



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, December 13, 2016

7:00 PM Council Regular Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Recognitions and Presentations**
 - a. Autumn Care Resolution
 - b. AOT – Downtown Art
- 5. Public Comments**

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

- 6. Consent Agenda**
 - a. **Approval of Minutes – Regular Meeting/Work Session November 22nd**
 - b. **Acceptance of Monthly Finance Reports**
 - i. Invoices
 - ii. Revenue & Expenditure Reports
 - iii. Reserve Balance/Investment Report
 - c. **Acceptance of the FY2016 Financial Report (Audit)**
 - d. **Budget Amendments**
 - e. **FY2018 Budget Calendar**
- 7. Public Input**
 - a. **FY2018 Budget and Capital Improvement Plan (CIP)**
- 8. New/Unfinished Business/Items for Discussion (40 minutes)**
 - a. **Consideration of Vehicle for Hire application**
 - b. **Consideration of Utility Bill Adjustments**
 - i. Joy Foods
 - ii. Abbott Nutrition

- c. Consideration of English Park
- d. CY2017 Meeting Schedule
- e. Consideration of FY2018 Transit Budget
- f. Consideration of Altavista Police Department personnel request
- g. Clarion Road Signalization
- h. Rt. 29 Bridge Light Project
- i. WWTP EOP PCB Proposals
- j. Town Cell phone policy

9. Reports

- a. Town Manager's Report
- b. Departmental Reports

10. Informational Items/Late Arriving Matters

11. Matters from Council

12. Closed Session

- a. Section 2.2-3711 (A)(3) – Discussion or consideration of the acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (Recreation and Economic Development)
- b. Section 2.2-3711 (A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. (Economic Development and Utilities)

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, January 10, 2017 @ 7:00 p.m.

Town Council Regular Meeting

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

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



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

Date: December 13, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Autumn Care - Resolution

Autumn Care received the Bronze Quality Award from the American Health Care Association. This is a Baldrige Award designed for the Healthcare profession. Also in August of this year, Autumn Care qualified for the 5-star rating from the Centers for Medicare and Medicaid Services (CMS), which is the highest rating.

Altavista On Track

As you may recall, Altavista On Track received a Virginia Commission for the Arts “Local Government Challenge Grant” in the amount of \$5,000 which required a Town match of \$5,000. The approval of the match is included in the Budget Amendments on the Consent Agenda, based on previous consensus by Town Council. The attached flyer seeks community design input in regard to a mural that would be on the wall in front of Altavista Appliance on 7th Street.



PROCLAMATION FOR AUTUMN CARE OF ALTAVISTA

***WHEREAS**, Autumn Care of Altavista was recently presented the Bronze Quality Award, the Baldrige Award for the Healthcare profession, from the American Health Care Association and qualified for the 5 Star rating from the Centers for Medicare and Medicaid Services (the highest rating a facility can achieve); and*

***WHEREAS**, Autumn Care has called Altavista home since 1989, providing care for patients during those 27 years. The facility has 127 beds and employs over 128 health care professionals; and*

***WHEREAS**, Autumn Care of Altavista specializes in respectful and compassionate choices: short-term rehabilitation, long-term skilled nursing care, and respite care. They offer specialized programs and individualized care plans designed to achieve the optimal care for their patients; and*

***WHEREAS**, Autumn Care of Altavista offers a home-like atmosphere that is appreciated by both residents and their families. Their team of dedicated professionals strive to provide the highest level of medical and nursing care; now there*

***BE IT RESOLVED**, that the Altavista Town Council recognizes the contributions to our community as a corporate citizen and would like to acknowledge Autumn Care for their professionalism and dedication to their patients, employees and the Altavista community; and*

***BE IT FURTHER RESOLVED**, that a copy of this resolution is presented to Autumn Care of Altavista for their recent award and recognition and continued service in our community.*

Adopted the 13th day of December 2016.

Michael E. Mattox, Mayor



Calling All Artists....

Altavista On Track is collecting designs from the public for a mural downtown. The mural will be painted on the retaining wall in front of Altavista Appliance Home & Lawn Center on 7th Street (please keep this space in mind when submitting design).

The design must include:

- The name 'Altavista'
- Design should include some Altavista elements (i.e.: history, outdoor recreation, businesses, etc...)

Designs can be emailed to EHGwynn@AltavistaVA.gov or mailed to P.O. Box 283 Altavista VA, 24517. Electronic copies are preferred. Please send your name & contact information attached to the design by January 10, 2017. Applicants are limited to submitting ONE design. The final design will be approved by the Town of Altavista. After the final design is selected, a mural artist will be contracted separately. For more questions, please contact 434-369-5001.

This project is supported through:





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

Date: December 13, 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/Work Session November 22nd (No Quorum)
(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)*

Acceptance of FY2016 Financial Report (Audit)

(Motion to accept the FY2016 Financial Report as previously presented)

Budget Amendments

(Motion to approve the Budget Amendments as presented)

FY2018 Budget Calendar

(Motion to approve the FY2018 Budget Calendar)

COUNCIL REGULAR MEETING/WORK SESSION NOVEMBER 22, 2016

The regular meeting/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 November 22, 2016 at 5:00 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
Mr. Tracy Emerson
Mr. Timothy George

Council members
absent:

Mrs. Micki Brumfield
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
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mrs. Mary Hall, Administration

3. Mayor Mattox advised due to the lack of a quorum this would be a discussion only meeting.
4. Recognitions and Presentations
 - a. AOT Update

Ms. Jamie Glass, Altavista on Track Board President, addressed Council and advised on October 18th, 2016, Governor McAuliffe's Office announced the Town of Altavista, Town of South Boston, City of Bristol, City of Franklin and City of Waynesboro were awarded the Virginia Community Business Launch Grant in the amount of \$60,000. These funds are being used for the Pop-Up Altavista Grant. Ms. Glass stated on November 16, 2016, Altavista on Track had the Pop-Up Altavista awards night with three expansions and one new business receiving funding. A total of \$38,000 has been awarded; she noted another Pop-up program will be scheduled for the spring of 2017. C&C Piping and Fabrication, Blum Esthetics, and Pretty Please received grants for expansion. Adalyn's received a grant for their new business. Ms. Glass advised Altavista on Track has received a grant of \$2,500 from Wal-Mart which will go towards the proposed canoe launch project. She referred to the *Lynchburg Business Magazine* and noted Ms. Gwynn is featured in this magazine and named one of the Top 20 under 40 most influential young professionals. Mr. Herb Miller, AOT Treasurer, was named 2016 Main Street Volunteer of the Year. Ms. Glass mentioned the Giblet Jog is scheduled for Thursday, November 24, 2016 with 260 people registered to participate. She noted a new sponsor this year; The Standard Insurance Company. She thanked Council for their support.

Mayor Mattox thanked Ms. Glass, Ms. Gwynn and Mr. Miller for making a difference in the community.

COUNCIL REGULAR MEETING/WORK SESSION NOVEMBER 22, 2016

5. Public Comments

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

No one came forward.

Mayor Mattox left the Chamber at 5:10 p.m. to contact absent members of Council; he returned at 5:12 p.m. He noted he was unable to contact Mr. Higginbotham or Mrs. Brumfield. Mrs. Dalton had a previous engagement and made him aware she would not be in attendance prior to the meeting.

6. Consent Agenda

- a. Approval of Minutes-Regular Meeting October 11th, Work Session October 25th
- b. Acceptance of Monthly Finance Reports
 - i. Invoices
 - ii. Revenue & Expenditure Reports
 - iii. Reserve Balance/Investment Report
- c. Acceptance of FY 2016 Financial Report (Audit)

7. Public Hearings

8. New/Unfinished Business/Items for Discussion

- a. Consideration of English Park

Mr. Coggsdale stated Council has been considering whether to make a request of the Campbell County Board of Supervisors regarding a public hearing on the possible conveyance of their portion of English Park to the Town. He presented Council with the requested information in regard to the County's investment in the park property and any contributions to the Town. Council has previously been provided with the Contract of Purchase between the Seller and the County, and provided relative excerpts from that document. He noted while the Contract of Purchase addresses these issues, there is no agreement signed by both the County and Town.

Mr. George questioned the contract.

Mr. Coggsdale stated when the County purchased the property, there was a contract between the seller and the county. The town is not a party in the contract.

Mr. George confirmed the purchase price of the property was \$150,000.

Mr. George asked Mr. Witt if he worked with Ms. Mary Pascal to get the VDOT grant for the road and roof structure which he felt cost approximately \$350,000.

Mr. Coggsdale noted he is working on getting that cost.

Mr. George felt this would be a substantial gift and that the town should ask for it.

Mr. Coggsdale stated he would put this item on the December 13th, 2016 Regular Council meeting agenda.

Mayor Mattox felt an additional work session is in order to catch up.

COUNCIL REGULAR MEETING/WORK SESSION NOVEMBER 22, 2016

b. Consideration of Vehicle for Hire Application

Mr. Coggsdale advised this is the process that Council goes through every year for the consideration of vehicle for hire application. Mr. Thomas Kathan has made application for a certificate of public convenience and necessity to operate a “vehicle for hire” service in the town. Pursuant to Chapter 82 of the Town Code, a Certificate of Public Convenience and Necessity (CoPCN) must be obtained to operate or cause to be operated public vehicles within the town. This application has been filed in accordance with Chapter 82 of the Town Code. He stated Council shall determine whether the public convenience and necessity requires the operation of the public vehicle for which the application has been filed. Staff believes that providing transportation alternatives between Altavista and the Lynchburg area will be an enhancement to the citizens and can work in conjunction with the Town’s local transit system. Mr. Coggsdale requested that this item be forwarded to the December 13th, 2016 Town Council meeting.

Mayor Mattox asked that this item be listed on the consent agenda. He apologized to Mr. Kathan for having to delay this decision.

c. Joy Foods Utility Bill Adjustment Request

Mr. Coggsdale advised the owner of Joy Foods (1028 Main Street) requested a second utility bill adjustment this past July. The original adjustment that was approved by staff was granted on May 4, 2016 and was for \$470.43, the original bill was \$675.32. The current adjustment request covers the bill immediately following the previous bill that was adjusted. The item has been placed on Council’s agenda for consideration and disposition. Mr. Coggsdale noted the owner of Joy Foods contacted him earlier in the day advising he would not be at the meeting due to illness.

Mayor Mattox asked for a recommendation for a policy change in regards to two consecutive overlapping excessive water bills.

Mr. Coggsdale advised he and Mr. Tom Fore would work on a draft policy for the December 13th meeting or the work session.

d. December Work Session Date/FY2018 Budget Calendar

Mr. Coggsdale advised the December Work Session is scheduled for December 27th which is a date that the Town offices are closed and noted a decision could be made on the work session at the December 13th meeting. He also referred to the FY2018 Budget Calendar and since it cannot be adopted tonight, staff will move forward with Public Input Session at the December 13th meeting.

e. Booker Building Preliminary Report

Council previously requested staff to assess the condition of the Booker Building and evaluate possible renovations/upgrades to the facility. Mr. Coggsdale stated Mr. Maurice Law, a local citizen, assisted staff with the review and was very instrumental in the facts/findings of the report noting this is a preliminary assessment. Mr. Coggsdale thanked Mr. Law for his assistance; a tremendous asset in helping with the preliminary assessment. Mr. Coggsdale has been in contact with the USDA about possible planning grants.

Mr. Emerson asked if a work session could be scheduled in which Council members, AOT, and the public could do a walkthrough of the Booker Building to gather some renovation ideas.

f. Consideration of Budget Amendments

Mr. Coggsdale referred to the presented budget amendments noting all have been previously approved by Council either through a motion or a consensus except for a

COUNCIL REGULAR MEETING/WORK SESSION NOVEMBER 22, 2016

request by Chief Milnor for a redesign of the Altavista Police Department badge. The revenue would come from the State Forfeiture Funds, not taxpayers' funds. This item to be added to the consent agenda.

g. Rt. 29 Light Project Report

Mr. Coggsdale stated Virginia Department of Transportation is moving forward with the Rt. 29 Bridge Replacement (over the Staunton River) Project. The tentative schedule for advertisement for construction is September 2018. During the process of getting approval of the bridge design, there was conversation about the possibility of having lights installed across the bridge, as well on the approaches leading up to the bridge. Staff has worked with VDOT's consultant, AECOM, in regard to analyzing the layout of lights, as well as a potential cost. VDOT has indicated that no funds are included in the bridge project for lights, but has agreed to include in their bridge design the pedestals and the conduit for lighting that would provide for lighting to be installed after the bridge construction is complete. He presented Council with AECOM's Draft Lighting Cost Study, which sets forth two options for lighting, one would provide lights on both sides, while the other would provide lighting only along the walkway. Staff believes lights on the bridge is very important, especially with the walkway encouraging pedestrian use. It is staff's recommendation to pursue AECOM's "Pedestrian Lighting Alternative", which proposes lighting on the northern (walkway) side of the bridge. The estimated cost that would cover the bridge, the approaches from both Hurt and Altavista is \$278,123, with an annual energy cost of \$836. Staff feels that during the two year lead up to actual bidding of the project, we can seek joint funding with the Town of Hurt through VDOT grant programs. Staff is seeking Council's input and direction on this item.

Mayor Mattox advised he is in favor of the lighting and cannot image anything better then to come down the river and see the bridge lit up as a gateway to the community.

h. Consideration of FY2018 Transit Budget

Mr. Coggsdale referred to the budget information provided to Council for the FY2018 Altavista Community Transit System Budget and asked Council to consider and review. Staff will be seeking action on this item at the December 13th Regular meeting.

Mr. Witt addressed Council advising the bottom line of his Operational budget is \$96,050.00; a 3% reduction in last year's budget. He noted the only CIP item is the purchase of a new bus. Mr. Witt stated a new bus was purchased this year and it put money back into the budget. He advised the additional funds will be used to replace a motor on the bus barn door. Mr. Witt advised the anonymous donor of bus fares has given an amount that will allow for free bus fares for a year. This money comes directly off the town match. He stated 40% of his salary is paid by the grant and the net cost to run a bus system is approximately \$10,000. Mr. Witt stated he would like to see the Transit System continue as it serves the community well and is a blessing to those who don't have transportation.

Mr. Emerson asked what the cost would be for a trolley type bus.

Mr. Witt advised he would check on this. A 15-passenger bus is the maximum in which he is not required to have CDL drivers. Mr. Witt stated he would have to look at the number of riders and see if he can justify a larger capacity bus; noting he is averaging 71 riders per 10-hour shift.

Mr. Emerson felt the trolley type bus is more inviting to the younger generation; noting it gives the businesses in town the opportunity to advertise on the bus as well. There would be a different type of rider if the bus was more inviting to the younger generations. He felt the present bus looks like a church bus and it would be great to have a trolley type bus in the community.

Mr. Witt mentioned he budgeted for a wrap if the new budget is approved.

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Mayor Mattox stated he agrees with the wrap for the bus as a moving billboard for the Town. He thanked Mr. Witt for what he had done noting the transit system has been a wonderful thing for the community.

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

Mr. Witt advised a letter was received from DCR advising the grant was not received. He signed the contract for the appraisal which should be completed in December. He stated this will allow him to move forward with securing the property easement from the Dalton family, the soft cost, then the design that has already be approved can begin. He noted this will add sufficient weight to the application process. Mr. Witt advised he would apply for the grant again August or September; if received, construction could begin in 2018.

Mr. George asked if there were any other grants.

Mr. Witt advised Southside Electric has contacted him with some interest in the project. He stated Ms. Gwynn has been working with him on possible grants.

Mr. Emerson asked if there was anyone that could help the Town with this project.

Mayor Mattox suggested making contact with Delegate Matt Farris for some assistance.

Mr. Witt stated he would love to have someone in the community that has been supporting this project to champion support of the project; noting there is a 501C3 established in Altavista on Track (there is no problem with citizens, businesses and industries getting behind this project).

9. Reports

a. Town Manager's Report

Booker Building

Preliminary Report Issued to Council

WWTP EOP – PCB Remediation

Assisting with University of Iowa and UMBC (Sowers) in regard to their work. Working with Dr. Lowman on proposal for sampling on Plot 7—Mr. Coggsdale presented Council with a proposal from Dr. Lowman in regards to sampling on Plot 7 noting he would bring this back to a future meeting.

Mayor Mattox referred to Robert's Rules of Order noting there was a vote to no longer fund PCB research but Council would fund PCB remediation and asked the Town Attorney how this would work. (Science pays for science; Town pays for remediation.)

Mr. Eller stated the majority vote could bring it back up.

Mayor Mattox stated unless one of the four brings this matter up, this issue is mute.

Mr. Emerson stated when he came on Council it was his understanding there was lump sum of money set aside for future projects with PCBs.

Mrs. Shelton advised the amount is \$577,000.

COUNCIL REGULAR MEETING/WORK SESSION NOVEMBER 22, 2016

Mr. Emerson stated it is time to put these monies to use in the community as this is taxpayers' dollars.

Mr. George stated there seems to be guidelines from the EPA because of the PCBs put in there, when they were put in there, the Town is not required to do anything.

Mr. Eller stated an Environmental lawyer is needed to clarify this letter.

Mr. George stated it would be nice to retain an Environmental lawyer to clarify.

Mr. Eller stated he didn't know if a legal opinion of the letter had been received.

Mayor Mattox noted research was being allowed at the PCB pond and DEQ was aware of this and that the pond is at 90% plus with natural degradation. The town is doing exactly what was said we would do; continuing to support Dr. Lowman, Dr. Sowers and the people at University of Iowa in doing their research. The other was to maintain control and enclosing the facility making it more of a storage facility which he felt the Director of Public Works was doing a great job with. He feels Council is doing everything they are supposed to do.

Mr. Eller stated he did not feel everything should be characterized as research with no remediation because the idea of the research is to find a method that will accelerate the remediation process.

Mayor Mattox stated if you look at the new information from DEQ, it is not per site but an average of the entire area which may make the Town very close if not at the 50 parts per one million which is required by law.

Mr. George suggested retaining an Environmental lawyer.

Mayor Mattox asked Mr. Coggsdale to contact an environmental Lawyer and ask him to review the letter and advise what the requirements are.

Compensation/Classification Plan Study and Personnel Policy Handbook

Conducted Conference Call to review progress.

Tentative date for presentation to Town Council in January 2017. (Work Session)

Personnel Policy Handbooks preliminary work underway.

Broadband Planning Grant

Met with consultant to go over preliminary report.

Tentative date for presentation in January 2017. (Work Session)

Clarion Road Signal (Abbott) Project

Met with Abbott and will forward an update at the December Town Council Regular Meeting.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

COUNCIL REGULAR MEETING/WORK SESSION NOVEMBER 22, 2016

11. Matters from Council

Mayor Mattox asked if there were any comments from Council. There were none.

