

Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, January 12, 2016

7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Recognitions and Presentations
 - a. Avoca Annual Report – Mike Hudson
5. Public Comment

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

6. Consent Agenda

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

- a. Approval of Minutes – Regular Meeting December 8th ; Work Session December 22nd
- b. Acceptance of Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Departmental Reports

7. Public Hearings

- a. ~~Proposed Issuance of General Obligation Public Improvement Bonds of the Town in the estimated maximum principal amount of \$2,750,000~~ (POSTPONED UNTIL January 26, 2016)

8. New/Unfinished Business

- a. University of Iowa Request – Berm in WWTP EOP
- b. Proposed Chicken Ordinance
- c. Project 1B Bank Bids

9. Reports

- a. Town Manager's Report

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars - January & February

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

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

AEDA Appointment?????

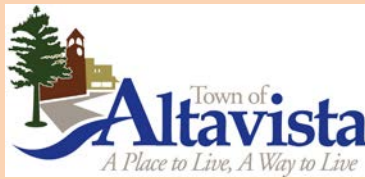
13. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

(All meetings are at Town Hall unless otherwise noted)

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

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

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



Agenda Item: 4a

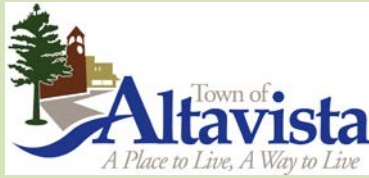
**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

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

Presentation(s)

AVOCA Annual Report – Mike Hudson, Executive Director

Mike Hudson, Executive Director of AVOCA museum has requested time before the Council to provide an annual report.



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

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

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

Minutes: *Regular Meeting December 8th; Work Session December 22nd
(Motion to Approve the Minutes as presented or amended.)*

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

Departmental Reports
(Motion to accept Departmental Reports)

Regular Council Meeting—December 8, 2015

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on December 8, 2015 at 7:00 p.m.

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

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works/Utilities Director
Mr. John Eller, Town Attorney
Sgt. Gary Penn, Altavista Police Department
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

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

Motion carried:

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

4. Recognitions and Presentations

- a. Employee Milestones

Mayor Mattox recognized Mr. Roscoe Lee and Mr. Charles Smith, drivers for the Altavista Community Transit System for five years of service to the town.

- b. Region 2000 Update (Ben Bowman and Gary Christie)

Mr. Ben Bowman, Region 2000 Work Force Development Director, addressed Council with an update on workforce development within the region. He advised there are some reorganizational changes and are looking for ways to be present in all communities.

Mr. Gary Christie, Region 2000 Local Government Council Director, gave an update on the works of the local government council; focusing on multi jurisdictional efforts. A lot of regional transportation planning will begin in 2016; presently working with the Virginia Department of Transportation (planning for the south leg of Route 29 from Liberty University to Yellow Branch) and a new economic impact study will be conducted on the airport. He noted \$41 in outside grant monies is being brought in compared to \$1 in

Regular Council Meeting—December 8, 2015

dues from the local government. They are working hard to help local governments as they call on Region 2000 for grant services noting the organization is in a good financial position.

Mayor Mattox encouraged Council to contact Region 2000 with concerns or recommendations.

c. AOT/Main Street Update (Jamie Glass and Emelynn Gwynn)

Miss Emelynn Gwynn, Main Street Coordinator, provided Council with an update on the Scarecrow Stroll and the Gibley Jog; noting this year the Gibley Jog included a Gravy Gallop for children 8 years of age and younger. The sponsor amount generated thus far is \$7,250 plus another pledged amount of \$1,779 for a total of \$9,029 in donations. The net profit was \$11,276 for this year. Altavista on Track's net gain was \$3,258. She thanked Councilman George for helping with the race day activities. Miss Gwynn noted the Gibley Jog is Altavista on Track's main fundraiser. She advised Council of the 2016 program of work.

5. Public Comment

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

6. Consent Agenda

- a) Minutes- Regular Meeting November 10th; Work Session November 24th, Continued Meeting November 30th –The Council approved the minutes of the Council meetings and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports
- d) Acceptance of Financial Report (Year ended June 30, 2015)-Council approved the report given by Mr. David Foley, Robinson, Farmer, Cox Associates at the November 24, 2015 work session.

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

Mr. Higginbotham asked for information on several of the invoices as listed on the Check Register.

Motion carried:

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

7. Public Hearings

a. Special Use Permit-Used Automobile Dealership-1051 Main Street

Mr. Coggsdale advised the Town has received a request for consideration of a Special Use Permit (SUP) for a "Used Automobile Dealership" at 1051 Main Street. The Special Use Permit Application was submitted by Mr. Kevin Campbell and Mr. Robert O'Neal on property identified as Parcel ID: 83A-33- 15 & 16 and owned by RBH Properties LLC. The property is located in the C-2 "General Commercial" District and there is an existing building on the property

Regular Council Meeting—December 8, 2015

(former NAPA Auto Parts). Mr. Coggsdale advised the Planning Commission conducted a public hearing on this application on November 16, 2015, no one from the public appeared at the hearing. Following the discussion, the Planning Commission recommends approval of the Special Use Permit with four (4) conditions:

- 1) All vehicles displayed for sale shall be in operating condition and have a valid inspection sticker.
- 2) No repair work or maintenance of vehicles shall be permitted outside the enclosed building.
- 3) All vehicles displayed shall be accessible at all times via aisles between rows of vehicles.
- 4) The number of automobiles displayed shall be limited.

Mayor Mattox opened the public hearing at 7:24 p.m. He asked if anyone would like to comment. No one come forward. Mayor Mattox closed the public hearing at 7:25 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the Special Use Permit application of Mr. Kevin Campbell and Mr. Robert O’Neal with the conditions as set forth by the Planning Commission.

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

8. New/Unfinished Business

a. Certificate of Public Convenience and Necessity-Vehicle for Hire

Mr. Coggsdale advised 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 (PCN) must be obtained to operate or cause to be operated public vehicles within the town. Additionally, applications for Certificates PCN are normally filed between October 1 and 15 of each year, with Town Council hearing said requests between October 15 and December 31 annually. 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 applicant will also need to comply with all other local, state and federal regulations, including zoning.

A motion was made by Mr. George, seconded by Mr. Emerson, to grant the request of Mr. Kathan for two (2) “vehicle for hire” (transit bus and sedan) based on a finding of public convenience and necessity.

Motion carried:

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

Regular Council Meeting—December 8, 2015

b. Altavista Community Transit System-FY2017 Budget Consideration

Mr. Coggsdale advised each year, Council is requested to consider the Altavista Community Transit System's (ACTS) budget at its December meeting. This early consideration allows staff to proceed with the grant application that provides state and federal funds for the operation of the system. The grant application deadline is January 31, 2016. Mr. Witt presented Council with a memo regarding the FY2017 Budget Request, as well as the detailed budget.

A motion was made by Mr. George, seconded by Mr. Emerson, to authorize staff to proceed with the grant application that provides state and federal funds for the operation of the Altavista Community Transit System.

Mr. Edwards questioned the \$2,500 in the budget.

Mr. Witt explained if he goes to a conference it is in his budget and DRPT will reimburse him 100%. This has to go into the budget to show the revenue and then the expense.

Mr. Higginbotham noted the ridership has decreased and felt the transit system was unsuccessful.

Mr. Witt stated looking at the report provided from the state all ridership is down. He expected ACTS to plateau at some point and would not grow at the previous rate unless going outside of the town limits. Mr. Witt mentioned he is working on promoting the transit system. Mr. Witt advised 42% of his salary is paid from the ACTS budget with 5% of the mechanic's salary being included as well. If the transit bus stopped immediately, \$9,800 would go back into the town's budget.

Mr. Higginbotham clarified there would be no salary adjustment on the mechanic's wages.

Mr. Witt stated based on the town's previous year's budget, he included 2% COLA as a place holder and if not approved in the Town's budget this would be removed from the bottom line.

Mr. Higginbotham questioned why the ACTS budget was being blended with the Town's budget.

Mr. Witt advised in reviewing previous work orders, 5% of the mechanic's time was spent working on the bus. This 5% will be reimbursed by 65%; Public Works will reduce their budget by 5% and he will increase the ACTS budget by 5%. This will be a benefit to the town.

Mr. Coggsdale advised Council they are not approving the ACTS budget tonight but allowing Mr. Witt to file the grant application. This budget will become part of the Town's overall budget.

Motion carried:

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

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

Inspection of the project was conducted on Tuesday, November 3rd; a punch list is being created for completion.

Final items are being completed

Main Street Waterline Project (Project 1B)

Bids Awarded by Town Council.

Staff is negotiating items related to the Storm water portion of the contract.

WWTP EOP – PCB Remediation

Town attended the DEQ's Informal Fact Finding (IFF) Proceeding in Richmond on Monday, November 30, 2015. The Presiding Officer will make a recommendation to DEQ's Director and the Town will be informed of its status in the Voluntary Remediation Program (VRP) within ninety (90) days.

Awaiting correspondence from EPA in regard to the University of Iowa Research Project.

Broadband Grant Award

Governor McAuliffe announced that the Town of Altavista was one of several communities to receive a grant to the Virginia Telecommunications Planning Initiative (VATPI). The VATPI program provides funding for communities to develop a comprehensive community-based telecommunication plan. The Town's award, as a Tier III recipient, totals \$30,000.

Staff is developing the Request for Proposals that is part of the Planning Grant and submitting for review.

Altavista Police Department

Mr. Coggsdale provided Council with a memorandum updating Council on the efforts to select the Town's next police chief. A member of the evaluation committee has decided not to participate due to time constraints and family needs.

Town of Altavista has hired three (3) candidates that will graduate from the Academy on December 16, 2015.

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars- December/January

11. Matters from Town Council

12. Closed Session

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

Section 2.2-3711 (A)(1) regarding discussion/consideration of prospective candidates for appointment to the Board of Zoning Appeals.

Regular Council Meeting—December 8, 2015

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

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

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

Council went into closed session at 7:44 P.M.
Notice was given that council was back in regular session 8:50 P.M.

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

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

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

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

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

A motion was made by Mr. Emerson, seconded by Mrs. Brumfield, to re-appoint Mr. Phillip Webb to the Board of Zoning Appeals, with his term ending November 2020.

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

Mayor Mattox advised he has polled Council and will continue with the work sessions appointing committees as needed.

Regular Council Meeting—December 8, 2015

13. Adjournment

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

The meeting was adjourned at 8:55 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION DECEMBER 22, 2015

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on December 22, 2015 at 5:00 p.m.

Council members
present:

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

Council members
absent:

Mr. Charles Edwards

Also present:

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

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

Motion carried:

VOTE:

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

3. Public Comments—Agenda Items Only

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

No one came forward.

4. Introductions and Special Presentations

Mayor Mattox wished everyone “Merry Christmas” and “Happy New Year”.

5. Items for Discussion

- a. Bank Bids-Project 1B “Main Street Waterline”

Mr. Coggsdale advised staff has been working for some time on Project 1B and per Council’s direction went out for bank bids. This bank bid information was presented in Council’s packets. He noted the action needed at the meeting tonight was to schedule a public hearing.

Mr. Sean Ekiert, Managing Director of Raymond James, explained to Council the process for the bank bids for financing of Project 1B. He noted the information was distributed to 13 banks with only 3 banks responding. The banks were asked to provide interest rates for funds up to \$2,750,000 amortized over 10, 15 and 20 years to finance Project 1B. Mr. Ekiert advised Carter Bank and Trust offered the lowest rate for the 10, 15 or 20 year amortization. These offers were made with no upfront fee requirement. The suggestion of Raymond James is to accept the Carter Bank and Trust proposal for 10, 15 or 20 year amortization with the option of prepayment. Mr.

COUNCIL WORK SESSION DECEMBER 22, 2015

Ekiert mentioned staff has been approached regarding refinancing the 2014 loan which is with Carter Bank and Trust at 3.3 percent for 20 years.

Mr. Higginbotham asked how long these loans would be available.

Mr. Ekiert responded each bank indicated they would hold their rates through the end of January 2016 to allow adequate time for financing.

Mr. Higginbotham questioned the cost to close the loan.

Mr. Ekiert responded the total expense associated with the financing is approximately \$23,600.

Mr. Higginbotham asked the cost to refinance.

Mr. Ekiert stated it would depend on which bank is the provider.

A motion was made by Mrs. Dalton, seconded by Mr. George, to conduct a public hearing at the January 12, 2016 Town Council meeting in regards to the potential authorization of debt in the amount of \$2,750,000.

Mr. Higginbotham asked that refinancing be discussed as well.

Mr. Coggsdale advised the \$2,750,000 would be brought forth at the public hearing and additional information could be presented regarding the refinancing for consideration.

Motion carried:

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

b. Economic Development Marketing Program

Mr. Jarvis, Economic Development Director, gave a brief update on the development of several marketing pieces. From the survey, the winning tagline is “Treasured Past, Innovative Future.”

Mr. Higginbotham motioned to keep the logo as is.

Mr. Jarvis noted he is not asking Council to spend any money on the new tagline; as letterhead, business cards are depleted the new tagline if selected can be phased in.

Mr. Emerson clarified that the citizens were given the option to keep the old tagline.

Mr. Jarvis advised the old tagline was one of the options to choose from.

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to change the tagline to “Treasured Past, Innovative Future.”

Motion carried:

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

COUNCIL WORK SESSION DECEMBER 22, 2015

Mr. Jarvis presented Council with some marketing and tourism pieces. He asked Council to review and email him with any thoughts or questions.

c. Planning Commission Recommendation Zoning Ordinance Amendment (Chickens)

Mr. Coggsdale advised the Planning Commission has conducted a public hearing (December 7, 2015) in regard to an ordinance amendment that would allow chickens for personal use in the Town limits. The Planning Commission forwarded to Council its recommendation in regard to adoption of an ordinance that would allow the keeping of chickens.

Mrs. Dalton stated she supports the Planning Commission but is not ready to make a decision on this matter.

Mr. George advised Council of the recommendations set forth by the Planning Commission noting it is pretty restrictive. People are concerned with where their food comes from and like the idea of the organically fed chickens.

Mrs. Dalton asked for more time to absorb the information.

