

Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, March 10, 2015

7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Recognitions and Presentations
 - a. Planning Commission Annual Report
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 February 10th; Continued Meeting February 23rd; Work Session February 24th
- b. Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Departmental Reports

7. Public Hearings

None at this time.

8. New/Unfinished Business

- a. Chamber of Commerce Request – *Uncle Billy's Day*
- b. ED Office - Main Street Position
- c. Main Street Waterline Project (*Project 1B*)
- d. Melinda Water Tank/Pressure Issues)

9. Reports

- a. Town Manager's Report

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars - March and April

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

Section 2.2-3711 (A)(1) discussion, consideration, or interviews of prospective candidates for appointment to the Altavista Recreation Committee.

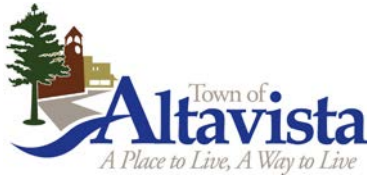
13. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

(All meetings are at Town Hall unless otherwise noted)

Monday, March 23 rd @ 6:00 p.m.	Town Council Budget Work Session
Tuesday, March 24 th @ 5:00 p.m.	Town Council Work Session
Tuesday, April 14 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, April 28 th @ 5:00 p.m.	Town Council Work Session

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

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



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

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Planning Commission Annual Report

Background and discussion

Jerry Barbee, Chair of the Altavista Planning Commission will present the Commission's 2014 Annual Report to Town Council. A copy of the Commission's Annual Report is attached for your review.

Current Planning Commissioners: Jerry Barbee, Chair; John Jordan, Vice-Chair, John Woodson, Laney Thompson; and Tim George (Council Liaison)

Staff Liaison: Dan Witt, Assistant Town Manager

Recommendation

Accept the Planning Commission's Annual Report.

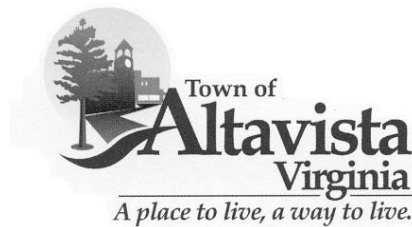
Action(s) requested or suggested motion:

"I move that the 2014 Altavista Planning Commission Annual Report be accepted."

Attachments: 2014 Planning Commission Annual Report

Commissioners

Jerry Barbee, Chair
Bill Ferguson
John Jordan
Laney Thompson, Vice Chairman
John Woodson



Town Planning Staff

Dan Witt

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

March 10, 2015

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2014 activities.

Part one of the report contains an overview of the meetings conducted and attendance of the members in 2014. This is followed by a summary of the progress made on the 2014 Work Plan. The third section contains an overview of the monthly meetings; the final section is the Work Plan the Commissioners have developed for themselves for 2015.

The Planning Commissioners completed a review of the Comprehensive Plan and noted progress on the goals, objectives and action plans.

Annual Report

Summary of meetings in 2014:

- A total of 12 meetings:
 - Regular- 10
 - Continued Meeting - 1
 - Joint work session with Town Council- 1
- 2 Public Hearings
 1. August - A public hearing to consider updating the electronic sign ordinance. A recommendation was made to Town Council to update and changes were adopted. The primary changes made to the ordinance changed the time for displaying from 15 seconds to 4 seconds and allowing the display to scroll. Animation is now permitted if the text is not scrolling.
 2. August – A public hearing to consider the Downtown Revitalization Overlay District Ordinance updates/rewrite and Design Guidelines. The Commission recommended adoption of the DRO Ordinance update and ancillary guidelines. Note: No one from the public attended either hearing.

- Joint Work Session

1. September – A joint work session was held with Town Council to present and discuss the DRO Ordinance and Design Guidelines.

- Attendance at the meetings was 93% for the year.

- Zoning Permits Issued:

Year	Number
2012	57
2013	52
2014	57

The Planning Commission Work Plan Progress Report:

The **2014 Work Plan Review** is listed below and includes the progress for each task listed:

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
(Completed)
2. Actively work on Comp Plan goals assigned to the Planning Commission.
(Ongoing)
3. Respond to requests by Town Council. *(Completed)*
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted. *(Updated Electronic Changeable Copy Sign Ordinance)*
5. Continue developing draft Design Guidelines for DRO then consider other primary corridors. *(Draft Completed but primary corridors not planned until action is taken on the draft ordinance)*
6. Hold public forums on a regular basis to determine the facilities needed and desired by the community. *(Not Undertaken)*
7. Encourage the youth in our community to become more involved in our local government by working with the local schools. *(Not Undertaken)*
8. Evaluate zoning and building codes and procedures for impediments to housing construction. *(No impediments within the Town's Zoning Ordinance or the County's building codes. Housing construction seems to be market driven; however, there is limited available, affordable, or desirable building lots within the Town limits.)*
9. Meet annually with other Planning Commissions in Region 2000 to share and coordinate local initiatives. *(After feedback from the last meeting such meetings will be on a biannual basis.)*
10. Review James River Association plan for consideration as the Staunton River is in their plan. *(Reviewed but no action necessary)*

Summary of monthly meetings:

January: Officers for 2014, Jerry Barbee, Chairman and Laney Thompson, Vice Chairman were elected. The Commission reviewed the 2013 Council report. The work on the DRO Ordinance continued.

February: Reviewed and worked on draft ordinance.

March: New business to consider updating of the Electronic Sign Ordinance. Completed 2013 Annual Report and review of Comprehensive Plan and worked on Design Guidelines.

April: The Commission considered a zoning matter for property located at 800 12th Street. The PC also developed a plan of action for considering Design Guidelines for the DRO. Mr. Witt reported that Council was not interested in considering a Property Maintenance Code.

May: Continued work on DRO Ordinance.

June: Elaine Dalton addressed the Commission regarding updating the Electronic Changeable Copy Sign Ordinance then the PC worked on the Design Guidelines.

July: Continued work on DRO Ordinance.

August: Public hearings were held for the update to the Electronic Changeable Copy Sign Ordinance and the updates to the Downtown Revitalization Overlay Ordinance, which included the ancillary Design Guidelines. No one from the public attended the hearings and the Planning Commission recommended adoption of the both updates.

September: Regularly scheduled meeting was canceled and a joint work session held with Town Council prior to their monthly meeting. The Commission, with assistance from Scott Smith, presented the draft documents for the DRO Ordinance and Guidelines to the Council for consideration.

October: Conducted an annual review of the Town's Comprehensive Plan.

November: Considered subdivision plans of the former Lane Furniture Factory Property located on Lane Access Road and by consensus the Commissioners approved the 5 lot subdivision after suggested changes were made to the plat by the owner.

December: Discussed plan of action (letter) to send when the Mayor as he plans to visit property and business owners to get their input on the Draft DRO Ordinance and Guidelines. Chairman Barbee offered to participate in the visits and these were conducted on December 11, 12 and 16 with additional visits scheduled for early January 2015.

Planning Commission 2015 Work Plan

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Actively work on Comp Plan goals assigned to the Planning Commission and complete the 5-year review/update.
3. Respond to requests by Town Council.
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Encourage the youth in our community to become more involved in our local government by working with the local schools.
6. Evaluate zoning and building codes and procedures for impediments to housing construction.
7. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives.
8. Follow-up on the DRO Ordinance and Design Guidelines decision by Town Council and follow through with any directives of Town Council.
9. Consider ways to identify and bring attention to Altavista's Downtown Historic District.

The Planning Commission is an advisory board to the Town Council. If Council would like to add items to the work plan please provide this request to the Chairman, Mr. Jerry Barbee.

Thank you for the continued opportunity to serve the citizens of the Town of Altavista and Town Council.

Jerry Barbee,

Date: March 10, 2014

Jerry Barbee

Planning Commission Chairman

Regular Council Meeting—February 10, 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 February 10, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Daniel Witt, Assistant Town Manager, gave the invocation.

Council members
present:

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

Also present:

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

3. Mayor Mattox advised of amendments to the agenda asked if there were any questions; Michael Hudson with Avoca’s annual report and a personnel matter added to the Closed Session.

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

Motion carried:

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

4. Recognitions and Presentations

a. Retirement of Jimmy Worley-Wastewater Department

Mayor Mattox advised Mr. Jimmy Worley, employee of the Wastewater Treatment Plant, has retired effective February 1, 2015 after 25 years of service and a resolution would be presented to him.

A motion was made by Mr. Emerson, seconded by Mr. George to adopt the resolution honoring Mr. Jimmy Worley in his retirement.

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—February 10, 2015

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

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

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

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

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

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

Michael Mattox, Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

b. Employee Milestones

Mayor Mattox recognized Mrs. Tobie Shelton, Finance Director, for 15 years of service to the town as of February 7, 2015.

c. Avoca Museum Annual Report

Mr. Mike Hudson, Director of Avoca Museum, gave the annual report stating 2014 was a year of advancements for the museum; a first rate gathering place for the community. He stated approximately 8,500 visitors attended the museum in 2014 for special events and tours; adding \$100,000 to the local economy and positive exposure.

Mayor Mattox offered thanks to Mr. Hudson from Council and the citizens of Altavista for his work, his staffs work and volunteers.

5. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

6. Consent Agenda

Minutes- Special (Presentation) and Regular Meeting January 13th; Work Session January 27th

Monthly Finance Reports

- i. Invoices
- ii. Revenues & Expenditures Report
- iii. Reserve Balance/Investment Report

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Citizen Request Utility Fees
Extension of Contract for Auditing Services
Take Home Policy for Police Department Employees
Departmental Reports

A motion was made by Mr. George, seconded by Mrs. Dalton, 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

None at this time.

8. New/Unfinished Business

a. AOT Request for Classic Car Cruise In Events

Mr. Coggsdale advised for the past several years, Altavista on Track (AOT) has hosted the “Classic Car Cruise In” events during the spring through fall months. AOT is once again seeking authorization to have the “Classic Car Cruise In” events along Main Street. He noted the event area is designated as being along Main Street from Broad Street to Pittsylvania Avenue. AOT is seeking the Town’s permission to close Campbell Avenue at 7th Street; the alley behind Altavista Arts & Antiques off of 7th Street and the alleys that come from English Alley to Main Street. VDOT must approve the closure of Main Street and the Town has to sign off on the appropriate forms that are required for their consideration. The 2015 event dates are May 2nd; July 4th; August 1st; September 5th; and October 3rd.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that AOT be authorized to close the requested street/alleys in the Town for the monthly “Classic Car Cruise In” events and proper approval from VDOT for Main Street is obtained.

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

b. Downtown Revitalization Overlay (DRO) District Text Amendments

Mr. Coggsdale advised Town Council conducted a Public Hearing at their regular January 13, 2015 meeting in regards to the Downtown Revitalization Overlay (DRO) District text amendments. Following the public hearing, Council decided to place this item on their regular February meeting agenda and to conduct a Work Session in the mean time to further discuss the issue with the Planning

Regular Council Meeting—February 10, 2015

Commission. The item was put on the January 27th Town Council Work Session. Following discussion, Council decided to keep the item on the February 10th Town Council’s agenda for disposition. At their February 2, 2015 meeting, the Planning Commission further discussed this issue and the attached letter from Chairman Barbee was submitted for Council’s consideration.

Mayor Mattox read this letter into the minutes:

February 3, 2015

Dear Mayor Mattox:

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

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

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

Sincerely,

Jerry Barbee
Chairman, Altavista Planning Commission

A motion was made by Mr. George, seconded by Mrs. Dalton, that the Downtown Revitalization Overlay (DRO) District Text Amendments be referred back to the Planning Commission for further review.

Mr. Higginbotham noted the businesses have spoken against this and felt it would be appropriate for Council to vote to deny the amendments and bring back up in one year.

Motion carried:

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

c. IALR’s PCB Remediation Project Update

Mr. Coggsdale advised at the regular January 2015 Town Council meeting, Mr. Michael Duncan addressed Council in regard to a request for a berm to be constructed in the PCB pond to assist with IALR’s research. Staff was asked to work with Mr. Duncan to work up a proposal and to bring that to the January 27th Town Council Work Session. Dr. Scott Lowman was present at the Work Session and briefed Council on the issue. Staff submitted the estimate for construction of the berm, which was estimated at \$19,500. No decision was made in regard to the berm. Mr. Coggsdale presented correspondence from Dr.

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Lowman updating Council on IALR's research. He also provided a brief update from Dr. Lowman on the IALR research project. Dr. Lowman has retrieved six (6) samples from the pond and it appears that he feels the use of the existing berm will meet his needs for the initial pot experiment.

Mr. Higginbotham questioned the location of sampling asking if he was sampling around the pond.

Mr. Coggsdale felt this was correct.

Mr. Higginbotham proposed that sampling be done on the south side as done on Berm 7 to determine what the concentrations are and felt this would be a start on analyzing the south side and how to move forward. He noted the planting season would start soon and this needed to be done as soon as possible.

Mrs. Dalton suggested a comprehensive testing program that would include a time frame and a grid size for a number of samples; replicating the other grid sample.

Mr. Higginbotham stated that grid is a very wide pattern and this would be a narrow pattern and would give more data about what is going on at the edge of the pond.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to test on the south side (same grid pattern as used before) to determine the concentrations.

Mr. George asked if it wouldn't be more prudent to wait until after the work session with Gay and Neel before Council votes to spend more money.

Mayor Mattox noted this would give staff time to gather estimates to grid the entire pond if needed.

Mrs. Brumfield noted the growing season for the switch grass would be missed.

Mrs. Dalton stated the growing of the switch grass is in progress and is not dependant on the new testing.

Mr. Edwards spoke in favor of the testing. He stated the switch grass may be a separate program. He felt Council should be pushing for the trees to be planted because there is reason to believe they have a lot to offer and the growing season on them is coming up soon. He mentioned at a previous meeting some on Council were in agreement to fill the pond with rocks; some are agreeable with remediation. He asked if a vote should be taken as to whether Council wants to remediate.

Mr. George noted Council voted to allow Gay & Neel to continue with a comprehensive plan at a previous meeting and felt it would be logical to wait until the work session on February 23, 2015 to decide on testing.

Mr. Higginbotham stated it affects the growing season for the trees. Gay and Neel at the previous meeting suggested Council consider filling the pond with stone. He suggested moving forward with the testing.

Mr. Emerson stated he agreed with Mr. Edwards, he did not feel Council knew what direction to go in; he did not know why Council didn't step back and let the experts take over.

Mr. Higginbotham felt some of the best phyto experts with EPA's support were working with this project and felt testing needed to be done.

Mayor Mattox stated after the Gay and Neel work session, a number of questions should be answered by the experts and felt testing should come after the work session.

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Motion carried:

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

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

Mr. George questioned the SediMite testing.

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

d. Everbridge “Mass Notification” System Contract

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

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

Motion carried:

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

e. Police Department Vehicle Purchase Request

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

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A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the funds appropriated in the FY2015 budget be utilized for the purchase of a new vehicle for the Altavista Police Department, as outlined.

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

9. Reports

a. Town Manager’s Report

Mr. Coggsdale advised the Virginia Department of Transportation has begun a study of the intersection of Lynch Mill Road and Frazier Road.

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

i. Davis Letter-806 12th Street Property

11. Matters from Council

Mr. Higginbotham questioned if the drainage issue on Main Street had been addressed.

Mr. Coggsdale advised some short order improvements have been made; the pipe on Main Street has been deemed the problem.

Mr. Edwards referred to the ditch on Charlotte Avenue approaching 5th Street and asked if anything could be done in that area.

Mr. Garrett stated once the pipe on Main Street is opened up; he would explore the options on the dip at Charlotte Avenue and 5th Street.

Mr. Higginbotham asked about the Code of Conduct.

Mr. Coggsdale advised it was discussed that this would be more of a retreat issue and staff is working on creating a draft that should be available soon.

12. Closed Session

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

Section 2.2-3711 (A)(1) regarding discussion, consideration or interviews of prospective candidates for appointment to the Economic Development Authority and Board of Zoning Appeals; discussion of a personnel matter regarding specific town employee(s).

A motion was made by Mrs. Dalton and seconded by Mr. Emerson.

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes

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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 7:46 P.M.

Notice was given that council was back in regular session 8:09 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to appoint Mrs. Elaine "Laney" Thompson to the Board of Zoning Appeals for a five year term ending February 2020 and Mr. Charles Eubanks to the Board of Zoning Appeals to fill the unexpired term of Mr. David Sease, Jr. with his term ending September 2017.

