

Town of Altavista

Meeting Agenda Town Council Meeting

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

Tuesday, August 11, 2015

7:00 PM Regular Council Meeting

- 1. Call to Order
- 2. Invocation
- 3. Approval of Agenda
- 4. Recognitions and Presentations
 - a. Employee Milestones
 - Phillip Jacob 25 years of service (August 6th)
 - b. Region 2000 Business and Economic Development Alliance (Megan Lucas)

5. Public Comment

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

6. Consent Agenda

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

- a. Approval of Minutes Regular Meeting July 14th; Work Session July 28th
- b. Acceptance of Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Departmental Reports

7. Public Hearings (None Scheduled)

- 8. New/Unfinished Business
 - a. Fiscal Year 2015 Year End Budget Amendments/Transfers
 - b. Consideration of MOU with VACP for Police Chief Selection Process
 - c. Water Plant Emergency Repair Bids
- 9. Reports
 - a. Town Manager's Report
- 10. Informational Items/Late Arriving Matters
 - a. Correspondence/Articles
 - **b.** Calendars August & September
- 11. Matters from Council
- 12. Closed Session
- 13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

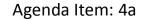
Tuesday, August 25th @ 5:00 p.m. Town Council Work Session

Tuesday, September 8th @ 7:00 p.m. Town Council Regular Meeting

Tuesday, September 22nd @ 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.





ALTAVISTA TOWN COUNCIL Agenda Item Summary - Staff Report

Date: August 7, 2015

To: Mayor Mattox and Council members

FROM: Waverly Coggsdale, Town Manager

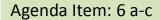
SUBJECT: Recognitions/Presentations

Employee Recognitions

• Phillip Jacobs – Public Works Department - 25 years of service to the Town (Aug. 6th)

Presentation(s)

Megan Lucas, Executive Director of Region 2000 Economic Development and Business Alliance.





ALTAVISTA TOWN COUNCIL Agenda Item Summary - Staff Report

Date: August 5, 2015

To: Mayor Mattox and Council members

FROM: Waverly Coggsdale, Town Manager

SUBJECT: Consent Agenda

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

<u>Minutes:</u> Regular Meeting July 14th; and Work Session July 28th (Motion to Approve the Minutes as presented or amended.)

Monthly Finance Reports: Invoices, Revenues & Expenditures Report, and Reserve Balance/Investment Report

(Motion to Accept the Finance Reports)

Departmental Reports

(Motion to accept Departmental Reports)

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 July 14, 2015 at 7:00 p.m.

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

Council members

present: Mayor Michael Mattox

Mrs. Micki Brumfield Mrs. Beverley Dalton Mr. Charles Edwards Mr. Timothy George Mr. Jay Higginbotham

Council members

absent: Mr. Tracy Emerson

Also present: Mr. J. Waverly Coggsdale, III, Town Manager

Mr. Daniel Witt, Assistant Town Manager Mrs. Tobie Shelton, Finance Director

Mr. David Garrett, Public Works/Utilities Director

Mr. John Eller, Town Attorney Mrs. Mary Hall, Administration

3. Mayor Mattox advised of the deletion of an item (Request from Altavista on Track for use of the Trade Lot for a Town wide Sidewalk Sale) on the agenda and asked if there were any questions regarding the amended agenda.

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

Motion carried:

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- 4. Recognitions and Presentations
 - i. James Goggins-Police Department -5 years of service

Mayor Mattox advised Officer Goggins has been with the Police Department for 5 years and is an excellent police officer; very community oriented and does an excellent job.

ii. Kenneth Moorefield-Police Department-10 years of service

Mayor Mattox advised Lt. Kenneth Moorefield has been a member of the Altavista Police Department for 10 years. He is a local resident, knows Altavista and the citizens, and thanked him for his service to the town.

Mayor Mattox recognized and welcomed Mr. Tim Dalton, editor of the Altavista Journal.

5. Public Comment

Mayor Mattox asked if anyone would like to speak to anything not listed on the agenda. No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting June 9th; Continued Meetings June 17th and 18th; Work Session June 23rd –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports
- d) Approval of Proposal from Gay & Neel for preliminary engineering assessment-boat ramp property-Council voted to accept the proposal from Gay & Neel in an amount not to exceed \$3,500.

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

Motion carried:

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

7. Public Hearings

a. Comprehensive Plan-Future Land Use Map (FLUM) Amendment Request

Mayor Mattox opened the public hearing at 7:06 p.m.

Mr. Dan Witt advised staff requests that the Town Council conduct a public hearing on amending the Town Comprehensive Plan's *Future Land Use Map* (*FLUM*) for 1502 Avondale Drive, Parcel ID 83A-17-1 and take action on the proposed amendment that changes said parcel from "Mixed Use" to "Industrial". He advised staff is recommending approval of the amendment to the Town Comprehensive Plan's *Future Land Use Map* (*FLUM*). The Planning Commission recommended approval of the amendment to the Town Comprehensive Plan's *Future Land Use Map* (*FLUM*) at their June 1, 2015 meeting. Mr. Witt noted this has been properly advertised and all adjoining and adjacent property owners have been notified.

Mayor Mattox asked if anyone would like to speak in regards to the amendment request.

Mr. Marvin Clements, 1707 Avondale Drive, addressed Council advising he has been living at this location since 1988. Mr. Clements asked Council to consider not approving this rezoning request due to his concern that it may have an adverse affect on property values in the area. He referred to the conditions of the street and the width to accommodate additional traffic that an industrial zoning might permit. He was concerned of what might come in the future if residential property is zoned for industrial use. He stated the zoning request stated something about light industry and he is not sure what light industry constitutes and asked could it be something like a junk yard or something of that nature. He asked what could come in the future. Mr. Clements stated he was also concerned for the safety of the children in the neighborhood with the traffic. He referred to Avondale Drive stating in adverse weather, residents park on the street and only one vehicle can pass through at a time.

Mr. Mark Younkin, 1419 Hillcrest Drive, addressed Council advising he has been a resident of the town for 9 years but has led a company in Altavista for 17 years.

Mr. Younkin advised he was on the original reuse committee for the Armory. Mr. Younkin stated he wanted to share his thoughts on the rezoning because he knew who was moving into the building and spoke favorably of them. He felt they would serve Altavista and their neighbors well. He felt the armory building will be a much better place with someone residing in it then sitting there as a derelict property.

Mayor Mattox closed the public hearing at 7:12 p.m.

b. Rezoning "Conditional" Request-1502 Avondale Drive

Mayor Mattox opened the public hearing at 7:14 p.m.

Mr. Witt advised the first public hearing was for Council to consider staff's request to change the Town Comprehensive Plan's *Future Land Use Map* with the second public hearing to receive comment on the proposed rezoning application for 1502 Avondale Drive, Parcel ID 83A-17-1 totaling approximately 6.2 acres and changing the zoning from Residential R-1 to Industrial "Conditional". Mr. Witt noted the property is situated along the southwest side of Avondale Drive, just north of Frazier Road, and is owned by the Town of Altavista and is commonly known as the Armory. Mr. Witt advised Select Air Mechanical and Electrical submitted the rezoning application along with proffers as listed:

- All equipment and materials will be stored behind the building.
- A 6ft. (minimum) fence with shades will be placed along the right side of the building to block the view of the holding area.
- The building will be used for the sole purpose of operating Select Air & Mechanical on a daily basis. This includes operating a Sheet Metal Fabrication Shop, office for daily operations, HVAC, Electrical and Plumbing work only.
- In the future, if any other operations need to be conducted from the building, we understand that we will need additional approval.
- The office area of the current building will be used for office personnel.
- The current gym space will be used as a sheet metal shop.
- All fabrication will be done inside of the building.
- Business operation days will be Monday-Friday
- Normal operating hours for the office will be 7:30 a.m. to 5:00 p.m.
- Normal operation hours of the sheet metal shop will be 8:00 a.m. to 5:00 p.m.
- Any company vehicles left overnight will be parked behind the building. Technicians and Mechanics drive the vehicles from their home to jobsites but should a circumstance call for a vehicle to be left over night, it will be behind the building.
- Building and grounds will be clean, maintained and landscaped.
- All scrap metal will be hauled away for recycling.
- Sign will be affixed to the building at the roof line on the left corner (looking at the building from the parking lot). It will be non-illuminated. We will have a spot light on the ground that illuminates the flag pole and sign.
- We would like to keep the "National Guard Armory" lettering in its current location because of the history behind the building itself and to honor the many men and women of the National Guard Armory. The building has been a fixture in the Town for many years and we would like to preserve that by keeping the lettering.

Mayor Mattox questioned if the Planning Commissioners voted unanimously in favor of the rezoning.

Mr. Witt advised it was a unanimous vote and no one spoke in opposition at either public hearing.

Mayor Mattox asked Mr. Witt to clarify "conditional" rezoning.

Mr. Witt explained "conditional" rezoning means while it is zoned industrial the only industrial zoning that is being permitted is the specific one at hand. If Select Air moved out, the only entity that can move in would be another very similar type of manufacturing with very similar conditions that have been proffered.

Mayor Mattox asked if anyone would like to speak

Mr. Marvin Clements, 1707 Avondale Drive, felt Mr. Witt covered most of his concerns although he did not hear anything about the safety and traffic issues. He asked if anything would be done to Avondale from Ogden to the armory because the street narrows. He did not feel the street would accommodate heavy trucks.

Mr. Don Bryant, co owner of Select Air, addressed Council. He advised he lives at 1616 Melinda Drive and he will see trucks coming through on that street because the GPS leads them that way. He would prefer that truckers not use that street. He advised he has spoken with the vendors and told them they do not want the truckers using Avondale but has asked that the truckers use Frazier Road to Lola Avenue and on to the armory. He stated Select Air would do their best to control the truck traffic and would address any problems.

Mayor Mattox closed the public hearing at 7:23 p.m.

A motion was made by Mr. George, seconded by Mr. Edwards, to approve the amendment to the Town Comprehensive Plan's Future Land Use Map (FLUM) as presented.

Mr. Higginbotham asked Mr. Garrett if he was familiar with the stretch of road Mr. Clements was referring to that narrows.

Mr. Garrett advised he would look into this matter.

Mr. George asked if a lot of tractor trailer delivery is expected.

Mr. Bryant responded there would be a lot of traffic with the delivery of the equipment. He would make sure the stipulations cover traveling on Frazier Road for these deliveries.

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve rezoning "conditional" of Parcel ID 83A-17-1 (1502 Avondale Drive) from R-1 Low Density Residential to Industrial "Conditional".

Mrs. Dalton advised Mr. Clements he had the word of the Council that they would seek to resolve any problems.

Mr. Edwards stated he was elated that someone is willing to come in and take care of the property to keep it from falling down on its own.

Motion carried:

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

Mr. Timothy George Yes Mr. Jay Higginbotham Yes

Mayor Mattox thanked Mr. Bryant, his partners and employees for attending the meeting.

c. Text Zoning Ordinance Amendment-Sections 86-32, 86-322 and 86-457 "Microbrewery/Brewpub"

Mayor Mattox opened the public hearing at 7:30 p.m.

Mr. Witt advised staff requests that the Town Council conduct a public hearing on proposed text amendments to the C-1 (Local Commercial), C-2 (General Commercial), and DRO (Downtown Revitalization Overlay) Zoning Districts and take action on the proposed amendments to add definitions for microbrewery and brewpub and include these as use types in the stated districts. Mr. Witt advised staff is recommending approval of the text amendments to The Code of the Town of Altavista, 2002, Chapter 86 as presented; the Planning Commission recommended approval of the text amendments at their June 1, 2015 meeting and brought the recommendation to Council.

Mayor Mattox asked if anyone would like to speak. No one came forward. He closed the public hearing at 7:33 p.m.

A motion was made by Mr. Edwards, seconded by Mr. George, to approve the text amendments to the C-1, C-2 and DRO Zoning Districts in Chapter 86 of the Code of the Town of Altavista, 2002, as presented.

Motion carried:

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

8. New/Unfinished Business

- a. Request from Altavista on Track for Use of the Trade Lot for a Town-Wide Sidewalk Sale
- b. Update on Main Street Waterline Replacement (Project 1B)

Mr. Coggsdale advised the bid opening for this project was conducted on June 25th; the lowest bid was \$750,000+ over the engineer's estimate. He provided correspondence from the engineer detailing their assessment of this situation. In addition he provided notes of a meeting between the Town, VDOT and the engineer that was held to review the project in an effort to find ways to hopefully reduce the bid amounts once the project is put back out to bid. It is the engineer's recommendation that the bids be rejected and that the Town modify several criteria in the original bid request in an effort to attract lower bids.

Mr. Higginbotham questioned if base asphalt would be used and asked if VDOT would be satisfied.

Mr. Garrett answered affirmatively noting it would be 10" of base and 1 ½" of overlay that VDOT would mill out and add the top. Mr. Garrett stated in the modifications they are working towards having two work zones.

Mr. Coggsdale advised they are trying to strike a balance between the efficiency of the job and keeping businesses in operation during this project.

Mr. Garrett noted the challenge would be maintaining the business entrances during this process.

Mayor Mattox questioned the reasoning for not doing the construction at night.

Mr. Garrett stated it really has not been looked at as a night project.

Mr. Coggsdale suggested looking at this as an alternative bid option.

Mr. Higginbotham stated it would be more expensive and there is not good quality work.

Mr. George questioned if someone had addressed Council previously and discussed the idea of restructuring Main Street.

Mr. Coggsdale advised several different items were discussed and stated he has been in touch with Mr. Youngblood with the Virginia Department of Transportation in regard to these discussions.

Mr. Edwards expressed disappointment that the engineers did not direct staff a little better.

A motion was made by Mr. Edwards, seconded by Mr. George, to reject bids for Main Street Waterline Replacement and rebid the project.

Motion carried:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Abstained
Mr. Charles Edwards	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Abstained
	Mrs. Micki Brumfield Mrs. Beverley Dalton Mr. Charles Edwards Mr. Timothy George

c. Update on VDOT Urban Development Area (UDAs) Technical Planning Grants

Mr. Coggsdale advised he recently attended a VDOT Education Meeting on HB2 and its impact on the selection of transportation projects at the local level. It is apparent that there are still many unanswered questions and the town may need to address planning issues to assist with potential funding in the future. He presented Council with excerpts from an email from VDOT talking about land use planning and the role of Urban Development Areas (UDAs). By designating UDAs or other growth areas, localities can maximize opportunities for funding through HB2. Mr. Coggsdale added staff would like to explore this and noted there are technical assistance grants available through August 31, 2015, to help localities that are considering amending their comprehensive plan to include UDAs or UDA-like areas.

It was the consensus of Council to allow staff to investigate the opportunity for designation of an Urban Development Area and potential submission of a grant application for technical assistance.

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

• Waterline installation is complete.

Regular Council Meeting—July 14, 2015

- Sidewalks are being installed
- Monthly Construction Meeting Notes
- Substantial Completion Date: July 24, 2015 Final Completion Date: August 25, 2015

WWTP EOP - PCB Remediation

- Institute of Advanced Learning & Research Workshop was held June 17th & 18th (Danville and Altavista).
- DEQ is in the process of drafting the notice letter that is required for the Informal Fact Finding (IFF) Proceeding.

Mr. Edwards questioned an article that stated Altavista could be subject to a \$30,000 a day fine in regards to the PCB cleanup and from his understanding DEQ would likely impose this fine if the town did not satisfactorily complete the VRP. Mr. Edwards stated if this is case, Council needs to be made aware of this.

Mr. George mentioned this was in the report submitted by Gay & Neel.

Mr. Coggsdale stated there is potential for any regulatory agency but being specific to our agency this was the first time he had heard about this penalty. He felt the article coincided with a visit to the Emergency Overflow Pond. Mr. Coggsdale stated he would ask specifically when discussions come about on the fact finding.

Mayor Mattox felt all could agree that there has been no official notification of such potential fine.

"Altavista Alerts" Notification System

Mr. Witt gave Council an update on the Everbridge Notification System advising the system is up and running; noting at no cost, the white pages and yellow pages have been purchased for the Town of Altavista (Any one that has a landline phone is in the system). He added he would prefer not to use this method unless it is a dire emergency. The notification system has been marketed and promoted with only 119 citizens to sign up. Mr. Witt advised some different marketing options are being considered. Mr. Witt mentioned there is a component that includes the Town employees to notify them of emergency situations. He stated he would like to see 800 to 1,000 citizens voluntarily sign up and suggested a possible incentive to encourage sign up.

- b. Calendars-July/August
- 10. Informational Items/Late Arriving Matters
- 11. Matters from Town Council

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

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

Motion carried:

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

Council went into closed session at 8:09 P.M.

Notice was given that council was back in regular session 8:28 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	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 8:29 p.m.

	Michael E. Mattox, Mayor
J. Waverly Coggsdale, III, Clerk	-

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 July 28, 2015 at 5:00 p.m.

Council members

present: Mayor Michael Mattox

Mrs. Micki Brumfield Mrs. Beverley Dalton Mr. Charles Edwards Mr. Timothy George Mr. Jay Higginbotham

Council members

absent: Mr. Tracy Emerson

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 Ms. Misty Johnson, Water Plant Superintendent

Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as amended; update on the Water Treatment Plant.

