Enterprise Fund		
Sewer Connection Fees		
050-0000-333.04-00		\$ 1,650.00

Summary

Appropriate \$1,650.00 for reimbursment to Chris Rice associated with increased sewer connection fees he paid on 01/15/2015. Council approved at February 10, 2015 Council meeting to reimburse Mr. Rice the difference between the increased connection fee and his original quote for utility connection.

Budget Impact

There is no fiscal impact to the Enterprise Fund

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 14th day of April 2015

Council Work Session—January 27, 2015

Mayor Mattox stated staff's recommendation is to board up the house, wait to see if Habitat is interested and then readdress if it has to be removed.

Mr. Higginbotham questioned the assessed value.

Mr. Witt advised the land is assessed at \$12,000.

Mrs. Brumfield questioned the number of estimates.

Mr. Witt advised he would secure additional estimates but thus far Mr. Brooks has been the cheapest. He noted he would give the property owner the opportunity to board the house up and after a given timeframe; he will have it boarded.

Mr. Higginbotham felt it should be removed.

Mr. Coggsdale asked how the town would recoup their money.

Mr. Higginbotham stated there would be a tax lien on the property.

Mr. Eller stated if the property owner conveys the land to the town then it would not be a tax sale.

Mayor Mattox stated he is hearing more estimates are needed, wait on a response from Habitat and see if the property owner will convey the property to the town.

Mr. Edwards felt staff should avoid the boarding up aspect because it is blight on everyone.

Mayor Mattox stated staff will investigate the options, look at the three possibilities, see if the landowner is willing to convey the property to the town and the house can be torn down.

Mrs. Dalton questioned if the Town would in turn give the property to Habitat.

Mr. Higginbotham stated the town would try to sell to recoup the monies spent.

d) Discussion of Citizen Request regarding Utility Fees

Mr. Witt advised in early 2014, he was contact by a Mr. and Mrs. Chris Rice about their desire to purchase lots at the dead end of Valley View Drive. At that time they were inquiring about setbacks, use of the unopened right of way, the availability of water and sewer and the cost of connections. This was presented to Council and was approved for use of the unopened portion of Valley View Drive. The town attorney drafted and executed the agreement. At that time the utility rates were quoted as to what the Rices would have to pay at the current rates. Council was also in the process of discussing increases in utility rates. The Rices moved forward with the plans to build the house; unknowing that these utility rates increased significantly July 2014. Mr. Rice approached Mr. Witt and asked if Council would consider honoring the original quote of \$2,100 for the water/sewer connection. The rate increase would cost a total of \$4,100.

Mayor Mattox asked how this can be prevented in the future.

Mr. Coggsdale suggested issuing disclaimers.

Mr. Higginbotham stated if the citizen was quoted the \$2,100 price, the town needs to work with him.

Mr. Edwards agreed with Mr. Higginbotham but felt staff should be more diligent in making citizens aware rates are subject to change.

Council Work Session—January 27, 2015

Mr. George mentioned it is not often that rates increase significantly. He too was agreeable with Mr. Higginbotham.

This item is to be added to the consent agenda for the February 10, 2015 Council meeting.

Mayor Mattox set a work session for February 23, 2015 at 5:00 p.m. with Gay and Neal.

e) Discussion of IALR's PCB Remediation Research Proposal Amendment

Mr. Coggsdale advised at Council's January 13th Regular Meeting, Mr. Michael Duncan (IALR) gave an update on the status of their research project associated with the Town's WWTP Emergency Overflow Pond. During his presentation he requested that the Town consider building a berm parallel to the south side of the pond to be utilized as a "shelf" for the pot experiment. Staff was requested to assemble data regarding the potential cost of the berm. This information was presented to Council for review.

Mr. Higginbotham questioned the location of the berm; stating staff appears to be confused. According to Mr. Higginbotham, Mr. Duncan had indicated the EPA wants them to start planting.

Mr. Coggsdale clarified they would be planting in the pots. This berm is to be utilized as a shelf for the pot experiment.

Dr. Scott Lowman (IALR) addressed Council stating they would begin collecting samples January 28; the challenge is identifying the hot spots. Sludge along the edges of the pond is falling below 50 parts per million and stated they would like to use the map grid formally used to determine hot spots. Dr. Lowman noted the south side appears to be hotter. He stated the most important thing about the research is to take the sediment out and mix it.

Mr. Higginbotham stated the samples have to be gotten and if there are samples that are under 50 parts per one million then it is okay to seed over.

Mr. Bond questioned if the berm will be on the south side and noted that would block his access to the pond. He needs a channel to the two boxes.

Mayor Mattox asked if a berm is needed.

Dr. Lowman stated the main point of this research is to establish proof that it works; which is done in the pot study. The berm would be nice to have access to the hot spots but is not critical to the pot study itself.

Mayor Mattox noted the low concentrations are where the present berm is located.

Dr. Lowman stated the idea with the berm is if it didn't cost the Town too much and may lead to a path of an EPA grant as a testing site. He noted as far as the pot study is concerned the berm is a separate issue.

Mayor Mattox questioned the estimated cost to install the berm.

Mr. Garrett advised the cost would be approximately \$19,400 to extend the berm 600 feet.

Mr. Edwards asked Dr. Lowman how he would accomplish homogenizing the materials.

Regular Council Meeting—February 10, 2015

A RESOLUTION IN RECOGNITION OF THE RETIREMENT OF TOWN EMPLOYEE JIMMIE D. WORLEY

WHEREAS, Jimmie D. Worley was hired by the Town of Altavista on May 2, 1989 as a Wastewater Treatment Plant Trainee; and

WHEREAS, Jimmie Worley has been a loyal employee of the Town of Altavista for the past 25 years and retired effective February 1, 2015; and

WHEREAS, Mr. Worley has demonstrated extensive knowledge, skills and experience in the treatment of wastewater ultimately earning his Class III Wastewater Operator's license and providing the Town and its citizens with an efficient and well run system; and

WHEREAS, Jimmie Worley has worked at ensuring the safety of his coworkers and was passionate about getting the job done right the first time; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Altavista thanks Jimmie Worley for his years of service and recognizes the contributions he has made and wishes him a happy retirement.

Michael Mattox, Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

b. Employee Milestones

Mayor Mattox recognized Mrs. Tobie Shelton, Finance Director, for 15 years of service to the town as of February 7, 2015.

c. Avoca Museum Annual Report

Mr. Mike Hudson, Director of Avoca Museum, gave the annual report stating 2014 was a year of advancements for the museum; a first rate gathering place for the community. He stated approximately 8,500 visitors attended the museum in 2014 for special events and tours; adding \$100,000 to the local economy and positive exposure.

Mayor Mattox offered thanks to Mr. Hudson from Council and the citizens of Altavista for his work, his staffs work and volunteers.

5. Public Comment

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

No one came forward.

6. Consent Agenda

Minutes- Special (Presentation) and Regular Meeting January 13th; Work Session January 27th

Monthly Finance Reports

- i. Invoices
- ii. Revenues & Expenditures Report
- iii. Reserve Balance/Investment Report

Regular Council Meeting—February 10, 2015

Citizen Request Utility Fees
Extension of Contract for Auditing Services
Take Home Policy for Police Department Employees
Departmental Reports

A motion was made by Mr. George, 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. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

None at this time.

8. New/Unfinished Business

a. AOT Request for Classic Car Cruise In Events

Mr. Coggsdale advised for the past several years, Altavista on Track (AOT) has hosted the “Classic Car Cruise In” events during the spring through fall months. AOT is once again seeking authorization to have the “Classic Car Cruise In” events along Main Street. He noted the event area is designated as being along Main Street from Broad Street to Pittsylvania Avenue. AOT is seeking the Town’s permission to close Campbell Avenue at 7th Street; the alley behind Altavista Arts & Antiques off of 7th Street and the alleys that come from English Alley to Main Street. VDOT must approve the closure of Main Street and the Town has to sign off on the appropriate forms that are required for their consideration. The 2015 event dates are May 2nd; July 4th; August 1st; September 5th; and October 3rd.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that AOT be authorized to close the requested street/alleys in the Town for the monthly “Classic Car Cruise In” events and proper approval from VDOT for Main Street is obtained.

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

b. Downtown Revitalization Overlay (DRO) District Text Amendments

Mr. Coggsdale advised Town Council conducted a Public Hearing at their regular January 13, 2015 meeting in regards to the Downtown Revitalization Overlay (DRO) District text amendments. Following the public hearing, Council decided to place this item on their regular February meeting agenda and to conduct a Work Session in the mean time to further discuss the issue with the Planning



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, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Material & Supplies / Repairs & Maintenance		
010-1101-401.60-04	\$ 3,200.00	
General Fund		
Transfer In / From General Fund Reserves		
010-0000-361.01-00		\$ 3,200.00

Summary

Painting of the Town Hall was a FY 2014 CIP project. The project was carried over to FY 2015 and the funds were earmarked in reserves. Appropriate \$3,200.00 from reserves for painting of the Town Hall.

Budget Impact

This will result in a net increase to the budget of \$3,200.00.

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 14th day of April 2015



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, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Cemetery Fund		
Other Charges / Misc Reimbursement		
090-0000-603.50-34	\$ 1,800.00	
Cemetery Fund		
Miscellaneous / Sale of Real Estate		
090-0000-351.02-00		\$ 1,800.00

Summary

Appropriate \$1,800.00 for reimbursment to customer associated with mistakenly over charging him for the sale of cemetery lots.

Budget Impact

There is no fiscal impact to the Cemetery Fund

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 14th day of April 2015



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, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Contractual Services / Misc & Professional Services		
050-5101-702.30-14	\$ 11,100.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 11,100.00

Summary

Appropriate \$11,100 from Reserves for Professional Services provided by Gay and Neel, Inc. regarding PCB's; Phase 1 Services

Budget Impact

This will result in a net increase to the budget of \$11,100. Approved by Council at the continued meeting held on November 12, 2014 meeting.

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 14th day of April 2015

Continued Council Meeting—November 12, 2014

Mrs. Dalton stated it is cost analysis creeping into the situation. Capping can be done any day of the week and Council can say to the EPA this is a solution that has been looked at and Council is interested in holding that out there.

Mr. Higginbotham said if the pond is to be capped it has to be done from the outside to the inside.

Mr. Kimzey stated the next step of the contract is the evaluation of the options, establish and put cost to them. He asked Council to allow them to put this information together. He stated another question to pursue is to see if the Town can come out of the VRP and get written confirmation from the EAP.

Mr. George asked if he understood correctly, the town does not have the option to mess around for 20, 30 years. If the town gets kicked out of the remediation program, the town will be told what to do.

Mr. Meurer stated that is correct.

Mr. Higginbotham stated this is totally contrary to the letter from Mr. Scott Rice and contrary to what Mr. Steven Rock with the EPA has told the town.

Mr. Ferguson stated this was not what he had expected. He thought the town was moving forward with the remediation but this seems contrary to that.

Mrs. Dalton stated the seven Council members are left to decide and Council is looking for someone to work with them and her thought is ESC brought something to the table that Council did not know. She feels ESC can do an analysis of what has been done thus far, including pathways and risk, including what they have seen and what they find to be the norm. Council knows if there is a certain price, they are not going to do it.

Mayor Mattox stated he is in favor of as much information that can be obtained as possible. He asked for some true options and cost to be brought to the table.

Mr. Kimzey detailed Step 2 and stated he was excited to put before Council viable information.

Mr. Higginbotham advised they have talked about capping and top soil at a cost of \$250,000 to \$500,000 and that should be the budget. Council is not interested in spending millions of dollars.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to proceed to the next level with Gay & Neel, LLC at a cost of \$11,075.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

3. Adjournment

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

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Waverly Coggsdale
Required

Department
Name : Administration
Required

Date of
Request: 2/26/2015

Fiscal Year: 2015

Phone #: _____ Email Address: wcoggsdale@altavista.gov

Reason for
Transfer:

Transfer of funds from Engineering & Architectural Services to Misc & Professional Services to cover the cost associated with public safety consulting needs.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-14	\$5,000.00	Misc & Professional Services	
Total Debits:		\$5,000.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-12	-\$5,000.00	Engin & Architectural Services	
Total Credits:		-\$5,000.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Jobie C Shelton 3/31/2015
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Dennis Jarvis

Required

Department

Name : Economic Development

Required

Date of
Request:

3/18/2015

Fiscal Year:

2015

Phone #:

Email Address: djjarvis@altavistava.gov

Reason for
Transfer:

Transfer of funds from Other Charges / Subsistence & Lodging to Other charges / Miscellaneous to cover a shortage as a result of the cost associated with installing a door in the office for the part-time ED Coordinators office.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.50-32	\$1,000.00	Miscellaneous	
Total Debits:		\$1,000.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.50-24	-\$1,000.00	Subsistence & Lodging	
Total Credits:		-\$1,000.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Jobie C. Shulton
Prepared By

3/31/2015
Date

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Steve Bond

Required

Department

Name : Wastewater

Required

Date of

Request: 1/20/2015

Fiscal Year: 2015

Phone #:

Email Address: sbond@altavistava.gov

Reason for
Transfer:

Transfer of funds from Other Operating Supplies to Office Supplies to cover a shortage as a result of purchasing a time clock for the department.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60.02	\$640.00	Office supplies	
Total Debits:		\$640.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60.14	-\$640.00	Other Operating Supplies	
Total Credits:		-\$640.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By Jobie C. Shults

Date 3/31/2015

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnal ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Captain Barry Stocks

Required

Department
Name : Police

Date of
Request: 3/17/2015

Fiscal Year: 2015

Phone #:

Email Address: bstocks@altavistava.gov

Reason for
Transfer:

Transfer of funds from Contractual Services / Repair & Maintenance Electronics to Contractual Services / Physicals to cover a shortage as a result of an increase in new hires due to turnover within the department.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.30-16	\$500.00	Physicals	
Total Debits:		\$500.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.30-18	-\$500.00	Repair & Main Electronics	
Total Credits:		-\$500.00	

Total Credits and Total Debits must be equal zero.

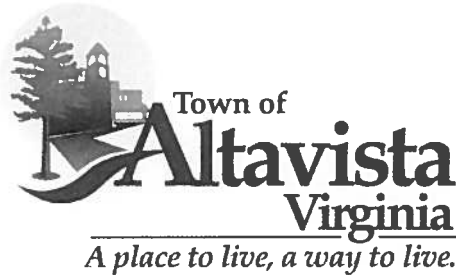
Approvals Required:

Prepared By Isbie C. Shultz Date 3-31-2015 Phone _____

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

Commissioners

Wilson Dickerson, Chair
Johelen Martin
Charles Eubanks
Laney Thompson
Phillip Webb



Town Planning Staff

Dan Witt

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

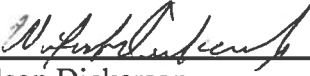
April 14, 2015

Dear Council Members,

The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report to Town Council for activities during 2014. The BZA did not meet in 2014. One member, Mr. David Sease Jr. moved out of Town in 2014 and another member, Mr. Leslie Pugh, whose term expired in February 2015, chose not to be reappointed. Both positions were filled in March 2015 when Mr. Charles Eubanks was sworn in to fill the unexpired term for Mr. Sease and Mrs. Laney Thompson was sworn in to replace Mr. Pugh.

As no meeting was held and no matters were brought before the BZA, Mr. Wilson Dickerson remained Chairman of the BZA and staff continued in the role of secretary in 2014.

Thank you for the continued opportunity to serve the Town of Altavista Town Council and its citizens.



Wilson Dickerson,
Board of Zoning Appeals Chairman

April 14, 2015
Date

ACTS RIDER TALLY

[illegible]

Monthly Report to Council

Date: April 14, 2015
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: December Report

1. **Zoning/Code Related Matters:
March 2015 Permits**

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
13-Mar	008-15	Coby Worsham 1600 Bedford Ave	12x18' Shed in back yard
20-Mar	009-15	Wilson Dickerson 2220 Walnut St	12x16' Shed in side yard
26-Mar	010-15	Donald English 1204 Lynch Road	10.5'x 12' deck on back of house
26-Mar	011-15	Donald English 1018 8th Street	12x12' deck on back of house

- Citizen complaint at 1817 Avondale related to ditch and water drainage. Forwarded to David Garrett who did a site visit and has scheduled to have the problem corrected.

2. **Site Plans Reviewed and/or Approved:**

- Approved footers at 1101 Broad Street.

3. **Planning Commission (PC) Related:**

- Completed packets for April 6, 2015 meeting. Researched microbreweries and brewpubs and provided terms, definitions, and town code sections for consideration. Drafted recommendation for DRO ordinance and design guidelines.

4. **AOT Related**

- Completed the VDOT permits and scheduled for banner to be hung for Cruise In.

5. **ACTS Related**

- Completed and submitted February billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system (March) - see bus report.
- Completed online February monthly reporting to DRPT.
- Reviewed Title VI document/template and updated the required information. The document was sent to Mr. Eller for review and approval but will need to be adopted by Town Council at their April 14, 2015 meeting.
- Began work with KFH on ACTS marketing plan.
- Charles, Carlton and Rosco attended training in Roanoke for use of lifts and wheelchair securement.

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for March meeting and work session. Attended budget work session.
- Streetscape/infrastructure project:
 - Old Pending Business:
 - (Still pending) Staff has notified VCP that the elevation on the curbing is not correct and is creating the water issue at Dr. West's dental office. The Town will likely fix this and withhold part of the retainage from VCP.
 - (Still pending) A manhole in front of English Auto Alignment was not installed properly. VCP has requested the Town withhold rather than require fixing this.
 - (Still pending) Asphalt milling and repaving at the intersection of 7th & Broad Street must be redone. VCP is waiting for a decision on the 'buy America' before doing this work.
 - (Still Pending) Mediation was held and not successful.
 - Worked on materials notebook document.
- Water tank maintenance bids received with lowest qualified bidder being Utility Service Group with a 10 year maintenance cost of \$1,024,032.
- Staffed Recreation Committee Meeting
 - Worked to prioritize projects related to parks and recreation
 - Met with VDOT, DGIF, and Campbell County at proposed site for boat launch. VDOT and DGIF have tentatively approved the site and Clif Tweedy is willing to present to the Board the idea of the County partnering with the Town on this project.
- Worked with Matt Reed, VML, to schedule safe driver training in Town Hall on April 29, 2015.
- Worked with Barry Stocks and David Garrett in the development and implementation of the Everbridge notification system.
- Staffed a BZA meeting and drafted annual report to Town Council.

Police Department
Town of Altavista
510 7th Street
Altavista, VA 24517

March 2015 Statistics

- 4 Simple Assaults
- 2 Destruction of Property
- 3 Shoplifting
- 1 Other Larceny
- 1 Drunkenness
- 6 All Other Classifications
- 17 Total IBR reportable offenses

CASE CLEARANCE: 6 of the 17 cleared by arrest

3 of the 17 cleared as inactive

7 of the 17 marked as Information Only

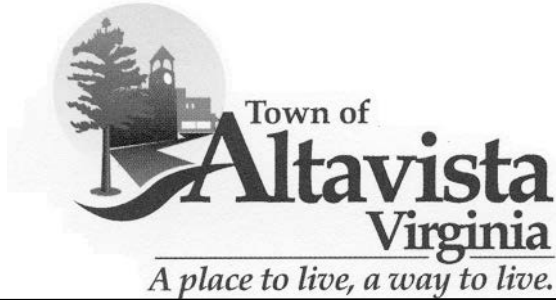
1 of the 17 is pending follow-up by the officer

CALLS FOR SERVICE: 270

CRIMINAL ARREST: 10

TRAFFIC CITATIONS ISSUED: 6

What's New: On 13 April 2015, Altavista PD proudly welcomes its second female officer to the force. Joni Organ joins us from Appomattox Sheriff's Office. Her background in Law Enforcement combined with her Spanish speaking skills and her love for helping the community makes her the perfect fit for this department and the citizens of Altavista.



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 March 2015

During the month of March 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 222

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	81
○ Water Turn On / Turn Off(s)-----	24
○ Read Monthly Meters-----	62
○ Read Quarterly Meters-----	1,698
○ Exchanged Meters-----	12

Utility Department - Sewer Distribution:

○ Sewer Root Cutting-----	0 Feet
○ Sewer Cleaning-----	210 Feet
○ Sewer Cleaning Manholes-----	0
○ Sewer Video-----	0 Feet
○ Sewer Video Manholes-----	0
○ Push Camera Footage-----	0 Feet

Street Department:

- Mowing-----0 Acres
- Litter Pick up-----73 Bags
- Weed Control-----0 Gallons
- Sweeping Streets-----0 Miles
- Weekend Trucks-----2
- Other Traffic Roadside Maintenance On Streets----- 669 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----3
- Green Hill Cemetery – Cremations-----1
- Brush Collected Stops-----89 Stops
- Brush Collected Loads-----14 Loads
- Brush Collected Tonnage-----0 Tons
- Bulk Collection Stops-----79 Stops
- Bulk Collection Tonnage-----9.36 Tons
- Solid Waste Tonnage-----72.85 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites----- 64 Hours
- Maintain Park Buildings-----57.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----245.50 Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 50.24 million gallons of raw water treated.
- Water Plant: 39.47 million gallons of finished water delivered.
- McMinnis Spring: 7.7 million gallons of finished water treated.
- McMinnis Spring: average 283,821 gallons per day and run time hours 17 a day.
- Reynolds Spring: 5.3 million gallons of finished water treated.
- Reynolds Spring: average 198,785 gallons per day and run time hours 10 a day.

Water Consumption From:

- Campbell County Utility and Service Authority: 000,000 Gallons

Water Sold:

- Town of Hurt 3,049,466 Gallons

Water Plant Averages for January 2015 :

- Weekday: **18.6** hrs / day of production
1,915,000 gallons treated / day
- Weekends: **15.0hrs** / day of production
1,492,500 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Hoists Inspected
- Installed New Smoke and Monoxide Detectors
- Continued Evaluation on River Pumps
- Continue Work to get Permit for Creek Clean out

Wastewater Department Report

- Repaired #3 Clarifier Gear Box Public Works assisted
- PCB Work Session
- Normal Monthly Work Session with Council
- Purchased replacement Utility Vehicle
- All Hoist at WWTP and WTP annual Inspection Kone Crane
- IALR sampled EOP for possible test site
- Wastewater Plant NPW system is down Staff working on repair
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	189 wet tons
Gallons of Water Treated	58.93 MG

Plant Efficiency

BOD Reduction	99%
TSS Reduction	93%



To: Waverly Coggsdale; Town Manager
Cc: Altavista EDA; Altavista Town Council
From: Dennis Jarvis, II; Director of Economic Development
Re: SEDC Meet the Site Selection Consultants conference

I attended the “Meet the Site Selection Consultants” conference in Chicago, Illinois from March 30-April 1, 2015. I was able to meet and network with several consultants from the following industrial sectors:

- Automotive
- General Non-Manufacturing
- Distribution and Logistics
- Corporate Headquarters
- General Consultants (Representing all industrial sectors)

The panels outlined the current trends in the sector and they also talked about the general issues facing the site selection process in the global economy. The panel felt the most critical aspect for a project to select a community or a region for investment is the workforce pool in a region. Companies are wanting a workforce that has advanced skill sets in areas like:

- Advanced Manufacturing
- Auto-Cad
- 3D Printing
- Engineering

Corporations are seeking communities that have access to technical schools and community colleges that address training needs in a timely and efficient manner.

Companies are also seeking sites in communities that have the following infrastructure:

- Cost effective and reliable electrical suppliers
- Water/Sewer
- Cost effective and reliable broadband
- A “tax friendly” environment
- Incentives for investments; programs that look at the total investment being made not just job creation.
- Access to a reliable transportation system. Accessibility to an At –Grade- Access highway system (US 29/460) is now just as vital as access to an Interstate system. Additionally access to a regional airport with reliable and affordable air carries is equally important.