Mayor Mattox suggested Council send the Town Manager any questions they have in regards to the chickens. Once these questions are answered, it will be placed back on the agenda for further discussion and a public hearing.

d. Consideration of Upgrade to Network/Cabling at WTP (SCADA)

Mr. Coggsdale advised with the implementation of the initial phase of the SCADA system at the Water Treatment Plant (WTP), the unreliability of connection to the internet has surfaced and will hamper the full intended use of SCADA. Staff has looked at options and COMCAST can provide a connection at an initial cost of \$7,500 (half of their construction cost), in addition there would need to be some network/cabling performed at the time COMCAST installs their line. There is a quote from ITG for this work, which totals approximately \$1,900. Staff sought approval of Council to expend \$9,400 for this item to enhance the use of the initial phase of the SCADA system at the Water Treatment Plant.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve \$9,400 to enhance the use of the initial phase of the SCADA system at the Water Treatment Plant.

Motion carried:

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

e. CY2016 Meeting Calendar

Mr. Coggsdale advised during Calendar Year 2015, 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. He presented Council with the dates for CY2016 to allow for 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. Mr. Coggsdale noted this upcoming year the Christmas holiday falls on a weekend, town offices will be closed on Tuesday, December 27th, which is the Work Session date for that month. He asked that Council consider either cancelling the December Work Session or rescheduling to later in the week.

COUNCIL WORK SESSION DECEMBER 22, 2015

Mrs. Dalton suggested not having a work session in December.

Mr. Higginbotham questioned returning to Committee Meetings instead of work sessions.

Mayor Mattox stated he would organize committees as needed.

It was consensus of Council to adopt the CY 2016 Meeting Calendar deleting the December Work Session.

6. Items Scheduled for the Regular Meeting Agenda

7. Project Updates

Mr. Coggsdale advised some correspondence was received from the EPA earlier in the week in regards to the Wastewater Treatment Plant and the request of University of Iowa. There is a form that is referenced in the letter to be completed.

Mr. Higginbotham stated he cannot believe the response that has been received; it was an excellent response from the EPA allowing the town to move forward with research. He stated if the Town plans to move forward with University of Iowa's request, Council needs to authorize Public Works to build the berm and Mr. Coggsdale to complete the form and return to Mr. Scott Rice.

A motion was made by Mr. Higginbotham, seconded by Mrs. Brumfield, to authorize Public Works to build the berm and Mr. Coggsdale to complete the form and return to Mr. Rice.

Mayor Mattox noted the cost to build the berm is approximately \$30,000.

Mr. Higginbotham stated there would be a cost to build the berm but the Town would spend for labor regardless.

Mr. George stated there has been six years of tree planting and berm building; approximately \$80,000 worth and asked what has been learned so far.

Mr. Higginbotham responded a lot has been learned; learned how to construct the berm.

Mr. George asked Mr. Higginbotham if he felt the Plot 7 berm was successful.

Mr. Higginbotham advised Plot 7 was built to see what would grow on raw sludge without any topsoil. He stated University of Iowa wants to isolate the island, build the berm across, dewater that side, and access the island from the berm to add the topsoil so Dr. Schnoor could then plant his plantings. By building the berm across, it gives Dr. Lowman an area to plant. We asked to be in the program at University of Iowa and was approved; \$119,000 funding has been approved per year to do the research.

Mr. George asked if the berm is Dr. Lowman's idea.

Mr. Higginbotham advised Draper Aden was going to build the berm in the middle; Dr. Lowman suggested moving the berm to interface between the hot side and the cold side. Mr. Higginbotham advised he presented this on behalf of the town to DEQ.

Mayor Mattox asked if a response has been received from DEQ.

Mr. Coggsdale advised they have 90 days to respond.

Mrs. Brumfield stated Council has committed to this with the scientists and that is why she has been on board with it. They are using research money and she is interested in what can be done to get rid of the PCBs completely.

COUNCIL WORK SESSION DECEMBER 22, 2015

Mr. Emerson stated he did not believe the research was all for PCBs and this information comes from other sources; a lot of the research is for the scientists and their interest is not in the PCBs. He did not feel Council needs to continue putting money into something they are not sure about.

Mr. Higginbotham asked what it would be for.

Mr. Emerson stated he has talked to some folks and doesn't believe 100% that this research will benefit the town of Altavista.

Mrs. Dalton stated she continues to wait for the tidbit of information that makes the decision for itself preferring for the facts to indicate the direction. This matter keeps bringing a judgment call. She felt the University of Iowa is working on the PCB issue but what is of greater issue is the great toxicities that occur in the process of breaking down the PCBs. In some degree it is not total eradication but a lot of other information too. This may be of benefit as well. Exactly where and what kind of berm is needed she would like for the scientists to weigh in on this; asking for an official answer from the University of Iowa as to what is needed and how we get it and the best way to do it.

Mayor Mattox commented stating first there was a tree program and nothing has been learned, the town is in the process of a switch grass program and doesn't see where anything new will be learned with this proposal from University of Iowa. Secondly, this is not an EPA mandated program which he felt was an important thing to remember. He stated he has read through the report a number of times as to what the University of Iowa is doing. They are looking for degradation. He stated it bothers him Council is looking at covering up a portion of the pond that Dr. Sowers with his work which seems the most promising and since the pond is 90% degraded it could be tied up with running a risk to the environment. He stated it was not that he didn't believe in the University of Iowa and some of the Councilmen don't believe in grants, it is a four to six million dollar grant and asked if this would be the best use of the taxpayers' dollars to look and see what happens when something deteriorates and to see if there is another way to put pressure on little towns like the Town of Altavista.

Mr. Higginbotham withdrew his motion because of questions that need to be answered.

8. Public Comments

Mr. Dick McKeel, 303 Myrtle Lane, addressed Council stating he was in a meeting a couple of years ago and expressed the concern of people living in the town and not paying personal property taxes. He felt something was slipping through the cracks. He asked Council to give this some serious consideration so that everyone is being treated fairly.

9. Adjournment

Mayor Mattox thanked Council for a great year and for accomplishing a lot making Altavista an even better place to live.

Vice Mayor Dalton wished fellow Councilpersons "Merry Christmas" and a "Happy New Year" and that she appreciated all the camaraderie and good faith efforts made on behalf of the town. She stated Mr. Coggsdale has led a good ship this year and is doing a fine job for the town and asked that he relay these comments to the staff. She felt she was speaking on behalf of the entire Council when she says "Job well done!"

Mayor Mattox thanked staff as well.

COUNCIL WORK SESSION DECEMBER 22, 2015

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

The meeting was adjourned at 6:02 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 06/2016
FROM: 12/01/2015 TO: 12/31/2015

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34241	303	ALTAVISTA CHAMBER OF COMMERCE	12/03/2015	306.75
34242	81	BATES JR, ANTHONY D	12/03/2015	350.00
34243	103	BEACON CREDIT UNION	12/03/2015	385.00
34244	581	BUSINESS SOLUTIONS INC	12/03/2015	500.00
34245	583	CAMPBELL COUNTY PUBLIC LIBRARY	12/03/2015	902.86
34246	536	CAROLINA METER & SUPPLY	12/03/2015	2,790.69
34247	427	CENTURYLINK	12/03/2015	2,310.34
34248	28	COLUMBIA GAS	12/03/2015	254.13
34249	709	DATAFLOW	12/03/2015	300.79
34250	569	DIAMOND PAPER CO INC	12/03/2015	727.21
34251	708	DTS REPROGRAPHICS	12/03/2015	592.00
34252	512	ELECSYS INTNL CORPORATION	12/03/2015	417.00
34253	381	EMORY C COLLINS CO INC	12/03/2015	697.05
34254	71	FAIRPOINT COMMUNICATIONS	12/03/2015	423.69
34255	711	GRAPES AND WATER LLC	12/03/2015	1,500.00
34256	52	HACH COMPANY	12/03/2015	5,278.44
34257	652	HAWKINS LOCK & KEY CO INC	12/03/2015	292.85
34258	57	ICMA RETIREMENT TRUST-457 #304	12/03/2015	790.00
34259	710	INGRAM INVESTIGATIONS INC	12/03/2015	2,854.00
34260	566	INTEGRATED TECHNOLOGY GROUP IN	12/03/2015	2,000.00
34261	1	JEFF ROWLAND	12/03/2015	100.00
34262	1	JOHN WOODSON II	12/03/2015	100.00
34263	653	MAJOR SECURITY CONSULTING & DE	12/03/2015	5,000.00
34264	67	ORKIN PEST CONTROL LLC	12/03/2015	255.13
34265	559	ROBINSON FARMER COX ASSOCIATES	12/03/2015	18,437.00
34266	80	SOUTHSIDE ELECTRIC COOP	12/03/2015	1,015.05
34267	35	TREASURER OF VA/VITA	12/03/2015	112.32
34268	92	UNIFIRST CORP	12/03/2015	1,817.04
34269	136	USABLUBOOK	12/03/2015	90.90
34270	302	JERRY BARBEE	12/10/2015	150.00
34271	675	BKT UNIFORMS	12/10/2015	519.00
34272	12	BRENNTAG MID-SOUTH INC	12/10/2015	191.66
34273	208	CAMPBELL COUNTY TREASURER	12/10/2015	54.22
34274	16	CAMPBELL COUNTY UTILITIES & SE	12/10/2015	364.64
34275	19	CARTER MACHINERY CO INC	12/10/2015	406.37
34276	164	DMV	12/10/2015	120.00
34277	36	DOMINION VIRGINIA POWER	12/10/2015	43,776.72
34278	20	J JOHNSON ELLER JR	12/10/2015	2,046.00
34279	301	ENGLISH'S LLC	12/10/2015	248.46
34280	118	FERGUSON ENTERPRISES INC #75	12/10/2015	5,665.45
34281	41	FISHER SCIENTIFIC	12/10/2015	1,771.37
34282	119	FOSTER ELECTRIC CO INC	12/10/2015	1,582.85
34283	676	TIMOTHY GEORGE	12/10/2015	150.00
34284	50	GRETNA TIRE INC	12/10/2015	591.78
34285	622	HEYWARD SERVICES INC	12/10/2015	3,223.11
34286	9999999	HVT INC AS TRUSTEE FOR HONDA L	12/10/2015	84.14
34287	58	INSTRUMENTATION SERVICES INC	12/10/2015	241.50
34288	712	JACK MOORE & ASSOCIATES INC	12/10/2015	1,850.00
34289	564	JOHN JORDAN	12/10/2015	150.00
34290	533	LYNN KIRBY	12/10/2015	225.00
34291	300	NAPA AUTO PARTS	12/10/2015	1,823.82

34292	454	O'REILLY AUTOMOTIVE INC	12/10/2015	197.97
34293	379	REI CONSULTANTS INC	12/10/2015	72.78
34294	185	RILEIGHS OUTDOOR DECOR	12/10/2015	247.49
34295	625	SAM GREEN VAULT	12/10/2015	450.00
34296	453	ELAINE THOMPSON	12/10/2015	150.00
34297	515	DALE TYREE JR	12/10/2015	1,160.00
34298	96	UNIVAR USA INC	12/10/2015	3,080.00
34299	110	VUPS INC	12/10/2015	27.30
34300	658	WKDE-FM	12/10/2015	325.00
34301	115	JOHN WOODSON	12/10/2015	150.00
34302	192	WW ASSOCIATES INC	12/10/2015	37,298.27
34303	116	XEROX CORP	12/10/2015	1,847.06
34304	9	AFLAC	12/17/2015	1,981.10
34305	9999999	ALLEN SUELLYN R AND DANNY S	12/17/2015	348.05
34306	84	ALTAVISTA JOURNAL	12/17/2015	1,033.92
34307	103	BEACON CREDIT UNION	12/17/2015	385.00
34308	461	KATHI BOGERT	12/17/2015	862.68
34309	294	BUSINESS CARD	12/17/2015	5,429.37
34310	574	CHRISTOPHER MICALÉ, TRUSTEE	12/17/2015	125.00
34311	364	DLB INC	12/17/2015	18,388.64
34312	52	HACH COMPANY	12/17/2015	1,057.64
34313	1	HAROLD JARVIS	12/17/2015	100.00
34314	57	ICMA RETIREMENT TRUST-457 #304	12/17/2015	790.00
34315	58	INSTRUMENTATION SERVICES INC	12/17/2015	1,415.60
34316	697	LITTLETON AND ASSOC INC	12/17/2015	8,119.50
34317	653	MAJOR SECURITY CONSULTING & DE	12/17/2015	2,500.00
34318	218	MINNESOTA LIFE	12/17/2015	158.12
34319	72	PHYSICIANS TREATMENT CENTER	12/17/2015	375.00
34320	9999997	THOMPSON, MELODY DAWN	12/17/2015	104.52
34321	452	VML INSURANCE PROGRAMS	12/17/2015	24,661.75

NO. OF CHECKS: 81

TOTAL CHECKS

228,678.09

Town of Altavista
FY 2016 Revenue Report
50% of Year Lapsed

General Fund Revenue	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	375,000	375,000	186,992	50	376,718	100	375,000
Public Service - Real & Personal	165,000	165,000	176,180	107	176,180	107	165,000
Personal Property	195,000	195,000	23,791	12	133,597	69	195,000
Personal Property - PPTRA	100,000	100,000	73,377	73	82,215	82	100,000
Machinery & Tools	1,487,200	1,487,200	608,137	41	1,550,041	104	1,487,200
Mobile Homes - Current	500	500	74	15	316	63	500
Penalties - All Taxes	5,500	5,500	1,774	32	3,223	59	5,500
Interest - All Taxes	3,000	3,000	106	4	1,803	60	3,000
Local Sales & Use Taxes	145,000	145,000	-14,681	-10	54,323	37	145,000
Local Electric and Gas Taxes	110,000	110,000	638	1	42,524	39	110,000
Local Motor Vehicle License Tax	43,000	43,000	13,478	31	33,996	79	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	83,000	83,000	-1,969	-2	42,375	51	83,000
Local Meal Taxes	690,000	690,000	-8,212	-1	300,670	44	690,000
Audit Revenue	0	0	0	0	0	0	0
Container Rental Fees	900	900	0	0	50	6	900
Communications Tax	40,000	40,000	-3,326	-8	13,159	33	40,000
Transit Passenger Revenue	5,200	5,200	780	15	2,464	47	5,200
Business License Fees/Contractors	7,000	7,000	0	0	0	0	7,000
Business License Fees/Retail Services	110,000	110,000	30	0	858	1	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	0	0	158	2	7,000
Business License Fees/Repairs & Person Svcs	18,000	18,000	0	0	232	1	18,000
Business Licenses Fees/Wholesale Businesses	1,500	1,500	0	0	0	0	1,500
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista
FY 2016 Revenue Report
50% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,500	1,500	0	0	0	0	1,500
Permits - Sign	1,000	1,000	60	6	440	44	1,000
Fines & Forfeitures - Court	10,000	10,000	775	8	2,512	25	10,000
Parking Fines	500	500	0	0	300	60	500
Interest and Interest Income	49,000	49,000	1,797	4	8,847	18	49,000
Rents - Rental of General Property	1,000	1,000	25	3	450	45	1,000
Rents - Pavilion Rentals	3,000	3,000	0	0	1,250	42	3,000
Rents - Booker Building Rentals	4,000	4,000	100	3	1,400	35	4,000
Rents - Rental of Real Property	60,000	60,000	450	1	19,101	32	60,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	0	0	18,651	104	18,000
State DCJS Grant	80,000	80,000	20,037	25	40,074	50	80,000
State Rental Taxes	800	800	-144	-18	647	81	800
State/Misc. Grants (Fire Grant)	10,300	10,300	0	0	9,841	96	10,300
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	13,670	13,670	0	0	18,550	136	13,670
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	2,001	100	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	-2,289	-69	0	0	3,300
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	105,700	105,700	-7,644	-7	28,577	27	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	3,400
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,000	7,000	0	0	2,069	30	7,000
Misc. - Cash Discounts	300	300	0	0	31	10	300