Motion carried:

VOTE:

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

Mr. Turner Perrow, WW Associates, presented Council with an outline of the emergency situation at the Water Treatment Plant with a failure in the finished water header pipe early Wednesday (July 22, 2015) morning which forced the Water Treatment Plant to shut down. He mentioned the speculation is a water hammer came through the pipes. Mr. Perrow explained to Council the process in which water is temporarily restored. He advised WW Associates Design Team performed a damage assessment. The plan is to reroute the finished water header outside of the clearwell for improved long term maintenance and noted the required structural repairs are minimal. He requested that emergency procurement procedures by authorized (Section 2-235). Three contractors will bid the preliminary work. The lowest bid for the repair work will be awarded and additional work negotiated or paid based on time and materials. He stated the intent is to determine which contractor has crews readily available to perform the work.

Mr. George asked Mr. Perrow if there is an estimate on how much the repair will cost.

Mr. Perrow replied he was hoping to have some figures next week.

Mr. Garrett noted there are two pumps that need to be replaced at a cost of approximately \$52,000. He stated as repairs are being done other issues need to be addressed to prevent this from happening again; pressure relieve valves, the two pumps and then working towards putting in the SCADA system in place. He noted the estimate to get the SCADA system working is \$26,000 and felt this failure could have been prevented if the SCADA system was in place.

Mr. Perrow mentioned the technology on the SCADA has changed dramatically and can provide critical information.

Council gave Mr. Garrett permission to move forward with the repair.

Mr. Coggsdale advised he would communicate with Council and advise of the figures.

Mr. Garrett introduced Ms. Misty Johnson, Water Treatment Plant Superintendent. She began work with the Town of Altavista July 27, 2015.

Mayor Mattox commended the Water Plant Staff, Mr. Garrett, and WW Associates for the job they have done to restore water to the Town of Altavista and Town of Hurt.

5. Items Contingent for the Regular Meeting

a. Utility Project Financing Discussion

Mr. Coggsdale advised the Town has decided to move forward with the Main Street Water Line Replacement Project (Project 1b) and the Melinda Tank High Pressure Zone Project. The Main Street project is currently in the process of being rebid and the Melinda Tank project is the final design phase. Previous discussions by Council have focused on the best method by which to finance the projects and staff has provided to Council information on different borrowing options.

Mrs. Dalton felt previous discussions have led to a serious look at borrowings due to interest rates and cash flows. Mrs. Dalton asked if staff felt while looking at the presented data and the cash flow projections that the Town had the ability to manage the payments.

Mr. Coggsdale noted the surplus of \$147,300 and moving forward with potential rates.

Mr. George asked how much revenue water and sewer produces.

Mrs. Shelton responded \$3 million.

Mrs. Dalton stated the answer to the question is where as the Town is not totally able to support the total debt service from the Enterprise funds the Town has the capacity to manage these payments knowing that the next five years of rates need to be reviewed.

Mayor Mattox advised the Capital Improvement Plan for the Enterprise Fund is not where it needs to be for future repairs and a revenue source is needed to build that up. He advised staff needs direction and asked Council if they wanted to deal with the banks, get bond counsel and specifically the terms. Mayor Mattox reviewed with Council the presented rate estimates and asked Council if they were in agreement to have the ability to pay off early.

Council was in agreement.

Mr. Edwards suggested with a long term project going with the 15 years.

Mrs. Dalton noted the presented rates will only increase over time and suggested locking in on rates for the long haul rather then make it reset.

Mr. Higginbotham stated his preference is 15 years and that staff needs to check with the local banks.

Mrs. Dalton advised the procurement process has to be used.

Mr. George asked if a consultant would be hired to guide Council through this process.

Mayor Mattox stated his understanding is if the RFP is with the banks, bond counsel is not needed.

Mrs. Shelton referred to a conversation she had with one of the banks. She was advised if borrowing with no bonds the bank would need a letter stating the funds qualify for a tax free rate. She reviewed a bank counsel document and that particular bank said that's what was needed. Mrs. Shelton stated she could not provide that; what is being paid for with bond counsel is protection. Should something occur, a law suit or IRS problems, Mrs. Shelton would be defending the Town if there was no bond counsel.

Mrs. Dalton stated in a previous meeting she recalled regardless of the route taken bond counsel is needed.

Mrs. Shelton noted it is not a true bond but a pledge that is being given and bond counsel is needed for the tax exempt rate and that also protects the bank because they have to send information to the IRS as well.

Mayor Mattox asked for an estimate of what bond counsel would be.

Mrs. Shelton responded \$12,000 to \$14,000.

Mayor Mattox stated this amount taken over a 12 to 15 year period would not be much.

Mrs. Dalton stated if staff is asked to take Council through the mandated processes they would find a bond counsel, put out a RFP and rates would be received back.

Mrs. Shelton stated when a previous RFP was submitted, there were open ended questions, provisions of exemptions, closing fees, additional cost, and payable without penalty. She stated a true number could not be obtained with so many variables.

Mr. Edwards suggested the closing cost being paid out of pocket.

Mrs. Dalton advised she could agree with financing for a longer period of time with the option of paying it off without penalty.

Mayor Mattox asked Council if they agreed for staff to move forward with this; hire bond counsel, get information in the 15 to 20 year range and bring back some figures.

Mr. Higginbotham asked if VRA has been considered.

Mrs. Shelton responded she has not with this project but with the previous project the banks were much lower than the VRA rates.

Council was in agreement.

b. Carryover Funds (FY2015 to FY2016)

Mrs. Shelton advised staff is requesting to carryover unexpended funds totaling \$246,375 for items/activities that were originally budgeted in FY 2015 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once items are ready to be purchased. The list of the items that staff would like to acquire during FY 2016, which covers the period July 1, 2015 through June 30, 2016:

Council / Administration

\$10,000 to replace Town Council computers with newer technology and upgraded software. These computers are currently 6 years old, which is a reasonable life expectancy.

Transportation

\$6,375 for installation of bus shelters. The shelters were purchased in the FY 2015 budget year; however, installation was not ready to begin prior to June 30th, the end of FY 2015 Budget.

Economic Development

\$40,000 to cover a housing study and marketing to include such items as Branding: Tag line development, a series of new ads as well as printed materials.

Water

\$50,000 for water tank maintenance and repair. Staff was anticipating work to begin prior to June 30th on the water tanks; however, we were unable to begin to due to addressing the Bedford Ave. water tank issue. (*Note: Currently \$50,000 is earmarked in reserves for this purpose*)

Wastewater

\$90,000 to replace 1992 International tandem dump truck. This vehicle is used daily to haul sludge to the landfill. This is the only vehicle the Town has for this use.

\$50,000 to replace PLC for Press System. This system controls the operation of the Plate Frame Press used to process sludge for landfill applying. Parts are becoming unavailable for this critical piece of equipment.

Mrs. Shelton noted in addition to the carryover request of unexpended funds, Staff would also like to request to use \$56,000 of unexpended FY 2015 Wastewater CIP Funds to rebuild the bar screen at our wastewater facility. Several CIP items totaling \$125,500 were not replaced at our Wastewater Treatment Plan as planned because the equipment was operating efficiently. These items are included in the FY 2016 CIP Budget. Staff has identified the need to replace this piece of equipment and would like to request to use \$56,000 of the unexpended funds.

Mrs. Shelton requested approval to earmark funds for the above listed items totaling \$302,375 in reserves to be expended during FY 2016.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to approve earmarking funds totaling \$302,375 in reserves to be expended during FY2016.

Mr. Higginbotham questioned the \$40,000 for Economic Development for the housing study and marketing.

Mr. Coggsdale advised these items were adopted in the FY2015 budget; a portion of the \$40,000 is for a housing study

Mr. Jarvis addressed Council advising this is a two phase initiative; he has met with the Virginia Technical Office of Economic Development and their Virginia Center for Housing Research. This would help with identifying a type of house that could be developed in the Town and have the businesses augmented as well; a mix use development. He used Wyndhurst in Lynchburg as an example. He referred to the marketing initiative stating he would like to look into a new tag line for the Town with the logo remaining the same and some marketing materials.

Mr. Edwards referred to the housing study and asked where the people would come from and where would they work.

Mr. Jarvis responded he could not tell where or how they would come from but are seeing trends for mix use development. Census tracking shows commute time as 29 to 39 minutes. Because of the school system, quality of life or other variables this location may be attractive for the employee. This study will show if mix use development is feasible for this area.

Mayor Mattox stated there are manufacturing plants in the town with the majority of the employees living outside of the town and would like to know why. It would be nice to have some of the employees in the well paid positions living in the Town. He asked could the reason be the housing, the night life or what is the reason for not wanting to live in the town.

Mr. Jarvis stated from his standpoint of recently moving into area because of his new job, he was not asked to move into town but elected to, the house selection was limited.

Mr. George mentioned there is no retirement community in the Town; when someone retires they move to Lynchburg.

Mr. Jarvis noted the study will focus on demographics for persons between the ages of 25-34 and households of 1 to 3 people, persons 55 and older; will include intergeneration households, all data for MLS. This is a part of the planning analysis.

Mr. Higginbotham felt with Council about to spend \$3 million the \$25,000 could be better spent elsewhere.

An amendment to the motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to remove that \$25,000 housing study from the carryover but continue with the marketing portion under the Economic Development section.

Mayor Mattox felt the housing study is needed for direction and data to use in decision making noting \$25,000 is a lot of money but felt there would be a good return on the investment. There has to be citizens living in Altavista.

Mr. Higginbotham stated he agreed with the Mayor but did not feel this is the appropriate place to spend the money.

Mayor Mattox noted Virginia Tech has negotiated the price down substantially and asked what is the Town lacking.

Mr. Edwards asked what has happened to jobs in the town in the last 10 years.

Mr. George asked how this could be reversed.

Mr. Edwards responded more jobs.

Mr. George asked how this could be done.

Mr. Edwards responded economic development.

Mr. Coggsdale asked as a Council how they felt about the population and the housing.

Mrs. Brumfield mentioned there are a lot of houses for sale in the town.

Mayor Mattox stated the houses that are for sale are usually 3 or 4 bedroom houses that are older and the younger people are not moving into town because there is nowhere for them to move.

Mrs. Dalton stated she was not a housing expert and if this study is available (what if there was a private enterprise interested in a multi family dwelling or mixed use) there is an informative study that may be encourage or discouraging to the private enterprise but it would be data readily available. Mrs. Dalton noted this was approved in the last fiscal year and in her opinion Council should proceed.

Mr. George mentioned the realtors he has spoken to say the problem with the houses in this area is they are old and outdated noting houses are being sold at 2/3's of their assessed value. He advised of several people that would not buy a house in Altavista because they were afraid they would not be able to get the money out of their house. Mr. George stated he didn't have the answers but felt Council should try to do something about this. Altavista is aging out; most of the children don't live here and are not going to live here. He felt amenities are very important.

(Amended Motion)

Motion failed:

VOTE:	Mayor Michael Mattox	No
	Mrs. Micki Brumfield	Yes

Mrs. Beverley Dalton No
Mr. Charles Edwards Yes
Mr. Timothy George No
Mr. Jay Higginbotham Yes

(Original Motion)

Motion failed:

VOTE: Mayor Michael Mattox Yes

Mrs. Micki Brumfield No
Mrs. Beverley Dalton Yes
Mr. Charles Edwards No
Mr. Timothy George Yes
Mr. Jay Higginbotham No

Mr. Coggsdale asked if the majority of Council supports the portion of the marketing with the Economic Development request.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the Carryover Funds (FY2015 to FY2016) with the Economic Development piece regarding the housing study of \$25,000 be brought back to Council after additional research.

Motion carried:

VOTE: Mayor Michael Mattox Yes

Mrs. Micki Brumfield Yes Mrs. Beverley Dalton Yes

COUNCIL WORK SESSION JULY 28, 2015

Mr. Charles Edwards	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

c. Virginia Telecommunications Planning Initiative-Phase II

Mr. Jarvis advised the Town of Altavista was selected as one of 13 communities in the state of Virginia participating for a broadband planning grant. The Town of Altavista has been selected as a Tier II participant; meaning the town is eligible for a grant award of \$50,000. If the town is selected, we would be required to allocate a 15% match for the grant of \$7,500. Mr. Jarvis advised of a meeting scheduled for August 3, 2015 at the Altavista Train Station which will focus on specific needs of the community stakeholders on the development of the broadband plan.

Mr. Edwards mentioned there are two broadband lines; one on I95 and one on US 29.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to pursue the Virginia Telecommunications Planning Initiative grants.

Motion carried:

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

Mr. Higginbotham asked for a brief update on the PCB matter.

Mr. Coggsdale advised he has attempted to make contact with EPA, both Mr. Scott Rice and Mr. Steve Rock, but has been unsuccessful. He noted he has received an email from Professor Jerry Schnoor, University of Iowa, which has been forwarded to Mr. Steve Rock.

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

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

	Michael Mattox, Mayor
Waverly Coggsdale, Clerk	

ACCOUNTING PERIOD 01/2016 FROM: 07/01/2015 TO: 07/31/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
NO	NO	NAME	DAIL	AMOUNI
33703	587	US POSTAL SERVICE (POSTAGE BY	07/01/2015	1,500.00
33704	1	CHARLES NEWMAN	07/13/2015	100.00
33705	20	J JOHNSON ELLER JR	07/13/2015	1,887.75
33706	652	HAWKINS LOCK & KEY CO INC	07/13/2015	47.45
33707	305	HAWKINS-GRAVES INC	07/13/2015	200.00
33708	218	MINNESOTA LIFE	07/13/2015	122.86
33709	300	NAPA AUTO PARTS	07/13/2015	578.93
33710	683	KEVIN SOWERS	07/13/2015	1,230.91
33711	515	DALE TYREE JR	07/13/2015	1,200.00
33712	92	UNIFIRST CORP	07/13/2015	25.59
33713	6	ALTAVISTA AREA YMCA	07/13/2015	25,000.00
33714	303	ALTAVISTA CHAMBER OF COMMERCE	07/13/2015	5,000.00
33715	7	ALTAVISTA INSURANCE & REAL EST	07/13/2015	3,446.00
33716	11	AVOCA	07/13/2015	12,025.00
33717	591	BRAND ACCELERATION INC	07/13/2015	2,030.00
33718	125	CVCJA	07/13/2015	4,875.00
33719	1	FELICIA DAVIS	07/13/2015	25.00
33720	327	PUBLIC AGENCY TRAINING COUNCIL	07/13/2015	295.00
33721	1	SHERRY MILLER	07/13/2015	25.00
33722	501	VIRGINIA DEPT OF THE TREASURY	07/13/2015	893.00
33723	107	VIRGINIA MUNICIPAL LEAGUE	07/13/2015	1,939.00
33724	452	VML INSURANCE PROGRAMS	07/13/2015	26,269.75
33725		ADAMS CONSTRUCTION CO	07/17/2015	657.94
33726		ALTAVISTA JOURNAL	07/17/2015	840.77
33727		ALTAVISTA PRESBYTERIAN CHURCH	07/17/2015	100.00
33728		KATHI BOGERT	07/17/2015	862.68
33729		BOXLEY AGGREGATES	07/17/2015	2,879.71
33730		CAMPBELL COUNTY UTILITIES & SE	07/17/2015	2,043.84
33731		CHANDLER CONCRETE CO INC	07/17/2015	179.00
33732		DMV	07/17/2015	200.00
33733		DOMINION VIRGINIA POWER	07/17/2015	40,006.17
33734		ENGLISH'S LLC	07/17/2015	1,807.71
33735		GRETNA TIRE INC	07/17/2015	2,441.75
33736		INSTITUTE FOR ADVANCED LEARNIN		4,982.04
33737		JAMES RIVER EQUIPMENT CO	07/17/2015	318.00
33738		NORFOLK SOUTHERN CORPORATION	07/17/2015	960.00
33739		O'REILLY AUTOMOTIVE INC	07/17/2015	274.34
33740		RIVER VALLEY RESOURCES LLC	07/17/2015	225.00
33741		CHEVIS A SWEARINGEN	07/17/2015	50.62
33742		VUPS INC	07/17/2015	86.10
33743 33744		WILLOUGHBY & ASSOCIATES INC	07/17/2015	280.00 23,827.50
33744		WW ASSOCIATES INC XEROX CORP	07/17/2015 07/17/2015	23,627.50
33745		ALL POINTS EAP & ORGANIZATIONA		771.88
33740		ARC3 GASES	07/17/2015	486.11
		ARNOLD, JOHNNIE L	07/17/2015	51.33
33740		ASHWELL'S TREE SERVICE LLC	07/17/2015	225.00
33749		BEACON CREDIT UNION	07/17/2015	385.00
33751		BRASCO INTERNATIONAL	07/17/2015	975.00
33752		BUSINESS SOLUTIONS INC	07/17/2015	500.00