The panels recommended that communities need to review programs that certify their sites and locations and additionally look at implementing educational certification and skill set certification programs like:

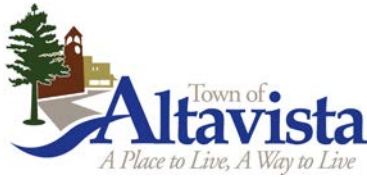
- Work Keys
- ACT Work Ready Communities

Quality of life is a key factor for projects to move forward; however rural communities have are not necessarily being ruled out over Metropolitan sites.

I also met with two corporate site selection consultants with the Region 2000 Economic Development Alliance Director Megan Lucas. We met with:

- Robert Rischmann with Colliers International
- Timothy Schram with Grant Thornton
- Marvin Ryan with Grant Thornton

These sessions were one on one meetings that allowed us to directly meet face to face and develop a synergy with.



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

Date: April 10, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Infrastructure Project Funding

Background and discussion

Previously, Town Council discussed and approved the design work for both the Main Street Waterline Project (1B) and the Melinda Tank Pressure Zone project. It is estimated that these two projects will cost approximately \$2.5 million. This item was discussed as part of the Budget Work Session that was held prior to this regular meeting. At this point, Council may decide on the method by which they will fund the projects. I have attached information that was previously requested in regard to debt service options, as well as a previous memo regarding Town reserves.

Staff will be seeking direction from Council on how to proceed with the financing/funding of these projects.

Recommendation

None at this time.

Action(s) requested or suggested motion:

Per Discussion.

Attachments: Debt Service memorandum; Town reserves memorandum



DATE: April 3, 2015

MEMO TO: Mayor Mattox and Council Members

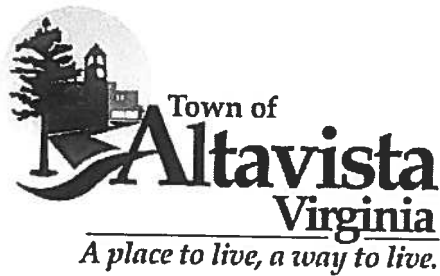
FROM: Tobie Shelton

RE: Terms and Rates for borrowing \$2.5 million – Project 1B and Melinda Dr. Project

As requested at the March 24, 2015 work session, staff researched the various terms and rates for borrowing \$2.5 million; the cost associated with waterline improvements on Main Street as well as improvements to the Melinda Drive elevated water tank. Staff reached out to a bank for assistance on the possible terms and rates available for the financing and obtained the following information for discussion purposes.

<u>Loan Term</u>	<u>Interest Rate</u>	<u>Annual Payment</u>	<u>Balloon Payment</u>	<u>Total Payment</u>
5 Year (20 year amortization; balloon payment end of 5 years)	1.99%	\$ 152,744.29	\$ 2,116,865.03	\$ 2,727,842.19
10 Year (20 year amortization; balloon payment end of 10 years)	2.25%	\$ 156,605.18	\$ 1,545,100.57	\$ 2,954,546.16
15 years	2.50%	\$ 201,916.14	N/A	\$ 3,028,742.10
20 years	3.00%	\$ 168,039.27	N/A	\$ 3,360,785.38
20 years	4.00%	\$ 183,954.38	N/A	\$ 3,679,087.52

Staff will be seeking direction from Council on how to proceed.



TO: Mayor Mattox and Members of Town Council

FROM: Waverly Coggsdale, Town Manager WC

RE: Project supplemental financial information

DATE: March 10, 2015

On tonight's agenda there are items that involve two utility improvement projects: 1) Project 1B Main Street Waterline; and 2) Melinda High Pressure. It is estimated that the two project costs would be approximately \$2.5 million.

As supplemental information I have attached a Debt Service Schedule for \$2.5 million. The anticipated annual debt service is \$181,560 for 20 years. Preliminary estimates for FY2016 indicate that the Enterprise Fund may have approximately \$190,000 of revenue that could be used for debt service.

In addition below are some of the funds that are currently in the Town's Investments and Deposits report, which is attached to under the Consent Agenda.

- Undesignated Reserve Balance \$2,538,036.20
- General Fund CIP Reserves \$3,084,084.43
- Enterprise Fund CIP Reserves \$ 187,229.04
- General Fund Policy Funds \$4,982,908.00
- Enterprise Fund Policy Funds \$1,330,495.00

\$2,500,000

Town of Altavista

Bank Loan @ 4% 20 years

10/1/2015 Closing

Debt Service Schedule

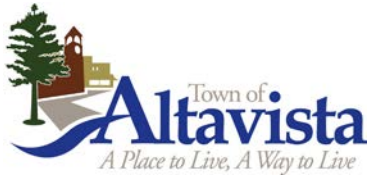
Date	Principal	Coupon	Interest	Total P+I
06/30/2016	-	-	50,000.00	50,000.00
06/30/2017	83,300.00	4.000%	98,334.00	181,634.00
06/30/2018	86,600.00	4.000%	94,936.00	181,536.00
06/30/2019	90,200.00	4.000%	91,400.00	181,600.00
06/30/2020	93,900.00	4.000%	87,718.00	181,618.00
06/30/2021	97,700.00	4.000%	83,886.00	181,586.00
06/30/2022	101,700.00	4.000%	79,898.00	181,598.00
06/30/2023	105,800.00	4.000%	75,748.00	181,548.00
06/30/2024	110,200.00	4.000%	71,428.00	181,628.00
06/30/2025	114,600.00	4.000%	66,932.00	181,532.00
06/30/2026	119,300.00	4.000%	62,254.00	181,554.00
06/30/2027	124,200.00	4.000%	57,384.00	181,584.00
06/30/2028	129,300.00	4.000%	52,314.00	181,614.00
06/30/2029	134,500.00	4.000%	47,038.00	181,538.00
06/30/2030	140,000.00	4.000%	41,548.00	181,548.00
06/30/2031	145,800.00	4.000%	35,832.00	181,632.00
06/30/2032	151,700.00	4.000%	29,882.00	181,582.00
06/30/2033	157,900.00	4.000%	23,690.00	181,590.00
06/30/2034	164,300.00	4.000%	17,246.00	181,546.00
06/30/2035	171,000.00	4.000%	10,540.00	181,540.00
06/30/2036	178,000.00	4.000%	3,560.00	181,560.00
Total	\$2,500,000.00	-	\$1,181,568.00	\$3,681,568.00

Yield Statistics

Bond Year Dollars	\$29,539.20
Average Life	11.816 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	4.0000000%
True Interest Cost (TIC)	4.0000000%
Bond Yield for Arbitrage Purposes	4.0000000%
All Inclusive Cost (AIC)	4.1354669%

IRS Form 8038

Net Interest Cost	4.0000000%
Weighted Average Maturity	11.816 Years



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: April 10, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: FY2016 Budget and CIP – *First Reading*

Recommendation

Conduct a First Reading of the FY2016 Budget and CIP and direct staff to advertise for a Public Hearing on Tuesday, May 12, 2015 at 7:00 p.m.

Background and discussion

Prior to holding a public hearing on the FY2016 Budget and Capital Improvement Plan (CIP), Council is required to conduct a “*First Reading*” of the proposed budget.

Earlier this evening, Town Council conducted a work session on the Budget/CIP, so changes may have been made to the budget. Prior to the work session, the FY2016 proposed budget, covering the period of July 1, 2015 to June 30, 2016, proposed expenditures totaling \$7,377,410. It is projected that there will be a surplus of \$625,860 in the proposed budget (\$478,600 in the General Fund and \$147,260 in the Enterprise Fund). The FY2016 proposed budget is based on no increases to the tax rate. The water and sewer rates are proposed to increase by five percent (5%).

The FY2016-2020 Capital Improvement Plan (CIP) for the next five years totals \$5,144,400 in expenditures. The proposed items in the CIP for FY2016 total \$1,272,700, this does not include funding for the Main Street Waterline Project or the Melinda Tank Pressure Zone project. As you know the adoption of the budget and capital improvement plan only appropriates funds for the first year (FY2016) of the Capital Improvement Plan, the remaining four years (FY2017-2020) are for informational and planning purposes.

Following discussion by Council, staff will be seeking authorization to schedule a public hearing on the proposed Fiscal Year 2016 Budget and Fiscal Years 2016-2020 Capital Improvement Plan for Tuesday, May 12, 2015 at 7:00 p.m. It is anticipated that adoption of the budget will be considered at the June 9, 2015 Town Council meeting.

Attachments

- FY2016 Proposed Budget Overview
- General Fund and Enterprise Fund Revenues
- Departmental Expenditures
- Tax Rate Resolution
- PPTRA Resolution
- FY 2016 Capital Improvement Plan
- FY2016 – 2020 Capital Improvement Plan

2016 PROPOSED BUDGET OVERVIEW

Total Expenditures: \$7,467,410
(Includes Transfers of \$715,860)

Total Revenue: \$8,093,270

Real Estate Rate: \$0.16 per \$100 of assessed value

Personal Property Rate: \$2.00 per \$100 of assessed value

PPTRA (estimated): \$500 or less assessed value – 100% relief
\$501 to \$10,000 assessed value – 65% tax relief
\$10,001 or more – 65% of tax relief on the first \$10,000 of assessed value

NOTE: At this time PPTRA percentages have not been finalized for the 2015 taxes by the Commissioner of Revenue.

UTILITY RATES

Water: Business & Residential - \$2.18 per 1,000 gallons
Industrial - \$2.14 per 1,000 gallons
Town of Hurt - \$3.27 per 1,000 gallons
Outside of Town - \$4.36 per 1,000 gallons

Sewer: Business & Residential – \$3.06 per 1,000 gallons
Industrial – \$3.14 per 1,000 gallons
Town of Hurt – \$4.59 per 1,000 gallons

Capital Improvement Plan (CIP)

FY2016 Expenditures: \$1,898,500 (included in FY2016 Budget)

FY2015 – 2019 Expenditures: \$5,144,400

Town of Altavista
General Fund Revenue
FY2016 PROPOSED BUDGET

General Fund Revenue	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 PROPOSED</u>
Property Taxes - Real Property	413,378	419,520	369,000	369,000	375,000	375,000
Public Service - Real & Personal	61,603	86,631	86,600	86,600	165,000	165,000
Personal Property	205,575	219,418	195,000	195,000	195,000	195,000
Personal Property - PPTRA	112,851	107,581	100,000	100,000	100,000	100,000
Machinery & Tools	1,470,339	1,518,419	1,518,000	1,518,000	1,487,200	1,487,200
Mobile Homes - Current	425	462	500	500	500	500
Penalties - All Taxes	5,845	7,127	5,500	5,500	5,500	5,500
Interest - All Taxes	3,126	3,216	3,000	3,000	3,000	3,000
Local Sales & Use Taxes	147,796	156,431	135,000	135,000	145,000	145,000
Local Electric and Gas Taxes	111,893	115,876	110,000	110,000	110,000	110,000
Local Motor Vehicle License Tax	45,479	44,186	43,000	43,000	43,000	43,000
Local Bank Stock Taxes	160,104	158,591	160,000	160,000	160,000	160,000
Local Hotel & Motel Taxes	82,276	89,673	80,000	80,000	83,000	83,000
Local Meal Taxes	682,194	668,660	660,000	660,000	690,000	690,000
Audit Revenue	0	0	3,500	3,500	0	0
Container Rental Fees	975	1,050	900	900	900	900
Communications Tax	41,590	40,882	40,000	40,000	40,000	40,000
Transit Passenger Revenue	5,677	6,259	5,000	5,000	5,200	5,200
Business License Fees/Contractors	7,146	6,872	7,000	7,000	7,000	7,000
Business License Fees/Retail Services	115,697	109,657	110,000	110,000	110,000	110,000
Business License Fees/Financial/RE/Prof.	10,389	6,747	8,500	8,500	7,000	7,000
Business License Fees/Repairs & Person Svcs	18,028	18,898	16,500	16,500	18,000	18,000
Business License Fees/Wholesale Businesses	1,917	1,539	1,800	1,800	1,500	1,500
Business License Fees/Utilities	7,800	8,250	8,000	8,000	8,000	8,000
Business License Fees/Hotels	1,575	1,929	1,300	1,300	1,500	1,500
Permits - Sign	1,320	1,000	1,000	1,000	1,000	1,000
Fines & Forfeitures - Court	33,546	15,943	20,000	20,000	10,000	10,000
Parking Fines	190	470	200	200	500	500

Town of Altavista
General Fund Revenue
FY2016 PROPOSED BUDGET

General Fund Revenue (Continued)	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 PROPOSED</u>
Interest and Interest Income	45,610	72,672	58,000	58,000	49,000	49,000
Rents - Rental of General Property	962	1,137	1,000	1,000	1,000	1,000
Rents - Pavilion Rental	3,225	3,363	3,000	3,000	3,000	3,000
Rents - Booker Building Rentals	3,600	3,575	4,000	4,000	4,000	4,000
Rents - Rental of Real Property	75,300	70,669	60,000	60,000	60,000	60,000
Property Maintenance Enforcement	1,332	2,668	1,300	1,300	0	0
Railroad Rolling Stock Taxes	18,058	19,060	19,000	19,000	18,100	18,000
State DCJS Grant	80,148	80,148	80,000	80,000	80,150	80,000
State Rental Taxes	417	741	500	500	800	800
State/Misc. Grants (Fire Grant)	9,839	10,361	9,100	9,100	10,300	10,300
State/VDOT Contract Services	2,324	6,948	3,000	3,000	3,000	3,000
VDOT Police Grant for Overtime	6,150	0	0	0	2,000	0
State Transit Revenue	17,282	20,957	15,500	15,500	18,300	13,670
Campbell County Grants	57,100	57,100	57,100	57,100	57,100	57,100
Litter Grant	2,247	1,982	2,000	2,000	1,980	2,000
Fuel - Fire Dept. (Paid by CC)	4,832	4,906	4,100	4,100	3,300	3,300
VDOT TEA 21 Grant	85,482	523,163	0	0	0	0
State / VDOT LAP Funding	37,304	0	0	0	0	0
Federal Transit Revenue	64,344	74,893	70,500	70,500	70,500	105,700
Federal/Byrne Justice Grant	5,619	4,538	4,000	4,000	3,430	3,400
Federal / VDOT LAP Funding	148,054	179,651	0	0	0	0
Federal/Bullet Proof Vest Partnership Grant	2,800	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	72,200					
Misc. - Sale of Supplies & Materials	39,867	6,227	10,000	10,000	5,000	7,000
Misc. - Cash Discounts	215	199	200	200	400	300
Miscellaneous	24,759	71,513	13,000	13,000	13,000	13,000
Transfer in from Comm. Imprv. Fund	134,701	0	0	0	0	0
Transfer in from Comm. Imprv. Fund	134,701	0	0	0	0	0

Town of Altavista
General Fund Revenue
FY2016 PROPOSED BUDGET

General Fund Revenue (Continued)	FY2013 <u>ACTUAL</u>	FY2014 <u>ACTUAL</u>	FY2015 <u>ADOPTED</u>	FY2015 <u>AMENDED</u>	FY2015 <u>PROJECTED</u>	FY2016 <u>PROPOSED</u>
Transfer In from General Fund Des.Reserves	0	0	0	0	0	184,000
Transfer In from Water & Sewer Fund	0	0	0	0	0	0
	<u>4,827,208</u>	<u>5,031,758</u>	<u>4,104,600</u>	<u>4,104,600</u>	<u>4,177,160</u>	<u>4,391,370</u>

Town of Itavista
Enterprise Fund Revenue
FY2016 PROPOSED BUDGET

Enterprise Fund Revenue	FY2013 <u>ACTUAL</u>	FY2014 <u>ACTUAL</u>	FY2015 <u>ADOPTED</u>	FY2015 <u>AMENDED</u>	FY2015 <u>PROJECTED</u>	FY2016 <u>PROPOSED</u>
Interest/Interest Income	3,388	2,376	3,500	3,500	9,000	2,000
Water Charges - Industrial	802,774	813,723	861,000	861,000	861,000	904,000
Water Charges - Business/Residential	217,215	267,222	239,600	239,600	280,000	294,000
Water Charges - Outside Community	127,590	132,678	130,200	130,200	130,200	136,000
Water Charges - Water Connection Fees	1,450	2,903	1,200	1,200	2,100	3,000
Sewer Charges - Industrial	1,077,035	1,160,321	1,130,900	1,130,900	1,130,900	1,187,400
Sewer Charges - Business/Residential	221,920	267,407	238,800	238,800	280,000	291,000
Sewer Charges - Outside Community	1,952	1,927	1,900	1,900	1,900	2,000
Sewer Charges - Sewer Connection Fees	3,300	3,100	2,000	2,000	5,200	5,200
Sewer Charges - Sewer Surcharges	33,759	64,105	40,000	40,000	100,000	100,000
Charges for Service - Water/Sewer Penalties	3,554	4,663	3,500	3,500	4,600	4,600
Misc. Cash Discounts	29	18.37	200	200	200	200
Misc. - Sale of Supplies & Materials	0	319.2	500	500	500	500
Miscellaneous	34,830	36,197	25,000	25,000	25,000	25,000
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	101,041	101,041	100,000
Transfer In from Reserves (Proj 1A Financing)	0	0	0	0	4,100,000	0
Transfer in From General Fund	<u>551,270</u>	<u>83,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - REVENUE:	<u>3,080,066</u>	<u>2,839,958</u>	<u>2,678,300</u>	<u>2,779,341</u>	<u>7,031,641</u>	<u>3,054,900</u>

Town of Altavista
Fund Expenditure Totals
FY2016 PROPOSED BUDGET

GENERAL FUND (FUND 10)	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 PROPOSED</u>
Council/Planning Commission						
Personnel	0	20,992	21,000	21,000	21,000	21,000
Operations	0	7,656	13,030	13,030	13,030	7,030
Debt Service	0	0	0	0	0	0
CIP	0	0	10,000	10,000	10,000	0
Council/Planning Commission - TOTAL:	<u>0</u>	<u>28,648</u>	<u>44,030</u>	<u>44,030</u>	<u>44,030</u>	<u>28,030</u>
Administration						
Personnel	406,676	397,400	397,400	397,400	384,400	396,200
Operations	290,168	357,940	357,940	357,940	370,960	364,340
Debt Service	0	0	0	0	0	0
CIP	15,303	35,000	35,000	35,000	34,750	10,000
Administration - TOTAL:	<u>712,147</u>	<u>790,340</u>	<u>790,340</u>	<u>790,340</u>	<u>790,110</u>	<u>770,540</u>
Non-Departmental						
Operations	951,611	473,231	989,980	976,800	1,245,430	919,780
Transfer Out to Cemetery Fund	-25,000	-30,975	-28,580	-28,580	-27,680	-49,280
Transfer Out to Enterprise Fund	-551,270	-83,000	0	0	0	0
Transfer Out to General Fund Reserve	0	0	-588,500	-575,320	-840,450	-478,600
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	-65,000	-65,000	-65,000	-65,000
Operations w/o Transfers Out	<u>310,341</u>	<u>294,256</u>	<u>307,900</u>	<u>307,900</u>	<u>312,300</u>	<u>326,900</u>
Debt Service	56,572	0	0	0	0	0
CIP	<u>316,366</u>	<u>896,230</u>	<u>59,000</u>	<u>59,000</u>	<u>83,950</u>	<u>25,000</u>
Non-Departmental - Subtotal:						
Non-Departmental - TOTAL:	<u>683,279</u>	<u>1,190,486</u>	<u>366,900</u>	<u>366,900</u>	<u>396,250</u>	<u>351,900</u>

Tomball
Fund Expenditure Totals
FY2016 PROPOSED BUDGET

GENERAL FUND (FUND 10)	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ADOPTED	FY2015 AMENDED	FY2015 PROJECTED	FY2016 PROPOSED
Public Safety						
Personnel	759,785	783,100	783,100	783,100	748,300	804,000
Operations	110,729	126,800	126,800	126,800	120,670	122,200
Debt Service	0	0	0	0	0	0
CIP	28,652	32,000	32,000	32,000	28,300	67,950
Public Safety - TOTAL:	<u>899,166</u>	<u>941,900</u>	<u>941,900</u>	<u>941,900</u>	<u>897,270</u>	<u>994,150</u>
Public Works						
Personnel	523,088	651,600	651,600	651,600	573,300	641,100
Operations	260,698	292,350	292,350	301,530	292,500	286,400
Debt Service	0	0	0	0	0	0
CIP	74,946	48,500	48,500	48,500	26,650	385,000
Public Works - TOTAL:	<u>858,732</u>	<u>992,450</u>	<u>992,450</u>	<u>1,001,630</u>	<u>892,450</u>	<u>1,312,500</u>
Transit System						
Personnel	56,433	61,800	61,800	61,800	61,850	64,000
Operations	25,154	34,250	34,250	34,250	31,550	32,350
Debt Service	0	0	0	0	0	0
CIP	31,757	28,000	28,000	28,000	26,620	75,150
Transit System - TOTAL:	<u>113,344</u>	<u>124,050</u>	<u>124,050</u>	<u>124,050</u>	<u>120,020</u>	<u>171,500</u>
Economic Development						
Personnel	62,748	79,400	79,400	83,400	56,350	102,600
Operations	13,084	83,450	83,450	83,450	47,550	67,270
Debt Service	0	0	0	0	0	0
CIP	0	0	0	0	0	0
Economic Development - TOTAL:	<u>75,832</u>	<u>162,850</u>	<u>162,850</u>	<u>166,850</u>	<u>103,900</u>	<u>169,870</u>

Town of Altavista
Fund Expenditure Totals
FY2016 PROPOSED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 PROPOSED</u>
GENERAL FUND (FUND 10)						
GENERAL FUND TOTALS						
Personnel	1,808,730	1,994,292	1,994,300	1,998,300	1,845,200	2,028,900
Operations	1,010,174	1,196,702	1,215,720	1,224,900	1,188,560	1,206,490
Debt Service	56,572	0	0	0	0	0
CIP	467,024	1,039,730	212,500	212,500	210,270	563,100
GENERAL FUND - GRAND TOTAL:	<u>3,342,500</u>	<u>4,230,724</u>	<u>3,422,520</u>	<u>3,435,700</u>	<u>3,244,030</u>	<u>3,798,490</u>

Town of Itavista
Fund Expenditure Totals
FY2016 PROPOSED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 PROPOSED</u>
ENTERPRISE FUND (FUND 50)						
Water Department						
Personnel	482,328	525,700	525,700	525,700	499,100	543,600
Operations	356,001	369,300	369,300	398,770	528,820	388,490
Debt Service	0	0	0	56,751	56,751	280,000
CIP	211,754	115,000	115,000	115,000	4,233,700	310,600
Transfers	0	<u>132,275</u>	<u>132,275</u>	<u>132,775</u>	<u>171,755</u>	<u>73,630</u>
Water Department - TOTAL:	<u>1,050,084</u>	<u>1,142,275</u>	<u>1,142,275</u>	<u>1,228,996</u>	<u>5,490,126</u>	<u>1,596,320</u>
Wastewater Department						
Personnel	610,725	645,500	645,500	645,500	652,560	677,600
Operations	468,819	485,750	485,750	499,570	547,800	497,350
Debt Service	0	0	0	0	0	0
CIP	253,464	272,500	272,500	272,500	169,400	210,000
Transfers	0	<u>132,275</u>	<u>132,275</u>	<u>132,275</u>	<u>171,755</u>	<u>73,630</u>
Wastewater Department - TOTAL:	<u>1,333,008</u>	<u>1,536,025</u>	<u>1,536,025</u>	<u>1,549,845</u>	<u>1,541,515</u>	<u>1,458,580</u>
ENTERPRISE FUND TOTAL						
Personnel	1,093,053	1,171,200	1,171,200	1,171,200	1,151,660	1,221,200
Operations	824,821	855,050	855,050	898,340	1,076,620	885,840
Debt Service	0	0	0	56,751	56,751	280,000
CIP	465,219	387,500	387,500	387,500	4,403,100	520,600
Transfers Out - Enterprise Fund	0	<u>264,550</u>	<u>264,550</u>	<u>265,550</u>	<u>343,510</u>	<u>147,260</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,383,092</u>	<u>2,678,300</u>	<u>2,678,300</u>	<u>2,779,341</u>	<u>7,031,641</u>	<u>3,054,900</u>

