

Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, July 14, 2015

7:00 PM Regular Council Meeting

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

- a. **Employee Milestones**

- i. James Goggins – Police Department - 5 years of service (July 1st)
- ii. Kenneth Moorefield – Police Department – 10 years of service (July 11th)

5. **Public Comment**

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

6. **Consent Agenda**

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

- a. Approval of Minutes – Regular Meeting June 9th; Continued Meetings June 17th and 18th; Work Session June 23rd
- b. Acceptance of Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Departmental Reports
- d. Approval of proposal from Gay & Neel for preliminary engineering assessment – boat ramp property.

7. Public Hearings

- a. Comprehensive Plan –*Future Land Use Map (FLUM)* Amendment Request
- b. Rezoning “Conditional” Request – 1502 Avondale Drive
- c. Text Zoning Ordinance Amendment – Sections 86 - 32, 86 - 322 and 86 - 457
“Microbrewery/Brewpub”

8. New/Unfinished Business

- a. Request from Altavista On Track for use of the Trade Lot for a Town-Wide Sidewalk Sale
- b. Update on Main Street Waterline Replacement (Project 1B)
- c. Update on VDOT Urban Development Area (UDAs) Technical Planning Grants

9. Reports

- a. Town Manager’s Report
- b. Update on the “Altavista Alerts” Notification System

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars - July & August

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

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

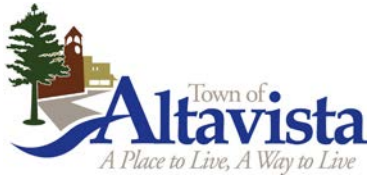
13. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

(All meetings are at Town Hall unless otherwise noted)

Tuesday, July 28 th @ 5:00 p.m.	Town Council Work Session
Tuesday, August 11 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, August 25 th @ 5:00 p.m.	Town Council Work Session

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

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



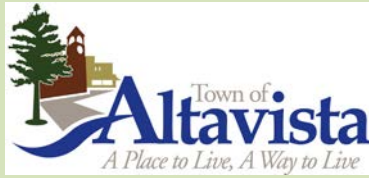
Agenda Item: 4a

ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

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

Employee Recognitions

- James Goggins – Police Department - 5 years of service to the Town (July 1st)
 - Kenneth Moorefield – Police Department – 10 years of service to the Town (July 11th)
-



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: July 8, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

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

Minutes: *Regular Meeting June 9th; Continued Meetings June 17th and 18th; and Work Session June 23rd
(Motion to Approve the Minutes as presented or amended.)*

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

Departmental Reports
(Motion to accept Departmental Reports)

Engineering Proposal – Boat Launch preliminary assessment
(Motion to approve Gay & Neel proposal and approve a not to exceed amount of \$4,500 for expenditures related to the boat ramp property assessment)

Regular Council Meeting—June 9, 2015

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on June 9, 2015 at 7:00 p.m.

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

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Captain Barry Stocks, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment 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. Emerson, seconded by Mrs. Dalton, to approve the agenda.

Motion carried:

VOTE:

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

4. Recognitions and Presentations

- a. Employee Milestones

- i. Jeff Rowland-Public Works-25 years of service

Mayor Mattox advised Mr. Jeff Rowland has been with the Town of Altavista for 25 years in Public Works noting that Mr. Rowland could do about anything. Mayor Mattox expressed his appreciation for Mr. Rowland's 25 years of service.

- ii. Gary Penn-Police Department-5 years of service

Mayor Mattox recognized Sgt. Gary Penn, Altavista Police Department, and thanked him for his service to the town noting Sgt. Penn believes in community policing.

- b. Introduction of New Employee (Economic Development Office "Main Street Program")

Mr. Dennis Jarvis introduced Ms. Emelyn Gwynn, new employee in the Economic Development Office. Ms. Gwynn began with the office June 1, 2015.

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Mayor Mattox thanked Mr. Coggsdale, town employees, along with the Altavista Chamber of Commerce and Mr. Mark Thomas for an outstanding Uncle Billy’s Day festival.

5. Public Comment

6. Consent Agenda

- a) Minutes- Regular Meeting May 12th; Work Session May 26th –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report

Mr. Higginbotham questioned several invoices. Two checks for DLB in the same month, Hawkins Lock and Key, Gentry Locke Attorneys, and Campbell County Economic Development.

Mrs. Shelton advised checks are cut on Fridays and with May 1 being on a Friday there were two checks produced in the same month.

Mr. Coggsdale advised Hawkins Lock and Key’s check was for having locks changed in three departments and Gentry Locke Attorneys is for human resource services related to personnel matters.

Mr. Jarvis advised the Campbell County Economic Development check covers a marketing program that is being done with Campbell County and the City of Lynchburg.

- c) Departmental Reports-Council approved the departmental reports
- d) Delinquent Water & Sewer Accounts Write Offs-Council approved write off of 22 water & sewer accounts 5 years and over totaling \$1,683.18
- e) Resolution for the Altavista High School Basketball Team-2015 State Champions-Council approved the resolution, copy to follow.
- f) Request of First Baptist Church to close 10th Street for VBS (June 14th – 17th)- Council approved closure of 10th Street for VBS per request of First Baptist Church.

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

Motion carried:

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

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

~~WHEREAS~~, the Altavista High School basketball team triumphantly captured the 2015 Virginia High School League Group 1A, state basketball championship on March 11, 2015, by defeating the Honaker High School Tigers at VCU’s Siegel Center; and

~~WHEREAS~~, the Altavista High School Colonels basketball team completed the season with a record of 25 wins and 3 losses and captured the championship for the third year in a row; and

~~WHEREAS~~, the Colonels began the season as the two-time defending VHSL Division 1A champions seeking to “three-peat”, the Colonels played solid basketball throughout the regular season finishing with a record 18-3; and

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WHEREAS, during the season Head Coach Mike Cartolaro reached two milestones: 400 victories at the helm of the Altavista basketball program and his 500th overall career victory, while finishing the year with his fourth VHSL Championship at Altavista; and

WHEREAS, Altavista High School began the post season in search of a third consecutive state championship as the number one seed in the Conference 44 tournament with a first round bye, then dispatched Central Lunenburg High School, 79-38 in the second round and Cumberland High School 89-46 in the Conference 44 Championship game; and

WHEREAS, the Colonels would next move into Region 1A East play and stormed through the competition with victories over Essex High School (63-40); Middlesex High School (92-40); and Surry High School (78-33), capturing the Region 1A East Championship and punching their ticket to the Final Four in Richmond; and

WHEREAS, the Colonels would face off against the Galax Maroon Tide in the second semifinal game of the day; this game proved to be one for the “ages” as Galax deployed a very stingy defense for three quarters and had the Colonels on the brink of defeat at the end of the third quarter, but the Colonels rallied and scored the game’s final 12 points including the game winning shot at the buzzer for a 35-33 victory and a trip to the championship game; and

WHEREAS, the Altavista boys basketball were one win away from a historic “three-peat” and would be facing the Division 1A West Champions, the Honaker High School Tigers in the state championship. After a slow start, the Colonels were energized by an alley-oop dunk in the first quarter and played outstanding team basketball to claim the title with a 57 – 44 victory; and

WHEREAS, the Colonels not only ended the 2015 season as State Champions but as back to back to back champions and earned their fourth title in a twelve year span; the Altavista High School Colonels basketball team, Head Coach Mike Cartolaro, his coaching staff, the administration, students and fans can celebrate and be proud of the many accomplishments of this year’s team; now, therefore

BE IT RESOLVED, the Altavista Town Council commends the Altavista High School Colonels basketball team for their outstanding season and for winning the 2015 Virginia High School League, Group 1A, state basketball championship with a record of 25 wins and 3 loss; and

BE IT FURTHER RESOLVED, that a copy of this resolution is presented to Altavista High School as an expression of the admiration of the Town of Altavista and its citizens for the championship performance of the 2015 Altavista High School basketball team.

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

Michael E. Mattox, Mayor

7. Public Hearings

Text Ordinance Amendment-Section 86-424-1 “Downtown Revitalization Overlay District”

Mr. Coggsdale advised this public hearing will be an opportunity for the public to express their thoughts on the proposed text amendments to the Town’s Zoning Ordinance related to the Downtown Overlay District. At Council’s April 14, 2015 meeting, the Planning Commission’s recommendation in regard to adoption of the changes proposed to Section 86-424.1 was presented to Council. This item relates to a text ordinance amendment for the Downtown Revitalization Overlay (DRO) District, as well as ancillary design guidelines. Following a brief discussion, the item was tabled until the May 12, 2015 Council meeting. He advised this item was placed on Council’s Regular meeting of May 12th and following discussions it was decided to conduct an additional public hearing on this matter at Council’s Regular June meeting. The text amendment would amend *Section 86-424 Architectural treatment; Voluntary Design Assistance* to the Downtown Revitalization Overlay (DRO) District section of the Town’s Zoning Ordinance to include:

Section 86-424.1 Voluntary Design Assistance
The Town of Altavista Downtown Revitalization Overlay District Design Guidelines is available to assist in the maintenance, restoration, and rehabilitation of exterior architectural features. While not required, voluntary application of the methods and principles put forth in that document are recommended and encouraged.

The ancillary document guidelines are referenced and all reference to a design review board has been removed; the use of the guidelines is on a voluntary basis.

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Mayor Mattox opened the public hearing at 7:11 p.m. and asked if anyone would like to speak on this matter. No one came forward. Mayor Mattox closed the public hearing at 7:12 p.m.

A motion was made by Mr. George, seconded by Mrs. Dalton, to accept the Text Ordinance Amendment-Section 86-424-1.

Mr. Higginbotham stated he understands this is being made totally voluntary which is fine. There were 40 to 50 people at the public hearing that didn't want the ordinance as presented at the first public hearing. Mr. Higginbotham stated his concern is if it is adopted; in a year or two, someone may say let's make it mandatory.

Mr. George noted if changes are requested, the process would have to go through Council.

Motion carried:

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

8. New/Unfinished Business

a. Adoption of the FY2016 Budget and FY2016-2020 Capital Improvement Program

Mr. Coggsdale advised last month, Council held a public hearing on the FY2016 Budget and FY2016-2020 Capital Improvement Program. He asked that Council consider adoption of the budget and the capital improvement program.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the FY2016 Budget in the amount of \$7,993,270 and the funds be appropriated.

Mr. Higginbotham questioned the \$300,000 in the CIP for a Welcome Center. He did not feel a Welcome Center fits Altavista. He also questioned the Health Savings Account for the employees asking about the switchover.

Mr. Coggsdale noted what is in the budget will accommodate last year's rates plus 15%.

Mrs. Dalton stated this has been a difficult year to try and figure out what is best for the employees in regards to health insurance coverage. She stated the Health Savings Account is definitely the wave coming but difficult for employees. Local Choice is offering a program very similar to what the town employees have now with dental and vision included.

Mr. Edwards asked when the discussion to not have a Health Savings Account was.

Mr. Coggsdale advised at the last meeting after discussions it was decided that an adhoc committee would be formed with two Council members and several town employees.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	No

It was the consensus of Council to remove the Welcome Center item (\$300,000) from the FY2016-2020 Capital Improvement Program for further discussion.

A motion was made Mrs. Dalton, seconded by Mr. Emerson, that the FY2016-2020 Capital Improvement Program be adopted as amended.

Mr. Higginbotham questioned if a car gets to 100,000 miles is it considered for replacement. He asked if there was a mileage limit.

Mr. Garrett said there wasn't a limit.

Mr. Coggsdale advised repair cost and other items that are factored in.

Mr. Higginbotham asked for more information on the CIP when request come through for replacement of vehicles. Mr. Higginbotham also questioned the request for radios, tasers and service weapons.

Mrs. Dalton noted the current radios are 9 years old and asked if there was anything else Council should know about the radios.

Captain Stocks noted nothing wrong with the radios; four new radios are being used by the Police Department on a trial basis and they are exceeding the Police Department's expectations.

Mr. Emerson asked if there were dead spots with the old radios.

Lt. Moorefield responded no.

Mr. Emerson referred to the software and film ware stating it is hard to get updates on the older models. He noted there are IDs on the newer radios for officers in emergencies and other new features.

Mr. Higginbotham also questioned the renovations in the Police Department.

Mr. Coggsdale advised this item was put in early in the planning of the budget. He asked that it be left in the budget for further discussion.

Motion carried:

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

A motion was made by Mr. George, seconded by Mrs. Dalton, to adopt the PPTRA Resolution setting the tax relief rate.

Motion carried:

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

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PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET
RESOLUTION FOR 2015

Altavista, Virginia

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

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

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the tax rates for the Town of Altavista.

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, that the Utility rates (Water and Sewer) be adopted as advertised.

Motion carried:

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

b. Health Insurance Proposal

Mr. Coggsdale advised during the budget process there has been ongoing consideration of the best way to provide health insurance to Town employees. At last month’s Town Council meeting, an adhoc Health Insurance Committee was formed, it consisted of staff and two Council members. The Committee met on May 20th to discuss health insurance proposals and to compare the coverage and costs. Based on this meeting and the information provided, staff proposes that the Town enroll with the Local Choice for health insurance for FY2016. Mr. Coggsdale noted if the Town goes with the Health Savings Account the cost to the town would be \$338,515; with the Local Choice plan the cost to the town would be \$268,493.

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Mrs. Dalton noted the Local Choice plan includes dental and vision care; the previous plan did not include dental and vision this was on a separate plan. She mentioned the Local Choice plan is very attractive in comparison to the previous plan.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, that town staff be authorized to enroll employees in the Local Choice health insurance program for FY2016, per their submitted proposal.

Motion carried:

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

Mrs. Dalton noted the health insurance is a difficult issue every year and trying to keep it understandable as well as practical is increasingly difficult as well. She suggested Town employees familiarize themselves with the Health Savings Account (HSA) program noting this seems to be a wave that may be the only option in the future. Mrs. Dalton advised the attractive part of the HSA is an employee can use pretax dollars to fund this and a healthy person may have an account with money in it to carry forward.

Mayor Mattox stated staff would be investigating the HSAs further.

Mr. Edwards asked that Council be educated as well on the HSA plans and added a different consultant is needed.

Mayor Mattox felt a consultant may not be needed with the Local Choice plan.

Mrs. Brumfield stated she would like to see the employees offered incentives for getting and staying healthy.

c. Consideration of Acceptance of Deed to 806 12th Street

Mr. Coggsdale advised previously Council discussed the acceptance of the deed to 806 12th Street from Ms. Edna Davis and at their May work session concurred to place this item on their regular agenda. Based on discussion, staff recommends that the Town Council authorize the Town Manager and the Town Attorney to proceed with acceptance of the deed to 806 12th Street from Ms. Davis. The Town would incur the cost of the transfer of the deed. He noted this is being done to assist Ms. Davis in regard to the disposal of the property that has been declared a nuisance by Town staff. The Town will move forward with getting quotes related to the abatement /removal of the structure, at a cost not to exceed \$10,000. Mr. Coggsdale advised staff has followed up on Council's request to explore disposal options and conversations with the regional landfill staff indicates that under certain circumstances the asbestos removed from the structure can be disposed of at the landfill. Staff will work on getting a price for the demolition work with the stipulation that the disposal of such material will be handled by the Town.

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A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, that the Town Manager and Town Attorney be authorized to take the necessary steps to accept the deed for the property at 806 12th Street.

Motion carried:

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

A motion was made by Mr. Edwards, seconded by Mr. Higginbotham, that Town staff be authorized to proceed with obtaining quotes for the demolition/abatement associated with removal of the structure and executes a contract not to exceed \$10,000.

Motion carried:

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

d. Project 1A Bedford Avenue Waterline Replacement Project-Change Order

Mr. Coggsdale presented Council with information from WW Associates in regard to modifications to piping associated with Project 1A at the Bedford Avenue Water Tank, which will result in the need for a Change Order.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, that town staff be authorized to execute a change order for the tank altitude valve and pump station piping from the contractor, at a not to exceed amount of \$62,000.

Motion carried:

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

e. Planning Commission Recommendations/Public Hearing Requests

i. Ordinance Amendment-Microbrewery/Brewpub

Mr. Jerry Barbee, Planning Commission Chairman, addressed Council advising the Planning Commission held three public hearings on June 1. He advised the Commissioners voted 4-0 with one member absent to recommend to Town Council the adoption of the proposed ordinance changes as advertised for Microbreweries and Brewpubs. He provided a definition for each:

Article II Definitions and Use Types

Section 86-32 Use Types

Microbrewery: A facility for the production, bottling, packaging and sale of beer, malt beverages, mead, wine, artisan spirits, and or hard cider, produced on site for distribution, retail or wholesale, on or off-premises sales, with a capacity of not more than 15,000 barrels per year.

- (a) If operated in conjunction with a restaurant, the operation shall be considered a brewpub.
- (b) The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.
- (c) All State ABC laws shall apply to the production and sale of all alcoholic beverages.

Brewpub: A restaurant featuring beer that is brewed, on site, as an accessory use, either for consumption on-site or in hand-capped containers.

- (a) The area used for brewing, bottling, and kegging shall not exceed 30 percent of the total floor area of the commercial space.

DIVISION 5. - C-1 (LOCAL COMMERCIAL) DISTRICT

Section 86-322 (5)

Commercial use types. C1

Brewpub

Microbrewery (S)

DIVISION 6. - C-2 (GENERAL COMMERCIAL) DISTRICT

Section 86-352 (5)

Commercial use types. C2

Brewpub

Microbrewery

DIVISION 9. – DRO (DOWNTOWN REVITALIZATION OVERLAY) DISTRICT

Section 86-427 (5)

Commercial use types. DRO

Brewpub

Mr. Barbee stated the Planning Commission voted to make these by right use in each one of the districts and the DRO with one exception in the local C1 District a special use permit is needed. He noted no one spoke for or against this in the public hearing.

ii. Comp Plan Amendment “FLUM”/Rezoning Request-Select Air

Mr. Barbee advised the Planning Commission held a public hearing to get input as they considered updating the Town’s 2009 Comprehensive Plan’s Future Land Use Map (FLUM). He noted an application for a ‘conditional use’ Industrial rezoning for 1502 Avondale Drive, Parcel ID number 83A-17-1 was submitted. The FLUM shows a proposed future use of “mixed use” which would not allow for consideration of the application’s conditional rezoning request or proposed use. Mr. Barbee mentioned no one spoke for or against the proposed update. Mr. Barbee advised in regards to the Special Use Permit, Select Air Mechanical & Electric

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presented an application and list of proffers to the Commissioners. The specific proposed use is for office space and a sheet metal fabrication shop for HVAC, plumbing, electrical services and installation. No one from the public spoke for or against the proposed rezoning and use.

