

# Town of Altavista

## Meeting Agenda

### Town Council Meeting

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

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Tuesday, June 9, 2015

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7:00 PM Regular Council Meeting

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

- a. Employee Milestones

- i. Jeff Rowland – Public Works – 25 years of service (June 4<sup>th</sup> )
- ii. Gary Penn – Police Department - 5 years of service (June 10<sup>th</sup> )

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

5. Public Comment

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

6. Consent Agenda

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

- a. Minutes – Regular Meeting May 12<sup>th</sup> ; Work Session May 26<sup>th</sup>
- b. Monthly Finance Reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c. Departmental Reports
- d. Delinquent Water and Sewer Accounts Write-Offs
- e. Resolution for the Altavista High School Basketball team – 2015 State Champions
- f. Request of First Baptist Church to Close 10<sup>th</sup> Street for VBS (June 14<sup>th</sup> – 17<sup>th</sup>)

**7. Public Hearings**

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

**8. New/Unfinished Business**

- a. Adoption of the FY2016 Budget and FY2016-2020 Capital Improvement Program
- b. Health Insurance Proposal
- c. Consideration of Acceptance of Deed to 806 12<sup>th</sup> Street
- d. Project 1A *Bedford Avenue Waterline Replacement Project* – Change Order
- e. Planning Commission Recommendations/Public Hearing Requests
  - i. Ordinance Amendment – Microbrewery/Brewpub
  - ii. Comp Plan Amendment “FLUM”/Rezoning Request – *Select Air*
- f. Police Department Weapons Exchange proposal

**9. Reports**

- a. Town Manager’s Report

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

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

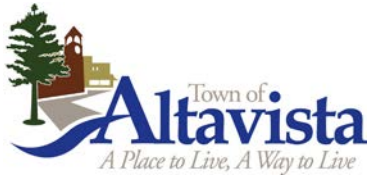
**11. Matters from Council****12. Closed Session****13. Adjournment****UPCOMING COUNCIL MEETINGS/ACTIVITIES**

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

Wednesday, June 17 <sup>th</sup>	IALR PCB Conference (Danville)
Thursday, June 18 <sup>th</sup>	IALR _WWTP EOP Visit
Tuesday, June 23 <sup>rd</sup> @5:00 p.m.	Town Council Work Session
Tuesday, July 14 <sup>th</sup> @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, July 28 <sup>th</sup> @ 5:00 p.m.	Town Council Work Session

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

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



Agenda Item: 4a

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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Recognitions/Presentations

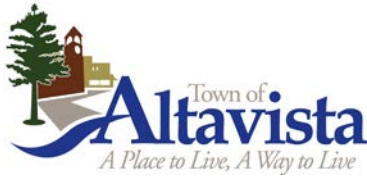
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Employee Recognitions

- Jeff Rowland – Public Works - 25 years of service to the Town (June 4<sup>th</sup>)
  - Gary Penn – Police Department - 5 years of service to the Town (June 10<sup>th</sup>)
- 

New Employee Introduction

- Emelyn Gwynn – Office of Economic Development (Main Street)



Agenda Items: 6 a - e

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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Consent Agenda

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

**Minutes:** *Regular Meeting May 12<sup>th</sup>; and Work Session May 26<sup>th</sup>*  
*(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 the Departmental Reports)*

**Delinquent Water and Sewer Accounts Write Off**  
*(Motion to write off the Water and Sewer Accounts as presented.)*

**Resolution for Altavista High School Basketball team – 2015 Division 1A State Champs**  
*(Motion to adopt resolution for the AHS Basketball team)*

**Request of First Baptist Church- Closure of 10<sup>th</sup> Street between Bedford Avenue and Commonwealth Drive for VBS (June 14<sup>th</sup> – 17<sup>th</sup>)**  
June 14<sup>th</sup>: 3:00 – 8:30 p.m. and June 15<sup>th</sup> – 17<sup>th</sup>: 6:00 – 9:00 p.m.  
*(Motion to allow street closure during VBS at the dates/times requested)*

**ATTACHMENTS:** *Minutes; Monthly Finance Report; Department Reports; Delinquent Water and Sewer Accounts Write-Offs; Request of First Baptist Church*

Regular Council Meeting—May 12, 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 May 12, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Bayse, Altavista Ministerial Association, 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

Mrs. Brumfield arrived at 7:05 p.m.

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 Mrs. Dalton, seconded by Mr. Emerson, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	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. Jo Ann Myers – 15 years of service (May 1<sup>st</sup>)**

**b. 2014-15 VHSL Basketball State Champs – Altavista High School**

Mayor Mattox asked that Mr. Coggsdale draft a resolution for the Altavista High School 2014-2015 VHSL Basketball State champs.

A motion was made by Mr. George, seconded by Mr. Edwards, to authorize Mr. Coggsdale to draft a resolution for the Altavista High School 2014-2015 VHSL Basketball State champs.

Motion carried:

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

## Regular Council Meeting—May 12, 2015

### 5. Public Comment

Ms. Harriet Hardy, 1617 Melinda Drive, stated she had asked for help in identifying where Melinda Drive comes into Ogden and this has been done. She thanked Council.

Mrs. Linda Miller, Miller's Jewelry 520 Main Street, expressed concern that there was no longer a Police Committee as before. She asked where she needs to go to direct questions, concerns about the operation of the Police Department. She asked if the personnel issues were handled by one person instead of a committee. She felt her father (who has dementia) was safe along with her store before these changes. Mrs. Miller felt the police knew her, her family and her business.

Mayor Mattox advised Mrs. Miller to call 9-1-1 in an emergency. He advised if there was a problem with any officer or town employee, for her to contact the Town Manager. If she did not receive satisfaction from the town manager, contact him. If satisfaction is not received from either, he suggested that she attend the work sessions that are scheduled on the fourth Tuesday of each month.

Mrs. Miller stated she didn't have a complaint of sorts but wanted to know who to go to.

### 6. Consent Agenda

- a) Minutes- Budget Work Session April 14<sup>th</sup>; Regular Meeting April 14<sup>th</sup> ; Work Session April 28<sup>th</sup>
- b) Monthly Finance Reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Departmental Reports

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

### 7. Public Hearings

- a. FY2016 Budget and FY2016-2020 Capital Improvement Program

Mayor Mattox opened the public hearing at 7:07 p.m.

Mr. Coggsdale advised tonight would be an opportunity for the public to express their thoughts on the proposed FY2016 Budget and the FY2016-2020 Capital Improvement Program (CIP). He advised following tonight's public hearing, Town Council will have an opportunity to consider the comments before considering final adoption of the budget noting these items can be added to the May 26<sup>th</sup> Town Council Work Session. Mr. Coggsdale added staff will be seeking adoption of the FY2016 Budget and the FY2016-2020 Capital Improvement Program (CIP) at the regular Town Council meeting in June.

## Regular Council Meeting—May 12, 2015

Mr. Coggsdale gave the following overview:

The General Fund Revenue is estimated at:	<u><b>\$4,391,370</b></u>
The Enterprise Fund Revenue is estimated at:	<u><b>\$2,954,900</b></u>
The Highway Maintenance Fund Revenue is estimated at:	<u><b>\$ 619,000</b></u>
The Cemetery Fund Revenue is estimated at:	<u><b>\$ 28,000</b></u>

The Proposed Operating Expenditures, for all funds, are \$7,993,270 with \$471,100 being transferred to the General Fund Reserves; and \$147,260 being transferred to the Enterprise Fund Reserves.

There is no proposed tax increase to any of the Town's tax rates.

The PPTRA relief is estimated to be 65%.

There is a proposed 5% increase to Utility Rates (Water & Sewer) included in the proposed FY2016 Budget.

The Capital Improvement Program (CIP) for FY2016-2020 totals \$5,044,400; the FY2016 Capital Improvement Program items/projects represent \$1,172,700 of the total and are included in the FY2016 Budget.

Mr. Coggsdale noted following the public hearing, Council may direct staff to make changes to the Budget and/or CIP or refer discussion to the May Town Council Work Session.

Mayor Mattox asked if anyone would like to comment on the proposed FY2016 Budget and FY2016-2020 Capital Improvement Program. No one came forward.

Mayor Mattox closed the public hearing at 7:10 p.m.

Mr. Higginbotham asked the difference in the proposed budget and the FY2015 budget.

Mrs. Shelton responded it was an increase of 8%.

Mr. Coggsdale noted some of this was debt service and CIP.

### 8. New/Unfinished Business

#### a. DRO/Section 86-424-1 Ordinance Amendment

Mr. Coggsdale advised at Council's April 14, 2015 meeting, the Planning Commission's recommendation in regard to adoption of the changes proposed to Section 86-242-1 were presented. These items relate to text ordinance amendments for the Downtown Revitalization Overlay (DRO) District, as well as ancillary design guidelines. This item was tabled until the May 12, 2015 Council meeting. The text amendment would amend *Section 86-424-1 Architectural treatment; Voluntary Design Assistance* to the Downtown Revitalization Overlay (DRO) District section of the Town's Zoning Ordinance as follows:

***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.***

Regular Council Meeting—May 12, 2015

Mr. Higginbotham questioned if a copy had been sent out to the merchants.

Mr. Coggsdale advised copies were made for Council and the document is available for review on the town’s website as well as a hard copy in the town hall lobby.

Mr. Edwards suggested this item be tabled until the June Council meeting giving merchants time to review the revised guidelines.

A motion was made by Mr. Edwards, seconded by Mr. Higginbotham, to table the adoption of the DRO/Section 86-424-1 Ordinance amendment until the June 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

Mayor Mattox asked that this be advertised making the public aware and that it be placed on the June Council meeting agenda.

b. DHCD Telecommunications Grant

Mr. Jarvis advised he had submitted to Council a memo outlining a planning assistance grant for telecommunications (broadband) that the Department of Housing and Community Development is providing. There will be 8 awards totaling up to \$75,000. Mr. Jarvis noted a letter of intent is being developed and will be submitted by Friday, May 22, 2015. He advised of a public meeting scheduled for May 13, 2015 to discuss the needs of the citizens. If the grant is awarded to the town, the community will be able to develop:

- An assessment of the current broadband availability and usage in Altavista
- Address demand aggregation and potential future use
- Address the relationship with regional planning and telecommunication networks
- Address community development applications
- And the design of a community broadband system

A motion was made by Mr. George, seconded by Mr. Emerson, that staff proceeds with submittal of a “letter of interest” on the Town’s behalf for the Virginia Telecommunication Planning Initiative (VATPI).

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

c. Consideration of Reimbursement Resolution for Project 1B “Main Street Waterline Replacement” and Melinda Tank High Pressure Zone Project

Mr. Coggsdale advised previously Council approved staff to move forward with design work related to two utility related construction projects: Project 1B “Main Street Waterline Replacement” and the Melinda Tank High Pressure Zone Project. The Main Street Waterline Project is ready to be advertised for receipt of bids. He



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presented Council with a schedule for this project. He added while the source of funding for these two projects has not been decided, it would be advantageous for Council to adopt the “Reimbursement Resolution”. The current figure in the resolution is \$2.5 million and any expenses that were incurred within sixty (60) days before the adoption of the resolution are eligible for reimbursement. Mr. Coggsdale noted at this time projected expenses eligible would be:

• Project 1B – “Main Street Waterline”	\$1,912,000
• Melinda Tank High Pressure Zone Project	<u>\$ 633,000</u>
Total:	\$2,545,000

Mr. Coggsdale mentioned Council may desire to raise the Reimbursement Resolution amount from \$2.5 million to allow for full reimbursement of the projected cost of both projects.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to adopt the “Resolution of Official Intent to Reimburse Expenditures with Proceeds of a Borrowing” and to raise amount to \$2.6 million.

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

EXPENDITURES WITH PROCEEDS OF A BORROWING

WHEREAS, the Town of Altavista, Virginia (the "Borrower"), intends to acquire, construct and equip improvements to its water systems, including but not limited to, replacement of certain water lines and replacement of pumps, meters and filters (collectively, the "Project"); and

WHEREAS, plans for the Project have advanced and the Borrower expects to advance its own funds to pay expenditures related to the Project (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:**

I. The Borrower intends to utilize the proceeds of tax-exempt bonds (the "Bonds") or to incur other debt, in an amount not currently expected to exceed \$2.5 million to pay the costs of the Project.

2. The Borrower intends that the proceeds of the Bonds be used to reimburse the Borrower for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this Resolution. The Borrower reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Borrower.

4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Borrower recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Borrower intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately upon its passage.

Adopted May 12, 2015

## Regular Council Meeting—May 12, 2015

### 9. Reports

#### a. Town Manager's Report

##### **Bedford Avenue Waterline Project (Project 1A)**

- 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 17<sup>th</sup> & 18<sup>th</sup> (Danville and Altavista). Flyer attached.
- Working with Dr. Scott Lowman (IALR) regarding implementation of his research.
- Received a response from VA DEQ.
- Numerous phone calls/emails have gone unanswered from Scott Rice, EPA Region III.
- Abatement of turtles from EOP continues.

Mr. Coggsdale noted Dr. Lowman would be plotting the results on the map.

Mr. Higginbotham mentioned he would like to see this map.

Mr. Coggsdale referred to a letter he has received from Ms. Jutta Schneider, Acting Director, Office of Remediation Programs, Department of Environmental Quality dated May 7, 2015. Ms. Schneider advised in her letter the department intends to initiate actions to terminate the WWTP Emergency Overflow Pond PCB Remediation from the Voluntary Remediation Program based on failure to make reasonable progress towards completion. She advised in this letter the town is entitled to an informal fact finding proceeding under §2.2-4019 of the Code of Virginia prior to a final decision by the DEQ to terminate participation in the VRP. Mr. Coggsdale asked Council if they wanted to sign the VRP Termination Agreement Form or move forward with the informal fact finding proceedings.

Mayor Mattox asked Mr. Coggsdale to read the email from Mr. Meade Anderson, Department of Environmental Quality.

Waverly,

The question of capping was not addressed in our previous letter because it did not relate to the question of adequate progress under the VRP regulations. In addition, the Town's letter did not provide enough information to definitively answer the questions related to capping. Some general comments for your consideration are provided below:

- DEQ has previously approved traditional low-permeability caps as a presumptive remedy for PCB-contaminated areas under the VRP, and such a cap might be a suitable alternative to the approved remedial action plan. Living caps present more uncertainty and would not be acceptable as an alternative design.
- If the Town were to pursue the traditional low-permeability cap, a revised remedial action plan, including cap design and an accelerated construction schedule, would need to be submitted expeditiously by the Town. The plan would need to be evaluated for conformance with the VRP requirements which would include coordination with our TMDL program.
- The evaluation may require additional data collection including groundwater monitoring and/or soil sampling. If all VRP requirements can be met, a Certificate of Satisfactory Completion of Remediation could be issued which constitutes "immunity to an enforcement action under the Virginia Waste Management Act (§ 10.1-1400 et seq.), the State Water Control Law (§ 62.1-44.2 et seq.), Chapter 13 (§ 10.1-1300 et seq.) of this title, or any other applicable law." Please note that any cleanup can represent some future liability potential, especially if material is left in place. However, a properly engineered cap would greatly reduce these potential liabilities.

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I hope this responds to your questions.

Regards,

meade

J. Meade R. Anderson, CPG  
Brownfields Program Manager  
Virginia Department of Environmental Quality  
629 East Main Street  
Richmond, Virginia 23219  
804-698-4179

Mr. Eller advised Council of the meaning of the §2.2-4019 of the Code of Virginia.

2.2-4019. Informal fact finding proceedings.

A. Agencies shall ascertain the fact basis for their decisions of cases through informal conference or consultation proceedings unless the named party and the agency consent to waive such a conference or proceeding to go directly to a formal hearing. Such conference-consultation procedures shall include rights of parties to the case to (i) have reasonable notice thereof, (ii) appear in person or by counsel or other qualified representative before the agency or its subordinates, or before a hearing officer for the informal presentation of factual data, argument, or proof in connection with any case, (iii) have notice of any contrary fact basis or information in the possession of the agency that can be relied upon in making an adverse decision, (iv) receive a prompt decision of any application for a license, benefit, or renewal thereof, and (v) be informed, briefly and generally in writing, of the factual or procedural basis for an adverse decision in any case.

B. Agencies may, in their case decisions, rely upon public data, documents or information only when the agencies have provided all parties with advance notice of an intent to consider such public data, documents or information. This requirement shall not apply to an agency's reliance on case law and administrative precedent.

Mr. Eller stated if the town wants to move forward with the informal fact finding proceeding then they would have the opportunity to present findings to a hearing officer and then get notice of any negative decision and any other facts that the agency has contrary to the town's facts.

Mr. George asked what the downsides were to not being in the VRP.

Mr. Eller stated the town has always wanted to get a letter of closure but things have changed since the town went into the VRP. Mr. Eller advised the VRP is a delegation by the EPA under the federal environmental laws to let the DEQ oversee programs by localities to do the remediation themselves. If the town is removed from the VRP, then they are under the power of the EPA. He stated being removed from the VRP by the EPA is not as concerning as it was.

Mr. Edwards mentioned a letter from Mr. Scott Rice that says the EPA doesn't have jurisdiction over the town.

Mr. Eller stated this may be under TOSCA which was approximately 6 years ago noting Mr. Rice is interested in this program.

Mayor Mattox noted Mr. Rice has not returned a phone call or email in the past two months.

Mr. Coggsdale noted he continues to contact Mr. Rice because he has been the town's source.

Mayor Mattox stated before the town could obtain closure with the capping of the pond; now there is the possibility of being kicked out of the VRP and losing the benefits of getting the letter of closure. He felt the citizens of Altavista are looking for closure. Mayor Mattox stated he would not like to drop out of the VRP until made to do so.

Mr. Higginbotham noted 17% of the pond has been analyzed with one hot spot in Plot 7; Plot 8 has not been diked off yet. He felt it would be a big step forward to show what has been done.

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Mr. Eller noted the informal fact finding proceedings would be a hearing in person.

Mr. Emerson stated he still, after three years, has no direction on PCBs. He thought the letter would bring some guidance but he still has no ideas.

Mr. George asked if it would be prudent or premature to get a price to cap and seal the pond. He felt this information should be available in case it has to be done. Mr. George mentioned the comment about the “perfect petri dish” and if the PCBs are not going anywhere, capping and sealing doesn’t seem to be a bad alternative.

Mr. Coggsdale mentioned Mr. Anderson, in his response, if the town wishes to pursue this capping option “a revised remedial action plan including cap design and an accelerated construction schedule would need to be submitted expeditiously” and asked Council to keep this in mind when having the capping discussion.

Mr. Higginbotham explained the sludge is soupy and can’t just be put on one half. A dike has to be built and the water is a problem with capping. Once it is capped, the emergency overflow pond is lost; noting the only way to remove the water is by evaporation.

Mrs. Brumfield stated science takes time and she supports what has been done thus far. She feels Council has done a tremendous job trying to save the tax payers’ dollars with the different projects. She stated at this point she was not for covering the pond up, passing the problem on to someone else and worrying if it will leak or not.

Mayor Mattox asked if Council wants to request the fact finding proceedings.

Mr. Coggsdale asked how Council wanted to respond to Ms. Schneider letter.

Mr. Higginbotham stated there has to be a response to the letter pointing out where progress has been made.

Mr. Coggsdale stated this information will be presented at the fact finding hearing.

Mr. Higginbotham stated the stage has to be set to get there.

Mr. Eller replied this has been done and now is the time for the oral hearing.

Mayor Mattox suggested the letter be replied to asking for a date for the fact finding proceedings after June 20, 2015.

It was consensus of Council to move forward with the informal fact finding proceedings.

### 10. Informational Items/Late Arriving Matters

### 11. Matters from Town Council

Mr. Edwards addressed Council in regards to economic development. He stated he feels the only way to encourage retail is by bringing in more payroll. Mr. Edwards also presented some pictures of derelict housing along with empty storefronts. Mr. Edwards stated his point is if there is enough industrial activity it would put pressure on the homeowners to want to fix their houses up to rent or sell; he felt the same exists with the retail community. He stated the town has spent millions on streetscapes, new facades, support of AOT and the town’s revenue from down town retailers continues to fall. Mr. Edwards felt if the Town of Altavista appears the same as other communities vying for new industry we can’t expect to win unless appearing unique to those in search of a location. He felt Altavista was unique in view of the YMCA, the parks, and low utility rates and felt this information needs to be made known. He asked that the Altavista Economic Development Authority, the Town Council and Town staff support the industrial development efforts to the extent that

Regular Council Meeting—May 12, 2015

every month they review what has been accomplished and receive details about the plans for the coming month.

12. Closed Session

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

Section 2.2-3711 (A)(3)- discussion or consideration of disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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 business’ or industry’s interest in locating or expanding its facilities in the community.

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

Motion carried:		
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

Council went into closed session at 8:10 P.M.  
Notice was given that council was back in regular session 9:00 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

## Regular Council Meeting—May 12, 2015

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

The meeting was adjourned at 9:02 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## COUNCIL WORK SESSION MAY 26, 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 May 26, 2015 at 5:00 p.m.

Council members  
present:

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

Council members  
absent:

Mayor Michael Mattox

Also present:

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

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

Motion carried:

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

3. Public Comments—Agenda Items Only

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

No one came forward.

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

- a. Nuisance Property—806 12<sup>th</sup> Street
- b. Mr. Coggsdale advised this Nuisance Property—806 12<sup>th</sup> Street issue dates back to the January 2015 work session and advised Mr. Witt has been working with Ms. Edna Davis, property owner, on this situation.

Mr. Witt advised Ms. Davis lost her home to a fire. The insurance money received was not adequate to repair the damages. He has been in contact with Ms. Davis and she has expressed her willingness to sign the deed over to the Town of Altavista. Mr. Witt stated he has received a bid to take the house down and removed which was for \$10,000 (noting this amount includes removal of asbestos). Mr. Witt advised the house is open and accessible to the public; because of safety concerns felt a decision needs to be made.

## COUNCIL WORK SESSION MAY 26, 2015

Vice Mayor Dalton asked if Council was ready for this item to be put on the June 9, 2015 Town Council agenda.

Mr. Higginbotham questioned if the Campbell County Landfill would take the asbestos.

Mr. Witt responded no but he would check again to confirm.

Mr. Higginbotham felt Council needed to move forward with this.

Mr. Edwards asked if any part of the demolition would be the responsibility of the landowner.

Mr. Witt responded no if the property is deeded to the Town of Altavista.

Vice Mayor asked Mr. Coggsdale to place this item on the June 9, 2015 Town Council agenda.

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

#### a. Delinquent Water & Sewer Accounts Proposed Write-Offs

Mrs. Shelton provided Council with a listing of delinquent water and sewer accounts which are over five years old and noted all means of collection have been exhausted. She noted she compiles a listing of accounts over five years old and presents to Council annually. Mrs. Shelton advised there are 22 accounts over five years old totaling \$1,683.18 and asked for permission to write off and adjust the financial records.

Mr. Higginbotham questioned the Holiday Inn Express bill and asked if there was a way to collect from them.

Mr. Eller stated anyone could be sued. With the delinquent amounts being over three years old there is the statute of limitations in place noting usually a water bill is small and not worth going through court proceedings.

Mrs. Shelton mentioned Holiday Inn has been contacted and we were told because it is a franchise the bill goes back to the individual and staff does not have contact information on that person.

Mr. Eller mentioned a personal guaranty document is in place now in which a business owner has to sign to prevent this situation again.

This item was sent to the consent agenda for the June 9<sup>th</sup>, 2015 Town Council meeting.

#### b. Project 1A-Bedford Avenue Waterline Project-Bedford Avenue Tank

Mr. Garrett advised while working at the tank site, staff discovered some unexpected piping at that location in reference to McMinnis Springs and the booster pipelines. There will need to be some new connections and reconfigure some things to make it all work properly. He noted he is working the engineer and contractors to come up with a plan, some drawings, and related cost and will present this information to Council at a later date.

#### c. IALR's PCB Workshop June 17 and 18 Update

Mr. Coggsdale advised the Institute of Advanced Learning and Research (IALR) PCB Workshop has been scheduled for June 17<sup>th</sup> and 18<sup>th</sup> with 5 Council members and 3 staff members registered to attend.



## COUNCIL WORK SESSION MAY 26, 2015

Mr. Garrett advised 7 additional mulberry trees have been purchased to replace the ones that died at the pond site. He advised 111 turtles have been trapped thus far. A chain link fence is being installed to secure the PCB pond area. Mr. Garrett noted there is a master map of the pond which indicates test result thus far.

Mr. Coggsdale advised Dr. Lowman would be planting his pots this week and the level in the pots is 150 parts per million.

Mr. George questioned the location of the 150 parts per million.

Mr. Coggsdale responded it was in the area of Dr. Sower's project.

### 7. Public Comments

Mrs. Carol Day, 1403 Bedford Avenue, addressed Council with several questions:

1. Questioned the policeman on leave with pay at the tax payers' expense and stated something is wrong and she would like to see something happen.
2. A lot of work going on in the park and nothing has been said about that.
3. What is the status of the boat ramp?
4. Referred to the beer garden at Uncle Billy's Day and how it looked like a cattle roundup the previous year and thought something should be done. Not a pleasant site.
5. PCBs, how much this venture has cost the town? She stated now the Town is in trouble for the PCBs at the taxpayer's expense. In 2002 would not have cost the Town nearly what it will cost now.
6. She asked about the town employees doing a lot of the work at the PCB pond; is that not an expense? How is that amount handled?
7. She questioned the Economic Development assistant position; what is going on with that and why the city should pick up the expense when it was always through Altavista on Track.

Mrs. Dalton thanked Mrs. Day for her comments and advised the Town Manager would be contacting her.

Mr. Mark Thomas, Editor of the Altavista Journal, addressed Council. Mr. Thomas advised he would be leaving his position with the Journal effective June 3, 2015 to take a position with Southside Electric Cooperative. He expressed how much he enjoyed working with Council and staff for the past 7 ½ years.

Mrs. Dalton thanked Mr. Thomas for the way he has approached Council business and each Council's quotations. She felt he was very fair minded and appreciated that.

### 8. Adjournment

Vice Mayor Dalton adjourned the meeting at 5:37 p.m.

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Beverley Dalton, Vice Mayor

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J. Waverly Coggsdale, Clerk



ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 11/2015  
FROM: 05/01/2015 TO: 05/31/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
33438	578	AMERITAS LIFE INSURANCE CORP	05/01/2015	2,328.88
33439	664	DIXON BERRY	05/01/2015	50.62
33440	12	BRENNTAG MID-SOUTH INC	05/01/2015	4,961.00
33441	427	CENTURYLINK	05/01/2015	2,248.48
33442	580	CHC OF VIRGINIA INC	05/01/2015	28,619.66
33443	32	CONTROL EQUIPMENT CO INC	05/01/2015	280.44
33444	1	DAVID GARRETT JR	05/01/2015	100.00
33445	569	DIAMOND PAPER CO INC	05/01/2015	348.87
33446	364	DLB INC	05/01/2015	500,976.44
33447	1	ELMER HANDY	05/01/2015	900.00
33448	650	EVERBRIDGE	05/01/2015	3,000.00
33449	122	FEREBEE-JOHNSON COMPANY INC	05/01/2015	746.52
33450	41	FISHER SCIENTIFIC	05/01/2015	1,033.64
33451	52	HACH COMPANY	05/01/2015	1,128.24
33452	347	HARRIS FURN CO INC	05/01/2015	167.00
33453	663	WILLIAM R HAUGH III	05/01/2015	VOID
33454	652	HAWKINS LOCK & KEY CO INC	05/01/2015	952.60
33455	58	INSTRUMENTATION SERVICES INC	05/01/2015	1,089.41
33456	1	MARY ROACH	05/01/2015	100.00
33457	80	SOUTHSIDE ELECTRIC COOP	05/01/2015	1,105.89
33458	92	UNIFIRST CORP	05/01/2015	1,083.52
33459	395	VIRGINIA PUBLIC WORKS EQUIPMEN	05/01/2015	1,321.66
33460	103	BEACON CREDIT UNION	05/05/2015	385.00
33461	145	CHANDLER CONCRETE CO INC	05/05/2015	415.75
33462	28	COLUMBIA GAS	05/05/2015	460.04
33463	196	DANIEL'S ELECTRIC MOTOR SERVIC	05/05/2015	64.00
33464	33	DOLI/BOILER SAFETY	05/05/2015	80.00
33465	20	J JOHNSON ELLER JR	05/05/2015	1,894.24
33466	71	FAIRPOINT COMMUNICATIONS	05/05/2015	411.74
33467	122	FEREBEE-JOHNSON COMPANY INC	05/05/2015	203.48
33468	41	FISHER SCIENTIFIC	05/05/2015	356.74
33469	119	FOSTER ELECTRIC CO INC	05/05/2015	948.20
33470	663	WILLIAM R HAUGH III	05/05/2015	639.76
33471	57	ICMA RETIREMENT TRUST-457 #304	05/05/2015	820.00
33472	566	INTEGRATED TECHNOLOGY GROUP IN	05/05/2015	2,203.88
33473	548	MAX PLAY FIT LLC	05/05/2015	1,765.00
33474	379	REI CONSULTANTS INC	05/05/2015	862.89
33475	253	STEVE'S FLORIST INC	05/05/2015	45.00
33476	515	DALE TYREE JR	05/05/2015	4,450.00
33477	658	WKDE-FM	05/05/2015	560.00
33478	160	ABB INC	05/15/2015	1,611.80
33479	303	ALTAVISTA CHAMBER OF COMMERCE	05/15/2015	10,000.00
33480	661	BASS SOD FARM	05/15/2015	250.00
33481	9999997	BENNETT, PHILLIP	05/15/2015	57.20
33482	461	KATHI BOGERT	05/15/2015	862.68
33483	4	BOXLEY AGGREGATES	05/15/2015	1,164.97
33484	1	BRIAN CONNER	05/15/2015	336.00
33485	418	BSW INC	05/15/2015	905.00
33486	581	BUSINESS SOLUTIONS INC	05/15/2015	500.00
33487	9999998	CALLOWAY, TED	05/15/2015	150.00
33488	583	CAMPBELL COUNTY PUBLIC LIBRARY	05/15/2015	902.86

33489	16	CAMPBELL COUNTY UTILITIES & SE	05/15/2015	355.20
33490	1	CHEVIS SWEARINGEN	05/15/2015	31.35
33491	36	DOMINION VIRGINIA POWER	05/15/2015	39,540.50
33492	301	ENGLISH'S LLC	05/15/2015	673.58
33493	46	GENTRY LOCKE ATTORNEYS	05/15/2015	108.00
33494	305	HAWKINS-GRAVES INC	05/15/2015	329.52
33495	470	MARK A KEESEE SR	05/15/2015	1,897.23
33496	9999997	KIDD, JEANIE	05/15/2015	109.02
33497	533	LYNN KIRBY	05/15/2015	245.00
33498	1	LARRY DALTON	05/15/2015	500.00
33499	300	NAPA AUTO PARTS	05/15/2015	1,003.18
33500	454	O'REILLY AUTOMOTIVE INC	05/15/2015	526.16
33501	9999997	OLIVER BENNETT, APRIL MARLANA	05/15/2015	100.62
33502	67	ORKIN PEST CONTROL LLC	05/15/2015	243.85
33503	449	GARY PENN	05/15/2015	79.99
33504	447	PSYCHOLOGICAL HEALTH ROANOKE P	05/15/2015	410.00
33505	1	RAY BOLLING III	05/15/2015	25.00
33506	9999997	ROBINSON, DAVON O'SHAY	05/15/2015	77.61
33507	625	SAM GREEN VAULT	05/15/2015	900.00
33508	665	SELECT AIR MECHANICAL ELECTRIC	05/15/2015	5,918.46
33509	9999997	SWAREY, NATHAN I	05/15/2015	39.60
33510	666	THIELSCH ENGINEERING INC	05/15/2015	335.34
33511	9999997	TONEY II, WILLIAM D	05/15/2015	109.60
33512	35	TREASURER OF VA/VITA	05/15/2015	166.01
33513	9999997	TUCK, MARY B	05/15/2015	86.44
33514	601	VACORP	05/15/2015	50.83
33515	271	VIRGINIA CAROLINA PAVING & GRA	05/15/2015	178,215.96
33516	110	VUPS INC	05/15/2015	84.00
33517	192	WW ASSOCIATES INC	05/15/2015	3,000.00
33518	84	ALTAVISTA JOURNAL	05/22/2015	2,989.20
33519	667	ASHWELL'S TREE SERVICE LLC	05/22/2015	275.00
33520	103	BEACON CREDIT UNION	05/22/2015	385.00
33521	4	BOXLEY AGGREGATES	05/22/2015	1,633.35
33522	12	BRENNTAG MID-SOUTH INC	05/22/2015	2,553.62
33523	294	BUSINESS CARD	05/22/2015	12,333.08
33524	668	CAMPBELL COUNTY ECONOMIC DEVEL	05/22/2015	2,000.00
33525	574	CHRISTOPHER MICALLE, TRUSTEE	05/22/2015	125.00
33526	569	DIAMOND PAPER CO INC	05/22/2015	955.74
33527	364	DLB INC	05/22/2015	420,443.23
33528	650	EVERBRIDGE	05/22/2015	3,000.00
33529	118	FERGUSON ENTERPRISES INC #75	05/22/2015	5,332.80
33530	41	FISHER SCIENTIFIC	05/22/2015	1,155.77
33531	46	GENTRY LOCKE ATTORNEYS	05/22/2015	2,645.25
33532	47	GRAPHIC CONTROLS	05/22/2015	341.09
33533	52	HACH COMPANY	05/22/2015	99.89
33534	146	MICHAEL HUNT	05/22/2015	285.00
33535	57	ICMA RETIREMENT TRUST-457 #304	05/22/2015	820.00
33536	1	JOHN JACOBS	05/22/2015	94.76
33537	423	NTELOS	05/22/2015	951.17
33538	72	PHYSICIANS TREATMENT CENTER	05/22/2015	320.00
33539	588	PITNEY BOWES GLOBAL FINANCIAL	05/22/2015	50.00
33540	317	POWELL'S TRUCK & EQUIPMENT INC	05/22/2015	1,349.94
33541	74	REGION 2000 ECONOMIC DEV ALLIA	05/22/2015	50.42
33542	584	RICHMOND MACHINERY	05/22/2015	3,830.00
33543	1	STANLEY BENNETT	05/22/2015	249.00
33544	357	TOMMY MERRICKS	05/22/2015	792.00
33545	601	VACORP	05/22/2015	1.51

33546	658	WKDE-FM	05/22/2015	560.00
33547	116	XEROX CORP	05/22/2015	249.60
33548	128	ADAMS CONSTRUCTION CO	05/28/2015	419.42
33549	9	AFLAC	05/28/2015	1,713.89
33550	578	AMERITAS LIFE INSURANCE CORP	05/28/2015	2,237.20
33551	667	ASHWELL'S TREE SERVICE LLC	05/28/2015	200.00
33552	580	CHC OF VIRGINIA INC	05/28/2015	27,526.31
33553	9999997	CONSIDDER, KRISTOPHER J	05/28/2015	101.00
33554	9999997	COOK, TAMMY L	05/28/2015	107.82
33555	176	DAVENPORT COMMUNICATIONS INC	05/28/2015	212.50
33556	164	DMV	05/28/2015	800.00
33557	669	DOMAIN LISTINGS	05/28/2015	105.00
33558	41	FISHER SCIENTIFIC	05/28/2015	854.54
33559	49	GERALDINE KAUFFMAN	05/28/2015	2,572.00
33560	9999997	GRESS, MELVIN	05/28/2015	29.42
33561	648	HALEY FORD SOUTH	05/28/2015	27,362.50
33562	218	MINNESOTA LIFE	05/28/2015	122.86
33563	450	REGION 2000	05/28/2015	60.00
33564	238	SCOTT INSURANCE	05/28/2015	2,184.30
33565	658	WKDE-FM	05/28/2015	160.00

NO. OF CHECKS: 128

TOTAL CHECKS 1,354,291.08

Town of Altavista  
FY 2015 Revenue Report  
92% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	369,000	369,000	330	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	1,942	1	151,416	78	195,000
Personal Property - PPTRA	100,000	100,000	-4	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	293	5	5,553	101	5,500
Interest - All Taxes	3,000	3,000	152	5	2,549	85	3,000
Local Sales & Use Taxes	135,000	135,000	13,031	10	111,682	83	145,000
Local Electric and Gas Taxes	110,000	110,000	9,111	8	91,044	83	110,000
Local Motor Vehicle License Tax	43,000	43,000	680	2	42,424	99	43,000
Local Bank Stock Taxes	160,000	160,000	151,380	95	153,787	96	160,000
Local Hotel & Motel Taxes	80,000	80,000	8,071	10	71,807	90	83,000
Local Meal Taxes	660,000	660,000	62,706	10	597,473	91	690,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	900	900	0	0	883	98	900
Communications Tax	40,000	40,000	3,426	9	30,561	76	40,000
Transit Passenger Revenue	5,000	5,000	592	12	6,004	120	6,000
Business License Fees/Contractors	7,000	7,000	244	3	11,034	158	11,000
Business License Fees/Retail Services	110,000	110,000	12,845	12	118,351	108	118,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	1,661	20	8,148	96	8,150
Business License Fees/Repairs & Person Svcs	16,500	16,500	3,198	19	17,892	108	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  
92% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	1,300	1,300	893	69	2,161	166	2,100
Permits - Sign	1,000	1,000	440	44	1,220	122	1,200
Fines & Forfeitures - Court	20,000	20,000	108	1	6,748	34	10,000
Parking Fines	200	200	0	0	320	160	500
Interest and Interest Income	58,000	58,000	1,463	3	54,693	94	55,000
Rents - Rental of General Property	1,000	1,000	100	10	866	87	1,000
Rents - Pavilion Rentals	3,000	3,000	425	14	2,400	80	3,000
Rents - Booker Building Rentals	4,000	4,000	150	4	4,075	102	4,000
Rents - Rental of Real Property	60,000	60,000	1,481	2	59,797	100	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	0	0	60,111	75	80,150
State Rental Taxes	500	500	36	7	784	157	800
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,325	102	10,300
State/VDOT Contract Services	3,000	3,000	0	0	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	2,601	4	39,726	56	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	369	184	400

Town of Altavista  
FY 2015 Revenue Report  
92% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	13,000	1,630	13	34,222	263	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
	<b><u>4,104,600</u></b>	<b><u>4,116,980</u></b>	<b><u>278,986</u></b>	<b><u>6.78</u></b>	<b><u>4,126,167</u></b>	<b><u>100.22</u></b>	<b><u>4,389,180</u></b>



Town of Altavista  
Fund Expenditure Totals  
FY 2015  
92% of Year Lapsed

	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,702,350	5,830,321	372,844	6	4,664,264	80	5,810,901
Debt Service	0	0	0	0	56,751	0	56,751
CIP	750,000	750,000	595,802	79	3,066,633	409	4,764,870
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to CIF	0	15,000	0	0	15,000	100	15,000
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	48,750	75	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>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,395,400</u>	<u>7,538,371</u>	<u>968,646</u>	<u>13</u>	<u>7,851,397</u>	<u>104</u>	<u>11,331,492</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
92% of Year Lapsed

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	34,030	34,030	1,809	5	21,414	63	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>1,809</u>	<u>4</u>	<u>21,414</u>	<u>49</u>	<u>44,030</u>
Administration							
Operations	755,340	758,540	41,969	6	651,631	86	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>41,969</u>	<u>5</u>	<u>686,358</u>	<u>86</u>	<u>792,960</u>
Non-Departmental							
Operations	989,980	1,004,980	12,135	1	362,634	36	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>0</u>	<u>0</u>	<u>-48,750</u>	<u>75</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>307,900</u>	<u>307,900</u>	<u>12,135</u>	<u>4</u>	<u>273,884</u>	<u>89</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>12,135</u>	<u>3</u>	<u>360,214</u>	<u>98</u>	<u>397,890</u>
Public Safety							
Operations	909,900	909,900	80,126	9	731,716	80	881,710
Debt Service	0	0	0	0	0	0	0
CIP	<u>32,000</u>	<u>32,000</u>	<u>27,363</u>	<u>86</u>	<u>27,363</u>	<u>86</u>	<u>28,300</u>
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>107,489</u>	<u>11</u>	<u>759,078</u>	<u>81</u>	<u>910,010</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
92% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	943,950	953,130	68,593	7	683,421	72	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>68,593</u>	<u>7</u>	<u>710,033</u>	<u>71</u>	<u>897,050</u>
Economic Development							
Operations	162,850	162,850	10,215	6	53,492	33	103,900
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>162,850</u>	<u>162,850</u>	<u>10,215</u>	<u>6</u>	<u>53,492</u>	<u>33</u>	<u>103,900</u>
Transit System							
Operations	96,050	96,050	5,553	6	75,031	78	93,100
Debt Service	0	0	0	0	0	0	0
CIP	28,000	28,000	0	0	8,620	31	26,620
Transit System - TOTAL:	<u>124,050</u>	<u>124,050</u>	<u>5,553</u>	<u>4</u>	<u>83,651</u>	<u>67</u>	<u>119,720</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,210,020	3,222,400	220,400	7	2,490,590	77	3,055,290
Debt Service	0	0	0	0	0	0	0
CIP	212,500	212,500	27,363	13	183,652	86	210,270
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,422,520</u>	<u>3,434,900</u>	<u>247,763</u>	<u>7</u>	<u>2,674,241</u>	<u>78</u>	<u>3,265,560</u>

Town of Altavista  
Council / Planning Commission  
FY 2015 Expenditure Report  
92% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	19,243	92	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	60	1	2,171	43	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
<b>Total Expenditures</b>	<b>44,030</b>	<b>44,030</b>	<b>1,809</b>	<b>4</b>	<b>21,414</b>	<b>49</b>	<b>44,030</b>

Town of Altavista  
Administration  
FY 2015 Expenditure Report  
92% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	397,400	397,400	24,449	6	316,621	80	385,900
Other Employee Benefits	18,800	18,800	150	1	26,652	142	26,520
Services	175,340	175,340	10,781	6	153,391	87	175,340
Other Charges	135,700	135,700	4,832	4	125,016	92	135,900
Materials & Supplies	28,100	31,300	1,757	6	29,950	96	34,550
Capital Outlay	35,000	35,000	0	0	34,727	99	34,750
<b>Total Expenditures</b>	<b>790,340</b>	<b>793,540</b>	<b>41,969</b>	<b>5</b>	<b>686,358</b>	<b>86</b>	<b>792,960</b>

Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
92% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	10,000	21	61,723	127	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	10,000	50	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
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>273,500</b>	<b>273,500</b>	<b>10,000</b>	<b>4</b>	<b>236,448</b>	<b>86</b>	<b>277,900</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	1,897	0	4,441	0	2,540
Fuel - Fire Company	5,000	5,000	238	5	3,498	70	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>2,135</b>	<b>43</b>	<b>7,940</b>	<b>159</b>	<b>7,540</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>278,500</b>	<b>278,500</b>	<b>12,135</b>	<b>4</b>	<b>244,387</b>	<b>88</b>	<b>285,440</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	28,580	28,580	0	0	25,000	87	27,680

Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
92% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - 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	0	0	48,750	75	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>682,080</b>	<b>697,080</b>	<b>0</b>	<b>0</b>	<b>88,750</b>	<b>13</b>	<b>696,180</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	0	0	29,497	100	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>0</b>	<b>0</b>	<b>29,497</b>	<b>100</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>989,980</b>	<b>1,004,980</b>	<b>12,135</b>	<b>1</b>	<b>362,634</b>	<b>36</b>	<b>1,011,020</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	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
<b>CAPITAL OUTLAY -TOTAL</b>	<b>59,000</b>	<b>59,000</b>	<b>0</b>	<b>0</b>	<b>86,330</b>	<b>146</b>	<b>86,350</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>1,048,980</b>	<b>1,063,980</b>	<b>12,135</b>	<b>1</b>	<b>448,964</b>	<b>42</b>	<b>1,097,370</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>366,900</b>	<b>366,900</b>	<b>12,135</b>	<b>3</b>	<b>360,214</b>	<b>98</b>	<b>401,190</b>

Town of Altavista  
Public Safety  
FY 2015 Expenditure Report  
92% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	783,100	783,100	68,198	9	645,743	82	753,840
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	3,962	40	14,788	148	15,300
Other Charges	36,200	36,200	330	1	29,192	81	36,370
Materials & Supplies	80,600	80,600	7,635	9	41,993	52	76,200
Capital Outlay	32,000	32,000	27,363	86	27,363	86	28,300
<b>Total Expenditures</b>	<b>941,900</b>	<b>941,900</b>	<b>107,489</b>	<b>11</b>	<b>759,078</b>	<b>81</b>	<b>910,010</b>



Town of Altavista  
Public Works  
FY 2015 Expenditure Report  
92% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	651,600	651,600	43,042	7	455,750	70	574,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	3,042	33	7,324	79	8,800
Other Charges	25,600	25,600	2,107	8	21,629	84	25,600
Materials & Supplies	257,500	266,680	20,403	8	198,719	75	262,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	26,612	55	26,650
<b>Total Expenditures</b>	<b>992,450</b>	<b>1,001,630</b>	<b>68,593</b>	<b>7</b>	<b>710,033</b>	<b>71</b>	<b>897,050</b>

Town of Altavista  
Economic Development  
FY 2015 Expenditure Report  
92% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	79,400	79,400	5,602	7	36,328	46	56,350
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	3,280	7	6,539	14	30,000
Other Charges	30,250	30,250	1,333	4	9,042	30	12,550
Materials & Supplies	5,500	5,500	0	0	1,584	29	5,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>162,850</b>	<b>162,850</b>	<b>10,215</b>	<b>6</b>	<b>53,492</b>	<b>33</b>	<b>103,900</b>

Town of Altavista  
Transit System  
FY 2015 Expenditure Repost  
92% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	61,800	61,800	4,621	7	53,818	87	61,850
Services	5,950	5,950	45	1	435	7	3,250
Other Charges	4,150	4,150	73	2	2,358	57	3,950
Materials & Supplies	24,150	24,150	814	3	18,420	76	24,050
Capital Outlay	28,000	28,000	0	0	8,620	31	26,620
<b>Total Expenditures</b>	<b>124,050</b>	<b>124,050</b>	<b>5,553</b>	<b>4</b>	<b>83,651</b>	<b>67</b>	<b>119,720</b>

Town of Altavista  
FY 2015 Revenue Report  
92% 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	1,134	32	10,282	294	10,500
Water Charges - Industrial	861,000	861,000	81,050	9	745,799	87	861,000
Water Charges - Business/Residential	239,600	239,600	20,099	8	239,259	100	280,000
Water Charges - Outside Community	130,200	130,200	15,933	12	124,401	96	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	106,085	9	979,464	87	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	19,637	8	234,298	98	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	0	0	10,400	285	10,400
Sewer Charges - Sewer Surcharges	40,000	40,000	2,008	5	76,604	192	100,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-36	-1	4,790	137	4,850
Misc. Cash Discounts	200	200	2	1	16	8	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	4,960	20	21,838	87	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
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>2,678,300</u></b>	<b><u>2,839,591</u></b>	<b><u>250,873</u></b>	<b><u>9</u></b>	<b><u>2,452,394</u></b>	<b><u>86</u></b>	<b><u>7,098,691</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
92% of Year Lapsed

	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	895,000	982,221	50,526	5	890,106	91	1,087,171
Debt Service	0	0	0	0	56,751	0	56,751
CIP	115,000	115,000	471,939	410	2,759,068	2,399	4,235,200
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>522,465</u>	<u>42</u>	<u>3,705,925</u>	<u>301</u>	<u>5,379,122</u>
Wastewater Department							
Operations	1,131,250	1,157,820	76,548	7	1,000,550	86	1,200,360
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	96,500	35	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>173,048</u>	<u>11</u>	<u>1,124,463</u>	<u>72</u>	<u>1,369,760</u>
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,140,041	127,074	6	1,890,656	88	2,287,531
Debt Service	0	0	0	0	56,751	0	56,751
CIP	<u>387,500</u>	<u>387,500</u>	<u>568,439</u>	<u>147</u>	<u>2,882,981</u>	<u>744</u>	<u>4,404,600</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>2,678,300</u>	<u>2,792,091</u>	<u>695,513</u>	<u>25</u>	<u>4,830,388</u>	<u>173</u>	<u>6,748,882</u>

Town of Altavista  
Water Department  
FY 2015 Expenditure Report  
92% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	525,700	525,700	29,544	6	440,763	84	499,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	1,365	3	36,872	85	48,150
Other Charges	161,850	192,320	11,892	6	167,922	87	192,320
Materials & Supplies	164,000	164,000	7,724	5	244,550	149	290,850
Debt Service	0	56,751	0	0	56,751	0	56,751
Capital Outlay	115,000	115,000	471,939	410	2,759,068	2,399	4,235,200
Transfer Out to Reserves	132,275	132,275					0
<b>Total Expenditures</b>	<b>1,142,275</b>	<b>1,229,496</b>	<b>522,465</b>	<b>42</b>	<b>3,705,925</b>	<b>301</b>	<b>5,322,371</b>

Town of Altavista  
Wastewater Department  
FY 2015 Expenditure Report  
92% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	645,500	645,500	45,305	7	559,547	87	652,560
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	35,570	1,633	5	40,273	113	71,050
Other Charges	311,500	313,150	24,090	8	264,981	85	313,150
Materials & Supplies	163,600	163,600	5,521	3	135,749	83	163,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	272,500	272,500	96,500	35	123,913	45	169,400
Transfer Out	132,275	132,275					0
<b>Total Expenditures</b>	<b>1,536,025</b>	<b>1,562,595</b>	<b>173,048</b>	<b>11</b>	<b>1,124,463</b>	<b>72</b>	<b>1,369,760</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
92% of Year Lapsed

	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	435,000	435,000	21,240	5	259,914	60	435,000
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>21,240</u>	<u>4</u>	<u>259,914</u>	<u>44</u>	<u>585,000</u>

	<b>FY 2015 Adopted <u>Budget</u></b>	<b>FY 2015 Amended <u>Budget</u></b>	<b>FY 2015 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2015 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	31,080	32,880	4,130	13	23,104	70	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>4,130</u>	<u>7</u>	<u>48,104</u>	<u>83</u>	<u>63,550</u>



Town of Altavista  
FY 2015 State/Highway Fund  
92% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	585,000	585,000	0	0	464,303	79	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	1.54	0	7.3	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>585,000</u></b>	<b><u>585,000</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>464,310</u></b>	<b><u>79</u></b>	<b><u>585,000</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	584	1	8,224	17	48,200
Maintenance - Pavement	150,000	150,000	6,071	4	20,468	14	141,400
Maintenance - Traffic Control Devices	56,800	56,800	3,636	6	54,613	96	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	443	1	38,463	96	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	6,273	13	51,588	103	51,600
General Admin. & Misc. - Miscellaneous	80,000	80,000	4,231	5	86,559	108	87,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>21,240</u>	<u>5</u>	<u>259,914</u>	<u>60</u>	<u>435,000</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>585,000</u></b>	<b><u>585,000</u></b>	<b><u>21,240</u></b>	<b><u>4</u></b>	<b><u>259,914</u></b>	<b><u>44</u></b>	<b><u>585,000</u></b>

Town of Altavista  
FY 2015 Cemetery Fund  
92% 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>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,600	11	13,600	91	15,000
Interest/Interest Income	8,500	8,500	0	0	7,140	84	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>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,080</u></b>	<b><u>57,880</u></b>	<b><u>1,600</u></b>	<b><u>3</u></b>	<b><u>60,265</u></b>	<b><u>104</u></b>	<b><u>63,550</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	773	8	6,017	63	9,500
Salaries and Wages/Overtime	500	500	147	29	674	135	700
Benefits/FICA	800	800	67	8	482	60	800
Benefits/VRS	1,050	1,050	92	9	637	61	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	141	13	957	87	1,100
Benefits/Group Life	130	130	10	8	69	53	130
Other Charges/Misc. Reimb.	0	1,800	0	0	1,800	100	1,800
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,900	16	12,467	69	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>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,080</u></b>	<b><u>57,880</u></b>	<b><u>4,130</u></b>	<b><u>7</u></b>	<b><u>48,104</u></b>	<b><u>83</u></b>	<b><u>63,550</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 15,814,619.44**

Balance as of May 31, 2015

**Non-Specific**

Green Hill Cemetery 557,750.42

General Fund Reserves

Capital Improvement Program Reserves

3,120,678.79

Altavista EDA Funding 299,687.92 \*

VDOT TEA 21 Enhancement Match 309,000.00

608,687.92

Enterprise Fund Reserves

Capital Improvement Program Reserves

187,732.84

PCB Remediation 612,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,239.95

Public Funds Money Market Accounts

9,667,641.57 → Includes Funds \$1,561,285.63 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 1,041,510.80

**DESIGNATED FUNDS 2,838,566.24**

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

**UNDESIGNATED FUNDS**

12,976,053.20

-6,313,403.00

6,662,650.20

	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

-1,561,285.63

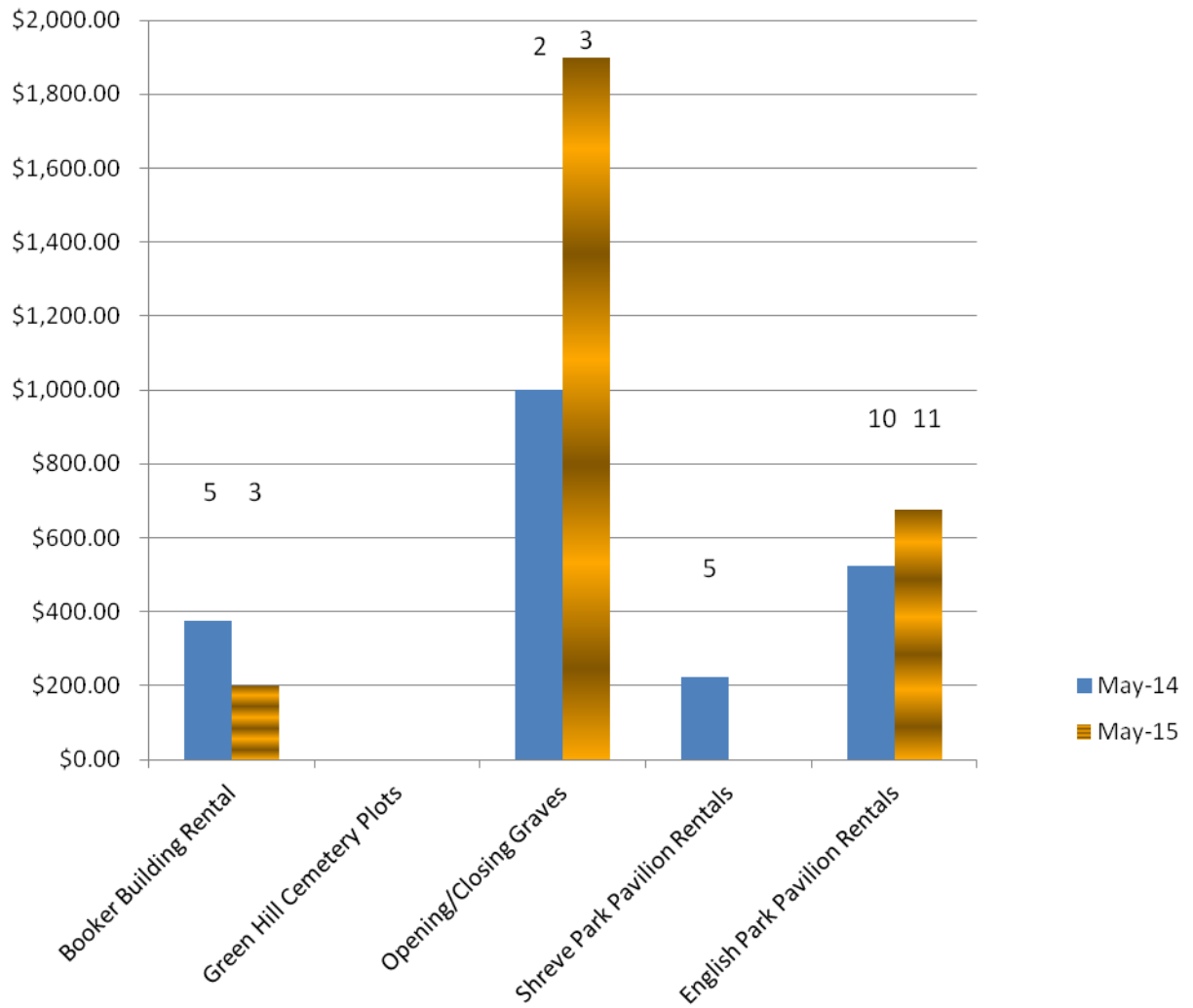
Transfer of excess funds from Operating Acct. to MM

-1,500,000.00

**UNDESIGNATED RESERVE FUND BALANCE**

2,498,595.01

## ~ Administration ~



## Monthly Report to Council

**Date:** June 9, 2015  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** May Report

---

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>		
11-May	015-15	Campbell County School Board, 904 Bedford Ave	Replace exisiting message board*Permit not Completed		
15-May	016-15	Heidi Inman, 611 Broad St	Relocate Dojo 3-Ring Business		
15-May	017-15	Samuel Knaus, 315 11th St	2 12x20' Detached storage sheds		

- Mailed approximately 15 grass violation notices and contracted with Michael Hunt to mow four yards that were not mowed.
- Updated two zoning verification letters with additional information requested.

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

- Worked with Phillip on the preliminary survey for the proposed boat launch site.

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

- Completed packets for June 1 meeting which included advertising for 3 public hearings and providing information to the Commissioners to make decisions/recommendations for each item.
- Attended regional planners' luncheon.

4. **AOT Related**

- Nothing noted.

5. **ACTS Related**

- Completed and submitted April billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system (May) - see bus report.
- Completed online April monthly reporting to DRPT.
- RTAP grant issued for KFH Marketing Plan in the amount of \$2,500.
- Carlton, Patricia, Roberta and Rosco attended staff meeting and van driver training provided by staff.
- Awaiting delivery of 3 bus shelters.
- Spent 2 days working with VDOT on the materials notebook for Projects 5 & 6.

**6. Projects and Administrative Related:**

- Updated GIC
- Town Council reports for May meeting and work session. Attended both meetings.
- Met to work with Waverly and David Garrett to develop a resolution for the sidewalk/water issue at Dr. West's office.
- Everbridge system is operational and X number of citizens have signed up.
- Attended UBD committee meeting.
- Met with Mark Thomas on several occasions regarding articles for the Journal and did a radio show for KD Country.
- Submitted banner permits to VDOT for UBD and Avoca Craft Beer festivals.
- 2014 Water Quality Report posted on the town web site and submitted to the Journal for the May 27<sup>th</sup> edition.



### ***April 2015 Altavista Town Council Report***

#### ***May 2015***

Staff conducted a community meeting on the public opinion of the state of broadband service in the town of Altavista. The meeting was held in conjunction with the town's application to VA DHCD for the Virginia Telecommunications Planning Grant Initiative (VATPI). The office submitted the Letter of Intent (LOI) to VADHCD on Friday May 26, 2015. The communities that are selected to participate in the entire grant process will be notified on Friday June 12, 2015. We had 15 participants attend the public meeting and 26 responses to our on line survey.

Staff attended a session with 301 Marketing and the economic development staffs from the City of Lynchburg and Campbell County to outline the parameters of the client/prospect development program that they will be assisting us with. The program will begin in mid-June 2015. The process will be four months and will focus on developing leads for the town in the following industrial sectors:

- Food Industry
- Wood Products
- Call Centers
- Advanced Manufacturing

Staff had a follow up meeting with Dawn Dehart at Virginia Community Capital on a local loan application to their office.

Staff had a meeting with Nate Perrow on the status of the Perrow warehouse potential for development.

Staff attended a meeting with the VA Secretary of Commerce and Trade and the Chancellor of the Community College System about the redevelopment of state of Virginia Workforce development programs.

Staff attended a training session with the Virginia Municipal League on creating a community marketing program.

Staff attended the Region 2000 Marketing meeting.

Staff finalized details for the headquarters meeting with Sensata for the second week of June. Staff will also provide a detailed report of the visit at the June work session. Attending will be: Dennis Jarvis, II; Mayor Mattox, Mike Davidson, Megan Lucas, and Matt McLaren VEDP.

Staff submitted information for consideration on: Project UK, Project Duck, and Project Reserves.

Staff provided a recommendation to the EDA for a proposed marketing plan for the office of economic development. Staff will be providing an outline for the marketing program for consideration to the Town Council at the June works session.

Altavista Police Department

Town of Altavista

510 7<sup>th</sup> Street

Altavista, VA 24517

**May 2015 Statistics**

Simple Assault	(4)
Burglary/B&E's	(3)
Shoplifting	(7)
Theft from Building	(2)
Theft from Motor Vehicle	(4)
All Other Larceny	(4)
Motor Vehicle Theft	(1)
Destruction of Property	(5)
Drug/Narcotic Violations	(1)
Drunkenness	(4)
Family Offenses/Non-Violent	(4)
Liquor Violations	(1)
Trespass	(1)
All Other Offenses	(10)
 Total IBR Reportable Offenses	 (51)
Total number cleared by arrest	(22)

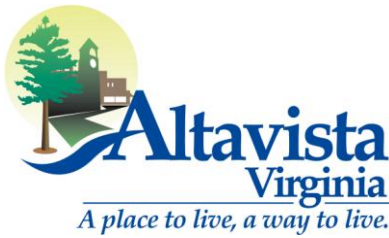


### **What's New:**

1. We have increased walking patrols along both 5<sup>th</sup> and 11<sup>th</sup> streets, even late in the evening hours.
2. Officer Organ gave a tour of the PD to a pre-school class.
3. Sgt. Penn spoke to group of First Graders at the YMCA.
4. The Police Department is thankful to Public Works and David Garrett for assisting with the Electronic Message Board Trailer.
5. On Saturday May 30<sup>th</sup>, a historical train came through Altavista. This was witnessed by a large number of visitors and spectators. Sgt. Penn and Officer Organ passed out bottled water to some of the onlookers. Officer Organ paid for the bottled water out of her own pocket.
6. Campbell County Sheriff's Office and The Virginia State Police have assisted the Altavista PD with two recent saturation patrols. This was done to show the citizens that their safety is paramount and demonstrates the profound professional relationship that exists between all three agencies.
7. One day, I challenged Sgt. Penn to see how many businesses he could visit in one day. Sgt. Penn stepped up to the challenge and visited (22) twenty-two businesses in one day.

## June 2015 Report

\* Day is equivalent to 10 hours



DATE: May 21, 2015

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

---

Attached is a listing of delinquent water and sewer accounts which are over five years old. Our efforts to collect the delinquent billings have been unsuccessful. Annually we request Council to consider writing off and adjusting our financial records.

We have twenty-two accounts over five years old totaling \$1,683.18.

I respectfully request Council's approval to write-off. We would like to clear these outstanding invoices within the current fiscal year.

Thank You.

PROPOSED WRITE-OFF

DELINQUENT WATER & SEWER ACCOUNTS

May 26, 2015

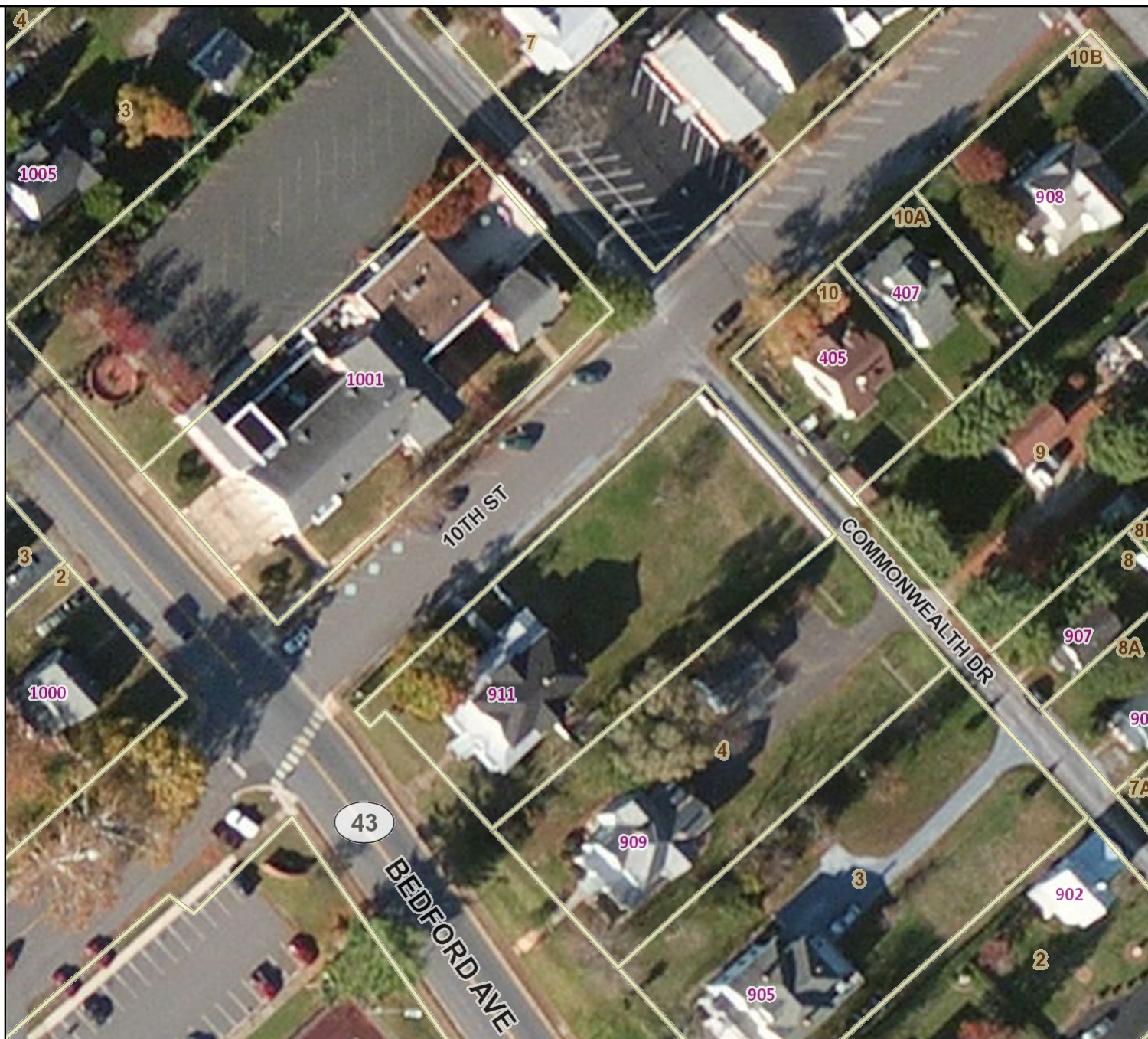
**ACCOUNTS OVER FIVE YEARS OLD**

<b><u>Name</u></b>	<b><u>Date Account Closed</u></b>	<b><u>Amount Past Due</u></b>
Scottie Booker	January 25, 2010	\$ 13.25
Crystal Nichols Bradley	December 09, 2009	\$ 17.40
Calvin Chidester	January 22, 2010	\$ 222.66
Michael D. Clay	May 8, 2009	\$ 105.48
James Cox	May 11, 2009	\$ 46.78
Teresa Cox	October 14, 2009	\$ 82.16
Stacy Crews	May 18, 2009	\$ 86.29
Holiday Inn Express	May 27, 2008	\$ 331.88
Tunishia Motley	May 3, 2010	\$ 10.75
Andrew Palaisa	June 8, 2009	\$ 217.63
Anthony Paramore	October 2, 2009	\$ 23.52
Sharon Primerano	September 14, 2009	\$ 13.25
Thomasine Shanks	May 4, 2010	\$ 160.56
Cassie Stapleberg	January 12, 2010	\$ 40.48
Chris Tomlin	July 27, 2009	\$ 50.52
Shirley Tucker	September 14, 2009	\$ 58.88
Andrea Waller	November 6, 2009	\$ 36.50
Larry Webber	November 6, 2009	\$ 45.88
Jeremy Weeks	October 26, 2009	\$ 5.48
Wild Mustang Saloon	September 4, 2009	\$ 13.25
Amanda Wood	February 3, 2010	\$ 58.58
Lonnie & Jennifer Woodson	September 4, 2009	<u>\$ 42.00</u>
GRAND TOTAL		\$1,683.18

# Campbell County, VA

## Legend

E9-1-1 Addresses  
Street Names  
Lot Numbers  
Parcels  
County Boundary  
HiddenRoadCenterline

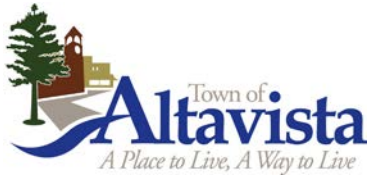


**Title: 1st Baptist Church**

**Date: 6/1/2015**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.*





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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Text Ordinance Amendment – Section 86-424-1 – *Public Hearing*

---

**Recommendation**

Conduct a Public Hearing in regard to the advertised Text Ordinance Amendments to the Altavista Zoning Ordinance (Section 86-424.1) related to the Downtown Overlay District.

**Background and discussion**

Tonight 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. A copy of the updated Design Guidelines was provided to Council.

This item was placed on Council's Regular meeting of May 12<sup>th</sup> 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. The proposed ordinance amendment and the Design Guidelines can be found on the Town's website at: <http://www.altavistava.gov/>

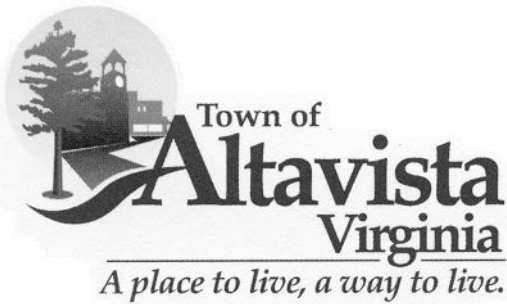
**Recommendation**

Planning Commission recommends approval of the text amendment and the adoption of the Design Guidelines.

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

I move that Section 86-424.1 of the Town's Zoning Ordinance be amended as recommended by the Altavista Planning Commission and the Design Guidelines be adopted.

Attachments: Notice of Public Hearing; Proposed Town Ordinance; Town Council agenda item from April meeting/Planning Commission recommendation



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

May 13, 2015

Altavista Journal  
P. O. Box 630  
Altavista, VA 24517

ATTENTION: Amy

Dear Amy:

Please run the attached *Notice of Public Hearings* advertisement, as a **line classified**, in the **two (2) issues** of the *Altavista Journal* indicated below. These dates would be as follows:

1) **WEDNESDAY, May 20, 2015**

2) **WEDNESDAY, May 27, 2015**

State law requires us to run this *Notice of Public Hearings* advertisement for two (2) consecutive weeks, and it is imperative that it appears on the indicated dates.

Please invoice the Town of Altavista, ATTENTION: Jo Ann Scruggs, Accounts Payable Clerk, Town of Altavista, and P. O. Box 420, Altavista, VA 24517

Sincerely,

J. Waverly Coggsdale  
Town Manager

Attachment



## **NOTICE OF PUBLIC HEARING**

The Altavista Town Council will hold a public hearing on Tuesday, June 9, 2015 at 7:00 p.m. in the Council Room of the Municipal Building at 510 Seventh Street. The purpose of the hearing is to consider a proposed zoning action as follows:

**Revisions to the Downtown Revitalization Overlay (DRO) District Ordinance.** The Altavista Town Council is proposing to revise and amend Section 86-424-1 of the Town's zoning ordinance the extent of which is to offer voluntary assistance through Design Guidelines for exterior improvements, maintenance, and repairs to buildings within the DRO. The public is advised to review the proposed Ordinance prior to the hearing and to attend the hearing.

A copy of the Design Guidelines is available on the Town's web site at [www.altavistava.gov](http://www.altavistava.gov) or at town hall. The proposed change to the Ordinance may be reviewed at Town Hall during regular business hours.

The public and all interested parties are invited to attend this public hearing to make their views known on this particular amendment. 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.

J. Waverly Coggsdale  
Town Manager

\*\*\*\*\*

An Ordinance to add Sections 86-424.1 in the Code of the Town of Altavista, 1968, relating to Downtown Revitalization Overlay District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Sections 86-424.1 of the Code of the Town of Altavista, 1968, be amended as follows:

**Sec. 86-424.1 Voluntary Design Assistance**

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



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

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

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**Background and discussion**

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

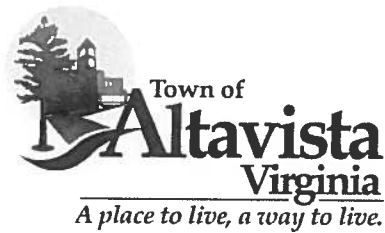
**Recommendation**

Planning Commission: Adopt the amended ordinance language.

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

Per discussion.

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



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager  
**From:** Dan Witt, Assistant Town Manager  
**Date:** April 7, 2015  
**Re:** Planning Commission Recommendation

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

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

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

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

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

## PLANNING COMMISSION AGENDA FORM

**Agenda Item and Number:** Old Business- Item # 8

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

**Subject Title:** DRO Ordinance & Guidelines

**Meeting Date:** April 6, 2015

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

### Subject Overview

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

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

### Staff Recommendations, if applicable

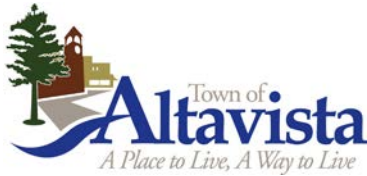
Staff is recommending that the amended ordinance read:

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

### Suggested / Required Action or Suggested Motion(s)

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

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



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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** FY2016 Budget and FY2016-2020 Capital Improvement Program Adoption

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**REMINDER: PLEASE BRING YOUR BUDGET DOCUMENT**

**Recommendation**

Adopt the FY2016 Budget and the FY2016-2020 Capital Improvement Program (CIP).

**Background and discussion**

Last month, Town Council conducted the required Public Hearing on the FY2016 Budget and FY2016-2020 Capital Improvement Program (CIP).

The General Fund Revenue is estimated at:	<b><u>\$4,391,370</u></b>
The Enterprise Fund Revenue is estimated at:	<b><u>\$2,954,900</u></b>
The Highway Maintenance Fund Revenue is estimated at:	<b><u>\$ 619,000</u></b>
The Cemetery Fund Revenue is estimated at:	<b><u>\$ 28,000</u></b>

The Proposed Operating Expenditures, for all funds, are \$7,993,270 with \$471,100 being transferred to the General Fund Reserves; and \$147,260 being transferred to the Enterprise Fund Reserves.

There is no proposed tax increase to any of the Town's tax rates.

The PPTRA relief is estimated to be 65%.

There is a proposed 5% increase to Utility Rates (Water & Sewer) included in the proposed FY2016 Budget.

The Capital Improvement Program (CIP) for FY2016-2020 totals \$5,044,400; the FY2016 Capital Improvement Program items/projects represent \$1,172,700 of the total and is included in the FY2016 Budget.

Following discussion, the adoption of the FY2016 Budget and Capital Improvement Program (CIP), as well as the PPTRA Resolution; Tax Rates and Utility Rates would be in order.

**Action(s) Requested or Suggested Motions:**

- Motion to adopt the FY2016 Budget: *“I move that the FY2016 Budget, as outlined, in the amount of \$7,993,270 be adopted and the funds appropriated.”*
- Motion to adopt the FY2016-2020 Capital Improvement Program: *“I move that the FY2016-2020 Capital Improvement Program be adopted.”*
- Motion to adopt the PPTRA Resolution: *“I move that the PPTRA Resolution setting the tax relief be adopted.”*
- Motion to set the Tax Rates: *“I move that the Tax Rates for the Town of Altavista be adopted as presented (unchanged).”*
- Motion to set the Utility Rates: *“I move that the Utility Waters (Water & Sewer) be adopted as advertised.”*

**Attachments**

- FY2016 Proposed Budget Overview
- FY2016 Budget
- FY2016 Proposed Tax Rate and Utility Rates
- FY2016 PPTRA Resolution
- Capital Improvement Program FY2016-2020

## 2016 PROPOSED BUDGET OVERVIEW

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**Total Expenditures:** \$7,993,270  
(Includes transfers to Reserves of \$618,360)

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**Total Revenue:** \$7,809,270  
**Transfers:** \$ 184,000  
**TOTAL:** \$7,993,270

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**Real Estate Rate:** \$0.144 per \$100 of assessed value  
**Personal Property Rate:** \$2.00 per \$100 of assessed value  
**PPTRA:** \$500 or less assessed value – 100% tax relief  
\$501 to \$10,000 assessed value - 65% tax relief  
\$10,001 or more – 65% of tax relief on the first  
\$10,000 of assessed value

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### Utility Rates:

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

**Sewer:** Business & Residential - \$3.07 per 1,000 gallons  
Industrial - \$3.14 per 1,000 gallons  
Town of Hurt - \$3.07 per 1,000 gallons

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### Capital Improvement Program

FY2016 Expenditures: \$1,172,700 (included in FY 2016 Proposed Budget)  
FY2016 – 2020 Expenditures: \$5,044,400



**TOWN OF ALTAVISTA  
NOTICE OF PUBLIC HEARING  
FY 2016 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 12, 2015 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7<sup>th</sup> Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rate for the Fiscal Year 2016.

**ESTIMATED REVENUE**

**General Fund**

Real Estate Tax	383,500
Public Service Corporation Taxes	165,000
Personal Property Taxes	1,782,700
Other Local Taxes	1,384,000
Permits and Fees	1,000
Fines and Forfeitures	10,500
Use of Money and Property	137,000
Charges for Service	9,100
Donations, Receipts and Transfers	184,300
Intergovernmental	334,270

**General Fund Total:** **\$4,391,370**

**Enterprise Fund (Water & Sewer)**

Service Charges	2,914,400
Interest	2,000
Connection Fees	8,200
Miscellaneous	30,300
CIP Reserves	0

**Enterprise Fund Total:** **\$2,954,900**

**Highway Maintenance Fund** **\$619,000**

**Cemetery Fund** **\$28,000**

**REVENUE GRAND TOTAL:** **\$7,993,270**

### **PROPOSED OPERATING EXPENDITURES**

Council/Planning Commission	\$ 28,030
Administrative Department	778,040
Police Department	994,150
Public Works	1,312,500
Street & Highway Maintenance	619,000
Water Department	1,422,690
Wastewater Department	1,384,950
Green Hill Cemetery	52,280
Non-Departmental	351,900
Transit Department	171,500
Economic Development	169,870
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves	536,100
Transfer to Enterprise Fund Reserves	147,260
<b>Total Proposed Operating Expenses</b>	<b><u>\$7,993,270</u></b>

### **PROPOSED CAPITAL OUTLAY**

Water Plant Equipment	\$ 210,600
Wastewater Treatment Plant Equipment	210,000
Public Works Department Equipment	385,000
State Highway Funding	168,000
Cemetery Equipment	21,000
Police Department Equipment	67,950
Administration Department Equipment	10,000
Transit Department	75,150
Non-Departmental	25,000
<b>Total Proposed Capital Outlay</b>	<b><u>\$1,172,700</u></b>

**PROPOSED TAX RATE – TOWN OF ALTAVISTA  
2015 REAL & PERSONAL PROPERTY**

**PROPOSED UTILITY RATE/FEE INCREASE**

The 2015 levy on all taxable real estate located in the Town of Altavista shall be 14.4 cents (\$0.144) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2015 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

The PPTRA relief is estimated to be 65%.

The FY2016 Budget includes a 5% increase to water and sewer rates that would be effective July 1, 2015. The residential/commercial water rate would increase to \$2.18 and the industrial rate would be \$2.14, both would be per 1,000 gallons. The residential/commercial sewer rate would increase to \$3.07 and the industrial sewer rate would be \$3.14, both would be per 1,000 gallons. Current water connection fee is \$1,500.00. Current sewer connection fee is \$2,000.00

**Tobie Shelton /Treasurer**

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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.

**TOWN OF ALTAVISTA  
NOTICE OF PUBLIC HEARING**

The public is hereby given notice of a meeting of the Altavista Town Council to conduct a public hearing on Tuesday, May 12, 2015 at 7:00 p.m. The meeting will be held in the Council's Chambers of Town Hall located at 510 Seventh Street.

**NOTICE OF PROPOSED UTILITY RATE INCREASE**

The Town of Altavista proposes to increase utility rates (water and sewer) by 5% in the FY2016 budget.

The following Town Code Sections would be amended:

Sec. 78-85 (e) *Water rates inside corporate limits.* The rates for water furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)
  - Minimum charges based on 5,000 gallons, at current rate per 1,000 gallons
  - Over 5,000 gallons (per 1,000 gallons) .....~~\$2.08~~ 2.18
- (2) Schools: (quarterly billing)
  - Straight per 1,000 billing.....~~\$2.08~~ 2.18
- (3) Industrial and commercial: more than 25,000 gallons per month, billed monthly
  - Commercial straight per 1,000 gallons.....~~\$2.08~~ 2.18
  - Industrial straight per 1,000 gallons.....~~\$2.04~~ 2.14

Sec. 78-85 (f) *Sewer rates inside corporate limits.* The rate for sewer furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)
  - Under 25,000 gallons per 1,000 gallons, based on 85 percent of metered water.....~~\$ 2.92~~ 3.07
  - More than 25,000 gallons per month, billed monthly
- (2) Minimum charge, per billing period.....\$5.00
- (3) Industrial:
  - 25,000 gallons and over, billed monthly
  - Per 1,000 gallons based on a fixed percentage to the metered water to be agreed upon by the town and industry.....~~\$ 2.99~~ 3.14

Under special permission granted under section 78-183, sewer connections where no water connection exists, the rate of sewer service shall be the sum of the current minimum charge for water and the current minimum charge for sewer per quarter.

## **TOWN OF ALTAVISTA**

### **CAPITAL IMPROVEMENT PROGRAM (FY2016-2020)**

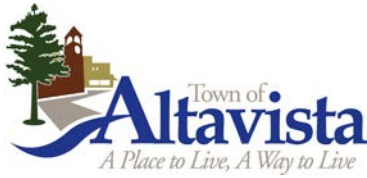
The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 12, 2015 at 7:00 P. M. in the Council Chambers of the Municipal Building, 510 7<sup>th</sup> Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2016 and projected CIP projects for fiscal years 2016-2020. Following is a summary of the total expenditures covering fiscal years 2016-2020:

Total CIP projects for FY2016 - (Funded Projects)	\$1,172,700
Total CIP projects for FY2017 - FY2020	<u>\$3,871,700</u>
Total CIP projects for next five (5) years	<b>\$5,044,400</b>

Funding for the FY2016 CIP projects include \$318,980, General Fund; \$168,000 Highway Fund; \$420,600 Enterprise Fund; \$21,000, Cemetery Fund; \$60,120 Grants; \$184,000 CIP Reserves. The total expenditures for FY2017-2020 are for planning purposes only.

**Dan Witt**  
**Assistant Town Manager**  
**Town of Altavista**

Note: Revised CIP Funding Sources, Capital Improvements Program Summary, and an updated sheet for tank maintenance repair are included with the May 8, 2015 memo from Tobie Shelton regarding revisions to the FY 2016 proposed budget.



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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** FY2016 Employee Health Insurance

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**Recommendation**

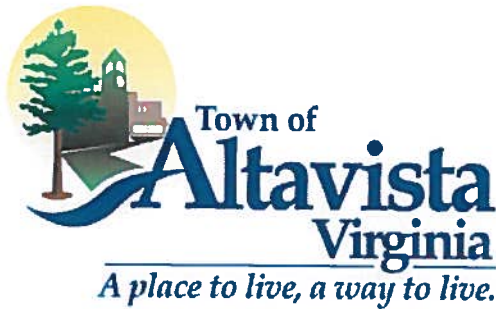
Authorize staff to proceed with acceptance of "Local Choice" proposal, as prestened, for health insurance for FY2016.

**Background and discussion**

During the budget process there has been ongoing consideration of the best way in which 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 20<sup>th</sup> to discuss health insurance proposals and to compare the coverage and costs. Based on this meeting and the information provided, staff would propose that the Town enroll with the Local Choice for health insurance for FY2016. The attached memo elaborates on the reasoning behind this recommendation.

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

I move that the town staff be authorized to enroll employees in the Local Choice health insurance program for FY 2016, per their submitted proposal.



DATE: June 3, 2015

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: Health Insurance Recommendation

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At the April 28, 2015 Work Session, Council was made aware of employees' questions and concerns regarding health insurance coverage for the upcoming plan year which begins July 1<sup>st</sup>. As a result, an ad hoc committee was formed at the direction of Council. Staff was also directed at the work session to look into The Local Choice Program.

The Health Insurance Committee met on Wednesday, May 20<sup>th</sup>. The open discussion was beneficial for both the employees as well as the elected officials participating. Both provided valuable input and insight in regards to the direction of health care for the town, which played a big part in Staff's recommendation for the upcoming year.

In comparing the High Deductible Health Plan (HDHP) offered through Aetna with the plans offered through The Local Choice, it was apparent that the Local Choice offered the better plans both financially as well as through benefits offered for the Town and the employees.

The proposed FY 2016 Budget includes \$349,600 for health insurance. The Town's total annual cost for the HDHP through Aetna paired with a health savings account (HSA) with an annual contribution of \$2,000 per participating employee is \$338,515. This amount includes the Town's premium share for dental coverage as well as materials coverage for vision. Compared to the FY 2016 Proposed Budget, this would result in a cost savings of \$11,085 for the Town. The Town's total annual cost for The Local Choice Key Advantage 500 Plan is \$268,493, which also includes the Town's premium share of dental coverage as well as materials coverage for vision. This selection would result in a cost savings of \$81,107 compared to the FY 2016 Proposed Budget. (See attached)

It is Staff's recommendation to reenroll with The Local Choice Program and to offer two plans, the Key Advantage 500 and the Key Advantage 1,000. The Local Choice is the best fit for both the Town and employees for cost savings and coverage.

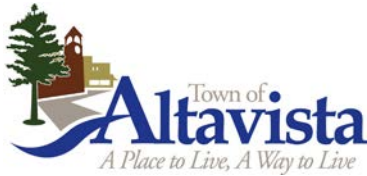
Please advise if there are any questions.



Town of Altavista Health Insurance						FY 2016	
Level of Coverage	<u>Total Enrollment</u>	Renewal Aetna VA OAMC 1000 80/50 with Ameritas Dental and Eye Med Vision		Health Savings Account Aetna VA HNOnly 2500 H S A with Ameritas Dental and Eye Med Vision		The Local Choice TLC KeyCare Advantage 500, includes dental and vision	
Employee	26	Single	768.06	Single	453.06	Single	508.00
		Town	614.45	Town	362.45	Town	406.40
		Employee	153.61	Employee	90.61	Employee	101.60
Emp. + Child (Dependent)	3	EE + Child	1,430.57	EE + Child	856.57	EE + Child	940.00
		Town	879.45	Town	523.85	Town	579.20
		Employee	551.12	Employee	332.72	Employee	360.80
Emp. + Spouse	7	EE + Spouse	1,739.68	EE + Spouse	1,021.68	EE + Spouse	940.00
		Town	1,003.10	Town	589.90	Town	579.20
		Employee	736.58	Employee	431.78	Employee	360.80
Family	8	Family	2,257.38	Family	1,344.38	Family	1,372.00
		Town	1,210.18	Town	718.98	Town	752.00
		Employee	1,047.20	Employee	625.40	Employee	620.00

**FY 2016 Budget \$349,600**

Monthly Premium Town	\$35,317	\$20,876	\$22,374
Annualized Premium Town	\$423,805	\$250,515	\$268,493
Contribution to Health Savings Account	\$ -	\$ 88,000.00	
Total Annual Cost for the Town	<u>\$423,805</u>	<u>\$338,515</u>	<u>\$268,493</u>



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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Acceptance of Deed to 806 12<sup>th</sup> Street

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**Recommendation**

Authorize the Town Manager and the Town Attorney to take the necessary steps to accept the deed from 806 12<sup>th</sup> Street.

Authorize Town staff to proceed with obtaining “quotes” for the demolition/abatement associated with removal of the structure, with a budget not to exceed \$10,000

**Background and discussion**

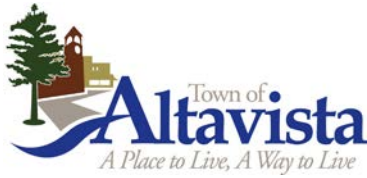
Previously Council discussed the acceptance of the deed to 806 12<sup>th</sup> Street from Ms. Davis and at their May Work Session concurred to place this item on their regular agenda. Based on discussion, staff recommends that the Town Council authorize the Town Manager and the Town Attorney to proceed with acceptance of the deed to 806 12<sup>th</sup> Street from Ms. Davis. The Town would incur the cost of the transfer of the deed.

As you may recall, 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. Following up on Council’s request to explore disposal options, 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.

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

I move that the Town Manager and Town Attorney be authorized to take the necessary steps to accept the deed for 806 12<sup>th</sup> Street.

I move that Town staff be authorized to proceed with obtaining quotes for the demolition/abatement associated with removal of the structure and execute a contract not to exceed \$10,000.



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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Project 1A – *Bedford Avenue Waterline Project – Change Order*

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**Recommendation**

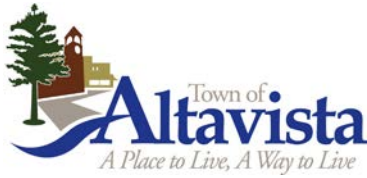
Per discussion.

**Background and discussion**

Previously staff discussed with Council (May 26<sup>th</sup> Work Session) issues that will result in modifications to piping associated with Project 1A at the Bedford Avenue Water Tank, which will result in the need for a Change Order. Staff is anticipating that the Change Order will be provided by the engineer prior to the Council meeting on June 9<sup>th</sup>.

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

Per discussion.



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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Planning Commission Recommendations/Public Hearing Scheduling

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**Recommendation**

Authorize the Town Manager to proceed with the advertisement of the items being forwarded by the Planning Commission.

**Background and discussion**

At their June 1, 2015 meeting, the Altavista Planning Commission conducted three public hearings. At this time staff is seeking to advertise public hearings for these items for the Town Council. The items are:

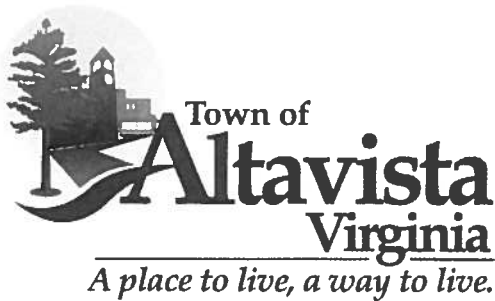
- Text Ordinance Amendments – Microbreweries
- Comprehensive Plan – *Future Land Use Map Amendment*
- Rezoning Request – *Select Air Mechanical & Electrical Inc.*

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

I move that the Town Manger be authorized to advertise the aforementioned public hearings.


Attachments:

- Planning Commission recommendations



## 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

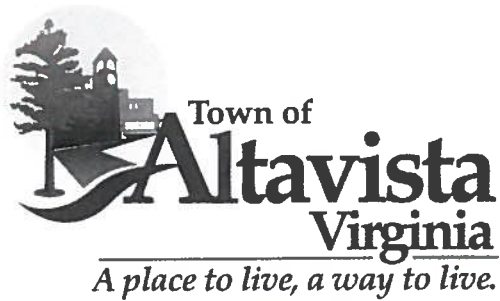
**DIVISION 9. – DRO (DOWNTOWN REVITALIZATION OVERLAY) DISTRICT**

**Section 86-427 (5)**

Commercial use types. DRO

Brewpub

Microbrewery



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

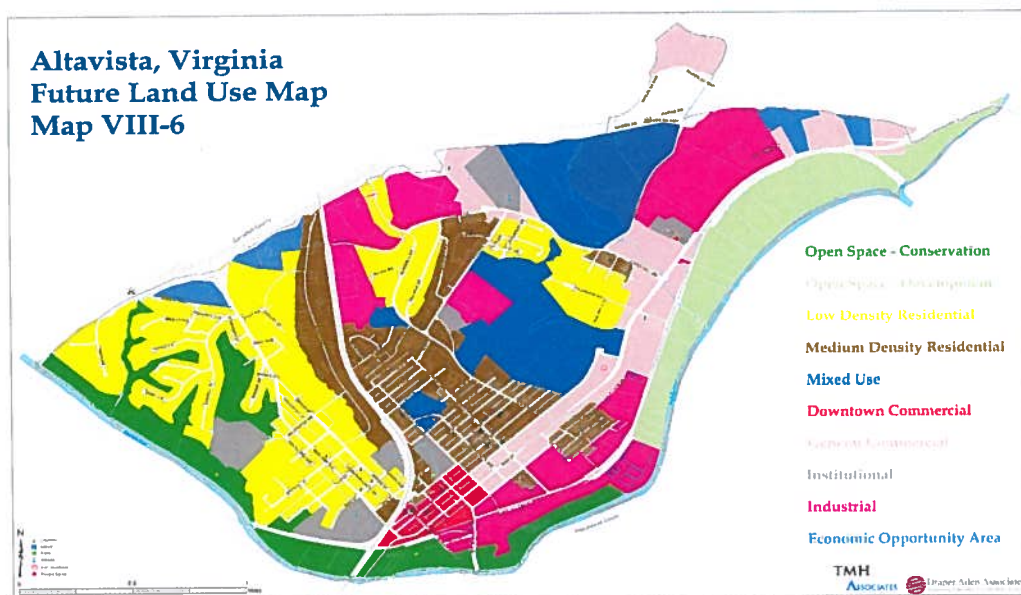
**From:** Dan Witt, Assistant Town Manager *DW*

**Date:** June 2, 2015

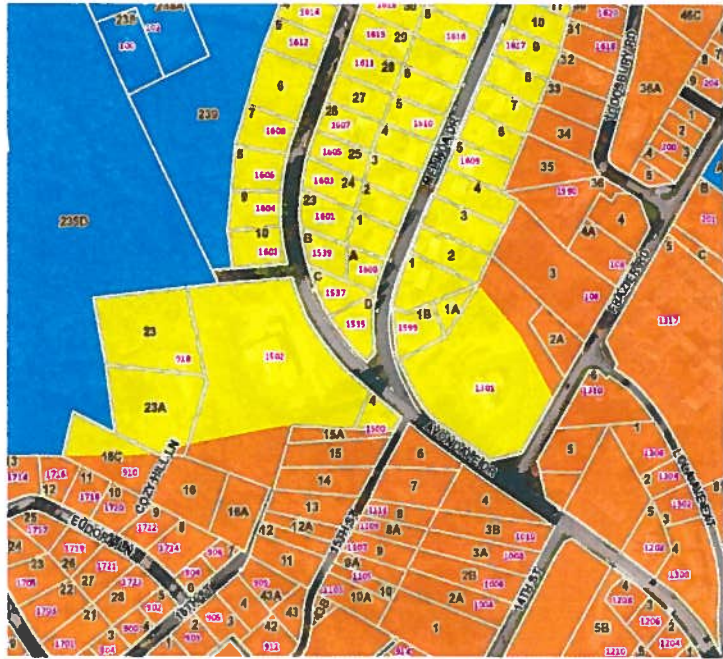
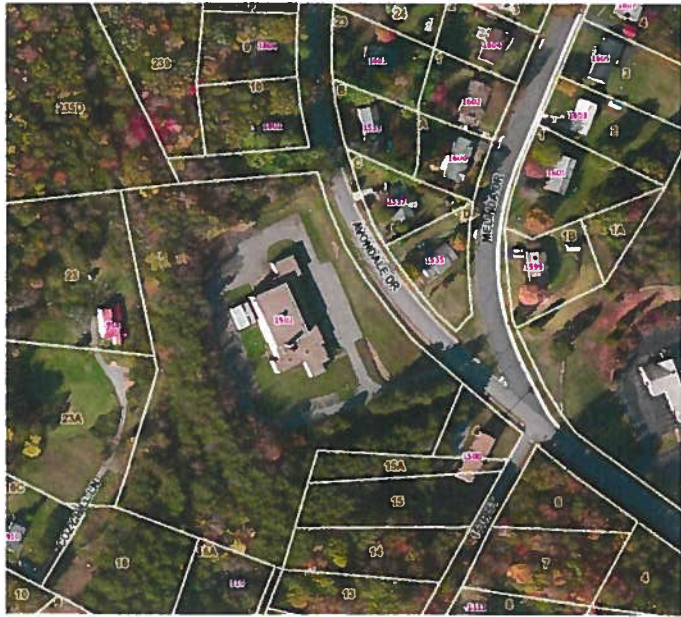
**Re:** Planning Commission Recommendation- 2009 Comprehensive Plan update to Future Land Use Map

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 18<sup>th</sup>. 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.

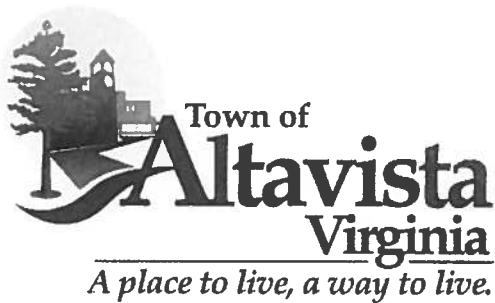
The Commissioners voted 4-0 with one member absent, Tim George, to 'recommend to Town Council amending the Future Land Use Map in the 2009 Comprehensive Plan for 1502 Avondale Drive, Parcel ID number 83A-17-1 from 'mixed use' to 'industrial'.












## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

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

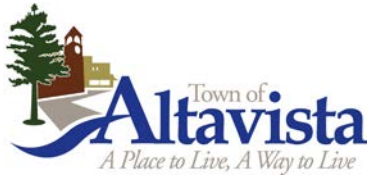
**Date:** June 2, 2015

**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'.



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

**Date:** June 3, 2015  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Police Department Request for Weapon Exchange

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**Recommendation**

Per discussion

**Background and discussion**

Captain Barry Stocks provided the attached correspondence regarding the potential replacement of weapons for the Altavista Police Department. Captain Stocks will be available to address any questions.

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

Per Discussion

Attachment: Correspondence from Captain Stocks

Greetings,

When I first arrived at the Altavista Police Department on November 24, 2014, I had immediate concerns about the duty holsters in which the officers carried. The holsters are made of plastic and provide no retention or security in the event of a struggle with a suspect. It was then brought to my attention that a number of the holsters had broken under non-stressful circumstances.

I then noticed the cost of ammunition for the current weapons (Glock SF .45 caliber). The Altavista PD was paying a lot of money for .45 Caliber duty and practice ammo. For example:

<b>45 ACP</b>	<b>vs.</b>	<b>9mm</b>
Ball ammo:     \$309.00 a case		\$204.99 a case
Duty ammo:     \$407.00 a case		\$299.95 a case

Next, it was brought to my attention that the current weapons, including pistols and rifles had not been inspected by an armorer since the weapons became part of the arsenal over three years ago. The Altavista Police Department is currently carrying a weapon's system (emphasis on the holsters) that provides almost no security for the officer, ammo that is extremely costly to maintain and weapons that have not been inspected. I immediately began looking at ways to save the Town and the taxpayer money, while at the same time enhancing the security for the individual officer. The following recommendations have been made:

1. The Altavista Police Department transition from the Glock SF .45 caliber to the Glock Generation (4) 9mm.
2. The Altavista Police Department purchase Level II Security Holsters that are light compatible with matching magazine pouches.

Justification:

1. The Altavista Police Department will have a brand new weapon's system.
2. The new weapon's system will be more suited to all shooters including small-framed shooters.
3. The weapons' system will include new Level II Security Holsters, which in a violent struggle may reduce the risk of the officer's weapon being taken and used against them.
4. The 9mm ammunition will save the Town and the taxpayers' money.
5. The 9mm weapons system will weigh less, which overtime may reduce the stress on the individual's back and body.
6. There is an 'out-of-pocket' expense associated with this transition. The Altavista Moose Lodge has graciously agreed to cover this cost. They have written a check to the Altavista PD in the amount of \$4,113.66. Based on that check, it is not anticipated to cost the taxpayer any additional funds.

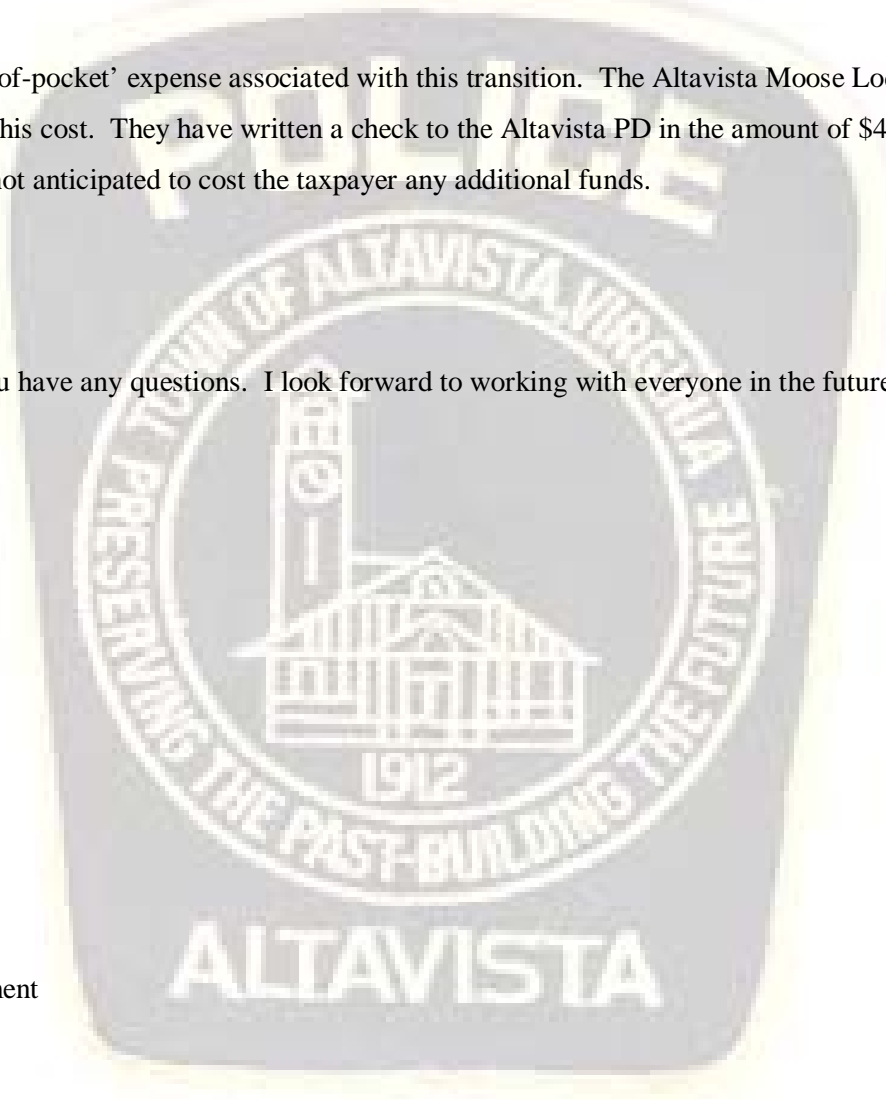
Please let me know if you have any questions. I look forward to working with everyone in the future.

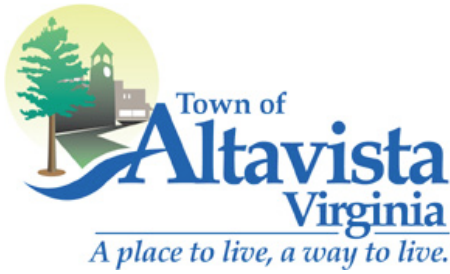
v/r,

Barry Stocks

Captain

Altavista Police Department





## **Town Manager's Report – For Month of May 2015**

### **Bedford Avenue Waterline Project (Project 1A)**

- 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 17<sup>th</sup> & 18<sup>th</sup> (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).



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

**Payment Meeting No. 7  
May 26, 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,

1. Field Work: *Lay pipe along Broad Street. Prepping to lay pipe on Campbell Avenue. Park restored. McDonald's concrete to be restored by the end of the week. Grindstaff to put in a couple more borings on Bedford Avenue. Paving Wednesday, 1/2 day Thursday, 1/2 day Friday.*
2. Construction Inspector's Report:
  - a. WWA requested a report from the inspector regarding rain days. *Two rain days for May.*
  - 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.
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.
  - 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. UPDATE: 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.
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.
  - 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: *To be included with minutes. UPDATE: No schedule received.*
- a. ~~Pavers anticipated May 7, 2015.~~
  - b. ~~Suggested paving/patching sequence~~
    - i. ~~Patching begins.~~
    - ii. ~~Test line and construct driveway aprons.~~
  - c. ~~Park to be complete by May 25<sup>th</sup>.~~
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 parking lot area with Surface treatment (tar & gravel). Expected to be complete May 7, 2015. *COMPLETE.*
- ii. Repair pavement with blacktop on Broad Street. Expected to be complete May 7, 2015. *COMPLETE.*
- iii. Repair basketball court with blacktop. Expected to be complete May 7, 2015. *COMPLETE.*
- iv. Reinstall the basketball goal post. To be completed after paving. *COMPLETE.*
- v. Reinstall fence around the basketball court. To be completed after paving. *COMPLETE.*
- vi. Repair the parking lot at the Booker Building. *TBD after meeting.*
- vii. *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. Replace brick Cross walk at Main & Broad Street. *COMPLETE.*
- iv. Install new sidewalk on Main Street. *To be completed by Friday.*
- v. Install new driveway entrances on Main Street. *To be completed by Friday.*
- vi. 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 24 hours 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.

g. ~~Owner and Contractor will meet with McDonald's.~~

12. Pay Request: No. 7: *Contractor to distribute for review.*

13. Next Payment Meeting: **July 7, 2015 at 9:30 a.m.**