Town of Altavista
Fund Expenditure Totals
FY2016 PROPOSED BUDGET

	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2015</u>	<u>FY2015</u>	<u>FY2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
State/Hwy Reimbursement Fund (Fund 20)						
Operations	592,636	435,000	435,000	435,000	435,000	451,000
CIP	0	150,000	150,000	150,000	150,000	168,000
State/Hwy Water Department - TOTAL:	592,636	585,000	585,000	585,000	585,000	619,000
Cemetery Fund - (Fund 90)						
Personnel	14,869	13,080	13,080	13,080	13,080	13,280
Operations	17,589	18,000	18,000	18,000	19,800	18,000
Transfer Out - Cemetery Reserve	22,046	25,000	25,000	25,000	25,000	25,000
CIP	0	0	0	0	0	21,000
Cemetery Fund - TOTAL:	54,504	56,080	56,080	56,080	57,880	77,280

Town of Altavista
Fund Expenditure Totals
FY2016 PROPOSED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 PROPOSED</u>
ALL FUNDS TOTAL						
Personnel	2,916,652	3,178,572	3,178,580	3,182,580	3,009,940	3,263,380
Operations	2,445,220	2,504,752	2,523,770	2,576,240	2,719,980	2,561,330
Debt Service	56,572	0	0	56,751	56,751	280,000
CIP	932,243	1,577,230	750,000	750,000	4,763,370	1,272,700
Transfer Out - General Fund Reserve	0	411,280	588,500	575,320	840,450	478,600
Transfer Out - General Fund Reserve (Fire Dept.)	0	65,000	65,000	65,000	65,000	65,000
Transfer Out - Cemetery Reserve	22,046	25,000	25,000	25,000	25,000	25,000
Transfer Out - Enterprise Fund Reserve	0	264,550	264,550	265,550	343,510	147,260
ALL FUNDS - GRAND TOTAL:	<u>6,372,733</u>	<u>8,026,384</u>	<u>7,395,400</u>	<u>7,496,441</u>	<u>11,824,001</u>	<u>8,093,270</u>

PROPOSED TAX RATE – TOWN OF ALTAVISTA

2015 REAL & PERSONAL PROPERTY

In the matter of regulating and fixing tax levies for the Town of Altavista in order to meet expenses, and proposed expenditures for the fiscal year ending June 30, 2016:

BE IT ORDAINED BY the Council of the Town of Altavista that the 2015 tax levy on all taxable real estate located in the town shall be a tax of sixteen cents (\$0.16) on every One Hundred Dollars (\$100.00) of value of said real estate, the levy hereby ordered being also applicable to the real estate of public service corporations, based upon the assessment thereof fixed by the State Corporation Commission, and duly certified; on all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2015 (or taxable by said Town as provided in Virginia Code section 58.1-3511) there shall be levied for the year 2015 a tax of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value, the levy hereby ordered being also applicable to the tangible personal property of public service corporations, based upon the assessment thereof fixed by the State Corporation Commission and duly certified.

On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a Tax on the net capital of the bank set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

On all taxes, levied by this ordinance not paid on or before December 5, 2015, a ten percent (10%) penalty shall be imposed. On all taxes, levied by this Ordinance, not paid before January 1, 2016, interest at ten percent (10%) annual rate will be added.

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2015

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2015, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 65% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 65% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

Town of Altavista
CIP Funding Sources
FY 2016 Proposed Budget

CIP FUNDING SOURCES FOR FY2016							
Item or Project	General Fund	Enterprise Fund	Highway Fund	CIP Reserves	Grants	Other	Description
Upgrade Microsoft Office from 2007 to 2013	\$ 10,000.00						
Restoration of Brick Kitchen (Avoca)	\$ 25,000.00						
Replace 1 Police car (PD)	\$ 36,000.00						
Replace 17 hand-held radios (PD)	\$ 16,150.00						
Replace 6 tasers (PD)	\$ 6,800.00						
Renovation to upstairs of old Firehouse (PD)	\$ 9,000.00						
Sidewalk, curb and gutter (PW)			\$ 93,000.00				
Replace 1998 leaf vacuum (PW)	\$ 26,000.00						
Replace refuse truck (PW)	\$ 116,000.00			\$ 184,000.00			General Fund Cemetery
Purchase Mini excavator (PW)		\$ 21,000.00				\$ 21,000.00	
Replace 1988 walk-behind pavement saw (PW)		\$ 7,500.00					
Construct pole building for deicing salt (PW)			\$ 75,000.00				
Replace 1999 dump truck (PW)	\$ 41,000.00						Designate in reserves
Replace Christmas decorations and lights (PW)	\$ 18,000.00						
Purchase 2 bus shelters (Trans)	\$ 2,400.00				\$ 9,600.00		
Replace 15 passenger bus (Trans)	\$ 12,630.00				\$ 50,520.00		
Replace Autoclave for main lab (WWTP)		\$ 15,000.00					
Replace 100hp blowers (WWTP)		\$ 40,000.00					
Replace polyblend mixer (WWTP)		\$ 15,000.00					
Replace clarifier #3 gear box (WWTP)		\$ 35,000.00					
Replace Biochemical Oxygen Demand Incubator		\$ 9,000.00					
Replace polymer pumps for press (WWTP)		\$ 15,000.00					
Replace press hydraulic ram (WWTP)		\$ 9,000.00					
Replace 60hp digester blower (WWTP)		\$ 15,000.00					
Replace 40hp pump and motors (WWTP)		\$ 24,500.00					
Replace feed pump for press (WWTP)		\$ 22,000.00					
Tank maintenance and repair (WTP)		\$ 98,600.00		\$ 100,000.00			Enterprise Fund
Replace (2) backwash valves (WTP)		\$ 17,000.00					
Replace backwash control panel		\$ 20,000.00					
Replace water actuator valves for filters (WTP)		\$ 30,000.00					
Replace Staunton River raw water pump (WTP)		\$ 27,000.00					
TOTAL	\$ 318,980.00	\$ 420,600.00	\$ 168,000.00	\$ 284,000.00	\$ 60,120.00	\$ 21,000.00	\$ 1,272,700.00
Percent Per Funding Source	25%	33%	13%	22%	5%	2%	100%

Town of Altavista Capital Improvements Program FY 2016-2020

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Administration	Upgrade Microsoft Office from 2007 to 2013	\$ 10,000.00					\$ 10,000.00
Administration	Replace phone system with IP system		\$ 30,000.00				\$ 30,000.00
Administration	Upgrade Small Business Server and Licenses				\$ 8,500.00		\$ 8,500.00
Administration	Replace Gov't System Server with ASP					\$ 55,000.00	\$ 55,000.00
TOTAL		\$ 10,000.00	\$ 30,000.00	\$ -	\$ 8,500.00	\$ 55,000.00	\$ 103,500.00

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Avoca	Restoration of exterior brick/mortar- kitchen	\$ 25,000.00					\$ 25,000.00
Avoca	Restoration of lime plaster in brick kitchen		\$ 33,500.00				\$ 33,500.00
Avoca	Remove tree & grind stump in front yard				\$ 7,000.00		\$ 7,000.00
Avoca	Replace dairy house roof					\$ 7,000.00	\$ 7,000.00
TOTAL		\$ 25,000.00	\$ 33,500.00	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 72,500.00

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Economic Development	Installation of wireless access points		\$ 55,000.00				\$ 55,000.00
Economic Development	Develop Welcome Center				\$ 300,000.00		\$ 300,000.00
TOTAL		\$ -	\$ 55,000.00	\$ -	\$ 300,000.00	\$ -	\$ 355,000.00

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Police	Replacement of patrol vehicles	\$ 36,000.00	\$ 39,600.00	\$ 43,500.00	\$ 47,900.00	\$ 52,700.00	\$ 219,700.00
Police	Replace 17 Mororola Hand-held radios	\$ 16,150.00					\$ 16,150.00
Police	Replace 6 Taser X26 with 6 X26P models	\$ 6,800.00					\$ 6,800.00
Police	Relocation of some operations to Upstairs of FD	\$ 9,000.00					\$ 9,000.00
Police	Replace (6) video cameras with wireless digital		\$ 40,000.00				\$ 40,000.00
Police	Replace 10 Motorola mobile radios w/ XG-25M		\$ 27,000.00				\$ 27,000.00
Police	Repalce 15 lap top computers					\$ 17,500.00	\$ 17,500.00
TOTAL		\$ 67,950.00	\$ 106,600.00	\$ 43,500.00	\$ 47,900.00	\$ 70,200.00	\$ 336,150.00

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Public Works	Sidewalk, curb & gutter and drainage	\$ 93,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 693,000.00
Public Works	Replace 1998 vacuum leaf vacuum	\$ 26,000.00					\$ 26,000.00
Public Works	Replace garbage truck	\$ 300,000.00					\$ 300,000.00
Public Works	Purchase Mini-excavator	\$ 42,000.00					\$ 42,000.00
Public Works	Replace 1988 walk-behind pavement saw	\$ 7,500.00					\$ 7,500.00
Public Works	Replace Christmas decorations and lights	\$ 18,000.00					\$ 18,000.00
Public Works	Replace 1986 asphalt roller		\$ 46,000.00				\$ 46,000.00
Public Works	Replace 1997 Ford dump truck		\$ 125,000.00				\$ 125,000.00
Public Works	Replace 2000 1/2 ton pickup with flatbed truck		\$ 55,000.00				\$ 55,000.00
Public Works	Construct pole building for road deicing salt	\$ 75,000.00	\$ 75,000.00				\$ 150,000.00
Public Works	Replace 2001 3/4 ton 4x4 pick up		\$ 28,000.00				\$ 28,000.00
Public Works	Replace 1999 Dump Truck	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00			\$ 123,000.00
Public Works	Replace 1986 2150 tractor/mower			\$ 40,000.00			\$ 40,000.00
Public Works	Replace motor grader with newer used model			\$ 50,000.00			\$ 50,000.00
Public Works	Replace 2004 1/2 Ton Pick up				\$ 30,000.00		\$ 30,000.00
Public Works	Replace 2004 Street Sweeper		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00		\$ 120,000.00
Public Works	Replace 1986 850 tractor/mower					\$ 45,000.00	\$ 45,000.00
TOTAL		\$ 602,500.00	\$ 560,000.00	\$ 321,000.00	\$ 220,000.00	\$ 195,000.00	\$ 1,898,500.00

Town of Altavista Capital Improvements Program FY 2016-2020

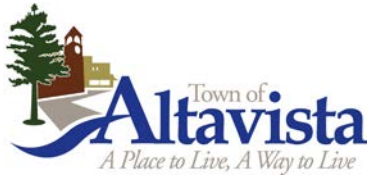
Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Transportation	Purchase 2 bus shelters and benches	\$ 12,000.00	\$ 13,500.00				\$ 25,500.00
Transportation	Purchase computer and monitor for Trans Admin						\$ -
Transportation	Camera Monitoring System						\$ -
Transportation	Replacement bus	\$ 63,150.00	\$ 65,200.00			\$ 74,700.00	\$ 203,050.00
TOTAL		\$ 75,150.00	\$ 78,700.00	\$ -	\$ -	\$ 74,700.00	\$ 228,550.00

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Wastewater	Replace autoclave for main lab	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace 2 100hp blowers	\$ 40,000.00		\$ 15,000.00		\$ 15,000.00	\$ 70,000.00
Wastewater	Replace polyblend mixer for press system	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace clarifier #3 gear box	\$ 35,000.00					\$ 35,000.00
Wastewater	Replace Biochemical Oxy. Demand (BOD) Incubator	\$ 9,000.00					\$ 9,000.00
Wastewater	Replace polymer pumps for press system	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace press hydraulic ram	\$ 9,000.00					\$ 9,000.00
Wastewater	Replace 60hp digester blower	\$ 15,000.00		\$ 15,000.00		\$ 17,000.00	\$ 47,000.00
Wastewater	Replace 40hp pumps and motors at pump stations	\$ 24,500.00	\$ 25,500.00	\$ 26,500.00	\$ 27,500.00	\$ 27,500.00	\$ 131,500.00
Wastewater	Replace feed pump for press system	\$ 22,000.00		\$ 22,000.00		\$ 23,000.00	\$ 67,000.00
Wastewater	Repair concrete walls at Riverview & Main Stat.		\$ 42,000.00				\$ 42,000.00
Wastewater	Repair/replace worn & damage asphalt		\$ 30,000.00	\$ 30,000.00			\$ 60,000.00
Wastewater	Replace Magnetic Flow Meter- Main Pump Station		\$ 35,000.00				\$ 35,000.00
Wastewater	Replace Air Compressor Solids Handling				\$ 10,000.00		\$ 10,000.00
Wastewater	New 80-foot Clarifier					\$ 450,000.00	\$ 450,000.00
TOTAL		\$ 199,500.00	\$ 132,500.00	\$ 108,500.00	\$ 37,500.00	\$ 532,500.00	\$ 1,010,500.00

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Water	Tank maintenance and repair	\$ 198,600.00	\$ 198,600.00	\$ 198,600.00	\$ 198,600.00	\$ 38,300.00	\$ 832,700.00
Water	Replace 2 backwash valves	\$ 17,000.00					\$ 17,000.00
Water	Replace backwash control panel	\$ 20,000.00					\$ 20,000.00
Water	Replace water actuator valves- filters 1-5	\$ 30,000.00					\$ 30,000.00
Water	Replace Staunton River raw water pumps	\$ 27,000.00				\$ 29,000.00	\$ 56,000.00
Water	Replace 12 turbidity meters filters 1-5...		\$ 65,000.00				\$ 65,000.00
Water	Install manual transfer switches		\$ 45,000.00				\$ 45,000.00
Water	Replace chemical pump		\$ 13,000.00		\$ 15,000.00		\$ 28,000.00
Water	Remove sedimentation from Reed Creek intake					\$ 46,000.00	\$ 46,000.00
TOTAL		\$ 292,600.00	\$ 321,600.00	\$ 198,600.00	\$ 213,600.00	\$ 113,300.00	\$ 1,139,700.00

Total for individual years FY2016-2020	\$ 1,272,700.00	\$ 1,317,900.00	\$ 671,600.00	\$ 834,500.00	\$ 1,047,700.00	\$ 5,144,400.00
Total Unfunded FY2017-2020						\$ 3,871,700.00

Annual Percentage of 2016-2020 CIP	24.74%	25.62%	13.05%	16.22%	20.37%	100%
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**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

Date: April 10, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: ACTS Title VI update

Background and discussion

Per the attached information supplied by Dan Witt, Assistant Town Manager, the ACTS Title VI Implementation Plan is required to be updated every three years. The document is attached and has been reviewed by John Eller, Town Attorney.

Staff will be seeking approval of this document with the adoption of a resolution with the language as outlined in Mr. Witt's memorandum.

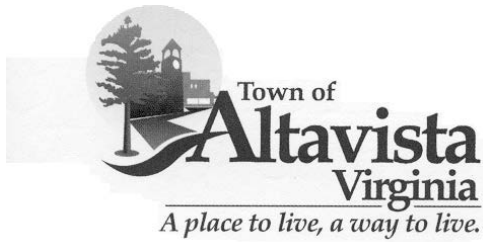
Recommendation

Adopt a resolution as described.

Action(s) requested or suggested motion:

Adopt a resolution updating ACTS Title VI Implementation Plan 2015-2018.

Attachments: Memorandum (D. Witt); ACTS Title VI Implementation Plan 2015-2018



MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager
Date: April 14, 2015
Re: ACTS Title VI Program

Every 3 years the Department of Rail and Public Transportation (DRPT) requires an update of the Title VI document to bring it in compliance with the Federal Transit Authority's (FTA) guidelines. DRPT provides a template, which staff has completed and passed on to Mr. Eller for review, which he did and has determined to be appropriate.

DRPT requires adoption of this document by the elected body in the form of a resolution containing the following language:

The Altavista Town Council hereby acknowledges the receipt of the ACTS Title VI Implementation Plan 2015-2018. Council has reviewed and approves the Plan. Council is committed to ensuring that no person is excluded from participation in, or denied the benefits of ACTS's transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.

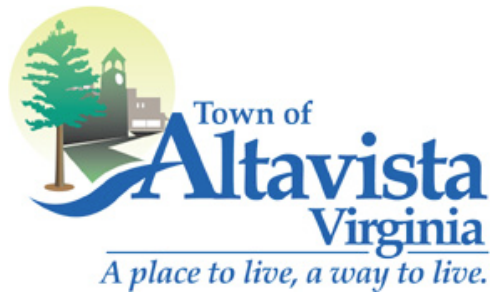
Mayor, Town of Altavista

DATE

Town of Altavista, Altavista Community Transit System

The entire document is attached to this memo.

Title VI Plan and Procedures
Title VI of the Civil Rights Act of 1964
Altavista Community Transit System (ACTS)



Adopted date
April 14, 2015

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APPENDICES

- A Title VI Notice to the Public; List of Locations
- B Title VI Complaint Form
- C Investigations, Lawsuits and Complaints Document
- D Summary of Outreach Efforts
- E Table – Minority Representation on Committees by Race

I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how ACTS incorporates nondiscrimination policies and practices in providing services to the public. ACTS's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. OVERVIEW OF SERVICES

The Altavista Community Transit System has operated a fixed deviated route bus system within the limits of the Town of Altavista since January 2011. The 16 mile route is completed hourly and has the ability to service any citizen by regular route or deviation, living within the Town limits. While riders totaled 10,919 in calendar year 2011, the total grew by 2014 to 23,511 and the trend for 2015 continues to show an increase in ridership. In the summer of 2014, based on the Transportation Development Plan, summer hours were implemented which increased service 12 hours per week. Bus shelters are in the 2015 CIP to provide customers a place to wait for the bus that is out of the weather.

ACTS is staffed by an Administrator, who is the Assistant Town Manager, 5 part-time bus drivers and a mechanic, who also services all the equipment and vehicles for the Town. ACTS mission is to provide reliable and courteous service to all of its customers. Currently those customers are citizens of the Town of Altavista and ACTS is fulfilling its mission.

III. POLICY STATEMENT AND AUTHORITIES

Title VI Policy Statement

ACTS is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The ACTS Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

Signature of Authorizing Official

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

IV. NONDISCRIMINATION ASSURANCES TO DRPT

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, **ACTS** submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, **ACTS** confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

V. PLAN APPROVAL DOCUMENT

The Altavista Town Council hereby acknowledges the receipt of the **ACTS** Title VI Implementation Plan 2015-2018. Council has reviewed and approves the Plan. Council is committed to ensuring that no person is excluded from participation in, or denied the benefits of **ACTS's** transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.

Mayor, Town of Altavista

DATE

Town of Altavista, Altavista Community Transit System

NOTE: **Provide here a copy of meeting minutes, resolution, or other appropriate documentation showing that the board of directors or appropriate governing entity of official(s) responsible for policy decisions has reviewed and approved the Title VI Program.**

VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The *ACTS's Title VI Manager, Dan Witt, Assistant Town Manager* is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. In the absence of the primary Title VI Manager, Waverly Coggsdale, Town Manager becomes the responsible person. The specific areas of responsibility have been delineated below for purposes of clarity.

Overall Organization for Title VI

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI responsibilities of the agency

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

1. Data collection

To ensure that Title VI reporting requirements are met, *ACTS* will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

2. Annual Report and Updates

As a sub-recipient of FTA funds, *ACTS* is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. *ACTS* will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- Procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

3. Annual review of Title VI program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of information related to the Title VI program

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

5. Resolution of complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. *ACTS* will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT.

6. Written policies and procedures

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

7. Internal education

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

Title VI training is the responsibility of *Dan Witt, Assistant Town Manager*.

8. Title VI clauses in contracts

In all federal procurements requiring a written contract or Purchase Order (PO), *ACTS*’s contract/PO will include appropriate non-discrimination clauses. The Title VI Manager, *Dan Witt, Assistant Town Manager* is responsible for procurement contracts and PO’s to ensure appropriate non-discrimination clauses are included.

VII. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, ACTS shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

Locations: Title VI Displayed

- In each of the buses
- In lobby of Town Hall
- On the Town's Web Site: www.altavistava.gov
- ACTS Flyer

Title VI Complaint Procedures

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Any individual may exercise his or her right to file a complaint with **ACTS** if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

ACTS includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B. For additional information on ACTS's nondiscrimination policies and procedures, or to file a complaint, please visit the website at www.altavistava.gov or contact Dan Witt, Assistant Town Manager, 510 7th Street, Altavista, VA 24517 or call at 434-369-5001.

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within **ACTS's** brochure.

Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits are filed against **ACTS** the agency will follow these procedures:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - the complainant's name, address, and contact information
 - (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
 - d. The complaint shall be submitted to the **ACTS** Title VI Manager at 510 7th St., Altavista, VA 24517 or email at dnwitt@altavistava.gov.
 - e. Complaints received by any other employee of **ACTS** will be immediately forwarded to the Title VI Manager.

- f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the Title VI Manager will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify DRPT (no later than 3 business days from receipt)
 - b. notify the ***Town Manager and Town Council***
 - c. ensure that the complaint is entered in the complaint database
3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Town Council, DRPT, and, if appropriate, ***ACTS's*** legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.

14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by *ACTS*. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT every three years and information shall be provided to DRPT quarterly and annually.

Public Outreach and Involvement

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that *ACTS* utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

ACTS established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

ACTS will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

ACTS Public Participation Plan may include:

- a. Determining and identifying what meetings and program activities lend themselves to client public participation.
- b. Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- c. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- e. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations.
- f. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- g. Developing as part of a marketing plan methods to reach minority and/or LEP populations.

LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by *ACTS* is based on FTA guidelines.

As required, **ACTS** developed a written LEP Plan (below). Using 2010 and American Community Survey (ACS) Census data, **ACTS** has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2006-2010)

Data from the U.S. Census Bureau’s American Community Survey (ACS) were obtained through www.census.gov by ACTS’s service area. The agency’s service area includes a total of 3,450 and .3% persons with Limited English Proficiency (those persons who indicated that they spoke English “not well,” and “not at all” in the 2006-2010 ACS Census).

Information from the 2006-2010 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

Language Use and English-Speaking Ability for the Population by County and City										
	Total Pop. 5yrs+	Speak English at Home	Speak non-English at Home							
			Total Pop. Non-English	Percent Non- English	# of Pop. Not Well/ Not at All	% of Pop. Not Well/ Not at All	English Ability- Very Well	English Ability- Well	English Ability- Not Well	English Ability- Not at All
Campbell County	51,223	50,007	1,216	2.4%	134	0.3%	740	342	134	-

[Note: if any of these categories represents over 5% or 1,000 persons whichever is less, you should explore the individual languages in the category to determine whether any specific language meets this threshold]

It is noted that there are a relatively low number of LEP persons in the service area - no language is spoken by over 5% of the total population or a total of 1,000 persons in the LEP population. Less than 3% of the Campbell County Population is Non-English and only.3% (134 of 51,223) don't speak English well or not at all.

Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

ACTS reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through one or more of the following channels:

- Contact with transit vehicle operators; **None**
- Calls to ACTS's customer service telephone line; **None**
- Visits to the agency's headquarters; **None**
- Access to the agency's website; Agency does not have a non- English web page.

There was no contact with LEP individuals by our vehicle operators, the Town's customer service telephone line or in person at Town Hall. While there is a population of Spanish speaking persons living within the ACTS service area, these persons can adequately communicate in English to persons contacted who are associated with the ACTS bus service.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

ACTS provides the following programs, activities and services:

ACTS currently provides service to **all** citizens within our service area.

ACTS has no past experience serving and communicating with LEP persons.

The following are the most critical services provided by ACTS for all customers, including LEP persons.

- Safety and security awareness instructions
- Public transit services

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs

The following language assistance measures currently being provided by ACTS: **None**

We anticipate that these activities and costs will increase as follows. **N/A**

Based on the analysis of demographic data and contact with community organizations and LEP persons, ACTS has determined that no additional services are needed to provide meaningful access to ACTS.

The available budget that could be currently be devoted to additional language assistance expenses is ***\$0***. *This amount is likely to change only if there is a significant increase in the LEP population or the need arises over time.*

ACTS will not request the additional grant funding for language assistance and at this time additional language assistance services are not required or needed.

Feasible and Appropriate Language Assistance Measures

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time:

- None at this time

LEP Implementation Plan

Through the four-factor analysis, ACTS has determined that no language assistance services are required, needed, or feasible at this time.

Staff Access to Language Assistance Services

Agency staff have not encountered LEP persons in the 4+ years of service so staff access to language assistance services is not needed at this time.

Responding to LEP Callers

Office staff who answer calls from the public respond to LEP customers as follows: No LEP persons have contacted staff via phone calls since the inception of ACTS.

Responding to Written Communications from LEP Persons

The following procedures are followed when responding to written communications from LEP persons: No LEP persons have contacted staff via written communications since the inception of ACTS.

Responding to LEP Individuals in Person

The following procedures are followed when an LEP person visits our customer service and administrative office: No LEP persons have contacted staff at the administrative office for any inquiries related to ACTS since the inception of ACTS.

The following procedures are followed by operators when an LEP person has a question on board an ACTS vehicle: No LEP persons have utilized the services provided by ACTS. While persons who speak Spanish have been customers, these persons were able to communicate to the drivers in English.

Staff Training

Until such need arises, ACTS staff will not receive training as language assistance services have been determined to not be necessary or feasible at this time. The need for such training and referral resources will be reviewed annually.

If required or deemed necessary all new hires would receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

Providing Notice to LEP Persons

If LEP persons are identified they would be notified of the availability of language assistance through the following approaches:

- ***Through signs to be posted on our vehicles and in our customer service and administrative offices.***

LEP persons will also be included in all community outreach efforts related to service and fare changes.

Monitoring/updating the plan

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, ACTS will solicit feedback on the effectiveness of language assistance provided any unmet needs are identified. In addition, we will conduct periodic reviews to determine if language assistance is needed and determine changes to LEP needs.

In preparing the triennial update of this plan, *ACTS* will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers."

MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program."

ACTS has transit-related, non-elected advisory board, the membership of which is appointed by the Altavista Town Council. This advisory board meets to discuss policies and procedures in the operations of the ACTS bus system. The board most recently participated in the development of the ACTS Transportation Development Plan. Vacancies for positions on the board are recommended to Council by the board chairman, but are also posted on the bus, and advertised on the Town's government informational channel.

VIII. REQUIREMENTS OF TRANSIT PROVIDERS

Requirements and Guidelines for Fixed Route Transit Providers

The requirements apply to all providers of fixed route public transportation (also referred to as transit providers) that receive Federal financial assistance, inclusive of States, local and regional entities, and public and private entities.

Transit providers that are sub-recipients will submit the information to their primary recipient (the entity from whom they directly receive transit funds) every three years on a schedule determined by the primary recipient. The requirements are scaled based on the size of the fixed route transit provider.

ACTS is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low income populations and the overall population. *ACTS* has reviewed its services and policies to ensure that those services and benefits are provided in an equitable manner to all persons.

Service Standards

The agency has set standards and policies that address how services are distributed across the transit system service area to ensure that the distribution affords users equitable access to these services. As shown in the following map, the agency's routes provide either direct service or deviated route service to all citizens within the service area.

The following system-wide service standards are used to guard against service design or operations decisions from having disparate impacts.

All of *ACTS's* services meet the agency's established standards; thus it is judged that services are provided equitably to all persons in the service area, regardless of race, color or national origin.

- **Vehicle load** -Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle at its maximum load point. The standard for maximum vehicle load is 15, all of *ACTS's* services meet this standards
- **Vehicle headway** -Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given route. A shorter headway corresponds to more frequent service. The standard for vehicle headways is an hourly route and all of *ACTS's* services routinely meet this standards
- **On-time performance** -On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time." The standard for on-time performance is within 15 minutes after the scheduled time, all of *ACTS's* services meet this standards
- **Service availability** - Service availability is a general measure of the distribution of routes within a transit provider's service area or the span of service. The standard for service availability is deviation for any citizen in town, all of *ACTS's* services meet this standard.



Service and Operating Policies

The ACTS's service and operating policies also ensure that operational practices do not result in discrimination on the basis of race, color, or national origin.

- Distribution and Siting of Transit Amenities** -Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. ACTS has a policy to ensure the equitable distribution of transit amenities across the system. This policy applies to seating (i.e., benches, seats), bus shelters and canopies, (c) provision of information, Intelligent Transportation Systems (ITS), waste receptacles (including trash and recycling). Passenger amenities are sited based on availability of

space for amenities, safety of the passengers, number of passengers utilizing ACTS services at a given stop, and requests from passengers.

- **Vehicle assignment** – ACTS currently operates a single fixed deviated route and vehicles are switched out every 3,000 miles. Vehicle assignment, which is not necessary for ACTS, refers to the process by which transit vehicles are placed into service and on routes throughout the system. ACTS assigns vehicles with the goal of providing equitable benefits to minority and low income populations. Vehicles are assigned with regard to service type (fixed-route, demand-response, or a hybrid type) and ridership demand patterns (routes with greater numbers of passengers need vehicles with larger capacities). For each type of assignment, newer vehicles are rotated to ensure that no single route or service always has the same vehicle. The Daniel Witt reviews vehicle assignments on a monthly basis to ensure that vehicles are indeed being rotated and that no single route or service always has the old or new vehicles.

ACTS has one vehicle that routinely runs the fixed deviated route and one backup vehicle that is rotated into service every 3,000 miles

Monitoring Title VI Complaints

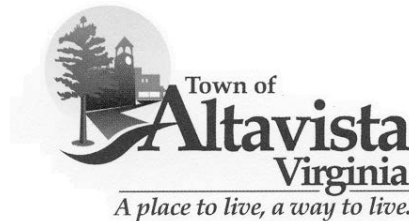
As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.

Fare and Service Changes

ACTS follows its adopted written policy for the public comment process for major service reductions and fare increases, neither of which is anticipated to occur. With each proposed service or fare change, ACTS considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. Note that ACTS fares have remained the same since January 2011. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

APPENDICES



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

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by **ACTS**, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name: Dan Witt

Title: Assistant Town Manager

Agency Name: Altavista Community Transit System

Address: 510 7th Street

Altavista VA, 24517

Telephone Number: 434-369-5001

Email address: dnwitt@altavistava.gov

Locations: Title VI Displayed

- In each of the buses
- In lobby of Town Hall
- On the Town's Web Site: www.altavistava.gov
- ACTS Flyer

Title VI Complaint Form

Town of Altavista

Altavista Community Transit System

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____	
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date
Please submit this form in person at the address below, or mail this form to:

Altavista Town Hall
Att. Daniel Witt
510 7th Street
Altavista, VA 24517

ACTS LOG

List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

List of Investigations, Lawsuits and Complaints

LANGUAGE ASSISTANCE MONITORING CHECKLIST

Periodic monitoring of language assistance measures that have been implemented can help an agency determine if assistance is being provided competently and effectively. Agencies can use the following checklist to monitor their services. Actual monitoring should be tailored to what services the agency has implemented. Depending on the language assistance provided, the following questions could be answered by periodic monitoring:

Stations

- ___ Are translated instructions on how to make fare payments available?
- ___ Are translated schedules, route maps, or information on how to use the system available?
- ___ Has the information been placed in a visible location?
- ___ How many units of the material have been distributed?
- ___ If such information is available, are station managers aware that they have this information?
- ___ Are announcements audible?
- ___ Are any announcements, such as security awareness announcements, made in languages other than English?
- ___ Does the station display information or instructions using pictographs?
- ___ Can a person who speaks limited English or another language receive assistance from a station manager when asking for directions? How is this assistance provided?

Vehicles

- ___ Are translated instructions on how to make fare payments available?
- ___ Are translated schedules, route maps, or information on how to use the system available?
- ___ Has the information been placed in a visible location?
- ___ How many units of the material have been distributed?
- ___ If such information is available, are vehicle operators aware that they have this information?
- ___ Are announcements audible?

___Are any announcements, such as security awareness announcements, made in languages other than English?

___Can a person who speaks limited English or another language receive assistance from a bus operator when asking about the destination of the vehicle? How is this assistance provided?

Customer Service

___Is the customer service telephone line equipped to handle callers speaking languages other than English?

___Can customer service representatives describe to a caller what language assistance the agency provides and how to obtain translated information or oral interpretation?

___Can a person speaking limited English or a language other than English request information from a customer service representative?

Community Outreach

___Are translators present at community meetings?

___Are translated versions of any written materials that are handed out at a meeting provided?

___Can members of the public provide oral as well as written comments?

Press/Public Relations

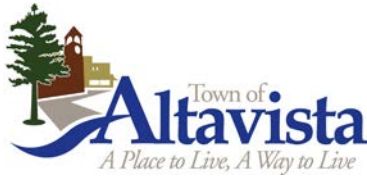
___Are meeting notices, press releases, and public service announcements translated into languages other than English?

___Does the agency website have a link to translated information on its home page?

Based on the feedback received from community members and agency employees, *ACTS* will attempt to make available written and/or oral language assistance as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and LEP groups emerge, *ACTS* will strive to address the needs for language assistance.

Committee	Black or African American	White/ Caucasian	Latino/ Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Other <i>*Note</i>	Totals
ACTS Advisory Board (CAC)	2	4	0	0	0	0	0	6
% of CAC Committee	33	67	0	0	0	0	0	100



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

Date: April 10, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: DRO/Section 86-424-1 Ordinance Amendment

Background and discussion

As you will remember, the Town Council conducted a public hearing on text ordinance amendments for the Downtown Revitalization Overlay (DRO) district, as well as ancillary design guidelines. After a follow up meeting, the Planning Commission, at the Council's request, decided to revisit the issue based on the input that had been received. At this point, the Planning Commission is submitting their recommendation regarding "voluntary" use of the design guidelines.

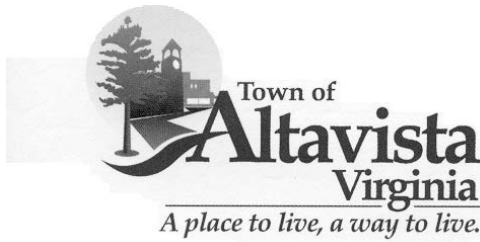
Recommendation

Planning Commission: Adopt the amended ordinance language.

Action(s) requested or suggested motion:

Per discussion.

Attachments: Memorandum regarding Planning Commission Recommendation; Ancillary Design Guidelines document



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager

Date: April 7, 2015

Re: Planning Commission Recommendation

At their April 6, 2015 meeting the Planning Commissioners discussed amending Division 9 DRO (Downtown Revitalization Overlay District) of the Town Code. With the new direction from the Town Council to make the Design Guidelines optional the Commissioners scrapped the rewritten DRO ordinance and voted to change only one section of the current ordinance that was adopted in 2007 and amended in 2011.

The recommendation to Town Council is to add a new section 86-424-1 Architectural treatment: Voluntary Design Assistance

The Town of Altavista Downtown Revitalization Overlay District Design Guidelines are available to assist in the maintenance, restoration, and rehabilitation of exterior architectural features. While not required, voluntary application of the methods and principles put forth in that document are recommended and encouraged.

The second recommendation was to adopt the Design Guide Lines as an ancillary document to assist property and business owners within the DRO. All references to this document as a requirement have been removed.

Because the documents recommended to Town Council are less restrictive than those presented at the PC and TC public hearings additional public hearings are not necessary.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Old Business- Item # 8

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: DRO Ordinance & Guidelines

Meeting Date: April 6, 2015

Action Needed: Motions to recommend adoption of the ordinance and ancillary design guidelines to Town Council. (N/A: Information only)

Subject Overview

At the February Town Council meeting, Chairman Barbee withdrew the Planning Commission's recommendation for adopting the updated DRO Ordinance and Ancillary Design Guidelines. At the March 2nd meeting the Commissioners determined that none of the previously recommended changes to the existing DRO ordinance be adopted and that a provision be added to the existing DRO ordinance specifying that the guidelines are voluntary. Accordingly, the ancillary guidelines would be amended to remove language specifying required compliance.

Mr. Barbee has edited the Design Guidelines document to remove all mandatory provisions and the chapter establishing a Design Review Board, which will be discussed in greater detail at the April 6th meeting.

Staff Recommendations, if applicable

Staff is recommending that the amended ordinance read:

Section 86-424-1 *The Town of Altavista Downtown Revitalization Overlay District Design Guidelines are available to assist in the maintenance, restoration, and rehabilitation of exterior architectural features. While not required, voluntary application of the methods and principles put forth in that document are recommended and encouraged.*

Suggested / Required Action or Suggested Motion(s)

I recommend that a new Section 86-424-1 be added and read *The Town of Altavista Downtown Revitalization Overlay District Design Guidelines are available to assist in the maintenance, restoration, and rehabilitation of exterior architectural features. While not required, voluntary application of the methods and principles put forth in that document are recommended and encouraged.*

I recommend adoption of the edited version of the Design Guide Lines as an ancillary document to assist property and business owners within the DRO.

Design Guidelines – Downtown Revitalization Overlay District (DR-O) Town of Altavista, Virginia



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Acknowledgements

2009 ADOPTION

REHABILITATION BOARD MEMBERS

William Ferguson

Sang-il Lee

Linda Williams

ALTAVISTA TOWN COUNCIL

Rudy Burgess, Mayor

Ronald Coleman, Vice Mayor

Beverley Dalton

William Ferguson

Jim Higginbotham

Mike Mattox

Rayetta Webb

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Waverly Coggsdale, III, Town Manager

Dan Witt, Assistant Town Manager

Josephine Kelley, Executive Director, Altavista on Track

PROJECT CONSULTANTS



Region 2000 Local Government Council

2015 UPDATE

ALTAVISTA PLANNING COMMISSION

Jerry Barbee, Chairman

Tim George

John Jordan

Laney Thompson

John Woodson

ALTAVISTA TOWN COUNCIL

Mike Mattox, Mayor

Beverley Dalton, Vice Mayor

Charles Edwards

Tracy Emerson

William Ferguson

Tim George

Jim Higginbotham

TOWN OF ALTAVISTA PROJECT STAFF

Waverly Coggsdale, III, Town Manager

Dan Witt, Assistant Town Manager



FRAZIER ASSOCIATES

ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING

Prepared by Frazier Associates for the Town of Altavista, September, 2009. Updated July, 2010. Updated & Reformatted 14 July 2014.

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1. Introduction

Why These Guidelines?

These guidelines were written as part of a 2009-2011 Community Development Block Grant (CDBG) funded through the United States Department of Housing and Urban Development and administered by the Commonwealth of Virginia in conjunction with local governments. They were updated by the Altavista Planning Commission in 2014 and 2015. The goal of this grant was to help in the rehabilitation of privately owned buildings as part of an overall community revitalization strategy.

These guidelines are strictly voluntary but highly recommended. They were developed as a resource for building owners, both for cyclical maintenance and for appropriate changes to downtown commercial and mixed-use buildings. They are based on The Secretary of the Interior's Standards for Rehabilitation, covered in more detail later in this chapter.

The goal of any set of guidelines is to provide guidance to building owners to ensure that the overall character of the downtown is maintained. Guidelines are not just about preserving historic elements and buildings.

These guidelines are about making sure that changes - maintenance projects, major rehabilitation projects, and new buildings - fit in with the character of the downtown and contribute to the consistent use of materials and scale. Furthermore, those who choose to follow these guidelines will help protect

property
values
and aid
in



economic development of the central business district.

While not all downtown buildings will be considered to contribute to the Downtown National Historic District (and the Downtown Revitalization Overlay District) all buildings do contribute to the character of Altavista's unique intact downtown.

The first chapter of these guidelines looks at the general methodology of local preservation and the universally accepted standards by which appropriate rehabilitation projects are measured. Financial incentives at the federal, state and local levels are also discussed.

In Chapter 2, there is a discussion of the history and development of the town so that the character of downtown can be placed in the context of Altavista's origins and growth.

In Chapter 3, individual buildings are the focus. Prior to the CDBG funding, as a Virginia Main Street (VMS) community, Altavista has had access to funds for VMS Design Assistance. A

number of buildings that have been recipients of drawings to aid in the restoration of their storefronts are pictured in this section as examples of appropriate changes.

The “before” images of these buildings exhibit many conditions that are common to downtown buildings. The renderings and “after” images show the impact of these improvements.

Common concerns such as the payback on the replacement of historic windows, and lead and asbestos issues are also covered in this chapter.

Chapter 4 describes the actual design guidelines in detail relating to exterior work on buildings.

The Appendices include the National Main Street Storefront Guidelines Keeping Up Appearances which are a valuable resource for any building owner. They are written based on The Secretary of the Interior’s Standards for Rehabilitation listed in Chapter 1.

These guidelines are designed to both assist you in the improvement of the appearance of your building and to help ensure that the money you spend doing so will contribute to the longevity of the building.

Preservation in Altavista

As towns such as Altavista develop through time, each generation leaves its physical imprint on the community. The results are represented by various architectural styles, building types, street patterns and open spaces. Individual buildings, neighborhoods and commercial areas become more distinctive and treasured as they

survive subsequent eras of development. The



Figure 2- A contractor and architect consult to select proper mortar for masonry repair on a downtown building

Town of Altavista has over 100 years of history that is celebrated by the buildings of the downtown area.

To preserve the Town’s architectural heritage, it is crucial to first identify the historic resources through a building-by-building survey. Based on the results of the survey the community can then take steps to recognize the architectural, historic and cultural significance of the commercial area. Such a survey was completed in May 2014.

The next step in the preservation of Altavista’s commercial district was to conduct further research and documentation. The result of this was the preparation of a nomination for the listing of the district on the Virginia Landmarks Register and National Register of Historic Places.

Owners of buildings in the listed historic district may qualify for the state and federal rehabilitation tax credits discussed later in this chapter. These programs can provide tax

credits of up to 45% of approved rehabilitation costs and are often instrumental in the reinvestment of historic downtowns. It is important to note that listing on these registers, however, provides no protection for the preservation of the identified buildings.

Local regulation, often referred to as a historic preservation overlay district, is the most effective way to protect the identified and designate historic buildings and sites of the district. In Altavista, this is known as the Downtown Revitalization Overlay Ordinance (DR-O). As an addition to the local zoning ordinance, this regulation in section 86-424

“Architectural treatment”, establishes the criteria for work made to the exterior appearance of all structures located within the DR-O.



Figure 3- Altavista's Downtown Revitalization Overlay (DR-O) District (boundary in yellow) encompasses approximately 50 acres between Bedford Avenue on the southwest, Franklin Ave. on the northeast, English Alley on the southeast, and Washington St. on the northwest. All buildings within the DR-O (regardless of contributing status) are subject to these Design Guidelines and the accompanying DR-O Ordinance. The area bounded by the blue dashed line comprises the Altavista State and National Historic District. Contributing resources within the historic district may be eligible for state and federal historic preservation tax credits.

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for modest change to meet new needs.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility. They are a national standard for rehabilitation and are the principles upon which the Altavista Downtown Design Guidelines (Chapter 4) and supplemental materials, including the National Main Street Center's "Keeping Up Appearances" publication (Appendix II) are based. If applying for either the state or federal historic rehabilitation tax credit program or if receiving federal grant money, adherence to these Standards is required.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Federal, State, and Local Financial Incentives

The following incentives each have different requirements for participation but all programs require adherence to The Secretary of the Interior's Standards for Rehabilitation.

Rehabilitation Tax Credits

If you are undertaking a major rehabilitation of a historic building in either a Virginia Landmark or National Register Historic District, you may be eligible for certain tax credits. These credits may be used to reduce your income tax liability dollar-for-dollar.

To be eligible for the tax credits under either the state or federal program, you must file an application with the Virginia Department of Historic Resources (VDHR) before the work begins and follow the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings found on the previous page.

VDHR reviews your entire project including proposed changes to the exterior and interior as well as the design of any additions. Qualifying project expenses under both the state and federal programs include most approved work related to the rehabilitation of the building and associated architectural, engineering, project management and developer fees. Additions and other new construction are not eligible expenses.

Both programs also require that the project be completed within two years, unless it is pre-approved as a phased project with a timeline of five years or less. If you are interested in either or both of these programs, consult your

accountant and/or attorney before you begin your project to determine if the credits may be beneficial to you.

Virginia Program

The state credit is 25% of qualifying expenses for either owner-occupied or income producing properties. For a property to qualify for the program, it must either be individually listed in the Virginia Landmarks Register, be deemed eligible for such listing, or contribute to a listed historic district.

The owner investment required to meet the state's definition of a material rehabilitation for an owner-occupied structure must be at least 25% of the assessed value of the building for local real estate tax purposes in the previous year.

For income-producing structures, an investment of at least 50% of the assessed value of the building for local real estate tax purposes in the previous year is required.

ONLINE RESOURCES

A Topical Index to Historic Preservation Tax Incentives and Technical Information is available online:

www.nps.gov/history/hps/tps/tax/topics/index.htm

A Guide to the Federal Historic Preservation Tax Incentives Program is available online:

www.nps.gov/hps/TPS/tax/incentives/index.htm

For more information on the Virginia program, visit the Virginia Department of Historic Resources Tax Credits website:

Unlike the Federal program described below, some site work may be counted as a qualifying expense. The state income tax credits may be carried forward for up to ten years with no carryback. Once the project is complete and you have certified that it was carried out as approved and received the credits, the property may be sold without penalty.

Federal Program

The federal credit is 20% of qualifying expenses for the rehabilitation of only income-producing properties and requires that the property be listed on the National Register of Historic Places either individually or as a contributing building in a listed historic district.

As defined by the National Park Service who oversees this program, a substantial rehabilitation requires an investment in the building equal to or greater than the building's purchase price minus the land value and any claimed depreciation, plus the value of any earlier capital improvements (adjusted basis).

The federal tax credits may be carried forward 20 years and carried back for one year. The federal program requires that the owner of the building receiving the credits retains ownership for five years.

Note: If the historic rehabilitation tax credits are being used, it is necessary to fully photograph the inside and outside of the building and apply for

the tax credits before work commences on the building.