12. Closed Session

13. Adjournment

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

The meeting was adjourned at 5:55 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 05/2017
FROM: 11/01/2016 TO: 11/30/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35481	103	BEACON CREDIT UNION	11/04/2016	385.00
35482	461	KATHI BOGERT	11/04/2016	862.68
35483	12	BRENNTAG MID-SOUTH INC	11/04/2016	1,144.87
35484	583	CAMPBELL COUNTY PUBLIC LIBRARY	11/04/2016	902.86
35485	592	CENTRAL VA COMMUNITY COLLEGE	11/04/2016	6,000.00
35486	728	COMCAST	11/04/2016	125.64
35487	754	D L BRYANT HEATING & COOLING	11/04/2016	9,897.31
35488	1	DAVIS ENTERPRISES INC/ONE STOP	11/04/2016	198.75
35489	164	DMV	11/04/2016	200.00
35490	20	J JOHNSON ELLER JR	11/04/2016	2,080.00
35491	71	FAIRPOINT COMMUNICATIONS	11/04/2016	362.77
35492	119	FOSTER ELECTRIC CO INC	11/04/2016	271.31
35493	622	HEYWARD SERVICES INC	11/04/2016	217.17
35494	332	HURT & PROFFITT INC	11/04/2016	14,400.00
35495	57	ICMA RETIREMENT TRUST-457 #304	11/04/2016	890.00
35496	566	INTEGRATED TECHNOLOGY GROUP IN	11/04/2016	2,541.65
35497	9999998	Moon, Sheila	11/04/2016	150.00
35498	411	MANPOWER	11/04/2016	919.60
35499	1	ROY TUCKER	11/04/2016	49.76
35500	85	TREASURER OF VA /CHILD SUPPORT	11/04/2016	253.15
35501	35	TREASURER OF VA/VITA	11/04/2016	21.49
35502	92	UNIFIRST CORP	11/04/2016	2,279.21
35503	116	XEROX CORP	11/04/2016	254.10
35504	84	ALTAVISTA JOURNAL	11/11/2016	1,385.88
35505	675	BKT UNIFORMS	11/11/2016	623.62
35506	536	CAROLINA METER & SUPPLY	11/11/2016	774.94
35507	19	CARTER MACHINERY CO INC	11/11/2016	2,498.39
35508	9999997	CHUMLEY, ELLEN	11/11/2016	59.10
35509	750	DESIGN NINE	11/11/2016	16,400.00
35510	36	DOMINION VIRGINIA POWER	11/11/2016	36,260.97
35511	301	ENGLISH'S LLC	11/11/2016	558.53
35512	599	FACILITY DUDE	11/11/2016	2,200.59
35513	119	FOSTER ELECTRIC CO INC	11/11/2016	3,162.60
35514	9999999	GELCO FLEET TRUST COUNTY	11/11/2016	799.50
35515	46	ENTRY LOCKE ATTORNEYS	11/11/2016	299.25
35516	9999997	GERHARDT, BRANT	11/11/2016	102.44
35517	50	GRETN A TIRE INC	11/11/2016	2,705.08
35518	9999997	JOHNSON, JOHN C.	11/11/2016	109.10
35519	411	MANPOWER	11/11/2016	1,048.80
35520	300	NAPA AUTO PARTS	11/11/2016	444.17
35521	454	O'REILLY AUTOMOTIVE INC	11/11/2016	658.34
35522	67	ORKIN PEST CONTROL LLC	11/11/2016	269.34
35523	510	RIVER VALLEY RESOURCES LLC	11/11/2016	62.55
35524	186	THE NEWS & ADVANCE	11/11/2016	2,076.00
35525	124	TREASURER OF VA	11/11/2016	48,000.00
35526	9999998	Urquhart, Yvette	11/11/2016	150.00
35527	110	VUPS INC	11/11/2016	71.40
35528	656	WATER MANAGEMENT SOLUTIONS INC	11/11/2016	1,370.08

35529	658	WKDE-FM	11/11/2016		215.00
35530	192	WW ASSOCIATES INC	11/11/2016		1,675.00
35531	1	JAMES GOGGINS	11/17/2016	VOID	120.20
35532	103	BEACON CREDIT UNION	11/17/2016		385.00
35533	12	BRENNTAG MID-SOUTH INC	11/17/2016		3,489.50
35534	294	BUSINESS CARD	11/17/2016		14,095.29
35535	574	CHRISTOPHER MICALLE, TRUSTEE	11/17/2016		125.00
35536	9999998	CLIMBING HIGHER MINISTRIES	11/17/2016		150.00
35537	619	DAVIS-FROST INC	11/17/2016		789.85
35538	118	FERGUSON ENTERPRISES INC #75	11/17/2016		5,451.68
35539	41	FISHER SCIENTIFIC	11/17/2016		1,325.34
35540	52	HACH COMPANY	11/17/2016		4,280.81
35541	57	ICMA RETIREMENT TRUST-457 #304	11/17/2016		890.00
35542	58	INSTRUMENTATION SERVICES INC	11/17/2016		708.00
35543	1	JAMES GOGGINS JR	11/17/2016		60.10
35544	533	LYNN KIRBY	11/17/2016		225.00
35545	158	KORMAN SIGNS INC	11/17/2016		10,446.42
35546	411	MANPOWER	11/17/2016		972.80
35547	1	MARVIN JONES	11/17/2016		85.00
35548	9999998	MAXEY, SARAH	11/17/2016		150.00
35549	218	MINNESOTA LIFE	11/17/2016		190.81
35550	755	NATURCHEM INC	11/17/2016		8,820.00
35551	734	PEARSON EQUIPMENT CO INC	11/17/2016		106.30
35552	72	PHYSICIANS TREATMENT CENTER	11/17/2016		305.00
35553	588	PITNEY BOWES GLOBAL FINANCIAL	11/17/2016		151.93
35554	559	ROBINSON FARMER COX ASSOCIATES	11/17/2016		18,437.00
35555	752	SPRINGSTED INC	11/17/2016		3,940.00
35556	85	TREASURER OF VA /CHILD SUPPORT	11/17/2016		253.15
35557	700	WOODARD & CURRAN	11/17/2016		34,920.91
35558	9	AFLAC	11/23/2016		2,196.49
35559	91	ANTHEM BLUE CROSS/BLUE SHIELD	11/23/2016		34,769.00
35560	1	BARRY STOCKS	11/23/2016		60.10
35561	4	BOXLEY AGGREGATES	11/23/2016		867.89
35562	668	CAMPBELL COUNTY ECONOMIC DEVEL	11/23/2016		3,000.00
35563	1	JOSHUA DELAPPE	11/23/2016		597.20
35564	9999997	MARTIN, MADISON ROSE	11/23/2016		63.68
35565	423	NTELOS	11/23/2016		907.92
35566	379	REI CONSULTANTS INC	11/23/2016		328.19
35567	9999997	TRENT, JAMES MICHAEL	11/23/2016		34.10
35568	756	WAGEWORKS INC	11/23/2016		122.32
35569	103	BEACON CREDIT UNION	11/30/2016		385.00
35570	583	CAMPBELL COUNTY PUBLIC LIBRARY	11/30/2016		902.86
35571	28	COLUMBIA GAS	11/30/2016		434.17
35572	32	CONTROL EQUIPMENT CO INC	11/30/2016		11,404.20
35573	9999998	COX, DEBORAH	11/30/2016		150.00
35574	9999999	ENGLISHS INC	11/30/2016		873.28
35575	46	GENTRY LOCKE ATTORNEYS	11/30/2016		142.50
35576	622	HEYWARD SERVICES INC	11/30/2016		281.81
35577	57	ICMA RETIREMENT TRUST-457 #304	11/30/2016		675.00
35578	1	JEFFREY ROWLAND	11/30/2016		92.20
35579	411	MANPOWER	11/30/2016		1,037.40
35580	680	MCI COMM SERVICE	11/30/2016		32.34
35581	1	OWEN LAWHORNE	11/30/2016		100.00
35582	758	PITTSYLVANIA COUNTY TREASURER	11/30/2016		280.42
35583	80	SOUTHSIDE ELECTRIC COOP	11/30/2016		1,046.93

35584	733 MARY STONE	11/30/2016	96.00
35585	85 TREASURER OF VA /CHILD SUPPORT	11/30/2016	253.15
35586	96 UNIVAR USA INC	11/30/2016	1,645.16
35587	136 USABLUBOOK	11/30/2016	4,291.45

NO. OF CHECKS:	107	TOTAL CHECKS	346,333.84
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Town of Altavista
FY 2017 Revenue Report
42% of Year Lapsed

General Fund Revenue	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	207,300	207,300	119,220	58	128,315	62	207,300
Public Service - Real & Personal	99,600	99,600	6,582	7	6,587	7	99,600
Personal Property	210,000	210,000	138,900	66	87,937	42	210,000
Personal Property - PPTRA	100,000	100,000	-17	0	4,159	4	100,000
Machinery & Tools	1,550,000	1,550,000	1,481,340	96	1,481,340	96	1,550,000
Mobile Homes - Current	500	500	117	23	123	25	500
Penalties - All Taxes	5,500	5,500	34	1	770	14	5,500
Interest - All Taxes	3,000	3,000	36	1	691	23	3,000
Local Sales & Use Taxes	155,000	155,000	13,611	9	40,477	26	155,000
Local Electric and Gas Taxes	110,000	110,000	890	1	29,510	27	110,000
Local Motor Vehicle License Tax	43,000	43,000	17,454	41	22,276	52	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	0	0	155,000
Local Hotel & Motel Taxes	88,000	88,000	12,272	14	43,330	49	88,000
Local Meal Taxes	882,000	882,000	74,604	8	309,610	35	882,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,194	8	9,595	24	40,000
Transit Passenger Revenue	6,000	6,000	0	0	90	2	6,000
Local Cigarette Tax	150,000	150,000	11,438	8	59,033	39	150,000
Business License Fees/Contractors	3,500	3,500	0	0	0	0	3,500
Business License Fees/Retail Services	57,500	57,500	0	0	1,935	3	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	0	0	992	10	9,500
Business License Fees/Wholesale Businesses	750	750	0	0	0	0	750
Business License Fees/Utilities	4,000	4,000	0	0	0	0	4,000

Town of Altavista
FY 2017 Revenue Report
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	1,000	1,000	100	10	360	36	1,000
Fines & Forfeitures - Court	8,000	8,000	1,620	20	8,213	103	8,000
Parking Fines	500	500	100	20	160	32	500
Interest and Interest Income	56,000	56,000	2,294	4	12,284	22	56,000
Rents - Rental of General Property	1,000	1,000	0	0	350	35	1,000
Rents - Pavilion Rentals	3,000	3,000	0	0	925	31	3,000
Rents - Booker Building Rentals	4,000	4,000	250	6	1,900	48	4,000
Rents - Rental of Real Property	70,000	70,000	4,167	6	20,736	30	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,662	90	18,600
State DCJS Grant	80,000	80,000	0	0	20,682	26	80,000
State Rental Taxes	1,100	1,100	0	0	0	0	1,100
State/Misc. Grants (Fire Grant)	11,000	11,000	0	0	10,076	92	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	720	5	23,172	166	14,000
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	1,928	96	1,928	96	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	0	0	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0	0	342,650
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	14,147	28	14,147	28	50,100
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	15,000	15,000	5,685	38	16,302	109	15,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	300

Town of Altavista
FY 2017 Revenue Report
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	4	1	6	2	300
Miscellaneous	25,000	25,000	8,203	33	33,544	134	25,000
Reimbursement of Insurance Claim	0	0	0	0	2,283	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Timken Foundation Grant	0	0	0	0	55,000	0	0
Donations	0	0	0	0	1,552	0	0
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
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	0
	<u>4,972,600</u>	<u>4,972,600</u>	<u>1,918,893</u>	<u>39</u>	<u>2,508,927</u>	<u>50</u>	<u>4,972,900</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
42% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,157,750	6,157,750	437,083	7	2,262,777	37	6,157,750
Debt Service	445,450	445,450	0	0	172,419	0	445,450
CIP	4,185,200	4,185,200	113,178	3	1,492,989	36	4,262,200
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>10,882,400</u>	<u>550,261</u>	<u>5</u>	<u>3,960,686</u>	<u>36</u>	<u>10,959,400</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
42% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	1,855	7	10,687	41	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>1,855</u>	<u>7</u>	<u>10,687</u>	<u>41</u>	<u>25,900</u>
Administration							
Operations	765,500	765,500	68,637	9	335,685	44	765,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>795,500</u>	<u>68,637</u>	<u>9</u>	<u>335,685</u>	<u>42</u>	<u>795,500</u>
Non-Departmental							
Operations	378,900	378,900	6,455	2	214,398	57	378,900
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>281,150</u>	<u>281,150</u>	<u>6,455</u>	<u>2</u>	<u>181,898</u>	<u>65</u>	<u>281,150</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,150</u>	<u>6,455</u>	<u>2</u>	<u>181,898</u>	<u>65</u>	<u>281,150</u>
Public Safety							
Operations	958,800	958,800	58,790	6	336,939	35	958,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>55,650</u>	<u>0</u>	<u>0</u>	<u>30,090</u>	<u>54</u>	<u>55,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,014,450</u>	<u>58,790</u>	<u>6</u>	<u>367,029</u>	<u>36</u>	<u>1,014,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
42% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,036,800	90,472	9	410,771	40	1,036,800
Debt Service	23,200	23,200	0	0	383	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>1,872</u>	<u>0</u>	<u>217,144</u>	<u>15</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,483,950</u>	<u>92,344</u>	<u>4</u>	<u>628,298</u>	<u>25</u>	<u>2,483,950</u>
Economic Development							
Operations	156,350	156,350	28,429	18	82,032	52	156,350
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>170,350</u>	<u>28,429</u>	<u>17</u>	<u>82,032</u>	<u>48</u>	<u>170,350</u>
Transit System							
Operations	99,050	99,050	6,121	6	32,551	33	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>6,121</u>	<u>6</u>	<u>37,051</u>	<u>36</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,323,550	260,758	8	1,390,563	42	3,323,550
Debt Service	23,200	23,200	0	0	383	0	23,200
CIP	1,528,100	1,528,100	1,872	0	251,734	169	1,528,100
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,874,850</u>	<u>262,630</u>	<u>5</u>	<u>1,642,680</u>	<u>34</u>	<u>4,874,850</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
42% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	8,747	42	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	106	2	1,940	40	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	1,855	7	10,687	41	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
42% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	415,250	415,250	26,775	6	160,455	39	415,250
Other Employee Benefits	18,500	18,500	6,900	37	8,122	44	18,500
Services	173,150	173,150	31,389	18	104,544	60	173,150
Other Charges	126,300	126,300	1,638	1	51,488	41	126,300
Materials & Supplies	32,300	32,300	1,935	6	11,076	34	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
Total Expenditures	795,500	795,500	68,637	9	335,685	42	795,500

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
42% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	6,000	5	76,291	68	112,650
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	60,291	0	60,700
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	6,000	100	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	10,076	92	11,000
Contribution - Avoca	18,700	18,700	0	0	9,350	50	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	2,500	50	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	6,000	2	177,717	64	277,850
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	3,363	0	0
Fuel - Fire Company	3,300	3,300	455	14	818	25	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,300	455	14	4,181	127	3,300
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,150	6,455	2	181,898	65	281,150
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,750	28,750	0	0	0	0	28,750

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
42% of Year Lapsed

	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
TRANSFER OUT - TOTAL	97,750	97,750	0	0	32,500	33	97,750
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
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	378,900	378,900	6,455	2	214,398	57	378,900
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,150	6,455	2	181,898	65	281,150

Town of Altavista
Public Safety
FY 2017 Expenditure Report
42% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	824,200	824,200	53,460	6	295,834	36	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	254	1	1,126	3	33,400
Other Charges	39,200	39,200	468	1	16,753	43	39,200
Materials & Supplies	62,000	62,000	4,608	7	23,226	37	62,000
Capital Outlay	55,650	55,650	0	0	30,090	54	55,650
Total Expenditures	1,014,450	1,014,450	58,790	6	367,029	36	1,014,450

Town of Altavista
Public Works
FY 2017 Expenditure Report
42% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,100	710,100	50,500	7	247,211	35	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	235	3	1,999	23	8,600
Other Charges	26,700	26,700	1,587	6	7,567	28	26,700
Materials & Supplies	291,400	291,400	38,150	13	153,994	53	291,400
Debt Service	23,200	23,200	0	0	383	0	23,200
Capital Outlay	1,423,950	1,423,950	1,872	0	217,144	15	1,423,950
Total Expenditures	2,483,950	2,483,950	92,344	4	628,298	25	2,483,950

Town of Altavista
Economic Development
FY 2017 Expenditure Report
42% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	8,145	8	39,976	40	101,000	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	20,000	20,000	19,615	98	37,992	190	20,000	
Other Charges	31,150	31,150	588	2	3,840	12	31,150	
Materials & Supplies	4,200	4,200	81	2	223	5	4,200	
Capital Outlay	14,000	14,000	0	0	0	0	14,000	
Total Expenditures	170,350	170,350	28,429	17	82,032	48	170,350	

Town of Altavista
Transit System
FY 2017 Expenditure Report
42% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	4,880	7	25,600	37	69,100
Services	2,550	2,550	0	0	0	0	2,550
Other Charges	3,950	3,950	61	2	1,185	30	3,950
Materials & Supplies	23,450	23,450	1,180	5	5,766	25	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
Total Expenditures	103,550	103,550	6,121	6	37,051	36	103,550

Town of Altavista
FY 2017 Revenue Report
42% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	312	3	2,071	19	11,000
Water Charges - Industrial	1,360,000	1,360,000	77,348	6	457,286	34	1,360,000
Water Charges - Business/Residential	294,000	294,000	31,860	11	124,946	42	294,000
Water Charges - Outside Community	124,000	124,000	8,632	7	50,878	41	124,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	0	0	77	0	4,604	0	0
Sewer Charges - Industrial	1,132,000	1,132,000	101,956	9	425,250	38	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	5,277	2	60,436	21	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	640	38	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	1,000	19	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	8,910	15	40,301	67	60,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	-75	-1	2,696	54	5,000
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	2,120	8	8,164	33	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,715,000	0	0	0	0	1,715,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,205,800</u>	<u>236,418</u>	<u>5</u>	<u>1,178,273</u>	<u>23</u>	<u>5,205,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
42% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,176,000	1,176,000	80,598	7	428,600	36	1,176,000
Debt Service	422,250	422,250	0	0	172,037	0	422,250
CIP	2,289,600	2,289,600	111,306	5	1,119,943	49	2,366,600
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,887,850</u>	<u>191,904</u>	<u>5</u>	<u>1,720,579</u>	<u>44</u>	<u>3,964,850</u>
Wastewater Department							
Operations	1,175,450	1,175,450	78,202	7	357,631	30	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	142,500	0	0	69,294	49	142,500
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,317,950</u>	<u>78,202</u>	<u>6</u>	<u>426,925</u>	<u>32</u>	<u>1,317,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	158,800	7	786,231	33	2,351,450
Debt Service	422,250	422,250	0	0	172,037	0	422,250
CIP	2,432,100	2,432,100	111,306	5	1,189,237	49	2,509,100
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,205,800</u>	<u>270,106</u>	<u>5</u>	<u>2,147,504</u>	<u>41</u>	<u>5,282,800</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
42% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	44,706	8	205,603	36	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	1,290	1	67,008	29	234,500
Other Charges	163,850	163,850	11,316	7	62,805	38	163,850
Materials & Supplies	207,250	207,250	23,285	11	93,184	45	207,250
Debt Service	422,250	422,250	0	0	172,037	0	422,250
Capital Outlay	2,289,600	2,289,600	111,306	5	1,119,943	49	2,366,600
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,887,850	191,904	5	1,720,579	44	3,964,850

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
42% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	42,481	6	209,060	31	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	498	3	6,299	38	16,450	
Other Charges	312,300	312,300	19,560	6	98,395	32	312,300	
Materials & Supplies	170,200	170,200	15,663	9	43,877	26	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	142,500	0	0	69,294	49	142,500	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,317,950	78,202	6	426,925	32	1,317,950	

Town of Altavista
Fund Expenditure Totals
FY 2017
42% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Operations	451,000	451,000	16,335	4	74,427	17	451,000
CIP	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>225,000</u>
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>16,335</u>	<u>2</u>	<u>126,445</u>	<u>19</u>	<u>676,000</u>

Cemetery Fund - (Fund 90)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery - Operations - Total:	31,750	31,750	1,190	4	11,556	36	31,750
CIP	0	0					0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>1,190</u>	<u>2</u>	<u>11,556</u>	<u>20</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
42% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Street & Highway Maintenance	650,000	650,000	0	0	169,432	26	650,000
Street & Highway Maintenance/Carry Over	26000	26000	0	0	0	0	26000
Street & Highway Maintenance/Cash Discount	0	0	0	0	3.65	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>0</u>	<u>0</u>	<u>169,436</u>	<u>25</u>	<u>676,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	440	1	1,743	4	48,200
Maintenance - Pavement	150,000	150,000	550	0	6,913	5	150,000
Maintenance - Traffic Control Devices	56,800	56,800	7,189	13	23,838	42	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	1,186	2	1,186	2	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,058	6	21,256	43	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,912	5	19,492	24	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>16,335</u>	<u>4</u>	<u>74,427</u>	<u>17</u>	<u>451,000</u>
Improvements Other Than Buildings - New	225,000	225,000	0	0	52,018	23	225,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>225,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>16,335</u>	<u>2</u>	<u>126,445</u>	<u>19</u>	<u>676,000</u>

Town of Altavista
FY 2017 Cemetery Fund
42% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	800	5	5,650	38	15,000
Interest/Interest Income	9,000	9,000	6	0	2,634	29	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>806</u>	<u>1</u>	<u>10,234</u>	<u>18</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	138	1	3,119	33	9,500
Salaries and Wages/Overtime	800	800	0	0	309	39	800
Benefits/FICA	800	800	10	1	241	30	800
Benefits/VRS	1,100	1,100	17	2	419	38	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	26	2	642	46	1,400
Benefits/Group Life	150	150	2	1	48	32	150
Other Charges/Misc. Reimb.	0	0	0	0	150	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	998	6	6,628	37	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0					0
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>56,750</u>	<u>56,750</u>	<u>1,190</u>	<u>2</u>	<u>11,556</u>	<u>20</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of November 30, 2016

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,513,097.10

Balance as of November 30 , 2016

Non-Specific

Green Hill Cemetery 572,198.81

General Fund Reserves

Capital Improvement Program Reserves

3,492,476.13

Altavista EDA Funding 278,557.00 *

278,557.00

Enterprise Fund Reserves

Capital Improvement Program Reserves

225,393.45

PCB Remediation 577,818.83

Community Improvement Reserve 0.00

Police Federal 2,893.32

Police State 20,697.76

Public Funds Money Market Accounts

10,339,380.11 → Includes Funds \$289,501.55 for Proj 1B - Main St Waterline

Operating Checking Account (Reconciled Balance) 2,003,681.69

DESIGNATED FUNDS

3,455,847.41

14,057,249.69

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

7,703,866.69

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

-153,155.86

FY 14 Tank Maintenance

-50,000.00

FY15 Projected Carryover Needs

-140,000.00

FY 16 Projected Carryover Needs

-224,900.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement.