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

Motion carried:

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

f. Police Department Weapons Exchange Proposal

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

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

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

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

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

Lt. Moorefield stated they would.

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

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

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

9. Reports

a. Town Manager’s Report

Bedford Avenue Waterline Project (Project 1A)

Regular Council Meeting—June 9, 2015

- Waterline installation is mostly complete.
- Sidewalks are being installed
- Monthly Construction Meeting Notes are attached.
- Substantial Completion Date: July 24, 2015 Final Completion Date: August 25, 2015

WWTP EOP – PCB Remediation

- Institute of Advanced Learning & Research Workshop to be held June 17th & 18th (Danville and Altavista).
- Working with Dr. Scott Lowman (IALR) regarding implementation of his research.
- DEQ has communicated the process for the Informal Fact Finding (IFF).

It was the consensus of Council to move forward with the Informal Fact Finding process.

Mr. Coggsdale presented Council with a copy of the testing zones for the lagoon which was put together in 2002. Dr. Scott Lowman, IALR, recorded the results of his samples on this map as well. Dr. Lowman feels it would be advantageous for this sampling to be replicated and felt this sampling could be done for under \$5,000.

Mr. Edwards felt he could support the retesting pending the meetings on June 17 and 18th.

Mrs. Dalton stated the data is very helpful to know what has happened in 12 years.

Mr. Edwards mentioned the EPA might pay for the testing.

Mayor Mattox deferred this matter to the June 23rd work session.

Mr. Bond requested in the testing Dr. Lowman follow the same method as Triple E.

10. Informational Items/Late Arriving Matters

- a. Correspondence Articles
- b. Calendars-June/July

11. Matters from Town Council

Mr. Emerson asked Council to consider incentives for officers moving into the town as a recruiting element.

Mayor Mattox asked Mr. Coggsdale to investigate incentives for officers that would move into town.

Mayor Mattox advised Avoca would be holding their 3rd annual Made in the Shade Craft Beer Festival June 13, 2015 from 12:00 p.m. to 6:00 p.m.

Mr. Mike Hudson, Director of Avoca, advised last year there were approximately 500 in attendance and there were seven local breweries.

12. Closed Session

13. Adjournment

Regular Council Meeting—June 9, 2015

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

The meeting was continued to June 17, 2015 at the IALR conference in Danville Virginia.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—June 17, 2015

The continued meeting of the Council of the Town of Altavista was held at the Institute of Advanced Learning and Research, 150 Slayton Avenue, Danville, VA 24540 at 9:30 a.m.

Council Members present: Mayor Michael Mattox
Vice Mayor Beverley Dalton
Mrs. Micki Brumfield
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Jay Higginbotham

Staff Present: Mr. J. Waverly Coggsdale, Town Manager
Mr. David Garrett, Public Works/Utility Director
Mr. Steve Bond, Waste Water Plant Manager

Mayor Mattox called the meeting to order and on behalf of the Town thanked Dr. Scott Lowman and Steve Rock, EPA for their coordination in making this PCB Workshop possible. Mayor Mattox also recognized Dr. Larry Robertson, University of Iowa; and Dr. Kevin Sowers, University of Maryland Baltimore County and several of the staff/colleagues.

Dr. Scott Lowman presided over the Workshop and introduced various presenters throughout the day.

(Several Council members left at the lunch break, they were Mayor Mattox, Mr. Emerson and Mr. Edwards)

At approximately 4:00 p.m., Vice Mayor Dalton indicated that this meeting would be continued until June 18th at 9:15 a.m. at the Altavista Waste Water Treatment facility for a tour of the Town's Emergency Overflow Pond.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—June 18, 2015

The continued meeting of the Council of the Town of Altavista was held at the Town of Altavista's WWTP Emergency Overflow Pond, Lane Access Road, Altavista, VA 24517 at 9:15 a.m.

Council Members present: Vice Mayor Beverley Dalton
Mrs. Micki Brumfield
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Tim George

Town Staff present: Mr. J. Waverly Coggsdale, III, Town Manager
Mr. David Garret, Public Works/Utility Director
Mr. Steve Bond, Waste Water Plant Manager

Vice Mayor Dalton called the meeting to order.

Visitors were given tours of the pond and provided information by some of the scientist/researchers that were in attendance regarding their ongoing activities associated with the pond.

Those who were available were invited to a box lunch at the Train Station. Following lunch, Vice Mayor Dalton adjourned the meeting at approximately 12:45 p.m.

Beverley Dalton, Vice-Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JUNE 23, 2015

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on June 23, 2015 at 5:00 p.m.

Council members
present:

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

Council members
absent:

Mr. Charles Edwards

Also present:

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

1. Mayor Mattox called the meeting to order and presided.
2. A motion was made by Mr. Dalton, seconded by Mr. George, to approve the agenda as amended.

Motion carried:

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

3. CLOSED SESSION-Personnel

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

Section 2.2-3711 (A) (1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Police Department).

A motion was made by Mrs. Dalton, and seconded by Mrs. Brumfield.

Motion carried:

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

Council went into closed session at 5:02 P.M.

Notice was given that council was back in regular session 6:22 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

4. Public Comments—Agenda Items Only

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

No one came forward.

5. Introductions and Special Presentations

6. Items Contingent for the Regular Meeting

a. Boat Ramp-Engineering Proposal

Mr. Coggsdale advised Staff has discussed the process by which to move the boat ramp concept forward and feels at this time evaluation of the preferred site is the next step. This evaluation would include a review of the existing conditions, permitting requirements and provide the Town with a conceptual site plan, preliminary grading plan with earthwork calculations and an engineer's preliminary cost estimate of the project. Two proposals for this work were received from our annual service contract firms, the costs ranged from \$3,500 to \$4,500.

Mr. Higginbotham stated he was under the assumption there would be no cost to the Town of Altavista noting the ramp would be located outside of the town limits.

Mr. Coggsdale stated there has been consideration of grants; this is the due diligence phase of the process. This will help in determining if Council will want to continue moving the project forward.

It was the consensus of Council to move this item to the regular meeting agenda.

b. Hydraulic Water Model Update Proposal

Mr. Coggsdale advised the Town's current Hydraulic Water Model is currently in need of updating, so it can be more reflective of the new improvements that have been made to the water system. The water model can greatly assist the Town as it explores what upgrades are necessary to the water infrastructure to meet the Town's needs over the next 10 to 20 years. The update will also provide the

COUNCIL WORK SESSION JUNE 23, 2015

Town with computer modeling capabilities to determine the effects of future changes to the system. This update will allow the Water Department to continue to operate and expand the Town's water system in a systematic and efficient manner.

Mr. Higginbotham recommended this item go out to bid so different firms will have the opportunity to quote different scenarios.

Mrs. Dalton asked if there was a time constraint.

Mr. Garrett responded there is an 8 month timeframe with Campbell County.

It was the consensus of Council to move forward with the development of the necessary documents to bid out the Hydraulic Water Model update.

c. Project 1B and Melinda High Pressure Zone Project Funding

Mr. Coggsdale updated Council on the Main Street Waterline Project (Project 1B) and the Melinda Tank High Pressure Zone (HPZ) project. The Main Street Waterline Project has been advertised and bids are to be received June 25th; while the Melinda HPZ Project is in the design phase.

Mrs. Dalton felt the notion is to borrow.

Mr. Higginbotham added the question is the length of time.

Mayor Mattox asked for an update on the rates be available for the discussion.

Mr. Coggsdale asked if Council would be deciding on who to borrow from at the next meeting or whether Council would be borrowing.

Mrs. Dalton suggested with as many questions Council needs to review the matter again and called for a work session.

It was the consensus of Council to discuss this item at the July 27th work session.

d. Emergency Overflow Pond-PCB Items

Mr. Coggsdale advised last week, the Institute of Advanced Learning and Research (IALR) hosted a Workshop that featured the Town's efforts in regards to remediation efforts and research involving PCBs. He felt this workshop was timely and informative and appreciated Dr. Scott Lowman's (IALR) and Mr. Steven Rock's (EPA) efforts in bringing some talented resources to the table. This workshop featured a tour of the Town's Emergency Overflow Pond on Thursday, June 18th. In attendance were individuals from the Environmental Protection Agency's (EPA) Research and Development Center (Cincinnati, OH); University of Maryland Baltimore County; University of Iowa and Ecolotree; as well as members of Council and others.

Mr. Higginbotham stated Professor Jerry Schnoor, University of Iowa, wants pads to plant in; testing on the south side of the pond. He mentioned the dirt in Hurt will be coming available and asked that Mr. Garrett work something out on that. He added to stay in the VRP, progress has to be shown.

Mrs. Dalton stated her assessment was that Mr. Rock would be helping with the letter to the DEQ and with the meeting in September.

Mr. Higginbotham referred to DEQ's letter stating they are not impressed with research they are impressed with progress.

Mrs. Dalton felt that is what Mr. Rock would try to capture and suggested the Town Manager stay in communication with him. She stated she also heard a

COUNCIL WORK SESSION JUNE 23, 2015

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

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

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

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

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

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

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

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

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

e. Police Department Weapon Exchange Update

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

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

Mr. George questioned if there would be additional cost.

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

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

Captain Stocks answered affirmatively.

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

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

COUNCIL WORK SESSION JUNE 23, 2015

f. Police Department Incentives

Mayor Mattox advised staff has been researching possible incentives for officers moving into the Town of Altavista. Mayor Mattox asked Council members to read through the presented information. This item was moved to the July 27th, 2015 work session.

g. Regional Drug and Gang Task Force Discussion

Mr. Coggsdale advised last year Council approved the Town's participation in the Central Virginia Regional Drug and Gang Task Force. At this time, due to reduced staffing the officer is temporarily returning to Town to serve in a patrol capacity. Staff wanted to update Council on this issue and see if there is any information that would be needed to evaluate the long term viability of the Regional Drug and Gang Task Force position.

Mr. George asked how much this position cost the town last year.

Captain Stocks advised \$2,500 is the annual membership fee.

Mrs. Dalton asked if the town could be a member without providing an officer.

Captain Stocks advised an officer would have to be part of the operation.

Mr. Emerson advised he has been in this field; an agency can have an officer in the operation for three years with little return and the next case worked could bring the town a million dollars. He stated it is good to have an officer on the task force when possible but when staff is short, this person should be pulled. Mr. Emerson stated in his opinion, the town should keep someone on the task force if possible.

h. Public Works Update

a. 7th Street Sidewalk

Mr. Garrett referred to the water drainage problem at 511 7th Street and presented Council with drawings of the sidewalk area. He advised the sidewalk in front of the building does not drain properly. The sidewalk at the entrance door has a ½" lip and is higher which allows water to pond in front of the door. Standing water weeps through the cracks where the concrete joins together and runs into the basement at 511 7th Street. He advised he had consulted with two sidewalk contractors and Town engineer and staff is recommending removal of a 16' section of the sidewalk and curbing that is located in front of the building and replacing that section of sidewalk, brick pavers, and re-grade the slope of the sidewalk so that it will drain to the street. Mr. Garrett stated he presented this concept to Dr. Charles West, property owner and he was in agreement with this. Dr. West requested a handicap parking space be installed in front of his office. Mr. Garrett advised this would be the 4th handicap parking space in this area and would require restriping and potentially the loss of a parking space to accommodate the area needed to access the ramp.

Mayor Mattox questioned if this area meets the standards for the American Disability Act.

Mr. Garrett advised it did.

Mayor Mattox asked if there was value in losing two parking spaces when the standards are met.

COUNCIL WORK SESSION JUNE 23, 2015

Mrs. Dalton requested Council move forward with correcting the drainage problem at 511 7th Street and then revisit the handicap parking issue.

It was the consensus of Council to move forward with addressing the drainage issue at 511 7th Street and to keep parking as is in that area.

b. Bedford Avenue Waterline Project

Mr. Garrett referred to the change order for the Bedford Avenue water tank altitude valve and advised a quote from DLB has been received to purchase and install the 12” Altitude Valve and the 200 feet of additional 12” pipe that will be needed to connect the booster pump. Mr. Garrett advised the estimated construction cost for the proposed improvements was \$62,000. DLB submitted a cost of \$101,900 for the additional work. He advised due to the high cost for the additional work, town crew could complete the project at a cost of \$73,000; this amount includes materials, equipment and labor.

Mr. Coggsdale mentioned the reason this is on the agenda is because of the change in the amount of funds needed from \$62,000 to \$73,000.

7. Items Scheduled for the Regular Meeting Agenda

8. Public Comments

Ms. Donna Archambault and Ms. Krystyn Lefler of Altavista Arts and Antiques 623 Broad Street addressed Council and requested that Broad Street from Main Street to 7th Street be closed to vehicular traffic. They advised they are changing the name of their business and would like to plan a Block Party instead of a “ribbon cutting ceremony” on July 25, 2015 from 2:00 to 6:00 p.m. She noted this would be a family oriented event.

A motion was made by Mrs. Dalton, seconded by Mr. George that subject to the Town Manager’s approval through one on one contact with the businesses along Broad Street that Council offers approval to close Broad Street from Main Street to 7th Street on July 25th, 2015 from 2:00 p.m. to 6:00 p.m.

Mr. Higginbotham suggested the Altavista Chamber of Commerce and Altavista on Track be a part of this event.

Motion carried:

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

9. Adjournment

Mayor Mattox adjourned the meeting at 7:15 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 12/2015
FROM: 06/01/2015 TO: 06/30/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
33566	81	BATES JR, ANTHONY D	06/04/2015	250.00
33567	103	BEACON CREDIT UNION	06/04/2015	385.00
33568	4	BOXLEY AGGREGATES	06/04/2015	820.48
33569	581	BUSINESS SOLUTIONS INC	06/04/2015	500.00
33570	427	CENTURYLINK	06/04/2015	2,252.11
33571	28	COLUMBIA GAS	06/04/2015	262.62
33572	1	CRYSTAL BAY ENTERPRISES INC	06/04/2015	29.99
33573	164	DMV	06/04/2015	540.00
33574	555	DUKE'S ROOT CONTROL INC	06/04/2015	2,954.22
33575	671	KENT EANES	06/04/2015	550.00
33576	71	FAIRPOINT COMMUNICATIONS	06/04/2015	411.74
33577	123	FIRE & SAFETY EQUIP CO INC	06/04/2015	78.81
33578	119	FOSTER ELECTRIC CO INC	06/04/2015	1,078.78
33579	43	FOSTER FUELS INC	06/04/2015	21,656.01
33580	50	GRETNA TIRE INC	06/04/2015	3,653.92
33581	57	ICMA RETIREMENT TRUST-457 #304	06/04/2015	820.00
33582	58	INSTRUMENTATION SERVICES INC	06/04/2015	708.00
33583	566	INTEGRATED TECHNOLOGY GROUP IN	06/04/2015	2,000.00
33584	9999998	Miracle Revival	06/04/2015	150.00
33585	670	PATRIOT SAFETY SUPPLY	06/04/2015	2,911.10
33586	80	SOUTHSIDE ELECTRIC COOP	06/04/2015	957.21
33587	228	SYDNOR HYDRO INC	06/04/2015	1,350.00
33588	35	TREASURER OF VA/VITA	06/04/2015	139.55
33589	92	UNIFIRST CORP	06/04/2015	1,809.44
33590	601	VACORP	06/04/2015	50.83
33591	142	KENNETH WALSH	06/04/2015	424.64
33592	672	WATTS PETROLEUM CORP	06/04/2015	15,317.88
33593	673	A & D ENVIRONMENTAL SERVICES I	06/12/2015	6,138.80
33594	303	ALTAVISTA CHAMBER OF COMMERCE	06/12/2015	10,000.00
33595	675	BKT UNIFORMS	06/12/2015	380.42
33596	461	KATHI BOGERT	06/12/2015	862.68
33597	12	BRENNTAG MID-SOUTH INC	06/12/2015	6,798.56
33598	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/12/2015	902.86
33599	16	CAMPBELL COUNTY UTILITIES & SE	06/12/2015	376.32
33600	19	CARTER MACHINERY CO INC	06/12/2015	2,270.88
33601	364	DLB INC	06/12/2015	349,383.06
33602	20	J JOHNSON ELLER JR	06/12/2015	1,955.42
33603	301	ENGLISH'S LLC	06/12/2015	684.69
33604	43	FOSTER FUELS INC	06/12/2015	2,557.96
33605	46	GENTRY LOCKE ATTORNEYS	06/12/2015	5,750.68
33606	47	GRAPHIC CONTROLS	06/12/2015	534.88
33607	1	GWEN WELLS	06/12/2015	10,000.00
33608	52	HACH COMPANY	06/12/2015	2,509.86
33609	566	INTEGRATED TECHNOLOGY GROUP IN	06/12/2015	1,621.51
33610	9999997	JENKINS, JENNIFER MARIE	06/12/2015	109.60
33611	1	JEROME SNYDER	06/12/2015	10,000.00
33612	319	M L LEONARD INC	06/12/2015	261.25
33613	653	MAJOR SECURITY CONSULTING & DE	06/12/2015	5,150.00
33614	1	MARLENE JAMES	06/12/2015	50.00
33615	548	MAX PLAY FIT LLC	06/12/2015	1,765.00
33616	1	NANCY T PITTARD	06/12/2015	70.00

