

# 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, January 13, 2015**

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6:30 PM Everbridge Communications Presentation

- *Presentation regarding a mass communication system being proposed by the Police Department. All are invited.*

7:00 PM Regular Council Meeting

1. **Call to Order**
2. **Invocation**
3. **Approval of Agenda**
4. **Recognitions and Presentations**

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

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**

- a. 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 Revenues & Expenditures Report
- d. Monthly Reserve Balance/Investment Report
- e. Monthly Budget Amendments/Departmental Transfers
- f. Departmental Reports

7. **Public Hearings**

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

*Proposed text amendments to the Town of Altavista Zoning Ordinance - Division 9 "Downtown Revitalization Overlay (DRO) District" and adoption of the ancillary Design Guidelines document.*

**8. New/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.
- b. Institute of Advanced Learning & Research (IALR) Project Update
- c. Request by Altavista Band Boosters to Amend Trade Lot Agreement

**9. Reports**

- a. Town Manager's Report

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

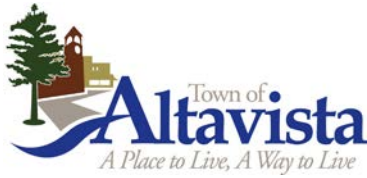
- a. Correspondence/Articles
  - i. VML "Day at the Capitol" Registration Form
  - ii. Cooperate Living Article
  - iii. COMCAST Price Adjustment correspondence

**11. Matters from Council****12. Closed Session****13. Adjournment****UPCOMING COUNCIL MEETINGS/ACTIVITIES**

Tuesday, January 27 <sup>th</sup> @ 5:00 p.m.	Town Council Work Session (Town Hall)
Tuesday, February 10 <sup>th</sup> @ 7:00 p.m.	Town Council Regular Meeting (Town Hall)
Tuesday, February 24 <sup>th</sup> @ 5:00 p.m.	Town Council Work Session (Town Hall)

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

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**Altavista High School Football Team – 2014 VHSL Group 1A State Champions**

On December 13, 2014 the Altavista High School Football team defeated Essex High School in the VHSL Group 1A Championship at Salem, VA by a score of 22 – 20. The Colonels finished the season undefeated with a record of 15-0 and are “back to back” state champions in football.

Congratulations to the players, the coaches, the support staff, the administration and the fans for an outstanding and memorable season!

Staff would like to draft a resolution to be adopted by Council and presented to Altavista High School.

Joint Meeting with Town of Brookneal and Campbell County Board of Supervisors—December 8, 2014

A meeting of the Altavista Town Council convened at 6:30 p.m. on the 8<sup>th</sup> day of December 2014 at the Drug Store Grill Restaurant, Brookneal, Virginia, for a joint meeting with the Campbell County Board of Supervisors and the Town of Brookneal.

Council members  
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George

Council members  
absent:

Mr. Charles Edwards
Mr. Jay Higginbotham

Board of Supervisors present:

J.D. Puckett, Chairman, Presiding	Brookneal Election District
James A. Borland	Spring Hill Election District
Stanley I. Goldsmith	Altavista Election District
Eddie Gunter, Jr.	Concord Election District
Steven M. Shockley	Sunburst Election District
Eric R. Zehr	Rustburg Election District

Board of Supervisors absent:

Mike P. Rousseau	Timberlake Election District
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Town of Brookneal Council members present:

James (Champ) Nowlin  
Richard Adams  
Barbara LaPrade  
Joseph B. David, Jr.

Town of Brookneal Council members absent:

Phyllis Campbell, Mayor  
Robert Jean  
Mark Wilkes

Staff present were:

Frank J. Rogers, County Administrator  
Clifton M. Tweedy, Deputy County Administrator  
J. Michael Davidson, Director of Economic Development  
Catherine Moore, Clerk to the Board  
Waverly Coggsdale, Altavista Town Manager  
Dan Witt, Assistant Town Manager, Town of Altavista  
Dennis Jarvis, Economic Development Director, Town of Altavista  
Russell Thurston, Brookneal Town Manager  
Mike Crews, Public Works Director, Town of Brookneal  
Richard Baldwin, Chief of Police, Town of Brookneal  
Bobbie Waller, Clerk/Treasurer. Town of Brookneal

Chairman Puckett opened the meeting and welcomed everyone to the Town of Brookneal. He advised that Mayor Campbell could not be at the meeting because she had recently undergone surgery.

Following introductions, Mr. Thurston gave the invocation.

## Joint Meeting with Town of Brookneal and Campbell County Board of Supervisors—December 8, 2014

Following a wonderful dinner served by Drug Store Grill, Mr. Davidson gave an update on economic development activity in the County. Mr. Tweedy gave an update on current projects by the Campbell County Utilities and Service Authority noting one in particular being a waterline along Route 501 to replace Georgia Pacific's well system.

Mr. Rogers commented that he was blessed to have the opportunity to serve Campbell County and looked forward to working with everyone to improve the quality of life in all of the County. His door was open and he welcomed ideas for continued partnerships.

The meeting was adjourned at 7:53 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

Regular Council Meeting—December 9, 2014

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 December 9, 2014 at 7:00 p.m.

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

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George

Council members  
absent:

Mr. Jay Higginbotham

Also present:

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

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

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

Motion carried:  
VOTE:

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

4. Public Comment

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

5. Special Items or Recognitions

Mayor Mattox recognized and thanked Mr. Joe Emerson for running in the November 2014 Election. He also recognized former Altavista Vice Mayor Ronald Coleman.

Recognition of Councilman Bill Ferguson

Mayor Mattox recognized Mr. William “Bill” Ferguson who has served the Town in several capacities and presented him with the following resolution. Mr. Ferguson’s term will end December 31, 2014.

**RESOLUTION HONORING THE SERVICE OF  
WILLIAM “Bill” FERGUSON  
TO THE TOWN OF ALTAVISTA**

*~~WHEREAS~~, William “Bill” Ferguson was elected to the Altavista Town Council and began service on January 1, 2007 and will conclude his second term on December 31, 2014; and*

*~~WHEREAS~~, Councilman Ferguson, during his eight year tenure has conscientiously and capably served the Town of Altavista and its citizens in a variety of capacities, including service as a member of the Planning Commission since April 2006, the Design Review Committee for Altavista On Track, the Altavista Community Transit System Advisory Board, the Town’s Recreation Committee and several Town Council Committees, most recently on the Finance/Human Resources Committee and Chair of the Public Works/Utility Committee; and*

*~~WHEREAS~~, Councilman Ferguson has served the Town of Altavista with purpose, enthusiasm and dedication while bringing a “common sense approach to Council’s decision-making and exhibited exemplary conduct portraying a sense of fairness; and*

*~~WHEREAS~~, Councilman Ferguson has been instrumental in the vision and progressive nature of the Town, through his support of projects such as the Downtown Infrastructure/Streetscape projects; formation of the Altavista On Track organization; the creation of the Altavista Community Transit System (ACTS); Town beautification efforts including park renovations and the Bedford Avenue bank project, and recycling efforts in Town to name a few; and*

*~~Now, THEREFORE, BE IT RESOLVED~~ by the Altavista Town Council that the Council hereby honors and praises*

***WILLIAM “Bill” FERGUSON***

*for his outstanding service to the people of Altavista and his loving dedication to the betterment of the Town of Altavista, Virginia upon his retirement from office.*

Adopted the 9th day of December 2014.

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Michael E. Mattox, Mayor

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the resolution recognizing Mr. William “Bill” Ferguson.

Motion carried:

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

Mr. Ferguson stated it has been an honor and a pleasure to work with the folks in the Town and a great experience for him.

**FY2016 Budget-Public Input Session**

Mayor Mattox advised Council is looking forward to the FY2016 Budget process and in doing so is seeking input from the public as to items that they would like to see considered or discussed in the preparation of the Town’s budget.

No one came forward to speak.

**6. Consent Agenda**

- a) Approval of Minutes- Regular Meeting November 11, 2014, Continued Meeting November 12<sup>th</sup>, 2014 and Special Meeting November 19, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports

Regular Council Meeting—December 9, 2014

- Administration
- Business License
- Community Development
- Economic Development
- Police Department
- Public Works/Utility Department
- Transit System

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

Motion carried:

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

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Mrs. Dalton advised the Committee considered the request of Mr. Mike Hudson, Avoca Museum’s Director, to allow the use of expended funds devoted to capital improvement projects at the facility. The FY2015 Budget included funds in the amount of \$59,000 for the painting of the museum, the office and other outbuildings. Mr. Hudson was able to negotiate a price for the work that was \$16,000 lower than budgeted. She advised of several maintenance issues that are evident at the museum and Mr. Hudson has requested that he be allowed to utilize the unexpended FY2015 CIP funds for those needs. Mr. Hudson feels that the remaining funds should be sufficient to cover the costs. The Committee recommends that the Director’s request for use of the unexpended funds included in the FY2015 Budget for capital improvements at Avoca be approved.

Mrs. Dalton motioned that the Altavista Town Council allow the unexpended funds in the FY2015 Budget for Avoca’s CIP projects be used in accordance with the Directors’ request.

Motion carried:

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

ii. Police/Legislative Committee

Mr. Edwards advised of two new employees with the Altavista Police Department.

Chief Walsh introduced Detective Barbara Gibson and Captain Barry Stocks. Detective Gibson was hired with the Police Department on December 8, 2014 and Captain Stocks on November 25, 2014.



## Regular Council Meeting—December 9, 2014

### iii. Public Works/Utility Committee

No report.

### Other Items

## 9. New Business

### A) FY2016 Altavista Community Transit System (ACTS) Draft Budget

Mr. Coggsdale advised each year Council is requested to consider the Altavista Community Transit System's (ACTS) budget at their December meeting to allow staff to proceed with the grant application that provides state and federal funds for the operation of the system. He presented Council with correspondence from the Assistant Town Manager related to the ACTS Budget request for FY2016.

The requested budget for ACTS totals \$169,550, with \$95,550 of that being Operational, a slight decrease from last year. The remaining \$74,000 is related to funding for the Capital Improvement Plan associated with the system which includes a replacement bus and bus shelters. The Town's portion of the Operational is \$28,455 and the Capital Improvement Plan is \$14,800.

Mr. Witt addressed Council and thanked them for their continued support of ACTS. He advised the ridership has double since 2011 noting the proposed budget calls for a local match of \$29,498. The CIP items cover the purchase of a new bus and two bus shelters.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to approve the FY2016 ACTS Budget in the total amount of \$169,550, with \$43,255 being local share and authorization of Town staff to apply for the federal and state funds associated with ACTS Budget.

Motion carried:

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

### B) Loading Zone Petition

Mr. Coggsdale advised previously, Dr. Charles West submitted a Petition that seeks the elimination of the loading zone in the 500 block of 7th Street; there are two loading/unloading zones located on 7th Street between Broad Street and Campbell Avenue. He noted Section 74-168 of the Town Code addresses the use of loading zones. Upon receipt of the petition, staff began a review of loading zone needs and the relevance to the central business district. Research indicates that efficient freight movement is critically important to the economic viability of small central business districts. Due to the historical nature of the downtown, off-street parking at businesses is relatively non-existent with only a few providing parking for their customers. Without off-street parking the access to areas for loading/unloading in the downtown area

## Regular Council Meeting—December 9, 2014

in relative proximity to businesses is reduced. Staff understands the need to balance the parking needs of patrons versus the loading/unloading needs of commercial trucks, service vehicles, and small-package-delivery vehicles. Mr. Coggsdale noted there are 23 parking spaces on 7th Street between Broad Street and Campbell Avenue, eighteen are regular “2-Hour Parking”, three are “Handicap”, and two are “Loading/Unloading Zones”. There are forty-four spaces in the Town Hall Parking lot for public use. He felt there was adequate parking in the area and the needs of businesses to have a method for delivery of product; the existence of the loading/unloading zones on 7th Street is justified. Mr. Coggsdale stated based on the review, the existing “loading/unloading zones” can be time restricted and they will be signed to be “No Parking – Loading Zoning from 8 AM to 6 PM Monday through Friday” with a “30 Minute Maximum”.

### C) Vehicle Purchase-Administration

Mr. Coggsdale advised the FY2015 Budget includes funds for the replacement of the Town Manager’s vehicle in the amount of \$27,000. Last month, the former vehicle used by the manager was transferred to the Police Department for use associated with the Regional Task Force. In addition, the new Economic Development Director has begun work and the vehicle that was being used by the Town Manager is being used by the ED Director. Due to the past discussion regarding vehicle purchases, Mr. Coggsdale informed Council that the purchase of the “replacement” vehicle for Administration is needed.

### D) Calendar Year 2015 Town Council Meeting Schedule

Mr. Coggsdale advised of a memorandum from Mayor Mattox proposing the 2015 meeting schedule. This schedule would continue with holding the Council’s regular meetings on the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m. in the Council’s Chambers of Town Hall. In addition the Mayor is proposing that the current committee structure be replaced with a monthly Town Council Work Session that would be held on the 4<sup>th</sup> Tuesday of each month at 5:00 p.m. in the Council’s Chambers of Town Hall.

Mayor Mattox stated the goal is for Council to be more efficient and effective and felt this could be accomplished by having a set date and time for the work sessions.

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the 2015 meeting schedule as presented.

Motion carried:

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

## 10. Unfinished Business

## 11. Manager’s Report

### a) Town Council Calendars (December/January)

Mr. Coggsdale noted the proposed continued meeting on December 17, 2014 to continue discussions with Gay & Neel, LLC and asked Mayor Mattox to continue this meeting to that date. He mentioned the Town of Altavista Council, Town of Brookneal Council and Campbell County Board of Supervisors had a dinner meeting on December 8, 2014.

## Regular Council Meeting—December 9, 2014

### b) Informational Items

#### i.) Bedford Avenue Project Meeting Notes

### 12. Matters from Town Council

Mayor Mattox extended holiday wishes to all.

### 13. Closed Session

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

The meeting was continued to December 17, 2014 at 5:00 p.m. This meeting end at 7:28 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—December 17, 2014

The continued 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 December 17, 2014 at 5:00 p.m.

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

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George

Council members  
absent:

Mr. Charles Edwards  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. David Garrett, Public Works/Utilities Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

2. Mayor Mattox advised the PCB topics would be deleted from agenda and asked if there were any questions regarding the amended agenda. He noted some additional information has been received regarding the PCB Emergency Overflow Pond Remediation and would like to make sure the consultants are fully informed before they present to Council.

Mr. Coggsdale advised he has been in touch with Mr. Steven Rock, Environmental Protection Agency, who shared some thoughts and ideas and suggested that Region 3 be contacted. Mr. Coggsdale felt that the consultants need to be briefed and further conversations with Region 3 before additional discussions.

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

Motion carried:

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

3. Appointments

Mr. Coggsdale advised previously staff discussed the possible need for an appointment to the Planning Commission as Chairman Jerry Barbee had indicated a preference to step down after his current term which ends at the end of December. Mr. Barbee has reconsidered and is interested in continuing to serve. In addition, Mr. John Jordan's term expired at the end of last month and he is also interested in continuing to serve. For the past several years, Councilman Ferguson has served as Council's representative on the Planning Commission and with his departure from Council at the end of the year, this position will need to be filled.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to re-appoint Mr. John Jordan to the Planning Commission with his term expiring November 2018.

Mr. Ferguson noted Mr. Jordan has been a great addition to the Planning Commission.

## Continued Council Meeting—December 17, 2014

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to re-appoint Mr. Jerry Barbee to the Planning Commission with his term expiring December 2018.

Mr. Ferguson stated Mr. Barbee has taken the chairmanship of the Planning Commission to a different level and felt the Town was fortunate to have Mr. Barbee to serve again.

Motion carried:

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

Mayor Mattox asked for a Council member to consider serving on the Planning Commission.

Mr. George offered to serve.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to appoint Mr. George to the Planning Commission.

Motion carried:

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

#### 4. Continued Business

~~Gay & Neel Presentation—PCB Emergency Overflow Pond Remediation Alternatives~~

~~PCB Remediation Discussion~~

Removed from agenda per Council discussion.

#### 5. Matters from Town Council

Mayor Mattox extended holiday wishes to all.

#### 6. Closed Session

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

The meeting was adjourned at 5:12 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 06/2015  
FROM: 12/01/2014 TO: 12/31/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
32922	103	BEACON CREDIT UNION	12/04/2014	610.00
32923	4	BOXLEY AGGREGATES	12/04/2014	713.17
32924	12	BRENNTAG MID-SOUTH INC	12/04/2014	7,438.56
32925	16	CAMPBELL COUNTY UTILITIES & SE	12/04/2014	2,445.12
32926	28	COLUMBIA GAS	12/04/2014	944.90
32927	32	CONTROL EQUIPMENT CO INC	12/04/2014	148.63
32928	125	CVCJA	12/04/2014	5,250.00
32929	1	DANVILLE MASTER GARDENER ASSOC	12/04/2014	150.00
32930	1	DENNIS JARVIS II	12/04/2014	843.17
32931	164	DMV	12/04/2014	60.00
32932	20	J JOHNSON ELLER JR	12/04/2014	1,887.75
32933	301	ENGLISH'S LLC	12/04/2014	698.50
32934	71	FAIRPOINT COMMUNICATIONS	12/04/2014	410.24
32935	41	FISHER SCIENTIFIC	12/04/2014	476.64
32936	119	FOSTER ELECTRIC CO INC	12/04/2014	329.00
32937	43	FOSTER FUELS INC	12/04/2014	24,034.11
32938	49	GERALDINE KAUFFMAN	12/04/2014	1,804.10
32939	47	GRAPHIC CONTROLS	12/04/2014	502.96
32940	52	HACH COMPANY	12/04/2014	921.61
32941	57	ICMA RETIREMENT TRUST-457 #304	12/04/2014	657.00
32942	566	INTEGRATED TECHNOLOGY GROUP IN	12/04/2014	3,973.99
32943	1	JAMES GOGGINS JR	12/04/2014	45.25
32944	1	JEFF ARTHUR	12/04/2014	100.00
32945	158	KORMAN SIGNS INC	12/04/2014	924.75
32946	218	MINNESOTA LIFE	12/04/2014	122.86
32947	300	NAPA AUTO PARTS	12/04/2014	1,080.03
32948	510	RIVER VALLEY RESOURCES LLC	12/04/2014	56.45
32949	9999997	ROBINSON, DAISY	12/04/2014	9.76
32950	9999997	SNEAD, JENNIFER GROVE	12/04/2014	18.99
32951	575	SOUTHERN REFRIGERATION CORP	12/04/2014	402.56
32952	80	SOUTHSIDE ELECTRIC COOP	12/04/2014	947.20
32953	96	UNIVAR USA INC	12/04/2014	3,080.00
32954	542	WILLOUGHBY & ASSOCIATES INC	12/04/2014	350.00
32955	192	WW ASSOCIATES INC	12/04/2014	21,125.00
32956	636	XYLEM DEWATERING SOLUTIONS INC	12/04/2014	585.00
32957	303	ALTAVISTA CHAMBER OF COMMERCE	12/11/2014	306.74
32958	84	ALTAVISTA JOURNAL	12/11/2014	86.50
32959	169	ATLANTIC MACHINERY INC	12/11/2014	1,880.55
32960	302	JERRY BARBEE	12/11/2014	150.00
32961	9999997	BERKLEY, GERALDINE ELIZABETH	12/11/2014	107.23
32962	418	BSW INC	12/11/2014	865.00
32963	581	BUSINESS SOLUTIONS INC	12/11/2014	500.00
32964	389	CAI	12/11/2014	48.75
32965	583	CAMPBELL COUNTY PUBLIC LIBRARY	12/11/2014	902.86
32966	569	DIAMOND PAPER CO INC	12/11/2014	1,009.23
32967	36	DOMINION VIRGINIA POWER	12/11/2014	41,439.23
32968	512	ELECSYS INTNL CORPORATION	12/11/2014	417.00
32969	264	WILLIAM F FERGUSON	12/11/2014	150.00
32970	41	FISHER SCIENTIFIC	12/11/2014	1,606.04
32971	111	GRAINGER INC	12/11/2014	325.50
32972	50	GRETNA TIRE INC	12/11/2014	1,015.07

32973	52	HACH COMPANY	12/11/2014	168.29
32974	9999999	HALL ELSIE E	12/11/2014	15.00
32975	9999997	HUNLEY, CHRISTOPHER R	12/11/2014	48.00
32976	1	JAMES MOORE	12/11/2014	52.64
32977	564	JOHN JORDAN	12/11/2014	150.00
32978	533	LYNN KIRBY	12/11/2014	195.00
32979	454	O'REILLY AUTOMOTIVE INC	12/11/2014	214.12
32980	163	PINE HAVEN PRESS INC	12/11/2014	64.00
32981	9999997	SANCHEZ, YOHAM OCTAVIO	12/11/2014	42.89
32982	9999999	SMITH KERONA N	12/11/2014	13.71
32983	209	SPEAR ENGINEERING COMPANY	12/11/2014	28.90
32984	453	ELAINE THOMPSON	12/11/2014	150.00
32985	35	TREASURER OF VA/VITA	12/11/2014	105.35
32986	92	UNIFIRST CORP	12/11/2014	1,157.68
32987	452	VML INSURANCE PROGRAMS	12/11/2014	22,256.75
32988	110	VUPS INC	12/11/2014	51.45
32989	115	JOHN WOODSON	12/11/2014	150.00
32990	192	WW ASSOCIATES INC	12/11/2014	5,750.00
32991	116	XEROX CORP	12/11/2014	208.82
32992	636	XYLEM DEWATERING SOLUTIONS INC	12/11/2014	5,598.00
32993	9	AFLAC	12/18/2014	1,835.59
32994	578	AMERITAS LIFE INSURANCE CORP	12/18/2014	2,783.02
32995	103	BEACON CREDIT UNION	12/18/2014	585.00
32996	1	BRUMFIELD CONSTRUCTION LLC	12/18/2014	6,000.00
32997	294	BUSINESS CARD	12/18/2014	7,538.13
32998	208	CAMPBELL COUNTY TREASURER	12/18/2014	28,915.95
32999	580	CHC OF VIRGINIA INC	12/18/2014	36,169.34
33000	574	CHRISTOPHER MICALE, TRUSTEE	12/18/2014	125.00
33001	631	COMMERCIAL GLASS & PLASTICS IN	12/18/2014	29.13
33002	32	CONTROL EQUIPMENT CO INC	12/18/2014	1,739.33
33003	125	CVCJA	12/18/2014	19.25
33004	637	EAST COAST VALVE SERVICES INC	12/18/2014	3,860.00
33005	118	FERGUSON ENTERPRISES INC #75	12/18/2014	13,450.47
33006	41	FISHER SCIENTIFIC	12/18/2014	800.94
33007	119	FOSTER ELECTRIC CO INC	12/18/2014	4,155.83
33008	640	GA INDUSTRIES LLC	12/18/2014	1,604.82
33009	639	GAY AND NEEL INC	12/18/2014	3,420.00
33010	52	HACH COMPANY	12/18/2014	436.31
33011	57	ICMA RETIREMENT TRUST-457 #304	12/18/2014	657.00
33012	58	INSTRUMENTATION SERVICES INC	12/18/2014	708.00
33013	566	INTEGRATED TECHNOLOGY GROUP IN	12/18/2014	227.99
33014	9999997	JACKSON, ERNEST	12/18/2014	58.99
33015	172	LLOYD ELECTRIC COMPANY INC	12/18/2014	4,559.00
33016	1	LOVELACE LAWN SERVICES LLC	12/18/2014	1,039.00
33017	638	MA DALTON PAINTING CONTRACTOR	12/18/2014	41,300.00
33018	138	MID ATLANTIC PRINTERS LTD	12/18/2014	5,037.00
33019	67	ORKIN PEST CONTROL LLC	12/18/2014	241.85
33020	72	PHYSICIANS TREATMENT CENTER	12/18/2014	180.00
33021	9999998	Russell's Auction	12/18/2014	150.00
33022	379	REI CONSULTANTS INC	12/18/2014	1,807.21
33023	185	RILEIGHS OUTDOOR DECOR	12/18/2014	163.97
33024	124	TREASURER OF VA	12/18/2014	2,209.53
33025	96	UNIVAR USA INC	12/18/2014	1,540.00
33026	601	VACORP	12/18/2014	50.83
33027	9999997	WHITLEY, KRISTY S.	12/18/2014	7.49
33028	192	WW ASSOCIATES INC	12/18/2014	1,395.00
33029	641	DENNIS JARVIS II	12/19/2014	908.00