Motion carried:

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

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to appoint Mr. C.W. Gillespie, Jr. to the Altavista Economic Development Authority for a four year term ending November 2019.

Motion carried:

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

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

13. Adjournment

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

Mayor Mattox continued the meeting to February 23, 2015 at 5:00 p.m in Council Chambers at town hall.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—February 23, 2015

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

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

Council members
present:

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

Also present:

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

2. Mayor Mattox advised Gay and Neel, Inc were present to provide Council with their analysis of the various remedial methods.

Mr. Trevor Kimzey, P.E., Gay and Neel, LLC addressed Council and introduced, Mr. Adam Meurer, CHMM, PWS, and Mr. Garnett Williams, P.G, ECS. He noted the focus of the analysis is on remediation, exploring the list of remediation options that Council has been considering.

Mr. Meurer addressed Council advising their job was to explore the different options on how to remediate the pond. He noted as going through this information he would like to know what factors are important to Council. Mr. Meurer presented Council with a power point presentation, noting the different factors that were considered included: Protection of human health and the environment, limit future liability and risk reduction, regulatory acceptance, cost, timeframe and long term effectiveness. Nine alternatives have been considered. Mr. Meurer reviewed the pros and cons of each of the alternatives which are: no action, dig and haul, thermal desorption, in-situ bio remediation, phytoremediation, UV destruction, living liner/cap, standard cap and in-situ stabilization/solidification.

Mr. Kimzey stated they were trying to put the facts in front of Council as to what has been proven and accepted within the VRP and evaluate things in light of the regulatory framework.

Mayor Mattox asked Mr. Kimzey to explain what the letter of closure does.

Mr. Kimzey advised from the VRP is a certificate of completion and that says that the DEQ agrees that you voluntarily remediated to the point that the risk to human health in the environment is acceptable; provides immunity from the DEQ and the EPA.

Mr. Williams also mentioned a memorandum agreement from the EPA and DEQ which tells them if you go through this process that you allow certain potential liability protection.

Mayor Mattox questioned the potential liability.

Mr. Williams responded it could be civil or regulatory.

Mr. George asked if they had reviewed Dr. Licht's phytoremediation program.

Mr. Meurer responded they have and that it had not been employed very often for PCB remediation.

Continued Council Meeting—February 23, 2015

Mr. George mentioned Dr. Licht was at the pond last year and according to a press release in the *News and Advance* testing of a plot showed a drop in PCBs from 500 parts per million to less than 30 parts per million in 7 months with phytoremediation.

Mr. Meurer stated cost and time is also a big factor with phytoremediation. He felt these two factors are why this is not used across the industry. He mentioned DEQ's concern was the liner being punctured with the roots as the trees grow and the PCBs mobilize into the ground water and river.

Mr. Edwards questioned some of the cost projections and asked what RTSM stands for.

Mr. Meurer explained RTSM stands for Remedial Technology Screen Matrix; provides a dollar value per ton of soil.

Mr. Edwards advised an environmental contractor in Lynchburg gave him a price based on the size and depth of the sludge of approximately \$11.3 million when incineration through thermal desorption is utilized and more for dig and haul.

Mr. Williams cautioned cost from these technologies can be all over the map and will certainly be on the order of millions of dollars.

Mr. Edwards referred to the cost of the phytoremediation and felt the cost reported was excessive; he noted he had calculated the cost of building a berm and planting trees on a test site and it was much less than the cost they have in the report.

Mr. Edwards referred to dewatering stating it is his impression DEQ will not approve dewatering.

Mr. Meurer stated there may be ways to detain the water on site.

Mr. Edwards asked at the end of the day, who has to be satisfied, DEQ or EPA.

Mr. Meurer stated the town is presently enrolled in the VRP program which is DEQ. EPA has that memorandum of understanding that as long you get through the DEQ process the EPA doesn't care.

Mr. Edwards asked would they concur if there is approval from the EPA the town would not have to comply with the DEQ regulations.

Mr. Meurer agreed stating it is a voluntary program so the Town does not have to go through the DEQ process.

Mr. Edwards asked if the ultimate is the EPA.

Mr. Meurer agreed if the Town were to get out of the DEQ program.

Mr. Edwards referred to dewatering and asked how the pond could be capped if there was no dewatering. He also noted by capping the pond the town would lose the use of it.

Mr. Meurer stated some numbers were run after the August meeting and they would have to go back to those calculations.

Mr. Edwards referred to phytoremediation and felt that was the lowest cost alternative. He noted the EPA sent an email encouraging the Town to continue with the method.

Mr. Coggsdale noted he is expecting information from EPA later this week.

Mr. Kimzey presented Council with the Engineer Summary which contained strategic considerations for review.

Continued Council Meeting—February 23, 2015

Mr. Higginbotham referred to the comment that this analysis was based on DEQ guidance. He noted experiments have taken place with different techniques and areas have been bermed off and tested with results of less than 50 parts per one million. He asked for recommendations on what should be done with those areas.

Mr. Meurer stated those areas of less than 50 parts per one million would not have to be capped.

Mr. Higginbotham asked if there was any reason not to put down a layer of soil and cap with some type of vegetation.

Mr. Williams responded certainly grass to establish a cap.

Mr. Higginbotham referred to the tree roots puncturing the liner. He has referred this to Dr. Licht who stated this is a fallacy; roots work down into the solids and dewater. Dr. Licht sees no issue with the roots puncturing the liner.

Mr. Higginbotham noted the Town is part of a superfund grant that was applied for through the University of Iowa to research the pond. He felt if EPA funds the research, the Town doesn't have a choice but to move forward. Mr. Higginbotham referred to a comment made by IALR that the "letter of closure" meant nothing and if something happens the town could still be liable for it.

Mr. Williams stated closure through the cap is the Town's responsibility to make sure it is not breached.

Mayor Mattox thanked Gay and Neel, LLC for their time.

Mr. Edwards asked if Council wants to remediate or not remediate. He stated filling the pond with rocks is not a way to help the environment.

3. Adjournment

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

The meeting was adjourned at 6:08 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Council Work Session—February 24, 2015

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on February 24, 2015 at 5:00 p.m.

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

Council members

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

Also present: Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Plant
Mrs. Mary Hall, Administration

2. Agenda Amendments/Approval

Mayor Mattox advised of an amendment to the agenda: closed session and discussion on PCBs.

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

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

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

Section 2.2-3711 (A) (1) regarding discussion of a personnel matter regarding specific town employee (s) of the Police Department.

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

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 5:02 P.M.
Notice was given that council was back in regular session 5:20 P.M.

Council Work Session—February 24, 2015

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

VOTE:

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

3. Public Comment-Agenda Items Only

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

4. Introductions and Special Presentations

5. Items Scheduled for the Regular Meeting Agenda

a. Discussion of Recreation Committee Proposal/Request.

Mr. Coggsdale advised of correspondence received from Mrs. Ann Shelton, Chair of the Recreation Committee. They have been discussing potential projects they would like to see undertaken and a funding source be set aside for investment into these and other projects that may arise.

Mrs. Shelton, 2205 Beverly Heights, addressed Council and advised the Recreation Committee is in agreement that the park is one of the best features of the town. She advised the committee voted unanimously to recommend to Town Council a request to allocate \$50,000 per year to be used for continued development of English Park as well as to provide funding for additional recreation opportunities for the citizens of Altavista. She noted these funds would carry over in the same manner as the cemetery for upkeep and they would approach Council before spending any of the funds.

After some discussion, the majority of Council agreed the monies should be appropriated to the Recreation Committee when the occasion arises.

Mrs. Dalton suggested the Recreation Committee use the Capital Improvement Process and stated she would support this approach as opposed to earmarking funds.

Council Work Session—February 24, 2015

Mr. Coggsdale suggested the Committee go through the CIP process to develop and create a conceptual budget to see how these projects fit into the budget.

It was the consensus of Council to ask the Recreation Committee to prioritize their ideas and formulate for the budget.

b. Update on Utility Department

Mr. Garrett addressed Council advising he has been in his position for 11 months and felt a lot of progress has been made in this time. Mr. Garrett noted all the departments, Public Works, Water and Wastewater are now working together; the employees are doing a great job and are dedicated to taking care of the needs of the town. Mr. Garrett advised at the Water Plant two employees have retired noting 70 years of experience and knowledge gone which hurts an organization. He stated his vision is to restructure staff and explained what he is looking at. He noted he is looking at ways to reduce the hours of operation at the water plant. Mr. Garrett advised of some things have been identified in the system that need to be addressed before replacing some of the waterlines.

Mr. Coggsdale advised Project 1A and Project 1B were identified as necessary in recent years with some projects to follow these and after Mr. Garrett's evaluation some projects need to take higher priority.

Mr. Garrett noted Project 1B is currently being reviewed by the Health Department and should go out to bid in the near future with a completion date in 2016. Mr. Garrett stated the Water Plant and its structure are all tied to the demand and how the system is made up. Some insufficiencies have been discovered that need more attention; water pressure in the Melinda Drive area, cut off values, the hydraulic model is off. He stated these projects need to be corrected because it affects operations.

Mayor Mattox asked what has been done with the Altavista water tank at Altavista Commons.

Mr. Garrett stated he is presently working on this matter.

Mr. Higginbotham stated although Council wants this analyzed the other problems have to be fixed to know what is needed at that tank; Council can ask the county for an extension on the time.

Mr. Garrett stated based on what has been done thus far felt he could make this tank work for the benefit of the town with minimal cost to the town. The biggest cost would be repainting which is included in the recent RFP. Mr. Garrett noted all of these items are connected and reflects back to the Water Plant; if all is fixed, there will be a reduction in the hours at the water plant. He mentioned one thing to work towards is a new SCADA system at the water plant. He stated the different departments can be monitored from an I-pad. Mr. Garrett mentioned a planning grant he is looking at for the water and wastewater plants and is looking at clearing the right-of-ways of water and sewer lines. Mr. Garrett stated there was only a few employees familiar with operations and he is in the process of cross training employees.

Mr. Higginbotham questioned what was being done with the storm drains on Main Street.

Mr. Garrett advised this will be worked on next week along with checking the valves on the river.

PCBs

Mr. Coggsdale advised he is in receipt of an email from Dr. Scott Lowman, IALR, indicating of the 6 test samples taken; only 1 was above 50 parts per one

Council Work Session—February 24, 2015

million. Dr. Lowman anticipates taking samples for the south side on March 8th, 2015.

Mr. Higginbotham stated he was upset at the money wasted to have Gay and Neel, LLC. advise of the same information that was presented at a previous meeting held at the train station. He felt a consensus was needed on whether to remediate the pond or cover it up.

Mrs. Dalton stated she has never been interested in filling in the pond and her thought process about the February 23 meeting is it was an update of the potential opportunities and felt it was reasonable information. She does not feel offended by what has been done and Council has done the best they know to do.

Mayor Mattox is interested in what Mr. Scott Rice has to say. He feels it may be a game changer; hopefully positive news.

Mr. Higginbotham suggested the areas where there is PCBs of less than 50 parts per one million be seeded over, and the mulberry trees need to be planted.

Mrs. Dalton commented verifying that it has been tested and what date it was tested on.

Mr. Coggsdale asked if DEQ needs to say it's okay to do this or is Council taking the consultant's word on this.

Mrs. Dalton suggested in the letter to DEQ, the information about the 50 parts per one million areas be included in the letter and suggest Council's desire to proceed.

Mayor Mattox asked if anything is done in a flood plain does it have to be reported.

Mrs. Dalton suggested Council wait until results are received from the testing before moving forward.

Mayor Mattox asked if Council is interested in testing the entire pond.

Mr. Higginbotham stated because of the water, testing has to be done in increments. He also mentioned there has to be something done to control the muskrats. He asked that Mr. Garrett stockpile red clay and sandy loam for topsoil.

Mr. Coggsdale confirmed taking care of the muskrat problem and stockpiling the dirt were the immediate issues.

Mr. Garrett advised Reed Creek is not in operation because of the silt built up on the intake and a permit is needed before they can repair.

c. Update on Health Insurance Renewal

Mrs. Shelton advised two years ago, the Town contracted with Coventry Health Care for medical insurance. At the same time, Aetna was completing its acquisition of Coventry. Up to this point both carriers, Aetna and Coventry, offered their own products. The Town has been notified beginning with upcoming renewals; all groups will be migrated from Coventry to Aetna. Up until 2 weeks ago, staff was told only small groups would migrate over on July 1st which would not affect the Town. Aetna has similar products as Coventry, but they are not identical. They have different benefit designs. She noted in talking with Ms. Becky Pollard, our health care consultant, she is working with Aetna representatives to obtain a cost estimate of Aetna's products to give us an idea of the costs associated with their offerings. Mrs. Shelton stated she is continuing to look at high deductible plans paired with either Health Savings Accounts or Health Reimbursement Accounts. It will be April before renewal information is

Council Work Session—February 24, 2015

received; however, with the anticipated cost estimates we will have an idea of the direction we will be taking prior to our renewal. She mentioned at this time staff does not know the impact health care will have on the budget. It is staff's recommendation to stay the course and review the alternative benefit plans provided by Aetna and not go out to bid this year. Staff has never had the opportunity to review Aetna's products, the first time out to bid they declined due to lack of competitive information and Coventry being their sister company. It is staff's opinion this will provide several opportunities such as a sense of stability among employees and a new look at products that might be better suited for our organization. Mrs. Shelton noted while bidding out insurance plans can be a great strategy for finding the most competitive cost, if we continue to bid out and not change providers it may hamper the competitive proposals being submitted.

Mr. Edwards commented he was glad Health Savings was being looked at and noted his company had no increase by removing "out of network" coverage.

Code of Ethics

Mr. Higginbotham asked for information on the Code of Ethics

Mr. Coggsdale advised he has two documents he is working on which are nearing completion and will forward to Council for review.

6. Items Scheduled for the Regular Meeting Agenda

7. Public Comments

8. Adjournment

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

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

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 08/2015
FROM: 02/01/2015 TO: 02/28/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
33145	645	ALTAVISTA MOTORS	02/06/2015	496.37
33146	581	BUSINESS SOLUTIONS INC	02/06/2015	500.00
33147	16	CAMPBELL COUNTY UTILITIES & SE	02/06/2015	2,879.04
33148	28	COLUMBIA GAS	02/06/2015	2,470.78
33149	9999999	CONTERRA ULTRA BROADBAND LLC	02/06/2015	821.44
33150	32	CONTROL EQUIPMENT CO INC	02/06/2015	716.55
33151	9999999	CORELOGIC	02/06/2015	915.81
33152	9999997	CREWS, HELEN R.	02/06/2015	59.60
33153	526	DAVENPORT ENERGY INC	02/06/2015	181.83
33154	569	DIAMOND PAPER CO INC	02/06/2015	117.36
33155	364	DLB INC	02/06/2015	546,703.79
33156	164	DMV	02/06/2015	60.00
33157	20	J JOHNSON ELLER JR	02/06/2015	1,887.75
33158	71	FAIRPOINT COMMUNICATIONS	02/06/2015	410.60
33159	9999999	GILBERT & BIRD PC	02/06/2015	22.91
33160	50	GRETN A TIRE INC	02/06/2015	260.00
33161	52	HACH COMPANY	02/06/2015	460.15
33162	401	IDEXX DISTRIBUTION INC	02/06/2015	1,596.64
33163	566	INTEGRATED TECHNOLOGY GROUP IN	02/06/2015	2,000.00
33164	641	DENNIS JARVIS II	02/06/2015	8.00
33165	646	KD COUNTRY	02/06/2015	250.00
33166	533	LYNN KIRBY	02/06/2015	195.00
33167	9999997	MOSS, MARK A	02/06/2015	44.35
33168	454	O'REILLY AUTOMOTIVE INC	02/06/2015	790.71
33169	74	REGION 2000 ECONOMIC DEV ALLIA	02/06/2015	20.00
33170	504	SAFE SPACES LLC	02/06/2015	1,087.80
33171	625	SAM GREEN VAULT	02/06/2015	450.00
33172	80	SOUTHSIDE ELECTRIC COOP	02/06/2015	1,166.27
33173	628	TENCARVA MACHINERY CO	02/06/2015	1,728.34
33174	484	TOWN GUN SHOP INC	02/06/2015	974.99
33175	124	TREASURER OF VA	02/06/2015	320.00
33176	35	TREASURER OF VA/VITA	02/06/2015	121.40
33177	92	UNIFIRST CORP	02/06/2015	1,208.68
33178	9999999	WILLIAM & GWENDOLYN COFFEY	02/06/2015	30.64
33179	116	XEROX CORP	02/06/2015	215.75
33180	84	ALTAVISTA JOURNAL	02/13/2015	807.06
33181	103	BEACON CREDIT UNION	02/13/2015	585.00
33182	583	CAMPBELL COUNTY PUBLIC LIBRARY	02/13/2015	902.86
33183	16	CAMPBELL COUNTY UTILITIES & SE	02/13/2015	323.52
33184	36	DOMINION VIRGINIA POWER	02/13/2015	41,823.65
33185	119	FOSTER ELECTRIC CO INC	02/13/2015	2,573.89
33186	57	ICMA RETIREMENT TRUST-457 #304	02/13/2015	657.00
33187	1	JAMIE OWEN	02/13/2015	100.00
33188	9999997	LEONARD, WILLIAM P	02/13/2015	32.60
33189	154	MUNICIPAL CODE CORPORATION	02/13/2015	1,861.93
33190	300	NAPA AUTO PARTS	02/13/2015	757.75
33191	74	REGION 2000 ECONOMIC DEV ALLIA	02/13/2015	67.00
33192	649	CHRIS RICE	02/13/2015	2,000.00
33193	510	RIVER VALLEY RESOURCES LLC	02/13/2015	109.50
33194	186	THE NEWS & ADVANCE	02/13/2015	537.00
33195	306	TYREE-LITTLE'S HEATING & COOLI	02/13/2015	180.25