Remaining funds will be used to cover Construction Admin

for Proj 1B Main St.

-85,316.28

Concept presented at work session for improvements to

electrical at WTP and construction of new bldg to house

-1,041,859.80

electric panels

Survey of canoe launch property

-850.00

Consensus of Council to obligate a min for the purchase

-40,000.00

of site for canoe launch

Canoe Launch to get site ready

-39,500.00

Paving parking area of the park on Woodland Ave;

-4,000.00

included w Myrtle Lane paving

Funds for Project 1B - Main Street Waterline Improvement

-289,501.55

Dominion Service Line

-86,834.47

Earmarked for Pole Building (020-CIP item)

-75,000.00

Earmarked for repl. of 1999 dump truck (CIP Item)

-85,500.00

Earmarked for repl. of 2004 Street Sweeper (CIP Item)

-50,000.00

Broadband Grant Funds for study

-30,000.00

UNDESIGNATED RESERVE FUND BALANCE

4,626,139.53

Budget

Budget

Budget



Agenda Item: 8f

Town of Altavista, Virginia Regular Meeting/Work Session Agenda Form

Meeting Date: November 22, 2016

Agenda Item: Budget Amendments

Summary: Attached is correspondence from Tobie Shelton, Finance Director, in regard to several budget amendments that need to be formalized. Council has previously approved either through motion or a consensus the majority of the items, approval of the budget amendments finishes the process. Included in the budget amendments, is a request by Chief Milnor for a redesign of the APD's badge (information attached). The revenue for this project would come from State Forfeiture Funds, not taxpayer's funds.

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

Adoption of the budget amendments as presented.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Staff memo with support information; APD Badge Design

Department Head initials and comments, if applicable: *MLM*

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Date: November 16, 2016
To: Mayor Mattox and Council members
FROM: Tobie Shelton
SUBJECT: Budget Amendments

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

- Replacement of gasoline pump and diesel pump \$10,500
(Council approval: September 13, 2016)
- Bedford Ave. Proj: paving of Myrtle Lane and \$67,100
Woodhaven Ave.
(Council consensus: May 24, 2016)
- Classification/Compensation Study and update of \$25,000
Town's Personnel Policy Manual
(Council approval: September 13, 2016)
- New roof on YMCA Family Center \$39,450
(Council approval: April 26, 2016)
- Broadband Study \$34,500
(Council approval: July 28, 2015)
- Spreader for dump truck, FY 2017 CIP item \$16,100
- Arts Grant \$10,000
(Council consensus: February 23, 2016)
- Police Department badge redesign \$ 2,250
- Insurance Claim: Damage to Transit bus \$ 550
- Replacement of pump and motor at pump station \$28,400
(Council approval: September 13, 2016)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works Department		
Materials & Supplies / Fuels & Lubricants		
010-4101-601.60-06	\$ 10,500.00	
Transfer In from Reserves		
010-0000-361.01-00		\$ 10,500.00

Summary

Appropriate \$10,500 for the replacement of the gasoline pump and the diesel pump at our Public Works Department. Both fuel pumps were failing and in need of repair. Council approved as part of the Year End Carryover at the September 13, 2016 Council meeting.

Budget Impact

This will result in a net increase to the budget of \$10,500.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION AUGUST 23, 2016

also communicate with the Dominion Power water meter which is presently under construction. He recommended using the monies in the CIP to proceed with the SCADA project. He noted Woodard & Curran are working with staff to develop this as a “turn key” project; he had the cost associated with the project but was working with the electrical vendors. He stated it is believed the cost would be approximately \$120,000 with \$30,000 reserved for the electrical installation.

Mr. Higginbotham asked where do we stand with addressing the Melinda tank pressure issue.

Mr. Perrow stated he had just unofficially passed to the Director of Public Works a copy of their review of the high pressure zone.

Mr. Higginbotham asked if both could be tied together.

Mr. Perrow responded if the town proceeds with the high pressure zone, they could be tied together.

Mr. Garrett noted Phase 1 needs to be completed in order to operate more efficiently at the Water Plant.

Mr. George asked if the Dearing Ford Water Tower is tied into this as well.

Mr. Perrow noted it would be but is a later phase.

Mr. Coggsdale mentioned the Woodard & Curran Water System SCADA Assessment Report was presented to Council via email and is detailed.

It was consensus of Council to have Mr. Perrow work up Phase 1 and include on the September agenda.

d. FY2016 Carryover Requests to FY2017

Mr. Coggsdale advised staff is seeking to carryover the funds associated with items/projects that were in the FY2016 Budget but did not get purchased or finished. Staff requests that the Carryover Requests be approved.

It was consensus of Council to carry over the funds from the FY2016 budget to the FY2017 Budget placing on the consent agenda.

6. Public Comments

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

Regular Council Meeting—September 13, 2016

award. Mr. Miller thanked the Town Council, both current and past, for their support of the Virginia Main Street program and the success it has had in Altavista. The town staff has been remarkable in their support, guidance and direction. Mr. Miller thanked past executive directors for their support as well: Mrs. Judy Finch, Mrs. Jo Kelley, and Mr. Bill Smith. Mr. Miller stated he is still the treasurer and will keep that position until a new treasurer is named. He stated he had one plea and noted the great Economic Development Director and Main Street Coordinator and asked Council to continue to support them in their efforts as the town moves forward.

Mayor Mattox thanked Mr. Miller for his service to the town and stated he had truly been an asset to the community.

5. Consent Agenda

- a) Minutes- Regular Meeting August 9th; Work Session August 23rd –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) Woodward & Curran Proposals-Council approved the Woodward & Curran Proposals as presented.
- d) FY2016 Carryover Funds-Council approved the FY2016 Carryover Funds request as presented.

Mr. Higginbotham questioned several invoices and asked if the electrical work would be covered in the consent agenda for the Water Plant under Woodward & Curran's proposal.

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

6. Public Hearings

7. New/Unfinished Business

- a. County "English Park" Discussion



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Waterline Improvements		
050-5010-701.81-23	\$ 67,100.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 67,100.00

Summary

Appropriate \$67,100 from bond proceeds for Bedford Ave. water improvement project associated with CB&T 20 year loan that was recently refinanced with First National Bank. This covers the remaining costs of the project which includes the asphalt paving overlay for both lanes of Myrtle Lane and Woodland Avenue.

Budget Impact

This will result in a net increase to the budget of \$67,100. Consensus of Council at the May 24, 2016 work session.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION MAY 24, 2016

Mr. George asked who the town would be compared to.

Mr. Coggsdale responded localities in the Region 2000 area; similar population, services, etc.

Mayor Mattox questioned the last time this had been done.

Mrs. Shelton stated a study was completed in 2000.

Mrs. Dalton stated Council makes discussions on employees' salaries and it is based on nothing and this study would give Council some comfort level when they make a decision it is being made fairly. Mrs. Dalton stated she was not interested in overpaying or underpaying but in being fair.

Mr. Emerson agreed Council needs to be educated on what they are competing with and this study will give them the information to make good decisions.

Mrs. Brumfield stated it cost money to bring police officers and water plant operators and wastewater treatment plant operators here. They have to have licenses and continuing education. When they leave to go elsewhere, the town has lost all that training and funding.

Mayor Mattox stated the town is mainly customer service and the quality of the work is the people who work for the town. The only way to keep the high standards expected is to recruit and retain good employees and Council needs that information to move forward.

It was the consensus of Council to move forward with the "Classification and Compensation Study".

g. FY2016 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised during the year, Council takes actions that require appropriation and /or transfer of funds. Staff presented budget amendments that correlate to previous Council action. He noted previously staff has been authorized to transfer funds in a departmental budget to meet the needs of the department.

It was the consensus of Council to place approval of the FY2016 Budget Amendments on the Town Council's Consent Agenda for June 14th, 2016.

h. Myrtle Lane Paving Follow-up

Mr. Coggsdale advised staff discussed with Council that there were some final items that the contractor needed to redo in regard to paving along the drainage areas on

COUNCIL WORK SESSION MAY 24, 2016

Myrtle Lane. It was also discussed that with the patches along the road as a result of the water line installation, this may be a good opportunity to pave the street. The contractor has submitted a quote of \$63,322.50 for this work. He noted there appears to be three options: 1) Contractor fix the areas that need addressing under the contract (no additional cost); 2) Option 1, plus pave one travel lane (north bound) (\$26,000 estimate); or 3) Option 1, plus pave both travel lanes. The quoted figure of \$63,322.50 is for Option 3 that would also include paving any parking areas along the street that are currently paved. He noted another add-on would be to also pave Woodland Avenue (205') towards the Bedford Water Tank and the parking area for the park (estimated additional cost of \$4,000).

Mr. George referred to the parking area for the park noting it went back a ways; he thought the area was to be for handicap parking only. He felt this item should be squared away when paving Myrtle Lane (Option 3).

It was the consensus of Council to include the Myrtle Lane Paving on the consent agenda and that Mr. Garrett would bring back more information on the parking at the Bedford Avenue park.

i. Water Tank Logo

Mr. Coggsdale advised the painting of the Clarion Road water tank will be part of the maintenance process that begins in early June. This tank has served as an advertising mechanism for the Town with the town's logo on it. The intent has been to re-paint the logo on the tank, but thought that it may be a good idea to be more inviting by suggesting that people "Shop, Dine, and Explore" our community. He presented Council with several different revisions to the Town logo for their consideration and asked as the other water tanks are painted if the same logo should be used. Staff suggested that something different be considered for the Bedford Avenue and possibly the Melinda Tank(s), as they are in residential areas.

Mayor Mattox suggested some of the trees be removed in that area as well.

It was consensus of Council to add "Shop, Dine, and Explore" to the logo on the Clarion Road water tank and to ask Public Works to remove some of the trees.

6. Public Comments

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

Mr. George referred to some localities in which businesses sponsor a location with landscaping and asked if it was possible to do that in the Town of Altavista.

Change Order

No. 4

Date of Issuance: June 1, 2016

Effective Date: June 1, 2016

Project: <u>Bedford Avenue Water Line Phase 1A</u>	Owner: <u>Town of Altavista, Virginia</u>	Owner's Contract No.:
Contract: <u>Bedford Avenue Water Line Phase 1A</u>	Date of Contract: <u>10/02/2014</u>	
Contractor: <u>DLB, Inc.</u>	Engineer's Project No.: <u>213084.00</u>	

The Contract Documents are modified as follows upon execution of this Change Order:

CO Item 1: Extra paving and milling for both travel lanes and parking areas on Myrtle Lane = \$63,322.50

CO Item 2: Extra paving for Woodland Avenue = \$3,799.35

Total - Change Order 4 = \$67,121.85

(see attached e-mail message dated June 1, 2016 for description of CO Items 1 and 2)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>3,796,322.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>7/24/2015</u> Ready for final payment (days or date): <u>8/23/2015</u>
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>3</u> : \$ <u>148,524.56</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>3</u> : Substantial completion (days): <u>10</u> Ready for final payment (days): <u>10</u>
Contract Price prior to this Change Order: \$ <u>3,944,846.56</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>8/3/2015</u> Ready for final payment (days or date): <u>9/2/2015</u>
[Increase] [Decrease] of this Change Order: \$ <u>67,121.85</u>	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): <u>0</u> Ready for final payment (days or date): <u>0</u>
Contract Price incorporating this Change Order: \$ <u>4,011,968.41</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>8/3/2015</u> <u>7/13/16</u> Ready for final payment (days or date): <u>9/2/2015</u> <u>8/17/16</u>

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Jan R. Clark, P.E.
Engineer (Authorized Signature)
VICE PRESIDENT - WWA ASSOCIATES, INC.

By: [Signature]
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Date: 6/1/2016

Date: 6/2/2016

Date: 6/20/16

Approved by Funding Agency (if applicable):

Date:



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration		
Misc & Professional Services / 010-1101-401.30-14	\$ 25,000.00	
Transfer In from Reserves		
010-0000-361.01-00		\$ 25,000.00

Summary

Appropriate \$25,000 to cover costs for the Classification / Compensation Plan Study (\$15,760) as well as the updating of the Town's Personnel Policy Manual (\$9,240) being performed by Springsted.

Budget Impact

Transfer In of earmarked funds as approved by Council at September 13, 2016 work session. This will result in a net increase to the budget of \$25,000.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION AUGUST 23, 2016

also communicate with the Dominion Power water meter which is presently under construction. He recommended using the monies in the CIP to proceed with the SCADA project. He noted Woodard & Curran are working with staff to develop this as a “turn key” project; he had the cost associated with the project but was working with the electrical vendors. He stated it is believed the cost would be approximately \$120,000 with \$30,000 reserved for the electrical installation.

Mr. Higginbotham asked where do we stand with addressing the Melinda tank pressure issue.

Mr. Perrow stated he had just unofficially passed to the Director of Public Works a copy of their review of the high pressure zone.

Mr. Higginbotham asked if both could be tied together.

Mr. Perrow responded if the town proceeds with the high pressure zone, they could be tied together.

Mr. Garrett noted Phase 1 needs to be completed in order to operate more efficiently at the Water Plant.

Mr. George asked if the Dearing Ford Water Tower is tied into this as well.

Mr. Perrow noted it would be but is a later phase.

Mr. Coggsdale mentioned the Woodard & Curran Water System SCADA Assessment Report was presented to Council via email and is detailed.

It was consensus of Council to have Mr. Perrow work up Phase 1 and include on the September agenda.

d. FY2016 Carryover Requests to FY2017

Mr. Coggsdale advised staff is seeking to carryover the funds associated with items/projects that were in the FY2016 Budget but did not get purchased or finished. Staff requests that the Carryover Requests be approved.

It was consensus of Council to carry over the funds from the FY2016 budget to the FY2017 Budget placing on the consent agenda.

6. Public Comments

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

COUNCIL WORK SESSION MAY 24, 2016

Mr. Coggsdale advised recently a citizen inquired as to the current utility connection fees and the significant increase that had occurred. Staff researched the item and found that this discussion began with the Public Works/Utility Committee, with a recommendation being forwarded to the Town Council at their February 2013 Regular Meeting. At the February Town Council meeting it was the "consensus" of Council that the "developed rate structure proposal stay in place with a 5% utility rate increase proposed for FY2014". This item was further discussed at the April Public Works/Utility Committee meeting with a recommendation that the Capital Recovery Fee and the Fire Suppression Fee be tabled until a future date. The Committee recommended that all other fees as identified remain in the budget. This recommendation was accepted and voted on by the Council at their April Regular Meeting. Based on discussion/action, adjustments were included in the budget based on the proposed rate/fee structure and the item was discussed several times over the course of the budget deliberations. After researching the issue, staff consulted with the Town Attorney. Mr. Eller feels the increases in the connection fees could be subject to successful challenge. Based on Mr. Eller's opinion, due to the fact that the budget public hearing ad did not specifically address this issue, they need to be reconsidered. Staff is reviewing the files to assess the number of connections that were impacted.

Mrs. Dalton stated she is ready to get the rates appropriate now and asked that when the long rate proforma is put together in the five to seven-year range; these should be in that discussion.

Mr. Coggsdale advised he would work with Mr. Eller to draw up the appropriate language and a public hearing would be scheduled.

It was the consensus of Council to hold the public hearing on the Utility Connection Fee increases June 14, 2016.

f. Classification and Compensation Study

Mr. Coggsdale advised previously staff sought proposals from qualified firms to conduct a "Classification and Compensation Study" for the town of Altavista. The Town has received proposals from two firms, both of which are within the \$25,000 budgeted in FY2016 for this purpose. Staff is reviewing and ranking the two firms and once this is complete staff would like to execute a contract with the selected firm. Staff is seeking authorization to proceed with this project and asked to place the final action by Council on the next meeting's Consent Agenda. Mr. Coggsdale noted the study would take between 3 to 4 months and would involve a review of the Town's current Classification and Compensation Study. He advised it is important to have a current Classification and Compensation System in place to support the recruitment, success, and retention of qualified and productive employees and to encourage and reward activities that promote the Town's vision, mission and values as a high performance organization.

COUNCIL WORK SESSION MAY 24, 2016

Mr. George asked who the town would be compared to.

Mr. Coggsdale responded localities in the Region 2000 area; similar population, services, etc.

Mayor Mattox questioned the last time this had been done.

Mrs. Shelton stated a study was completed in 2000.

Mrs. Dalton stated Council makes discussions on employees' salaries and it is based on nothing and this study would give Council some comfort level when they make a decision it is being made fairly. Mrs. Dalton stated she was not interested in overpaying or underpaying but in being fair.

Mr. Emerson agreed Council needs to be educated on what they are competing with and this study will give them the information to make good decisions.

Mrs. Brumfield stated it cost money to bring police officers and water plant operators and wastewater treatment plant operators here. They have to have licenses and continuing education. When they leave to go elsewhere, the town has lost all that training and funding.

Mayor Mattox stated the town is mainly customer service and the quality of the work is the people who work for the town. The only way to keep the high standards expected is to recruit and retain good employees and Council needs that information to move forward.

It was the consensus of Council to move forward with the "Classification and Compensation Study".

g. FY2016 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised during the year, Council takes actions that require appropriation and /or transfer of funds. Staff presented budget amendments that correlate to previous Council action. He noted previously staff has been authorized to transfer funds in a departmental budget to meet the needs of the department.

It was the consensus of Council to place approval of the FY2016 Budget Amendments on the Town Council's Consent Agenda for June 14th, 2016.

h. Myrtle Lane Paving Follow-up

Mr. Coggsdale advised staff discussed with Council that there were some final items that the contractor needed to redo in regard to paving along the drainage areas on



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works		
Repairs & Maintenance		
010-4108-601.60-04	\$ 39,450.00	
General Fund		
Transfer In / From Reserves		
010-0000-361.01-00		\$ 39,450.00

Summary

Appropriate \$39,450 for the installation of a new roof on YMCA Family Center .

Budget Impact

This will result in a net increase to the budget of \$39,450. Consensus of Council at the May 24, 2016 work session.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION MAY 24, 2016

Mrs. Brumfield questioned if there was profit from the sale of water that it couldn't be used to cover expenditures in the general fund.

Mrs. Dalton stated the utility rates have been raised 5% for a five-year period to make operations self-sufficient. There are capital improvements at Water and Wastewater that are astronomical and because the water rates are so low, the user is not paying for it. Council recognizes if the utility side can fund itself, they would not have to take money from the general fund. Mrs. Dalton stated in her opinion water and sewer rates should still be raised which is a matter of staff bringing forth a projection of what it would take to try to cover the CIP in utilities.

Mr. Coggsdale stated based on this budget, it is providing for operations (personnel, power, chemicals, plus debt services); based on revenue and expenses \$450,000 to the good noting the CIP exceeds that amount. He stated several years ago money was being taken from the General Fund to subsidize the Enterprise fund noting this has been a million dollar turn around in five years.

Mayor Mattox stated the goal is to cover operations and debt services, but wants to set aside monies for the reserve fund for emergencies.

Mr. Emerson referred to a comment made at the last meeting about there being 35 or 40 empty store fronts; he stated the day he came on Council 3 and 1/2 years ago there were 35 or 40 buildings in town empty. Mr. Emerson stated his point is Council can give a tool to Mr. Jarvis that he can go out and market the town. What has been done for the past 3 and 1/2 years hasn't filled up these buildings.

Mrs. Brumfield stated she was the type that if Council implements a meals tax and cigarette tax and cuts the real estate and BPOL taxes and we start making money off of water contracts then she would come back and suggest giving someone a break on the meals and cigarette taxes.