33030	103	BEACON CREDIT UNION	12/31/2014	585.00
33031	1	BERNARD PROCTOR	12/31/2014	62.25
33032	208	CAMPBELL COUNTY TREASURER	12/31/2014	421.56
33033	427	CENTURYLINK	12/31/2014	2,239.51
33034	46	GENTRY LOCKE RAKES MOORE LLP	12/31/2014	75.00
33035	57	ICMA RETIREMENT TRUST-457 #304	12/31/2014	657.00
33036	386	IDS SECURITY	12/31/2014	57.00
33037	1	JEFFREY ROWLAND	12/31/2014	100.00
33038	1	LINDA RODRIGUEZ	12/31/2014	270.00
33039	218	MINNESOTA LIFE	12/31/2014	122.86
33040	469	CHAD NICHOLS	12/31/2014	2,400.00
33041	423	NTELOS	12/31/2014	716.76
33042	588	PITNEY BOWES GLOBAL FINANCIAL	12/31/2014	50.00
33043	642	TREASURER OF VIRGINIA TECH	12/31/2014	1,578.25
33044	93	UNITED STATES POST OFFICE	12/31/2014	437.74

NO. OF CHECKS: 123

TOTAL CHECKS

355,859.50



Town of Altavista  
FY 2015 Revenue Report  
50% 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	214,418	58	366,788	99	369,000
Public Service - Real & Personal	86,600	86,600	157,946	182	164,860	190	165,000
Personal Property	195,000	195,000	109,263	56	134,820	69	195,000
Personal Property - PPTRA	100,000	100,000	0	0	2,522	3	100,000
Machinery & Tools	1,518,000	1,518,000	665,140	44	1,487,193	98	1,518,000
Mobile Homes - Current	500	500	151	30	346	69	500
Penalties - All Taxes	5,500	5,500	616	11	1,643	30	5,500
Interest - All Taxes	3,000	3,000	189	6	1,347	45	3,000
Local Sales & Use Taxes	135,000	135,000	13,369	10	49,047	36	135,000
Local Electric and Gas Taxes	110,000	110,000	5,498	5	39,179	36	110,000
Local Motor Vehicle License Tax	43,000	43,000	15,826	37	33,346	78	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	80,000	80,000	6,050	8	35,522	44	80,000
Local Meal Taxes	660,000	660,000	64,637	10	297,048	45	660,000
Audit Revenue	3,500	3,500	0	0	0	0	3,500
Container Rental Fees	900	900	8	1	8	1	900
Communications Tax	40,000	40,000	3,446	9	13,617	34	40,000
Transit Passenger Revenue	5,000	5,000	740	15	2,303	46	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  
50% 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>
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	20	2	500	50	1,000
Fines & Forfeitures - Court	20,000	20,000	781	4	2,780	14	10,000
Parking Fines	200	200	40	20	170	85	200
Interest and Interest Income	58,000	58,000	2,221	4	10,255	18	58,000
Rents - Rental of General Property	1,000	1,000	87	9	487	49	1,000
Rents - Pavilion Rentals	3,000	3,000	0	0	675	23	3,000
Rents - Booker Building Rentals	4,000	4,000	200	5	2,825	71	4,000
Rents - Rental of Real Property	60,000	60,000	7,790	13	25,166	42	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	20,037	25	40,074	50	80,000
State Rental Taxes	500	500	51	10	381	76	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,325	102	9,100
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	1,379	9	18,327	118	15,500
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	0	0	0	0	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	14,601	21	25,241	36	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	0	0	0	0	10,000
Misc. - Cash Discounts	200	200	37	19	351	175	200

Town of Altavista  
FY 2015 Revenue Report  
50% 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	2,697	21	10,669	82	13,000
Reimbursement of Insurance Claim	0	0	0	0	0	0	0
Misc. - State Forfeiture Fund	0	0	0	0	693	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
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	3,500	0	0	0	0	3,500
	<b><u>4,104,600</u></b>	<b><u>4,108,100</u></b>	<b><u>1,307,237</u></b>	<b><u>31.82</u></b>	<b><u>2,865,332</u></b>	<b><u>69.75</u></b>	<b><u>4,176,500</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
50% 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>ALL FUNDS TOTAL</b>							
Operations	5,702,350	5,729,270	440,900	8	2,538,834	44	5,729,170
Debt Service	0	0	0	0	0	0	0
CIP	750,000	750,000	94,208	13	533,185	71	750,000
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>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>7,422,320</u>	<u>535,108</u>	<u>7</u>	<u>3,072,019</u>	<u>41</u>	<u>7,422,220</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
50% 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	2,499	7	12,543	37	34,030
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Administration - TOTAL:	<u>44,030</u>	<u>44,030</u>	<u>2,499</u>	<u>6</u>	<u>12,543</u>	<u>28</u>	<u>44,030</u>
Administration							
Operations	755,340	755,340	64,945	9	402,223	53	755,340
Debt Service	0	0	0	0	0	0	0
CIP	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>0</u>	<u>7,949</u>	<u>23</u>	<u>35,000</u>
Administration - TOTAL:	<u>790,340</u>	<u>790,340</u>	<u>64,945</u>	<u>8</u>	<u>410,172</u>	<u>52</u>	<u>790,340</u>
Non-Departmental							
Operations	989,980	1,004,980	45,473	5	225,614	22	1,004,980
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	0	0	-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 Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>307,900</u>	<u>322,900</u>	<u>29,223</u>	<u>9</u>	<u>193,114</u>	<u>60</u>	<u>322,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>59,000</u>	<u>59,000</u>	<u>48,339</u>	<u>82</u>	<u>73,306</u>	<u>124</u>	<u>59,000</u>
Non-Departmental - TOTAL:	<u>366,900</u>	<u>381,900</u>	<u>77,562</u>	<u>20</u>	<u>266,421</u>	<u>70</u>	<u>381,900</u>
Public Safety							
Operations	909,900	909,900	63,664	7	357,194	39	909,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>32,000</u>	<u>32,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,000</u>
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>63,664</u>	<u>7</u>	<u>357,194</u>	<u>38</u>	<u>941,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
50% 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>							
Public Works							
Operations	943,950	947,450	25,933	3	342,145	36	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>995,950</u>	<u>25,933</u>	<u>3</u>	<u>368,757</u>	<u>37</u>	<u>995,950</u>
Economic Development							
Operations	162,850	162,850	8,804	5	9,993	6	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>8,804</u>	<u>5</u>	<u>9,993</u>	<u>6</u>	<u>162,850</u>
Transit System							
Operations	96,050	96,050	5,111	5	41,607	43	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>5,111</u>	<u>4</u>	<u>50,227</u>	<u>40</u>	<u>124,050</u>
GENERAL FUND TOTALS							
Operations	3,210,020	3,228,520	200,178	6	1,358,818	42	3,228,420
Debt Service	0	0	0	0	0	0	0
CIP	212,500	212,500	48,339	23	116,487	55	212,500
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,422,520</u>	<u>3,441,020</u>	<u>248,517</u>	<u>7</u>	<u>1,475,305</u>	<u>43</u>	<u>3,440,920</u>

Town of Altavista  
Council / Planning Commission  
FY 2015 Expenditure Report  
50% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - 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	21,000	21,000	1,749	8	10,496	50	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	750	15	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>2,499</b>	<b>6</b>	<b>12,543</b>	<b>28</b>	<b>44,030</b>

Town of Altavista  
Administration  
FY 2015 Expenditure Report  
50% 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	29,648	7	175,383	44	397,400
Other Employee Benefits	18,800	18,800	0	0	13,719	73	18,800
Services	175,340	175,340	10,323	6	106,052	60	175,340
Other Charges	135,700	135,700	22,911	17	90,937	67	135,700
Materials & Supplies	28,100	28,100	2,063	7	16,133	57	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>64,945</b>	<b>8</b>	<b>410,172</b>	<b>52</b>	<b>790,340</b>



Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
50% 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><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	29,223	60	41,723	86	48,600
<i>Campbell County Treasurer</i>			28,916	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	0	0	10,000	50	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	307	61	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	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,325	93	10,000
Contribution - Avoca	16,900	16,900	0	0	8,450	50	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	0	0	17,500	50	35,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>273,500</b>	<b>273,500</b>	<b>29,223</b>	<b>11</b>	<b>136,998</b>	<b>50</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>29,223</b>	<b>10</b>	<b>138,366</b>	<b>50</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  
50% 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	0	0	0	15,000	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	32,500	50	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>682,080</b>	<b>682,080</b>	<b>16,250</b>	<b>2</b>	<b>72,500</b>	<b>11</b>	<b>682,080</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	0	0	14,749	50	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>0</b>	<b>0</b>	<b>14,749</b>	<b>50</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>989,980</b>	<b>989,980</b>	<b>45,473</b>	<b>5</b>	<b>225,614</b>	<b>23</b>	<b>989,980</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	48,339	82	48,339	82	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>48,339</b>	<b>82</b>	<b>73,306</b>	<b>124</b>	<b>59,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>1,048,980</b>	<b>1,048,980</b>	<b>93,812</b>	<b>9</b>	<b>298,921</b>	<b>28</b>	<b>1,048,980</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>366,900</b>	<b>366,900</b>	<b>77,562</b>	<b>21</b>	<b>226,421</b>	<b>62</b>	<b>366,900</b>

Town of Altavista  
Public Safety  
FY 2015 Expenditure Report  
50% 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	56,324	7	315,241	40	783,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	3,486	35	10,000
Other Charges	36,200	36,200	6,439	18	20,754	57	36,100
Materials & Supplies	80,600	80,600	900	1	17,713	22	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>63,664</b>	<b>7</b>	<b>357,194</b>	<b>38</b>	<b>941,800</b>

Town of Altavista  
Public Works  
FY 2015 Expenditure Report  
50% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</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>
Wages & Benefits	651,600	651,600	11,196	2	224,143	34	651,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	-533	-6	3,356	36	9,250
Other Charges	25,600	25,600	2,014	8	8,937	35	25,600
Materials & Supplies	257,500	261,000	13,256	5	105,709	41	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>995,950</b>	<b>25,933</b>	<b>3</b>	<b>368,757</b>	<b>37</b>	<b>995,950</b>

Town of Altavista  
Economic Development  
FY 2015 Expenditure Report  
50% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - 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	79,400	79,400	6,915	9	6,915	9	79,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	0	0	395	1	47,700
Other Charges	30,250	30,250	1,889	6	2,630	9	30,250
Materials & Supplies	5,500	5,500	0	0	52	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>8,804</b>	<b>5</b>	<b>9,993</b>	<b>6</b>	<b>162,850</b>

Town of Altavista  
Transit System  
FY 2015 Expenditure Report  
50% of Year Lapsed

<b><u>TRANSIT SYSTEM - 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	61,800	61,800	4,592	7	28,957	47	61,800
Services	5,950	5,950	45	1	390	7	5,950
Other Charges	4,150	4,150	300	7	1,733	42	4,150
Materials & Supplies	24,150	24,150	174	1	10,526	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>5,111</b>	<b>4</b>	<b>50,227</b>	<b>40</b>	<b>124,050</b>

Town of Altavista  
FY 2015 Revenue Report  
50% 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	1,330	38	4,166	119	11,000
Water Charges - Industrial	861,000	861,000	46,874	5	361,516	42	861,000
Water Charges - Business/Residential	239,600	239,600	56,627	24	151,440	63	239,600
Water Charges - Outside Community	130,200	130,200	25,447	20	71,640	55	130,200
Water Charges - Water Connection Fees	1,200	1,200	0	0	2,138	178	2,100
Sewer Charges - Industrial	1,130,900	1,130,900	62,312	6	474,304	42	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	54,723	23	139,161	58	238,800
Sewer Charges - Outside Community	1,900	1,900	0	0	0	0	1,900
Sewer Charges - Sewer Connection Fees	2,000	2,000	0	0	5,200	260	5,200
Sewer Charges - Sewer Surcharges	40,000	40,000	3,991	10	45,263	113	65,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	28	1	2,246	64	3,500
Misc. Cash Discounts	200	200	2	1	7	4	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	810	3	10,545	42	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	3,420	0	0	0	0	3,420
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>2,681,720</u></b>	<b><u>252,144</u></b>	<b><u>9</u></b>	<b><u>1,267,628</u></b>	<b><u>47</u></b>	<b><u>2,718,320</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
50% of Year Lapsed

ENTERPRISE FUND (FUND 50)	<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>
Water Department							
Operations	895,000	895,000	102,960	12	482,652	54	895,000
Debt Service	0	0	0	0	0	0	0
CIP	115,000	115,000	45,869	40	396,258	345	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>1,142,275</u>	<u>148,829</u>	<u>13</u>	<u>878,910</u>	<u>77</u>	<u>1,142,275</u>
Wastewater Department							
Operations	1,131,250	1,139,670	91,105	8	520,960	46	1,139,670
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	0	0	20,439	<u>8</u>	272,500
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>		<u>0</u>		<u>132,275</u>
Wastewater Department - TOTAL:	<u>1,536,025</u>	<u>1,544,445</u>	<u>91,105</u>	<u>6</u>	<u>541,400</u>	<u>35</u>	<u>1,544,445</u>
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,034,670	194,065	10	1,003,612	49	2,034,670
Debt Service	0	0	0	0	0	0	0
CIP	<u>387,500</u>	<u>387,500</u>	<u>45,869</u>	<u>12</u>	<u>416,698</u>	<u>108</u>	<u>387,500</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>					<u>264,550</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,678,300</u>	<u>2,686,720</u>	<u>239,935</u>	<u>9</u>	<u>1,420,310</u>	<u>53</u>	<u>2,686,720</u>



Town of Altavista  
Water Department  
FY 2015 Expenditure Report  
50% 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	39,534	8	255,197	49	525,700
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	446	1	20,712	48	43,450
Other Charges	161,850	161,850	12,292	8	96,673	60	161,850
Materials & Supplies	164,000	164,000	50,688	31	110,070	67	164,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	115,000	115,000	45,869	40	396,258	345	115,000
Transfer Out to Reserves	132,275	132,275					132,275
<b>Total Expenditures</b>	<b>1,142,275</b>	<b>1,142,275</b>	<b>148,829</b>	<b>13</b>	<b>878,910</b>	<b>77</b>	<b>1,142,275</b>

Town of Altavista  
Wastewater Department  
FY 2015 Expenditure Report  
50% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</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>
Wages & Benefits	645,500	645,500	49,035	8	301,979	47	645,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	19,070	3,471	18	14,123	74	19,070
Other Charges	311,500	311,500	27,291	9	131,389	42	311,500
Materials & Supplies	163,600	163,600	11,308	7	73,469	45	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>1,544,445</b>	<b>91,105</b>	<b>6</b>	<b>541,400</b>	<b>35</b>	<b>1,544,445</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
50% 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	46,012	11	162,916	37	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>46,012</u>	<u>8</u>	<u>162,916</u>	<u>28</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	644	2	13,488	43	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>644</u>	<u>1</u>	<u>13,488</u>	<u>24</u>	<u>56,080</u>

Town of Altavista  
FY 2015 State/Highway Fund  
50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	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>							
Street & Highway Maintenance	585,000	585,000	154,768	26	309,535	53	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0.81	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>154,768</u></b>	<b><u>26</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	154	0	3,558	7	48,200
Maintenance - Pavement	150,000	150,000	0	0	13,735	9	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,667	8	26,644	47	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	1,862	5	21,584	54	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,333	5	30,173	60	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	36,996	46	67,222	84	80,000
			0				
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>46,012</u>	<u>11</u>	<u>162,916</u>	<u>37</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>46,012</u></b>	<b><u>8</u></b>	<b><u>162,916</u></b>	<b><u>28</u></b>	<b><u>585,000</u></b>

Town of Altavista  
FY 2015 Cemetery Fund  
50% of Year Lapsed

Cemetery Fund - Fund 90	<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>REVENUE</b>							
Permits/Burials	15,000	15,000	1,200	8	7,100	47	15,000
Interest/Interest Income	8,500	8,500	2,230	26	4,601	54	8,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,600	90	4,000
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>3,430</u></b>	<b><u>6</u></b>	<b><u>40,301</u></b>	<b><u>72</u></b>	<b><u>56,080</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	453	5	2,333	25	9,500
Salaries and Wages/Overtime	500	500	11	2	349	70	500
Benefits/FICA	800	800	33	4	193	24	800
Benefits/VRS	1,050	1,050	53	5	267	25	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	88	8	425	39	1,100
Benefits/Group Life	130	130	6	4	29	22	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>644</u></b>	<b><u>1</u></b>	<b><u>13,488</u></b>	<b><u>24</u></b>	<b><u>56,080</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits  
Balance as of December 31, 2014

**\$ 17,804,475.67**

**Non-Specific**

Green Hill Cemetery 555,211.22

General Fund Reserves

Capital Improvement Program Reserves

3,083,756.75

Altavista EDA Funding 299,210.83 \*

VDOT TEA 21 Enhancement Match 309,000.00

608,210.83

Enterprise Fund Reserves

Capital Improvement Program Reserves

186,905.44

PCB Remediation 617,868.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,233.73

Train Station 0.00

Public Funds Money Market Accounts

11,822,483.38 → Includes Funds for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 911,897.17

**DESIGNATED FUNDS 2,711,330.10**

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

**UNDESIGNATED FUNDS**

15,093,145.57

-6,313,403.00

8,779,742.57

	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

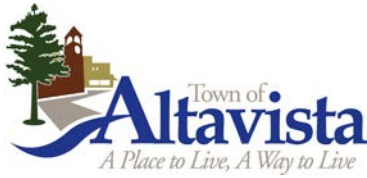
-3,739,093.96

Transfer of excess funds from Operating Acct. to MM

-1,500,000.00

**UNDESIGNATED RESERVE FUND BALANCE**

2,534,797.77



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

**Date:** January 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Consent Agenda Item – Monthly Budget Amendments/Departmental Transfers

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

- Licht visit \$ 4,000  
(*Council approval: April 8, 2014*)
- Licht trees \$ 1,400  
(*Council approval: May 5, 2014*)
- War Memorial Park restoration project \$ 5,680  
(*Council approval: August 13, 2013*)
- Debt Service Interest (CB&T 20 year loan) \$ 56,751  
(*Council approval: September 9, 2014*)
- Debt Service Issuance Costs \$ 30,470  
(*Council approval: September 9, 2014*)

Attached is a Departmental Transfer (from on line item to another)

- Police Department \$ 2,700  
(Academy dues increase/Annual dues for the Central VA Drug and Gang Task Force)



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Contractual Services / Misc & Professional Services		
050-5101-702.30-14	\$ 4,000.00	
Enterprise Fund		
Transfer In / From PCB Reserves		
050-0000-361.01-00		\$ 4,000.00

### Summary

Appropriate \$4,000.00 from PCB Reserves towards Dr. Licht's visit in March 2014 as well as the "cuttings" he left for the town. Approved by Council at the April 8, 2014 meeting.

### Budget Impact

This will result in a net increase to the budget of \$4,000.00. Approved by Council at the April 8, 2014 meeting.

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

Adopted this 13th day of January 2015





# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Contractual Services / Misc & Professional Services		
050-5101-702.30-14	\$ 1,400.00	
Enterprise Fund		
Transfer In / From PCB Reserves		
050-0000-361.01-00		\$ 1,400.00

### Summary

Appropriate \$1,400.00 from PCB Reserves for 150 poplar trees provided by Dr. Licht.

### Budget Impact

This will result in a net increase to the budget of \$1,400.00. Approved by Council at the May 5, 2014 meeting.

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

Adopted this 13th day of January 2015



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Materials & Supplies / Supplies		
010-4104-602.60-18	\$ 5,680.00	
General Fund		
Transfer In / From Reserves		
010-0000-361.01-00		\$ 5,680.00

### Summary

Appropriate \$5,680 from Reserves for replacing the plexiglas and repainting the display containing historical documents at the War Memorial Park as requested by Mr. Ralph English, representative of the local chapter of Veterans of Foreign Wars Post 4165 and American Legion Memorial Post 36.

### Budget Impact

This will result in a net increase to the budget of \$5,680. Approved by Council at the August 13, 2013 Council meeting.

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

Adopted this 13th day of January 2015



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund Debt Service / Interest 050-5001-701.50-88	\$ 30,470.00	
Enterprise Fund Transfer In / From Reserves 050-0000-361.01-00		\$ 30,470.00

### Summary

Appropriate \$30,470.00 from Reserves for issuance costs associated with new Debt Service with CB&T for a 20 year loan to fund water improvements on Bedford Avenue.

### Budget Impact

This will result in a net increase to the budget of \$30,470.00. Approved by Council at the September 9, 2014 meeting.

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

Adopted this 13th day of January 2015



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2015:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund Debt Service / Interest 050-5001-701.90-04	\$ 56,751.00	
Enterprise Fund Transfer In / From Reserves 050-0000-361.01-00		\$ 56,751.00

### Summary

Appropriate \$56,751.00 from Reserves for interest associated with Debt Service with CB&T for a 20 year loan to fund water improvements on Bedford Avenue.

### Budget Impact

This will result in a net increase to the budget of \$56,751.00. Approved by Council at the September 9, 2014 meeting.

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

Adopted this 13th day of January 2015

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester

Chief Ken Walsh

Required

Department Name :

Police

Required

Date of Request:

12/3/2014

Fiscal Year:

2015

Phone #:

Email Address:

kiwalsh@altavistava.gov

Reason for Transfer:

Transfer of funds from Subsistance/Lodging to Association Membership Dues to cover a shortage as a result of an increase in Academy dues as well as to cover the annual dues for the Central Va. Drug and Gang Task Force.