Town of Altavista
FY 2016 Revenue Report
50% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	2,367	18	48,975	377	13,000
Reimbursement of Insurance Claim	0	0	0	0	5,007	0	0
Misc. - Donations	0	0	557	0	5,271	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	184,000	184,000	0	0	0	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<u>4,391,370</u>	<u>4,391,370</u>	<u>1,073,259</u>	<u>24.44</u>	<u>3,085,996</u>	<u>70.27</u>	<u>4,391,370</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
50% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,832,210	5,832,210	402,900	7	2,613,132	45	5,832,210
Debt Service	280,000	280,000	-33,825	0	180,925	0	280,000
CIP	1,172,700	1,172,700	67,069	6	1,223,764	104	1,172,700
Transfer Out to General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out to CIF	0	0	0	0	150	0	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	<u>147,260</u>	<u>147,260</u>	<u>0</u>	0	<u>0</u>	0	<u>147,260</u>
ALL FUNDS - GRAND TOTAL:	<u>7,993,270</u>	<u>7,993,270</u>	<u>436,144</u>	<u>5</u>	<u>4,050,471</u>	<u>51</u>	<u>7,993,270</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
50% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,030	28,030	2,499	9	12,139	43	28,030
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>28,030</u>	<u>28,030</u>	<u>2,499</u>	<u>9</u>	<u>12,139</u>	<u>43</u>	<u>28,030</u>
Administration							
Operations	768,040	768,040	88,344	12	407,007	53	768,040
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>4,413</u>	<u>44</u>	<u>10,000</u>
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>88,344</u>	<u>11</u>	<u>411,420</u>	<u>53</u>	<u>778,040</u>
Non-Departmental							
Operations	912,280	912,280	421	0	205,811	23	912,280
Transfer Out to Cemetery Fund	-49,280	-49,280	0	0	0	0	-49,280
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-471,100	-471,100	0	0	0	0	-471,100
Transfer Out to CIF	0	0	0	0	-150	0	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>326,900</u>	<u>326,900</u>	<u>421</u>	<u>0</u>	<u>173,161</u>	<u>53</u>	<u>326,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Non-Departmental - TOTAL:	<u>351,900</u>	<u>351,900</u>	<u>421</u>	<u>0</u>	<u>173,161</u>	<u>49</u>	<u>351,900</u>
Public Safety							
Operations	926,200	926,200	70,999	8	411,706	44	926,200
Debt Service	0	0	0	0	0	0	0
CIP	<u>67,950</u>	<u>67,950</u>	<u>0</u>	<u>0</u>	<u>6,503</u>	<u>10</u>	<u>67,950</u>
Public Safety - TOTAL:	<u>994,150</u>	<u>994,150</u>	<u>70,999</u>	<u>7</u>	<u>418,210</u>	<u>42</u>	<u>994,150</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
50% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	927,500	927,500	90,828	10	459,276	50	927,500
Debt Service	0	0	0	0	0	0	0
CIP	385,000	385,000	0	0	46,399	12	385,000
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>90,828</u>	<u>7</u>	<u>505,675</u>	<u>39</u>	<u>1,312,500</u>
Economic Development							
Operations	169,870	169,870	8,358	5	66,469	39	169,870
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>169,870</u>	<u>169,870</u>	<u>8,358</u>	<u>5</u>	<u>66,469</u>	<u>39</u>	<u>169,870</u>
Transit System							
Operations	96,350	96,350	5,389	6	43,638	45	96,350
Debt Service	0	0	0	0	0	0	0
CIP	75,150	75,150	0	0	2,221	3	75,150
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>5,389</u>	<u>3</u>	<u>45,860</u>	<u>27</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,242,890	266,839	8	1,573,397	49	3,242,890
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	0	0	59,536	11	563,100
GENERAL FUND - GRAND TOTAL:	<u>3,805,990</u>	<u>3,805,990</u>	<u>266,839</u>	<u>7</u>	<u>1,632,934</u>	<u>43</u>	<u>3,805,990</u>

Town of Altavista
Council / Planning Commission
FY 2016 Expenditure Report
50% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	10,496	50	21,000
Other Employee Benefits			0	0	0	0	
Services	2,000	2,000	0	0	0	0	2,000
Other Charges	5,030	5,030	750	15	1,643	33	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	28,030	28,030	2,499	9	12,139	43	28,030

Town of Altavista
Administration
FY 2016 Expenditure Report
50% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	402,200	402,200	36,959	9	194,293	48	402,200
Other Employee Benefits	18,400	18,400	100	1	8,897	48	18,400
Services	193,840	193,840	33,748	17	118,969	61	193,840
Other Charges	125,200	125,200	15,751	13	66,802	53	125,200
Materials & Supplies	28,400	28,400	1,786	6	18,047	64	28,400
Capital Outlay	10,000	10,000	0	0	4,413	44	10,000
Total Expenditures	778,040	778,040	88,344	11	411,420	53	778,040

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
50% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	105,800	105,800	307	0	70,821	67	105,800
<i>Campbell County Treasurer</i>	57,200	57,200	0	0	54,992	0	57,200
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	3,023	60	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	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>	500	500	307	61	307	61	500
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	42,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	11,446	114	10,000
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	292,500	292,500	307	0	154,117	53	292,500
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	3,175	0	0
Fuel - Fire Company	5,000	5,000	115	2	1,135	23	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	115	2	4,311	86	5,000
NON-DEPARTMENTAL - SUBTOTAL	297,500	297,500	421	0	158,428	53	297,500
TRANSFER OUT							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
50% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out - CIF	0	0	0	0	150	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
TRANSFER OUT - TOTAL	585,380	585,380	0	0	32,650	6	585,380
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	14,733	50	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	14,733	50	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	912,280	912,280	421	0	205,811	23	912,280
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
CAPITAL OUTLAY - TOTAL	25,000	25,000	0	0	0	0	25,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	937,280	937,280	421	0	205,811	22	937,280
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	351,900	351,900	421	0	173,161	49	351,900

Town of Altavista
Public Safety
FY 2016 Expenditure Report
50% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	804,000	804,000	67,296	8	369,725	46	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	500	3	3,036	19	16,200
Other Charges	39,500	39,500	1,358	3	15,415	39	39,500
Materials & Supplies	66,500	66,500	1,845	3	23,530	35	66,500
Capital Outlay	67,950	67,950	0	0	6,503	10	67,950
Total Expenditures	994,150	994,150	70,999	7	418,210	42	994,150

Town of Altavista
Public Works
FY 2016 Expenditure Report
50% of Year Lapsed

PUBLIC WORKS - FUND 10	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	641,100	641,100	77,303	12	339,317	53	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	207	2	3,401	40	8,400
Other Charges	25,300	25,300	1,459	6	9,621	38	25,300
Materials & Supplies	252,700	252,700	11,859	5	106,936	42	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	0	0	46,399	12	385,000
Total Expenditures	1,312,500	1,312,500	90,828	7	505,675	39	1,312,500

Town of Altavista
Economic Development
FY 2016 Expenditure Report
50% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,600	102,600	7,922	8	50,091	49	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	30,400	156	1	13,701	45	30,400
Other Charges	31,670	31,670	229	1	2,567	8	31,670
Materials & Supplies	5,200	5,200	50	1	111	2	5,200
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	169,870	169,870	8,358	5	66,469	39	169,870

Town of Altavista
Transit System
FY 2016 Expenditure Repost
50% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	64,000	64,000	4,123	6	32,052	50	64,000
Services	3,250	3,250	0	0	150	5	3,250
Other Charges	4,150	4,150	286	7	1,847	44	4,150
Materials & Supplies	24,950	24,950	980	4	9,590	38	24,950
Capital Outlay	75,150	75,150	0	0	2,221	3	75,150
Total Expenditures	171,500	171,500	5,389	3	45,860	27	171,500

Town of Altavista
FY 2016 Revenue Report
50% of Year Lapsed

Enterprise Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	2,000	2,000	965	48	6,008	300	2,000
Water Charges - Industrial	904,000	904,000	-8,350	-1	386,854	43	904,000
Water Charges - Business/Residential	294,000	294,000	30,921	11	140,658	48	294,000
Water Charges - Outside Community	136,000	136,000	6,778	5	63,737	47	136,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	3,113	104	3,000
Sewer Charges - Industrial	1,187,400	1,187,400	-3,847	0	466,855	39	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	29,784	10	133,898	46	291,000
Sewer Charges - Outside Community	2,000	2,000	145	7	1,230	62	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	4,600	88	5,200
Sewer Charges - Sewer Surcharges	100,000	100,000	4,004	4	19,896	20	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	20	0	2,635	57	4,600
Misc. Cash Discounts	200	200	0	0	5	3	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	1,154	5	25,734	103	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,954,900</u>	<u>2,954,900</u>	<u>61,574</u>	<u>2</u>	<u>1,255,225</u>	<u>42</u>	<u>2,954,900</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
50% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	932,090	932,090	52,556	6	471,867	51	932,090
Debt Service	280,000	280,000	-33,825	0	180,925	0	280,000
CIP	210,600	210,600	67,069	32	1,081,595	514	210,600
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>73,630</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>85,800</u>	<u>6</u>	<u>1,734,387</u>	<u>116</u>	<u>1,496,320</u>
Wastewater Department							
Operations	1,174,950	1,174,950	74,029	6	471,512	40	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	0	0	65,381	<u>31</u>	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>		<u>0</u>		<u>73,630</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>74,029</u>	<u>5</u>	<u>536,893</u>	<u>37</u>	<u>1,458,580</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	126,585	6	943,380	45	2,107,040
Debt Service	280,000	280,000	-33,825	0	180,925	0	280,000
CIP	<u>420,600</u>	<u>420,600</u>	<u>67,069</u>	<u>16</u>	<u>1,146,975</u>	<u>273</u>	420,600
Transfer Out	<u>147,260</u>	<u>147,260</u>	<u>0</u>		<u>0</u>		<u>147,260</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,954,900</u>	<u>2,954,900</u>	<u>159,829</u>	<u>5</u>	<u>2,271,280</u>	<u>77</u>	<u>2,954,900</u>

Town of Altavista
Water Department
FY 2016 Expenditure Report
50% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	543,600	543,600	29,259	5	231,347	43	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	4,899	11	81,514	188	43,300
Other Charges	163,350	163,350	13,048	8	65,491	40	163,350
Materials & Supplies	181,840	181,840	5,350	3	93,515	51	181,840
Debt Service	280,000	280,000	-33,825	0	180,925	0	280,000
Capital Outlay	210,600	210,600	67,069	32	1,081,595	514	210,600
Transfer Out to Reserves	73,630	73,630					73,630
Total Expenditures	1,496,320	1,496,320	85,800	6	1,734,387	116	1,496,320

Town of Altavista
Wastewater Department
FY 2016 Expenditure Report
50% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	677,600	677,600	42,048	6	268,541	40	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	458	3	11,865	76	15,650
Other Charges	313,000	313,000	25,650	8	127,172	41	313,000
Materials & Supplies	168,700	168,700	5,873	3	63,935	38	168,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	210,000	210,000	0	0	65,381	31	210,000
Transfer Out	73,630	73,630					73,630
Total Expenditures	1,458,580	1,458,580	74,029	5	536,893	37	1,458,580

Town of Altavista
Fund Expenditure Totals
FY 2016
50% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	451,000	6,843	2	80,353	18	451,000
CIP	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
State/Hwy Water Department - TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>6,843</u>	<u>1</u>	<u>80,353</u>	<u>13</u>	<u>619,000</u>

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,280	31,280	2,632	8	16,002	51	31,280
CIP	21,000	21,000	0	0	17,253	82	21,000
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>77,280</u>	<u>77,280</u>	<u>2,632</u>	<u>3</u>	<u>33,254</u>	<u>43</u>	<u>77,280</u>

Town of Altavista
FY 2016 State/Highway Fund
50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	619,000	619,000	163,309	26	326,618	53	619,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>163,309</u>	<u>26</u>	<u>326,618</u>	<u>53</u>	<u>619,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	-971	-2	5,820	12	48,200
Maintenance - Pavement	150,000	150,000	133	0	4,196	3	150,000
Maintenance - Traffic Control Devices	56,800	56,800	3,495	6	19,494	34	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	696	1	1,579	3	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	283	1	24,523	49	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,208	4	24,741	31	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>6,843</u>	<u>2</u>	<u>80,353</u>	<u>18</u>	<u>451,000</u>
Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>6,843</u>	<u>1</u>	<u>80,353</u>	<u>13</u>	<u>619,000</u>

Town of Altavista
FY 2016 Cemetery Fund
50% of Year Lapsed

Cemetery Fund - Fund 90	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	1,600	11	8,300	55	15,000
Interest/Interest Income	9,000	9,000	2,269	25	4,833	54	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	3,100	78	4,000
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	49,280	49,280	0	0	0	0	49,280
Cemetery Fund - GRAND TOTAL:	77,280	77,280	5,169	7	16,258	21	77,280
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	941	10	4,122	43	9,500
Salaries and Wages/Overtime	500	500	91	18	363	73	500
Benefits/FICA	800	800	76	9	312	39	800
Benefits/VRS	1,050	1,050	67	6	424	40	1,050
Benefits/Medical Insurance is pre-paid	1,300	1,300	168	13	703	54	1,300
Benefits/Group Life	130	130	7	6	46	35	130
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	1,282	7	10,032	56	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	77,280	77,280	2,632	3	33,254	43	77,280

