



Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, July 12, 2016

REMINDER: VDOT PUBLIC MEETING ON RT.29 BRIDGE (Staunton River) Tuesday, July 12th from 4:00 – 6:00 P.M. @ Altavista Combined School (Cafeteria)

7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Recognitions and Presentations
 - a. Altavista Area Chamber of Commerce – "Uncle Billy's Day" update
5. Public Comment

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

6. Consent Agenda

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

- a. [Approval of Minutes – Regular Meeting June 14th; Work Session June 28th](#)
- b. Acceptance of Monthly Finance Reports
 - i. [Invoices](#)
 - ii. [Revenues & Expenditures Report](#)
 - iii. [Reserve Balance/Investment Report](#)
- c. [Delinquent Utility Write-Offs](#)

7. Public Hearing (None scheduled)

8. New/Unfinished Business

- a. [Canoe Launch Update/Request](#)
- b. [Consideration of Incentives/Performance Agreement – The Standard Insurance](#)
- c. [Deer Management/Town Property Hunting policy](#)
- d. [Virginia Commission for the Arts – Local Government Challenge Grant FY2017](#)

9. Reports

- a. [Town Manager's Report](#)
- b. [Departmental Reports](#)

10. Informational Items/Late Arriving Matters

- a. [Correspondence/Articles](#)
- b. [Lynchburg Regional Business Alliance correspondence](#)
- c. [Calendars - July & August](#)

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

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

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

(All meetings are at Town Hall unless otherwise noted)

Tuesday, July 26 th @ 5:00 p.m.	Town Council Work Session
Tuesday, August 9 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, August 23 rd @ 5:00 p.m.	Town Council Work Session

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

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



Agenda Item: 4a

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

Date: July 12, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Presentation by the Altavista Area of Chamber of Commerce

The Chamber would like to provide an update on the recent Uncle Billy's Day activities.



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: July 12, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

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

Minutes: *Regular Meeting June 14th; Work Session May 28th
(Motion to Approve the Minutes as presented or amended.)*

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

Delinquent Utility Write Offs: Annually staff presents to Council utility account write-offs allowed by Code. The attached information was submitted at the June Town Council Work Session and the consensus was to place it on the Consent Agenda.
(Motion to approve the budget amendments as presented.)

Regular Council Meeting—June 14, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on June 14, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Marci Huntsman, Lambs United Methodist Church and Evington United Methodist Church, gave the invocation.

Council members
present:

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

Also present:

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

3. Mayor Mattox amended the agenda (removing the Closed Session) and asked if there were any questions regarding the agenda.

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. Phillip Jacobs-Retirement

Mayor Mattox recognized Mr. Phillip Jacobs, Public Works employee, stating it is rare for someone to stay on one job as long as he has; noting he will be sorely missed. Mr. Jacobs will be retiring June 30, 2016 after 25 years of service to the Town of Altavista.

Mr. Emerson introduced the new police chief, Michael Milnor. Mr. Milnor retired from the Campbell County Sheriff's office and began with the town April 18, 2016.

5. Public Comment

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

Mr. Mitch Bernard, 1701 Avondale Drive, addressed Council stating he is glad to live in Altavista and would not want to live in the county. He felt the

Regular Council Meeting—June 14, 2016

amenities in Altavista are well worth it. Mr. Bernard feels Council does a great job with the budget, the services are good and anybody who says double taxes are a problem he feels they are wrong and should simply share the benefits. He stated he was glad to pay the extra tax and felt this takes some of the burden off the county. He asked how could we put pressure on the County to give us back the money that they took out and maybe give us more because we deserve it and pay our fair share as county residents. Mr. Bernard referred to the additional water needed at the water plant and suggested the wastewater plant water be used as a coolant. Mixing this with potable water may reduce the amount needing to be purchased from Campbell County. Mr. Bernard quoted some of the comments made by Mr. George at the May 10th, 2016 Council meeting. “The ideas to eliminate BPOL from businesses knowing this tax is not fair as it is currently set up. It is based on the gross income because of state legislation.” Mr. Bernard felt all businesses in town should be registered perhaps there could be a license with no fee and asked Council to consider.

6. Consent Agenda

- a) Minutes- Regular Meeting May 10th; Work Session May 24th –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) FY2016 Budget Amendments-Council approved the budget amendments as presented.

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

Motion carried:

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

7. Public Hearings

8. New/Unfinished Business

a. Consideration of Ordinance (Article VII-Chapter 70) Cigarette Tax

Mr. Coggsdale advised last month Town Council conducted a public hearing on a proposed ordinance that would implement a Cigarette Tax. The proposed ordinance sets forth a \$.27 per pack tax, with a \$.02 discount to the dealer/agent. The proposed tax is projected to provide \$150,000 in revenue. He noted the Cigarette Tax is being considered as a part of a revenue source adjustment in the proposed FY2017 Budget. The revenue from the Cigarette Tax, along with a proposed increase in the Meals Tax, would provide revenue for reductions in the Real Estate Tax and the Business, Professional, and Occupational License (BPOL) tax rates. The proposed budget (revised) contains revenue associated with the implementation of the Cigarette Tax. Staff asked for an “effective date” of October 1, 2016 if adopted.

A motion was made by Mr. George, seconded by Mrs. Dalton, to adopt Article VII Cigarette Tax and add to Chapter 70 of the Town Code.

Regular Council Meeting—June 14, 2016

Mr. Higginbotham stated he was not saying this from a personal standpoint but stated there was conversation with VML's head attorney and anybody that stands to benefit from this BPOL tax has an ethical duty to disclose this and he was not sure if they were ethically allowed to vote on this. He stated this could be formulated as a question and sent to the Attorney General's Office in Richmond.

Mr. Eller stated this was not a conflict. In the Conflict of Interest act, any transaction that effects the public generally is non conflict.

Mr. Higginbotham stated in this case, Council has tied the tax passing to the elimination of BPOL and at least two Council members pay a BPOL tax.

Mr. Eller responded any tax that is applied generally to the public, real estate, BPOL and this is in the code.

Mrs. Dalton reminded Council this motion refers only to the cigarette tax.

Mr. Higginbotham stated last month there were numerous business owners that attended the public hearing and spoke against the proposed tax; one reason was because it would take their business across the river into Pittsylvania County. This will cost the business owners revenue because when the people go to buy their cigarettes they will pick up other items such as bread, drinks, and chips. Mr. Higginbotham referred to the loss of revenue from the county which is based on the number of students enrolled in the schools. The county is running the schools with that money which services Altavista. Mr. Higginbotham stated in his mind Council is stealing from the poor who are addicted to tobacco and it is not fair to single out tobacco. He did not feel it was fair to pick on people that use tobacco products and tell them they are going to pay for Altavista's BPOL tax.

Mr. Eller stated this is not a conflict issue.

Mr. Edwards referred to information he received from Ms. Petrina Jones, Virginia Retail Merchants Association, noting 55% of the cost of a carton of cigarette is taxes and asked why would Council pick an item that is already 55% tax to add more tax to.

Motion carried:

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

b. Adoption of FY2017 Budget and FY2017-2021 CIP

Mr. Coggsdale advised at tonight's meeting Council would consider the adoption of the FY2017 Budget and FY2017-2021 Capital Improvement Program (CIP). Over the past few months, Council has conducted work sessions as well as a public hearing on the budget. At the May work session, staff was directed to provide a budget with reductions in the Real Estate Tax and the Business, Professional, and Occupational License tax and an increase in the Meals Tax rate, as well as the implementation of a Cigarette Tax. The FY2017 Budget totals \$10,882,400 with a transfer of \$4,000 out to the General Fund Reserves and a transfer of \$178,900 in from the Enterprise Fund Reserves to balance that fund of the budget. The proposed budget (revised) decreases the Real Estate Tax rate from \$.144 to \$0.08 and decreases Business, Professional, and Occupational Licenses tax in all categories by 50%. The proposed budget (revision) contains revenue associated with an increase to the Meals Tax from 5.5% to 7% and the implementation of a Cigarette Tax of \$.27 cent per pack. The decrease in tax revenue, coupled with the increase and addition of a new source are relatively

Regular Council Meeting—June 14, 2016

revenue neutral. Mr. Coggsdale noted there is no proposed increase in the utility rates. The PPTRA relief is estimated to be 62%. The Capital Improvement Program (CIP) for FY2017-2021 totals \$17,011,400; the FY2017 Capital Improvement Program items/projects represent \$2,320,600 of the total and is included in the proposed FY2017 Budget.

Mr. Higginbotham referred to the meal's tax increase and stated the town is not keeping the meals tax that is received now noting \$52,000 was given to Campbell County in 2015 from the Altavista Commons. He suggested instead of increasing the meals tax that this revenue be kept by the town.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, that the town keep any future meals tax revenue over the \$2.5 million that was being split with Campbell County.

Mrs. Dalton asked Mr. Higginbotham to consider if this matter could be discussed in closed session at a future date. She noted several on Council were in attendance and voted to include that obligation in the documents which defined a boundary line adjustment in which Wal-Mart became part of the town of Altavista. She noted it would take more time then what is available tonight to talk her into going back on her vote which was made in good faith. She feels the town has reaped benefits from the negotiations with the county.

Mayor Mattox asked the town attorney if this could open up some possible litigations and would it be wise to discuss in closed session.

Mr. Eller stated it could possibly and can be discussed in closed session.

Mr. Edwards stated the agreement says it isn't binding to future Councils.

Mr. Higginbotham stated the town voted to have a meals tax and is providing meals tax revenue to the county. He advised he was willing to discuss this matter in closed session and asked to change his motion.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards to eliminate the increase of the meals tax until the requested closed session discussion.

Mr. Emerson felt this matter should be discussed along with some issues that are coming about in the near future.

Mr. George asked the revenue generated for the town from the Altavista Commons agreement with Campbell County.

Mayor Mattox asked that these matters be held until the closed session.

Motion failed:

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

Initial Motion-Keep meals tax revenue from Altavista Commons.

Mr. Higginbotham noted the Altavista Commons agreement with Campbell County states it is not binding on future Council members.

Regular Council Meeting—June 14, 2016

Motion failed:

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

A motion was made by Mrs. Dalton, seconded by Mr. George, that the FY2017 Budget be adopted and appropriate revenue sufficient to meet the operating and capital expenditures included in the budget.

Motion carried:

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

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to adopt the FY2017-2021 Capital Improvement Program (CIP).

Motion carried:

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

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

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the tax rates as presented. (Real Estate Tax Rate \$.08, BPOL rate reduction by 50%, Meals Tax Rate 7% and Cigarette Tax \$.27 per pack.

Motion carried:

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

Regular Council Meeting—June 14, 2016

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Utility Rates as advertised (unchanged).

Motion carried:

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

Mr. Eller pointed out the cigarette tax proposal is to be effective October 1, 2016.

c. Staunton River Garden Club Snowflake Project

Mr. Coggsdale advised staff received correspondence from the Co-Presidents of the Staunton River Garden Club regarding their interest in beautification efforts in the Town. A letter was presented which describes their thoughts on implementation of a “Snowflake Project”. The Town’s role in the “Snowflake Project” would be to install the decorations on the light poles and the electrical costs associated with the display.

Dear Dan-

The Staunton River Garden Club has long been interested in beautifying our town. To that extent, we are delighted to have planted flowers in the pots around town again this Spring. Now, we find that we want to look forward to the holiday and winter seasons for more inspiration.

Many of us were impressed with the large snowflake medallions that decorated the town of Gretna last year. After a bit of research, we have found a source and approximate cost, and would like to partner with the town and other merchants to bring this decoration to Altavista. Not only would snowflakes be appropriate to the holiday season, they would provide decoration for the winter months, and be especially beautiful a real snowfall.

As our resources are limited, we would start out small! The Garden Club would be able to purchase three such snowflakes to be placed near the library, so as to not show preference to any merchant. Hopefully, through a publicity and advertising campaign, merchants and other clubs would want to purchase snowflakes to highlight their establishments and services, with the final result of a town glittering in snowflakes. The town, too, has a role to play. We would rely on its resources for the installation of the snowflakes on the light poles, and of course, realize that there are electrical costs associated with the displays.

We would appreciate your presenting our idea to Town Council Garden club members will be present to answer any questions. We are quite excited about the project, as adding another touch of beauty to our town.

Thanks for your assistance!

Sincerely-

Barbara Henderson
369-7554
Co-Presidents

Barbara Rogers
369-4641

It was the consensus of Council to endorse the Staunton River Garden Club’s “Snowflake Project”.

d. Canoe Launch Update/Request

Mr. Coggsdale advised staff submitted an application to the Department of Conservation and Recreation (DCR) for a *Land and Water Conservation Fund Grant*. Staff had an opportunity to speak with the individual that oversees the grant program when the application was delivered and received input in regard to the attributes of a strong application. He presented Council with the *2016 Land & Water Conservation Fund Scoring Criteria* that applies to such grants noting it is our intention to apply for another DCR “*LWCF*” grant in the next month or so. The scoring criteria explains the categories reviewed and how they are evaluated in assignment of points. Mr. Coggsdale stated although we don’t know exactly how the application will score, it is apparent that there are areas that could be addressed for future DCR “*LWCF*” grants that could boost our score and hopefully our ability to successfully obtain funding. The main section that staff feels could be strengthened would be #2 where the readiness of the project is rated. Mr. Coggsdale noted while we have a schematic of the canoe launch, we do not have final construction plans and permits are not obtained, especially the ones related to the environment. The Project Budget Estimate indicates the following “Soft” Costs:

VSMP Permit	\$ 3,000
Topographic Survey	\$ 7,500
Site Design / Plan Preparation	\$ 20,000
Site Plan Approval Process	\$ 5,000
Joint Permit Application Process	\$ 4,000
Bidding / Construction Contract Admin Services	\$ 5,000
Land Acquisition	\$ 40,000
Total Opinion of Probable Soft Costs:	\$ 84,500

Mr. Coggsdale stated as grants are looked at, it may be important to strengthen the applications by advancing the project’s plans/environmental permitting/approval process. The Proposed FY2017 Budget includes funding in the amount of \$334,000 for this project. The Total Project Budget Estimate is \$429,000.

Mr. Witt advised the grant Mr. Coggsdale referred to was posted June 8th, 2016, the Virginia Recreational Trails program; noting the river is considered a water trail. This is an 80/20 grant with the criteria being that the property is shovel ready which is not there yet. Mr. Witt noted there is very strict criteria on these grants. He asked Council what their stance is; the goal is to get as many grants for this project as possible. He stated it would strengthen the grant application if there is a design and the environmental process is in place; grant application is due July 21st.

Mr. George felt Council should move forward with some of the listed items to help strengthened the grant process.

Mr. Higginbotham stated staff presented to Council and Council approved the purchase of the land. Staff advised this would be all Council would have to put into it and the rest would come from grants and now wanting to take taxpayers’ dollars to move forward. He asked how much the maintenance would cost.

Regular Council Meeting—June 14, 2016

Mrs. Dalton suggested using the monies to get the property shovel ready and use the grant funds for purchase of the property.

Mr. George stated he didn't have a problem with moving forward and getting the project done as soon as possible.

Mrs. Brumfield noted there was approximately 500 people that signed the petition in favor of the boat ramp. She stated she is not happy that the county will not help with this project; her obligation is to the citizens. She stated it is not always about what you have to do there should be some things that are things you would like to do. The citizens are the ones that are paying the taxes and should have a voice as to where they want the money to go. As a representative of the citizens did not feel she could ignore what they want.

A motion was made by Mr. George, seconded by Mr. Emerson, to move forward with the soft cost of the canoe launch in an amount of \$39,500 with the funds from Dominion Virginia Power being appropriated.

Mr. Emerson advised of a conversation he had with someone who lives on Bedford Highway who sees many canoes and kayaks pass by his house. Mr. Emerson stated these folks come into town and buy food and supplies and eat at the restaurants. He is for the canoe launch noting it is senseless for people to have to drive to Lynchburg or other locations to get quality of life for their families.