Excluding Salary/Wages Line Items

DEBIT: (Charge)					
Account Number		Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-3101-501.50-28		\$2,700.00	Dues & Association Membership		
Total Debits:		\$2,700.00			

CREDIT:					
Account Number		Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-3101-501.50-24		-\$2,700.00	Subsistance & Lodging		
Total Credits:		-\$2,700.00			

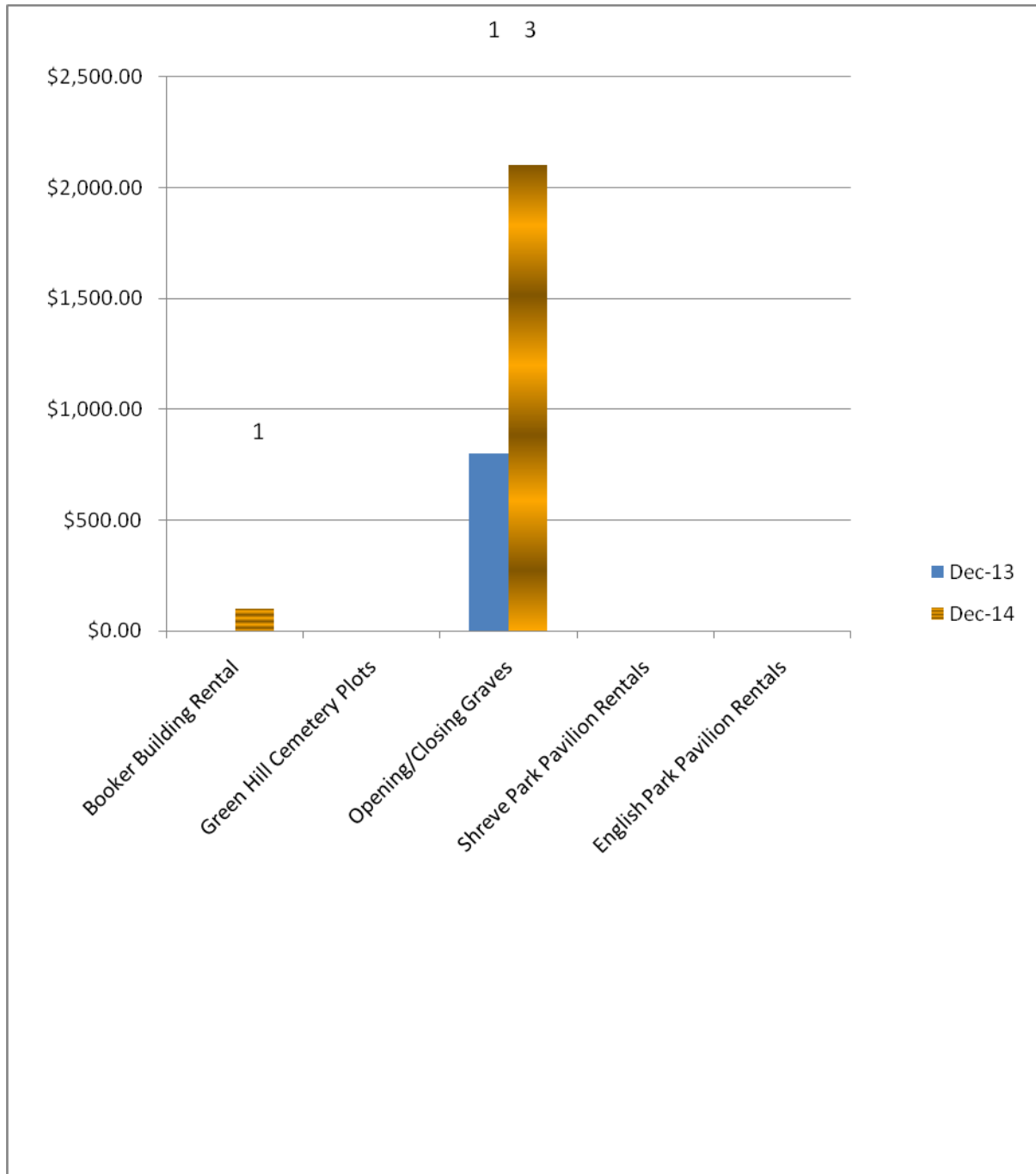
Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

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

## ~ADMINISTRATION~



# Monthly Report to Council

**Date:** January 13, 2015

**To:** Town Council

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

**Re:** December Report

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## 1. Zoning/Code Related Matters: 2014 Permits Zoning Permits issued

DATE	PERMIT #	APPLICANT NAME & ADDRESS	REASON FOR PERMIT
1/2/2014	001-14	Terry Lambert 514 Smith Rd. Hurt, VA	Ebay business at 611 7th St.
3-Jan	002-14	Terri Dews 815 Main St. Altavista	New owner Airabella Flowers & Gifts, LLC
6-Jan	003-14	I.H. McBride Sign Co. Lynchburg, VA	Facia sign Pizza Hut 105 Clarion Rd Suite C
7-Jan	004-14	Dennis Peerman 110 Hillside Rd. Hurt Va	PA PA Hobby Shop & More, LLC 521 Main St.
16-Jan	006-14	Dominion Power 104 Wood Lane	5,000 sq. ft. warehouse
31-Jan	007-14	Jerome Snyder, Lynchburg VA	New business, 621 Broad St. Kvasir Meadworks
4-Feb	008-14	Chris Germeroth, 1507 Main St	Enclose existing loading doc/storage area
24-Feb	009-14	Freddie Melton, 910 7th Street	10x16' shed in back yard
27-Feb	010-14	Stewart Herndon, 2129 Laurel LN	12x14' deck on back of house
5-Mar	011-014	Witt Builders INC. 1225 Wards Road	Renovations- overhead doors at PW Building
6-Mar	012-14	WEM Masonry INC, 580 Rhonda Rd. Rustburg	New front porch at 212 Ogden Rd.
18-Mar	012-14	Michelle Moore, Gretna Rd. VA 24557	New Business, Cloud 9 Massage- 621 Broad Street
20-Mar	013-14	Arleatha Payne 704 11th Street	12'x16' detached Garage
24-Mar	014-14	Ascension Builders, Goode VA	Covered porch 8'x15' 910 7th
27-Mar	015-14	Campbell County 34 Communication Ln, Rustburg	Replace 10x14' shed at Melinda Dr. Water Tank
9-Apr	016-14	Jeffery Dalton 1230 Main Street, Altavista	Replace existing ECC Sign
11-Apr	017-14	Ronald Hagood, 101 Allen Rd. Altavista	Enclose existing front porch 9x18'
14-Aug	018-14	John Erb, 2201 Beverly Heights, Altavista	12x16' shed in rear yard
18-Apr	019-14	Brian Davis, 2 Sourwood Lane	10x10' storage shed at 519 8th Street
23-Apr	020-14	Carrie and Will Skinnell 1425 Broad Street	12x12' deck on rear of home
29-Apr	021-14	Thomas Kathan 1828 Sunset Dr	Bargain & More LLC 614 7th Street
1-May	022-14	Parris Phelps, Arlington, VA	Renovations 1032 Main Street- Verizon Retail
6-May	023-14	Thomas McCue, 1000 Main Street	New Business- Pawn Solutions
19-May	024-14	Jerry Gregory 1014 7th Street	Enclosed detached garage
21-May	025-14	Tara Tiller, 1029 7th Street	Above ground pool in back yard
28-May	027-14	Clarsie Strouth 102 Valley View Dr.	8'x16' shed in back yard
28-May	028-14	Paul Shelton 606 7th Street	Relocation of Altavista Appliance
6-Jun	029-14	Christine Bell 1103 Bedford Ave	Carport and gazebo
6-Jun	030-14	David Cox 2 Elm Street	Above ground pool in back yard
23-Jun	031-14	Robert Robinson, Evington VA	Deck on rear of house at 1417 Broad Street
26-Jun	032-14	Keystone Novelties Distribution, Lancaster, PA	Tent for Fireworks sales at 1301 Main Street
30-Jun	033-14	John Saunders, 1310 Riverview CT, Altavista	8x12' covered deck
1-Jul	034-14	Anchor Signs, Charleston, SC	Sign 1301L- Main Street- H&R Block
7-Jul	035-14	Jeff Alure 901 7th St. #A- Kim Moore	Hair Salon at 901 7th Street
11-Jul	036-14	John Trent 607 Riverview Dr. Altavista VA	10x12 deck on the front of house HC ramp
18-Jul	037-14	Donnie Bryant 1616 Melinda Dr.(Pending)	Business office 2nd floor at 507 7th Street
5-Aug	038-14	Altavista Area H4H Lynch Mill Road	New home at 1112 4th Street
5-Aug	039-14	Altavista Area H4H Lynch Mill Road	New home at 1114 4th Street
6-Aug	040-14	Pam Barnwey 1700 Avondale Dr	2 car carport in back yard
18-Aug	041-14	Chester Jones, 3223 Chestnut Rd. Nathalie VA	Amend permit 039-13 to allow game room
21-Aug	042-14	Dale Moore, 600 Main Street	Deck for outdoor dinning on Main St. Side
2-Sep	043-14	Lance Teague 204 West Road	12x14' shed in side yard
11-Sep	044-14	Vanessa Wolfe 2017 Younger Rd Halifax, VA	The Scrub Shoppe 823 Main Street
17-Sep	045-14	Mark Mattox, 1137 9th Street	12x12 deck on rear of home
18-Sep	046-14	Antonil Mattera, 105 Clarion Rd. Suite 2	Taste of Italy Restaurant
19-Sep	047-14	John Myers, 710 15th St.	22'x21' car port in side yard
29-Sep	048-14	IH McBride Signs Lynchburg, VA	31.5 sq.ft sign at 1305 Main Street
1-Oct	048A-14	Dhrumit Shah 1558 Main Street	Elevator installed for hotel at this site
14-Oct	049-14	Flip West Builders Inc, Lynch Station VA	Office renovations- First National Bk Broad St.
14-Oct	050-14	Gary's Sign Service, Danville VA	Sign 125 Clarion Rd- Taste of Italy
17-Oct	051-14	Patricia Seamans Bergmahn Assoc. Rochester, NY	Walmart Fueling Center 51 Clarion Road
20-Oct	051A-14	Delores Webb 346 Starky Rd. Gretna	C&W Hair Salon 1029 Main Street
24-Oct	052-14	Kristyn Lefler Gretna, VA	New Owner Altavista Arts & Antiques
29-Oct	053-14	Joshua Layne 304 Ogden Rd	32x32' detached garage in back yard
31-Oct	054-14	Campbell County 34 Communication Ln, Rustburg	3 additional VHF antennas at 1618 Melinda Dr.
11-Nov	056-14	Chris Anderson 714 Main Street	Relocation of State Farm Business
17-Nov	057-14	Tim & Sheryl Tyler 1011 B Main Street	Supervise-Grocery and Cabinet Business
24-Nov	059-14	Carolyn Davis 916 Main Street	New Business- Dynamic Praise Gift Shop

- Met with Bill Martin regarding ‘dangerous’ trees leaning towards River Road. Coordinated removal of trees with David Garrett.
  - Nuisance notice sent to owner of home at 812 12<sup>th</sup> Street. This house was gutted by fire in March 2014 and I met with owner regarding repairs or demolition but no action has been taken on the owner’s part.
  - Met with Waverly and David Garrett about the water issue in the alley behind 817 Main Street. A plan of action was developed.
2. **Site Plans Reviewed and/or Approved:**
- Approved subdivision plat for former Lane Furniture property.
  - Approved footer setbacks for 817 Main Street- new construction for State Farm building.
  - Approved Deed of Vacation for lots on Valley View Drive.
  - Approved plat for corner of 7<sup>th</sup> and Amherst.
3. **Planning Commission (PC) Related:**
- Completed packets for January 5<sup>th</sup> meeting. Included Annual Report and compiling Annual Comprehensive Plan review documents.
4. **AOT Related**
- Met with Herb Miller and Bill Smith and did interview with Main Street folks. .
5. **ACTS Related**
- Completed and submitted November billing reimbursement request to DRPT for operations and submitted.
  - Completed and submitted billing reimbursement request to DRPT for CIP item Administrator computer.
  - Validated daily ridership and revenue for bus system (December) - see bus report.
  - Completed online November monthly reporting to DRPT.
  - Completed work on budget for FY2016 grant application. Gained approval from Town Council to submit grant application to DRPT.
  - Conducted a phone conference with 2 persons from KFH who will be developing a marketing plan for ACTS.
6. **Projects and Administrative Related:**
- Updated GIC
  - Town Council reports for December
  - Streetscape/infrastructure project:
    - Appealed FHWA determination based on a ruling they made in a Colorado case with very similar conditions. FHWA will be meeting January 13 to make a determination of the appeal.
    - Staff requested that VCP clean buildings that were not done as part of the final inspection. Steve Dalton brought this to staff’s attention.
    - Old Pending Business: 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.
  - Staff has contracted to have a water run-off issued repaired at Blank's Oil. This was completed in December 2014.
- Visited property business owners with Mayor Mattox and Planning Commission Chairman Barbee on December 10, 11, and 16.
  - Met with regional planners on December 5<sup>th</sup>.
  - Attended Board of Supervisors and Town Councils dinner in Brookneal.
  - Worked with Public Works for boil water advisory due to broken water line on Pittsylvania Avenue.
  - Reviewed and edited RFP for water tank maintenance.
  - Met with Chief Walsh and Town Manager to discuss and develop a plan of action for a feral cat problem within the downtown.

Below is an overview of my activities relating to the AEDA'S 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)**
  - Virginia Main Street managers retreat-**01/21-01/23**
  - Region 2000 Marketing trip to Lexington, Kentucky **01/28-01/30**
  - VEDP Staff on project updates- **Email/Phone**
  - Mid-Atlantic Broadband marketing officials- **Email/Phone**
  - The Hollingsworth Corporation - **Email/Phone**
  - Dominion Natural Resources- **Email/Phone**
  - VA DHCD-**Email/Phone**
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 BGF; Rage Plastics; Graham Plastics; Moore Electrical and Mechanical; and I have a meeting scheduled with Altavista Instrumental Controls. We will be conducting follow up meetings with the companies as well.
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.** Greg Dahbura is working with our office and the Campbell County office of economic development on a marketing plan for the former Lane site; they are proceeding with the demolition of the site. Theron Barrineau, II from Gay and Neal met with the office to review the site selection study; we will be presenting the study to the EDA in January. We also are working on identifying property owners for vacant buildings and available sites in the community to update the new database program we have.
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 have training scheduled with Brand Accelerator for revising/updating the office website. I am also working on developing a draft of a marketing program and incentive program for the office that will be presented in February. The position for the

Main Street coordinator has been posted in the Altavista Journal and we are accepting resumes for the position.

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

- We worked with the AOT officials and board and assisted with the marketing for the “Pop Up” program; the class begins this week. We started the advertising “Advantage Altavista” RLF program in the Altavista Journal and developed marketing materials.



## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF DECEMBER, 2014

#### **CRIME STATISTICS** – December 1, 2014 through December 31, 2014

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

For the Month of December, the Town of Altavista experienced 3 incidents or a 25.00% decrease in Crimes Against Persons compared to 4 incidents last year during the same reporting period.

- 2 Simple Assault
- 1 Statutory Rape

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

For the Month of December, the Town of Altavista experienced 14 incidents or a 55.56% increase in Property Crimes compared to 9 incidents last year during the same reporting period.

- 3 Destruction of Property
- 4 Shoplifting
- 1 Theft from Motor Vehicle
- 2 Burglary/Breaking & Entering
- 1 Motor Vehicle Theft
- 1 Theft from Building
- 1 All Other Larceny
- 1 Embezzlement

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

For the Month of December, the Town of Altavista experienced 17 incidents or a 41.67% increase in Quality of Life Crimes compared to 12 incidents last year during the same reporting period.

- 1 Drug/Narcotic Violation
- 2 Drunkenness
- 1 Disorderly Conduct
- 1 Family Offense, Nonviolent
- 12 All Other Offenses



## **CRIME STATISTICS - January 1, 2014 through December 31, 2014 Y.T.D.**

Year to date, the Town of Altavista experienced 48 incidents or a 6.67% increase in Crimes Against Persons compared to 45 incidents last year during the same reporting period.

- 1 Robbery
- 8 Aggravated Assault
- 38 Simple Assault
- 1 Statutory Rape

Year to date, the Town of Altavista experienced 113 incidents or a 25.56% increase in Property Crimes compared to 90 incidents last year during the same reporting period.

- 8 Breaking & Entering
- 1 Embezzlement
- 28 Shoplifting
- 13 Theft From Motor Vehicle
- 27 Destruction of Property/Vandalism
- 7 Motor Vehicle Theft
- 4 Counterfeiting/Forgery
- 5 Theft From Building
- 18 All Other Larceny
- 2 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 217 incidents or a 27.65% increase in Quality of Life Crimes compared to 170 incidents last year during the same reporting period.

- 4 Weapon Law Violation
- 52 Drug/Narcotic Violations
- 1 Drug Equipment Violations
- 2 Disorderly Conduct
- 5 Driving under the Influence
- 6 Trespass of Real Property
- 113 All Other Offenses
- 31 Drunkenness
- 2 Family Offenses, Nonviolent
- 1 Runaway



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

For the Month of December, the Town of Altavista experienced 17 incidents or a 30.77% increase in Major Crimes compared to 13 incidents last year during the same reporting period.

Year to date, the Town of Altavista experienced 161 incidents or a 19.3% increase in Major Crimes compared to 135 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 December, 2014.

## **CALLS FOR SERVICE - December 1, 2014 through December 31, 2014**

The Altavista Police Department was dispatched to 329 Calls for Service or a 3.8% decrease compared to 342 Calls for Service last year during the same reporting period.

## **CALLS FOR SERVICE - January 1, 2014 through December 31, 2014- Y.T.D.**

The Altavista Police Department was dispatched to 4311 Calls for Service or a 4.89% increase compared to 4110 Calls for Service last year during the same reporting period.

## **CRIMINAL ARRESTS EXECUTED - December 1, 2014 through December 31, 2014**

The Altavista Police Department executed 14 criminal arrests or a 22.22% decrease compared to 18 criminal arrests last year during the same reporting period.

## **CRIMINAL ARRESTS EXECUTED - January 1, 2014 through December 31, 2014- Y.T.D.**

The Altavista Police Department executed 251 criminal arrests or a 3.83% decrease compared to 261 criminal arrests last year during the same reporting period.

## **TRAFFIC CITATIONS ISSUED - December 1, 2014 through December 31, 2014**

The Altavista Police Department issued 13 traffic summons or a 85.71% increase compared to 7 traffic summons issued last year during the same reporting period.

## **TRAFFIC CITATIONS ISSUED - January 1, 2014 through December 31, 2014 Y.T.D.**

The Altavista Police Department issued 190 traffic summons or a 48.5% decrease compared to 369 traffic summons issued last year during the same reporting period.



## **PERSONNEL TRAINING**

One hundred and twenty-seven (127) hours of training were afforded to police personnel during the month of December, 2014. Blocks of instruction pertained to the following training subjects: Basic Law Enforcement Academy, Firearms Training, Instructor Recertification, and Field Training.

## **WHAT'S NEW**

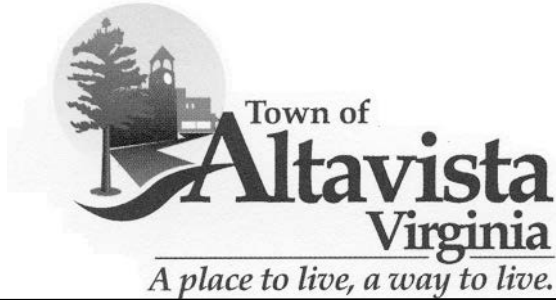
During the Month of December, Barbara Gibson assumed her new role as the General Investigations Detective. Detective Gibson will be assigned to B Platoon and will handle Major Crimes investigations and will assist Patrol as needed.

During the Month of December, Officer Daniel Foggin completed his Basic Law Enforcement Academy training at the Central Virginia Criminal Justice Academy. Officer Foggin reported for duty on December 26<sup>th</sup>. He will now enter the Field Training phase of his training. Officer Foggin has been assigned to A Platoon, under Lt. Younger, with Officer James Goggins serving as his Field Training Officer.

During the Month of December, The Altavista Police Department successfully provided security and traffic control for the annual Christmas Parade. The Police Department, after deploying the sign trailer to warn drivers of the parade, posted officers at intersections along the parade route to control traffic. Despite inclement weather, the parade was considered to be a success. The Altavista Police Department was assisted in this effort by the Campbell County Sheriff's Office and Virginia State Police.

During the Month of December, Devin Snead returned to service with the Altavista Police Department as an Auxiliary Police Officer. Officer Snead had previously worked for the department before leaving to pursue other opportunities. Officer Snead has maintained his Law Enforcement Certification during his time away from the department. During the Month of December, Officer Snead assisted the department with the Christmas Parade, as well as assisting with numerous administrative assignments. Officer Snead will be expected to work a minimum of twelve hours a month assisting the department in his volunteer role. Due to his current law enforcement certification, Officer Snead is able to assist with a wide range of duties, including traffic control, administrative functions, call taking and shift coverage.

*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 December 2014

During the month of December 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 **268**

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

○ Located Miss Utility Tickets-----	50
○ Water Turn On / Turn Off(s)-----	31
○ Water Cut Off for Non Payment-----	0
○ Read Monthly Meters-----	62
○ Read Quarterly Meters-----	1,703

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

○ Sewer Root Cutting-----	50 Feet
○ Sewer Cleaning-----	0 Feet
○ Sewer Video-----	626 Feet
○ Sewer Video Manholes-----	3
○ Push Camera Footage-----	75 Feet



**Street Department:**

- Mowing----- 0 Acres
- Litter Pick up----- 2 Bags
- Weed Control----- 0 Gallons
- Sweeping Streets----- 50 Miles
- Leaf Collection Hrs----- 336.50 Hrs
- Leaf Collection ----- 86 Loads
- Other Traffic Roadside Maintenance On Streets----- 121.5 Hrs

**Buildings & Grounds and Sanitation:**

- Green Hill Cemetery – Burial----- 2
- Brush Collected Stops----- 19 Stops
- Brush Collected Loads----- 2 Loads
- Brush Collected Tonnage----- 0 Tons
- Bulk Collection Stops----- 108 Stops
- Bulk Collection Tonnage----- 10.17 Tons
- Solid Waste Tonnage----- 80.09 Tons
- Contractor Cut Grass at Green Hill Cemetery----- 0
- Labor Hours at Green Hill Cemetery to maintain Grave Sites----- 67 Hours
- Maintain Park Buildings----- 128 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control----- 115.50 Man Hours
- Leaf Collection Hrs----- 0

**Special Projects:**

- PCB Remediation Work

**Water Department Report:**

**Water Production:**

- Water Plant: 52.0 million gallons of raw water treated.
- Water Plant: 38.0 million gallons of finished water delivered.
- McMinnis Spring: 8.9 million gallons of finished water treated.
- McMinnis Spring: average 296,000 gallons per day and run time hours 18 a day.
- Reynolds Spring: 6.0 million gallons of finished water treated.
- Reynolds Spring: average 200,000 gallons per day and run time hours 10 a day.

**Water Consumption From:**

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

**Water Sold:**

- Town of Hurt: 2,677,498 Gallons

**Water Plant Averages for December 2014:**

- Weekday: **15.0** hrs / day of production  
**1,523,000** gallons treated / day
- Weekends: **14.0hrs** / day of production  
**1,319,250** gallons treated / day

**Water Plant Projects:**

- Flushed Out Filter Line 1-5
- Replaced Caustic Pump
- Finished Painting 2<sup>nd</sup> Floor
- Evaluated Creek
- Evaluated Solids Tank

**Waste Water Department Report**

- Met with Abbott concerning water usage and Notification procedures
- Routine Maintenance UV System
- Received Quote from WEL for pumping WTP solids tank
- Received Quote from Bennett's Mechanical for Fine Filter Screen repair
- Repaired W.A.S. valve in Solids Handling
- Conducted Annual Industrial Inspections
- Conducted Semi-Annual Industrial Sampling
- Wastewater staff is transporting sludge to Landfill
- Replaced Blower motor #3
- Placed Blower #1 unit back in service
- Conducted Annual Lab PT testing
- Annual Generator service
- Wastewater Plant NPW system is down Staff working on repair
- Safety Training (Safe Driving)
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

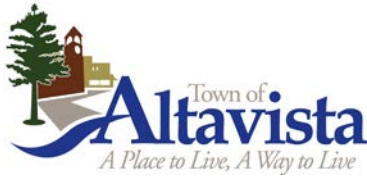
<b>Sludge Processed</b>	214 wet tons
<b>Gallons of Water Treated</b>	61.58 MG

**Plant Efficiency**

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

## ACTS December Data

Calendar Year Totals															
		Rider Totals		Miles Driven		Fare Box Revenue		*Days Run		Ave./per Day					
<u>2011</u>		10,919		40,392		\$ 3,783.00		272.5		40					
<u>2012</u>		15,265		45,706		\$ 5,329.50		281		54					
<u>2013</u>		17,760		45,358		\$ 5,721.00		282.5		63					
<u>2014</u>	<u>23,511</u>		<u>47,856</u>		<u>\$ 6,924.94</u>		<u>302.5</u>		<u>78</u>	<u>YTD Numbers</u>					
<u>2015</u>	0														
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTALS</u>	<u>Net Gain</u>	
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919		
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%	
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%	
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%	
2015													0		
NOTE- extended summer hours started June 1-September 30, 2014															
* Day is equivalent to 10 hours															



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

**Date:** January 5, 2015

**To:** Mayor Mattox and Council members

**FROM:** Waverly Coggsdale, Town Manager

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

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**Recommendation**

Conduct the advertised Public Hearing on the proposed text amendments to the Town’s Zoning Ordinance – Division 9 “Downtown Revitalization Overlay (DRO) District”

**Background and discussion**

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. The Planning Commission’s report which details the reasoning for this recommendation is attached. A hard copy of the Design Guidelines ancillary document was previously distributed to Council. Please bring the document with you to the meeting.

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. A summary of the comments received is attached.

Staff will deliver the Planning Commission’s report detailing the Commission’s recommendation regarding the proposed text amendments. In addition, Mr. Scott Smith with the Region 2000 LGC, who assisted the Planning Commission with the development of the text amendments, will be at the meeting to make a presentation to Council.

**MOTION** – Following the Public Hearing, 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.

**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.

(Continued on next page)

**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)*

**Attachments**

- Public Hearing Ad
- Proposed Text Amendments
- Planning Commission report
- “Walking tour” comment summary

**ALTAVISTA TOWN COUNCIL**  
**NOTICE OF PUBLIC HEARING**  
**ON PROPOSED AMENDMENTS TO THE TOWN ZONING ORDINANCE**

The Altavista Town Council will hold a public hearing at its regular monthly meeting on Tuesday, January 13, 2015, at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider proposed amendments to the Town Zoning Ordinance as follows:

**Revisions to Downtown Revitalization Overlay District Ordinance and Implementation of Guidelines in Support thereof.** The Altavista Planning Commission has proposed a reorganization and revision of Article III, Division 9 (Sections 86-421 through 86-435) of the Town's zoning ordinance the intent of which is to regulate exterior improvements, maintenance and repairs of designated buildings in the Downtown Revitalization Overlay (DRO) District and to provide for a Design Review Board and procedure for review and approval of exterior work on such designated buildings. In addition to the proposed changes to the DRO Ordinance, a set of ancillary guidelines for building owners has been proposed.

A copy of the proposed revisions to Article III, Division 9 of the Zoning Ordinance and the Guidelines may be viewed during regular business hours in the Altavista Municipal Building and at the Staunton River Memorial Library, 500 Washington Street. A copy is also available on the Town of Altavista website, [www.altavistava.gov](http://www.altavistava.gov), in the "About Altavista" section.

All interested parties are invited to attend this public hearing to make their views known on these proposed zoning proposals. At the hearing, the Altavista Town Council will receive public comment on the proposals and review and consider these proposals and the comments thereon. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

Daniel Witt  
Assistant Town Manager

**TOWN OF ALTAVISTA**  
**DOWNTOWN REVITALIZATION OVERLAY (DRO) ORDINANCE**  
**23 July 2014**

**Sec. 86-421. Statement of Intent**

- (a) The DRO (Downtown Revitalization Overlay) district (hereinafter referred to as "the district" and comparable to a historic district zoning ordinance) seeks to fulfill the Comprehensive Plan's goals of recognizing, enhancing, and protecting Altavista's unique character and promoting the revitalization of the Town's downtown area, as well as promoting tourism as a viable economic development strategy through the identification, preservation and enhancement of buildings, structures, sites, districts, objects, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Section 15.2-2306 of the Code of Virginia, as amended, hereinafter the "Virginia Code".

It is hereby recognized that the deterioration, destruction or alteration of said buildings, structures, sites, districts, objects, landscapes, places and areas may cause the permanent loss of unique resources which are of great value to current and future generations of our community, the Commonwealth of Virginia, and the nation, and that the special controls and incentives are warranted to ensure that such losses are avoided.

- (b) The district is established to promote the health, safety and general welfare; to bring harmony and cohesiveness to the visual appearance and uses of the district; to protect and promote compatibility in the appearance, character and uses; and to prevent intense automobile-oriented uses within the district.
- (c) The area contained within the district has been designated by the Governor as a Virginia Main Street Community in 2007, and a portion of the Downtown Revitalization Overlay District was listed in the Virginia Landmarks Register and National Register of Historic Places in 2010. The district is supported by the Town's Comprehensive Plan (adopted April 13, 2010), particularly by Objectives 3 and 6 of chapter 4.
- (d) The purposes for establishing the district are:
- (1) To protect the historic significance and integrity of the properties within the district which are or may be recognized for having association with historic events that have made a significant contribution to the broad patterns of our history; or have association with significant persons; or possess distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual

distinction; or have the potential to yield information important to prehistory or history.

- (2) To preserve and improve the quality of life and sense of place for residents by protecting familiar and treasured tangible, visual elements in the area.
- (3) To promote tourism and other economic benefits by protecting historical, architectural, archaeological and cultural resources, including historic landscapes, that are attractive to visitors and thereby supporting activities to recruit and retain business and industry.
- (4) To stabilize and improve property values by providing incentives for the upkeep and rehabilitation of significant older buildings and structures and encourage appropriate land use planning and development that will enhance both the economic viability and historic character of the district.
- (5) To educate residents, students and tourists about the local cultural and historic heritage as embodied in the district through the preservation of our architectural and archaeological past that demonstrates the social and artistic development pattern of our predecessors.
- (6) To promote local historic preservation efforts and to encourage the identification and nomination by their owners of eligible individual historic properties to the National Register of Historic Places and the Virginia Landmarks Register.
- 7) The promotion of harmony of style, geographical context, form, color, proportion, scale, height, width, spacing, setback, orientation, rhythm, traditional quality, appearance, texture, finish and material between buildings of historic design and those of more modern design.
- (8) To develop the district, not in a vacuum, but as a vital area in which each succeeding generation may build with the quality and sensitivity of past generations.
- (9) Encourage sound stewardship and foster a sense of pride in heritage resources.

#### **Sec. 86-422. Definitions**

**Aggrieved Person** – A person with an immediate, pecuniary and substantial interest in an action taken by the Zoning Administrator or DRB under this Ordinance, as opposed to a remote or indirect interest.

**Alteration** - Any change, modification or addition to the form, materials, workmanship, design, appearance, texture or details of all or a part of the exterior of any building, structure, site or object other than normal repair, maintenance, and landscaping.

**Architectural Significance** – Importance of a property based on physical aspects of its design, materials, form, style or workmanship and recognized by National Register Criterion No. 3.



**Area of Significance** – The aspect of historic development in which a property made contributions for which it meets the National Register Criteria, such as architecture, agriculture, commerce, community planning and development, politics/government, religion, etc.

**Association** – Link of a historic property with a historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

**Building** – A resource created principally to shelter any form of human activity, including, but not limited to: a house, barn, meat house, bank, store, church, town hall, courthouse, jail, library, garage, hotel.

**Building Official** – The person designated by the locality to administer and enforce the Virginia Statewide Building Code.

**Certificate of Appropriateness (COA)** - The approval statement signed by the Chairman of the Design Review Board (DRB) or designated staff member which certifies the appropriateness of a particular request for the construction, alteration, reconstruction, repair, rehabilitation, restoration, demolition, or relocation of all or part of any building, structure, site or object within the DRO, subject to the issuance of all other regional permits needed for the matter sought to be accomplished.

**Contributing Building** – A building, which has historic significance by reason of type, period, design, style, workmanship, form, materials, architectural details, or historic association to a significant event or person or has or may yield information important to prehistory or history.

**Contributing Properties** - Parcels of land containing a contributing building, structure, site or object (typically fifty [50] years of age or older) adding to the property's historic significance and so designated on the inventory map and inventory of contributing properties and non-contributing properties which are adopted as a part of this Ordinance. The designated contributing properties, which may or may not be individually listed in the Virginia Landmarks Register or National Register of Historic Places, are those properties which by reason of type, period, design, style, workmanship, form, materials, architectural details, or have historic association to a significant event or person, or have or may yield information important to prehistory or history and relation to surrounding properties contribute favorably to the general character of the part of the Historic District in which they are located.

**Contributing Resource** – A building, site, structure, district or object adding to the historic associations, historic architectural qualities or archaeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property and possesses historic integrity or is capable of yielding important information about the period; or it independently meets the National Register Criteria.

**Corridor District** – A geographical area contiguous to arterial streets or highways on a significant route of tourist access to the locality or to designated historic landmarks buildings, structures or districts therein or in a contiguous locality determined by the Town Council to be a historic district.

Cultural Landscape - A geographic area, including both cultural and natural features, associated with an event, person, activity, or design style that is significant in the history of the locality, state or the nation. Historic sites, landscapes designed by a landscape architect, master gardener, architect or horticulturalist and vernacular landscapes developed by human use and activities are types of cultural landscapes.

Design – A quality of integrity applying to the elements that create the physical form, plan, space, structure and style of a property.

Design Review Board (DRB) – Body appointed by Town Council charged with administering the Downtown Revitalization Overlay (DRO) Ordinance and ancillary Design Guidelines.

District – One of the five resource types, being a concentration, linkage or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.

Eligibility – The ability of a property to meet the National Register Criteria.

Feeling – A quality of integrity through which a historic property evokes the aesthetic or historic sense of past time and place.

Historic Area – An area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

Historic Context – An organizing construct for interpreting history that groups information about historic properties which share a common theme, common geographical location and common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration and treatment of historic properties, based upon comparative significance.

Historic District – Any geographical area delineated by the Town Council and consisting of public or private property, containing a significant concentration, linkage or continuity of contributing properties containing contributing building(s), structure(s), site(s) or object(s), united historically or aesthetically by plan or physical development and having a common historical, architectural, archaeological or cultural heritage being of such interest and significance as to warrant conservation and preservation.

Historic Landmark – A building, structure, district, site or object determined to have historical, architectural or archaeological statewide or national significance listed on the Virginia Landmarks Register.

Historic Property – Any prehistoric or historic building, district, site, structure or object.

Historic Significance – Importance for which a property has been evaluated and found to meet the National Register Criteria.

**Integrity** – The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

**Level of Significance** – The geographical level – local, state or national – at which a historic property has been evaluated and found to be significant.

**Local Significance** – The importance of a property to the history of its community, this locality, general vicinity or area.

**Location** – A quality of integrity retained by a historic property existing in the same place as it did during the period of significance.

**Materials** – A quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

**National Historic Landmark (NHL)** – A historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

**National Register Criteria** – The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places (which is the same criteria used for inclusion in the Virginia Landmarks Register). Specifically, The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

1. That are associated with events that have made a significant contribution to the broad patterns of our history; or
2. That are associated with the lives of persons significant in our past; or
3. That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
4. That have yielded, or may be likely to yield, information important in prehistory or history.

**National Register of Historic Places** – The official federal list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering or culture.

**National Significance** – The importance of a property to the history of the United States as a nation.

**Non-Contributing Building** – A building that does not add to the historic architectural qualities, historic associations or archaeological values for which a property is significant because it was not present during the period of significance or does not relate to the documented significance

of the district; or due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or it does not independently meet the National Register Criteria.

**Non-Contributing Property** – A property that does not add to the historic architectural qualities, historic associations or archaeological values for which a resource is significant because it was not present during the period of significance or does not relate to the documented significance of the district; or due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or it does not independently meet the National Register Criteria.

**Non-Contributing Resource** – A building, site, structure, district or object that does not add to the historic architectural qualities, historic associations or archaeological values for which a resource is significant because it was not present during the period of significance or does not relate to the documented significance of the district; or due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or it does not independently meet the National Register Criteria.

**Normal Repair and Routine Maintenance** – For the purpose of maintaining the existing condition of the building, structure, site or object, normal repair and routine maintenance involves the repair of existing materials and features with equivalent material through stabilization, consolidation and conservation of historic materials, features and workmanship when the physical condition of these character-defining features has deteriorated. Routine maintenance includes repainting the same or different color, but does not include the initial painting of masonry surfaces on any contributing resource.

**Object** – The resource term used to distinguish from buildings and structures those constructions, which are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, i.e., sculpture, statuary, monuments, boundary markers, fountains.

**Period of Significance** – The span of time in which a property attained the significance for which it meets the National Register Criteria.

**Preservation** – The process of determining what to keep from the present for the future and applying measures to sustain the existing form, integrity, type, style, design, details, workmanship and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

**Rehabilitation** - The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.

Resource – Any building, structure, site, district or object that is part of or constitutes a historic property.

Restoration - The act or process of accurately recovering the form, features, character, materials and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Setting – A quality of integrity applying to the physical environment of a historic property.

Site – One of the five resource types, being the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing or non-existing structure.

Site Improvements - Structural changes to the grounds of a property including the installation or alteration of walls, fences, or structures, paving, regrading, and the installation or removal of major plantings.

State Significance – The importance of a property to the history of the state where it is located.

Structure – One of the five resource types distinguished from a building, being a functional construction made usually for purposes other than creating shelter, including but not limited to, a gazebo, windmill, communication tower, bridge, canal, roadway, power plant, fence, silo.

Virginia Landmarks Register (VLR) – The official state of Virginia list of districts, sites, buildings and structures of historical, architectural or archaeological statewide or national significance.

Workmanship – A quality of integrity applying to the physical evidence of the crafts of a particular culture, people or artisan.

## **Sec. 86-423. District Boundaries**

(a) To enable the historic downtown area to operate in harmony with the plan for land use and population density embodied in these regulations, an overlay district (the DRO District) has been created to provide special regulations that are to be in addition to, and shall overlap and overlay all other districts regulations contained in the Zoning Ordinance (the "Ordinance").

(b) Inventory of Historic Resources

In accordance with the Virginia Department of Historic Resource's criteria and guidelines, the Design Review Board (DRB) (see 86-424) shall conduct, or cause to be conducted, a survey of buildings, structures, objects and sites for the purpose of identifying those resources which have historical, architectural, archaeological or cultural significance, and for the purpose of compiling appropriate descriptions, documentation. Upon completion or updating of the inventory, the DRB shall use the survey results to

recommend to the Town Council the designation of or revision to the district. In accomplishing the survey and study, the DRB shall place particular emphasis upon evaluating and incorporating the findings of historic, architectural, and archaeological surveys and studies already completed. The resulting new or updated inventory shall be adopted by the DRB and recommended to the Town Council for adoption, as a part of this ordinance.

(c) Boundaries and Map of DR-O District

The boundaries of the district have been drawn and adopted by the Town Council to include all lands closely related to and bearing upon the character and function of the downtown area, thus composing a landscape unit and affording transitional regulations needed to control potentially adverse and conflicting uses and structures.

- (1) The district boundaries shall be delineated as an overlay district on the Zoning Map or a separate downtown revitalization project area map incorporated by reference into the Zoning Map. The modification of the district shall be established as an amendment to the Zoning Ordinance. Upon receipt of a proposal to modify the district, the Town Council shall initiate an amendment pursuant to the provisions of the Zoning Ordinance.
  - (a) The boundaries of the district are: A section of the Town of Altavista beginning at a point being the intersection of Pittsylvania Avenue and Fifth Street, thence following the northeast side of Pittsylvania Avenue, crossing Main Street and Seventh Street to a point on the northwest side of a 20-foot alley that parallels Seventh Street, thence running southwest in a straight line approximately 1,000 feet, crossing Lynch Creek and Campbell Avenue, to a point on the northeast side of a 20-foot alley, thence running parallel to Broad Street and in a northwest direction, crossing Eighth Street to the point of intersection with the Norfolk Southern Railroad right-of-way, thence following said right-of-way southwest, crossing Broad Street to the northeast side of Bedford Avenue, thence following the northeast side of Bedford Avenue, crossing Main Street (U.S. Route 29 Business) to a point 36 feet north of the center of the main line of the Norfolk Southern Railroad (formerly Norfolk and Western) and thence east, parallel to and 36 feet north of the center line of said main rail line, crossing Pittsylvania Avenue to the northeast side of the said right-of-way, thereof, thence following the east side of the right-of-way of Pittsylvania Avenue in a northwest direction to the point of beginning.
- (2) Based upon the inventory, or any amendment thereto, the DRB shall be responsible for maintaining and/or updating, as a part of this Ordinance, an inventory map, hereinafter called the "Inventory Map." When adopted by the Town Council, following the recommendation of the DRB and the Planning

Commission, the Inventory Map, and any amendments thereto, shall be a part of this Ordinance and shall be filed with this Ordinance and with the Zoning Map.

- (3) The boundaries of the district shall, in general, be drawn to include areas containing historic landmarks as established by the Virginia Board of Historic Resources, and any other concentration, linkage or continuity of buildings, structures or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance and integrity as to warrant conservation and preservation. The district may include either individual buildings or places of such character and a reasonable distance beyond to incorporate the contributing setting, or it may include areas or groupings of resources which have significance relative to their patterns of development or social and economic or architectural interrelationships even though some in the defined area might not possess significant merit when considered alone.
- (4) District boundaries may also be drawn to include any area of unique architectural value located within designated conservation, rehabilitation or redevelopment districts and land contiguous to arterial streets or highways, as designated under Title 33.1 of the Code of Virginia, 1950, as amended, found by the Town Council to be significant routes of tourist access to the locality or to designated historic districts, landmarks, buildings or structures.
- (5) The boundaries of the district shall conform to the boundaries of individual lots of record to the extent possible. Where a street is proposed as a historic district boundary, the edge of right-of-way adjoining the district shall be deemed the district boundary.

(d) Designation of Contributing and Non-Contributing Properties

Buildings, structures, objects or sites designated as properties which contribute to the historic character of the district shall be shown as contributing properties for the purpose of this Ordinance. Contributing properties that are further distinguished with individual listing on the Virginia Landmarks Register and National Register of Historic Places will also be noted. Buildings, structures, sites or objects that do not contribute to the historic district shall be shown as noncontributing properties.

**Sec. 86-424. Design Review Board (DRB)**

(a) Creation of the DRB and Membership

For the general purposes of this article and specifically to preserve and protect historic places and areas in the district through the control of demolition and relocation of such places and through the regulation of architectural design and uses of buildings, structures, sites and objects in such areas, there is hereby created a board to be known as the "Design Review Board" (the "DRB") to be composed of five (5) voting members. The members of the Design Review Board shall be appointed by the Town Council.

(b) Terms

Members of the DRB shall be appointed for terms of four (4) years and shall serve at the pleasure of the Town Council. Initial appointments shall be for two (2) members for four (4) years and three (3) members for two (2) years, so that terms of office shall be staggered. Members shall serve until their successors are appointed.

(c) Removal of Members

Any member of the DRB may be removed from office by the Town Council for neglect of duty, malfeasance, continued absence from the regular or called meetings of the DRB or ongoing disregard for the positive mission of the district and DRB.

(d) Compensation

Members of the DRB shall receive such compensation as may be authorized by the Town Council, from time to time.

(e) Interests and Qualifications of Members

Members of the Design Review Board shall have demonstrated a positive interest in preserving the architectural integrity of the buildings, structures, sites and objects within the designated district. Three (3) out of the five (5) members of the DRB shall be residents of the Town. One (1) member may be selected among the membership of the Planning Commission and/or Town Council. To the extent practicable, at least one (1) member shall be a licensed architect, and one (1) shall be an architectural historian or have substantial background in local, state, or national history or in historic preservation, architecture, archaeology or cultural preservation or in landscape architecture, or shall be a licensed contractor or be employed in the building materials industry.

(f) Training Sessions

Members shall make every effort to attend training sessions periodically sponsored or approved by the Virginia Department of Historic Resources, Preservation Virginia or other organizations, including those arranged by the staff of the Planning Department, that are involved with historic preservation issues, design and review standards or other work of the DRB.

(g) Selection of the Board's Officers

The DRB shall elect from its own membership a chairman and vice-chairman who shall serve annual terms and may succeed themselves. The local Zoning Administrator shall serve as administrative staff to the DRB and maintain all records, minutes and files relating to the DRB meetings.



(h) Powers and Duties of the Review Board

- (1) The DRB shall administer the provisions of this Ordinance in accordance with duties as set forth in each section.
- (2) The DRB shall develop and recommend to the Town Council, as well as periodically review, appropriate design guidelines for the district that are consistent with guidelines established herein and the Secretary of the Interior's Standards and Guidelines for Rehabilitation;
- (3) The DRB may, from time to time, recommend areas for addition to or deletion from the district;
- (4) The DRB shall review and approve or deny all applications for Certificates of Appropriateness in the district. Decisions of the board are binding upon applicants, unless and until said decisions are overturned on appeal;
- (5) Act in an advisory role to other officials and departments of the locality regarding protection of local historic resources;
- (6) Periodically conduct, or cause to be conducted, a survey of historic resources within and adjacent to the district according to guidelines established by the State Historic Preservation Office;
- (7) Disseminate information within the locality on historic preservation issues and concerns;
- (8) Coordinate local preservation efforts with those of local historic and preservation organizations, the Virginia Department of Historic Resources, and other parties, both public and private;
- (9) Receive and act on public comment;
- (10) Advise owners of historic properties on issues of preservation, as requested;
- (11) Make recommendations to the Town Council regarding authorization of plaques to commemorate historic resources;
- (12) Seek out funds to forward the purposes of this ordinance, and to make recommendations to the Town Council regarding the use of the funds;
- (13) Investigate and support incentives and programs including heritage tourism events and activities;

(i) Power to Adopt Rules of Procedure

The DRB shall be authorized to adopt rules of procedure for the transaction of its business and implementation of the purposes of this Ordinance. The rules of procedure shall not conflict with the provisions of this Ordinance.

- (j) Annual Report by Board

The DRB shall submit an annual report of its activities to the Town Council.

#### **Sec. 86-425. Certificate of Appropriateness**

- (a) Power to Approve Alterations and New Construction

After the designation of the DRO District, no exterior portion of any historic landmark, building, structure or object (including, but not limited to, walls, fences, light fixtures, statuary, monuments, steps and pavement, or other appurtenant features) nor any type of outdoor advertising sign shall be erected, altered, restored, moved or demolished within the district until after an application for a Certificate of Appropriateness as to exterior features has been submitted to and approved by the DRB or, on appeal of a decision of the DRB, by the Town Council.

- (b) Exemptions

Notwithstanding the foregoing, any work under normal repair and routine maintenance to stabilize, consolidate and conserve historic materials, features and workmanship by strengthening fragile fabric through consolidation, patching, limited splicing in kind or otherwise reinforcing using recognized preservation methods to prevent further deterioration or to partially replace too-decayed parts with in-kind materials in order to correct any deterioration, decay or damage, or to restore as nearly as practicable to its condition prior to any decay, deterioration or damage shall be exempt from the requirements of a Certificate of Appropriateness.

- (c) Limitations on Board Power to Review

The DRB shall not consider interior arrangements.

- (d) Pre-Application Conference

Prior to the submission of an application for a Certificate of Appropriateness, an owner may hold a conference with the chairman of the DRB or Zoning Administrator to discuss and review any proposal for a change in a protected property. The principal objective of this conference shall be to simplify and expedite the formal review process.

- (e) Pre-application Review

Any person may request the DRB to review conceptual design proposals for work before submitting a formal application for a certificate of appropriateness. The DRB shall review and discuss the proposal with the applicant and make any necessary recommendations. Such conceptual review shall be advisory only.

(f) Information Required

In consideration of a complete application, the DRB may require any or all of the following information and any other materials as may be deemed necessary for its review:

- (1) Statement of proposed use and user.
- (2) Statement of estimated construction time.
- (3) Photographs and maps showing the existing condition, design, details and location of any existing buildings, structures, objects or sites and relating proposed use to the surrounding property and/or the corridor on which it is located.
- (4) Site plan drawings, showing the location of the existing and proposed building and site improvements, including:
  - (a) Existing property boundaries, building placement and site configuration, location of parking, pedestrian access, signage, exterior lighting, fencing, buildings, structures and other appurtenant elements.
  - (b) Existing topography and proposed grading.
  - (c) Relationship to adjacent land uses and any buildings or structures thereupon.
  - (d) Scaled architectural drawings showing plan view and elevations of new planned construction or alterations, including drawings of original building.
  - (e) Proposed building materials including their composition, texture, finish, quality and appearance, including product brochures and specifications.
  - (f) Existing landscape preservation plan, if applicable, and the proposed landscaping and buffer plan.
  - (g) Designs for exterior signage, lighting and graphics, to include description of materials, colors, placement and means of physical support, lettering style and message to be placed on signs.
  - (h) Comprehensive design and material details of doors and windows, ornamentation, including any product specifications.
  - (i) A written statement concerning construction methods to be employed.
  - (j) Samples to show the nature, texture, finish, appearance and color of materials proposed.

- (k) In the case of a demolition request where structural integrity is at issue, the applicant shall also provide a structural evaluation prepared by a qualified structural engineer and cost estimates for rehabilitation. The DRB may waive the requirement for a structural evaluation and cost estimates (i) in the case of an emergency, or (ii) if it determines that the structure proposed for demolition is not historically significant.

(g) Other Approvals Required

No application for a Certificate of Appropriateness shall be complete until the Zoning Administrator can determine that the use of the property, building or structure is permitted under the current zoning for such property.

(h) Certain Minor Actions Exempted from Review

Certain minor actions, which are deemed not to permanently affect the character of the district are exempted from review for design compatibility. Such actions shall include the following and any similar actions, which, in the opinion of the Zoning Administrator, will have no more effect on the character of the district than those listed:

- (1) Repainting resulting in the same or like color. (Original painting of masonry surfaces is not exempted from review.)
- (2) Addition or deletion of storm windows and storm doors. Addition or deletion of window air conditioners. Character-defining features, alteration, addition or deletion of windows and doors or alteration to their frames, shall be reviewed by the DRB. The replacement of broken window panes is exempted from review.
- (3) Addition or deletion of television or radio antennas, skylights, solar collectors, or satellite dishes, in locations not visible from a public street.
- (4) Planting of grass, trees and shrubs, but not including landscape treatment which substantially alters the contour of a landmark site.

Notwithstanding the above, the Zoning Administrator shall have the authority to order that work be stopped and that an appropriate application be filed for review in any case where the action may produce arresting effects, violent contrasts of materials or colors and intense or lurid colors or patterns, or incongruous details inconsistent with the character of the present buildings and structures or with the prevailing character of the surroundings and the district.

(i) Consideration of Application for Certificate of Appropriateness

- (1) The DRB shall be guided in its decisions by the standards and guidelines established in this article and in the District Design Guidelines, which are an ancillary document to this Ordinance. The DRB shall have authority to request modification of proposed actions in order to comply with said standards and guidelines.

- (2) The DRB shall not approve or disapprove an application except with respect to the standards and guidelines in this article or the District Design Guidelines. The DRB shall give reasons for its decisions, shall act promptly on applications before it and shall coordinate its procedures with those of other agencies and individuals charged with the administration of this Ordinance.
- (3) Meetings of the DRB shall be open to the public.
- (4) Unless a Certificate of Appropriateness has first been issued, no building permit shall be issued for erection, alteration or improvement, and no certificate of occupancy shall be issued by the Building Official where the exterior appearance of any building or structure under the purview of this ordinance is involved.
- (5) No exterior alterations which do not require a building permit but which can change the exterior appearance and character-defining features of the building or structure such as alteration or replacement of doors, window sash, porch railings, roof areas and porch flooring; installation, removal or replacement of trim detail, cornices, shutters, gutters and down spouts; sign face changes; and the like shall be constructed or installed unless a Certificate of Appropriateness has first been obtained.
- (6) No site features or appurtenances, such as walls, fences, arbors, paved parking areas, patios, decks, garages, tool sheds, other accessory structures, and the like, shall be constructed or installed unless a Certificate of Appropriateness has first been obtained.
- (7) During construction or installation, the Certificates of Appropriateness shall be posted on the property in a location that is visible from the public right-of-way, and a complete set of the approved plans shall be retained on the premises and shall be made available to the Town and/or County inspectors.

(j) Criteria for Consideration of Certificates of Appropriateness Applications

The DRB shall consider, among other things, the compatibility with the design, development standards and criteria as included in this ordinance and the adopted District Design Guidelines (with additions and amendments as may be adopted from time to time) in determining the appropriateness of any erection, exterior alteration or restoration.

(k) Design Guidelines

The Planning Commission shall develop design guidelines and criteria that are substantially consistent with The Secretary of the Interior's Standards for Rehabilitation to guide the DRB in its determinations of the appropriateness of applications. These Guidelines shall be approved by the Town Council upon the recommendation of the Planning Commission at the time the DRO Ordinance is enacted. The Guidelines will serve as an ancillary document to the DRO Ordinance and shall not be a part of the

Zoning Ordinance. The Guidelines may be amended by the DRB with the approval of the Planning Commission.

(l) Applications for Certificate of Appropriateness

The DRB shall hold a public meeting on all applications for a Certificate of Appropriateness.

(m) Form of Decision and Required Findings

Evidence of the approval required under the terms of the DRO District shall be a Certificate of Appropriateness issued by the DRB and the Zoning Administrator as the case may require, stating that the demolition, moving or changes in the exterior architectural appearance of the proposed construction, reconstruction, alteration or restoration for which application has been made, are approved by the DRB, or the Zoning Administrator as the case may require. A Certificate of Appropriateness shall be in addition to any other permits required. Any action of applicants following issuance of a permit requiring a Certificate of Appropriateness shall be in accord with the application and material approved.

(n) Reasons for Action

The DRB shall state clearly its reasons for approval, denial, modification, or deferral of an application in the records of the DRB proceedings.

(o) Failure of Board to Review Plans in Timely Fashion

The DRB shall render a decision upon any request or application for a Certificate of Appropriateness within sixty (60) days after such application is deemed complete by the Zoning Administrator; failure of the DRB to render such a decision within said sixty (60) day period, unless such period be extended with the concurrence of the applicant, shall be deemed an approval of the application.

(p) Authority to Inspect

When a Certificate of Appropriateness has been issued, the Zoning Administrator shall, from time to time, inspect the alteration or construction approved by such certificate and shall give prompt notice to the applicant of any work not in accordance with such certificate or in violation of the Zoning Ordinance. The Zoning Administrator may revoke the Certificate of Appropriateness or the Zoning Permit if violations are not corrected by the applicant in a timely manner.

(q) Certificate of Appropriateness Void if Construction Not Commenced or Halted

A Certificate shall become null and void if no significant improvement or alteration is made in accordance with the approved application within six (6) months from the date of approval. On written request from an applicant, the DRB may grant a single extension for a period of up to one year if, based upon submissions from the applicant, the DRB

finds that conditions on the site and in the area of the proposed project are essentially the same as when approval originally was granted.

(r) **Certificate of Compliance**

Prior to the issuance of a final Occupancy Permit by the Building Official, the applicant shall obtain a Certificate of Compliance from the DRB indicating the compliance of the final building or structure with the terms and conditions of his or her Certificate of Appropriateness. The DRB shall be the issuing agency for all Certificates of Compliance, whether the DRB issued the original Certificate of Appropriateness or whether the Town Council issued it upon appeal.

**Sec. 86-426. General Provisions**

(a) All buildings or land within the district shall be subject to the following general conditions:

- (1) The uses, structures, minimum lot requirements, minimum yard requirements, maximum heights and accessory uses and accessory signs as well as all construction and demolition shall be determined by the regulations applicable to the underlying zoning and shall be applicable except as modified by the DRO District regulations. Should there be a conflict between the underlying zoning and the DRO District requirements, the more restrictive provisions shall apply.
- (2) Nothing in this division shall be construed to prevent or limit the application of the building code or other laws and ordinances of the Town of Altavista.
- (3) Exterior lighting shall be controlled so that no direct illumination will occur beyond any property line.
- (4) Minimum setback requirements. For all newly-constructed buildings:  
Front yard: 0 to 10 feet  
Side yard: 0 feet  
Rear yard: 0 feet

**Sec. 86-427. Maximum Square Footage**

- (a) Any individual permitted use in the DRO shall not exceed 10,000 square feet in lot coverage. However, if an existing building exceeds 10,000 in gross floor area, all permitted uses contained in that building shall not exceed a floor area ratio (FAR) of 2.0.

**Sec. 86-428. Residences**

- (a) Any residential units (or apartments accessory to the business use) shall not occupy the front, ground floor (storefront) space of any building within the district.
- (b) No more than 49 percent of the ground floor (level at grade of a named or numbered street or avenue) area of a building within the district may be of residential use.

## **Sec. 86-429. Permitted Uses.**

- (a) The following uses are permitted by right or by Special Use Permit in the DRO downtown revitalization overlay district, subject to all other applicable requirements contained in this chapter. An (S) indicates a Special Use Permit is required. An asterisk (\*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards. This list of permitted uses for the DRO supersedes the list of permitted uses for the underlying zoning district.

(1) Agricultural use types.

(None)

(2) Residential use types.

Accessory apartments (in accordance with section 86-426)

Home occupation\*

Upper-story residential unit\*

(3) Civic use types.

Club\*

Cultural service

Governmental service

Guidance service

Post office

Public assembly (S)

Public parks and recreational areas (S)

Religious assembly\*

Safety service

Utility service, minor (S)

(4) Office use types.

Financial institution\*

General office

Medical office

(5) Commercial use types.

Antique shop

Automobile repair service, minor (S)

Assembly hall (S)

Bed and breakfast (S)\*

Business support service

Business/trade schools (S)

Commercial indoor entertainment (S)

Commercial indoor sports and recreation (S)

Communications service (S)

Consumer repair service

Convenience store

Dance hall (S)

Day care center (S)\*

Farmers market (S)



- Flea market (S)
- Funeral service (S)
- Hotel/motel/motor lodge (S)
- Pawn shop (S)
- Payday loan establishment (S)
- Personal improvement service
- Personal service
- Restaurant, small
- Restaurant, fast food or drive-thru (S)\*
- Restaurant, general
- Retail sales
- Studio, fine arts
- (6) Industrial use types.
  - (None)
- (7) Miscellaneous uses.
  - Amateur radio tower\*
  - Parking facility, surface
  - Parking facility, structure (S)

#### **Sec. 86-430. Signage**

- (a) Unless otherwise specified below, all signage within the district must comply with the regulations set forth in Article V of this zoning ordinance.
  - (1) Maximum size and number of signs.
    - (a) Three signs maximum per business per street or opened alley facing. Where buildings only face one street, but signs can be seen from passing traffic, wall signs (only) may be used on side walls, but all sign sizes and numbers apply as if they were placed at the building front. Number and size of all signs will be limited to a maximum of three regardless of where they are placed.
    - (b) Thirty square feet maximum per sign, regardless of the number.
    - (c) Sixty square feet maximum aggregate.
    - (d) No sign shall exceed 15 feet in height measured from the base of the sign or the grade of the nearest street, whichever is higher.
  - (2) Signs for multiple businesses on a single zoning lot.
    - (a) Thirty square feet maximum per sign (per business), regardless of the number.
    - (b) Sixty square feet maximum aggregate (per business).

#### **Sec. 86-431. Parking Areas, Landscaping, Accessory Structures, and Utilities**

- (a) All parking areas shall be suitably landscaped (in a manner conforming with the Town's guidelines for landscaping and public spaces within the DRO and generally screened from public view by fences, walls, or screen planting.
- (b) Parking areas shall be located to the side or rear of buildings and not located between a building and the street.
- (c) Plants, trees, fencing, walls, walkways, gazebos, and other accessory structures should be retained or designed to reflect the property's history, character and development.
- (d) Underground utilities should be encouraged at all locations.
- (e) Mechanical equipment shall be placed in inconspicuous locations, or shielded from the view of motorists traveling on a public street (alleys and parking lots excepted) within the district.
- (f) Municipal utility appurtenances should be selected to harmonize with the character of the historic district or placed in inconspicuous locations.

#### **Sec. 86-432. Maintenance of Properties within the District**

- (a) Minimum Maintenance Requirement

No contributing building or structure within the DRO District shall be allowed to deteriorate due to neglect to the extent that decay, deterioration or defects might make the building or structure a danger to the public health or safety of other residents of the Town. Should the DRB determine that a building or structure in the DRO District might so endanger the public health or safety the DRB may request that Town Council begin proceedings under Town Code 21-1 and 21-2. The owner of the building or structure must first apply for and obtain a COA before presenting his or her plan pursuant to Town Code 21-2(b) to Town Council.

- (b) Public Safety Exclusion

Nothing in this Article shall prevent the razing or demolition of any building or structure without consideration of the DRB which is in such an unsafe condition that it would endanger life or property, and protection from such condition is provided for in the Statewide Building Code and/or other applicable ordinances. However, such razing or demolition shall not be commenced without written approval of the Town Council verifying the conditions necessitating such action.

### **Sec. 86-433. Demolition, Razing or Moving a Building or Structure**

- (a) The owner of a building or structure within the district shall not raze or demolish all or a portion of said building or structure unless said owner has first complied with the provisions of this section.

The owner or applicant shall apply to the DRB for a Certificate of Appropriateness to raze or demolish all or a portion of a Contributing or Non-Contributing building or structure within the district.

- (b) The DRB shall consider the following criteria in determining whether or not to grant a certificate of appropriateness for razing or demolition:
  - (1) Whether or not the building or structure is of such architectural or historic significance that its removal would be to the detriment of the public interest, to education, cultural heritage, the architectural history of the locality and would cause a loss of a visual tangible demonstration of local history and the social and artistic pattern of community development and planning.
  - (2) Whether or not the building or structure is of such interest or historic significance that it would qualify for individual listing on the Virginia Landmarks Register or National Register of Historic Places.
  - (3) Whether or not the building or structure embodies the distinctive characteristics of a type, period, style, method of construction, represents the work of a master, possesses high artistic values or represents a significant or distinguishable entity whose components may lack individual distinction or whether the resource is associated with events that have made a significant contribution to the broad pattern of history or is associated with significant persons.
  - (4) Whether or not retention of the building or structure would help to preserve and protect a historic or architecturally significant place, the cohesiveness of the surrounding streetscape, the quality of life and pride of place or area of historic interest in the locality and promotes the purposes and intent of historic district zoning including tourism.
  - (5) Whether or not the building or structure has retained integrity or authenticity of its historic identity of design, materials, workmanship, setting, location, association and feeling and whether its unusual design, quality and workmanship of traditional materials and details of character-defining features could be easily reproduced.
- (c) The owner of a building or structure within the district, as a matter of right, shall be entitled to raze or demolish provided that
  - (1) The owner has applied to the DRB for such right

- (2) The owner shall for the period of time set forth in the time schedule below and at a price reasonably related to its fair market value as reflected in an appraisal by a licensed appraiser, make a bona fide offer to sell such building, or structure and the land pertaining thereto, to the town or to any person, firm, corporation, government or agency thereof, which gives reasonable assurance that it is willing to preserve and rehabilitate the building or structure and the land pertaining thereto.
- (a) The procedure for establishing the fair market value, unless the owner and the DRB agree upon the said value, shall be that the owner and DRB shall each retain one independent, qualified appraiser, and should the two appraisers not recommend a fair market value within ten percent (10%) of each other, those appraisers shall choose a third qualified appraiser. A median value shall be established by the three appraisers, which shall be final and binding upon the owner and the DRB.
  - (b) No contract for the sale of any such building or structure and the land pertaining thereto shall be binding or enforceable prior to the expiration of the applicable time period as set forth in the time schedule hereinafter contained. Any appeal which may be taken to the Town Council from the decision of the DRB, and from the Town Council to the Circuit Court, shall not affect the right of the owner to make bona fide offer to sell. Offers to sell as provided in this section shall be made within one (1) year of the date of application to the DRB.
  - (c) Notice: Before making a bona fide offer to sell, an owner shall first file a written statement with the Chairman of the DRB. Such statement shall identify the property, state the offering price, the date the offer of sale is to begin, and name of the real estate agent, if any. No time period set forth in the time schedule below shall begin to run until such statement has been filed.
- (3) The time schedule for offers to sell shall be as follows:
- (a) Three months when the offering price is less than \$25,000.00.
  - (b) Four months when the offering price is \$25,000.00 or more but less than \$40,000.00.
  - (c) Five months when the offering price is \$40,000.00 or more but less than \$55,000.00.
  - (d) Six months when the offering price is \$55,000.00 or more but less than \$75,000.00.
  - (e) Seven months when the offering price is \$75,000.00 or more but less than \$90,000.00.

- (f) Twelve months when the offering price is \$90,000.00 or more.
  - (g) Or such other schedule as may be established from time to time in Section 15.2-2306 of the Virginia Code.
- (4) Should no offer to purchase the property for such price by such purchaser be received within the said period, the property may be demolished.

#### **Sec. 86-434. Procedure in the Event of Significant Damage**

In the event of significant damage being inflicted on a structure due to fire, flood, earthquake, or other calamity that leaves the structure safely standing but unusable, the owner may obtain a revised appraisal by a licensed appraiser to establish the fair market value. If the fair market value of the property is lowered due to the aforesaid calamity, the new value shall be applied to the timetable in subsection 86-431(c)(3).

#### **Sec. 86-435. Appeal Provision**

(a) From Design Review Board to Town Council

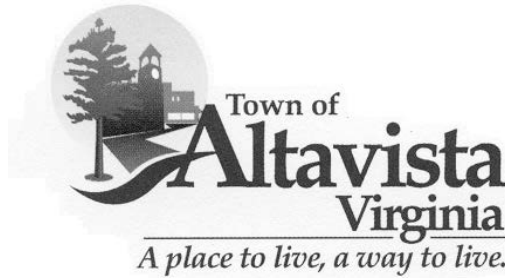
- (1) The applicant or any aggrieved person may appeal a final decision of the DRB to the Town Council by filing a written notice of appeal within thirty (30) days of the date of the DRB decision.
- (2) The Town Council may affirm, reverse, or modify, in whole or in part, the decision of the DRB. In so doing, the Town Council shall give due consideration to the recommendations of the DRB along with other evidence as it deems necessary for the proper review of the application.
- (3) Hearing before the Town Council - Upon appeal, the final decision of the DRB shall be stayed pending the decision of the Town Council; provided, however, that the applicant is prohibited from taking any action for which approval is sought during the pendency of such appeal. The Town Council shall conduct a full and impartial public hearing on the matter using the same adopted standards, criteria and design guidelines, in compliance with Section 15.2-2204 of the Virginia Code, before rendering any decision.

(b) From Town Council to Circuit Court

- (1) Appeal to Circuit Court - Any person may appeal any decision of the Town Council to affirm, modify or reverse a decision of the DRB to the Circuit Court for review by filing a petition for writ of certiorari. The petition shall set forth the alleged illegality of the action of the Town Council and the grounds thereof. The petition shall be filed within thirty (30) days after the decision of the Town Council. The filing of the petition shall stay the decision of the Town Council, except that a decision denying a request for demolition in a district shall not be stayed. A copy of the petition shall be delivered to the Town's attorney, who shall file with the

Circuit Court a certified or sworn copy of the record and documents considered by the Town Council.

- (2) Review by Circuit Court - The Circuit Court shall review the record, documents and other materials filed by the Town Council. The Circuit Court may reverse or modify the decision of the Town Council, in whole or in part, if it finds upon review that the decision of the Town Council is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or the Court may affirm the decision of the Town Council.



### ***Commissioners***

Jerry Barbee, Chairman  
Laney Thompson, Vice Chair Person  
Bill Ferguson  
John Jordan  
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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## **Downtown Revitalization Overlay District and Design Guidelines**

### **Subject Overview:**

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. Other projects took precedent over this until April 2013 when staff met with Region 2000 to determine if consulting services could be provided to help with the project. The contract for consulting services was approved and the first public meeting, an Informational Meeting, was held in August 2013. This meeting was well attended by both property and business owners who all received personal invitations to this meeting. Each was invited to continue to participate in the process on a monthly basis.

Between August 2013 and July 2014 there were few meetings that the PC was not working on drafts of the different updates and changes to both the Ordinance and Design Guidelines. Scott Smith would prepare sections that staff provided to the Commissioners to review and provide comments. These changes would be provided back to Scott who would then incorporate them into the document(s). This process was repeated over and over until the Commissioners had 2 documents, the Downtown Revitalization Overlay District Ordinance and the ancillary Design Guidelines that met the PC's overall goals and objectives:

1. To fulfill the Comprehensive Plan's goal of recognizing Altavista's unique character and promote revitalization of the downtown area, and to promote tourism as a viable economic development strategy.
2. To bring harmony and cohesiveness to the visual appearance and uses of the district, to promote compatibility in the appearance, character and uses.

3. To encourage and enable the revitalization and preservation of the downtown historic district.
4. To promote architecturally responsible commercial development, emphasize historic development techniques, reduce vacant, dilapidated, and empty lots.
5. To promote the District as a vibrant commercial hub of the Town.

### **Recommendation from the Planning Commission**

The Altavista Planning Commission held its public hearing on Monday, August 4<sup>th</sup> at its regularly scheduled meeting. The hearing was properly advertised but in addition to the ad placed in the Altavista Journal, all property and business owners received a personal invitation, via letter, to attend and participate in the public hearing. No one spoke for or against the proposed amendments and the following recommendation was approved on a 4-0 vote with one Commissioner absent.

***I make a motion that the Planning Commission recommends to Town Council adoption of the amended changes to the Downtown Revitalization Overlay Ordinance and the ancillary Design Guidelines.***

The vote tally was as follows:

Chairman Barbee-	Yes
Vice Chairman Thompson-	Yes
Mr. Ferguson-	Yes
Mr. Jordan-	Yes
Mr. Woodson-	Absent

The reasons for this recommendation are:

1. To preserve the Historic District now and for future generations;
2. Maintain the façade improvements;
3. Guide future development of vacant lots consistent with the character and appearance of the historic district and DRO;
4. Promote future commercial development;
5. Attract complementary businesses;
6. Promote tourism;
7. A guide for property and business owners;
8. To protect, maintain and possibly increase property values



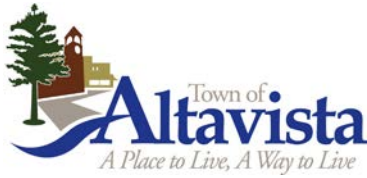
## **Business Visits 12-10-2014: Mike Mattox, Jerry Barbee, Mark Thomas, Dan Witt**

Comments received during the visits with the businesses/property owners.

- Likes appearance of downtown. Thinks it's important to protect the integrity and historic nature of downtown. Change is okay but don't take away the old.
- Stated she signed a petition but wants to retract her name from it. Loves the idea of design guidelines and wants to keep the historic nature and loves the idea of preservation.
- Wants to use the design guidelines to do some work to the outside of her building and has pictures of some colors and buildings she took in Annapolis.
- Have concerns over gov't dictating what can and can't be done: specifically in reference to signs. They want to change signs and the scope of the business (mercantile?) They had bad experience in NC and are concerned the ordinance and guidelines would be too strict or overly enforced.
- Want more businesses in the downtown and more foot traffic. A restaurant or pub.
- Wants at least one person from CBD to be on the board and/or a coalition of small business owners represented by this person or persons.
- She is part of AOT BOD and the board has only discussed \$50K 0% loan
- She liked the look of the downtown and renovations that have been done and would like to maintain the look
- Thinks it's a great thing to keep the integrity of the historic buildings.
- She would benefit from the guidelines especially with the assistance in how to maintain a historic building.
- Upgrades in the past few years have been great and she would love to see something done to update and utilize the theatre.
- Doesn't want any drastic changes to the downtown but has concerns about rules 'just to have them' or 'based on a fear of what might happen.'
- The more freedom a business owner has the more likely they are to succeed.
- His biggest concern is the dead/vacant buildings and NO foot traffic.
- Is not as concerned about the 'look' of the buildings as he is with having a business in the buildings.
- Not a historic buff but understands there is a responsibility to 'do the right thing.'
- Doesn't like it- doesn't want it- no more government telling him what to do
- Acknowledged receiving invitations but too busy to participate. Believes if we'd done face to face visits we'd have gotten the input we needed rather than sending out letters.
- Stated he signed the petition along with 62 other folks and TC will hear from them on the 13<sup>th</sup>.

- Does not believe the guidelines will affect his brick building.
- His concern is 'would this force building owners to spend money they can't afford.
- Expressed concerns that there is still concrete splatter on his building from the most recent streetscape project.
- If you don't do anything (have guidelines and an ordinance) then it doesn't impact property owners.
- Guidelines do seem reasonable.
- Asked how Abington, VA did their revitalization- do they have an ordinance, guidelines?
- There are lots of people who just don't want change- it's in their nature.
- If it were him he'd attached incentives to the ordinance and guidelines. That gives folks a reason to change, but in doing so, you have to follow a set of rules.
- The way it is being done, the perception is that it is the Town vs Business which is a negative. Make it positive- add incentives.
- Use the 'industrial' model in the commercial district. If you want an 'anchor' restaurant, pub or microbrewery, then make it enticing for someone to want to come.
- Stated that he believes overall the Town is antibusiness.
- Doesn't like being told what to do with a building that he's worked to pay for.
- He doesn't buy into the 'historic district' and stated it was fraudulently established as there are only 2-3 buildings that have any historic significance. All the others have been changed so much they've lost any historic significance.
- Stated his building is worse off than prior to the façade improvement program. He is concerned that guidelines drafted by an architect would be too costly for property owners.
- Stated that he doesn't think he should have to get 2 appraisals in order to sell his building and that it wasn't right that he can't live in his apartment on the main floor. NOTE: Staff pointed out that based on the code both of these beliefs were not true.
- Recently relocated to manage the store in Altavista so is not familiar with the streetscape and façade program.
- After Jerry explained what it was and why the PC made the recommendation, the individual talked about his own experience in Lakeland, FL. He stated that areas that have a nice and quaint look tend to attract business, which in turn attracts shoppers.
- He said that when Lakeland, FL took steps to revitalize it was a joint effort, private/public, partnership, which is important.
- Stated that since he is a renter that he would go with whatever his landlord's opinion is.
- However, if he owned the business, he would like some say in what he could do with his building.
- He said at this point it is more important to fill the empty spaces and provide foot traffic for his business.

- His primary concern was to be sure that existing signage and improvements were grandfathered- that owners weren't going to be told they had to do something, i.e. replace a sign.
- Stated he doesn't know much about it but he would like our downtown 'to look like downtown USA.'
- Lastly, he doesn't want something that would put a burden on the owner.
- No incentive for a property owner to renovate if the building is already rented.
- This should be a market driven idea.
- Does not believe this is necessary. The Town should allow the property owners to 'do the right thing' and believes the owners are not going to intentionally try to make things look worse.
- Believes there is some intrinsic historic value to the downtown but that if it changed drastically that it might not be a bad thing.
- Value in the buildings in the downtown is their revenue/rental value and not their historic value. If the historic nature of the building makes it non-functional have it removed and replace it with something that makes money.
- Thinks it would be better to have an incentive program and/or rebate program such as is in Lynchburg's program. He suggested talking with Marjette.
- If the TC does move forward the board should be made up primarily of property owners.



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

**Date:** January 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Addition of lane miles for VDOT highway maintenance funds

---

**Recommendation**

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

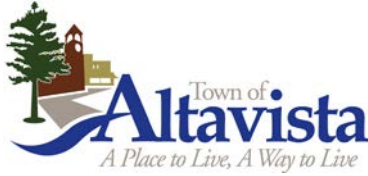
**Background and discussion**

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. At this time 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.

The attached resolution is required for the state to add the lane mileage to the Town's inventory for maintenance purposes. This annual process needs to be completed by February 1<sup>st</sup> of each year that new roads are to be added.

**Attachments**

- Resolution
- Form U-1 (Additions)
- Maps



**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

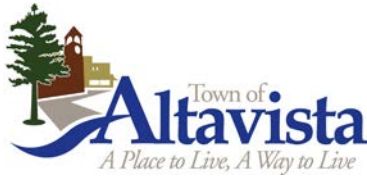
Certified: \_\_\_\_\_  
Clerk of Council





English Park

Extends from the terminus of 3<sup>rd</sup> Street



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

**Date:** January 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Institute of Advanced Learning & Research (IALR) Project Update

---

**Recommendation**

Adopt the attached Health and Safety Procedures (HASP) and concur with moving forward with the previously approved proposal from IALR as outlined in the Scope of Work.

**Background and discussion**

At your 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 is attached. The first item completed was a draft of the Health and Safety Procedures (HASP), which is attached and submitted for your review and adoption.

At this time 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).

**Attachments**

- Attachment “A” of Agreement – “Scope of Work”
- Health and Safety Procedures document (draft)



## Attachment A – Scope of Work

### Town of Altavista (TOA) Overflow Pond Remediation Project

#### 1) **Initial Actions (To be completed by December 14<sup>th</sup>)**

- a) IALR can prepare a peer reviewed report and justification of current experimental procedures and results, including a literature review of the current state of knowledge regarding research on both plant (phyto) and bacteria mediated remediation of PCBs.
- b) Risk Mitigation Report - A set of guidelines to minimize and mitigate risks for researchers and site workers as well as liability for the TOA. Proper personal protective equipment required, what should and should not leave the site, and research waivers of liability may be included.

#### 2) **Research Overview**

- a) Field Study
  - i. PCB contaminated soil will be mixed well and divided into pots of equal size. Baseline soil samples will be taken and treatment groups will be initiated as follows: switchgrass, switchgrass + PaKM, switchgrass + know bacterial PCB metabolizers and blank controls, then grown for one season. PCB degradation in each treatment will be tested with the appropriate number of samples. Plant tissue samples will also be tested for accumulation.
- b) Laboratory Studies
  - i. Scientists will isolate and screen bacteria from the pond to identify those capable of efficiently metabolizing PCBs. We will then apply molecular techniques to select bacteria capable of vigorous growth on media with PCB as the sole carbon source for later use in PCB remediation.
  - ii. Explore introduction of the gene responsible for PCB degradation (*bph*) into a plant associated bacterium
- c) Establish contacts with funding agencies for potential funding for phase 2

### **3) Research Timeline**

#### **Winter 2014 – Setup for early spring plantings**

- Set up pot experiments on the ponds edge to include 15 replicates in each of 4 treatment groups (60 pots)
- Fill pots with thoroughly mixed soil from the pond (2/3 sludge and 1/3 compost)
- Set up irrigation system (water supply required)
  - Purchase supplies needed
- Gather beginning soil samples to get baseline PCB levels
  - Also isolate bacteria from the sample
- Start switchgrass plants plus beneficial endophytes in the lab

#### **Spring 2015 – Initiate growing stage**

- Plant 3 plants per pot to allow sufficient root penetration
- Monitor plant growth for first 3 weeks

#### **Summer 2015**

- Take mid-season soil samples

#### **Fall 2015**

- Continue to monitor

#### **Winter 2015-16**

- Take end of season soil samples
- Analyze data and provide a progress report to TOA

#### **Spring and Summer 2016**

- Continue to monitor

#### **Fall 2016 – end phase one experiment**

- After vegetative growth (around July)
- Collect soil samples
- Provide a report of findings - December

**Cost for Services:   \$25,000 firm-fixed price plus the cost of testing, estimated to be \$11,000.**

# HEALTH AND SAFETY PLAN (HASP)

---

*Site:* **ALTAVISTA WWTP EMERGENCY OVERFLOW POND**

*Location:* **ALTAVISTA, VIRGINIA**

*Date Prepared:* **DECEMBER 2014**

*Project Description:* **ON SITE RESEARCH AND DEVELOPMENT (R&D) FOR PCB REMEDIATION (EPA 40 CFR Ch. 1 (7-1-05 Edition) PART 761.3 p. 611) BIODEGREATION (1)**

**And**

**ON SITE TREATABILITY STUDY (EPA 40 CFR Ch. 1 (7-1-05 Edition) PART 761.3 p. 612 1, 3, and 4) TO DETERMINE AMENDABILITY AND EFFICACY OF BIODEGREATION IN SLUDGE**

*Potential Waste Types:* **Polychlorinated biphenyls (PCBs)**

*Characteristics:* **Aroclor 1248, nonvolatile, strongly bound to soil particles and organic-rich biosolids (2)**

*Status:* **Limited use sewer overflow lagoon.**

*Background Review:* **Site Records Review**

**THE TOWN OF ALTAVISTA (TOA) DOES NOT GUARANTEE THE HEALTH OR SAFETY OF ANY PERSON ENTERING THIS SITE. DUE TO THE NATURE OF THIS SITE AND THE ACTIVITY OCCURRING THEREON, IT IS NOT POSSIBLE TO DISCOVER, EVALUATE, AND PROVIDE PROTECTION FOR ALL POSSIBLE HAZARDS THAT MAY BE ENCOUNTERED. STRICT ADHERENCE TO THE HEALTH AND SAFETY GUIDELINES SET FORTH HEREIN WILL REDUCE, BUT NOT ELIMINATE, THE POTENTIAL FOR INJURY AT THIS SITE. THE HEALTH AND SAFETY GUIDANCE IN THIS PLAN WAS PREPARED TO SERVE AS AN EXAMPLE TO POTENTIAL CONTRACTORS, SUBCONTRACTORS, AND RESEARCHERS WHO MAY WORK AT THIS SITE.**

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

**RESEARCHERS AND CONTRACTOR CERTIFICATIONS**

By their signature, the undersigned hereby certify that this HASP has been reviewed and approved for use at the Altavista WWTP, Altavista, Virginia.

\_\_\_\_\_  
PROJECT MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWN MANAGER

\_\_\_\_\_  
DATE

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

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Appendix A - Site Map

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

## **1.0 INTRODUCTION**

### **1.1 Purpose**

This Health and Safety Plan (HASP) addresses the health and safety practices which will be employed by workers participating in investigation activities at the Altavista Waste Water Treatment Pond (WWTP) site (Site) located in Altavista, Virginia. The HASP takes into account specific hazards inherent to the Site, and presents procedures to be followed by Consultants, Contractors, Researchers, and all site visitors in order to avoid and, if necessary, protect against health and/or safety hazards. Activities performed under this HASP will comply with applicable parts of OSHA Regulations, primarily 29 CFR Parts 1910 and 1926 and the WISHA equivalent. A copy this HASP will be maintained for the duration of work. All workers who may participate in activities at the Site are required to comply with the provisions specified in this HASP. All activities covered by this HASP must be conducted in compliance with all applicable federal, state, and local health and safety regulations. All site visitors who enter designated zones must also comply with this HASP. Refusal or failure to comply with the HASP or violation of any safety procedures by field personnel and/or subcontractors performing work covered by this HASP may result in immediate removal from the Site following consultation with the TOA.

### **1.2 Stop Work Authority**

TOA and its contractors have the express authority at any time during the execution of work or research to call for a “Stop Work”. Anyone who witnesses or perceives a task or activity being planned or performed in such a manner that may lead to endangering health, safety, security or the environment can and should stop the work. Upon executing the stop work authority, workers involved in the task are to immediately stop work and notify the TOA. Collectively they will evaluate the task being performed and take the steps necessary to complete the task in a safe manner.

### **1.3 Scope of Work**

This HASP addresses all general activities below:

#### **Mobilization / Demobilization**

- Mobilization/demobilization of equipment and supplies
- Establishment of site security, work zones, and staging areas

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

Research Activities

- Proper personal protective equipment
- Sample collection
- Limitations

## **2.0 PROJECT ORGANIZATION AND RESPONSIBILITIES**

This section includes project organization and structure, and establishes the specific chain-of-command for responsibilities and communications. The organizational structure shall be reviewed and updated as necessary to reflect the current status of project operations.

### **2.1 Town of Altavista**

TOA will have final responsibility and authority for all aspects of the research, and is also responsible for approving all changes to this HASP.

### **2.2 Project Manager (Researcher)**

The project manager will serve as the primary contact for the TOA and will have responsibility for:

- Ensuring implementation of this program
- Conducting periodic inspections
- Participating in incident investigations
- Ensuring the HASP has all of the required approvals before any site work is conducted
- Ensuring that the Town Manager is informed of project changes which require modifications of the site health and safety plan
- Overseeing Project Health and Safety

### **2.3 Site Personnel**

Responsibilities include:

- Reporting any unsafe or potentially hazardous conditions to the TOA
- Maintaining knowledge of the information contained in the HASP
- Complying with rules, regulations and procedures as set forth in the HASP and any revisions

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

- Preventing admittance to work sites by unauthorized personnel
- Inspecting all tools and equipment, including personal protective equipment (PPE).

### **3.0 SITE HISTORY AND DESCRIPTION**

#### **3.1 Location**

The Town of Altavista overflow pond is located at the Waste Water Treatment Plant within town limits. The site is bordered to the east by the Staunton River.

#### **3.2 Site History and Current Conditions**

##### **3.2.1 WWTP History**

The current 3.6 million gallon per day waste water treatment plant opened in the mid 1960's and was subsequently upgraded in 1977 and 1996. To enable the expansion in 1996, the "polishing pond" was left open to serve as an emergency overflow containment structure. While various PCB levels tested in the Staunton were detected as decreasing over time since the 1980's, Virginia Department of Environmental Quality personnel sampled the overflow pond and found Aroclor 1248 levels above 600 ppm in 2000 (2). A primary compounding factor is that the TOA was not responsible for the PCBs found. Industrial customers of the facility were known to use and dispose of PCBs, and are the likely source.

##### **3.2.2 Current Conditions**

The 6 acre pond is used only as an emergency overflow basin. Aroclor 1248 was detected in samples above the EPA RBC and VRP Tier III levels of 2.9 mg/kg. Concentrations in all bio-solids samples are below the EPA soil screening level for inhalation (23,900 mg/kg).

#### **3.3 Project Description – Bioremediation Research**

##### **3.3.1 Polychlorinated biphenyls**

PCBs, the chlorinated derivatives of biphenyl, are one of the most prevalent, toxic, and persistent group of contaminants in the environment. The TOA has expressed interest in alternative methods to lower the levels of PCBs in the pond to acceptable levels (<50ppm). The pond liner has proven to be intact and able to contain the contaminants



**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

as shown by acceptable levels found in adjacent ground water monitoring wells. As a functional complementary method to lower levels of PCBs, recent research has focused on the use of both anaerobic and aerobic bacteria as an energy-efficient and cost-effective way to detoxify the pollutant. Enzymes responsible for PCB degradation in bacteria can be divided into four types, including biphenyl dioxygenase (BphA, dihydrodiol dehydrogenase (BphB), 2, 3-dihydroxybiphenyl (BphC), and Hydrolase (BphD). Additionally, 12 different bacterial genera have shown the ability to degrade PCBs, indicating a widespread environmental distribution of the genes responsible. Given the importance and worldwide distribution of the toxic compound, the relatively untapped mechanism of PCB detoxification by bacteria is becoming a major focus of study.

#### **4.0 POTENTIAL SITE HAZARDS**

##### ***4.1 Polychlorinated biphenyls***

PCBs have historically been used from a number of sources including, but not limited to: electrical systems, hydraulic oils, lubricants, cutting oils, printer's ink, and asphalt. Exposure to PCBs can occur through unbroken skin without immediate pain or irritation. Acute effects of PCB exposure can include eye, skin, nose, and throat irritation. Chronic effects of PCB exposure can include skin swelling and redness, gastro-intestinal disturbances, and neurological effects such as headache, dizziness, nervousness and numbness of extremities. PCBs are suspected human carcinogens that may cause liver cancer. PCBs can accumulate in fatty tissues and result in health effects after the initial exposure has occurred. The primary route of exposure for PCBs is inhalation, dermal contact, and ingestion. Aroclor 1248, specifically, was detected at the site. With a chemical formula of 3,3',5,5'-Tetrachlorobiphenyl, this congener is not listed by the World Health Organization (WHO) as having dioxin-like properties and is reported to be non-volatile (2).

## **5.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **5.1 Summary**

The PPE specified represents the PPE selection required by OSHA 29 CFR 1910.132, and is based on the AHA of Section 4. The PPE program addresses elements, such as PPE selection based on site hazards, use and limitations, donning and doffing procedures, maintenance and storage, decontamination and disposal. Below are PPE which are to be utilized if contact with pond sludge is to be expected. Examples of such activities include, but are not limited to, sampling in the pond, test crop planting, and inoculating sludge with microorganisms.

### **5.2 PPE required**

- Tyvek® suit or work overalls
- Hard hats with splash shields and/or safety glasses
- Chemical-resistant gloves as appropriate for work
- Disposable Respirator/ Half- or full-face respirators
- Clothing appropriate for the work being performed
- Chemical-resistant safety boots or shoes or covers

## **6.0 SITE CONTROL MEASURES**

### **6.1 Site Zones**

Site zones are intended to control the potential spread of contamination and to assure that only authorized individuals are permitted into potentially hazardous areas. A three-zone approach will be utilized. It shall include an Exclusion Zone (EZ), Contamination Reduction Zone (CRZ), and a Support Zone (SZ). Specific zones shall be established on the work site when operations begin for each task requiring such delineation. A map depicting the zones is located in Appendix A and will be available at the site. This research is being conducted under the requirements of 29 CFR 1910.120, and any personnel working in an area where

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

the potential for exposure to site contaminants exists, will review and sign the HASP. The following shall be used for zone designations, if necessary.

**Support Zone** - The SZ is an uncontaminated area that will be the field support area for most operations. Appropriate safety equipment will be located in this zone. Potentially contaminated personnel/materials are not allowed in this zone. The only exception will be appropriately packaged/decontaminated and labeled samples.

**Contamination Reduction Zone** - The CRZ is established between the EZ and the SZ. The CRZ contains the contamination reduction corridor and provides an area for decontamination of personnel and portable hand-held equipment, tools and heavy equipment. A personnel decontamination area will be prepared at each exclusion zone. The CRZ will be used for Exclusion Zone entry and egress in addition to access for heavy equipment and emergency support services.

**Exclusion Zone** – The exclusion zone is primarily located in the pond itself. However, all activities which may involve exposure to site contaminants, hazardous materials and/or conditions should be considered an exclusion zone. The TOA may establish more than one EZ where different levels of protection may be employed or different hazards exist. The size of the EZ shall be determined by TOA allowing adequate space for the activity to be completed.

## **7.0 DECONTAMINATION**

### **7.1 PPEs**

PPE helps prevent the wearer from becoming contaminated or inhaling contaminants, and good work practices help reduce contamination on protective clothing, instruments, and equipment. Even with these safeguards, contamination may occur. Harmful materials can be transferred to clean areas, exposing unprotected personnel. To prevent such occurrences, the following contamination reduction and decontamination procedures have been developed.

#### **7.1.1 Minimization of Contact with Contaminants**

During completion of all site activities, personnel should attempt to minimize the degree of contact with contaminated materials. This

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

involves a conscientious effort to keep "clean" during site activities. All personnel should minimize kneeling, splash generation, and other physical contact with contamination. This may ultimately minimize the degree of decontamination required and the generation of waste materials from site operations.

**7.1.2 *Personnel Decontamination***

Personal hygiene of personnel, coupled with diligent decontamination, will significantly reduce the potential for exposure. Decontamination will be performed by removing all PPE used in EZ and placing in drums/trash cans at CRZ. Disinfecting hand wipes shall be available for wiping hands and face. Personnel should wash and rinse gloves and over boots, remove boot covers, remove outer gloves, remove Tyvek® splash-resistant suit or chemical resistant clothing, wash inner gloves, remove respirator, rinse inner gloves, remove inner gloves and wash and rinse hands and face. If exposed to subsurface soils, wash with soap and water.

**7.1.3 *Hand-Held Equipment Decontamination***

Hand-held equipment includes all monitoring instruments, samples, hand tools, and notebooks. The hand-held equipment is dropped at the first decontamination station to be decontaminated by one of the decontamination team members. These items must be decontaminated or discarded as waste prior to removal from the exclusion zone. To aid in decontamination, monitoring instruments can be sealed in plastic bags or wrapped in polyethylene. This will also protect the instruments against contaminants. The instruments will be wiped clean using wipes and paper towels if contamination is visually evident. Decontamination procedures for sampling equipment, hand tools, etc., shall include the use of a detergent wash, as appropriate for the site conditions. All liquids generated in the decontamination will be stored at the Site in drums and then disposed of at an approved facility in accordance with federal, state and local regulations. Personnel performing this task will wear the proper PPE as prescribed in section 5.0.

#### **7.1.4 Heavy Equipment Decontamination**

Decontamination of chemically-contaminated heavy equipment will be accomplished using high-pressure steam or dry decontaminated with brushes and shovels. Decontamination shall take place on a decontamination pad and all liquids used in the decontamination procedure will be collected or returned to pond. Vehicles or equipment brought into an exclusion zone will be treated as contaminated, and will be decontaminated prior to removal. All liquids used in the decontamination procedure will be stored at the Site in drums and then disposed of at an approved facility in accordance with federal, state and local regulations. Personnel performing this task will wear the proper PPE as prescribed in section 5.0.

### **8.0 SAMPLE COLLECTION**

#### **8.1 Log Book**

8.1.1 A field log book that contains all information pertinent to the site inspection and sampling activities will be maintained by researchers. The person making the entry should sign and date all entries in the log book. Entries into the log book should include the following types of information (3):

- Site and location of the sample extraction
- Date on each page
- Exact times of sampling events or visual observations
- Types of samples collected and sample identification numbers
- Number of samples collected
- Specific description of sample locations
- Description of sampling methods
- Field observations
- Name of all field personnel

#### **8.2 Shipping Samples**

A sample collector shipping samples to a laboratory and a laboratory returning samples to a sample collector must comply with applicable U.S.

**Health and Safety Plan (HASP)**  
**Research Activities at the Altavista WWTP**  
**Altavista, Virginia**

Department of Transportation (DOT) or U.S. Postal Service (USPS) shipping requirements, found respectively in 49 CFR 173.345 and U.S. Postal Regulations 652.2 and 652.3. Assure that the following information accompanies the sample:

- The sample collector's name, mailing address, and telephone number.
- The laboratory's name, mailing address, and telephone number.
- The quantity of the sample.
- The date of shipment.
- A description of the sample
- Package the sample so that it does not leak, spill, or vaporize from its packaging.

***8.3 Sample Size***

Each sampling point should contain approximately 2 ounces (2)

**9.0 EMERGENCY CONTACT**

***9.1 911***

Should any accident occur, 911 should be dialed immediately.

**10.0 FIELD PERSONNEL REVIEW**

**10.1 Form**

This form serves as documentation that field personnel have read, or have been informed of, and understand the provisions of this HASP for the Town of Altavista. It is maintained on site by the SSO as a project record. Each field team member or researcher shall sign this section after review of the contents of this HASP has been completed.

[Form on following page.]

# Health and Safety Plan (HASP) Research Activities at the Altavista WWTP Altavista, Virginia

I have read, or have been informed of, the Health and Safety Plan and understand the information presented. I will comply with the provisions contained therein.

[illegible]

## APPENDIX A - SITE MAP TO DELINEATE ZONES

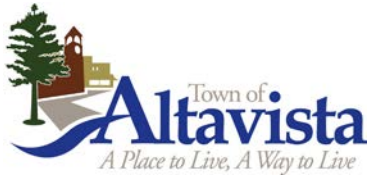


Figure 1 – Site zones are intended to control the potential spread of contamination and to assure that only authorized individuals are permitted into potentially hazardous areas. A three-zone approach will be utilized. It shall include an Exclusion Zone (EZ), Contamination Reduction Zone (CRZ), and a Support Zone (SZ).

## References

- 1) Toxic Substances Control Act (TSCA), (1976). EPA 40 CFR Ch. 1 (7-1-05 Edition).
- 2) Draper Aden Associates (2003). Voluntary Remediation Report Altavista WWTP, Emergency Overflow Pond Altavista, Virginia.
- 3) EPA (1996). Soil Screening Guidance: User's Guide U.S. Environmental Protection Agency, Office of Solid Waste and Emergency Response, Publication 9355.4-23.





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

**Date:** January 5, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Altavista Band Boosters Request to Amend Trade Lot Agreement

---

**Background and discussion**

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.

Attached is a letter from the Band Boosters 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. 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. At this time, staff would like 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.

Staff concurs with the request to amend the agreement to a 12 month period for use on the first Saturday of each month. In addition, staff 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.

Council may wish to approve the amendment or defer action.

**Attachments**

- Band Booster's Letter
- Original Agreement
- Amendment 1 to the Agreement

# The logo for Altavista Band Boosters features a large, stylized orange letter 'A' with a black outline. To the right of the 'A', the words 'ltavista Band Boosters' are written in a black, cursive-style font. The 'A' is significantly larger than the other text.

**P.O. Box 333, Altavista, VA 24517**

**Sandy Albrecht-President; Paula Whittier-1<sup>st</sup> Vice President;  
Heather Noel- Treasurer; Sheryl & Andrew Hicks- 2<sup>nd</sup> Vice Presidents (Acting)  
-Secretary**

January 7, 2015

Mr. Waverly Cogsdale  
P.O. Box 420  
Altavista, VA 24517

RE: Trade Lot Agreement

Dear Mr. Cogsdale,

On behalf of the Altavista Band Boosters organization I am writing you in reference to the Trade Lot usage agreement between the Town and the Boosters. I would first like to apologize for the lack of communication between the Boosters and the Town concerning the change in use dates involving the Trade Lot.

We have recently had an unexpected and sudden change in organizational officers with the members who were handling the Trade Lot suddenly leaving our organization. This left a void that caused disruption in the operation of lot on our part and a communication problem with the Town.

It had been decided at the September Booster meeting that we would inform the Town that we would change back to the traditional once per month First Saturday date 12 months per year. This was due to lack of interest in venders and complaints from citizens that the lot was not open 12 months per year. This was supposed to be transmitted to the Town but unfortunately this did not occur and again we apologize for this. Therefore we are formally notifying the Town that we request to modify the agreement and will be operating the Trade Lot on the first Saturday of each month.

As to the monthly report outlined in Section 15 of the agreement I was not aware that these had not been submitted and again apologize for this. The required reports are being prepared now and will be submitted to you forthwith.

On behalf of the Band Boosters my wife Sheryl and I look forward to working with the Town and continuing the tradition of the First Saturday Trade Lot.

Sincerely,

A handwritten signature in dark ink, appearing to be 'A. J. Hicks', written in a cursive style.

Andrew and Sheryl Hicks

**THIS AGREEMENT** made this 13<sup>TH</sup> day of September, 2013 by and between **THE TOWN OF ALTAVISTA**, a Virginia municipal corporation, hereinafter "Town" and **THE ALTAVISTA BAND BOOSTERS**, a Virginia unincorporated association, hereinafter "ABB".

**WITNESSETH:**

**WHEREAS**, Town owns a parcel of land lying on Seventh Street in the Town which property is known as "Shreve Park" and "War Memorial Park" a portion of which, including a concession stand, is used on a monthly basis as the "First Saturday Trade Lot," which property is hereinafter referred to as "the Premises"; and

**WHEREAS**, ABB wishes to use the Premises to operate and manage the "First Saturday Trade Lot" flea market, hereinafter "Trade Lot Event"; and

**WHEREAS**, the parties have reached agreement as set forth below.

**NOW THEREFORE FURTHER WITNESSETH:**

1. Use. ABB shall have the use of the Premises once per month in the months of March through November with an additional use per month in April, May and September for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning.)The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1<sup>st</sup> Saturday in June).

During the term of this agreement, ABB may store its inventory and equipment in the concession building between Trade Lot Events.

2. Term. This agreement shall remain in effect until terminated by either party on 90 days notice in writing to the other.

3. Rent. ABB will pay to the Town \$1,500 annually, payable in monthly installments of \$125.00 payable on the first day of each month. Rent is based on the use of the Premises for 12 Trade Lot Events each year at \$125.00 per use. Any additions or reductions must be approved in advance by the Town.

4. Contact persons; ABB members to be present.

A. ABB shall provide the Town Manager or his/her designee with a list of the officers of the organization and a single contact person who is to serve as the representative of ABB as to all aspects of this agreement.

- B. A responsible member of ABB or its agent must be physically present on the Premises prior to allowing any vendor to locate on the Premises and such member or members shall remain on site during the Trade Lot Event during hours of operation and until all trash and debris originating from the Trade Lot Event are properly contained and/or removed.

5. Restrictions.

- A. The Town reserves the right to prohibit the display and/or sale of any article that, in its sole discretion, is not appropriate for the nature of the Trade Lot Event. ABB shall communicate this restriction to all vendors.
- B. The Town reserves the right to conduct an annual review of the vendor agreement utilized by ABB

6. Cooperative Use of Premises. ABB agrees to work with the Town to efficiently utilize the Premises, so that only the portion of the Premises needed is impacted. This will include locating vendors into areas of the Premises, beginning on the south side of the entry way of the Trade Lot from 7<sup>th</sup> Street, so that other areas of the premises can be utilized for its original purpose (parking lot). This would not prohibit ABB from use of the entire Premises when warranted. The plan would be agreed upon by the two parties.

7. Permits. All necessary permits must be obtained by ABB or the vendors who are renting space(s) and all food vendors shall have obtained the necessary permit from the Campbell County Health Department prior to setting up at the Trade Lot Event.

8. Supervision of vendors and Trade Lot visitors. ABB is responsible for supervising the vendors and all other individuals who come upon the Premises during the Trade Lot Event. The Town is not responsible for providing such supervision, however, Town officers and agents may evict individuals from the property/facility during the Trade Lot Event if the conduct of such individual is deemed by the Town officers and agents to be unlawful or disorderly.

9. Use of sound equipment must be approved. ABB shall secure the prior approval of the Town before using audio/visual systems, public address systems, and live or recorded amplified music.

10. No off site advertising of Trade Lot Event by vendors. ABB shall not permit any off site advertising by its vendors.

11. Alcohol not permitted. No alcohol shall be allowed on the Premises without prior approval by the Altavista Town Council.

12. Premises to be clean after each Event. The Premises shall be cleaned after its use at the conclusion of each Trade Lot Event and the trash shall be placed into receptacles to be hauled away, as agreed to by the Town and ABB.

13. Release and Indemnity; Reporting injury or damage.

A. Release. In consideration for use of the facilities, ABB, on behalf of itself and its officers, employees and members, hereby expressly exempts and releases the Town, its officers, employees, and insurers from and against all liability, claims and demands, on account of injury, loss, or damage, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that ABB and its officers, employees and members, may incur as a result of attending the Trade Lot Event, whether any such liability, claims, and demands result from any act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

B. Indemnity. In consideration of the use of the Premises, ABB indemnifies and holds harmless the Town, its officers, employees and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation, claims arising from property loss or damage, bodily injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Premises, whether any such liability, claim, and demand results from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

C. Any agreement between ABB and vendors at the Trade Lot Event shall contain similar releases in favor of the Town.

D. All personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the use or occupancy of the Premises and adjoining Town owned property shall be reported to the Town Manager or his/her designee, in writing, as soon as possible and in no event less than 48 hours after the Trade Lot Event.

14. Insurance requirements. ABB shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with ABB's use or occupancy of the Premises and adjoining Town owned property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the Town, its officers, employees, and agents as additional insureds and provide a certificate of insurance to the Town on an annual basis. Said policy shall be endorsed to provide thirty (30) days notice to the Town of cancellation or any change of coverage or limits. If a current certificate of insurance has not been provided to the Town prior to any Trade Lot Event, the Town may deny access to the premises.

15. Annual Report. ABB will provide to the Town a monthly report of ABB's financial records related to the operation of the Trade Lot. The form of the report will indicate the monthly number of vendors, total payment received, update on benefit of funds and other

items agreed upon by the parties. The report will be due to the Town no later than the end of the month.

16. Severability. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**ALTAVISTA BAND BOOSTERS**

By: Sandra Albrecht

I am the President of ABB and am authorized and directed by ABB to execute this agreement on its behalf. I have read and understand this agreement and agree to all of its terms on behalf of ABB.

Print Name: Sandra Albrecht

Address: 2120 Laurel LN Altavista

Telephone: Home: 309-2634 Work: 309-1456 Cell: \_\_\_\_\_

Email: Sandyberch1963@Centurylink.com

**TOWN OF ALTAVISTA**

By: [Signature]  
Town Manager

Attest [Signature]

***Agreement form was approved by the Altavista Town Council on September 10, 2013***

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE TOWN OF ALTAVISTA AND THE ALTAVISTA  
BAND BOOSTERS REGARDING USE OF "SHREVE PARK" and "WAR MEMORIAL PARK"**

Previously the Town of Altavista and the Altavista Band Boosters entered into a new agreement regarding the use of the property that is used on a monthly basis as the "First Saturday Trade Lot". This agreement was approved by action of Town Council at their September 10, 2013 meeting and signed by both parties on September 13, 2013.

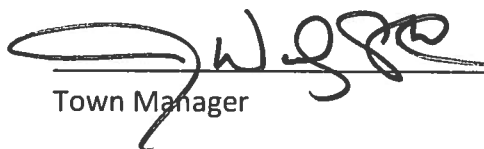
Subsequently, the Altavista Band Boosters approached the Town of Altavista in regard to changing the portion of the agreement that deals with the dates the facility will be used, as outlined in *Section 1. Use.* of the Agreement. The Altavista Band Boosters requested that the approved second date in the month of April be deleted and a second date in November be granted.

The Altavista Town Council considered this request at their March 11, 2014 meeting and following the recommendation of the Public Works/Utility Committee's recommendation approved the request as presented.

Accordingly, the agreement originally approved by Town Council on September 10, 2013 and executed by both parties on September 13, 2013, is hereby AMENDED in the following way:

1. Use. ABB shall have use of the Premises once per month in the months of March through November with an additional use per month in ~~April~~, May, ~~and September~~ *and November* for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on Friday proceeding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed access to the Trade Lot beginning at 8:00 a.m. on Friday morning. The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1<sup>st</sup> Saturday in June).

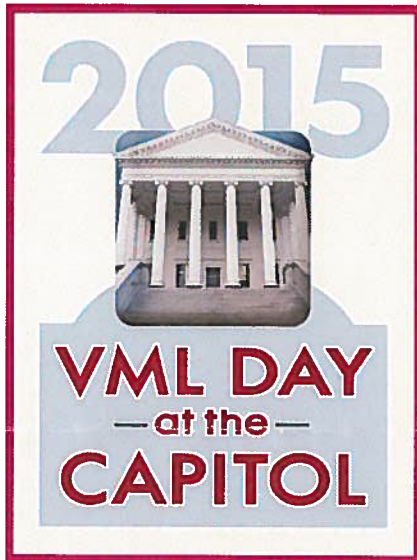
All other terms of the Original Agreement, except as amended above, shall remain unchanged and in full force and effect.

  
\_\_\_\_\_  
Town Manager

MARCH 11, 2014



# Registration Form



**Wednesday, January 28, 2015**

**3 – 5:30 p.m. Keynote address and briefings  
by VML legislative staff**

**5:30 – 7 p.m. Reception**

**Library of Virginia  
800 East Broad Street  
Richmond, VA 23219**

**Cost: \$50 (includes reception)**

An outstanding *new* opportunity for local government officials to interact with members of the General Assembly. Event features a keynote address by Governor Terry McAuliffe, staff briefings on important legislation followed by a quality reception in the foyer of the Library of Virginia adjacent Capitol Square.

Name: \_\_\_\_\_ Nickname for badge: \_\_\_\_\_

Title: \_\_\_\_\_ Locality or Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Please attach or enclose additional names and titles.

**Payment options:** ☐ Please send invoice ☐ Total amount is enclosed: \_\_\_\_\_

Please make checks out to the Virginia Municipal League.

You may also register and pay by credit card at **[www.vml.org](http://www.vml.org)**.

**Send to:**

VML

Attn: Joni Terry

P.O. Box 12164

Richmond, VA 23241

Fax: (804) 343-3758 E-mail: [jterry@vml.org](mailto:jterry@vml.org)

Questions? Contact Joni Terry (804) 523-8529,  
[jterry@vml.org](mailto:jterry@vml.org)





## Small-Town Virginia



*Among Virginia's greatest assets are her small towns and rural, agricultural communities. Today, more than ever, these locales often face challenges ranging from economic hardship to diminishing population that, in some cases, threaten their future. Following are three stories examining the challenges facing Virginia's small communities. The first is an essay about the challenges facing small towns by Dr. Charles Lee, a retired college president and Mecklenburg County, Va., resident with rich experience in working with small communities. Next is a profile of Monterey, Va., a tiny hamlet in Highland County written by Highland Recorder reporter and community journalist John Bruce. The final part of this small-town trilogy is a story about Exmore on Virginia's Eastern Shore, by veteran Eastern Shore journalist Bill Sterling.*

# The Future of Small Towns

by Dr. Charles Lee, Retired President, Mississippi State University

I was recently invited to share some thoughts about the future of small towns at a Chamber of Commerce Banquet in a modest Southside Virginia town.

Like everyone, my views are shaped by my background. So let me begin by sharing some experiences that have influenced my views.

First, my wife was working for our local chamber in North Carolina when we were married 54 years ago, and yes, it was a small town.

During the ensuing years, we have shared 33 domiciles in six states, and about 20 percent of these homes were in small towns.

As a senior agriculture and natural resource administrator and later land-grant university president, I had the opportunity to respond to perhaps 50 small towns across several southern states whose leaders believed that the university might help them plan a brighter future.



Dr. Charles Lee, retired president of Mississippi State University, at the Welcome to Clarksville sign. He served as interim town manager for Clarksville after retiring to Mecklenburg County from Mississippi State.

Just as each of our children is different, so is each small town, and the universities for which I worked never seemed to have enough time or money to adequately understand the dominant forces that powered any particular situation. Today, many universities have small-town specialists with great analytical skills.

I gained more insights while serving as interim town manager two years ago in

Clarksville, a small town in Southside Virginia. The biggest challenge was the difficulty in reaching consensus agreement about some sense of direction — a shared set of beliefs about the town's future, if you will. There is a popular saying that, "Any wind is a good one for a ship that has no destination." Unfortunately, the dismal level of attendance at various town meetings suggested that too few of our citizens had any destination in mind for the town. Apathy is the bane of democracy.

These and other varied experiences across 45-plus years and many locales have yielded some insights that I believe can impact the future of many typical small towns.

- The size of the town is less important in determining its future than what it "does with what it has." Towns built on a set of shared beliefs about their futures will continue to be attractive, if they have



good leadership that can stimulate broad participation in public affairs.

- Small towns thrive when their school systems are rated as outstanding by potential residents and businesses, not just by local interests.
- The biggest threats to the future of small towns are resistance to change and apathy, and it will take more than funerals to subdue these scourges.
- Likewise, the smaller the community, the more influence the naysayers have.
- In economically depressed towns, citizens and leaders often accept lower expectations about what they can achieve. (You have to guard against this becoming a self-fulfilling prophecy.) Do not undervalue your product.
- Individual leadership development is perhaps the single most important factor influencing success. Leadership plus passion can displace apathy and fear of change to make things happen, and good leaders serve as role models for the next generation.
- Natural leaders tend to avoid leadership roles in troubled towns. Rebuilding is hard work and politically hazardous, beginning with reaching consensus about what the townspeople want for their future. (Uncontested political races often signal a loss of confidence about the town's future.)
- Because small towns have so few leadership positions, every vacancy on staff or Council represents a golden recruiting opportunity for new ideas and positive change. Not only does a non-starter mortgage the community's future, but getting poor performers out of key positions gets harder every year.
- When everyone knows everyone else in the town, the peer pressure that regulates social behavior still applies. Though we may be ambivalent about everyone knowing our business, this is one of the most comforting attributes of small towns for people of my generation. Confidence about personal security trumps a lot of other shortcomings in any town.
- Towns whose recruiting slogan is that "we have the lowest taxes" are not competitive in anything else, including quality of life. (They are unwittingly participating in a race to the bottom!)
- Resistance to taxes, coupled with reduced state and federal aid, are threatening the sustainability of aging water and sewer infrastructures in many towns. User fees are going to have to increase substantially

in the future for many communities to sustain current public health standards.

- A town must have room to grow at its boundaries. Most business prospects expect water and sewer availability, which are typically not available beyond town boundaries. Counties benefit when their inclusive towns prosper, and suffer when a town stumbles.
- A higher-education presence stimulates growth and improves the quality of life of any community.
- Retirees bring their income with them, spend much of it locally, and do not require the level of tax and other incentives expected by business and industry. (Contributing their expertise to the community is a priceless bonus.)



**Charles Lee in his office at his Clarksville home. The photo on the wall behind him is of the building at Mississippi State University named after Dr. Lee.**

These are observations about small towns in general. Each community obviously has to plan its future based on its particular circumstances. Self-determination is going to be more important than ever in the future, given the likely declines in state and federal aid to these municipalities.

Virtually every town with which I have worked would give its soul to have a university presence. Think about what a modest mix of program offerings could do for place-bound students in your community, and aggressively pursue your vision with college and university leaders and with your legislative delegation. It is an arduous way to get a satellite campus but my experiences confirm that it often works!

I would also encourage you to think about recruiting firms whose workplace skill requirements match those of local residents. How about seeking a call center, for

example, now that they are migrating back to the USA, along with manufacturing enterprises?

I suspect that small towns will have a lot more in common in the future than they might think, as resistance to tax increases threatens the level of public services to which citizens have become accustomed. Expensive equipment, such as garbage trucks, could easily be scheduled to meet the needs of adjacent towns. Sharing expensive lab facilities for water testing should also be relatively easy.

Virtually every town is facing rising costs for maintaining independent public safety services. I have lived in areas where a unified system provided public safety and emergency services, to everyone's benefit. Why not test some of these concepts in your county?

The history among small towns in many areas is more one of competition than of cooperation. Community pride is great when it can be afforded but I suspect that the future will not be so kind, unless attitudes about desired public services and sustainable levels of taxation change significantly. Public debt and debt service are increasing for many local municipalities, even as population is declining in many of these towns.

The county and the town in which I served as interim manager recently reached agreement to share net revenue from the development of county-owned industrial property near the town boundaries. The town now has more explicit incentive for recruiting new jobs to these sites.

The successful execution of new ideas requires both financial resources and expertise, both of which are often in short supply in small towns. Planning, revitalization, and other infrastructure projects do best when towns get the experts involved.

Most people like to go with the winners. Undercapitalization has doomed many businesses. Avoiding the temptation to take the least expensive route in planning and executing community initiatives will ensure more success in whatever endeavor you choose. Experts do make a difference, and they often know where to find the best prices and sources of funds.

Finally, there is no substitute for optimism. Someone has said that "we become who we think we are." Believing in your town and what it stands for can make all the difference, and if you are successful, your children and grandchildren just might be able to fulfill their life aspirations, without having to live so far away from grandma.



December 17, 2014

Mr. Waverly Coggsdale  
Altavista Town Manager  
Alta Vista  
510 7th Street  
Altavista, VA 24517

RE: Important Information—Price Adjustments

Dear Mr. Coggsdale:

We are committed to constantly improving our customers' entertainment and communications experience in your community, and we continue to invest in making their services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting February 1, 2015, new prices will apply to select XFINITY TV and Internet services and equipment as reflected in the enclosed notice.

Among these price changes, we have itemized a Regional Sports Fee for customers receiving Expanded Basic and Xfinity Latino 450 service tiers and above to offset the rising costs of delivering regional sports networks. In addition, we have improved our Digital Adapter Additional Outlet service so that our Family Tier, Digital Economy, and Latino tier customers receive the same channel lineup on their primary and additional outlets. Starting February 1, 2015, the Digital Adapter Additional Outlet service fees for these customers will be \$2.99.

We are committed to providing our customers with a consistently superior experience, including 24/7 customer service and on-time arrival—or we'll credit the customer \$20 or provide a free premium channel for three months. We back up our services with the Comcast Customer Guarantee (visit [www.comcast.com/guarantee](http://www.comcast.com/guarantee) for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 540-974-5123.

Sincerely,

A handwritten signature in black ink that reads "Paul Comes".

Paul Comes  
Director of Government & Regulatory Affairs

Enclosure



## IMPORTANT INFORMATION REGARDING YOUR XFINITY SERVICES AND RATES

Dear Valued Customer,

At Comcast, we are committed to constantly improving your entertainment and communications experience, and we continue to invest in making your services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs.

Starting on **February 1, 2015**, the prices of select XFINITY® TV and Internet services and equipment will change. **We've included the changes in this notice.**

Among these price changes, we have itemized a Regional Sports fee for customers receiving Expanded Basic and Latino 450 service tiers and above to offset the rising costs of distributing regional sports networks.

In addition, we have improved our Digital Adapter Additional Outlet service so that our Family tier, Digital Economy, and Latino customers receive the same channel lineup on their primary and additional outlets. If you are one of these customers, starting **February 1, 2015**, your Digital Adapter Additional Outlet service fee will be \$2.99.

Have questions? Please visit us at [comcast.com/questions](http://comcast.com/questions).

If you're currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice™ plans as of January 13, 2014, the prices for those specific services will not be affected during the applicable period.

BUNDLED PACKAGES<sup>1</sup>

## QUAD PLAY PACKAGES

CURRENT NEW

Quad Play Package pricing below is additional to Triple Play Package pricing

<b>With Secure 300<sup>3</sup> add</b>	\$39.95	No Change
<b>For SurePrice add<sup>2</sup></b>	\$35.00	No Change
<b>With Secure 350<sup>3</sup> add</b>	\$49.95	No Change
<b>For SurePrice add<sup>2</sup></b>	\$45.00	No Change

## TRIPLE PLAY PACKAGES

CURRENT NEW

## Starter XF Triple Play Bundle

Includes Digital Starter for primary outlet, Performance Internet and XFINITY Voice Unlimited™ Select	\$147.49	No Change
<b>SurePrice<sup>5</sup></b>	\$124.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$119.99	No Change

## Preferred XF Triple Play Bundle

Includes Digital Preferred for primary outlet, Performance Internet and XFINITY Voice Unlimited™ Select	\$160.49	No Change
<b>SurePrice<sup>5</sup></b>	\$134.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$129.99	No Change

## HD Preferred XF Triple Play Bundle

Includes Digital Preferred and Starz® for primary outlet, HD Technology Fee, Performance Internet and XFINITY Voice Unlimited™ Select	\$170.49	No Change
<b>SurePrice<sup>5</sup></b>	\$144.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$139.99	No Change

## HD Preferred Plus XF Triple Play Bundle

Includes Digital Preferred, HBO® and Starz® for primary outlet, HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$190.49	No Change
<b>SurePrice<sup>5</sup></b>	\$164.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$159.99	No Change

HD Premier XF Triple Play Bundle<sup>4</sup>

Includes Digital Premier with DVR or AnyRoom® DVR Service for primary outlet, HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$215.49	No Change
<b>SurePrice<sup>5</sup></b>	\$184.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$179.99	No Change

HD Complete XF Triple Play Bundle<sup>4</sup>

Includes Digital Premier, The Movie Channel® and AnyRoom® DVR Service for primary outlet, Digital Additional Outlet Service on up to 3 TVs, HD Technology Fee, Blast!® Internet, Wireless Gateway, and XFINITY Voice Unlimited™ Select	\$245.49	No Change
<b>SurePrice<sup>5</sup></b>	\$224.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$219.99	No Change

## Economy XF Triple Play

Includes Digital Economy for primary outlet, Economy Plus Internet and Xfinity Voice Local Select®	\$92.85	No Change
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## XFINITY LATINO PAQUETE TRIPLE

CURRENT NEW

## XFINITY 3300 Latino

Includes XFINITY TV 300 Latino for primary outlet, Performance Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Mexico 300. Can substitute Carefree Minutes Latin America 300.	\$134.99	No Change
<b>SurePrice<sup>5</sup></b>	\$114.99	No Change

## XFINITY LATINO PAQUETE TRIPLE

CURRENT NEW

## XFINITY 3450 Latino

Includes XFINITY TV 450 Latino for primary outlet, Performance Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Mexico 300. Can substitute Carefree Minutes Latin America 300.	\$142.49	No Change
<b>SurePrice<sup>5</sup></b>	\$134.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing 12/19/13 thru 5/19/14)	\$124.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 12/18/13)	\$119.99	No Change

## XFINITY 3600 Latino

Includes Digital Preferred and XFINITY TV Latino for primary outlet, Performance Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Mexico 300. Can substitute Carefree Minutes Latin America 300.	\$160.49	No Change
<b>SurePrice<sup>5</sup></b>	\$134.99	No Change

## XFINITY 3650 Latino

Includes Digital Preferred, XFINITY TV Latino and Starz® for primary outlet, HD Technology Fee, Performance Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Mexico 300. Can substitute Carefree Minutes Latin America 300.	\$170.49	No Change
<b>SurePrice<sup>5</sup></b>	\$144.99	No Change

## XFINITY 3150 Latino

Includes XFINITY TV 150 Latino for primary outlet, Economy Plus Internet and XFINITY Voice Unlimited™ Select.	\$100.85	No Change
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## DOUBLE PLAY PACKAGES

CURRENT NEW

## Blast Plus with HBO®

Includes Digital Economy, Streampix and HBO® for primary outlet and Blast!® Internet	\$91.95	\$93.95
<b>SurePrice<sup>5</sup></b>	\$74.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 9/29/14)	\$69.99	No Change

## Internet Plus

Includes Limited Basic, HBO®, Streampix™, a standard definition digital converter and remote for the primary outlet and Performance Internet.	\$69.95	\$74.95
<b>SurePrice<sup>5</sup></b>	\$64.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 9/29/14)	\$59.99	No Change

## XFINITY 2300 Latino

Includes XFINITY TV 300 Latino for primary outlet and Performance Internet.	\$103.90	No Change
<b>SurePrice<sup>5</sup></b>	\$89.99	No Change

## XFINITY 2450 Latino

Includes XFINITY TV 450 Latino for primary outlet and Performance Internet.	\$123.90	No Change
<b>SurePrice<sup>5</sup></b>	\$109.99	No Change
<b>SurePrice<sup>5</sup></b> (for 12 month promotion customers subscribing before 5/19/14)	\$99.99	No Change

## XFINITY 2600 Latino

Includes Digital Preferred and XFINITY TV Latino for primary outlet and Performance Internet.	\$159.80	No Change
<b>SurePrice<sup>5</sup></b>	\$109.99	No Change

## XFINITY 2150 Latino

Includes XFINITY TV 150 Latino for primary outlet and Economy Plus Internet.	\$60.90	No Change
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## XFINITY TV

## BASIC SERVICES

CURRENT NEW

## Limited Basic

	\$21.25	No Change
<b>Broadcast TV Fee</b>	\$1.50	\$3.25
<b>Expanded Basic<sup>6</sup></b> Includes standard definition digital converter and remote for primary outlet	\$48.70	No Change

XF TRIPLE PLAY PACKAGE REWARDS / XFINITY LATINO PAQUETE TRIPLE REWARDS	Regular Price (Current/New)	Starter XF and XFINITY 3450 Latino (Current/New)	Preferred XF and XFINITY 3600 Latino (Current/New)	HD Preferred XF and XFINITY 3650 Latino (Current/New)	HD Preferred Plus XF (Current/New)	HD Premier XF (Current/New)	HD Complete XF (Current/New)
<b>HBO®</b>	\$18.95 / \$15.00	\$18.95 / \$15.00	\$18.95 / \$15.00	\$15.00 / No Change	Included / No Change	Included / No Change	Included / No Change
<b>Showtime®</b>	\$16.95 / \$12.00	\$16.95 / \$12.00	\$16.95 / \$12.00	\$10.00 / No Change	Included / No Change	Included / No Change	Included / No Change
<b>Starz®</b>	\$16.95 / \$12.00	\$16.95 / \$12.00	\$16.95 / \$12.00	Included / No Change	Included / No Change	Included / No Change	Included / No Change
<b>Cinemax®</b>	\$16.95 / \$12.00	\$16.95 / \$12.00	\$16.95 / \$12.00	\$10.00 / No Change	\$10.00 / No Change	Included / No Change	Included / No Change
<b>The Movie Channel®</b>	\$16.95 / \$12.00	\$16.95 / \$12.00	\$16.95 / \$12.00	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	Included / No Change
<b>HD Technology Fee</b> <sup>15</sup>	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included / No Change	Included / No Change	Included / No Change	Included / No Change
<b>DVR Service</b> <sup>16,17</sup>	\$8.00 / \$10.00	\$8.00 / \$10.00	\$8.00 / \$10.00	\$8.00 / \$10.00	\$8.00 / \$10.00	Included / No Change	N/A / No Change
<b>AnyRoom® DVR Service</b> <sup>11,18</sup>	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	Included / No Change
<b>Digital Additional Outlet Service (SD or HD)</b> <sup>20</sup>	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included (up to 3) / No Change
with HD <sup>18</sup>	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included (up to 3) / No Change
with DVR Service	\$17.95 / \$19.95	\$17.95 / \$19.95	\$17.95 / \$19.95	\$17.95 / \$19.95	\$17.95 / \$19.95	\$17.95 / \$19.95	\$17.95 / \$19.95
with AnyRoom® DVR Service <sup>39</sup>	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change
with AnyRoom® DVR Service (client)	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included (up to 3) / No Change
<b>Blast!® Speed Upgrade</b>	\$63.95 / \$65.95	\$10.00 / \$12.00	\$10.00 / \$12.00	\$10.00 / \$12.00	Included / No Change	Included / No Change	Included / No Change
<b>Extreme 150 Upgrade</b> <sup>37</sup>	\$99.95 / No Change	\$46.00 / No Change	\$46.00 / No Change	\$46.00 / No Change	\$36.00 / \$34.00	\$36.00 / \$34.00	\$36.00 / \$34.00

DIGITAL SERVICES	CURRENT	NEW
<b>Digital Economy</b> Includes Limited Basic, additional digital channels and a standard definition digital converter and remote for the primary outlet, access to Pay-Per-View and On Demand programming and Music Choice®	\$39.95	No Change
With XFINITY Voice or Internet Service	\$37.95	No Change
<b>Digital Starter</b> Includes Limited Basic, Expanded Basic, MoviePlex, access to Pay-Per-View and On Demand programming, and Music Choice®	\$69.95	No Change
<b>Digital Preferred</b> Includes Digital Starter, additional digital channels, Encore®, access to Pay-Per-View and On Demand programming and Music Choice®	\$87.90	No Change
<b>Digital Preferred plus One Premium</b> Includes Digital Preferred for primary outlet and choice of Showtime®, Starz®, Cinemax® or The Movie Channel®	N/A	\$99.90
<b>Digital Preferred with HBO®</b> Includes Digital Preferred for primary outlet and HBO®	N/A	\$102.90
<b>Digital Preferred plus Two Premiums</b> Includes Digital Preferred for primary outlet and choice of two premium channels of Showtime®, Starz®, Cinemax® or The Movie Channel®	N/A	\$111.90
<b>Digital Preferred with HBO® and One Premium</b> Includes Digital Preferred for primary outlet, HBO® and choice of Showtime®, Starz®, Cinemax® or The Movie Channel®	N/A	\$114.90
<b>Digital Premier</b> Includes Digital Preferred for primary outlet, HBO®, Showtime®, Starz®, Cinemax®, and Sports Entertainment Package	\$125.60	\$138.85
<b>XFINITY TV 150 Latino</b> Includes Limited Basic, XFINITY TV Latino, standard definition digital converter and remote for primary outlet.	\$30.95	No Change
<b>XFINITY TV 200 Latino</b> Includes Digital Economy and XFINITY TV Latino for primary outlet.	\$41.95	No Change
<b>XFINITY TV 300 Latino</b> Includes XFINITY TV 200 Latino and additional digital channels for primary outlet.	\$49.95	No Change
<b>XFINITY TV 450 Latino</b> Includes XFINITY TV 300 Latino and additional digital channels for primary outlet.	\$69.95	No Change

BASIC AND DIGITAL ANCILLARY SERVICES	CURRENT	NEW
<b>HBO®</b>	\$18.95	\$15.00
<b>Showtime®</b>	\$16.95	\$12.00
<b>Starz®</b>	\$16.95	\$12.00
<b>Cinemax®</b>	\$16.95	\$12.00
<b>The Movie Channel®</b>	\$16.95	\$12.00
<b>Playboy®</b>	\$21.95	No Change
<b>Digital Preferred</b> <sup>11</sup> Over 60 channels including CMT, Disney XD, National Geographic Channel, Science Channel, Encore, MLB Network, NBA TV and NFL Network	\$17.95	No Change
<b>XFINITY TV Latino</b> <sup>9</sup> Includes 52 channels of Spanish language programming.	\$17.95	No Change
<b>Family Tier</b> <sup>10</sup> Includes 13 channels including C-SPAN, Discovery Family Channel, Food Network, HGTV, PBS Kids Sprout, National Geographic Channel and The Weather Channel.	\$14.95	No Change
<b>Sports Entertainment Package</b> <sup>11</sup> Includes 22 channels including CBS Sports Network, FCS Atlantic, FCS Central and FCS Pacific.	\$8.95	No Change
<b>HD Technology Fee</b> <sup>15</sup>	\$9.95	No Change
<b>DVR Service</b> <sup>16,17</sup>	\$8.00	\$10.00
<b>AnyRoom® DVR Service</b> <sup>11,18</sup>	\$10.00	No Change

BASIC AND DIGITAL ANCILLARY SERVICES	CURRENT	NEW
<b>Digital Additional Outlet Service (SD or HD)</b> <sup>20</sup>	\$9.95	No Change
with HD <sup>18</sup>	\$9.95	No Change
with DVR Service	\$17.95	\$19.95
with AnyRoom® DVR Service <sup>39</sup>	\$19.95	No Change
with AnyRoom® DVR Service (client)	\$9.95	No Change
<b>Digital Adapter Additional Outlet Service</b> <sup>7</sup>	\$1.99	\$2.99
with Digital Economy <sup>12</sup>	\$0.50	\$2.99
with Family Tier <sup>13</sup>	\$0.50	\$2.99
with XFINITY TV Latino <sup>14</sup>	\$0.50	\$2.99

INTERNATIONAL SELECTIONS <sup>9</sup>	CURRENT	NEW
<b>The Israeli Network</b>	\$19.99	No Change
<b>Rai Italia</b> (Italian)	\$9.99	No Change
<b>TV5MONDE</b> (French)	\$9.99	No Change
<b>TV Japan</b> (Japanese)	\$24.99	No Change
<b>Phoenix Info News</b> (Chinese/Mandarin)	\$9.99	No Change
<b>Phoenix North America</b> (Chinese/Mandarin)	\$9.99	No Change
<b>Phoenix Info News &amp; Phoenix North America</b>	\$14.99	No Change
<b>CCTV-4</b> (Chinese/Mandarin)	Not Sold Separately	No Change
<b>CTI-Zhong Tian Channel</b> (Chinese/Mandarin)	Not Sold Separately	No Change
<b>CTI-Zhong Tian Channel &amp; CCTV-4</b> (Chinese/Mandarin)	\$11.99	No Change
<b>Dragon Pack</b> (Chinese/Mandarin)	\$19.99	No Change
Includes CCTV-4, CTI-Zhong Tian Channel, Phoenix Info News, Phoenix North America and ET-Super		
<b>GMA Pinoy TV</b> (Filipino)	\$11.99	No Change
<b>TFC</b> (Filipino)	\$11.99	No Change
<b>TFC &amp; GMA Pinoy TV</b> (Filipino)	\$19.99	No Change
<b>Channel One Russia</b> (Russian)	\$14.99	No Change
<b>RTN</b> (Russian)	\$14.99	No Change
<b>TV1000 Russian Kino</b> (Russian)	\$9.99	No Change
<b>Russian 3 Pack</b> (Russian)	\$22.99	No Change
Includes Channel One Russia, RTN and Russian Kino		
<b>STAR India PLUS</b> (South Asian - Hindi)	\$11.99	No Change
<b>SET Asia (Sony)</b> (South Asian)	\$14.99	No Change
<b>TV Asia</b> (South Asian)	\$14.99	No Change
<b>Zee TV</b> (South Asian)	\$14.99	No Change
<b>SET Asia (Sony) &amp; Zee TV</b> (South Asian)	\$24.99	No Change
<b>SET Asia (Sony) &amp; STAR India PLUS</b> (South Asian)	\$24.99	No Change
<b>TV Asia &amp; Zee TV</b>	\$24.99	No Change
<b>Zee TV &amp; STAR India PLUS</b> (South Asian)	\$24.99	No Change
<b>STAR Pack</b> (South Asian)	\$24.99	No Change
Includes ABP News, STAR India PLUS, Life OK and STAR India GOLD		
<b>Desi Pack</b> (South Asian)	\$29.99	No Change
Includes SET Asia (Sony), Zee TV, and STAR India PLUS		
<b>Desi 3 Pack</b> (South Asian)	\$29.99	No Change
Includes SET Asia (Sony), Zee TV and TV Asia		
<b>Desi 4 Pack</b> (South Asian)	\$32.99	No Change
Includes SET Asia (Sony), Zee TV, STAR India PLUS and Life OK		



INTERNATIONAL SELECTIONS <sup>1</sup>	CURRENT	NEW
<b>Desi 5 Pack</b> (South Asian) Includes SET Asia (Sony), Zee TV, TV Asia, and STAR India PLUS	\$32.99	No Change
<b>Desi Mega</b> (South Asian) Includes SET Asia (Sony), Zee TV, TV Asia, STAR India PLUS, ABP News, Life OK, and STAR India GOLD	\$42.99	No Change
<b>TV Globo</b> (Portuguese / Brazilian)	\$19.99	No Change
<b>WKTU</b> (Korean)	\$14.99	No Change

PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES <sup>22</sup> (MONTHLY EXCEPT AS NOTED)	CURRENT	NEW
<b>Eros Now</b>	\$12.99	No Change
<b>Eros Now w/ South Asian Premium Network</b>	\$9.99	No Change
<b>here! On Demand</b>	\$7.99	No Change
<b>Filipino On Demand</b>	\$7.99	No Change
<b>Filipino On Demand w/a Filipino international selection</b>	\$5.99	No Change
<b>The Jewish Channel On Demand</b>	\$6.99	No Change
<b>Too Much For TV On Demand</b>	\$14.99	No Change
<b>Disney Family Movies On Demand</b>	\$5.99	No Change
<b>Pay-Per-View and On Demand Movies and Events <sup>24</sup></b> (per title or event)	Prices Vary	No Change
<b>Streampix <sup>23</sup></b>	\$4.99	No Change
<b>VIVID on Demand Subscription <sup>25</sup></b>	\$19.99	No Change

SPORTS PACKAGES <sup>22</sup>	CURRENT	NEW
<b>MLB Extra Innings<sup>®</sup></b>	Call 1-800-XFINITY for pricing	
<b>MLS Direct Kick</b>	Call 1-800-XFINITY for pricing	
<b>NHL<sup>®</sup> Center Ice<sup>®</sup></b>	Call 1-800-XFINITY for pricing	
<b>NBA League Pass</b>	Call 1-800-XFINITY for pricing	
<b>ESPN GamePlan</b>	Call 1-800-XFINITY for pricing	
<b>ESPN FullCourt</b>	Call 1-800-XFINITY for pricing	

VIDEO EQUIPMENT	CURRENT	NEW
<b>Limited Basic Only Converter</b>	\$1.10	No Change
<b>Digital Converter</b>	\$2.50	No Change
<b>Remote Control</b>	\$0.18	No Change
<b>HD Digital Converter</b> (Limited Basic Only)	\$2.20	\$2.30
<b>Digital Adapter <sup>21,26</sup></b> (Limited Basic Only - Primary Outlet)	No Charge	No Change
<b>Digital Adapter <sup>21,26</sup></b> (Limited Basic Only - 1st and 2nd Additional Outlets)	No Charge	No Change
<b>Digital Adapter <sup>21,26</sup></b> (Limited Basic Only - 3rd Additional Outlet and above)	\$0.50	No Change
<b>CableCard</b> (first card in device)	No Charge	No Change
<b>CableCard</b> (second card in same device)	\$1.00	No Change

#### INSTALLATION FEES <sup>27</sup> (PER OCCURRENCE UNLESS NOTED)

	Initial Installation of Service		After Initial Installation of Service	
	CURRENT	NEW	CURRENT	NEW
<b>Unwired Home <sup>28</sup></b> (Standard Installation)	\$49.95	No Change	N/A	No Change
<b>Wired Home <sup>28</sup></b> (Standard Installation)	\$39.95	No Change	N/A	No Change
<b>Hourly Service Charge <sup>28</sup></b> (Custom Installation)	\$33.80	\$35.80	\$33.80	\$35.80
<b>Additional Outlet</b> (new)	\$19.95	No Change	\$32.75	\$33.20
<b>Activate Pre-Existing Additional Outlet</b>	\$8.75	No Change	\$22.05	\$22.95
<b>Relocate Additional Outlet</b>	\$15.35	No Change	\$32.20	No Change
<b>Connect VCR/DVD</b>	\$10.85	No Change	\$21.05	No Change
	<b>CURRENT</b>		<b>NEW</b>	
<b>Upgrade/Downgrade of Service</b> No in-home visit required	\$2.99		\$0.00	
<b>Upgrade of Service</b> In-home visit required	\$26.30		\$28.45	
<b>Downgrade of Service</b> In-home visit required	\$19.95		No Change	
<b>In-Home Service Visit</b> Video, per occurrence	\$40.00		No Change	

REACTIVATION FEES (NO IN-HOME VISIT REQUIRED - PER OCCURRENCE UNLESS NOTED)	CURRENT	NEW
<b>Video Only</b>	\$6.00	No Change
<b>Internet or Voice Only</b>	\$6.00	No Change
<b>Video and Voice or Video and Internet</b>	\$12.00	No Change
<b>Voice and Internet</b>	\$12.00	No Change
<b>Video, Voice and Internet</b>	\$18.00	No Change

MISCELLANEOUS FEES (PER OCCURRENCE UNLESS NOTED)	CURRENT	NEW
<b>Customer-Owned Video Equipment Credit</b> (See www.comcast.com/equipmentpolicy for additional information)	\$2.50	No Change

MISCELLANEOUS FEES (PER OCCURRENCE UNLESS NOTED)	CURRENT	NEW
<b>Regional Sports Fee <sup>29</sup></b> (per month)	N/A	\$1.00
<b>Service Protection Plan <sup>30</sup></b> (per month) Inside home wiring protection for your cable TV, high-speed Internet and phone services.	\$3.95	\$4.95
<b>X1 Platform Upgrade Fee</b>	\$49.99	No Change
<b>Field Collection Charge</b> Visit to customer's residence required to collect past due balance or unreturned equipment.	\$25.00	No Change
<b>Returned Payment Item</b> (each)	\$25.00	No Change
<b>Late Fee</b>	5%	No Change
<b>Convenience Fee - Agent</b> For payment made by phone with a Customer Care Representative	\$5.99	No Change
<b>Unreturned or Damaged Equipment Fees <sup>32</sup></b> (per piece, per occurrence)	Replacement Cost	No Change
<b>Self Install Kit <sup>31</sup></b>	\$15.00	No Change
<b>Self Install Kit Shipping and Handling</b>	\$9.95	No Change
<b>Self Install Kit Shipping and Handling</b> (Priority Shipping)	\$29.95	No Change

XFINITY <sup>®</sup> VOICE <sup>33</sup>	CURRENT	NEW
<b>XFINITY Voice - Unlimited Select<sup>®</sup> <sup>35</sup></b>	\$44.95	No Change
<b>With TV and Internet Service</b>	\$39.95	No Change
<b>XFINITY Voice - Local Select<sup>®</sup> <sup>35</sup></b>	\$34.95	No Change
<b>With TV and/or Internet Service</b>	\$24.95	No Change

CAREFREE MINUTES' INTERNATIONAL CALLING PLANS	CURRENT	NEW
Carefree Minutes International Calling Plans are additional call plans to specific countries or international regions.		
<b>Carefree Minutes Asia 100</b>	\$4.95	No Change
<b>Carefree Minutes Latin America 300</b>	\$9.95	No Change
<b>Carefree Minutes Mexico 300</b>	\$9.95	No Change
<b>Carefree Minutes Mexico 100</b>	\$4.95	No Change
<b>Carefree Minutes Western Europe 100</b>	\$4.95	No Change
<b>Carefree Minutes World Select 300</b>	\$9.95	No Change

OTHER CHARGES (PER MONTH UNLESS OTHERWISE INDICATED)	CURRENT	NEW
<b>Voice Mail</b>	\$3.95	No Change
<b>Additional Line with Calling Features</b>	\$21.95	No Change
<b>Additional Line without Calling Features</b>	\$11.95	No Change
<b>Voice/Data Modem</b>	\$8.00	\$10.00
<b>Voice/Data Modem DOCSIS 3.0 Kit</b> (for purchase, one-time charge)	\$149.00	No Change
<b>New Activation Fee</b> (per occurrence)	\$29.95	No Change
<b>Standard Installation</b> (per occurrence)	\$99.00	No Change
<b>In-Home Service Visit</b> Voice, per occurrence	\$40.00	No Change
<b>Unreturned or Damaged Equipment Fees <sup>32</sup></b> (per piece, per occurrence)	Replacement Cost	No Change

XFINITY <sup>®</sup> INTERNET <sup>34</sup>	XFINITY Internet Service Only		with XFINITY TV or Voice Service	
	CURRENT	NEW	CURRENT	NEW
<b>Economy Plus</b>	\$39.95	No Change	\$29.95	No Change
<b>Performance Starter <sup>35</sup></b>	\$49.95	No Change	\$49.95	No Change
<b>Performance</b>	\$66.95	No Change	\$53.95	No Change
<b>Blast!<sup>®</sup></b>	\$76.95	\$78.95	\$63.95	\$65.95
<b>Extreme 150 <sup>37</sup></b>	\$114.95	No Change	\$99.95	No Change
<b>Extreme 505 <sup>37</sup></b>	\$399.95	No Change	\$399.95	No Change
	<b>CURRENT</b>		<b>NEW</b>	
<b>Voice/Data Modem</b> (monthly)	\$8.00		\$10.00	
<b>Wireless Gateway</b> (monthly)	\$8.00		\$10.00	
<b>Comcast 3931 Modem &amp; Netgear Wireless Router <sup>38</sup></b> (monthly)	\$19.95		No Change	
<b>Additional IP Address</b> (per IP Address) (monthly)	\$6.95		No Change	
<b>Voice/Data Modem DOCSIS 3.0 Kit</b> (for purchase, one-time charge)	\$99.00		No Change	
<b>Wireless Adapter</b> (each, one-time charge)	\$30.00		No Change	
<b>In-Home Service Visit</b> Internet, per occurrence	\$40.00		No Change	
<b>Professional Internet Installation</b> (per occurrence)	\$99.00		No Change	
<b>Wireless Networking On-Site Professional Set-Up</b> (with Xfinity TV, Xfinity Voice or Xfinity Internet) (per occurrence)	\$49.95		No Change	
<b>Wireless Networking On-Site Professional Set-Up</b> (Separate Trip, per occurrence)	\$99.95		No Change	

**Wireless Networking On-Site Professional Set-Up**

(Additional Device, per occurrence)	\$29.95	No Change
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<b>Extreme 505 Activation Fee</b>	\$249.00	No Change
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<b>Extreme 150 or Extreme 505 Professional Internet Installation</b> (per occurrence)	\$249.00	No Change
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<b>Unreturned or Damaged Equipment Fees<sup>32</sup></b> (per piece, per occurrence)	Replacement Cost	No Change
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Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call toll or international charges). After a notice of an increase in rates, you may change your level of service at no additional charge for a period of 30 days from the effective date of the change. Please refer to your billing statement for your Local Franchising Authority's name and address. Prices, services and features are subject to change. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit [www.comcast.com/equipmentpolicy](http://www.comcast.com/equipmentpolicy). For information about XFINITY policies and terms of service, go to [www.comcast.com/policies](http://www.comcast.com/policies).

- 1 Requires a Voice/Data Modem, except for HD Complete Triple Play.
- 2 SurePrice only available for 12 months to Quad Play customers with Starter XF Triple Play, Preferred XF Triple Play and HD Preferred XF Triple Play customers after 12 month promotional pricing with 12 month contract. SurePrice only available for 12 months to Quad Play customers with HD Premier XF Triple Play and HD Complete XF Triple Play customers after 24 month promotional pricing with 24 month contract.
- 3 XFINITY Home Secure 300 and XFINITY Home 350 requires 2 year agreement with early termination fee if terminated prior to end of term. For additional information on XFINITY Home Security go to [www.xfinity.com/home](http://www.xfinity.com/home)
- 4 AnyRoom® DVR Service is included with HD Premier XF Triple Play and HD Complete XF Triple Play if AnyRoom® DVR Service is installed on primary outlet.
- 5 SurePrice only available for 12 months to XF Triple Play or XFINITY Latino Paquete Triple, Blast Plus™ with HBO®, Internet Plus, XFINITY 2300 Latino, XFINITY 2450 Latino and XFINITY 2600 Latino customers after 12 month promotional package.
- 6 Requires purchase of Limited Basic.
- 7 Includes digital adapter and remote. Digital service tier on additional outlet corresponds to digital service tier on primary outlet. Does not include access to On Demand content, premium channels or programming guide. Not available to customers with Limited Basic only.
- 8 Requires Extreme 505
- 9 Requires digital converter or CableCARD and Limited Basic.
- 10 Requires digital converter and purchase of Limited Basic and cannot be combined with Expanded Basic. Family Tier programming included in Digital Services except for XFINITY TV Latino.
- 11 Requires Digital Starter.
- 12 Requires Digital Economy on primary outlet. Does not include access to On Demand content, premium channels or on screen programming guide.
- 13 Requires Family Tier on primary outlet. Does not include access to On Demand content, premium channels or on screen programming guide.
- 14 Requires XFINITY TV Latino on primary outlet. Does not include access to On Demand content, premium channels or on screen programming guide.
- 15 Not available to customers with Limited Basic only. Must subscribe to HD Technology Fee to receive HD programming.
- 16 Requires HD Technology Fee. Digital Additional Outlet Service required for DVR Service on additional outlets. Not available to customers with Limited Basic only.
- 17 Subject to availability.
- 18 Requires HD Technology Fee.
- 19 Sold only with Digital Additional Outlet Service for up to 3 TVs, maximum 3 clients per household. Required HD Technology Fee and professional installation. Not available to customers with Limited Basic only.
- 20 Not Available to Limited Basic only customers. Digital service tier on additional outlet corresponds to digital service tier on primary outlet.
- 21 Does not provide access to premium services, pay-per-view, video-on-demand, the interactive electronic programming guide or other two-way interactive services.
- 22 Requires digital converter and Limited Basic. Sports packages will automatically renew at the start of each season at that seasons full-season early-bird rate, provided Comcast still carries the package. Subscription will automatically be billed in 4 total payments. Call 1-800-XFINITY to cancel subscription or automatic renewal up to 30 days into the season. Charges are non-refundable after the first 30 days of the season. Other restrictions may apply. Customers enrolled in the auto-renewal program moving to another Comcast serviceable address and continuing service with Comcast in or out of season, will remain enrolled in the auto-renewal program.

- 23 Requires digital converter and Limited Basic to receive Streampix on television. Streampix included with the following tiers of service: Blast Plus™ with HBO®, HD Preferred Plus XF Triple Play, HD Premier XF Triple Play or HD Complete XF Triple Play. HD content requires subscription to HD Technology/HD Service fee. Streaming to iOS device requires Xfinity TV app, Internet service with bandwidth of at least 600 Kbps and a subscription to Limited Basic. Streaming to laptop/computer requires equipment meeting minimum requirements posted at <http://customer.comcast.com/help-and-support/internet/requirements-to-run-xfinity-internet-service/>, Internet service with bandwidth of at least 600Kbps and a subscription to Limited Basic.
- 24 Price of Pay-Per-View and On Demand Movie or Event is displayed prior to the completion of the Pay-Per-View or On Demand ordering process.
- 25 One month minimum purchase required. Not available in all areas.
- 26 Not available to customers with Expanded Basic.
- 27 Does not include installation charges for Extreme 150 Internet Service, Extreme 505 Internet Service, XFINITY Home Security, Wireless Networking, XFINITY Internet or XFINITY Voice activation fees.
- 28 Standard installations include installations up to 125 feet from existing Comcast plant. Custom installations include installations which require in-wall wiring or installations in extensive drop ceilings, basements, or crawl spaces.
- 29 Applies to XFINITY TV Digital Starter and above and XFINITY TV 450 Latino.
- 30 See <http://www.comcast.com/spp> for information on Service Protection Plan.
- 31 Does not apply to CableCARD Self Install Kit.
- 32 Please contact 1-800-XFINITY for questions regarding equipment replacement charges.
- 33 Requires a Voice/Data Modem. Unlimited Local and Long Distance package pricing applies only to direct dialed calls from home to locations in U.S., Canada, Puerto Rico and certain other U.S. territories. Plans do not include other international calls. For more information regarding XFINITY Voice pricing go to <http://www.comcast.com/corporate/about/phonetermservice/comcastdigitalvoice/cdvratepricing.html>. Service does not include network power which may result in service interruption. Requires professional install.
- 34 Voice/Data modem required. For more information regarding XFINITY Internet go to <http://www.comcast.com/highspeedinternet>.
- 35 Download speed up to 6 Mbps and upload speed up to 1 Mbps. Many factors affect speed. Actual speeds may vary and are not guaranteed.
- 36 Available in select areas only. Service does not include network power which may result in service interruption. Requires professional install.
- 37 Not available in all areas. May require installation and non-refundable installation charge.
- 38 Requires 3 year contract. Ciena 3931 modem & Netgear router additional. Activation and professional installation fees additional. Extreme 505 does not qualify for Comcast 30-day money back guarantee.
- 39 Non-client includes Digital Additional Outlet charge.



~ January 2015 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day Town Office Closed	2	3
4	5	6	7	8	9	10
11	12	13 Everbridge Presentation 6:30 pm Council Meeting 7:00 pm	14	15	16	17
18	19 Martin L. King Day Town Office Closed	20	21	22	23	24 Chamber Annual Meeting & Dinner 6:00 PM Altavista Elem. School
25	26	27 Work Session 5:00 PM	28	29	30	31

~ 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	24 Work Session 5:00 PM	25	26	27	28