FY 2016 Cemetery Fund as of December 31, 2015

Town of Altavista

Grand Total of all Investments and Deposits
Balance as of December 31 , 2015

\$ 15,952,114.08

Non-Specific

Green Hill Cemetery 564,763.18

General Fund Reserves

Capital Improvement Program Reserves

3,442,670.22

Altavista EDA Funding 300,367.38 *

300,367.38

Enterprise Fund Reserves

Capital Improvement Program Reserves

200,906.08

PCB Remediation 600,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,439.77

Public Funds Money Market Accounts

8,496,624.82 → Includes Funds \$336,309.75 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 2,327,965.48

DESIGNATED FUNDS 3,811,912.96

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

12,140,201.12

-6,353,383.00

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

UNDESIGNATED FUNDS

5,786,818.12

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 2014 Highway Carryover of Funds

-256,918.72

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

Tank Maintenance FY 2014

-50,000.00

FY15 Projected Carryover Needs

-277,375.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement

-353,903.79

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

-102,600.00

Apprvd 8/11/15 PCB - Test entire pond

-6,000.00

Apprvd 6/9/15 Bedford Ave water tank

-62,000.00

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

-55,000.00

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

-95,000.00

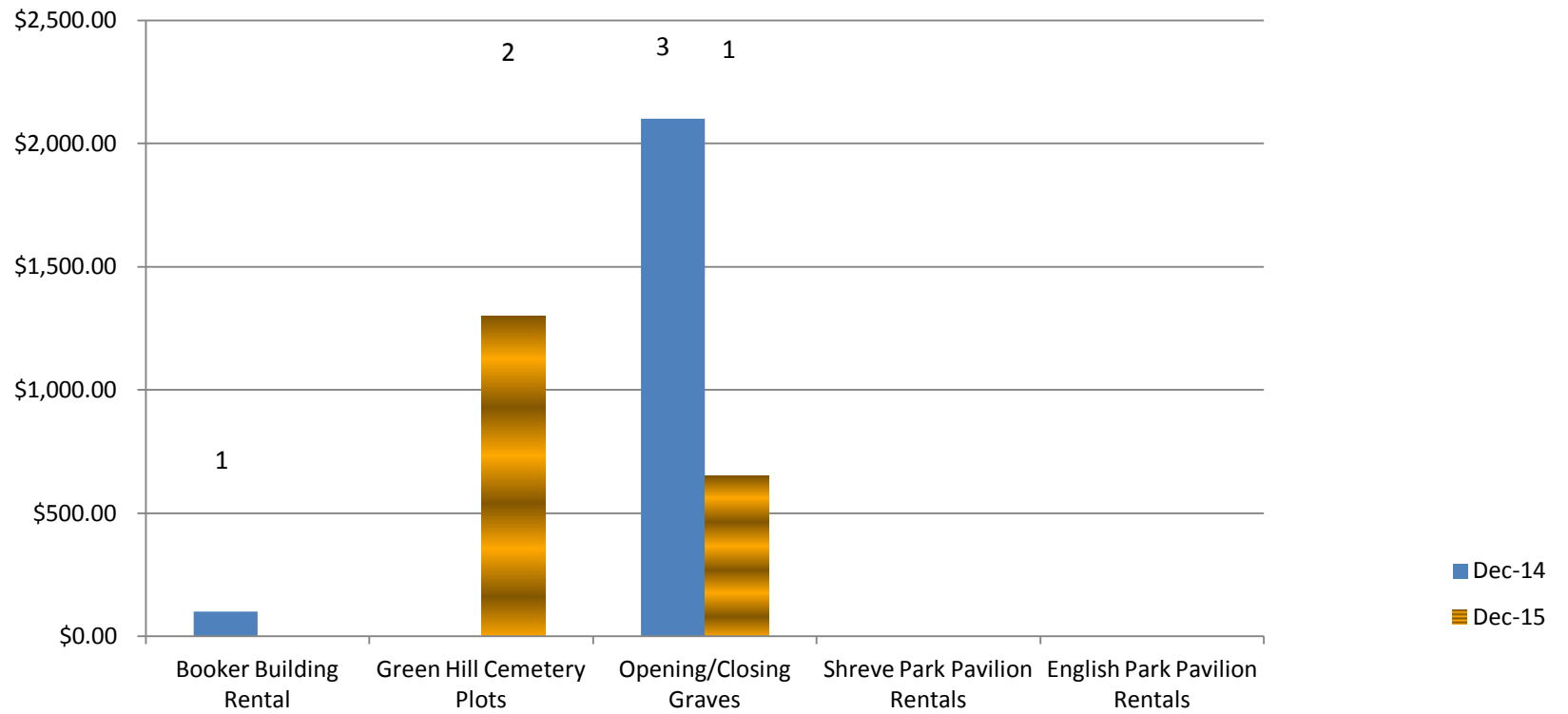
Apprvd 9/22/15 Concept presented at work session for improvements to electrical at WTP and construction of new bldg to house electric panels

-1,041,859.80

UNDESIGNATED RESERVE FUND BALANCE

2,966,309.97

~ ADMINISTRATION ~



Monthly Report to Council

Date: January 12, 2016

To: Town Council

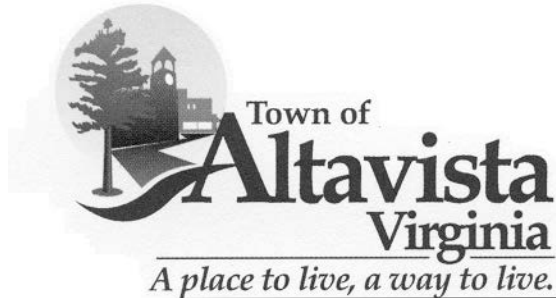
From: Dan Witt, Assistant Town Manager

Re: December Reporting

1. Zoning/Code Related Matters: 2015 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>				
1/15/2015	001-15	Chris Rice- 308 Valley View Drive	New Single Family Home Construction				
5-Feb	002-15	Schrock Construction, Evington,VA	Addition to home at 1101 Broad Street				
9-Feb	003-15	Sammy Smith, 1407 Franklin Ave	4x8' addition to existing 8x8' shed				
11-Feb	004-15	AA/CC HFH P.O. Box 232 Altavista, VA	New SFH at 1324 4th Street				
11-Feb	005-15	Jason Smawley 1918 Tabby Lane	Home Occupation- Real Estate Office				
13-Feb	006-15	Benjamin Jones, 1628 Melinda Dr.	Home Occupation- Web site design business				
13-Feb	007-15	Witt Builders, 1225 Wards Rd. Altavista	24' x 31' Restroom building at Avoca 1514 Main St				
13-Mar	008-15	Coby Worsham 1600 Bedford Ave	12x18' Shed in back yard				
20-Mar	009-15	Wilson Dickerson 2220 Walnut St	12x16' Shed in side yard				
26-Mar	010-15	Donald English 1204 Lynch Road	10.5'x 12' deck on back of house				
26-Mar	011-15	Donald English 1018 8th Street	12x12' deck on back of house				
15-Apr	012-15	Jessica Erk 1002 Broad St.	Home Occupation, Massage Therapy				
17-Apr	013-15	Graham Packaging, 103 Odgen Rd.	12 x 12' gazebo				
23-Apr	014-15	Kenneth Lambert, 1015 8th Street	24 x 26' garage in back yard				
11-May	015-15	Campbell County School Board, 904 Bedford Ave	Replace existing message board*Permit not Completed				
15-May	016-15	Heidi Inman, 611 Broad St	Relocate Dojo 3-Ring Business				
15-May	017-15	Samuel Knaus, 315 11th St	2 12x20' Detached storage sheds				
3-Jun	018-15	Keystone Novelties, Lancaster, PA	Fireworks tent, T&C Shopping Center 1301 Main Street				
8-Jun	019-15	Silvy Perkins, Long Island VA	Altavista Medical & Oncology Massage Therapy, 600 Broad Street				
17-Jun	024-14	Holliday Cleaning Services, LLC, 1827 Sunset	Home occupation, office for cleaning services				
19-Jun	020-15	Linda Stone 1001 8th Street	16x36' concrete covered porch & detached 2 car garage				
22-Jun	021-15	Robert Smith, 352 Camping Spring Rd, Lynch Station	10x20' Enclosed deck on back of house, 1813 Avondale Dr.				
22-Jun	022-15	Flip West Builders, 265 Sadle Rd. Lynch Station	Replace back decks on Town Homes, 1719 Avondale Dr.				
30-Jun	023-15	Kristyn Lefler 623 Broad St., Altavista	2 signs for change in business name-Smith's Building Merchandise				
8-Jul	024-15	Image Brite, Inc, Waterlick Rd. Lynchburg	Sign Replacement at ACS 904 Bedford Ave.				
14-Jul	026-15	Dhruvit Shah, 1588 Main St, Altavista	Two shelter for hotel at this location				
22-Jul	027-15	Thomas Rosak 327 11th Street, Altavista	Porch on rental property at 1806 Forest St. Ext.				
4-Aug	029-15	Brumfield Construction, Hurt VA	New detached garage at 204 River Oaks Dr. Altavista				
4-Aug	030-15	Brumfield Construction, Hurt VA	10'x10' gazebo at 715 Main Street				
6-Aug	028-15	Josiah Goldsmith, Lynch Station	Handicap Ramp 1514 Main St. (AVOCA) Eagle Scout Project				
10-Aug	031-15	Michael Hudson, 1514 Avoca Lane	New Sign at AVOCA 1514 Main St.				
14-Aug	032-15	Jesse Puryear 305 Frazier Rd.	8'x8' Shed in back yard				
19-Aug	034-15	Wilson Dickerson 2220 Walnut St	Detatched shed at 319 Myrtle Lane				
28-Aug	035-15	Marc Kessler, Lynchburg VA	1209 Main Street- new owner of Laser Car Wash				
31-Aug	036-15	William Jackson, 2104 Laurel Lane	Detatched Carport at 1901 18x40'				
31-Aug	036A-15	Patricai Seamans, Rochester, NY	Sign Replacement at Walmart, 51 Clarion Road				
1-Oct	038-15	Tammy Barksdale, 1802 Forest St.	12x16' deck on front of house				
1-Oct	039-15	Thomas Kathan, PO Box 251, Altavista	TK Transport, 914 Main St				
2-Oct	040-15	Huck Finn, INC, Latham NY	New Business, 1301 Main St. T&C Shopping Center				
22-Oct	041-15	Delois Webb, 346 Starkey Rd, Gretna	New Sign at 1029 Main St. C&W Hair Salon				
3-Nov	041b-15	Ntelos, 1150 Shenandoah Village, Waynesboro, VA	Antenna upgrades 1618 Melinda Dr				
3-Nov	042-15	Stan Prince, P.O. Box 8510, Richmond VA	Tractor Supply Business at 1301 N Main St. Altavista				
5-Nov	043-15	Jeff Holland, 4435 Waterfront Dr. Glenn Allen VA	Antenna upgrades 1618 Melinda Dr				
9-Nov	044-15	Sandra McManus 1801 Bedford Ave	Home occupation- Mobile salon shear sharpening				
11-Nov	044A-15	Willie Cox, 10045 Leesville Rd, Evington	Removal of structure at 633 Main Street				
20-Nov	045-15	Flip West Builders, 265 Sadle Rd. Lynch Station	Church of Christ 1301 Avondale- A roof on rear porch				
25-Nov	046-15	Budget Signs, 3148 Williamson Rd. Roanoke	New sign face at 2187 Lynch Mill Rd.				
9-Dec	047-15	Scott Lowman, 8414 Tolars Ferry Rd. Pittsville, VA	New home construction at 1291 Lynch Road				
15-Dec	048-15	Charles Stewart, 395E Gretna Rd. Gretna VA	New home construction at 200 West Road				

- Spoke with Mr. Coffee regarding shed encroachment which he plans to move in January 2016.
2. **Site Plans Reviewed and/or Approved:**
 - N/A
 3. **Planning Commission (PC) Related:**
 - Completed packets for January 4th meeting. This included completing a draft 2015 annual report and 2016 work plan.
 - Staffed public hearing for Agriculture Use code change that would allow for chickens in residential districts.
 - Worked to incorporate changes for the 2015 Comp Plan update.
 4. **AOT Related**
 - Nothing Noted
 5. **ACTS Related**
 - Validated daily ridership and revenue for bus system (December) - see bus report.
 - New bus has been delivered and picked up from Sonny Merryman, INC. Staff working with Creative Edge for design, other than a wrap, for the bus as the bus is completely white.
 - Operations reimbursements submitted for November 2015.
 - Worked on Transportation Development Plan for DRPT due by January 15, 2015.
 - Scheduled quarterly drug screens for ACTS employees and Public Works DOT screens.
 - Completed driver schedules for 1st quarter of 2016.
 - Started initial work on the FY2017 operations grant and FY2017-2022 6-year CIP.
 6. **Projects and Administrative Related:**
 - Updated GIC
 - Town Council report for December regular meeting and attended regular meeting.
 - Certified TOA November bank statements.
 - Created Everbridge and ACTS inserts for 2016 Town Calendar.
 - Completed and submitted permit renewal for bird depredation (vultures)
 - CIP templates developed for FY2017-2021.
 - Met with Tim from the Journal for an article about Chickens and the proposed code changes.
 - Reviewed and commented on 2 drafts of the CCUSA/TOA water purchase agreement.
 - Met with Waverly, Frank Rogers, Clif Tweedy, and Mary Pascal to discuss the County's involvement in the development of the proposed canoe launch site. This request will placed on the Board of Supervisors February agenda.



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

Public Works / Utility Report December 2015

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

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

Work Orders Process 237

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	32
○ Water Turn On / Turn Off(s)-----	29
○ Read Monthly Meters-----	64
○ Read Quarterly Meters-----	1,705
○ Exchanged Meters-----	1

Utility Department – Location Distribution:

○ Maintain Meters-----	134 Man Hours
○ Maintain Water and Sewer Utilities-----	107 Man Hours
○ Total Sewer Main (Cleaned)-----	320 Feet
○ Total Sewer Main Manholes (Cleaned)-----	1 Manholes
○ Maintain Tanks-----	11 Man Hours
○ Assisting Water Treatment Plant-----	19.50 Man Hours
○ Assisting Waste Water Treatment Plant-----	46 Man Hours

Street Department:

- Litter Pick up-----73 Bags
- Sweeping Streets-----62 Miles
- Weekend Trucks-----1 Truck
- Leaf Collection Loads-----67 Loads
- Leaf Collection-----183.50 Hrs.
- Other Traffic Roadside Maintenance On Streets-----259.50 Hrs.

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----2
- Brush Collected Stops-----58 Stops
- Brush Collected Loads-----9 Loads
- Bulk Collection Stops-----95 Stops
- Bulk Collection Tonnage-----6.83 Tons
- Solid Waste Tonnage-----98.08 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----57.50 Man Hours
- Maintain Park Buildings-----136.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----355.50 Man Hours

Water Department Report:

Water Production:

- Water Plant: 53.84 million gallons of raw water treated.
- Water Plant: 50.74 million gallons of finished water delivered.
- McMinnis Spring: 8.2 million gallons of finished water treated.
- McMinnis Spring: average 273,678 gallons per day and run time hours 16 a day.
- Reynolds Spring: 5.7 million gallons of finished water treated.
- Reynolds Spring: average 188,484 gallons per day and run time hours 11 a day.

Water Consumption From:

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

Water Sold:

- Town of Hurt **2,555,550** Gallons

Water Plant Averages for December 2015 :

- **Weekday: 18.2 hrs/** day of production
1,860,435 gallons treated / day
- **Weekends: 13 hrs/** day of production
1,381,250 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- pH probes on Wall back in working order
- Fluoride Grant Pumps and accessories received and will be installed ASAP
- 3rd Floor Painting in first section completed
- Auto Dialer for SCADA up and operational
- Surface Wash repair done on filter number 1
- Quarterly Safety Inspection Completed

Wastewater Department Report

- Fine Filter Screen installed 12/7/15
- Fine Filter Screen placed in service 12/8/15
- Industrial Inspection conducted for Pretreatment Program
- Semi Annual Industrial Monitoring conducted
- Normal Monthly Work Session with Council
- Sewer Infiltration/Inflow coming from lynch creek sewer line?
- Received semi-annual PT report (All parameters pass)
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	140 wet tons
Gallons of Water Treated	76.88 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	95%

Altavista Police Department

Town of Altavista

510 7th St.

Altavista, Va. 24517

December 2015 Statistics

Simple Assault	(4)
Burglary / B&E's	(1)
Shoplifting	(1)
Embezzlement	(1)
Theft from Motor Vehicle	(3)
Purse Snatching	(1)
Counterfeiting / Forgery	(1)
All Other Larceny	(1)
Destruction of Property	(6)
Drug / Narcotic Violations	(1)
Family Offences / Non-Violent	(4)
Trespass	(1)
All Other Offences	(13)
Total IBR Reportable Offences	(38)
Total Number Cleared by Arrest	(8)



Memo

To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: December 2015 Economic Development Update

Announcements/Highlights:

- Staff worked with a site selection consultant for contacts and leads for the Altavista Office Park call center space. A postcard was designed and mailed to the contacts.
- Staff developed an RFI for prospect development.

Networking:

- Staff attended the Region 2000 SBDC Marketing Committee meeting.
- Staff will be attended the VEDA Winter membership meeting
- Staff attended Region 2000 VEDP Christmas dinner.
- Staff conducted a tourism meeting in Altavista with the Virginia Tourism Corporation.

Existing Business and Retention

- Staff met with officials at Schrader Bridgeport.
- Staff met with officials at Abbot.

Marketing

- Staff is working with Blair Marketing on the final drafts for the tourism brochure.
- Staff worked with the Campbell County Office of Economic Development on developing a new prospect development program with 310 Marketing.
- Staff was invited to participate in a VEDP Marketing mission for Region 2000 Economic Development Alliance.

Develop Products

- Staff continued assistance with Hub Scrap on the demolition at the former Lane Site.
- Staff prepared a briefing for the Altavista EDA on an industrial property evaluation.
- Staff is working with the Campbell County Office of Economic Development on a partnership for the Dearing Ford Center for Business.

Encourage Entrepreneurism

- The Powell Foundation awarded an entrepreneurial program for AOT. AOT is developing an outline for the program in January.
- Staff is working with the merchants on Broad and Seventh Street on a marketing and entrepreneurial program.

AOT December Monthly Report



Conferences

- SBDC Growth Wheel information session at CVCC
- Common Wealth Games information session at Liberty University
- Search Engine Optimization Lunch & Learn at CVCC
- Attended regional tourism meeting at Region 2000
- Attended VTC regional tourism meeting at DeVault Vineyards
- VTC consultation visit to Altavista

AOT

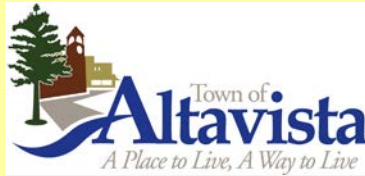
- Helped Chamber of Commerce with Christmas parade
- Held monthly board meeting, Dec. 10th
- Started gathering information and data for the VMS DataBonanza
- Was interviewed by Lynchburg public radio station about Altavista On Track
- Attended business promotion meeting at Kvasir Meadworks
- Received \$5,000 from Powell Foundation for downtown business retention grant
- Wrote press release on Gibley Jog success for website

Economic Development

- Presented AOT fall update to Town Council
- Worked on second draft for Altavista tourism brochure
- Continued to work with CSA RFL applicant

Goals to be completed by next month

- Comprehensive plan will be revised and turned in to Dan Witt by February
- VMS Databonanza will be submitted Jan. 15th
- Priority list will be presented to AOT board on projects for this coming year (Downtown expansion, banners, murals, cruise-ins, and grant money.)
- Will attend VMS directors retreat, Jan 20-22 in Abingdon VA



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: December 8, 2015
Re: ~~Public Hearing – Issuance of General Obligation Public Improvement Bonds~~
POSTPONED UNTIL JANUARY 26, 2016

Background

Over the past year, the Town of Altavista has been working towards having the Main Street Waterline Improvements (Project 1B) work designed, bid and constructed. Town Council approved the awarding of the project to low bidder, E.C. Pace, Inc. At this time Council will conduct a public hearing on the potential issuance of General Obligation Public Improvement Bonds which were received previously from requests from banks. The debt service would have a maximum principal amount of \$2,750,000 and would be utilized for the waterline improvement project, as well as the storm water component that was added to the project.

Raymond James and Associates conducted the RFP process to request bank bids to fund the General Obligation debt issuance not to exceed \$2,750,000. The bank bids were discussed with Council at it's December 22, 2015 Work Session. I have attached the page from the report issued by Raymond James that outlines the bank bids that were received. In order to facilitate this financing, staff has worked with Raymond James and bond counsel to prepare the attached parameters resolution that will allow the Town Manager, in collaboration with the Financial Advisor and bond counsel, to execute an obligation with a Principal amount not to exceed \$2,750,000. If Council decides to issue the debt, it would need to decide which financing option they would like to utilized (10, 15, 20 - year term). Staff recommends the 20-year term from Carter Bank & Trust.

During the process of reviewing bank bids, the idea of possibly refinancing our existing debt was discussed. At this time, staff is working with our financial advisor and the banks to see the feasibility of such action. Included in tonight's resolution is the option for the Town to consider refinancing its existing debt, if the parameters are agreeable to the Town. Town Council would be authorizing the Town Manager to assess the benefit versus the expense and decide if a refinancing is appropriate.

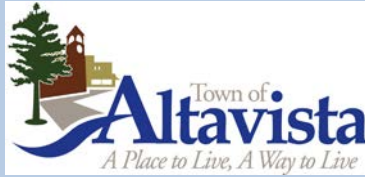
Possible Motion(s)

The two following motions would be needed to issue the debt and consider the refinancing:

"I move that the Town Council approve the Ordinance in regard to issuance of General Obligation Bonds in the not to exceed amount of \$2,750,000 in order to finance utility improvements and associated bond issuance costs. I further authorize the Town Manager, Town Treasurer, Town Attorney and Town Clerk to sign all needed financial forms related to this transaction."

"I move that the Town Council approve the attached Resolution in regard to issuance of the General Obligation Bonds in the not to exceed amount of \$2,750,000 in order to finance utility improvements and associated bonds issuance costs, as well as the consideration of refinancing the Town's existing debt if agreeable to the Town. I further authorize the Town Manager, Town Treasurer, Town Attorney and Town Clerk to sign all needed financial forms related to these transactions."

Attachments: Staff Memo (December Work Session); Bank Bid Summary; Ordinance; Covering Certificate for Resolution; Resolution for Issuance of General Obligation Bonds; Form of Bond – Series 2016 [A/B]



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: January 12, 2016
Re: University of Iowa Request – Berm in WWTP EOP

Summary

As you are aware, the Town has been considering the request by the University of Iowa in regard to the construction of a berm in the WWTP's Emergency Overflow Pond. The University of Iowa is interested in research activities regarding the degradation of PCBs and would like access to high concentration areas for their work. Last month we received response back from EPA Region III in regard to the process by which to report "research/development" projects.

Dr. Schnoor has inquired as to the status of the request, in order to include it in his annual progress report to his funding agency (NIEHS). Staff is seeking direction in regard to this matter.

Recommendation

None at this time.

Possible Motion:

None at this time

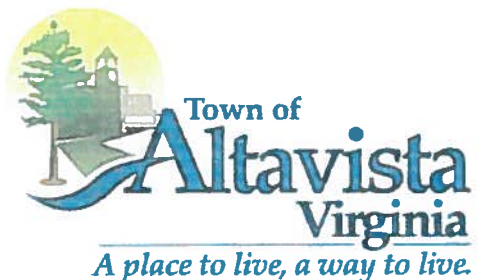
Attachments: Photos of Plot #7; U of I letter of support



Photograph of Plot #7 (Taken on 1/8/2016) (Submitted by Councilman George)



Photograph of Plot #7 (Taken in October 2015) (Submitted by Councilman George)



Police Department
P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-7425
Fax (434) 369-4369

March 12, 2014

Community Engagement Director
Iowa Superfund Research Program
University of Iowa
Iowa City, VA 52242

Dear Dr. Just:

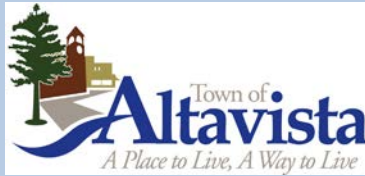
The Town of Altavista welcomes the opportunity to partner with the Iowa Superfund Research Program to facilitate research at the PCB contaminated site on the grounds of our wastewater treatment facility. We are happy to offer site access and can accommodate modest needs for your research. We also are continuing the phytoremediation studies that we have pursued in the past in cooperation with Ecolotree, Inc. as part of our efforts.

It is our understanding that the majority of research costs related directly to work performed by the Iowa Superfund Research Program will be the responsibility of the University of Iowa. But, we acknowledge and are willing to contribute some staff time to facilitate the research endeavor.

We look forward to working together.

Warm regards,

Michael E. Mattox, Mayor
Town of Altavista



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: January 12, 2016
Re: Zoning Ordinance Amendment – Keeping of Chickens

Summary

Last month, Council was presented with the Planning Commission's recommendation regarding amendments to the Town's Zoning Ordinance which would allow for the keeping of chickens under certain conditions. Council discussed the issue and asked that staff further the review and answer any questions that may be submitted by Council members and then place the item back on Council's agenda.

Staff has reviewed and discussed the ordinance and a council member requested that it be put on the agenda. Below are specifics related to the ordinance, as proposed:

- The property where the chickens are kept must be “owned and operated” by the person keeping the chickens. *(This basically has the impact of being allowed for single family, non-rental properties.)* In addition, the proposed ordinance states that they will be for the “owner’s personal use”, which eliminates any commercial activities. It appears the ordinance intends to be for single family dwellings but does not specifically state such intent.
- Coop size as listed in the ordinance (10 sq. ft. minimum per hen), appears to be much larger than other ordinances reviewed. *(Typically others require a minimum of 1.5 to 2 sq. ft.)* The pen minimum size of 10 sq. ft. per hen appears to be in line with other localities.
 - *Consideration may be given to a maximum area to be devoted to the pen, which would include a coop and the open run area. (i.e. City of Salem requires an “enclosed secure area not to exceed a total of 128 square feet, herein known as the pen. Pens shall include a coop (enclosed structure) containing a minimum of 1.5 square foot per hen and an open run area containing a minimum of 8 square feet per hen. Pens may be portable.) Salem permits six (6) hens.*
- Any individuals that may currently be “keeping chickens” would need to comply with any new provisions that are adopted and if the ordinance amendments are not approved, they would be in violation of the zoning ordinance.
- A copy of the permit application that the City of Salem uses is attached for your review.
- Removal of the “sunset clause” in regard to the ordinance expiring one year from the date of such passage.

Following discussion by Council, staff is seeking direction on this item. If Council is ready, a First Reading of the Ordinance can be held tonight and a public hearing scheduled for next month; or the item can be scheduled for additional review/discussion at a future Town Council meeting, possibly even jointly with the Planning Commission.

Recommendation

None at this time.

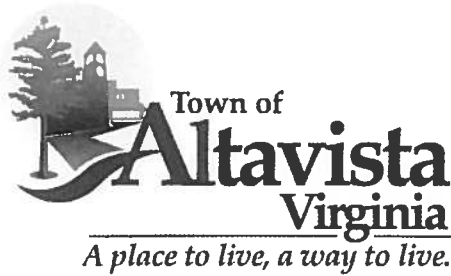
Possible Motion(s)/Action(s):

"I move that the attached ordinance (as presented or amended) be scheduled for a public hearing at the February 9, 2015 Town Council meeting at 7:00 p.m."

Or

Provide direction to staff in regard to any outstanding issues and/or indicate when or if this item should be placed on a future Town Council agenda.

Attachments: Planning Commission recommendation (previously provided at the December Work Session);
City of Salem permit application



Commissioners

Jerry Barbee, Chairman
Laney Thompson, Vice Chair Person
Tim George
John Jordan
John Woodson

Staff Planner

Dan Witt

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

Amendment to Town Zoning Ordinance: Agricultural Use (Chickens)

Subject Overview

The Planning Commission (PC) was asked by a citizen to consider an ordinance that would allow chickens for personal use within the Town. Chairman Barbee asked staff if chickens were permitted anywhere in town and staff responded 'no' but the only time the matter of chickens was addressed was on a complaint basis. Chairman Barbee, along with the other commissioners, wanted to be proactive with this request, especially with this being a growing trend, and develop an ordinance that permitted chickens, but at the same time regulate this use would provide an enforcement mechanism to staff.

Recommendation

The Altavista Planning Commission held its public hearing on Monday, December 7, 2015 at 5:00 p.m. in the Rudy Burgess Town Hall. No one spoke for or against the proposed ordinance amendments and the PC voted 5-0 to recommend to Town Council the changes to the town code (attached)

I make a motion that the Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86/515.1. 86-32, 86-132, 86-192, 86-322, 86-352, & 86-382 as presented. The Planning Commission will review the ordinance one year after adoption.

The vote tally was as follows:

Chairman Barbee-	Yes
Vice Chairman Thompson-	Yes
Mr. George-	Yes
Mr. Jordan-	Yes
Mr. Woodson-	Yes

The basis for this recommendation are as follows:

1. This use is consistent with the quality of life goals in the Comprehensive Plan.
2. This use is a growing trend throughout urban areas within the State and the country as a whole.
3. This use provides a healthier food source and alternative to commercially grown food.
4. This use can potentially reduce kitchen waste that would otherwise go to the landfill.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Ordinance Amendment Public Hearing #7

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

Subject Title: Public Hearing Section 86-515.1

Meeting Date: Nov 2, 2015—**Dec 7, 2015**

Action Needed: Hear input from the public, consider any requests to the proposed changes in zoning

(N/A: Information only) Possible recommendation to Town Council

Subject Overview

The Commissioners have been considering an amendment to the Town's Zoning Ordinance to allow chickens in all zoning districts with specified conditions contained in the attached code.

The code limits the number to 6 hens that can be kept not closer than 20' from a property line and 30' from any dwelling other than the property owners. The ordinance also contains specific language for the coop and pen along with materials that they can be built from.

Staff Recommendations, if applicable

Staff recommends that the Commission hear public comments and concerns, any additional recommendations from legal counsel and determine if a recommendation is appropriate to Town Council.

Suggested / Required Action or Suggested Motion(s)

"I make a motion that the Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86-515.1, 86-32, 86-132, 86-192, 86-322, 86-352, and 86-382 as presented."

"I make a motion that the Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86-515.1 86-32, 86-132, 86-192, 86-322, 86-352, and 86-382 with specific changes as follows:"

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-515.1 relating to keeping of chickens.

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

1. That a new Section 86-515.1 be added to the Code of the Town of Altavista as follows:

Sec. 86-515.1. Keeping of chickens.

(a) It shall be lawful for any person to keep on premises owned and occupied by him or her for such owner's personal use not more than six (6) female chickens such chickens to be kept not less than thirty (30) feet from any dwelling and 20 feet from any property line. Such chickens shall be kept in the rear yard of the lot, meaning the portion of the lot between the rear line of the main dwelling and the rear line of the lot extending the full width of the lot.

(b) Such chickens within the town shall be provided with and kept within a completely enclosed covered enclosure (coop) and an open outside enclosure (pen) at all times. Such coop shall contain a minimum of 10 sq. ft. per chicken and such pen shall contain a minimum of 10 sq. ft. per chicken. The coop shall not exceed 8' in height. Pre-manufactured coops and pens may be made from any material. Otherwise, the following materials may not be used to construct coops and pens: Tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

It shall be the duty of such owner to maintain such coop and pen at all times in a safe, clean and sanitary condition, free of excrement and other unsanitary or offensive substances, liquids or odors, and so as not to constitute a hazard to the health or safety of any person or to become a nuisance.

(c) The outdoor harvesting of any chicken is prohibited.

(d) Prior to locating such chickens on his or her property, such owner shall obtain a permit from the Town on forms provided by the Town. Newly issued permits will run from the date of issuance to December 31 and shall be renewed annually on January 1 thereafter. There shall be no fee for the issuance of such permit.

Failure to obtain such permit prior to placing chickens on property within the Town shall be a Class 4 misdemeanor and each day in violation after notification in writing shall constitute a separate offense.

(e) This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista and shall expire one year from the date of such passage subject to extension and/or modification.

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, relating to use types (definitions).

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

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-32. Use types.

Accessory apartment means a second dwelling unit within a detached single-family dwelling or within an accessory structure on the same lot as the detached single-family dwelling, which is clearly incidental and subordinate to the main dwelling unit.

Adult bookstore means an establishment that devotes more than 15 percent of the total floor area utilized for the display of books and periodicals to the display and sale of the following: (a) books, magazines, periodicals or other printed matter, or photographs, films, motion pictures, blue ray discs, compact discs, digital video discs, video cassettes, slides, tapes, records, or other forms of visual or audio representations which are characterized by an emphasis upon the depiction or description of "specified sexual activities" or "specified anatomical areas"; or (b) instruments, devices, or paraphernalia which are designed for use in connection with "specified sexual activities". An adult bookstore does not include an establishment that sells books or periodicals as an incidental or accessory part of its principal stock-in-trade and does not devote more than 15 percent of the total floor area of the establishment to the sale of books and periodicals, or photographs, films, motion pictures, blue ray discs, compact discs, digital video discs, video cassettes, slides, tapes, records, or other forms of visual or audio representations.

Adult drive-in-theatre means an open lot or part thereof, with appurtenant facilities, devoted primarily to the presentation of motion pictures, films, theatrical productions, and other forms of visual productions, for any form of consideration, to persons in motor vehicles or on outdoor seats, and presenting material distinguished or characterized by an emphasis on matter depicting, describing or relating to "specific sexual activities" or "specified anatomical areas" for observation by patrons.

Adult mini-motion picture theatre means an establishment, with a capacity of more than five but less than 50 persons, where, for any form of consideration, films, motion pictures, video cassettes, slides, or similar photographic reproductions are shown, and in which a substantial portion of the total presentation time is devoted to the showing of material which is distinguished or characterized by an emphasis upon the depiction or description of "specified sexual activities" or "specified anatomical areas" for observation by patrons.

Adult model studio means an establishment open to the public where, for any form of consideration or gratuity, figure models who display "specified anatomical areas" are provided to be observed, sketched, drawn, painted, sculptured, photographed, or similarly depicted by persons, other than the proprietor, paying such consideration or gratuity. This provision shall not apply to any school of art which is operated by an individual,

firm, association, partnership, corporation, or institution which meets the requirements established in the Code of Virginia, for the issuance or conferring of, and is in fact authorized there under to issue and confer, a diploma.

Adult motion picture arcade means a place to which the public is permitted or invited where coin or slug-operated or electronically, electrically, or mechanically controlled still or motion picture machines, projectors, or other image producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing "specified sexual activities" or "specified anatomical areas".

Adult motion picture theatre means an establishment, with a capacity of 50 or more persons, where, for any form of consideration, films, motion pictures, video cassettes, slides, or similar photographic reproductions are shown; and in which a substantial portion of the total presentation time is devoted to the showing of material which is distinguished or characterized by an emphasis upon the depiction or description of "specified sexual activities" or "specified anatomical areas" for observation by patrons.

Adult use means any adult bookstore, adult motion picture theatre, adult mini-motion picture theatre, adult motion picture arcade, adult model studio, or adult drive-in theatre, as defined in this chapter.

Agricultural service means services provided specifically for the agricultural community which is not directly associated with a farm operation. Included in this use type would be servicing of agricultural equipment, independent equipment operators, and other related agricultural services.

Agriculture means the use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. The keeping of a cow, pig, sheep, goat, male chicken (rooster) or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. The keeping of female chickens in compliance with Sec. 86-515.1 shall not constitute agriculture. A garden accessory to a residence shall not be considered agriculture (see definition for *Garden, home*).

REMAINING USE TYPE DEFINITIONS IN SEC. 86-32 ARE UNCHANGED.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-132 of the Code of the Town of Altavista, 1968, relating to permitted uses in R-1 low-density residential district.

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

1. That Section 86-132 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-132. - Permitted uses.

(a) Only one building and its accessory buildings may be erected on any lot or parcel of land in the R-1 low-density residential district.

(b) The following uses are permitted by right or by special use permit in the R-1 low-density residential district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*
(None)

(2) *Residential use types.*
Accessory apartment*
Community garden (S)
Family day care home (S)*
Group home*
Home garden
Keeping of chickens per Sec. 86-515.1
Home occupation*
Manufactured home, emergency*
Single-family dwelling, detached*
Temporary family health care structures*

- (3) *Civic use types.*
 - Community recreation*
 - Cultural service
 - Educational facilities, primary/secondary (S)
 - Public parks and recreational areas (S)
 - Religious assembly (S)*
 - Safety service
 - Utility service, minor
- (4) *Office use types.*
 - (None)
- (5) *Commercial use types.*
 - Bed and breakfast (S)*
- (6) *Industrial use types.*
 - (None)
- (7) *Miscellaneous use types.*
 - Amateur radio tower*
 - Satellite dish antenna one meter or less in diameter or measured diagonally
 - Satellite dish antenna in excess of one meter in diameter or measured diagonally*

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in R-2 medium-density residential district.

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

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-192. - Permitted uses.

(a) The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*
(None)

(2) *Residential use types.*
Accessory apartment*

Community garden (S)

Duplex*

Family day care home*

Group home*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation*

Manufactured home, emergency*

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units—(S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

(3) *Civic use types.*

Assisted care residence*

Cemetery (S)

Club (S)*

Community recreation*

Crisis center (S)

Cultural service

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)*

Day care center (S)*

Golf course (S)

Personal service business(s)

(6) *Industrial use types.*

Recycling center (S)

(7) *Miscellaneous use types.*

Amateur radio tower*

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally*

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-322 of the Code of the Town of Altavista, 1968, relating to permitted uses in C-I local business district.

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

1. That Section 86-322 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-322. - Permitted uses.

The following uses are permitted by right or by special use permit in the C-I local business district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment*

Duplex*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation*

Multi-family dwelling (S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

(3) *Civic use types.*

Assisted care residence*

Club*

Crisis center (S)

Cultural service

Educational facilities, college/university (S)

Educational facilities, primary/secondary

Governmental service

Guidance service

Halfway house (S)

Life care facility

Nursing home

Park and ride facility

Post office

Public assembly (S)

Public parks and recreational areas (S)

Religious assembly*

Safety service

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution*

General office

Laboratory (S)

Medical office

Substance abuse clinic (S)*

(5) *Commercial use types.*

Bed and breakfast*

Business support service

Business/trade schools

Car wash (S)

Commercial indoor sports and recreation (S)

Communications service

Day care center*

Funeral service

Garden center

Gasoline station (S)*

Hospital (S)

Personal improvement service

Personal service

Restaurant, small—Whether in a new or existing shopping strip center*

Restaurant, small—As a stand-alone building (S)*

Retail sales—Not exceeding 3,000 gross square feet per use

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower*

Parking facility, surface/structure (S)

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally*

Tower (S)*

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-352 of the Code of the Town of Altavista, 1968, relating to permitted uses in C-2 general business district.

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

1. That Section 86-352 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-352. - Permitted uses.

The following uses are permitted by right or by special use permit in the C-2 general business district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment*

Duplex*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation*

Multi-family dwelling (S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

Upper-story housing unit*

(3) *Civic use types.*

Assisted care residence*

Club*

Correction facility (S)

Crisis center

Cultural services
Educational facilities, college/university (S)
Educational facilities, primary/secondary
Governmental service
Guidance service
Halfway house (S)
Life care facility
Nursing home
Park and ride facility
Post office
Public assembly
Public maintenance and service facility (S)
Public parks and recreational areas (S)
Religious assembly*
Safety services
Utility service, major (S)
Utility service, minor

(4) *Office use types.*

Financial institution*
General office
Laboratory
Medical office
Substance abuse clinic (S)*

(5) *Commercial use types.*

Adult use (S)*
Agricultural service
Antique shop
Assembly hall
Automobile dealership, new*
Automobile dealership, used (S)*

Automobile parts/supply, retail
Automobile rental/leasing
Automobile repair service, major (S)*
Automobile repair service, minor
Business support service
Business/trade schools
Car wash
Commercial indoor amusement
Commercial indoor entertainment
Commercial indoor sports and recreation
Commercial outdoor entertainment
Commercial outdoor sports and recreation
Communications service
Construction sales and service
Consumer repair service
Convenience store
Dance hall (S)
Day care center*
Equipment sales and rental (S)
Farmers market (S)
Flea market (S)
Funeral service
Garden center
Gasoline station*
Hospital
Hotel/motel/motor lodge
Kennel, commercial (S)*
Laundry
Manufactured home sales
Mini-storage (S)*

Modular home sales
Pawn shop
Payday loan establishment
Personal improvement service
Personal service
Recreational vehicle sales and service
Restaurant, small
Restaurant, fast food or drive-thru*
Restaurant, general
Retail sales*
Studio, fine arts
Transient merchant*
Travel center (S)
Veterinary hospital/clinic

(6) *Industrial use types.*

Construction yard (S)
Custom manufacturing
Recycling center
Transportation terminal (S)
Truck terminal (S)

(7) *Miscellaneous uses.*

Amateur radio tower*
Parking facility, surface/structure (S)
Satellite dish antenna one meter or less in diameter or measured diagonally
Satellite dish antenna in excess of one meter in diameter or measured diagonally*
Tower (S)*

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-382 of the Code of the Town of Altavista, 1968, relating to permitted uses in M (industrial) district.

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

1. That Section 86-382 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-382. - Site development regulations.

The following uses are permitted by right or by special use permit in the M (industrial) district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation (S)*

Multi-family dwelling (S)*—Only when redeveloping or renovating an existing industrial building

(3) *Civic use types.*

Correction facility (S)

Educational facilities, college/university (S)

Governmental services

Post office

Public maintenance and service facility

Safety services

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution*

- General office
- Laboratory
- Medical office
- (5) *Commercial use types.*
 - Business support services
 - Business trade school
 - Communication services
 - Construction sales and services
 - Equipment sales and rental
 - Mini-storage*
- (6) *Industrial use types.*
 - Construction yard
 - Custom manufacturing (S)
 - Industry, light
 - Industry, medium
 - Industry, heavy (S)
 - Recycling center
 - Resource extraction (S)
 - Transportation terminal
 - Truck terminal (S)
 - Warehousing and distribution
- (7) *Miscellaneous use types.*
 - Parking facility, surface/structure (S)
 - Satellite dish antenna one meter or less in diameter or measured diagonally
 - Satellite dish antenna in excess of one meter in diameter or measured diagonally*
 - Tower (S)*

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



RESIDENTIAL CHICKENS LICENSE APPLICATION

Date: _____

Applicant: _____

Property Owner (if different from applicant): _____

Site Address: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

Number of Chickens on Premises: _____ (up to 6 total hen chickens allowed)

Size of pen: Length _____ Width _____ Height: _____

Total square footage of coop: _____ Total square footage of open run: _____

- Pen shall comply with the City's Accessory Uses: Residential Use Types Ordinance Sec. 106-316.3.

Distance of pen from adjacent principal structures: _____

Declaration:

Are you declaring chicken ownership prior to the enactment of the Urban Agriculture Ordinance?

☐ YES ☐ NO (Must be declared by August 1, 2012)

Number of Chickens on Premises: _____

I understand that I must be in full compliance with Section 106-318 by July 5, 2014. _____ (initial)

The following must be submitted with the permit application:

1. A sketch of the property showing the following:
 - Location and size of the premises and the location, size and type of all structures and pens for the chickens
 - Setbacks of chicken pens from property lines
 - Setbacks and use of adjacent structures
 - Distance between chicken pen and adjacent principal structures (including neighbors) – Cannot be closer than 50 feet and must be at least 5 feet from the property lines.
 - Feces and waste removal plan (state if composting, disposal, direct fertilization, etc.)
 - Other information as required in the Accessory Uses: Residential Use Types Ordinance
2. An annual license fee of \$25.00. (checks made payable to the City of Salem)

Agreement:

By signing this statement, the applicant agrees that the premises may be inspected at all reasonable times so as to assure compliance with the conditions outlined herein, and in Code of the City of Salem, Chapter 106.

Applicant

Date of Application

Property Owner (if different from applicant)

Date of Application

OFFICE USE
ONLY

Date Received: _____

Tax Map #: _____

Zoning: _____

Date Reviewed: _____

Approved: _____

Denied: _____

Approved By _____

Date: _____

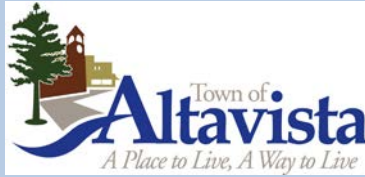
Title _____

License Expiration Date: June 30, 20____.

Notes/Comments: _____

The limited keeping of chickens may be permitted as an accessory use to single family dwellings subject to the following conditions:

1. Each parcel shall contain one single family dwelling and must have a minimum lot size of one-quarter acre (10,890 square feet).
2. Chickens are defined herein as domestic female chicken hens. Roosters are prohibited.
3. Chickens shall be kept for the household's personal consumption only. Commercial use such as selling eggs or selling chickens for meat shall be prohibited.
4. There shall be no slaughtering or processing of chickens.
5. No more than 6 chickens shall be allowed.
6. Adequate shelter, care and control of the chickens are required. Any person allowed to keep chickens under this section shall comply with all of the provisions and requirements of the City and State Code regarding care, shelter, sanitation, health, rodent control, cruelty, neglect, noise, reasonable control and any other requirements pertaining to, but not limited to, the adequate care and control of animals in the city.
7. The owner of the chickens shall take necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites. Chickens found to be infested with insects and parasites that may result in unhealthy conditions may be removed by an animal control officer.
8. Chickens shall not be allowed to roam free. They shall be kept in an enclosed secure area not to exceed a total of 128 square feet, herein after known as a pen. Pens shall include a coop (enclosed structure) containing a minimum of 1.5 square foot per hen and an open run area containing a minimum of 8 square feet per hen. Pens may be portable.
9. The materials used for pens shall be uniform and kept in good condition to protect the safety of the chickens.
10. All pens must be at least 5 feet from the property lines and no closer than 50 feet from any adjacent principal structure, situate on an adjacent parcel, other than that of the owner of the chickens. Portable pens shall be moved on a regular basis.
11. All pens shall be located in the rear yard only.
12. All pens shall be located out of any drainage areas that could allow fecal matter to enter a storm drainage system or stream.
13. All pens shall be constructed and maintained so as to be impermeable to rodents, wild birds, and predators, including dogs and cats, and to prevent such animals or other pests from being harbored underneath, inside, or within the walls of the enclosure. All pens must be kept dry, well-ventilated, and in sanitary condition at all times, and must be cleaned on a regular basis to prevent offensive odors. All manure not used for composting or fertilizing shall be removed promptly. Odors from chickens, manure, or other chicken-related substances shall not be detectable at the property boundaries.
14. All feed or other material intended for consumption by the chicken shall be kept in containers impenetrable by rats or other rodents, and such container shall be equipped with tightly fitting caps or lids. All feeding shall be conducted in a manner so as to prevent unconsumed food from being accessible to other animals or rodents. The presence of rodents in an area used for the keeping of chickens shall be prima facie evidence that such area is maintained in violation of this section.
15. Composting of chicken litter and waste on site is highly encouraged. If any litter and/or waste is to be disposed of, it must be double bagged and securely closed and deposited in either a City approved receptacle or taken to the City Transfer Station. Also, any dead chickens shall also be double bagged and securely closed and deposited in either a City approved receptacle or taken to the City Transfer Station.
16. Disposal of litter, waste, and dead chickens on public land or in the sewage or storm water collection system is strictly prohibited.



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: January 12, 2016
Re: Project 1B Main Street Waterline – Bank Bids Discussion

Summary

As indicated earlier, it was our intent to conduct the Public Hearing tonight on the potential issuance of debt service for this project but unfortunately the second required advertisement did not run in the paper. The public hearing has been rescheduled for Tuesday, January 26, 2016 at 5:00 p.m. during the Town Council's Work Session.

Due to the fact that the new schedule will only give staff and the bond counsel a very short period in which to assemble the closing documents, it would be beneficial if Council could discuss the borrowing options and tentatively decide which of the three terms (10, 15 or 20 years) would be the choice, should the Council decide to issue the debt following the public hearing. I have attached the sheet setting forth the bank bids that were provided, this information was originally distributed at your December Town Council meeting.

Recommendation

Staff recommends the Carter Bank & Trust 20-year loan for financing of Project 1B Main Street Waterline Improvements. If Council concurs, staff could be directed to include the necessary language in the documents that will be presented at the public hearing later this month.

Possible Motion(s)/Action(s):

None at this time.

Attachments: Bank Bid Summary Sheet (excerpt from Raymond James report)

Summary of Bank Loan Bids

Proposal Observations:

- Carter Bank provided the lowest interest rates for all three requested amortizations.
- First National Bank of Altavista 's included a 5 and 10 year rate which may be amortized up to 20 years but requires the loan to be paid off or refinanced at the end of 5 or 10 years, respectively
- BB & T did not provide a 20-year option and was the only bank to have a pre-payment penalty and require bank counsel fees to be paid by the Town

	BB&T	Carter Bank & Trust	First National Bank of Altavista
Total Amount Borrowed	\$2,750,000	\$2,750,000	\$2,750,000
Amortization:			
5 Years	N/A	N/A	1.99% w/conditions
Bond Proceeds	N/A	N/A	\$2,726,350
Average Annual Debt Service Payment	N/A	N/A	\$583,266 (Amortized over 5 years)
Total Debt Service	N/A	N/A	\$2,916,331
10 Years	2.31%	2.20%	2.25% w/conditions
Bond Proceeds (after cost of issuance is paid)	\$2,724,550	\$2,726,350	\$2,726,350
Average Annual Debt Service Payment	\$311,134	\$309,360	\$310,166 (Amortized over 10 years)
Total Debt Service	\$3,111,345	\$3,093,602	\$3,101,662
15 Years	2.96%	2.40%	2.50%
Bond Proceeds	\$2,724,550	\$2,726,350	\$2,726,350
Average Annual Debt Service Payment	\$229,692	\$220,477	\$222,108
Total Debt Service	\$3,445,384	\$3,307,155	\$3,331,617
20 Years	N/A	2.60%	2.75%
Bond Proceeds	N/A	\$2,726,350	\$2,726,350
Average Annual Debt Service Payment	N/A	\$178,075	\$180,597
Total Debt Service	N/A	\$3,561,504	\$3,611,945
Conditions - Put*	N/A	N/A	For the 5 or 10 year scenarios - up to 20 year amortization with a balloon payment at the end of 5 or 10 year term
Upfront Fee	None	None	None
Lender Counsel Fee	Town to Pay (Estimated to be \$2,400)	None	None
Town Costs (FA/BC and Lender Counsel Fee)	\$26,050	\$23,650	\$23,650
Fixed Rate Optional Prepayment	In whole on debt service date with 1% premium	Prepayment at anytime without penalty	Prepayment at anytime without penalty
Rate Good Until	1/28/2016	1/29/2016	Not Specified
Additional Conditions	Annual Audited Financials of the Town	Annual Audited Financials of the Town	Annual Audited Financials of the Town

*At the end of the selected amortization period, the Town would either pay-off the balloon payment or refinance the balance of the loan.



Town Manager's Report – For Month of December 2015

Bedford Avenue Waterline Project (Project 1A)

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

Main Street Waterline Project (Project 1B)

- Bids Awarded by Town Council.
- Contract has been executed, start date set for January 18th.
- Council considering bank bids for financing of project.

WWTP EOP – PCB Remediation

- Town attended the DEQ's Informal Fact Finding (IFF) Proceeding in Richmond on Monday, November 30, 2015. The Presiding Officer will make a recommendation to DEQ's Director and the Town will be informed of its status in the Voluntary Remediation Program (VRP) within ninety (90) days.
- Town Council considering/discussing the request of the University of Iowa for the construction of a berm in the EOP.

Canoe Launch

- Town staff meet with Campbell County staff regarding Town Council's request for participation by Campbell County. County staff has indicated that they intend to place this on the February Board of Supervisor meeting agenda for consideration of "in-kind" services.
- Staff is exploring grant opportunities for this project.

Broadband Grant Award

- Governor McAuliffe announced that the Town of Altavista was one of several communities to receive a grant to the Virginia Telecommunications Planning Initiative (VATPI). The VATPI program provides funding for communities to develop a comprehensive community-based telecommunication plan. The Town's award, as a Tier III recipient totals \$30,000.
- Staff is developing the Request for Proposals that is part of the Planning Grant and submitting for review.
- Initial stakeholder meeting will be held on Wednesday, January 20th at 5:30 p.m. (Train Station).

RFQ/P Process for Annual Contract for Engineering and Related Services

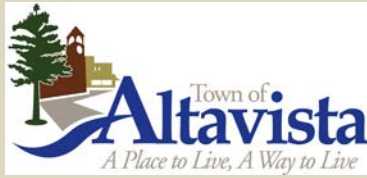
- RFQ/P was advertised with proposals due on Wednesday, January 20, 2016 by 2:00 p.m.

Altavista Police Department

- Police Chief Search: Currently 35+ resumes/applications for the position have been received and are being reviewed. The pool has been narrowed and the process continues.
- Town of Altavista had one (1) officer voluntarily resign during the last month.

OTHER ON-GOING PROJECTS

- Lynch Road Sewer Line Extension Request
- Waterline Improvement (alley behind Schewel's)
- Broad Street sidewalk and drainage issue



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

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

Correspondence/Articles / Items of Interest

Attached are the following:

- **Altavista Community Transit System (ACTS) Transportation Development Plan (Memo and Annual Report to DPRT)**



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager *DW*

Date: January 6, 2016

Re: DRPT Annual TDP Report for ACTS

Each January, as part of the grant application process, I am required to report on the operations of ACTS and progress on the goals contained in the Transportation Development Plan (TDP). The TDP was adopted by Town Council in December 2013 and staff has been using it as a guiding document for decisions related to the transit system.

Attached is the report that was sent to the Department of Rail and Public Transportation for FY2015.



Nick Britton | Statewide Manager of Transit Planning
 Virginia Department of Rail and Public Transportation
 600 E. Main Street | Suite 2102
 Richmond, VA 23219

January 15, 2016

RE: Transit Development Plan (TDP) 2015 Report for Altavista Community Transit System (ACTS)

Dear Mr. Britton:

I am pleased to submit the annual TDP update letter and report for the ACTS Transit Development Plan (TDP) for calendar year 2015 to the Department of Rail and Public Transportation.

2015 Ridership Trends

ACTS began operations on January 1, 2011, while the system experienced a steady growth in the previous 4 years, ridership plateaued in 2015. This seems to be the trend throughout the state and for ACTS this is attributed to a saturation of the service area. Ridership is expected to remain steady unless ACTS expands its service hours or geographical area. The chart below shows monthly and yearly ridership trends for the system. Gains in ridership in previous years ranged from 16% to 40% with a modest **2% decrease** from 2014 to 2015.

Monthly Riders

	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%

ACTS continued running extended hours during the summer months of June through September, adding 2 hours of service each day, Monday through Saturday. Additionally, these same months were free fare months due to the donation by an anonymous citizen. There was a spike in ridership during these months, due to free fares and extended hours, but the ridership saw a slight decline compared to previous years.

Expenses and Revenue Sources

The revenue hours for calendar year 2015 totaled 3,065. The base hourly rate for operations is approximately \$29.60 with an actual annual operations budget of \$90,750.

In July 2014 and 2015 drivers received a 2% cost of living increase in addition to a .25¢ per hour raise. Staff is requesting this same 2% COLA and .25¢ per hour raise for part time drivers and a 2% COLA for full time staff in FY2017. Town Council would not approve these increases until June 2016.

The first chart below contains actual, budgeted, and projected operation and revenue dollars for FY2015-2022. Expenses are in line with or below the TDP projections for operations as are revenue projections. Other than fare box revenue, Federal, State, and Local funds there are no other identified revenue sources. During the TDP process a 'donation' made to provide free fares was discussed. For three years staff was instructed to divide the donation by 4 and count that amount as fare box revenue for each of the 4 months of free fares. However, as a result of the discussion during the development of the TDP, the decision was made to count this donation towards the local match, which was done with the donation made in June 2014 and again in 2015. This reduced the fare box revenue from previous years; however, it was beneficial to the Town as it reduced its match.

The second chart contains information for the same time period but for Capital projects. The bulk of the CIP expenses will be for new buses. Although both of ACTS current buses were purchased in 2010 the plan is to have purchases made for 1 bus every other budget cycle beginning with FY2016. This could change if the route is expanded into adjoining localities or if the ACTS system were to provide a connection to GLTC. If this were to happen, the bus fleet would likely be increased to 3 buses.

Service Statistic/ Funding Category	Actual FY2014	Actual FY2015	Budgeted FY2016	Projected FY2017	Projected FY2018	Projected FY2019	Projected FY2020	Projected FY2021	Projected FY2022
Weekday Vehicle Req'd	1	1	1	1	1	1	1	1	1
Saturday Vehicle Req'd	1	1	1	1	1	1	1	1	1
Sunday Vehicle Req'd	0	0	0	0	0	1	1	1	1
Annual Deviated Fixed Route Hours	3025	3,035	3,035	3,035	3,035	3285	3285	3285	3285
Total System Revenue Hours	3025	3,035	3,035	3,035	3,035	3285	3285	3285	3285
Projected O&M Costs	\$ 86,884	\$ 90,750	\$ 96,150	\$ 98,900	\$ 100,900	\$ 103,900	\$ 111,400	\$ 114,800	\$ 118,245
Change from Prior Year	\$ 5,322	\$ 3,866	\$ 5,400	\$ 2,750	\$ 2,000	\$ 3,000	\$ 7,500	\$ 3,400	\$ 3,445
Anticipated Funding Sources									
<u>Local Revenues</u>									
Fare Box	\$ 5,017	\$ 6,036	\$ 5,000	\$ 5,500	\$ 5,750	\$ 6,250	\$ 6,500	\$ 6,750	\$ 7,000
Local Funds	\$ 20,281	\$ 25,409	\$ 31,902	\$ 32,690	\$ 33,302	\$ 34,177.00	\$ 36,715	\$ 37,817	\$ 38,935
<u>State Funding</u>	\$ 18,126	\$ 16,948	\$ 13,673	\$ 14,010	\$ 14,273	\$ 14,648	\$ 15,735	\$ 16,208	\$ 16,688
<u>Federal Funding</u>	\$ 43,460	\$ 42,357	\$ 45,575	\$ 46,700	\$ 47,575	\$ 48,825	\$ 52,450	\$ 54,025	\$ 55,622
Total Project Revenues	\$ 86,884	\$ 90,750	\$ 96,150	\$ 98,900	\$ 100,900	\$ 103,900	\$ 111,400	\$ 114,800	\$ 118,245

1. O&M for FY2014-15 are actual, for FY2016 is adopted and FY2017-2022 are projected.

2. Funding for O&M are estimated at 50% Federal, State 15% and Local 35%

Capital Cost Item	Actual FY2014	Actual FY2015	Budgeted FY2016	Projected FY2017	Projected FY2018	Projected FY2019	Projected FY2020	Projected FY2021	Projected FY2022
Buses/Vehicles/Equipment									
15 passenger BOC van/bus		0	0	1	0	1	0	1	0
Support Vehicle		1	0	0	0	0	0	0	1
Support Equipment			\$ 8,675			\$ 3,000			
Vehicle Costs	\$ 25,733		\$ 62,000		\$ 64,000		\$ 66,000	\$ 28,000	\$ 68,000
Facilities									
Bus Shelters	\$ -	\$ 15,138	\$ 12,000	\$ -		\$ -			
PW Facility Improvements	\$ 21,738								
Total Project CIP Costs	\$ 47,471	\$ 23,813	\$ 74,000	\$ -	\$ 64,000	\$ 3,000	\$ 66,000	\$ 28,000	\$ 68,000
Anticipated Funding Sources									
Federal (FTA)	\$ 35,586	\$ 18,911	\$ 59,200		\$ 51,200	\$ 2,400	\$ 52,800	\$ 22,400	\$ 54,400
State	\$ 5,031	\$ 3,782	\$ 8,140		\$ 6,400	\$ 300	\$ 6,600	\$ 2,800	\$ 6,800
Local	\$ 5,854	\$ 1,120	\$ 6,660		\$ 6,400	\$ 300	\$ 6,600	\$ 2,800	\$ 6,800
	\$ 46,471	\$ 23,813	\$ 74,000	\$ -	\$ 64,000	\$ 3,000	\$ 66,000	\$ 28,000	\$ 68,000

FY2015: Improvements/purchases

The Capital Improvement Plan (CIP) purchases for FY2015 included cameras and GIS systems for two buses, a new computer, monitor & printer for the Administrator, and the purchase and installation of 3 bus shelters. All projects have been completed; however, an extension was granted to allow for installation of the 3 bus shelters- completed in September 2015.

FY2016: Proposed Capital Improvements/purchases

1. One (1) replacement 15 passenger BOC bus has been purchased from the state contract and will go into operation in January 2016. One of the current 15 passenger BOC buses will be sold at public auction and this money will go towards the local match and/or a future CIP project.
2. Based on a goal and objective in the TDP two additional bus shelters are scheduled for purchase. The budgeted cost for the two shelters in FY2016 is \$12,000; however, the locations for these shelters has yet to be determined.

FY2017-22: Proposed Capital Improvements/purchases

Improvements/purchases proposed for FY2017-2022 are primarily replacement of the 15 passenger BOC buses. Other minor expenses include scheduled replacement of computer equipment and support vehicle. If ACTS expands, the DRPT program administrator has recommended an expansion of our fleet to three (3) 15-passenger BOC vans (buses). Without expansion the replacement schedule for buses will be 1 bus purchased every other year.

FY2017

- No purchases scheduled.

FY2018

- Purchase one (1) 15-passanger BOC van/bus

FY2019

- Purchase computer equipment for administrator.

FY2020

- Purchase one (1) 15-passanger BOC van/bus

FY2021

- Replace ACTS Support Vehicle

FY2022

- Purchase one (1) 15-passanger BOC van/bus

TDP Goals and Objectives

ACTS Transportation Development Plan (TDP) was adopted in December 2013. Progress has been made on the goals and objectives established in the plan and below are updates and progress made during FY2015.

Goal: Provide reliable and user-friendly deviated fixed route service that meets the in-town transportation needs of Altavista residents.

- Offer convenient access to residential areas, medical facilities, employment, shopping, and community agencies within the Town of Altavista.
All residential areas are either part of the normal route or the bus will deviate upon request. Employment, medical facilities, shopping, and community agencies are on the normal route. ACTS will now deviate to the Hurt Medical Center to meet a need of the Town's residents.
- Install and maintain easily identifiable bus stop signage and shelters, prioritizing stops with the highest ridership.
Three (3) bus stop shelters were installed in September 2015 and 2 more are in the FY2016 CIP.
- Provide additional passenger amenities that make transit easy to use.
Pull stop cords have been installed in the new 15 passenger BOC bus along with cameras to provide convenience and safety for both the driver and passengers. New, easier to read and understand flyers were produced as part of a recent marketing plan. Money from an anonymous donor was used to purchase ACTS monogrammed umbrellas for those citizens utilizing the service.
- Explore opportunities to expand hours of service, especially on Saturdays and evening hours.
Summer hours continued this past year with an additional 12 hours per week of service during the months of June through September. Summer hours are from 8AM until 8PM Monday through Friday and from 9AM until 4PM on Saturdays.
- Document customer service requests and consider implementing suggested improvements that will better meet residents' needs.
An electronic file has been created and maintained that contains suggestions.

Goal: Provide service that enables Altavista residents to maintain personal independence and be engaged in civic and social life.

- Provide service that is accessible to all population groups.
Ongoing. This past year ACTS has partnered with the Altavista Combined School to provide a learning experience for special needs students. This partnership provides the opportunity to learning independent living skills to students who otherwise may not have such an opportunity.

- Honor all deviation requests that are feasible while maintaining the printed schedule.
Ongoing. Deviation to the Hurt Medical Center was initiated and used during the past year.
- Engage the community on an annual basis, at minimum, to determine transit needs and issues that will assist ACTS in meeting this goal.
The public is invited to a public hearing each year that includes the annual ACTS operations and CIP budgets. A survey of the riders is planned for 2016.
- Review the fare structure annually to determine if fares are both affordable for riders and economical for the operations of the system.
Fare structure remained the same (.50¢) since inception; however, 10-punch passes (\$4 each or 3 for \$10) and unlimited monthly passes (\$20) are growing in popularity and use. No rate increases are planned for the upcoming year.

Goal: Seek partnerships and opportunities to serve the out-of-town and long distance transportation needs of Altavista residents, with the additional benefit of enhancing regional mobility and connectivity.

- Explore potential demand to provide cost-effective service to areas outside of Altavista (e.g., weekly or twice weekly service to regional medical facilities).
Town Council continues to have a cautious approach to expanding outside the Town limits without a financial partnership with another entity or municipality. However, a local taxi service now offers daily trips to and from Lynchburg, at a very reasonable rate, and citizens have the opportunity to take advantage of this service. This fills a need that ACTS does not have to consider at this time.
- Coordinate service and transfer opportunities with other transit providers in the region (e.g., GLTC).
No opportunities arose during the past year.
- Participate in regional mobility initiatives.
No opportunities arose during the past year.
- Undertake system improvements with a long-term view of ACTS and Altavista as a transit hub (with connections to Lynchburg, Rustburg, Brookneal, etc.).
This continues to be a long-term objective but is totally conditional on the Town Council agreeing to provide services outside the town limits and partners are willing to help pay the additional expenses.
- Partner with neighboring jurisdictions to provide local funding to expand service.
Town of Hurt has declined opportunities to enter into a joint partnership with the Town to provide service into their community. However, at the request of citizens of Altavista, deviation to the Hurt Medical Center was initiated and used during the past year.

Goal: Deliver transit services in a cost-effective manner.

- Record and monitor monthly ridership, operations expenses, and fare box revenues. Consider implementing corrective measures if performance deviates from established standards for more than three consecutive months.
Ridership and fare box revenue is verified and recorded daily by staff and monthly ridership is reported to DRPT as is operational expenses. While ridership was down a modest 2% this past year, that was not cause for concern as this was a trend throughout most of the state.

- Share information on system performance with the Altavista Town Council and Transit Advisory Committee (TAC) on a regular basis to demonstrate the value of the Town's transit investment.

Monthly written reports are provided.

- Explore partnership opportunities with local businesses, employers, educational institutions, and other community stakeholders (e.g., Central Virginia Community College (CVCC) Altavista Center, Walmart, etc.) to maximize financial support for transit.

A partnership with the Altavista Combined School was implemented in January 2015.

Note: Central Virginia Community College Altavista Satellite campus has closed.

- Identify and explore strategies to secure new revenue sources (e.g., fundraising campaign, advertising, other grant opportunities, etc.); request assistance from the state to provide training and other resources.

An annual local contribution by an anonymous donor contributed to the local match and provided free fares for all citizens in the months of June through September.

Goal: Market existing transit services.

- Maintain accurate and up-to-date transit information on the Altavista website.

An updated flyer that was developed during the marketing consultation is on the Town's web site.

- Distribute ACTS brochures including schedules and maps at key community locations.

Currently provided at each stop and at Town Hall. Plans are to add locations such as the library, YMCA and businesses for distribution of the ACTS flyer.

- Provide transit service information to local schools, organizations, and agencies whose constituents are likely to ride transit.

Flyers provided to Altavista Combined School and as stated a partnership with the Altavista Combined School was implemented in January 2015.

- Participate in community events to promote ACTS (e.g., service on Uncle Billy's Day).

ACTS provided shuttle bus service to over 600 persons for UBD.

- Identify community stakeholders and residents who may not know about ACTS or who are potential "choice" riders, and develop marketing strategies to encourage them to try transit.

A marketing strategy was developed with the assistance of KFH and will be evaluated and used moving forward. The new flyer is already in use.

- Develop educational materials or activities that will assist new riders in using ACTS service.

The ACTS flyer continues to be the only 'educational material' available. However, the Town produces and distributes an annual town calendar to all citizens and businesses. This year the new flyer was inserted into all the calendars and was delivered in December.

Goal: Manage and maintain the existing system to ensure safe and reliable services.

- Maintain vehicle fleet in accordance with recommended maintenance schedules.

Ongoing, oil and maintenance occurs every 3,000 miles.

- Replace vehicles/equipment as recommended by DRPT's useful life criteria.

One bus will be replaced in January 2016 and one bus will be offered on Public Surplus or GovDeals.

- Monitor system safety (e.g., the accident rate) and take corrective actions if necessary.

Cameras and GIS systems were installed in both busses in the Fall of 2014. No reportable accidents have occurred since inception.

- Develop operating policies and procedures, review annually, and update as needed. Review with new staff during training and with existing employees at least once a year.
No new staff were hired in 2015 and an operating policy will be developed once DRPT provides the template they are currently developing.

Summary

ACTS had another safe and successful year of operations. While ridership declined for the first time since inception, the modest 2% decline was not cause for concern. A couple of highlights for the year were the continued partnership with the Altavista Combined School and the route deviation to the Hurt Medical Center. ACTS continued to operate within its operational budget and only requested a small 6% increase for FY2017. This increase can be attributed to a 2% COLA, a .25¢ per hour increase in the part-time drivers' salaries and adding 5% of the mechanic's salary to the ACTS budget.

ACTS would not be possible without the support of the Altavista Town Council and the Department of Rail and Public Transportation and it will continue to provide safe and reliable transportation as long as this support is available.

Respectfully submitted by Dan Witt, Assistant Town Manager



~ January 2016 ~						
◀ Dec 2015						Feb 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day Town Offices Closed	2
3	4 Planning Commission Meeting 5:00 PM	5	6	7	8	9
10	11	12 Council Meeting 7:00 PM	13	14	15	16
17	18 Martin Luther King Jr. Day Town Offices Closed	19 County/Town Dinner Meeting 6:00 PM @ Colonial	20	21	22	23 Chamber of Commerce Annual Meeting & Awards Dinner 6:00 PM
24	25	26 Council Work Session 5:00 PM	27	28	29	30
31	Notes:					

~ February 2016 ~						
◀ Jan 2016						Mar 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Planning Commission Meeting 5:00 PM	2	3	4	5	6
7	8	9 Council Meeting 7:00 PM	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council Work Session 5:00 PM	24	25	26	27
28	29 Planning Commission Meeting 5:00 PM	Notes:				