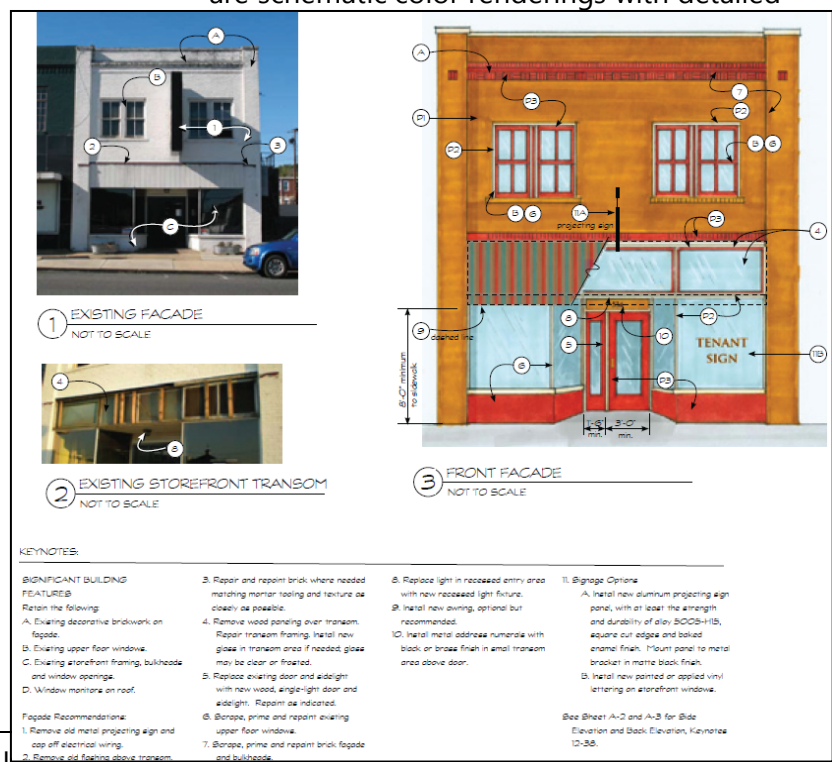
Local Incentives

AltavistaOn Track (AOT) is the Town's Community Development Committee and participant in the Virginia Main Street Program. AOT administers a no-interest loan pool of approximately \$50,000 to assist property owners within the DR-O District with improvements to their buildings.

Additional local financial incentives may be offered at times based upon the availability of applicable funds and at the discretion of Town Council.

Virginia Main Street Design Assistance

Altavista is a designated Virginia Main Street (VMS) community and as such, building owners within the portion of the downtown area designated by the Virginia Main Street Program are eligible to receive design assistance. These are schematic color renderings with detailed



Altavista Downtown Design Guidelines 1.1 Introduction
 Figure 4- This façade drawing for 534 North Main Street in Altavista shows a "before" image, a detail of the transom revealed during exploratory demolition and an "after" rendering. Keyed to the "after" image are numbered specifications described in the accompanying text.

notes for exterior facade improvements. The scope of work must always be consistent with The Secretary of the Interior's Standards for Rehabilitation and the Main Street Approach.

Each project considers the characteristics of the building, its neighboring buildings, and the architectural context of the community's Main Street. VMS staff also takes into account the needs of the tenant/owner and the community when assessing the property needs.

2. Development of Altavista

General History

Altavista is located on U.S. Route 29 in Campbell County. The town is 20 miles from Lynchburg and approximately 40 miles from both Danville and Roanoke. The winding Staunton (Roanoke) River is located southeast of downtown Altavista and the Bedford Highway (State Route 43) is to the west.

The town was established in 1905 as a result of the development of the Virginian Railway. The founders of the railway were William Page, a native of Campbell County, and Henry Huddleston Rogers; a wealthy northern financier. The Virginian was created to connect the Tidewater Railroad and the Deepwater Railroad and move coal from West Virginia to Hampton Roads.

In 1905, the Lane Brothers Construction Company of Esmont, Virginia received the construction contract for the portion of railroad

to come through farmland of Campbell County. Brothers Henry Lee and John Edward Lane saw an opportunity for land development, and bought 2,000 acres of farmland where the existing Southern Railway crossed the Staunton River along this construction route.

The Lanes prepared plans for the town of Lane's Siding, which was later renamed Altavista after their family home in Albemarle County. The town plans included paved and guttered streets,

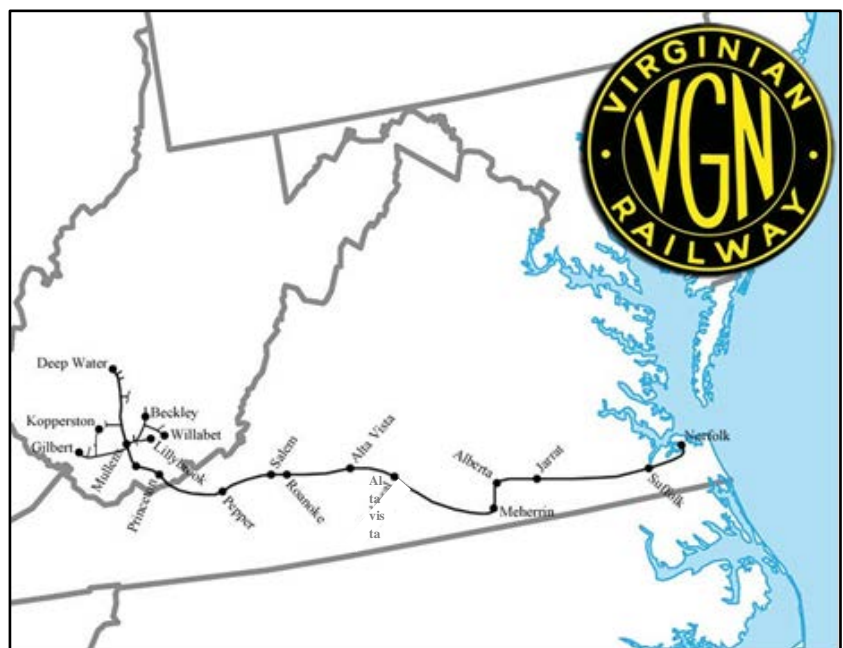


Figure 5- This graphic shows the route of the Virginian Railway from Deepwater, West Virginia to the Hampton Roads area. Altavista is located between Roanoke and Brookneal as indicated by the green dot.

concrete sidewalks, water lines, a sewage system, electricity, a hotel, and zoning.

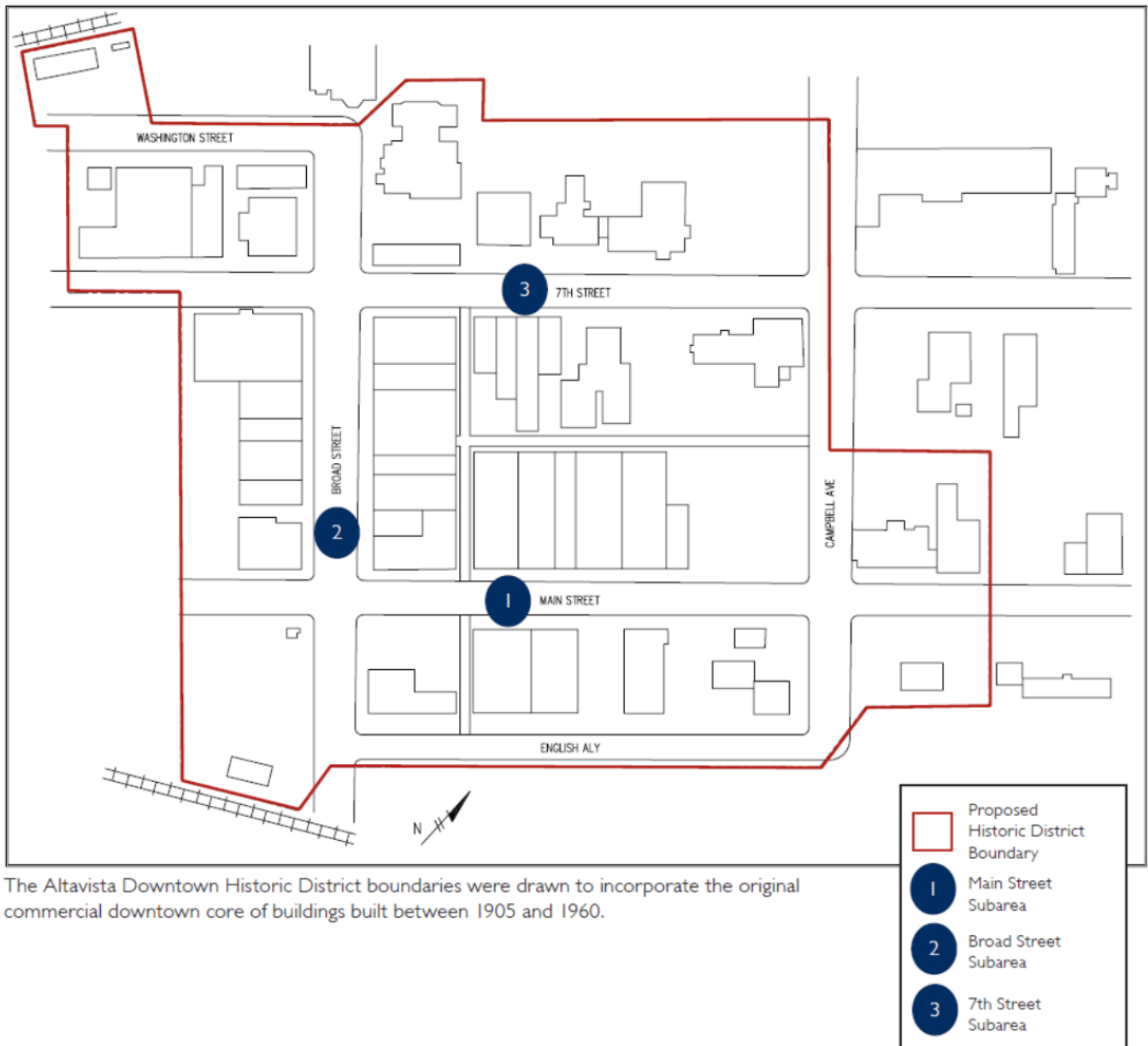
By 1907, the first townspeople had arrived, mainly men who worked for either the Virginian Railway or the Altavista Land and Improvement Company. Two years later, the first edition of The Altavista Journal was published as the town's population reached 1,000. In addition to

the Lane Brothers Construction Company's machine shop, foundry and iron working plant, brick and tile making plant and woodworking shop, the new town had water and electrical plants and a half dozen stores. The town's brick bank building included office space for the construction company.

In 1912, John Lane purchased a local box manufacturer and incorporated under the name Standard Red Cedar Chest Company. He appointed his young son Edward Hudson Lane as vice president. Ease of transportation and a World War I government contract helped ensure the early success of the company. By the 1920s, the Lane Company's cedar hope chests were nationally advertised as "the gift that starts a home." In the 1950s the company diversified into other home furnishings and enjoyed continued success through the 1960 and 1970s.

After a hostile takeover in 1987 and the successor company's bankruptcy in 1992, manufacturing at the Altavista plant was transferred overseas. The last Lane cedar chest made in the United States was produced in Altavista in the summer of 2001.

Today Altavista has a population of 3,425, with an additional 9,000 living within a 12-mile radius of downtown. Manufacturing is still the major source of employment with a number of plants providing approximately 3,000 jobs.



The Altavista Downtown Historic District boundaries were drawn to incorporate the original commercial downtown core of buildings built between 1905 and 1960.

Architectural Character

Altavista retains much of its original character. As originally platted, the town's major streets were eighty feet wide, with lesser streets sixty feet wide and twenty-foot alleys. Individual lots are typically twenty-five feet wide and one hundred feet deep. Recent streetscape improvements include the placement of utilities underground in some areas, and historic streetlights and lampposts with banners located on the Town's wide sidewalks.

The downtown area covered by

these guidelines includes portions of Broad, Main, Seventh, and Washington Streets and Bedford, Campbell, Pittsylvania, and Franklin Avenues. A majority of the historic commercial buildings in this area are one- to two-story structures that were built in the first half of the twentieth century and show stylistic influences relating to popular architectural styles of that period including Victorian, Craftsman, Colonial Revival, and Art Deco.

In addition to the historic images, the following pages show current images of the Main Street, Broad Street and 7th Street Subareas. The accompanying text notes typical characteristics as

well as later alterations.



Figure 6- An early view of the 600 block of Broad Street shows typical early twentieth century commercial structures. Note the cornices at the storefront and above the second story (1), decorative quoins at the corners the buildings (2), large storefront windows with transoms (3), retractable storefront awnings (4), and upper level windows with small panes in the upper sash (5).



Figure 7- This early view, also on Broad Street, shows signs painted directly on the brick (1), cornices and other trim painted a light color to contrast with the brick buildings (2) and some projecting signs (3).

Figure 8- In the 1950s, this view of Main Street shows newer signage designs (1), more modern storefronts, some with changes in openings and materials (2), and projecting canopies (3).



Main Street Subarea

The buildings along Main Street are one and two story, predominantly brick, and typically feature:

- a. metal windows
- b. some decorative brickwork
- c. remodeled storefronts
- d. metal canopies, awnings
- e. large display windows



Figure 9- This view shows the human scale of Main Street with its two-story buildings and historic style streetlights with banners.

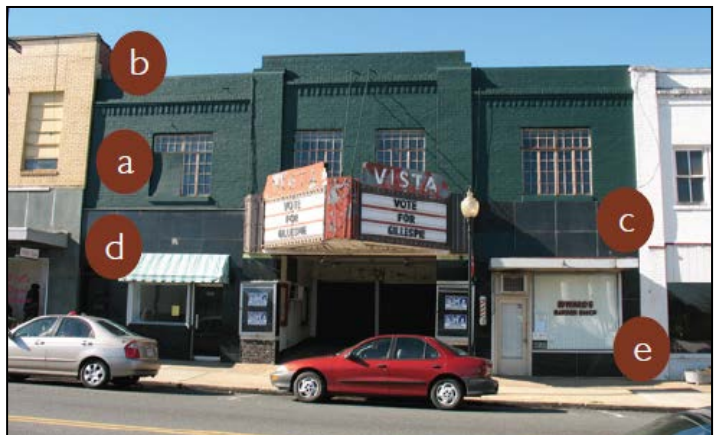


Figure 10- The historic Vista Theatre has been vacant since a fire in 1985.

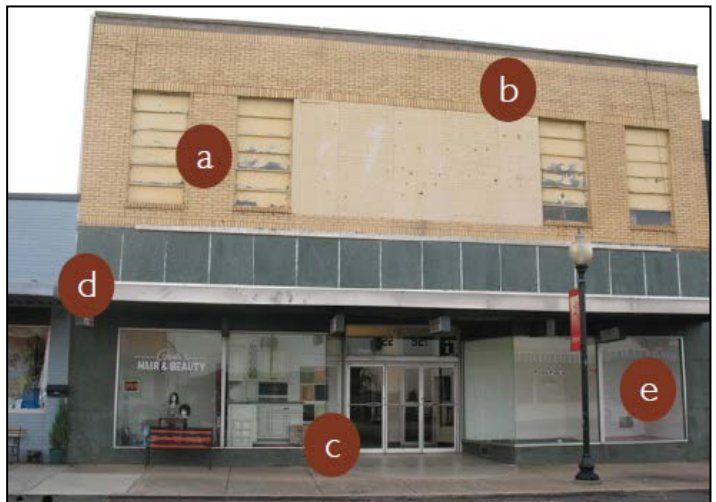


Figure 11- This early twentieth century two-story building was remodeled during the mid-twentieth century. Its second story windows have been painted and bricked-in.

Broad Street Subarea

Broad Street features predominantly two-story, brick, turn-of-the-century buildings, with some mid- twentieth century buildings. Buildings typically have:

- a. decorative cornices; wood, brick, metal
- b. some original wood, double-hung windows
- c. brick quoins at building corners
- d. remodeled storefronts
- e. metal canopies



Figure 12- This Broad Street view is characterized by red brick buildings of various eras and mixed heights.



Figure 13- Replacement windows and remodeled storefronts disrupt the continuity of this block.

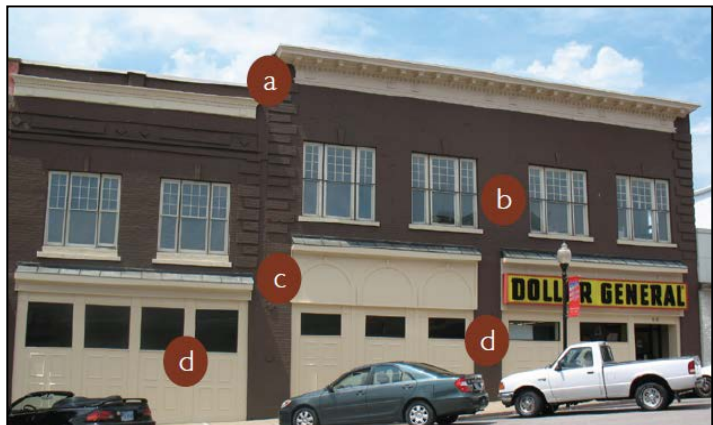


Figure 14- Although the storefronts have been replaced, the buildings retain a number of original architectural details, including original double-hung windows, cornices, and decorative brickwork.

Seventh Street Subarea

Seventh Street has a mix of commercial buildings with some industrial buildings that date to the early to mid-twentieth century. These buildings are predominantly of brick construction and feature:

- a. some earlier frame structures
- b. original storefronts
- c. original windows
- d. remodeled storefronts



Figure 15- This one-story commercial building retains its original brick cornice and recessed sign band despite later storefront alterations.

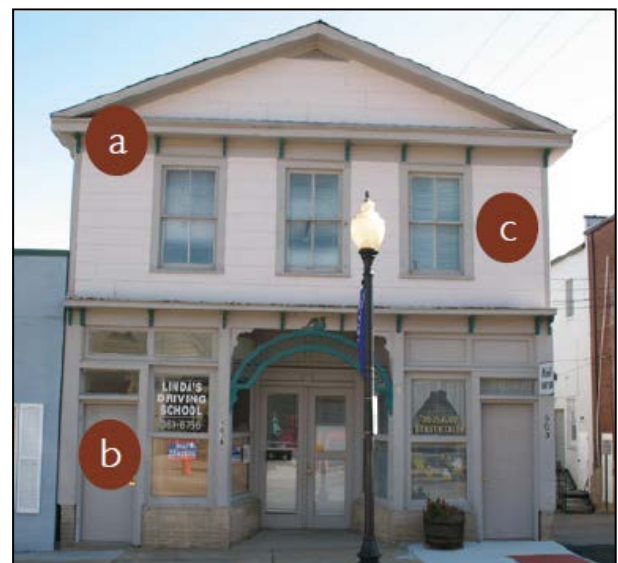


Figure 16- A frame commercial structure retains many of its historic elements. Later additions include the arch and second floor siding.



3. Preserving Downtown Altavista

Elements of a Storefront

The central downtown business district in Altavista has many early- to mid-twentieth century commercial buildings. Over time there have been changes to many of these facades that have altered their character. Historic photographs can aid in research regarding your building's original appearance. For more information on researching your historic building, visit the Virginia Department of Historic Resources web site at www.dhr.virginia.gov.

Among the changes typically seen on downtown Altavista buildings that have an effect on the character of the town are:

- Bricked-in upper story windows
- Replacement windows of different design and materials from original
- Covered storefront transoms
- Mid-century metal canopies
- Stone or tile applied over original brick storefront elements
- Modern replacement storefronts
- Remodeled storefronts with smaller windows at street level
- Inappropriate signage (illuminated box signs, out-of-scale signs)
- Removed decorative cornice elements

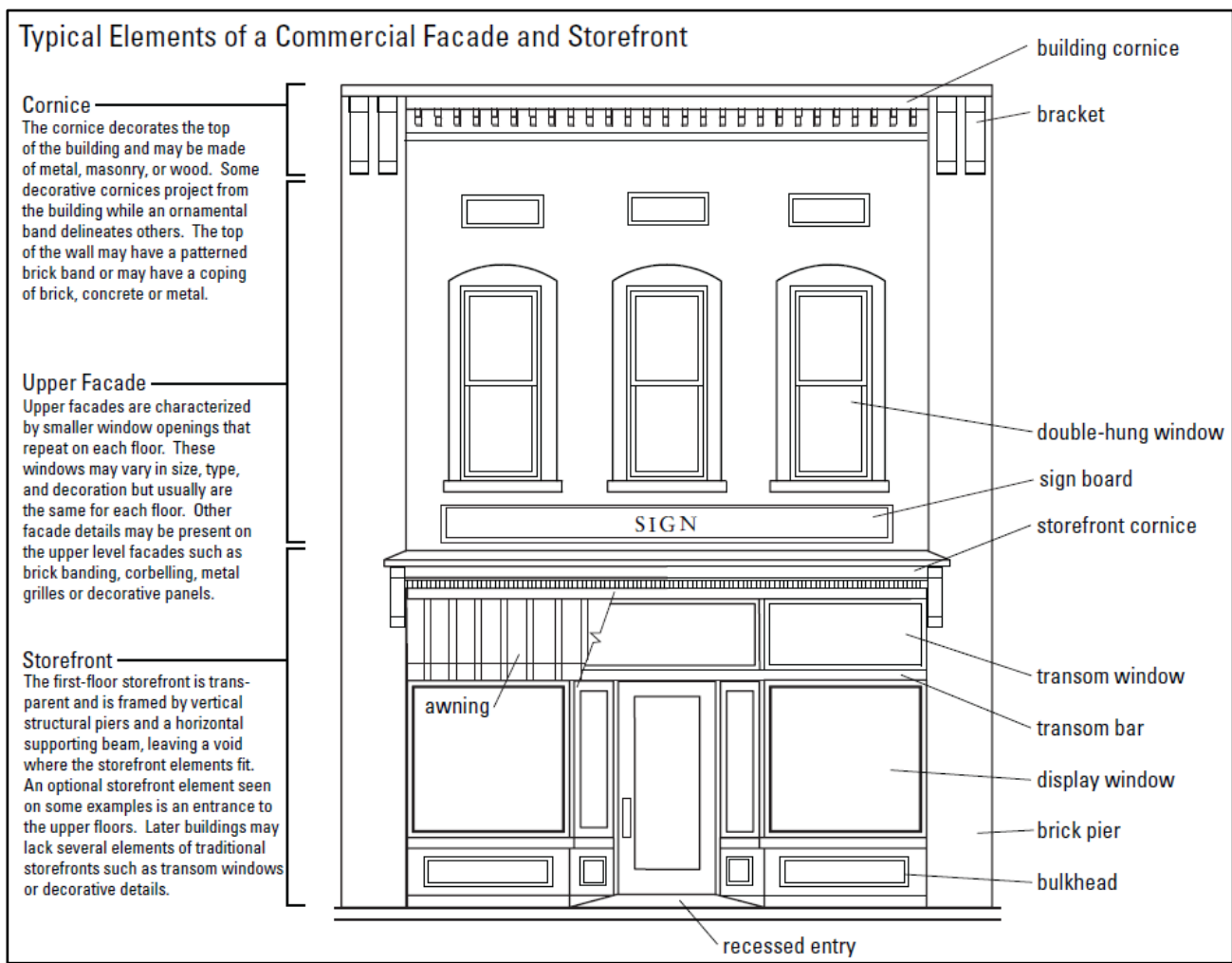
Most late-nineteenth and early-twentieth commercial buildings consist of three

Most late-nineteenth and early-twentieth commercial buildings consist of three main



Figure 18- This historic image shows a number of Main Street storefronts before character altering changes were made in the mid- to late-twentieth century.

elements; the storefront, the upper facade, and the cornice. These elements are illustrated and labeled below. The terminology can be helpful when discussing your project with those providing design assistance, funding, and bidding on your project.



- Wood windows: painting and glazing
- Metal windows: painting and glazing
- Wood trim: painting and repair
- Awning: fabric cleaning or replacement
- Canopy: general signs of age; sags, dents, rust
- Parging: damage and painting
- Roof: repair and painting
- Gutters and downspouts: repair and painting
- Storefronts: broken glass, damaged

Typical Maintenance Issues

As buildings age, maintenance and general upkeep become more important. By protecting the envelope of the building, you prevent damage to the structure of building and its interior elements and finishes. Maintenance and cleaning issues most commonly faced by owners of commercial buildings are covered in more detail in Appendix 1: Keeping Up Appearances: The National Main Street Storefront Guidelines.

Typical maintenance issues often seen on Altavista's downtown buildings are:

- Brick: repointing and cleaning



Figure 19- Broken glass and wood that is left unpainted are common maintenance problems for storefronts. Unpainted wood is not protected from weather.

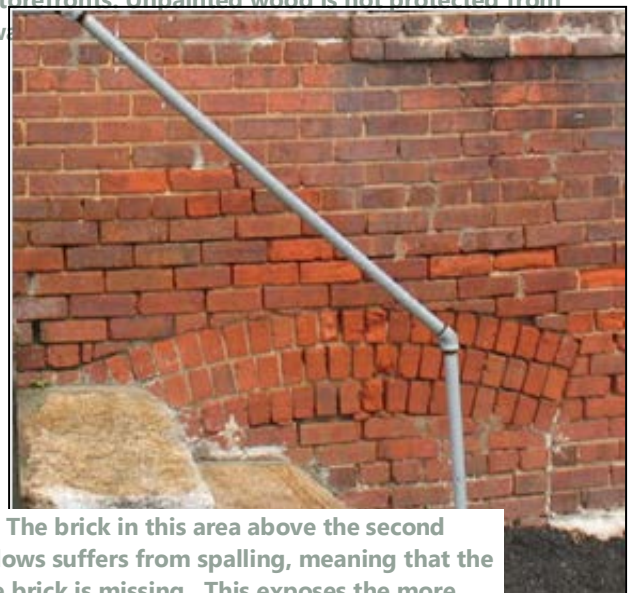


Figure 21- The brick in this area above the second floor windows suffers from spalling, meaning that the face of the brick is missing. This exposes the more porous surface of the brick interior and allows water to penetrate leading to deterioration and failure of the building wall if not repaired.

bulkheads

Figure 24- Window openings that have been filled with brick detract from the commercial district. Missing flashing between different materials and caulking between stone panels can lead to moisture problems

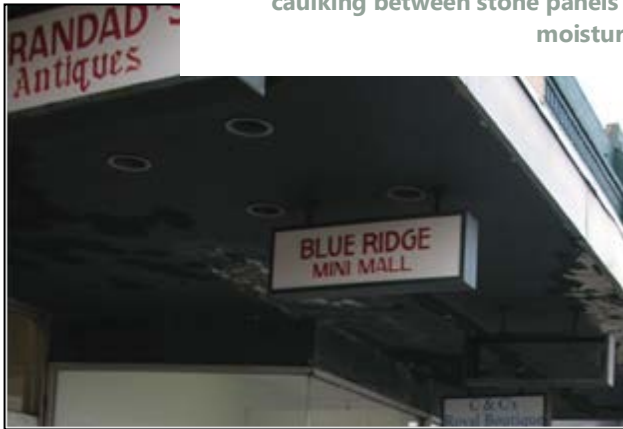


Figure 22- Canopies are a common feature on Altavista's commercial buildings; typical maintenance issues begin with roof maintenance that allows water to penetrate through to the ceiling material



Figure 23- Wood doors are susceptible to moisture damage if not kept protected with paint. Here, broken glass is covered with plywood and the rails of the door exhibit significant damage. Also visible in this photo is a deteriorating lime wash on the base of the building.



Figure 25- Paint maintenance on masonry surfaces is also an



Figure 26- Metal windows are common in Altavista; typical maintenance problems include damaged glazing putty and deteriorating paint. Both can lead to rust and further problems including warping.

Typical Façade Rehabilitation Designs

This section shows a number of “before and after” images for appropriate rehabilitation projects completed as part of the Virginia Main Street program and according to The Secretary of the Interior’s Standards for Rehabilitation and the Virginia Main Street Storefront Guidelines.

1. 534 Main Street



Before: The storefront transom was covered in vertical board paneling (1), a blade sign projected from the upper story (2) and the single paint color hid the building’s architectural details.



A rendering helped the owner visualize the possibilities including the removal of the blade sign, a multi-color paint scheme and a new storefront awning.

After: The rehabilitation of the building was completed according to the rendering, awnings were added on the second level windows and historically appropriate signage complete the buildings transformation.



2. 600-602 Broad Street



Before: A portion of the building has been painted (1), a Mansard roof covers the side entrance (2), some original sash windows have been replaced and the openings made smaller, and the storefront windows on Broad Street have been replaced by vertical board paneling (3) with smaller windows cut in.



A historic photo provides information about the original configuration of the storefronts, a helpful tool in designing a rehabilitation project.



After (rendering): Removing paint from the brick on the first level unifies the building visually. Returning the storefront windows and prismatic glass transom restores the Broad Street facade to its original appearance. A hipped roof supported by square columns shelters the side entrance. Remaining windows are restored to their original configuration. Historically appropriate paint colors accentuate the building's architectural details.

3. 701 Broad Street



This historic photo provided useful information about the missing cornices and windows.



Before: The building's cornice had been removed, the windows replaced, and the storefront altered, including removal of the storefront cornice and transom.



After: Using clues from the historic photo, the upper cornice was reconstructed, and the windows replaced with double-hung two-over-two sash. At the storefront level, a simple cornice was added, recessed panels were placed in the transom location, and a sign band and striped awning complete the rehabilitation.

Green Design and Sustainability

It has been said that the greenest building is the one that is never built. The next best option is the preservation of existing buildings. Historic structures are constructed from wood, masonry, glass, and other natural materials that represent embodied energy already expended. Modern day buildings are often built of man-made materials that require far more energy consumption throughout the manufacturing process.

In addition, historic buildings often boast more energy-efficient designs than many modern-day buildings. By rehabilitating an existing building you are recycling the equivalent of over one million aluminum cans! Rehabilitation costs are often higher in labor costs and lower in material costs than new construction. This means that more of the money you spend on your project stays in your town rather than wherever the new siding or windows are manufactured.

When planning a rehabilitation project, it is important to consider the long-term effect of the choices you make on both the environment and the historic character of the property and/or downtown district.

This publication has been written with green concerns in mind, especially the concept of embodied energy. Embodied energy is the energy that has already been expended in the harvesting and production of materials and the construction of an existing building.

The Suggested Guidelines for Green Projects at right is not intended to be comprehensive. As more green preservation projects are undertaken, this list will continue to grow.

Window Replacement

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. Storefront windows allow merchants to directly advertise their products to passersby. The window sash, framing, and architectural detail surrounding the window play a major part in defining the style, scale and character of commercial buildings.

Windows are one of the major character-defining features on most buildings and can be varied by different designs of sills, panes, sashes, lintels, and decorative caps. Their placement highlights the bay divisions in the building.

The replacement of windows original to a building is strongly discouraged, both for the purpose of preserving the character of the downtown and for environmental considerations. An original wood window with the addition of a simple storm window can achieve the same energy savings as a new double-glazed window and uses no new materials.

Prior to any replacement of windows, a survey of existing window conditions should be considered. By noting the number of windows, whether each window is original or replaced, the material, type, hardware and finish, the condition of the frame, sash, sill, putty, and panes, you may be able to more clearly gauge the extent of rehabilitation or replacement necessary.

Consolidation of existing original windows of the same type and size to the most visible sides of the building should also be considered.

Health and Safety Considerations

When planning your project, it is usually necessary and always wise to look at any health and safety challenges that your project may present. The building code and local zoning each have their own requirements, and often the stipulations of the Americans with Disabilities Act must be fulfilled as well. For hazardous materials, the primary challenges may be the existence of lead paint and/or asbestos.

Note: If the historic rehabilitation tax credits are being used, it is necessary to fully photograph the inside and outside of the building and apply for the tax credits before work commences on the building.

Virginia Uniform Statewide Building Code (VUSBC)

The VUSBC regulates matters of health and safety as related to the construction of new buildings and the rehabilitation of existing ones. Enforcement of the building code is the responsibility of the Campbell County building inspection department. This department can also be of assistance in explaining the applicability of the codes.

Americans with Disabilities Act (ADA)

Depending on the extent and cost of the changes to a building, the Americans with Disabilities Act may apply. According to this federal law, any business is required to make their services available to the disabled. For existing businesses, barriers must be removed to enable access to a building. Improvements begin at the parcel boundaries and move to the interior of the building. For instance, a handicapped parking space is first provided, then a sidewalk, then a ramp to the door, then an accessible entrance and finally access to the public spaces. Handicapped bathrooms and vertical circulation are required during major renovation. However, no ADA improvements are intended to exceed twenty percent of the cost of renovation. In addition, no existing building three stories or less with less than 3,000 square feet per floor is required to have elevators. Furthermore, historic buildings may only be required to have one accessible floor and one accessible entrance. The accessible entrance on a historic building is not required to be on the front or primary elevation if it alters the character-defining features of the building.

Hazardous Materials

The first step in rehabilitating a building is to identify the character-defining features of your building. Many of these features are illustrated in the preceding chapter and will often include original windows, siding and roof materials.

As a second step, investigate all alternatives to altering or damaging original materials. It is important in all phases of rehabilitation to retain historic features, repair them in a

sensitive way when necessary, and as a last option to replace deteriorated elements either with in-kind or substitute materials.

Depending upon the decisions made in the treatment of various materials and features, the third step is to hire experienced workers that are certified for the abatement of the materials to be removed. In some cases, it may also be possible to do much of the work yourself following applicable instructions for your own safety. The resources listed on this page will help you to either hire the appropriate workers or safely complete the required steps on your own.

Lead Paint

Paints containing lead have not been manufactured since 1978 and, therefore, may not be the top coat on the exterior or interior of a structure. However, if you are removing a substitute cladding material that has been installed over original painted features, you may have a lead paint top coat on the underlying material. If the paint is sound, it may be possible to encapsulate the lead paint layer under new exterior paint. It is not necessary to remove the material to reduce the lead paint hazard. More information on the actual steps that can be taken are offered in Preservation Brief #37: Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing.

Asbestos

Asbestos may be found on the building exterior in both roof and siding materials; and on the interior in acoustical tile, flooring tile and insulation. In this case, the first question to ask

in the project planning is whether or not it is necessary to remove the material. Unlike lead paint, which is just a coating, asbestos is an integral part of these materials. Asbestos is only a hazard if it is disturbed. Note: Qualified testing and removal may be required.

4. Altavista Downtown Design Guidelines

Together with the Secretary of the Interior's Standards for Rehabilitation and the National Trust for Historic Preservation's "Keeping Up Appearances" guide (located elsewhere in this document) these guidelines provide a model process for owners and contractors to follow.

The Guidelines are voluntary and are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell owners or developers which features of their own historic building are important in defining the historic character and must be preserved--although examples are provided in each section--or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties.

The Guidelines pertain to all buildings within the District of all sizes, materials, occupancy, and construction types; and apply to exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in bold-face type under the "Recommended" section in each topic area; those approaches, treatments,

and techniques which could adversely affect a building's historic character are listed in the "Not Recommended" section in each topic area.

Note: These design guidelines only apply to exterior work. However, they may, from time to time, mention interior features and finishes in order to aid property owners who are seeking state and federal tax incentives for historic rehabilitation.

To provide clear and consistent guidance for owners and contractors to follow, the "Recommended" courses of action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed--one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with protection and maintenance, that work which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, repair of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of historic materials and features with new materials.

To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each

section to underscore the need for particular sensitivity in these areas.

How to Use the Guidelines

Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings--identifying, retaining, and preserving the form and detailing of those architectural materials and features that are important in defining the historic character--is always listed first in the "Recommended" area. The parallel "Not Recommended" area lists the types of actions that are most apt to cause the diminution or even loss of the building's historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in all of the "Not Recommended" areas must be viewed in that larger context, e.g., for the total impact on a historic building.

Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then protecting and maintaining them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more

extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair

Next, when the physical condition of character-defining materials and features warrants additional work repairing is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Replace

Following repair in the hierarchy, guidance is provided for replacing an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project,

then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the first or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the

remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Alterations/Additions to Historic Buildings

Some exterior and interior alterations to historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the

historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, New Additions to Historic Buildings.

Energy Efficiency/Accessibility Considerations/Health and Safety Considerations

These sections of the rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to conserve energy. Although this work is quite often an important aspect of rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.

Masonry

Stone is one of the more lasting of masonry building materials and has been used throughout the history of American building construction. The kinds of stone most commonly encountered on historic buildings in the U.S. include various types of sandstone, limestone, marble, granite, slate and fieldstone.

Brick varied considerably in size and quality. Before 1870, brick clays were pressed into molds and were often unevenly fired. The quality of brick depended on the type of clay available and the brick-making techniques; by the 1870s (with the perfection of an extrusion process) bricks became more uniform and durable. **Terra cotta** is also a kiln-dried clay product popular from the late 19th century until the 1930s. The development of the steel-frame office buildings in the early 20th century contributed to the widespread use of architectural terra cotta.

Mortar is used to bond together masonry units. Historic mortar was generally quite soft, consisting primarily of lime and sand with other additives. After 1880, portland cement was usually added resulting in a more rigid and non-absorbing mortar. Like historic mortar, early **stucco** coatings were also heavily lime-based, increasing in hardness with the addition of portland cement in the late 19th century.

Concrete has a long history, being variously made of tabby, volcanic ash and, later, of natural hydraulic cements, before the introduction of portland cement in the 1870s. Since then, concrete has also been used in its precast form.

While masonry is among the most durable of historic building materials, it is also very susceptible to damage by improper maintenance or repair techniques and harsh or abrasive cleaning methods.

Masonry Guidelines

1. Original brick, stone, terra cotta, cast concrete and other masonry original to a building should be preserved and maintained.
2. Masonry should never be subjected to any kind of abrasive cleaning such as sandblasting.
3. Do not clean or remove paint from masonry with high pressure water that exceeds 600 pounds per square inch.
4. Detergent cleansers to remove dirt or grime are acceptable. When removing major stains or paint, the use of chemical stain and paint removers is also acceptable. When cleaning brick it is advisable to test a small area first to ensure the procedure is compatible with the masonry.
5. The use of silicone-based water sealants on masonry walls is not recommended. Water sealants do not allow the brick to "breathe" and can trap moisture within inside walls.
6. Masonry that has never been painted should not be painted unless the brick and mortar is extremely mismatched from earlier repairs or patching. Buildings which have been sandblasted and show significant brick and mortar erosion should be painted to help seal the masonry surface.
7. Original masonry surfaces should not be stuccoed.
8. When removing brick and re-pointing masonry walls, repairs should be made using hand tools such as hammers and chisels, rather than electric power saws. Power saws pose a higher risk of damage to the original brick.
9. When re-pointing brick, the mortar should match the original mortar in its width, depth, color, raking profile, and composition. When re-pointing brick test a small area first to ensure the procedure is compatible with the masonry.

MASONRY CLEANING	
<p>Recommended...</p> <p>Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and details such as tooling and bonding patterns, coatings, and color.</p>	<p>Not Recommended...</p> <p>Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.</p> <p>Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.</p>

	<p>Removing paint from historically painted masonry.</p> <p>Radically changing the type of paint or coating or its color.</p>
<p>Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p> <p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p> <p>Carrying out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a sufficient period of time so that both the immediate and the long range effects are known to enable selection of the gentlest method possible.</p> <p>Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.</p> <p>Inspecting painted masonry surfaces to determine whether repainting is necessary.</p> <p>Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., handscraping) prior to repainting.</p> <p>Applying compatible paint coating systems following proper surface preparation.</p> <p>Repainting with colors that are historically appropriate to the building and district.</p> <p>Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry features will be necessary.</p>	<p>Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.</p> <p>Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.</p> <p>Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.</p> <p>Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.</p> <p>Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.</p> <p>Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.</p> <p>Applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.</p> <p>Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.</p> <p>Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.</p> <p>Failing to follow manufacturers' product and application instructions when repainting masonry.</p> <p>Using new paint colors that are inappropriate to the historic building and district.</p>

	Failing to undertake adequate measures to assure the protection of masonry features.
MASONRY REPAIR	
<p>Recommended...</p> <p>Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.</p> <p>Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.</p> <p>Duplicating old mortar in strength, composition, color, and texture.</p> <p>Duplicating old mortar joints in width and in joint profile.</p> <p>Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.</p> <p>Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.</p> <p>Cutting damaged concrete back to remove the source of deterioration (often corrosion on metal reinforcement bars). The new patch must be applied carefully so it will bond satisfactorily with, and match, the historic concrete.</p> <p>Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of masonry features</p>	<p>Not Recommended...</p> <p>Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.</p> <p>Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.</p> <p>Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.</p> <p>Repointing with a synthetic caulking compound.</p> <p>Using a "scrub" coating technique to repoint instead of traditional repointing methods.</p> <p>Changing the width or joint profile when repointing.</p> <p>Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.</p> <p>Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerated deterioration of the adobe.</p> <p>Patching concrete without removing the source of deterioration.</p> <p>Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using a substitute material for the replacement part</p>

<p>when there are surviving prototypes such as terracotta brackets or stone balusters.</p> <p>Applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.</p>	<p>that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.</p> <p>Applying waterproof, water repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.</p>
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MASONRY REPLACEMENT

<p>Recommended...</p> <p>Replacing in kind an entire masonry feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Not Recommended...</p> <p>Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>
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DESIGN FOR MISSING MASONRY FEATURES

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

<p>Recommended...</p> <p>Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Not Recommended...</p> <p>Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new masonry feature that is incompatible in size, scale, material and color.</p>
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Wood

Because it can be easily shaped by sawing, planing, carving, and gouging, wood is used for architectural features such as clapboard, cornices, brackets, entablatures, shutters, columns and balustrades.

These wooden features, both functional and decorative, may be important in defining the historic character of the building and thus their retention, protection, and repair are important in rehabilitation projects. Wood has played a central role in American building during every period and in every style.

Whether as structural members, exterior cladding, roofing, interior finishes, or decorative features, wood is frequently an essential component of historic and older buildings.

Maintenance

Wood requires constant maintenance. The main objective is to keep it free from water infiltration and wood-boring pests.

- Inspect wood surfaces for signs of water damage, rot, and pest infestation.
- To test for rotted wood, jab an ice pick in to the wetted wood surface at an angle and pry up a small section. Sound wood will separate in long fibrous splinters while decayed wood will separate in short irregular pieces. Even when wood looks deteriorated, it may be strong enough to repair with epoxy products.
- Keep all surfaces primed and painted in order to prevent water infiltration
- Allow pressure-treated wood to season for 6-12 months before painting it.

- Identify sources of moisture problems and take appropriate measures to remediate them including:
 - Remove vegetation that grows too closely to wood
 - Repair leaking roofs, gutters, downspouts, and flashing
 - Ensure proper ventilation
 - Maintain proper drainage around the foundation to prevent standing water
 - Recaulk joints where moisture might penetrate a building. Note: Do not caulk under individual siding boards or window sills as this action seals the building too tightly and can lead to moisture problems within the frame walls and paint failure
- As necessary, use appropriate pest poisons, following product instructions carefully.

Wood Guidelines

1. Retain wood as one of the dominant framing, cladding and decorative materials for buildings in the district
2. Retain wood features that define the overall character of the building.
3. Repair rotted or missing sections rather than replace the entire element.
4. Use new wood, epoxy consolidates or fillers to patch, piece or consolidate parts.
 - a. Match existing materials and details.
5. Replace wood elements only when they are rotted beyond repair.
 - a. Match the original in material and design or by the use of substitute materials that convey the same

visual appearance or by using surviving material.

- b. Base the design of reconstructed elements on pictorial or physical evidence from the actual building rather than from similar buildings.
6. Replacement of wood siding or trim with cement fiberboard may be allowable on a case-by-case basis. Synthetic siding such as vinyl or aluminum is not permitted on any contributing building in the district.

WOOD- IDENTIFY, RETAIN, AND PRESERVE

Recommended...

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.

Not Recommended...

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."

Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grain finish to an exterior wood feature such as a front door.

WOOD- PROTECT & MAINTAIN

Recommended...

Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all

Not Recommended...

Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.

Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.

Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

Removing paint that is firmly adhering to, and thus, protecting wood surfaces.

<p>that is required.</p> <p>Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.</p> <p>Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.</p> <p>Using chemical strippers primarily to supplement other methods such as handscraping, handsanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may--with the proper safeguards--be chemically dip-stripped.</p> <p>Applying compatible paint coating systems following proper surface preparation.</p> <p>Repainting with colors that are appropriate to the historic building and district.</p> <p>Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.</p>	<p>Using destructive paint removal methods such as a propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.</p> <p>Using thermal devices improperly so that the historic woodwork is scorched.</p> <p>Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.</p> <p>Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.</p> <p>Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.</p> <p>Using new colors that are inappropriate to the historic building or district.</p> <p>Failing to undertake adequate measures to assure the protection of wood features.</p>
WOOD- REPAIR	
<p>Recommended...</p> <p>Repairing wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods.</p> <p>Repair may also include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, molding, or sections of siding.</p>	<p>Not Recommended...</p> <p>Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.</p>
WOOD- REPLACE	
<p>Recommended...</p> <p>Replacing in kind an entire wood feature that is</p>	<p>Not Recommended...</p> <p>Removing a feature that is unrepairable and not</p>

<p>too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples of wood features include a cornice, entablature or balustrade.</p> <p>If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>
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DESIGN FOR MISSING WOODEN FEATURES

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended...	Not Recommended...
<p>Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new wood feature that is incompatible in size, scale, material and color.</p>

Architectural Metals

Architectural metal features--such as cast iron facades, porches, and steps; sheet metal cornices, siding, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware--are often highly decorative and may be important in defining the overall historic character of the building.

Metals commonly used in historic buildings include lead, tin, zinc, copper, bronze, brass, iron, steel, and to a lesser extent, nickel alloys, stainless steel and aluminum.

Historic metal building components were often created by highly skilled, local artisans, and by the late 19th century, many of these components were prefabricated and readily available from catalogs in standardized sizes and designs.

Architectural Metals Guidelines

1. Original cast iron and sheet metal original to a building should be preserved and maintained. The removal of added storefront materials to expose original cast iron and sheet metal is encouraged.
2. Sheet metal surfaces should be kept painted and cleaned with detergent cleansers. Cast iron may be cleaned using abrasive methods as long as the pressure does not pit or erode the surface. When cleaning metal surfaces it is advisable to test a small area first to ensure the procedure does not harm the historic material.
3. Repair or replacement should be with compatible metals.

ARCHITECTURAL METALS- IDENTIFY, RETAIN, & PRESERVE

Recommended...

Identifying, retaining, and preserving architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors. Identification is also critical to differentiate between metals prior to work. Each metal has unique properties and thus requires different treatments.

Not Recommended...

Removing or radically changing architectural metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic architectural metal from a facade instead of repairing or replacing only the deteriorated metal, then reconstructing the facade with new material in order to create a uniform, or "improved" appearance.

Radically changing the type of finish or its historic color or accent scheme.

ARCHITECTURAL METALS- PROTECT & MAINTAIN

Recommended...

Protecting and maintaining architectural metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

Cleaning architectural metals, when appropriate, to remove corrosion prior to repainting or applying other appropriate protective coatings.

Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.

Cleaning soft metals such as lead, tin, copper,terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.

Using the gentlest cleaning methods for cast iron, wrought iron, and steel--hard metals--in order to remove paint buildup and corrosion. If handscraping and wire brushing have proven ineffective, low pressure grit blasting may be

Not Recommended...

Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.

Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal, e.g., copper will corrode cast iron, steel, tin, and aluminum.

Exposing metals which were intended to be protected from the environment.

Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.

Using cleaning methods which alter or damage the historic color, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.

Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

Cleaning soft metals such as lead, tin, copper,

<p>used as long as it does not abrade or damage the surface.</p> <p>Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.</p> <p>Repainting with colors that are appropriate to the historic building or district.</p> <p>Applying an appropriate protective coating, such as lacquer to an architectural metal feature, such as a bronze door which is subject to heavy pedestrian use.</p> <p>Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.</p>	<p>terneplate, and zinc with grit blasting which will abrade the surface of the metal.</p> <p>Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.</p> <p>Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.</p> <p>Using new colors that are inappropriate to the historic building or district.</p> <p>Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.</p> <p>Failing to undertake adequate measures to assure the protection of architectural metal features.</p>
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ARCHITECTURAL METALS- REPAIR

<p>Recommended...</p> <p>Repairing architectural metal features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods.</p> <p>Repairs may also include the limited replacement in kind--or with a compatible substitute material--of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balusters, column capitals or bases; or porch cresting.</p>	<p>Not Recommended...</p> <p>Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.</p>
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ARCHITECTURAL METALS- REPLACE

<p>Recommended...</p> <p>Replacing in kind an entire architectural metal feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature.</p> <p>Examples could include cast iron porch steps or</p>	<p>Not Recommended...</p> <p>Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.</p>
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<p>steel sash windows.</p> <p>If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	
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DESIGN FOR MISSING ARCHITECTURAL METAL FEATURES

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended...	Not Recommended...
<p>Designing and installing a new architectural metal feature such as a metal cornice or cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating a false historical appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new architectural metal feature that is incompatible in size, scale, material and color.</p>

Roofs

The roof--with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material--is an important design element of many historic buildings.

In addition a weathertight roof is essential to the long-term preservation of the entire structure. Historic roofing reflects availability of materials, levels of construction technology, weather, and cost.

For example, throughout the country in all periods of history, wood shingles have been used--their size, shape, and detailing differing according to regional craft practices. European settlers used clay tile for roofing as early as the mid-17th century. In some cities, such as New York and Boston, clay was popularly used as a precaution against fire. The Spanish influence in the use of clay tile is found in the southern, southwestern and western states. In the mid-19th century, tile roofs were often replaced by sheet metal, which is lighter and easier to maintain. Evidence of the use of slate for roofing dates from the mid-17th century. Slate has remained popular for its durability, fireproof qualities, and its decorative applications. The use of metals for roofing and roof features dates from the 18th century, and includes the use of sheet iron, corrugated iron, galvanized metal, tin-plate, copper, lead and zinc. Awareness of these and other traditions of roofing materials and their detailing will contribute to more sensitive treatment.

ROOFS- IDENTIFY, RETAIN & PRESERVE

Recommended...

Identifying, retaining, and preserving roofs-- and their functional and decorative features-- that are important in defining the overall historic character of the building.

This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

Not Recommended...

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

ROOFS- PROTECT & MAINTAIN

Recommended...

Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing.

Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to insure that materials are free from insect infestation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

Protecting a leaking roof with plywood and building paper until it can be properly repaired.

Not Recommended...

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials--masonry, wood, plaster, paint and structural members--occurs.

ROOFS- REPAIR	
<p>Recommended...</p> <p>Repairing a roof by reinforcing the historic materials which comprise roof features.</p> <p>Repairs will also generally include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.</p>	<p>Not Recommended...</p> <p>Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Failing to reuse intact slate or tile when only the roofing substrate needs replacement.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.</p>
ROOFS- REPLACE	
<p>Recommended...</p> <p>Replacing in kind an entire feature of the roof that is to deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature.</p> <p>Examples can include a large section of roofing, or a dormer or chimney.</p> <p>If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Not Recommended...</p> <p>Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance</p>
<p>DESIGN FOR MISSING ROOF FEATURES</p> <p>The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.</p>	
Recommended...	Not Recommended...

<p>Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new roof feature that is incompatible in size, scale, material and color.</p>
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ALTERATIONS/ADDITIONS FOR THE NEW USE

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended...	Not Recommended...
<p>Installing mechanical and service equipment on the roof, such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</p> <p>Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</p>	<p>Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.</p> <p>Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.</p>

Windows

Technology and prevailing architectural styles have shaped the history of windows in the United States starting in the 17th century with wooden casement windows with tiny glass panes seated in lead cames. From the transitional single-hung sash in the early 1700s to the true double-hung sash later in the same century, these early wooden windows were characterized by the small panes, wide muntins, and the way in which decorative trim was used on both the exterior and interior of the window.

As the sash thickness increased by the turn of the century, muntins took on a thinner appearance as they narrowed in width but increased in thickness according to the size of the window and design practices. Regional traditions continued to have an impact on the prevailing window design such as with the long-term use of "french windows" in areas of the deep South.

Changes in technology led to the possibility of larger glass panes so that by the mid-19th century, two-over-two lights were common; the manufacturing of plate glass in the United States allowed for dramatic use of large sheets of glass in commercial and office buildings by the late 19th century. With mass-produced windows, mail order distribution, and changing architectural styles, it was possible to obtain a wide range of window designs and light patterns in sash.

Popular versions of Arts and Crafts houses constructed in the early 20th century frequently utilized smaller lights in the upper sash set in groups or pairs and saw the re-emergence of

casement windows. In the early 20th century, the desire for fireproof building construction in dense urban areas contributed to the growth of a thriving steel window industry along with a market for hollow metal and metal clad wooden windows

As one of the few parts of a building serving as both an interior and exterior feature, windows are nearly always an important part of the historic character of a building. In most buildings, windows also comprise a considerable amount of the historic fabric of the wall plane and thus are deserving of special consideration in a rehabilitation project.

Windows Guidelines (also see Storefronts)

1. Deteriorated windows should be repaired rather than replaced. Missing windows should be replaced with windows which match the original in size, number and arrangement of lights, and materials. If the original window configuration is unknown, rectangular one-over-one or two over-two wood sash windows are most appropriate for commercial buildings in Altavista. For mid-20th century buildings, multi-light steel windows may also be appropriate.
2. Wood is the preferred material for new windows. Most major window manufacturers have appropriate sized wood windows for historic commercial buildings. Anodized or baked-on enamel aluminum, in white or dark finishes is also appropriate, however, for multi-story buildings consider installing wood windows on the first story and baked or anodized aluminum windows on the second floor and above.

3. The installation of vinyl windows in the downtown area is not recommended. These windows do not have the same appearance and profile as wood or aluminum windows.
4. Simulated divided light windows are allowed, but there must be a spacer bar between the two panes of glass in the window, and a permanent (not snap-in) muntin must be applied to the exterior of the window.
5. Shutters should not be added to windows on commercial buildings unless there is physical or pictorial evidence that they originally existed on the building. Wood shutters may be used to conceal blocked-in or bricked-in windows until restoration of windows takes place.
6. Shutters should be of louvered wood design and sized to fit their opening. If closed they should completely cover the window opening.
7. Original window surrounds and detailing should be maintained and preserved such as sheet metal hood molding, brick or stone lintels, and sills.
8. Storm windows are appropriate for historic window openings if they are of full view (single light) design or if they match the dimensions of the upper and lower sash with matching meeting rails. "Raw" or unfinished aluminum storm windows are not appropriate. If aluminum windows are used they should have an anodized or baked-on enamel finish.

WINDOWS- IDENTIFY, RETAIN, PRESERVE

Recommended...

Identifying, retaining, and preserving windows-- and their functional and decorative features-- that are important in defining the overall historic character of the building.

Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an indepth survey of the conditions of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

Not Recommended...

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

WINDOWS- PROTECT & MAINTAIN

Recommended...

Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making windows weathertight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and

Not Recommended...

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the protection of historic windows.

<p>maintenance are required, i.e. if repairs to windows and window features will be required.</p>	
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WINDOWS- REPAIR

Recommended...	Not Recommended...
<p>Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing.</p> <p>Such repair may also include replacement in kind--or with compatible substitute material--of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.</p>	<p>Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.</p> <p>Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.</p>

WINDOWS- REPLACE

Recommended...	Not Recommended...
<p>Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.</p>	<p>For example, on certain types of large buildings, particularly high-rises, aluminum windows may be a suitable replacement for historic wooden sash provided wooden replacement are not practical and the design detail of the historic windows can be matched.</p> <p>Historic color duplication, custom contour panning, incorporation of either an integral muntin or 5/8" deep trapezoidal exterior muntin grids, where applicable, retention of the same glass to frame ratio, matching of the historic reveal, and duplication of the frame width, depth, and such existing decorative details as arched tops should all be components in aluminum replacements for use on historic buildings.</p> <p>Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.</p>

DESIGN FOR MISSING WINDOW FEATURES

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

<p>Recommended...</p> <p>Designing and installing new windows when the historic windows (frames, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.</p>	<p>Not Recommended...</p> <p>Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new design that is incompatible with the historic character of the building.</p>
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ALTERATIONS/ADDITIONS FOR THE NEW USE

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

<p>Recommended...</p> <p>Designing and installing additional windows on rear or other-non character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.</p> <p>Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.</p>	<p>Not Recommended...</p> <p>Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.</p> <p>Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.</p>
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Doors, Entrances, and Porches

Entrances and porches are quite often the focus of historic buildings, particularly on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall character of a building.

In many cases, porches were energy-saving devices, shading southern and western elevations. Usually entrances and porches were integral components of a historic building's design; for example, porches on Greek Revival houses, with Doric or Ionic columns and pediments, echoed the architectural elements and features of the larger building.

Central one-bay porches or arcaded porches are evident in Italianate style buildings of the 1860s. Doors of Renaissance Revival style buildings frequently supported entablatures or pediments.

Porches were particularly prominent features of Eastlake and Stick Style houses; porch posts, railings, and balusters were characterized by a massive and robust quality, with members turned on a lathe. Porches of bungalows of the early 20th century were characterized by tapered porch posts, exposed post and beams, and low pitched roofs with wide overhangs.

Art Deco commercial buildings were entered through stylized glass and stainless steel doors.

Doors, Entrances and Porches Guidelines

1. Historic doors should be retained and repaired with materials to match the original. Doors added to storefronts should be replaced with doors to match the original in design and materials. Solid panel doors should not be installed on storefronts.
2. If the original door design is unknown, replace with plain wood doors in a single light (glass area) design, not: solid paneled doors; decorative doors; or any kind of door based upon a different historical period or architectural style (Colonial, Gothic church doors etc.).
3. New doors should generally use glass proportionate to display window glass and kickplate panels proportionate to bulkhead panels. Wood is the material most appropriate for new doors, however, metal with a dark or bronze anodized finish and with a wide stile may be substituted. Raw aluminum or other silver-colored metals are appropriate for mid to late twentieth century buildings.

ENTRANCES & PORCHES- IDENTIFY, RETAIN, PRESERVE

Recommended...	Not Recommended...
<p>Identifying, retaining, and preserving entrances--and their functional and decorative features--that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.</p>	<p>Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick.</p> <p>Removing an entrance or porch because the building has been re-oriented to accommodate a new house.</p> <p>Cutting new entrances on a primary elevation.</p> <p>Altering utilitarian or service entrances so they appear to be formal entrances by adding paneled doors, fanlights, and sidelights.</p>

ENTRANCES & PORCHES- PROTECT & MAINTAIN

Recommended...	Not Recommended...
<p>Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.</p> <p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, repairs to entrance and porch features will be necessary.</p>	<p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.</p> <p>Failing to undertake adequate measures to assure the protection of historic entrances and porches.</p>

ENTRANCES & PORCHES- REPAIR

Recommended...	Not Recommended...
<p>Repairing entrances and porches by reinforcing the historic materials.</p> <p>Repair will also generally include the limited replacement in kind--of with compatible</p>	<p>Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.</p> <p>Using a substitute material for the replacement</p>

substitute material--of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.	parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.
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ENTRANCES & PORCHES- REPLACE

Recommended...	Not Recommended...
Replacing in kind and entire entrance or porch that is too deteriorated to repair--if the form and detailing are still evident--using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.	Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

DESIGN FOR MISSING FEATURES

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended...	Not Recommended...
Designing and constructing a new entrance or porch when the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character building.	Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation. Introducing a new entrance or porch that is incompatible in size, scale, material and color.

ALTERATIONS/ADDITIONS FOR THE NEW USE

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended...	Not Recommended...
Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades. Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of	Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials such as wood, stucco, or masonry. Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

the buildings, i.e., limiting such alteration to non-character-defining elevations.	
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Storefronts

The storefront is usually the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. Although a storefront normally does not extend beyond the first story, the rest of the building is often related to it visually through a unity of form and detail. Planning should always consider the entire building; window patterns on the upper floors, cornice elements, and other decorative features should be carefully retained, in addition to the storefront itself.

The earliest extant storefronts in the U.S., dating from the late 18th and early 19th centuries, had bay or oriel windows and provided limited display space. The 19th century witnessed the progressive enlargement of display windows as plate glass became available in increasingly larger units. The use of cast iron columns and lintels at ground floor level permitted structural members to be reduced in size. Recessed entrances provided shelter for sidewalk patrons and further enlarged display areas.

In the 1920s and 1930s, aluminum, colored structural glass, stainless steel, glass block, neon, and other new materials were introduced to create Art Deco storefronts.

Display Window & Bulkhead Guidelines

1. New display windows should match the original in location, design, size, and materials.
2. If the original display window design is unknown, replacement windows should be traditionally scaled with large glass lights and with as few structural divisions as

possible to maintain the traditional transparent storefront look.

3. Window mullions or framing should be of wood, copper, or bronze metal.
4. Clear glass should be installed on storefronts, not tinted glass. Interior shades or blinds should be utilized for privacy.
5. Transom lights should not be obscured.
6. When replacing missing bulkheads, the original should be matched in design, size, and materials.
7. If the original bulkhead material is unknown, replacement may be of wood or brick.

General Storefront Guidelines

1. Storefront features that have become deteriorated should be repaired rather than replaced.
2. If replacement is necessary, new storefront elements should have features that match the original in design and materials.
3. Historic storefronts that were altered within the past fifty years should be reconstructed based upon pictorial or physical evidence of the original.

If the original storefront appearance is unknown, install a storefront based upon traditional designs. This should include the construction of bulkheads, display windows, and use of appropriate materials. New storefronts should be typical of those built during the early to mid-20th century and not reflect earlier or later architectural styles or periods.

STOREFRONTS- IDENTIFY, RETAIN, PRESERVE

Recommended...

Identifying, retaining, and preserving storefronts--and their functional and decorative features--that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.

The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront.

Not Recommended...

Removing or radically changing storefronts--and their features--which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the storefront so that it appears residential rather than commercial in character.

Removing historic material from the storefront to create a recessed arcade.

Introducing coach lanterns, mansard designs, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.

Changing the location of a storefront's main entrance.

STOREFRONTS- PROTECT & MAINTAIN

Recommended...

Repairing storefronts by reinforcing the historic materials.

Repairs will also generally include the limited replacement in kind--or with compatible substitute materials--of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates pilasters, or signs.

Not Recommended...

Replacing an entire storefront when repair or materials and limited replacement of its parts are appropriate.

Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.

STOREFRONTS- REPAIR

Recommended...

Repairing entrances and porches by reinforcing the historic materials.

Repair will also generally include the limited replacement in kind--of with compatible substitute material--of those extensively

Not Recommended...

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of

deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.	the surviving parts of the entrance and porch or that is physically or chemically incompatible.
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STOREFRONTS- REPLACE

Recommended...	Not Recommended...
Replacing in kind an entire storefront that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.	Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

DESIGN FOR MISSING FEATURES

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended...	Not Recommended...
Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.	<p>Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new design that is incompatible in size, scale, material, and color.</p> <p>Using inappropriately scaled signs and logos or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.</p>

New Additions

An attached exterior addition to a historic building expands its "outer limits" to create a new profile.

Because such expansion has the capability to radically change the historic appearance, an exterior addition should be considered only after it has been determined that the new use cannot be successfully met by altering non-character-defining interior spaces.

If the new use cannot be met in this way, then an attached exterior addition is usually an acceptable alternative. New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. New design should always be clearly differentiated so that the addition does not appear to be part of the historic resource.

Note: Although the work in this section is quite often an important aspect of rehabilitation projects, it is usually not part of the overall process of preserving character-defining features (identify, protect, repair, replace); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of constructing a new addition.

Guidelines for New Additions

1. Rear additions to historic commercial buildings are acceptable. Rear additions should be compatible with the original

building in scale, proportion and rhythm of openings, size, and materials.

2. Rear additions should be of wood or brick construction. Metal or concrete additions are less appropriate.
3. When additions are constructed they should be designed to result in little or no damage to the original walls and details at the rear of the building. Connecting an original building with a rear wing should be via original door or window openings.
4. Adding additional floors or stories to a building should only occur if the addition will not be readily visible from the street or other major pedestrian viewpoints. Roof additions should be set back from the main facade. Roof forms should be consistent with historic designs such as shed or flat roofs instead of gable or hipped roofs.

HISTORIC BUILDINGS- NEW ADDITIONS

Recommended...

Placing functions and services required for the new use in non-character-defining interior spaces rather than installing a new addition.

Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.

Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building; and limiting its size and scale in relationship to the historic building.

Designing new additions in a manner that makes clear what is historic and what is new.

Considering the attached exterior addition both in terms of the new use and the appearance of other buildings in the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building.

In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.

Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting and size and scale in relationship to the historic building.

Designing additional stories, when required for the new use, that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.

Not Recommended...

Expanding the size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior space.

Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.

Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.

Duplicating the exact form, material, style, and detailing of the historic building in the new addition so that the new work appears to be part of the historic building.

Imitating a historic style or period of architecture in new additions, especially for contemporary uses such as drive-in banks or garages.

Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.

Using the same wall plane, roof line, cornice height, materials, siding lap or window type to make additions appear to be a part of the historic building.

Designing new additions such as multi-story greenhouse additions that obscure, damage, or destroy character-defining features of the historic building.

Constructing additional stories so that the historic appearance of the building is radically changed.

New Construction

New construction is defined as the erection of a new building at any location including a new accessory building on a property within the historic district. It may include a new infill building on a vacant lot between two existing buildings.

The established treatment principle repeatedly used on historic or contributing buildings throughout these guidelines still apply – the building should be recognized as a product of its period of construction, design, materials and craftsmanship, consistent with the architecture in the District.

Guidelines for New Construction

1. The new building should be recognized as a product of its period of construction, design, materials and craftsmanship and consistent with the architecture of the District.

2. Placement and relationship to street:

Recognize and ensure consistency with the relationship and situation of existing buildings to the street when siting the new building.

- a. Recognize that the area and setback regulations of the particular zoning classification also apply.
- b. Recognize the historic grid street plan throughout the district and the immediate surroundings where historic buildings face toward the major street.
- c. Orient primary buildings to face the front major street in keeping with neighboring buildings in the

immediate surroundings. New primary buildings on corner lots should face the major street.

Accessory or outbuildings may face the primary building or their interior yard.

- d. Comply with the predominant front and side setback patterns of contributing buildings. Avoid siting a building significantly farther away or closer to the street than adjacent and other buildings on the block.
- e. Commercial buildings typically have no front setback in the District.
- f. For infill construction in the District, promote the commercial vitality and pedestrian activity along the street by providing entrances, storefronts and architectural detailing at the ground floor of new buildings. Avoid blank undifferentiated walls and lack of openings.

3. Height, Width, Proportion, Scale, and Massing

Understand the basics: Proportion is defined as the relationship between the width, height and depth of a building or its features. **Scale** is defined as the relative portion of a building to neighboring buildings or to a pedestrian or of a building to its surroundings in general. Scale is also defined in a relationship of architectural features to other architectural features. **Spacing** is the distance between buildings or elements. **Massing** is the enclosed volume or block of a building or its features. **Form** is the shape of the building, i.e., rectangular or square.

Rhythm means the pattern of buildings or features to one another.

- a. Recognize that the area regulations of the particular zoning classification also apply.
- b. Comply with the predominant height of contributing buildings on a block.
- c. Buildings in the District are largely one or two stories with a few three-story buildings. No new infill building commercial or office building in the District should ever exceed three stories unless the structure can be lowered into the ground. Avoid heights that exceed the adjacent building. When additional height is required above the adjacent building, the new low or flat-pitched roof shall gradually rise or step up from the lower adjacent building.
- d. Heights should always maintain a human scale. Consider that story heights on historic buildings ranged from 7.10 to 19.5 feet with an average of 13.5 feet. New building story heights should remain within that average.
- e. Outbuildings shall remain secondary to main buildings.
- f. Comply with the predominant width and proportion of contributing buildings. Most contributing commercial and office buildings in the District are vertical in proportion and fairly uniform in width. Buildings on infill sites that are wider than

most should be subdivided into bays that relate to the width of early buildings.

- g. Comply with the predominant massing of the form and elements of contributing buildings in their block. Commercial buildings typically have a box-like massing or a rectangular plan; the front facade is generally without great variation in the wall plane, except for its openings, and rises the full height of the building. New commercial buildings should respect historic massing but not let it limit imaginative designs.
- h. Comply with the predominant roof forms of contributing buildings within the block. Commercial buildings have roof pitches from flat, low-pitched, parapet to gable. The roofs on dwellings and outbuildings span the spectrum of roof forms.

4. Doors and Windows

Understand that: Styles and period of construction influenced the size, proportion, spacing and rhythm of doors and windows on historic buildings. Federal and Greek Revival-style buildings have symmetry of openings and more wall to window space. Early openings are vertical with smaller panes of glass, more wall to window space. As industry and glass availability improved, glass panes increased in size, and the ratio of wall to window space decreased, but not glaringly. The development of large plates of glass allowed display windows on the first floor shops on stores. Those store/houses constructed in the late-nineteenth and early

twentieth centuries may have two-over-two, double-hung sash windows on the upper story. Even as the later styles became more asymmetrical, verticality held strong. Yet, there are the occasional tripartite and paired windows in particular styles. Likewise, early doors are vertical and no wider than double-leaf on contributing commercial buildings.

- a. Respect the size, proportion, spacing and rhythm of door and window openings on all stories of contributing buildings in the subject block when designing and constructing new commercial buildings. Avoid horizontal strip windows or square openings and doors wider than double-leaf.
- b. Respect the relationship between wall surface area and window opening area of contributing commercial buildings in the block.
- c. Consider that stores evolved to have larger display windows on the street with residential details on the upper story.
- d. Windows may have simulated divided light sashes, but true divided lights are encouraged. If simulated divided lights are used, a spacer bar must be present between the panes of glass, and muntins must be applied to the exterior of the window.

5. Style

- a. Style cannot be guided inasmuch as they emerge with good design by architects, art, implementation by

builders, lifestyles, function, fashion, the economy and industrial evolution. Contemporary expression with respect of historic precedence, context, significance and architectural heritage is encouraged.

6. Material, Colors, and Details

- a. A new building should be recognized as a product of its period of construction and craftsmanship.
- b. Harmony of colors is encouraged.
- c. Incorporate an appropriate amount of detail and decoration in new construction to avoid blandness and establish a compatible relationship with contributing buildings.

Accessibility

It is often necessary to make modifications to a historic building so that it will be in compliance with current accessibility code requirements.

Accessibility to certain historic structures is required by three specific federal laws: the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Federal rules, regulations, and standards have been developed which provide guidance on how to accomplish access in historic areas for people with disabilities. Work must be carefully planned and undertaken so it does not result in the loss of character-defining spaces, features, and finishes. The goal is to provide the highest level of access with the lowest level of impact.

Note: Although the work in this section is quite often an important aspect of rehabilitation projects, it is usually not part of the overall process of preserving character-defining features (identify, protect, repair, replace); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work to meet accessibility requirements.

CONSIDERATIONS- ACCESSIBILITY

Recommended...

Identifying the historic building's character defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.

Complying with barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Designing new or additional means of access that are compatible with the historic building and its setting.

Not Recommended...

Undertaking code-required alteration before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Altering, damaging, or destroying character-defining features in attempting to comply with accessibility requirements.

Making changes to buildings without first seeking expert advice from access specialists and historic preservationists, to determine solutions.

Making access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Designing new or additional means of access without considering the impact on the historic property and its setting.

Signage

1. Historic signs including neon signs should be preserved, maintained, and repaired.
2. New signs should be of traditional materials such as wood, glass, copper or bronze letters. Sandblasted wood signs are appropriate. Plastic substrate signs, plywood signs, or unfinished wood are not recommended.
3. Signs should be sized in proportion to the building. Avoid oversized signs.
4. Buildings should have no more than three signs, not counting signs painted on windows.
5. Signs that resemble logos or symbols for businesses are encouraged.
6. Signs should have no more than two or three colors - colors should be coordinated with overall building colors.
7. Serif, sans serif, or script lettering are traditional lettering styles for signs. Letters should not exceed 18 inches in height and cover more than 60% of the total sign area.
8. Traditional sign locations include storefront beltcourses, upper facade walls (not to exceed 20% of the overall wall surface), hanging or mounted inside windows, or projecting from the face of the building.
9. Signs should be installed in such a way that no damage occurs to historic materials. Mounting brackets and hardware for signs should be anchored into mortar, not masonry.
10. Avoid fake historic signs such as "Colonial" designs.
11. Lighting for signs should be concealed. Spot or up-lit lighting for signs is recommended.

Internally-lit signs are not appropriate for the downtown area.

12. Historically appropriate neon signs may be acceptable.

Awnings

1. The addition of awnings to commercial buildings is appropriate. Awnings should be in traditional awning designs, materials, and placement. If pilasters or columns define the storefront, awnings should be placed within these spaces rather than overlap the entire storefront. Awning colors should be compatible and complementary to the building. Avoid harsh or overly bright colors.
2. Storefronts and upper facade windows are both appropriate locations for awnings.
3. Awnings may be retractable or fixed in place and should fit the opening to which they are applied. Shed awnings are appropriate for rectangular openings while arched awnings are appropriate for arched openings.
4. Awnings should be constructed of canvas. The use of fixed metal, vinyl, or wood awnings is discouraged.
5. Shed awnings are most appropriate for commercial buildings in Altavista. The use of bubble, concave, or convex forms is discouraged. Internally lit awnings are also less appropriate.

Mechanical Systems

1. Condensers should be located where they are not readily visible from the street such as at rear facades and recessed rooftop locations.
2. Condensers at the ground level should be screened with landscaping or fencing while still allowing access for servicing.

3. Window air-conditioners should be located in windows on the rear or sides of buildings and should not result in the removal or replacement of original windows or transoms.
4. Solar energy panels should be placed at rooftop locations where they are not readily visible from the street.
5. Electrical and gas meters, conduits, and other mechanical equipment should be located at rear facades. Conduits should be painted to match the color of the building.

often had light colors for the window sash and trim. It is recommended that historically appropriate colors and combinations such as these should be used.

Paints and Paint Colors

1. Paint should not be removed by abrasive methods such as sand or water blasting since this can damage the masonry. Chemical cleaning to remove paint is appropriate and the chemical cleaner should first be tested in a small inconspicuous area on the building.
2. Buildings which have not been previously painted should not be painted unless the masonry is mismatched due to improper repairs, re-pointing etc. and painting would unify the exterior appearance. Paint may be applied to masonry walls which have been sandblasted in order to form a sealant surface.
3. Paint colors for the body of commercial buildings should be in traditional brick colors such as red, brown and tan. Accent colors should be selected to compliment and contrast with the primary brick color. For Victorian era buildings, window sashes were painted in dark colors such as browns, dark greens and dark reds. Commercial buildings of the early 20th century more

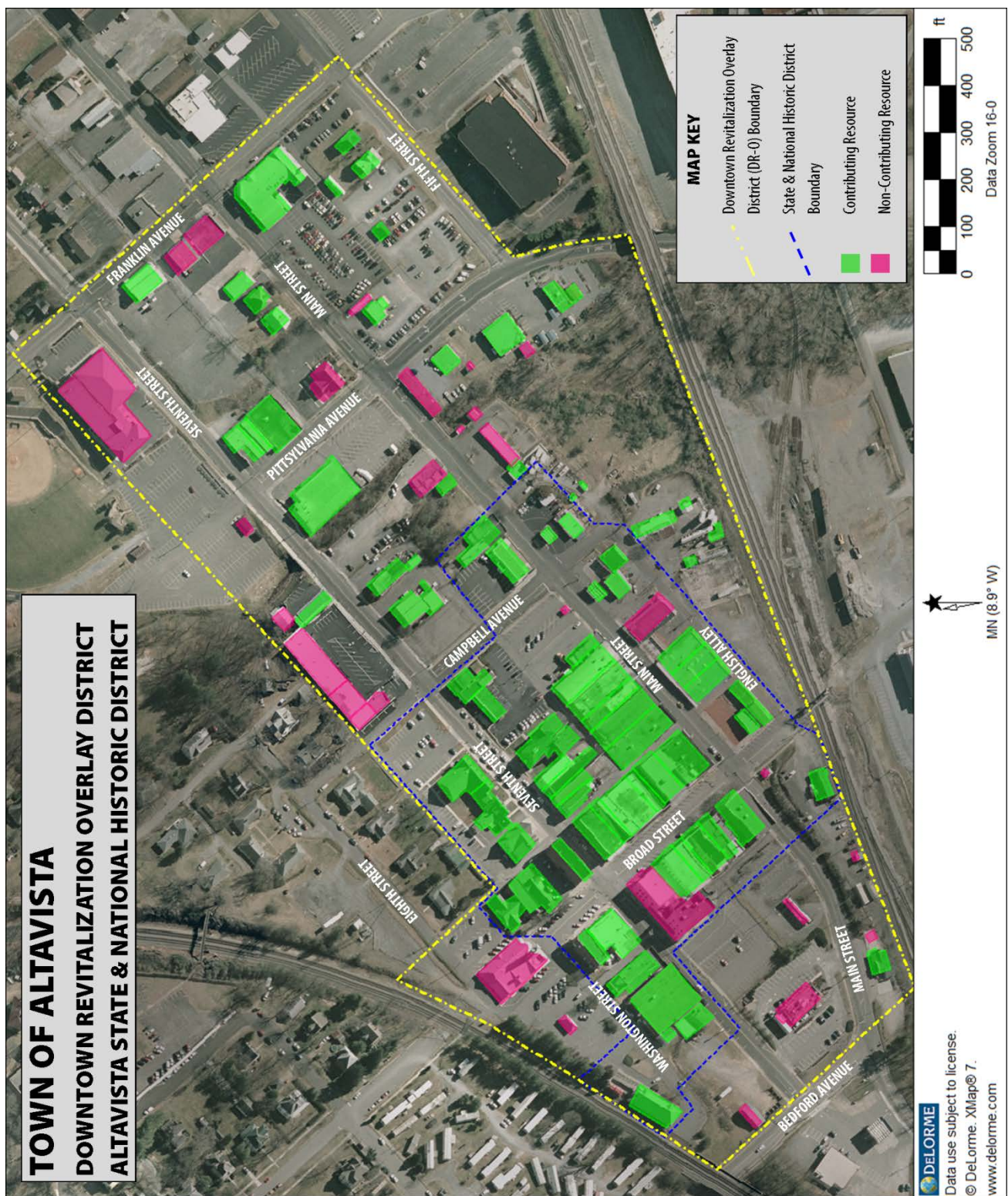
Special Considerations for Non-Contributing Buildings

A non-contributing building in the DR-O is often outside of the period of significance for the district (typically less than 50 years old). It can also be an older structure that through time has lost the aspects of its design that define its historic character.

Changes to non-contributing buildings are evaluated according to the context of the building and its location rather than its historical significance and architectural style.

Proposed changes should be complementary to the existing building in size, design, material, location and color and should not convey a false historical appearance.

Appendix I. Downtown Revitalization Overlay District Map



Town of Altavista 510 Seventh Street Altavista, Virginia 24517
 Phone: 434-369-5001 FAX: 434-368-4369

“Keeping Up Appearances”



Town Manager's Report – For Month of March 2014

Bedford Avenue Waterline Project (Project 1A)

- Contractor has three crews working on the project.
- Monthly Construction Meeting Notes are attached.

WWTP EOP – PCB Remediation

- Response letter sent to VA DEQ on March 31, 2015.
- Dr. Sowers has implemented his research in the steel caissons.
- Scott Rice, EPA Region III, is working with EPA's internal management in regard to options for continued research for remediation efforts. Expect to hear from Mr. Rice on Wednesday, March 18th.



**Bedford Avenue
Water Line Phase 1A
Town of Altavista, Virginia
WWA Project No. 213084.00**

**Payment Meeting No. 5
April 7, 2015 – 9:30 am**

MINUTES

Attendees: Owner: ~~Waverly Coggsdale~~, David Garrett, Phillip Jacobs, Dan Witt
VDOT: Ken Carlton, ~~Kimberly McMahan~~, ~~Tiffany Tweedy~~, ~~Danny Cruff~~
WWA: Turner Perrow, P.E
DLB, Inc.: ~~Dicky Morgan~~, Clyde Roberts, ~~Dean Grindstaff~~, ~~Mike Igo~~

1. Field Work: *Station 114 on Bedford Avenue. 2 Crews on Myrtle. Finish Commonwealth by Friday. Service laterals set and valved off. 3 wet taps, 7th, 9th and end of Broad Tuesday morning.*
2. Construction Inspector's Report:
 - a. WWA requested a report from the inspector regarding rain days.
 - b. Contractor to call VA Traffic at the beginning and end of every day.
 - c. Compaction testing will be performed on previously installed work to ensure compliance with the specifications.
 - d. Clean up material along the ROW, consolidate to laydown areas.
 - e. ~~Contractor asked to be attentive to site cleanliness in preparation for Sunday church services.~~
 - f. ~~Contractor to be mindful of the storage of materials and disturbance at the cemetery. Owner requests that no vehicles be parked there.~~
 - g. *Contractor to provide copies of bacteria testing results.*
 - h. *Inspector has been handing out fliers regarding construction activity.*
3. VDOT Comments:
 - a. ~~A deviation from the standard traffic management requirements was requested by the Contractor at the intersection at Bedford and 7th Street. VDOT will look at this request. Contractor to call VDOT prior to placing traffic management in service at this location. Contract has coordinated with VDOT.~~
 - b. Contractor to perform lane closures on Main Street. The proposed detour is not authorized by VDOT.
 - c. Signalized intersections shall be converted to flashing prior to allowing

Contractors forces to flag traffic. Contact VDOT to schedule flashing the signals. Contractor has coordinated with VDOT.

- d. VDOT will allow Saturday work if requested by the Contractor and authorized by the Owner.
 - e. VDOT contacted by homeowner for a new VDOT entrance. ~~VDOT to provide LUP to homeowner with note that the work is to be paid for by him.~~ WWA to issue Field Order for construction of CG-12 at 1201 Bedford Avenue and CG-6 at 1109 Bedford Avenue.
 - f. WWA to verify how driveway aprons are to be replaced, either whole or part. UPDATE – Disturbed driveway entrances are to be replaced with CG-9 entrances as detailed in the construction documents.
 - g. *VDOT needs the road patched. Contractor to perform hydrostatic testing, then schedule patching 4/17/2015. Contractor requested to pave Bedford crossing at Myrtle and test holes on Bedford Avenue.*
 - h. *VDOT requested additional signage. Contractor complied. --COMPLETE*
4. Easements / Property access:
- a. McDonald's Easement: plat is delivered. Need to develop an agreement with McDonalds. *Need for an easement has been negated due to an alignment shift in the field.*
 - b. Contractor directed to inform Engineer if an access issue is identified.
5. RFIs: None.
6. Changes:
- a. Change Proposal Request: New 16x16 tee, 8" valve, 8x16 reducer, and blind flange. Use all mechanical joints.
 - i. Work Change Directive #2 discussed and will be officially issued shortly. *Needs to be signed by Contractor.*
 - b. *Work Change Directive #3:*
 - i. *Revision #1 to be issued*
 - ii. *Needs to include new meters on Myrtle.*
7. Shop Drawings: None.
8. Permits:
- a. VMRC – River crossing adjustment
 - b. Engineer to send drawings to VMRC for record. – *COMPLETE*

9. Schedule:

- a. ~~Contractor warned that current production rates are behind what is required to complete the project on time. The Contractor expects the three crews on site to significantly increase production. WWA and Town to continue to monitor the work progress vs. the schedule. In the month of February, production improved due to the additional crews. The contractor is recovering time in the schedule.~~
- b. *March appears to have been an excellent month. The Contractor has successfully recovered the schedule in regards to the main water lines. Based on this metric, they are 59% complete with the pipe and 56% complete on time. Production has increased to 175 feet per work day, exceeding what is needed to complete the work on time. 4,385.5 total feet of pipe was reported to be installed.*
- c. *Need to have Main Street on paving schedule.*
- d. *Suggested paving/patching sequence*
 - i. *Compaction testing and schedule asphalt.*
 - ii. *Test line and construct driveway aprons.*
 - iii. *Patching begins.*

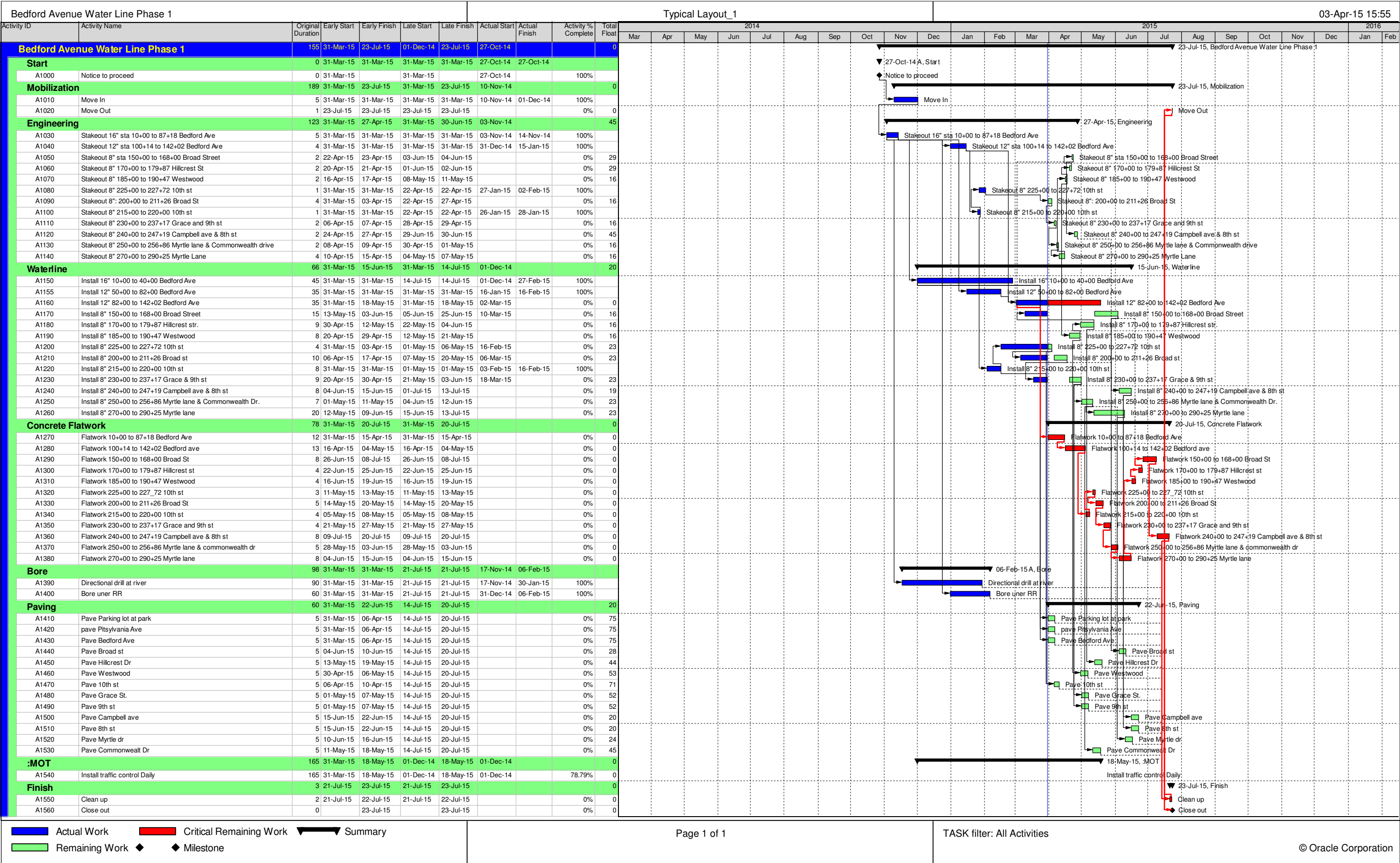
10. Upcoming Information needed: *None.*

11. Discussion / Comments / Questions:

- a. Contractor reported that the gas company has been slow in responding to utility location tickets. Gas Company crews are performing to the best of their abilities to locate lines.
- b. Town warned Contractor to proceed very carefully while working in the lot and areas surrounding the Bedford Avenue water tank as there are many underground utilities in the area. The Town offered to assist in determining the status of any lines found.
- c. ~~The Town was notified of the potential loss of a long time resident and benefactor of the community. The Contractor was asked to anticipate a funeral at Lane Memorial and provide support as needed.~~
- d. *Need to repair basketball court. DLB to be responsible for restoration. Town will pay for repair/resurface.*

12. Pay Request: No. 5: Contractor distributed the pay request for review (attached).

13. Next Payment Meeting: **May 5, 2015 at 9:30 a.m.**



Contractor's Application for Payment No.

5

Application Period: 2/22/15 to 3/28/15		Application Date: 4/3/2015	
To (Owner) Town of Altivista	From (Contractor) DLB, Inc	Via (Engineer) WW Associates	
Project: Bedford Avenue Water Line Ph 1A	Contract:		
Owner's Contract No.:	Contractors Project No.:	Engineer's Project No.: 213084.03	

Application For Payment Change Order Summary

Approved change Orders				
Number	Additions	Deductions		
			1. ORIGINAL CONTRACT PRICE.....	\$ 3796323.17
			2. Net change by Change Orders.....	\$
			3. Current Contract Price (Line 1 ± 2).....	\$ 3796323.17
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F on Progress Estimate).....	\$ 2206571.185
			5. RETAINAGE:	
			a. X 5% Work Completed.....	\$ 110328.56
			b. X 5% Stored Material.....	\$ 0.00
			c. Total Retainage (Line 5a + Line 5b).....	\$ 110328.56
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 2096242.63
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 1595266.19
			8. AMOUNT DUE THIS APPLICATION.....	\$ 500976.44
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G on Progress Estimate + Line 5 above).....	\$ 1,700,080.54
TOTALS	\$ -	\$ -		
NET CHANGE BY				
CHANGE ORDERS	\$ -			

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: *[Signature]* Date: 4/3/15

Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is recommended by:	(Engineer)	(Date)
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is approved by:	(Owner)	(Date)
Approved by:	Funding Agency (if applicable)	(Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Bedford Avenue Water Line Phase 1A							Application Number: 5			
Application Period: 2/22/15 to 3/28/15							Application Date: 4/3/2015			
A				B	C	D	E	F		G
Item		Bid Item Quantity	Unit Price	Bid Item Value (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F/B)	Balance to Finish (B-F)
Bid Item No.	Description									
1	16" Water Line	3000	\$ 180.40	\$ 541,200.00	3143.5	\$ 567,087.40		\$ 567,087.40	105%	\$ (25,887.40)
2	12" Water Line	4800	\$ 86.50	\$ 415,200.00	4261	\$ 368,576.50		\$ 368,576.50	89%	\$ 46,623.50
3	8" Water Line	8705	\$ 56.25	\$ 489,656.25	2314.5	\$ 130,190.63		\$ 130,190.63	27%	\$ 359,465.63
4	Directional Drill	577	\$ 1,091.34	\$ 629,703.18	577	\$ 629,703.18		\$ 629,703.18	100%	\$ -
5	Jack & Bore 30" Casing	187	\$ 827.02	\$ 154,652.74	187	\$ 154,652.74		\$ 154,652.74	100%	\$ -
6	Open Cut 24" Casing	161	\$ 620.27	\$ 99,863.47	161	\$ 99,863.47		\$ 99,863.47	100%	\$ -
7	Sidewalk Replacement	5737	\$ 80.61	\$ 462,459.57		\$ -		\$ -	0%	\$ 462,459.57
8	Private Entrance	9	\$ 3,199.33	\$ 28,793.97		\$ -		\$ -	0%	\$ 28,793.97
9	CG-12 Curb Ramp	8	\$ 1,298.46	\$ 10,387.68		\$ -		\$ -	0%	\$ 10,387.68
10	Mobilization	1	\$ 195,910.15	\$ 195,910.15	1	\$ 195,910.15		\$ 195,910.15	100%	\$ -
11	Stake out	1	\$ 11,125.00	\$ 11,125.00	0.6	\$ 6,675.00		\$ 6,675.00	60%	\$ 4,450.00
12	Pavement Repair	1	\$ 395,000.00	\$ 395,000.00	0.01	\$ 3,950.00		\$ 3,950.00	1%	\$ 391,050.00
13	Water Meter	129	\$ 1,654.04	\$ 213,371.16	3	\$ 4,962.12		\$ 4,962.12	2%	\$ 208,409.04
14	Fire Hydrant	26	\$ 3,000.00	\$ 78,000.00	9	\$ 27,000.00		\$ 27,000.00	35%	\$ 51,000.00
15	Air release valve	18	\$ 3,500.00	\$ 63,000.00	4	\$ 14,000.00		\$ 14,000.00	22%	\$ 49,000.00
16	Blow Off Valve	2	\$ 4,000.00	\$ 8,000.00	1	\$ 4,000.00		\$ 4,000.00	50%	\$ 4,000.00
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~ April 2015 ~

◀ Mar 2015

May 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Avoca-Opening Day (No Admission Charge) Altavista On Track Cruise In
5 Easter Sunday	6 Planning Commission 5:00 PM	7	8	9	10 Avoca-Night at the Museum	11
12	13	14 Budget Work Session 6:00 pm Council Meeting 7:00 pm	15	16 VML-Regional Supper 6:00 PM (Rocky Mount) Region 2000 Partnership Dinner 6:00 pm	17	18
19	20	21	22	23	24	25
26	27	28 Work Session 5:00 PM Region 2000 Alliance Breakfast 7:30 am	29	30	Notes:	

~ May 2015 ~

◀ Apr 2015

Jun 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 1 st Saturday Trade Lot AOT Cruise In
3	4	5	6	7	8	9
10 AVOCA-Mother's Day Tea	11	12 Council Meeting 7:00 pm	13	14	15	16
17	18	19	20	21	22 TGIF @ Avoca 5:30	23
24	25 Memorial Day Town Offices Closed	26 Work Session 5:00 PM	27	28	29	30
31	Notes:					