33617	300	NAPA AUTO PARTS	06/12/2015	559.23
33618	454	O'REILLY AUTOMOTIVE INC	06/12/2015	636.18
33619	67	ORKIN PEST CONTROL LLC	06/12/2015	255.13
33620	9999996	PAWN SOLUTIONS	06/12/2015	22.03
33621	1	RADIO SHACK	06/12/2015	90.75
33622	674	THOMAS SADLER JR	06/12/2015	1,794.00
33623	625	SAM GREEN VAULT	06/12/2015	450.00
33624	665	SELECT AIR MECHANICAL ELECTRIC	06/12/2015	4,425.56
33625	331	SGS ANALYTICAL PERSPECTIVES	06/12/2015	800.00
33626	186	THE NEWS & ADVANCE	06/12/2015	268.00
33627	357	TOMMY MERRICKS	06/12/2015	264.00
33628	515	DALE TYREE JR	06/12/2015	4,500.00
33629	147	US POSTAL SERVICE/POSTMASTER	06/12/2015	144.00
33630	110	VUPS INC	06/12/2015	78.75
33631	657	WINSCHER ENVIRONMENTAL LLC	06/12/2015	459.35
33632	116	XEROX CORP	06/12/2015	250.15
33633	84	ALTAVISTA JOURNAL	06/19/2015	1,336.86
33634	302	JERRY BARBEE	06/19/2015	150.00
33635	103	BEACON CREDIT UNION	06/19/2015	385.00
33636	294	BUSINESS CARD	06/19/2015	9,608.57
33637	9999997	CAYLOR, GEORGE	06/19/2015	34.60
33638	1	CENTRAL SHENANDOAH CRIMINAL JU	06/19/2015	70.00
33639	574	CHRISTOPHER MICALLE, TRUSTEE	06/19/2015	125.00
33640	9999997	CROZIER, MIRANDA	06/19/2015	42.75
33641	569	DIAMOND PAPER CO INC	06/19/2015	134.40
33642	36	DOMINION VIRGINIA POWER	06/19/2015	41,039.48
33643	118	FERGUSON ENTERPRISES INC #75	06/19/2015	2,512.22
33644	41	FISHER SCIENTIFIC	06/19/2015	274.50
33645	676	TIMOTHY GEORGE	06/19/2015	150.00
33646	679	EMELYN GWYNN	06/19/2015	32.80
33647	57	ICMA RETIREMENT TRUST-457 #304	06/19/2015	820.00
33648	564	JOHN JORDAN	06/19/2015	150.00
33649	212	MOORES ELECTRICAL & MECHANICAL	06/19/2015	129.35
33650	9999997	MORRIS, LONNIE SCOTT	06/19/2015	34.53
33651	72	PHYSICIANS TREATMENT CENTER	06/19/2015	125.00
33652	588	PITNEY BOWES GLOBAL FINANCIAL	06/19/2015	50.00
33653	379	REI CONSULTANTS INC	06/19/2015	1,434.49
33654	678	MARY ROACH	06/19/2015	88.43
33655	9999998	Staunton River Sunday School U	06/19/2015	150.00
33656	117	SPS VAR LLC	06/19/2015	1,000.00
33657	453	ELAINE THOMPSON	06/19/2015	150.00
33658	124	TREASURER OF VA	06/19/2015	40.00
33659	601	VACORP	06/19/2015	52.34
33660	107	VIRGINIA MUNICIPAL LEAGUE	06/19/2015	240.00
33661	115	JOHN WOODSON	06/19/2015	150.00
33662	9	AFLAC	06/25/2015	1,609.39
33663	303	ALTAVISTA CHAMBER OF COMMERCE	06/25/2015	1,700.59
33664	12	BRENNTAG MID-SOUTH INC	06/25/2015	8,769.46
33665	277	CAVALIER EQUIP CORP	06/25/2015	703.77
33666	52	HACH COMPANY	06/25/2015	180.64
33667	652	HAWKINS LOCK & KEY CO INC	06/25/2015	169.50
33668	533	LYNN KIRBY	06/25/2015	245.00
33669	680	MCI COMM SERVICE	06/25/2015	28.21
33670	655	RALPH M FARMER PAINTING	06/25/2015	3,800.00
33671	658	WKDE-FM	06/25/2015	500.00
33672	303	ALTAVISTA CHAMBER OF COMMERCE	06/30/2015	81.00
33673	91	ANTHEM BLUE CROSS/BLUE SHIELD	06/30/2015	32,119.00

33674	667 ASHWELL'S TREE SERVICE LLC	06/30/2015	900.00
33675	1 BARBARA GIBSON	06/30/2015	129.59
33676	103 BEACON CREDIT UNION	06/30/2015	385.00
33677	662 BRASCO INTERNATIONAL	06/30/2015	12,825.00
33678	427 CENTURYLINK	06/30/2015	2,483.27
33679	28 COLUMBIA GAS	06/30/2015	183.52
33680	164 DMV	06/30/2015	20.00
33681	283 ECK SUPPLY CO	06/30/2015	25.98
33682	123 FIRE & SAFETY EQUIP CO INC	06/30/2015	981.10
33683	41 FISHER SCIENTIFIC	06/30/2015	491.12
33684	119 FOSTER ELECTRIC CO INC	06/30/2015	3,042.12
33685	49 GERALDINE KAUFFMAN	06/30/2015	568.00
33686	652 HAWKINS LOCK & KEY CO INC	06/30/2015	18.70
33687	305 HAWKINS-GRAVES INC	06/30/2015	1,527.77
33688	146 MICHAEL HUNT	06/30/2015	260.00
33689	57 ICMA RETIREMENT TRUST-457 #304	06/30/2015	820.00
33690	682 KFH GROUP	06/30/2015	4,894.02
33691	423 NTELOS	06/30/2015	1,038.80
33692	358 PHILLIPS EQUIPMENT CORPORATION	06/30/2015	331.78
33693	447 PSYCHOLOGICAL HEALTH ROANOKE P	06/30/2015	205.00
33694	80 SOUTHSIDE ELECTRIC COOP	06/30/2015	970.14
33695	681 TAYLOR-FORBES EQUIPMENT CO	06/30/2015	768.43
33696	35 TREASURER OF VA/VITA	06/30/2015	119.82
33697	515 DALE TYREE JR	06/30/2015	3,440.00
33698	92 UNIFIRST CORP	06/30/2015	1,575.93
33699	93 UNITED STATES POST OFFICE	06/30/2015	428.05
33700	271 VIRGINIA CAROLINA PAVING & GRA	06/30/2015	9,960.00
33701	192 WW ASSOCIATES INC	06/30/2015	7,575.00
33702	116 XEROX CORP	06/30/2015	1,714.46

NO. OF CHECKS: 137

TOTAL CHECKS

665,293.37

Town of Altavista
FY 2015 Revenue Report
100% of Year Lapsed

General Fund Revenue	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	369,000	369,000	0	0	380,936	103	381,000
Public Service - Real & Personal	86,600	86,600	0	0	164,860	190	165,000
Personal Property	195,000	195,000	450	0	151,866	78	195,000
Personal Property - PPTRA	100,000	100,000	0	0	97,130	97	100,000
Machinery & Tools	1,518,000	1,518,000	0	0	1,487,193	98	1,487,200
Mobile Homes - Current	500	500	0	0	432	86	500
Penalties - All Taxes	5,500	5,500	88	2	5,641	103	5,650
Interest - All Taxes	3,000	3,000	57	2	2,605	87	3,000
Local Sales & Use Taxes	135,000	135,000	13,170	10	124,852	92	145,000
Local Electric and Gas Taxes	110,000	110,000	5,578	5	96,622	88	110,000
Local Motor Vehicle License Tax	43,000	43,000	432	1	42,855	100	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	153,787	96	160,000
Local Hotel & Motel Taxes	80,000	80,000	12,387	15	84,194	105	83,000
Local Meal Taxes	660,000	660,000	66,300	10	663,773	101	690,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	900	900	50	6	933	104	900
Communications Tax	40,000	40,000	3,312	8	33,873	85	40,000
Transit Passenger Revenue	5,000	5,000	33	1	6,036	121	6,000
Business License Fees/Contractors	7,000	7,000	84	1	11,118	159	11,000
Business License Fees/Retail Services	110,000	110,000	4,760	4	123,112	112	118,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	205	2	8,353	98	8,150
Business License Fees/Repairs & Person Svcs	16,500	16,500	984	6	18,876	114	18,000
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	1,742	97	1,750
Business License Fees/Utilities	8,000	8,000	0	0	7,476	93	7,500

Town of Altavista
FY 2015 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,300	1,300	0	0	2,161	166	2,100
Permits - Sign	1,000	1,000	140	14	1,360	136	1,400
Fines & Forfeitures - Court	20,000	20,000	586	3	7,334	37	10,000
Parking Fines	200	200	50	25	370	185	500
Interest and Interest Income	58,000	58,000	1,899	3	56,592	98	56,500
Rents - Rental of General Property	1,000	1,000	150	15	1,016	102	1,000
Rents - Pavilion Rentals	3,000	3,000	100	3	2,500	83	3,000
Rents - Booker Building Rentals	4,000	4,000	150	4	4,225	106	4,000
Rents - Rental of Real Property	60,000	60,000	7,498	12	67,295	112	60,000
Property Maintenance Enforcement	1,300	1,300	0	0	0	0	0
Railroad Rolling Stock Taxes	19,000	19,000	0	0	18,137	95	18,100
State DCJS Grant	80,000	80,000	20,037	25	80,148	100	80,150
State Rental Taxes	500	500	71	14	856	171	800
State/Misc. Grants (Fire Grant)	9,100	9,100	1,605	18	10,930	120	10,300
State/VDOT Contract Services	3,000	3,000	0	0	5,949	198	6,000
VDOT Police Grant for Overtime	0	0	0	0	1,540	0	1,540
State Transit Revenue	15,500	15,500	0	0	18,327	118	18,300
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	1,980	99	1,980
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	0	0	1,636	40	3,300
VDOT TEA 21 Grant	0	0	0	0	152,320	0	152,300
VDOT LAP Funding	0	0	0	0	23,558	0	23,600
Federal Transit Revenue	70,500	70,500	2,537	4	42,263	60	44,000
Federal/Byrne Justice Grant	4,000	4,000	0	0	3,434	86	3,430
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	0	0	784	8	1,000
Misc. - Cash Discounts	200	200	2	1	371	185	400

Town of Altavista
FY 2015 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	3,183	24	37,405	288	34,000
Reimbursement of Insurance Claim	0	0	0	0	2,441	0	2,400
Misc. - State Forfeiture Fund	0	0	0	0	883	0	900
Misc. - Federal Forfeiture Fund	0	0	0	0	884	0	900
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	12,380	0	0	0	0	12,380
	<u>4,104,600</u>	<u>4,116,980</u>	<u>145,896</u>	<u>3.54</u>	<u>4,272,063</u>	<u>103.77</u>	<u>4,391,030</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
100% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,702,350	5,830,321	423,013	7	5,087,277	87	5,810,901
Debt Service	0	0	0	0	56,751	0	56,751
CIP	750,000	750,000	391,351	52	3,457,984	461	4,767,945
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to CIF	0	15,000	0	0	15,000	100	15,000
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	30,470
Transfer Out to Enterprise Fund Reserve	<u>264,550</u>	<u>264,550</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,395,400</u>	<u>7,538,371</u>	<u>830,614</u>	<u>11</u>	<u>8,682,011</u>	<u>115</u>	<u>11,334,567</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
100% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	34,030	34,030	3,039	9	24,454	72	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>3,039</u>	<u>7</u>	<u>24,454</u>	<u>56</u>	<u>44,030</u>
Administration							
Operations	755,340	758,540	57,773	8	709,404	94	758,210
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>34,727</u>	<u>99</u>	<u>34,750</u>
Administration - TOTAL:	<u>790,340</u>	<u>793,540</u>	<u>57,773</u>	<u>7</u>	<u>744,131</u>	<u>94</u>	<u>792,960</u>
Non-Departmental							
Operations	989,980	1,004,980	26,556	3	389,190	39	1,011,020
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	-25,000	87	-28,580
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-588,500	-588,500	0	0	0		-588,500
Transfer Out to CIF	0	-15,000	0	0	-15,000	100	-15,000
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>307,900</u>	<u>307,900</u>	<u>10,306</u>	<u>3</u>	<u>284,190</u>	<u>92</u>	<u>313,940</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>59,000</u>	<u>59,000</u>	<u>0</u>	<u>0</u>	<u>86,330</u>	<u>146</u>	<u>83,950</u>
Non-Departmental - TOTAL:	<u>366,900</u>	<u>366,900</u>	<u>10,306</u>	<u>3</u>	<u>370,521</u>	<u>101</u>	<u>397,890</u>
Public Safety							
Operations	909,900	909,900	66,595	7	798,311	88	881,710
Debt Service	0	0	0	0	0	0	0
CIP	<u>32,000</u>	<u>32,000</u>	<u>2,911</u>	<u>9</u>	<u>30,274</u>	<u>95</u>	<u>28,300</u>
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>69,506</u>	<u>7</u>	<u>828,584</u>	<u>88</u>	<u>910,010</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
100% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	943,950	953,130	81,938	9	765,359	80	870,400
Debt Service	0	0	0	0	0	0	0
CIP	48,500	48,500	0	0	26,612	55	26,650
Public Works - TOTAL:	<u>992,450</u>	<u>1,001,630</u>	<u>81,938</u>	<u>8</u>	<u>791,971</u>	<u>79</u>	<u>897,050</u>
Economic Development							
Operations	162,850	162,850	9,686	6	63,178	39	103,900
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>162,850</u>	<u>162,850</u>	<u>9,686</u>	<u>6</u>	<u>63,178</u>	<u>39</u>	<u>103,900</u>
Transit System							
Operations	96,050	96,050	12,602	13	87,633	91	93,100
Debt Service	0	0	0	0	0	0	0
CIP	28,000	28,000	12,825	46	21,445	77	26,620
Transit System - TOTAL:	<u>124,050</u>	<u>124,050</u>	<u>25,427</u>	<u>20</u>	<u>109,078</u>	<u>88</u>	<u>119,720</u>
GENERAL FUND TOTALS							
Operations	3,210,020	3,222,400	241,940	8	2,732,530	85	3,055,290
Debt Service	0	0	0	0	0	0	0
CIP	212,500	212,500	15,736	7	199,388	94	210,270
GENERAL FUND - GRAND TOTAL:	<u>3,422,520</u>	<u>3,434,900</u>	<u>257,676</u>	<u>8</u>	<u>2,931,918</u>	<u>85</u>	<u>3,265,560</u>

Town of Altavista
Council / Planning Commission
FY 2015 Expenditure Report
100% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	20,992	100	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	1,290	26	3,461	69	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	44,030	44,030	3,039	7	24,454	56	44,030

Town of Altavista
Administration
FY 2015 Expenditure Report
100% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	397,400	397,400	24,429	6	341,050	86	385,900
Other Employee Benefits	18,800	18,800	300	2	26,952	143	26,520
Services	175,340	175,340	21,277	12	174,668	100	175,340
Other Charges	135,700	135,700	5,701	4	130,717	96	135,900
Materials & Supplies	28,100	31,300	6,066	19	36,016	115	34,550
Capital Outlay	35,000	35,000	0	0	34,727	99	34,750
Total Expenditures	790,340	793,540	57,773	7	744,131	94	792,960

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
100% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	10,000	21	71,723	148	72,000
<i>Campbell County Treasurer</i>			0	0	28,916	0	28,916
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	10,000	50	20,000	100	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	500
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	33,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	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	16,900	100	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	0	0	27,500	79	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	273,500	273,500	10,000	4	246,448	90	277,900
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	4,441	0	2,540
Fuel - Fire Company	5,000	5,000	306	6	3,804	76	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	306	6	8,246	165	7,540
NON-DEPARTMENTAL - SUBTOTAL	278,500	278,500	10,306	4	254,693	91	285,440
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,580	28,580	0	0	25,000	87	27,680

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
100% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out - CIF	0	15,000	0	0	15,000	0	15,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	65,000	100	65,000
TRANSFER OUT - TOTAL	682,080	697,080	16,250	2	105,000	15	696,180
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	29,497	100	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	29,497	100	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	989,980	1,004,980	26,556	3	389,190	39	1,011,020
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	12,612	0	12,600
Replacement Other than Buildings (Avoca)	59,000	59,000	0	0	58,959	100	59,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	14,759	0	14,750
CAPITAL OUTLAY - TOTAL	59,000	59,000	0	0	86,330	146	86,350
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	1,048,980	1,063,980	26,556	2	475,521	45	1,097,370
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	366,900	366,900	10,306	3	370,521	101	401,190

Town of Altavista
Public Safety
FY 2015 Expenditure Report
100% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	783,100	783,100	60,125	8	705,868	90	753,840
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	580	6	15,368	154	15,300
Other Charges	36,200	36,200	2,596	7	31,788	88	36,370
Materials & Supplies	80,600	80,600	3,294	4	45,286	56	76,200
Capital Outlay	32,000	32,000	2,911	9	30,274	95	28,300
Total Expenditures	941,900	941,900	69,506	7	828,584	88	910,010

Town of Altavista
Public Works
FY 2015 Expenditure Report
100% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	651,600	651,600	42,196	6	497,946	76	574,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	1,105	12	8,429	91	8,800
Other Charges	25,600	25,600	2,133	8	23,762	93	25,600
Materials & Supplies	257,500	266,680	36,505	14	235,223	88	262,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	26,612	55	26,650
Total Expenditures	992,450	1,001,630	81,938	8	791,971	79	897,050

Town of Altavista
Economic Development
FY 2015 Expenditure Report
100% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	79,400	79,400	6,665	8	42,992	54	56,350
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	800	2	7,339	15	30,000
Other Charges	30,250	30,250	2,079	7	11,121	37	12,550
Materials & Supplies	5,500	5,500	143	3	1,727	31	5,000
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	162,850	162,850	9,686	6	63,178	39	103,900

Town of Altavista
Transit System
FY 2015 Expenditure Repost
100% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	61,800	61,800	4,900	8	58,718	95	61,850
Services	5,950	5,950	4,894	82	5,329	90	3,250
Other Charges	4,150	4,150	73	2	2,432	59	3,950
Materials & Supplies	24,150	24,150	2,734	11	21,155	88	24,050
Capital Outlay	28,000	28,000	12,825	46	21,445	77	26,620
Total Expenditures	124,050	124,050	25,427	20	109,078	88	119,720