Mr. Coggsdale stated staff would develop the budget as discussed. He noted the cigarette tax ordinance would need to be considered for adoption at the June 14th, 2016 meeting before adopting the FY2017 budget.

c. War Memorial Building/YMCA Family Center Roof Follow-up

Mr. Coggsdale advised previously staff discussed the issue regarding the leaking roof on the War Memorial Building (owned by Town) that is utilized by the Altavista Area YMCA as part of their childcare/aquatics facility. He presented Council with a photo showing the War Memorial building (single story brick portion). He noted the YMCA has received several quotes for roof replacement and the project is estimated to cost between \$35,000 and \$40,000. Mr. Coggsdale asked Council how they would like to handle the issue and in what timeframe.

COUNCIL WORK SESSION MAY 24, 2016

Mayor Mattox stated he is in favor of supporting the YMCA, one of the crown jewels of Altavista, but felt there should be an agreement in place stating whose responsibilities there are to do this, who carries the insurance, the liabilities, repairs. Mayor Mattox stated from his understanding an agreement is not in place with the YMCA.

Mr. Coggsdale stated there was not an agreement in place and did not know the history of how this developed noting the YMCA has actually built structures on to the town property. Mr. Coggsdale advised he has been in touch with Mr. Steve Jester, Director of the Altavista YMCA, and they are planning to discuss the matter of the roles and responsibilities of each group in regards to the building and the property. Mr. Coggsdale noted once the document is ready it will be presented to Town Council for their review and consideration.

It was the consensus of Council that staff move forward with the procurement and awarding of a contract at an amount not to exceed \$40,000 to replace the roof on the War Memorial Building.

Mrs. Dalton asked if there was a way to change the roof pitch.

Mr. Coggsdale stated he could ask Mr. Garrett to look at this but did not feel \$40,000 would cover changing the roof.

d. Broad Street Storm Water Item

Mr. Coggsdale advised during discussions with Council at their November 2015 Regular Meeting, regarding upgrades to sections of sidewalk in the 1000 block of Broad Street, staff was directed to look at addressing some storm water concerns at the intersection of Broad Street and 9th Street. Staff asked Hurt & Proffitt to submit a proposal for the engineering of this improvement, as well as a "probable construction cost estimate".

Mr. Coggsdale provided photos of the existing pipes along Broad Street at its intersection with 9th Street and the curb and gutter that is utilized to carry the water to the outfall ditch at the railroad. Staff has not received complaints in regard to any issues at this location and flooding has not been a problem. There is a functioning storm water system in place and this proposed improvement would be more for aesthetic value at a cost of an estimated \$70,000.

Mrs. Dalton did not feel this was high on the priority list and that it be put on the "to do" list.

It was consensus of Council to move this item to the "to do" list.

At 6:55 p.m. Mayor Mattox called for a 5-minute break. Council reconvened at 7:00 p.m.

e. Utility Fees Issue (FY2013-2014)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Economic Development		
Misc & Professional Services		
010-4108-601.60-04	\$ 34,500.00	
General Fund		
State / Misc. State Grants - Broadband Planning Grant		
010-0000-341.08-00		\$ 30,000.00
Transfer In from Reserves		
010-0000-361.01-00		\$ 4,500.00

Summary

Appropriate \$34,500 to participate in Virginia Telecommunications Planning Initiative for a Broadband study. The Town received a grant in the amount of \$30,000. The Town was required to allocate a 15% match for the grant in the amount of \$4,500.00

Budget Impact

This will result in a net increase to the budget of \$34,500. Approved by Council at the July 28, 2015 work session.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION JULY 28, 2015

regarding the housing study of \$25,000 be brought back to Council after additional research.

Motion carried:

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

c. Virginia Telecommunications Planning Initiative-Phase II

Mr. Jarvis advised the Town of Altavista was selected as one of 13 communities in the state of Virginia participating for a broadband planning grant. The Town of Altavista has been selected as a Tier II participant; meaning the town is eligible for a grant award of \$50,000. If the town is selected, we would be required to allocate a 15% match for the grant of \$7,500. Mr. Jarvis advised of a meeting scheduled for August 3, 2015 at the Altavista Train Station which will focus on specific needs of the community stakeholders on the development of the broadband plan.

Mr. Edwards mentioned there are two broadband lines; one on I95 and one on US 29.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to pursue the Virginia Telecommunications Planning Initiative grants.

Motion carried:

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

Mr. Higginbotham asked for a brief update on the PCB matter.

Mr. Coggsdale advised he has attempted to make contact with EPA, both Mr. Scott Rice and Mr. Steve Rock, but has been unsuccessful. He noted he has received an email from Professor Jerry Schnoor, University of Iowa, which has been forwarded to Mr. Steve Rock.

6. Items Scheduled for the Regular Meeting Agenda



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Highway Department		
Materials & Supplies / Snow & Ice		
020-4101-606.60-44	\$ 16,100.00	
Highway Fund		
Transfer In from Reserves		
020-0000-361.01-00		\$ 16,100.00

Summary

Appropriate \$16,100 of Highway Funds to cover the cost of a spreader to be used on the 2017 International Dump Truck a FY 2017 CIP item for snow and ice removal.

Budget Impact

This will result in a net increase to the budget of \$16,100.

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

Adopted this 13th day of December 2016

P.O. #: 003499

DATE: 11/01/16

TO: HENDERSON PRODUCTS INC
1085 SOUTH 3RD ST
MANCHESTER, IA 52057

SHIP TO:
Town of Altavista
PUBLIC WORKS
1311 3RD STREET
ALTAVISTA, VA 24517

VENDOR # DELIVER BY: SHIP VIA:
577 12/01/16

F.O.B.

TERMS
NET

CONFIRM TO
JO ANN MYERS

REQUISITIONED BY
TERRY LAMBERT

ACCOUNT NO.
020-4101-606.60-44

PROJECT

LINE#	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	1.00	EA	5.5CY HYDRAULIC DRIVEN DUAL AUGER Per VDOT Contract #43648 Price includes top screens.	14203.0000	14203.00
2	1.00	EA	SPREADER SUPPORT LEGS Total spreader price includes freight.	1906.0000	1906.00
TOTAL					16109.00

16109.00

AUTHORIZED BY _____
PURCHASING AGENT



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Economic Development		
Contractual Services / Advertising		
010-7101-405.30-06	\$ 10,000.00	
General Fund		
State / Misc. State Grants - Arts Grant		
010-0000-341.08-00		\$ 5,000.00
Transfer In from Reserves		
010-0000-361.01-00		\$ 5,000.00

Summary

Arts Grant: Appropriate \$10,000 to create a program for arts in the Town, such as street art consisting of murals and sculptures being placed in areas exposed to the general public.

Budget Impact

This will result in a net increase to the budget of \$10,000. Consensus of Council at the February 23, 2016 work session.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION FEBRUARY 23, 2016

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.

b. Utility Update

Mr. Garrett addressed Council to give a report on the Water Plant for the past six to eight months. He noted during the events with the Water Plant the water quality has been closely monitored and has never been compromised; Water Plant operators, Public Works, and Virginia Department of Health have been working closely on this matter. He referred back to July 22nd, 2015, the water hammer issues, and advised water piping in the clear well has been replaced, gate valves and an emergency water connection to the Town of Hurt have been installed, two of the 16" Ross valves were repaired that were damaged with the water hammer issue, replaced VFDs to 10 mixers that mixes the chemicals with the water in the basins. He advised mixer motors were replaced in the process along with the finish water meter that was also



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department Materials & Supplies / Uniforms 010-3101-501.60-10	\$ 2,250.00	
Transfer In from State Forfeiture Acct 010-0000-361.01-00		\$ 2,250.00

Summary

Appropriate \$2,250 to cover the cost of redesigning the Altavista Police Department Badge.

Budget Impact

This will result in a net increase to the budget of \$2,250, however, funds will be transferred in from the Police Department's State Forfeiture Account to the General Fund Operating Checking Account to cover the expenditure.

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

Adopted this 13th day of December 2016

Michael L. Milnor
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

MEMORDANDUM

November 2, 2016

TO: Waverly Coggsdale, Town Manager

FROM: Mike Milnor, Chief of Police 

SUBJECT: Redesigned Badge Purchase

I am redesigning the Altavista Police Department Badge in an effort to establish a sense of pride and ownership within the department. Officers have had input into the design and it will become a custom individual badge design rather than the generic badges currently worn by department members.

I would like permission from Town Council to fund this change through the seized assets fund. In effect, I am requesting to let convicted drug traffickers pay for the new badges. I have attached documentation from both Department of Justice (DOJ) and Virginia Department of Criminal Justice Programs (DCJS) allowing seized assets funds to be utilized for just such law enforcement purposes.

The total cost of the project will be \$2250.

U.S. DEPT. OF JUSTICE

language, constitutional law, accounting/finance, or forensics classes could be permissible provided that the employee's regular duties require knowledge of such topics.

- c. **Law enforcement, public safety, and detention facilities**—the costs associated with the purchase, lease, construction, expansion, improvement, or operation of law enforcement or detention facilities used or managed by the recipient agency. For example, the costs of leasing, operating, and furnishing an off-site undercover narcotics facility. Capital improvements should not be made on leased property or space since the law enforcement agency will not benefit from the improvements upon termination of the lease.

Approval from AFMLS is required prior to building new facilities or making structural changes to existing facilities. Approval is not required for cosmetic or non-structural improvements such as cabling, electrical, interior walls, carpeting, or furniture costs.

- d. **Law enforcement equipment**—the costs associated with the purchase, lease, maintenance, or operation of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. For example, furniture, file cabinets, office supplies, telecommunications equipment, copiers, safes, fitness equipment, computers, computer accessories and software, body armor, **uniforms**, firearms, radios, cellular telephones, electronic surveillance equipment, vehicles (e.g., patrol and unmarked vehicles), animals and animal-related expenses.
- e. **Joint law enforcement/public safety operations** – the costs associated with the purchase of multi-use equipment and operations used by both law enforcement and non-law enforcement personnel. For example, 911 call center equipment, defibrillators, search and rescue boats, aircraft, and diving equipment. These expenditures are exempt from the pro-rata calculation. This provision does not include equipment to be used solely by non-law enforcement personnel, such as fire and EMS vehicles.
- f. **Contracting for services** – the costs associated with a contract for a specific service that supports or enhances law enforcement is permitted. For example, helicopter services, feasibility studies, forensic accountant for a specific case, auditor to perform an audit of equitable sharing funds, subject matter expert, grant writer, software developer. Contracts for long-term and/or full-time employment services or services that should be provided by an agency employee are not permitted.
- g. **Law enforcement travel and per diem**—the costs associated with travel and transportation to perform or in support of law enforcement duties and activities.

for Asset Forfeiture; (4) due process rights; (5) protecting the rights of innocent third-parties (individuals and lienholders); (6) use of computers or other equipment used in or in support of law enforcement duties. **The payment of college tuition, hospitality suites at conferences and other indirect training expenses are not allowed.**

- c. **Law Enforcement Equipment and Operations** — The purchase of body armor, firearms, radios, cellular telephones, computer equipment, software to be used in support of law enforcement purposes, vehicles (e.g., patrol vehicles, surveillance vehicles), electronic surveillance equipment, uniforms, travel, transportation, supplies, leasing of office and other space for task force and undercover operations, and leasing or purchase of other types of equipment that support law enforcement activities. Forensic labs and equipment and related training and certification expenses are permissible.
- d. **Detention Facilities** — The costs associated with construction, expansion, improvement, or operation of detention facilities managed by the recipient agency.
- e. **Law Enforcement Facilities and Equipment** — The costs associated with basic and necessary facilities, their construction, updating, remodeling, furniture, safes, file cabinets, telecommunications equipment, etc., that are necessary to perform official law enforcement duties.
- f. **Drug Education and Awareness Programs** — The costs associated with conducting drug education and awareness programs by law enforcement agencies.
- g. **Pro Rata Funding** — The costs associated with supporting multi-agency items or facilities. **Example:** A town purchases a new computerized payroll system; the police department payroll represents twenty percent of the total use of the payroll system. The police department may use shared money to fund its pro rata share (twenty percent) of the operating and maintenance expenses of the system.
- h. **Asset Accounting and Tracking** — The costs associated with the accounting, auditing, and tracking of revenues and expenditures of equitable shared cash, proceeds, and tangible property.
- i. **Salaries** — Many of the costs of the activities described above could entail the payment of salaries of the personnel involved. Due to the extreme sensitivity of asset forfeiture work, **the payment of salaries of sworn law enforcement officers** is limited to the following categories:
 - Overtime.
 - The first year's salaries *only* for new law enforcement officers that supplement the workforce.
 - Contractual appointments that do not exceed one year.
 - Salaries of officers assigned to non-traditional positions in approved specialized programs, which do not generally involve traditional law enforcement functions such as DARE officers.
 - Payments expressly authorized by law, such as the Community Oriented Policing Services (COPS) program established by the Violent Crime Control and Law Enforcement Act of 1994, which expressly permits state and local law enforcement agencies to use equitably shared asset forfeiture funds to meet the local match requirements of that program.



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept / Reimbursement of Claim		
010-9102-801.50-96	\$ 550.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 550.00

Summary

To appropriate \$550.00 for the repair of the transit bus that was damaged in a collision on September 2, 2016.

Budget Impact

These funds are fully reimbursable.

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

Adopted this 13th day of December 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5110-702.81-06	\$ 28,400.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 28,400.00

Summary

To appropriate \$28,400 for the replacement of a pump and motor at the pump station.
Council approved as part of the Year End Carryover at the September 13, 2016
Council meeting.

Budget Impact

This will result in a net increase to the budget of \$28,400.

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION AUGUST 23, 2016

also communicate with the Dominion Power water meter which is presently under construction. He recommended using the monies in the CIP to proceed with the SCADA project. He noted Woodard & Curran are working with staff to develop this as a “turn key” project; he had the cost associated with the project but was working with the electrical vendors. He stated it is believed the cost would be approximately \$120,000 with \$30,000 reserved for the electrical installation.

Mr. Higginbotham asked where do we stand with addressing the Melinda tank pressure issue.

Mr. Perrow stated he had just unofficially passed to the Director of Public Works a copy of their review of the high pressure zone.

Mr. Higginbotham asked if both could be tied together.

Mr. Perrow responded if the town proceeds with the high pressure zone, they could be tied together.

Mr. Garrett noted Phase 1 needs to be completed in order to operate more efficiently at the Water Plant.

Mr. George asked if the Dearing Ford Water Tower is tied into this as well.

Mr. Perrow noted it would be but is a later phase.

Mr. Coggsdale mentioned the Woodard & Curran Water System SCADA Assessment Report was presented to Council via email and is detailed.

It was consensus of Council to have Mr. Perrow work up Phase 1 and include on the September agenda.

d. FY2016 Carryover Requests to FY2017

Mr. Coggsdale advised staff is seeking to carryover the funds associated with items/projects that were in the FY2016 Budget but did not get purchased or finished. Staff requests that the Carryover Requests be approved.

It was consensus of Council to carry over the funds from the FY2016 budget to the FY2017 Budget placing on the consent agenda.

6. Public Comments

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

- Design your badge online

Page 1 of 1

Badge dimensions: 2.500"W X 3.375"H



Displayed size and color is approximate. Actual badge may vary



PROPOSED BUDGET CALENDAR FY2018 BUDGET PREPARATION

<u>November</u>	Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of dept. budgets
<u>December 8</u> (Tuesday)	Public Input Session for FY 2018 Budget to be held during Council meeting.
<u>January</u>	Council decision on updating wage/salary (COLA)
<u>January 13</u> (Friday)	Department requests due by 5:00 p.m.
<u>January 20</u> (Friday)	Written requests from outside agencies and non-profits due by this date
<u>February 14</u> 7:00 p.m. (Tuesday)	Outside agencies/non-profits requesting funding should attend Council meeting. Revenue discussion.
<u>February 20</u> (Monday)	Council receives Draft Budget document
<u>February 28</u> 5:00 p.m. (Tuesday)	Council Budget Work Session
<u>March 28</u> 5:00 p.m. (Tuesday)	Council Budget Work Session
<u>April 11</u> 7:00 p.m. (Tuesday)	First Reading of Budget/Designate Public Hearing for May 9th
<u>April 19</u> (Wednesday)	First Public Hearing Advertisement
<u>April 26</u> (Wednesday)	Second Public Hearing Advertisement
<u>May 9</u> 7:00 p.m. (Tuesday)	Public Hearing on the FY2018 Budget
<u>June 13</u> 7:00 p.m. (Tuesday)	Council Meeting to approve FY2018 Budget



Agenda Item: 7a

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: FY2018 Budget and Capital Improvement Plan (CIP) Citizen Input

Summary: Town Council seeks input from citizens prior to the development of the FY2018 Operating Budget and the FY2018-2022 Capital Improvement Plan. Once input is received Council will direct staff on items that they wish to be discussed and/or considered in preparation of the draft budget/CIP document.

Action(s) requested or suggested motion(s): No Action Requested. Council may provide direction to staff in regard to items that should be discussed and/or considered in preparation of the budget/CIP.

Staff Review Record

Are there exhibits for this agenda item? No

List them in the order they should appear in packet? Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: : *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of issuance of a Certificate of Public Convenience and Necessity (CoPCN) for TK's Transport (Vehicle for Hire)

Summary: Mr. Thomas Kathan has made application for a certificate of public convenience and necessity to operate a "vehicle for hire" service in the town. Pursuant to Chapter 82 of the Town Code, a Certificate of Public Convenience and Necessity (CoPCN) must be obtained to operate or cause to be operated public vehicles within the town. This application has been filed in accordance with Chapter 82 of the Town Code.

The Council shall determine whether the public convenience and necessity requires the operation of the public vehicle for which the application has been filed. Staff believes that providing transportation alternatives between Altavista and the Lynchburg area will be an enhancement to the citizens and can work in conjunction with the Town's local transit system.

The Town Code requires that each individual that will drive/operate a public vehicle obtain a special license from the Altavista Police Department. The code also states that each vehicle "shall have on the outside on both sides the name of the owner in letters not less than three inches high..." Also under Sec. 82-37 certain insurance requirements are set forth.

It is staff's recommendation that a determination of public convenience and necessity be made allowing for: 1) the issuance of a certificate and the issuance of operator's license, subject to the applicant adhering to the regulations set forth in Chapter 82 of the Town Code, and 2) to allow TK's Transport to operate up to three (3) vehicle for hire (transit bus and passenger vehicles) as outlined in the application. The applicant shall also comply with all other applicable local, state and federal regulations.

Council granted a Certificate of Public Convenience and Necessity to Mr. Kathan last year for operation of two vehicles for hire.

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

1. Grant the request of Mr. Kathan for three (3) "vehicles for hire" (transit bus and passenger vehicles) based on a finding of public convenience and necessity.
2. Deny the request to allow Mr. Kathan to operate up to three (3) "vehicles for hire" (transit bus and passenger vehicles) based on lack of public convenience and necessity.



Agenda Item: 8a

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? TK's Transport CoPCN Application packet

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



DATE: November 16, 2016

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Certificate of Public Convenience and Necessity (Vehicle for Hire)

Pursuant to Chapter 82 of the Town Code, a Certificate of Public Convenience and Necessity (PCN) must be obtained to operate or cause to be operated public vehicles within the town. Applications for certificates are filed between October 1st through 15th of each year, with Town Council hearing said requests between October 15th and December 31st annually.

Mr. Thomas Kathan's current certificate expires December 31st. He has made application for the renewal of his certificate for 2017, which covers the period January 1st through December 31st. Mr. Kathan has listed three vehicles to be operated as vehicles for hire within his company for his 2017 certificate as well as two employees. (Please see attached application.)

If Town Council grants the certificate applied for, Staff will move forward with insuring that all sections of the Town Code are in compliance pertaining to the Certificate of Public Convenience and Necessity.

Thank you.