33753	583	CAMPBELL COUNTY PUBLIC LIBRARY	07/17/2015	902.86
33754	574	CHRISTOPHER MICALE, TRUSTEE	07/17/2015	125.00
33755	687	CONCRETE PIPE & PRECAST LLC	07/17/2015	47,412.40
33756		ELECSYS INTNL CORPORATION	07/17/2015	417.00
33757		FAIRPOINT COMMUNICATIONS	07/17/2015	532.30
		GREER, WILLIAM ALBERT	07/17/2015	27.88
33759		HAWKINS-GRAVES INC	07/17/2015	870.00
33760	57	ICMA RETIREMENT TRUST-457 #304	07/17/2015	870.00
33761	386	IDS SECURITY	07/17/2015	57.00
33762	58	INSTRUMENTATION SERVICES INC	07/17/2015	708.00
33763	566	INTEGRATED TECHNOLOGY GROUP IN	07/17/2015	2,000.00
33764		LYNN KIRBY	07/17/2015	1,550.00
		LOWRY, CHARLES M	07/17/2015	29.20
		LYNCH STATION MENS GROUP	07/17/2015	150.00
33767				
		ORKIN PEST CONTROL LLC	07/17/2015	255.13
		STONE, ANNA	07/17/2015	150.00
33769		SUNGARD PUBLIC SECTOR INC	07/17/2015	44,591.35
33770		TREASURERS ASSOC OF VA	07/17/2015	160.00
33771	414	UNIVERSITY OF VA	07/17/2015	500.00
33772	9999999	WOODRUFF HAZEL C	07/17/2015	22.09
33773	294	BUSINESS CARD	07/27/2015	18,182.78
33774		ADD EQUIPMENT INC	07/31/2015	2,100.00
33775		AFLAC	07/31/2015	2,007.62
		ALLEN, CARLTON L.	07/31/2015	64.60
33777		ANTHEM BLUE CROSS/BLUE SHIELD	07/31/2015	36,397.00
33778		ASHWELL'S TREE SERVICE LLC	07/31/2015	1,800.00
33779		BEACON CREDIT UNION	07/31/2015	385.00
33780	12	BRENNTAG MID-SOUTH INC	07/31/2015	5,339.14
33781	689	C LEE WHITE CONCRETE LLC	07/31/2015	400.00
33782	427	CENTURYLINK	07/31/2015	2,317.35
33783	517	CTAV TREASURER	07/31/2015	300.00
	9999998	EMERSON, LYDIA	07/31/2015	150.00
33785		FEREBEE-JOHNSON COMPANY INC	07/31/2015	807.67
33786		FERGUSON ENTERPRISES INC #75	07/31/2015	17,950.37
		FIRST CHURCH OF JESUS	07/31/2015	150.00
33788		FISHER SCIENTIFIC	07/31/2015	1,510.44
		FOGGIN, DANIEL	07/31/2015	2,559.44
33790		GENTRY LOCKE ATTORNEYS	07/31/2015	325.00
33791	52	HACH COMPANY	07/31/2015	2,241.09
33792	622	HEYWARD SERVICES INC	07/31/2015	3,338.63
33793	1	TERRY COX	07/31/2015	100.00
33794	57	ICMA RETIREMENT TRUST-457 #304	07/31/2015	870.00
33795		MCI COMM SERVICE	07/31/2015	32.26
33796		MINNESOTA LIFE	07/31/2015	147.72
				845.29
33797		NTELOS	07/31/2015	
33798		PITNEY BOWES GLOBAL FINANCIAL	07/31/2015	50.00
33799		REEDY, EVAN	07/31/2015	200.00
33800		REI CONSULTANTS INC	07/31/2015	170.07
33801	398	RSG LANDSCAPING & LAWNCARE INC	07/31/2015	1,728.00
33802	80	SOUTHSIDE ELECTRIC COOP	07/31/2015	947.84
33803	1	SUBWAY	07/31/2015	138.00
33804		TREASURER OF VA/VITA	07/31/2015	126.98
33805		UNITED WAY OF CENTRAL VA	07/31/2015	96.00
33806		VACORP VACORP	07/31/2015	68.81
33807		VDH-WATERWORKS TECH ASSIST FUN	07/31/2015	4,953.05
33808	104	VIRGINIA LOCAL GOVT MGMENT ASS	07/31/2015	200.00

33809	672 WATTS I	PETROLEUM CORP	07/31/2015	181.00
33810	542 WILLOUG	GHBY & ASSOCIAT	ES INC 07/31/2015	560.00
33811	633 DAN WIT	ГТ	07/31/2015	60.86
NO.	OF CHECKS:	109	TOTAL CHECKS	386,512.35

Town of Altavista FY 2016 Revenue Report 8% of Year Lapsed

General Fund Revenue	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Property Taxes - Real Property	375,000	375,000	123	0	123	0	375,000
Public Service - Real & Personal	165,000	165,000	0	0	0	0	165,000
Personal Property	195,000	195,000	476	0	476	0	195,000
Personal Property - PPTRA	100,000	100,000	0	0	0	0	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	0	0	1,487,200
Mobile Homes - Current	500	500	4	1	4	1	500
Penalties - All Taxes	5,500	5,500	107	2	107	2	5,500
Interest - All Taxes	3,000	3,000	70	2	70	2	3,000
Local Sales & Use Taxes	145,000	145,000	14,079	10	14,079	10	145,000
Local Electric and Gas Taxes	110,000	110,000	12,760	12	12,760	12	110,000
Local Motor Vehicle License Tax	43,000	43,000	480	1	480	1	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	83,000	83,000	8,100	10	8,100	10	83,000
Local Meal Taxes	690,000	690,000	64,204	9	64,204	9	690,000
Audit Revenue	0	0	0	0	0	0	0
Container Rental Fees	900	900	0	0	0	0	900
Communications Tax	40,000	40,000	3,415	9	3,415	9	40,000
Transit Passenger Revenue	5,200	5,200	0	0	0	0	5,200
Business License Fees/Contractors	7,000	7,000	0	0	0	0	7,000
Busines License Fees/Retail Services	110,000	110,000	398	0	398	0	110,000
Business Licnese Fees/Financial/RE/Prof.	7,000	7,000	158	2	158	2	7,000
Business License Fees/Repairs & Person Svcs	18,000	18,000	172	1	172	1	18,000
Business Licenses Fees/Wholesale Businesses	1,500	1,500	0	0	0	0	1,500
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista FY 2016 Revenue Report 8% of Year Lapsed

	FY 2016 Adopted	FY 2016 Amended	FY 2016	MTD % of	FY 2016	VTD % of	VTD
General Fund Revenue (Continued)	•					YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Business License Fees/Hotels	1,500	1,500	0	o	o	О	1,500
Permits - Sign	1,000	1,000	40	4	40	4	1,000
Fines & Forfeitures - Court	10,000	10,000	0	0	0	0	10,000
Parking Fines	500	500	50	10	50	10	500
Interest and Interest Income	49,000	49,000	1,405	3	1,405	3	49,000
Rents - Rental of General Property	1,000	1,000	75	8	75	8	1,000
Rents - Pavilion Rentals	3,000	3,000	500	17	500	17	3,000
Rents - Booker Building Rentals	4,000	4,000	350	9	350	9	4,000
Rents - Rental of Real Property	60,000	60,000	4,662	8	4,662	8	60,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	0	0	0	0	18,000
State DCJS Grant	80,000	80,000	0	0	0	0	80,000
State Rental Taxes	800	800	247	31	247	31	800
State/Misc. Grants (Fire Grant)	10,300	10,300	0	0	0	0	10,300
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	13,670	13,670	16,147	118	16,147	118	13,670
Campbell County Grants	57,100	57,100	0	0	0	0	57,100
Litter Grant	2,000	2,000	0	, 0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	0	0	3,300
VDOT TEA 21 Grant	0	0	0	0	0	0	o
VDOT LAP Funding	0	0	0	o	0	0	0
Federal Transit Revenue	105,700	105,700	0	0	0	0	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	3,400
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc Sale of Supplies & Materials	7,000	7,000	0	0	0	0	7,000
Misc Cash Discounts	300	300	0	0	0	0	300

Town of Altavista FY 2016 Revenue Report 8% of Year Lapsed

	FY 2016	FY 2016					
	Adopted	Amended	FY 2016	MTD % of	FY 2016	YTD % of	YTD
General Fund Revenue (Continued)	Budget	Budget	MTD	Budget	YTD	Budget	Projections
Miscellaneous	13,000	13,000	9,456	73	9,456	73	13,000
Reimbursement of Insurance Claim	0	O	0	0	* O	0	0
Misc State Forfeiture Fund	0	0	0	0	0	0	0
Misc Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	184,000	184,000	0	0	0	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	o
Transfer In from General Fund Design. Reserves		o	0	0	0	0	o
				×			
	4,391,370	4,391,370	137,478	<u>3.13</u>	137,478	<u>3.13</u>	4,391,370

Town of Altavista Fund Expenditure Totals FY 2016 8% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended Budget	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
ALL FUNDS TOTAL							
Operations	5,832,210	5,832,210	490,097	8	490,097	8	5,832,210
Debt Service	280,000	280,000	0	0	o	0	280,000
CIP	1,172,700	1,172,700	50,487	4	50,487	4	1,172,700
Transfer Out to General Fund Reserve	471,100	471,100	0	0	o	0	471,100
Transfer Out to CIF	0	0	0	0	o	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>147,260</u>	<u>147,260</u>	<u>0</u>	0	<u>0</u>	0	<u>147,260</u>
ALL FUNDS - GRAND TOTAL:	7,993,270	7,993,270	540,585	<u> </u>	540,585	<u>Z</u>	7,993,270

Town of Altavista Fund Expenditure Totals FY 2016 8% of Year Lapsed

	FY 2016	FY 2016					
	Adopted	Amended	FY 2016	MTD % of	FY 2016	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
Council / Planning Commission							
Operations	28,030	28,030	2,642	9	2,642	9	28,030
Debt Service	0	0	0	0	0	0	. 0
CIP	<u>0</u>	<u>o</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	o
Administration - TOTAL:	<u>28.030</u>	<u>28.030</u>	<u>2,642</u>	<u>9</u>	<u>2.642</u>	<u>9</u>	<u>28.030</u>
Administration							
Operations	768,040	768,040	115,494	15	115,494	15	768,040
Debt Service	0	0	· o	0	0	0	0
CIP	<u>10,000</u>	10,000	0	<u>0</u>	О	<u>0</u>	10,000
Administration - TOTAL:	<u>778.040</u>	778.040	<u>115,494</u>		<u>115,494</u>	<u>15</u>	<u>778.040</u>
Non-Departmental							
Operations	912,280	912,280	42,025	5	42,025	5	912,280
Transfer Out to Cemetery Fund	-49,280	-49,280	0	0	0	0	-49,280
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-471,100	-471,100	0	0	0	0	-471,100
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>326.900</u>	<u>326,900</u>	<u>42.025</u>	<u>13</u>	<u>42.025</u>	<u>13</u>	<u>326.900</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Non-Departmental - TOTAL:	<u>351.900</u>	<u>351,900</u>	<u>42.025</u>	<u>12</u>	<u>42.025</u>	<u>12</u>	<u>351,900</u>
Public Safety							
Operations	926,200	926,200	89,621	10	89,621	10	926,200
Debt Service	0	0	0	0	0	0	0
CIP	<u>67,950</u>	<u>67,950</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	67,950
Public Safety - TOTAL:	<u>994.150</u>	<u>994.150</u>	<u>89.621</u>	<u>9</u>	<u>89.621</u>	<u>9</u>	<u>994.150</u>

Town of Altavista Fund Expenditure Totals FY 2016 8% of Year Lapsed

	FY 2016	FY 2016					
	Adopted	Amended	FY 2016	MTD % of	FY 2016	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	Budget	MTD	Budget	YTD	Budget	Projections
Public Works							
Operations	927,500	927,500	68,079	7	68,079	7	927,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>385,000</u>	<u>385,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>o</u>	<u>385,000</u>
Public Works - TOTAL:	<u>1.312.500</u>	<u>1.312.500</u>	<u>68.079</u>	<u>0</u> <u>5</u>	<u>68.079</u>	<u>0</u> <u>5</u>	1.312.500
Economic Development		İ					
Operations	169,870	169,870	13,232	8	13,232	8	169,870
CIP	105,070	103,670	13,232		13,232		103,870
Economic Development - TOTAL:	<u>169.870</u>	169.870	<u>5</u> 13,232	<u>0</u> <u>8</u>	12 222	<u>0</u>	160.870
To me.	105.870	109.870	12,232	으	<u>13.232</u>	<u>8</u>	<u>169.870</u>
Transit System							
Operations	96,350	96,350	10,211	11	10,211	11	96,350
Debt Service	o	О	0	0	O	0	Ó
CIP	<u>75,150</u>	<u>75,150</u>	<u>975</u>	1	<u>975</u>	1	<u>75,150</u>
Transit System - TOTAL:	171.500	171,500	11.186	<u>1</u> <u>7</u>	<u>11.186</u>	<u>1</u> <u>7</u>	<u>73,133</u> 171,500
				_		=	
GENERAL FUND TOTALS							
Operations	3,242,890	3,242,890	341,305	11	341,305	11	3,242,890
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	975	0	975	0	563,100
GENERAL FUND - GRAND TOTAL:	3,805,990	3,805,990	342,280	<u>9</u>	342,280	<u>9</u>	3,805,990

Town of Altavista Council / Planning Commission FY 2016 Expenditure Report 8% of year Lapsed

COUNCIL / PLANNING COMMISSION - FUND 10	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	1,749	8	21,000
Other Employee Benefits			0	0	. 0	0	,
Services	2,000	2,000	0	0	О	0	2,000
Other Charges	5,030	5,030	893	18	893	18	5,030
Materials & Supplies	o	0	o	0	О	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	28,030	28,030	2,642	9	2,642	9	28,030

Town of Altavista Administration FY 2016 Expenditure Report 8% of year Lapsed

ADMINISTRATION - FUND 10	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended Budget	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	402,200	402,200	45,826	11	45,826	11	402,200
Other Employee Benefits	18,400	18,400	922	5	922	5	18,400
Services	193,840	193,840	49,116	25	49,116	25	193,840
Other Charges	125,200	125,200	18,937	15	18,937	15	125,200
Materials & Supplies	28,400	28,400	693	2	693	2	28,400
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	778,040	778,040	115,494	15	115,494	15	778,040

Town of Altavista Non-Departmental FY 2016 Expenditure Report 8% of Year Lapsed

	FY 2016	FY 2016					
NON-DEPARTMENTAL - FUND 10	Adopted <u>Budget</u>	Amended <u>Budget</u>	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD
	buuget	buuget	IVITD	<u>buuget</u>	110	buuget	<u>Projections</u>
CONTRIBUTIONS - OTHER CHARGES	_						
Other Charges - Misc.	105,800	105,800	5,000	5	5,000	5	105,800
Campbell County Treasurer	57,200	57,200	0	0	0	0	57,200
USDA Assistance	О	О	0	0	О	0	О
NABF Youth Baseball Tournament	О	0	О	0	О	0	О
Property Maintenance Enforcement	5,000	5,000	О	0	О	0	5,000
Business Development Center	2,500	2,500	О	0	О	0	2,500
Altavista Chamber of Commerce	20,000	20,000	5,000	25	5,000	25	20,000
Dumpster Reimbursement	600	600	О	0	О	0	600
Uncle Billy's Day Funding	20,000	20,000	О	0	o	0	20,000
Christmas Parade Liablity Insurance	500	500	О	0	О	0	500
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	42,000
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	25,000	25	
Contribution - Altavista Fire Co.	10,000	10,000	0	0	О	0	
Contribution - Avoca	18,700	18,700	4,675	25	4,675	25	
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	0	0	
CONTRIBUTIONS - OTHER CHARGES - TOTAL	292,500	292,500	34,675	12	34,675	12	292,500
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	О	О	О	0	0	0	٥
Fuel - Fire Company	5,000	5,000	0	0	0	0	1 1
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	0	0	o	0	· ·
NON-DEPARTMENTAL - SUBTOTAL	297,500	297,500	34,675	12	34,675	12	297,500
TRANSFER OUT							
Transfer Out - Cemetery Fund	49,280	49,280	o	0	0	0	49,280

Town of Altavista Non-Departmental FY 2016 Expenditure Report 8% of Year Lapsed

	FY 2016	FY 2016					
	Adopted	Amended	FY 2016	MTD % of	FY 2016	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Tranfer Out - Enterprise Fund	l ol	ol	О	0	ol	0	ا ا
Transfer Out - Library Fund	0	0	0	o	ő	0	١
Transfer Out - General Fund Reserve	471,100	471,100	0	ő	ő	0	471,100
Transfer Out - CIF	0	0	0	0	ő	0	471,100
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	o	0	65,000
TRANSFER OUT - TOTAL	585,380	585,380	0	0	0	0	585,380
DEBT SERVICE			:				
Debt Service - Principal	o	0	0	0	0	0	٥
Debt Service - Interest	o	0	0	0	0	0	٥
DEBT SERVICE - TOTAL	o	0	0	0	0	0	o
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	7,350	25	7,350	25	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	7,350	25	7,350	25	
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	912,280	912,280	42,025	5	42,025	5	912,280
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New		0					
Replacement Improvements (T-21 / Streetscape)		0	0	0	0	O	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25.000
Replacement Other than Buildings (VDOT LAP)	23,000	23,000	0	0	, i	0	25,000
CAPITAL OUTLAY -TOTAL	25,000	25,000	ő	0	ŭ	0	35 000
	25,000	23,000	ď	· ·	4	U	25,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	937,280	937,280	42,025	4	42,025	4	937,280
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	351,900	351,900	42,025	12	42,025	12	351,900

Town of Altavista Public Safety FY 2016 Expenditure Report 8% of Year Lapsed

PUBLIC SAFETY - FUND 10	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>M</u> TD	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	804,000	804,000	80,114	10	80,114	10	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	0	0	0	0	16,200
Other Charges	39,500	39,500	9,502	24	9,502	24	39,500
Materials & Supplies	66,500	66,500	5	0	5	0	66,500
Capital Outlay	67,950	67,950	0	0	0	0	67,950
Total Expenditures	994,150	994,150	89,621	9	89,621	9	994,150