Town of Altavista
FY 2015 Revenue Report
100% 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	1,109	32	11,390	325	11,000
Water Charges - Industrial	861,000	861,000	62,938	7	808,737	94	861,000
Water Charges - Business/Residential	239,600	239,600	38,954	16	278,213	116	280,000
Water Charges - Outside Community	130,200	130,200	8,457	6	132,858	102	130,200
Water Charges - Water Connection Fees	1,200	1,200	0	0	3,638	303	3,600
Sewer Charges - Industrial	1,130,900	1,130,900	92,212	8	1,071,676	95	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	39,598	17	273,896	115	280,000
Sewer Charges - Outside Community	1,900	1,900	0	0	1,605	84	1,900
Sewer Charges - Sewer Connection Fees	2,000	3,650	2,000	55	12,400	340	10,400
Sewer Charges - Sewer Surcharges	40,000	40,000	6,488	16	83,092	208	100,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	13	0	4,803	137	4,850
Misc. Cash Discounts	200	200	2	1	18	9	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	-574	-2	21,264	85	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	159,641	0	0	0	0	159,641
Transfer In from Reserves	0	0	0	0	0	0	4,100,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,678,300</u>	<u>2,839,591</u>	<u>251,197</u>	<u>9</u>	<u>2,703,591</u>	<u>95</u>	<u>7,099,191</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
100% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	895,000	982,221	79,117	8	969,223	99	1,087,171
Debt Service	0	0	0	0	56,751	0	56,751
CIP	115,000	115,000	375,615	327	3,134,682	2,726	4,238,275
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,142,275</u>	<u>1,229,496</u>	<u>454,732</u>	<u>37</u>	<u>4,160,656</u>	<u>338</u>	<u>5,382,197</u>
Wastewater Department							
Operations	1,131,250	1,157,820	81,937	7	1,082,487	93	1,200,360
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	0	0	123,913	45	169,400
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,536,025</u>	<u>1,562,595</u>	<u>81,937</u>	<u>5</u>	<u>1,206,400</u>	<u>77</u>	<u>1,369,760</u>
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,140,041	161,054	8	2,051,710	96	2,287,531
Debt Service	0	0	0	0	56,751	0	56,751
CIP	<u>387,500</u>	<u>387,500</u>	<u>375,615</u>	<u>97</u>	<u>3,258,596</u>	<u>841</u>	<u>4,407,675</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,678,300</u>	<u>2,792,091</u>	<u>536,669</u>	<u>19</u>	<u>5,367,056</u>	<u>192</u>	<u>6,751,957</u>

Town of Altavista
Water Department
FY 2015 Expenditure Report
100% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	525,700	525,700	30,673	6	471,435	90	499,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	14,036	32	50,908	117	48,150
Other Charges	161,850	192,320	13,452	7	181,374	94	192,320
Materials & Supplies	164,000	164,000	20,956	13	265,506	162	290,850
Debt Service	0	56,751	0	0	56,751	0	56,751
Capital Outlay	115,000	115,000	375,615	327	3,134,682	2,726	4,238,275
Transfer Out to Reserves	132,275	132,275					0
Total Expenditures	1,142,275	1,229,496	454,732	37	4,160,656	338	5,325,446

Town of Altavista
Wastewater Department
FY 2015 Expenditure Report
100% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	645,500	645,500	46,333	7	605,880	94	652,560
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	35,570	1,601	5	41,874	118	71,050
Other Charges	311,500	313,150	27,405	9	292,385	93	313,150
Materials & Supplies	163,600	163,600	6,599	4	142,348	87	163,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	272,500	272,500	0	0	123,913	45	169,400
Transfer Out	132,275	132,275					0
Total Expenditures	1,536,025	1,562,595	81,937	5	1,206,400	77	1,369,760

Town of Altavista
Fund Expenditure Totals
FY 2015
100% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	435,000	435,000	14,706	3	274,620	63	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>14,706</u>	<u>3</u>	<u>274,620</u>	<u>47</u>	<u>585,000</u>

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,080	32,880	5,313	16	28,417	86	33,080
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>100</u>	<u>30,470</u>
Cemetery Fund - TOTAL:	<u>56,080</u>	<u>57,880</u>	<u>5,313</u>	<u>9</u>	<u>53,417</u>	<u>92</u>	<u>63,550</u>

Town of Altavista
FY 2015 State/Highway Fund
100% 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
REVENUE							
Street & Highway Maintenance	585,000	585,000	154,768	26	619,070	106	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	7.3	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>154,768</u>	<u>26</u>	<u>619,078</u>	<u>106</u>	<u>585,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	417	1	8,641	18	48,200
Maintenance - Pavement	150,000	150,000	449	0	20,916	14	141,400
Maintenance - Traffic Control Devices	56,800	56,800	3,991	7	58,605	103	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	449	1	38,911	97	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	5,543	11	57,131	114	51,600
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,858	5	90,417	113	87,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>14,706</u>	<u>3</u>	<u>274,620</u>	<u>63</u>	<u>435,000</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>14,706</u>	<u>3</u>	<u>274,620</u>	<u>47</u>	<u>585,000</u>

Town of Altavista
FY 2015 Cemetery Fund
100% of Year Lapsed

Cemetery Fund - Fund 90	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	650	4	14,250	95	15,000
Interest/Interest Income	8,500	8,500	2,179	26	9,320	110	9,000
Miscellaneous/Sale of Real Estate	4,000	5,800	0	0	14,500	250	14,500
Miscellaneous/Misc.	0	0	0	0	25	0	50
Transfer In From General Fund	<u>28,580</u>	<u>28,580</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>87</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,080</u>	<u>57,880</u>	<u>2,829</u>	<u>5</u>	<u>63,095</u>	<u>109</u>	<u>63,550</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	612	6	6,629	70	9,500
Salaries and Wages/Overtime	500	500	23	5	697	139	700
Benefits/FICA	800	800	45	6	528	66	800
Benefits/VRS	1,050	1,050	73	7	709	68	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	103	9	1,060	96	1,100
Benefits/Group Life	130	130	8	6	77	59	130
Other Charges/Misc. Reimb.	0	1,800	0	0	1,800	100	1,800
Materials/Supplies & Repairs/Maint.	18,000	18,000	4,450	25	16,917	94	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>100</u>	<u>30,470</u>
Cemetery Fund - GRAND TOTAL:	<u>56,080</u>	<u>57,880</u>	<u>5,313</u>	<u>9</u>	<u>53,417</u>	<u>92</u>	<u>63,550</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 15,413,218.12

Balance as of , 2015

30-Jun

Non-Specific

Green Hill Cemetery 559,929.85

General Fund Reserves

Capital Improvement Program Reserves

3,120,845.56

Altavista EDA Funding 299,783.78 *

VDOT TEA 21 Enhancement Match 309,000.00

608,783.78

Enterprise Fund Reserves

Capital Improvement Program Reserves

187,897.20

PCB Remediation 612,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,241.29

Public Funds Money Market Accounts

9,333,814.89 → Includes Funds \$1,212,846.83 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 971,328.40

DESIGNATED FUNDS 2,770,660.47

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

UNDESIGNATED FUNDS

12,642,557.65

-6,313,403.00

6,329,154.65

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

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 2014 Highway Carryover of Funds

-256,918.72

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

FY14 Projected Carryover Needs

-476,000.00

Funding from VDOT and LAP from Downtown Projects

150,000.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement

-1,212,846.83

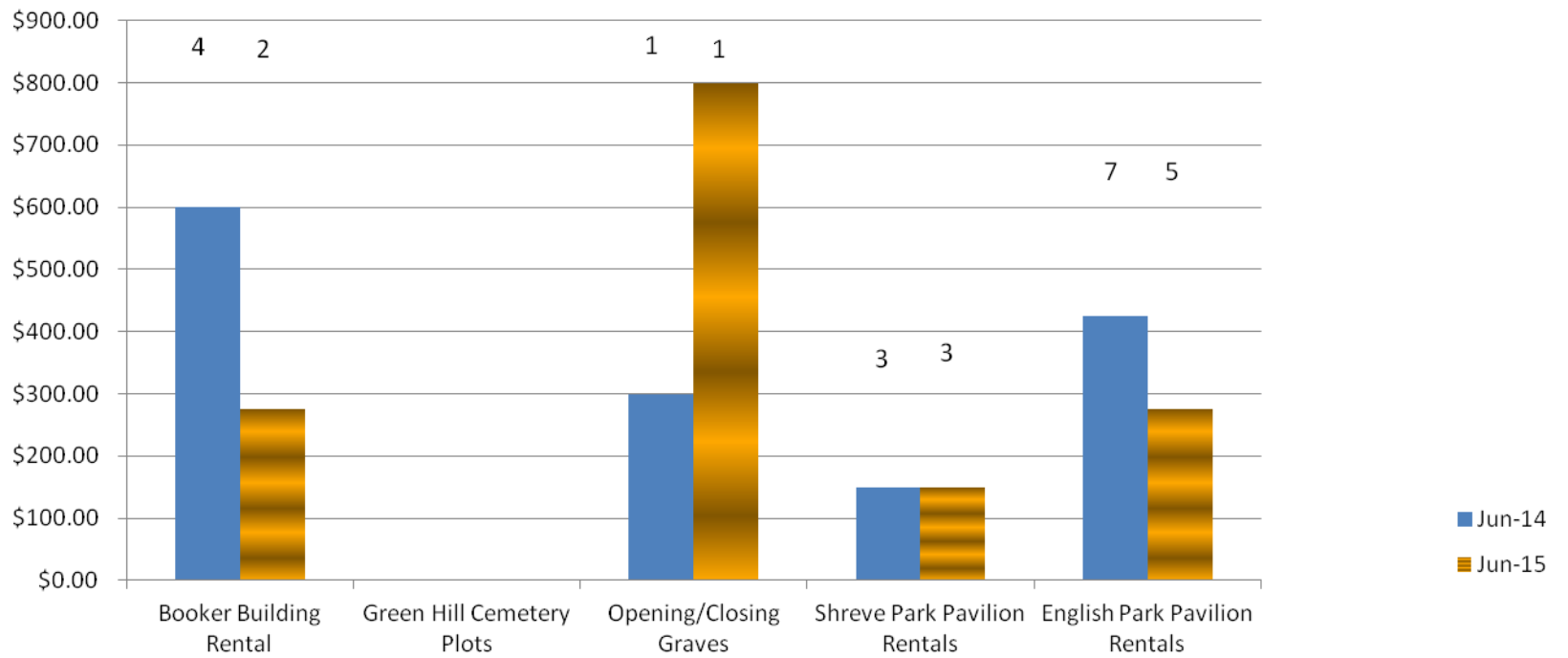
Transfer of excess funds from Operating Acct. to MM

-1,500,000.00

UNDESIGNATED RESERVE FUND BALANCE

2,513,538.26

~ Administration ~





Memo

July 14, 2015

To: Altavista Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: June 2015 Economic Development Update

Announcements/Highlights:

- Emelyn Gwynn started as the Main Street Coordinator.
- AOT will have a July event with businesses on Broad Street.
- AOT completed FY 2015/2016 Work plan.
- Altavista was selected to participate in the VADHCD Broadband planning grant program.
- Staff led a delegation to meet with senior officials at Sensata International.

Networking:

- Attended Region 2000 Marketing Meeting.
- Attended Region 2000 Technology Council Broadband initiative.
- Met with Region 2000 SBDC.
- Met with Jeremy Satterfield at Mid Atlantic Broadband.
- Attended Summer VEDA meeting.
- Attended the AOT Main Street Planning meeting.

Existing Business and Retention

Staff led a delegation from Campbell County, Region 2000, and VEDP to meet with officials at the headquarters for Sensata in Attleboro, Massachusetts. We met with Jeff Cote, Executive VP and Chief Operating Officer and William Russell, VP of North American Operations.

- Met with company officials at Sensata/Schrader.
- Met with company officials at BGF.
- Met with company officials with Rage Plastics.
- Met with company officials at Graham Plastics.

Marketing

- Developing a committee to work with community leaders to develop a new tagline for the town and utilize the existing brand and logo with community leaders and community organizations.

Develop Products

- Continued dialogue with officials at Hub Scrap on the redevelopment of the former Lane Manufacturing Site.

Encourage Entrepreneurism

- Set up a counseling session for a startup company with Region 2000 SBDC.
- Staff is working with the Altavista Chamber of Commerce; AOT; and the Region 2000 SBDC to develop a Google training session for small business.

AOT June Monthly Report



Conferences Attended

- Attended VEDA conference with Dennis Jarvis, II about regionalism and the Crooked Road Trail.
- Attended Region 2000 Broadband conference at Oakwood Country Club.
- Attended Main Street Training meeting with Kyle Meyer June 22nd at the Chamber in Altavista.

AOT Developments

- Introduced myself at Planning Commission meeting and Town Council meeting
- Attended AOT meeting, June 11th
- Met with Herb and Linda to discuss information and events lead by AOT
- Assisted Jamie and Dennis in the planning for the Main Street Training led by Kyle Meyer on June 22nd at the Chamber.
- Met with Jamie Glass, new AOT president to discuss immediate and future planning goals and ideas for AOT.
- Teamed up with Smith Mercantile for name changing/ Broad Street party event. Ordered porta potties for Broad Street block party.
- Meeting with Yard Sale committee every Tuesday for trading lot event September 19th.
- Set up a work plan during Main St. Training Program.

Office of Economic Development Projects

- Met with Kip Smith from Blair Marketing to discuss Altavista's logos
- Will be going over a webinar training session July 2nd for maintenance of the office of economic development website.

Business Visitations

- Met and toured with Mike Hudson at Avoca Museum. Discussed enhancing the historical district in Altavista, and partnering up with Avoca for events and possible AOT involvement.
- Toured YMCA with Steve Jester.

- Met with Smith Mercantile to discuss business survey, Main Street (AOT), and Pop up Altavista.
- Met with Edward Jones to discuss business survey and retail improvements that they would like to see in the downtown district.
- Checked with all of the businesses on Broad St. for approval with the Smith Mercantile Block Party.
- Met with Silvy Perkins at Medical Massage to talk about how we could help her with advertising and her open house July 14th.

Office developments

- Wrote a downtown business survey to talk through business owners during visits.
- Completed a calendar of business visits through the month of July
- Completed visitation minutes after each business meeting.
- Ordered new note cards for AOT and Altavista Office of Economic Development.

Goals for July

- Gain access to AOT website and make improvements.
- Combine all of the Main Street (AOT) event Facebook pages onto one Main street/AOT/Economic Development page.
- Work with design committee of AOT for historical district planning, and mapping out future virtual walking tour.
- Attend July Virginia Main Street training in Lynchburg.
- Visit Gretna to see Movie Theater and develop an understanding of how the community project was facilitated and developed.
- Work on organizing new AOT board members and committee members and adjusting to a possible new meeting time. Focus on committee commitment/involvement and defined tasks.
- Will receive minutes on the June work session from Kyle Meyer at VA DHCD by that point to create a working plan for AOT to focus on for the next fiscal year 2015/2016.
- Review and organize the new fiscal year 2015/2016 AOT budget.
- Work with the AOT Executive committee to review and suggest Bylaw revisions for AOT.
- Will create a promotional Pop-Up Altavista ad to hand out at Broad Street block party.
- Contacting property owners for available property to add window design and attractions to the store front windows to draw attention for people who want to buy property.
- Begin 2016 Pop-Up planning.
- Design ads for Discover Magazine for AOT and Pop-Up.

Monthly Report to Council

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

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
3-Jun	018-15	Keystone Novelties, Lancaster, PA	Fireworks tent, T&C Shopping Center 1301 Main Street
8-Jun	019-15	Silvy Perkins, Long Island VA	Altavista Medical & Oncology Massage Therapy, 600 Broad Street
17-Jun	024-14	Holliday Cleaning Services, LLC, 1827 Sunset	Home occupation, office for cleaning services
19-Jun	020-15	Linda Stone 1001 8th Street	16x36' concrete covered porch & detached 2 car garage
22-Jun	021-15	Robert Smith, 352 Camping Spring Rd, Lynch Station	10x20' Enclosed deck on back of house, 1813 Avondale Dr.
22-Jun	022-15	Flip West Builders, 265 Sadle Rd. Lynch Station	Replace back decks on Town Homes, 1719 Avondale Dr.
30-Jun	023-15	Kristyn Lefler 623 Broad St., Altavista	2 signs for change in business name-Smith's Building Merchantile

- Sent out 11 grass notices and contracted to have 4 yards mowed that were not mowed after the notices were issued.
- Notice sent out to owners of dumpster at 1017 Main Street. Met with the owner who agreed to speak with the tenant.
- Completed zoning compliance letter for new business in town.
- Completed a final inspection for Walmart Fueling center.
- Researched code for language regarding parking of motor homes in front yards. There is no language prohibiting this.

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

-

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

- Completed packets for July 6 meeting. Agenda item was a request by Jimmy Pittard to raze the building at corner of Pittsylvania Avenue and Main Street, which is in the DRO and does require permission to tear down.
- Attended the Regional Planning Commissioner's meeting in Lynchburg.

4. **AOT Related**

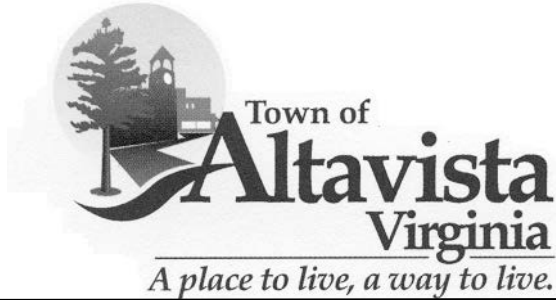
- Attended Design Committee meeting to discuss downtown historic district.

5. **ACTS Related**

- Completed and submitted May billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system (June) - see bus report.
- KFH Marketing Plan completed with additional work provided in the form of a new brochure and logo for ACTS.
- Completed driver annual evaluations and met with 1 driver to discuss. Will complete the other 4 in early July.
- 3 bus shelters delivered. Coordinating with PW for installation.
- Attended CTAV Board meeting in Wytheville. Presented report from Scholarship Committee.
- Investigated bus incident and reported to VML. Although medical bills could be covered by VML there was no negligence on the part of the driver, which was verified by the cameras on the bus.

6. **Projects and Administrative Related:**

- Updated GIC
- Town Council reports for June meeting and work session. Attended both meetings.
- PW has completed the work on the sidewalk at Dr. West's office.
- Worked setting up vendors for UBD and took pictures on Saturday for the 2016 town calendar.
- Data entry for materials notebook for project's 5 & 6.
- Grant research for boat launch site.
- Certified May bank statements.
- Completed notices for 3 public hearings for July 14th Town Council meeting.
- Completed 2015 urban archery generic documents for Town owned property.
- Sent out annual CDBG LMI certification documents to property owners but included tenant documents also.
- Requested quotes from 4 companies for asbestos removal for Davis house at 806 12th Street. The names of these companies were provided by Campbell County as they have had this type work done on several occasions. Only one company bid, First Action Systems, which is the company that CC said usually had the lowest bids for them in the past. The quote for removal was \$3,023.



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

Public Works / Utility Report June 2015

During the month of June 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 269

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	82
○ Water Turn On / Turn Off(s)-----	29
○ Read Monthly Meters-----	64
○ Read Quarterly Meters-----	1,699
○ Exchanged Meters-----	0

Utility Department - Sewer Distribution:

○ Sewer Root Cutting-----	250 Feet
○ Sewer Cleaning-----	0 Feet
○ Sewer Cleaning Manholes-----	0
○ Sewer Video-----	100 Feet
○ Sewer Video Manholes-----	0
○ Push Camera Footage-----	0 Feet

Street Department:

- Mowing-----0 Acres
- Litter Pick up-----34 Bags
- Weed Control-----353 Gallons
- Sweeping Streets-----113 Miles
- Weekend Trucks-----5
- Other Traffic Roadside Maintenance On Streets----- 488 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----1
- Green Hill Cemetery – Cremations-----0
- Brush Collected Stops-----153 Stops
- Brush Collected Loads-----12 Loads
- Bulk Collection Stops-----133 Stops
- Bulk Collection Tonnage-----18.30 Tons
- Solid Waste Tonnage-----81.71 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----15 Hours
- Maintain Park Buildings-----142.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----537.50 Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 56.72 million gallons of raw water treated.
- Water Plant: 48.51 million gallons of finished water delivered.
- McMinnis Spring: 7.64 million gallons of finished water treated.
- McMinnis Spring: average 264,667 gallons per day and run time hours 17 a day.
- Reynolds Spring: 5.60 million gallons of finished water treated.
- Reynolds Spring: average 193,600gallons per day and run time hours 11 a day.

Water Consumption From:

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

Water Sold:

- Town of Hurt 2,988,600 Gallons

Water Plant Averages for June 2015 :

- Weekday: **19.5** hrs / day of production
2,060,000 gallons treated / day
- Weekends: **12.4** / day of production
1,430,000 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Cleaned Solids Tank
- Cleaned Out all Bleach Lines

Wastewater Department Report

- IALR Set up switch grass test pots
- PCB conference held at IALR in Danville
- PCB conference continued at WWTP to review EOP test
- Shop and WWTP mowed around EOP
- Normal Monthly Work Session with Council
- Repaired Scum Pump in Solids Handling
- Health Insurance Meeting
- Reissued Industrial Discharge Permits (valid for 2 years)
- Conducted semi-annual industrial monitoring
- Repaired UV system (electrical cable)
- Replaced lights on Digester Cells
- Repaired Press system pressure valves
- Repaired NPW system (back in Service 6-30-15)
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	175 wet tons
Gallons of Water Treated	64.44 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	98%

July 2015 Report

Yearly Totals															
		Rider Totals		Miles Driven		Fare Box Revenue		*Days Run		Ave./per Day					
<u>2011</u>		10,919		40,392		\$ 3,783.00		272.5		40					
<u>2012</u>		15,265		45,706		\$ 5,329.50		281		54					
<u>2013</u>		17,760		45,358		\$ 5,721.00		282.5		63					
<u>2014</u>		23,511		47,856		\$ 6,924.94		302.5		78	*Summer Hours initiated				
<u>2015</u>		<u>11,116</u>		<u>23,001</u>		<u>\$ 3,597.16</u>		<u>147</u>		<u>76</u>	<u>YTD Numbers</u>				
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTALS</u>	<u>Net Gain</u>	
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919		
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%	
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%	
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%	
<u>2015</u>	1,644	1,591	1,696	1,596	1,444	<u>3,145</u>							11,116	123%	
* Day is equivalent to 10 hours															



GAY AND NEEL, INC.

ENGINEERING ♦ LANDSCAPE ARCHITECTURE ♦ SURVEYING
1260 Radford Street • Christiansburg, Virginia 24073
540.381.6011 office • 540.381.2773 fax
www.gayandneel.com • info@gayandneel.com

STANDARD FORM OF AGREEMENT FOR PROFESSIONAL SERVICES

Job No: Next

Date: 6/16/15

Client Information:

Name: J. Waverly Coggsdale, III Phone No.: (434) 369-5001

Company: Town of Altavista Fax No.: _____

Address: 510 Seventh Street, P.O. Box 420 Email: jwcoggsdale@altavistava.gov

Altavista, VA 24517 Other: _____

Project: Staunton River Boat Ramp

Location: Campbell County, Virginia

Description of Services:

GNI proposes to provide the following:

1. A schematic boundary/lot layout of the 3 acre site.
2. A base sheet (includes aerial and County provided topo).
3. Conceptual Site Plan (horizontal layout of the parking lot and boat ramp).
The Conceptual Site Plan shall include the required number of parking spaces, indication of the proposed traffic circulation, an access/entrance to the site, a preliminary layout of site utilities, a conceptual footprint of the location of a bathroom facility.
4. Gain Town approval of horizontal layout before beginning the grading phase of the project.
5. Conceptual Grading Plan (vertical layout of the parking lot and boat ramp).
The preliminary grading plan shall include proposed contours (very limited spot elevations), and a conceptual stormwater management plan.
6. Preliminary Earthwork Calculations.
7. Engineer's Preliminary Cost Estimate and a list of anticipated permitting requirements.
Engineer's Preliminary Cost Estimate shall assign a cost to all items shown on the completed Conceptual Plan (earthwork, asphalt, concrete, utility extensions, bathroom facility, etc.).

These numbers are based on an assumption that we will be provided topographical mapping for the site from the County or other source. The numbers are also tied to man-hours so the numbers are also limited to 2 rounds of revisions at the horizontal layout phase. Additional revisions would have to be charged hourly. Once we have the horizontal layout locked down and approved by the Town, we would complete the somewhat detailed preliminary grading component of the design.

By their signature affixed hereto, Client hereby agrees and acknowledges the above described scope and fee. Please note that for any boundary surveying performed as noted in the scope above, the boundaries of the subject properties will be determined by Gay and Neel, Inc. personnel in a manner which is not biased either towards the Client or towards any adjoining property owner and which, to the Client's benefit or detriment, is based on Gay and Neel, Inc.'s personnel's professional judgment using information available through public records, field evidence, and other evidence and information that may become available through the course of their work. Gay and Neel, Inc.'s Standard Terms and Conditions apply to this agreement. The undersigned also hereby agrees to pay in full for the services agreed to in this document. Gay and Neel, Inc. reserves the right to assess a finance charge of 1½% per month on accounts more than thirty (30) days past due. Should the account become past due, the undersigned agrees to pay all finance charges, late fees, collection costs, liens, legal fees, and any other costs associated with the collection of monies owed to Gay and Neel, Inc.

A schematic boundary/lot layout of the 3 acre site:	\$250
Base Sheet:	\$250
Conceptual Site Plan:	\$1,250
Conceptual Grading Plan:	\$1,000
Preliminary Earthwork Calculations:	\$250
Engineer's Preliminary Cost Estimate:	\$500
Total Lump Sum:	\$3,500

Fee Basis: ☐ Hourly ☒ Lump Sum

Authorization to Proceed:

SIGNATURE

DATE

PRINTED NAME

TITLE

For Gay and Neel, Inc.:



SIGNATURE

Theron F. Barrineau, II, Senior Project Manager

PRINTED NAME AND TITLE

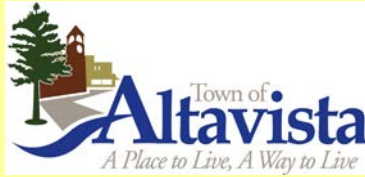
Gay and Neel, Inc.

Standard Terms and Conditions

The following Standard Terms and Conditions are incorporated into any proposal by Gay and Neel, Inc. (GNI) and any agreement between Client and GNI to provide work or services ("this Agreement"):

1. All drawings, survey notes, digital files, and other documents prepared by GNI ("Instruments of Service") are, and shall remain, the property of GNI. These Instruments of Service are licensed to the Client solely for use in connection with the project contemplated in this Agreement and are not to be used for any other purpose or project. GNI shall have the right to use all such Instruments of Service and, unless Client specifically instructs GNI otherwise, photographs of any completed project for marketing purposes. GNI shall be deemed the author of these Instruments of Service and shall retain all common law, statutory and other reserved rights, including the copyright. Submission or distribution of documents to meet official regulatory requirements or for similar purposes is not to be construed as publication in derogation of GNI's reserved rights.
2. GNI may from time to time provide electronic copies of plans, drawings, or other documents. These are provided for informational purposes and for the convenience of Client and are not intended to be relied on. Only original documents signed and sealed by a licensed professional should be relied upon. GNI makes no warranty, express or implied, with respect to the use of electronic copies or their fitness for your purposes, and assumes no responsibility or liability for any errors or omissions contained therein or any incidental, indirect, or consequential damages whatsoever arising from the use of these drawings.
3. Client shall be liable for, and shall pay, all collection expenses, witness fees, court costs, and attorney's fees incurred by GNI to enforce this Agreement.
4. All charges will be billed monthly as the work progresses, and shall be due within thirty (30) days of invoice date. A late charge of 1 ½% per month, which is an annual percentage rate of 18%, will be applied to any unpaid balance commencing thirty (30) days after the date of the original invoice. Client agrees to pay such finance charges.
5. In the event that work not specified in this Agreement is required for any reason, such additional work shall be paid for by Client at GNI's prevailing rates for similar work. The Client shall reimburse GNI for all expenses, except as otherwise specifically stated in this Agreement, plus fifteen percent (15%). Such expenses include, but are not limited to, subdivision fees, assessment fees, fees for governmental checking and inspection, permits, LIDAR tiles, blueprints and reproduction, travel expenses, shipping/courier expenses, and subcontractor services.
6. GNI's liability hereunder shall be limited to the compensation paid to GNI under this Agreement, excluding reimbursement for expenses, unless such liability results directly from the intentional misconduct of GNI. GNI will not be liable for lost profits, special, incidental, exemplary, consequential, punitive, direct or indirect damages.
7. In the event Client fails to pay within thirty (30) days after invoices are rendered, then Client agrees that GNI shall have the right to cease work under this Agreement. Client agrees to indemnify and hold harmless GNI from and against all claims, damages, losses and expenses, direct and indirect, or consequential damages, arising out of or resulting from such work stoppage. Additionally, GNI may withhold from the Client any work prepared under this Agreement until all delinquent invoices are paid in full.
8. In the event all or any portion of the work contemplated by this Agreement is suspended, abandoned, or terminated, for any reason, the Client shall pay GNI for the work performed to date on an hourly basis, at GNI's prevailing rates for similar work, not to exceed any maximum contract amount specified herein. If the work is resumed, Client shall pay GNI for expenses incurred in the interruption and resumption of GNI's work.
9. Any proposal submitted to Client is valid for 45 days from the date of the proposal. Should GNI choose to cancel the proposal, it is GNI's right to do so at any time. If verbal authorization to begin work is given to GNI, Client shall be deemed to have agreed to all conditions and terms of the proposal and this Agreement whether or not signed by the Client.
10. This Agreement constitutes the final expression of the parties' agreement, and it is a complete and exclusive statement of the terms of that agreement. This Agreement shall be binding on the parties, their successors and assigns, but may not be assigned by Client without GNI's express written consent. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the other provisions of this Agreement shall remain valid and binding. The services contemplated by this Agreement are for the exclusive use of the Client. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.
11. This Agreement shall be governed by the laws of the Commonwealth of Virginia, and the parties consent to the jurisdiction and venue of the courts of Montgomery County, Virginia and the federal courts located in Roanoke, Virginia.

Effective: July1, 2008



STAFF REPORT

To: Mayor Mattox and Council members
From: Dan Witt, Assistant Town Manager
Date: July 14, 2015
Re: Future Land Use Map Update - *Public Hearing*

Request

Staff requests that the Town Council conduct a public hearing on amending the Town Comprehensive Plan's *Future Land Use Map (FLUM)* for 1502 Avondale Driver, Parcel ID 83A-17-1 and take action on the proposed amendment that changes said parcel from "Mixed Use" to "Industrial".

Recommendation

Staff is recommending approval of the amendment to the Town Comprehensive Plan's *Future Land Use Map (FLUM)*.

Planning Commission recommended approval of the amendment to the Town Comprehensive Plan's *Future Land Use Map (FLUM)* at their June 1, 2015 meeting.

Motion:

Approve – I move to approve the amendment to the Town Comprehensive Plan's *Future Land Use Map (FLUM)* as presented.

Approve with amendments – I move to approve the amendment to the Town Comprehensive Plan's *Future Land Use Map (FLUM)* as presented with the following amendments...."

Deny – I move to deny the amendment to the Town Comprehensive Plan's *Future Land Use Map (FLUM)* as presented.

Defer – I move to defer action on the amendment to the Town Comprehensive Plan's *Future Land Use Map* until _____ Town Council meeting.

Attachments: Notice of Public Hearing; Planning Commission Recommendation memo

ALTAVISTA TOWN COUNCIL

NOTICE OF PUBLIC HEARINGS

1. AMENDMENT TO THE COMPREHENSIVE PLAN'S FUTURE LAND USE MAP

2. CONSIDERATION OF REZONING OF TAX PARCEL 83A-17-1

The Altavista Town Council will hold three public hearings on Tuesday, July 14, 2015 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of the first public hearing is to consider a proposed amendment to the Town's Comprehensive Plan Future Land Use Map (FLUM) as follows:

1. **6.20 acre parcel known as 1502 Avondale Drive (Tax Parcel 83A-17-1).** The FLUM shows the parcel as Mixed Use for future development and a possible development for 'conditional light industrial' is being considered by Town Council. The Planning Commission is proposing to amend the FLUM to show this change and to make the FLUM as amended a part of the Altavista Comprehensive Plan of 2009.

2. The purpose of the second public hearing is to consider a rezoning request by Select Air Mechanical, Inc. to have **Parcel 83A-17-1** rezoned from its current zoning R-1 Single Family Residential to Industrial (M) for a conditional use.

3. **Revisions to Article II & III of the Ordinance.** The Council is proposing to revise and amend Section 86-32, Section 86-322 (5), Section 352 (5), & Section 86-426 (5) of the Town's zoning ordinance the extent of which to add uses defined as a microbrewery and brewpub. The public is advised to review the proposed Ordinance prior to the hearing and to attend the hearing.

A copy of the proposed amended FLUM and a copy of the Ordinances which would put the amendment into effect may be viewed during regular business hours in the Altavista Municipal Building. A copy of the application submitted by Select Air Mechanical, Inc, is also available at Town Hall.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed amendments to the FLUM and rezoning application. 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.

Waverly Coggsdale
Town Manager

MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager

Date: June 2, 2015

Re: Planning Commission Recommendation- 2009 Comprehensive Plan update to Future Land Use Map

At their June 1, 2015 meeting the Planning Commission held a public hearing to get input as they considered updating the Town's 2009 Comprehensive Plan's Future Land Use Map (FLUM). An application for a 'conditional use' Industrial rezoning for 1502 Avondale Drive (Town owned Armory) Parcel ID number 83A-17-1 was submitted on May 18th. Staff recognized that the FLUM showed a proposed future use as 'Mixed Use', which would not allow for consideration of the application's conditional rezoning request or proposed use. No one spoke for or against the proposed update.

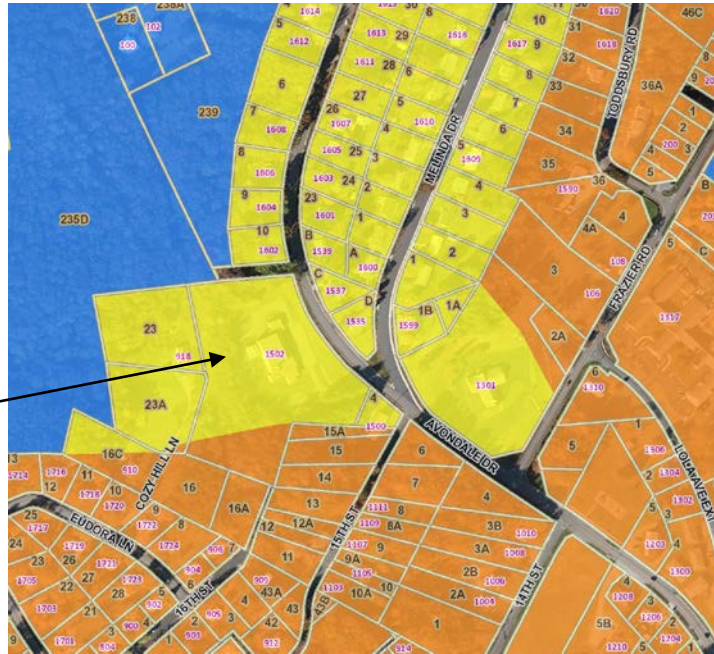
The Commissioners voted 4-0 with one member absent, Tim George, to 'recommend to Town Council amending the Future Land Use Map in the 2009 Comprehensive Plan for 1502 Avondale Drive, Parcel ID number 83A-17-1 from 'mixed use' to 'industrial'.

Aerial View & Parcel Boundaries

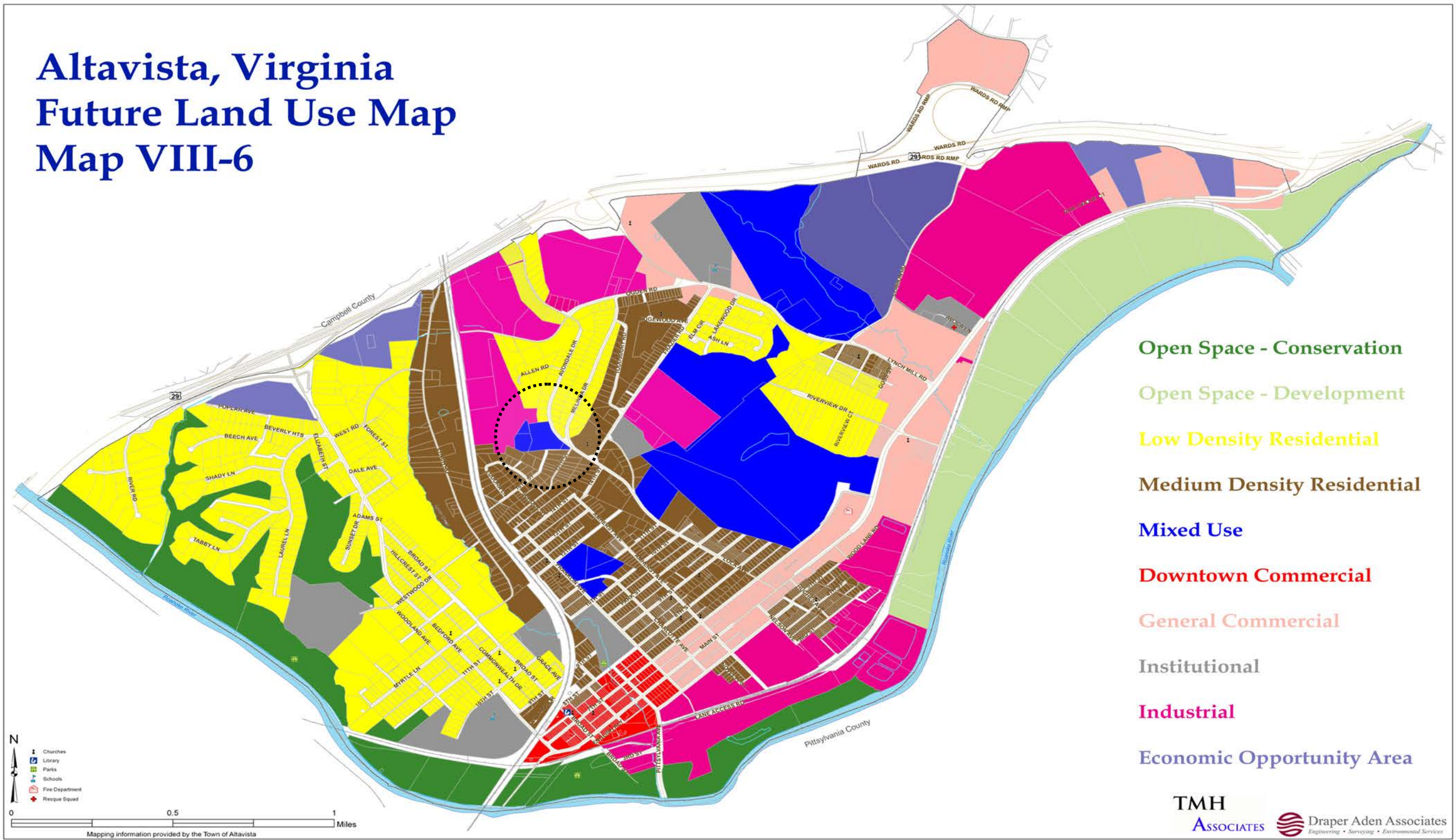


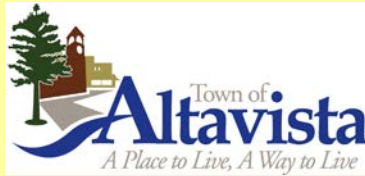
Zoning for Parcel & Surrounding Area

Parcel : 83A- 17 – 1
1502 Avondale Dr.
“Armory”



Altavista, Virginia Future Land Use Map Map VIII-6





STAFF REPORT

To: Mayor Mattox and Council members
From: Dan Witt, Assistant Town Manager
Date: July 14, 2015
Re: Rezoning “Conditional” Request at 1502 Avondale Drive - *Public Hearing*

Request

Staff requests that the Town Council conduct a public hearing on the proposed rezoning application for 1502 Avondale Drive, Parcel ID 83A-17-1 totaling approximately 6.2 acres from Residential R-1 to Industrial “Conditional” and take action. The property is situated along the southwest side of Avondale Drive, just north of Frazier Road, is owned by the Town of Altavista and is commonly known as the Armory.

Recommendation

Staff is recommending approval of the proposed amendment to the Town’s Zoning Map as outlined in the Application For Rezoning submitted by Select Air Mechanical, Inc. with the proposed conditions/proffers submitted by the applicant.

Planning Commission recommended approval of the amendment with stated conditions/proffers to the Town’s Zoning Map as outlined in the application at their June 1, 2015 meeting.

Motion:

Approve – I move to approve the rezoning “conditional” of Parcel ID 83A-17-1 (1502 Avondale Drive) from R-1 Low Density Residential to Industrial “Conditional”.

Deny – I move to deny the rezoning “conditional” of Parcel ID 83A-17-1 (1502 Avondale Drive) from R-1 Low Density Residential to Industrial “Conditional”.

Defer – I move to defer action on the rezoning “conditional” of Parcel ID 83A-17-1 (1502 Avondale Drive) from R-1 Low Density Residential to Industrial “Conditional” until _____ Town Council meeting.

Attachments: Notice of Public Hearing; Planning Commission Recommendation memo; Application with List of Conditions

ALTAVISTA TOWN COUNCIL

NOTICE OF PUBLIC HEARINGS

1. AMENDMENT TO THE COMPREHENSIVE PLAN'S FUTURE LAND USE MAP
2. CONSIDERATION OF REZONING OF TAX PARCEL 83A-17-1

The Altavista Town Council will hold three public hearings on Tuesday, July 14, 2015 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of the first public hearing is to consider a proposed amendment to the Town's Comprehensive Plan Future Land Use Map (FLUM) as follows:

1. **6.20 acre parcel known as 1502 Avondale Drive (Tax Parcel 83A-17-1).** The FLUM shows the parcel as Mixed Use for future development and a possible development for 'conditional light industrial' is being considered by Town Council. The Planning Commission is proposing to amend the FLUM to show this change and to make the FLUM as amended a part of the Altavista Comprehensive Plan of 2009.

2. The purpose of the second public hearing is to consider a rezoning request by Select Air Mechanical, Inc. to have **Parcel 83A-17-1** rezoned from its current zoning R-1 Single Family Residential to Industrial (M) for a conditional use.

3. **Revisions to Article II & III of the Ordinance.** The Council is proposing to revise and amend Section 86-32, Section 86-322 (5), Section 352 (5), & Section 86-426 (5) of the Town's zoning ordinance the extent of which to add uses defined as a microbrewery and brewpub. The public is advised to review the proposed Ordinance prior to the hearing and to attend the hearing.

A copy of the proposed amended FLUM and a copy of the Ordinances which would put the amendment into effect may be viewed during regular business hours in the Altavista Municipal Building. A copy of the application submitted by Select Air Mechanical, Inc, is also available at Town Hall.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed amendments to the FLUM and rezoning application. 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.

Waverly Coggsdale
Town Manager

MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager

Date: June 2, 2015

Re: Planning Commission Recommendation- Rezoning Request, 1502 Avondale Drive, Parcel ID 83A-17-1 from R1 to 'conditional industrial'

At their June 1, 2015 meeting the Planning Commission held a public hearing to get input as they considered an application submitted by Select Air & Mechanical, Inc. to rezone 1502 Avondale Drive, Parcel ID 83A-17-1 from R1 to 'conditional industrial'. The specific proposed use is for office space and a sheet metal fabrication shop for HVAC, plumbing, electrical service and installation.

Donnie Bryant representing Select Air presented the application and list of proffers to the Commissioners but no one spoke from the public spoke for or against the proposed rezoning and use.

The Commissioners voted 4-0 with one member absent, Tim George, to 'make a recommendation to for Town Council approval of the 'conditional zoning' application with proffers as submitted by Select Air & Mechanical, Inc. for 1502 Avondale Drive, Parcel ID number 83A-17-1'.

OFFICE USE ONLY
App. # 001-015

FEE PAID: 400

DATE: 5-20-2015

TOWN OF ALTAVISTA

APPLICATION FOR REZONING

This application and accompanying information must be submitted in full before the request for a zoning change can be referred to the Planning Commission and Town Council for consideration. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a zoning change as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: SELECT AIR MECHANICAL INC Phone Number: 434-332-2600

Address: P.O. Box 337, Altavista VA 24517

Property Information

Property Owner(s): Town of Altavista Phone Number: 369-5001

Property Address or Location: 1502 AVONDALE DRIVE

Parcel ID Number: 83A-17-1

Present Zoning District: R-1

Requested Change in Zoning: Industrial "conditional"

Purpose of Request

Description for the requested zoning change and proposed use:

HVAC, plumbing, Electrical service and install. Office and sheet metal fabrication shop

Please demonstrate how the proposed change and use will be in harmony with the purposes of the adjoining and adjacent district(s).

Fabrication will be done inside of building, most storage will be inside. Any outside storage or dumpster will be behind fencing with blinders. Outside of building will be kept clean & landscaped.
(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood or adjacent zoning district in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

Office Hours will be 8:00-5:00. Building will be primary office space. Any Metal Fabrication will all be done inside. All scrap metal is sent away for recycle. Technicians and mechanics drive company trucks home and leave home to go to job sites.

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood or adjacent zoning district.
3. Vicinity map (may be included on the site plan).
4. Fee of \$400 for zoning change application to be applied to the cost of advertising, administrative expense, first class postage, appropriate signage, and processing this application. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires fifteen (15) copies.

Signature of Applicant: Robert Richards President

Date: 5-18-2015

Doni R Vice President

Sal Chlin SEC.

Select Air Mechanical & Electrical, Inc.

By: Robert Richards

Its: President

STATE OF VIRGINIA,

CITY/COUNTY OF CAMPBELL,

The foregoing instrument was subscribed and sworn to before me this 200 day of June, 2015, by ROBERT RICHARDS, PRESIDENT of Select Air Mechanical & Electrical, Inc.



Bonnie S. Gibson
Notary Public's signature

My commission expires: 7-31-2017

SELECT AIR MECHANICAL & ELECTRICAL, INC.

P.O. BOX 337, ALTAVISTA, VA 24517

434-332-2600 PHONE / 434-309-1152 FAX

**CONDITIONAL ZONING PERMIT CONDITIONS FOR ALTAVISTA ARMORY
BUILDING THAT WILL BE USED BY SELECT AIR MECHANICAL & ELECTRICAL,
INC.**

- All equipment and materials will be stored behind the building
- A 6ft. (minimum) fence with shades will be placed along the right side of the building to block the view of the holding area.
- The building will be used for the sole purpose of operating Select Air & Mechanical on a daily basis. This includes operating a Sheet metal Fabrication Shop, Office for daily operations, HVAC, Electrical and Plumbing work only.
- In the future, if any other operations need to be conducted from the building, we understand that we will need additional approval.
- The office area of the current building will be used for Office personnel
- The current gym space will be used as a sheet metal shop.
- All fabrication will be done inside of the building.
- Business operation days will be Monday - Friday
- Normal operating hours for the office will be 7:30 am to 5:00 pm
- Normal operating hours for the sheet metal shop will be 8:00 am to 5:00 pm
- Any Company vehicles left overnight will be parked behind the building. Technicians and Mechanics drive the vehicles from their home to jobsites; but should a circumstance call for a vehicle to be left over night, it will be behind the building.
- Building and grounds will be clean, maintained and landscaped.
- All scrap metal will be hauled away for recycling.

- Sign will be affixed to the building at the roof line on the left corner (looking at building from the parking lot). It will be non-illuminated. We will have a spot light on the ground the illuminates the flag pole and the sign.
- We would like to keep the "National Guard Armory" lettering in its current location because of the history behind the building itself and to honor the many men and women of the National Guard Armory. The building has been a fixture in the Town for many years and we would like to preserve that by keeping the lettering.

Select Air Mechanical & Electrical, Inc.

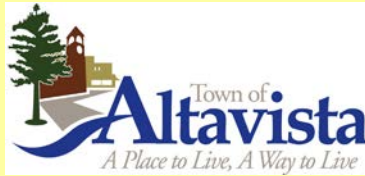
By: *Robert Richards*
 Its: PRESIDENT

STATE OF VIRGINIA,
 CITY/COUNTY OF _____,

The foregoing instrument was subscribed and sworn to before me this 2 day of June, 2015,
 by ROBERT RICHARDS, PRESIDENT of Select Air Mechanical &
 Electrical, Inc.

Bonnie S. Gibson
 Notary Public's signature
 My commission expires: 7-31-2017





STAFF REPORT

To: Mayor Mattox and Council members
From: Dan Witt, Assistant Town Manager
Date: July 14, 2015
Re: Text Amendment – C-1, C-2 and DRO Zoning Districts - *Public Hearing*

Request

Staff requests that the Town Council conduct a public hearing on proposed text amendments to the C-1 (Local Commercial), C-2 (General Commercial), and DRO (Downtown Revitalization Overlay) Zoning Districts and take action on the proposed amendments to add definitions for microbrewery and brewpub and include these as use types in the stated districts.

Recommendation

Staff is recommending approval of the text amendments to The Code of the Town of Altavista, 2002, Chapter 86 as presented.

The Planning Commission recommended approval of the text amendments at their June 1, 2015 meeting.

Motion:

Approve – I move to approve the text amendments to the C-1, C-2 and DRO Zoning Districts in Chapter 86 of The Code of the Town of Altavista, 2002, as presented.

Approve with amendments – I move to approve the text amendments to the C-1, C-2 and DRO Zoning Districts in Chapter 86 of The Code of the Town of Altavista, 2002 with the following amendments....”

Deny – I move to deny the text amendments to the C-1, C-2 and DRO Zoning Districts in Chapter 86 of The Code of the Town of Altavista, 2002.

Defer – I move to defer action on the text amendments until _____ Town Council meeting.

Attachments: Notice of Public Hearing; Planning Commission Recommendation memo

ALTAVISTA TOWN COUNCIL

NOTICE OF PUBLIC HEARINGS

1. AMENDMENT TO THE COMPREHENSIVE PLAN'S FUTURE LAND USE MAP
2. CONSIDERATION OF REZONING OF TAX PARCEL 83A-17-1

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1. **6.20 acre parcel known as 1502 Avondale Drive (Tax Parcel 83A-17-1).** The FLUM shows the parcel as Mixed Use for future development and a possible development for 'conditional light industrial' is being considered by Town Council. The Planning Commission is proposing to amend the FLUM to show this change and to make the FLUM as amended a part of the Altavista Comprehensive Plan of 2009.
2. The purpose of the second public hearing is to consider a rezoning request by Select Air Mechanical, Inc. to have **Parcel 83A-17-1** rezoned from its current zoning R-1 Single Family Residential to Industrial (M) for a conditional use.

3. Revisions to Article II & III of the Ordinance. The Council is proposing to revise and amend Section 86-32, Section 86-322 (5), Section 352 (5), & Section 86-426 (5) of the Town's zoning ordinance the extent of which to add uses defined as a microbrewery and brewpub. The public is advised to review the proposed Ordinance prior to the hearing and to attend the hearing.

A copy of the proposed amended FLUM and a copy of the Ordinances which would put the amendment into effect may be viewed during regular business hours in the Altavista Municipal Building. A copy of the application submitted by Select Air Mechanical, Inc, is also available at Town Hall.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed amendments to the FLUM and rezoning application. 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.

Waverly Coggsdale
Town Manager

MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager
Date: June 2, 2015
Re: Planning Commission Recommendation- Microbrewery/Brewpub Town Code changes

At their June 1, 2015 meeting the Planning Commission held a public hearing to get input as they considered updating the Town Code, Sections 86-32, 86-322, 86-352, and 86-457, to include the definitions and uses for microbreweries and brewpubs. No one spoke for or against the proposed changes at the hearing.

The Commissioners voted 4-0 with one member absent, Tim George, to 'recommend to Town Council the adoption of the proposed ordinance changes as advertised for Microbreweries and Brewpubs.'

Below are the changes being recommended by the Planning Commission for adoption:

Article II Definitions and Use Types

Section 86-32 Use Types

Microbrewery: A facility for the production, bottling, packaging and sale of beer, malt beverages, mead, wine, artisan spirits, and or hard cider, produced on site for distribution, retail or wholesale, on or off-premises sales, with a capacity of not more than 15,000 barrels per year.

- (a) If operated in conjunction with a restaurant, the operation shall be considered a brewpub.
- (b) The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.
- (c) All State ABC laws shall apply to the production and sale of all alcoholic beverages.

Brewpub: A restaurant featuring beer that is brewed, on site, as an accessory use, either for consumption on-site or in hand-capped containers.

- (a) The area used for brewing, bottling, and kegging shall not exceed 30 percent of the total floor area of the commercial space.

DIVISION 5. - C-1 (LOCAL COMMERCIAL) DISTRICT

Section 86-322 (5)

Commercial use types. C1

Brewpub

Microbrewery (S)

DIVISION 6. - C-2 (GENERAL COMMERCIAL) DISTRICT
Section 86-352 (5)

Commercial use types. C2

Brewpub

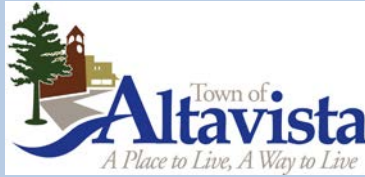
Microbrewery

DIVISION 9. – DRO (DOWNTOWN REVITALIZATION OVERLAY) DISTRICT
Section 86-427 (5)

Commercial use types. DRO

Brewpub

Microbrewery



Agenda Item: 8a

STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: July 14, 2015
Re: Request of Altavista On Track (AOT) to utilize the Trade Lot

Request

Per the attached memorandum from Emelyn Gwynn, the Town's Main Street Coordinator, Altavista On Track (AOT) requests the use of the Trade Lot for their "Town Wide Yard Sale" event to be held on September 19th from 7 a.m. to 2 p.m.

Recommendation

Staff is recommending approval of the request.

Potential Motion:

"I move to approve the use of the Trade Lot by Altavista On Track on September 19, 2015 from 7 a.m. to 2 p.m. for their "Town Wide Yard Sale" event."

Attachments: Staff Memorandum



Memo

To: Altavista Town Council

From: Emelyn Gwynn, Main Street Coordinator

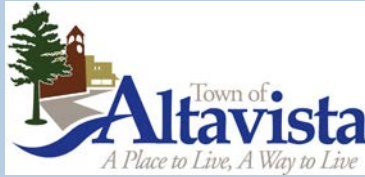
Re: Town Yard Wide Sale

Altavista On Track would like to receive permission from the town to reserve the Trade Lot on September 19th 2015, from 7 am- 2 pm for the Town Wide Yard Sale.

The Town Wide Yard Sale is an annual event that will bring vendors and community members into town to sell items, products, and produce. The purpose of this event is to engage residents and visitors into town early to explore the Trade lot, continue to stay in town to dine/shop, and then attend the Avoca Wine Festival event later that evening. The other purpose of the Town Wide Yard Sale is to fundraise for AOT. The cost for a vender to reserve a spot in the Trade Lot is \$10, and in the past, there have been up to 80 vender participants.

Previously, this event has not needed policing or a cleanup crew. If there is any clean up, AOT volunteers will take care of the parking lot.

Emelyn Gwynn, Main Street Coordinator spoke with YMCA director, Steve Jester on July 7th, 2015 to confirm approval for the usage of this parking lot during this time. There will be parking spaces left over for YMCA members.



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: July 14, 2015
Re: Update on Main Street Waterline Replacement Project (Project 1B)

Summary

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

Recommendation

Staff is recommending rejection of the bids and rebid the project with modifications.

Possible Motion:

"I move to reject the bids and rebid the project."

Attachments: WW Associates Documentation Form; Meeting Notes (Town/VDOT/WW Associates)

DOCUMENTATION FORM



Date: June 26, 2015
To: Waverly Coggsdale, III, Town Manager
From: Turner Perrow, P.E.
Subject: Main Street Water Line Phase 1B Recommendation to Rebid
WWA Project No.: 214066.00

The Town of Altavista received bids for the above referenced project at 2:00 pm on June 25, 2015. Only two bids were received out of the six expected. The apparent low bidder priced the project at \$2,555,500 (\$300/ft) which was nearly \$800,000 over the project budget of \$1,770,000 (\$210/ft).

Follow up interviews with the contractors who bid and three who did not provided some insight as to why the bids were high. The primary reasons are as follows:

- 1) VDOT restriction on work hours. The restriction limits contractors from 9:30 am to 3:30 pm. With traffic control being set up and taken down during this time frame as well as a half hour lunch break, actual production could be limited to 5 hours a day or less.
- 2) Town restriction on number of crews. Learning from experience during the Bedford Avenue Water Line project, the Town wanted to limit the number of crews working simultaneously to minimize the disturbance. This limitation, when compounded by the VDOT work hour restrictions increased costs.
- 3) The Contract Time was too short based on the restrictions in 1 & 2, above. Even with an addendum extending the Contract Time by 60 days, each contractor said additional time was needed. This was a specific reason for one of the contractors to not submit a bid.
- 4) Concrete under Main Street. As is typical of many southside towns there is concrete pavement under the asphalt pavement along Main Street. The asphalt is expected to be 10 inches thick, and the concrete may be 6 to 8 inches thick. Removal of this concrete was not included in the project budget and engineer's estimate.
- 5) VDOT trench repair requirements. VDOT required the standard trench patch detail be used for this project. The standard detail requires the entire traffic lane to be overlaid with surface asphalt pavement.

Discussions were had with both VDOT and the Town to address changes that could be made to the project requirements in an effort to reduce the bid or award amount. VDOT indicated that modifications could be made, but a formal discussion about the changes is required. VDOT has allowed deviations from their standard practices in other instances and thought a deviation may be warranted in this case, however, they have not committed to allowing any changes. Suggested modification to the contractors specific concerns are as follows:

- 1) VDOT suggested that the work hour restrictions may be relaxed. The amount of work time allowed will be dependent on historical traffic volumes at the beginning and end of the business day. This will be formally discussed with VDOT the week of the 29th. This will increase the contractor's productivity which should reduce the overall cost of the job.

- 2) Upon hearing of the potential impact to pricing, the Town suggested lifting the restriction of one crew working. This will further increase the contractor's productivity which should reduce the overall cost of the job.
- 3) An evaluation of the total contract time allowed will be performed based on feedback from the contractors. Additional time will allow the contractors to optimize their schedules by providing flexibility which will increase their job efficiency. As a negative, the longer the project, the more impact there will be on the community as well as additional administrative cost to be carried by the Town.
- 4) The concrete is an existing condition and will be an additional cost to the project. This cost needs to be developed for inclusion in the project budget.
- 5) VDOT is planning to mill and pave Main Street upon completion of this project. VDOT was requested to allow a modified trench patch that does not include a full traffic lane overlay of surface asphalt pavement. Instead, base asphalt, to an elevation that matches the undisturbed surface asphalt, has been proposed. While this methodology saves cost, Main Street will have a rougher travel surface until VDOT mills and overlays the entire street.

Based on the potentially significant savings that could yield from relatively minor changes to the project requirements, we recommend that the project be rebid. If rebid, we would anticipate five or more potential bidders submitting and a significant reduction from the bid amounts realized on June 25th. The advertisement for the rebid could occur as early as July 6, 2015.

The other alternative is to award Base Bid Item No. 1 to the low bidder. We do not recommend this as the low bidder has priced the item at \$381/ft, and we believe the modification listed above could significantly reduce the price. Additionally, the maximum effectiveness of the project will not be achieved as only half of the required water line replacement on Main Street will occur.

DOCUMENTATION FORM



Date: July 7, 2015
To: Waverly Coggsdale, III, Town Manager
From: Turner Perrow, P.E.
Subject: Main Street Water Line Phase 1B Discussion with VDOT
WWA Project No.: 214066.00

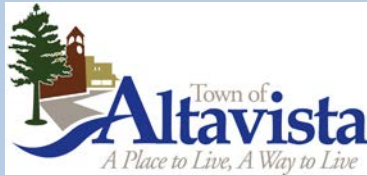
David Garrett and I met with VDOT Land Use representatives, Ken Carlton, P.E. and Kimberly McMahan to discuss the VDOT requirements for the Main Street Water Line Phase 1B project. Specifically, we discussed 1) VDOT right-of-way lane closure time restrictions, 2) the VDOT LUP pavement patch detail, 3) limits of VDOT paving operation, 4) limitation on the length of lane closure allowed, 5) multiple lane closures, 6) electronic traffic notification signage panels, 7) VDOT culvert replacement, and 8) construction of far side water services.

- 1) VDOT indicated that the traffic division needed to weigh in on the time restrictions for the work zone. The intent is to minimize disruption during the morning and evening rushes. WW Associates will request that VDOT allow a 24 hour lane closure on the 4 lane section of Main Street. If VDOT is amenable to this adjustment, there should be a significant increase in the contractor's production rate, which will reduce the overall project cost.
- 2) VDOT recently modified the standard LUP pavement patch detail. The detail indicates that the minimum patch of a trench in a traffic lane is seven feet, however, a note in the detail states that the actual width is subject to the administrator's review. This uncertainty in the detail could lead to a change order if the contractor assumes the minimum width as VDOT desires to pave the entire lane width. Additionally, the detail requires an overlay of surface asphalt. This requirement appears wasteful as Main Street is scheduled to be milled and paved. Pursuant to the meeting, the LUP pavement patch detail will be modified to show base asphalt only applied for the width of the trench (five feet) where VDOT will be milling and paving. In areas outside of VDOT's paving operation, a full lane width of surface asphalt will be required. These items will be reflected in new details inserted in the project plans.
- 3) Discussion with VDOT indicated that their planned paving operation will occur from Station 11+50 to Station 41+50. This is the section where the LUP paving detail will require only base asphalt to patch the trench. Allowing only base material in this area will decrease the project cost.
- 4) Discussion with VDOT and the Town has led to the decision to limit the length of any lane closure to one block in the business district. This restriction will likely limit the contractor's productivity and increase project costs.
- 5) Discussion with VDOT and the Town has led to a decision to allow multiple work zones. By strict interpretation of the VDOT work zone manual, 2,500 feet is required between the end of a work zone and the lane closure of another. WW Associates will request that VDOT ease the work zone spacing limitation.

Allowing multiple work zones will likely increase the contractor's productivity and decrease the project cost.

- 6) VDOT and the Town desire to have electronic traffic notification signage panels in place thirty days prior to lane closing and remaining throughout the project. These signage shall indicate something similar to "Road Work XX/XX – XX/XX Use Alternate Route." The addition of the signage will increase the project cost.
- 7) VDOT plans to replace the existing culvert at Station 26+05. The culvert be replaced at the same elevation with a steel pipe by VDOT forces. This will be indicated on the plans as occurring in September or October, by others. No change in project cost is anticipated.
- 8) VDOT and the Town desired clarification as to how the far side water services would be installed. This item was left up to the contractor's means and methods in the construction plans. If open cut, the contractor would be required to place twenty-five feet of asphalt on either side of the trench in accordance with the LUP pavement patch detail. The contractor may avoid the pavement requirement by boring across the road. VDOT and the Town were worried about the traffic impact of open cuts and desire borings. The Town also requested temporary construction easements for placement of the boring machines on the far side. Upon reflection, WW Associates believes that the plans may be changed to indicate boring for far side water services and require the boring to take place from the water line as opposed to the far side. This action would eliminate the need for temporary construction easements saving additional engineering expense and easement acquisition negotiations. The requirement for boring may increase project costs, however, the contractors may have assumed this methodology already. If such is the case, no change in project cost is anticipated.

Unless otherwise directed, WW Associates will implement the changes as directed in the meeting and request that VDOT review 24 hour lane closure request and work zone spacing.



To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: July 14, 2015
Re: Briefing on the VDOT Office of Intermodal Planning and Investment Urban Development Areas (UDA) Planning Grant funding

Summary

Recently staff attended a VDOT Education Meeting on HB2 and its impact on the selection of transportation projects at the local level. It is apparent that there are still many unanswered questions and the town may need to address planning issues to assist with potential funding in the future. Below are excerpts from an email from VDOT talking about land use planning and the role of Urban Development Areas (UDAs).

As part of an ongoing effort to promote economic development and promote the coordination between transportation and land use planning, the Virginia General Assembly has continued to support programs and policies within its transportation agencies that promote Urban Development Areas (UDAs). Currently, OIPI is offering a grant program for jurisdictions that would like to plan for UDAs. The technical assistance, in the form of direct on-call consultant support, will assist local governments in one or more of the following: plan for and designate at least one urban/village development area in their comprehensive plan; revise as appropriate applicable land use ordinances (including appropriate zoning classifications and subdivision ordinances) to incorporate the principles of traditional neighborhood design (see §15.2-2223.1 of the Code of Virginia); and assist with public participation processes, and other related tasks.

Through legislation, the General Assembly has directed that transportation improvements to support UDAs be considered in both the needs assessment contained in the long range transportation plan known as VTrans, as well as be considered in the HB2 statewide prioritization process for project selection. VTrans focuses on a multifaceted strategy that recognizes the importance of the Corridors of Statewide Significance, Regional Networks, and Urban Development Areas to help maximize the Commonwealth's public transportation investments.

By designating UDAs or other growth areas, localities can maximize opportunities for funding through HB2. Technical assistance grants are still available through August 31, 2015, to help localities that are considering amending their comprehensive plan to include UDAs or UDA-like areas.

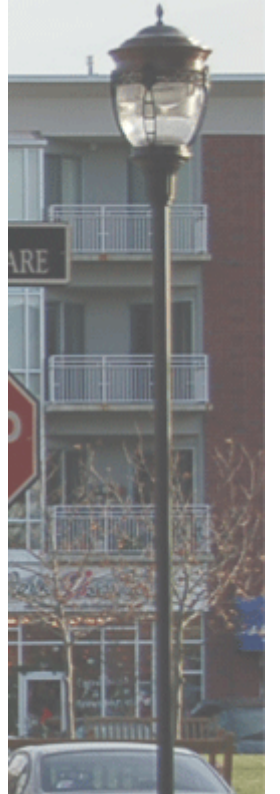
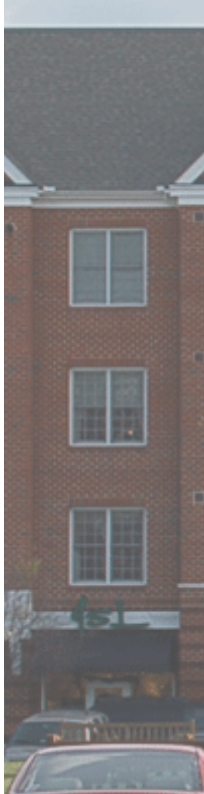
Recommendation

Staff is seeking Town Council's direction on exploring the opportunity for designation of an Urban Development Area and potential submission of a grant application for technical assistance.

Attachments: Urban Development Area Technical Assistance Grant Program information

Urban Development Area Technical Assistance Grant Program

The Office of Intermodal Planning and Investment of the Secretary of Transportation is offering grants for technical assistance to establish and support Urban Development Areas. If selected, your locality or regional entity will receive direct planning consultant support through one of OIPI's on-call consultant teams.





What is the Grant Program?

As enabled by Virginia Code § 2.2-229, the Office of Intermodal Planning and Investment (OIPI) of the Secretary of Transportation is offering grants for professional planning consultant assistance to local governments and regional entities to establish and support Urban Development Areas.

Urban Development Areas (UDAs) can cover a wide variety of community types, ranging from small town or village centers to suburban activity areas to urban downtowns. UDAs can help local governments and regional entities to focus investments and create great places that attract businesses and workers alike.

The technical assistance, in the form of direct on-call consultant support, will assist local governments in one or more of the following:

- plan for and designate at least one urban/village development area in their comprehensive plan,
- revise as appropriate applicable land use ordinances (including appropriate zoning classifications and subdivision ordinances) to incorporate the principles of traditional neighborhood design (see §15.2-2223.1 of the Code of Virginia),
- assist with public participation processes, and other related tasks.



Who is eligible for the grant program?

The assistance will be made available through an application and award process over the coming months with the goal of implementing UDAs by fall of 2015, with flexibility as needed, to be considered in the VTrans2040 needs assessment, serving as the first HB2 screening criteria, as well as to be considered in the HB2 project prioritization process. Communities of all sizes are encouraged to apply for funding as these principles work in diverse places such as small towns, rural communities, urban centers, and suburban communities.

Three tiers of assistance can be applied for, as described below:

- Tier 1 Grant: Up to \$65,000 to support planning for and adopting new Urban/Village Development Areas* (Locality under 130,000 population per 2010 Census)
- Tier 2 Grant: Up to \$120,000 to support planning for and adopting new Urban/Village Development Areas* (Locality over 130,000 population per 2010 Census)
- Tier 3 Grant: Up to \$65,000 to support planning for and adopting revisions to existing designated Urban/Village Development Areas* (Any population)



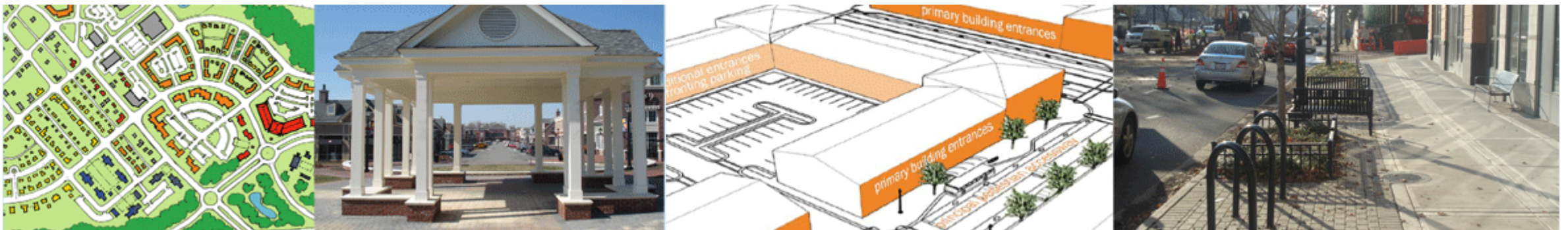
What is it for and why should we do it?

As part of an ongoing effort to promote economic development and promote the coordination between transportation and land use planning, the Virginia General Assembly has continued to support programs and policies within its transportation agencies that promote Urban Development Areas (UDAs).

Through legislation, the General Assembly has directed that transportation improvements to support UDAs be considered in both the needs assessment contained in the long range plan known as VTrans, as well as be considered in the HB2 statewide prioritization process for project selection . VTrans focuses on a multifaceted strategy that recognizes the importance of the Corridors of Statewide Significance, Regional Networks, and Urban Development Areas to help maximize the Commonwealth's public transportation investments.

That is why the Office of Intermodal Planning and Investment (as enabled by Virginia Code § 2.2-229) is excited to announce that it will be offering professional planning consultant assistance to local governments and regional entities interested in designating such areas. Assistance will also be available for those interested in updating areas already designated as UDAs, or updating similarly designated growth areas to meet the legislated characteristics of UDAs (per Virginia Code § 15.2-2223.1) . While the primary purpose of this Grant Program is to help maximize transportation investment dollars, UDAs can also improve local quality of life and foster economic development in focused activity centers in communities small and large.

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What are UDAs?

UDAs were authorized by the Code of Virginia in 2007 (Virginia Code § 15.2-2223.1.) as a requirement for certain high growth localities to designate areas “sufficient to meet projected residential and commercial growth in the locality for an ensuing period of at least 10 but not more than 20 years.” In 2012, however, the Code was amended to define UDAs more broadly and make them optional rather than mandatory.

UDAs, under the new Code designation, can be any areas designated by a locality in their comprehensive plan for higher density development that incorporate the principles of Traditional Neighborhood Development.

Traditional Neighborhood Development embodies classic characteristics of traditional communities such as

- Walkable neighborhood centers
- Interconnected streets and blocks
- Diversity of land uses
- Easy access to jobs, housing and recreation by a variety of travel options (auto, bus, walk, bike, etc.)
- The Transportation Efficient Land Use and Design Guide provides examples of these principles in real places in Virginia and lists tangible economic and quality of life benefits resulting from these design approaches.

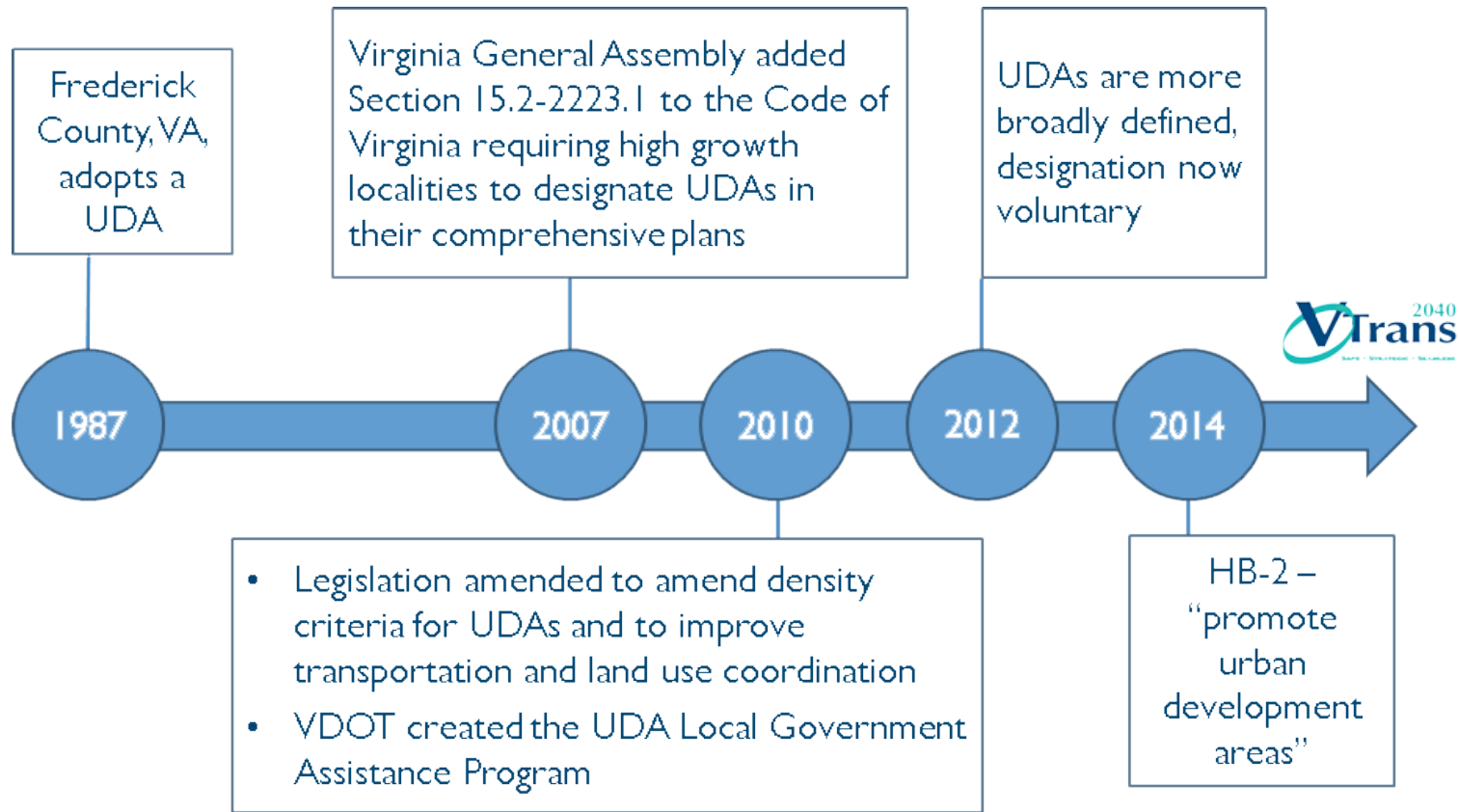
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Background Information

Evolution of UDAs:

UDAs have an extensive history in Virginia's planning context. The timeline below shows some of the benchmarks in the evolution of UDAs:



Some Statistics:

- Number of UDAs currently designated in Virginia: 77
- Number of UDAs within MPO boundaries: 35

Designated UDAs in:

- Cities – 7
- Counties – 54
- Towns – 16
- Average size of designated UDAs: 3.41 square miles
- Average population (2010) of designated UDAs: 3,921
- Click [here](#) to see a complete list of UDAs identified through research and outreach.





How to apply

APPLYING FOR A GRANT

Due Date: Close of Business, August 31, 2015

For more information:

J. Kelli Nash

Multimodal Planning and Policy Specialist

Office of Intermodal Planning and Investment

600 E. Main Street, Suite 2120

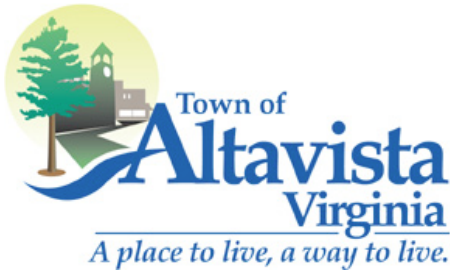
Richmond, VA 23219

t-804.786.0481

Jacklyn.Nash@governor.virginia.gov

If selected, your locality will receive direct consultant support through one of OIPI's on-call consultant teams. These teams are made up of some of the leading experts in land use and transportation, and have a variety of planning staff with a range of experience in assisting localities in Virginia. Please submit an application no later than **August 31, 2015**. Applications will be reviewed on a rolling basis and decisions will be made in approximately two weeks upon OIPI's receipt of a complete application.

All grant recipients will be required to sign an agreement committing to the adoption of the UDA into their respective comprehensive plans, within 1 year of study completion. Localities that accept the grant but do not adopt the UDA, or adopt all necessary zoning ordinances required to implement the UDA (or have those ordinances already in place) will be required to reimburse the Office for the grant assistance within 1 year following the missed adoption due date (within 2 years of study completion)."



Town Manager's Report – For Month of June 2015

Bedford Avenue Waterline Project (Project 1A)

- Waterline installation is complete.
- Sidewalks are being installed
- Monthly Construction Meeting Notes are attached.
- Substantial Completion Date: July 24, 2015 Final Completion Date: August 25, 2015

WWTP EOP – PCB Remediation

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

“Altavista Alerts” Notification System

- Assistant Town Manager Dan Witt will provide an update on the recently implemented “Altavista Alerts” Notification System

Below is the link to sign up for “Altavista Alerts”:

<https://member.everbridge.net/index/892807736722910#/signup>



**Bedford Avenue
Water Line Phase 1A
Town of Altavista, Virginia
WWA Project No. 213084.00**

**Payment Meeting No. 8
July 6, 2015 – 9:30 am**

MINUTES

Attendees: Owner: ~~Waverly Coggsdale~~, David Garrett, Phillip Jacobs
VDOT: Ken Carlton, Kimberly McMahan, ~~Tiffany Tweedy~~, ~~Danny Cruff~~
WWA: Turner Perrow, P.E
DLB, Inc.: ~~Dicky Morgan~~, ~~Clyde Roberts~~, Willard Akers

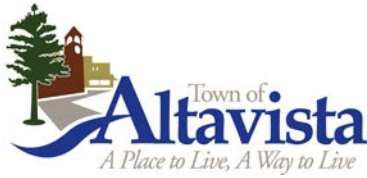
1. Field Work: *Services on Bedford, 3 crews on 8th Street, remaining 2 on Bedford. 1 subcontractor for sidewalk. Sidewalk is almost to Westwood Drive.*
2. Construction Inspector's Report:
 - a. WWA requested a report from the inspector regarding rain days.
 - b. Contractor to call VA Traffic at the beginning and end of every day.
 - c. Compaction testing will be performed on previously installed work to ensure compliance with the specifications.
 - d. Contractor to provide copies of bacteria testing results.
 - e. Inspector has been handing out fliers regarding construction activity.
 - f. *Contractor needs to pay attention to sidewalks while fine grading. Clay is discoloring sidewalk.*
3. VDOT Comments:
 - a. VDOT will allow Saturday work if requested by the Contractor and authorized by the Owner.
 - b. VDOT contacted by homeowner for a new VDOT entrance. WWA to issue Field Order for construction of CG-12 at 1201 Bedford Avenue and CG-9 at 1109 Bedford Avenue.
 - c. VDOT needs the road patched. Contractor to perform hydrostatic testing, then schedule patching 4/17/2015. Contractor requested to pave Bedford crossing at Myrtle. Pavers scheduled for May 7, 2015. *Trench paving needs to be placed on Bedford Avenue immediately.*
 - d. YMCA is sponsoring a 2 mile race. All pavement should be complete on Bedford Avenue by this time.

- e. VDOT requests that signs come down at the end of the day.
 - f. VDOT returned to the job site to verify compliance with the Virginia Work Area Protection Manual. Determining that the Contractor was not in compliance, VDOT scheduled an emergency meeting at 8:30 am on May 6, 2015. *VDOT appears satisfied at this time in regards to work zone safety.*
4. Easements / Property access:
- a. Contractor directed to inform Engineer if an access issue is identified.
5. RFIs: None.
6. Changes:
- a. Work Change Directive #3:
 - i. Revision #1 to be issued
 - ii. Needs to include new meter boxes on Myrtle.
 - iii. *Pricing received from DLB and is being reviewed.*
 - b. Pricing is requested from DLB to connect the 2" high pressure water line discovered on Commonwealth to the new 8" water line. In addition, the 8" water line must be converted to high pressure at the intersection of Bedford Ave and Myrtle Ln to maintain the existing pressure conditions. WWA to send sketch detailing these items to DLB. WCD #5 issued for pricing/approval.
 - c. ~~Pricing is requested to provide a new altitude valve and vault with the associated pipework for the Bedford Avenue tank. UPDATE: WWA providing drawings to contractor for pricing.~~
7. Shop Drawings: None.
8. Permits: None.
9. Schedule: *Substantial completion is July 24, 2015. Contractor to provide updated schedule showing how they are achieving substantial completion.*
10. Upcoming Information needed: None.
11. Discussion / Comments / Questions:
- a. Contractor reported that the gas company has been slow in responding to utility location tickets. Gas Company crews are performing to the best of their abilities to locate lines.
 - b. Town warned Contractor to proceed very carefully while working in the lot and areas surrounding the Bedford Avenue water tank as there are many underground utilities in the area. The Town offered to assist in determining the status of any lines found.
 - c. English Park
 - i. ~~Repair the parking lot at the Booker Building. TBD after meeting.~~

- ii. ~~Connect meter on railroad lot prior to Uncle Billy's Day.~~
- d. Main Street
 - i. Clean up the piles of rubble where the water line crosses.
 - ii. Repair or replace Town Street Sign on Main Street near Broad St. at Gazebo.
 - iii. ~~Install new sidewalk on Main Street. To be completed by Friday.~~
 - iv. ~~Install new driveway entrances on Main Street. To be completed by Friday.~~
 - v. Replace broken curbing along Main Street. To be completed by Friday.
- e. Bedford Avenue
 - i. ~~Install new sidewalks. To be completed by Friday.~~
 - ii. All open cut areas across the Street shall be repaved with blacktop within 5 days of installing water line pipes. To be completed May 7, 2015. To be completed by Friday.
 - iii. Replace broken curbing along Bedford Avenue. To be completed by Friday.
 - iv. ~~Sweep Street to remove all loose gravels, dirt, blacktop, and concrete that is within the R/W and in private property where construction took place. To be completed by Friday.~~
- f. Myrtle Lane
 - i. Re-grade shoulders to slope away from pavement for drainage, and seed.
 - ii. *Dust control, loose gravel, and when is it going to be paved.*

12. Pay Request: No. 8: *Contractor to distribute for review. There is a question relative to the amount of 8-inch water line requested on 8th Street.*

13. Next Payment Meeting: **August 4, 2015 at 9:30 a.m.**



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

Date: July 10, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Informational Items/Late Arriving Matters

Correspondence/Articles / Items of Interest

Attached are the following:

- **VDOT Letter – Award of TAP Grant Funds for “Gateway Project”**
 - ***FY2016 Allocation \$260,322***
 - ***Last year the Town was awarded \$82,330 (FY2015 Allocation)***
 - ***Total Award: \$342,652***
 - ***Project Estimate: \$428,315***
- **VDOT – Annual Inspection Correspondence**



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

CHARLES A. KILPATRICK, P.E.
COMMISSIONER

June 18, 2015

TO: FY16 Transportation Alternatives Program Applicants

SUBJECT: FY16 Transportation Alternatives Program Approval

At its June 17, 2015 meeting, the Commonwealth Transportation Board approved allocations for the Fiscal Year 2016 Transportation Alternatives Program. These funds are for the federal fiscal year beginning October 1, 2015. The list of approved projects can be found on our website at: <http://www.virginiadot.org/business/prenhancegrants.asp>.

If you received funding for a new project, do not expend any funds or initiate any phase of your project for which you wish to be reimbursed, until you are authorized in writing by VDOT to do so. **Since this is a federally funded program, starting any project activities before securing proper authorization will jeopardize federal participation in the entire project.** In addition, the current transportation bill (MAP-21) may need to be re-authorized or extended by Congress before FY16 allocations become available.

The Local Assistance Division is holding a statewide Local Programs workshop in Williamsburg, VA on September 30 – October 1, 2015. Please make sure to register for this workshop as it will include sessions providing guidance for successful implementation of locally administered projects including Transportation Alternatives projects. Registration will open July 1, 2015 so if you are interested please visit: <http://www.cpe.vt.edu/lpw>.

The next deadline for Transportation Alternatives Program applications is November 1, 2015. Applicant Workshops have been scheduled and these workshops will provide information about the Transportation Alternatives Program eligibility and FY17 application process. To register for a workshop please click on the following link: <https://www.surveymonkey.com/s/KQBSRKf>

For those projects selected the Department looks forward to working with you and should you have any questions about implementing your Transportation Alternatives project, please contact your VDOT District Coordinator or refer to the Locally Administered Projects (LAP) Manual for project development guidance. As a reminder, all project sponsors are required to submit a Transportation Alternatives/Enhancement project quarterly status report to the District Coordinator to ensure VDOT is kept up-to-date on the project's progress.

A copy of the Transportation Alternatives Program Guide, quarterly status report, along with listings for our upcoming Applicant Workshops and VDOT District Coordinators is available on the previously referenced website.

FY16 Transportation Alternatives Program Applicants

June 17, 2015

Page Two

For access to the LAP Manual or how to sign up for program updates please visit the Local Assistance Division website at <http://www.virginiadot.org/business/local-assistance.asp>.

Thank you for your interest in Virginia's Transportation Alternatives Program.

Sincerely,

H. Wade Chenault, Jr.
Federal Programs Manager
Local Assistance Division

Cc: District CTB Member
2nd Local Project Sponsor Contact

2015 Final Transportation Alternatives Allocations (FY16)

Project Number	Sponsor	Applicant	Allocation Information	
Lynchburg				
15061	Appomattox County	Appomattox County	project cost	\$546,442
The Appomattox Heritage Recreational Trail (AHRT) - Phase 2 Extension will provide for the design, engineering and construction of approximately 5,389 feet of a 10 foot wide gravel multi-use trail. This trail will be the Phase 2 extension of the existing 1.33 miles of the AHRT that has just been completed. When complete the AHRT will be a comprehensive bicycle and pedestrian network loop that will connect historical, cultural and natural area resources.			request amount	\$437,153
			allocation	\$218,577
15036	Nelson County	Nelson County	project cost	\$1,909,365
The funding requested will be used for Phase 3 of the construction of the Blue Ridge Crozet Tunnel rehabilitation and trail project. This includes construction of 3,900 linear foot of the western trail and rehabilitation of 1,400 linear feet of the tunnel and western trailhead. Funding provides for clearing, installation of stormwater pipe, temporary silt fencing, inlet and outlet protection, excavation, concrete, steel fencing, construction signs and other project specific expenses.			request amount	\$1,000,000
			allocation	\$800,000
15031	City of Danville	City of Danville	project cost	\$406,927
The City of Danville is proposing to construct an off street 2560 lf, 10 foot wide asphalt trail with 5 feet graded shoulders. This funding will extend the trail which will terminate at Advance Street and connect an existing trail at Commerce Street.			request amount	\$305,195
			allocation	\$305,195
15035	Town of Altavista	Town of Altavista	project cost	\$428,315
The Gateway project will provide safe pedestrian travel and serve as a gateway to the Altavista community and Central Business District. Funding will provide for three new pedestrian signals and marked crosswalks at Bedford Avenue and 7th Street intersection; upgrade three curb ramps and approximately 2,064 feet of sidewalk. Install street lights and trees.			request amount	\$260,322
			allocation	\$260,322
15048	Town of Dillwyn	Town of Dillwyn	project cost	\$1,705,326
Phase V covers improvement on U.S. 15 from Main/Oak Street to the southern Town limits The project seeks to improve the appearance of the Central Business District while improving safety and providing adequate access for disabled persons. Components of this project include new and improved sidewalks and crosswalks; curb and gutter upgrades to improve safety, landscaping, benches, trash cans and lighting.			request amount	\$244,481
			allocation	\$244,481

LOCAL ASSISTANCE DIVISION
VDOT
PRINCIPAL-MINOR ARTERIAL STREETS
STREET CONDITION REPORT
Section 33.1-41.1
Code of Virginia

MUNICIPALITY Town of _Altavista_____

DATE OF INSPECTION 06/22/15_____

- ☐ Check as Appropriate:
☐ This report is a reinspection of deficient sections noted in the previous report.
☐ No deficient sections noted.
☒ All streets inspected are acceptable, except as noted below:
☐ Bridge inspection reports are current, except as noted below:

STREET NAME - ROUTE NUMBER	DESCRIPTION OF DEFICIENT SECTIONS		TOTAL LANE MILE LENGTH	DESCRIBE DEFICIENCY (Refer to Standard of Maintenance)	DELETE PAYMENT YES/NO
	From	To			
Pittsylvania Ave	SCL	Main Street		Pothole/Pavement Failure @ R/R Crossing	no
Clarion Road	Lynch Mill	Rte. 29 Bypass		Low Shoulder at INT. Lynch Mill in Radius	no
				No Parking sign down behind Ross	no
Lynch Mill	Clarion Road	NCL		Low Shoulder north of Alta. Elem. School	no

Inspection made by Robert Brown, VDOT Assist. Res. Admin in company with David Garrett, Public Works Director, Town of Altavista

Distribution:
Municipality
Local Assistance Director
District Administrator

SIGNED _____,
Residency Administrator Date

◀ Jun 2015 ~ July 2015 ~ Aug 2015 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 1 st Saturday Trade Lot AOT Cruise In
5	6 Planning Commission 5:00 pm	7	8	9	10	11
12	13	14 Council Meeting 7:00 pm	15	16	17	18
19	20	21	22	23	24 TGIF @ Avoca 5:30	25
26	27	28 Work Session 5:00 PM	29	30	31	Notes:

~ August 2015 ~						
◀ Jul 2015						Sep 2015 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 1 st Saturday Trade Lot AOT Cruise In
2	3 Planning Commission 5:00 pm	4	5	6 AVOCA-Member's Potluck Picnic	7	8
9	10	11 Council Meeting 7:00 pm	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Work Session 5:00 PM	26	27	28 TGIF @ Avoca 5:30	29
30	31 Planning Commission 5:00 pm	Notes:				