P.O. BOX 420
510 7th Street
Altavista, VA 24517
(434) 369-5001

CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY APPLICATION

(Taxis, Limousines, Shuttles and Other Vehicles for Hire)

RENEWAL APPLICATION []

Business Name: TK Transport LLC
Business Street Address: 1828 Sunset Dr
City: Altavista State: VA Zip: 24517
Phone: (434) 238-3073 Email: TKatha@yahoo.com

Business Mailing Address (complete only if different from above):

P.O. Box 251 Altavista VA 24517

Owner's Full Name: _____

Date of Birth: _____ Age: _____ Sex: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Are you an individual owner? **YES** **NO**

Are you a partnership? **YES** If yes, what type of partnership _____ **NO**

Are you a corporation? **YES** If yes, what type of corporation _____ **NO**

****If the company is a corporation, LLC, limited partnership or a limited liability partnership provide a copy of the Corporate Charter, the business ID number or tax account number issued by the Commonwealth of Virginia.****

****If a partnership, association, limited liability company (LLC) or corporation, please provide a list of individuals/officers with the same information as listed above for the Owner.****

CONFIDENTIAL INFORMATION - NOT PUBLIC RECORD

SSN _____ - _____ - _____

Driver's License Number: _____ State: _____

Date DL Issued: ____/____/____

Applicant's Initials: _____



P.O. BOX 420
510 7th Street
Altavista, VA 24517
(434) 369-5001

PLEASE RESPOND TO THE FOLLOWING ITEMS (Attach additional sheets if necessary.)

LIST EXPERIENCE IN TRANSPORTING PASSENGERS:

TR Transport, AEMS
School Buses, City Transit

FINANCIAL ABILITY AND RESPONSIBILITY OF APPLICANT (Attach a Certificate of Insurance from your carrier for review by the Town Attorney):

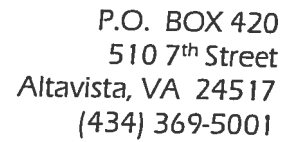
On file

LIST NAME and ADDRESS OF ANY PERSON LENDING MONEY OR FURNISHING CAPITAL TO APPLICANT:

LIST ANY CONVICTIONS OR PLEA OF GUILTY, if any, FOR VIOLATION OF LAW:

LIST ADDITIONAL REASONS/FACTS WHICH SUPPORT REQUEST FOR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY:

Continue the need for Midway to
Support our Town Businesses

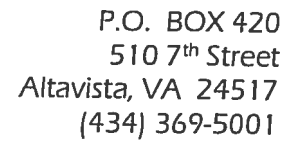


(Notify the Manager's office on any changes that occur.)

What color is the lettering on the vehicles: white

(Please submit a photo of a typical vehicle if possible.)

[illegible]

[illegible]



P.O. BOX 420
510 7th Street
Altavista, VA 24517
(434) 369-5001

CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY APPLICATION

I, Thomas Kathan do hereby swear/affirm that the
(Individual or Representative)
foregoing statements contained in this application are true and correct to the best of my
knowledge and belief.

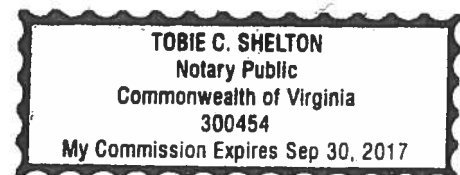
[Signature]
(Signature of Applicant)

(Application must be notarized before submitting.)

Subscribed to and sworn before me this 15th day of
November, 2016.

Tobie C. Shelton
NOTARY PUBLIC

My Commission Expires: September 30, 2017



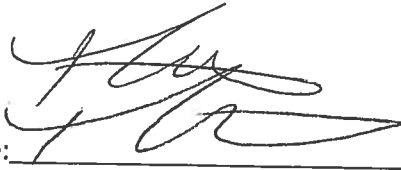


P.O. BOX 420
510 7th Street
Altavista, VA 24517
(434) 369-5001

Acknowledgement

It is acknowledged by the applicant that this application shall be investigated by the Town of Altavista, who shall have the authority to require such further investigation or additional information as deemed necessary to adequately inform the Town of Altavista Town Council about the applicant's proposed operations and the public need thereof.

I hereby certify that I have read and understand Chapter 82 of the Town of Altavista Town Code, and if granted a Certificate of Public Convenience and Necessity, will fully comply with its provisions.

Applicant's signature: 

(Individual authorized to represent the company, partnership or corporation.)

AFFIDAVIT

Commonwealth of Virginia

County of Campbell

The foregoing instrument was acknowledged before me this 1st day of November 2016 by

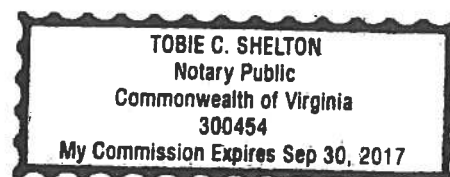
Thomas Kathan

(Name of Person seeking acknowledgement)

Notary Public: Tobie C. Shelton

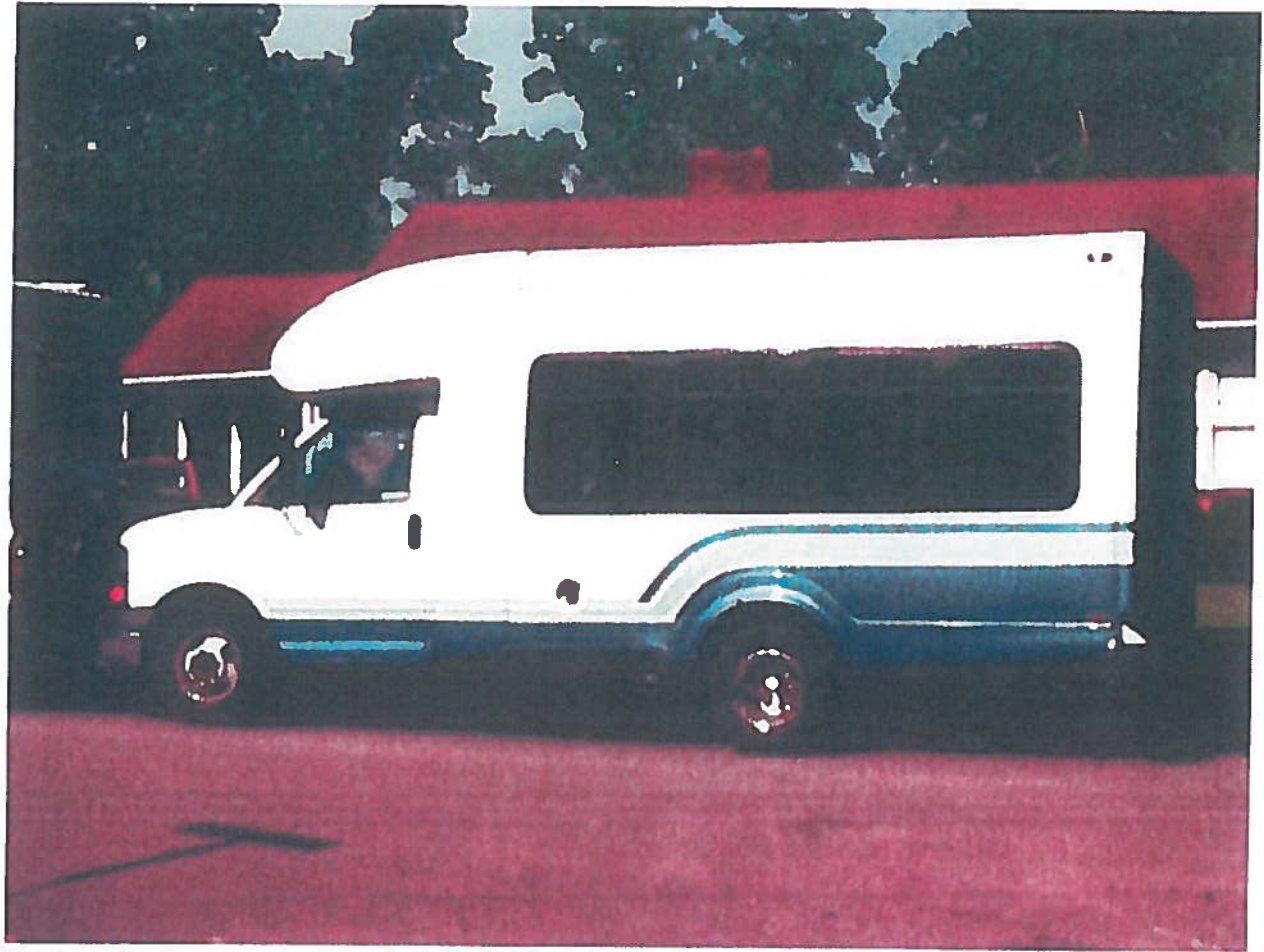
Notary Registration Number: 300454

My Commission Expires: 9/30/2017











Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of a Utility Bill Adjustments

Summary: **JOY FOODS:** The owner of Joy Foods (1028 Main Street) previously requested a second utility bill adjustment this past July. The original adjustment that was approved by staff was granted on May 4, 2016 and was for \$470.43, the original bill was \$675.32. The current adjustment request covers the bill immediately following the previous bill that was adjusted. The bill in question is \$484.94. Staff communicated to the individual in July 2016 that town policy only permits one adjustment per 12-month period. The individual contacted the Town on November 4, 2016 in regard to further exploring the possibility or reconsideration of the second adjustment. Accordingly, the item has been placed on Council's agenda for consideration and disposition. (Joy Foods Request info)

If Council opts to grant a second request and utilizes the same methodology that staff uses for adjustments the bill would be adjusted by \$327.34. The two bills are summarized below:

	Original Bill	Adjusted Bill	Amount Waived
1 st Bill Adjustment	\$675.32	\$204.89	\$470.43
2 nd Adjustment Request	\$484.94	\$157.60	\$327.34

ABBOTT NUTRITION: Additionally, staff has been working with Abbott Nutrition in regard to their request for a utility bill adjustment (attached) associated with the calibration of their internal meter. It does appear that an adjustment may be in order, utility staff may be able to provide additional information on this request. Also, the Town has been working with Abbott on a redesign of how our meter and their meter are housed, ultimately the Town is looking at placing a meter outside of Abbott's building in the right of way. These plans are not finalized and at this time the Town is reading Abbott's meter to billing purposes. Staff is seeking Council's direction on this item. (Abbott Request info)

POLICY LANGUAGE CONSIDERATION: Previously during conversations about second utility adjustments, staff was asked to consider possible policy language. A copy of the language is attached for your review, with the new language in either red or green. (Draft Policy document)

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? JOY FOODS: Internal email with attachment; Quarterly bill (2nd Adjustment Request); Town Service Order Request; Initial Adjustment Request with support information ABBOTT: Request info POLICY: Draft policy language



Agenda Item: 8b

Department Head initials and comments, if applicable: *TF*

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Waverly Coggsdale III

From: Cheryl Dudley
Sent: Friday, November 04, 2016 1:20 PM
To: Tom Fore; David Garrett
Cc: Waverly Coggsdale III; Tobie Shelton
Subject: Joy Foods - 1026 Main Street

In April when Adam from Joy Foods received his bill he requested an adjustment from a leak he had repaired in March. He brought in his repair bill of \$949.00. This adjustment was granted on May 4, 2016 in the amount of \$470.43. When he received his bill in July he requested another adjustment. I told him that our policy states that there is one adjustment given within a 12-month period. I also called him back twice - his current balance is \$619.33.

Adam came back in this morning and asked again for another adjustment. He stated that there was no second leak. He is requesting an adjustment again because his July bill was \$484.94 and it was from the leak he had previously.

He stated that when the leak originally happened the Town turned off his water so he could fix it. 2 days after the repairs were made the people working on the construction dug up what he had repaired. A supervisor (or person) that was working on the road told him he wasted his money fixing the leak because they had to re-do it anyway. Not the Town employees but one of the people that fixed the road. (I wrote down what he said exactly as he said it to me).

His name is Adam and his phone # is [REDACTED]

Please advise how we will handle this. Thank you

Cheryl Dudley

Town of Altavista
PO Box 420
Altavista, VA 24517

434-369-5001 (P)
434-369-4369 (F)



11/4/16 Called Adam (cell phone)

no second leak -

adjustment request because

2nd bill was +500.00

From leak on April bill.

Adam told me

when the leak happen - town turned off water
to fix leak

2 days later the people working on the
construction - dug up what he had
repaired - a supervisor (or person) that was
working on the road told him he wasted
his \$ fixing the leak because they
had to re-do it anyway. Not the town
employees but one of the people that fixed
the road.

David

TOWN OF ALTAVISTA
510 SEVENTH ST., P.O. BOX 420, ALTAVISTA, VA 24517
PHONE (434) 369-5001

ACCOUNT NUMBER [REDACTED]
SERVICE ADDRESS 1026 30 MAIN ST
SERVICE PERIOD 3/11/16 To 6/15/16 96
CYCLE 03-30
BILL DATE 7/01/16
RETURN POSTAGE GUARANTEED

PRESORTED
First-Class Mail
U.S. Postage Paid
Altavista, VA
PERMIT NO. 1

Service	Curr	Read	Prev	Read	Usage
WQ GALS	460120		358870	101250	
Description Of Charges					Amount
WQ WATER					220.73
SQ SEWER					264.21

adjustment
5/5/2016

TOTAL CURRENT CHARGES	484.94
PREVIOUS BALANCE	.00
TOTAL DUE	484.94
DUE DATE	7/15/16

PLEASE RETURN THIS STUB WITH PAYMENT

BILL DATE 7/01/16
DUE DATE 7/15/16
ACCOUNT NUMBER [REDACTED]
CYCLE 03-30
TOTAL DUE 484.94

SEE REVERSE SIDE FOR INFORMATION

JOY FOODS
1028 MAIN STREET
ALTAVISTA VA 24517

[REDACTED]

[REDACTED]

Adam: cell phone

cut off 4-5
4/25/16 GA Rhead

March - May Consumption - July
Dec - Feb consumption - April

Called 7/18 - left message for Adam to call
" 7/28 - left message for Adam to call

Oct 14, 2016 9:26:16 AM EDT
 File Edit List Commands Help
 SUNGLAND PUBLIC SECTOR
 NaviLine

Change Service Order Comment Maintenance

Service Order

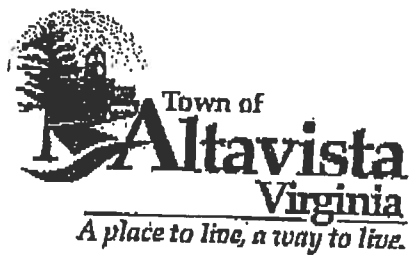
Type: RR RE READ Service order number: 12199
 Status: COMPLETED Issue date/time: 7/08/16 11:12:53

Customer ID: 1955 JOY FOODS
 Location ID: 49565 1026 30 MAIN ST
 City: ALTAVISTA
 Meter number: 43519047
 Service code/sequence: WQ 000 WATER

Comment Code	Alphanumeric Value	Numeric Value	Print After Location
DIGI	CHECK FOR CONSUMPTION USAGE. CLD		Completion
NOTE	READING:13520. 7/11/16 JEFF A. NO LEAKS AT		Completion
NOTE	THIS TIME (TCA)		Completion
			Completion
			Completion
			Completion
			Completion

☒ OK
☐ Exit
☐ Cancel
 Enter readings

6-15-16 to 7-11-16 = 26 days
 ↑
 13520 gallons



4/26/2016
To: Cheryl

Water Adjustment Request

Date of Request: 4-25-16 Cycle/Route: 03/30

Account #: [REDACTED]

Customer Name: Joy Foods

Service Address: 1026-30 Main Street

Reason for Request: leak - undetected

When were repairs completed? March 13, 2016

Who completed the repairs? Nichols Bobcat Service

Where was the leak located? parking lot

Date of last adjustment: 1-5-12

Own or rent the property? 369-1

Account holders phone #: 369-1714

5/4/2016
APPROVED

Is there a cut off valve installed on the property? unknown

If renting, Landlords name:

Landlords phone #:

Approved / Not Approved: DT

Date: 4/25/2016

204.89 due

1,240.00 +
1,180.00 +
9,300.00 +
9,710.00 +
4,150.00 *

4,150.00 ÷
40 =

Average 1,400.00 *

41,000.00 +
10,040.00 -

average 15,960.00 *

15,960.00 x
75% =
11,970.00 *

98,200.00 x
0.0218 =
214.12 *

w — 98,200.00 x
0.05 =
4,910.00 *

4,910.00 x
0.0307 =
1,507.31 *

S — 214.12 +
256.51 +
470.43 *

to be removed

100
24/10

Waverly Coggsdale III

From: Baker, Lincoln H <lincoln.baker@abbott.com>
Sent: Monday, November 14, 2016 2:16 PM
To: Waverly Coggsdale III
Cc: Rasmussen, Jeffrey G; Gowen, Anne K; Van Der Hyde, Gregg G; Palazzo, Anna G; Baker, Lincoln H; Sterne, Erick D
Subject: FW: City Water Meter

Waverly,

Below is the analysis supporting our request for reimbursement / credit from the town related to the over charge of water.

Question on how you want to proceed?

Would you like Gregg to meet with David to review?

Would you like to set up a meeting with Town (you, David, etc) and Plant to discuss?

Please let me know how you want to proceed.

LB

We used the Town's meter reading that was taken on September 1st to establish how much the plant has overpaid on our water bill since the meter was calibrated back on 02/17/16. We used the totalizer values recorded on the September 1st bill and subtracted the February 1st totalizer values from the bill. The February 1st reading was the last totalizer reading, recorded by the town, prior to the meter calibration taking place. We then ran a report Using RS Energy Metrix to totalize the Yokogawa meter flow for the same time period. The total discrepancy between February 1st and September 1st is \$68,008. Below is an attempt to show where my calculations came from. Please let me know if you have any questions.

Town's Meter Reading Date	Meter 000	Meter 001	Total Town's Meters	Total Yokogawa Meter
9/1/2016	98,977,700	1,106,232,000		
2/1/2016	63,473,100	840,239,000		
Usage Totals	35,504,600	265,993,000	301,497,600	269,718,380
			Use Difference	31,779,220
			Cost Difference	\$68,008
* note* Meter 001 hit the roll over limit between February 1st and September 1st. The actual reading on 09/01/16 was 106,232,000 putting the 1 before this number negates the rollover so the total flow could be calculated.				



Lincoln Baker
Altavista Plant Controller

Abbott Nutrition
1518 Main St.
Altavista VA 24517

O: +1 434-369-3312
F: +1 434-369-3245
M: +1 434-444-3033
lincoln.baker@abbott.com

Utility Billing Adjustment Policy

Purpose: To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

Water Charge Adjustments

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

1. The customer must request an adjustment in writing fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.
2. The customer must verify that the leak has been permanently repaired.
3. The leak must be in the customer's supply line, which is the portion of the water supply from the meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town Manager will review water bills for the four (4) previous billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of excess water usage charge (the balance after "historic usage"). Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted as necessary by the Town Manager if the consumption is greater than the historical patterns. This would be included in the one adjustment in the calendar year.*

Sewer Charge Adjustments

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted for sewer usage as necessary by the Town Manager if there is a consumption adjustment given for water usage. This would be included in the one adjustment in the calendar year.*

Conditions

The Town assumes no liability or responsibility for damage caused by leaks, or repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

Payment Plan

For large leaks, a partial payment may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars. (\$100.00)

The monthly partial payment must be a minimum of one-quarter of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. *Due to the three (3) month billing cycle if an additional payment plan is deemed necessary by the Town Manager the previous arrangement can be set up.* All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty

ADOPTED BY TOWN COUNCIL, DECEMBER ____, 2016



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of Request to Campbell County for Conveyance of English Park

Summary: Council has been considering whether to make a request of the Campbell County Board of Supervisors regarding a public hearing on the possible conveyance of their portion of English Park to the Town. As a recap: A Community Input Session was held at Council's September 2016 Work Session with three residents appearing before Council expressing their interest in this moving forward. Previously the Altavista Recreation Committee forwarded their recommendation that the Council pursue this property and submitted 249 signatures, with 102 of those listing their home address as being in the Town of Altavista. The deed to the property indicates there is 146.39 acres more or less.

Council has requested information in regard to the County's investment in the park property and any contributions to the Town, that information is attached. Council has also been previously provided with the Contract of Purchase between the Seller and the County, relative excerpts from that document are provided. While the Contract of Purchase addresses these issues, there is no agreement signed by both the County and Town. The Town issued a "Special Use Permit" at their September 11, 2007 meeting for this use, which included nine conditions which are attached.

Previously staff provided Council the County's Master Plan and the 2007 Concept of Construction Cost Estimate. The original total probable cost was listed as \$3,647,000/of that the entry road has been completed (which represented \$647,300 of that total).

Staff has discussed this property and has some initial thoughts on how to combine recreation and a water impoundment facility that could assist in our water treatment process. If Council desires, staff can continue to evaluate this option and bring back preliminary information at a later date.

This information is provided to Council as follow up to their previous discussion. Staff seeks from Council any direction that needs to be pursued in regard to this item.