33196	96	UNIVAR USA INC	02/13/2015	1,610.00
33197	136	USABLUBOOK	02/13/2015	554.95
33198	110	VUPS INC	02/13/2015	56.70
33199	192	WW ASSOCIATES INC	02/13/2015	10,000.00
33200	9999999	ALL-VIRGINIA TITLE & ESCROW IN	02/20/2015	81.20
33201	9999998	Brafford, Jeff	02/20/2015	150.00
33202	461	KATHI BOGERT	02/20/2015	1,725.36
33203	294	BUSINESS CARD	02/20/2015	6,583.07
33204	9999999	DOVENMUEHLE MORTGAGE INC	02/20/2015	21.41
33205	301	ENGLISH'S LLC	02/20/2015	1,027.19
33206	191	EVOQUA WATER TECHNOLOGIES LLC	02/20/2015	1,166.00
33207	118	FERGUSON ENTERPRISES INC #75	02/20/2015	6,388.05
33208	337	HIGHVIEW MOTORS INC	02/20/2015	2,544.21
33209	1	JIMMIE BROWN JR	02/20/2015	336.00
33210	67	ORKIN PEST CONTROL LLC	02/20/2015	243.85
33211	588	PITNEY BOWES GLOBAL FINANCIAL	02/20/2015	50.00
33212	379	REI CONSULTANTS INC	02/20/2015	276.40
33213	9999999	RONNIE & DELENE ANDREWS	02/20/2015	44.57
33214	9999999	THOMPSON RANDOLPH C	02/20/2015	92.73
33215	9999998	TUCKER, TIMOTHY	02/20/2015	150.00
33216	601	VACORP	02/20/2015	50.83
33217	633	DAN WITT	02/20/2015	244.88
33218	9	AFLAC	02/27/2015	1,713.89
33219	8	ALTAVISTA EMS	02/27/2015	10,000.00
33220	103	BEACON CREDIT UNION	02/27/2015	585.00
33221	418	BSW INC	02/27/2015	890.00
33222	197	CAMPBELL COUNTY DEPT OF RECREA	02/27/2015	1,000.00
33223	297	CARTER BANK & TRUST	02/27/2015	56,750.83
33224	574	CHRISTOPHER MICALE, TRUSTEE	02/27/2015	125.00
33225	652	HAWKINS LOCK & KEY CO INC	02/27/2015	5,922.12
33226	57	ICMA RETIREMENT TRUST-457 #304	02/27/2015	657.00
33227	1	STEPHEN MILLER	02/27/2015	230.00
33228	9999997	WATSON, KHRISTIAN L	02/27/2015	34.60

NO. OF CHECKS: 84

TOTAL CHECKS

735,797.40

Town of Altavista
FY 2015 Revenue Report
67% of Year Lapsed

General Fund Revenue	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	369,000	369,000	5,284	1	375,853	102	376,000
Public Service - Real & Personal	86,600	86,600	0	0	164,860	190	165,000
Personal Property	195,000	195,000	5,372	3	142,883	73	195,000
Personal Property - PPTRA	100,000	100,000	0	0	2,522	3	100,000
Machinery & Tools	1,518,000	1,518,000	0	0	1,487,193	98	1,518,000
Mobile Homes - Current	500	500	63	13	423	85	500
Penalties - All Taxes	5,500	5,500	1,438	26	3,997	73	5,500
Interest - All Taxes	3,000	3,000	387	13	1,835	61	3,000
Local Sales & Use Taxes	135,000	135,000	15,139	11	76,210	56	135,000
Local Electric and Gas Taxes	110,000	110,000	9,888	9	62,553	57	110,000
Local Motor Vehicle License Tax	43,000	43,000	3,935	9	38,838	90	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	80,000	80,000	10,863	14	52,520	66	80,000
Local Meal Taxes	660,000	660,000	50,935	8	410,040	62	660,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	900	900	875	97	883	98	900
Communications Tax	40,000	40,000	3,384	8	20,348	51	40,000
Transit Passenger Revenue	5,000	5,000	745	15	3,895	78	5,000
Business License Fees/Contractors	7,000	7,000	1,177	17	1,618	23	7,000
Business License Fees/Retail Services	110,000	110,000	11,616	11	19,041	17	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	299	4	1,393	16	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	714	4	909	6	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	2,089	26	2,089	26	8,000

Town of Altavista
FY 2015 Revenue Report
67% of Year Lapsed

General Fund Revenue (Continued)	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	120	12	640	64	1,000
Fines & Forfeitures - Court	20,000	20,000	0	0	5,126	26	10,000
Parking Fines	200	200	50	25	320	160	350
Interest and Interest Income	58,000	58,000	1,543	3	13,497	23	58,000
Rents - Rental of General Property	1,000	1,000	54	5	591	59	1,000
Rents - Pavilion Rentals	3,000	3,000	150	5	925	31	3,000
Rents - Booker Building Rentals	4,000	4,000	425	11	3,400	85	4,000
Rents - Rental of Real Property	60,000	60,000	4,260	7	31,008	52	60,000
Property Maintenance Enforcement	1,300	1,300	0	0	0	0	1,300
Railroad Rolling Stock Taxes	19,000	19,000	0	0	18,137	95	19,000
State DCJS Grant	80,000	80,000	0	0	40,074	50	80,000
State Rental Taxes	500	500	151	30	633	127	700
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,325	102	9,400
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	15,500	15,500	0	0	18,327	118	18,300
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	1,980	99	2,000
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	0	0	1,636	40	4,100
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	70,500	70,500	2,833	4	30,260	43	70,500
Federal/Byrne Justice Grant	4,000	4,000	0	0	3,434	86	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	46	0	784	8	10,000
Misc. - Cash Discounts	200	200	16	8	367	183	400

Town of Altavista
FY 2015 Revenue Report
67% of Year Lapsed

General Fund Revenue (Continued)	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	-1,108	-9	9,748	75	13,000
Reimbursement of Insurance Claim	0	0	1,471	0	1,471	0	0
Misc. - State Forfeiture Fund	0	0	0	0	693	0	700
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 CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	9,180	0	0	0	0	9,180
	<u>4,104,600</u>	<u>4,113,780</u>	<u>134,212</u>	<u>3.26</u>	<u>3,120,261</u>	<u>75.85</u>	<u>4,190,930</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
67% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,702,350	5,812,571	390,742	7	3,399,470	58	5,810,981
Debt Service	0	0	56,751	0	56,751	0	56,751
CIP	750,000	750,000	585,436	78	1,128,930	151	750,000
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to CIF	0	15,000	0	0	15,000	100	15,000
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	25,000	100	25,000
Transfer Out to Enterprise Fund Reserve	<u>264,550</u>	<u>264,550</u>	<u>0</u>	0	<u>0</u>	0	<u>264,550</u>
ALL FUNDS - GRAND TOTAL:	<u>7,395,400</u>	<u>7,520,621</u>	<u>1,032,929</u>	<u>14</u>	<u>4,657,651</u>	<u>62</u>	<u>7,575,782</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
67% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	34,030	34,030	1,749	5	16,041	47	34,030
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>44,030</u>	<u>44,030</u>	<u>1,749</u>	<u>4</u>	<u>16,041</u>	<u>36</u>	<u>44,030</u>
Administration							
Operations	755,340	755,340	36,943	5	495,733	66	755,340
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	7,949	23	35,000
Administration - TOTAL:	<u>790,340</u>	<u>790,340</u>	<u>36,943</u>	<u>5</u>	<u>503,682</u>	<u>64</u>	<u>790,340</u>
Non-Departmental							
Operations	989,980	1,004,980	14,828	1	285,768	28	1,007,520
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	-25,000	87	-28,580
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-588,500	-588,500	0	0	0		-588,500
Transfer Out to CIF	0	-15,000	0	0	-15,000	100	-15,000
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-32,500	50	-65,000
Operations w/o Transfers Out	<u>307,900</u>	<u>307,900</u>	<u>14,828</u>	<u>5</u>	<u>213,268</u>	<u>69</u>	<u>310,440</u>
Debt Service	0	0	0	0	0	0	0
CIP	59,000	59,000	0	0	73,656	125	59,000
Non-Departmental - TOTAL:	<u>366,900</u>	<u>366,900</u>	<u>14,828</u>	<u>4</u>	<u>286,924</u>	<u>78</u>	<u>369,440</u>
Public Safety							
Operations	909,900	909,900	66,703	7	524,272	58	909,800
Debt Service	0	0	0	0	0	0	0
CIP	32,000	32,000	0	0	0	0	32,000
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>66,703</u>	<u>7</u>	<u>524,272</u>	<u>56</u>	<u>941,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
67% of Year Lapsed

	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	943,950	953,130	75,060	8	497,952	52	947,450
Debt Service	0	0	0	0	0	0	0
CIP	48,500	48,500	0	0	26,612	55	48,500
Public Works - TOTAL:	<u>992,450</u>	<u>1,001,630</u>	<u>75,060</u>	<u>7</u>	<u>524,564</u>	<u>52</u>	<u>995,950</u>
Economic Development							
Operations	162,850	162,850	5,581	3	26,693	16	162,850
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>162,850</u>	<u>162,850</u>	<u>5,581</u>	<u>3</u>	<u>26,693</u>	<u>16</u>	<u>162,850</u>
Transit System							
Operations	96,050	96,050	8,780	9	56,899	59	96,050
Debt Service	0	0	0	0	0	0	0
CIP	28,000	28,000	0	0	8,620	31	28,000
Transit System - TOTAL:	<u>124,050</u>	<u>124,050</u>	<u>8,780</u>	<u>7</u>	<u>65,519</u>	<u>53</u>	<u>124,050</u>
GENERAL FUND TOTALS							
Operations	3,210,020	3,219,200	209,644	7	1,830,857	57	3,215,960
Debt Service	0	0	0	0	0	0	0
CIP	212,500	212,500	0	0	116,837	55	212,500
GENERAL FUND - GRAND TOTAL:	<u>3,422,520</u>	<u>3,431,700</u>	<u>209,644</u>	<u>6</u>	<u>1,947,694</u>	<u>57</u>	<u>3,428,460</u>

Town of Altavista
Council / Planning Commission
FY 2015 Expenditure Report
67% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	13,995	67	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	5,030	5,030	0	0	2,046	41	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	44,030	44,030	1,749	4	16,041	36	44,030

Town of Altavista
Administration
FY 2015 Expenditure Report
67% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	397,400	397,400	24,406	6	234,726	59	397,400
Other Employee Benefits	18,800	18,800	150	1	19,643	104	18,800
Services	175,340	175,340	7,149	4	123,838	71	175,340
Other Charges	135,700	135,700	2,652	2	97,506	72	135,700
Materials & Supplies	28,100	28,100	2,586	9	20,019	71	28,100
Capital Outlay	35,000	35,000	0	0	7,949	23	35,000
Total Expenditures	790,340	790,340	36,943	5	503,682	64	790,340

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
67% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	0	0	46,723	96	48,600
<i>Campbell County Treasurer</i>			0	0	28,916	0	0
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	500
Contribution - Altavista EMS	10,000	10,000	10,000	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	1,000	100	1,000	100	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,325	93	10,000
Contribution - Avoca	16,900	16,900	0	0	12,675	75	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	0	0	21,250	61	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	273,500	273,500	11,000	4	185,973	68	273,500
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	2,544	0	2,544	0	2,540
Fuel - Fire Company	5,000	5,000	1,284	26	2,652	53	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	3,828	77	5,196	104	7,540
NON-DEPARTMENTAL - SUBTOTAL	278,500	278,500	14,828	5	191,169	69	281,040
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,580	28,580	0	0	25,000	87	28,580

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
67% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out - CIF	0	15,000	0	0	15,000	0	15,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
TRANSFER OUT - TOTAL	682,080	697,080	0	0	72,500	10	697,080
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	22,099	75	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	22,099	75	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	989,980	1,004,980	14,828	1	285,768	28	1,007,520
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	10,208	0	0
Replacement Other than Buildings (Avoca)	59,000	59,000	0	0	48,689	83	59,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	14,759	0	0
CAPITAL OUTLAY -TOTAL	59,000	59,000	0	0	73,656	125	59,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	1,048,980	1,063,980	14,828	1	359,424	34	1,066,520
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	366,900	366,900	14,828	4	286,924	78	369,440

Town of Altavista
Public Safety
FY 2015 Expenditure Report
67% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	783,100	783,100	57,980	7	466,606	60	783,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	216	2	6,851	69	10,000
Other Charges	36,200	36,200	925	3	24,020	66	36,100
Materials & Supplies	80,600	80,600	7,582	9	26,794	33	80,600
Capital Outlay	32,000	32,000	0	0	0	0	32,000
Total Expenditures	941,900	941,900	66,703	7	524,272	56	941,800

Town of Altavista
Public Works
FY 2015 Expenditure Report
67% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	651,600	651,600	42,128	6	332,564	51	651,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	81	1	3,518	38	9,250
Other Charges	25,600	25,600	2,366	9	13,888	54	25,600
Materials & Supplies	257,500	266,680	30,485	11	147,982	55	261,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	26,612	55	48,500
Total Expenditures	992,450	1,001,630	75,060	7	524,564	52	995,950

Town of Altavista
Economic Development
FY 2015 Expenditure Report
67% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	79,400	79,400	3,366	4	19,522	25	79,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	1,233	3	2,955	6	47,700
Other Charges	30,250	30,250	983	3	4,147	14	30,250
Materials & Supplies	5,500	5,500	0	0	69	1	5,500
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	162,850	162,850	5,581	3	26,693	16	162,850

Town of Altavista
Transit System
FY 2015 Expenditure Report
67% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	61,800	61,800	4,376	7	39,665	64	61,800
Services	5,950	5,950	0	0	390	7	5,950
Other Charges	4,150	4,150	0	0	1,811	44	4,150
Materials & Supplies	24,150	24,150	4,404	18	15,032	62	24,150
Capital Outlay	28,000	28,000	0	0	8,620	31	28,000
Total Expenditures	124,050	124,050	8,780	7	65,519	53	124,050

Town of Altavista
FY 2015 Revenue Report
67% 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	1,187	34	6,669	191	11,000
Water Charges - Industrial	861,000	861,000	89,313	10	518,895	60	861,000
Water Charges - Business/Residential	239,600	239,600	10,429	4	161,829	68	239,600
Water Charges - Outside Community	130,200	130,200	10,812	8	82,212	63	130,200
Water Charges - Water Connection Fees	1,200	1,200	0	0	3,638	303	2,100
Sewer Charges - Industrial	1,130,900	1,130,900	107,401	9	673,049	60	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	12,117	5	153,947	64	238,800
Sewer Charges - Outside Community	1,900	1,900	0	0	1,079	57	1,900
Sewer Charges - Sewer Connection Fees	2,000	2,000	0	0	7,800	390	5,200
Sewer Charges - Sewer Surcharges	40,000	40,000	11,649	29	64,720	162	65,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	26	1	3,559	102	4,000
Misc. Cash Discounts	200	200	0	0	14	7	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	2,418	10	14,023	56	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	101,041	0	0	0	0	101,041
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,678,300</u>	<u>2,779,341</u>	<u>245,351</u>	<u>9</u>	<u>1,691,434</u>	<u>61</u>	<u>2,816,441</u>

Town of Altavista
Fund Expenditure Totals
FY 2015
67% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	895,000	982,221	70,650	7	638,689	65	982,221
Debt Service	0	0	56,751	0	56,751	0	56,751
CIP	115,000	115,000	585,436	509	991,654	862	115,000
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,275</u>
Water Department - TOTAL:	<u>1,142,275</u>	<u>1,229,496</u>	<u>712,837</u>	<u>58</u>	<u>1,687,093</u>	<u>137</u>	<u>1,286,247</u>
Wastewater Department							
Operations	1,131,250	1,145,070	90,709	8	722,153	63	1,146,720
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	0	0	20,439	8	272,500
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,275</u>
Wastewater Department - TOTAL:	<u>1,536,025</u>	<u>1,549,845</u>	<u>90,709</u>	<u>6</u>	<u>742,593</u>	<u>48</u>	<u>1,551,495</u>
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,127,291	161,360	8	1,360,842	64	2,128,941
Debt Service	0	0	56,751	0	56,751	0	56,751
CIP	<u>387,500</u>	<u>387,500</u>	<u>585,436</u>	<u>151</u>	<u>1,012,093</u>	<u>261</u>	<u>387,500</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>264,550</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,678,300</u>	<u>2,779,341</u>	<u>803,546</u>	<u>29</u>	<u>2,429,686</u>	<u>87</u>	<u>2,837,742</u>

Town of Altavista
Water Department
FY 2015 Expenditure Report
67% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	525,700	525,700	33,022	6	340,805	65	525,700
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	3,203	7	26,960	62	43,450
Other Charges	161,850	192,320	13,780	7	123,467	64	192,320
Materials & Supplies	164,000	164,000	20,646	13	147,457	90	164,000
Debt Service	0	56,751	56,751	0	56,751	0	56,751
Capital Outlay	115,000	115,000	585,436	509	991,654	862	115,000
Transfer Out to Reserves	132,275	132,275					132,275
Total Expenditures	1,142,275	1,229,496	712,837	58	1,687,093	137	1,229,496

Town of Altavista
Wastewater Department
FY 2015 Expenditure Report
67% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	645,500	645,500	49,991	8	424,338	66	645,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	24,470	51	0	18,151	74	24,470
Other Charges	311,500	311,500	27,000	9	188,683	61	313,150
Materials & Supplies	163,600	163,600	13,667	8	90,981	56	163,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	272,500	272,500	0	0	20,439	8	272,500
Transfer Out	132,275	132,275					132,275
Total Expenditures	1,536,025	1,549,845	90,709	6	742,593	48	1,551,495

Town of Altavista
Fund Expenditure Totals
FY 2015
67% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	435,000	435,000	18,491	4	191,993	44	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>18,491</u>	<u>3</u>	<u>191,993</u>	<u>33</u>	<u>585,000</u>

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,080	31,080	1,248	4	15,778	51	31,080
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,080</u>	<u>56,080</u>	<u>1,248</u>	<u>2</u>	<u>15,778</u>	<u>28</u>	<u>56,080</u>

Town of Altavista
FY 2015 State/Highway Fund
67% 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>
REVENUE							
Street & Highway Maintenance	585,000	585,000	0	0	309,535	53	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	5.76	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>0</u>	<u>0</u>	<u>309,541</u>	<u>53</u>	<u>585,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	579	1	4,934	10	48,200
Maintenance - Pavement	150,000	150,000	0	0	13,735	9	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,429	8	34,703	61	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	5,671	14	27,891	70	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,010	8	36,167	72	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,803	5	74,562	93	80,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>18,491</u>	<u>4</u>	<u>191,993</u>	<u>44</u>	<u>435,000</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>585,000</u>	<u>585,000</u>	<u>18,491</u>	<u>3</u>	<u>191,993</u>	<u>33</u>	<u>585,000</u>

Town of Altavista
FY 2015 Cemetery Fund
67% of Year Lapsed

Cemetery Fund - Fund 90	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	0	0	8,700	58	15,000
Interest/Interest Income	8,500	8,500	0	0	4,753	56	8,500
Miscellaneous/Sale of Real Estate	4,000	4,000	650	16	6,200	155	6,850
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,580</u>	<u>28,580</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>87</u>	<u>28,580</u>
Cemetery Fund - GRAND TOTAL:	<u>56,080</u>	<u>56,080</u>	<u>650</u>	<u>1</u>	<u>44,653</u>	<u>80</u>	<u>58,930</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	580	6	3,789	40	9,500
Salaries and Wages/Overtime	500	500	0	0	363	73	500
Benefits/FICA	800	800	41	5	300	37	800
Benefits/VRS	1,050	1,050	68	6	373	36	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	102	9	571	52	1,100
Benefits/Group Life	130	130	7	6	41	31	130
Other Charges/Misc. Reimb.	0	0	0	0	1,800	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	450	3	8,542	47	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,080</u>	<u>56,080</u>	<u>1,248</u>	<u>2</u>	<u>15,778</u>	<u>28</u>	<u>56,080</u>

Town of Altavista

Grand Total of all Investments and Deposits
Balance as of February 28, 2015

\$ 17,220,930.71

Non-Specific

Green Hill Cemetery 555,362.91

General Fund Reserves

Capital Improvement Program Reserves

3,084,084.43

Altavista EDA Funding 299,407.62 *

VDOT TEA 21 Enhancement Match 309,000.00

608,407.62

Enterprise Fund Reserves

Capital Improvement Program Reserves

187,229.04

PCB Remediation 612,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,236.15

Public Funds Money Market Accounts

11,280,545.94 → Includes Funds \$3,194,569.37 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) **874,687.47**

DESIGNATED FUNDS **2,669,071.30**

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

UNDESIGNATED FUNDS

14,551,859.41

-6,313,403.00

8,238,456.41

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

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

FY14 Projected Carryover Needs

-636,000.00

Funding from VDOT and LAP from Downtown Projects

150,000.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement

-3,194,569.37

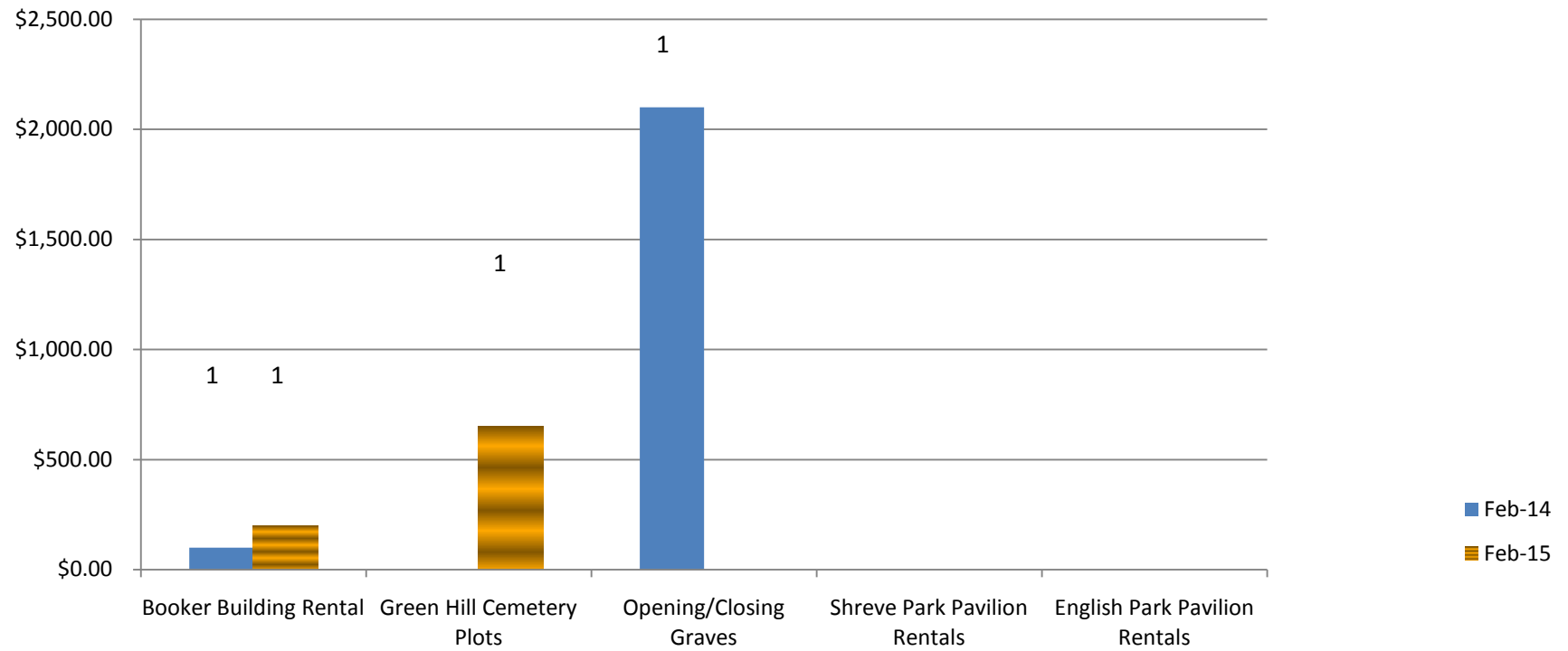
Transfer of excess funds from Operating Acct. to MM

-1,500,000.00

UNDESIGNATED RESERVE FUND BALANCE

2,538,036.20

~ ADMINISTRATION ~



Town of Altavista

Monthly Business Activity Report

Date 2/28/15

OPENED

Mailing Address & Physical Address		Trade Name	Type of Business	Open Date
Applicant Name	Address (if different)			
Benjamin Jones	1628 Melinda Dr Altavista	Lynchburg Hosting	Pers Serv	2/13/2015
Jason Smawley	1918 Tabby Lane Altavista	Jason Smawley Real Estate Inc Fin, Re, Prof		2/11/2015

CLOSED

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

Monthly Report to Council

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

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
5-Feb	002-15	Schrock Construction, Evington,VA	Addition to home at 1101 Broad Street
9-Feb	003-15	Sammy Smith, 1407 Franklin Ave	4x8' addition to existing 8x8' shed
11-Feb	004-15	AA/CC HFH P.O. Box 232 Altavista, VA	New SFH at 1324 4th Street
11-Feb	005-15	Jason Smawley 1918 Tabby Lane	Home Occupation- Real Estate Office
13-Feb	006-15	Benjamin Jones, 1628 Melinda Dr.	Home Occupation- Web site design business
13-Feb	007-15	Witt Builders, 1225 Wards Rd. Altavista	24' x 31' Restroom building at Avoca 1514 Main St

- Staff sent Ms. Davis a notice requesting that the house be secured then spoke with her. She has applied to Habitat for a home and offered her lot to them but that process could take 6+ months. I met with Carmen Perri with Habitat to discuss this and he was going to speak with David Shreve. If that does not work out, Ms. Davis is willing to sign the deed over to the Town.
- Sent nuisance notice to renter and owner of 415 Novelty Street. Owner rented a truck to have the property cleaned up. It will take a second truck.
- Notified owner of 1101 Amherst St., a rental property that their 6' wooden fence was falling into their neighbor's yard. The fence was taken down.
- Met with Carmen Perri regarding a Veteran Habitat Blitz Build on April 25-26 at the dead end of 4th Street.

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

- Approved amended site plan for GD Altavista, LLC and Schwarz & Schwarz.

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

- Completed packets for March 2nd meeting. Researched microbreweries and brewpubs and provided information that would be helpful in initiating this discussion. Also provided requested information related to the DRO Ordinance and Ancillary Guidelines.

4. **AOT Related**

- Assisted with VDOT Land Use permit process for Cruise Ins.

5. **ACTS Related**

- Completed and submitted January billing reimbursement request to DRPT for operations and submitted.
- Validated daily ridership and revenue for bus system (February) - see bus report.
- Completed online January monthly reporting to DRPT.
- Completed NTD reporting document for FY2014 (annual Federal Report to DRPT)
- Reviewed revised marketing plan proposal for ACTS from KFH. The proposal was within budget and accepted.
- Set up driver training for Charles, Carlton and Rosco in Roanoke. Training is provided by CTAV and is for use of lifts and wheelchair securement.
- Attended monthly CTAV board meeting via conference call.

6. **Projects and Administrative Related:**

- Updated GIC
- Town Council reports for February meeting and work session.
- Streetscape/infrastructure project:
 - Appealed Buy America determination has been issued by FHWA and received by the staff.
 - VCP cleaned the exterior of the building at Steve's Florist.
 - Old Pending Business:
 - (Still pending) Staff has notified VCP that the elevation on the curbing is not correct and is creating the water issue at Dr. West's dental office. The Town will likely fix this and withhold part of the retainage from VCP.
 - (Still pending) A manhole in front of English Auto Alignment was not installed properly. VCP has requested the Town withhold rather than require fixing this and staff is waiting for a decision on the 'buy America' before making a decision.
 - (Still pending) Asphalt milling and repaving at the intersection of 7th & Broad Street must be redone. VCP is waiting for a decision on the 'buy America' before doing this work.
 - (Still Pending) Mediation has been set for March 19th to attempt to come to an agreement on the pending change orders and claims VCP is seeking from the Town but the Town does not believe is owed.
 - Worked with Anthony Revelle on materials notebook document.
- RFP for water tank maintenance issued with due date of March 4, 2015.
- Assisted/staffed Economic Development budget meeting and presented Transportation budget.
- Attended Chamber ribbon cutting for Dinos on Pittsylvania Ave.

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

1. Networking- The economic development director will build relationships with local; regional; and state/federal organizations that will assist and support Altavista economic development with different resources. Status: Active

- Altavista Chamber of Commerce economic development committee meeting **(Monthly)**
- AOT Monthly Board meeting **(Monthly)**
- EDA monthly meeting **(Monthly)**
- Region 2000 Marketing Managers Meeting **(Monthly)**
- Altavista Chamber of Commerce Economic Development committee **(Monthly)**
- Altavista Chamber of Commerce Workforce committee **(Monthly)**
- Mid-Atlantic Broadband marketing officials- **Email/Phone**
- VA DHCD-**Email/Phone**
- VEDP- **Email/Phone**
- Pittsylvania County EDA- **Email/Phone**
- USDA- **Email/Phone**
- Central Virginia Community College Workforce Development meeting- **Email/Phone meeting on 02.03.15; and follow meeting on 03.05.15**
- Region 2000 Work Force Investment Board-**Meeting with Ben Bowman**
- Meeting with the Virginia Tech office of Economic Development- **Email/Phone conference and meeting in Altavista**
- Met with Trey Atkins with VEDP and VJEP- **Met official with the Campbell County office of Economic Development about Altavista companies.**
- Met with the city of Lynchburg office of economic development director and assistant director-**In Lynchburg**
- Lynchburg Regional Chamber of Commerce-**Email/Phone; in person.**
- Lynch's Landing- **met with director on the program development for AOT Main Street position in Altavista.**
- Mid Atlantic Broadband-**Email/Phone**

2. Existing Business and Retention- An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs. Status: Active: I was contacted by Timken regarding a request to address their telecommunication infrastructure; I contacted Mid-Atlantic Broadband and we a conducted meeting for Timken. I contacted Sensata; new owners of Schrader/ Bridgeport; and opened a dialogue. We will have a delegation of state; regional; and local officials meeting with the local plant next week. I had a telephone meeting with the BGF plant manager, Rodney Nibblet, regarding layoffs at the plant. Conducted a ribbon cutting and dedication for the Dino's Sports bar and restaurant in conjunction with AOT and the Altavista Chamber of Commerce. Met with management at Altavista Instrumental Controls. Met with officials at Southside Electric Cooperative.

3. **Develop Products-** Procure by purchase and or option one or more 20+ acre suites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and or new investments. **Status: Active.** The EDA discussed the land use study conducted by Gay and Neal. We continued dialogue with Hub Scrap about the Lane site development; and continued a dialogue with Tony Pizzo owner of the Klopman facility in Hurt, Virginia.
4. **Marketing-** *Develop the following fundamentals in the first year. (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing business to identify potential prospects, (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County.* **Status: Active.** I am working on a marketing program for the Advantage Altavista RLF program in local and regional markets. I will be presenting a marketing proposal to the EDA Board for the EDA website; we met with a regional delegation to develop a marketing plan for site selection and client development for Altavista with 310 Marketing.
5. **Encourage Entrepreneurism-** *Work with state; regional; and local officials and groups to promote entrepreneurship; small business development; and growth.* **Status: Active.**
 - We continued support for the AOT “Pop Up “program and the providing assistance for the program. At the end of February the program had fifteen plus participants; with the potential for nine participants competing for the cash awards from the program.
 - We have started marketing the Advantage Altavista RLF program in regional media outlets to market the program.
 - The Region 2000 SBDC conducted a social media marketing class for small business in partnership with the Altavista Chamber of Commerce.



YTD POLICE REPORT SYNOPSIS

CRIME STATISTICS – Jan 1, 2015 through February 28, 2015

Crimes against Persons

Jan 2015:

- 1 Simple Assault

Feb 2015:

- 3 Assaults

Property Crimes

Jan 2015:

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

Feb 2015:

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



Quality of Life Crimes

Jan 2015:

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

Feb 2015:

- 0 Weapon Law Violation
- 0 Drug/Narcotic Violations
- 0 Drug Equipment Violation
- 1 Driving Under the Influence

CASE CLEARANCE (Feb 2015)

- There were 24 reportable offenses that required an IBR.
- Nine (9) were cleared by arrest
- One (1) was unfounded
- One (1) was exceptionally cleared
- Two (2) DOA's – Natural Causes
- One (1) Suicide
- Four (4) pending further investigation. Detective Gibson is ensuring that proper adequate follow-up is being conducted by the respective officer.
- Six (6) were classified as inactive. (i.e., no evidence or out of our jurisdiction)

CALLS FOR SERVICE

Jan 2015: 313

Feb 2015: 297



CRIMINAL ARRESTS EXECUTED

Jan 2015: 17

Feb 2015: 1

TRAFFIC CITATIONS ISSUED

Jan 2015: 4

Feb 2015: 1

WHAT'S NEW

During one of our recent bouts with snow, Officer Swearingen took it upon himself to sleep on the floor of the conference room. He did this so he would not miss work. It is this type of commitment to the job and the people of Altavista that makes our department great. Officer Swearingen is a credit to the department and Law Enforcement in general.

I have instructed Detective Barbara Gibson to conduct a monthly review of all cases to determine if the individual officer is properly following up with the victims of the specific crime. This process has proven extremely effective. Detective Gibson is doing a remarkable job of case management as well as assisting with other calls.

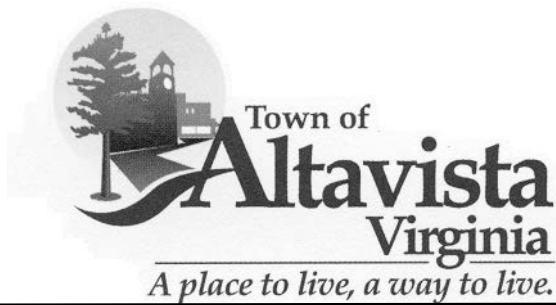
Officer Freddie Jefferson, knowing that we were short-staffed, recently came to work with bronchitis. Officer Jefferson showed courage and determination in the face of sickness.

I was notified that Officer Goggins recently lost his uncle and the funeral is scheduled for the weekend of March 7th and 8th. Knowing this Officer Goggins came into to work on the day he received the sad news and still worked as hard as anyone I ever seen.

I am very proud to work alongside each and every one of the Altavista Police Officers.

v/r,

Captain B.L. Stocks



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

Public Works / Utility Report February 2015

During the month of February the Public Works / Utility Crews were busy with the following Maintenance, Repairs, and other assorted task.

These activities reflect the Town Wide Goals of Stewardship, Public Safety and Improving Customer Service as well as Improving Altavista's Environment and Image.

Work Orders Process 208

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	72
○ Water Turn On / Turn Off(s)-----	56
○ Water Cut Off for Non Payment-----	35
○ Read Monthly Meters-----	62

Utility Department - Sewer Distribution:

○ Sewer Root Cutting-----	0 Feet
○ Sewer Cleaning-----	1,190 Feet
○ Sewer Cleaning Manholes-----	2
○ Sewer Video-----	994 Feet
○ Sewer Video Manholes-----	4
○ Push Camera Footage-----	0 Feet

Street Department:

- Mowing-----0 Acres
- Litter Pick up-----55 Bags
- Weed Control-----0 Gallons
- Sweeping Streets-----27 Miles
- Leaf Collection Hrs-----0 Hrs
- Leaf Collection -----0 Loads
- Other Traffic Roadside Maintenance On Streets----- 704.50 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----0
- Brush Collected Stops-----33 Stops
- Brush Collected Loads-----2 Loads
- Brush Collected Tonnage-----0 Tons
- Bulk Collection Stops-----37 Stops
- Bulk Collection Tonnage-----1.07 Tons
- Solid Waste Tonnage-----59.72 Tons
- Contractor Cut Grass at Green Hill Cemetery-----0
- Labor Hours at Green Hill Cemetery to maintain Grave Sites----- 28 Hours
- Maintain Park Buildings-----180.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----59 Man Hours
- Leaf Collection Hrs-----0

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 50.24 million gallons of raw water treated.
- Water Plant: 39.47 million gallons of finished water delivered.
- McMinnis Spring: 7.7 million gallons of finished water treated.
- McMinnis Spring: average 283,821 gallons per day and run time hours 17 a day.
- Reynolds Spring: 5.3 million gallons of finished water treated.
- Reynolds Spring: average 198,785 gallons per day and run time hours 10 a day.

Water Consumption From:

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

Water Sold:

- Town of Hurt 3,049,466 Gallons
-

Water Plant Averages for January 2015 :

- Weekday: **18.6** hrs / day of production
1,915,000 gallons treated / day
- Weekends: **15.0hrs** / day of production
1,492,500 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Hoists Inspected
- Installed New Smoke and Monoxide Detectors
- Continued Evaluation on River Pumps
- Continue Work to get Permit for Creek Clean out

Wastewater Department Report

- Repaired #3 Clarifier Gear Box Public Works assisted
- PCB Work Session
- Normal Monthly Work Session with Council
- Purchased replacement Utility Vehicle
- All Hoist at WWTP and WTP annual Inspection Kone Crane
- IALR sampled EOP for possible test site
- Wastewater Plant NPW system is down Staff working on repair
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

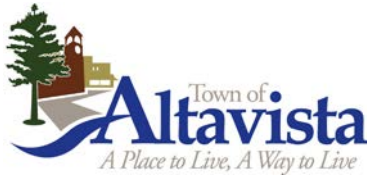
Sludge Processed	189	wet tons
Gallons of Water Treated	58.93	MG

Plant Efficiency

BOD Reduction	99%
TSS Reduction	93%

ACTS RIDER TALLY

Calendar Year Totals														
		Rider Totals		Miles Driven		Fare Box Revenue		*Days Run		Ave./per Day				
<u>2011</u>		10,919		40,392		\$ 3,783.00		272.5		40				
<u>2012</u>		15,265		45,706		\$ 5,329.50		281		54				
<u>2013</u>		17,760		45,358		\$ 5,721.00		282.5		63				
<u>2014</u>		23,511		47,856		\$ 6,924.94		302.5		78	*Summer Hours initiated			
<u>2015</u>		<u>3,235</u>		<u>6,972</u>		<u>\$ 1,499.89</u>		<u>42.5</u>		<u>76</u>	<u>YTD Numbers</u>			
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTALS</u>	<u>Net Gain</u>
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919	
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%
<u>2015</u>	1,644	<u>1,591</u>											3,235	126%
* Day is equivalent to 10 hours														



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

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Chamber of Commerce – *Uncle Billy's Day Request*

Background and discussion

The Altavista Area Chamber of Commerce, with financial assistance from the Town of Altavista, coordinates the annual Uncle Billy's Day festival. This year Mr. Gordon Bratz is chairing the Chamber's UBD Committee and would like to provide a brief update on the event planning to this point.

In addition, Mr. Bratz will be seeking approval for the Adult Beverage Area, which has been redesigned and slightly enlarged and will feature wine in addition to beer. The attached sketch shows the proposed layout of the Adult Beverage Area as designated by the double red lines. The hours of operation for the Adult Beverage Area are proposed for 6 p.m. to 10 p.m. on Friday and Saturday. The proposed layout and hours of operations have been reviewed by the Altavista Police Department and no issues are noted.

Recommendation

Approval of request, as presented.

Action(s) requested or suggested motion:

"I move that the request by the Altavista Chamber of Commerce to operate an Adult Beverage Area on Friday and Saturday of the Uncle Billy's Day festival be approved as presented."

Attachments: Correspondence from Chamber of Commerce's UBD Committee; Adult Beverage Area Sketch

March 4, 2015

Town Council Meeting, March 10, 2015

Presenter: Gordon Bratz, Member, Chamber Board of Directors and Chairman, 66th Annual (2015) Uncle Billy's Day Festival, June 5 & 6

Objectives:

- Safe, family-focused fun.
- Offer space expressly for exhibits by local businesses and non-profit groups.
- Increase number and variety of entertainment by local talent and by contracted bands.
- Marginally add to size of beer garden, operate one hour longer daily, and offer sales of wine and pizza; the latter by a local business.
- Advertise aggressively and widely; increase positive economic impact on town.

Law enforcement, EMS, traffic and ABC officials concur with objectives; envision no significant problems. Small increase in size of Beer & Wine Garden decreases the density of participants and increases the capability to observe behavior. Adding wine and pizza accedes to requests' plus has tempered beer consumption as evidenced by TGIF events..

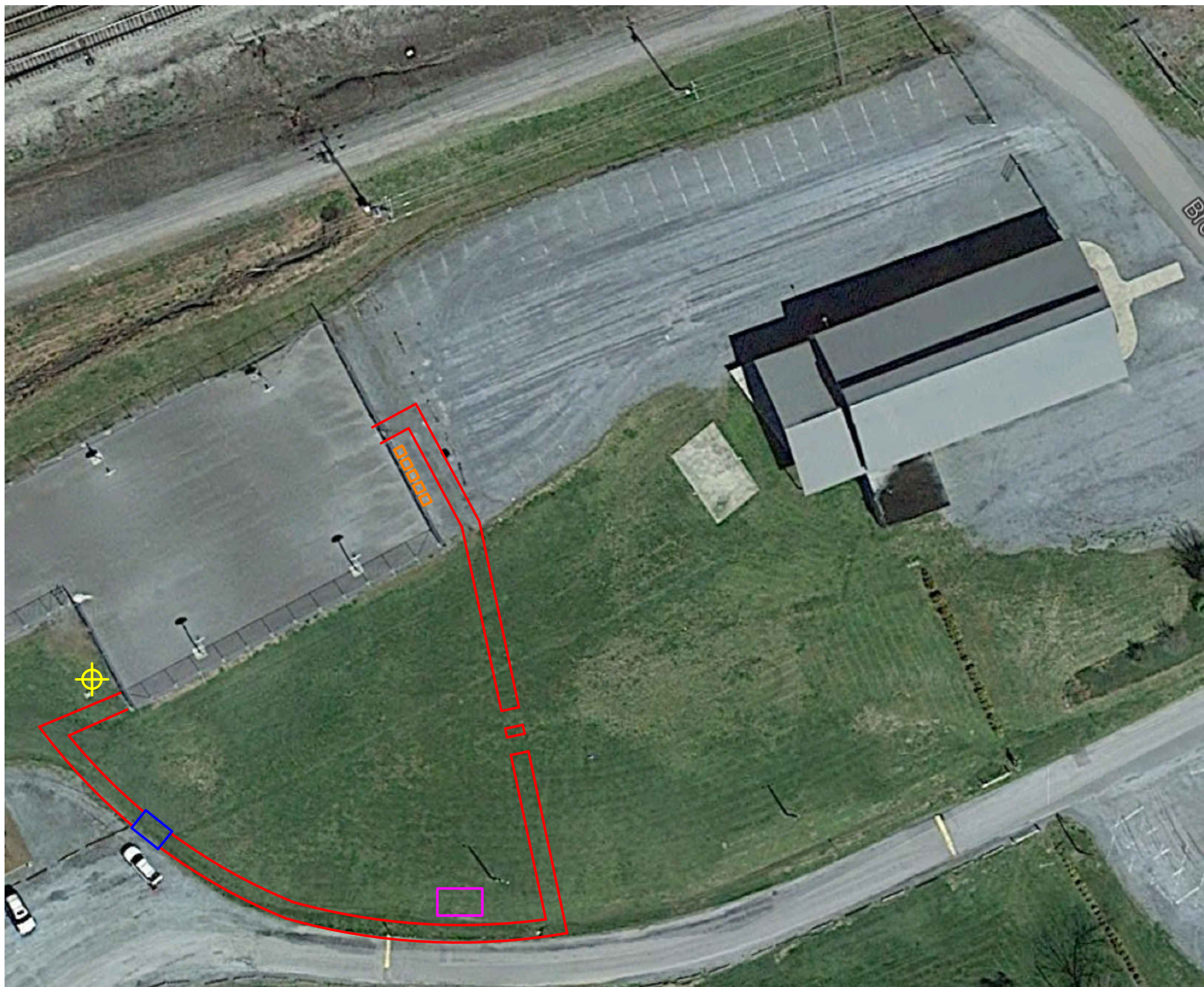
Town Public Works fully supportive.

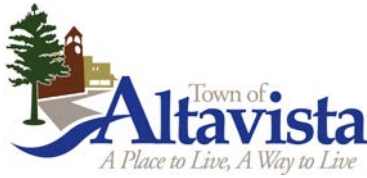
To date, 13 local businesses have said they will exhibit their products & services; more expected.

Readings to children will be given by re-enactors.

Art & Photography Show returns.

Carnival, antique cars, crafters, food vendors and fireworks show as at past festivals.





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

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Main Street (AOT) /Town ED Office reorganization matters

Background and discussion

At the April 8, 2014 Town Council meeting, the proposal for the part-time employee of AOT to become a part-time Town employee was approved. Due to changes in personnel in our Economic Development Office, the transition from AOT to the Town was delayed. At this time staff is ready to bring an individual on board and per direction we are providing to Council a job title, pay classification and job description. The job description for the Main Street Coordinator position is attached. The position is listed as a Grade Level 16 and is part time with an hourly range of \$17.46 – \$25.53.

Recommendation

Approval of job title, pay classification and job description, as presented.

Action(s) requested or suggested motion:

"I move that the job title, pay classification and job description for the Main Street position be approved."

Attachments: Minute excerpts from April 8, 2014 Town Council meeting; job description

April 8, 2014

Regular Council Meeting—April 8, 2014

- Administration
- Business License
- Community Development
- Economic Development
- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

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

Motion carried:

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

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

FY2015 Budget- Agency Requests

Mrs. Dalton advised following the March 24th Town Council Budget Work Session, the agency funding requests were forwarded to the Finance Committee for consideration. Based on discussion, the Committee recommends that the requests remain in the budget at this time and additional discussion be held, if necessary, as the process moves forward. She noted the items are in the budget, so no action is necessary based on the Committee's discussion.

AOT Reorganization/Town Economic Development Office

Mrs. Dalton reported previously staff inquired of the Town Council as to their willingness to consider a request for the AOT staff member to become a part-time Town employee in the Economic Development Office. Council was favorable to looking at the feasibility of this proposal. The Altavista on Track Board has voted to proceed with implementation of this reorganization assuming that it can be endorsed by the Virginia Main Street program's overseeing agency, the Department of Housing and Community Development (DHCD). A proposal is being reviewed by DHCD. Currently the Town budgets \$35,000 annually as a contribution to Altavista on Track (AOT) to assist with their operations, which includes the position. The proposal would utilize the existing funding of \$35,000, with \$30,000 for the part-time position and a few operational items and would provide a \$5,000 contribution to the AOT Board for items that would remain under their authority. Based on this proposal, staff recommended to the Committee that they give their approval of this reorganization, pending the approval of DHCD. Accordingly, the Committee recommends that Town Council approve the reorganization as outlined, if DHCD approves such action. If approved, staff will submit a job title, pay classification and job description for future approval.

Regular Council Meeting—April 8, 2014

Mrs. Dalton motioned that the AOT position be brought into the Town's Economic Development Office with \$30,000 of the annual contribution to AOT allocated to the departmental budget.

Motion carried:

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

Budget Amendments

Mrs. Dalton advised staff submitted the three budget amendments for the Finance/HR Committee to consider. The first budget amendment provides for the transfer of funds from the "Salaries and Wages/Regular" line item to the "Salaries and Wages- Overtime" line item in the amount of \$3,500. She noted with increased operational time to keep up with water demand, this increase is necessary. The current budget for this line item is \$25,000 with expenditures as of last payroll at \$26,300. The Committee recommends approval as presented.

Mrs. Dalton motioned that the budget amendment in the amount of \$3,500 for "Salaries & Wages/Overtime" be approved as presented.

Motion carried:

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

Mrs. Dalton stated this budget amendment provides for the transfer of funds from the Police Department's State Forfeiture Account to the General Fund's "Materials & Supplies/Drug Investigating" in the Police Department's budget in the amount of \$3,000. The current budget for this line item is \$10,000 and all money in that line item has been requested by the Police Department. The Committee recommends approval of the budget amendment, once the Police Committee has reviewed and endorsed

Mr. Edwards advised the Police Committee has reviewed this request and endorses.

Mrs. Dalton motioned the budget amendment in the amount of \$3,000 for "Materials/Supplies/Drug Investigations" be approved as presented.

Motion carried:

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

Mrs. Dalton advised the third budget amendment was addressed in the Consent Agenda portion of the budget as the Town Council had



Town of Altavista

MAIN STREET
Coordinator – PART-TIME

Dept: ADMINISTRATION

Grade Level: 16

GENERAL PURPOSE:

The position will be part-time and under the guidance of the Economic Development Director. The Economic Development Assistant's purpose is to maintain the AOT organization and the National Main Street affiliation, to support the Altavista Economic Development Authority and the Department of Economic Development. The focus will be on developing, implementing, managing and promoting programs and activities in concurrence with the National Main Street Program and assisting with the Economic Development Office's program of work. This position also provides administrative staff assistance to the Economic Development Director; performs other related work as required.

ESSENTIAL FUNCTIONS:

- Assist in the implementation of the department of Economic Development Strategic Plan
- Maintain and manage the AOT Board of Directors
- Maintain AOT board of directors monthly meetings; agendas; and board minutes
- Manage volunteers in community and AOT events
- Oversee volunteer implementation of AOT events
- Maintain and manage the AOT Organization, Promotion, ED and Design committees including AOT website and annual reports

QUALIFICATIONS:

Knowledge of:

- Operations, organizations, policies and ordinances that affect economic development
- Computer skills to include Microsoft Office
- Social Media engagement
- Budget management
- Volunteer management
- Not-for Profit management
- Strong organizational, time management and multi-tasking skills
- Event coordination
- Knowledge of basic office practices and procedures

Ability to:

- Prepare and maintain comprehensive economic development reports, memoranda, and other related correspondence.
- Communicate clearly

- Read, write and speak the English language at a level to efficiently perform the functions of the position
- Establish and maintain cooperative relationships with Town officials, employees, and the general public; maintain effective and cooperative relationships with various public groups and organizations
- Read, write and speak the English language at a level sufficient to efficiently perform the functions of the position.
- Represent the Town and attend various boards, committees and meetings.
- Analyze complex situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Maintain confidentiality of projects when appropriate.
- Meet schedules and time lines.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is applicable. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience planning and executing meetings, events coordination and volunteer management. Community and/or economic development experience is a plus along with non-profit experience.

Education:

High School diploma or equivalent with at least two years of college.

License and Certificates:

Possession of a valid Virginia State Driver's License.



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Main Street Waterline Project (*Project 1B*)

Background and discussion

Previously, Town Council approved the Design Phase for this project. WW Associates has provided a Construction Cost Estimate of \$1,770,000 (attached) with a project timeline from Advertisement to Final Completion of approximately eleven (11) months. Staff is currently working with the engineer on a proposal that would take care of the Advertising, Bidding and Execution of a Contract. Staff is also looking at potential other costs associated with the project, most notably construction inspection/contract administration.

The engineer's proposed project schedule is:

- Advertise April 5, 2015
- Prebid Conference April 16, 2015
- Bid Receipt April 30, 2015
- Town Council Award May 12, 2015
- Notice to Proceed June 1, 2015
- Substantial Completion January 31, 2016
- Final Completion February 29, 2016

As previously discussed, VDOT will be paving Main Street once the project is complete therefore we need to coordinate the completion of this project with the 2016 VDOT paving schedule. David Garrett is communicating with VDOT on this matter. It would appear that we could possibly move the process back one month and be in a better position, as long as the project stays on schedule, to hit the months in which VDOT traditionally paves.

Staff will be prepared to update Council on financial matters that may impact the funding of this project. We will be seeking direction from Council on how to proceed with this project, typically from the standpoint of if we are ready to proceed and how to fund the project.


Recommendation

None at this time.

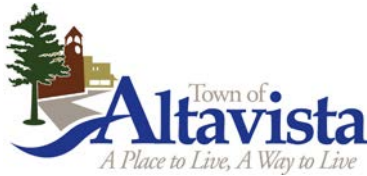
Action(s) requested or suggested motion:

Per Discussion.

Attachments: Construction Cost Estimate

Project:	Main Street Water Line Project 1B							<div><div>ENGINEERS SURVEYORS PLANNERS</div><div>ASSOCIATES</div><div><div>P. O. Box 4119 Lynchburg, VA 24502 Phone: 434.316.6080</div><div>3040 Avemore Square Place Charlottesville, VA 22911 Phone: 434.984.2700</div></div><div>www.wvassociates.net</div></div>	
Location:	Town of Altavista, VA								
WWA Project No:	214066.03								
Date:	3/515								
Estimate By:	JMF								
Checked By:	RBS/HFW								
Status:	Final								
Page:	1 of 1								
Description:	Construction Costs								
Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost	
Mobilization	LS	\$1			\$100,000	\$100,000	\$100,000	\$ 100,000	
12" Pressure Class 350 D.I. Water Main Piping	LF	6,700	\$40	\$268,000	\$40	\$268,000	\$80	\$ 536,000	
Fire Hydrant Assembly	EA	7	\$2,305	\$16,135	\$335	\$2,345	\$2,640	\$ 18,480	
12" Gate Valve w/Valve Box	EA	7	\$1,550	\$10,850	\$210	\$1,470	\$1,760	\$ 12,320	
Near Side Service Connection	EA	20	\$25	\$500	\$200	\$4,000	\$225	\$ 4,500	
Far Side Service Connection	EA	20	\$100	\$2,000	\$400	\$8,000	\$500	\$ 10,000	
Trench Excavation & Backfill (3' Wide/4' Deep)	CY	3,000	0	\$0	\$8	\$24,000	\$8	\$ 24,000	
Rock Excavation (Estimate 10% All Excavation is in Rock)	CY	300	0	\$0	\$85	\$25,500	\$85	\$ 25,500	
Coarse Aggregate Fill (to Replace Excavated Rock)	CY	300	\$32	\$9,600	\$8	\$2,400	\$40	\$ 12,000	
Saw Cut Existing Pavement (each side of trench on Main St.)	LF	13,400	\$0	\$0	\$2	\$26,800	\$2	\$ 26,800	
VDOT No. 21B aggregate backfill and base	Tons	4,900	\$10	\$49,000	\$10	\$49,000	\$20	\$ 98,000	
VDOT BM-25.0 Asphalt Base (10"thick x 5'wide)	Tons	1,850	\$35	\$64,750	\$35	\$64,750	\$70	\$ 129,500	
Tack Coat (.10 Gal/SY)	Gal	520	\$1	\$520	\$1	\$520	\$2	\$ 1,040	
VDOT SM-9.5A Surface Asphalt (1.5" thick x 5' wide)	Tons	270	\$35	\$9,450	\$35	\$9,450	\$70	\$ 18,900	
8-inch Water Main									
8-inch Pressure Class 52 DIP	LF	1,750	\$30	\$52,500	\$30	\$52,500	\$60	\$ 105,000	
Excavation (3.0' wide x 4' deep)	CY	778	\$0	\$0	\$4	\$3,111	\$8	\$ 6,222	
Rock Excavation (Estimate 10% All Excavation is in Rock)	CY	78	0	\$0	\$85	\$6,611	\$85	\$ 6,611	
Coarse Aggregate Fill (to Replace Excavated Rock)	CY	78	\$32	\$2,489	\$8	\$622	\$40	\$ 3,111	
Pipe Bedding VDOT No. 21A (4-inches)	Tons	90	\$10	\$900	\$10	\$900	\$20	\$ 1,800	
Backfill and compact soil material	CY	770	\$0	\$0	\$6	\$4,620	\$6	\$ 4,620	
Service Connections (Near Side)	EA	15	\$25	\$375	\$200	\$3,000	\$225	\$ 3,375	
Service Connections (Far Side)	EA	15	\$100	\$1,500	\$400	\$6,000	\$500	\$ 7,500	
Fire Hydrant Assembly	EA	4	\$2,305	\$9,220	\$335	\$1,340	\$2,640	\$ 10,560	
8-inch Gate Valve w/ Valve Box	EA	6	\$855	\$5,130	\$210	\$1,260	\$1,065	\$ 6,390	
Air Release Valve Assembly	EA	1	\$3,000	\$3,000	\$1,000	\$1,000	\$4,000	\$ 4,000	
Saw Cut Existing Pavement (each side of trench)	LF	3,500	\$0	\$0	\$2	\$7,000	\$2	\$ 7,000	
VDOT No. 21B aggregate backfill and base	Tons	1,300	\$10	\$13,000	\$10	\$13,000	\$20	\$ 26,000	
VDOT BM-25.0 Asphalt Base (10"thick x 5'wide)	Tons	480	\$35	\$16,800	\$35	\$16,800	\$70	\$ 33,600	

Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost
Tack Coat (.10 Gal/SY)	Gal	130	\$1	\$130	\$1	\$130	\$2	\$ 260
VDOT SM-9.5A Surface Asphalt (1.5" thick x 5' wide)	Tons	70	\$35	\$2,450	\$35	\$2,450	\$70	\$ 4,900
Traffic Control	LS	1	\$0	\$0	\$20,000	\$20,000	\$20,000	\$ 20,000
Seeding, E&S Control	LS	2	\$500	\$1,000	\$2,000	\$4,000	\$2,500	\$ 5,000
Subtotals:				\$539,299		\$730,579		\$ 1,269,878
5.3% Sales Tax on Materials								\$ 26,814
						SUBTOTAL		\$ 1,296,692
				CONSTRUCTION MARKUP @ 30%				\$ 389,008
					CONTINGENCY OF 5%			\$ 84,285
			TOTAL AFTER CONSTRUCTION MARKUP					\$ 1,770,000



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

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Melinda Water Tank pressure issues

Background and discussion

At your last Town Council Work Session, David Garret, Director of Public Works and Utilities gave an update on various topics. David specifically mentioned issues regarding water pressure for citizens in close proximity to the tank and the ability to only use a very limited amount of water from the tank due to those pressure issues.

Since that update, David has drafted correspondence regarding the need to begin the process to correct these issues. In addition, David requested and received from WW Associates a proposal for the engineering services associated with such a project. The proposal is a lump sum of \$85,000. The engineer's Concept Cost Estimate for the project is approximately \$553,700; this figure includes construction (\$522,600), 5% contingency (\$26,100) and easement costs (\$5,000). At this time, staff is seeking Council's guidance on this project. Total project cost is estimated at \$638,700. Staff will provide options for funding the project, at the Council meeting.

Recommendation

Approval of engineering proposal, if a funding source is identified for the project.

Action(s) requested or suggested motion:

"I move that the WW Associates proposal for Engineering Design Services for the Melinda High Pressure Zone project in the amount of \$85,000 be approved."

Attachments: Memo from David Garrett (Director of Public Works/Utilities); WW Associates proposal; WW Associates Concept Cost Estimate; and Project maps

INTEROFFICE MEMORANDUM

TO: WAVERLY COGGSDALE
TOWN MANAGER

FROM: DAVID GARRETT
PUBLIC WORKS DIRECTOR

SUBJECT: MELINDA WATER TANK

DATE: MARCH 3, 2015

CC:

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

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

As public works director, I feel that it is very important to improve and correct this deficiency in order to provide the available pressure to the residences adjacent to the Melinda Tank, and also access the water stored in the Melinda Tank to supply the Bedford zone. The Town Staff and I have been working with our Engineers to study and review this problem. After reviewing, the Town Staff and WW Associates is recommending that we move forward to create a separate boosted pump, and pressurized tank, with a high pressure system to serve the residences in close proximity to the Melinda Tank.

We would like to recommend and get approval to move forward with the design of this high pressure system. The high pressure zone will be served by booster pumps and a hydro pneumatic tank supplied by the Melinda Tank. A pre-engineered concrete building will be constructed on the Melinda Tank site to house the booster pumps, piping, and controls for the hydro pneumatic tank. The higher pressure water will be connected to the

existing meters for 27 residences along Melinda Drive and Avondale Drive via new four-inch water lines. A six-inch manifold line will convey the water from the booster station to Avondale Drive and Melinda Drive. The four-inch lines will be installed in the Town right-of-way, while the manifold line will require an easement.

Thanks you for your time and consideration in this matter. Should you have any question, please do not hesitate to let me know.



March 2, 2015

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

Re: Engineering Design Services
Melinda High Pressure Zone

Dear Mr. Garrett:

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

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

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

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

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

lines. A six-inch manifold line will convey the water from the booster station to Avondale Drive and Melinda Drive. The four-inch lines will be installed in the Town right-of-way, while the manifold line will require an easement.

Our scope of services will include:

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

We propose to provide these engineering and surveying services for the following lump sum fees:

<u>Task</u>	<u>Lump Sum Fee</u>
Preliminary Engineering Report	\$ 6,000
Field Survey and Base Map Preparation	\$ 7,500
Preparation of one easement plat	\$ 1,500
Design Services	\$ 40,000
Bidding Services	\$ 3,000
Construction Services	\$ 25,000
Post-Construction Services	<u>\$ 2,000</u>
Total	\$ 85,000

This proposal is based on the following considerations:

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


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

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

Sincerely,

WW Associates, Inc.


Town of Altavista, Virginia

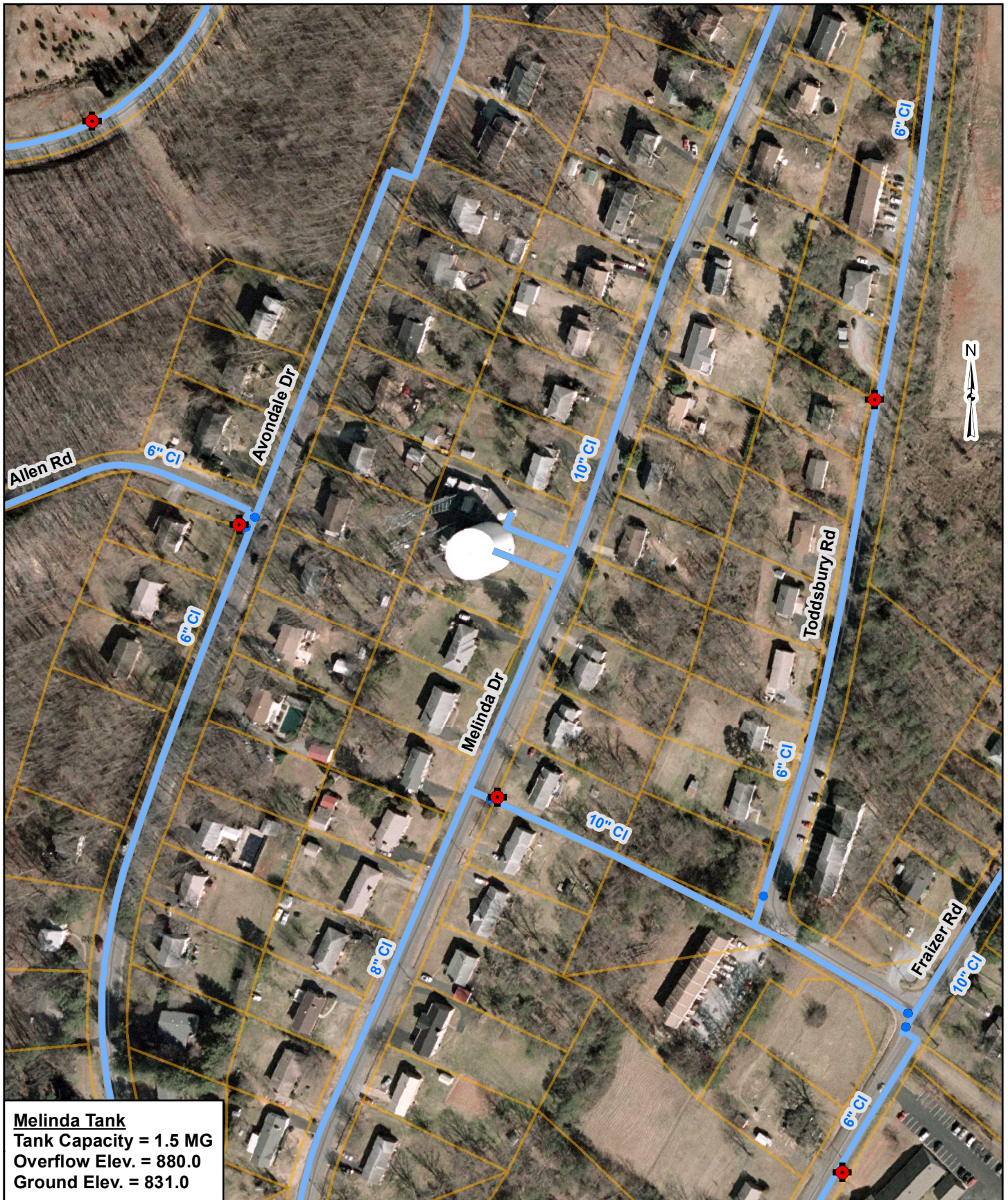


Ronald B. Smith, P.E.
Senior Associate

David T. Garrett Date
Director of Public Works/Utilities

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

Project:	Melinda Drive High Pressure Zone						 <div>ENGINEERS SURVEYORS PLANNERS</div> <div>ASSOCIATES</div> <div><div>P. O. Box 4119 Lynchburg, VA 24502 Phone: 434.316.6080</div><div>3040 Avemore Square Place Charlottesville, VA 22911 Phone: 434.984.2700</div></div> <div>www.wwassociates.net</div>	
Location:	Town of Altavista, VA							
WWA Project No:								
Date:	25-Jul-14							
Estimate By:	JMF							
Checked By:	RBS/HFW							
Status:	Preliminary							
Page:	1 of 1							
Description:	Concept Cost Estimate							
Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost
Booster Pump Station	EA	1	\$150,000	\$150,000	\$100,000	\$100,000	\$250,000	\$ 250,000
10-inch Wet Tap	EA	1	\$5,000	\$5,000	\$3,000	\$3,000	\$8,000	\$ 8,000
6-inch Water Line	LF	485	\$25	\$12,125	\$25	\$12,125	\$50	\$ 24,250
4-inch Water Line	LF	2,080	\$20	\$41,600	\$20	\$41,600	\$40	\$ 83,200
Service Laterals	EA	30	\$100	\$3,000	\$300	\$9,000	\$400	\$ 12,000
Blow-Off Assembly	EA	4	\$500	\$2,000	\$1,000	\$4,000	\$1,500	\$ 6,000
Pavement Repair (4" water line)	Tons	76	\$50	\$3,800	\$50	\$3,800	\$100	\$ 7,600
Subtotals:				\$217,525		\$173,525		\$ 391,100
5% Sales Tax on Materials								\$ 10,900
						SUBTOTAL		\$ 402,000
					CONSTRUCTION MARKUP @ 30%			\$ 120,600
					CONSTRUCTION TOTAL			\$ 522,600
					CONTINGENCY OF 5%			\$ 26,100
				ENGINEERING & ADMINISTRATION @ 15%				\$ 78,390
					EASEMENT BUDGET			\$ 5,000
					TOTAL PROJECT			\$ 633,000



Melinda Tank
 Tank Capacity = 1.5 MG
 Overflow Elev. = 880.0
 Ground Elev. = 831.0

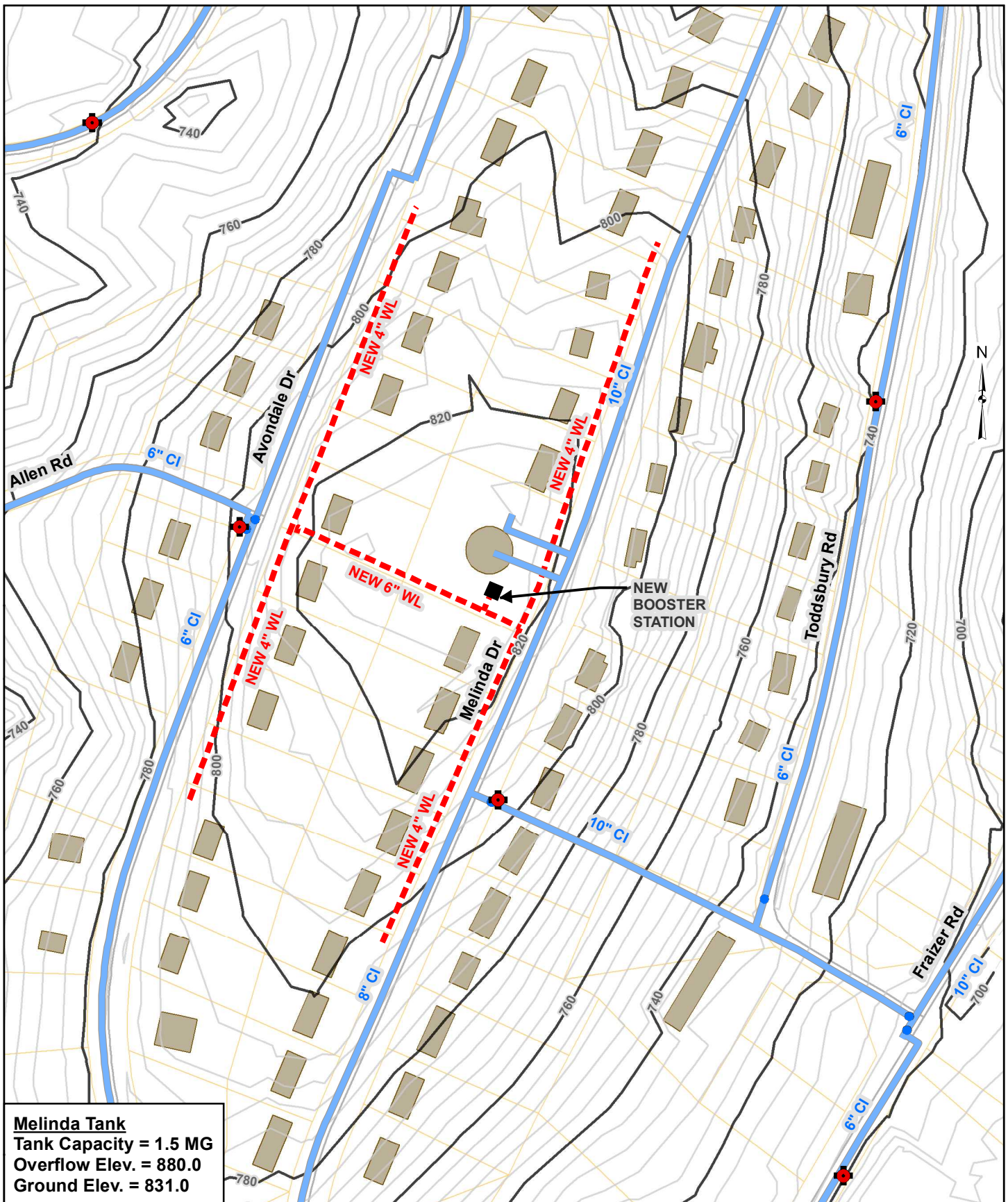
IF THIS DRAWING IS A REDUCTION
 GRAPHIC SCALE MUST BE USED

Aerial Imagery© 2007 Commonwealth of Virginia

200 100 0 200 Feet

W ENGINEERS
W SURVEYORS
 PLANNERS
ASSOCIATES
 P.O. Box 4119 3040 Avemore Square Place
 Lynchburg, VA 24502 Charlottesville, VA 22911
 Phone: 434.316.6080 Phone: 434.984.2700
 www.wwassociates.net

DESIGNED BY:	PROJECT:		
DRAWN BY:	Town of Altavista, Virginia		
CLP	TITLE:		
REVIEWED BY:	Melinda Storage Tank		
HFW	FILE NAME:		
WWA NUMBER:	6.00	MelindaTank.mxd	SCALE:
			1" = 200'
			DATE:
			07/18/14



Melinda Tank
 Tank Capacity = 1.5 MG
 Overflow Elev. = 880.0
 Ground Elev. = 831.0

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200 100 0 200 Feet

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 Phone: 434.316.6080 Phone: 434.984.2700
 www.wwassociates.net

DESIGNED BY:	PROJECT: <i>Town of Altavista, Virginia</i>		
DRAWN BY: CLP	TITLE: <i>Melinda Storage Tank Proposed Water Line</i>		
REVIEWED BY: HFW			
WWA NUMBER: 6.00	FILE NAME: <i>MelindaTank.mxd</i>	SCALE: 1" = 200'	DATE: 07/23/14



Town Manager's Report – For Month of February 2014

Bedford Avenue Waterline Project (Project 1A)

- Contractor has three crews working on the project. The crews are working on 1) waterline crossing Main Street just north of McDonalds; 2) Bedford Avenue main waterline installation; and 3) Installation of waterlines along side streets (currently working on 10th Street, 11th Street and Myrtle Lane.
- Six (6) days of work were missed due to weather.
- Monthly Construction Meeting Notes are attached.

WWTP EOP – PCB Remediation

- Dr. Sowers postponed, due to weather, his latest scheduled visit to deploy his latest research efforts.
- Scott Rice, EPA Region III, is working with EPA's internal management in regard to options for continued research for remediation efforts. Expect to hear from Mr. Rice on Wednesday, March 18th.
- Dr. Scott Lowman (IALR) is scheduled to begin sampling of the south side of the pond the second week of March.
- Staff is working on a draft letter to Virginia DEQ.
- Councilman Edwards has indicated an opportunity for Council to communicate with Dr. Kelly Hurt. **Direction from Council on if and/or how to move forward on this item is requested.**

Code of Conduct

- Staff has developed several "drafts" of Code of Conduct/Ethics for Town Council's review. These documents are based on existing policies of other localities. This item was previously referred to be included on the Town Council's Annual Retreat agenda.



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

**Payment Meeting No. 4
March 3, 2015 – 3:30 pm**

MINUTES

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

1. Field Work: *One crew coming up from the railroad crossing, one crew on 10th Street, one crew on Bedford Avenue. Contractor planning to test from water plant to the Booker builder. Six inclement weather days are claimed.*
2. Construction Inspector's Report:
 - a. WWA requested a report from the inspector regarding rain days.
 - b. Contractor to call VA Traffic at the beginning and end of every day.
 - c. Compaction testing will be performed on previously installed work to ensure compliance with the specifications.
 - d. *Clean up material along the ROW, consolidate to laydown areas.*
 - e. *Contractor asked to be attentive to site cleanliness in preparation for Sunday church services.*
 - f. *Contractor to be mindful of the storage of materials and disturbance at the cemetery. Owner requests that no vehicles be parked there.*
3. VDOT Comments:
 - a. ~~VDOT is requiring an asphalt trench patch, either hot mix or cold, upon installation of pipe in the roadway.~~
 - b. A deviation from the standard traffic management requirements was requested by the Contractor at the intersection at Bedford and 7th Street. VDOT will look at this request. Contractor to call VDOT prior to placing traffic management in service at this location. *Contract has coordinated with VDOT.*
 - c. ~~Contractor was warned to comply with VDOT Land Use Permit restrictions.~~
 - d. Contractor to perform lane closures on Main Street. The proposed detour is not authorized by VDOT.

- e. Signalized intersections shall be converted to flashing prior to allowing Contractors forces to flag traffic. Contact VDOT to schedule flashing the signals. *Contractor has coordinated with VDOT.*
 - f. *VDOT will allow Saturday work if requested by the Contractor and authorized by the Owner.*
 - g. *VDOT contacted by homeowner for a new VDOT entrance. VDOT to provide LUP to homeowner with note that the work to be paid for by him.*
 - h. *WWA to verify how driveway aprons are to be replaced, either whole or part.*
UPDATE – Disturbed driveway entrances are to be replaced with CG-9 entrances as detailed in the construction documents.
4. Easements / Property access:
- a. ~~Fire hydrant at Bedford Avenue and 11th Street. WWA to determine if this hydrant needs to be relocated to the 11th Street right of way. It is suggested that the hydrant may be moved to the corner across 11th Street. Field verify the location prior to making an official determination.~~
 - b. McDonald's Easement: plat is delivered. Need to develop an agreement with McDonalds
 - c. Temporary easement at Clark property (attached)
 - d. Contractor directed to inform Engineer if an access issue is identified.
5. RFIs: None.
6. Changes:
- a. Change Proposal Request: New 16x16 tee, 8" valve, 8x16 reducer, and blind flange. Use all mechanical joints.
 - b. ~~WWA to issue Work Change Directive #2 for the following work:~~
 - i. ~~Delete 4 meter replacements at Main & Broad Street. These water meters were replaced during the recent streetscape improvements on Broad Street.~~
 - ii. ~~Provide new 1-inch tap, with meter box, and yoke for a future irrigation connection at McDonalds. The town will supply the materials.~~
 - iii. ~~Delete 8-inch line, valve, wet tap, and 1-inch water line to an existing fire plug. This new water line will connect to an existing 1-inch water line recently installed to serve a residence at the end of town. Abandon and remove the existing fire hydrant.~~
 - iv. *Work Change Directive #2 issued discussed and will be officially issued shortly.*
7. Shop Drawings: *None.*
- a. ~~Directional drilling requirements—fluid use logs and pulling stress logs. Contractor to provide the required documentation upon completion of drilling activities. Expected by the next project meeting.~~

8. Permits:

- a. VMRC – River crossing adjustment
- b. Engineer to send drawings to VMRC for record.

9. Schedule:

- a. Contractor warned that current production rates are behind what is required to complete the project on time. The Contractor expects the three crews on site to significantly increase production. WWA and Town to continue to monitor the work progress vs. the schedule. *In the month of February, production improved due to the additional crews. The contractor is recovering time in the schedule.*

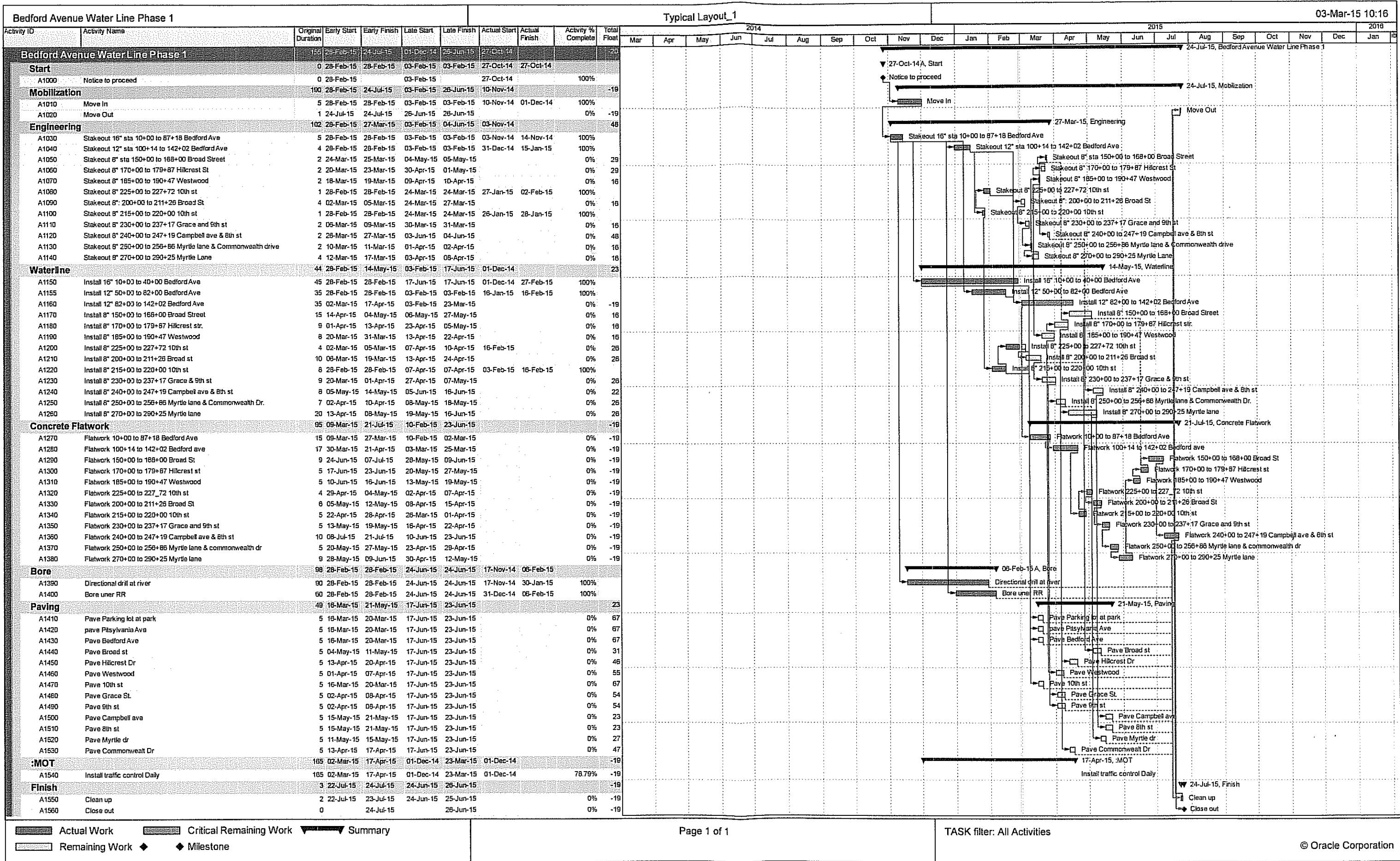
10. Upcoming Information needed:

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. *The Town was notified of the potential loss of a long time resident and benefactor of the community. The Contractor was asked to anticipate a funeral at Lane Memorial and provide support as needed.*

12. Pay Request: No. 4: Contractor distributed the pay request for review (attached).

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



Actual Work

Critical Remaining Work

Summary

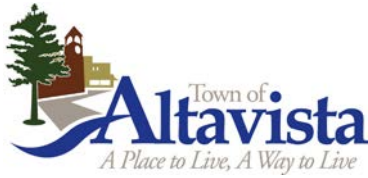
Remaining Work

Milestone

Page 1 of 1

TASK filter: All Activities

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

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Informational Items/Late Arriving Matters

Articles / Items of Interest

Attached are the following:

- **Campbell County correspondence – Precision Blasting - Explosive Storage/Use Permits**
- **DEQ – Altavista Power Station Notice**
- **VDOT – “Buy America” Resolution Correspondence**

COUNTY OF CAMPBELL



Director

Tracy M. Fairchild

Altavista (434) 592-9540
Brookneal (434) 283-9540
Lynchburg (434) 592-9540
Rustburg (434) 332-9540

Deputy Directors

Randall P. Johnson
Michelle Turner
Myra Simpson

Animal Warden

J. Benny David, JR.

DEPARTMENT OF PUBLIC SAFETY
34 COMMUNICATIONS LANE
P.O. BOX 500, RUSTBURG, VIRGINIA 24588
www.co.campbell.va.us

FAX NO. (434) 332-2957

February 27, 2015

Explosive Storage Permit

Precision Blasting, Incorporated
2415 Caroline Road
P.O. Box 785
Flatwoods, Kentucky 41139
(606) 836-2600

Precision Blasting is hereby authorized to store explosives on site March 14, 2015 during blasting operations at 104 Wood Lane, Altavista, VA 24517. According to the permit storage up to 18 lbs Det cord classified 1.4D explosives with a maximum storage capacity of 100 lbs in a type 3 magazine. They are also authorized a maximum storage capacity of 1000 detonators in a type 3 magazine. The detonator type is Electric. The maximum number of detonators to be stored is 250. The DOT classification of the detonators is 1.4B. This permit is issued, based on the storage being in accordance with the Statewide Fire Prevention Code.

This permit expires: March 15, 2015.

Randall Johnson

Deputy Director/Fire Marshal

COUNTY OF CAMPBELL



Director

Tracy M. Fairchild

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Brookneal (434) 283-9540
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February 27, 2015

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This permit expires: March 15, 2015.

Randall Johnson

Deputy Director/Fire Marshal



COMMONWEALTH of VIRGINIA

Molly Joseph Ward
Secretary of Natural Resources

DEPARTMENT OF ENVIRONMENTAL QUALITY

Blue Ridge Regional Office

www.deq.virginia.gov

Lynchburg Office
7705 Timberlake Road
Lynchburg, Virginia 24502
(434) 582-5120
Fax (434) 582-5125

David K. Paylor
Director

Robert J. Weld
Regional Director

Roanoke Office
3019 Peters Creek Road
Roanoke, Virginia 24019
(540) 562-6700
Fax (540) 562-6725

J. Waverly Coggsdale, III
Town Manager, Town of Altavista
P.O. Box 420
510 Seventh Street
Altavista, VA 24517

Dear Mr. Coggsdale:

On April 9, 2014, Virginia Electric and Power Company (VEPCo) applied for amendment of their permits dated May 22, 2012 which modified the Altavista Power Station (APS) from a coal/wood-fired electricity generating facility to a biomass-fired facility. APS is located at 104 Wood Lane, in Altavista, Virginia. The current significant amendment results from requested changes to the permits since the magnitude of biomass fuel variability (i.e., both moisture content and species mix) is greater than was anticipated. The 2012 project was subject to major new source review (PSD) permitting for carbon monoxide, and minor new source review (mNSR) permitting was also required to implement conforming changes to the permitted facility for pollutants not subject to PSD for the project. Both the PSD and mNSR permit approvals are housed the single permit document dated May 22, 2012.

In accordance with the Virginia Air Pollution Law section 10.1-1307.01, the DEQ is required to furnish local officials with copies of public notices regarding any major permit affecting their locality. Attached is a notice by the DEQ, publishing on 2/25/15 in Lynchburg's *The News & Advance* announcing a public hearing to be held on 3/31/15 for the purpose of accepting public comments for the proposed permit amendment.

Should you have any questions with regard to the proposed permit contact me by phone at 434-582-6205 or fax at 434-582-5125.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. H. Berkeley".

Thomas H. Berkeley, PE
Senior Environmental Engineer

Attachment: APS public notice

Public Notice – Environmental Permit

PURPOSE OF NOTICE: To seek public comment and announce a public hearing on a draft significant amendment of permits from the Department of Environmental Quality to limit air pollution from a facility in Campbell County, Virginia.

PUBLIC COMMENT PERIOD: February 25, 2015 to April 15, 2015.

PUBLIC HEARING: Altavista Town Council Chambers at 510 Seventh St. in Altavista, Virginia, on March 31, 2015 starting at 6:30 p.m.

PERMIT NAME: Significant Amendment of the Major Source and Minor Source Construction Permits issued by DEQ on May 22, 2012, under the authority of the Air Pollution Control Board

APPLICANT NAME AND REGISTRATION NUMBER: Virginia Electric and Power Company: 30859

FACILITY NAME AND ADDRESS: Altavista Power Station, 104 Wood Lane, Altavista, Virginia 24517-1450

PROJECT DESCRIPTION: The Virginia Electric and Power Company has applied for amendment of their permits which modified the Altavista Power Station from a coal/wood-fired electricity generating facility to a biomass-fired facility. The significant amendment results from requested changes to the permits since the magnitude of biomass fuel variability (i.e., both moisture content and species mix) is greater than was anticipated. One of the requested changes is to expand the use of both natural gas and No. 2 fuel oil from fuels for startup only to add the use of these fuels during shutdown and during regular operation for flame stabilization. The facility is classified as a major source of air pollution and is located at 104 Wood Lane in Altavista. The 2012 project was subject to major new source review for carbon monoxide, for which there is no increment. The maximum annual emissions of air pollutants from the facility are not changing and are: SO₂ (38.2 tons/yr), NO_x (412.4 tons/yr), CO (916.4 tons/yr), VOC (43.2 tons/yr), PM (102.4 tons/yr), PM₁₀ (71.7 tons/yr), PM_{2.5} (66.7 tons/yr). The applicant proposes to use approximately 800,000 tons/yr of the principle fuel, woody biomass, and as much as 60,000 gal/yr of No. 2 fuel oil and 981 x 10⁶ cubic feet of natural gas. There is no change to the technologies used to control the air pollution from the facility which are fabric filters, flue gas desulfurization, selective non-catalytic reduction, staged combustion, and continuous fuel feed. No adverse impact on air quality near the facility is expected from the proposed project.

HOW TO COMMENT AND/OR REQUEST BOARD CONSIDERATION: DEQ accepts comments and requests for Board consideration by e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for Board consideration must also include: 1) The reason why Board consideration is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. Board consideration may be granted if public response is significant, based on individual requests for Board consideration, and there are substantial, disputed issues relevant to the permit.

Contact for public comments, document requests and additional information: Tom Berkeley; Blue Ridge Regional Office, 7705 Timberlake Rd, Lynchburg, VA 24502; Phone: (434) 582-6205; E-mail: Thomas.Berkeley@deq.virginia.gov; Fax: (434) 582-5125 The public may review the draft amendment to the permits and application at the DEQ office named above or may request copies of the documents from the contact person listed above.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Charles A. Kilpatrick, P.E.
Commissioner

RECEIVED
FEDERAL HIGHWAY ADMINISTRATION

FEB 12 2015

February 12, 2015

VIRGINIA DIVISION OFFICE
RICHMOND, VIRGINIA

Ms. Irene Rico
FHWA Virginia Division Administrator
400 North 8th Street, Suite 750
Richmond, VA 23219-4825

ATTN: R. Wayne Fedora, FHWA Virginia Division Assistant Division Administrator

RE: Buy America Non-compliance, Town of Altavista - UPC 102837/80827

Dear Ms. Rico:

As you may be aware, VDOT has been consulting with your office and with the Town of Altavista to resolve an issue of non-compliance with federal "Buy America" provisions on the above referenced project. As discussed, there are a number of extenuating circumstances regarding this issue: the materials in question were funded solely with local funds, the project was advertised during the transition of specifications relative to Buy-America, and the locality self-reported the non-compliance. A complete summary of the issue is attached for your reference.

On January 28, 2015, staff members from your office and VDOT discussed a resolution to the non-compliance issue and agreed that a penalty valued at the cost of the non-compliant material as delivered and incorporated into the project would be satisfactory to both of our offices. The value of the non-compliant material is \$7,441.

Subsequently, my staff met with Altavista's Town Manager on February 3, 2015 to discuss the issue and bring forth a final resolution. The Town acknowledges the issue of non-compliance and understands that the federal participation on the project will be reduced by an amount equivalent to the value of such material.


Accordingly, we are seeking final written concurrence from your office on this resolution. For your convenience, we have included a signatory line, below. Upon your concurrence, we will reduce the federal agreement for the above referenced project by \$7,441.

Ms. Irene Rico
February 12, 2015
Page Two

I am very grateful for your staff's time and assistance working through this issue. As discussed, we are planning a statewide webinar on Buy-America compliance for our local partners. Continuing outreach and education are critical to preventing similar situations in the future. I appreciate your commitment to partner with us on the delivery of that session and other outreach efforts aimed at delivery of the local program.

If you have any questions, please feel free to contact Jennifer DeBruhl at (804)786-0334.


Sincerely,



Charles A. Kilpatrick, P.E.
Commissioner of Highways


Attachment

FHWA CONCURRENCE/APPROVAL:



Signature and Date

Feb 23, 2015



Name and Title

Project: Town of Altavista; Downtown Streetscape and Infrastructure Improvements

VDOT UPCs: 102837/80827

Total Contract Value (low bid): \$2,158,843.30

Construction Contractor: Carolina Paving

Total CEI and Contingency: \$321,282.17

CEI Consultant: Wiley and Wilson

Funding Breakdown:

As we discussed, the Town of Altavista administered a streetscape project partially funded with federal-aid. A significant portion of the project funding is, however, with non-participating local funds. Table 1 outlines the funding amounts from participating and non-participating sources.

Fund Source	CN	CEI and Contingency
<i>Federal Participating Funds @ 80%</i>	\$767,224.24	\$159,833.21
<i>State/Local Matching Funds @ 20%</i>	\$191,806.06	\$39,958.30
<i>Local Funds – Non-participating</i>	\$1,199,813.00	\$121,490.65

Table 1 – Funding Sources

Special Provision Used in Contract Documents:

During the final walkthrough of the project, the Assistant Town Manager identified steel materials that did not appear to meet Buy America Provisions, as outlined in the contract. The complete special provision used in the contract is attached (SPecialPRovisionforBuyAmericaAltavista.pdf). The special provision in the contract required certification of steel materials before final payment (“old” provision) rather than certification throughout project (“new” provision). The following is the specific language:

Certification of Compliance:

Where domestic material is supplied, **prior to final payment** the Contractor shall furnish to the Department a certificate of compliance (such as may be furnished by steel mill test reports) that all steel and/or iron products supplied to the project except as may be permitted (one-tenth of one percent of the total contract cost or \$2,500, whichever is greater) and permanently incorporated into the work satisfies the domestic requirements herein. This certification shall contain a definitive statement about the origin of all products covered under the provisions of Buy America as stated herein.

In lieu of the Contractor providing personal certification, the Contractor may furnish a stepped certification in which each handler of the product, such as supplier, fabricator, manufacturer, processor, etc. furnishes an individual certification that their step in the process was domestically performed.

Minimal Use of Foreign Steel:

We have investigated the possibility that the steel incorporated into the project might meet the minimal use of foreign steel provisions in the federal regulations. It does not appear so as illustrated in Table 2.

Buy America Associated Issues		
<i>Value of Steel Materials in Project subject to Buy America Provisions, as installed (per contract bid items)</i>	\$31,750	All utility work, including all steel subject to Buy America provisions, were considered ineligible expenses and were to be paid with local non-matching funds.
<i>Value of Steel Materials in Project Subject to Buy America Provisions, as delivered (per invoices obtained from contractor, see Table 3 for itemization)</i>	\$7,441	
<i>.1 of 1% of Contract Value</i>	\$2,159	
<i>Buy America Minimum Value</i>	\$2,500	

Table 2 – Buy America Associated Minimal Use Determination

Itemized Non-Compliant Material, as delivered				
	Description	Qty out of compliance - Contractors Material Costs as Delivered		
BID ITEM	Bid Schedule A – Sanitary Sewer Items	Qty	Unit Price	Total Value
10	Cleanout Frame & Cover	27	\$48.91	\$1320.57
17	MH Frame & Cover	7	\$283.62	\$1985.34
18	Waterproof MH Frame & Cover	8	\$308.89	\$2471.12
	Subtotal			\$5777.03
	Bid Schedule B – Storm Sewer Items			
	Description	Qty	Unit Price	Total Value
26	MH Frame & Cover	3	\$283.62	\$850.86
	Subtotal			\$850.86
	Bid Schedule C – Waterline Items			
	Description	Qty	Unit Price	Total Value
7	10" Valve & Box	1	\$54.21	\$54.21
8	8" Valve & Box	2	\$54.21	\$108.42
9	6" Valve & Box	10	\$54.21	\$542.10
11	2" Valve & Box	2	\$54.21	\$108.42
	Subtotal			\$813.16
	Total			\$7441.05

Table 3

PreConstruction Meeting: A preconstruction meeting was held and the requirements of the Buy America provisions were discussed with the Town and their contractor (See meeting minutes attached). As noted in the summary provided by the District, there was a significant conversation during the preconstruction meeting regarding the applicability of the Buy America regulations to the locally funded part of the project.

Town of Altavista Responsible Person: The duty of the Responsible Person was assigned to Assistant Town Manager Dan Witt. Mr. Witt employed the services of John Tomlin, the Public Works Director, and Phillip Jacob, another Public Works employee, to provide on-site, daily local government representation. Mr. Witt attended and facilitated monthly (at a minimum) progress meetings with the Contractor, Consultant, and Town staff. Mr. Tomlin had almost daily project involvement until he retired near the end of the project. Mr. Phillip Jacob was a part time employee in charge of day-today review of project inspections and materials.

Other Considerations

As noted in the District summary, the Town has initiated action against the contractor and the consultant by bringing the attention to their non-compliance. The CEI consultant is denying all culpability. Further legal action to be taken by the Town will depend largely on the decisions made regarding this issue by VDOT and FHWA.

Regarding removal and replacement of the non-compliance material, the town could take legal action to either require the contractor to take this action or could use the contractor's performance bond to perform the work. However, the Town believes that this would result in excessive inconvenience to the Town's businesses and citizens, as this would require the disruption of much of the improvements made.

VDOT will not cover the cost of any non-compliant materials or penalties resulting from non-compliance using state funds.

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

◀ Mar 2015 ~ April 2015 ~ May 2015 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Avoca-Opening Day (No Admission Charge) Altavista On Track Cruise In
5 Easter Sunday	6 Planning Commission 5:00 PM	7	8	9	10 Avoca-Night at the Museum	11
12	13	14 Council Meeting 7:00 pm	15	16 VML-Regional Supper 6:00 PM (Rocky Mount)	17	18
19	20	21	22	23	24	25
26	27	28 Work Session 5:00 PM	29	30	Notes:	