

# Town of Altavista

## Meeting Agenda

### Town Council Meeting

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

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Tuesday, February 10, 2015

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7:00 PM Regular Council Meeting

1. **Call to Order**
2. **Invocation**
3. **Approval of Agenda**
4. **Recognitions and Presentations**
  - a. Retirement of Jimmy Worley – Wastewater Department
  - b. Employee Milestones
5. **Public Comment**

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

6. **Consent Agenda**

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

- a. Minutes – *Special (Presentation) and Regular Meeting January 13<sup>th</sup> ; Work Session January 27<sup>th</sup>*
- b. Monthly Finance Reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c. Citizen request Utility Fees
- d. Extension of Contract for Auditing Services
- e. Take Home Policy for Police Department employees
- f. Departmental Reports

7. **Public Hearings**

None at this time.

**8. New/Unfinished Business**

- a. AOT Request for Classic Car Cruise In events
- b. Downtown Revitalization Overlay (DRO) district Text Amendments
- c. IALR's PCB Remediation Project Update
- d. Everbridge "Mass Notification" System contract
- e. Police Department Vehicle Purchase Request

**9. Reports**

- a. Town Manager's Report

**10. Informational Items/Late Arriving Matters**

- a. Correspondence/Articles
  - i. Davis Letter – 806 12<sup>th</sup> Street property

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

Section 2.2-3711 (A)(1) discussion, consideration, or interviews of prospective candidates for appointment to the Economical Development Authority and Board of Zoning Appeals.

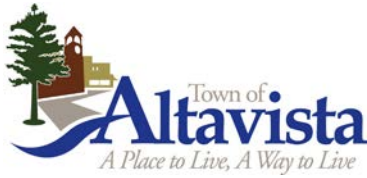
**13. Adjournment****UPCOMING COUNCIL MEETINGS/ACTIVITIES**

*(All meetings are at Town Hall unless otherwise noted)*

Monday, February 23 <sup>rd</sup> @ 5:00 p.m.	Town Council Work Session with Gay & Neel
Tuesday, February 24 <sup>th</sup> @ 5:00 p.m.	Town Council Work Session
Tuesday, March 10 <sup>th</sup> @ 7:00 p.m.	Town Council Regular Meeting
Monday, March 23 <sup>rd</sup> @ 6:00 p.m.	Town Council Budget Work Session
Tuesday, March 24 <sup>th</sup> @ 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.*



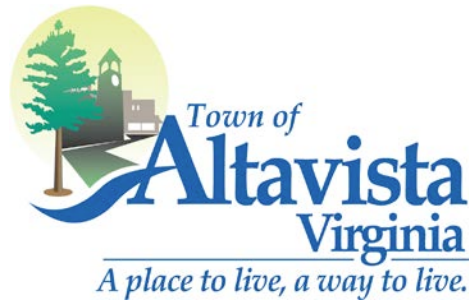
**ALTAVISTA TOWN COUNCIL**  
**Agenda Item Summary - Staff Report**

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Recognitions/Presentations

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Employee Recognitions

- Jimmy Worley – Retired effective February 1, 2015
  - Adoption of Attached Resolution
- Tobie Shelton – 15 years of service to the Town (2/07/2015)



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

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

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

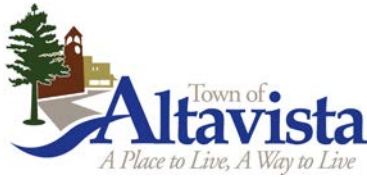
***WHEREAS**, Mr. Worley has demonstrated extensive knowledge, skills and experience in the treatment of wastewater ultimately earning his Class III Wastewater Operator's license and providing the Town and its citizens with an efficient and well run system; and*

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

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

\_\_\_\_\_  
Michael Mattox, Mayor

Attested: \_\_\_\_\_  
J. Waverly Coggsdale, III, Town Manager



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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Minutes (Consent Agenda)

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**Background and discussion**

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's regular meeting held on January 13<sup>th</sup> and the Council's Work Session held on January 27<sup>th</sup>. If there are any corrections, please call Town Hall at 434-369-5001 in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

**Recommendation**

Approval

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

Motion to approve the minutes of the Council's special meeting (presentation) and regular meeting held on January 13<sup>th</sup>.

Motion to approve the minutes of the Council's work session held on January 27<sup>th</sup>.

**Attachments**

- Minutes *(Special Meeting (presentation) and Regular Meeting of January 13<sup>th</sup> and Work Session of January 27<sup>th</sup>)*

## Special Council Meeting—January 13, 2015

The special 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 January 13, 2015 at 6:30 p.m.

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

Council members

present:

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

Council members

absent:

Mrs. Beverley Dalton

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Kenneth Walsh, Police Department  
Officer William Haugh  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

2. Mayor Mattox advised the purpose of the special meeting was to hear a presentation from Everbridge Communications which is being proposed by the Police Department.

Chief Walsh addressed Council and advised Mr. Matt Ward, Account Executive with Everbridge Communications, would be handling the presentation via telephone.

Mr. Matt Ward presented Council with a power point presentation regarding their mass communication system. He advised of the various items this communication system could be used for. He explained how the system works noting it will work with any voice or text device.

Mr. Higginbotham asked if there was a cost structure that fits a small community like the Town of Altavista.

Mr. Ward stated all the pricing is based off a state contract pricing with VEDA.

Mr. Higginbotham questioned the charges.

Mr. Ward stated there is an annual cost with unlimited use; with the contract there is pricing for the citizens and pricing for staff. For \$5,000 per year, it is unlimited usage for the citizens and then \$2,500 for staff. He noted due to the small number of staff, this amount has been reduced to \$1,000 for staff; a total of \$6,000.

Chief Walsh added it was his belief that the system would be a great asset to the Police Department as well as the other departments in the town.

Mayor Mattox thanked Mr. Ward for his presentation.

Mayor Mattox called for five minute recess before the regular Council meeting.

Regular Council Meeting—January 13, 2015

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on January 13, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Mitchell Etheridge, Motley Baptist Church, gave the invocation.

Council members  
present:

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

Council members  
absent:

Mrs. Beverley Dalton

Planning Commission members  
present:

Chairman Jerry Barbee  
Mr. John Jordan

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Kenneth Walsh, Police Department  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox advised the agenda had been amended to include the Everbridge Communications System proposal and a closed session and asked if there were any questions regarding the agenda.

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

Motion carried:  
VOTE:

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

4. Public Comment

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

5. Special Items or Recognitions

- a. Altavista High School Football Team-2014 VHSL Group 1A State Champions

Mayor Mattox advised the Altavista High School Football team has for a second time in a roll finished the season undefeated and claimed the state championship. He asked that Council draft a resolution to be presented to the Altavista High School.

## Regular Council Meeting—January 13, 2015

A motion was made by Mr. Emerson, seconded by Mr. Edwards, that staff draft a resolution honoring the 2014 VHSL Group 1A State Champions.

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

### 6. Consent Agenda

- a) Approval of Minutes- Joint Town/County Meeting December 8<sup>th</sup>; Regular Meeting December 9<sup>th</sup>; Continued Meeting December 17<sup>th</sup>
- b) Monthly Invoices
- c) Monthly Revenue & Expenditures
- d) Monthly Reserve Balance/Investment Report
- e) Monthly Budget Amendments/Departmental Transfers
- f) Departmental Monthly Reports

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

### 7. Public Hearings

- a) Downtown Revitalization Overlay (DRO) Zoning Ordinance Text Amendment

Mayor Mattox opened the Downtown Revitalization Overlay Zoning Ordinance Text Amendment public hearing at 7:05 p.m. and advised staff would be reporting, then the Planning Commission Chair followed by concerned citizens.

Mr. Coggsdale advised the Altavista Planning Commission conducted a public hearing on this matter at its August 4, 2014 meeting and recommended approval of the proposed text amendments and adoption of the Design Guidelines ancillary document. Council was presented with the Planning Commission's report which details the reasoning for this recommendation along with a copy of the Design Guidelines ancillary document. He noted Mayor Mattox and Planning Commission Chair Barbee have been conducting a "walking tour" of the downtown area, visiting with businesses and receiving feedback to the proposed text amendments to the ordinance.

Mr. Jerry Barbee, Planning Commission Chair, briefly discussed how the Planning Commission arrived at their recommendation noting the process for considering amending the Downtown Revitalization Overlay Ordinance began in March 2012 when the Planning Commission began working on a plan of action and process to undertake this project. He advised an Informational Meeting, was held in August 2013 and was attended by approximately one dozen property and business owners who all received personal invitations to this meeting. He noted positive feedback was received by those who spoke; the Planning Commission decided to move forward with the project. Each was invited to continue to participate in the process at the regularly scheduled Planning Commission meetings. Between August 2013 and July 2014 the Planning Commission worked on drafts and updates with assistance and guidance from Mr. Scott Smith, Senior Planner, Region 2000 Local Government



## Regular Council Meeting—January 13, 2015

Council. He noted throughout the process, stakeholders were made aware of the progress and the Planning Commission solicited their opinions and ideas on the project. He noted aside from one letter, no input was received from the stakeholders. Mr. Barbee advised the public hearing ad was placed in the *Altavista Journal* along with an article promoting the public hearing and letters mailed to property and business owners seeking their input at the August 4<sup>th</sup>, 2014 meeting. No one attended the public hearing. He noted the proposed ordinance amendment and design guidelines are based on the Secretary of Interiors Standards for Rehabilitation and the Frazier and Associates document. The Planning Commission voted 4-0 to recommend the amendments to Council with the three primary reasons being: to preserve Altavista's Classic Small Town Southern Architectural heritage, to protect property values and for the survivability of the business district.

Mr. Scott Smith, Senior Planner, Region 2000 Local Government Council, presented a power point presentation to Council explaining the Downtown District. He referred to the contributing and non contributing buildings; contributing buildings are thought to be 50 years or older and maintains some degree of character. Non-contributing is less than 50 years or has been changed so much it is not consider to be part of the historic district. He used First National Bank as an example stating the build is one of the oldest in the Town but has been altered to the point of not being considered a contributing building. He noted the Design Review Board will consist of 5 members: 3 town members, 1 Planning Commissioner or Town Council person and a person from a profession such as architect, historian, or contractor who specializes in this type of work and will maintain the downtown design guidelines, maintains the district line, receives the applications for the certificate of appropriateness.

Mayor Mattox called for those who have signed up to speak.

Mr. Glenn Miller, 520 Main Street, addressed Council and presented them with a petition with 52 signatures from property owners and/or lessees in the DRO District. The petition is asking Council to vote no on the DRO proposal. He stated the 52 signatures cover 90% of the property owners in the downtown business district. Mr. Miller stated the reason no one attended the Planning Commission meeting was because no one was interested in this proposal and are still not interested. He stated the reason they were there tonight was to protect their property rights. He stated while gathering signatures on the petition many of the business owners/lessees say they would not go before a panel to do any work on their building. Many think the Committee feels business owners/lessees are too ignorant to repair or maintain their building. He asked who made the town look the way it is now; the present property owners. No one told them how to do it or help pay for the maintenance/repair until the grant came about which many are sick they ever touched. He felt passage of this ordinance would place a cloud on the title of his property; decreasing the value of his property.

Mr. Gordon Kent, 525 7<sup>th</sup> Street, spoke in opposition of the proposed ordinance; stating it was pointed out if this ordinance does not pass; the mere fact the town created this historic district creates no additional burden and no requirements on the business owner to get permission to do anything to their building unless there is a tax credit or subsidy. Mr. Kent stated he questioned some of the conforming and non-conforming building, noting some were not 50 years old. He stated because something is in the historic district does not mean you are entitled to the tax credits. Mr. Kent stated he could count on one hand the buildings in Altavista that are truly historical; many don't have the historical elements. He feels the town could leave the ordinance alone and let it be a historic district and business owners do what they want to with their property. Mr. Kent noted the members of the commission are not property or business owners in the downtown district. He asked if property/business owners could be a part of the Design Review Board. Mr. Kent felt the town needed to press for economic development and get traffic moving downtown so people will want to open businesses.

Mr. Paul Shelton, 610 7<sup>th</sup> Street, stated he came to the town in 1943 and it was a boom town, a frontier town and it stayed like that for years and years. His comment

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was asking Council to add no burden to the small business owner. He feels the biggest scar to Altavista is the number of empty buildings on Main, Broad and Seventh Streets and would like to see Altavista booming again and stores filled. He asked if funds are available for some of the projects that were discussed and noted on the last revitalization project, he was helped greatly in restoring his building.

Mr. Tim Thacker, 413 Main Street, addressed Council stating there is nothing historical about his building and disagrees with what Council is trying to do to people. He stated his son fought two tours in Iraq fighting for the American citizen and for Council to try and take away the property owners' rights is wrong. He noted no person on Council or the Planning Commission owned property in the downtown district and felt for them to put restrictions on what he can and can't do with his own building was wrong. He stated no one there had paid a dime on his business and asked Council not to tell him what he could/could not do with his own building. Mr. Thacker stated he opposes the proposed ordinance.

Mr. David West, 505 7<sup>th</sup> Street, read to Council a letter that he had sent to Mr. Jerry Barbee, Planning Commission Chair:

Blue Ridge Developer's, Inc.  
522-524 Main Street  
Post Office Box 544  
Altavista, VA 24517

August 21, 2013

Jerry Barbee  
2207 Beech Ave  
Altavista, VA 24517

Dear Mr. Barbee:

Thank you for inviting me to the planning commission meeting August 5, 2013. It was a shame that the meeting was not very well attended since it is important that a wide variety of opinions of people that actually own property be involved way before changes are made in the existing codes. I am not a good public speaker and did not feel comfortable commenting in front of a reporter at your power point presentation presented by Scott Smith. There were a few key items that I felt were conveniently left out his power point presentation. I have enclosed a copy of a deed of trust that outlines maintenance issues presently in effect on numerous buildings in the downtown revitalization overlay district. This document, signed by Scott Smith himself rendered much of his presentation redundant and unnecessary. Some of the facades improvements already completed in this district were preformed by contractors using substandard materials with very limited warranties and they are already showing deterioration even though covered by the conditions of their deeds of trust I was assured that if cosmetic improvements were completed such as paint and window glazing that no added personal property taxes would follow. I have included a copy of an unsigned notice of an increase in personal property taxes from Campbell County directly related to facades window paint. I was also told that after the facades were fixed the windows would be washed and the facades power washed by the region 2000 representative. As you should know the business center of Altavista has moved to Clarion Road, buying trends have changed due to inaccessibility due to sidewalk and road improvements, combined with the convenience of the largest retailer in the world. Many businesses have failed and only two have relocated from the DRO district. Any extra financial burdens placed on the few of us that remain will not be in our best interest. Numerous businesses in the DRO district have failed and many are slowly noticing their bottom lines shrinking. In the past 30 some plus years of attending town meetings I can think of only two suggestions that have worked in this area. Sewer and water hookup fees have skyrocketed, double taxation, meals taxes, BPOL taxes, personal property taxes, college tuition, road and sidewalk construction, and that nasty rock grit dust combined with our coal dust problem constantly plummeting the DRO district. Suggestions for improvements to the unrented buildings would be a good start. Let all remember that there are two sides to every coin. I will help you.

Sincerely,  
David A. West, President Blue Ridge Developer's Inc.

Dr. West referred to an article in the *News & Advance* dated September 2014 "A Dilemma of Historic Proportion." He explained the article stating a young man from New York purchased a home in the historic district of Lynchburg and the expenses this young man is incurring to comply with the historic guidelines; the Lynchburg Mayor stating the city did not spring a historic district on this person. Dr. West mentioned that he had spoke to the vice president of a bank and asked if he had had any experiences with historic districts; he was told he had foreclosed on a historic home in Lynchburg which has been a nightmare to settle. The banker recommended

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to his board that they not deal with historic homes any more. Mr. West stated in the past Council has done a good job protecting the citizens of Altavista and asked that they take care of this situation as well.

Mr. John Jordan, Jr., 2205 Beech Avenue, addressed Council stating he has been a Planning Commission member for a couple of years and would like to speak on their behalf. Mr. Jordan stated he has heard the comments made and to a degree agrees with what is being said. He stated he has lived in the town of Altavista since 1971 and felt it was time to give something back to the community; this being the reason he agreed to serve on the Planning Commission. He stated the Planning Commission is trying to make Altavista a better place to live and felt no one on the Planning Commission was intentionally trying to step on anybody's toes. He felt there were some improvements that could be made to the downtown that would make it more enticing for people riding through to locate a business here or come back and visit the town. He felt another purpose is to make sure all the businesses are looking out for the health and welfare of the entire business community. He felt there were things that could be done in the town that would entice other industries, people or small businesses to come. He stated what he has heard thus far has been bad things about the DRO; he felt it was not whether the town was historic or not but trying to make the town a better place to visit and live. He suggested that something be put into place that is agreeable with the property owners and would make people want to take pride in their buildings/property if they don't already.

Mr. Nat Perrow, addressed Council stating he appreciated all the hard work the Commissioners have done. He felt the guidelines are informative and helpful but they do not need to be mandatory; there does not need to be a committee between a property owner and his property. Property owners need to let the market do the work, get the buildings rented to responsible tenants, let them have the freedom to do the renovations that they see fit. If a building looks bad it will not rent and if it doesn't rent there is no cash flow. Mr. Perrow added fundamentally the DRO is good guidance and should be out there for property owners to take advantage of but by no means should it be mandatory.

Mayor Mattox closed the public hearing at 7:55 p.m.

Mr. Emerson stated he has a building in the historic district and would therefore abstain.

Mr. Edwards referred to Mr. Jordan's comments stating that he understands what he is saying and agreed that there has to be another way to go at this and accomplish a plan suitable to everyone. Mr. Edwards feels economic development will go a long way. Being a small business owner, he understands how money can be tight at times. He stated jobs are the key factor to filling store fronts.

Mr. Jay Higginbotham said he heard Mr. Miller say the DRO is counterproductive, Mr. Kent stated property owners don't need a change, Council needs to support the property owners, Mr. Shelton state more occupants are needed downtown, Mr. Thacker said a lot of people have fought for our freedom and felt the ordinance is taking this freedom away from the property owners, Mr. West asking Council to take care of the business owners, and Mr. Perrow say what the market values were. He also heard Mr. Jordan say the Planning Commission's intent is to help the town not hurt it. Mr. Higginbotham stated he sees what the consensus is and his vote would be with the business owners. He felt there had to be another way to help the business owners and that the DRO concept is not right for the Town of Altavista.

Mr. George felt the downtown revitalization has been a good thing and realizes the need for more jobs is the biggest driving factor. He stated the downtown does have a certain charm and believes what one property owner does to his building can affect the other property owner and felt there should be some guidelines.

Mrs. Brumfield stated she was in agreement with Mr. Jordan in that the Planning Commission has done a lot of work and spent a lot of time all for the benefit of the

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town and done with good intentions. She stated she could not with good intentions go against the business owners but Council cannot allow buildings to fall down and take away from owners who have spent money to made their building look nice; there has to be a median.

Mayor Mattox stated he had had the opportunity to meet with most of the business owners and thanked Chairman Barbee and Assistant Town Manager Witt for meeting with the owners as well. He stated there was a common theme made by each that people should be able to do what they want with their property; on the other hand they shouldn't be able to do things that are going to hurt the other person's property and the last thing is "we're all struggling". He noted he is a small business owner himself and he understands. He stated the town is not what it used to be but we want it to be more then it is and part of that is to keep downtown vibrant. He felt the Planning Commission and Council need to return to the drawing board and look for a comprise. Mayor Mattox referred this matter to the February 10, 2015 Council meeting for a decision and noted a work session with the Planning Commission will be scheduled before this time to work on a solution.

8. New Business/ Unfinished Business

- a) Resolution requesting Virginia Department of Transportation (VDOT) to increase the official record of the Town's street lane mileage for reimbursement of highway maintenance funds.

Mr. Coggsdale advised the Town may request inclusion of any new streets to VDOT for street maintenance payments. The amount of funds the Town receives from the state is based on street classifications and changes annually. For the current fiscal year, the Town receives \$11,275 for local streets and \$19,202 for arterial streets per lane miles. Staff is seeking to include the park road that was constructed into the County's portion of English Park which totals 0.80 lane miles. This will increase the Town's state maintenance payment by \$9,019 per year. He noted the resolution would need to be adopted to add the lane mileage.

A motion was made by Mr. Edwards, seconded by Mr. George, to adopt the resolution requesting Virginia Department of Transportation (VDOT) to increase the official record of the Town's street lane mileage for reimbursement of highway maintenance funds.

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

**RESOLUTION REQUESTING THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) TO ACCEPT CERTAIN STREETS**

**WHEREAS**, the Town of Altavista has authority pursuant to Section 33.1-82, Code of Virginia, to add mileage to the secondary system that conforms to specific requirements established by the 2005 Subdivision Street Requirements of the Virginia Department of Transportation addressing right of way widths and the condition of streets to be added to the secondary system; and

**WHEREAS**, the Virginia Department of Transportation (VDOT) requires action to increase the lane mileage for street maintenance entitlement funds from the Commonwealth; and

**THEREFORE, BE IT RESOLVED**, the Altavista Town Council requests the Virginia Department of Transportation (VDOT) add the street described in the attached addition of lane mileage as enumerated on Form U-1.

Adopted: January 13, 2015

Certified: \_\_\_\_\_  
Clerk of Council

b) Institute of Advance Learning & Research (IALR) Project Update

Mr. Coggsdale advised at the November 11, 2014 meeting, Council approved the proposal of the IALR regarding its Overflow Pond Remediation Research Project. A copy of the Scope of Work was presented to Council. The first item completed was a draft of the Health and Safety Procedures (HASP). Mr. Coggsdale stated IALR is ready to take the next step of their project, which would involve the gathering of samples from the Emergency Overflow Pond (EOP). The sampling would identify the “hot spots” from which they would gather sludge for implementation of their “pot studies”, as outlined in the Scope of Work (Field Study).

Mayor Mattox asked for an overview of what had been accomplished with the health and safety plan.

Dr. Scott Lowman, IALR, advised ten different documents were combined; they checked with EPA to see what the standards are for health and safety and presenting something that researchers and anyone else can come in and be as safe as possible. He advised the designated area is the pond itself and someone is going into the pond itself, that’s when the health and safety plan kicks in.

A motion was made by Mrs. Brumfield, seconded by Mr. George, to adopt the health and safety plan presented by Dr. Scott Lowman.

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. Michael Duncan, Director, addressed Council, noting they had begun working on the project with the healthy and safety plan being the first deliverable. They have made contacts with the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA). He noted the EPA has encouraged them to look even broader at this project and continue to have conversations with them looking at scientific type gatherings to discuss what is going to go on and what has gone on in the past. He noted they have received specific guidance on what they think should be done including the establishment of a shelf in the pond that will allow IALR to conduct the pot study in the pond. He stated in order for them to do this effectively, asked that a berm be built as in the south end of the pond. This will allow for the pot study in the pond and other items the EPA has asked them to consider. He stated they would go to the EPA for funding of these projects.

Mr. Edwards remarked he was extremely happy with the information received from the EPA; he felt it was impressive and encouraging that the EPA has taken an interest.

Mr. Higginbotham asked Mr. Duncan what was needed to continue moving forward and keep things on track.

Mr. Duncan advised they are working with the switch grass at the IALR labs; he warned Council they were told to move forward and they are unless they are told by Council to stop.

Mr. Higginbotham questioned the berm.

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Mr. Duncan advised it would be extremely helpful; the EPA wants testing to take place in the pond keeping contaminants in there. He asked that the Town consider absorbing some of the cost as this was not part of the original plan.

Mr. Higginbotham stated this was something that could not wait until the last minute and felt a motion was needed to support this berm. He suggested the dirt being removed from the Utility project could be used on this project.

Mr. George questioned the dirt that was to be obtained from a project in Hurt.

Mr. Higginbotham noted that property had not closed to date.

A motion was made by Mr. Higginbotham, to work with Mr. Garrett to assist in construction of the berm similar to what is on the north side of the pond. Mr. Edwards amended the motion to include Mr. Garrett work with Mr. Duncan to put together a proposal of what the cost may be for the construction of the berm.

Mr. Higginbotham withdrew his motion.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards that Mr. Garrett work with Mr. Duncan to put together a proposal of what the cost may be for the construction of the berm.

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

### c) Request by Altavista Band Boosters to Amend Trade Lot Agreement

Mr. Coggsdale advised the Altavista Band Boosters has requested an amendment to the existing Trade Lot Agreement. At the September 10, 2013 Town Council meeting, the original agreement was adopted as recommended by the Public Works/Utility Committee. The new agreement changed from use of the Trade Lot being the first Saturday of each month to 12 uses over a nine month period. Subsequently, the Band Boosters requested that an amendment be made to the agreement to modify the nine months that they would utilize the Trade Lot. Recently, it came to the Town's attention that the Band Boosters were hoping to return to their original schedule of the first Saturday of each month. Staff corresponded with the Band Boosters regarding the necessity to amend the agreement, as well as other issues. He advised the Band Boosters is seeking to amend the agreement to allow for use of the Trade Lot on the first Saturday of each month. This was the original schedule that was in place prior to the adoption of the September 2013 agreement. He noted staff would also like to point out that it appears that *Section 6 Cooperative Use of the Premises* has not been consistently implemented by the Band Boosters. There have been times when very few vendors were on site and the entire Trade Lot was blocked off. He asked for direction from Council if this is an item that needs to be stressed with the Band Boosters or whether it should be removed from the agreement. The Trade Lot serves as public parking for Shreve Park, War Memorial Park and Altavista Area YMCA. He added staff concurs with the request to amend the agreement to a 12 month period for use on the first Saturday of each month and feels that *Section 6 Cooperative Use of the Premises* should remain and be enforced by the Band Boosters to maximize use of the Trade lot.

Mr. Higginbotham commented that the vendors need to be supported so that they will continue coming.

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Mr. George mentioned an incident in which the whole parking lot was closed for one vendor that was parked beside of the YMCA. He said it should be a better way to work this in the winter months when there is not a large amount of vendors on the trade lot. One of the Band Boosters advised this vendor had paid for this location for 12 months.

Mr. Coggsdale stated it was the hope that the provision to the agreement would take care of this situation.

A motion was made by Mr. George, seconded by Mr. Emerson, to amend the existing Trade Lot Agreement for the Altavista Band Boosters from nine months to 12 months.

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

d) Everbridge Communications

Mr. Coggsdale referred to the Everbridge Communications presentation earlier this evening on a mass communication system being proposed by the Police Department and felt it is a worthwhile endeavor.

Mayor Mattox questioned the cost for the communication system.

Chief Walsh advised it is an annual contract at a cost of \$6,000.

Mayor Mattox asked if that rate would remain the same.

Chief Walsh answered affirmatively; it is a multi-year contract.

Mr. Edwards noted on the teleconference it would be a multiyear contract and did not know if this is something that could be dropped at the end of the year.

Chief Walsh stated it is 3 to 5 year contract and would check with the vendor on the terms.

Mr. Edwards questioned if competitive systems have been looked at and the cost.

Chief Walsh advised four other vendors have been looked at and Everbridge offered the service for the cost.

Mr. Emerson felt it was an excellent system and there were multiple uses for it.

It was the consensus of Council to have the town manager and staff to move forward with having a contract drawn up and reviewed by the Town Attorney before presenting to Council.

9. Reports

a) Town Manager’s Report

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### 10. Informational Items/Late Arriving Matters

- a) VML “Day at the Capitol” Registration Form
- b) Cooperate Living Article
- c) COMCAST Price Adjustment Correspondence

### 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 purposes:

Section 2.2-3711 (A)(1) regarding discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body specifically a matter involving the conduct of a public official and discussion, consideration of prospective candidates specifically related to the appointment to the Board of Zoning Appeals.

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

A motion was made by Mr. Higginbotham, seconded by Mr. George.

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

Council went into closed session at 8:38 P.M.

Notice was given that council was back in regular session 9:19 P.M.

#### FOLLOWING CLOSED SESSION:

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

#### CERTIFICATION OF CLOSED MEETING

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

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

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



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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

13. Adjournment

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

The meeting was adjourned at 9:20 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

Council Work Session—January 27, 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 January 27, 2015 at 5:00 p.m.

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

Council members

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

Planning Commission members

Present: Chairman Jerry Barbee  
Mr. John Jordan  
Mr. John Woodson

Also present: Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Kenneth Walsh, Police Department  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

2. Agenda Amendments/Approval

Mayor Mattox advised of an amendment to the agenda, a proclamation claiming the “Year of the Senior 2015.”

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to amend the work session agenda.

Motion carried:

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

3. Public Comment-Agenda Items Only

Mayor Mattox asked if anyone would like to come forward and speak on anything listed on the agenda. No one came forward.

4. Introductions and Special Presentations

5. Items Scheduled for the Regular Meeting Agenda

- a) Discussion of Downtown Revitalization Overlay (DRO) District Text Ordinance Amendments-Joint Discussion with Planning Commission

Mayor Mattox advised this was a joint meeting with Planning Commission.

Chairman Barbee addressed Council thanking the Mayor and Council for allowing the Planning Commission to work with them through this process. He stated when the Planning Commission started this process of looking at the guidelines;

they were anticipating input from the property and business owners. He stated unfortunately absent of that input, the Planning Commission has considered several alternatives such as making it voluntary and even doing nothing at all. He stated he remembered it well the night the PC all agreed to make this mandatory, that it would be a very steep uphill climb for Council to approve this recommendation. Property owner rights were the main concern that night and throughout the remainder of the process. It was never the Planning Commission's objective to undermine those rights, but rather to develop and recommend a procedure that would foster consistency, fairness, cooperation, and equality as they chose to exercise those owner rights. He stated the Planning Commission does believe that how you exercise your property owner rights can and does affect your neighbors, their property values, and the economic development potential in a geographically tight commercial area such as the Central Business District. He added hypothetically speaking, part of my rights as a residential property owner is to protect my property value and when a neighbor does something that lowers those values, then my property rights have been violated. The same reality exists in the downtown Commercial district. The Planning Commission believes there are some fundamental issues or questions that need to be explored and some form of architectural guidelines, mandatory or not, be considered moving forward. He asked if Council thought the downtown "old" architecture is of value and worth preserving. Does Council acknowledge that we have a legitimate Historic District that has value and should be promoted as such or is it truly a face as several owners attempted to point out in the public hearing? Were the assumptions or premises that the Planning Commission used to support the need for guidelines valid? What role should the merchants and owners play in the future economic development of downtown versus local government? How important is the central business district to Altavista's small business economic survival, sustainability, and overall development and how much of this is a local government issue versus business/property owner issue?

Mr. George stated he has talked to some of the property owners and it seems some ill will was planted previously with the CDBG; hired contractors and materials used were substandard. He felt the distrust may have started then. He referred to a comment made at the public hearing that business owners were promised their taxes would not increase due to upgrades and that didn't happen. He stated he didn't know if the tax increase was something Council could address and make right but felt it would go a long way in creating a bridge of trust. He felt like in a tight knit community like downtown, what is done to a property does affect the neighbor's property. Mr. George stated he did not want to tell the property owner what they could/could not do and felt there could be some type of compromise worked out.

Mr. Emerson stated the grant monies offered in the CDBG enticed him. He stated the people that he worked with were very accommodating, staff and Region 2000. He noted some of the materials used were not of his preference but he was not allowed to change. Mr. Emerson stated he has spoken with some of the business/property owners; he feels guidelines are needed but this should not be pushed on them. He felt there should be programs, grant monies, in place to entice the business/property owners to want to follow the guidelines. He stated he was not for the program as it stands now.

Mr. Edwards referred to comments made at the public hearing by Mr. Jordan, Planning Commission, that maybe there is another approach that might work better. He felt this was important because a lot of the business folks may have felt they were not a part of putting together the guidelines. Mr. Edwards stated with 52 signatures on a petition he could not support the guidelines but could not neglect the concept of what the Planning Commissioners are trying to accomplish. He felt like perhaps it had not been handled in the correct manner. Mr. Edwards referred to Mr. Perrow's comment that the economics could take care of the building. If the downtown economy is vibrant enough then the property becomes

## Council Work Session—January 27, 2015

so valuable that you can't afford to let the building get run down. He suggested going back to the drawing board to find something that works for everyone.

Mrs. Dalton clarified if she had a business in the downtown district, this program does not force her to do anything. If she did decide to upgrade, she would need to submit a plan and then have it approved; and the ordinance covers the issues that would be addressed. She stated she is not hearing from the business/property owners a specific piece of the ordinance that they want to be different. She feels the program is a grand idea; the retail section of the community could be a designation with its charm and visual appeal.

Chairman Barbee advised the Planning Commission is not taking a hard line on that this must be mandatory; they feel there should be some focus on the central business district. He asked Council to think about what impact the central business district has on economic development and what value the buildings and architecture has. He noted a lot of the backlash received was from previous things that have happened and mentioned the CDBG told the property owners what vendors they had to use and this one does not do that.

Mrs. Dalton asked if repackaging with some modifications and better communication would help this process.

Chairman Barbee felt this would help stating no one has objected to the content of the guidelines; it was the way it was being delivered and administered. He noted the town is 5 years into the Historic District designation and there is nothing going on in terms of recognizing the fact that the town has a historic district; no visual to tell people where the historic district is. This is an example of an economic advantage by having a historic district.

Mrs. Dalton asked what the Planning Commission thought of keeping the guidelines as is and it being on a voluntary basis.

Chairman Barbee felt the Planning Commissioners would be open to this.

Mrs. Dalton and Chairman Barbee agreed this could open the door for inconsistencies.

Mayor Mattox referred to Chairman Barbee's question if Council thought the downtown "old" architecture is of value and worth preserving and if the consensus of Council is there is value in preserving the history. He felt the other goal of Council is to not make the property owners feel they have to do things. He has heard incentives be bought up; if the guidelines are followed perhaps the town could pay a portion of what the property owner is trying to accomplish to improve the community. He felt the incentives would be a worthwhile endeavor; accomplishing the goal of preserving the downtown. He asked Council if they would be willing to suggest to staff that they develop a voluntary program that follows the guidelines but also gives incentives to those that follow the guidelines. He noted there is precedence for this as former Mayor Burgess put out \$100,000 grant program for businesses that were not in the downtown district and administer by town staff and this was very well received.

Mr. Emerson stated he sees the value in giving the property owners a reason to change, or update their building. He stated business owners know the condition of the building next door affects their business, noting he is all for the incentives.

Mr. Edwards asked who the incentives would not apply to.

Mayor Mattox stated this would be open for discussion but felt the contributing buildings would have a higher priority and if they didn't take

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advantage of the funding, the non-contributing building owners could apply.

Mr. Edwards stated he was uncomfortable with Council creating categories because of the age of a building. He felt Council could help the downtown without it being handouts; needs to be economic development. Mr. Edwards stated he could support it being voluntary but could not support the incentives.

Mrs. Dalton asked if there was leadership among the property owners that would be willing to work with a portion of the Planning Commission and Town Council to craft what might work.

Mr. George stated he was interested in the incentives.

Mrs. Dalton suggested pausing and readdressing the vision at a later time.

Mrs. Brumfield stated she did not realize the property owners did not have to participate at all and in that case it is already voluntary. She stated when money is involved there are strings attached to it. If a property owner is going to participate and accept the money, they have guidelines.

Mr. Edwards stated his impression is they don't have to participate if they don't want to but the way the ordinance is written now, if they choose to fix up their building then they are forced to participate. He said property owners could let the building fall down around them or listen and meet the guidelines as being dictated.

Chairman Barbee clarified routine maintenance and repairs are not included in the guidelines; when something more significant is done to the exterior of the building to the extent of altering the architecture or the materials.

Mr. Edwards questioned the paint.

Chairman Barbee replied as long as the building is painted the same color that was considered routine maintenance.

Mrs. Brumfield did not feel the guidelines were unreasonable.

Mayor Mattox stated if it is voluntary there is no reason for owners to not follow the guidelines. If someone wants to do something that may contribute to the downtown and follow the historical guidelines and enhance their building, should Council not reward those who are trying to do the right thing? These folks are investing their money into the town.

Mrs. Dalton felt there was a backlash for the property owners when they are not addressing the actual document; which makes it hard for her to decide what to do.

Mayor Mattox felt the issue was property rights, being told what to do with your property; it is not the guidelines.

Chairman Barbee pointed out when they did try to get specific on some of the particulars in the guidelines, it was all a misunderstanding.

Mayor Mattox asked what the consensus of Council was. He asked Council if they were interested in offering incentives.

Mr. Emerson abstained from the question because he has used the incentives before. He said the program he participated in before was worthwhile.

Mr. Edwards stated he was opposed unless it was made available to every commercial property owner.

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Mrs. Dalton felt the right set of issues was not being addressed.

Mayor Mattox stated he was in favor of incentives when administered by the local government.

Mr. Higginbotham felt things were being mixed and asked where the incentive monies would be coming from.

Mayor Mattox clarified the Planning Commission is asking when they re-evaluate should they include potential incentives.

Mr. Higginbotham questioned why Council didn't vote on the recommendation of the Planning Commission and referred to the number of business/property owners opposing the recommendation instead of bringing it back to a work session. He felt the façade improvement program made some nice changes to the downtown. He stated looking at the book some of the same material is in this program; some of the photographs show the same things that have already been corrected. He did not feel this program works for the businesses and it would be a slap in their face to say Council and the Planning Commission are going to tweak the guidelines. He noted there are expenses with this program. He felt this has to be fair to all the citizens.

Chairman Barbee stated if this is voluntary and not mandatory, the Design Review Board and the certificate of application (COA) could essentially be dismissed and they would just have a set of guidelines to follow.

Mr. George questioned the restrictions if the incentives were town wide.

Mayor Mattox stated the question is with the new recommendation; Council may have to vote on what was presented and come back with something that accomplishes the goals of Council and the Planning Commission but not in the way that was first presented.

Mr. George stated he was in favor of some type of compromise. He felt the charm of a small southern town is worth preserving.

Mrs. Brumfield felt it was a miscommunication; this document tells them what they can do with their property and that's not what it is. She felt if the property owners were made aware that they don't have to participate then they would be fine.

Mayor Mattox stated what he is hearing is the proposal will likely not pass as presented in the past and there are some things that need to be changed to make it more compatible to the downtown businesses and the businesses outside of the downtown. If the guidelines are followed there may be incentives involved. Council is asking the Planning Commission to rework their proposal.

Mr. Higginbotham noted the citizens were told Council would vote on the matter at their February 10, 2015 meeting.

Mrs. Dalton suggested this matter be paused for a few months.

Mr. Tim Thacker, Altavista Online, advised Council it is not necessarily the maintenance issue but it's the steps involved. He also mentioned the fact that a lot of the buildings are not historical buildings but are in the historical district.

It was the consensus of Council that this matter be placed on the May 12, 2015 Town Council Meeting agenda.

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After some additional discussion Council decided to place on the February 10, 2015 Town Council Meeting agenda to vote on the presented document, refer back to Planning Commission, or possibly create a work group.

### b) Discussion of FY2016 Budget Compensation and Range Adjustments

Mrs. Shelton addressed Council regarding the FY2016 Budget Compensation and Range adjustments. She advised the process for preparing the 2016 budget has begun and added for the past several years Town Council has provided to staff direction regarding the compensation and rate adjustments that would be included in the Draft Budget. Staff has contacted peer groups and the respondents indicated a proposed increase in ranges from 1% to 3%. She mentioned the change in the Consumer Price Index between 2013 and 2014 was 1.6%. During the past five fiscal years the COLA increases have been FY2011 2%, FY2012 0%, FY2013 1%, FY2014 2% and FY2015 2%. The projected cost of the 2% COLA is \$59,000. Mrs. Shelton also asked Council to consider adjusting the salary ranges by 2%; this has no monetary impact unless an individual falls below the new minimum established by the adjustment.

Mrs. Dalton verified this was just a placeholder for preparing the FY2016 budget.

Mrs. Shelton confirmed they are.

Mr. Higginbotham stated whatever the percentage is usually given across the board. He noted there are excellent employees, then there are average employees and there should be some way to evaluate who is doing what.

Mrs. Shelton advised there is a merit rate pool that is based on the performance of each employee.

Mayor Mattox mentioned this refers to the cost of living adjustment (COLA).

Mr. Emerson stated he was okay with the 2% placeholder but was in agreement with Mr. Higginbotham.

Mr. Edwards stated he too agreed with Mr. Higginbotham and felt he would like to see someone work with staff to set up an evaluation program to be part of the guidelines.

It was consensus of Council to use the 2% as a placeholder in the budgetary process for the FY2016 budget.

### c) Discussion of Possible Declaration of Public Nuisance-806 12<sup>th</sup> Street

Mr. Witt advised he has presented a report to Council on the nuisance property at 806 12<sup>th</sup> Street and also discussed the matter with the town attorney. He stated this was a very unique situation with the property owner. He noted in the past the property maintenance committee has looked at blighted houses and had them removed from the community. He advised this house was gutted by fire in March 2014, it was insured, and the property owner received a settlement check. Once she determined the amount of the check would not cover the repairs, the insurance check was spent, leaving the home a nuisance to the neighborhood. In August 2014 Campbell County Building Inspections posted a warning on the house stating it was a danger and unfit for habitation. He advised based on the code he can have her board up the home or he can board up the home and charge her the fees. He noted in the past the town has financed the demolition of houses interest free for a period of three years. Mr. Witt advised due to the asbestos siding the demolition cost is \$10,000. He noted the property owner is interest in donating the property to Habitat for Humanity and is making application to them for consideration of building a new home on her lot. If Habitat builds on her property the town would lose any equity for a loan. He asked for direction from Council.

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

Mr. Higginbotham questioned the assessed value.

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

Mrs. Brumfield questioned the number of estimates.

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

Mr. Higginbotham felt it should be removed.

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

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

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

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

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

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

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

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

### d) Discussion of Citizen Request regarding Utility Fees

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

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

Mr. Coggsdale suggested issuing disclaimers.

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

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



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

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

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

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

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

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

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

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

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

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

Mayor Mattox asked if a berm is needed.

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

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

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

Mayor Mattox questioned the estimated cost to install the berm.

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

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

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Dr. Lowman advised they would be mixing with a shovel along the edge where the shelves are.

Mr. Higginbotham questioned if a marker would be placed where the plug was pulled from.

Dr. Lowman advised they would.

Mr. Higginbotham suggested more testing in the pond on the south side; then build the berm.

Dr. Lowman stated 10 samples would be taken.

Mayor Mattox suggested the entire pond be tested to check the concentrations.

Dr. Lowman advised the EPA is very much in favor of testing the entire pond: noting according to the literature PCBs degrade after 5 to 37 years.

Mayor Mattox asked if there was a cost estimate to grid the pond.

Dr. Lowman felt the EPA would be interested in this data and how it matches with the previous data. If the berm is installed it gives them leverage to go to the EPA.

Mayor Mattox referred this matter to the February 10, 2015 Town Council meeting.

Mr. Edwards advised he had asked Mr. Rob Finch to come to the meeting in regards to a drainage problem at his business. Mr. Edwards stated this problem was addressed at a previous Council meeting but has not been resolved.

Mr. Finch addressed Council and advised the problem behind their building has existed 20 plus years. He noted when there is a heavy rain, water comes into the building. It is his understanding from VDOT the drainage cannot handle the water that is coming in.

Mr. Higginbotham stated his understanding is VDOT wants a drainage study done.

Mr. Coggsdale advised he and Mr. Garrett recently met with VDOT. Can the water be channeled to the west side of Main Street?

Mr. Finch advised several of the business owners met with Mr. Coggsdale and felt they had been patient with this problem over the years. He stated they would continue to be patient but wants the problem taken care of.

Mayor Mattox felt this was an important item and referred it to the next work session.

### f) Discussion of Take Home Vehicle Policy for Police Department

Chief Walsh addressed Council in reference to the Take Home Vehicle Policy and stated he is requesting take home vehicles for officers that live within the Town limits. He noted he would be moving into the Town by the end of this calendar year. Chief Walsh advised Lieutenant J. T. Younger, had a take home vehicle, resigned as of January 25, 2015. Lieutenant Younger's on call investigative duties were the reason for this vehicle. Chief Walsh asked when replacement is made if this person could be provided a take home vehicle if he/she does not live too far outside of the town limits. Chief Walsh noted the new Captain lives in town and does not have a take home vehicle; he requested that he be given a take home vehicle effective immediately.

## Council Work Session—January 27, 2015

Mr. Emerson stated he could see the merit of this policy and felt it may help with recruitment knowing you have a take home vehicle. He was in agreement to allow the Captain to have a take home vehicle immediately.

Mrs. Dalton asked how many vehicles could potentially be required.

Chief Walsh stated there are enough vehicles to meet the needs currently; he stated his goal is to recruit individuals to move within the town limits and retain officers that live in the town limits.

Mr. George and Mrs. Brumfield agreed with Mr. Emerson.

Mayor Mattox clarified the item going on the consent agenda is take home vehicles for officers that live in the town of Altavista.

It was the consensus of Council to allow the Captain a take home vehicle effective immediately.

Mayor Mattox noted for the investigative position, this officer is encouraged to live in the town of Altavista in order to retain a take home vehicle.

### g) Discussion of Strategic Planning Retreat

Mr. Coggsdale advised a little over two years ago, Town Council held a Strategic Planning Session to talk about their goals and objectives. A Strategic Work Plan was adopted that has assisted staff in addressing items that were of interest to Town Council. At that time it was mentioned that a Strategic Planning Session would be held every two years and is a little overdue. With several new Council members, it would be an appropriate time to conduct another session.

It was the consensus of Council that Mr. Coggsdale move forward with planning a Strategic Planning Session.

### h) Discussion of Formulation of Town Council Code of Conduct/Ethics

Mr. Coggsdale advised Council is requested to discuss the possibility of developing a Council Code of Conduct/Ethics. He provided them with some samples from the peer groups.

Mayor Mattox noted if Council chooses to formulate this, it will take a good amount of time and asked that this be an item for the retreat.

### i) Year of the Senior 2015 Proclamation

Mayor Mattox read the following:

#### **Year of the Senior 2015**

##### **A Proclamation**

**Whereas**, Campbell County, **Virginia**, includes over 8,200 citizens who are age 65 or older, and will increase to approximately 10,000 by 2030; and

**Whereas**, the older adults in the Campbell County region have made countless contributions and sacrifices to ensure a better life for future generations; and

**Whereas**, Campbell County is committed to helping all individuals live longer, healthier lives; and

**Whereas**, more than 1000 services are provided in Region 2000 to help older adults remain healthy and active; and

**Whereas**, Campbell County, in partnership with those for-profit and not-for-profit organizations, provides services that address the basic needs of those citizens who lack the resources to seek or obtain such services on their own; and

## Council Work Session—January 27, 2015

**Whereas**, a substantial decrease in the availability of funds coming to this community from the Commonwealth of Virginia, along with increased demands on charitable contributions, has created challenges this community will need to address in the months and years ahead.

**Now therefore**, I, as Mayor of Altavista, **Virginia**, do hereby proclaim 2015 as the Year of the Senior. I urge every group, organization and resident to take time during this year to recognize older adults and those who serve and support them as powerful and vital individuals who greatly contribute to this community.

I also urge that City, organization and community leaders work together to address the increasing needs of this valuable community resource, and take appropriate steps to agree on actions which will assure our ability to continue to provide the services needed to sustain their quality of life in the years to come.

Dated this \_\_\_\_\_ day of January, 2015

By \_\_\_\_\_ Mayor, Town of Altavista, Virginia

Mike Mattox

It was the consensus of Council to adopt this proclamation.

Mr. Edwards left the meeting at 7:03 p.m.

### 6. Items Scheduled for the Regular Meeting Agenda

#### a. Request to Extend Contract for Auditing Services

Mr. Coggsdale requested Council to consider extending the current contract with Robinson, Farmer, Cox Associates for auditing services for FY 2015 and 2016. The cost would be the same as the previous years, \$18,437.

It was the consensus of Council to approve the extension of the auditing services contract with Robinson, Farmer, Cox Associates for two additional years.

### 7. Public Comments

Mr. Emerson brought forth the topic of incentives for the police officers living in the town; the take home vehicle policy he felt was good and suggested offering monetary incentives to hired officers that move or live in the town limits and asked Council to consider.

It was the consensus of Council to ask staff to look at incentives for officers that live within the town limits.

### 8. Adjournment

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

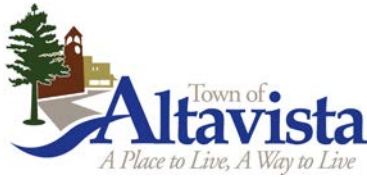
The meeting was adjourned at 7:07 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Monthly Finance Reports (Consent Agenda)

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**Background and discussion**

Reports related to the monthly invoices paid, monthly revenues and expenditures and monthly reserve balance/investments are attached for Council's review. If there are any corrections, please call Town Hall at 434-369-5001 in advance of Tuesday night's meeting so that any necessary corrections can be made and circulated for review before adoption of the Consent Agenda.

**Recommendation**

Approval

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

Motion to accept the monthly reports (invoices; revenue & expenditures; and reserve balance & investments).

**Attachments**

- Monthly Invoices
- Monthly Revenues & Expenditures Report
- Monthly Reserve Balance/Investment Report

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
33045	39	ALL POINTS EAP & ORGANIZATIONA	01/09/2015	760.00
33046	6	ALTAVISTA AREA YMCA	01/09/2015	25,000.00
33047	303	ALTAVISTA CHAMBER OF COMMERCE	01/09/2015	5,000.00
33048	170	ALTAVISTA ON TRACK	01/09/2015	3,750.00
33049	9999999	AMERICAN LEGION POST 36	01/09/2015	78.50
33050	11	AVOCA	01/09/2015	11,925.00
33051	9999997	BARBER, HOWARD	01/09/2015	11.15
33052	81	BATES JR, ANTHONY D	01/09/2015	250.00
33053	4	BOXLEY AGGREGATES	01/09/2015	1,406.73
33054	12	BRENNTAG MID-SOUTH INC	01/09/2015	1,978.98
33055	581	BUSINESS SOLUTIONS INC	01/09/2015	500.00
33056	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/09/2015	902.86
33057	643	CENTRAL VA DRUG TASK FORCE	01/09/2015	1,250.00
33058	335	CNA SURETY	01/09/2015	225.00
33059	28	COLUMBIA GAS	01/09/2015	1,723.34
33060	9999999	CRAIG SARAH B (LIFE ESTATE)	01/09/2015	7.05
33061	164	DMV	01/09/2015	80.00
33062	1	DUE NORTH MEDIA	01/09/2015	1,081.00
33063	20	J JOHNSON ELLER JR	01/09/2015	1,887.75
33064	71	FAIRPOINT COMMUNICATIONS	01/09/2015	410.60
33065	41	FISHER SCIENTIFIC	01/09/2015	293.42
33066	50	GRETN TIRE INC	01/09/2015	1,103.40
33067	52	HACH COMPANY	01/09/2015	99.09
33068	566	INTEGRATED TECHNOLOGY GROUP IN	01/09/2015	2,000.00
33069	533	LYNN KIRBY	01/09/2015	345.00
33070	300	NAPA AUTO PARTS	01/09/2015	1,056.79
33071	454	O'REILLY AUTOMOTIVE INC	01/09/2015	241.96
33072	9999997	PHELPS, ROYAL EUGENE	01/09/2015	34.60
33073	9999998	Russell's Auction	01/09/2015	150.00
33074	185	RILEIGHS OUTDOOR DECOR	01/09/2015	887.03
33075	458	SAM'S ON THE MARKET INC	01/09/2015	1,814.79
33076	80	SOUTHSIDE ELECTRIC COOP	01/09/2015	1,096.46
33077	9999999	THE CUPBOARD CAFFE	01/09/2015	15.32
33078	35	TREASURER OF VA/VITA	01/09/2015	103.37
33079	92	UNIFIRST CORP	01/09/2015	1,448.60
33080	95	UNITED WAY OF CENTRAL VA	01/09/2015	101.00
33081	1	VIRGINIA TECHNICAL INSTITUTE	01/09/2015	299.00
33082	542	WILLOUGHBY & ASSOCIATES INC	01/09/2015	280.00
33083	9999999	ZEIGER JOANN	01/09/2015	24.05
33084	9	AFLAC	01/15/2015	1,835.59
33085	84	ALTAVISTA JOURNAL	01/15/2015	737.00
33086	103	BEACON CREDIT UNION	01/15/2015	585.00
33087	461	KATHI BOGERT	01/15/2015	862.68
33088	19	CARTER MACHINERY CO INC	01/15/2015	2,115.01
33089	574	CHRISTOPHER MICALE, TRUSTEE	01/15/2015	125.00
33090	36	DOMINION VIRGINIA POWER	01/15/2015	45,947.66
33091	118	FERGUSON ENTERPRISES INC #75	01/15/2015	3,656.49
33092	123	FIRE & SAFETY EQUIP CO INC	01/15/2015	90.40
33093	111	GRAINGER INC	01/15/2015	521.00
33094	57	ICMA RETIREMENT TRUST-457 #304	01/15/2015	657.00
33095	67	ORKIN PEST CONTROL LLC	01/15/2015	243.85

33096	117	SPS VAR LLC	01/15/2015	3,985.00
33097	124	TREASURER OF VA	01/15/2015	600.00
33098	587	US POSTAL SERVICE (POSTAGE BY	01/15/2015	1,100.00
33099	101	VIRGINIA EMPLOYMENT COMMISSION	01/15/2015	4,914.00
33100	110	VUPS INC	01/15/2015	56.70
33101	578	AMERITAS LIFE INSURANCE CORP	01/23/2015	2,749.10
33102	81	BATES JR, ANTHONY D	01/23/2015	50.00
33103	9999997	BLAKE, LISA MARIE	01/23/2015	58.50
33104	12	BRENNTAG MID-SOUTH INC	01/23/2015	3,015.33
33105	294	BUSINESS CARD	01/23/2015	6,953.69
33106	34	DAPROSYSTEMS INC	01/23/2015	1,530.00
33107	41	FISHER SCIENTIFIC	01/23/2015	1,120.04
33108	43	FOSTER FUELS INC	01/23/2015	13,697.06
33109	47	GRAPHIC CONTROLS	01/23/2015	957.80
33110	9999998	Henderson, Caryleen	01/23/2015	150.00
33111	52	HACH COMPANY	01/23/2015	3,144.16
33112	9999999	HIGGINBOTHAM MARGARET ELIZABET	01/23/2015	15.00
33113	644	INSTITUTE FOR ADVANCED LEARNIN	01/23/2015	1,512.14
33114	58	INSTRUMENTATION SERVICES INC	01/23/2015	708.00
33115	9999997	NEWMAN, SHERRIE L	01/23/2015	81.80
33116	9999997	OAKLEY, FELICIA NICOLE	01/23/2015	84.37
33117	588	PITNEY BOWES GLOBAL FINANCIAL	01/23/2015	50.00
33118	379	REI CONSULTANTS INC	01/23/2015	1,588.84
33119	96	UNIVAR USA INC	01/23/2015	3,080.00
33120	601	VACORP	01/23/2015	50.83
33121	192	WW ASSOCIATES INC	01/23/2015	9,960.00
33122	116	XEROX CORP	01/23/2015	1,480.29
33123	636	XYLEM DEWATERING SOLUTIONS INC	01/23/2015	414.00
33124	103	BEACON CREDIT UNION	01/29/2015	585.00
33125	9999999	BLACKSTOCK APARTMENTS LLC	01/29/2015	46.37
33126	418	BSW INC	01/29/2015	880.00
33127	427	CENTURYLINK	01/29/2015	2,282.09
33128	580	CHC OF VIRGINIA INC	01/29/2015	34,702.56
33129	9999999	COMPASS GROUP USA INC	01/29/2015	68.68
33130	9999999	D & M MARKET INC	01/29/2015	7.60
33131	569	DIAMOND PAPER CO INC	01/29/2015	358.31
33132	301	ENGLISH'S LLC	01/29/2015	920.37
33133	9999999	FREEMAN ANITA	01/29/2015	183.31
33134	640	GA INDUSTRIES LLC	01/29/2015	413.31
33135	57	ICMA RETIREMENT TRUST-457 #304	01/29/2015	657.00
33136	218	MINNESOTA LIFE	01/29/2015	122.86
33137	423	NTELOS	01/29/2015	705.35
33138	9999999	O'REILLY AUTOMOTIVE STORES INC	01/29/2015	25.26
33139	9999999	RAPID XHANGE INC	01/29/2015	30.00
33140	458	SAM'S ON THE MARKET INC	01/29/2015	63.50
33141	9999999	SIDERA NETWORKS LLC	01/29/2015	35.35
33142	431	JASON YOUNGER	01/29/2015	VOID
33143	580	CHC OF VIRGINIA INC	01/29/2015	1,466.78
33144	431	JASON YOUNGER	01/29/2015	162.25

NO. OF CHECKS: 100

TOTAL CHECKS

233,821.12

Town of Altavista  
FY 2015 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	369,000	369,000	3,781	1	370,568	100	371,000
Public Service - Real & Personal	86,600	86,600	0	0	164,860	190	165,000
Personal Property	195,000	195,000	2,691	1	137,511	71	195,000
Personal Property - PPTRA	100,000	100,000	0	0	2,522	3	100,000
Machinery & Tools	1,518,000	1,518,000	0	0	1,487,193	98	1,518,000
Mobile Homes - Current	500	500	14	3	360	72	500
Penalties - All Taxes	5,500	5,500	915	17	2,558	47	5,500
Interest - All Taxes	3,000	3,000	101	3	1,448	48	3,000
Local Sales & Use Taxes	135,000	135,000	12,024	9	61,071	45	135,000
Local Electric and Gas Taxes	110,000	110,000	13,487	12	52,665	48	110,000
Local Motor Vehicle License Tax	43,000	43,000	1,557	4	34,903	81	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	80,000	80,000	6,135	8	41,657	52	80,000
Local Meal Taxes	660,000	660,000	62,057	9	359,105	54	660,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	900	900	0	0	8	1	900
Communications Tax	40,000	40,000	3,348	8	16,964	42	40,000
Transit Passenger Revenue	5,000	5,000	847	17	3,150	63	5,000
Business License Fees/Contractors	7,000	7,000	0	0	441	6	7,000
Business License Fees/Retail Services	110,000	110,000	0	0	7,425	7	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	0	0	1,094	13	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	0	0	196	1	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000



Town of Altavista  
FY 2015 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	20	2	520	52	1,000
Fines & Forfeitures - Court	20,000	20,000	2,346	12	5,126	26	10,000
Parking Fines	200	200	100	50	270	135	300
Interest and Interest Income	58,000	58,000	1,699	3	11,954	21	58,000
Rents - Rental of General Property	1,000	1,000	50	5	537	54	1,000
Rents - Pavilion Rentals	3,000	3,000	100	3	775	26	3,000
Rents - Booker Building Rentals	4,000	4,000	150	4	2,975	74	4,000
Rents - Rental of Real Property	60,000	60,000	1,582	3	26,748	45	60,000
Property Maintenance Enforcement	1,300	1,300	0	0	0	0	1,300
Railroad Rolling Stock Taxes	19,000	19,000	0	0	18,137	95	19,000
State DCJS Grant	80,000	80,000	0	0	40,074	50	80,000
State Rental Taxes	500	500	101	20	482	96	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,325	102	9,400
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	15,500	15,500	0	0	18,327	118	18,300
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	1,980	99	1,980	99	2,000
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	1,636	40	1,636	40	4,100
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	70,500	70,500	2,186	3	27,427	39	70,500
Federal/Byrne Justice Grant	4,000	4,000	0	0	3,434	86	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	738	7	738	7	10,000
Misc. - Cash Discounts	200	200	0	0	351	175	200

Town of Altavista  
FY 2015 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	13,000	187	1	10,856	84	13,000
Reimbursement of Insurance Claim	0	0	0	0	0	0	0
Misc. - State Forfeiture Fund	0	0	0	0	693	0	700
Misc. - Federal Forfeiture Fund	0	0	884	0	884	0	900
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	9,180	0	0	0	0	9,180
	<b><u>4,104,600</u></b>	<b><u>4,113,780</u></b>	<b><u>120,717</u></b>	<b><u>2.93</u></b>	<b><u>2,986,050</u></b>	<b><u>72.59</u></b>	<b><u>4,185,480</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
58% of Year Lapsed

	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,702,350	5,812,571	509,893	9	3,008,728	52	5,806,791
Debt Service	0	0	0	0	0	0	0
CIP	750,000	750,000	10,310	1	543,495	72	750,000
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to CIF	0	15,000	0	0	15,000	100	15,000
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	25,000	100	25,000
Transfer Out to Enterprise Fund Reserve	<u>264,550</u>	<u>264,550</u>	<u>0</u>	0	<u>0</u>	0	<u>264,550</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,395,400</u>	<u>7,520,621</u>	<u>520,203</u>	<u>7</u>	<u>3,624,722</u>	<u>48</u>	<u>7,514,841</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
58% of Year Lapsed

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	34,030	34,030	1,749	5	14,292	42	34,030
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>44,030</u>	<u>44,030</u>	<u>1,749</u>	<u>4</u>	<u>14,292</u>	<u>32</u>	<u>44,030</u>
Administration							
Operations	755,340	755,340	56,567	7	458,791	61	755,340
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	7,949	23	35,000
Administration - TOTAL:	<u>790,340</u>	<u>790,340</u>	<u>56,567</u>	<u>7</u>	<u>466,740</u>	<u>59</u>	<u>790,340</u>
Non-Departmental							
Operations	989,980	1,004,980	45,325	5	270,939	27	1,004,980
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	-25,000	87	-28,580
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-588,500	-588,500	0	0	0		-588,500
Transfer Out to CIF	0	-15,000	0	0	-15,000	100	-15,000
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-32,500	50	-65,000
Operations w/o Transfers Out	<u>307,900</u>	<u>307,900</u>	<u>45,325</u>	<u>15</u>	<u>198,439</u>	<u>64</u>	<u>307,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	59,000	59,000	350	1	73,656	125	59,000
Non-Departmental - TOTAL:	<u>366,900</u>	<u>366,900</u>	<u>45,675</u>	<u>12</u>	<u>272,096</u>	<u>74</u>	<u>366,900</u>
Public Safety							
Operations	909,900	909,900	100,375	11	457,569	50	909,800
Debt Service	0	0	0	0	0	0	0
CIP	32,000	32,000	0	0	0	0	32,000
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>100,375</u>	<u>11</u>	<u>457,569</u>	<u>49</u>	<u>941,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
58% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	943,950	953,130	80,747	8	422,892	44	947,450
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>48,500</u>	<u>0</u>	<u>0</u>	<u>26,612</u>	<u>55</u>	<u>48,500</u>
Public Works - TOTAL:	<u>992,450</u>	<u>1,001,630</u>	<u>80,747</u>	<u>8</u>	<u>449,504</u>	<u>45</u>	<u>995,950</u>
Economic Development							
Operations	162,850	162,850	11,119	7	21,112	13	162,850
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>162,850</u>	<u>162,850</u>	<u>11,119</u>	<u>7</u>	<u>21,112</u>	<u>13</u>	<u>162,850</u>
Transit System							
Operations	96,050	96,050	6,512	7	48,119	50	96,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>28,000</u>	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>8,620</u>	<u>31</u>	<u>28,000</u>
Transit System - TOTAL:	<u>124,050</u>	<u>124,050</u>	<u>6,512</u>	<u>5</u>	<u>56,739</u>	<u>46</u>	<u>124,050</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,210,020	3,219,200	302,395	9	1,621,213	50	3,213,420
Debt Service	0	0	0	0	0	0	0
CIP	<u>212,500</u>	<u>212,500</u>	<u>350</u>	<u>0</u>	<u>116,837</u>	<u>55</u>	<u>212,500</u>
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,422,520</u>	<u>3,431,700</u>	<u>302,745</u>	<u>9</u>	<u>1,738,050</u>	<u>51</u>	<u>3,425,920</u>

Town of Altavista  
Council / Planning Commission  
FY 2015 Expenditure Report  
58% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	12,246	58	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	5,030	5,030	0	0	2,046	41	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
<b>Total Expenditures</b>	<b>44,030</b>	<b>44,030</b>	<b>1,749</b>	<b>4</b>	<b>14,292</b>	<b>32</b>	<b>44,030</b>

Town of Altavista  
Administration  
FY 2015 Expenditure Report  
58% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	397,400	397,400	34,938	9	210,321	53	397,400
Other Employee Benefits	18,800	18,800	5,774	31	19,493	104	18,800
Services	175,340	175,340	10,637	6	116,689	67	175,340
Other Charges	135,700	135,700	3,917	3	94,855	70	135,700
Materials & Supplies	28,100	28,100	1,300	5	17,433	62	28,100
Capital Outlay	35,000	35,000	0	0	7,949	23	35,000
<b>Total Expenditures</b>	<b>790,340</b>	<b>790,340</b>	<b>56,567</b>	<b>7</b>	<b>466,740</b>	<b>59</b>	<b>790,340</b>

Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
58% of Year Lapsed

	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	5,000	10	46,723	96	48,600
<i>Campbell County Treasurer</i>			0	0	28,916	0	0
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	500
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	75,000	75	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,325	93	10,000
Contribution - Avoca	16,900	16,900	4,225	25	12,675	75	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	3,750	11	21,250	61	35,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>273,500</b>	<b>273,500</b>	<b>37,975</b>	<b>14</b>	<b>174,973</b>	<b>64</b>	<b>273,500</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Fuel - Fire Company	5,000	5,000	0	0	1,368	27	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>1,368</b>	<b>27</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>278,500</b>	<b>278,500</b>	<b>37,975</b>	<b>14</b>	<b>176,341</b>	<b>63</b>	<b>278,500</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	28,580	28,580	0	0	25,000	87	28,580
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0



Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
58% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out - CIF	0	15,000	0	0	15,000	0	15,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>682,080</b>	<b>697,080</b>	<b>0</b>	<b>0</b>	<b>72,500</b>	<b>10</b>	<b>697,080</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	7,350	25	22,099	75	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>7,350</b>	<b>25</b>	<b>22,099</b>	<b>75</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>989,980</b>	<b>1,004,980</b>	<b>45,325</b>	<b>5</b>	<b>270,939</b>	<b>27</b>	<b>1,004,980</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	10,208	0	0
Replacement Other than Buildings (Avoca)	59,000	59,000	350	1	48,689	83	59,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	14,759	0	0
<b>CAPITAL OUTLAY -TOTAL</b>	<b>59,000</b>	<b>59,000</b>	<b>350</b>	<b>1</b>	<b>73,656</b>	<b>125</b>	<b>59,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>1,048,980</b>	<b>1,063,980</b>	<b>45,675</b>	<b>4</b>	<b>344,596</b>	<b>32</b>	<b>1,063,980</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>366,900</b>	<b>366,900</b>	<b>45,675</b>	<b>12</b>	<b>272,096</b>	<b>74</b>	<b>366,900</b>

Town of Altavista  
Public Safety  
FY 2015 Expenditure Report  
58% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	783,100	783,100	93,385	12	408,626	52	783,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	3,150	31	6,636	66	10,000
Other Charges	36,200	36,200	2,341	6	23,094	64	36,100
Materials & Supplies	80,600	80,600	1,500	2	19,213	24	80,600
Capital Outlay	32,000	32,000	0	0	0	0	32,000
<b>Total Expenditures</b>	<b>941,900</b>	<b>941,900</b>	<b>100,375</b>	<b>11</b>	<b>457,569</b>	<b>49</b>	<b>941,800</b>

Town of Altavista  
Public Works  
FY 2015 Expenditure Report  
58% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	651,600	651,600	66,293	10	290,436	45	651,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	81	1	3,437	37	9,250
Other Charges	25,600	25,600	2,585	10	11,522	45	25,600
Materials & Supplies	257,500	266,680	11,788	4	117,497	44	261,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	26,612	55	48,500
<b>Total Expenditures</b>	<b>992,450</b>	<b>1,001,630</b>	<b>80,747</b>	<b>8</b>	<b>449,504</b>	<b>45</b>	<b>995,950</b>

Town of Altavista  
Economic Development  
FY 2015 Expenditure Report  
58% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	79,400	79,400	9,242	12	16,157	20	79,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	1,327	3	1,722	4	47,700
Other Charges	30,250	30,250	533	2	3,164	10	30,250
Materials & Supplies	5,500	5,500	17	0	69	1	5,500
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>162,850</b>	<b>162,850</b>	<b>11,119</b>	<b>7</b>	<b>21,112</b>	<b>13</b>	<b>162,850</b>

Town of Altavista  
Transit System  
FY 2015 Expenditure Report  
58% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	61,800	61,800	6,332	10	35,289	57	61,800
Services	5,950	5,950	0	0	390	7	5,950
Other Charges	4,150	4,150	78	2	1,811	44	4,150
Materials & Supplies	24,150	24,150	103	0	10,629	44	24,150
Capital Outlay	28,000	28,000	0	0	8,620	31	28,000
<b>Total Expenditures</b>	<b>124,050</b>	<b>124,050</b>	<b>6,512</b>	<b>5</b>	<b>56,739</b>	<b>46</b>	<b>124,050</b>

Town of Altavista  
FY 2015 Revenue Report  
58% of Year Lapsed

Enterprise Fund Revenue	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	3,500	3,500	1,316	38	5,481	157	11,000
Water Charges - Industrial	861,000	861,000	68,066	8	429,583	50	861,000
Water Charges - Business/Residential	239,600	239,600	-40	0	151,400	63	239,600
Water Charges - Outside Community	130,200	130,200	-240	0	71,400	55	130,200
Water Charges - Water Connection Fees	1,200	1,200	1,500	125	3,638	303	2,100
Sewer Charges - Industrial	1,130,900	1,130,900	91,345	8	565,648	50	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	2,668	1	141,830	59	238,800
Sewer Charges - Outside Community	1,900	1,900	1,079	57	1,079	57	1,900
Sewer Charges - Sewer Connection Fees	2,000	2,000	2,600	130	7,800	390	5,200
Sewer Charges - Sewer Surcharges	40,000	40,000	7,809	20	53,072	133	65,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	1,287	37	3,533	101	4,000
Misc. Cash Discounts	200	200	7	4	14	7	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	1,060	4	11,605	46	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	101,041	0	0	0	0	101,041
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>2,678,300</u></b>	<b><u>2,779,341</u></b>	<b><u>178,456</u></b>	<b><u>6</u></b>	<b><u>1,446,084</u></b>	<b><u>52</u></b>	<b><u>2,816,441</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
58% of Year Lapsed

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	895,000	982,221	85,387	9	568,038	58	982,221
Debt Service	0	0	0	0	0	0	0
CIP	115,000	115,000	9,960	9	406,218	353	115,000
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,275</u>
Water Department - TOTAL:	<u>1,142,275</u>	<u>1,229,496</u>	<u>95,347</u>	<u>8</u>	<u>974,257</u>	<u>79</u>	<u>1,229,496</u>
Wastewater Department							
Operations	1,131,250	1,145,070	110,484	10	631,444	55	1,145,070
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	0	0	20,439	8	272,500
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,275</u>
Wastewater Department - TOTAL:	<u>1,536,025</u>	<u>1,549,845</u>	<u>110,484</u>	<u>7</u>	<u>651,883</u>	<u>42</u>	<u>1,549,845</u>
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,127,291	195,870	9	1,199,482	56	2,127,291
Debt Service	0	0	0	0	0	0	0
CIP	<u>387,500</u>	<u>387,500</u>	<u>9,960</u>	<u>3</u>	<u>426,658</u>	<u>110</u>	<u>387,500</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>	<u>0</u>		<u>0</u>		<u>264,550</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>2,678,300</u>	<u>2,779,341</u>	<u>205,830</u>	<u>7</u>	<u>1,626,140</u>	<u>59</u>	<u>2,779,341</u>

Town of Altavista  
Water Department  
FY 2015 Expenditure Report  
58% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	525,700	525,700	52,586	10	307,783	59	525,700
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	3,045	7	23,758	55	43,450
Other Charges	161,850	192,320	13,014	7	109,687	57	192,320
Materials & Supplies	164,000	164,000	16,741	10	126,811	77	164,000
Debt Service	0	56,751	0	0	0	0	56,751
Capital Outlay	115,000	115,000	9,960	9	406,218	353	115,000
Transfer Out to Reserves	132,275	132,275					132,275
<b>Total Expenditures</b>	<b>1,142,275</b>	<b>1,229,496</b>	<b>95,347</b>	<b>8</b>	<b>974,257</b>	<b>79</b>	<b>1,229,496</b>



Town of Altavista  
Wastewater Department  
FY 2015 Expenditure Report  
58% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	645,500	645,500	72,368	11	374,348	58	645,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	24,470	3,977	16	18,100	74	24,470
Other Charges	311,500	311,500	30,293	10	161,682	52	311,500
Materials & Supplies	163,600	163,600	3,845	2	77,314	47	163,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	272,500	272,500	0	0	20,439	8	272,500
Transfer Out	132,275	132,275					132,275
<b>Total Expenditures</b>	<b>1,536,025</b>	<b>1,549,845</b>	<b>110,484</b>	<b>7</b>	<b>651,883</b>	<b>42</b>	<b>1,549,845</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
58% of Year Lapsed

	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	435,000	435,000	10,586	2	173,502	40	435,000
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>10,586</u>	<u>2</u>	<u>173,502</u>	<u>30</u>	<u>585,000</u>

	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	31,080	31,080	1,042	3	14,530	47	31,080
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,080</u>	<u>56,080</u>	<u>1,042</u>	<u>2</u>	<u>14,530</u>	<u>26</u>	<u>56,080</u>

Town of Altavista  
FY 2015 State/Highway Fund  
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	585,000	585,000	0	0	309,535	53	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	5.76	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>585,000</u></b>	<b><u>585,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>309,541</u></b>	<b><u>53</u></b>	<b><u>585,000</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	797	2	4,356	9	48,200
Maintenance - Pavement	150,000	150,000	0	0	13,735	9	150,000
Maintenance - Traffic Control Devices	56,800	56,800	3,631	6	30,274	53	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	40,000	636	2	22,220	56	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,984	4	32,157	64	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,538	4	70,759	88	80,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>10,586</u>	<u>2</u>	<u>173,502</u>	<u>40</u>	<u>435,000</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>150,000</u></b>	<b><u>150,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>150,000</u></b>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>585,000</u></b>	<b><u>585,000</u></b>	<b><u>10,586</u></b>	<b><u>2</u></b>	<b><u>173,502</u></b>	<b><u>30</u></b>	<b><u>585,000</u></b>

Town of Altavista  
FY 2015 Cemetery Fund  
58% of Year Lapsed

Cemetery Fund - Fund 90	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,600	11	8,700	58	15,000
Interest/Interest Income	8,500	8,500	152	2	4,753	56	8,500
Miscellaneous/Sale of Real Estate	4,000	4,000	1,950	49	5,550	139	5,550
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,580</u>	<u>28,580</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>87</u>	<u>28,580</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,080</u></b>	<b><u>56,080</u></b>	<b><u>3,702</u></b>	<b><u>7</u></b>	<b><u>44,003</u></b>	<b><u>78</u></b>	<b><u>57,630</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	876	9	3,209	34	9,500
Salaries and Wages/Overtime	500	500	14	3	363	73	500
Benefits/FICA	800	800	66	8	259	32	800
Benefits/VRS	1,050	1,050	38	4	305	29	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	44	4	469	43	1,100
Benefits/Group Life	130	130	4	3	33	26	130
Other Charges/Misc. Reimb.	0	0	0	0	1,800	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	8,092	45	18,000
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>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,080</u></b>	<b><u>56,080</u></b>	<b><u>1,042</u></b>	<b><u>2</u></b>	<b><u>14,530</u></b>	<b><u>26</u></b>	<b><u>56,080</u></b>

# Town of Altavista

Grand Total of all Investments and Deposits  
Balance as of January 31, 2015

**\$ 17,745,943.29**

## Non-Specific

Green Hill Cemetery 555,362.91

General Fund Reserves

Capital Improvement Program Reserves

3,083,928.91

Altavista EDA Funding 299,314.09 \*

VDOT TEA 21 Enhancement Match 309,000.00

608,314.09

Enterprise Fund Reserves

Capital Improvement Program Reserves

187,075.78

PCB Remediation 612,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,234.98

Train Station 0.00

Public Funds Money Market Accounts

11,824,988.18 → Includes Funds for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 855,661.29

**DESIGNATED FUNDS 2,649,950.42**

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

## UNDESIGNATED FUNDS

15,095,992.87

-6,313,403.00

8,782,589.87

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

## NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

FY14 Projected Carryover Needs

-636,000.00

Funding from VDOT and LAP from Downtown Projects

150,000.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement

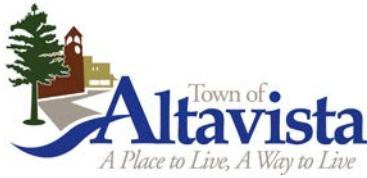
-3,740,239.17

Transfer of excess funds from Operating Acct. to MM

-1,500,000.00

**UNDESIGNATED RESERVE FUND BALANCE**

2,536,499.86



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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Citizen request regarding Utility Fees (Consent Agenda)

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**Background and discussion**

At the January Town Council Work Session, staff reported this issue to Council. Following discussion, Council indicated that this item could be placed on the Consent Agenda for approval.

**Recommendation**

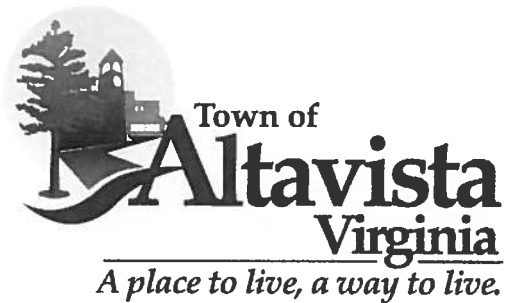
Approval

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

Motion to approve the acceptance of the previously quoted cost of the utility fees.


**Attachments**

- Staff memo (Work Session)
- Correspondence from citizen



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

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

**Date:** January 22, 2015

**Re:** Valley View Drive Water/Sewer Connection

In early 2014, January or February, I was contacted by Chris and Jenny Rice about their desire to purchase lots at the dead end (unopened portion) of Valley View Drive. There were 3 parcels of land where they planned to purchase to build a home. At that time they were inquiring about setbacks, use of the unopened r/w, the availability of water and sewer and the cost of connections, if available. A request was made to Town Council, which was approved for use of the unopened portion of Valley View Drive. John Eller drafted and executed the agreement.

I asked Jake Roberts and Phillip Jacobs to confirm the availability of water and sewer as this was the timeframe between John Tomlin's retirement and David coming on board. Both utilities were available and the approximate cost of \$2,100 was provided to Chris. This was more than the standard availability and connection fees of \$1,450.

The price provided was during the budget process and Town Council approved new rates for connection fees, which went into effect July 1, 2014. Staff (I) did not tell Chris that he needed to pay prior to July 1<sup>st</sup> or he would incur much higher rates. (Note- there really was no reason for me to do so as I was not aware that he had closed on the property.)

I think this is a very unique situation and since the process was initiated prior to the rate increase and this is the only such situation, it would not set a precedence. I would recommend that Town Council honor the price, \$2,100, Chris was originally quoted.

Council Members,

We recently purchased a tract of land located on Valley View Drive for the purpose of building a new home. We closed on the property May 2014 and contacted the town to inquire about connecting to the water and sewer supply. At that time, the fee schedule we were given was \$350 for the water connection and \$500 for the sewer connection as well as an additional \$1200 to bring the the sewer connection across the road. As a result of these estimated costs we budgeted approximately \$2300 for utility connection fees in our construction loan application.

In November of 2014 we were prepared to begin our construction process and when we initiated the process of connecting our utilities we were informed that it would cost approximately \$4100 due to an increase in connection fees.

While we are understanding of the continual increase of price for goods and services, we feel as though we have been unfairly caught in the middle of this change in policy. At no time were we informed that these changes were coming and as such we could not plan for the additional cost.

We would like to request that the council consider our unique situation and if possible help us alleviate the cost of this increase as it is a substantial burden on our family's budget and ability to proceed with our building process. We are not asking for anything for free, but are also three weeks removed from having our second child and have little room for any overages. All we are requesting is a return to the original fee schedule that we were quoted and included in our budget.

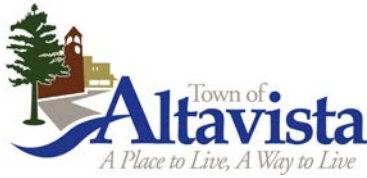
We thank you for your time and consideration and would be happy to provide additional information and details.

Sincerely,

Chris and Jenny Rice

Chris Rice  
Jenny Rice





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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Extension of Contract for Auditing Services (Consent Agenda)

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**Background and discussion**

At the January Town Council Work Session, staff reported this issue to Council. Following discussion, Council indicated that this item could be placed on the Consent Agenda for approval.

**Recommendation**

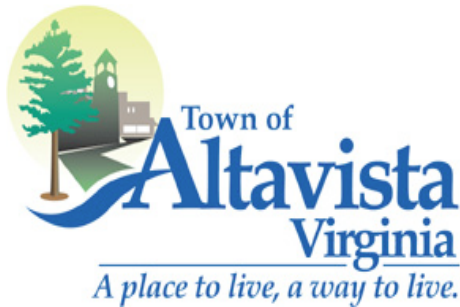
Approval

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

Motion to approve the extension of the auditing services contract with Robinson, Farmer, Cox Associates for an additional two (2) years.

**Attachments**

- Staff memo (Work Session)



DATE: January 16, 2015

MEMO TO: J. Waverly Coggsdale, III

FROM: Tobie Shelton

RE: Request to Extend Contract for Auditing Services

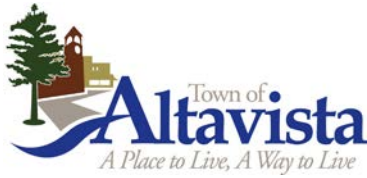
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On February 8, 2012 we entered into a contract with Robinson, Farmer, Cox Associates for the auditing of the Town's financial statements for fiscal years 2012, 2013, and 2014. With the presentation of our FY 2014 financial statement, the contract with RFCA has been fulfilled. RFCA did allow the Town the option to extend the auditing services for an additional two years. This would include fiscal years 2015 and 2016.

Robinson, Farmer, Cox Associates is able to maintain their cost of \$18,437 for each of the additional years. Should the Town receive \$500,000 or more of Federal funds, requiring a single audit, the cost would be included in the base price.

Robinson, Farmer, Cox Associates has been excellent to work with. Staff has found them to be knowledgeable, extremely thorough and very helpful with questions. Staff would like to recommend we extend the contract for two additional years.

Thank you.



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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Take Home Vehicle Policy for APD employees (Consent Agenda)

---

**Background and discussion**

At the January Town Council Work Session, staff reported this issue to Council. Following discussion, Council indicated that this item could be placed on the Consent Agenda for approval. This policy will be incorporated into the Town's Policy Manual, which is currently under review and revision.

**Recommendation**

Approval

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

Motion to approve the policy that all APD employees that live in the Town limits are eligible for a take home vehicle.

**Attachments**

None

# Town of Altavista

## Monthly Business Activity Report

Date 1/31/15

### OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
James & Perette Monaghan	(@Highview Motors) 21104 Timberlake Rd Lynchburg VA 24502	El Cabritos	Itinerant Food Vendor	1/2/2015
Chester D. Jones	508 Pittsylvania Ave	Dino's Sports Bar & Grill	Restaurant	1/30/2015

### CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Close Date

## Monthly Report to Council

**Date:** February 10, 2015  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** December Report

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
1/15/2015	001-15	Chris Rice- 308 Valley View Drive	New Single Family Home Construction

- Met with Ms. Davis and then presented to Town Council matter regarding nuisance house located at 806 12<sup>th</sup> Street. Issued a letter to owner regarding immediate steps to secure the structure and requested a meeting to discuss future plans for the home that was gutted by fire.
- Provided rezoning application and information to Turner Perrow for Altavista Office Park site.
- Worked with Mr. Eller on agreement for construction easement for 1206 Bedford Avenue.
- Approved subdivision for former Lane property and worked with John Eller on r/w agreements.
- Met with builder regarding outdoor dining patio at Main Street Café. It would be partly in the VDOT r/w. Met with local VDOT engineer and was provided options.

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

- Approved amended subdivision plat for former Lane Furniture property and worked with John Eller on r/w agreements.

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

- Completed packets for February 2<sup>nd</sup> meeting. Primary agenda item was to consider the work session discussion regarding the DRO Ordinance and Ancillary guidelines.

4. **AOT Related**

- Provided maps to Linda for the Cruise-in VDOT Land Use Permit application.

5. **ACTS Related**

- Completed and submitted December billing reimbursement request to DRPT for operations and submitted.
- Validated daily ridership and revenue for bus system (January) - see bus report.

- Completed online December monthly reporting to DRPT.
- Completed work on budget for FY2016 grant application. Gained approval from Town Council to submit grant application to DRPT. Completed FY2016 grant application for operations and CIP for ACTS.
- Reviewed marketing plan proposal for ACTS from KFH. The proposal came in over budget and must be negotiated with KFH.
- Met with Neil Sherman, DRPT Grant manager, in a site visit regarding ACTS operations and needs.
- Attended CTAV Board meeting in Richmond.

#### 6. **Projects and Administrative Related:**

- Updated GIC
- Town Council reports for January meeting and work session.
- Streetscape/infrastructure project:
  - Appealed Buy America determination has been issued by FHWA and received by the staff.
  - VCP cleaned the exterior of the building at Steve's Florist.
  - Old Pending Business:
  - (Still pending) Staff has notified VCP that the elevation on the curbing is not correct and is creating the water issue at Dr. West's dental office. The Town will likely fix this and withhold part of the retainage from VCP.
  - (Still pending) A manhole in front of English Auto Alignment was not installed properly. VCP has requested the Town withhold rather than require fixing this and staff is waiting for a decision on the 'buy America' before making a decision.
  - (Still pending) Asphalt milling and repaving at the intersection of 7<sup>th</sup> & Broad Street must be redone. VCP is waiting for a decision on the 'buy America' before doing this work.
- Reviewed and completed RFP for water tank maintenance.
- Attended VDOT meeting in Lynchburg regarding HB2.
- Met with Barbara Rogers regarding Garden Club project ideas for the Town.
- Prepared for and staffed a Recreation Committee meeting.
- Met with citizen (Chris) regarding utility connection fees on Valley View Drive. Drafted memo to Town Manager and presented to TC at work session.
- Met with Evan Reedy regarding trees for parks that were not delivered in the Fall. Scheduled for delivery March 1<sup>st</sup>.
- Staffed Police and Public Works budget meetings with Waverly, Tobie and Department Heads.

Below is an overview of my activities relating to the Altavista Economic Development Authority six components for the action plan for economic development.

1. **Networking- The economic development director will build relationships with local; regional; and state/federal organizations that will assist and support Altavista economic development with different resources. Status: Active**
  - Altavista Chamber of Commerce economic development committee meeting **(Monthly)**
  - AOT Monthly Board meeting **(Monthly)**
  - EDA monthly meeting **(Monthly)**
  - Region 2000 Marketing Managers Meeting **(Monthly)**
  - Altavista Chamber of Commerce Economic Development committee **(Monthly)**
  - Altavista Chamber of Commerce Workforce committee **(Monthly)**
  - Virginia Main Street managers retreat-**01/21-01/23 attended**
  - Region 2000 Marketing trip to Lexington, Kentucky **01/28-01/30 attended**
  - Mid-Atlantic Broadband marketing officials- **Email/Phone**
  - VA DHCD-**Email/Phone**
  - VEDP- **Email/Phone**
  - Pittsylvania County EDA- **Email/Phone**
  - USDA- **Email/Phone**
  - Central Virginia Community College Workforce Development meeting- **Email/Phone meeting on 02.03.15; and follow meeting on 03.05.15**
  - VEDA Legislative Day- **will attend 02.16-17-02.17.15**
  - Meet with officials at the STEM Academy – **02.19.15**
2. **Existing Business and Retention- An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs. Status: Active:** I met with officials at Timken and toured the facility. They have expanded employment at the plant and are adding capacity. We will be meeting with officials from VEDP and the Campbell County Office of Economic Development to discuss possible workforce training monies that may be available. We also met with officials at Altavista Instruments and Controls. I will be meeting with officials from Abbott later this month.
3. **Develop Products- Procure by purchase and or option one or more 20+ acre suites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and or new investments. Status: Active.** Theron Barrineau, II from Gay and Neal met with and presented the study to the EDA in January. We will be presenting the information at a meeting for the town council.
4. **Marketing- Develop the following fundamentals in the first year. (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing business to identify potential prospects, (3) Prepare a comprehensive economic development website,**

***publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. Status: Active.*** I am still working on developing a draft of a marketing program and incentive program for the office that will be presented in February; I envision a possible draft to the council and the EDA at the end of the month. The position for the Main Street coordinator has been posted in the Altavista Journal and we are still accepting resumes for the position. We are also working with the officials at Region 2000 on developing their new website for Region 2000. I will be attending a meeting with the Campbell County office of Economic Development on working with a site selection company to work on projects for the town.

***5. Encourage Entrepreneurism- Work with state; regional; and local officials and groups to promote entrepreneurship; small business development; and growth. Status: Active.***

- We continued support for the AOT “Pop Up “program and the providing assistance for the program. There are over 24+ participants involved in the program; the entrepreneurs; companies; and other interested parties will be presenting their business plans to the review committee in late March to compete for the cash awards. We also had two qualified pre applicants for the ***“Advantage Altavista”*** revolving loan program.





## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF JANUARY, 2015

#### **CRIME STATISTICS** – January 1, 2015 through January 31, 2015

##### ***Crimes Against Persons***

For the Month of January, the Town of Altavista experienced 1 incident or an 87.50% decrease in Crimes Against Persons compared to 8 incidents last year during the same reporting period.

- 1 Simple Assault

##### ***Property Crimes***

For the Month of January, the Town of Altavista experienced 9 incidents or a 12.50% increase in Property Crimes compared to 8 incidents last year during the same reporting period.

- 2 Destruction/Damage/Vandalism of Property
- 6 Shoplifting
- 1 All Other Larceny

##### ***Quality of Life Crimes***

For the Month of January, the Town of Altavista experienced 19 incidents or a 216.67% increase in Quality of Life Crimes compared to 6 incidents last year during the same reporting period.

- 1 Weapon Law Violation
- 4 Drug/Narcotic Violations
- 1 Drug Equipment Violation
- 1 Driving Under the Influence
- 12 All Other Offenses



## **CRIME STATISTICS - January 1, 2015 through December 31, 2015 Y.T.D.**

Year to date, the Town of Altavista experienced 1 incident or an 87.50% decrease in Crimes Against Persons compared to 8 incidents last year during the same reporting period.

- 1 Simple Assault

Year to date, the Town of Altavista experienced 9 incidents or a 12.50% increase in Property Crimes compared to 8 incidents last year during the same reporting period.

- 2 Destruction/Damage/Vandalism of Property
- 6 Shoplifting
- 1 All Other Larceny

Year to date, the Town of Altavista experienced 19 incidents or a 216.67% increase in Quality of Life Crimes compared to 6 incidents last year during the same reporting period.

- 1 Weapon Law Violation
- 4 Drug/Narcotic Violations
- 1 Drug Equipment Violation
- 1 Driving Under the Influence
- 12 All Other Offenses

## **MAJOR CRIMES STATISTICS** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of January, the Town of Altavista experienced 10 incidents or a 37.5% decrease in Major Crimes compared to 16 incidents last year during the same reporting period.

Year to date, the Town of Altavista experienced 10 incidents or a 37.5% decrease in Major Crimes compared to 16 incidents last year during the same reporting period.

The above statistics depict "Shoplifting" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of January, 2015.

## **CASE CLEARANCE**

During the Month of January, the Altavista Police Department reported the clearance of 6 of the 7 reported crimes in the tracked categories. All of these clearances were accomplished by the arrest of the offenders. This is a Clearance Rate of 85.71% for these categories.



### **CALLS FOR SERVICE - January 1, 2015 through January 31, 2015**

The Altavista Police Department was dispatched to 313 Calls for Service or an 11.07% decrease compared to 352 Calls for Service last year during the same reporting period.

### **CALLS FOR SERVICE - January 1, 2015 through December 31, 2015- Y.T.D.**

The Altavista Police Department was dispatched to 313 Calls for Service or an 11.07% decrease compared to 352 Calls for Service last year during the same reporting period

### **CRIMINAL ARRESTS EXECUTED – January 1, 2015 through January 31, 2015**

The Altavista Police Department executed 17 criminal arrests or a 21.42% increase compared to 14 criminal arrests last year during the same reporting period.

### **CRIMINAL ARRESTS EXECUTED - January 1, 2015 through December 31, 2015- Y.T.D.**

The Altavista Police Department executed 17 criminal arrests or a 21.42% increase compared to 14 criminal arrests last year during the same reporting period.

### **TRAFFIC CITATIONS ISSUED - January 1, 2015 through January 31, 2015**

The Altavista Police Department issued 4 traffic summons or a 42.85% decrease compared to 7 traffic summons issued last year during the same reporting period.

### **TRAFFIC CITATIONS ISSUED - January 1, 2015 through December 31, 2015 Y.T.D.**

The Altavista Police Department issued 4 traffic summons or a 42.85% decrease compared to 7 traffic summons issued last year during the same reporting period.

### **PERSONNEL TRAINING**

Two hundred thirty (230) hours of training were afforded to police personnel during the month of January, 2015. Blocks of instruction pertained to the following training subjects: Field Training, Radar Operator Certification, Cultural Diversity, and Legal Update.

### **WHAT'S NEW**

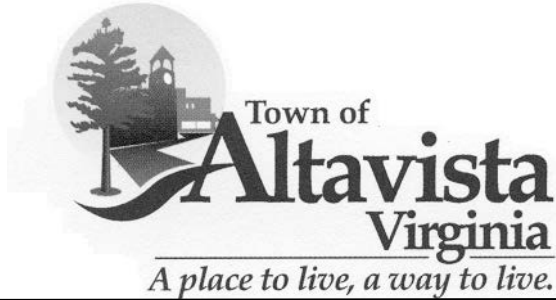
During the Month of January, the Crime Prevention Unit held a quarterly meeting of the Business Target Advisory Group. During this meeting, Chief Walsh went over the 2014 year end crime statistics. Tommy Mccue of Pawn Solutions introduced himself to the group and explained about how his business operates and how local business could label items to help him determine if they might be stolen. A brief presentation was then offered on Crime Prevention through Environmental Design (CPTED), during which businesses were given information on ways to use the set-up of their businesses to help deter criminals.



During the Month of January, the Altavista Police Department hosted a presentation of the Everbridge emergency alert system for the Town Council. During this presentation, a representative from Everbridge, Matt Ward, went over the various components of the system, discussed its value to all departments within the Town government, and conducted a live demonstration of the system and its capabilities.

During the Month of January, the Altavista Police Department launched its Facebook page. This official page helps to connect the department with the public through the use of social media. The positive feedback was immediately apparent. During the first couple of weeks of operation, the Facebook page brought in tips from the public on several ongoing investigations and assisted in the apprehension of two people who had active warrants. The Facebook page will be used to help gather information on crimes that are under investigation, to announce upcoming department related events (such as the BTAG meetings), and to interact with the public on a more approachable and community friendly level.

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*



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](mailto:dtgarrett@altavistava.gov)

## Public Works / Utility Report January 2015

During the month of January 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 264

#### **Utility Department - Water Distribution:**

○ Located Miss Utility Tickets-----	51
○ Water Turn On / Turn Off(s)-----	34
○ Water Cut Off for Non Payment-----	0
○ Read Monthly Meters-----	62

#### **Utility Department - Sewer Distribution:**

○ Sewer Root Cutting-----	10 Feet
○ Sewer Cleaning-----	240 Feet
○ Sewer Video-----	200 Feet
○ Sewer Video Manholes-----	50
○ Push Camera Footage-----	0 Feet

**Street Department:**

○ Mowing-----	0 Acres
○ Litter Pick up-----	2 Bags
○ Weed Control-----	0 Gallons
○ Sweeping Streets-----	70 Miles
○ Leaf Collection Hrs-----	0 Loads
○ Leaf Collection -----	21 Loads
○ Weekend Truck Tonnage-----	2.37 Tons
○ Area 1-4 Maintenance-----	42 Hrs
○ Other Traffic Roadside Maintenance On Streets-----	366.50 Hrs

**Buildings & Grounds and Sanitation:**

○ Green Hill Cemetery – Burial-----	2
○ Brush Collected Stops-----	53 Stops
○ Brush Collected Loads-----	6 Loads
○ Brush Collected Tonnage-----	0 Tons
○ Bulk Collection Stops-----	73Stops
○ Bulk Collection Tonnage-----	10.94 Tons
○ Solid Waste Tonnage-----	76.41 Tons
○ Contractor Cut Grass at Green Hill Cemetery-----	0
○ Labor Hours at Green Hill Cemetery to maintain Grave Sites-----	42 Hours
○ Maintain Park Buildings-----	251.50 Man Hours
○ Maintain Parks, Mowing, Flowers Beds, Weed Control-----	141.50 Man Hours
○ Leaf Collection Hrs-----	0

**Special Projects:**

- PCB Remediation Work
- Work with VDOT to remove 13 trees on Main Street
- Working on Storm Drain Between Franklin and Charlotte Street

**Water Department Report:**

**Water Production:**

- Water Plant: 53.15 million gallons of raw water treated.
- Water Plant: 43.16 million gallons of finished water delivered.
- McMinnis Spring: 8.6 million gallons of finished water treated.
- McMinnis Spring: average 286,677 gallons per day and run time hours 18 a day.
- Reynolds Spring: 6.0 million gallons of finished water treated.
- Reynolds Spring: average 195,807 gallons per day and run time hours 10 a day.

**Water Consumption From:**

- Campbell County Utility and Service Authority: No Data from Town Hall

**Water Sold:**

- Town of Hurt: 3,192,249 Gallons

**Water Plant Averages for January 2015:**

- Weekday: **18.0** hrs / day of production  
**1,523,000** gallons treated / day
- Weekends: **17.0** hrs / day of production  
**1,640,000** gallons treated / day

**Water Plant Projects:**

- Flushed Out Filter Line 1-5
- Replaced Fluoride Pump
- Working with DEQ to obtain permit to remove debris from Reed Creek
- Evaluated River Pumps
- Working to clean out Solids Tank
- Virginia Rural Water Association working with Trainee Operators
- Computer Training for Operators
- Drafting SOP for Daily Operations

**Waste Water Department Report**

- Repaired WAS Pump for Solids Handling
- Annual Industrial Inspection Reports mailed
- Annual Pretreatment Report submitted to DEQ
- Wastewater staff prepared FY2016 Budget
- Staff Budget Meeting
- Replaced Feed Pump for the Press system
- Submitted Annual Sludge report to EPA
- Dr. Sowers began new test in EOP
- Wastewater Plant NPW system is down Staff working on repair
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

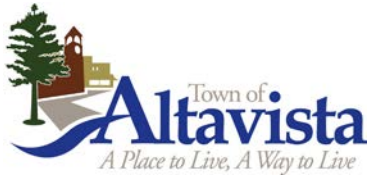
<b>Sludge Processed</b>	214	wet tons
<b>Gallons of Water Treated</b>	61.58	MG

<b>Plant Efficiency</b>	
<b>BOD Reduction</b>	<b>99%</b>
<b>TSS Reduction</b>	<b>98%</b>

## ACTS RIDER TALLY

[illegible]





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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Altavista On Track – Street Closure request for Classic Car Cruise In events

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**Background and discussion**

For the past several years, Altavista On Track (AOT) has hosted “Classic Car Cruise In” events during the spring through fall months. AOT is once again seeking authorization to have the “Classic Car Cruise In” events along Main Street. Per the attached correspondence, the event area is designated as being along Main Street from Broad Street to Pittsylvania Avenue. AOT is seeking Town permission to close Campbell Avenue at 7<sup>th</sup> Street; the alley behind Altavista Arts & Antiques off of 7<sup>th</sup> Street and the alleys that come from English Alley to Main Street (see attached map). As you know, VDOT must approve the closure of Main Street and the Town has to sign off on the appropriate forms that are required for their consideration.

The 2015 event dates are May 2<sup>nd</sup>; July 4<sup>th</sup>; August 1<sup>st</sup>; September 5<sup>th</sup>; and October 3<sup>rd</sup>.

**Recommendation**

Approval of closure of requested Town street/alleys in the event area.

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

“I move that AOT be authorized to close the requested street/alleys in the Town for the monthly “Classic Car Cruise In” events and proper approval from VDOT for Main Street be obtained.”

Attachments: Correspondence from AOT (Linda Rodriguez, Executive Director); Map

# Altavista *On Track*

A VIRGINIA MAIN STREET COMMUNITY

February 2, 2015

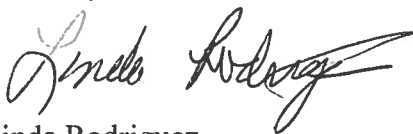
Dear Waverly Coggsdale:

It's time again to submit the application to VDOT for the Land Use Permit for the Classic Car Cruise In events. This year we are moving the events Downtown and need to request the use of Main Street between Broad Street and Pittsylvania Avenue. The first event will be on Saturday, April 4. The other events will be May 2, July 4, August 1, September 5, and October 3, 2015. All events are held from 5:30 to 8:30 pm.

Please submit this to Town Council for the February meeting so that we will have time to forward to Tiffany Tweedy at VDOT for approval by April 4.

Let me know if you need additional information.

Sincerely,



Linda Rodriguez

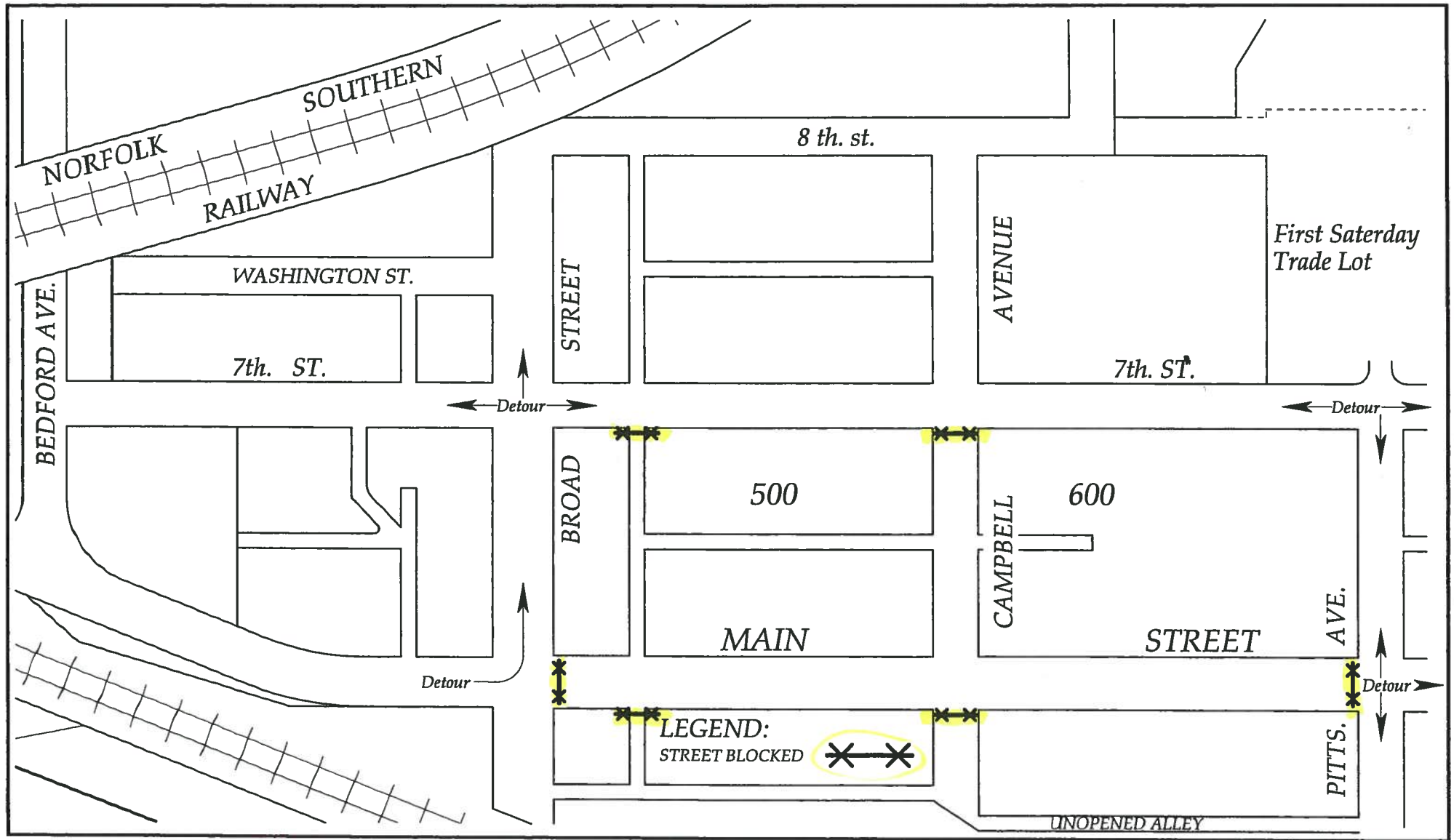
Executive Director, Altavista On Track

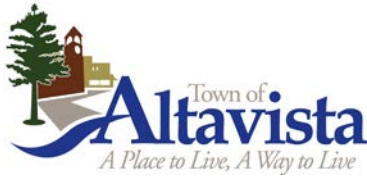
P.O. Box 283

Altavista, VA 24517

Email: [director@altavistaontrack.com](mailto:director@altavistaontrack.com)

Website: [www.altavistaontrack.com](http://www.altavistaontrack.com)





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

**Date:** February 5, 2015

**To:** Mayor Mattox and Council members

**FROM:** Waverly Coggsdale, Town Manager

**SUBJECT:** Text Amendments to the Altavista Zoning Ordinance (Chapter 86) – Division 9  
“Downtown Revitalization Overlay (DRO) District”

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**Background and discussion**

Town Council conducted a Public Hearing at their regular January 13, 2015 meeting in regard to this item. Following the public hearing, Council decided to place this item on their regular February meeting agenda and to conduct a Work Session in the mean time to further discuss the issue with the Planning Commission. The item was put on the January 27<sup>th</sup> Town Council Work Session. Following discussion, Council decided to keep the item on the February 10<sup>th</sup> Town Council’s agenda for disposition.

At their February 2, 2015 meeting, the Planning Commission further discussed this issue and the attached letter from Chairman Barbee was submitted for Council’s consideration. The Planning Commission requests that their previous recommendation be withdrawn and that the item be referred back to them for additional consideration.

**Recommendation**

Per Council’s discussion take one of the actions below regarding the proposed text amendments to the Town’s Zoning Ordinance – Division 9 “Downtown Revitalization Overlay (DRO) District.

**MOTION** – Following discussion, Council may decide to make one of the motions listed below:

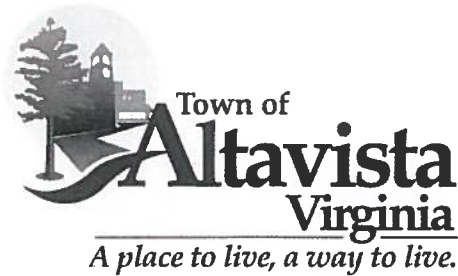
**Approve** – I move to approve the text amendments to the Altavista Zoning Ordinance – Division 9 “DRO” and the adoption of the ancillary Design Guidelines document as presented.

**Approve with amendments** - I move to approve the text amendments to the Altavista Zoning Ordinance – Division 9 “DRO” with the following amendments (.....) and the adoption of the ancillary Design Guidelines document. *(NOTE: Any amendments cannot be substantial/more restrictive without a public hearing.)*

**Deny** – I move to deny the approval of the text amendments to the Altavista Zoning Ordinance – Division 9 “DRO” and the adoption of the ancillary Design Guidelines document.

**Refer back to Planning Commission** - I move that this issue be referred back to the Planning Commission for further consideration.

**Defer** - I move to defer action on the text amendments to the Altavista Zoning Ordinance – Division 9 “DRO” and the adoption of the ancillary Design Guidelines document. *(Please indicate when you would like this reconsidered)*



**Commissioners**

Jerry Barbee, Chairman  
John Jordan, Vice Chair Person  
Tim George  
Laney Thompson  
John Woodson

**Staff Planner**

Dan Witt

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

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February 3, 2015

Dear Mayor Mattox:

As you know, the current DRO Guidelines ordinance amendment recommendation from the Planning Commission was developed after much effort and research but with very little input from the property and business owners. Since then, you and I personally visited many of those stakeholders and listened to their opinions and views. In addition, we heard from them at the Public Hearing on January 13th and at the work session with Town Council on January 27<sup>th</sup>, as well as impromptu occasions. At that same session we also heard the views of Council members on the subject. We heard that there are some valuable components in the program but we also heard that there are some highly objectionable elements as well. The Planning Commission sincerely believes that acknowledging, understanding, and incorporating those views and opinions are essential to making the soundest recommendation possible.

In consideration of this additional input and valuable information and after a great deal of discussion and debate, the Planning Commission, at our February 2, 2015 meeting, voted unanimously to withdraw our current recommendation for the DRO Guidelines ordinance amendment and request Town Council's authorization to restructure the program so that it would retain the merits of the program but eliminate the objectionable elements, most notably the mandatory requirement. Accordingly, our revised program would be based strictly on a voluntary model only. As we restructure the administrative process for the guidelines, we also plan to consider alternatives suggested by council members in the January 27<sup>th</sup> work session such as the possibility of some form of incentive program.

We look forward with confidence that, within a reasonable period of time, we will return to Town Council a recommendation that still achieves many of our original goals and objectives, focused on economic development potential, and is also more palatable and beneficial to all parties.

Sincerely,

Jerry Barbee  
Chairman, Altavista Planning Commission



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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** IALR's PCB Remediation Project Update

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**Background and discussion**

At the regular January 2015 Town Council meeting, Mr. Michael Duncan addressed Council in regard to a request for a berm to be constructed in the PCB pond to assist with IALR's research. Staff was asked to work with Mr. Duncan to work up a proposal and to bring that to the January 27<sup>th</sup> Town Council Work Session.

Dr. Scott Lowman was present at the Work Session and briefed Council on the issue. Staff submitted the estimate for construction of the berm, which was estimated at \$19,500. No decision was made in regard to the berm. I have attached correspondence from Dr. Lowman updating Council on IALR's research. Mr. Duncan is no longer associated with the IALR's research project.

I have attached a brief update provided by Dr. Lowman on the IALR research project. Dr. Lowman has retrieved six (6) samples from the pond and it appears that he feels the use of the existing berm will meet his needs for the initial pot experiment.

**Recommendation**

Per Council's discussion take action if needed on the resources needed for IALR's research project.

**MOTION** – Per Council's discussion.

Attachments: Correspondence from Dr. Scott Lowman (IALR)

*Email correspondence from Dr. Scott Lowman, Institute of Advanced Learning & Research  
(Danville, Va)*

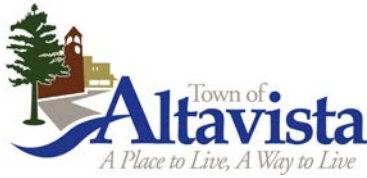
Update:

Dr. Mei and I spoke with our new director regarding construction of a berm across the south side of the pond. While we do believe having access to the sludge on that side of the pond would be helpful, we are also concerned as we do not have the manpower to execute a proper experiment on that scale, and we do not want to utilize the towns resources in the short term if it is not critical. We are in the process of pursuing monies to fund a more large scale experiment which will likely offset the cost. However, these grants will also likely require preliminary data from the pot experiment. At this point, we feel we can utilize the #7 berm if we can find a hot spot with reasonable accessibility to gather the sludge needed for our pot experiment.

After speaking with Steve Bond last Wednesday, and after looking at the "concentration lines" and previous sample values from the 2003 report, we decided to take 6 random samples for analysis. These were all taken from the shoreline on the north, west, and south side of the pond. We also collected plant tissue samples for analysis of microbial populations. We expect to find out the results in a week or so and we will go from there. Let me know if you have any questions.

Scott





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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Everbridge "Mass Notification System" contract

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**Background and discussion**

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 is included and the annual fee is \$6,000. The document has been reviewed by the Town Attorney and approved as to form.

**Recommendation**

Approval of the quotation/agreement

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

"I move 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."

Attachments: Quotation/Agreement



500 N Brand Blvd, Suite 1000  
Glendale, CA 91203 USA

tel: 888.366.4911  
fax: 818.484.2299

www.everbridge.com

## QUOTATION

Quote Number: 00014013

**Confidential**

1 of 2

**Prepared for:** William Haugh  
Town of Altavista, VA  
  
(434) 369-7425  
wrhaugh@altavistava.gov

**Quotation Date:** January 14, 2015  
**Quote Expiration Date:** February 13, 2015  
**Rep:** Matthew Ward  
(818) 230-9785  
matthew.ward@everbridgemail.com

VITA #: VA-130514-EVBR

### Contract Summary Information

**Contract Period:** 3 Years  
**Contract Optional Years:** 2 Years

**MN Contacts up to:** 3,450

### ANNUAL SUBSCRIPTION - See attached Product Inclusion Sheet/s for product details.

<u>Service</u>	<u>Fee Type</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
VITA - Employee Notifications (MN)	Recurring	1	\$1,000.00	\$1,000.00
VITA - Citizen Notifications (MN)	Recurring	1	\$5,000.00	\$5,000.00



500 N Brand Blvd, Suite 1000  
Glendale, CA 91203 USA

tel: 888.366.4911  
fax: 818.484.2299

www.everbridge.com

## QUOTATION

Quote Number: 00014013

**Confidential**

2 of 2

### Pricing Summary:

Year One Fees\*: \$6,000.00

One-time Implementation and Set Up Fees: \$0.00

**Total Year One Fees: \$6,000.00**

Subsequent Year(s) Ongoing Annual Recurring Fees: \$6,000.00

Optional Year(s) Ongoing Annual Recurring Fees: \$6,000.00

1. Additional rates apply for all international calls.
2. Quote subject to terms & conditions of the VITA Agreement.
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override negotiated language of the VITA Agreement.

(\*Year One Fees are the total of the first year annual subscription fees and any one-time fees, i.e., Professional Services.)

### Supplemental Notes:

**Authorized by Everbridge:**

**To accept this quote, sign, date and return:**

\_\_\_\_\_  
**Signature**                      **Date**

\_\_\_\_\_  
**Authorized Signature**                      **Date**

\_\_\_\_\_  
**Print Name**                      **Title**

\_\_\_\_\_  
**Print Name**                      **Title**

## Everbridge Mass Notification

Everbridge Mass Notification allows users to send notifications to individuals or groups using lists, locations, and visual intelligence. Everbridge Mass Notification is supported by state-of-the-art security protocols, an elastic infrastructure, advanced mobility, interactive reporting and analytics, adaptive people and resource mapping to mirror your organization, and true enterprise class data management capabilities to provide a wide array of data management options. Below is a list of key system inclusions with the Everbridge Mass Notification system.

### Usage

- Unlimited Domestic Emergency Alerts and Testing Messages
- Unlimited Domestic Non-Emergency Alerts Messaging

### Core Platform Access

- Unlimited Administrators for web-based portal to initiate messages, reporting, and administration
- Unlimited Administrators for Mobile Manager Application (iOS, Android) and Mobile Optimized Notification Site (for Blackberry, Windows 10, etc.)
- Two (2) Organization with unlimited nested static and dynamic groups
- Access to Everbridge Elastic Infrastructure for message delivery
- Custom branded community opt-in portal with custom fields and opt-in subscriptions
- Flexible role-based access controls to manage user permissions
- Access to Real-Time Dashboard, Notifications Library, Everbridge Universe, and Custom Reporting

### Key Notification Features

- Integrated GIS/Map-based, rule-based, group-based, or individual contact selection
- Ability to send standard, polling, or on-the-fly 'One-Touch' Conference Call messages
- One-screen broadcast creation workflow to speed message creation and reduce human error
- Everbridge Network to access situational intelligence & notifications shared by other public and private groups
- Publish notifications directly to Websites and services that support API access via HTTPS using 'Web Posting'
- Notification escalation to automatically send a notification to the next person or group if there is no confirmation
- Contact filtering based on custom criteria
- Map-based drawing and selection tools and imported shape files (e.g. Google Maps, Bing Maps, ESRI)
- Automatic address geo-coding for contacts
- Organization specific customizable caller ID, greetings, and broadcast settings
- SMPP based SMS text messaging
- Multi-language Text to Speech Engine and Custom Voice Recording
- Real-time reporting for improved situational awareness and easier after action analysis
- 5 Live Operator Message Initiations per year
- Interactive Dashboard for Organizational Activity Summary
- Unlimited Notification Templates
- Self-service Single Contact Record Adjustments
- Self-service Contact Import via CSV Upload
- Bulk Contact Management Automation via Secure FTP

### Set-up, Implementation & Support

- Up to 10 total hours of a dedicated Implementation Specialist during a Standard Implementation
- Self Service Administrative Set-up, Configuration and Default Preferences
- Initial Member Data Upload and Test Broadcast Support
- Unlimited Access to Everbridge University classes
- 24x7 Customer Support (phone, web, email)
- Global Support/Operations Centers for Redundant Live Support
- Dedicated Account Manager

For a full product description, along with best practices and product details please see the Everbridge User Guide and Everbridge University.



# ONBOARDING - STANDARD

## OVERVIEW

The standard onboarding is right-sized to support small to medium organizations on deploying all basic Mass Notification and Interactive Visibility functionality. A dedicated onboarding specialist is provided to guide you through the onboarding process and provide strategic advice, tailored to your organization.

### Included Standard Onboarding Resources

- + Client portal
- + Knowledgebase
- + Everbridge University
- + Up to 10 hours of an onboarding specialist

## TIME FRAME

Standard Everbridge Onboarding requires approximately 15 days to complete. Depending on the size and complexity of the organization, it may take more or less time. The timeframe can be tailored within the following limits for standard onboarding:

- + Access to an Onboarding Specialist for up to 10 hours.
- + Onboarding Specialist hours must be used within 60 days of contract signing.
- + Additional hours are billable at \$250/hr.

## SCOPE

A standard onboarding will provide the following:

- + Orientation to your onboarding resources, including the Everbridge Client Portal, knowledgebase articles library, and Everbridge University.
- + Access to your functional account, configured with default templates and default notification paths.
- + 30-minute hands-on demo of creating new users, the basic setup of contacts and the sending of a test notification.
- + Best practices and onboarding guidance as outlined in this document.
- + The onboarding specialist will ensure the client has demonstrated the ability to upload a sample of their contact data, send a notification and interpret the results.

## KEY MILESTONES

### ORIENTATION CALL

This call will provide an orientation to Everbridge onboarding resources and a review of preparation necessary to conduct a successful onboarding.

### KICK-OFF CALL

The Kick-off call will focus on reviewing the basic settings and developing the onboarding project plan.

### CONSULTATION CALL

The Consultation Call will focus on reviewing the completion of the project plan and identifying gaps and next steps.

### CLOSE-OUT CALL

The Close-out Call will provide guidance on go-live strategies and mark the account's transition to customer success.

# KEY MILESTONES

## ORIENTATION CALL

The purpose of the orientation call is to prepare for the onboarding process. The Everbridge specialist will provide an overview of the onboarding process to key client stakeholders, introduce the stakeholders to the various onboarding resources, provide a short, interactive demo and access to a live, working account preloaded with default templates and settings. Orientation calls will be held within 5 days of the completion of your order processing. The specialist will also provide a checklist of actions to be completed in order to kick-off the onboarding process. The Call Agenda will include the following:

- + Introductions
- + Review communication goals/use cases
- + Review onboarding process
- + Review resources available to the client
- + Review the success criteria of the Milestone calls
- + Schedule all follow up calls
- + Review the Getting Started checklist
- + An onboarding specialist will provide a demo of the product showing how to create a new user, how to create a contact, and how to send a message using a pre-loaded test template. At the conclusion of the demo, the customer will be provided with their live production account.

**Time: 1.5-2 hours**

## KICK-OFF CALL

The Kick-off call will be held as soon as the actions on the Getting Started checklist are complete, but no later than 3 weeks after the Orientation Call. The agenda will include the following items:

- + Review completion of the Getting Started checklist
- + Verify settings and configurations selected
- + Discuss design and strategy of the organization hierarchy in relation to the client's needs.
- + Review Role-based access control and its application with the client's organization.
- + Review the contact data quality of the sample uploaded by the customer.
- + Upon successful setup of the basic settings, the onboarding specialist will provide a customized Project Plan to guide the remainder of the onboarding. The Project Plan will include guidance on topics such as: data management strategy, reporting, groups and filters, mobile manager, awareness campaigns, training plans, member portal, Weather, IV, and mobile member.

**Time: 1-2 hours**

## CONSULTATION CALL

The Consultation Call should be scheduled to take place within 5 days of the Kick-off Call. The call is a strategy session between the onboarder and the customer, with the following objectives:

- + Review Project Plan action items
- + Define testing strategy
- + Review contact management strategy
- + Review relevant advanced configuration topics

**Time: 1-2 hours**

## CLOSE-OUT CALL

The close out should occur approximately 3-4 weeks after Orientation (not to exceed 60 days). The call will provide a final opportunity for the client to strategize with the onboarding specialist and will cover the following topics:

- + Functional testing conducted by customers/or review results of functional testing
- + Discuss transition to customer success
- + Provide best practices for troubleshooting issues
- + Where to find support information
- + Roll-Out Planning:
  - Review project plan for completing system-wide test
  - Review best practices for system test planning
  - Awareness programs

**Time: 1 hour**

## EVERBRIDGE UNIVERSITY

- + Learning modules and training are continuously available and free for customers and partners to learn or review
- + Use Adobe flash videos with audio narrations
- + Self-paced training that allows students to learn when they have time and at their own pace
- + Just-in-time learning using small, focused content modules
- + No travel or facilities required, the classroom is anywhere a learner has Internet access

## CLIENT REGISTRATION FORM

**\*Required information**

**\*Client Name:**

**Account Number: (Internal use only)**

**\*Requestor/Approver of Services:**

Contact Name:

Email Address:

Phone Number:

Other Number:

**\*Billing Address:**

Contact Name:

Address:

City:

State/Province/Region:

Postal/Zip Code:

Country:

**\*Shipping/Primary Service Location Address:**

Contact Name:

Address:

City:

State/Province/Region:

Postal/Zip Code:

Country:

**\*Accounts Payable Department:**

Contact Name:

Email Address:

Phone Number:

Fax Number:

Address: *same as Billing Address*

*same as Shipping Address*

City:

State/Province/Region:

Postal/Zip Code:

Country:

**Purchasing Department:**

Contact Name:

Email Address:

Phone Number:

Fax Number:

Address: *same as Billing Address*

*same as Shipping Address*

City:

State/Province/Region:

Postal/Zip Code:

Country:

**\*Invoice Submission Email Address(s):**

**\*Do you require a Purchase Order to process payment?**

Yes

No

If Yes, please send Purchase Order to [Final.Documents@everbridge.com](mailto:Final.Documents@everbridge.com)

(For U.S. Clients only)

**\*Is your organization exempt from paying Sales and Use Tax?**

Yes

No

If your organization is exempt or is utilizing Direct Pay, please attach a copy of your Exemption or Direct Pay Certificate to this form

\*If either of the certificates is not attached to this form, sales tax will be added where applicable.

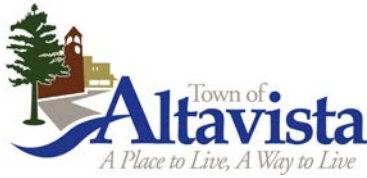
**Please provide any special instructions for submitting and processing invoices for payment:**

**Please list and attach any required forms and/or web links for invoice processing:**

e.g., Wire/EFT/ACH forms, Vendor forms, W9 forms, Registration links

Please return the form via Email to [Final.Documents@everbridge.com](mailto:Final.Documents@everbridge.com) or Fax to 818-484-2299





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

**Date:** February 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Police Department Vehicle Purchase Request (FY2015 CIP)

---

**Background and discussion**

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 as outlined in the attached correspondence. 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.

**Recommendation**

Approval

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

"I move that the funds appropriated in the FY2015 budget be utilized for the purchase of a new vehicle for the Altavista Police Department, as outlined."

Attachments: Correspondence from Chief Walsh with attachments

Kenneth I. Walsh, Jr.  
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

## Memorandum

**TO:** Mr. J. Waverly Coggsdale, III, Town Manager

**FROM:** Colonel Kenneth I. Walsh, Jr., Chief of Police

**DATE:** 2 February 2015

**RE:** Request to purchase approved vehicle (FY-2015)

The Altavista Police Department is requesting permission to purchase a vehicle during the current fiscal year that has previously been approved by Council. The department would prefer to purchase a Ford SUV police vehicle.

The police department has removed three (3) vehicles from service during the past several months. Two (2) of these were removed as a result of high mileage and diminishing returns in terms of maintenance costs. The remaining vehicle was involved in two (2) separate motor vehicle crashes during its time in service, and has been dead lined as a result of these incidents. There are currently seven (7) vehicles used for patrol related duties and three (3) of these have over 80,000 miles on them, with one having over 99,500 miles.

In 2015, the face of Police work is changing. Oftentimes the first thing a citizen encounters is the police vehicle itself. It is seen patrolling the neighborhoods, responding to calls and assisting motorists. According to surveys, the Ford SUV presents a more welcomed appearance. It gives the impression of community first versus the traditional high performance police pursuit vehicle.

In March of 2014, Chris Woodyard of USA Today published an article entitled, Ford : SUV becomes USA's top police car. In Mr. Woodyard's article, he references Jonathan Honeycutt, the Police marketing manager at Ford. Mr. Honeycutt is quoted in Mr. Woodyard's article as saying, "The new utility vehicle body is suited to the changing role of police officers, who need to carry more equipment to be ready for any contingency." (Woodyard, 2014). The Ford Police SUV provides just the answer.

*"The new utility vehicle body style meets officers' growing storage needs; standard all-wheel drive for most models is an industry-first that provides greater mobility and security; plus, expanding the range of EcoBoost engines gives law enforcement agencies more options to suit their needs," said Jonathan Honeycutt, police marketing manager at Ford.*

The initial cost of the Ford SUV is approximately \$1,500.00 more the Dodge Charger; however, the maintenance records experienced by other law enforcement agencies more than make up for the price difference in the long term. This can be attributed to the heavy duty SUV style chassis and drive train. In addition, the Ford

SUV is more fuel efficient gaining collectively (city/highway) one (1) more mile per gallon more than the Charger.

**APD response and future commitment.** The Altavista Police Department is continually looking for ways to better equip the officers and simultaneously cut costs to the taxpayers. I believe the Ford SUV allows us to achieve both of these goals while also presenting a more approachable and community friendly appearance. This would be just one more way for us to partner with the community.





404 Crowell Lane #3

Phone: 434-237-2705

**Phone: 434-237-2705 Fax: 888-556-3229**

Estimate # : 273

For : \_\_\_\_\_

Date:	January 20, 2015		Vehicle #:	
Customer Name:	Altavista Police Department	Year:		Mileage
Address:	510 Seventh Street	Vehicle:		Description: For Ford PI Utility
	Altavista, VA. 24517			VIN #:
Attn.:	Capt. Stocks	Phone:	434-907-8274	

Total Hours

Outside Labor	Description	Amount	TOTAL HOURS	8
Other:				
Other:			Total Labor	\$ 548.00
Other:			Total Parts	\$ 2,526.43
Other:			Misc. Supplies	\$ -
Other:			Freight	\$ 225.00
<i>Labor Hours, Parts, and Pricing are subject to change. This job estimate is valid for 30 Days.</i>			Total	\$ 3,299.43
			<b>Grand Total</b>	<b>\$ 3,299.43</b>

You can accept this offer by signing a copy of this Estimate, in the space provided below and returning it to Patriot Safety Supply via fax or mail.

Please contact Ronnie Sissney by phone or by email ([rsissney@patriot2s.com](mailto:rsissney@patriot2s.com)) for any questions regarding this job estimate.

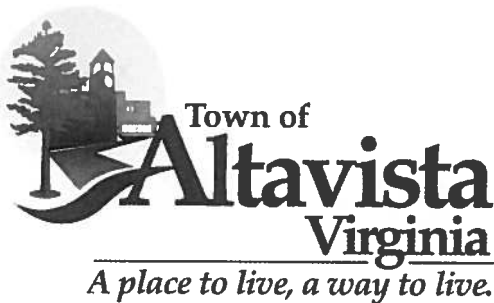
**Patriot Safety Supply**  
404 Crowell Lane #3  
Lynchburg, VA. 24502  
Phone: 434-237-2705  
Fax: 888-556-3229

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!!!**



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

January 28, 2015

Edna Davis  
806 12<sup>th</sup> Street  
Altavista, VA 24517

**Follow-up Letter**  
**NOTICE OF INTENT TO DECLARE PUBLIC NUISANCE**

Dear Ms. Davis,

Town Council considered this matter at their January 27, 2015 work session. While they were sympathetic to your situation they directed staff to provide the following information:

- It is apparent that the property at 806 12<sup>th</sup> Street, Parcel ID #83A-11-58-4 in the Town of Altavista is a danger to the public and as such must be boarded up so that it is not accessible to the public. This means that any first floor doors or windows that are open, broken out, or not locked must be boarded up using plywood or a similar building material. This must be completed within 14 days from receipt of this letter or approximately by February 13, 2015.
- Secondly, Town Council realized that boarding up the structure is only a temporary fix for the property and they requested that I have another conversation with you about your plans for the property. The two primary options appear to be having the structure rehabilitated or having it demolished.
- I did receive an estimate for having your house demolished, \$10,000. I realize this is more than double the price I told you but it was discovered that all of the siding on your house is asbestos. This will require professional care to have it removed and there is only one land fill in our area that will accept the material. I

have been instructed to get a second estimate for demolition of the house but as I told Town Council, Mr. Brooks has been the cheapest price for all the prior demolition projects.

- You told me that all the insurance money you received has been spent. That being the case, Council is willing to consider paying for the demolition of the structure; however, they would require that you convey the parcel (land/lot) to the Town which would be offered for sale as a way to recoup the cost of demolition.

I would like to meet with you to discuss these matters so please contact me to schedule a convenient time. If you have any questions regarding the measures outlined in this letter you may contact me at the Altavista Town Hall via phone at 369-5001.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Witt", is positioned above the printed name.

Daniel Witt  
Assistant Town Manager

~ February 2015 ~						
◀ Jan 2015					Mar 2015 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Planning Commission 5:00 PM	3	4	5	6	7
8	9	10 Council Meeting 7:00 pm	11	12	13	14
15	16 President's Day Town Offices Open	17	18	19	20	21
22	23 Work Session/Gay & Neal 5:00 PM	24 Work Session 5:00 PM	25	26	27	28

~ March 2015 ~						
◀ Feb 2015						Apr 2015 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> Planning Commission 5:00 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> Council Meeting 7:00 pm	<b>11</b>	<b>12</b>	<b>13</b> Draft Budget to Council	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> AVOCA-Opera on the James Presentation
<b>22</b>	<b>23</b> Council Budget Work Session 6:00 PM	<b>24</b> Work Session 5:00 PM	<b>25</b>	<b>26</b> Chamber Legislative Breakfast 7:30 AM	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>	<b>Notes:</b>			