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Campbell County Park Investments & Contract Excerpts related to Town, Campbell County Contributions to Town of Altavista; Town Issued Special Use Permit Conditions

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: JWC



CAMPBELL COUNTY INVESTMENTS IN ENGLISH PARK
(as provided by Campbell County)

FY2014	\$ 34,948.29
FY2015	\$ 98,210.49
FY2016	\$ 3,663.00
FY2017	<u>\$ 19.80</u>
 TOTAL:	 <u><u>\$ 136,841.58</u></u>

Seller/County Purchase Contract Excerpts relative to Town

- 9a.The Purchaser agrees to fund 100% of the investments to the Property in a timeframe that coincides with funding provided for this purpose by the Campbell County Board of Supervisors. The development of the Property will be based on a master plan developed by the County with the assistance of a citizens group representing the area.
- 9b. The Purchaser agrees to work with the Town of Altavista and maintain adequate security for the Property through the use of the Altavista Police Department. The Purchaser and Town will jointly determine the service needs for such security and if any additional resources are required by the Town, any costs for such services will be borne by the Purchaser as a funding contribution annually to the Town, subject to annual appropriation by the Campbell County Board of Supervisors as required by law.
- 9e. The Purchaser agrees to provide all maintenance funds needed for the proper upkeep of the Property for recreational use and agrees to continue to provide funding to the Town for upkeep of what is now known as Riverfront Park, subject to annual appropriation by the Campbell County Board of Supervisors as required by law.

Campbell County Contributions to the Town of Altavista

	<u>General Contribution</u>	<u>Park Maintenance</u>	<u>Total</u>
FY07	\$ 60,000	\$ -	\$ 60,000
FY08	\$ 60,000	\$ 5,000	\$ 65,000
FY09	\$ 60,000	\$ -	\$ 60,000
FY10	\$ 60,000	\$ -	\$ 60,000
FY11	\$ 50,000	\$ 5,000	\$ 55,000
FY12	\$ 50,000	\$ 5,000	\$ 55,000
FY13	\$ 50,000	\$ 7,100	\$ 57,100
FY14	\$ 50,000	\$ 7,100	\$ 57,100
FY15	\$ 50,000	\$ 7,100	\$ 57,100
FY16	\$ 50,000	\$ 7,100	\$ 57,100
FY17	\$ 25,000	\$ 7,100	\$ 32,100
	\$ 565,000.00	\$ 50,500.00	\$ 615,500.00
Annual/Avg.	\$ 51,363.64	\$ 4,590.91	\$ 55,954.55

CAMPBELL COUNTY SPECIAL USE PERMIT "ENGLISH PARK"

RE: Campbell County's English Park Special Use Permit

Adopted Conditions:

- 1) The Town of Altavista's Rules and Regulations for English Park will apply to this property. Exceptions may be granted by the Altavista Town Council.
- 2) Town Council or their designated agent shall approve specific site plans as they are developed by the Park Planning Committee for the various projects and phases of the park.
- 3) Provisions for law enforcement and maintenance shall be as outlined in the "Contract of Purchase" dated May 23, 2005 and executed by the purchaser, Campbell County Board of Supervisors, on August 2, 2005.
- 4) Campbell County is responsible for scheduling activities on the park property and will notify the Town by way of a monthly calendar of scheduled events and will coordinate special events with Town staff, as needed.
- 5) No hiking trails to the north of the maintenance/emergency vehicle access road on Parcel 83-A-3 will be developed in the passive recreation portion of English Park.
- 6) Appropriate signage shall be installed, as site plans develop, to designate areas "Closed to the Public". Signs adjacent to residential areas in the passive section of the park shall be installed within 180 days.
- 7) Any feature/structure that is deemed dangerous shall be addressed during the site plan process.
- 8) Existing mature vegetation/trees shall be reviewed for retention, wherever possible.
- 9) All other pertinent Town and/or County ordinances shall be in effect.

The Special Use Permit was approved by the Town Council with the nine conditions, listed above, at their Tuesday, September 11, 2007 meeting.



Agenda Item: 8d

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of CY2017 Council Meeting Schedule

Summary: For the past two years, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00p.m. and the second meeting being a Work Session held at 5:00 p.m. Presentation of this calendar allows the Town Council the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly.

With the Christmas holiday falling on a weekend, town offices will be closed on Tuesday, December 26th, which is the Work Session date for that month. Staff would ask that Council consider either cancelling the December Work Session or rescheduling to another date.

NOTE: At adoption of the CY2016 Council Meeting Schedule, the December Work Session was deleted by a consensus of Council. Therefore, there will be no December 27th Work Session.

Action(s) requested or suggested motion(s): Adopt the CY2017 Council Meeting Schedule, per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? CY2017 Council Meeting Schedule

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

CY 2017 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 7:00 p.m. and the fourth Tuesday (Work Session at 5:00 p.m. of each month in the Town Hall Council Chambers of the “J.R. “Rudy” Burgess Municipal Building”, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2017. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 10 th
January WS	January 24 th
February RM	February 14 th
February WS	February 28 th
March RM	March 14 th
March WS	March 28 th
April RM	April 11 th
April WS	April 25 th
May RM	May 9 th
May WS	May 23 rd
June RM	June 13 th
June WS	June 27 th

Month	Date
July RM	July 11 th
July WS	July 25 th
August RM	August 8 th
August WS	August 22 nd
September RM	September 12 th
September WS	September 26 th
October RM	October 10 th
October WS	October 24 th
November RM	November 14 th
November WS	November 28 th
December RM	December 12 th
December WS	December 26 th ★

★ Holiday or Event Conflict



Town of Altavista, Virginia Regular Meeting/Work Session Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of FY2018 Altavista Community Transit System's (ACTS) Budget

Summary: Attached please find a memo from Dan Witt, Assistant Town Manager, in regard to the Draft FY2018 Altavista Community Transit System Budget Request. The budget request is also attached for your review. The draft budget was presented at your November 22nd meeting for your consideration and review. Staff is seeking action on this item at this time, so that it can be submitted within the required grant deadlines.

SUPPLEMENTAL INFORMATION: Attached is follow up from last meeting regarding information on trolley type vehicles. (Attachment)

Action(s) requested or suggested motion(s): Adoption of the FY211018 Altavista Community Transit System (ACTS) budget for submittal to DRPT for grant funding consideration.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Staff Memo and FY2018 ACTS Budget Request

Department Head initials and comments, if applicable: *DWW*

Finance Director initials and comments, if applicable:


Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



MEMORANDUM

To: Waverly Coggsdale, Town Manager & Town Council Members

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

Date: November 22, 2016

Re: Altavista Community Transit System (ACTS) Budget FY2018 Request

The purpose of this memo is to request the authority to complete the Department of Rail and Public Transportation (DRPT) grant application, to seek approval from Town Council for the required local match for the operational and CIP budgets for ACTS, and to be granted authority from Council to file requests for reimbursement of funds from DRPT. The DRPT grant application is due January 31, 2017. This will be the second year that the grant cycle runs concurrently with the Town's fiscal year and will begin on July 1, 2017. Approval of the request by Council only authorizes staff to make application, seek reimbursement and agree to a local match but the actual dollar amount may be changed during the regular budget process and approval.

Background

As of the end of December 2016 ACTS will have been in operation for 6 full calendar years and 5 full fiscal years. This past year ACTS did not experience growth in ridership, which is a trend seen in the majority of transit systems statewide. As of the end of October, 2016 ridership was 92% of calendar year 2015; however, October 2016 saw the highest number of riders compared to any previous October.

ACTS continued extended summer hours, June through September, and for the 5th consecutive year a very generous citizen and supporter of ACTS provided an anonymous donation that provided free fares for these same months, but added the months of October through December. Staff ordered the first replacement bus in July 2015 and the bus went into operation in January 2016. The bus travels nearly 50,000 miles per year and while the system started out with two new buses the schedule is to purchase a new bus every other year. The new bus is put into service immediately and the 2-year old bus with about 100,000 miles becomes the back up.

Before getting into the budget request, below is a chart showing the growth of ACTS that includes data for the first 6 years of operations. Growth occurred during the 1st 4 years, however,

ridership plateaued in year 5 and declined slightly in year 6. Even so, daily ridership continues to average over 70 trips per day, compared to 40 trips in year one.

Yearly Totals														
	Rider Totals	Miles Driven	Fare Box Revenue	*Days Run	Ave./per Day									
2011	10,919	40,392	\$ 3,783.00	272.5	40									
2012	15,265	45,706	\$ 5,329.50	281	54									
2013	17,760	45,358	\$ 5,721.00	282.5	63									
2014	23,511	47,856	\$ 6,924.94	302.5	78 *Summer Hours Initiated									
2015	23,004	47,902	\$ 6,088.34	306.5	75									
2016	18,131	40,556	\$ 3,534.13	255	71 YTD Numbers									
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	Net Gain
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919	
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%
2015	1,644	1,591	1,696	1,596	1,444	3,145	2,538	2,242	2,036	1,771	1,597	1,704	23,004	98%
2016	1,281	1,500	1,555	1,492	1,235	2,897	1,832	2,213	2,184	1,942			18,131	92%

Staff continues implementation of the Transportation Development Plan (TDP) approved and adopted by Town Council in late 2013. Staff has incrementally raised the part-time drivers' hourly rates to be closer to industry standards. Extended summer hours will continue and ACTS continues to deviate to the Hurt Medical Center for Town residents. ACTS continued partnering with the Altavista Combined School, a joint effort with the school to teach the special needs students about access to community resources and how to access public transportation. This has been a very successful endeavor and is now taking place 3 days each week. The implementation of the TDP will continue to improve the efficiency and effectiveness of the transit system, serve as a management and policy document for ACTS, and maximize the investment of public funds to achieve the greatest public benefit. Staff will provide an annual report to the DRPT in December 2016.

Budget Request

There are 5 items I want to highlight in this year's budget request:

1. I am not requesting that the drivers' hourly rate be increased except for a 2% COLA, this being more of a place holder pending action by Council. Also pending is any action on the recommendation from the Springsted Classification and Compensation Study that will be presented to Council in January 2017.
2. Extended hours during the summer months were a success again this year and will continue; M-F from 6 p.m. to 8 p.m. and Saturday from 2 p.m. to 4 p.m., June through September. This continues to be popular and some riders are requesting Saturday hours remain until 4PM year round. This is being considered.

3. A new bus will be ordered in July 2017 and put into operation in January 2018. DRPT recommends purchasing new buses after 80,000 miles or four years of operation. Based on that premise a bus will be planned in the CIP every other year.

Currently the bus put into operation in January 2016 has over 25,000 miles and the backup bus has nearly 135,000 and it is having the front end replaced due to a combination of mileage and road conditions.

The one spare bus was auctioned on Govdeals.com and sold for \$9,775. The cost for the new bus was \$59,858 and the Town's match was 4% or \$2,394 meaning a net gain to the Town of \$7,381. These funds must be used for ACTS CIP related items or the Town match.

4. ACTS will continue billing 5% of the salary for the mechanic's salary and benefits to the grant, a change started in the FY2017 budget year.

Staff requests permission to apply for grant funding in the amount of \$ 96,050 for the ACTS FY2018 operations budget. This is a 3% reduction.*

Staff requests permission to apply for CIP grant funding in the amount of \$64,000 for the purchase of a new 15-passanger bus.**

***The Town's match for operations will be approximately \$32,220. However, the net cost is approximately \$10,000 but with the funds provided by the anonymous donor the cost to the Town is less than \$5,000.**

****The Town's match for the new bus is approximately *\$12,800. DRPT requires using an 80/20% match formula but historically the formula has been 80/16/4% (4% Town). Additionally, a spare bus will once again be sold so the Town's cost for a new bus will likely be a net gain in revenue. (In FY2016 that gain was \$7,381).**

TRANSPORTATION FY 2018

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE							
FY 2018		CLOSE OF EACH FISCAL YEAR			<u>Adopted</u>	<u>REQUEST</u>	<u>BRIEF DESCRIPTION OF ITEMS</u>		
		<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>INCLUDED IN EACH ACCOUNT</u>		
<u>TRANSIT DEPARTMENT</u>									
<u>OPERATIONS</u>									
6101-403.10-02	SALARIES AND WAGES / REGULAR	49,457.00	53,036.00	55,121.76	59,100.00	61,000.00	This includes 40% of the Asst. Town Manager's salary, 5% of the mechanics and the 5 PT bus drivers plus a 2% COLA		
6101-403.20-02	BENEFITS / FICA	3,825.00	4,143.50	4,290.99	4,550.00	4,700.00			
010-6101-403.20-06	BENEFITS/ GROUP MEDICAL	0.00	0.00	0.00	500.00	500.00	Benefits for mechanic only- 5%.		
6101-403.20-04	BENEFITS / VA RETIREMENT SYSTEM	2,529.00	2,554.46	2,609.52	3,100.00	3,100.00	11.42%		
6101-403.20-08	BENEFITS / GROUP LIFE INSURANCE	273.00	277.94	283.92	350.00	400.00	1.31%		
6101-403.20-10	BENEFITS / WORKER'S COMP	1,119.00	1,066.28	1,287.00	1,500.00	1,500.00	Current premium is \$1,427		
010-6101-403.30-06	CONTRACTUAL SERVICES / ADVERTISING	225.00	205.00	365.80	1,500.00	1,000.00	Brochures, banners, newspapers, radio ads, advertising products, 2 sets of shirts for the drivers -		
010-6101-403.30-08	CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	0.00	0.00	184.00	350.00	500.00	Computer Program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350.00 charged to transit. New diagnostic tool cost \$700 per year to maintain an updated card, which also keeps the warranty in place- \$150 charged to Transit.		
010-6101-403.30-14	CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	58.00	4,894.02	150.00	300.00	300.00	Professional services. \$200 Misc to be used, if needed for printing of passes or if legal advice is needed.		
010-6101-403.30-16	CONTRACTUAL SERVICES / PHYSICALS	365.00	230.00	205.00	400.00	300.00	Required drug testing and physicals for new hires as well as quarterly drug screening for drivers.		
010-6101-403.50-08	OTHER CHARGES / TELECOMMUNICATIONS	947.47	920.76	987.82	1,200.00		Cell phone for administrator. Any repairs or upgrade to bus communication radio.		
010-6101-403.50-12	OTHER CHARGES / MOTOR VEHICLE INSURANCE	1,054.00	888.00	1,144.00	1,300.00	1,300.00	Insurance for 2 buses and transit vehicle.		

TRANSPORTATION FY 2018

FY 2018		CLOSE OF EACH FISCAL YEAR			<u>Adopted</u>	<u>REQUEST</u>	<u>BRIEF DESCRIPTION OF ITEMS</u>		
		<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>INCLUDED IN EACH ACCOUNT</u>		
010-6101-403.50-24	OTHER CHARGES / SUBSISTANCE & LODGING	462.23	327.96	483.09	500.00	500.00	Travel for conferences, board meetings, training, required DRPT meetings. *Most of this is reimbursed 100% through RTAP grant funding. No change		
010-6101-403.50-26	OTHER CHARGES / CONVENTIONS & EDUCATIONS	382.00	169.78	181.00	800.00		CTAV Annual conference & 1/2 of VLGMA leadership conference training; DRPT required training; training for		
010-6101-403.50-28	OTHER CHARGES / DUES & ASSOC MEMBERSHIPS	0.00	125.00	147.50	150.00	150.00	CTAV membership		
010-6101-403.50-33	OTHER CHARGES / MISCELLANEOUS / INDIRECT	0.00	0.00	0.00	0.00				
010-6101-403.50-35	OTHER CHARGES / MISC / FIXED COSTS	0.00	0.00	0.00	0.00				
010-6101-403.60-02	MATERIALS & SUPPLIES / OFFICE SUPPLIES	48.62	231.52	225.51	250.00	250.00	Misc office supplies		
010-6101-403.60-06	MATERIALS & SUPPLIES / FUELS & LUBRICANTS	19,292.06	16,876.69	13,233.82	18,500.00	16,000.00	Fuel for buses and support vehicle. Reduced based on FY2016 cost.		
010-6101-403.60-08	MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	2,887.41	3,573.29	3,491.51	3,500.00	3,750.00	One set of tires per bus. All parts for the buses. Increased		
010-6101-403.60-14	MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	0.00	477.73	58.08	900.00	500.00	Reduced based on FY2016 Budget		
010-6101-403.60-18	MATERIALS & SUPPLIES / SUPPLIES	170.44	252.54	238.52	300.00	300.00			
<u>TOTAL OPERATIONS</u>		<u>83,095.23</u>	<u>90,250.47</u>	<u>84,688.84</u>	<u>99,050.00</u>	<u>96,050.00</u>			

TRANSPORTATION FY 2018

<u>CAPITAL OUTLAY</u>							
010-6101-403.81-02	CAPITAL OUTLAY / REPLACE / VEHICLE	25,733.90	0.00	59,858.00	0.00	64,000.00	Includes replacing 1 bus, which are on schedule for 1 bus every other year. The price includes camera system, pull stop system, upgraded driver's seat, vehicle wrap, lift, and other safety items.
010-6101-403.81-04	CAPITAL OUTLAY / REPLACE / EDP EQUIP (COMPUTER)	0.00	1,750.05	0.00	0.00	0.00	
010-6101-403.82-06	CAPITAL OUTLAY / NEW / MACHINERY & EQUIPMENT	31,757.00	21,738.00	6,870.00	4,500.00	0.00	
010-6101-403.82-30	CAPITAL OUTLAY / NEW / IMPROVEMENTS OTHER THAN BLDG	0.00	12,825.00	2,221.24	0.00	0.00	
<u>TOTAL CAPITAL</u>		<u>57,490.90</u>	<u>36,313.05</u>	<u>68,949.24</u>	<u>4,500.00</u>	<u>64,000.00</u>	
<u>TOTAL ACTS BUDGET</u>		<u>140,586.13</u>	<u>126,563.52</u>	<u>153,638.08</u>	<u>103,550.00</u>	<u>160,050.00</u>	



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Trolley Option for ACTS

Summary: At the November 22nd Work Session/Council meeting staff presented an overview of the ACTS FY2018 budget which includes the scheduled purchase of a new bus. Councilman Emerson suggested the idea of a Trolley for the ACTS bus system. Staff researched this possibility and is providing this report for the full council. I asked my DRPT Grants Administrator, Andrew Riddle, if DRPT would consider this option for the Town and the answer was 'yes' but there were conditions. (See Attached Email)

I contacted Mark Roberts with Sonny Merryman, INC. about the cost for an appropriate Trolley for ACTS. He provided details for the Villager Trolley (attached) and the approximate cost for the vehicle. The cost for the Ford gas vehicle is \$155,000 (7-year vehicle) and the Freightliner Diesel is \$185,000 (10-year vehicle). Both are 35 passenger vehicles. Our current buses are 4-year 15 passenger buses.

Staff recommendation, if applicable: Staff does not have a recommendation at this time.

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

Staff Review Record

Are there exhibits for this agenda item? (Please indicate **YES** or **NO**)

List them in the order they should appear in packet? (list attachments, put in appropriate meeting folder)

Department Head initials and comments, if applicable: DNW

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments:



From: Daniel Witt [<mailto:dnwitt@altavistava.gov>]
Sent: Wednesday, November 23, 2016 10:22 AM
To: Riddle, Andrew (DRPT); Mark Roberts
Cc: Sherman, Neil (DRPT); Waverly Coggsdale III
Subject: Trolley Option

Good morning,

I presented my proposed budget for the upcoming grant cycle at the Council meeting last night and one of the members, who is a strong supporter of the bus system, asked about the possibility of getting a Trolley type bus. He believes this would change the image of our system and that younger folks would find a trolley more appealing and use the service. This suggestion raises two questions:

1. Would DRPT consider this as an option?
2. What is the cost for such a vehicle?

If the answer to the 1st question is 'no' then Mark, don't worry about providing a price range. If the answer is 'yes' then please do. I am scheduled to purchase a vehicle in the FY2018 grant cycle.

Have a happy Thanksgiving.

Dan Witt

Assistant Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

Yes. But, we would need justification for your trolley that I would have to present / defend to DRPT's director for approval. I believe we have only approved a few and they were tied with economic development / tourism. Why do you think younger people would use the bus if it looked like a trolley? What about exploring a new bus wrap? DRPT would definitely fund the bus wrap.

Andrew Riddle, AICP

O: (804) 786-5509 M: (804) 489-0925

One thing to know is there is not a Trolley available on the state contract at this time

Neil I. Sherman
Transit Project Manager
Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, Virginia 23219
Telephone (804) 786-1154
Cell (804) 840-0419
neil.sherman@drpt.virginia.gov



Villager





“We have purchased five new Villagers in the last six years. Hometown Trolley’s attention to detail and service, such as answering questions after the trolleys have been delivered, has been great.”