Town of Altavista
Public Works
FY 2016 Expenditure Report
8% of Year Lapsed

Total Expenditures	1,312	2,500 1,312,500	68,079	5	68,079	5	1,312,500
							303,000
Capital Outlay	385	000 385,000	0	0	0	0	385,000
Debt Service		0	0	0	0	0	0
Materials & Supplies	252	700 252,700	3,908	2	3,908	2	252,700
Other Charges	· ·	25,300	648	3	648	3	25,300
Services	8,4	I '	81	1	81	1	8,400
Other Employee Benefits		0	0	0	0	0	0
•	041	041,100	03,443	10	63,443	10	641,100
Wages & Benefits	641	100 641,100	63,443	10	l ca 44a	10	I 644 400
PUBLIC WORKS - FUND 10		get Budget	MTD	Budget	YTD	Budget	Projections
		.016 FY 2016 pted Amended		MTD % of	FY 2016	YTD % of	YTD

Town of Altavista Economic Development FY 2016 Expenditure Report 8% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	102,600	102,600	11,111	11	11,111	11	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	30,400	2,030	7	2,030	7	30,400
Other Charges	31,670	31,670	91	0	91	0	31,670
Materials & Supplies	5,200	5,200	0	0	0	0	5,200
Capital Outlay	0	0	0	0	0	0	O
Total Expenditures	169,870	169,870	13,232	8	13,232	8	169,870

Town of Altavista Transit System FY 2016 Expenditure Repost 8% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	64,000	64,000	7,806	12	7,806	12	64,000
Services	3,250	3,250	o	0	Ó	0	3,250
Other Charges	4,150	4,150	672	16	672	16	4,150
Materials & Supplies	24,950	24,950	1,733	7	1,733	7	24,950
Capital Outlay	75,150	75,150	975	1	975	1	75,150
Total Expenditures	171,500	171,500	11,186	7	11,186	7	171,500

Town of Altavista FY 2016 Revenue Report 8% of Year Lapsed

	FY 2016	FY 2016					
	Adopted	Amended	FY 2016	MTD % of	FY 2016	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	<u>Budget</u>	<u>MTD</u>	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Interest/Interest Income	2,000	2,000	1,061	53	1,061	53	2,000
Water Charges - Industrial	904,000	904,000	88,604	10	88,604	10	904,000
Water Charges - Business/Residential	294,000	294,000	12,635	4	12,635	4	294,000
Water Charges - Outside Community	136,000	136,000	10,440	8	10,440	8	136,000
Water Charges - Water Connection Fees	3,000	3,000	1,500	50	1,500	50	3,000
Sewer Charges - Industrial	1,187,400	1,187,400	97,952	8	97,952	8	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	11,980	4	11,980	4	291,000
Sewer Charges - Outside Community	2,000	2,000	560	28	560	28	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	0	0	5,200
Sewer Charges - Sewer Surcharges	100,000	100,000	5,240	5	5,240	5	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	1,124	24	1,124	24	4,600
Misc. Cash Discounts	200	200	0	0	o	0	200
Misc. Sale of Supplies & Materials	500	500	0	0	o	0	500
Miscellaneous	25,000	25,000	15,202	61	15,202	61	25,000
State Fluoride Grant	0	o	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	o
Transfer In from Reserves	0	0	0	0	o	0	o
Transfer in From General Fund	<u>0</u>	<u>o</u>	<u>0</u>	0	0	0	О
ENTERPRISE FUND - REVENUE:	<u>2.954,900</u>	<u>2,954,900</u>	<u>246.298</u>	<u>8</u>	<u>246,298</u>	<u>8</u>	<u>2.954.900</u>

Town of Altavista Fund Expenditure Totals FY 2016 8% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Water Department							
Operations	932,090	932,090	65,127	7	65,127	7	932,090
Debt Service	280,000	280,000	0	0	0	0	280,000
CIP	210,600	210,600	49,512	24	49,512	24	210,600
Transfer Out	<u>73,630</u>	73,630	<u>o</u>	<u>0</u>	0	0	73,630
Water Department - TOTAL:	<u>1,496,320</u>	1,496,320	114,639	<u>8</u>	114,639	<u>0</u> <u>8</u>	1,496,320
Wastewater Department							
Operations	1,174,950	1,174,950	68,439	6	68,439	6	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	0	0	o	<u>0</u>	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>o</u>		0	_	<u>73,630</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	1,458,580	68,439	<u>5</u>	68,439	<u>5</u>	1,458,580
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	133,565	6	133,565	6	2,107,040
Debt Service	280,000	280,000	Ó	0	0	0	280,000
CIP	420,600	420,600	49,512	<u>12</u>	49,512	<u>12</u>	420,600
Transfer Out	147,260	147,260	<u>0</u>	_	<u></u> <u>0</u>		<u>147,260</u>
ENTERPRISE FUND - GRAND TOTAL:	2,954,900	2,954,900	183,077	<u>6</u>	183,077	<u>6</u>	2,954,900

Town of Altavista Water Department FY 2016 Expenditure Report 8% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	543,600	543,600	47,973	9	47,973	9	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	1,125	3	1,125	3	43,300
Other Charges	163,350	163,350	7,182	4	7,182	4	163,350
Materials & Supplies	181,840	181,840	8,847	5	8,847	5	181,840
Debt Service	280,000	280,000	0	0	0	0	280,000
Capital Outlay	210,600	210,600	49,512	24	49,512	24	210,600
Transfer Out to Reserves	73,630	73,630	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				73,630
Total Expenditures	1,496,320	1,496,320	114,639	8	114,639	8	1,496,320

Town of Altavista Wastewater Department FY 2016 Expenditure Report 8% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	677,60	677,600	60,177	9	60,177	9	677,600
Other Employee Benefits			0	О	0	0	0
Services	15,65	15,650	51	О	51	0	15,650
Other Charges	313,00	313,000	370	0	370	0	313,000
Materials & Supplies	168,70	168,700	7,841	5	7,841	5	168,700
Debt Service			0	0	0	0	0
Capital Outlay	210,00	210,000	0	0	О	0	210,000
Transfer Out	73,63	73,630	:				73,630
Total Expenditures	1,458,58	1,458,580	68,439	5	68,439		1,458,580

Town of Altavista
Fund Expenditure Totals
FY 2016
8% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Operations CIP State/Hwy Water Department - TOTAL:	451,000 <u>168,000</u> <u>619,000</u>	451,000 168,000 619,000	14,962 <u>0</u> 14,962	<u>0</u>	14,962 <u>0</u> 14,962	3 <u>0</u> <u>2</u>	451,000 <u>168,000</u> <u>619,000</u>
Cemetery Fund - (Fund 90)	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended Budget	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
Cemetery - Operations - Total: CIP Transfer Out - Cemetery Reserve	31,280 21,000 <u>25,000</u>	31,280 21,000 <u>25,000</u>	265 <u>0</u>	1 2 <u>0</u>	265 <u>0</u>	1 <u>0</u>	31,280 21,000 <u>25,000</u>
Cemetery Fund - TOTAL:	77,280	77,280	<u> 265</u>	<u>0</u>	<u> 265</u>	<u>0</u>	77,280

Town of Altavista FY 2016 State/Highway Fund 8% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE Street & Highway Maintenance Street & Highway Maintenance/Carry Over Street & Highway Maintenance/Cash Discount State/Highway Reimbursement Fund - GRAND TOTAL:	619,000 0 0 619,000	619,000 0 0 619,000	0 0 0 0	0 0 0 <u>0</u>	0 0 0 <u>0</u>	0 0 0 <u>0</u>	0
EXPENDITURES Maintenance - Other Maintenance Maintenance - Drainage Maintenance - Pavement Maintenance - Traffic Control Devices Engineering - Repairs & Maintenance Traffic Control Operations Road/Street/Highway - Snow & Ice Removal Road/Street/Highway - Other Traffice Services General Admin. & Misc Miscellaneous	0 48,200 150,000 56,800 10,000 0 56,000 50,000 80,000	0 48,200 150,000 56,800 10,000 0 56,000 50,000	0 2,862 149 212 0 0 0 6,311 5,427	0 6 0 0 0 0 0 13	0 2,862 149 212 0 0 0 6,311 5,427	0 6 0 0 0 0 0 13	48,200 150,000 56,800 10,000 0 56,000
State/Highway Reimb. Fund - Subtotal: Improvements Other Than Buildings - New Engineering - New	451,000 168,000	<u>451,000</u> 168,000	14,962 0	<u>3</u> 0	14,962 0	, <u>3</u> 0	451,000
State/Highway Reimb. Fund - Capital Outaly - Subtotal: Transfer Out - General Fund Reserve	168,000	168,000	0	0	0	0	168,000
State/Highway Fund - GRAND TOTAL:	619,000	619,000	14,962	<u>2</u>	14,962	<u>2</u>	619,000

Town of Altavista FY 2016 Cemetery Fund 8% of Year Lapsed

Cemetery Fund - Fund 90	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended Budget	FY 2016 <u>MTD</u>	MTD % of Budget	FY 2016 <u>YTD</u>	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	0	0	О	0	15,000
Interest/Interest Income	9,000	9,000	151	2	151	2	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	0	0	4,000
Miscellaneous/Misc.	0	0	0	0	О	0	0
Transfer In From General Fund	<u>49,280</u>	<u>49,280</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,280</u>
Cemetery Fund - GRAND TOTAL:	<u>77,280</u>	77,280	<u>151</u>	<u>0</u>	<u>151</u>	<u>o</u>	77,280
EXPENDITURES	2						
Salaries and Wages/Regular	9,500	9,500	198	2	198	2	9,500
Salaries and Wages/Overtime	500	500	0	0	0	0	500
Benefits/FICA	800	800	14	2	14	2	800
Benefits/VRS	1,050	1,050	19	2	19	2	1,050
Benefits/Medical Insurance is pre-paid	1,300	1,300	32	2	32	2	1,300
Benefits/Group Life	130	130	2	2	2	2	130
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	0	0	18,000
CAPITAL OUTLAY							
Machinery & Equip Replc.	21,000	21,000					21,000
TRANSFER OUT			70				
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>77,280</u>	77,280	265	<u>0</u>	265	<u>o</u>	77,280

FY 2016 Cemetery Fund as of July 31, 2015 Page 1 of 1

avista of all Investments and Deposits of July 31, 2015	\$ 15,240,471.14
Green Hill Cemetery	560,080.79
General Fund Reserves Capital Improvement Program Reserves	
Altavista EDA Funding	299,883.46
	299,883.46
Enterprise Fund Reserves	

Capital Improvement Program Reserves

PCB Remediation 600,468.83

Community Improvement Reserve 0.00
Police Federal 2,908.32
Police State 15,242.58

Public Funds Money Market Accounts

9,335,768.35 \rightarrow Includes Funds \$1,213,738.42 for Proj 1A - Bedford Waterline

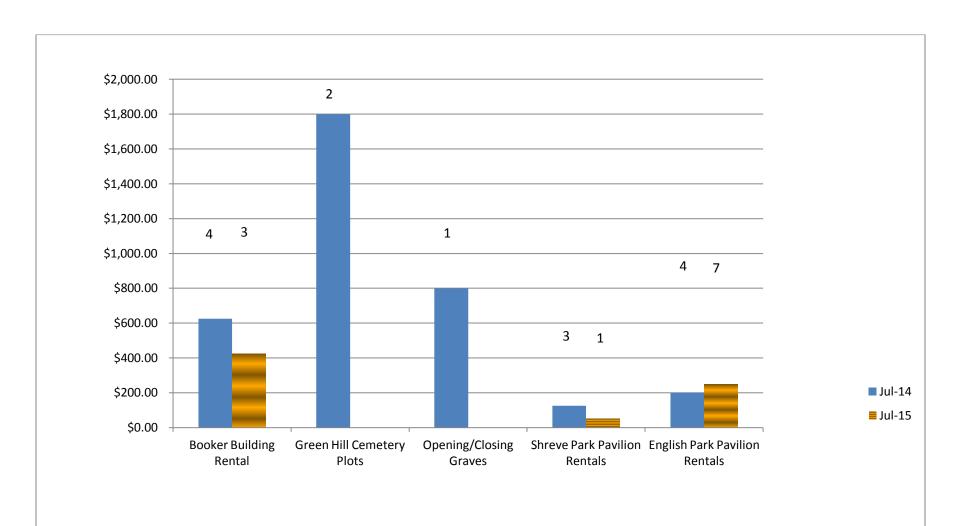
	Fubilc Fullus Money Market Accounts		9,333,700.33	Hichaes Fullas \$1,213,738.42 for Flog TA - Bedford Waterline
	Operating Checking Account (Reconciled Balance)	796,033.81		
	DESIGNATED FUNDS	2,274,617.79		
	-	\	12,965,853.35	General Enterprise Total
	Reserve Policy Funds (This figure changes annually w/audit)		-6,313,403.00	•
	UNDESIGNATED FUNDS		6,652,450.35	
NOTES:	Earmarked CIP Reserve / Trash Truck - FY 2015		-184,000.00	
	Earmarked for Final Downtown Map-21 Project		-77,600.00	
	ED rem balance of \$35,000(website and marketing)		-6,240.00	
	FY 2014 Highway Carryover of Funds		-256,918.72	
	Earmarked for AOT No Interest Loan Program		-40,000.00	
	"Pop-Up" Altavista Funding		-10,000.00	
	Accrued Liability		-197,801.84	
	Tank Maintenance FY 2014		-50,000.00	
	FY15 Projected Carryover Needs		-277,375.00	
	Funding from VDOT and LAP from Downtown Projects		150,000.00	
	Transit Funding		-4,209.00	
	Funds for Project 1A - Bedford Waterline Imrpovement		-1,213,738.42	
	Transfer of excess funds from Operating Acct. to MM		-1,500,000.00	
	UNDESIGNATED RESERVE FUND BALANCE		2,984,567.37	-

Non-Specific

3,430,017.93

200,067.07

~ ADMINISTRATION ~



Monthly Report to Council

Date: August 11, 2015

To: Town Council

From: Dan Witt, Assistant Town Manager

Re: July Activity

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

DATE	PERMIT #	APPLICANT NAME & ADDRESS	REASON FOR PERMIT	
8-Jul	024-15	Image Brite, Inc, Waterlick Rd. Lynchburg	Sign Replacement at ACS 904 Bedford Ave.	
14-Jul	026-15	Dhrumit Shah, 1588 Main St, Altavista	Two shelter for hotel at this location	
22-Jul	027-15	Thomas Rosak 327 11th Street, Altavista	Porch on rental property at 1806 Forest St. Ext.	

- Sent out 5 grass notices.
- Additional notice sent to owner of dumpster at 1017 Main Street. Dumpster site violations resolved and staff checking periodically to verify continued compliance.
- Email notice sent to owner of dumpster at 916 Main Street. The owner contacted staff and applogized for the condition of the dumpster site and agreed to have it cleaned.
- Met with John Helton and Ronnie Burnett at Dominion regarding chip trucks dumping chips on Main Street. Developed a plan of action to try to remedy.

2. Site Plans Reviewed and/or Approved:

 Reviewed and commented on Sowers' survey on Tabby Lane for Elizabeth at Southeast Survey.

3. Planning Commission (PC) Related:

- Completed packets for August 3rd meeting. Began process for 5-year update to the Comp Plan.
- Planning Commission gave permission to Mr. Jimmy Pittard to raze the building at the corner of Main Street and Pittsylvania Avenue.
- Attended VDOT HB2 training.
- Two agenda items that the PC discussed and has asked staff for more information are: a request to allow horses (Low Impact Agriculture) on a 10+ acre parcel on Lynch Road that is located in a R1 zoning district and a possible code amendment that would prohibit RV, boat, trailer parking in a front yard in residential districts.

The PC has requested language that would allow horses in residential with specified conditions. They also want to consider a chicken and goat ordinance as this has become a frequently made request. Staff has been directed to research

other ordinances. The PC wants to consider these uses as by-right with conditions and use by SUP only. Both have positives and negatives.

The PC members want staff to use the language in Danville's ordinance (below) as a template to create an ordinance for TOA. The plan is to present language to the PC at their September meeting and schedule a public hearing for their October meeting.

ARTICLE 2. - GENERAL REGULATIONS

P. - Accessory Uses and Structures.

3. In residential districts, no motor homes, recreational vehicles, trailers or boats shall be parked on the public street right-of-way. No more than two of any combination of the above cited vehicles shall be parked on a residential lot. No parking of any of the above cited vehicles shall be permitted in a front yard of a residential lot. No such vehicle shall be used for any form of habitation on a residential lot and no such vehicle may be connected to a private or public utility.

4. **AOT Related**

• Assisted AOT Director with research of several items requested.

5. **ACTS Related**

- Did not submit June billing reimbursement request to DRPT as I'm waiting for all payments to clear that occurred at the end of June.
- Validated daily ridership and revenue for bus system (July) see bus report.
- Submitted P.O. to Sony Merriman, INC for the purchase of a new bus.
- 3 bus shelter sites determined, Town Hall, Lola Ave. Extension and Walmart.

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for July meeting. Attended regular meeting and work session.
- Data entry for materials notebook for project's 5 & 6.
- Certified June bank statements.
- Assisted Pastor Doris Robinson with the Community Wide Prayer Vigil. Attended the service.
- Attended Managers' and Assistants' luncheon in Lynchburg.
- Assisted HVFC with use of English Park for swift water rescue training.
- Issued 7 bow hunting permits for 2015 urban archery for Town owned property.
- Sent out annual CDBG LMI certification documents to property owners but included tenant documents also.
- Completed concrete section of materials' notebook and met with Gail and Anthony to work on completing the rest of the document.
- Attended Personnel luncheon at VTI.
- Attended VDOT HB2 Training.

- Staffed a Recreation Committee Meeting. The committee prioritized CIP items, as requested by TC,
- Signed contract for the removal of asbestos for former Davis house at 806 12th Street. The award was issued to the only company that bid, First Action Systems in the amount of \$3,023. Removal of the asbestos will begin the week of August 3rd and Town forces will do the demolition of house beginning the week of August 10th.
- At David Garrett's request I participated in a walkthrough inspection with VDOT and the contractor for the Bedford Avenue Project. Phillip was on vacation and David was dealing with the water plant shutdown.



Memo

To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: July 2015 Economic Development Update

Announcements/Highlights:

Completed VA DHCD Telecommunications Broadband Planning grant.

Networking:

- Staff attended the Region 2000 SBDC Advisory board meeting.
- Staff attended the Region 2000 Technology Council Wired Luncheon on Net Neutrality.
- Staff participated in VEDA Fall conference planning meeting.
- Staff attended the Region 2000/Greater Lynchburg Chamber of Commerce merger press conference.
- Staff attended the Altavista Regional Chamber Of Commerce Economic Development committee meeting.

Existing Business and Retention

• Staff held meetings with the management teams at Schrader/Sensata and BGF with staff from the Virginia Economic Development Partnership.

Marketing

- Staff is working with Blair Marketing to develop new marketing materials and a tag line for the community. The project will also include the development of a video for the community as well.
- The Office of Economic Development assisted the Chamber of Commerce with a luncheon and open house for VTI.
- The Office of Economic Development assisted the Main Street program with marketing and additional efforts for the "Broad Street Block Party".

Develop Products

Staff continued assistance with Hub Scrap on the demolition at the former Lane Site.

Encourage Entrepreneurism

- Staff approved training programs for FY 2016 with the Region 2000 Small Business Development Center.
- Staff and The Campbell County Office of Economic Development identified grant opportunity from VA DHCD to promote entrepreneurism.

•	Staff is working with the Altavista Chamber of Commerce; AOT; and the Region 2000 SBDC to develop a Google training session for small business.

AOT July Monthly Report



Conferences

 Attended VMS Essentials Training in Lynchburg with AOT President Jamie Glass

AOT

- Met with the Promotions committee twice to plan Scarecrow Stroll and Zombie Walk
- Met with the Giblet Job committee at the YMCA hosted by President Jamie Glass
- Teamed up with Smith Building Mercantile to create the first Broad Street Block Party event.
- Created ad for Discover Magazine
- Researched criteria for Financial Feasibility Grant, received Hopewell VA's Grant information to help AOT apply.
- Investigated alleyways behind Broad Street and English Alley for possible Downtown Investment Grant '16.
- Received Work Plan from Kyle Meyer's visit, and will acknowledge goals to focus on in AOT board meeting 8-13-15.
- Revised budget and Bylaws for 2015-2016
- Fixed Cam's account information for AOT and Economic Development
- Filled out July's Monthly Report for VMS

Economic Development

- Assisting the Chamber to plan Quickbooks training session and credit card processing requirements
- Working with Kip Smith to rebrand downtown publications.

Business Meetings

- General Store
- Kvasir Meadworks
- Steve's florist
- Main Street Shoppes

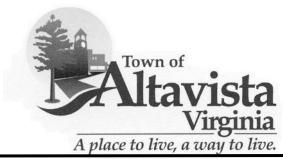
- Miller's Jewlery
- Every Broad Street Business

Misalliance

- Visited Gretna Theater
- AOT completed 130 volunteer hours in the month of July.

Goals to be completed by next month

- Gain access to AOT website and make improvements
- Work with the Design committee for historical district planning, and mapping out future virtual walking tour. Meeting to be held Aug 19th at Main St. Cafe
- Contact property owners for available property to window design and attractions to the store front windows to draw attention for people who want to buy property.
- Start a news letter for AOT using Mailchimp
- Flyer and information for Scarecrow Stoll to be given out two weeks before Stroll begins.
- Make Giblet Jog registration form for website, complete MOU agreement between town, AOT, and Campbell Co Parks and Rec.
- Finish writing grant for financial feasibility for 616 Broad Street, due on August 31.
- Attend Marketing Basics course, sponsored by the Region 2000 SBDC on August 25.



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 July 2015

During the month of July 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 263

<u>Utility Department - Water Distribution:</u>

 Located Miss Utility Tickets 	77
○ Water Turn On / Turn Off(s)	31
o Read Monthly Meters	64
o Exchanged Meters	0

Utility Department - Sewer Distribution:

• Sewer Root Cutting	0 Feet
o Sewer Cleaning	0 Feet
o Sewer Cleaning Manholes	0
o Sewer Video	0 Feet
o Sewer Video Manholes	0
o Push Camera Footage	0 Feet

Street Department:

0	Mowing	0 Acres
0	Litter Pick up	10 Bags
	Weed Control	_
0	Sweeping Streets	81 Miles
	Weekend Trucks	
0	Other Traffic Roadside Maintenance On Streets	323.50 Hrs

Buildings & Grounds and Sanitation:

0	Green Hill Cemetery – Burial	0
0	Green Hill Cemetery – Cremations	0
0	Brush Collected Stops	141 Stops
0	Brush Collected Loads	9 Loads
0	Bulk Collection Stops	143 Stops
0	Bulk Collection Tonnage	10.49 Tons
0	Solid Waste Tonnage	79.07 Tons
0	Labor Hours at Green Hill Cemetery to maintain Grave Sites	2 Hours
0	Maintain Park Buildings	256.50 Man Hours
0	Maintain Parks, Mowing, Flowers Beds, Weed Control	288.50 Man Hours

Special Projects:

- o PCB Remediation Work
- WTP-Emergency

Water Department Report:

Water Production:

- Water Plant: 50.20 million gallons of raw water treated.
- Water Plant: 37.99 million gallons of finished water delivered.
- McMinnis Spring: 7.52 million gallons of finished water treated.
- McMinnis Spring: average 253,065gallons per day and run time hours 16 a day.
- Reynolds Spring: 5.47 million gallons of finished water treated.
- Reynolds Spring: average 183,839 gallons per day and run time hours 10 a day.

Water Consumption From:

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

Water Sold:

o Town of Hurt 2,779,700 Gallons

Water Plant Averages for July 2015:

• Weekday: 19.5 hrs / day of production

1,918,095 gallons treated / day

• Weekends: 13 hrs/ day of production

1,417,143 gallons treated / day

Water Plant Projects:

- o Installed New PVC Raw Bleach Chemical Feed Line
- Flushed Filter Lines 1-5
- o Public Works Crew Cleaned out Creek Pump Station
- Cleaned Out Solids Tanks (Very Little Sediment)

Due to Water Hammer Caused at the Plant on July 22, at approximately 1:30am, the following had to be done in order to run Plant. Once all these were done we were able to run One, 1.5 MGD pump and feed Hurt normally:

- Installed Two New Valves on Effluent Line at Plant
- Installed Lines to Feed Hurt from Hydrant also Installed Saddle on this line to keep this line usable in case of another emergency situation
- Installed Line to run off Hydrant in order to have pressure enough to Backwash filters.
- Rerouted Finished Chemicals (Bleach and Caustic Soda) to Second entry into Clear Well.
- Cut Filter Combined Water Line in clear well and capped off to isolate clear well under filter number one so that we could run plant.
- Installed Sump pump lines into clear well and over to holding pond as over flow to clear well.
- Installed temporary sampling station into clear well to monitor chemical concentrations

Wastewater Department Report

- o Received 2nd shipment of Polymer for Press
- o Normal Monthly Work Session with Council
- o Tank Inspection conducted by VML
- o IALR sampled EOP for possible test site
- o Serviced lawn mowers for season
- o Repaired torque switch on #2 Clarifier
- o Repaired #2 Clarifier Motor and Gear box
- o Cleaned Press system pressure valve
- o Replaced hydraulic cylinders on UV wiper system

- o Power outage at plant 4/21/15 (Morning)
- o Power outage at plant 5/1/15 (Afternoon)
- o Receiving dirt for possible future projects in EOP
- O Wastewater Plant NPW system is down Staff working on repair
- o Sampled industrial users for surcharge and permit compliance
- o Normal plant operation and maintenance

Sludge Processed 207 wet tons **Gallons of Water Treated** 68.37 MG

Plant Efficiency

BOD Reduction 97% TSS Reduction 95%

ACTS RIDER TALLY

August 2015 Report

Yearly Tota	als_													
	ı	Rider To	otals	Miles Drive	en	Fare Box Rev	renue	*Days R	un	Ave./pe	r Day			
2011	:	10,919		40,392		\$ 3,783.00		272.5		40				
<u>2012</u>		15,265		45,706		\$ 5,329.50		281		54				
2013		17,760		45,358		\$ 5,721.00		282.5		63				
2014	:	23,511		47,856		\$ 6,924.94		302.5		78	*Summer	Hours init	iated	
<u>2015</u>	<u>.</u>	13,654		<u>27,770</u>		\$ 3,597.16		<u>177</u>		<u>77</u>	YTD Nur	mbers		
	an I	Feb	Mar	Apr	May	June	July	Aug	<u>Sept</u>	Oct	Nov	Dec	TOTALS	Net Gain
2011	391	590	<u></u> 481		551	1,617	1,364		1,201	805	849	1,076	_	
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%
2015	1,644	1,591	1,696	1,596	1,444	3,145	<u>2,538</u>						13,654	114%
* Day is equivale	ent to 10	0 hours												



Agenda Item: 8a

STAFF REPORT

To: Mayor Mattox and Council members **From:** Waverly Coggsdale, Town Manager

Date: July 14, 2015

Re: FY2015 Year End Budget Amendments/Transfers

Summary

The attached memorandum sets forth the FY2015 Year End Budget Amendments that cover previous decisions by Town Council. The total amount of the budget amendments is \$3,305,310, with the bulk being the cost of the contract awarded for the Bedford Avenue Waterline Replacement project (\$3,066,500). The budget amendments increase the General Fund budget by \$42,910 and the Enterprise Fund budget by \$3,262,400. The amendments are funded by \$9,140 (new or existing revenue); \$27,770 (General Fund Reserves) and \$3,268,470 (Enterprise Fund Reserves)

In addition Departmental Transfers are presented for your information. As you may remember, Council previously gave staff the authority to make such budget modifications when the items were within the same budget categories. The total amount of the departmental transfers was \$218,200. Breakdown of the transfers by department: Administration \$26,400; Police \$18,500; Public Works (GF) \$13,250; Economic Development \$3,200; Non-Departmental \$23,100; Highway Funds \$24,800; Water \$68,250; Wastewater \$ 40500; and Cemetery \$200.

Recommendation

Staff is recommending adoption of the budget amendments to reconcile the previous actions of Council and complete the process.

Possible Motion:

"I move to approve the budget amendments as presented."

Attachments: Staff Memo and attachments for FY2015 Budget Amendments and Departmental Transfers



DATE:

August 11, 2015

MEMO TO:

Mayor Mattox and Council Members

FROM:

Tobie Shelton

SUBJECT:

Budget Amendments / Departmental Transfers

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

•	Everbridge, mass notification system	\$6,000
•	DMV Selective Enforcement Grant	\$1,540
•	Reimbursement of insurance claims	\$4,400
•	ACTS Marketing Plan for Transit	\$2,200
•	Replacement of pump at water treatment plant	\$54,900
•	Bedford Ave. water improvement Project 1A; CB&T	\$3,066,500
•	Bidding, Construction & Post Construction Services related to water Improvements on Main Street (1B)	\$2,900
•	Engineering Design Services related to Melinda Tank High Pressure Zone Project	\$18,500
•	Final costs associated with Va. Caroline, Project 5 & 6	\$135,370
•	Grass cutting, Section 62-151 weed control of Town Code	\$1,000
•	Professional Services related to PCB's	\$12,000

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

Administration Professional Services associated with safety consulting needs Replacement of HVAC unit Unemployment compensation Postal Services Telecommunications	\$5,900 \$9,900 \$8,600 \$1,300 \$700
Police Replacement of HVAC unit Increase in premium for Line of Duty Insurance Increase in physicals / new hires Heating costs Telecommunications Overtime	\$7,500 \$300 \$400 \$300 \$600 \$9,400
Public Works Increase in Miss Utility tickets Increase in storm drainage repairs Painting of caboose at Train Station Replacement of dump truck engine Recycling Increase in electrical services for shop and parks Overtime	\$200 \$1,700 \$3,600 \$1,600 \$1,000 \$2,850 \$2,300
Economic Development Medical Insurance	\$3,200
Non-Departmental Revenue Sharing Agreement	\$23,100
Highway Funds Sidewalk repair on Franklin Avenue Replacement of traffic signs Increase in hours worked; traffic services roadside	\$10,400 \$5,300 \$9,100
Water – Public Works Increase in salaries and benefits due to an increase hours worked associated with the repair and maintenance of water lines.	\$48,800
Water Medical Insurance / budget based on FY 2014 premiums Increase in maintenance cost associated with equipment breaking	\$4,400 \$7,600

Increase in electrical services for plant Travel expenses for consulting services	\$5,800 \$1,650
<u>Wastewater – Public Works</u> Under budgeted benefits: FICA, VRS, medical insurance / budget based on FY 2014 premiums	\$5,100
Wastewater Medical Insurance / budget based on FY 2014 premiums Overtime Training Classes Misc. items needed for repair and maintenance Misc. charges pertaining to PCB's	\$27,000 \$2,600 \$250 \$1,600 \$3950
Cemetery OT associated with burials during afterhours	\$200

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:

Account Expense Revenue

Police Department Contractual Services 010-3101-501.30-08

\$ 6,000.00

General Fund Transfer In / From Reserves 010-0000-361.01-00

\$ 6,000.00

Summary

Appropriate \$6,000 to cover costs associated with mass notification system

Budget Impact

This will result in a net increase to the budget of \$6,000.00. Approved by Council at the February 10, 2015 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 11th day of August, 2015

Motion carried:

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

Mr. Higginbotham clarified the testing should be the same grid pattern on the southern side as Plot 7.

Mr. George questioned the SediMite testing.

Mr. Coggsdale advised Dr. Sowers was scheduled to be in Town February 9th, but due to the weather conditions canceled.

d. Everbridge "Mass Notification" System Contract

Mr. Coggsdale advised prior to last month's regular Town Council meeting, a presentation was presented by Everbridge in regard to a Mass Notification System that was being proposed by staff. Following the presentation, Council requested that staff work with Everbridge on development of a contract for the services. A copy of the submitted quotation/agreement with an annual fee of \$6,000 was presented to Council. The document has been reviewed by the Town Attorney and approved as to form.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the Town Manager be authorized to execute the quotation/agreement with Everbridge for a Mass Notification System as presented and funds from the FY2015 General Fund Reserves be appropriated for said purpose.

Motion carried:

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

e. Police Department Vehicle Purchase Request

Mr. Coggsdale advised during last year's budget deliberations Council appropriated funds for replacing a vehicle in the Police Department and it was agreed that staff bring the item before Council prior to purchasing. Chief Walsh has indicated that over the past year, three (3) vehicles have been removed from the PD's fleet without replacement. Chief indicates that he would like to purchase a new vehicle. The cost of the 2015 Ford SUV Police Interceptor on the State Contract is \$28,267, with the modifications from Patriot Safety Supply totaling \$3,299.43; the complete budget costs would be \$31,566.43. The FY2015 Budget has \$32,000 included for the purchase of a new vehicle for the police department.

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:

Account

Expense

Revenue

Police Department DMV Grant / Overtime 010-3101-501.10-06

\$ 1,540.00

State / VDOT PD Grant 010-0000-341.12-00

\$ 1,540.00

Summary

Appropriate \$1,540.00 to cover costs pertaining to hours worked associated with with the DMV Grant awarded to the Town.

Budget Impact

There is an offsetting revenue to cover the expense.

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 11th day of August, 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 General Fund, as follows:

Account Expense Revenue

General Fund
Non-Dept / Reimbursement of Claim

010-9102-801.50-96 \$ 4,400.00

General Fund Insurance Reimbursement of Claim 010-0000-351.08-00

\$ 4,400.00

Summary

To appropriate \$4,400 for the repair of a light pole as well as town vehicles that were damaged in accidents during the year.

Budget Impact

These funds are fully reimbursable.

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 11th day of August 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 General Fund, as follows:

<u>Account</u> <u>Expense</u> <u>Revenue</u>

Transportation Department Misc. & Professional Services 010-6101-403.30-14

\$ 2,200.00

Federal Transit Revenue 010-0000-343.04-00

\$ 2,200.00

Summary

Appropriate \$2,200 to cover costs associated with transit marketing plan

Budget Impact

There is an offsetting revenue to cover the expense.

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 11th day of August, 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>		Expense	Revenue
Enterprise Fund			
Misc & Professional Services	050-5001-701.30-14	\$ 2,400.00	
Water Purchases - CC	050-5001-701.30-20	\$ 7,100.00	
Office Supplies	050-5001-701.60-02	\$ 1,550.00	
Repairs and Maintenance	050-5001-701.60-04	\$ 3,400.00	
Fuels & Lubricants	050-5001-701.60-06	\$ 3,900.00	
Vehicle & Equip R & M	050-5001-701.60-08	\$ 1,300.00	
Uniforms	050-5001-701.60-10	\$ 950.00	
Other Operating Supplies	050-5001-701.60-14	\$ 99,300.00	
Transfer In from Reserves	050-0000-361.01-00		\$ 54,900.00
Depart. Transfer of CIP Funds	050-5010-701.81-06		\$ 65,000.00

Summary

To request approval to use \$65,000 of unexpended CIP Funds to partially cover the costs associated with a pump failure at our water treatment facility.

To appropriate \$54,900 to cover the remaining costs associated with the pump failure.

Budget Impact

This will result in a net increase to the budget of \$54,900. These funds are earmarked in reserves for pump replacement as a result of carry overs from FY 2014 budget.

Section 2.

Adopted this 11th day of August 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:

Account

Enterprise Fund

Waterline Improvements 050-5010-701.81-23

Expense

Revenue

\$ 3,066,500.00

Enterprise Fund
Transfer In / From Reserves
050-0000-361.01-00

\$ 3,066,500.00

Summary

Appropriate \$3,066,500 from Reserves for Bedford Ave. water improvement project associated with new debt with CB&T 20 year loan.

Budget Impact

This will result in a net increase to the budget of \$3,066,500. Approved by Council at the September 9, 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 11th day of August 2015

Regular Council Meeting—September 9, 2014

Transit System

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

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

7. Public Hearings

a) Proposed Issuance of General Obligation Public Improvement Bonds

Mr. Coggsdale advised prior to issuance of General Obligation Bonds, the Town of Altavista must conduct a public hearing. This public hearing is in regard to the potential issuance of a general obligation public improvement bond in the estimated maximum amount of \$7,400,000 for the purpose of financing capital costs related to the Town's water system. This will allow the Town to borrow up to this amount for water improvement projects over the next few years if deemed necessary.

Mayor Mattox opened the meeting at 7:03 p.m. and asked if anyone would like to come forward to speak on the proposed issuance of the General Obligation Public Improvement Bonds.

No one came forward.

Mayor Mattox closed the meeting at 7:03 p.m.

- 8. Standing Committee/Commission/Board Reports
 - a) Council Committees
 - i. Finance/Human Resources Committee

Project 1A Bid Award/Water Infrastructure Financing Plan

Mrs. Dalton advised at last month's Council meeting Council considered the bids for Project 1A (Bedford Avenue Water Line Improvement) and asked our engineers to negotiate with the contractor, as the bid was over the budget estimate. The contractor and engineer discussed options regarding a "lump sum" deduct for rock and the provision of unit costs for such items. Based on this information it is the engineer's recommendation not to accept this amendment to the bid and proceed with the original base bid. She advised it is the engineer's recommendation that Council award Project 1A (Bedford Avenue Water Line) to DLB, Inc. utilizing Base Bid Items 1 – 4 in the amount of \$3,796,322 which does not include Bid Item No. 5 or Additive Bid Item No. 1.

Mrs. Dalton motioned that the Altavista Town Council accept the bid of DLB, Inc. in the amount of \$3,796,322 for the Project 1A (Bedford Avenue Water Line) bid items 1-4 and authorize the Town Manager to execute all necessary documents related to this project.

Motion carried:

VOTE: Mr. Michael Mattox

Mrs. Beverley Dalton Yes

Yes

Regular Council Meeting—September 9, 2014

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

Mrs. Dalton advised earlier tonight, Town Council conducted a Public Hearing regarding the issuance of General Obligation Bonds for Public Improvements, which could include the first two identified projects (1A and 1B). The Committee reviewed the bank bid information for Project 1A submitted by our financial consultant and have recommended that the Town accept the proposal from Carter Bank & Trust for a 20 year loan.

Mrs. Dalton motioned that the Altavista Town Council adopt the ordinance entitled "Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in a Principal Amount Not to exceed \$7,400,000."

Mr. Higginbotham asked Ms. Dianne Klaiss, Senior Vice President, Mid-Atlantic Public Finance, to review the interest rates with citizens in attendance.

Ms. Klaiss gave a brief summary of the proposals received from three banks; BB & T, Carter Bank and Trust and First National Bank of Altavista. She noted of the three Carter Bank and Trust offered more flexibility and the most conservative approach to borrowing.

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. Jav Higginbotham	Yes

Mrs. Dalton advised adoption of the resolution entitled: "Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof." is also required. By this resolution the Council (a) approves the general financial terms of the limited obligation bond (LOB) sale, (B) approves the draft documents as substantially final documents, (c) acknowledges to comply with certain federal tax and securities laws, and (d) authorizes staff to complete the financing. Mrs. Dalton noted the resolution lists the principal amount of \$5,027,400 which was an original estimate when the bid process began. The figure will be revised closer to the closing date on the borrowing.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the Altavista Town Council adopt the resolution entitled: "Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof."

Motion carried:

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

Regular Council Meeting—September 9, 2014

Mr.	Timothy George	Yes
Mr.	Jay Higginbotham	Yes

Project 1A (Bedford Avenue Waterline) budget:

PROJECT 1A (Bedford Avenue Water Line)

Engineering	139,500
Railroad Permit Fees	22,300
Construction Bid	3,796,322
Contingency (5%)	189,816
Inspection Services	93,600
Issuance Costs	30,000
Estimated Budget	4,271,538

Mrs. Dalton advised Council previously adopted a Reimbursement Resolution that allows for the Town to be paid back for expenses that have already been incurred for this project. At this time, staff needs direction from Council on whether they would like any expenses reimbursed from this project. To date the Town has incurred expenses totaling approximately \$131,000 for engineering and the railroad permit fees. This decision is necessary so that near closing staff can better estimate the amount of the actual borrowing. Staff will create the appropriate budget amendment(s) related to this project for future ratification. Mrs. Dalton reported the Finance Committee recommends not reimbursing themselves; it is monies that have already been expended from last year's budget.

It was the consensus of Council that the Town not pay themselves back for expenses already incurred for this project.

Professional Services Proposal - PCB issues

Mrs. Dalton asked that the Council meeting be continued to Monday, September 15, 2014 at 4:00 p.m. to discuss information received on PCB issues.

Tree Plan Funds

Mrs. Dalton advised the Finance Committee considered the recommendation of the Public Works/Utility Committee to approve the tree plan drafted by the Recreation Committee and approve funds in the amount of \$3,500 for its implementation for English Park and other parks.

Mrs. Dalton motioned that \$3,500 from reserves be approved for implementation of the tree plan for the recreational areas, as presented.

Motion carried:

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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

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:

Account Expense Revenue
Enterprise Fund
Waterline Improvements

050-5010-701.81-33

\$ 2,900.00

Enterprise Fund
Transfer In / From Reserves
050-0000-361.01-00

\$ 2,900.00

Summary

Appropriate \$2,900 from Reserves for Bidding and Construction associated with Main Street water improvement project 1B

Budget Impact

This will result in a net increase to the budget of \$2,900. Approved by Council at the March 10, 2015 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 11th day of August 2015

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.

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



March 9, 2015

Mr. J. Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Fee Proposal

Main Street Water Line Bidding, Construction, and

Post Construction Services (Phase 1B)

Town of Altavista, Virginia

Dear Mr. Coggsdale:

Pursuant to our conversations, WW Associates is pleased to provide the Town of Altavista (Town) this fee proposal for bidding, construction administration, and post-construction services for the Main Street Water Line Project.

Bidding services consists of:

- Advertising the project in local papers
- Addressing bidders questions
- Attending a pre-bid conference
- Preparing and issuing addenda
- Bid opening
- Recommendation of award to Town Council

Construction administration services consist of:

- Preparation of construction contract
- Holding the Pre-Construction Conference and issuing of conference minutes
- Holding monthly progress meetings and issuing meeting minutes
- Review and approve Contractor's pay applications
- Address questions and respond to contractor's Request For Information
- Perform a Substantial Completion Inspection and prepare a punch list of items to be corrected.
- Perform a Final Inspection to verify all punch list items are properly corrected.

Post-construction services consist of:

- Receiving red-lined record drawings from the contractor and providing scanned copies to the Town
- Prepare a Certificate of Completion and submit to VDH for approval
- Submit final shop drawing information for Town's records

We propose to provide these services in accordance with the following:

Task	Lump Sum Fee
Bidding Services	\$ 3,500
Construction Administration Services	\$33,500
Post-Construction Services	\$ 1,500
Total	\$38,500

This proposal is based on the following considerations:

- 1. Construction stakeout will be included in the construction contract documents.
- 2. The Construction Administration Services fee is based on a 240 day construction period.
- 3. Construction observation services are not included in this proposal, but can be provided at a rate of \$75 per hour.

Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the invoice is issued by WW Associates.

We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.

Town of Altavista, Virginia

Ronald B. Smith, P.E.

Senior Associate

J. Waverly Coggsdate, III

Town Manager

P.O. Box 4119 Lynchburg, VA 24502 Telephone (434) 316-6080 Fax (434) 316-6081

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Page 2 of 2

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	
Mr. Timothy George	Yes
Ma Jan III	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

Altavista Virginia A place to live, a way to live.

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:

Account Expense Revenue

Enterprise Fund Waterline Improvements 050-5010-701.81-35

\$ 18,500.00

Enterprise Fund
Transfer In / From Reserves
050-0000-361.01-00

\$ 18,500.00

Summary

Appropriate \$18,500 from Reserves for Melinda Tank High Pressure Zone project

Budget Impact

This will result in a net increase to the budget of \$18,500. Approved by Council at the March 24, 2015 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 11th day of August 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.



March 2, 2015

Mr. David T. Garrett
Director of Public Works/Utilities
Town of Altavista
1311 3rd Street
Altavista, Virginia 24517

Re:

Engineering Design Services Melinda High Pressure Zone

Dear Mr. Garrett:

We are pleased to submit this engineering fee proposal to provide surveying and engineering services to the Town of Altavista (Town) to create a high pressure zone around the Melinda Water Tank.

The Town has a 1.5 million gallon ground storage tank at 1618 Melinda Drive. This tank has an overflow elevation of 880, is 48 feet tall, and serves the higher elevations of the Town's water system. Water is pumped into the Melinda Tank by the Bedford Avenue Pump Station, with a pumping rate of 330 gallons per minute.

The Melinda Tank is surrounded by residences at the same elevation as the base of the tank. When the water level in the Melinda Tank drops more than a few feet, the water pressure serving the residences drops below 20 psi, generating complaints of low pressure. Many of the residences near the Melinda Tank have two stories, which further exacerbates low pressure issues. Due to this limitation of water level, the Town is unable to access the water contained in the Melinda Tank to supplement the lower water pressure zone during times of high demands.

The Town wishes to improve the available pressure to the residences adjacent to the Melinda Tank, and also access the water stored in the Melinda Tank to supply the Bedford zone. WW Associates has recommended that the Town create a separate boosted or high pressure to serve the residences in close proximity to the Melinda Tank. The Town would like to move forward with the design of this high pressure system.

The high pressure zone will be served by booster pumps and a hydropneumatic tank supplied by the Melinda Tank. A pre-engineered concrete building will be constructed on the Melinda Tank site to house the booster pumps, piping, and controls for the hydropneumatic tank. The higher pressure water will be connected to the existing meters for 27 residences along Melinda Drive and Avondale Drive via a new four-inch water

P.O. Box 4119 = Lynchburg, VA 24502 Telephone (434) 316-6080 = Fax (434) 316-6081 lines. A six-inch manifold line will convey the water from the booster station to Avondale Drive and Melinda Drive. The four-inch lines will be installed in the Town right-of-way, while the manifold line will require an easement.

Our scope of services will include:

- Preparation of a Preliminary Engineering Report (PER) for the proposed improvements. The PER will document the limits of the new service area, pressure requirements, pump and hydropneumatic tank sizing, site layout, and building plan. A hydraulic analysis will be performed documenting the ability of the high pressure system to provide adequate pressure. The booster pump at the Bedford Tank will also be reviewed to determine its ability to quickly refill the Tank. A letter PER will be prepared documenting the design requirements, and will contain concept sketches, a project schedule, and a cost estimate. Following review by the Town, the PER will be submitted to VDH for approval.
- Field surveying of the Tank lot to prepare a site plan for the booster building improvements, along with route surveys of the new four and six-inch water lines. Necessary deed research will be performed to document property lines, and will be used as the basis of the proposed easement from the Tank to Avondale Drive. This information will be used to create a base map for the project site conditions.
- Design Services consisting of:
 - Preparation of drawings and technical specifications for site grading and improvements at the Tank lot; connection to the existing 10-inch water line and installation of 2,600 LF of new water lines; booster pumps, hydropneumatic tank, and associated piping and controls; electrical supply and emergency generator; pre-engineered building; and system testing and startup.
 - o Preparation of contract documents.
 - o Submission of plans and specifications to VDH for review and approval.
- Bidding assistance to include distribution of bidding documents, addressing bidding questions, attendance at a pre-bid meeting, issuing addendum as needed, attendance at the bid opening, a recommendation of award, and preparation of contracts.
- Construction Services to include addressing contractor questions/clarifications, hold monthly progress meetings and prepare meeting minutes, review and approve monthly pay requests, perform a substantial completion inspection and preparation of punch list, assist with startup, and preform final inspection. The construction period is estimated to be six months.
- Post-construction services include obtain contractor's red-line drawings, preparation of VDH Certificate of Completion Statement, and contract close-out.

P.O. Box 4119 = Lynchburg, VA 24502 Telephone (434) 316-6080 = Fax (434) 316-6081 We propose to provide these engineering and surveying services for the following lump sum fees:

<u>e</u>

This proposal is based on the following considerations:

- 1. Application and submittal fees will be paid by the Town
- 2. One construction contract will be prepared for the scope of work,
- 3. The following items are considered additional services:
 - a. Zoning and site plan reviews
 - b. Geotechnical services
 - c. Stormwater management plan
 - d. Construction stakeout

Invoicing for lump sum fees will be on a monthly basis based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.

Town of Altavista, Virginia

Ronald B. Smith, P.E.

Senior Associate

David T. Garrett

Date

Director of Public Works/Utilities

P.O. Box 4119 = Lynchburg, VA 24502 Telephone (434) 316-6080 = Fax (434) 316-6081

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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.

- 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.
- 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.

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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 and Enterprise Fund, as follows:

<u>Account</u>		Expense	Revenue
General Fund			
Capital Outlay / Storm Water	010-4101-601.81-36	\$ 370.00	
Capital Outlay / Proj 5&6 T21	010-9103-803.81-30	\$ 12,600.00	
Capital Outlay / Proj 5&6 LAP	010-9103-804.81-30	\$ 14,800.00	
Enterprise Fund			
Capital Outlay / Water Proj 5&6	050-5010-701.81-30	\$ 2,700.00	
Capital Outlay / Sewer Proj 5&6	050-5110-702.81-30	\$ 104,900.00	
Transfer In from Reserves	010-0000-361.01-00		\$ 27,770.00
Transfer In from Reserves	050-0000-361.01-00		\$ 107,600.00

Summary

To appropriate \$135,370 to cover the remaining costs associated with Va. Carolina Project 5 and 6.

Budget Impact

This will result in a net increase to the budget of \$135,370. These funds are earmarked in reserves for project completion as a result of carry overs from FY 2014 budget.

Section 2.

Adopted this 11th day of August 2015

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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:

Account Expense Revenue

Public Works Department Contractual Services / Landscaping 010-4103-601.30-22

\$ 1,000.00

Miscellaneous 010-0000-351.04-00

\$ 1,000.00

Summary

Appropriate \$1,000 to cover costs associated with grass cutting of properties that have been determined to be in violation of Sec. 62-151.-weed control of town code.

Budget Impact

There is an offsetting revenue to cover the expense.

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 11th day of August, 2015

Sec. 62-151. - Weed control.

- (a) Weeds shall mean any plant, grass, or other vegetation of uncontrolled growth over 12 inches high, other than trees, shrubbery, agricultural plants, or flowering landscaping with controlled growth, and excluding therefrom the following:
 - (1) Growth located on banks of continually flowing streams.
 - (2) Natural and undisturbed slopes of a vertical angle of 30 degrees or greater.
 - (3) Cliffs, bluffs, ravines, and other similar areas with vegetation foliage.
 - (4) Natural and undisturbed wooded areas.
- (b) It shall constitute a public nuisance for an owner or occupant of any property in the town to permit weeds to grow thereon within 50 feet of a residential, commercial or industrial structure designed and constructed for human occupancy or within such distance of such structure on the public right-of-way between such property bordering on a public street and the curb line or pavement edge of the street.

It shall constitute a public nuisance for an owner of vacant, developed or undeveloped property in the town, including such property upon which buildings or other improvements are located, to permit weeds as defined in subsection (a) above to grow thereon.

- (c) It shall be unlawful for any owner or occupant of a property in the town to cause or allow a public nuisance as described in this section to exist with respect to such property or such area of public right-of-way. An owner or occupant of such a property shall abate any such public nuisance on said property and where required on any public right-of-way bordering such property.
- (d) Upon determination by the town manager, or his designee, that there exists on any property within the town, including the area between such land or premises and the curbline, any weeds as defined in subsection (a) above constituting a public nuisance under the provisions of subsection (b) above, notice shall be served on the owner of such property or his agent, or on the occupant thereof, or both, to cause such weeds to be cut and removed from such property within five days from the date of delivery of such notice. Such notice shall state that if such owner fails to cut and remove said weeds by the time specified the town may do so and in such event said owner will be charged with the expense thereof including an administrative fee of \$75.00.
- (e) Service of the notice provided for in subsection (d) shall be by first class mail with delivery confirmation, personal delivery or posting in a conspicuous place upon the property; provided, however, that if the property is unoccupied and the owner or his agent cannot be found by the exercise of due diligence or is unknown, such notice shall be sufficient against the owner if given by first class mail to the owner's last known mailing address and posted in a conspicuous place upon the property. The town manager, or his designee, is hereby authorized to deliver or post such notices.
- (f) In the event that said owner or occupant fails to cut and remove said weeds from such property within the time specified the town may have such weeds cut by its agents or employees, in which event the cost and expenses thereof including an administrative fee of \$75.00 shall be chargeable to and paid by the owner of such property and may be collected by the town as taxes are collected.
- (g) Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia,

about:blank 1/2

- §§ 58.1-3940 et seq. and 58.1-3965 et seq. The town may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.
- (h) Upon the completion of such removal, the town manager shall send by certified mail to such owner a bill for the cost and expenses of the removal including an administrative fee of \$75.00 with the notation thereon that such charges are collectible by the town as taxes are collected and that failure to pay the bill within 60 days of the date thereof will result in a lien being perfected against the property and the institution of other collection procedures. Upon the owner's failure to pay such bill by the date set thereon, the town manager shall perfect such lien by recording the lien in the clerk's office of the Circuit Court of Campbell County and may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Ord. of 7-13-2004(3), § 1)

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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:

Account Expense Revenue

Enterprise Fund
Contractual Services / Misc & Professional Services

050-5101-702.30-14

\$ 12,000.00

Enterprise Fund
Transfer In / From Reserves
050-0000-361.01-00

\$ 12,000.00

Summary

Appropriate \$12,000 from Reserves for Professional Services provided by Institute for Advanced Learning regarding PCB's

Budget Impact

This will result in a net increase to the budget of \$12,000. Council approved \$36,000 for the implementation of IALR's research plan at the November 11, 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 11th day of August 2015

Mayor Mattox deferred this matter to the continued meeting scheduled for November 12, 2014 at 5:30 p.m.

iv. Other Items

a. Altavista on Track

Mr. Herb Miller, Altavista on Track, spoke on behalf of Mr. Bill Smith, President of the Altavista on Track, addressed Council and thanked them for their support of AOT. He updated Council on the activities of AOT the last few months noting in March AOT received an award from Virginia Main Street for 15,000 accumulative volunteer hours since the program was started in 2007. He added they continue to work on the upcoming Giblet Jog, "Street Art" program and Pop-up Altavista.

Mayor Mattox thanked Mr. Miller and Altavista on Track for their work.

9. New Business

a. FY2016 Budget Calendar

Mr. Coggsdale presented Council with the draft FY2016 Budget Calendar and asked them to review and advise of any changes. He noted the process begins with the December Council meeting with the Public Input Session.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the FY2016 Budget Calendar.

Motion carried

viotion 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. Jav Higginbotham	Yes

b. Town of Hurt Utility Extension Request

Mr. Coggsdale advised of correspondence received from the Town of Hurt regarding a request for the Town of Altavista to extend water service to an individual's property located near the Altavista Water Treatment Plant in Hurt. Staff is seeking direction from Council in regard to whether to proceed with the analysis associated with the feasibility/cost of providing water service to this property. He added if staff deems the water extension feasible, the cost can be communicated to the individual and work performed if agreeable.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton to authorize staff to move forward with the analysis of this request and installation of the line extension if cost is agreeable.

Motion carried:

OTE.	Mr. Michael Mattox	Voc
/OTE:	IVII. IVIICIIAEI IVIAIIOX	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

10. Unfinished Business

A) Institute of Advanced Learning and Research (IALR) Proposal

Mr. Coggsdale advised previously, Town Council met with Mr. Michael Duncan and Dr. Scott Lowman at a continued Council meeting on October 21st. This meeting was to hear a presentation regarding the proposal of the Institute of Advanced Learning and Research (IALR) in regard to a research project at the WWTP Emergency Overflow Pond related to PCB remediation. It was indicated the implementation of the research plan, which includes the field and laboratory studies and sampling, would cost approximately \$36,000; including a risk management report.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Altavista Town Council appropriate funding from the General Fund Reserve (PCB earmark) in the amount of \$36,000 for the purpose of implementing the Institute of Advanced Learning and Research plan, as outlined.

Mr. Emerson felt the Institute of Advanced Learning and Research (IALR) proposal was worth pursuing.

Mr. Ferguson stated he was impressed with the presentation and felt it would be money well spent.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	No
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

B) Staunton River Boat Ramp/Canoe Access Follow-up

Mr. Coggsdale advised last month Town Council was presented with a recommendation by the Recreation Committee to pursue a piece of property along the Staunton River for a boat ramp/canoe access point. Following the discussion, staff was asked to gather additional information regarding properties and the process and benefits associated with the development of a boat ramp/canoe access. He advised staff reached out to Mrs. Kelly Hitchcock (Region 2000 LGC) and Mrs. Mary Pascale (Campbell County Recreation Department) as a source of information related to this subject regarding feasibility/benefits of this type of project and the potential funding sources.

Mr. Higginbotham asked why Campbell County has not pursued this before.

Mrs. Pascale advised the County has and has a proposal for a Blueway in Campbell County. The first boat launch is to be put in by AEP at Leesville Dam. There are currently three boat launches that can be used; one in Altavista, Long Island and a takeout in Brookneal. She noted canoeist and kayakers like a four hour ride. It is approximately 10 miles from the dam to the boat launch at English Park in Altavista. The fourth boat launch for the Blueway was to be put in for Altavista in Campbell County.

Transfer Jrnl ID#:

General Accounting Use Only

General	Accounting

General AccountingTown of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	Tobie Shelton	Department Name : Administ	ration		Date of Request:	6/30/2015	Fiscal Year:	2015
	Required	Traine : Training	Tallott	Required	nequest	0/00/2013	riscal fear	2013
Phone #		Email Address: tcshelton	@altavistava.gov					
Reason for Transfer:	Transfer of funds within the department Excluding Salary/Wages Line Items	to cover costs associate	d with Public Safety c	consulting needs. No new funds are require	ed.			
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010-1101-4	01.30-14		\$5,900.00	Misc & Professional Services				
			·					
		Total Debits	\$5,900.00					
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010-1101-4				Advertising				
010-1101-4	01-30-08	2000		Maintenance Service Contracts				
010-1101-4				IT Networks Website Support				

-\$5,900.00

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		Approv	als Required:
John Shelton	8/4/2015		2 =1
Prepared By	Date	Phone	

Total Credits:

Transfer JrnI ID#:

General Accounting Use Only

General	Accounting	

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

See Processing Instructions Below

Requester	Tobie Shelton	Department Name : A	dministration	Required	Date of Request:	6/30/2015	Fiscal Year:	2015
Phone #:	·	mail Address: to	shelton@altavistava.gov	Tiequirea				
	Transfer of funds within the department to cunemployment compensation. Problems wi	th HVAC in A	dmin / Council areas; resulte		nplementat	ion of the FY 20)15 Budget and	under budgeted
DEBIT: (Charg	e)							
Account N	lumber		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30	Characters	3)	Reference	
010-1101-40	01.50-06		\$1,300,00	Postal Services				
010-1101-40				Telecommunications				
010-1101-40				Other Employee Benefits				
010-1101-40				Repair and Maintenance				
		Total	Debits: \$20,500.00					
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010-1101-40				Description - REQUIRED FIELD (Limit to 30	Characters	3)	Reference	
010-1101-40				Conventions and Educations				
010-1101-40				Motor Vehicle Insurance				
010-1101-40				Office Supplies		\longrightarrow		
				General Liability Insurance				
010-1101-40	JT. TO-02		-\$14,000.00	Salaries-Regular				

-\$20,500.00

Total Credits and Total Debits must be equal zero.

Approvals Required: Phone

Total Credits:

Transfer Jrnl ID#:

General Accounting Use Only

General Accounting

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

See Processing Instructions Below

Requester	Barry Stocks	Department Name : Police			Date of Request:	6/30/2015	Fiscal Year:_	2015
	недитеа			Required				
Phone #:		Email Address:						
Transfer:	Transfer of funds within the department to Premium for Line of Duty insurance was department. Excluding Salary/Wages Line Items_This re	slightly higher than budge	No new funds are ted. Incr Physicals	required. The department had several issuline item to cover a shortage as a result of	es with the	eir HVAC resulti e in new hires d	ng in replacer ue to turnover	nent of the unit.
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010-3101-50	01.50-18			General Liab. Insur.	_			
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		Total Debits:	\$9,100.00					
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		10183						
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Approvals Required:

Total Credits and Total Debits must be equal zero.

Jobin Shilton 8/4/2015
Prepared By Date Phone

Transfer Jrnl ID#:

General Accounting Use Only

General Accounting

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

See Processing Instructions Below

Requester	Barry Stocks Department Name	Police			Date of Request:	6/30/2015	Fiscal Year:	2015			
	Required	-		Required	riequest	0,00,2010	riscal Teal	2010			
Phone #:	Email Address	:									
Reason for Transfer:	Transfer of funds within the department to cover opera increased.			required. As a result of high turnover wit	hin the depa	artment costs as	ssociated with o	vertime			
	Excluding Salary/Wages Line Items_This requires Council	i's approval									
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101-	011 1+4 01 1-4										
Prepared By	CShulton 8/4/2015		Phone								
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Transfer Jrnl ID#:

General Accounting Use Only

General Accounting

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

See Processing Instructions Below

Requester	David Garrett	Name : Public Wo	rks		Date of Request:	6/30/2015	Fiscal Year:	2015
	Required			Required				
Phone #:		Email Address:						
	Transfer of funds within the department to associated with storm drainage repairs an	cover operational costs	. No new funds are	required. Repair to dump truck engine (C	ouncil appr	oved August 1	2, 2014), Slight	increase is costs
Reason for Transfer:				or the terri due to painting or the caboose	. Fullus W	ere avallable ii	r rvv s budget ti	J cover cost.
	Excluding Salary/Wages Line Items_This red	quires Council's approval						
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010-4101-6	01.50-76	(38.8)	\$200.00	Miss Utility		<i>'</i>		
010-4101-6	01.60-28			Storm Drainage				
010-4101-6	01.60-34			Train Station Supplies	-			
010-4101-6	01.60-08			Vehicle / Equip & Repair				
010-4102-6	01.60-26	Name of the last o	\$1,000.00	Litter Expenses				The state of
00 - 170								
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010-4101-60				Fuels & Lubricants				
010-4101-6		Breed 1	-\$1,200.00	Telecommunications				
010-4102-60				Fuel & Lubricants				
010-4102-60	01.60-08		-\$300.00	Vehicle Equip Repair & Main				

-\$8,100.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Stylist 8/4/2015

Prepared By Date Phone

Total Credits:

Transfer Jrnl ID#:

General Accounting Use Only

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General Accounting

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

See Processing Instructions Below

Requester	David Garrett	Department Name : Public Wo	rks		Date of Request: 6/30	0/2015 Fiscal Year: _	2015
	Required			Required			
Phone #:		Email Address:					
Reason for Transfer:			. No new funds are	required. Under budgeted for electrical se	ervices.		
	Excluding Salary/Wages Line Items_This re	quires Council's approval			0.00		
DEBIT: (Charg	e)						
Account N	lumber		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30	Characters)	Reference	
010-4103-60	01.50-02		\$550.00	Electrical Services / shop			
010-4104-60	02.50-02		\$2,300.00	Electrical Services / parks			
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	3000	in the column of					
CREDIT:		Total Debits:	\$2,850.00				
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General Accounting Use Only

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

See Processing Instructions Below

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Dhana H								
Phone #:_		Email Address:						
T-	Transfer of freedom this standard							
	ransfer of funds within the dep	partment to cover operational cos	its. No new funds are	required. OT associated with various	ous projects as wel	l as being short	staffed at times	
Reason for Transfer:								
	Freelanding Only 686 and 11 and							
Ľ	Excluding Salary/wages Line Ite	ms_This requires Council's approv	/al					
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			Amount - Enter as					
Account N	umbor		Positive (+) Incr	Description DECUMEN FIELD (1)				
010-4101-60			Amt	Description - REQUIRED FIELD (Lim	nit to 30 Characters)	Reference	
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						-		
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		19603	Negative (-) Decr				100	
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Transfer Jrnl ID#:

General Accounting Use Only

General	Accou	ntine

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

See Processing Instructions Below

Requester	Dennis Jarvis	Department Name : Economic	Development		Date of Request:	6/30/2015	Fiscal Year:	2015			
	Required			Required			_				
Phone #:		Email Address:									
	Transfer of funds within the departmen	t to cover medical insurance	e costs. No new fui	nds are required. Medical Insurance was	not include	d in FY 2015 B	udget when bei	ng prepared. At			
Reason for	that time the position was held by an erline item.	nployee that did not particip	ate in our health ins	surance plan. Current position was not f	illed for enti	re budget year	. Funds were a	vailable in VRS			
Transfer:											
	Excluding Salary/Wages Line Items_This	requires Council's approval									
DEBIT: (Charg	e)										
			Amount - Enter as Positive (+) Incr								
Account N	lumber	14-56	Amt	Description - REQUIRED FIELD (Limit to 3	0 Characters	s)	Reference				
010-7101-40	05.20-06	100000	\$3,200.00	Group Medical Insurance		,					
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		Total Debits:	\$3,200.00								
CREDIT:											
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			Negative (-) Decr								
Account N				Description - REQUIRED FIELD (Limit to 3	0 Characters	s)	Reference				
010-7101-40	05.20-04	6.60	-\$3,200.00	VA Retirement System							
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		Total Credits:	-\$3,200.00								
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			Approvai	s Required:							
John	C. Sheltor 8	7/4//5 Date									
Prepared By		Date	Phone	ic .							
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Transfer Jrnl ID#:

General Accounting Use Only

General Accounting

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

See Processing Instructions Below

Requester	Tobie Shelton	Department Name : Non-De	partmental		Date of Request:	6/30/2015	Fiscal Year:	2015
	Required			Required				
Phone #:		Email Address:						
13.								
1	Transfer of funds within the department	to cover revenue sharing	n agreement associat	ed with meals tay revenue. No new f	unde are required	1		
Reason for		to ootor rotorido orialini,	g agreement associat	ed with media tax revenue. No new r	unus are required			
Transfer:								
	Excluding Salary/Wages Line Items_This	requires Council's approv	al					
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			Positive (+) Incr					
Account N	umber			Description - REQUIRED FIELD (Limit	to 30 Characters)		Reference	
010-9101-80	1.50-32	The same		Miscellaneous				
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		Total Debits	\$23,100.00	1				
		Total Bobito	420,100.00	J				
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			Negative (-) Decr					
Account N			Amt	Description - REQUIRED FIELD (Limit	to 30 Characters)		Reference	
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		E WEST						
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		A A CONTRACTOR						
		Total Credits	-\$23,100.00	1				370 7770
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John	i C. Shelton 8/4	4/15						
repared By	January -	Date	Phone					
	5.24							

Transfer Jrnl ID#:

General Accounting Use Only

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

See Processing Instructions Below

						THE STATE OF THE S	
Requester	David Garrett	Department Name : H	lighway Funds		Date of 6/30/20	015 Fiscal Year:	: 2015
	Required			Required	11042001. 0.0072	riscat real.	
Phone #:		Email Address:			_		
	Transfer of funds within the department Misc charges associated with sidewalk roadside. Excluding Salary/Wages Line Items_This is	repair on Franklin	Ave. Replaced several traffi	required. (Funds are provided throug c signs which fall under traffic control of	h VDOT for maintenance devices. Increase in hou	e of the Town's loca irs worked charged	al streets). Incr in to traffic services
			арріота:				
DEBIT: (Charge	•)						
Account N	lumber		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit t	to 30 Characters)	Reference	N. A.
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020-4101-60	06.60-46			Other Traffic Svcs Roadside			
020-4101-60	07.50-32			Misc. Highway			THE BELLY
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							transmission of
							<u> </u>
		lotai	Debits: \$24,800.00				
CREDIT:			Amount Follows				
			Amount - Enter as Negative (-) Decr				TO CONTRACT OF
Account N	umber		Amt	Description - REQUIRED FIELD (Limit t	o 20 Characters)	Reference	RESEARCH STREET
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020-4101-60							
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							NAME OF TAXABLE PARTY.
							HE REAL PROPERTY.
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		Total (Credits: -\$24,800.00				
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Prepared By	- Julia	Date	Phone	E .			
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General Accounting	g Use Only
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General	Accountin	c

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

See Processing Instructions Below

	David Garrett Required	Department Name : <u>Public Wo</u>	rks - Enterprise Fur	nd Required	Date of Request:	6/30/2015	Fiscal Year:	2015
Phone #:		Email Address:						
Reason for Transfer:	Transfer of funds within the department department associated with water issue Excluding Salary/Wages Line Items_This	es.		required. Increase in salaries and wages	/ benefits o	due to an increa	ase in hours wor	ked in the
		requires council s approvai						
DEBIT: (Charg	(0)		Amount - Enter as					
Account N	lumber		Positive (+) Incr	Description - REQUIRED FIELD (Limit to 30) Characters	3)	Reference	
050-4101-70		25,4	\$40,900.00	Salaries - Regular				
050-4101-70				Overtime				
050-4101-70				VA Retirement System				TO THE SECOND
050-4101-70	01.20-06		\$2,500.00	Medical Insurance				
		201200						
CREDIT:		Total Debits:	\$45,000.00					
			Amount - Enter as					SCHOOL STATE
Account N	lumbor		Negative (-) Decr					
010-4101-60			Amt	Description - REQUIRED FIELD (Limit to 30	Characters	5)	Reference	
010-4101-00	51.10-02		-\$45,000.00	Salaries - Regular				
								
-		100 000						
		653,00						
		Total Credits:	-\$45,000.00	Total Credits and Total Debits must be equal zer	0.			
			Approval	s Required:				
Job Prepared By	i C Shelton	8/4/15 Date	Phone			146917		

Transfer Jrnl ID#:

General Accounting Use Only

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

See Processing Instructions Below

Requester	David Garrett	Department Name: Public Wo	rks - Enterprise Fur	nd	Date of Request:	6/30/2015	Fiscal Year:	2015
	Required			Required			_	
Phone #:		Email Address:						
Reason for Transfer:	Transfer of funds within the department	to cover operational costs	. No new funds are	required. Increase in maintenance issue	es (water bre	eaks).		
	Excluding Salary/Wages Line Items_This	requires Council's approval						
DEBIT: (Charg	je)							
Account N			Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 3	0 Characters	s)	Reference	
050-4101-7	01.60-04		\$3,800.00	Repairs and Maintenance				
		Total Debits:	\$3,800.00					
CREDIT:								
Account N	Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 3	0 Characters	s)	Reference	
050-4101-70	01.50-65		-\$3,800.00	Meter Tester / Replacement				
		Total Credits:	-\$3,800.00	Total Credits and Total Debits must be equal ze	ero.			
ing grant			Approval	s Required:		KAN FEE	THE TANK	
Job Prepared By	i C Shelta 8	7/4/15 Date	Phone	-				

Transfer Jrnl ID#:

General Accounting Use Only

General	Accounti	nc

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

See Processing Instructions Below

	,						
Requester	David Garrett_	Department Name : Public Wo	orks - Enterprise Fun	d - WW	Date of Request:	6/30/2015 Fiscal V	/ear: 2015
	Required			Required		Tibuli I	<u> </u>
Phone #:		Email Address:					
Reason for Transfer:	need adjusting for FY 2015 as a resu	ult of an increase in premiums	that we were unabl	required. Under budgeted benefits. We to budget for due to the timing of bids	e were aware line	e items covering medi	cal insurance would
	Excluding Salary/Wages Line Items_TI	nis requires Council's approval					
DEBIT: (Charg	0)						
Account N			Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to	20 Characters)	Reference	
050-4101-70			\$600.00		o o onaracters)	Helefellot	' ————————————————————————————————————
050-4101-70				VA Retirement System			
050-4101-70				Medical Insurance			
			40,100.00	Tricatour mouramed			
				,			CANAL DESIGNATION OF THE PARTY
		H THE					
		Total Debits:	\$5,100.00				
		-		•			
CREDIT:			Amount - Enter as				
			Negative (-) Decr				
Account N	lumber		Amt	Description - REQUIRED FIELD (Limit to	30 Characters)	Reference	
050-4101-70	02.10-02	15/39/74	-\$5,100.00	Salaries - Regular			FX 24 13 34
		45000					
							NAME OF TAXABLE
		Total Credits:[-\$5,100.00	Total Credits and Total Debits must be equal	zero		
				rotal Ordans and Total Debits must be equal	2610.		
			Approval	s Required:			
Joh	i CShelton 8/	11/12					
Prepared By	c sheller 81	Pate	Phone				
. sparoa by		Date	1 110116				

General Accounting Use Only
Transfer Jrnl ID#:

General Accounting

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

See Processing Instructions Below

Requester	r David Garrett Department Name : Water De	partment	Required	Date of Request:	6/30/2015	Fiscal Year:_	2015
Phone #:	Email Address:						
Reason for Transfer:	Transfer of funds within the department to cover operational costs a result of an increase in premiums that we were unable to budge Lodging due to travel expenses for consulting services received f also loosing two long term employees through retirement. Excluding Salary/Wages Line Items_This requires Council's approva	t for due to the timing rom Mr. Elmer Hand	of bids, Increase in maintenance costs a	associated v	vith equipment I	oreaking, incre	ase in Sub &
DEBIT: (Charg	(e)						
Account N	Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 3)	0 Characters)	Reference	
050-5001-70			Medical Insurance		,		
050-5001-70			Main Service Contracts				
050-5001-70	01.50-02	\$5,800.00	Electrical Services				
050-5001-70	01.50-24	\$1,650.00	Subsistance & Lodging				
	Total Debits:	\$19,450.00					
CREDIT:							
CREDIT:		Amount - Enter as					
Account N		Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 3	0 Characters)	Reference	
Account N	01.20-04	Negative (-) Decr Amt -\$4,400.00	VA Retirement System	0 Characters)	Reference	
Account N 050-5001-70 050-5001-70	01.20-04 01.30-24	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00	VA Retirement System	0 Characters)	Reference	
Account N 050-5001-70 050-5001-70 050-5001-70	01.20-04 01.30-24 01.50-32	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00	VA Retirement System Miscellaneous	0 Characters)	Reference	
Account N 050-5001-70 050-5001-70 050-5001-70	01.20-04 01.30-24 01.50-32 01.50-26	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00 -\$400.00	VA Retirement System Miscellaneous Coventions & Education	0 Characters)	Reference	
Account N 050-5001-70 050-5001-70 050-5001-70 050-5001-70	01.20-04 01.30-24 01.50-32 01.50-26 01.50-04	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00 -\$400.00 -\$1,950.00	VA Retirement System Miscellaneous Coventions & Education Heating Services	0 Characters)	Reference	
Account N 050-5001-7(050-5001-7(050-5001-7(050-5001-7(050-5001-7(01.20-04 01.30-24 01.50-32 01.50-26 01.50-04 01.50-64	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00 -\$400.00 -\$1,950.00 -\$2,700.00	VA Retirement System Miscellaneous Coventions & Education Heating Services Sample Testing	0 Characters)	Reference	
Account N 050-5001-70 050-5001-70 050-5001-70 050-5001-70	01.20-04 01.30-24 01.50-32 01.50-26 01.50-04 01.50-64 01.50-68	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00 -\$400.00 -\$1,950.00 -\$2,700.00 -\$500.00	VA Retirement System Miscellaneous Coventions & Education Heating Services Sample Testing Professional Licenses	0 Characters)	Reference	
Account N 050-5001-7(050-5001-7(050-5001-7(050-5001-7(050-5001-7(050-5001-7(01.20-04 01.30-24 01.50-32 01.50-26 01.50-04 01.50-64 01.50-68	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00 -\$1,950.00 -\$2,700.00 -\$500.00	VA Retirement System Miscellaneous Coventions & Education Heating Services Sample Testing Professional Licenses Telecommunications			Reference	
Account N 050-5001-7(050-5001-7(050-5001-7(050-5001-7(050-5001-7(050-5001-7(01.20-04 01.30-24 01.50-32 01.50-26 01.50-04 01.50-64 01.50-68 01.50-08	Negative (-) Decr Amt -\$4,400.00 -\$7,600.00 -\$1,000.00 -\$400.00 -\$1,950.00 -\$2,700.00 -\$500.00 -\$900.00	VA Retirement System Miscellaneous Coventions & Education Heating Services Sample Testing Professional Licenses Telecommunications			Reference	

General Accounting Use Only Transfer Jrnl ID#:

General Accounting

See Processing Instructions Below

	Town of Altavista, 510 7th Street, A	Altavista, Virginia 24517				00011000	somy mondeth	III DOIOW
	David Carrett	Department	- Demont		Date of	0/00/22:-		
Requester	David Garrett Required	Name: Wastewate	er Department	Required	Request:	6/30/2015	Fiscal Year:	2015
	• •			rioquilea				
Phone #:		Email Address:						
	Transfer of funds within the department as a result of an increase in premiums to Misc. Project charges are miscellaneous	hat we were unable to bud	get for due to the tim	ning of bids. OT due to retirement of	member of staf	f. Misc items ne	eded for repair a	ind maintenance.
	planting of trees and sampling.	s items council has approv	ed pertaining to FO	os, ex. removal of turties, safety equ	upment for stan	, remai or telesco	opic boom for st	an to use for
	Excluding Salary/Wages Line Items_This	requires Council's approval						ποτείπαιδεία
DEBIT: (Charg	(0)							
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Account N	lumbor	N 11 A M	Positive (+) Incr	Described and DECUMPED FIELD (1)		,	D-(
050-5101-70				Description - REQUIRED FIELD (Limi	it to 30 Charactei	'S)	Reference	
050-5101-70 050-5101-70			\$2,600.00	Medical Insurance				
050-5101-70				Cenventions & Educations				
050-5101-70				Miscellaneous				
050-5101-70				Misc. Project Charges				
700 0101 10	52.30 00	T-1-I D-1-1-		NAME: STATE OF THE PARTY OF THE	-1-1111			
		Total Debits:	\$35,400.00	****				
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		100	Negative (-) Decr					
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050-5101-70				Salaries - Regular				
050-5101-70		(C (C (C (C (C (C (C (C (C (C		VA Retirement System				
050-5101-70				Sample Testing				
050-5101-70	J2.6U-U8	- SECTION 1	-\$800.00	Vehicle & Equip / R & M				
		Total Credits:	-\$35,400.00	-				
				Total Credits and Total Debits must be ed	qual zero.			
			Approval	s Required:				
Anh	i C Shelton	ande		SECURE CONTRACTOR OF THE SECURE CONTRACTOR OF	-			
Propared Pu	e smeller	X/4/15	Phone					
repared by		Date	PHONE					

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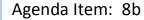
General Accounting Use Only

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

See Processing Instructions Below

Requester	David Garrett Required	Department Name : Cemetery	/	Required	Date of Request:	6/30/2015	Fiscal Year:_	2015
Phone #:	Ema	nil Address:						
Reason for Transfer:	Transfer of funds within the department to cov Excluding Salary/Wages Line Items_This require			required. OT associated with burials dur	ring after hou	irs.		
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			ψ200.00	overume				
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Account N	lumber		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 3	0 Characters)	Reference	
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		Total Credits:	-\$200.00	Total Credits and Total Debits must be equal z	ero.			
			Approval	s Required:				and the second
John Prepared By	c Shelt 8/4/15 Date	9	Phone					





STAFF REPORT

To: Mayor Mattox and Council members **From:** Waverly Coggsdale, Town Manager

Date: August 7, 2015

Re: Consideration of MOU between VACP and Town of Altavista

Summary

Given the high profile nature of the Police Chief position, I feel it is important to have a recruitment framework to ensure a thorough and efficient recruitment and selection process. Per the Town Code it is my responsibility to appoint a Police Chief. In order to uphold this responsibility effectively and within a reasonable timeframe, a clear and confidential process that is void of inappropriate influences needs to be preserved to ensure that the best and brightest candidates (be they internal or external) emerge from a regional/statewide recruitment process. I am recommending that we engage the services of a professional organization to assist in this effort.

The Virginia Association of Chief of Police (VACP) consults with local governments to provide recruitment and selection services. They have conducted Police Chief recruitments in a number of communities in Virginia.

A proposed agreement with the VACP is attached for Council's consideration. The fee is a not to exceed cost of \$8,000. This cost could be absorbed through the Salaries line item, due to the position currently being open. This would take a budget amendment at a later date, if Council approves the agreement.

Recommendation

Authorize execution of the MOU at a not to exceed cost of \$8,000.

Attachments: MOU between VACP and TOA

Memorandum of Understanding between
Virginia Association of Chiefs of Police and the Town of Altavista, Virginia
RE: Agreement by VACP to provide police chief selection and assessment services To the
Town of Altavista

On the basis of discussions between representatives of the Virginia Association of Chiefs of Police ("VACP") and the Town of Altavista ("Town") the entities agree to the following:

The Town will be responsible for:

- Assisting in the publication of the announcement for the position of town police chief;
- Providing assistance and informational support to the VACP throughout the process;
- Receiving the applications for the position of town police chief through a date as
 determined by the Town Manager, and forwarding copies of applications for review to
 the VACP. The Town may choose to forward only those applications to the VACP that
 have met the minimum qualifications for employment as stated in the position
 announcement;
- Working with the VACP to select a group of applicants to be fully vetted and interviewed for final consideration for the position of Town police chief;
- Providing a site and administrative support for the VACP to conduct an assessment of the finalists;
- Reimbursing the VACP for direct costs, to include consulting time, travel, lodging, per diem and honorariums for VACP staff and panelists, not to exceed \$8,000.00 in total expenses.

The VACP will be responsible for:

- Conducting community interviews with key stakeholders to gather pertinent information about the public safety needs and priorities of the community;
- Reviewing and revising position description and announcement, and publicize police chief position announcement through VACP website, social media and direct email services.
- Reviewing and ranking the applications for police chief to recommend to the Town manager those individuals who are qualified for further vetting through the selection process;
- Holding confidential those resumes and applicant names, and maintaining regular communication with the Town manager, throughout the selection process;
- Selecting a peer panel of Virginia active and/or retired police chiefs with relevant experience to serve on an interview and assessment panel to interview the finalists and provide recommendations to the Town manager for final selection;
- Providing notes and written updates to the Town manager on the assessment process, and a final written report and recommendations to the Town manager;
- Invoicing the Town manager for reasonable and relevant costs, based on approved state travel guidelines, incurred through the assessment and selection process.

Term of Memorandum

The term of this Memorandum shall commence as of the signing date and shall continue until the completion of the assessment process. Terms of the agreement may be revised during the process with the consent of both parties.

Indemnification

Each party agrees to indemnify and hold harmless the other party, its officers, directors, employees, and agents, from any and all third-party claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorneys' fees, costs, and other expenses, incurred on account of such party's willful or negligent acts or omissions in connection with the activities provided for by this Memorandum.

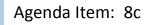
Confidentiality

Neither party, nor its employees or agents, shall disclose the terms of this Memorandum or any confidential or proprietary information of the other party to any third party without the prior written consent of the other party, except as otherwise required by law. The obligation of confidentiality shall survive termination of this Memorandum.

Governing Jurisdiction

This Memorandum shall be subject to and governed by the laws of the Commonwealth of Virginia.

For VACP: Dana Gleral	For Town of Altavista:	
August 1, 2015		Signed
Dana G. Schrad,		Date
VACP Executive Director		Name/Title





STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager

Date: August 7, 2015

Re: Water Plant Emergency Repair Bids

Summary

Per Section 2-235 of the Town Code, staff has proceeded with emergency purchase of services related to the repair of items damaged at the Water Treatment Plant. Staff will present a written notice at the Council meeting stating what is being procured, the contractor selected, and the date on which the contract was awarded.

Recommendation

Adopt the written notice of emergency purchase.

Attachments: Town Code excerpt

Sec. 2-234. Sole source procurement.

Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The town shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the town awards or announces its decision to award the contract, whichever occurs first.

(Code 1968, § 2-64)

State law reference—Similar provisions, Code of Virginia, § 2.2-4303.

Sec. 2-235. Emergency purchases.

- (a) In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. The town council shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the town council awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable.
- (b) An emergency shall be deemed to exist when a breakdown in machinery or equipment and/or a threatened termination of essential services or a dangerous condition develops, or when any unforeseen circumstances arise causing curtailment or diminution of an essential service or where materials or services are needed to prevent loss of life or property. (Code 1968, § 2-65)

State law reference—Similar provisions, Code of Virginia, § 2.2-4303.

Sec. 2-236. Small purchases.

All purchases of goods, contractual services, insurance and capital improvements, estimated to be less than \$30,000.00 in value, shall not be subject to the requirements of the competitive bidding section of this division; provided, however, that the purchasing agent shall, whenever the amount thereof exceeds \$30,000.00, secure two or more proposals in the commodity area of the transaction. Written quotations from vendors shall be obtained where practical, although verbal quotations will be permitted, provided that the purchasing agent shall cause a written record of all such verbal quotations to be made and filed with the records of the transaction.

(Code 1968, § 2-66)

State law reference—Authority for above section, Code of Virginia, § 2.2-4303.





Town Manager's Report - For Month of July 2015

Bedford Avenue Waterline Project (Project 1A)

- Waterline installation is complete.
- Sidewalks are being installed
- Substantial Completion Date: August 3, 2015 Final Completion Date: September 2, 2015

WWTP EOP - PCB Remediation

- Staff will discuss with Council the request of Dr. Jerry Schnoor on behalf of the University of Iowa.
- DEQ is in the process of drafting the notice letter that is required for the Informal Fact Finding (IFF) Proceeding.

Sun	Mon	Tue	Wed	Thu	Fri	Sat				
						1 1 st Saturday Trade Lot AOT Cruise In				
2	3 Planning Commission 5:00 pm	4	5	6 AVOCA-Member's Potluck Picnic	7	8				
9	10	11 Council Meeting 7:00 pm	12	13	14	15				
16	17	18	19	20	21	22				
23	24	25 Work Session 5:00 PM	26	27	28 TGIF @ Avoca 5:30	29				
30	31 Planning Commission 5:00 pm	Notes:								

Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		1	2	3	4	5 1 st Saturday Trade Lot AOT Cruise In			
6	7 Labor Day Town Offices Closed	8 Council Meeting 7:00 pm	9	10	11	12			
13	14	15	16	17	18	AVOCA-16th Annual harvest Jubilee & Wine Festival Town Wide Yard Sale, Craft Fair/Farmer's Market 7am-2pm			
20	21	22 Work Session 5:00 PM	23	24	25	26			
27	28	29	30	Notes:					