Motion carried:

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

e. Consideration of Incentives/Performance Agreement-Abbott Expansion

Mr. Coggsdale advised recently the local Abbott plant announced a \$34 million investment and the creation of 56 new jobs in the community. The incentives will be incorporated into the normal "joint performance agreement document" and executed by the Town, the County and Abbott. The pay out of the incentives would be equal annual installments over a six-year period. Based on the investment and job creation totals, the proposed incentives are economic stimulus grant \$680,000, employment grant \$28,000. The return on the incentive investment is 4.16 years.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that the incentives as presented be approved and the Town Manager be authorized to execute the Performance Agreement regarding incentives related to the Abbott plant investment and job creation.

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—June 14, 2016

Mayor Mattox thanked Mr. Jarvis, the Economic Team and staff for bringing new jobs to town and for the other possibilities. He noted there has been a long time relationship with Abbott/Ross. They have been good to the Town and the Town wants to be good to them.

Utility Fees

Mr. Coggsdale advised at last month's meeting, staff briefed Council on the issue related to the existing utility connection fees and their validity. Staff was requested to schedule a public hearing on the matter, but upon researching the matter it became more involved than changing a few numbers. He mentioned the Town Attorney John Eller sent a letter to Town Council explaining the issues and requesting that the item be discussed again prior to scheduling a public hearing, so as to be sure Council's intent was captured in any ordinance. He presented Council information as related to the discussion that led to the change of the utility connection and availability rates. One of the conflicting issues that staff was unable to resolve in order to advertise for a public hearing was the dual fee structure related to the charging of an availability fee for lines constructed after 1986. Mr. Coggsdale noted at this point, on advice from John Eller, staff is utilizing the previous connection and availability fees. A list of citizens/individuals that have connected under the questioned fees, in the \$15,000 - \$20,000 range, was presented to Council for consideration of reimbursement.

Mr. Eller presented Council with a draft ordinance and asked that Council also look at the old ordinance; noting there are a lot of different parameters on these charges. He asked Council to review the draft ordinance for discussion in an upcoming work session. Mr. Eller noted in 1989, a lot of sewer lines were run and Mr. Stan Goldsmith was the Town Manager. He felt it was wise to have residents prepay for availability fee. He asked if the Committee/Council intended for the \$600 availability fee to be a credit against the base fee or an addition to it.

Mr. Coggsdale asked if Council is talking about the connection fee or connection fee/availability fee in the amount of \$2,000.

Mrs. Dalton suggested a recommendation from staff on how to proceed.

Mayor Mattox asked when staff is ready to present the item that it be put on the work session agenda.

Mr. Coggsdale said it was \$1,100 pre-1989 and \$600 and \$500 post 1989. Moving forward is Council saying it is 2,000 or \$1,400 if \$600 has already been paid. He asked if Council is trying to balance the two. He also asked what is the cost if a new line is installed now.

Mrs. Dalton stated knowing cost would simplify matters.

Mr. Coggsdale asked Council what to do about the reimbursement side of the matter.

Mrs. Dalton questioned the reimbursement.

Mr. Coggsdale advised it would go back to the fees at the time.

A motion was made by Mrs. Dalton, seconded by Mr. George, to reimburse residents that filed for a sewer connection after July 1, 2013 and that reimbursement go back to the fees prior to July 1, 2013.

Regular Council Meeting—June 14, 2016

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

Bedford Avenue Waterline Project (Project 1A)

Final items are being completed, so retainage can be released.

Myrtle Lane Paving and Woodland Avenue parking at park to be completed.

Mr. Coggsdale referred to the paving at the parking area of the park on Woodland Avenue and asked if this is to be included in the paving of Myrtle Lane noting the cost is approximately \$4,000.

It was the consensus of Council that the parking area of the park on Woodland Avenue be included in the paving of Myrtle Lane. Mrs. Brumfield and Mr. Higginbotham recuse themselves because of living on Myrtle Lane.

Main Street Waterline Project (Project 1B)

Progress meeting held on June 6, 2016.

Waterline along Main Street is being installed.

WWTP EOP – PCB Remediation

Staff is working on the Quarterly Update to the Department of Environmental Quality (DEQ).

Mr. Coggsdale presented Council with a draft letter to the Department of Environmental Quality and asked them to review and advise of any changes.

Mr. Higginbotham referred to a comment in the letter “would the endpoint goal of 50 ppm of all samples taken”. He felt if the average is 50 ppm of all samples taken. He did not feel that it would be accepted. A separate question is if it is sampled and it is below 50, can it be hauled to the Campbell County landfill. He noted in all probability it would be left in the lagoon but would like to know if it comes in at 50 ppm can it be removed.

Mrs. Dalton asked under what circumstances would the sludge be removed.

Mr. Higginbotham responded it could be removed if more volume is needed in the pond. He asked if it should be mentioned in the letter about samples being taken in Plot 7. He mentioned Council needs to decide if Dr. Lowman will be planting switch grass if a site will be prepared for it.

Dr. Sowers (UMBC) visited the site to gather samples in March 2016.

Regular Council Meeting—June 14, 2016

b. Departmental Reports

10. Informational Items/Late Arriving Matters

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

11. Matters from Town Council

Mr. Emerson asked if anything new has come back on the Booker Building.

Mr. Coggsdale advised he has had some conversations with USDA on a potential planning grant and is reaching out to Mr. Maurice Law. He hopes to have some thoughts available at the July meeting.

Mrs. Brumfield mentioned some of the residents have asked about other areas in the town that need to be paved.

Mr. Coggsdale asked that the citizens call town hall or the public works director.

Mayor Mattox thanked Council noting their first concern is public safety, public health, but high on the list is economic development and he felt fortunate to work with the group.

12. Closed Session

13. Adjournment

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

The meeting was adjourned at 8:24 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JUNE 28, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on June 28, 2016 at 5:00 p.m.

Council members
present: Mayor Michael Mattox
Mrs. Micki Brumfield
Mr. Tracy Emerson
Mr. Timothy George

Council members
absent: Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Jay Higginbotham

Also present: Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox advised the New Beginnings Baptist Church Request would be addressed first on the agenda and asked if there were any additional changes to the agenda.

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

Motion carried:
VOTE: Mr. Michael Mattox Yes
Mrs. Micki Brumfield Yes
Mr. Tracy Emerson Yes
Mr. Timothy George Yes

- 3. Public Comments—Agenda Items Only

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

No one came forward.

- 4. Introductions and Special Presentations

- 5. Items for Discussion

- a. New Beginnings Baptist Church Request to Use Town Property

Mr. Coggsdale advised of a request from New Beginnings Baptist Church (NBCC). They are requesting to use the town owned property on the corner of 14th Street and Avondale Drive for a “Block Party” as an “outreach” to the community. This event is scheduled for August 13th from 10:00 a.m. to 1:30 p.m. NBBC’s insurance through Church Mutual will cover this event.

A motion was by Mr. Emerson, seconded by Mr. George, to allow New Beginnings Baptist Church to use the town owned property on the corner of 14th Street and Avondale Drive for a “Block Party” on August 13th.

Motion carried:
VOTE: Mr. Michael Mattox Yes
Mrs. Micki Brumfield Yes

COUNCIL WORK SESSION JUNE 28, 2016

Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

Mayor Mattox thanked Pastor Bobby Brumfield and Mrs. Melissa Logan for what they are doing in the community.

a. Commonwealth MHP Zoning Issue

Mr. Coggsdale advised at Council's Work Session on May 24, 2016, Mrs. Jenny Allman (Owner of the Commonwealth Mobile Home Park), addressed Council regarding a zoning determination that she felt was being misinterpreted and causing an adverse impact on her property. Following the discussion at that meeting, Council directed staff to review the options. After further review of this item, staff feels the best course of action would be to refer the matter to the Planning Commission for their review and consideration.

A motion was made by Mr. George, seconded by Mr. Emerson, to forward the Commonwealth Mobile Home Park issue to the Planning Commission for review and consideration.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

b. Altavista Band Boosters-Trade Lot Storage (Trailer)

Mr. Coggsdale advised at the February 9, 2016 Town Council meeting, the Altavista Band Boosters requested that they be allowed to locate a trailer next to the concession stand, which would replace the shed that had been broken into several times. Council agreed to a "trial period" through Uncle Billy's Day. This item was placed back on the agenda for additional consideration and final disposition. Mr. Coggsdale noted staff is not aware of any comments/complaints regarding the location of the trailer at this site.

A motion was made by Mr. Emerson, seconded by Mr. George, to allow the Altavista Band Boosters to continue using the trailer next to the concession stand with an annual automatic renewal with a 90-day notification period of intent to terminate.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

c. Clarion Road-Truck Crossing

Mr. Coggsdale advised staff received an inquiry in regard to installation of warning mechanisms on Clarion Road regarding truck traffic crossing the road to and from the Abbott warehouse. Staff has consulted with VDOT and there are devices that could be placed in this area to warn motorists of this situation; however, it would be at the Town's cost. He noted staff is working on developing the cost of options. He asked if Council would like information in regard to what this would look like and the cost.

It was the consensus of Council to have staff research and put on a future agenda.

d. Deer Management/Town Property Hunting Policy

Mr. Coggsdale advised the Town of Altavista previously established an Urban Archery season through the Department of Game and Inland Fisheries (DGIF), in an effort to assist with the deer herd management within Town. For numerous years the Town has allowed hunting on certain Town-owned properties to assist with the deer management. The Urban Archery season consists of two periods, the early one is the month of September and the late one is the Monday after the first Saturday of January to the end of March. During these seasons, hunters can only take does or antlerless bucks. The regular hunting season runs from the first Saturday of October to the first Saturday of January, while this season permits hunting in various forms, only bow hunting is allowed in the Town limits but both does and bucks can be harvested. Mr. Coggsdale noted Sunday hunting is permitted in Virginia, but not on government owned land. Mr. Coggsdale stated staff has reviewed the existing policy in regard to Deer Management/Town Property use for hunting and would like to propose a new method. He presented Council with a memorandum that sets forth the basis for the new method for Council's consideration. In effect, this could provide more individuals with an opportunity to hunt Town-owned land, while setting forth a priority to Town citizens, then Town employees, and then all others that are interested.

Mayor Mattox stated he would like for the town citizens to have first choice, then town employees, then anyone else after that.

Mr. Emerson advised he is a hunter and has read over the policy. He felt the town taxpayers and town employees should have the first choice. He did not agree with the rule of hunting from a tree stand because there are so many places that you can sit where you are elevated. He felt the policies need to be looked at. Mr. Emerson noted any police officer can enforce any game law in the state of Virginia. He did not feel a copy of a hunting license should be required to be presented; it is up to the hunter to be legal.

Mr. Coggsdale asked Mr. Witt if there was a deadline of when the policy has to be changed by for the DGIF.

Mr. Witt responded the local policy is due to DGIF sometime in February or March.

Mr. Coggsdale suggested this policy be reviewed in the fall.

Mr. Witt noted the hunting license is a mechanism that he uses to make sure the person is legal to hunt and this information is not shared.

Mr. Emerson felt town citizens and town employees should have the opportunity to hunt equally.

Mr. Coggsdale questioned the number of hunters.

Mr. Witt suggested starting with 12 hunters with a peg board at the old fire station for the hunters to peg in and out.

Mr. Bond commented that one of the hunting sites borders the pond at the Wastewater Treatment Plant and he prefers the hunters use a tree stand.

e. Reorganization of Department of Public Works/Utilities

Mr. Coggsdale advised over the past few months staff has looked at the organizational structure of the Department of Public Works/Utilities and the ability to recruit personnel for certain positions. Based on this review, staff presents the concept of creating two divisions in the Department of Public Works/Utilities. Each division would be led by a Director, one would oversee the Public Work functions, while the other would oversee

COUNCIL WORK SESSION JUNE 28, 2016

the Utility functions. Currently David Garrett oversees all of these functions. Mr. Coggsdale stated staff feels this structure will provide a better opportunity to recruit qualified individuals to oversee the Utility operations; while allowing Mr. Garrett to concentrate on the Public Works functions. Mr. Coggsdale noted over the past several months he has experienced difficulty identifying a viable candidate for the Water Plant Superintendent position. Under the proposed reorganization, that position would be eliminated and the management duties for both the water and sewer plants would ultimately be the responsibility of the new Director of Utilities position. This new position would be a Grade Level 25 with a salary range of \$57,500 to \$83,990. A financial detail of the impact of these changes was provided to Council. Mr. Coggsdale advised the reorganization would do the following:

- Eliminate the Public Works Manager position, which has not been filled and is a Grade Level 18 (Salary Range: \$40,900 - \$59,650).
- Formalize two (2) Water Treatment Plant Lead Operator positions as a Grade Level 13 (Salary Range: \$32,100 - \$46,800), these would replace the Operator in Charge position titles (Same Grade Level and Salary Range)

Mr. Coggsdale noted the proposed changes are necessary to assist the Town in recruiting a qualified candidate to lead the Utility Department. In the near future, staff will be seeking to re-designate and reclassify other positions shown on the organizational chart. He mentioned with this changes there is a savings of approximately \$20,000 to the town.

Mrs. Brumfield questioned who would be filling the Lead Operator positions.

Mr. Coggsdale stated typically it would be a Class 2 operator and would be the minimum requirement.

Mrs. Brumfield asked if the Class 2 operator had to be in the building at all times noting the variance was the Class 2 operator had to be close by at all times. She asked if the VDH required someone be in the building at all times.

Mr. Coggsdale stated he would check on this; he wasn't sure if the Class 2 operator had to be in the building or accessible.

A motion was made by Mr. George, seconded by Mr. Emerson, to acceptance/approval of the reorganization concept of the Department of Public Works/Utilities.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

f. Financial Matters

Annual Utility Write Offs
Department Transfers

Mr. Coggsdale advised there are two items related to the Finance Department for review, one will require action the other is for informational purposes. The first is staff's annual request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$1,612.13.

It was the consensus of Council to place the utility write off item on the July 12th Town Council Consent Agenda.

The second item is staff's report to Council in regard to departmental transfers related to the budget.

COUNCIL WORK SESSION JUNE 28, 2016

g. Public Comments

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

Mrs. Brumfield stated she would like to see the town implement a drug testing program for the employees.

Mr. Coggsdale stated staff would look into this item and bring back a draft to the next work session.

Mr. George asked for an update on the boat ramp.

Mr. Witt advised he will have a survey tomorrow and plans to meet with the property owner to go over what the survey looks like. He noted one grant has been written with two more being due in July. Mr. Witt noted he has been asked to apply for a grant that is specifically for the purchase of the land.

Mr. Emerson asked for an update on the Booker Building.

Mr. Coggsdale advised he is working on this and hopes to have some information at the August work session.

Mr. Emerson stated he realizes staff is working on the boat ramp but would like for Council to consider a “Splash Park”. He noted the City of Lynchburg has one located in the sidewalks and one at a park. He stated one advantage Altavista has is water. He would like to see staff explore the possibilities.

Mr. George noted this item is in the five-year plan of the CIP.

Mr. Coggsdale stated this item is in the Recreation CIP for 2021.

It was the consensus of Council to move this item up on the CIP.

Mr. Coggsdale stated staff would research the possibilities of a “Splash Park” and circle this information back through the Recreation Committee.

Mayor Mattox advised the July work session is dedicated to housing in Altavista.

Mayor Mattox thanked Mr. Jarvis for his hard work recently.

Mr. Jarvis mentioned a first meeting with a consultant on the Broadband planning grant is scheduled for July 14, 2016.

Mr. Coggsdale stated July 12, 2016 the Virginia Department of Transportation will hold a public hearing in regard to the Main Street bridge replacement.

h. Adjournment

Mayor Mattox adjourned the meeting at 6:10 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 12/2016
FROM: 06/01/2016 TO: 06/30/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34879	9999998	Appomattox County High School	06/02/2016	150.00
34880	103	BEACON CREDIT UNION	06/02/2016	385.00
34881	9999997	BOMAR, MICHAEL DWAYNE	06/02/2016	75.31
34882	427	CENTURYLINK	06/02/2016	2,236.21
34883	28	COLUMBIA GAS	06/02/2016	225.59
34884	728	COMCAST	06/02/2016	504.84
34885	419	CREATIVE EDGE DESIGN INC	06/02/2016	370.00
34886	669	DOMAIN LISTINGS	06/02/2016	105.00
34887	20	J JOHNSON ELLER JR	06/02/2016	2,000.00
34888	71	FAIRPOINT COMMUNICATIONS	06/02/2016	361.55
34889	719	THOMAS W FORE	06/02/2016	450.00
34890	57	ICMA RETIREMENT TRUST-457 #304	06/02/2016	990.00
34891	1	JUDITH HEDGPETH	06/02/2016	596.25
34892	9999998	Kelly, Jennifer	06/02/2016	150.00
34893	1	MAIN STREET CAFE	06/02/2016	149.60
34894	423	NTELOS	06/02/2016	1,203.03
34895	72	PHYSICIANS TREATMENT CENTER	06/02/2016	515.00
34896	733	MARY STONE	06/02/2016	98.00
34897	1	WSET 13	06/02/2016	1,580.00
34898	723	AIRABELLA FLOWERS & GIFTS	06/10/2016	195.72
34899	303	ALTAVISTA CHAMBER OF COMMERCE	06/10/2016	10,000.00
34900	705	BH MEDIA GROUP INC	06/10/2016	748.00
34901	12	BRENNTAG MID-SOUTH INC	06/10/2016	3,790.77
34902	16	CAMPBELL COUNTY UTILITIES & SE	06/10/2016	205.92
34903	19	CARTER MACHINERY CO INC	06/10/2016	1,188.29
34904	1	CHARLES NEWMAN	06/10/2016	7.37
34905	1	CHERYL DUDLEY	06/10/2016	10.00
34906	32	CONTROL EQUIPMENT CO INC	06/10/2016	19,479.01
34907	363	DAPARAK INC	06/10/2016	19,732.92
34908	9999997	DAVIS, CARLETON S.	06/10/2016	9.10
34909	164	DMV	06/10/2016	560.00
34910	732	E C PACE COMPANY INC	06/10/2016	382,909.96
34911	41	FISHER SCIENTIFIC	06/10/2016	329.38
34912	119	FOSTER ELECTRIC CO INC	06/10/2016	6,397.82
34913	44	GALLS LLC	06/10/2016	140.04
34914	52	HACH COMPANY	06/10/2016	1,099.89
34915	622	HEYWARD SERVICES INC	06/10/2016	2,883.15
34916	146	MICHAEL HUNT	06/10/2016	200.00
34917	566	INTEGRATED TECHNOLOGY GROUP IN	06/10/2016	2,000.00
34918	9999998	Kelly, Patricia	06/10/2016	150.00
34919	533	LYNN KIRBY	06/10/2016	600.00
34920	653	MAJOR SECURITY CONSULTING & DE	06/10/2016	2,500.00
34921	67	ORKIN PEST CONTROL LLC	06/10/2016	269.34
34922	588	PITNEY BOWES GLOBAL FINANCIAL	06/10/2016	50.00
34923	9999997	SNEED, SHELBY	06/10/2016	19.39
34924	209	SPEAR ENGINEERING COMPANY	06/10/2016	31.90
34925	117	SPS VAR LLC	06/10/2016	1,200.00
34926	92	UNIFIRST CORP	06/10/2016	3,546.35
34927	587	US POSTAL SERVICE (POSTAGE BY	06/10/2016	400.00
34928	395	VIRGINIA PUBLIC WORKS EQUIPMEN	06/10/2016	2,297.15
34929	110	VUPS INC	06/10/2016	87.15

34930	192	WW ASSOCIATES INC	06/10/2016	1,675.00
34931	9	AFLAC	06/17/2016	1,775.96
34932	84	ALTAVISTA JOURNAL	06/17/2016	1,023.82
34933	302	JERRY BARBEE	06/17/2016	75.00
34934	103	BEACON CREDIT UNION	06/17/2016	385.00
34935	675	BKT UNIFORMS	06/17/2016	27.96
34936	461	KATHI BOGERT	06/17/2016	862.68
34937	4	BOXLEY AGGREGATES	06/17/2016	723.08
34938	19	CARTER MACHINERY CO INC	06/17/2016	14,567.71
34939	574	CHRISTOPHER MICALE, TRUSTEE	06/17/2016	125.00
34940	736	MARVIN CLEMENTS	06/17/2016	50.00
34941	735	CONEXIS	06/17/2016	217.10
34942	1	DANIEL OWENS	06/17/2016	100.00
34943	36	DOMINION VIRGINIA POWER	06/17/2016	43,346.66
34944	301	ENGLISH'S LLC	06/17/2016	358.62
34945	118	FERGUSON ENTERPRISES INC #75	06/17/2016	3,333.31
34946	676	TIMOTHY GEORGE	06/17/2016	150.00
34947	648	HALEY FORD SOUTH	06/17/2016	26,682.00
34948	57	ICMA RETIREMENT TRUST-457 #304	06/17/2016	1,040.00
34949	566	INTEGRATED TECHNOLOGY GROUP IN	06/17/2016	1,198.56
34950	564	JOHN JORDAN	06/17/2016	150.00
34951	533	LYNN KIRBY	06/17/2016	970.00
34952	653	MAJOR SECURITY CONSULTING & DE	06/17/2016	5,000.00
34953	548	MAX PLAY FIT LLC	06/17/2016	1,779.00
34954	218	MINNESOTA LIFE	06/17/2016	158.12
34955	300	NAPA AUTO PARTS	06/17/2016	1,078.11
34956	454	O'REILLY AUTOMOTIVE INC	06/17/2016	801.03
34957	379	REI CONSULTANTS INC	06/17/2016	2,370.06
34958	453	ELAINE THOMPSON	06/17/2016	150.00
34959	515	DALE TYREE JR	06/17/2016	4,560.00
34960	147	US POSTAL SERVICE/POSTMASTER	06/17/2016	138.00
34961	115	JOHN WOODSON	06/17/2016	150.00
34962	162	BENNETT'S MECHANICAL COMPANY I	06/22/2016	955.50
34963	294	BUSINESS CARD	06/22/2016	11,081.10
34964	728	COMCAST	06/22/2016	499.67
34965	569	DIAMOND PAPER CO INC	06/22/2016	347.61
34966	247	ENGINEERED SYSTEMS & PRODUCTS	06/22/2016	30,408.00
34967	49	GERALDINE KAUFFMAN	06/22/2016	2,410.25
34968	332	HURT & PROFFITT INC	06/22/2016	6,625.00
34969	9999998	Martin, Karl	06/22/2016	150.00
34970	423	NTELOS	06/22/2016	907.89
34971	718	ROTARY CLUB OF ALTAVISTA VA	06/22/2016	48.00
34972	9999998	Staunton River Sunday School U	06/22/2016	150.00
34973	737	KEVIN SAUNDERS	06/22/2016	15,000.00
34974	304	TOTER DBA WASTEQUIP LLC	06/22/2016	1,655.00
34975	124	TREASURER OF VA	06/22/2016	900.00
34976	95	UNITED WAY OF CENTRAL VA	06/22/2016	72.00
34977	722	UTILITY SERVICE CO INC	06/22/2016	81,136.00
34978	601	VACORP	06/22/2016	106.13
34979	542	WILLOUGHBY & ASSOCIATES INC	06/22/2016	105.00
34980	700	WOODARD & CURRAN	06/22/2016	6,684.34
34981	128	ADAMS CONSTRUCTION CO	06/30/2016	471.81
34982	1	ALLINE RITZER	06/30/2016	1,500.00
34983	303	ALTAVISTA CHAMBER OF COMMERCE	06/30/2016	1,726.92
34984	84	ALTAVISTA JOURNAL	06/30/2016	1,510.80
34985	126	ALTAVISTA VOLUNTEER FIRE CO IN	06/30/2016	1,093.00
34986	91	ANTHEM BLUE CROSS/BLUE SHIELD	06/30/2016	36,670.00

34987	103	BEACON CREDIT UNION	06/30/2016	385.00
34988	162	BENNETT'S MECHANICAL COMPANY I	06/30/2016	955.50
34989	1	BERGMAHN ASSOCIATES	06/30/2016	2,650.00
34990	706	BLAIR MARKETING	06/30/2016	5,338.27
34991	1	BLUE RIDGE REFRIGERATION	06/30/2016	152.50
34992	12	BRENNTAG MID-SOUTH INC	06/30/2016	505.73
34993	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/30/2016	1,805.72
34994	427	CENTURYLINK	06/30/2016	1,967.21
34995	145	CHANDLER CONCRETE CO INC	06/30/2016	131.00
34996	28	COLUMBIA GAS	06/30/2016	174.32
34997	728	COMCAST	06/30/2016	125.64
34998	32	CONTROL EQUIPMENT CO INC	06/30/2016	478.87
34999	176	DAVENPORT COMMUNICATIONS INC	06/30/2016	297.50
35000	738	CHERYL DUDLEY	06/30/2016	114.42
35001	1	DW LAND DEVELOPMENT	06/30/2016	1,150.00
35002	122	FEREBEE-JOHNSON COMPANY INC	06/30/2016	43.20
35003	1	FERNBROOK BROADCASTING CORP	06/30/2016	1,150.00
35004	123	FIRE & SAFETY EQUIP CO INC	06/30/2016	303.90
35005	119	FOSTER ELECTRIC CO INC	06/30/2016	434.62
35006	41	FISHER SCIENTIFIC	06/30/2016	1,104.89
35007	719	THOMAS W FORE	06/30/2016	1,075.00
35008	50	GRETNA TIRE INC	06/30/2016	36.00
35009	52	HACH COMPANY	06/30/2016	1,165.25
35010	332	HURT & PROFFITT INC	06/30/2016	9,800.00
35011	57	ICMA RETIREMENT TRUST-457 #304	06/30/2016	1,015.00
35012	739	IHEARTMEDIA/ALOHA TRUST	06/30/2016	3,000.00
35013	1	J SCOTT LOWMAN	06/30/2016	1,500.00
35014	1	JIMMIE EWING	06/30/2016	1,500.00
35015	1	JOHN TANT	06/30/2016	1,500.00
35016	1	KEITH & JULIE SOWERS	06/30/2016	1,500.00
35017	1	LINDSEY MILAM	06/30/2016	1,500.00
35018	9999997	LUNSFORD, CAROLYN D	06/30/2016	52.75
35019	680	MCI COMM SERVICE	06/30/2016	32.48
35020	1	RICHARD K MCKEEL	06/30/2016	1,500.00
35021	9999997	RYNARD, ASHLEY NICOLE	06/30/2016	107.29
35022	740	SOLEX ARCHITECTURE INC	06/30/2016	1,000.00
35023	80	SOUTHSIDE ELECTRIC COOP	06/30/2016	809.94
35024	9999998	Tucker, Marie	06/30/2016	150.00
35025	453	ELAINE THOMPSON	06/30/2016	1,500.00
35026	35	TREASURER OF VA/VITA	06/30/2016	23.47
35027	92	UNIFIRST CORP	06/30/2016	2,008.80
35028	93	UNITED STATES POST OFFICE	06/30/2016	10.00
35029	1	WILLIAM L JACKSON	06/30/2016	1,500.00
35030	116	XEROX CORP	06/30/2016	2,178.89

NO. OF CHECKS: 152

TOTAL CHECKS

846,152.96

Town of Altavista
FY 2016 Revenue Report
100% of Year Lapsed

General Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	375,000	375,000	484	0	392,026	105	392,000
Public Service - Real & Personal	165,000	165,000	0	0	177,285	107	177,300
Personal Property	195,000	195,000	652	0	145,661	75	195,000
Personal Property - PPTRA	100,000	100,000	2,862	3	103,317	103	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	1,550,041	104	1,550,050
Mobile Homes - Current	500	500	9	2	416	83	500
Penalties - All Taxes	5,500	5,500	197	4	6,948	126	6,800
Interest - All Taxes	3,000	3,000	152	5	3,486	116	3,350
Local Sales & Use Taxes	145,000	145,000	13,503	9	136,859	94	145,000
Local Electric and Gas Taxes	110,000	110,000	8,776	8	102,845	93	110,000
Local Motor Vehicle License Tax	43,000	43,000	612	1	43,276	101	43,000
Local Bank Stock Taxes	160,000	160,000	25,426	16	149,163	93	160,000
Local Hotel & Motel Taxes	83,000	83,000	9,631	12	81,801	99	86,000
Local Meal Taxes	690,000	690,000	62,558	9	663,060	96	715,000
Container Rental Fees	900	900	0	0	1,233	137	1,200
Communications Tax	40,000	40,000	3,242	8	32,902	82	40,000
Transit Passenger Revenue	5,200	5,200	20	0	5,847	112	5,500
Business License Fees/Contractors	7,000	7,000	0	0	7,919	113	7,900
Business License Fees/Retail Services	110,000	110,000	3,923	4	109,801	100	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	255	4	8,536	122	8,300
Business License Fees/Repairs & Person Svcs	18,000	18,000	689	4	18,350	102	18,000
Business Licenses Fees/Wholesale Businesses	1,500	1,500	0	0	959	64	1,500
Business License Fees/Utilities	8,000	8,000	0	0	6,791	85	8,000

Town of Altavista
FY 2016 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,500	1,500	815	54	2,221	148	1,500
Permits - Sign	1,000	1,000	180	18	1,120	112	1,000
Fines & Forfeitures - Court	10,000	10,000	1,483	15	10,068	101	10,000
Parking Fines	500	500	0	0	300	60	500
Interest and Interest Income	49,000	49,000	2,793	6	59,338	121	58,000
Rents - Rental of General Property	1,000	1,000	250	25	1,287	129	1,000
Rents - Pavilion Rentals	3,000	3,000	450	15	3,100	103	3,000
Rents - Booker Building Rentals	4,000	4,000	125	3	2,650	66	4,000
Rents - Rental of Real Property	60,000	60,000	7,213	12	72,124	120	65,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	0	0	18,651	104	18,600
State DCJS Grant	80,000	80,000	20,037	25	80,148	100	80,000
State Rental Taxes	800	800	575	72	1,529	191	980
State/Misc. Grants (Fire Grant)	10,300	10,300	1,093	11	10,934	106	10,300
State/VDOT Contract Services	3,000	3,000	0	0	1,200	40	1,200
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	13,670	13,670	0	0	28,127	206	28,100
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	2,001	100	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	833	25	3,300
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	105,700	105,700	2,100	2	92,294	87	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	0
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,000	7,000	-20	0	2,049	29	7,000
Misc. - Cash Discounts	300	300	0	0	147	49	300

Town of Altavista
FY 2016 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	36,386	280	96,609	743	57,200
Reimbursement of Insurance Claim	0	0	0	0	5,007	0	5,000
Misc. - Donations	0	4,114	0	0	5,321	0	5,300
Misc. - State Forfeiture Fund	0	0	5,242	0	5,242	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	184,000	184,000	0	0	184,000	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	96,100
	<u>4,391,370</u>	<u>4,395,484</u>	<u>211,712</u>	<u>4.82</u>	<u>4,491,922</u>	<u>102.19</u>	<u>4,690,580</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
100% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,832,210	5,849,754	470,878	8	5,203,733	89	5,801,020
Debt Service	280,000	280,000	0	0	234,553	84	280,000
CIP	1,172,700	2,404,450	601,593	25	3,229,615	134	3,394,180
Transfer Out to General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out to CIF	0	0	0	0	150	0	150
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	25,000	100	25,000	100	25,000
Transfer Out to Enterprise Fund Reserve	<u>147,260</u>	<u>147,260</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u><u>7,993,270</u></u>	<u><u>9,242,564</u></u>	<u><u>1,097,471</u></u>	<u>12</u>	<u><u>8,758,051</u></u>	<u>95</u>	<u><u>10,036,450</u></u>

Town of Altavista
Fund Expenditure Totals
FY 2016
100% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,030	28,030	3,172	11	29,251	104	28,030
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	5,400
Administration - TOTAL:	<u>28,030</u>	<u>28,030</u>	<u>3,172</u>	<u>11</u>	<u>29,251</u>	<u>104</u>	<u>33,430</u>
Administration							
Operations	768,040	766,470	40,894	5	679,930	89	735,240
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>8,826</u>	<u>88</u>	<u>8,830</u>
Administration - TOTAL:	<u>778,040</u>	<u>776,470</u>	<u>40,894</u>	<u>5</u>	<u>688,756</u>	<u>89</u>	<u>744,070</u>
Non-Departmental							
Operations	912,280	912,280	38,168	4	373,146	41	912,280
Transfer Out to Cemetery Fund	-49,280	-49,280	-25,000	51	-25,000	51	-49,280
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-471,100	-471,100	0	0	0	0	-471,100
Transfer Out to CIF	0	0	0	0	-150	0	-150
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>13,168</u>	<u>4</u>	<u>282,996</u>	<u>87</u>	<u>326,750</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>25,000</u>	<u>25,000</u>	<u>15,000</u>	<u>60</u>	<u>15,000</u>	<u>60</u>	<u>25,000</u>
Non-Departmental - TOTAL:	<u>351,900</u>	<u>351,900</u>	<u>28,168</u>	<u>8</u>	<u>297,996</u>	<u>85</u>	<u>351,750</u>
Public Safety							
Operations	926,200	930,314	82,236	9	835,804	90	926,920
Debt Service	0	0	0	0	0	0	0
CIP	<u>67,950</u>	<u>67,950</u>	<u>26,682</u>	<u>39</u>	<u>33,185</u>	<u>49</u>	<u>42,800</u>
Public Safety - TOTAL:	<u>994,150</u>	<u>998,264</u>	<u>108,918</u>	<u>11</u>	<u>868,989</u>	<u>87</u>	<u>969,720</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
100% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	927,500	927,500	82,908	9	846,781	91	927,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>385,000</u>	<u>385,000</u>	<u>104,164</u>	<u>27</u>	<u>416,819</u>	<u>108</u>	<u>481,100</u>
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>187,072</u>	<u>14</u>	<u>1,263,600</u>	<u>96</u>	<u>1,408,600</u>
Economic Development							
Operations	169,870	184,870	22,933	12	155,588	84	169,900
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>169,870</u>	<u>184,870</u>	<u>22,933</u>	<u>12</u>	<u>155,588</u>	<u>84</u>	<u>169,900</u>
Transit System							
Operations	96,350	96,350	7,250	8	80,644	84	96,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,150</u>	<u>75,150</u>	<u>0</u>	<u>0</u>	<u>62,079</u>	<u>83</u>	<u>75,150</u>
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>7,250</u>	<u>4</u>	<u>142,723</u>	<u>83</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,260,434	252,561	8	2,910,993	89	3,210,690
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	145,846	26	535,909	95	638,280
GENERAL FUND - GRAND TOTAL:	<u>3,805,990</u>	<u>3,823,534</u>	<u>398,408</u>	<u>10</u>	<u>3,446,903</u>	<u>90</u>	<u>3,848,970</u>

Town of Altavista
Council / Planning Commission
FY 2016 Expenditure Report
100% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	20,992	100	21,000	
Other Employee Benefits			0	0	0	0		
Services	2,000	2,000	0	0	0	0	2,000	
Other Charges	5,030	5,030	1,225	24	2,868	57	5,030	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	198	0	5,390	0	5,400	
Total Expenditures	28,030	28,030	3,172	11	29,251	104	33,430	

Town of Altavista
Administration
FY 2016 Expenditure Report
100% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	402,200	402,200	25,395	6	356,207	89	369,400
Other Employee Benefits	18,400	18,400	4,850	26	19,305	105	18,400
Services	193,840	197,740	5,746	3	165,000	83	193,840
Other Charges	125,200	116,530	3,364	3	108,956	94	125,200
Materials & Supplies	28,400	31,600	1,539	5	30,462	96	28,400
Capital Outlay	10,000	10,000	0	0	8,826	88	8,830
Total Expenditures	778,040	776,470	40,894	5	688,756	89	744,070

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
100% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	105,800	105,800	11,727	11	102,548	97	103,100
<i>Campbell County Treasurer</i>	57,200	57,200	0	0	54,992	96	57,200
<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	3,023	60	3,100
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	0
<i>Uncle Billy's Day Funding</i>	20,000	20,000	10,000	50	20,000	100	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	300
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	100	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	0
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	10,000	10,000	1,093	11	10,934	109	10,000
Contribution - Avoca	18,700	18,700	0	0	18,700	100	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	5,000	100	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	292,500	292,500	12,820	4	248,182	85	247,800
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	3,175	0	3,200
Fuel - Fire Company	5,000	5,000	308	6	2,165	43	4,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	308	6	5,340	107	7,200
NON-DEPARTMENTAL - SUBTOTAL	297,500	297,500	13,127	4	253,522	85	255,000
TRANSFER OUT							
Transfer Out - Cemetery Fund	49,280	49,280	25,000	51	25,000	51	49,280

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
100% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out - CIF	0	0	0	0	150	0	150
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	585,380	585,380	25,000	4	90,150	15	585,530
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	41	0	29,474	100	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	41	0	29,474	100	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	912,280	912,280	38,168	4	373,146	41	869,930
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	15,000	60	15,000	60	15,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
CAPITAL OUTLAY - TOTAL	25,000	25,000	15,000	60	15,000	60	15,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	937,280	937,280	53,168	6	388,146	41	884,930
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	351,900	351,900	28,168	8	297,996	85	299,400

Town of Altavista
Public Safety
FY 2016 Expenditure Report
100% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
<u>PUBLIC SAFETY - FUND 10</u>							
Wages & Benefits	804,000	805,000	73,282	9	743,817	92	805,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,800	729	4	13,873	83	16,800
Other Charges	39,500	40,520	2,414	6	25,298	62	40,520
Materials & Supplies	66,500	67,994	5,810	9	52,816	78	64,600
Capital Outlay	67,950	67,950	26,682	39	33,185	49	42,800
Total Expenditures	994,150	998,264	108,918	11	868,989	87	969,720

Town of Altavista
Public Works
FY 2016 Expenditure Report
100% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	641,100	641,100	47,682	7	590,206	92	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	3,101	37	7,848	93	8,400
Other Charges	25,300	25,300	2,517	10	27,320	108	25,300
Materials & Supplies	252,700	252,700	29,607	12	221,407	88	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	104,164	27	416,819	108	481,100
Total Expenditures	1,312,500	1,312,500	187,072	14	1,263,600	96	1,408,600

Town of Altavista
Economic Development
FY 2016 Expenditure Report
100% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,600	102,600	8,021	8	97,551	95	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	45,400	14,490	32	44,797	99	30,400
Other Charges	31,670	31,670	311	1	11,773	37	31,700
Materials & Supplies	5,200	5,200	111	2	1,466	28	5,200
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	169,870	184,870	22,933	12	155,588	84	169,900

Town of Altavista
Transit System
FY 2016 Expenditure Report
100% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	64,000	64,000	5,040	8	60,211	94	64,000
Services	3,250	3,250	0	0	725	22	3,250
Other Charges	4,150	4,150	120	3	2,717	65	4,150
Materials & Supplies	24,950	24,950	2,091	8	16,991	68	24,950
Capital Outlay	75,150	75,150	0	0	62,079	83	75,150
Total Expenditures	171,500	171,500	7,250	4	142,723	83	171,500

Town of Altavista
FY 2016 Revenue Report
100% of Year Lapsed

Enterprise Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	2,000	2,000	633	32	10,396	520	9,000
Water Charges - Industrial	904,000	904,000	97,435	11	901,060	100	904,000
Water Charges - Business/Residential	294,000	294,000	95,643	33	348,242	118	294,000
Water Charges - Outside Community	136,000	136,000	28,790	21	144,167	106	136,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	3,113	104	3,100
Sewer Charges - Industrial	1,187,400	1,187,400	94,294	8	1,059,310	89	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	41,410	14	272,392	94	291,000
Sewer Charges - Outside Community	2,000	2,000	819	41	2,603	130	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	500	10	13,700	263	13,200
Sewer Charges - Sewer Surcharges	100,000	100,000	6,426	6	82,934	83	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	15	0	5,627	122	5,600
Misc. Cash Discounts	200	200	0	0	30	15	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	2,227	9	492,680	1971	25,000
State Fluoride Grant	0	0	7,395	0	7,395	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,954,900</u>	<u>2,954,900</u>	<u>375,588</u>	<u>13</u>	<u>3,343,650</u>	<u>113</u>	<u>2,971,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
100% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	932,090	932,090	83,124	9	1,018,819	109	932,100
Debt Service	280,000	280,000	0	0	234,553	0	280,000
CIP	210,600	1,386,350	405,606	29	2,541,555	183	2,356,900
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>2,672,070</u>	<u>488,730</u>	<u>18</u>	<u>3,794,927</u>	<u>142</u>	<u>3,569,000</u>
Wastewater Department							
Operations	1,174,950	1,174,950	106,413	9	962,057	82	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	266,000	50,141	19	134,898	51	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,514,580</u>	<u>156,554</u>	<u>10</u>	<u>1,096,956</u>	<u>72</u>	<u>1,384,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	189,537	9	1,980,876	94	2,107,050
Debt Service	280,000	280,000	0	0	234,553	0	280,000
CIP	420,600	1,652,350	455,747	28	2,676,454	162	2,566,900
Transfer Out	<u>147,260</u>	<u>147,260</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,954,900</u>	<u>4,186,650</u>	<u>645,284</u>	<u>15</u>	<u>4,891,883</u>	<u>117</u>	<u>4,953,950</u>

Town of Altavista
Water Department
FY 2016 Expenditure Report
100% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	543,600	543,600	33,789	6	456,999	84	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	1,846	4	104,924	242	43,300
Other Charges	163,350	163,350	33,962	21	240,486	147	163,350
Materials & Supplies	181,840	181,840	13,527	7	216,410	119	181,850
Debt Service	280,000	280,000	0	0	234,553	0	280,000
Capital Outlay	210,600	1,386,350	405,606	29	2,541,555	183	2,356,900
Transfer Out to Reserves	73,630	73,630					0
Total Expenditures	1,496,320	2,672,070	488,730	18	3,794,927	142	3,569,000

Town of Altavista
Wastewater Department
FY 2016 Expenditure Report
100% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	677,600	677,600	41,434	6	504,759	74	677,600	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	15,650	15,650	1,954	12	28,830	184	15,650	
Other Charges	313,000	313,000	26,816	9	275,772	88	313,000	
Materials & Supplies	168,700	168,700	36,209	21	152,697	91	168,700	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	210,000	266,000	50,141	19	134,898	51	210,000	
Transfer Out	73,630	73,630					0	
Total Expenditures	1,458,580	1,514,580	156,554	10	1,096,956	72	1,384,950	

Town of Altavista
Fund Expenditure Totals
FY 2016
100% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	451,000	26,672	6	285,266	63	451,000
CIP	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
State/Hwy Water Department - TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>26,672</u>	<u>4</u>	<u>285,266</u>	<u>46</u>	<u>619,000</u>

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,280	31,280	2,108	7	26,598	85	32,280
CIP	21,000	21,000	0	0	17,253	82	21,000
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>77,280</u>	<u>77,280</u>	<u>2,108</u>	<u>3</u>	<u>43,850</u>	<u>57</u>	<u>78,280</u>

Town of Altavista
FY 2016 State/Highway Fund
100% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Street & Highway Maintenance	619,000	619,000	163,309	26	653,235	106	619,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	3.71	0	16.17	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>163,313</u>	<u>26</u>	<u>653,252</u>	<u>106</u>	<u>619,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,201	2	17,990	37	48,200
Maintenance - Pavement	150,000	150,000	3,005	2	37,132	25	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,136	7	46,345	82	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	56,000	56,000	7,284	13	52,734	94	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	7,103	14	50,023	100	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,943	5	81,042	101	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>26,672</u>	<u>6</u>	<u>285,266</u>	<u>63</u>	<u>451,000</u>
Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>26,672</u>	<u>4</u>	<u>285,266</u>	<u>46</u>	<u>619,000</u>

Town of Altavista
FY 2016 Cemetery Fund
100% of Year Lapsed

Cemetery Fund - Fund 90	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	1,550	10	14,999	100	15,000
Interest/Interest Income	9,000	9,000	2,242	25	9,661	107	7,400
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	9,800	245	9,800
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>49,280</u>	<u>49,280</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>46,080</u>
Cemetery Fund - GRAND TOTAL:	<u>77,280</u>	<u>77,280</u>	<u>3,792</u>	<u>5</u>	<u>34,510</u>	<u>45</u>	<u>78,280</u>

EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	71	1	7,520	79	9,500
Salaries and Wages/Overtime	500	500	0	0	1,305	261	1,500
Benefits/FICA	800	800	5	1	614	77	800
Benefits/VRS	1,050	1,050	8	1	781	74	1,050
Benefits/Medical	1,300	1,300	13	1	1,337	103	1,300
Benefits/Group Life	130	130	1	1	89	68	130
Benefits/VRS Hybrid Employer Contr	0	0	0	0	34	0	0
Benefits/ICMA Hybrid Employer Contr	0	0	0	0	3	0	0
Other Charges/Misc. Reimb.	0	0	0	0	315	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,009	11	14,600	81	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
TRANSFER OUT							
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>77,280</u>	<u>77,280</u>	<u>2,108</u>	<u>3</u>	<u>43,850</u>	<u>57</u>	<u>78,280</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,761,220.81

Balance as of June 30 , 2016

Non-Specific

Green Hill Cemetery 569,590.72

General Fund Reserves

Capital Improvement Program Reserves

Altavista EDA Funding 299,346.52 *

299,346.52

3,477,207.48

Enterprise Fund Reserves

Capital Improvement Program Reserves

PCB Remediation 600,468.83

201,903.74

Community Improvement Reserve 0.00

Police Federal 2,893.32

Police State 20,689.09

Public Funds Money Market Accounts

11,791,557.68 → Includes Funds \$336,790.17 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 797,563.43

Includes Funds \$1,528,549.03 for Proj 1B - Main St Waterline

DESIGNATED FUNDS 2,290,551.91

15,470,668.90

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

-6,353,383.00

Policy \$ **General** **Enterprise** **Total**
4,965,030 1,388,353 6,353,383

UNDESIGNATED FUNDS

9,117,285.90

NOTES:

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 2015 Highway Carryover of Funds

-543,260.20

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

Tank Maintenance FY 2014

-50,000.00

FY15 Projected Carryover Needs

-246,000.00

Transit Funding

-4,209.00

Transfer of excess funds from Operating Acct. to MM

-1,400,000.00

Funds for Project 1A - Bedford Waterline Improvement

-336,790.17

Apprvd 8/11/15 Littleton & Assoc. Emergency - doesn't include pumps

-102,600.00

Apprvd 8/11/15 PCB - Test entire pond

-6,000.00

Apprvd 6/9/15 Bedford Ave water tank

-62,000.00

Apprvd 8/25/15 Mill & pave project area of Bedford estimated cost

-55,000.00

Apprvd 8/25/15 Woodard & Curran's phase I SCADA system

-95,000.00

Concept presented at work session for improvements to

Apprvd 9/22/15 electrical at WTP and construction of new bldg to house

-1,041,859.80

electric panels

Apprvd 5/10/16 Survey of canoe launch property

-850.00

Consensus of Council to obligate a min for the purchase

-40,000.00

4/26/2016 of site for canoe launch

6/14/2016 Canoe Launch to get site ready

-39,500.00

Paving parking area of the park on Woodland Ave;

-4,000.00

6/14/2016 included w Myrtle Lane paving

Funds for Project 1B - Main Street Waterline Improvement -1,528,549.03

FY 2016 Earmarked for Pole Building (020-CIP item) -75,000.00

Earmarked for replacement of 1999 dump truck (CIP Item) -41,000.00

Broadband Grant -30,000.00

UNDESIGNATED RESERVE FUND BALANCE 3,084,025.86



DATE: June 13, 2016

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

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

We have thirteen accounts over five years old totaling \$1,386.05; and five accounts for deceased individuals totaling \$226.08. The total write-off proposal is \$1,612.13.

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

Thank You.

PROPOSED WRITE-OFF
DELINQUENT WATER & SEWER ACCOUNTS

June 28,2016

A+A1:C29CCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Loressa Berkley	9/7/2010	\$	36.86
Stephanie S. Cadogan	8/30/2010	\$	12.00
Cash Advance Centers	6/23/2009	\$	25.58
Janet Gregory	11/11/2010	\$	127.40
Jason Lacy	5/2/2011	\$	45.15
Larry Lambert	2/1/2011	\$	176.88
Melissa Lovelace	6/16/2010	\$	337.32
Connor Michaelson	6/14/2010	\$	60.00
Suzette Moon	11/11/2010	\$	51.86
Vertna Payne	1/27/2011	\$	350.84
Danielle Rice	11/3/2010	\$	46.98
Kelly ice	6/2/2011	\$	5.04
Christopher Thompson	9/16/2010	\$	110.14
Sub-total		\$	1,386.05

DECEASED INDIVIDUALS

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Lloyd C. Reynolds	10/9/2015	\$	15.40
Malcolm Drinkard	1/21/2016	\$	40.31
John C. Johnson	3/16/2015	\$	95.18
E. Leon Brown	8/6/2015	\$	42.90
Lafe McCluster	3/10/2014	\$	32.29
Sub-total		\$	226.08

GRAND TOTAL		\$	1,612.13
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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 12, 2016

Agenda Item: Canoe Launch Update

Summary: Staff continues to work on seeking grants for the Canoe Launch project. At this time, staff is seeking adoption of the attached resolution for the Recreational Trail Program (RTP) grant. The RTP program is described below:

The Recreational Trails Program (RTP) is an 80-20, matching reimbursement program established for the purposes of providing and maintaining recreational trails. It is funded through the Federal Highway Administration (FHWA), which establishes a program for allocating funds to the States for recreational trails. The state agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR).

Funding may be provided to city governments, county governments or other government entities but must consider guidance from the Virginia Recreational Trails Program Advisory Committee. Non-profits partnering with governmental bodies are also eligible to compete for funding. Program requirements mandate that 30% of the trail program funds be used for motorized recreational trail uses, 30% for non-motorized recreational trails and 40% for trails with the greatest number of compatible recreational purposes and/or those that provide for innovative recreational trail corridor sharing (multiple-use trails).

The RTP is a reimbursement program, meaning that the applicant should be capable of financing the project while requesting periodic reimbursements. All project applications must have a 20% (minimum) applicant match in total cost.

Planning proposals, gap analysis, and feasibility studies are not eligible for funding through this program. RTP funding is for projects that are primarily recreational in nature rather than serving a more utilitarian transportation function. Funding award request amounts are limited to a minimum of not less than \$100,000 (minimum total project costs \$125,000) and no more than \$300,000 (minimum total project cost \$375,000). Approximately \$1,000,000 is available. It is anticipated 4-6 awards will be made.

Projects are selected and recommended for funding through a competitive call for applications. Projects recommended for funding must complete an environmental analysis in accordance with the National Environmental Policy Act and at a minimum compliance with the Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection. A Federal Consistency Determination in accordance with the Coastal Zone Management Act may also be required.

The RTP Application deadline for the 2016 RTP grant cycle is 21 July 2016. RTP applications must be received at DCR no later than 4:00PM on, Thursday, 21 July 2016. Applicants are responsible for effecting delivery by the deadline; late submissions will be rejected without consideration.



Based on the programs requirements of 20% of applicant match, the Town would need to contribute a minimum of \$85,800 to the project (based on estimated project cost of \$429,000). At this time Council has indicated a willingness to spend \$40,000, which equals the property purchase price.

ACTION

- Adoption of the attached resolution for the RTP grant.

Attachments:

- Resolution
- RTP Grant scoring criteria

Recreational Trails Program Authorizing Resolution

A resolution authorizing an application for federal funding assistance from the Recreational Trails Program (RTP) to the Virginia Department of Conservation & Recreation (DCR).

WHEREAS, under the provisions of RTPF, federal funding assistance is requested to aid in financing the cost of trail/trailhead/trailside construction and/or rehabilitation within Campbell County, Virginia and

WHEREAS, the Altavista Town Council considers it in the best public interest to complete the project described in the RTP application;

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Altavista Town Manager be authorized to make formal application to DCR for funding assistance;*
- 2. Any fund assistance received be used for implementation and completion of access to the canoe launch on the Staunton River within the specified time frame;*
- 3. The Altavista Town Council hereby certifies that project funding is **currently available and is committed for the completion of this project while seeking periodic reimbursement through the Recreational Trails Program.***
- 4. We are aware that the RTP funding, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR.*
- 5. We acknowledge that the assisted trail project will have an assigned life expectancy assigned to it and that the facility must be maintained to standards suitable for public use.*
- 6. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;*
- 7. We acknowledge that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.*
- 8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.*

This resolution was adopted by the Altavista Town Council during the meeting held: on July 12, 2016 at the J.R. (Rudy) Burgess Town Hall, located at 510 7th Street, Altavista VA.

Signed and approved by the following authorized representative:

Signed: _____ Title: _____

Date: _____

2016 Recreational Trails Program Scoring Criteria

Project Name:

1. Project Readiness (score 0-15 points)

Applicant does not have legal control/access to property for project. (Score: 0 points).

Application provides substantial information that the planning, right of way, environmental review, engineering and financial commitment have advanced to the point where the applicant can advertise the project for construction. (score: 10-15 points)

Some planning, right of way, environmental review, and engineering tasks have been completed but the application contents raise questions regarding project readiness. (Score: 3-9 points)

Project appears to be in conceptual phase. (Score: 0-2 points)

Score:

Comments:

2. Purpose and Need (score 0-10 points)

Project creates a significant and/or unique recreational trail experience or rehabilitates a significant and/or unique recreational trail or is being designed to 100% ADA standards specifically for use by mobility impaired users. The recreational need and demand for the proposal is documented and supported by statistical data. The ability to make the trail 100% ADA is supported by documentation. The anticipated usage projections are supported by statistical data and appear realistic for the trail facility being planned and its location. Letters of support are included. (Score: 5-10 points)

Project creates and/or rehabilitates a moderate recreational trail contribution. (Score: 1-4 points)

Project creates and /or rehabilitates a recreational trail with limited support and the need for proposal is not well documented or supported. (Score: 0 points)

Score:

Comments:

3. Budget/Cost Estimate (score 0-10 points)

Application includes detailed, itemized cost estimate and budget narrative where all costs are eligible for reimbursement, the costs appear accurate and the applicant has certified and identified the financial resources are committed for financing the project over the life of the grant. (Score: 7-10 points)

Application includes detailed cost estimate where certain costs are not eligible for reimbursement, some costs do not appear accurate or cost effective the budget narrative raises questions or appears incomplete, financial resources have not been certified but information within application demonstrates the applicant's capability to fund the project over the life of the grant. (Score: 2-6 points)

Application includes cost estimate that is not complete and/or or uses lump sum for every item, the estimate includes ineligible items or appears unrealistic: either over or under budgeted, the budget narrative is unclear or raises questions. (Score: 0-1 points).

Application does not include a detailed, itemized, cost estimate or budget narrative or what is included raises numerous questions about the ability of the applicant to complete the project while seeking periodic reimbursement. (Score: 0 points)

Score:

Comments:

4. Match Composition (score 0-10 points)

Match is 100% cash supported by documentation and the applicant is providing more than a 20% match, (Score 5-10 points-consider how much over the required 20% match the applicant is providing.)

Match is 100% cash but there is no overmatch. (Score: 3-4 Points)

Match is combination of cash, forced account, volunteer labor and donations of materials, services and goods, and/or other federal funding sources. (Score: 1-2 points)

Match is unclear or not available, match is 100% soft match and/or application lacks documentation showing match is secure raising questions about the ability of the project to move forward. Match involves pending grants from other programs and is therefore ineligible. (Score: 0 Points)

Score:

Comments:

5. Project Schedule, Means and Methods (score 0-15 points)

Project schedule is clear, well planned and logical. Applicant has clearly indicated the approach to the project will be in a timely, efficient and effective manner. The proposal includes actions to create a sustainable trail with particular care being given to protect the environment; resources are in place to operate and maintain the facility over the long term for public use. (Score: 6-15 points)

Project schedule is clear but appears unrealistic. Steps being taken to create a sustainable facility and/or to be environmentally sensitive are unclear and/or appear uniformed. Long term operation and maintenance is unclear or appears inadequate. (Score: 2-5 points)

Project schedule is unrealistic, either overly ambitious or under achieving. Steps being taken to create a sustainable trail and/or to be environmentally sensitive are inadequately addressed or not addressed at all or raises more questions. There is little indication long term operation and maintenance has been considered. Applicant appears unaware of project selection timeline outlined in 2016 RTP manual. (Score: 0-1 points)

Score:

Comments:

6. Planning Process (score 0-10 points)

Project is a specific identified need in an approved local plan or was identified as a need through user/citizen surveys. Development of the proposal included public participation opportunities (design charettes, public hearings, public meeting presenting the project for review and comment, legal notices requesting comments, etc.), specifically for the proposal's development. (Score 5-10 points)

Project is an identified need in an approved local plan or was identified as a need through user/citizen surveys but it does not appear the specific project proposal was provided to the public for review and citizen input. (Score: 2- 4 points)

Project is not an identified need in a local plan but is a general need. Planning of the project does not appear to have involved any public participation or public review and comment opportunities.

Rather, the planning of the project appears to have involved internal meetings, some stakeholder meetings and being on agendas of council or board of supervisor meetings (Score: 1 point).

For proposals involving rehabilitation and relocation of existing trail corridors and amenities, Is the rehabilitation part of a resource management plan for the facility or system? Is the rehabilitation needed due to high volume use? Is the rehabilitation needed due to natural occurrences? Is the rehabilitation needed to improve safety? Was the decision making process that led to the submission of the application clear and logical? (Score 0-10 points)

Planning Process and/or decision making process is unclear or inadequate or took place more than 6 years ago. (Score: 0 points)

Score:

Comments:

7. Application Preparation (score 0-10 points)

Application answers all questions in a clear and concise manner, all required attachments are included, graphics are clear depicting logical termini of the RTP project and how the public will access the facility. Linkages to other existing facilities are clearly shown. (Score: 5-10 points)

Application answers all questions but raises some questions and some of the required documentation is missing, graphics are unclear or raises questions, any connections and linkages described in application are not noted or poorly depicted. (Score 2-4 Points)

Applications is missing required documentation, answers to questions are unclear, rambling, confusing, contradictory or not relevant. (Score: 0- 1 Point)

Score:

Comments:

8. Five Minute Sales Pitch (score 0-10 points)

Applicant indicates in a clear, convincing and/or creative manner the uniqueness and significance of the proposal and why it should be funded. (Score: 0- 10 points)

Score:

Comments:

9. Previous RTP performance (Score 0 to +5 points or -5 to -10 points)

(This criterion can result in negative points being awarded and/or positive points being awarded depending on prior performance)

Applicant has completed previous recreational grants within the original timeframe or extensions needed due to unexpected environmental occurrences or acts of nature and without reductions in the scope of work. (Score: 5 points)

Applicant has completed previous recreational grants but time extensions not required by acts of nature or unexpected environmental occurrences were needed to complete the original scope of work or reduced scope of work. (Score: 1 – 2 points)

Applicant has completed previous recreational grants but failed to follow grant requirements, was inconsistent with quarter reporting, repeatedly asked for exemptions of requirements, were temporarily suspended, needed multiple time extensions or reductions in scope of work, etc. (Deduct 5-10 points)

Score:

Comments:

10. Recreational Trails Advisory Committee Bonus Points (Score 0-15)

The Recreational Trails Advisory Committee may choose to add up to 15 discretionary points for projects that are felt to be especially well thought out, innovative and unique or will contribute significantly to needed trail opportunities in Virginia or aid in geographic distribution of funds.

Score:

Comments:

Maximum total points possible for items 1-9 = 90 points

Maximum total RTP Advisory Committee points = 15 points.

Maximum positive points for previous good performance = +5

Maximum deduction of point for previous poor performance = -10

Total
Score:



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 12, 2016

Agenda Item: The Standard Insurance Company

Summary: Recently, there was an announcement in regard to The Standard Insurance Company deciding to establish a presence on the East Coast in Altavista. The attached memo from staff sets forth the parameters of the investment to be made by The Standard Insurance Company and the incentives that have been offered by staff. The incentives are consistent with our policy and staff is seeking approval of the incentives and the authorization to execute the performance agreement on behalf of the Town of Altavista.

During the last twelve months, the Office of Economic Development has been instrumental in the expansion of three existing industries and the recruitment of one new industry. These projects have total capital investment projections of just over \$41 million and over 300 new employment opportunities for our citizens.

Possible Motion(s):

- *"I move that incentives as presented for The Standard Insurance Company be approved and the Town Manager be authorized to execute the Performance Agreement on behalf of the Town of Altavista."*

Attachments

- Staff memorandum
- Performance agreement (draft)



To: Town Council
From: Dennis Jarvis, II, Director of Economic Development
Cc: J. Waverly Coggsdale, III, Town Manager
RE: The Standard

On July 6, 2016 the Virginia Tobacco Commission jointly announced with the economic development offices of Campbell County and the town of Altavista a new investment for the community. The Standard Insurance Company will establish an inbound call center at the former Intersections site at the Altavista Office Park. The Standard will begin selecting potential employees at two-day job fair later this month: July 20 at the Holiday Inn in Lynchburg and July 21 at VTI in Altavista.

The total investment by the Standard will be as follows:

- Net new investment of: \$1.7 million dollars.
- Capitalized investment in taxable Personal Property: \$1,552,650.00.
- Capitalized investment in building improvements: \$161,585.
- Net new employment of 178 jobs within 36 months, and 235 jobs by 2020.
- Average, W-2 salary for new employees: \$43,497.00.

The town of Altavista is offering the Standard an incentive package totaling \$32,000.00

- \$22,000 for net new capital investment.
- \$10,000 for net new employment.
- The town will pay the Standard four equal payments of \$8,000.00
- The payments will start when the Standard completes the build out and offers 235 jobs within the 48 months with an average salary of \$16.80 per hour.



**Insurance, Retirement,
Investments and Advice.**

History

In 1906, when the Northwest was largely an untamed wilderness, a visionary man named Leo Samuel founded the company that would become The Standard. Long before someone coined the phrase "act local," Mr. Samuel saw the need for an insurance company that understood the lives of its customers first-hand.

In those days, the timber industry was king and the life of a logger was rough and dangerous. Equipment was primitive. On-the-job injuries could strike anytime. Social Security and workers' compensation didn't exist, so an injury or death could wreck a family's finances and their future.



To: Town Council
From: Dennis Jarvis, II, Director of Economic Development
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RE: The Standard

Even if a logger managed to buy a life insurance policy, most of the companies were located on the east coast. The long distances involved meant slow claims payments and impersonal service. Mr. Samuel formed the Oregon Life Insurance Company to meet the needs of local customers better and faster.

A German immigrant, Leo Samuel arrived in New York City in his early teens and began a slow move westward. He settled in Portland, Ore., at the turn of the 20th century, as the city was enjoying an economic boom thanks to the Northwest's abundant natural resources

As his company grew, so did his commitment to supporting local charities. Some credit Mr. Samuel with Portland's nickname, "The City of Roses," because he grew roses and kept a pair of scissors tied to his garden fence so passersby could clip a few of his beautiful blooms.

Today, The Standard has more than 40 offices across the country and 2,700+ employees. We provide financial services and products to approximately 6 million customers, in all 50 states, the District of Columbia and the United States Territories of Guam and the Virgin Islands.

In Portland, Ore., where our home offices are still located, we are the largest non-government employer downtown. The Standard is also one of the top corporate donors to local nonprofits serving those in need, with emphasis on helping people with disabilities thrive independently, supporting families facing challenges, broadening access to the arts and preparing our future workforce for success.

Quick Facts About The Standard

These facts provide a quick snapshot of StanCorp Financial Group, Inc., and its primary subsidiaries: Standard Insurance Company, The Standard Life Insurance Company of New York, StanCorp Investment Advisers, Inc., Standard Retirement Services, Inc. and StanCorp Mortgage Investors, LLC. All information is current as of Dec. 31, 2015, and is updated quarterly. StanCorp Financial Group, Inc., is the holding company for businesses that provide insurance, retirement and investment products and services.

- Headquartered in Portland, Oregon
- Incorporated in 1998, Became a public company in 1999 NYSE ticker symbol: SFG
- StanCorp and its primary operating subsidiaries together employ approximately 2,800 people
- Licensed in 49 states, the District of Columbia and the United States Territories of Guam, Puerto Rico and the Virgin Islands
- Number of employees in the Portland, Oregon home office: 1,768
- Number of employees in field and regional offices: 369

PERFORMANCE AGREEMENT

This Performance Agreement, made and entered into this day of August, 2016 by and between the **COUNTY OF CAMPBELL, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, hereinafter “**COUNTY**”; the **TOWN OF ALTAVISTA**, a political subdivision of the Commonwealth of Virginia, hereinafter “**TOWN**”; the **CAMPBELL COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**, a political subdivision of the Commonwealth of Virginia, hereinafter “**IDA**”; the **ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF ALTAVISTA**, a political subdivision of the Commonwealth of Virginia, hereinafter “**EDA**” and **THE STANDARD INSURANCE COMPANY** an **OREGON** corporation, hereinafter “**COMPANY**.”

W I T N E S S E T H:

WHEREAS, COUNTY is willing to provide a sum of \$51,225.00 as is more fully hereinafter set forth which represents an **Economic Stimulus Grant** of \$26,225.00 and an **Employment Grant** of \$25,000.00; and

WHEREAS, TOWN is willing to provide a sum of \$32,000.00 as is more fully hereinafter set forth which represents a \$22,000.00 incentive grant based upon the total **Net New Capital Investment** and a \$10,000.00 grant based upon **Net New Employment**; and

WHEREAS, COUNTY & TOWN are willing to provide the funds through the **IDA & EDA**, respectively, provided **COMPANY** meets certain criteria related to employment projections and capital investment; and

WHEREAS, COMPANY is required to return or forfeit all or a portion of the funds received/promised if the performance criteria of **COMPANY** are not met.

NOW THEREFORE the parties hereto, in consideration of the foregoing, and the disbursement of funds as hereinafter provided, agree as follows:

1. **COUNTY** will disburse to the **IDA** and the **IDA** will disburse to **COMPANY** the entire amount of \$51,225.00 in FOUR (4) equal, annual payments, the first commencing after the execution of this performance agreement, and at the commencement of the **BASE PERIOD which commences when the facility is operational and a minimum of 25 new employees have been hired and the base period termination date is defined in section 8 below.** Each successive installment will be paid on the anniversary of the first installment, provided all terms and conditions of this agreement are being met at the time of each installment. .

2. **TOWN** will disburse to the **EDA** and the **EDA** will disburse to **COMPANY** the entire amount of \$32,000.00 in FOUR (4) equal, annual payments, the first commencing after the execution of this performance agreement, and the commencement of the **BASE PERIOD which commences when the facility is operational and a minimum of 25 new employees have been hired and the base period termination date is defined in section 8 below.** Each successive installment will be paid on the anniversary of the first installment, provided all terms and conditions of this agreement are being met at the time of each installment.

3. In order for disbursement to take place **COMPANY** cannot be in default of the terms of any existing incentive performance agreements with any agency or governmental entity in the Commonwealth of Virginia. The disbursement of these funds are contingent upon the **COUNTY** and **TOWN's** ability to levy a Machinery & Tools Tax, Business Personal Property Tax and becomes null and void if at any time within the base period that the **COUNTY** and **TOWN** can no longer legally levy such taxes.

4. **COMPANY** will make an additional **NET NEW CAPITAL INVESTMENT of \$1,500,000.00** in **BUSINESS PERSONAL PROPERTY & REAL ESTATE IMPROVEMENTS** in the **COUNTY & TOWN** over a period of **forty eight (48)** months from the start of the base period, and all investments will be maintained for a period of not less than **four (4)** years.

5. **COMPANY** will provide **two hundred thirty five (235)** new fulltime jobs in the **COUNTY & TOWN**, paying an average starting wage of **\$16.80** per hour, within a **forty eight (48)** month period of time **commencing July 1, 2016**. Company confirms current employment as of **7/1/2016 is 0** and the total employment goal to be **235** at the end of the **forty eight (48)** month period.

6. **COMPANY** must meet the eligibility requirements of **COUNTY** and **TOWN'S** Incentive Policies. Failure to be in compliance of those policies will result in **COMPANY** being deemed in **DEFAULT** of the agreement and not eligible to receive incentives. In the event of a **DEFAULT** any disbursed funds to **COMPANY** are to be repaid to **COUNTY** and **TOWN** within 30 days of **DEFAULT** notice.

7. If **COMPANY** does not meet 90% of the above stated **net new capital investment** and **net new jobs commitment** as set forth in paragraphs 4 and 5 **COMPANY** shall reimburse or forfeit to **COUNTY** and **TOWN** that part of the County's Economic Stimulus Grant, Town's capital investment grant, County's Employment Grant and Town's Employment Grant as provided by the following example: the grant of **\$48,225.00** from the **COUNTY & TOWN** is in consideration for the net new business personal property & real estate improvement investments by **COMPANY** and the **\$35,000.00** from the **COUNTY's and TOWN's** Grant is in consideration of the employment commitment. If, after 48 months from the start of the **BASE**

PERIOD the net new business personal property & real estate improvement investments of **COMPANY** is at least **\$1,350,000** and if after 48 months from July 1, 2016 the number of new jobs created by **COMPANY** is at least **212**, no refund of Grant Funding is required. If, after 48 months from the start of the **BASE PERIOD** the real estate improvements and machinery and tools investments is only **\$750,000** and if after 48 months from July 1, 2016 the new jobs created are **118**, **COMPANY** shall reimburse or forfeit to **COUNTY** 50% of the Economic Stimulus Grant funding related to business personal property and real estate improvements, i.e., the sum of **\$24,112.50** and 50% of the funds related to job creation, i.e., the sum of **\$17,500**;

8. **COMPANY** agrees to sustain the additional **NET NEW CAPITAL INVESTMENT** in business personal property, real estate improvements & new employment for a period of **FOUR (4)** years from date of installation of the business personal property & real estate improvements. This shall constitute the end of the **BASE PERIOD**.

9. If **COMPANY** fails to meet the requirement of paragraph 8, **COMPANY** shall reimbursement or forfeit to **COUNTY** and **TOWN** a proportional amount based upon **COUNTY'S** and **TOWN'S** anticipated tax revenue. As an example, if the revenue projection shows an annual tax stream of \$5,000 each to the **COUNTY** and to the **TOWN** with the level of investment to be maintained for four (4) years, a total **COUNTY** and **TOWN** revenue stream of \$40,000 will be generated over the four years. If **COMPANY** investment is maintained for only 3 years (36 months) from date of installation of the business personal property and real estate improvements as set forth above, **COMPANY** will reimburse or forfeit to **COUNTY** and **TOWN** an amount equal to 25% of the revenue anticipated the sum of \$10,000.00.

10. **COMPANY** agrees to provide **COUNTY** and **TOWN**, at company's expense, detailed verification satisfactory to **COUNTY** and **TOWN** of the company's progress

toward meeting the capital investment and employment goals stated herein. Such verification includes, but is not limited to, Company's payroll tax filings, property tax filings, and internal documents in support thereof and will be provided upon request, but no more often than annually, at such time(s) as the **COUNTY** and **TOWN** may request.

11. **COMPANY** hereby grants its consent for the Commissioner of Revenue of Campbell County to release to **COUNTY** and **TOWN** all property and tax records of any kind held by Commissioner of Revenue, and (b) the Virginia Employment Commission to release to **COUNTY** and **TOWN** all **COMPANY** employment records of any kind held by the Virginia Employment Commission.

12. The **COMPANY**, **COUNTY** and **TOWN** each acknowledge and agree to its respective payment/repayment obligation in accordance with above sections this agreement. Any notices required or permitted under this Agreement shall be in writing, and shall be deemed to be received upon receipt or refusal after mailing of the same in the United States Mail by certified mail, postage fully pre-paid or by overnight courier (refusal shall mean return of certified mail not accepted by the addressee) and addressed as follows:

If to **COMPANY**, to:

Name: The Standard Insurance Company
Address: 1100 SW Sixth Avenue, Portland, OR 97204
Attention: David Payne, Vice President

If to **COUNTY**, to:

Name: Campbell County Dept. of Economic Development
Address: PO Box 100, Rustburg, VA 24588
Attention: Mike Davidson

If to **TOWN**, to:

Name: Altavista Economic Development Department

Address: PO Box 420, Altavista, VA 24517

Attention: Dennis Jarvis

13. This agreement constitutes the entire agreement between parties hereto and shall be binding upon and inure to the benefit of all parties hereto and their respective successors and assigns. The **COMPANY** may not assign its rights or obligations under this Agreement without the prior written consent of the **COUNTY** and **TOWN**.

This agreement is made, and intended to be performed, in the Commonwealth of Virginia, County of Campbell, and shall be construed and enforced by the laws of that state. Jurisdiction and venue for any litigation arising out of or involving this agreement shall lie in the Circuit Court of Campbell County, Virginia and such litigation shall be brought only in such court.

The **COMPANY** hereby warrants that from the date of this agreement until all obligations hereunder have been satisfied that it is, and will remain, registered and in good standing with the Virginia State Corporation Commission and that **COMPANY** is and will remain, legally authorized to conduct business in the Commonwealth of Virginia.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed pursuant to due authority on the day and year first above written.

COUNTY OF CAMPBELL, VIRGINIA

By: _____
County Administrator

STATE OF VIRGINIA,

to-wit:

COUNTY OF CAMPBELL.

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by Frank J. Rogers, IV, County Administrator.

My commission expires: _____.

Notary Public

TOWN OF ALTAVISTA

By: _____
Town Manager

STATE OF VIRGINIA,

to-wit:

COUNTY OF CAMPBELL.

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by J. Waverly Coggsdale, III, Town Manager.

My commission expires: _____.

Notary Public

**INDUSTRIAL DEVELOPMENT
AUTHORITY OF CAMPBELL
COUNTY, VIRGINIA**

By: _____
Its: Chairman

STATE OF VIRGINIA,
to-wit:
COUNTY OF CAMPBELL.

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by INDUSTRIAL DEVELOPMENT AUTHORITY OF CAMPBELL COUNTY, VIRGINIA, by D. Vance Driskill, its Chairman.

My commission expires: _____.

Notary Public

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE TOWN OF ALTAVISTA**

By: _____
Its: Chairman

STATE OF VIRGINIA,
to-wit:
COUNTY OF CAMPBELL.

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by ECONOMIC DEVELOPMENT AUTHORITY OF ALTAVISTA VIRGINIA, by Mark Younkin, its Chairman.

My commission expires: _____.

Notary Public

THE STANDARD INSURANCE COMPANY
a **OREGON** Corporation

By: _____

Its: _____

STATE OF VIRGINIA,

to-wit:

CITY/COUNTY OF _____.

The foregoing instrument was acknowledged before me this _____ day of
_____, _____, by _____, its _____.

My commission expires: _____.

Notary Public



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 12, 2016

Agenda Item: Deer Management/Town Property Hunting policy

Summary: At the June Town Council Work Session, a proposed Deer Management/Town Property Hunting policy was discussed. Attached is the information from the Work Session agenda dealing with the subject. During discussion Council members felt that the hunting of town property should be available to Town citizens and Town employees prior to offering to others. It was the consensus of Council, at the Work Session, to proceed with the development of a policy based on this concept.

Staff will also bring back to Council, for discussion and consideration, the local regulations that govern the Urban Archery season. These are typically provided to the Department of Game and Inland Fisheries each year to govern our local Urban Archery season.

Possible Motion(s):

- *"I move that staff develop a Deer Management/Town Property Hunting policy based on the concept presented."*

Attachments

- June 2016 Town Council Work Session agenda item

Town of Altavista, Virginia Worksession Agenda Form

Date: June 28, 2016

Agenda Item: Deer Management/Town Property Hunting Policy

Summary: The Town of Altavista previously established an Urban Archery season through the Department of Game and Inland Fisheries (DGIF), in an effort to assist with the deer herd management within Town. In addition, for numerous years we have allowed hunting on certain Town-owned properties to assist with the deer management.

The Urban Archery season consists of two periods, the early one is the month of September and the late one is the Monday after the first Saturday of January to the end of March. During these seasons, hunters can only take does or antlerless bucks. The regular hunting season runs from the first Saturday of October to the first Saturday of January, while this season permits hunting in various forms, only bow hunting is allowed in the Town limits but both does and bucks can be harvested. In addition, Sunday hunting is permitted in Virginia, but not on government owned land.

Staff has reviewed our existing policy in regard Deer Management/Town Property use for hunting and would like to propose a new method. The attached memorandum sets forth the basis for the new method for Council's consideration. In effect, this could provide more individuals with an opportunity to hunt Town-owned land, while setting forth a priority to Town citizens, then Town employees, and ultimately all others that are interested.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends approval of the concept of the Deer Management/Town Property Hunting policy. Staff will develop the specific policy and implement it for the upcoming hunting seasons.

Attachments: Staff memo

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION





MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager

Date: June 24, 2016

Re: Urban Archery

The Town has had an urban archery program for 10+ years. The program, initiated and regulated by the Department of Game and Inland Fisheries (DGIF), has as its primary purpose, deer management within an urban setting. Participation is strictly volunteer and while municipalities are permitted to have some department approved regulations, by in large, the DGIF sets the regulations for seasons and bag limits. The urban season runs during the month of September and from the first week of January through the end of March. During this time only does or antlerless bucks may be harvested. The general archery and firearms seasons run from the first Saturday of October through the first Saturday in January and does or bucks may be harvested. Along with the State game laws the Town has established the following regulations:

Altavista

- *Except for target shooting, discharge of archery equipment is prohibited within 100 yards of an occupied dwelling.*
- *No hunting on private property without written permission from the landowner which must be carried on the person at all times when hunting.*
- *No person shall discharge a bow from, over or across any street, sidewalk, alley, roadway, or public land or public place within Town limits or toward any building or dwelling in such a manner that an arrow may strike it.*
- *Except for target shooting, archery equipment can only be discharged from elevated stands.*
- *Hunters must register and sign a release at Town Hall, with the Town Manager or designee, to hunt on Town-owned property.*
- *Hunters, while hunting on Town owned property, are required to have a safety harness on at all times while in a tree stand.*
- *In addition to the urban archery season, archery deer hunting is also allowed during the early archery season and the general firearms deer season (i.e., from the first Saturday in October through the first Saturday in January).*

One of the components, managed by staff, of the urban archery season has been hunting on Town owned properties. There are 4 properties that staff has identified as suitable for

urban archery hunting: Greenhill Cemetery, dead end of 11th Street, corner of Franklin & 10th Streets and a parcel north of the WWTP lagoon. The maximum number of hunters at any one time on these properties is limited to 12 and the number for each parcel is based on the amount of acreage. Staff has always issued permission to hunt based on a 'first come' basis and allowed hunters to choose 2 parcels to hunt. Typically, there have not been enough hunters to fill all the spots available. Additionally, it needs to be noted, that while it does not have an urban season, 10 hunters are permitted to bow hunt the Reynolds Spring's property during the general hunting seasons.

In the past staff has not considered whether or not a hunter lived in or out of town or worked for or didn't work for the Town. It was strictly 'first come', with a valid hunting license, and permission was granted. As the popularity of the urban season has grown, this policy may need to be updated to allow preference to, town residents (first), town employees (second), and third those living outside of town limits. Staff would recommend the ratio of 6-4-2 hunters respectively, based on the preferences cited above.

Also, rather than assigning a specific parcel(s) for each hunter, staff would create a system whereby a hunter would check out a piece of property with each property having a preset maximum number of hunters for a given day. This system is similar to methods used by hunting clubs and is familiar to most hunters who have ever been involved with a club. It is easily manageable by staff and the specific rules could be provided to all those hunters applying.

Staff would have an open application period, for example, the month of July. The applications would go into 3 pots; residents, employees, & nonresidents. If only 12 persons applied all would be given permission; however, if more than, for example, 6 residents applied there would be a random draw, and the same for the other categories. However, if less than 4 employees or 2 nonresidents applied and more than 6 residents applied, the additional residents would be given preference for the unfilled slots.

I have spoken with the person with the DGIF, who manages this program, and the plan is to implement an 'earn a buck' EAB program for the 2017 season for all the localities participating in the urban program, in addition to implementing a method whereby harvest totals can be tracked for towns. EAB is already in place at the county level (Bedford) and it requires a hunter to harvest a doe either prior to or after harvesting a buck. While the Town cannot require EAB on private property in town (at this time), it could do so on property owned by the Town. Staff recommends EAB, requiring harvesting a doe on town property prior to harvesting a buck. Note, as stated bucks can only be harvested during the general hunting seasons. The basis for this recommendation goes back to the primary purpose of the urban program- deer management. As a condition for hunting town owned property, hunters would be required to report all deer harvested, within 24 hours, using a 3" x 5" card and depositing it in the drop box at town hall.

I can answer any questions you or Town Council may have and am open to suggestions for managing this program going forward.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: July 12, 2016

Agenda Item: Virginia Commission for the Arts – Local Government Challenge Grant FY2017

Summary: During Council's February Work Session, Emelyn Gwynn, AOT/Main Street Coordinator, briefed Council on the Virginia Commission for the Arts "Local Government Challenge Grant". It was the consensus of Council that Altavista On Track make application with the understanding that the Town would be required to match the grant. In addition, the Altavista Arts Council (YMCA) was a partner in this grant and will operate as the sub-grantee, as an arts organization must be involved.

Recently staff received correspondence that the Town of Altavista had received a Local Government Challenge Grant in the amount of \$5,000. In accordance with the agreement, the Town will need to allocate the matching funds for the grant in the amount of \$5,000.

Ms. Gwynn will work with a small committee to finalize the art project that will be undertaken with the grant funds and match. Once a project is identified the information will be brought back to Council for their review.

Possible Motions:

- *"I move that \$5,000 be approved as match for the Local Government Challenge Grant from the Virginia Commission for the Arts."*

Attachments

- Grant award letter from Virginia Commission for the Arts.
- February Town Council Work Session Minute excerpts



COMMONWEALTH of VIRGINIA

Commission for the Arts

1001 EAST BROAD STREET, SUITE 330
RICHMOND, VIRGINIA 23219-2010

June 24, 2016

MARGARET G. VANDERHYE
EXECUTIVE DIRECTOR

BOARD/COMMISSION MEMBERS

CHARLES G. ELLIS, CHAIR
DANVILLE, VA

SHARRON KITCHEN MILLER, VICE CHAIR
NEWPORT NEWS, VA

SHELLY KRUGER WEISBERG, SECRETARY
WILLIAMSBURG, VA

FAYE BAILEY
PORTSMOUTH, VA

ROBERT (BOB) BEHR
CHINCOTEAGUE ISLAND, VA

DOROTHY S. BLACKWELL
LEXINGTON, VA

LORITA COPELAND DANIELS
SPOTSYLVANIA, VA

JAY H. DICK
ALEXANDRIA, VA

RONALD FABIN
BERRYVILLE, VA

JO HODGIN
ANNANDALE, VA

WANDA JUDD
CHESTERFIELD, VA

JOHN V. RAINERO
BRISTOL, VA

GRACE HAN WOLF
HERNDON, VA

Waverly Coggsdale III, Town Manager
Altavista, Town of
510 7th Street
Campbell, VA 24517

Grant I.D. #: 17-0379

Federal I.D. #: 546001110

Local Government Challenge Grant: \$5,000

Vendor I.D. # 0000050230

Dear Mr. Coggsdale:

It is a pleasure to inform you that the Virginia Commission for the Arts has awarded your locality a Local Government Challenge Grant for FY17 in the amount on the reference line above.

Your signature on the certification of assurances attached to the application indicated your agreement to the grant conditions. Any changes in the distribution of either the local or state funds must be reported to the Commission staff. In all published materials and announcements about your local re-granting program, acknowledgement must be made that the program is partially supported by the Virginia Commission for the Arts and the National Endowment for the Arts. High resolution logos for the VCA and NEA can be downloaded from the Commission website www.arts.virginia.gov

In order to release the funds, the Commission must receive written confirmation that your local government has fulfilled the matching requirement no later than **February 1, 2017**. The requirement is met through an appropriation of 2016 - 2017 local tax revenues for arts organizations matching or exceeding the amount of the grant. The confirmation letter must include a list of the organizations that received funding and the total amount, including a breakout of the Commission's \$ share and the local government's \$ share, awarded to each organization. This confirmation must take the form of the appropriate page of your jurisdiction's approved 2016 - 2017 budget and/or a copy of the check(s) to the sub-grantee(s).

The Commission is grateful for your contribution in making high quality arts activities available to the citizens of Virginia. Please accept our best wishes for your continued success.

Sincerely,

Margaret Vanderhye
Executive Director

6. Items for Discussion

a. Virginia Commission on the Arts Grant (AOT/Main Street)

Ms. Emelyn Gwynn, Main Street Coordinator, addressed Council and advised Altavista On Track is pursuing a Virginia Commission for The Arts Local Government Challenge Grant. The grants are designed to encourage local governments to support the arts and will match up to \$5,000 in tax monies. The grant will go towards art organizations for art activity in this locality. She noted a couple of art focused groups have been brought together (Altavista Area YMCA Arts Council, the Town and Altavista on Track's Design Committee) to coordinate a functioning organization that can create a program for arts in the town. Ms. Gwynn noted they are looking at street art consisting of murals and sculptures being placed in areas exposed to the general public. This grant would create a catalysis for the possibility of creating a revolving program to support the arts in the town. She advised a couple of buildings have been identified. Ms. Gwynn advised the application is due April 1, 2016 and sought approval from Council to move forward with the grant application.

Mr. George verified Altavista on Track is hoping to get a \$5,000 grant and if so, the local government would match the funds and hopefully another entity would also provide funding.

Mrs. Dalton asked if the town would be responsible for the full amount.

Mr. Coggsdale stated the project requires it to be local tax monies.

Mrs. Dalton stated athletics and children's programs are something that is done really well in the town and felt the cultural part and the arts could be done better.

It was consensus of Council to allow Altavista On Track to pursue the Virginia Commission for The Arts Local Government Challenge Grant.



Town Manager's Report – For Month of June 2016

Bedford Avenue Waterline Project (Project 1A)

- Final items are being completed, so retainage can be released.
- Myrtle Lane Paving and Woodland Avenue parking at park are in the process of being paved.

Main Street Waterline Project (Project 1B)

- Progress meeting held on June 6, 2016.
- Waterline along Main Street is being installed.
- Storm water along Main Street is being installed.

Booker Building

- Photo documentation of building.
- USDA has been contacted in regard to possible “planning” grant.
- Meeting with Mr. Law to review building and renovation possibilities.
- Preliminary Report will be submitted to Council in August.

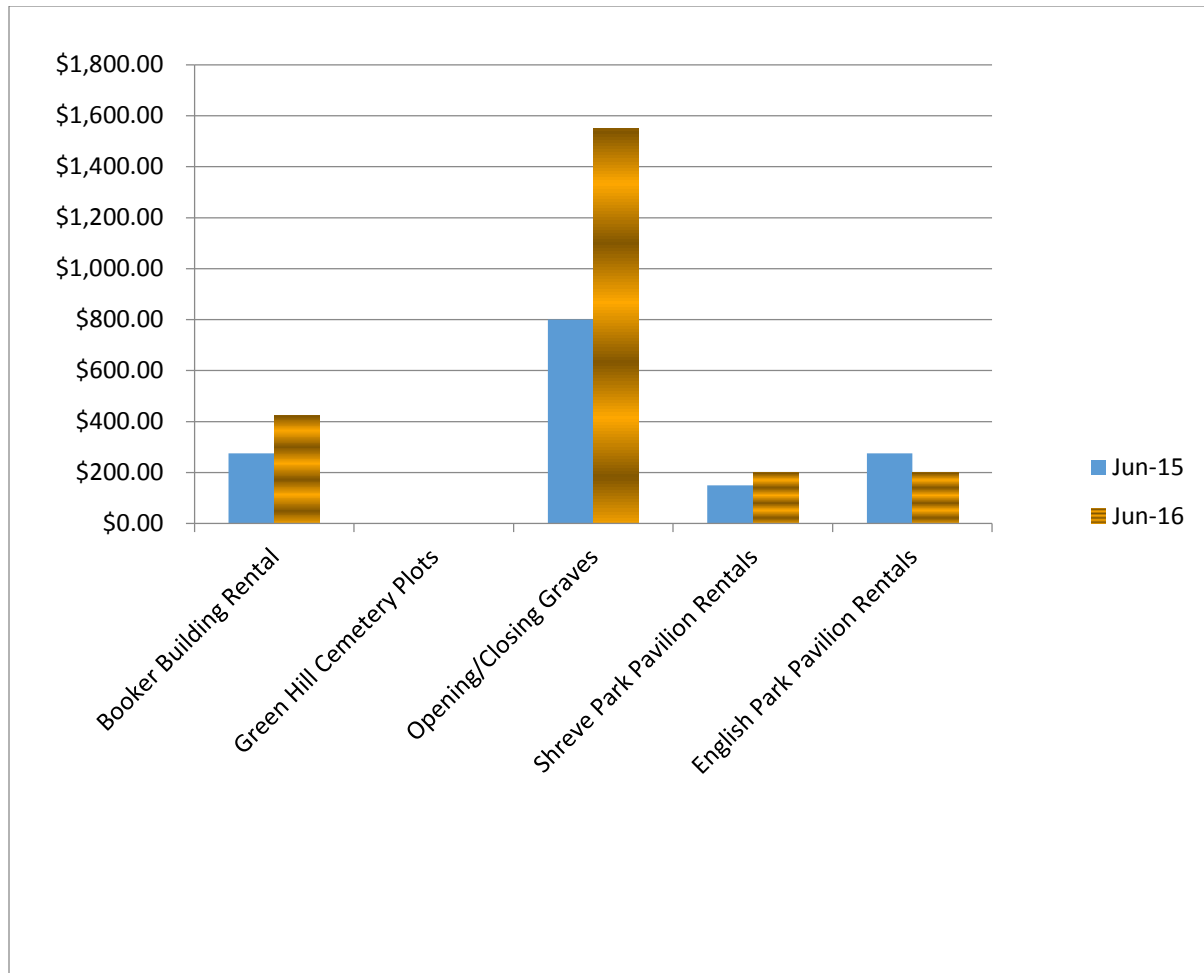
WWTP EOP – PCB Remediation

- Quarterly Update to the Department of Environmental Quality (DEQ) submitted.
- Dr. Sowers (UMBC) visited the site to gather samples in March 2016.

YMCA Family Center Roof Replacement

- Core drilling indicates that there are two existing roofs on the structure. This will require removal of the roofing material. This will increase the cost beyond the \$30,000 threshold and require public bidding.

ADMINISTRATIVE REPORT
(Rentals and Cemetery)



Monthly Report to Council

Date: July 12, 2016
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: June 2016 Reporting

1. Zoning/Code Related Matters: June 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
1-Jun	027-16	Julie Fellers, 1901 Woodhaven Ln, Altavista	Reopening consignment business at 817A Main Street
6-Jun	028-16	William Jackson, 2104 Laurel Lane	Above ground swimming pool and deck
22-Jun	029-16	Dakota Dillard, 1825 Wards Road	Dillard's Lighting & Communication 823C Main Street
24-Jun	030-16	Anna Yoder, 1055 Renan Rd. Gretna	Yoders Garden Center 2181 Lynch Mill Road
24-Jun	031-16	Jeffrey Janiak 326 10th Street	10x14 shed in back yard
24-Jun	032-16	Tanya Hall, 4447 Marysville Rd, Altavista	Unique Eye 4 Shopping- 1051 Main Street- New Business
30-Jun	033-16	Roberta Fielder 1100 Bedford Ave	Above ground swimming pool and deck in back yard

- Researched MHP ordinance as it related to a nonconforming use for Town Manager.
- Mailed 13 grass violation notices.
- Mailed notice for violation for putting in a shed without a permit.
- Talked with the owner, Mr. Frank Monroe, of the home at the 901 8th Street. Staff was told the house has sold and the new owner is in the process of remodeling the house.
- Met with Evelyn Vaden regarding concerns about issues in the 800 and 900 blocks of 7th, 8th, 9th, Park and 10th Streets. Staff is working with her to address and resolve her concerns.

2. Site Plans Reviewed and/or Approved:

- Reviewed but did not approve survey of Moorefield property at 1103 Woodland Avenue because the survey created a lot that is in violation of the current zoning ordinance. Advised that owner could petition Town Council and request a variance.

3. Planning Commission (PC) Related:

- Completed agenda for July 5th meeting.
- Edited changes to draft of Comp Plan for all chapters.
- Research for MHP ordinance for agenda item for PC.
- Research for restaurant request on Bedford Avenue for agenda packets.
- Mr. Clements attended Commissioners' training in Roanoke.

4. **AOT Related**

- Nothing noted.

5. **ACTS Related**

- Validated daily ridership for bus system (June) - see bus report.
- Operations reimbursements submitted for May 2016.
- Daily rider counts tallied and monthly report submitted to DRPT.
- DRPT Certs and Assurances document reviewed, signed and submitted.
- Coordinated shuttle for UBD on Friday and Saturday.
- Reviewed 3 CTAV scholarship applications and provided recommendations to the committee.

6. **Projects and Administrative Related:**

- Updated GIC weekly
- Dealt with vulture complaints and continuing almost daily dispersion in the Moseley Heights area.
- Classification and Compensation Study started with Springsted Inc. Staff is compiling the initial documents requested that will establish a beginning point for the study. The kick-off meeting will be held in July.
- Dalton property survey was started and scheduled to be completed the first week of July. Also requested and received two proposals for site engineering services for site development and permitting. (Gay & Neel and Hurt & Proffit)
- Worked on Recreational Trails Program (RTP) grant application with assistance from Kelly Hitchcock. Application is due in mid-July.
- Completed TC reports for staff and ACTS and attended TC meeting and work session.
- Completed Materials Notebook for Projects 5&6 and submitted all documentation to VDOT for review, approval and final payment to the Town.
- Dominion water purchased agreement completed and executed.
- Posted 3 surplus items, approved by Town Council, for sale on govdeals.com. Posted the items on the GIC as requested by Council.
- Attended the VLGMA summer conference for the first time in 6 years. Very good training and networking opportunities with other local government professionals.
- Certified TOA May bank statements.
- Drafted Urban Archery memo with plans to develop a new program for the upcoming hunting season. Per Council's directions priority will be given to Town residents and employees.
- Participated in biennial 1st Aid CPR Training.

Altavista Police Department

Town of Altavista

510 7th St.

Altavista, Va. 24517

June 2016 Statistics

Simple Assault	(3)
Shoplifting	(1)
Theft from a Motor Vehicle	(1)
Theft from Building	(0)
Theft of Motor Vehicle Parts	(0)
All Other Larceny	(1)
Counterfeit / Forgery	(1)
Destruction of Property	(10)
Drunkenness	(2)
Family Offences / Non-Violent	(1)
False Pretense / Swindle	(1)
All Other Offences	(20)
Driving Under the Influence (DUI)	(0)
 Total IBR Reportable Offences	 (41)
Total Number Cleared by Arrest	(6)
Total Number of Calls	(519)



To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: June 2016 Economic Development Update

Announcements/Highlights:

- **Staff announced the Standard investment in Altavista.**
- **Broadband Planning meeting July 14, 2016 at 5:30 p.m. Altavista Town Council Chambers**
- **Altavista housing study proposal with Virginia Tech July 26, 2016 at 5:00 p.m.**
- **Altavista Chamber of Commerce Business After Hours with Mad Biddy's July 21, 2016**
- **The Standard job fair at VTI July 21, 2016.**
- **Economic Vibe breakfast with LRBA July 21, 2016.**
- **Mid Atlantic Broadband Board Meeting in Altavista July 25, 2016 @ VTI.**
- **Abbott will conduct a job fair for their expansion in July @VTI.**

Networking:

- Staff attended the Lynchburg Regional Alliance economic development marketing meeting.
- Staff attended a grant meeting with the VADHCD.
- Staff attended working committees of the Altavista Chamber of Commerce.

Existing Business and Retention

- Staff met with officials from BGF.
- Staff met officials from Abbott.
- Staff met with officials from Rage.
- Staff met with officials from Graham Packing.

Marketing

- Staff completed radio ads promoting Altavista as a destination for shopping, dining, and outdoor activities. The ads will run on WYYD, Steve FM, and WKDE starting July 18th.
- Staff is working on revising the Office of Economic Development website.
- Staff responded to two RFP's.

Develop Products

- Staff worked with ECS and completed the ESA Phase I&II for the Lane site.
- Staff worked with Hub Scrap on the time line for clean-up of debris at the Lane site.
- Staff is working with officials from Hub Scrap on a possible redevelopment plan for the former Lane site.

Encourage Entrepreneurship

- Staff held a meeting for the AOT "Pop Up" classes for the fall.
- Staff conducted a meeting for the CBL grant with DHCD for assistance for the "Pop Up" program.
- Worked with the CVCC SBDC to set office hours for the summer for June and August.



AOT June Monthly Report

Conferences and Meetings

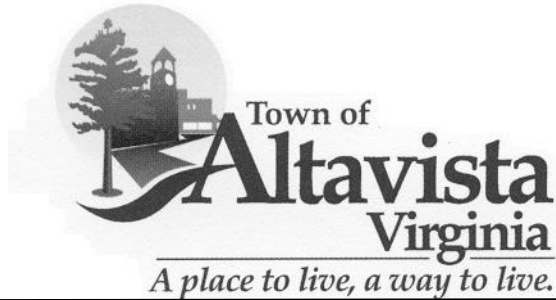
- Organized kick off meeting for 616 Broad street feasibility study with Solex.
- Attended Rotary Club introducing Ben Bowman.
- Held SBDC meeting in Lynchburg about Pop-Up 2.0.
- Assisted Dennis Jarvis with I Heart Media meeting about radio marketing.
- Attended meeting with KD Country with Dennis Jarvis for radio marketing.
- Attended meeting with Living in the Heart of Virginia to discuss the business features.
- Organized Pop-Up Altavista 2.0 Stakeholder meeting.
- Assisted Living in the Heart of Virginia in the filming of Altavista.
- Attended SBDC annual review meeting in Lynchburg.
- Attended VDOT meeting about the Hurt Bridge project.
- Met with Chairman Jamie Glass to work on presentation for DHCD visit.
- Organized visit from DHCD about CBL grant at FNB.
- Visited businesses: Emily Kathrine Boutique and met new owner, Mitchell's Salon on 7th, Julie Fellers' new shop, and Dillard's Lighting and Communication.
- Attended Economic Development 101 at Main Street Café.

AOT

- Held Uncle Billy's Day Cruise In.
- Worked on Pop-Up 2.0 program and organization.
- Organized Vista Flix with Promotions Committee and Arts Council.
- Attended Executive Board Meeting, June 2nd.
- Held Board Meeting, June 16th.
- Collected raffle donations for Cruise In.
- Was awarded Virginia Commission for the Arts Grant in partnership with the Town, AOT, and the Arts Council.
- Featured in Virginia Tourism Blog as 8 Small Towns for Outdoor Lovers.

Economic Development

- Assisted in the planning for marketing Altavista as a Destination through I Heart Media, KD Country, and Living in the Heart of Virginia
- Worked closely with Dennis Jarvis and Jamie Glass for the CBL visit from DHCD.



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

Public Works / Utility Report June 2016

During the month of June the Public Works / Utility Crews were busy with the following maintenance, repairs, and other assorted task.
These activities reflect the Town Wide Goals of Stewardship, Public Safety and Improving Customer Service as well as Improving Altavista's Environment and Image.

Work Orders Process 272

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	74
○ Water Turn On / Turn Off(s)-----	24
○ Read Monthly Meters-----	64
○ Read Quarterly Meters-----	1,708
○ Exchanged Meters-----	1
○ Meters-----	113 Hrs.
○ Springs-----	45 Hrs.
○ Tanks-----	17.50 Hrs.

Utility Department - Sewer Distribution:

○ Sewer Cleaning-----	50 Feet
○ Sludge – Landfill-----	38.50 Hrs.
○ Waste Water Treatment Plant-----	37.50 Hrs.

Utility Department – Water & Sewer Distribution:

○ Utilities -----	246 Hrs.
-------------------	----------

Street Department:

- Litter Pick up-----13 Bags
- Weed Control-----0 Gallons
- Sweeping Streets-----54 Miles
- Weekend Trucks-----6
- Other Traffic Roadside Maintenance On Streets-----393.50 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----2
- Green Hill Cemetery – Cremations-----0
- Brush Collected Stops-----159 Stops
- Brush Collected Loads-----9 Loads
- Bulk Collection Stops-----62 Stops
- Bulk Collection Tonnage-----6.62 Tons
- Solid Waste Tonnage-----97.99 Tons
- Solid Waste Tonnage (Uncle Billy’s Day) -----3.21 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----26 Hours
- Maintain Park Buildings-----114.00 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----381.00 Man Hours

Special Projects:

- Clarion Water Tank

Water Department Report:

Water Production:

- Water Plant: 65.02 million gallons of raw water treated.
- Water Plant: 61.84 million gallons of finished water delivered.
- McMinnis Spring: 8.63 million gallons of finished water treated.
- McMinnis Spring: average 297,467 gallons per day and run time hours 18 a day.
- Reynolds Spring: 1.62 million gallons of finished water treated.
- Reynolds Spring: average 201.000 gallons per day and run time hours 12 a day.

Water Consumption From:

- Campbell County Utility and Service Authority: 3,802,003 Gallons

Water Sold:

- Town of Hurt **3,197,900** Gallons

Water Plant Averages for May 2016:

- **Weekday: 21.1 hrs/** day of production
2,267,272 gallons treated / day
- **Weekends: 17.9 hrs/** day of production
1,892,500 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Bedford Pump Station fixed to alternate pumps automatically
- Cleaned Basin #1
- Clarion Road Tank out of service for tank maintenance and painting; Reynolds spring out of service until Clarion tank completed
- Bi-monthly inspection completed
- HACH calibration completed for the quarter
- Standard Operating Procedure Book (All calibration and lab testing complete, along with start-up and shut down; Backwash and Clarion tank out of service completed (ongoing)
- Job Hazard Analysis Book (ongoing, with good progress)
- Safety Manual (ongoing)

Wastewater Department Report

- 100hp blower motors base repair project started
- Repaired 6" pump
- Pumped clarifiers 1 and 2
- Meeting with Bill Jackson concerning Press PLC replacement
- Employee CPR Training
- Employee Safety Training
- OSHA Inspection WWTP
- Annual Fire Extinguisher Inspection
- Pumped Clarifier 1 & 2 vault
- Removed old clarifier 1&2 isolation valves
- Conducted Semi-annual Industrial sampling
- Conducted Semi-annual Lab certification blind samples
- Repairing gear box for #2 clarifier
- Normal Monthly Work Session with Council
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	242 wet tons
Gallons of Water Treated	59.99 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	97%

June 2016 Usage/Waste Report

<u>DATE</u>	<u>RAW WATER</u>	<u>FINISHED WATER</u>	<u>HURT</u>	<u>BACKWASH</u>	<u>TOTAL FINISHED</u>	<u>WASTE</u>	<u>RUN HOURS</u>	<u>CCUSA</u>
1	2,290,000	2,059,196	145,400	63,380	2,267,976	22,024	20	108,000
2	2,350,000	2,126,073	104,500	31,690	2,262,263	87,737	21.25	72,000
3	2,270,000	2,023,592	100,300	63,380	2,187,272	82,728	20	72,000
4	1,754,000	1,676,585	83,400	0	1,759,985	-5,985	16	72,000
5	1,884,000	1,656,981	116,200	63,380	1,836,561	47,439	16	90,000
6	1,969,000	1,847,721	80,400	31,690	1,959,811	9,189	17.5	72,000
7	2,094,000	1,925,598	116,300	63,380	2,105,278	-11,278	19	0
8	2,229,000	2,082,671	87,800	0	2,170,471	58,529	21.25	90,000
9	2,270,000	2,084,196	113,600	63,380	2,261,176	8,824	21.25	335,356
10	2,477,000	2,217,103	117,600	31,960	2,366,663	110,337	22.25	490,347
11	2,524,000	2,199,027	122,100	63,380	2,384,507	139,493	24	548,640
12	2,294,000	1,813,041	122,400	63,680	1,999,121	294,879	20.5	240,030
13	2,449,000	2,288,513	94,800	31,690	2,415,003	33,997	24	80,010
14	2,583,000	2,273,995	120,800	63,380	2,458,175	124,825	24	68,580
15	2,498,000	2,362,977	82,600	0	2,445,577	52,423	23	114,300
16	2,342,000	2,034,540	123,000	95,070	2,252,610	89,390	21	171,450
17	2,471,000	2,250,488	85,400	53,480	2,389,368	81,632	22.5	91,440
18	1,967,000	1,810,355	128,600	0	1,938,955	28,045	18	91,440
19	1,520,000	1,354,684	109,000	63,380	1,527,064	-7,064	16	80,010
20	2,450,000	2,295,235	105,100	31,690	2,432,025	17,975	23	0
21	2,323,000	2,101,716	105,100	63,380	2,270,196	52,804	21.75	51,435
22	2,017,000	1,821,828	90,500	31,690	1,944,018	72,982	19.25	114,300

<u>DATE</u>	<u>RAW WATER</u>	<u>FINISHED WATER</u>	<u>HURT</u>	<u>BACKWASH</u>	<u>TOTAL FINISHED</u>	<u>WASTE</u>	<u>RUN HOURS</u>	<u>CCUSA</u>
23	1,850,000	1,664,668	77,800	63,380	1,805,848	44,152	17.5	148,590
24	2,108,000	1,978,374	119,900	0	2,098,274	9,726	22.5	85,725
25	2,000,000	1,795,627	140,900	95,070	2,031,597	-31,597	19.75	68,580
26	1,210,000	935,994	86,000	0	1,021,994	188,006	10.5	91,440
27	1,917,000	1,770,164	120,100	63,380	1,953,644	-36,644	17	85,725
28	2,070,000	1,831,800	117,100	0	1,948,900	121,100	20	91,440
29	2,430,000	2,248,706	81,400	63,380	2,393,486	36,514	21.75	68,580
30	2,410,000	2,214,011	99,800	31,690	2,345,501	64,499	24	108,585
31					0	0		
TOTALS:	65,020,000	58,745,459	3,197,900	1,289,960	63,233,319	1,786,681	604.5	3,802,003
AVERAGE:	2,097,419	1,895,015	103,158	41,612	2,039,784	57,635	19.500	126,733

Clean Basin 1

ACTS RIDER TALLY

June 2016 Ridership Report

[illegible]



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

Date: July 12, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Informational Items/Late Arriving Matters

Correspondence/Articles / Items of Interest

Attached are the following:

Correspondence from Lynchburg Regional Business Alliance

July 1, 2016

Dear Partner,

When it comes to the economic strength of our region, do you believe that our glass is half-full or half-empty? As former CEO Region 2000 Business Alliance and now CEO of the newly formed Lynchburg Regional Business Alliance, I believe the answer is neither. It is overflowing!

Two boards, the Region 2000 Alliance and the Lynchburg Regional Chamber recognized that the realm of regional possibilities is endless if we create a new model that advances and enhances our regional economic base by convening, coordinating, and collaborating with local, regional, and state partners. The new model is an organization that combines the strengths and focus of the largest regional business centric organizations in our region, one organization focused on our business climate AND generating new jobs and investment in our region.

In 2012, Region 2000 launched ***Determining Our Future***, a bold campaign aimed at creating opportunities not just for some – but for all. Given our region's abundant resources from its solid infrastructure to its enviable location – the Alliance strongly believes it has a charge to leverage the region's extraordinary opportunities to help all of our region work, prosper and grow. Your support and involvement will reinforce and elevate the economic vitality and continued growth of our Lynchburg Region.

Together, let's embrace our region, partner for its success, and strive for a metropolitan area that thrives – north, south, east and west. Is the vision too bold? Tentativeness repels prosperity – so does complacency.

Thank you for your continued commitment to the economic growth of our region. Your support impacts the Lynchburg Regional Business Alliance's economic development initiatives and provides resources to expand and attract business, investment and employment.

And now, through your continued support of "Determining Our Future," we will

- Increase **business and jobs** in the region, but with a more aggressive and focused effort.
- Take a determined approach to building the Region 2000 worldwide **brand and image**.
- Improve the competitiveness of the Greater Lynchburg/Region 2000 **business climate**.
- Create a dynamic **talent development** strategy that satisfies a diverse employer base.

The end result, we're confident, is a metropolitan region, bustling with new investment, where residents – community wide – prosper with access to opportunity and quality, well-paying jobs.

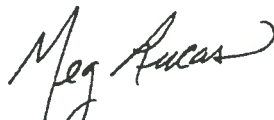
We hope you share in our excitement as we build collaboration and partner with you to bring more jobs and investment to our region.

Thank you for your continued investment.

In Partnership,



Larry Jackson, Chair
Lynchburg Regional Business Alliance



Megan A. Lucas, CEO & Chief Economic Development Officer
Lynchburg Regional Business Alliance

BY THE NUMBERS
-ECONOMIC DEVELOPMENT-



LYNCHBURG REGIONAL
BUSINESS ALLIANCE

— Chamber & Economic Development —

Industry
Trade
Events

3

23

STEM
Academy
Graduates



33



Site Selector
Meetings

82

One-On-One
meetings



175

Students
participating
in STEM
events

5

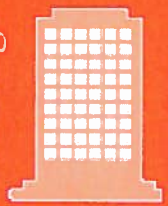
TECHNOLOGY
COUNCIL
FOCUS AREAS

Businesses
participating
in Now Hiring

88

4

External
Corporate
Meetings



1

Virginia
YesVirginia.org
BEST STATE FOR BUSINESS
Briefing

5

PROSPECT REQUEST FOR
INFORMATION



2

Industry
Expansions
Announced

7

YPCV
Monthly
Networking
Events

2

FAMILIARIZATION
TOURS

1



PROSPECT
visit

\$85M

To Lynchburg
District for 23 HB2
transportation
project



LYNCHBURG REGIONAL
BUSINESS ALLIANCE

— Chamber & Economic Development —

~ July 2016 ~						
◀ Jun 2016						Aug 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 First Saturday Trade Lot Altavista On Track Cruise In
3	4	5 Planning Commission 5:00 p.m.	6	7	8	9
10	11	12 VDOT PUBLIC HEARING Altavista High School 4:00- 6:00pm Council Meeting 7:00 PM	13	14	15	16
17	18	19	20	21	22 Chamber of Commerce TGIF @ Avoca 5:30-9:30 p.m.	23
24 Parent's Day	25	26 Council Work Session 5:00 PM	27	28	29	30
31	Notes:					

~ August 2016 ~						
◀ Jul 2016						Sep 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Avoca Museum's Member's Potluck Picnic 6:00 p.m.	3	4	5	6 First Saturday Trade Lot Altavista On Track Cruise In
7	8	9 Council Meeting 7:00 PM	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council Work Session 5:00 PM	24 Chamber of Commerce Legislative Breakfast @ the Train Station 7:00 a.m.	25	26 Chamber of Commerce TGIF @ Avoca 5:30-9:30 p.m.	27
28	29	30	31	Notes:		