*A.J. Frank, President
Door County Trolley, Inc.*

Model **Features**

The Villager is our original trolley design, which was introduced over 34 years ago. From private tour operators to fixed routes in downtown areas, the Villager is sure to bring classic style to any location. The Villager can be produced with elegant vintage features such as spiral brass, mahogany, and leather grab straps, or finished with mass transit features to create a more durable trolley for the workload of intercity fixed routes. The Villager is also available in bio-diesel, series hybrid electric, LPG and CNG alternative fuels.





The Proven Performer.

20-42

PASSENGERS

23-40

FT IN LENGTH

158-228

INCH WHEEL BASE

Engines

Chassis

Transmission

Altoona Tested

Frame

Fuel Types

Cummins ISB 6.7 L diesel | Ford Triton 6.8L V10 Gasoline

Freightliner MB65 | Ford F53

Allison | Ford - Automatic

Diesel: 10 Years/350,000 miles | Gasoline: 7 Years/200,000 Miles

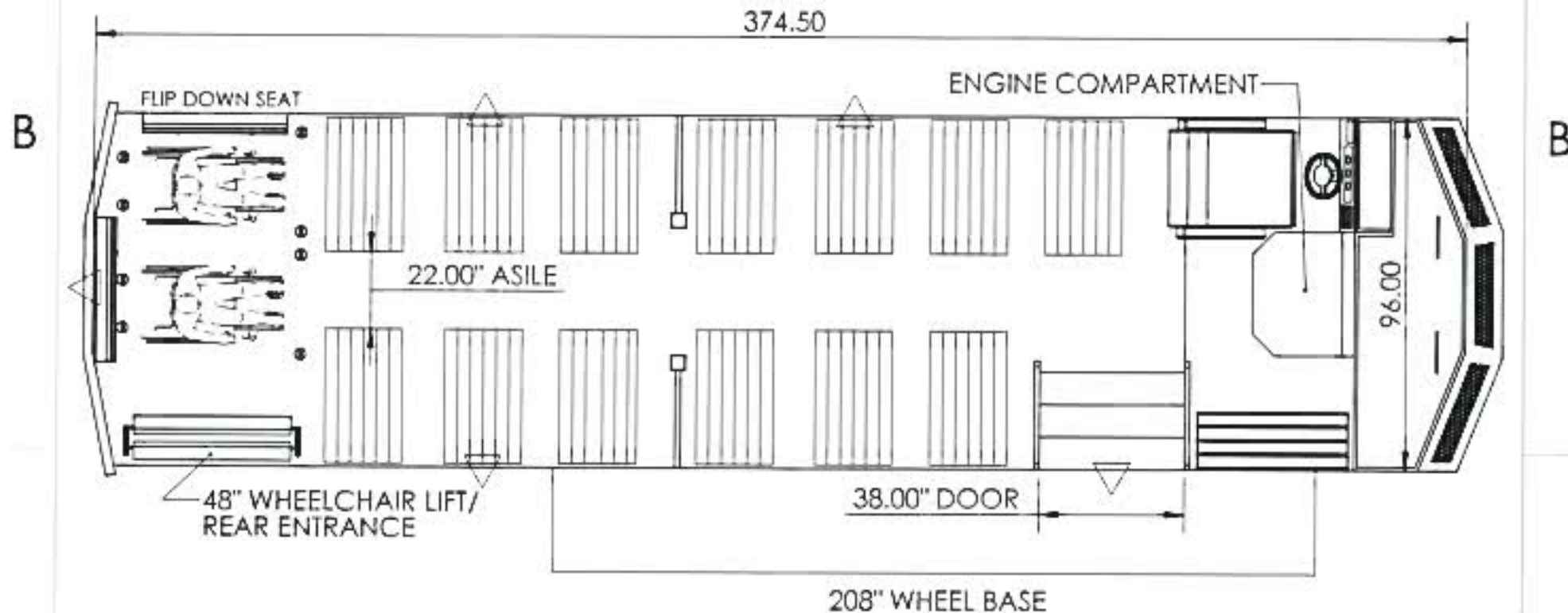
Full welded steel cage

Gasoline | Diesel | Bio-Diesel | LPG | CNG



2

1



△ = EMERGENCY EXIT

DRAWN	NAME	DATE
CHECKED	TWJ	3/4/16
ENG APPR.		
MFG APPR.		
Q.A.		
COMMENTS:		

HOMETOWN TROLLEY
TITLE: VILLAGER
208WB, 32 PASS.

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 THE INFORMATION CONTAINED IN THIS
 DRAWING IS THE SOLE PROPERTY OF
 HOMETOWN TROLLEY. ANY
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SIZE DWG. NO.
A HT2016-FP-103

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SCALE: 1:40 WEIGHT:

SHEET 1 OF 2

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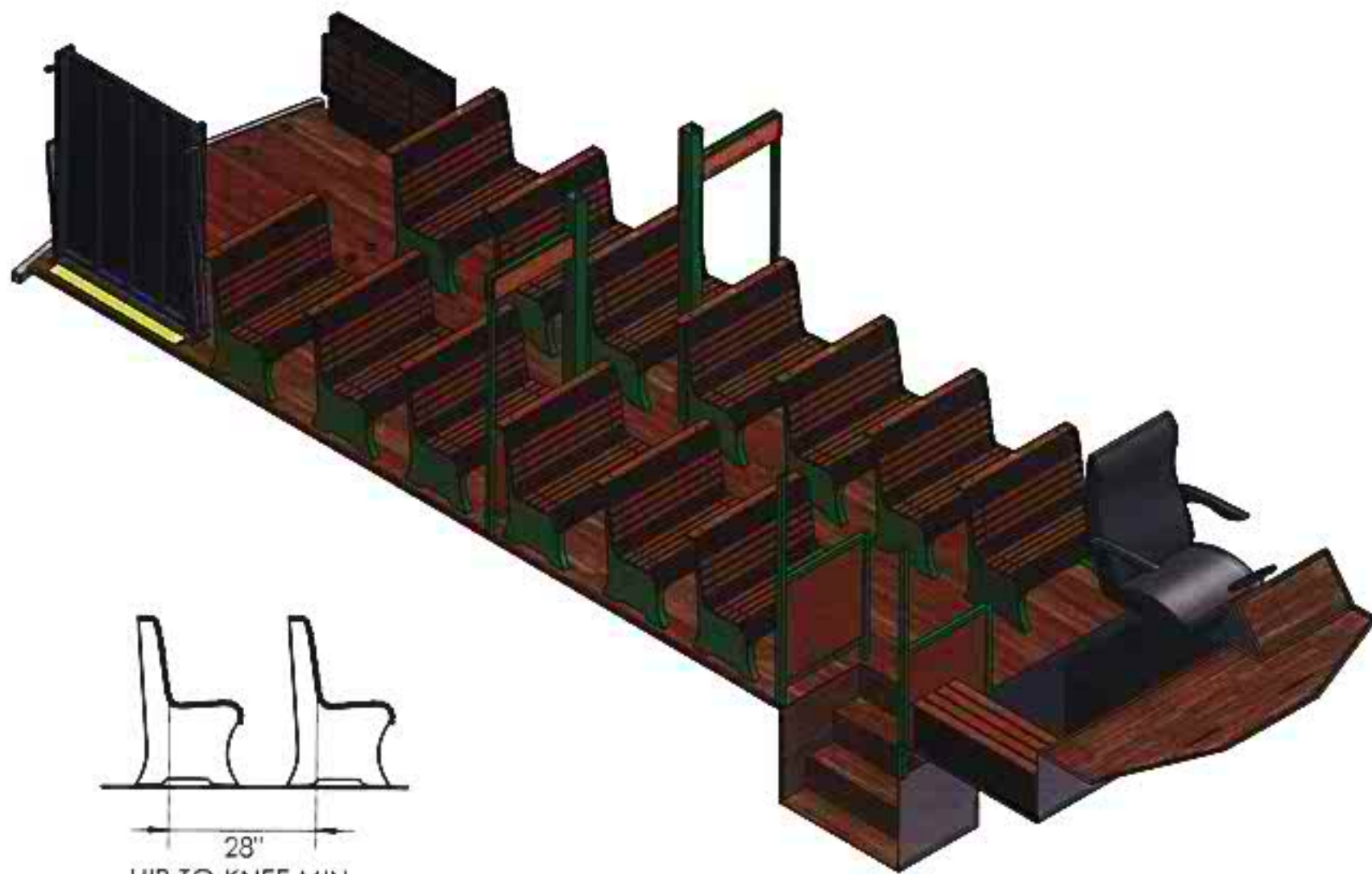
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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Altavista Police Department personnel recruitment request

Summary: The Altavista Police Department has several open positions and Chief Milnor is working to recruit highly-qualified applicants. Attached is a memorandum from the Chief indicating an issue that has hampered his ability to successfully bring in a veteran officer. Staff feels this is a warranted request and would like to see Council approve this action. There will be adequate funds in this year's budget to cover this cost, due to vacant positions.

It is important to point out that to this point (year to date), the APD has utilized \$12,794 in "Overtime"; the adopted budget includes \$11,000 and we are only 5 months into the fiscal year. Being able to bring "certified" officers on board greatly assists with staffing and keeping the overtime in line. Currently, the "Overtime" costs are being offset by the funds allocated to the positions that are vacant.

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Chief Milnor memo

Department Head initials and comments, if applicable: *MM*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

MEMORANDUM

December 5, 2016

TO: Waverly Coggsdale, Town Manager
FROM: Mike Milnor, Chief of Police
SUBJECT: Police Department Vacancies

The Police Department is currently down a total of three patrol officers. There is a certified, experienced officer with 12 years of service wanting to join the department. This officer will need \$42,000 annual salary to make the transition to our agency. The vacancy this officer will fill was formerly funded at \$41,627 annual salary. Currently there are two officers with almost identical service records here at Altavista Police Department both making slightly less than the \$42,000 annual salary. It would take a total of \$3,711 in salary and benefits a year to bring these two existing members of the department up to \$42,000.

I am requesting bringing these two existing officer's salaries up to the \$42,000 mark and permission to bring in the certified officer at \$42,000 also. This allows for a seasoned certified officer to be brought into the department versus hiring a non-certified officer at a cost of \$37,150 and then taking an entire year to train before they become productive officers or can be put into the schedule rotation.



Agenda Item: 8g

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of Clarion Road Signalization

Summary: Previously Council considered the possibility of installing signalization on Clarion Road to alert motorists of the crossing of tractor trailers from the Abbott truck lot to the warehouse on the opposite side of the road (September Work Session item). Two different options in regard to signals were presented and staff was asked to consult with Abbott on the matter.

Staff met with Abbott representative and they recently indicated that due to spacing concerns they felt the “continuous” flashing sign would be adequate. In addition, based on conversations with Abbott, the implementation would be 100% funded by the Town. The quote for the “continuous” flashing signals is \$11,802.06, which does not include the sign or installation. The signals are solar powered. It is staff’s understanding that the cost could be paid for with funds annually allocated by VDOT.

Currently, there are “Industrial Intersection” signs leading up to this area, but they do not have flashing lights.

Action(s) requested or suggested motion(s): Per Council’s discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Flasher Quotes/Info; September Town Council Work Session form

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

J. O. Herbert Company, Inc.
 12626 Wilfong Drive
 P. O. Box 5450
 Midlothian, VA 23112
 804-763-6480 / (fax)804-763-6490

Quote

Date	Quote #
9/9/2016	6266

Name / Address
Town of Altavista Attn: Waverly Coggsdale P. O. Box 420 Altavista, VA 24517

Ship To
Town of Altavista Public Works Building 1311 3rd Street Altavista, VA 24517

Customer Contact	Customer Fax	Terms	FOB	Rep	Delivery
Lynn David	434-369-6981	Net 30	Destination	PM	30 Days ARO

Item	Description	Qty	Cost	Total
RTC503568K	24 HOUR FLASHER SOLAR / PER LOCATION Two Battery Cabinet including Panel, #2 Lock, Solar Regulator, 4.5" U-Bolt Mount	1	1,372.00	1,372.00
RTC505408CE	125 Watt Solar Panel Assy with Mounting & Wiring	2	1,027.00	2,054.00
RTC500645	108 Amp Hour Battery	2	437.00	874.00
RTC Pole 15'	15' spun alum pole w/base, anchor bolts and collar	1	658.33	658.33
RTC502463-8W	12" Amber 12VDC LED (Pixelated)	2	90.00	180.00
RTC501422	12" Yellow poly signal heads	2	166.60	333.20
RTC503326	4.5" OD Top of Pole Mounting Bkts for 2 Solar Panels 110-130 Watt	1	290.00	290.00
RTC503375SS	Mounting Hardware Pelco, SE-5186-ALO Side by Side NOTE: NO SIGN INCLUDED.	1	140.00	140.00

Commonwealth of Virginia
 SWaM certification
 #009860

Total \$5,901.53

Credit Cards Accepted (AMEX, VISA, MC)
 Credit For New Customers Must Be Approved Before Acceptance Of Purchase Order

****PRICES GOOD FOR 30 CALENDAR DAYS FROM DATE OF THIS QUOTE.**
 Minimum restock fee of 25% will be charged for all items returned in new (unused) condition.
 This Quotation includes and specifically incorporates herein by reference all terms and conditions set forth on the attached Special Terms & Conditions.
 Acceptance of this Quotation by Buyer shall constitute acceptance of all terms herein as well as those set forth in the Special Terms and Conditions.

J. O. Herbert Company, Inc.
 12626 Wilfong Drive
 P. O. Box 5450
 Midlothian, VA 23112
 804-763-6480 / (fax)804-763-6490

Quote

Date	Quote #
9/16/2016	6281

Name / Address
Town of Altavista Attn: David Garrett P. O. Box 420 Altavista, VA 24517

Ship To
Town of Altavista Public Works Building 1311 3rd Street Altavista, VA 24517

Customer Contact	Customer Fax	Terms	FOB	Rep	Delivery
David Garrett	434-369-6981	Net 30	Destination	Perry	6 Weeks ARO

Item	Description	Qty	Cost	Total
RTC503333K	One Battery Cabinet including 501505R Panel, No 2 Lock, Regulator w/900 mhz Radio	2	1,983.33	3,966.66
RTC503568K	Two Battery Cabinet including 501505RR Panel, #2 Lock, Regulator, 4.5" U-Bolt Mount, includes Radios	2	3,295.00	6,590.00
RTC505462	50 Watt Solar Panel Assy, includes mounting and wiring	2	561.67	1,123.34
RTC503413	110 Watt Solar Panel, includes Mounting & Wiring	2	910.00	1,820.00
RTC500645	108 Amp Hour Battery	4	437.00	1,748.00
RTC Pole 15'	15' spun alum pole w/base, anchor bolts and collar	4	658.33	2,633.32
RTC501422	12" Signal Heads, Poly, Yellow	4	166.60	666.40
RTC502463-8W	12" Amber DC LED's Pixelated	4	90.00	360.00
RTC503525Y	10dB Yagi Antenna w/Mounting Bracket	3	241.67	725.01
RTC505472-5	5dB OMNI Antenna w/o Mounting	1	201.67	201.67
RTC505472-B	Mounting Bracket for 5dB OMNI Antenna on 1.5" Pole	1	48.33	48.33

Commonwealth of Virginia
 SWaM certification
 #009860

Total

Credit Cards Accepted (AMEX, VISA, MC)
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Quote

Date	Quote #
9/16/2016	6281

Name / Address
Town of Altavista Attn: David Garrett P. O. Box 420 Altavista, VA 24517

Ship To
Town of Altavista Public Works Building 1311 3rd Street Altavista, VA 24517

Customer Contact	Customer Fax	Terms	FOB	Rep	Delivery
David Garrett	434-369-6981	Net 30	Destination	Perry	6 Weeks ARO

Item	Description	Qty	Cost	Total
RTC505472L-25	25' 240 Series Antenna Lead Only. (No Lightning Suppressor)	4	56.67	226.68
RTC TC26-B	Microwave Detector NOTE: Signs are NOT Included. System designed to be mounted on 4.5" OD pole.	2	2,313.85	4,627.70

Commonwealth of Virginia
 SWaM certification
 #009860

Total \$24,737.11

Credit Cards Accepted (AMEX, VISA, MC)
 Credit For New Customers Must Be Approved Before Acceptance Of Purchase Order

****PRICES GOOD FOR 30 CALENDAR DAYS FROM DATE OF THIS QUOTE.**
 Minimum restock fee of 25% will be charged for all items returned in new (unused) condition.
 This Quotation includes and specifically incorporates herein by reference all terms and conditions set forth on the attached Special Terms & Conditions.
 Acceptance of this Quotation by Buyer shall constitute acceptance of all terms herein as well as those set forth in the Special Terms and Conditions.

RTC

24-HOUR FLASHER SYSTEM

Solar or AC-Powered Flasher System

RTC manufactures reliable solar and AC-powered 24-Hour Flashing Systems that can be used to warn drivers of whatever lies ahead. Choose the all new FlashCube™ top-of-pole-mounted cabinet (shown here) or our traditional side-of-pole mounted cabinet. Both units feature our reliable 12" 24-hour flashing beacons that are proven to stand up in all weather conditions.

Traffic-Control Safety Since 1987

**RTC****RTC Manufacturing, Inc.**

RTC-Traffic.com | contact our team at **Info@RTC-Traffic.com** for more information | TOLL-FREE **800.782.8721**

RTC Manufacturing, Inc., 1016 Enterprise Place, Arlington, Texas 76001 | ©2014 RTC Manufacturing, Inc. All Rights Reserved.

Solar or AC-Powered Flasher System

FEATURES

- Solar or AC application
- For solar applications, choose between a standard cabinet or the easy-to-install FlashCube™
- Poly or aluminum heads with 12" LED modules
- 4.5" spun aluminum or powder coated black pole with breakaway base
- MUTCD Warning Signs: Stop Sign Ahead, Pedestrian Crossing Ahead, High Water Ahead, Curve Ahead, T-Intersection Ahead, Signal Ahead, etc.
- 12-volt gel-cell battery rated as non-spillable, scalable to fit requirement
- Natural or black powder-coated .125" 5052 heavy duty aluminum cabinet
- Signal head and visor colors to meet agency specifications

SYSTEM SPECIFICATIONS

DESCRIPTION	
SOLAR ARRAY	20 to 110-watt as needed, mounts to fit all varieties of pole; guaranteed power output 90% of rated wattage for 10 years; 80% for 25 years
SOLAR CABINET	NEMA 3R Type, fabricated of .125" sheet aluminum with standard police lock and key, includes a two-circuit plug-in NEMA flasher and base, 14"H x 14"W x 11"D (optional 7" depth available)
AC CABINET	NEMA 3R-Type, fabricated of .125" sheet aluminum with standard police lock and key, includes a two-circuit plug-in NEMA flasher and base, 14"H x 14"W x 11"D (optional 7" depth available)
AC LINE ARRESTOR	<ul style="list-style-type: none"> - Repetitive peak surge current: 15000 Amps - Peak surge voltage (at 10KA): 680 Volts - Energy handling: 220 Joules - Power dissipation rate: 15 Watts Max. - Continuous AC voltage: 150 VAC RMS - Peak voltage (1ma): 212 Volts - Typical capacitance: 4000 Picofarads - Operation temperature: -40 to +85C
POLE	Pelco 4.5"W x 15'H spun aluminum or black powder-coated pole, square break-away base with 12" x 14.5" dia. bolt pattern, plastic door, reinforcing collar and anchor bolts
SIGNS	MUTCD Warning Signs: Stop Sign Ahead, Pedestrian Crossing Ahead, High Water Ahead, Curve Ahead, T-Intersection Ahead, Signal Ahead, etc., engineering-grade sheeting, optional diamond grade (yellow or fluorescent yellow-green) or optional high-intensity prismatic (yellow or fluorescent yellow-green)
BATTERY	12-volt sealed battery, rated as non-spillable, in 33, 58, and 108 AH
CONTROL PANEL	Interface panel and 10-amp solar regulator with low voltage disconnect (LVD) to protect the battery from over-discharge



COMPONENT MANUFACTURER WARRANTIES

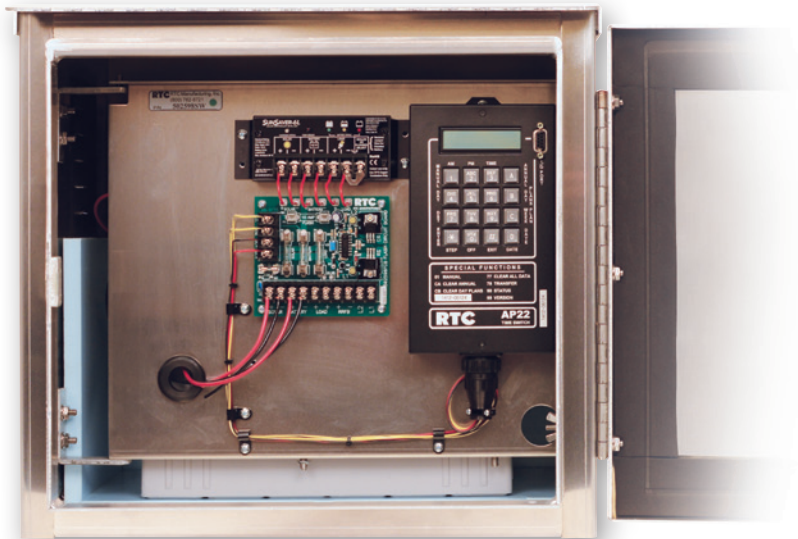
- All RTC components carry our five-year limited warranty in materials and workmanship. Radios carry a one-year standard manufacturer's warranty and batteries carry a two-year standard manufacturer's warranty

COMPLIANCE

- Flasher Circuit Interface: NEMA certified
- Solar Regulator: for use in CII, Div 2, Gp ABCD hazardous locations, operating temperature -40 to +85°C

BATTERY SYSTEM CABINETS

RTC Manufacturing constructs flasher system cabinets to house battery-powered control panels in a wide range of configurations to meet your specifications. Sleek design and excellent features — exactly what you should expect from the industry leaders at RTC.



SINGLE BATTERY CABINET

.125" 5052 aluminum cabinet constructed to house a single 108 amp battery with a front mounted control panel. The sturdy construction allows for pole mounting.

APPLICATIONS

- School zone flasher systems
- Pedestrian crossing systems
- Fire station warning systems
- 24-hour flasher systems
- Oil/gas systems
- Supplemental traffic applications
- Installations requiring small cabinet space

FEATURES

- Slam locking system with Number 2 APL lock
- Rain flap extending over door opening
- Door opening with a 1.5" door gasket
- Double-thick reinforced bracket mounting area
- 4 screened vents for cross-ventilation
- 4.5" u-bolt, large pole and band-type brackets
- Special Order Options:
 - various control panels depending on application
 - Number 1 APL lock
 - wide range of size configurations

SPECIFICATIONS

- 16.25"H x 18"W x 12.5"D
- .125" 5052 aluminum-sheet construction
- Number 1 APL lock
- Piano-door hinge with stainless attachment bolts
- Necked-down door opening creates a clean appearance
- .5" foam in battery area
- Top edge flattened to match rubber gasket for greater water resistance
- Silicon sealant top and bottom inside edges per TXDOT specifications
- Large enough for a Group 31, 70 lb. 108-amp battery

Helping Kids Get To School Since 1987



RTC

RTC Manufacturing, Inc.

RTC-Traffic.com | contact our team at **Info@RTC-Traffic.com** for more information | TOLL-FREE **800.782.8721** FAX **817.274.3610**

RTC Manufacturing, Inc., 1016 Enterprise Place, Arlington, Texas 76001 | ©2014 RTC Manufacturing, Inc. All Rights Reserved.

BATTERY SYSTEM CABINETS



TWO BATTERY CABINET

.125" 5052 aluminum cabinet constructed to house up to two 108-amp batteries with a top shelf-mounted control panel. The sturdy construction allows for pole mounting.

APPLICATIONS

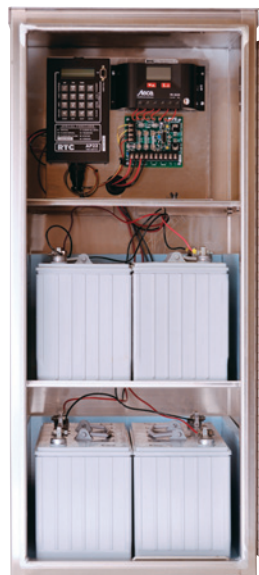
- School zone flasher systems
- Pedestrian crossing systems
- Fire station warning systems
- 24-hour flasher systems
- Oil/gas systems
- Supplemental traffic applications
- Installations requiring the additional power of two batteries

FEATURES

- Slam locking system with Number 2 APL lock
- Rain flap extending over door opening
- Door opening with a 1.5" door gasket
- Double-thick reinforced bracket mounting area
- Screened vents for cross-ventilation
- 4.5" u-bolt, large pole and band-type brackets
- Special Order Options:
 - various control panels depending on application
 - Number 1 APL lock
 - wide range of size configurations

SPECIFICATIONS

- 26"H x 17"W x 15.75"D
- .125" 5052 aluminum-sheet construction
- .25" construction at the two 8"W x 6"H mounting areas
- .5" foam in the battery areas
- Bottom battery area - 12.75"H
- Number 2 APL lock with padlock hasp/stainless through-door mechanism
- Top edge flattened to match rubber gasket for greater water resistance
- Silicon sealant top and bottom inside edges per TXDOT specifications
- Piano-door hinge with stainless attachment bolts
- Handle with .625" square bar for long life
- Large enough for two Group 31, 70 lb. 108-amp batteries
- **Optional:** 3-point locking door with .5" nylon rollers on top and bottom



FOUR BATTERY CABINET

.125" 5052 aluminum cabinet constructed to house up to four 108-amp batteries with a top shelf-mounted control panel. The sturdy construction allows for pole mounting.

APPLICATIONS

- School zone flasher systems
- Pedestrian crossing systems
- Fire station warning systems
- 24-hour flasher systems
- Oil/gas systems
- Supplemental traffic applications
- Installations requiring the additional power of four batteries

FEATURES

- Slam locking system with Number 2 APL lock
- Rain flap extending over door opening
- Door opening with a 1.5" door gasket
- Double-thick reinforced bracket mounting area
- Screened vents for cross-ventilation
- 4.5" u-bolt, large pole and band-type brackets
- Special Order Options:
 - various control panels depending on application
 - Number 1 APL lock
 - wide range of size configurations

SPECIFICATIONS

- 40.125"H x 17"W x 12.75"D
- .125" 5052 aluminum-sheet construction
- .25" construction at the two 8" x 6" mounting areas
- .5" foam in the battery areas
- 2 bottom battery areas - 12.75"H each
- Number 2 APL lock with padlock hasp/stainless through-door mechanism
- Top edge flattened to match rubber gasket for greater water resistance
- Silicon sealant top and bottom inside edges per TXDOT specifications
- Piano-door hinge with stainless attachment bolts
- Handle with .625" square bar for long life
- Large enough for four Group 31, 70 lb. 108-amp batteries
- **Optional:** 3-point locking door with .5" nylon rollers on top and bottom

Town of Altavista, Virginia Worksession Agenda Form

Date: September 27, 2016

Agenda Item: *Clarion Road Truck Crossing Update*

Summary: Previously, staff briefed Council on concerns from Abbot Nutrition in regard to “near accidents” on Clarion Road involving the crossing of Clarion Road by their trucks from the lot to the warehouse. Staff was asked to look into some type of warning mechanism that will bring attention to motorist on Clarion Road in regard to trucks crossing the road at the Abbott facility.

Attached are two proposals for “warning signals” on the road, a brief description of the proposals follows:

Proposal “A”: 24 Hour Flasher with Solar Panel and a two battery cabinet. *This device would flash constantly.* Material Costs (not including installation and signs): \$11,802.06

Proposal “B”: Radio/Microwave Controlled Flasher with Solar Panel and a two battery cabinet. A microwave would be located on each side of the road on the Abbott property which would respond when a truck was getting ready to cross the road and this would activate the signals on Clarion Road. Material Costs (not including installation and signs): \$24,737.11

Budget/Funding: Staff believes that VDOT Highway Funds can be used for this item.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Proposal “A”; Proposal “B”; and Flasher System and Battery Cabinet diagrams and specifications.

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action



Agenda Item: 8h

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of Rt. 29 Bridge Light project

Summary: As you are aware, VDOT is moving forward with the Rt. 29 Bridge Replacement (over the Staunton River) Project. The tentative schedule for advertisement for construction is September 2018. During the process of getting approval of the bridge design, there was conversation about the possibility of having lights installed across the bridge, as well on the approaches leading up to the bridge. Staff has worked with VDOT's consultant, AECOM, in regard to analyzing the layout of lights, as well as a potential cost. VDOT has indicated that no funds are included in the bridge project for lights, but has agreed to include in their bridge design the pedestals and the conduit for lighting that would provide for lighting to be installed after the bridge construction if complete.

Attached is AECOM's DRAFT Lighting Cost Study, which sets forth two options for lighting, one would provide lights on both sides, while the other would provide lighting only along the walkway. Staff believes lights on the bridge is very important, especially with the walkway encouraging pedestrian use. It is our recommendation that we pursue AECOM's "Pedestrian Lighting Alternative", which proposes lighting on the northern (walkway) side of the bridge. The estimated cost that would cover the bridge, the approaches from both Hurt and Altavista is \$278,123, with an annual energy cost of \$836. Staff feels that during the two year lead up to actual bidding of the project, we can seek joint funding with the Town of Hurt through VDOT grant programs (i.e. HISP, TAP, or Revenue Sharing). Staff is seeking Council's input and direction on this item.

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? AECOM DRAFT Lighting Cost Study

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: JWC

Route 29 Bus. Over Staunton River and NS Railway Bridge Replacement
Project 0029-162-270, PE-101, RW-201, C-501, B601 UPC 104944
DRAFT Lighting Cost Study
October 24, 2016

Background and Purpose:

VDOT is developing plans for the replacement of the Route 29 Bridge over the Staunton River and NS Railway between the community of Hurt in Pittsylvania County and the Town of Altavista in Campbell County. Lighting of this bridge is not required as part of the replacement but has been identified as desirable by the localities. As part of the cost of the bridge construction, VDOT includes the cost of conduit, lighting base bulb outs, and anchor bolts for the light pole foundations. The cost of the lighting poles, wiring, fixtures and installation is the responsibility of the locality. The purpose of this lighting cost study is to provide budget level cost information for both the capital and annual operating costs to assist the local government decision makers on selecting the preferred type of lighting.

Two options were investigated when considering the most cost effective solution for the Route 29 Bridge lighting; roadway lighting and pedestrian lighting. Roadway lighting as described includes the lighting of traffic lanes and the walkway. Pedestrian lighting as described includes the lighting of the sidewalk and does not include the lighting of traffic lanes. The basic analysis was conducted for the 1410 foot bridge only. Once costs for the bridge were determined, the results were applied to the approaches as well to create estimates for the lighting of the approaches on both the Altavista (north) and Hurt (south) approaches. The sections below provide more detail on the two alternatives.

Roadway Lighting Alternative:

A decorative outdoor teardrop style LED downlight was chosen as the source of roadway lighting, based upon past similar-type design projects and VDOT standards. Roadway lighting fixtures would be installed symmetrically along both sides of the bridge with a spacing of approximately 57' between adjacent fixtures. Using this spacing, 25 fixtures on each side of the bridge (total of 50 fixtures) would be required in order to provide designed lighting levels on the roadway surface. Roadway lighting fixtures would be mounted to 17.5' poles. A cost estimate detailing including costs for providing and installing conduit, cabling, fixtures, poles and other various electrical equipment and materials is attached. This cost estimate also takes into account the total annual energy costs, based on a fixture wattage of 83W and assuming an electricity rate of \$0.06/kWh. Table 1 below summarizes these costs:

Table 1. Roadway Lighting (17.5' Poles, Both Sides)					
Location	Approx. Length	No. of Fixtures ⁽¹⁾	Light Pole Foundations	Material, Labor and Equipment Cost ⁽²⁾	Annual Energy Cost
Bridge	1410	50		\$275,543	\$1,091
Altavista Approach	218	8	8	\$60,087	\$174
Hurt Approach	502	18	18	\$135,195	\$393
Total	2130	76	26	\$470,825	\$1,658

Notes:

1. Number of fixtures for approaches based on bridge design spacing (proportioned by relative length)
2. Cost for approach lighting includes \$2000 per light pole foundation.

Pedestrian Lighting Alternative:

A decorative outdoor postlite style LED fixture was chosen as the source of walkway lighting, based upon past similar-type design projects and VDOT standards. Walkway lighting fixtures would be installed along the northern (walkway) side of the bridge with a spacing of approximately 44' between adjacent fixtures. Using this spacing, 36 fixtures would be required in order to provide designed lighting levels on the walkway surface. Walkway lighting fixtures would be mounted to 13.5' poles. A cost estimate including costs for providing and installing conduit, cabling, fixtures, poles and other various electrical equipment and materials is attached. This cost estimate also takes into account the total annual energy costs, based on a fixture wattage of 60W and assuming an electricity rate of \$0.06/kWh. Table 2 below summarizes these costs:

Table 2. Pedestrian Lighting (13.5' Poles, One Side)					
Location	Approx. Length	No. of Fixtures ⁽¹⁾	Light Pole Foundations	Material, Labor and Equipment Cost ⁽²⁾	Annual Energy Cost
Bridge	1410	36		\$165,819	\$568
Altavista Approach	218	5	5	\$33,030	\$79
Hurt Approach	502	12	12	\$79,273	\$189
Total	2130	53	17	\$278,123	\$836

Notes:

1. Number of fixtures for approaches based on bridge design spacing (proportioned by relative length)
2. Cost for approach lighting includes \$2000 per light pole foundation.

Summary:

Based upon the above tables and attached roadway and pedestrian lighting cost estimates, walkway lighting is clearly the more cost effective solution in this situation. Based upon VDOT standards for walkway lighting, the design of the walkway lighting along the west (sidewalk) side of the bridge is both less expensive in material, equipment and labor costs as well as in annual energy costs. The lower expenses are the result of lighting a single walkway versus multiple lanes of traffic. Had there been a second walkway on the opposite side of the bridge requiring lighting, roadway lighting would have been the more cost effective solution.

Next Steps:

The above analysis is not based on detailed design. Once a preferred alternative is identified, discussions between VDOT, the localities, and Dominion Power will be required to determine the responsibility and options for the selection of specific poles, luminaires, and fixtures, confirm the pole spacing, and to develop detailed lighting plans including quantity summaries, and cost estimates. The results of that design are required to finalize the bridge plans to incorporate light pole conduit, supports, and anchor bolt patterns.



Agenda Item: 8i

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Consideration of WWTP EOP PCB project proposals

Summary: Previously Council requested that staff consult with Dr. Scott Lowman (IALR) in regard to a proposal to sample Plot #7 prior to proceeding with planting of mulberry trees at a specific location. The proposal from Dr. Lowman is attached.

Also, following a visit by the University of Iowa team to gather additional samples, staff received the attached email regarding possible projects and funding sources.

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? IALR Proposal; Email from Dr. Tim Mattes (University of Iowa)

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Estimate for In-Pond Research (Plot 7)

11/22/16

Summary of Tasks:

- 1) Locate the previously identified hot spot in plot 7 and grid a 10ft x 10ft area to test bioremediation utilizing mulberry bushes or soft rush.
- 2) Establish base-line PCB levels by randomly sampling 10 locations
- 3) Plant 20 plants in the gridded area, leaving 3 areas empty as controls
- 4) Allow the plants to grow for a season
- 5) Resample the plot at the end of the growing season to determine if any changes have occurred.

Summary of Costs:

▪ Initial work and sample gathering:	\$1200
▪ Sample analysis (REI Labs)	\$1200
▪ Site gridding, including establishment of proper controls and planting approximately 20 plants	\$500
▪ End of season sample gathering:	\$600
▪ Sample analysis (REI Labs)	\$1200
▪ Data analysis and report generation	\$500

Total cost: \$5200

Please let us know if you have any questions.

Thanks,

J. Scott Lowman, Ph.D.
Senior Scientist
The Institute for Advanced Learning and Research
Danville Virginia, 24540
434-766-6628

Email from Tim Mattes, Phd, Univeristy of Iowa - Proposal to Department of Defense

- Received November 21, 2016

Hi Waverly,

Please find attached a summary of our sampling trip for your information. We wrote this up in request from Jay H. for some information to give to the local newspapers. I wanted to make you aware of this, and hopefully it is ok with you.

I also wanted to let you know that I would like to lead a proposal to a different funding agency (Department of Defense) that will allow us to broaden the scope of our research that involves plants and microorganisms working together to degrade PCBs. The process for funding is competitive and takes a while to come to fruition (and may not come to fruition). Initially, we will need to submit a pre-proposal in early January 2017. We will find out if we are selected to write a full proposal in February 2017. If this happens, then the proposal is viable and has a decent chance of funding.

The project (still in early planning stages), would feature Altavista as we have developed a working relationship with you and other stakeholders. It could provide funding that will help substantially defray the costs of building a new berm and implementing the split plot design at Altavista (i.e. the "Plan A" for our current NIH funded project that was declined by the town council). If we decide to go that route. Otherwise the potential new project would require us to obtain much larger volumes of sediment to do pilot scale experiments with trees. This would have to happen back in Iowa. We don't think that taking some sediment out of the lagoon and up to the surface at the lagoon will likely to be approved by the town and other regulatory agencies.

So, before I spend any time developing this idea, I wanted to explain the basic idea and ask if you (and the town council) are willing, in principle, for an expansion of our research activities.

Please let me know if you have any questions or concerns about this.

We appreciate the opportunity to sample at Altavista and hope we can continue working together in the future.

Best regards,

Tim

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Timothy E. Mattes, PhD, PE
Associate Professor
Department of Civil and Environmental Engineering The University of Iowa
319-335-5065
319-335-5660 (fax)



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: December 13, 2016

Agenda Item: Town Cell Phone Policy

Summary: The Town participates in the VML insurance programs and VML offers incentives in the form of reduced rates for implementing safety programs, such as the Defensive/Safe Driving Program. Because of the frequency of accidents (in Virginia and nation-wide) related to distracted driving while using a cell phone, VML is requiring a hands free policy if the Town wants to continue receiving reduced rate premiums. A template was provided by VML (attached) and staff has tailored this policy for the Town and received approval from VML; however, Council must also adopt the policy.

Staff recommendation, if applicable:

Staff recommends that Council adopt the Town Cell Phone Policy

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

I move that Council adopts the Town Cell Phone Policy and that the policy be implemented beginning January 1, 2017.

Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in the order they should appear in packet? Town Cell Phone Policy

Department Head initials and comments, if applicable: *dnw*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: **JWC**



Town Cell Phone Policy

The Town of Altavista deeply values the safety and well-being of all employees. Due to the increasing number of crashes from all drivers, not just employees, resulting from the use of cell phones while driving, we are instituting a new policy. Town Employees may not use cellular telephones (talk, text or email) or mobile electronic devices (town or personal owned) while operating a motor vehicle or equipment under any of the following situations:

- When employee is operating a vehicle or equipment owned, leased or rented by the Town;
- When the employee is operating a personal motor vehicle in connection with Town business;
- When the cellular telephone or mobile electronic device is Town owned or leased;
- If the vehicle or equipment does not have hands free capabilities.

When operating a vehicle or equipment and a call or communication is received, the employee has several options that will keep the employee safe and in compliance with this policy:

- Answer using the hands free capabilities of the vehicle or equipment;
- Allow the call to go to voice mail and respond once the vehicle is stopped or the equipment is no longer being operated; or,
- Pull the vehicle off the road to a safe location and respond to the call or electronic communication.

(Violation of this policy will result in discipline up to and including termination.) Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date

Supervisor or Witness



Town Manager's Report – For Month of November 2016

Main Street Waterline Project (Project 1B)

- Final Payment (Retainage) has been made.
- Project is complete.

Booker Building

- Preliminary Report submitted to Council in November.

WWTP EOP – PCB Remediation

- Receipt of proposal from IALR (Dr. Lowman) in regard to sampling of Plot 7.
- Receipt of proposal from University of Iowa (Dr. Mattes) in regard to possible project that would be submitted to Department of Defense for consideration.

Compensation/Classification Plan Study

- Tentatively this item will be discussed with Council at the January Work Session.

Water Plant Projects

- Water Model/GIS Mapping – Delivery date of December 30, 2016
- Water Plant Electrical Upgrades – 90% plans submitted for review.
- SCADAcheck – Working on scheduling a presentation to Town Council (Jan. or Feb. Work Session)
- SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)
- Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone