



Town of Altavista

Town Council Regular Meeting/Work Session Agenda

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

Tuesday, November 22, 2016

5:00 PM Council Regular Meeting/Work Session

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Recognitions and Presentations (5 minutes)**
 - a. AOT UPDATE (Jamie Glass, AOT Board President)**
- 5. Public Comments**

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

- 6. Consent Agenda**
 - a. Approval of Minutes – Regular Meeting October 11th; Work Session October 25th**
 - b. Acceptance of Monthly Finance Reports**
 - i. Invoices**
 - ii. Revenue & Expenditure Reports**
 - iii. Reserve Balance/Investment Report**
 - c. Acceptance of FY 2016 Financial Report (Audit)**
- 7. Public Hearings (None Scheduled)**
- 8. New/Unfinished Business/Items for Discussion (40 minutes)**
 - a. Consideration of English Park**
 - b. Consideration of Vehicle for Hire application**
 - c. Joy Foods Utility Bill Adjustment Request**
 - d. December Work Session Date/FY 2018 Budget Calendar**
 - e. Booker Building Preliminary Report**

- f. Consideration of Budget Amendments
 - g. Rt. 29 Bridge Light Project report
 - h. Consideration of FY2018 Transit Budget
- 9. Reports
 - a. Town Manager's Report
 - b. Departmental Reports
- 10. Informational Items/Late Arriving Matters
- 11. Matters from Council
- 12. Closed Session
- 13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, December 13th @ 7:00 p.m.

Town Council Regular Meeting

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

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



Agenda Item: 4a

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

Date: November 22, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Altavista On Track

Jamie Glass, AOT Board President, has asked for a few minutes to update Council on AOT's activities.



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

Date: November 22, 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 October 11th; Work Session October 25th
(Motion to Approve the Minutes as presented or amended.)*

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

Acceptance of FY 2016 Financial Report

(Motion to accept the FY 2016 Financial Report (Audit))

Regular Council Meeting—October 11, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on October 11, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Mitch Etheridge, Motley Baptist Church, gave the invocation.

Council members
present:

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

Council members
absent:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions or changes to the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, 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. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Recognitions and Presentations

5. Public Comment

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

Ms. Linda Ellis Williams, 3008 Hill Street, Lynchburg, Virginia, addressed Council representing the YWCA Frannie's House noting October is Domestic Violence Awareness Month. She thanked Council and Mr. Coggsdale as six years ago Frannie's House was opened and served the community. She noted to date they have housed 237 victims of domestic violence, 6,347 nights of shelter to the victims. Frannie's house not only serves as a shelter but as advocacy for folks that feel it is unsafe for them to stay in their homes. Ms. Williams stated in the state of Virginia domestic violence affects one out of three women and one out of eight men in their lifetime. In the service areas, they have dealt with 13 deaths from victims dying from the hands of their loved ones. These services are needed more and more every day. Ms. Williams noted a candlelight vigil was held October 6, 2016. She noted they are a nonprofit organization and temporarily closed their doors during the time of having

Regular Council Meeting—October 11, 2016

no clients at the shelter to save funds. Ms. Williams stated additional funding has been received allowing a new case manager for Frannie's House to be hired. She thanked Council for allowing Frannie's House to come to this area.

Mayor Mattox thanked Ms. Williams and asked if anyone else would like to speak.

No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting September 13th; Work Session September 27th
–The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Appointments (Planning Commission and BZA)-The Council approved the appointment of Mr. John Woodson to the Planning Commission with his term expiring August 2020 and the appointment of Mrs. JoHelen Martin to the Board of Zoning Appeals with her term expiring August 2021.

Mr. Higginbotham and Mr. George questioned several invoices. The check to Campbell County Treasurer in the amount of \$60,291.03 was for meals tax at the Altavista Commons in FY2016 per the agreement with Campbell County. Mr. Higginbotham stated he thought Council was going to discuss this matter.

Mayor Mattox advised it was discussed and voted.

Mr. Coggsdale advised staff would research the minutes to clarify.

Mr. George questioned the check to the Campbell County Public Library in the amount of \$902.86. Mrs. Shelton advised this payment is for cleaning of the library.

Mr. Edwards questioned the amount being given to the libraries in the County for cleaning services.

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

Motion carried:

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

7. Public Hearings

8. New/Unfinished Business

- a. Consideration of Request to Campbell County for Conveyance of English Park Update

Mr. Coggsdale advised at Council's September 27th Work Session, a Community Input Session was held in regard to the possibility of Town Council requesting the Campbell County Board of Supervisors to conduct a public hearing on this item. Three residents appeared before Council

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expressing their interest in this moving forward. He noted previously the Altavista Recreation Committee forwarded their recommendation that the Council pursue this property and submitted 249 signatures, with 102 of those listing their home address as being in the Town of Altavista.

Mr. Higginbotham asked if Council has seen copy of the contract between Campbell County and the property owner.

Mr. Coggsdale stated he would forward this information to Council for review.

Mr. Higginbotham stated he thought this contract referred to the county offering funds for maintenance to the Riverfront Park.

Mrs. Dalton asked what reimbursements or obligations does the county now provide for the property.

Mr. Coggsdale advised basically the town does mowing in the park that the county reimburses for.

Mrs. Dalton questioned the police or any sort of law enforcement.

Mr. Coggsdale responded not at this time. He noted he would talk with the Chief to see what is actually provided.

Mrs. Dalton stated the park is one of the pearls of this community and visioning what it might be like in its fully developed form is a delight. She noted it was her family that sold the property to the County and it has been an interest of hers from the beginning that this property be used for the good of the public. In the contract the County agreed as monies were available for parks, they would invest in this park equally with other parks around the county. Mrs. Dalton stated she is not against the town owning the park but would like to in some form hold the county accountable for when they do have monies available to invest in the park. While going through this investigation and thought process of who should own the park and when, she asked Council to think of ways in which to invest in the park as well as hold the county accountable for what they have pledged to do as well. She suggested looking sharply at the vision of what the park should look like and all of the amenities and the order in which Council would like them to happen, then the cost. After these items are in place, then look at who should own the park and try to build a relationship with the county. She felt talking to the county now was premature.

Mr. Higginbotham stated there is supposed to be a committee made up Campbell County representatives, Town representatives, and a Town of Hurt representative and asked if the committee has dissolved.

Mr. George advised he was part of this committee and there were a lot of meetings; a special committee for just that park and a regular Recreation Committee. He stated the county purchased the park, a VDOT grant was used for the road and at that time it was on rotation with five other parks in the county. The original plan would have been a couple of million dollars and what the County had to offer at that time was \$135,000 which was three attempts at a ball field. It was decided not to go with the ballfield.

Mayor Mattox stated he was on the original committee noting the master plan was set before the board and they started a five-year rotation and the anticipation was every five years one of the projects would be completed.

Mrs. Brumfield stated she spoke with Mr. Stan Goldsmith, Campbell County Board of Supervisors Altavista area district and he stated the money is still on the Capital Improvement Plan for the county and as long as it is still on the

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CIP, the town stands to have some funds for the park. He stated he is not opposed to letting the town own the park. Mrs. Brumfield asked if the Town can afford the park; to do the maintenance and repairs. She noted she has received a lot of feedback from people wanting the ball fields in the park.

Mr. Higginbotham stated regardless if the County owns it or the Town owns the park it will take money to develop it. He noted \$60,000 was just given to the County for meals tax (a moral obligation not a legal obligation to fund the money to the county) and the Town could tell the County that they are putting these funds towards a ball field. He sees no upside that offsets the cost that will be incurred. He asked how much the County has contributed in the past. Mr. Higginbotham stated just because the County owes it doesn't preclude the town from making some improvements.

Mr. Edwards felt for the town to take over the park at this point would be a mistake and will be expensive for the town to develop. He did not feel the cost to develop the park should be a burden for taxpayers of Altavista when the park is used by folks from the Town of Hurt, Campbell, Pittsylvania Bedford Counties, and others. Mr. Edwards suggested finding out what is wanted, then the cost, and approaching the County with the Town will pay half if they pay half.

Mr. George stated at a recent meeting Mr. Goldsmith mentioned the County's financial woes included the schools and how to keep the emergency medical system going. Mr. George noted the other parks in the county are not well kept; there isn't extra funding at this time. He stated he didn't see the County having money in the near future for parks if they are trying to keep the EMS going. People from all over come to use the parks and that's what is wanted; a positive thing.

Mayor Mattox stated he respects the Board of Supervisors for the work they are doing and understands there are issues with the budget. Their priorities are safety, health and education which means the priority for recreation has dropped. The County is willing to give the town the park free and clear because they will not have to pay the \$6,000 to \$8,000 for maintenance which will allow more money to be allotted to the three priorities. Mayor Mattox stated as a resident of Altavista he would like the opportunity to see the park developed and felt the park could be a true asset to bring people to the community. If the Town has control of the park, that will better the ability to develop the park. If the Town owns the park, they would not have to seek approval from the County in regards to development. Mayor Mattox stated he would love to see when the new bridge is completed children playing on both sides in the park. He felt due diligence should be done with cost estimates being obtained for the development of the park with what is really wanted in the park. He does not want the Town to miss this once in a life time opportunity to have the entire park which is a true jewel in the region.

It was the consensus of Council to investigate and develop some options in regards to the county's portion of the park.

Mr. Coggsdale advised he would provide the requested information and will have a discussion with the County based on what has been said.

Mrs. Brumfield stated she would like to know what the Recreation Committee's priorities are.

b. Canoe Launch Project Update

Mr. Coggsdale advised after receiving a final determination from Campbell County that purchase of the Dalton property for the proposed canoe launch site was not the best option, Mr. Eller amended the purchase agreement so that the Town could receive the property as a permanent recreational easement.

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This contract was executed on September 13, 2016; however, the option expiration date and the purchase price remains the same, May 15, 2017 and \$40,000 respectively.

Mr. Witt stated initially when looking at purchasing the property the minimum acreage for agricultural zone is three acres. The County advised the property line goes to the center of the river. Based on that assumption the town could get three acres on the parcel that they were looking at. Per the surveyor, the property did not go to the center of the river and never did unless it was done at a Kings Grant. This reduces the property to less than three acres and the county would not allow the town to subdivide. Route 43 separates the parcel (a road cannot create a nonconforming lot). The property owner, Mr. Larry Dalton, did not want to lose all of his river frontage so that the town would have the three acres. Mr. Witt suggested the recreational easement which is a permanent easement where the town will have all the rights to the land; 1.5 acres of dry land. The county has approved the survey that was completed. The Town has been notified by the Department of Conservation & Recreation (DCR) that the Town has been awarded a Virginia Land and Conservation Fund (VLCF) grant in the amount of \$23,313. This is a 50/50 matching grant so the amount requested for the project was \$46,625. These grant funds are to be used to purchase the recreational easement from the Dalton family, legal fees, survey fees, appraisal fees, title insurance, recordation fees, and an environmental site assessment. The actual grant amount will be based on the appraisal and could be less than the awarded amount, but not more. Mr. Witt noted Mr. Dalton is very pleased with this arrangement. He advised Miss Emelyn Gwynn applied for and received a grant from Dominion Virginia Power. AOT has received \$10,000 that is to be used for the development of the canoe launch site. Staff received notice from DCR that no awards were given to any applicant for the Land & Water Conservation Fund applications (LWCF). Another LWCF grant cycle will be opened in late 2016 or early 2017; however, the Town's project may not be eligible as the lower limits for the cost of the project may be increased and exceed the cost of our project. Mr. Witt noted if Council directs staff, and the Town remains eligible, an application will be resubmitted. There is one pending DCR grant, the Recreational Trails Program (RTP), 80/20 matching grant in the amount of \$338,775 with DCR's portion being \$271,020 and Town match of \$67,754. The notifications are expected at any time. Staff received notification on October 4th from the application submitted to the Timken Foundation that the Town has been awarded \$55,000 from the Foundation. Mr. Witt advised staff will continue seeking funding from local foundations and grant opportunities until directed otherwise by Council; \$167,813 has been raised or appropriated. Town allocated funds (\$69,350), Timken (\$55,000), Dominion (\$10,000), VLCF (\$23,313). Mr. Witt gave a project update stating staff has received two quotes for the design of the site but design has not begun. As previously directed by Town Council at their June 14, 2016 meeting, staff will contract with an engineering firm and begin design of the site. A delay in the design was due to Campbell County zoning regulations not permitting the purchase of the land as originally planned. Staff worked with DCR, Campbell County, and the property owner and reached an agreement that works for all parties, including the Town; an important detail that had to be worked out prior to investing funds in a design plan. Mr. Witt stated having a completed design in hand serves two primary purposes. First, an engineer's estimate of probable costs will be available and likely more accurate than the current 'conceptual' design budget. Secondly, the design is a big step towards having the site 'shovel ready' which will significantly strengthen any future DCR grant applications. The survey showing the recreational easement has been completed and approved by Mr. Dalton and Ms. Sandy Shackelford with Campbell County and will be recorded when the Deed for the recreational easement is executed. This contract will run through September 2018 and staff will have the appraisal completed along with the environmental assessment.

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Mr. Coggsdale asked Council if they wanted to proceed with the purchase of the recreational easement.

Mr. Witt noted that he is required to have a certified appraisal and suspects it will come in lower than what Council is willing to pay.

Mr. Higginbotham asked Mr. Witt why was he so confident the appraisal will come in under the bid.

Mr. Witt stated it is an acre and half of agricultural land in a flood zone which will be compared to other parcels in the area.

Mr. Coggsdale noted we are preparing you for a worst case scenario.

Mr. Higginbotham suggested contacting some appraisers and asked if they think it will come in over \$40,000.

Mr. Witt stated there are only two appraisers that are certified to do this type of work; one in Lynchburg and one in Appomattox.

Mayor Mattox asked if Step 1 would be getting the appraisals done.

Mr. Witt replied that it would be and asked Council if he should move forward with the purchase of the easement. He noted the grant is good through September 2018.

Mr. Coggsdale asked what is the next step once the appraisal is done; is Council ready to move forward with the purchase of the recreation easement.

It was the consensus of Council that Mr. Witt talk to both appraisers, pick one and have the property appraised.

Mr. Witt asked if Council wants staff to expand the seeking of donations to private and businesses; noting a community group started a not for profit 501C3 and raised a sufficient amount of funds for the Timbrook Library.

Mrs. Dalton stated her reaction would be as a donor how much do you need to raise and what are you going to do with it. She felt it would be a good idea once these questions are answered.

Mr. Higginbotham felt it was a good idea as well and suggested Mr. Witt work with Campbell County Recreation because this is actually a project in their backyard.

Mr. George suggested going back to the County for in-kind work now that the town has some items in the works for this project.

Mr. Witt felt it would be appropriate to ask Mr. Goldsmith to take it back to the Board of Supervisors and he would provide Mr. Goldsmith with the grant information and signatures.

Mayor Mattox stated things were moving forward and as soon as more details were available Council would know what they are willing to throw in the pot.

Mayor Mattox asked that the minutes reflect Council's thanks to Dominion Virginia Power and to The Timken Corporation for their donations to the proposed canoe launch.

c. Main Street Paving Update

Mr. Coggsdale advised staff has been working with VDOT in regard to the scheduling and striping of Main Street. VDOT has indicated that milling will

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begin on Sunday, October 16th at 7:00 p.m. and the paving should be complete by October 26th. VDOT will temporarily stripe the new paving as it is currently laid out to give them enough time to change the overhead traffic signals to align with the new layout. The striping of the new layout should occur in late October/early November. This section of the project goes from Pittsylvania Avenue to a point between Hughes Avenue and Wood Lane. He stated the remainder of the project area out to Riverview Drive requires the Town to repave up to the centerline of Main Street on the side that was disturbed during the waterline project. VDOT is considering whether to proceed with paving the other half of Main Street in this area at this time as it is scheduled for 2018. Mr. Coggsdale stated VDOT is asking the town if VDOT can find funding to do a deduct of \$48,000 on the contract allocating those funds to VDOT to pave both sides.

Mr. Garrett noted he has spoken with the contractors and they are willing to do this.

It was the consensus of Council to allow staff to work through the details of paving Main Street out to Riverview Drive.

Mr. Garrett also mentioned VDOT will be widening an area on Main Street at their expense.

d. WWTP Emergency Overflow Pond PCB Issue Follow-up

Mr. Coggsdale advised staff forwarded to Council the request of Dr. Kevin Sowers, University of Maryland Baltimore County, in regard to assistance with the mixing of the sediment in his caissons at the EOP. Staff is reviewing the protocol that would need to be in place for this to be done in a safe manner for the Town's employees. If feasible, it would be staff's recommendation to honor Dr. Sowers' request.

It was the consensus of Council to assist Dr. Sowers with the mixing of the sediment in his caissons as long as it is done in a safe manner for the employees.

Mr. Coggsdale stated staff has researched the cost of the mulberry trees that were mentioned at the last Council Work Session and the cost is \$196.33 for ten (10) trees. He added if Council would like to proceed with replanting mulberry trees at the previous site, it may be worthwhile to sample the area and compare with the 2014 samples from Plot 7 prior to planting the trees to further establish a benchmark.

Mr. Higginbotham explained Plot 7 is on the berm built on the far north side, 32 samples were taken from 16 spots. He reviewed the results with Council noting the higher concentrations are in the sludge at the bottom. This is where Dr. Sowers says to mix it which has been greatly beneficial; warmth, oxygen, and mixing help reduce the PCBs. Mr. Higginbotham stated in 8A is where the mulberry trees were planted but felt there wasn't enough topsoil. When the site re-characterization report was done, Council specifically talked about the mulberry trees.

Mayor Mattox asked who would be in charge of collecting the data.

Mr. Bond responded Public Works collected the samples and he assisted with packaging.

Mr. Coggsdale noted he sent the calculation to the partners, University of Iowa, University of Maryland and the Institute of Advanced Learning and

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Research and asked them what they knew about the UCL and how it needs to apply. Mr. Coggsdale stated he has not spoken to anyone.

Mr. Higginbotham asked if Council wants to test the site before planting.

Mrs. Brumfield felt the area should be tested before planting.

Mr. George asked if there was any indication that the trees are removing the PCBs. He presented a picture to Council of the trees that had been planted that are now dead noting it doesn't make a lot of sense to replant the trees.

Mr. Coggsdale suggested asking Dr. Lowman to sample the area 8A.

Mrs. Dalton suggested sampling at each location that a tree will be placed.

Mr. Bond noted the area that is being discussed needs to be built up because when water inundates Plot 7 it comes across 5 and floods Area 8A. He stated it is the last area to remotely start drying up as well.

It was the consensus of Council that staff ask Dr. Lowman if he will test the area of 8A.

9. Reports

a. Town Manager's Report

Main Street Waterline Project (Project 1B)

Substantial Completion inspection scheduled for Tuesday, September 13th at 10 AM. Main Street is fully reopened to traffic.

VDOT paving is scheduled to begin on Sunday, October 16th at 7:00 p.m.

Booker Building

Photo documentation of building.

USDA has been contacted in regard to possible "planning" grant.

Met with Mr. Law to review building and renovation possibilities.

Preliminary Report will be submitted to Council.

WWTP EOP – PCB Remediation

Response received from DEQ in regard to sampling criteria and disposal of sediment.

YMCA Family Center Roof Replacement **COMPLETED**

Compensation/Classification Plan Study

Kick off meetings with Department Heads and all employees conducted on August 2nd and 3rd.

The process will take up to four (4) months.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

b. Calendars-October/November

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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,

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for appointment to the Economic Development Authority.

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

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

Council went into closed session at 8:30 P.M.
Notice was given that council was back in regular session at 8:38 P.M.

FOLLOWING CLOSED SESSION:

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

Mr. Edwards left prior to voting.

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13. Adjournment

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

The meeting was adjourned at 8:39 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION OCTOBER 25, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on October 25, 2016 at 5:00 p.m.

Council members
present: Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Council members
absent: Mrs. Micki Brumfield
Mr. Charles Edwards

Also present: Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Jordan, Planning Commission Chair
Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox advised of an addition to the agenda (Citizen Request for Second Utility Bill Adjustment) and asked if there were any other changes to the agenda.

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

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

- 3. Public Comments
 - a. Citizen Request for Second Utility Bill Adjustment

Mr. Coggsdale advised a utility customer requested that town staff consider a second utility adjustment for their account. In accordance, with Town policy, staff is allowed to consider an adjustment once per any twelve-month period. Based on this, the customer wanted to make an appeal to Town Council. The original bill was received in early July 2016 and was for \$579.05 (Water \$263.56 and Sewer \$315.49), with the adjusted total being \$180.14 (Water \$81.99 and Sewer \$98.15), in accordance with Town policy. The second bill was received in early October 2016 and was for \$664.93 (Water \$302.65 and Sewer \$362.28). The customer applied for another adjustment after receiving this bill and staff informed them of the policy of one adjustment per twelve-month period. Mr. Coggsdale stated in reviewing this situation, there are some questions as to who knew what and when. With Council’s direction staff would like to further investigate the issue and bring back a recommendation at the November 22nd meeting as to if there are any extenuating circumstances that would justify further consideration of this matter.

Mr. Higginbotham asked if there was a water line break.
A motion was made by Mr. Higginbotham to authorize the adjustment.
Mrs. Dalton suggested hearing comments from the citizen before reacting.

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Ms. Sarah Phillips, 1407 Lynch Road, addressed Council and thanked all who has dealt with her in regards to the water bill for being prompt, courteous, and going above and beyond to the citizens addressing concerns. The issue occurred over the summer noting she owns a 12-acre property on Lynch Road with the water going into her home and a barn. She noted she received the first bill of \$579.05 and called the town because she was concerned about the amount of the bill. She stated that night she called a plumber and they figured out the problem. She felt the issue was resolved at that time. She received a second bill in the amount of \$664.93 which resulted from the same leak; the consumption expanded two billing periods. She requested a prorate on this bill because it stemmed from the same leak.

Mr. Higginbotham asked if the break was in the field.

Ms. Phillips responded that it was.

Mrs. Dalton asked if the plumber fixed the leak.

Ms. Phillips stated the water is now turned off to the barn; the leak has been stopped.

Mr. Fore clarified Ms. Phillips just purchased the property and did not know there were lines going to her barn and this is why she didn't catch it. Once the meter had been read the bill went out, the meter was reread, and during that period of time another 70,000 gallons had gone through the meter.

Mr. Higginbotham noted a billing cycle was split.

Mr. Coggsdale stated that is staff's assessment and this has happened before.

Mr. George stated he has followed this a bit and from his understanding it can take up to 17 days after someone reads the meter for a bill to be issued. He asked for clarification on customers having access to their meter boxes and if there is policy in place.

Mr. Coggsdale responded this is to basically prevent any tampering with meters through covers and locks; it is locked for several different reasons including when water is disconnected for nonpayment it cannot be cut back on by the resident.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to adjust the water bill at 1407 Lynch Road for a second time to cover the water leak.

Mayor Mattox noted staff is working to have a faster response time when a leak is detected.

Mr. Fore noted he is working with staff to make contact with the customer the same day high consumption is discovered.

Motion carried:

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

Mr. Coggsdale asked if Council wants staff to bring back an amended policy based on this action.

Mayor Mattox felt this should be looked at closely but should not be changing policy. There should be procedures in place to keep from changing policies. He noted this is an exceptional case.

Mr. Higginbotham stated it was nothing wrong with a citizen approaching Council in this regard.

Mr. Coggsdale asked if it translates over two billing periods should everyone come before Council if that is the policy because that is not the policy.

Mr. Higginbotham suggested that the policy should read once the customer calls in and says they have fixed the leak that the meter be read.

Mr. Coggsdale asked if this is being deemed by Council as an independent issue and from now on staff continue to enforce the policy as written or would Council like some language to revise the policy.

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Mayor Mattox recalled a similar situation a few years ago and suggested having staff bring back a recommendation on this situation.

Mr. Coggsdale added that three years ago there was a similar situation and this is when a 50 percent reduction was given on the overage amount. Council lowered this amount to 25 percent rather than a second adjustment. He noted staff would analyze and report back to Council.

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

No one came forward.

4. Introductions and Special Presentations

a. FY2016 Audit Presentation

Mrs. Shelton introduced Mr. David Foley, Robinson, Farmer, Cox Associates, who was present to review with Council the results of the FY2016 Audit.

Mr. Foley addressed Council and commended Mrs. Shelton and the Town staff for their help and cooperation in helping complete the audit. He noted they issue two documents; the Audit Finance Report and the Governance Letter. He reviewed with Council the Audit Finance Report stating the representation letter on Page 1 provides an overview of the auditing process and analysis of the financial condition of the Town. Page 2 notes an unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give on a set of financial statements. Mr. Foley referred to Exhibit 3 (the balance sheet for the Town's General Fund); the Town ended FY2016 with total assets of \$15.1 million compared to total liabilities and deferred inflows of over \$300,000; ending with a fund balance of \$14.8 million. Exhibit 5 is a statement of Revenues, Expenditures, and changes in fund balance stating the town has total revenues of \$15.2 million during FY2016 compared to \$3.9 million; change in the fund's balance is \$1.5 million (an increase in the fund balance). Exhibit 7, Statement of Net Position, shows the assets and liabilities with the net position of the water and sewer fund being \$13.3 million. Exhibit 8, Statement of Revenue, Expenses, and changes in Net Position, he noted the change in the net position was \$286,143. Mr. Foley then reviewed with Council the Governance letter noting management is responsible for the selection and use of appropriate accounting policies. He noted there was no significant difficulties in dealing with the management in performing and completing the audit nor were there any misstatements identified. There were only a few audit adjustments which he felt spoke highly of the Town of Altavista Finance Department.

Mayor Mattox thanked Mr. Coggsdale and Mrs. Shelton and staff for their work and asked that this item be placed on the November 22nd Town Council meeting agenda.

5. Items for Discussion

a. Comprehensive Plan Update Review

Mr. John Jordan, Planning Commission Chairman addressed Council advising the Planning Commissioners consist of Mr. John Woodson, Mrs. Laney Thompson and Mr. Marvin Clements. Mr. Witt is also a part of the Planning Commission as the staff planner. He explained the reasoning for planning stating all need to be innovatively conservative or conservatively innovative. He noted a well planned community is attractive to look at, has reasonable taxes and adequate public services, and the Town's people consider it a good place to live and work. Chairman Jordan felt this was a good Town to live and work but felt there were some areas in Town that need attention. He stated as long as he is on the Commission one of his jobs is to figure out a way to do something with blithe areas.

Mr. Witt addressed Council and stated he wanted to look at the Comprehensive Plan noting it is required by State Code. He noted in the last meeting Mr. Rick Youngblood advised all the components for VDOT in the transportation planning had

not been included. Mr. Witt noted he will meet with Mr. Scott Smith, Region 2000, and Mr. Youngblood and bring back this portion before Council in December. He has to make sure the Transportation Chapter is in compliance with the State Code. Mr. Witt added the Comprehensive Plan is a long range plan; it is policy not law. He noted the Comprehensive Plan is reviewed every five years. He advised he and Chairman Jordan would be providing to Council an update to the Comprehensive Plan. He noted former Chairman Jerry Barbee jumpstarted this process.

Chairman Jordan reviewed the updates to the Comprehensive Plan with Council chapter by chapter.

Language
Deleted Language

CHAPTER IX CREATING OUR DESIRED FUTURE

A SUMMARY OF OUR GOALS, OBJECTIVES AND ACTION PLANS

CHAPTER II NATURAL AND CULTURAL ENVIRONMENT

GOAL: Minimize the contamination of natural resources throughout the Altavista area, and strive to improve the physical appearance and quality of our Town.

Objective 1: Maintain or improve air quality for the betterment of the citizens, wildlife, vegetation, and water resources.

Action Plans	Time Frame	Responsibility
A. Construct and maintain pedestrian walkways and bikeways as alternative transportation corridors that go beyond recreational use.	Continuous Short 1 to 3 Years	Town Council Public Works Committee
B. Consider mixed use developments, such as Planned Unit Developments and second story housing downtown that allow opportunities for citizens to perform routine daily tasks without driving	Long 7+ Years Short 1 to 3 Years	Planning Commission and Zoning Administrator
C. Follow recommendations contained in the Public Transportation Feasibility Study completed in February 2008.	Medium 4 to 7 Years Short 1 to 3 Years	Town Council and Staff
D. Support efforts to reduce air pollution through the burning of more efficient fuels.	Medium 4 to 7 Years	Town Council

Objective 2: Maintain and enhance water resources.

Action Plans	Time Frame	Responsibility
A. Improve the water quality of the Staunton River through stronger efforts to prevent contamination.	Continuous	Community Citizens, Town Commercial Businesses and Industry, Town Staff
B. Encourage use of water-saving devices in houses, businesses and industries, and encourage water conservation practices throughout the Town.	Medium 4 to 7 Years	Town Citizens, Staff and Town Council
C. Promote the use of the Staunton River for recreational purposes while educating and encouraging citizens to take part in maintaining this valuable resource.	Medium 4 to 7 Years Short 1 to 3 Years	Altavista On Track, Chamber of Commerce, Town Council, & Recreation Committee

Objective 3: Protect the natural beauty of the Town and surrounding environment.

Action Plans	Time Frame	Responsibility
A. Encourage all citizens and volunteer groups to participate in an annual town-wide clean-up.	Continuous	Entire Community
B. Develop a tree and flower-planting program for enhancing the Town's appearance.	Medium 4 to 7 Years	Public Works and Staff
C. Review the Town’s Zoning and Subdivision ordinances to strengthen protection of the natural environment.	Continuous	Staff & Planning Commission
D. Continue promoting supporting an effective recycling program.	Continuous	Town Council & Staff

C. Adopt a tree ordinance that will encourage the pro- liferation and discourage the destruction of desirable trees.	Short 1 to 3 Years	Planning Commission
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Mr. Witt advised they were trying to do a tree ordinance on private property. The Planning Commission and the Town Attorney researched and found it is impossible to tell a citizen that owns land in the Town that they cannot take trees off of their property. It is possible to have an ordinance for town owned property.

Objective 4: Promote the strengths of our location and natural environment.

Action Plans	Time Frame	Responsibility
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A. Expand and enhance the public park system and public walking/biking trails.	Medium 4 to 7 Years Short 1 to 3 Years	Recreation Committee, Town Council, Staff
B. Work with leaders in surrounding areas such as Smith Mountain and Leesville Lakes to develop relationships and better link our communities.	Continuous Short 1 to 3 Years	Altavista On Track, Chamber of Commerce, Staff
C. Use the strength of our natural environment to attract selected businesses and industries.	Medium 4 to 7 Years	Economic Development Authority, Chamber of Commerce, AOT & Staff
D. Develop and promote the natural environment toward recreation for local use and tourist industry.	Medium 4 to 7 Years	Recreation Committee, AOT, YMCA, Staff

Objective 5: Minimize risks to personal safety and property from natural hazards.

Action Plans	Time Frame	Responsibility
A. Discourage development in areas inappropriate for development, such as in areas of excessive slopes, poor drainage, etc.	\ Continuous	Zoning Administrator, Zoning & Subdivision Ordinances
B. Continue studies to investigate methods of storm water management, including on-site retention, infiltration /inflow, drainage facilities, etc.	Long 8+ Years	Public Works & Staff
C. Work with the Campbell County’s Erosion and Sediment Control Officer to enforce “best management practices” for reducing storm water runoff in new development projects. Report any violations.	Continuous	Staff
D. Promote increased awareness of Federal Emergency Management Association’s (FEMA) federal flood insurance program.	Long 8+ Years	Staff
E. Participate with Campbell County in the		Staff

updating and maintaining of the current Civil Emergency Operations Plan.	Short 1 to 3 Years	
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Chairman Jordan referred to:

CHAPTER III – IDENTIFYING WHO WE ARE – HOW WE ARE CHANGING

POPULATION AND DEMOGRAPHIC ANALYSIS

and advised there are no goals and adjectives in this chapter but focuses on population and demographics; information was updated to the 2010 Census. He noted the Vision for 2030: *In 2030 Altavista’s population has increased slightly as a result of in-migration and a larger number of young adults staying in town after high school or college due to the availability of affordable housing in town and increased job opportunities in the area.*

CHAPTER IV ECONOMIC DEVELOPMENT

GOAL: Attain an environmentally sound, diversified, and stable economy that adequately supports the lifestyle of the citizens and provides a sufficient tax base for the Town.

Objective 1: Evaluate and enhance the Town’s Comprehensive Economic Development Strategy.

Action Plans	Time Frame	Responsibility
A. Continue to implement results and action items from the Campbell County /Altavista Comprehensive Economic Developments Strategy and the AEDA Economic Development Plan.	Continuous	Campbell County and Town of Altavista
B. Implement the goals established by AOT and the Economic Vitality Restructuring Committee and the AEDA Economic Development Plan.	Continuous	AOT, EVR Committee
1. Strengthen existing businesses and recruit new ones to develop a stable and sustainable economic climate in the downtown Main Street District.	Continuous	AOT, EVR Committee
2. Market Altavista to potential businesses, visitors, and community members	Continuous	AOT, EVR Committee

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Action Plans	Time Frame	Responsibility
<p>through a variety of channels to increase awareness of Altavista’s successful business climate, thriving downtown area, natural resources and recreation opportunities.</p> <p>2. Develop and execute an effective and comprehensive marketing program for the Main Street Business District</p>		
<p>3. Implement a program to develop and leverage river-based activities such as a half day canoe trip.</p> <p>3. Implement a program to develop and leverage river-based activities such as scouting jamborees and recreational events.</p>	Continuous	AOT, EVR Committee
<p>4. Create and develop a community owned industrial site or park to allow for expansion of existing industrial base and encourage new investment.</p>	Medium 4 to 7 Years	Office of Economic Development, Town Council
<p>C. Implement the goals established by AEDA.</p>	Continuous	AEDA

Objective 2: Seek to expand and diversify the Town's economic base.

Action Plans	Time Frame	Responsibility
<p>A. Encourage the location of high quality commercial and industrial firms, while maintaining an atmosphere conducive to expansion of existing ones.</p>	Continuous	AOT, AEDA, Chamber of Commerce, Town Council, Staff
<p>B. Proactively seek out symbiotic industry partnerships to relocate in the community</p>	Continuous	EDA and Region 2000 LGC
<p>C. Encourage and support the reservation of prime industrial sites in the Town's growth areas</p>	Continuous	Staff, Planning Commission, property owners
<p>D. Support vocational and other suitable training in area</p>	Medium 4 to 7 Years	Campbell County School Board & Administration,

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Action Plans	Time Frame	Responsibility
schools including dual enrollment and early college admission programs to allow residents to compete for employment and educational opportunities.		VTI administration & staff, EDA
E. Enhance and expand the Virginia Technical Institute and encourage other regional higher education intuitions to consider investing in Altavista. Enhance and expand CVCC Altavista Center and Virginia Technical Institute planned for former AO Smith building.	Continuous	VTI administration, Altavista AEDA, Town Council
F. Continue to participate in regional economic development and marketing programs.	Continuous	Town Council, AOT, Chamber of Commerce, AEDA

Chairman Jordan noted the wording involving CVCC Altavista Center and Virginia Technical Institute was removed and new language regarding the Virginia Technical Institute was added.

Mr. Higginbotham questioned the striking of Enhance and expand CVCC Altavista Center and asked if it was possible to get them or any higher education back into Town.

Mrs. Dalton felt the new language would cover this.

Mr. Higginbotham stated CVCC was the only community college that has been in the Town and staff should try to get them back if possible.

Mr. Jarvis advised the president of CVCC and staff met and unless there is funding they are only going to offer the dual employment for high school students and workforce development. There is no potential for a site in the Town.

Mr. Higginbotham suggested giving them a site.

Mr. Jarvis noted there are two satellite schools located in Bedford and Amherst. The one in Amherst is paid for by the state of Virginia; the Bedford Center is an agreement between the town and the county. He noted the unfortunate side is there are less students attending these sites.

Mrs. Dalton suggested adding to the language “community college system”.

Mayor Mattox noted the trend now seems to be taking the classes online.

Mr. George mentioned a lot of people use the computers at the library and felt they are being used for the online classes.

Mr. Coggsdale felt the online classes could be a component of the broadband study; the study is due back in 30 to 60 days.

Chairman Jordan asked what someone taking an online class is doing for the Town.

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Mr. Coggsdale stated hopefully they are increasing their ability to be employed and creating a better workforce.

Mr. Jarvis stated he was part of a meeting with Region 2009 Workforce Development leadership and Guidance Counselors and the discussion entailed how to leverage middle school interest in Technical programs and high school participation in the region by new partnership. CVCC is partnering with Virginia Technical School to provide students in skill trades access to their classes at a reduced rate for subjects including math and English.

Mayor Mattox stated it was the consensus of Council to attract “brick and mortar” because some things have to be done outside of taking online classes.

Objective 3: Sustain and Enhance Downtown and Main Street Commercial Corridor.

Action Plans	Time Frame	Responsibility
A. Continue to encourage exterior facade improvements by downtown property owners and ongoing streetscape improvement initiatives	Short 1 to 3 Years	Town Council, AOT, Staff
B. Enhance and expand existing retail and business promotions (including Uncle Billy's Day and the Altavista Trade Lot, Classic Car Cruise-Ins, and the Giblet Jog 5K) in order to refocus consumers' attention on the downtown.	Continuous	AOT Promotions Committee, Town Council, Altavista Volunteer Fire Company
C. Seek to expand and diversify the downtown business mix by promoting additional entertainment activity.	Continuous	AOT, Altavista Art's Council, Chamber of Commerce
D. Encourage development of sales and service sector type firms.	Continuous	AOT, Chamber of Commerce, Staff
E. Continue participation in Virginia's "Main Street" Program.	Continuous	Town Council, AOT
F. Develop a local comprehensive database listing on the website of available commercial and industrial properties in the community and keep the site up to date. Develop a local website listing available commercial properties in the community.	Short 1 to 3 Years	AOT, Chamber of Commerce, Economic Development Staff

Objective 4: Minimize existing and future problems that could result from expanded commercial and industrial development.

Action Plans:	Time Frame	Responsibility
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A. Use appropriate land use controls to encourage the concentration of future commercial and industrial areas rather than strip or scattered development.	Continuous	Planning Commission, Town Council, Zoning Administrator
B. Coordinate new commercial and industrial development with the provision of community facilities, infrastructure, and services .	Continuous	Planning Commission, AEDA, Staff
C. Encourage redevelopment of brownfield sites and the reuse of existing properties and buildings.	Medium 4 to 7 Years	Office of Economic Development, Town Council

Objective 5: Create a community culture where business and industry care about people, and the people care about its business and industry.

Action Plans	Time Frame	Responsibility
A. Work with the business and industry community through a business visitation program coordinated with the Altavista Office of Economic Development, the Campbell County Office of Economic Development, the Altavista Chamber of Commerce and the Lynchburg Regional Business Alliance. Work with the business and industry community through the Chamber of Commerce in order to create the desired culture	Continuous	Chamber of Commerce
B. Create the culture with the people through programs sponsored by businesses and industries.	Continuous	Chamber of Commerce, EDA, AOT
C. Support the Altavista Office of Economic Development (AOED) and the Altavista Economic Development Authority (AEDA) to help attract new businesses and industries. Support the Economic Development Authority	Continuous	Town Council

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(EDA) to help attract new businesses and industries.		
D. Develop a partnership plan for “growing” current businesses and attracting new businesses	Continuous	AOT, Chamber of Commerce, EDA

Objective 6: Promote tourism by capitalizing on local and regional points of interest.

Action Plans	Time Frame	Responsibility
A. Increase visibility of the Town’s cultural activities, points of interest, and commercial base. Put special emphasis on promoting within the region and at Smith Mountain and Leesville Lakes.	Continuous	AOT, Avoca Staff, Chamber of Commerce, Arts Council
B. Attract tourists and visitors into the Town for economic development by promoting regional attractions and historic resources through marketing brochures, social media, and our website. Participate with regional tourism partners and the Virginia Tourism Corporation.	Continuous	AOT, Avoca, Chamber of Commerce, EDA, Staff
C. Expand and improve First Saturday Trade Lot, Farmer’s Market, and Uncle Billy’s Day Festival, Classic Car Cruise Ins, Gibley Jog 5k, and a potential Christmas event.	Continuous	AVFC, AOT, Chamber, Town Council
D. Establish and maintain an up-to-date Calendar of Events and post to the Town’s website and partner with the Altavista Chamber of Commerce and AOT to increase promotion of activities in the community.	Continuous	Staff, AOT, Chamber of Commerce
E. Continue to promote Avoca and its activities, including the annual Harvest Jubilee and Wine Festival Made in the Shade Craft Beer	Continuous	Avoca Board of Directors and Staff

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Action Plans	Time Frame	Responsibility
Festival, and Town Appreciation Day.		
F. Consider the development of a visitors' center to promote the community and regional activities.	Medium 4 to 7 Years	Office of Economic Development, Town Council

CHAPTER VCOMMUNITY FACILITIES AND SERVICES

GOAL: Create and maintain high-quality community facilities and services

Objective 1: Continue to meet community water supply and wastewater treatment needs.

Action Plans	Time Frame	Responsibility
A. Upgrade water and wastewater treatment facilities as needed to provide for future growth.	Long 8 + Years	Town Council and Staff
B. Continue to annually develop and maintain a Capital Improvements Plan to provide sound fiscal guidance and direction in developing water and wastewater improvements.	Continuous	Staff and Town Council
C. Upgrade and/or extend distribution facilities inside the corporate limits to provide adequate service to all residents and businesses.	Continuous	Staff and Town Council
D. Consider a partnership with Campbell County to identify areas outside the Town's corporate limits that may be suitable locations for future extensions of town utilities.	Continuous	Utilities Committee and Staff

Objective 2: Ensure the adequacy of private utility services.

Action Plans	Time Frame	Responsibility
A. Evaluate the need for the expansion of natural gas service to additional areas of	Medium 4 to 7 Years	Staff in cooperation with Columbia Gas of Virginia

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the Town and County not currently served		
B. Encourage the continued enhancement of telephone and high-speed Internet services.	Continuous	AOT, Chamber of Commerce & Staff in cooperation with service providers

Objective 3: Encourage the development of cultural facilities.

Action Plans	Time Frame	Responsibility
A. Investigate possible funding available for the development of cultural facilities, and determine the feasibility for different types to locate in Altavista.	Short 1 to 3 Years	Arts Council, Town Council
B. Hold public forums on a regular basis to determine the facilities needed and desired by the community	Continuous	Recreation Committee, Planning Commission
C. Support local not-for-profit organizations’ efforts to develop, expand or maintain cultural facilities in the Town.	Continuous	Town Council, Staff
D. Continue to support and maintain Avoca Museum as a cultural center of Altavista.	Continuous	Town Council & Avoca Board of Directors

GOAL: Maintain the health, education, safety, and welfare of the community through the provision of exemplary community services.

Objective 1: Continue to provide the residents and businesses of Altavista with a solid waste collection and disposal system that meets the community’s long-term solid waste management needs.

Action Plans	Time Frame	Responsibility
A. Periodically evaluate the Town’s collection methods and pursue opportunities to improve operational efficiencies and effectiveness.	Medium 4 to 7 Years	Town Staff, Public Works Committee
B. Support and/or expand the Town’s recycling programs to reduce the amount of waste deposited in the County landfill	Continuous	Public Works Committee, Town Staff

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Action Plans	Time Frame	Responsibility
C. Maintain curbside recycling services. Evaluate the feasibility of implementing curbside recycling service.	Continuous	Public Works Committee, Town Staff
D. Continue to dispose of collected refuse in the Concord Turnpike Regional landfill, operated by the Region 2000 Services Authority.	Continuous	Public Works Staff

Objective 2: Insure that every resident of Altavista has a reasonable opportunity for health care.

Action Plans	Time Frame	Responsibility
A. Periodically monitor the number of physicians located in the Town and work closely with health care providers to insure that adequate health care is available for the people of this community.	Continuous	Planning Commission & Staff in cooperation with health care providers
B. Investigate the possibility of additional medical facilities in the Town.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with health care providers
C. Evaluate assisted living care possibilities.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with private developers

Objective 3: Insure that Altavista has high-quality emergency services.

Action Plans	Time Frame	Responsibility
A. Improve available equipment and manpower for emergency medical service in the Town when feasible. Work with Campbell County and Altavista EMS to evaluate the need and possible implementation of paid staff to supplement the volunteer system	Continuous	Altavista Volunteer Fire Company, Altavista EMS, Town Council, Campbell County Board of Supervisors
B. Obtain technical assistance and law enforcement funding to improve equipment and manpower capabilities. Encourage additional educational training for the Town Police Officers.	Continuous	Altavista Police Department
C. Review and increase the number of fire hydrants as needed for protection.	Medium 4 to 7 Years	Public Works Staff

Objective 4: Increase recreational and community opportunities for all age groups.

Action Plans	Time Frame	Responsibility
A. Enhance organized recreational programs for all age groups and develop additional programs as necessary to diversify recreational offerings and facilities.	Continuous	Recreation Committee & YMCA staff
B. Evaluate and pursue support for a community center.	Medium 4 to 7 Years	Town Council and Staff
C. Research the need, interest and feasibility in the development of a bike/walking path from Beverly Heights area to English Park.	Medium 4 to 7 Years	Recreation Committee, Planning Commission & Staff in cooperation with Campbell County Recreational Department
D. Expand youth programs as well as a senior program center as an extension of the YMCA.	Medium 4 to 7 Years	YMCA staff
E. Evaluate viable alternatives for facilities such as the Armory		

Objective 5: Support efforts to provide the finest quality education resources will allow.

Action Plans	Time Frame	Responsibility
A. Encourage the use of Virginia Technical Institute (VTI). Partner with VTI to ensure increased and expanded offerings available to the community. A. Encourage the use of CVCC Altavista Center. Partner with CVCC to ensure increased and expanded offerings available to the community.	Continuous	School Guidance & Administration
B. Encourage adult education programs and increase the visibility of literacy and GED programs.	Medium 4 to 7 Years	School Guidance office

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Action Plans	Time Frame	Responsibility
C. Encourage additional uses of the Cornerstone Learning Center. Encourage additional use of the Vocational Technical Center.	Continuous	School Guidance office & Administration
D. Offer support to Campbell County in its efforts to maintain a library system that continues to meet the needs of the Town and County residents.	Continuous	Campbell Library Staff, Campbell County Board of Supervisors, Town Council
E. Encourage the youth in our community to become more involved in our local government by working with the local schools.	Continuous	Town Council, Staff, Chamber of Commerce, AOT, Planning Commission
F. Support the Fine Arts and the programs of the Altavista Arts Council.	Continuous	Town Council and entire community

Chairman Jordan advised the following line was added to the narrative under Chapter 5:

As important as the educational piece of the ACS is to the administration, the school and the Town are very proud of its athletics program, the Altavista Robotics Eagles, the Microsoft TEALS Program, and the several state championships in both boys’ and girls’ sports.

He noted Centra Medical in Gretna was added for their services that can be taken advantage of by the citizens of Altavista for emergencies. He also mentioned a statement was added in reference to the county portion of English Park.

CHAPTER VI HOUSING

GOAL: To achieve affordable housing in a healthy environment for all town citizens

Objective 1: Ensure an adequate supply of quality and affordable housing to meet the needs of the citizens of Altavista.

Action Plans	Time Frame	Responsibility
A. Work with and encourage developers to enter our community toward speculation of mid-income housing, remodeling of present structures, and developing retirement facilities	Medium 4 to 7 Years	Staff Planner, Planning Commission

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Action Plans	Time Frame	Responsibility
B. Facilitate the rehabilitation or replacement of substandard housing units in Altavista.	Medium 4 to 7 Years	Town Council, Staff, Property Owners
C Evaluate zoning and building codes and procedures for impediments to housing construction.	Continuous	Planning Commission & Staff Planner
D. Target and identify areas within and near the Town that are suitable for larger scale residential developments. - Initiate discussions with Campbell County on areas suitable for future boundary line adjustments.	Medium 4 to 7 Years	Town Council, Town Manager & EDA
E. Undertake a formal housing quality assessment.	Medium 4 to 7 Years	Town Council & Staff
F. Research and consider amending the zoning code to allow and provide incentives for town wide downtown housing.	Medium 4 to 7 Years	Town Council, Planning Commission & Economic Develop Staff

Objective 2: Enable low to moderate-income families in Altavista to live in quality yet affordable housing.

Action Plans	Time Frame	Responsibility
A. Continue participation in the Section 8 Rental Assistance Program through Virginia Housing Development Authority (VHDA) and the Campbell County Social Services Department	Continuous	All current and future property owners of such housing units
B. Ensure the continuance of areas for multi-family housing and encourage the construction of additional multifamily rental units using available state and federal funding.	Continuous	Staff Planner, Town Council & Planning Commission
C. Encourage eligible property owners to take advantage of available low-interest VHDA Energy Loans for installation of storm	Continuous	DSS Staff, Staff Planner

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Action Plans	Time Frame	Responsibility
windows, insulation and caulking, heating and air conditioning replacement, or modification and other energy conserving measures.		
D. Support efforts to provide housing for low to moderate income families.	Continuous	Town Council & Citizens

Objective 3: Provide equal opportunity in housing for all persons, regardless of race, creed, color, sex, or national origin.

Action Plans	Time Frame	Responsibility
A. Evaluate the need for a fair housing ordinance.	Long 8 + Years	Town Council, Planning Commission & Staff
B. Administer all government projects in a manner that will promote equal opportunity in housing.	Continuous	Staff

Objective 4: Develop, promote and maintain local government policies that provide a framework to maintain and enhance the quality of housing and existing neighborhoods.

Action Plans	Time Frame	Responsibility
A. Encourage the removal of condemned structures that are beyond repair.	Medium 4 to 7 Years	Property Maintenance Committee, Town Council & Staff
B. Encourage orderly residential growth timed in accordance with the fiscal capabilities of the Town to provide such services as schools, police and fire protection, road and public utilities.	Continuous	Town Council, Planning Commission & Staff
C. Ensure that development occurs in a way that enhances the natural and man-made environment and does not damage, destroy, or detract from it.	Continuous	Planning Commission, Town Council, Staff
D. Encourage energy saving in the design and maintenance of homes.	Continuous	Town Staff

Action Plans	Time Frame	Responsibility
E. Continue to identify residential structures that are substandard and seek Community Development Block Grants for housing upgrades.	Continuous	Property Maintenance Committee & Staff

Mayor Mattox asked if staff was still actively seeking properties in which incentives could be offered for housing upgrades.

Mr. Witt stated he has not been but the Planning Commission has had some discussions on this.

Mr. Coggsdale stated this seems to be something the Planning Commission Chairman is passionate about and staff can continue to pursue.

Mayor Mattox stated this matter needs to be revisited.

Mr. Witt noted there has been some detailed conversation between the Planning Commissioners, himself and the Town Attorney stating what can and cannot be done. Mr. Witt noted in the past he found property owners that were willing to work with him and have repaid their loans.

Chairman Jordan mentioned the Planning Commission’s hands have been spanked over the past few years with trying to improve the looks of the town and realizes whatever is done along these lines will have to be in some innovative sort of way. A way that makes everybody happy and lets the property owner know that the Planning Commission is not trying to step on their toes or take away their property rights.

CHAPTER VII TRANSPORTATION

GOAL: Promote a safe, effective, efficient and environmentally sound transportation system in the Town of Altavista.

Objective 1: Maintain and improve the physical conditions of and the services provided by Altavista's roadway system.

Action Plans	Time Frame	Responsibility
A. Maintain and improve the primary and secondary road systems within the Town	Continuous	Public Works Staff and VDOT
B. Upgrade existing roadways as required by increased traffic volumes and other changing conditions.	Continuous	VDOT
C. Implement the proposed improvements outlined in the Altavista 2035 Transportation Plan	Long 8 + Years	Town Council, VDOT & Staff
D. Carefully consider the location of new roadways to be built in and around the Town of Altavista to assure	Continuous	VDOT & Town Staff

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that these roads best serve vehicular traffic patterns.		
E. Protect town neighborhoods by reducing “cut-through” traffic volume on residential streets.	Continuous	Street Committee, Altavista Police Department, Town Council & Staff
F. Encourage the involvement of all segments of the population in important transportation decisions	Continuous	Town Council & Staff

Objective 2: Consider the viability of new and/or improved public transit services in the Town of Altavista and the surrounding area.

Action Plans	Time Frame	Responsibility
A. Continue and expand the Altavista Community Transit System (ACTS). The Town of Altavista Public Transportation Feasibility Study concludes the Town would benefit from a public transportation system. As funds are available through the Department of Rail and Public Transportation (DRPT) and an application has been submitted, the Town should continue to explore funding sources and support for such a system.	Continuous	Town Council, Staff
B. Routinely inquire about the restoration of passenger train service for the Town, or bus connection to Amtrak in Lynchburg or Danville	Long Term 7+ Years	Planning Commission, Town Council & Staff
C. Consider expanding ACTS for the elderly and handicapped citizens utilizing the Public Transportation Feasibility Study as a guide. Consider new and/or expanded public transit and para-transit for the elderly and handicapped citizens using the Town of Altavista Public Transportation Feasibility Study as a guide.	Short 1 to 3 Years	Town Council, Staff
D. Consider the feasibility of creating a ‘hub’ for expanding a public transportation system into the surrounding communities. Work with interested entities	Long Term 7+ Years	Town Council, Staff

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Action Plans	Time Frame	Responsibility
to partner with in this endeavor		

Objective 3: Participate, regionally, in promoting regional air, rail, and other non-roadway transportation services. This endeavor is likely to be directed by Region 2000 Local Government Council.

Action Plan	Time Frame	Responsibility
A. Encourage, as needed within the region, and more specifically in the Altavista area, the provision of increased regional air and rail transportation services (freight and passenger service) for area citizens and businesses	Medium 4 to 7 Years	Staff, EDA, local industry & businesses
B. Promote regional transportation improvements through coordination with adjacent localities	Continuous	Town Council, VDOT, Region 2000 LGC &Staff
C. Provide pedestrian and bicycle access in areas where access is appropriate.	Medium 4 to 7 Years	Recreation Committee, Town Council, & Staff
D. Ensure quality and adequate parking availability in all areas and for all uses.	Continuous	Town Council, Staff Planner, & Developers

Chairman Jordan noted information about Smartscale will be added to the Transportation Chapter to satisfy the VDOT portion.

CHAPTER VIII LAND USE

GOAL: To encourage an orderly, efficient, and environmentally sustainable land use pattern.

Objective 1: Encourage a compact but reasonable development pattern.

Action Plans	Time Frame	Responsibility
A. Continue current initiatives to promote downtown as our town’s central place of commerce.	Continuous	AOT, Chamber of Commerce, Planning Commission, & Staff
B. Promote the mixed use development of larger vacant parcels of land.	Continuous	Planning Commission, Town Council, EDA, & Staff

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C. Evaluate and possibly revise the Town’s development codes to allow for Planned Unit Developments and other methods to achieve the growth objectives and recommendations contained in this plan.	Short 1 to 3 Years	Planning Commission, Town Council, & Staff
D. Participate in discussions with developers and with the owner(s) of any large key parcel of land to ascertain availability for development.	Continuous	Staff, EDA, Planning Commission, & Town Council

Objective 2: Coordinate development with the provision of community services.

Action Plans	Time Frame	Responsibility
A. Review annually the five-year Capital Improvements Plan for efficient provision of community services, facilities, and infrastructure	Short 1 to 3 Years	Staff & Town Council
B. Coordinate new commercial and industrial development with the provision of community services, facilities, and infrastructure	Continuous	Staff
C. Use the Comprehensive Plan as a guide for all types of future development.	Continuous	Town Council, Planning Commission, developers, EDA, AOT, & Staff

Objective 3: Continue the partnership of the private and public sectors working together to realize the best possible natural and human environments.

Action Plans	Time Frame	Responsibility
A. Continue support for Altavista on Track and other local non-profit organizations that focus on improving the quality of life in Altavista.	Continuous	Town Council, Staff
B. Meet biennially with other Planning Commissions in Region 2000 to share and coordinate local initiatives.	Continuous	Planning Commission

Objective 4: Consider boundary line adjustment in order to better meet the needs of our dynamic community.

Action Plans	Time Frame	Responsibility
A. Explore the future expansion of the Town’s boundaries into unincorporated Campbell County	Continuous	Town Council, Planning Commission & Staff- as directed by Council
B. Continue to participate in land use decisions with Campbell for parcels that are adjacent to the current town boundary.	Continuous	Town Council, Planning Commission, & Staff

Chairman Jordan advised the narrative was updated based on some language that was added by Altavista on Track:

Since 2007 AOT has been instrumental in assisting the Town with receiving State and Federal funds that were used to accomplish downtown enhancement, redevelopment and revitalization. Some of these grant funds, along with matching funds from the Town and AOT, were used to undertake a historic survey of the downtown area that resulted in its designation as a Historic District on the National Registry for Historic Places. Other town funds were used to replace and improve water and wastewater lines and add storm sewer lines within the Central Business District. Still other grant money was combined with town funds and private investment to enhance the public streetscape and building facades in downtown. Some of the Community Development Block Grant funding was used to provide 9 upper story housing units within the Central Business District. This public/private partnership has been a true indication of the pride we take in our community and shows our commitment to invest in our community to create a bright future.

Chairman Jordan noted some of the maps are due to be updated.

APPENDIX A PLAN ACRONYMS

ACS	Altavista Combined School
AES	Altavista Elementary School
AMS	Altavista Middle School
AOT	Altavista On Track
AVOC	Altavista Volunteer Fire Company
CBD	Central Business District
CDBG	Community Development Block Grant
DHCD	Virginia Department of Housing and Community Development
DPS	Campbell County Department of Public Safety
AEDA	Altavista Economic Development Authority
EMS	Emergency Medical Services
EVC	Economic Vitality Committee (Altavista On Track)
KV	Kilovolt

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MGD	Million Gallons Per Day
VDOT	Virginia Department of Transportation
VTI	Virginia Technical Institute
YMCA	Young Men's Christian Association

Mayor Mattox asked if Chapter 2, Objective 2, "Promote the use of the Staunton River for recreational purposes while educating and encouraging citizens to take part in maintaining this valuable resource." time frame could be changed to "continuous". Council was in agreement with this change. He also asked Objective 4 "Expand and enhance the public park system and public walking/biking trails" to be changed to "continuous". Council was in agreement with this change as well.

Mr. Coggsdale noted he has asked the department heads for their input on the Comprehensive Plan and will meet with them to see if they have any additions to the plan. Mr. Coggsdale commended the Planning Commission and Mr. Witt did a great job and it is time to work at getting it in the final form where Council is comfortable with the document. He noted a public hearing will be scheduled in the January/February time frame.

Mayor Mattox requested a letter of thanks be sent to former Chairman Barbee for starting the Comprehensive Plan update process.

6. Public Comments

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

No one came forward.

Mr. Coggsdale advised staff is planning to use Springsted, Inc. to update the Town's employee handbook. This item has been previously approved by Council.

Mr. Emerson requested an update on the Booker Building.

Mr. Coggsdale advised he plans to have preliminary report available at the November 22nd, 2016 meeting.

Mayor Mattox advised the November 8th Town Council meeting has been moved to November 22nd at 5:00 p.m. due to November 8th being Election Day.

7. Adjournment

Mayor Mattox adjourned the meeting at 6:27 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 04/2017
FROM: 10/01/2016 TO: 10/31/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35361	103	BEACON CREDIT UNION	10/06/2016	385.00
35362	461	KATHI BOGERT	10/06/2016	862.68
35363	4	BOXLEY AGGREGATES	10/06/2016	348.50
35364	12	BRENNTAG MID-SOUTH INC	10/06/2016	4,695.66
35365	583	CAMPBELL COUNTY PUBLIC LIBRARY	10/06/2016	902.86
35366	16	CAMPBELL COUNTY UTILITIES & SE	10/06/2016	27,133.44
35367	19	CARTER MACHINERY CO INC	10/06/2016	5,823.50
35368	736	MARVIN CLEMENTS	10/06/2016	130.83
35369	728	COMCAST	10/06/2016	131.92
35370	709	DATAFLOW	10/06/2016	161.39
35371	1	DAYS INN	10/06/2016	428.28
35372	164	DMV	10/06/2016	280.00
35373	20	J JOHNSON ELLER JR	10/06/2016	2,000.00
35374	71	FAIRPOINT COMMUNICATIONS	10/06/2016	362.77
35375	119	FOSTER ELECTRIC CO INC	10/06/2016	1,042.77
35376	50	GRETNA TIRE INC	10/06/2016	2,150.58
35377	52	HACH COMPANY	10/06/2016	3,266.89
35378	622	HEYWARD SERVICES INC	10/06/2016	3,171.17
35379	332	HURT & PROFFITT INC	10/06/2016	19,200.00
35380	57	ICMA RETIREMENT TRUST-457 #304	10/06/2016	915.00
35381	644	INSTITUTE FOR ADVANCED LEARNIN	10/06/2016	3,475.05
35382	566	INTEGRATED TECHNOLOGY GROUP IN	10/06/2016	2,925.00
35383	533	LYNN KIRBY	10/06/2016	225.00
35384	476	LBM OFFICE SOLUTIONS INC	10/06/2016	495.00
35385	172	LLOYD ELECTRIC COMPANY INC	10/06/2016	3,527.59
35386	411	MANPOWER	10/06/2016	1,584.60
35387	9999998	NEW BEGINNINGS BAPTIST CHURCH	10/06/2016	150.00
35388	495	POLLARDWATER	10/06/2016	184.56
35389	379	REI CONSULTANTS INC	10/06/2016	566.11
35390	1	ROBERT ADKINS	10/06/2016	40.00
35391	85	TREASURER OF VA /CHILD SUPPORT	10/06/2016	253.15
35392	35	TREASURER OF VA/VITA	10/06/2016	31.76
35393	92	UNIFIRST CORP	10/06/2016	2,236.43
35394	192	WW ASSOCIATES INC	10/06/2016	3,350.00
35395	116	XEROX CORP	10/06/2016	253.83
35396	1	AHS CLASS OF 1966	10/14/2016	50.00
35397	498	ALTAVISTA INSTRUMENTS &CONTROL	10/14/2016	600.00
35398	536	CAROLINA METER & SUPPLY	10/14/2016	35.37
35399	728	COMCAST	10/14/2016	125.64
35400	419	CREATIVE EDGE DESIGN INC	10/14/2016	600.00
35401	125	CVCJA	10/14/2016	4,875.00
35402	1	DONALD BURTON	10/14/2016	92.65
35403	301	ENGLISH'S LLC	10/14/2016	551.82
35404	123	FIRE & SAFETY EQUIP CO INC	10/14/2016	309.30
35405	41	FISHER SCIENTIFIC	10/14/2016	197.40
35406	58	INSTRUMENTATION SERVICES INC	10/14/2016	515.00
35407	470	MARK A KEESEE SR	10/14/2016	523.00
35408	143	KONE INC	10/14/2016	459.40
35409	158	KORMAN SIGNS INC	10/14/2016	9,047.02
35410	411	MANPOWER	10/14/2016	1,200.80
35411	300	NAPA AUTO PARTS	10/14/2016	428.22

35412	454	O'REILLY AUTOMOTIVE INC	10/14/2016	341.05
35413	67	ORKIN PEST CONTROL LLC	10/14/2016	269.34
35414	1	SEDC	10/14/2016	250.00
35415	110	VUPS INC	10/14/2016	71.40
35416	756	WAGEWORKS INC	10/14/2016	111.85
35417	382	WATCH GUARD	10/14/2016	30,090.00
35418	658	WKDE-FM	10/14/2016	325.00
35419	6	ALTAVISTA AREA YMCA	10/21/2016	25,000.00
35420	303	ALTAVISTA CHAMBER OF COMMERCE	10/21/2016	5,000.00
35421	84	ALTAVISTA JOURNAL	10/21/2016	680.40
35422	170	ALTAVISTA ON TRACK	10/21/2016	1,250.00
35423	91	ANTHEM BLUE CROSS/BLUE SHIELD	10/21/2016	36,350.00
35424	11	AVOCA	10/21/2016	14,275.00
35425	103	BEACON CREDIT UNION	10/21/2016	385.00
35426	706	BLAIR MARKETING	10/21/2016	3,050.00
35427	591	BRAND ACCELERATION INC	10/21/2016	200.00
35428	294	BUSINESS CARD	10/21/2016	11,347.19
35429	1	CHAD WARD	10/21/2016	676.40
35430	574	CHRISTOPHER MICALE, TRUSTEE	10/21/2016	125.00
35431	728	COMCAST	10/21/2016	105.64
35432	32	CONTROL EQUIPMENT CO INC	10/21/2016	276.61
35433	36	DOMINION VIRGINIA POWER	10/21/2016	46,261.68
35434	732	E C PACE COMPANY INC	10/21/2016	87,180.95
35435	118	FERGUSON ENTERPRISES INC #75	10/21/2016	7,214.31
35436	652	HAWKINS LOCK & KEY CO INC	10/21/2016	127.00
35437	57	ICMA RETIREMENT TRUST-457 #304	10/21/2016	915.00
35438	58	INSTRUMENTATION SERVICES INC	10/21/2016	708.00
35439	1	JAMES M CHISM	10/21/2016	150.00
35440	1	K & K SIGNS	10/21/2016	275.00
35441	747	K NEAL INTERNATIONAL.COM	10/21/2016	72,111.23
35442	476	LBM OFFICE SOLUTIONS INC	10/21/2016	121.31
35443	411	MANPOWER	10/21/2016	1,048.80
35444	218	MINNESOTA LIFE	10/21/2016	190.81
35445	9999998	MOORE'S ELECTRICAL & MECH.	10/21/2016	150.00
35446	358	PHILLIPS EQUIPMENT CORPORATION	10/21/2016	45,000.00
35447	379	REI CONSULTANTS INC	10/21/2016	570.02
35448	733	MARY STONE	10/21/2016	26.00
35449	228	SYDNOR HYDRO INC	10/21/2016	28,400.00
35450	85	TREASURER OF VA /CHILD SUPPORT	10/21/2016	253.15
35451	515	DALE TYREE JR	10/21/2016	4,165.00
35452	601	VACORP	10/21/2016	108.39
35453	1	VISTAGRAPHICS INC	10/21/2016	525.00
35454	700	WOODARD & CURRAN	10/21/2016	8,216.92
35455	9999999	ABSOLUTE TITLE & SETTLEMENT LL	10/28/2016	79.10
35456	128	ADAMS CONSTRUCTION CO	10/28/2016	1,136.02
35457	9	AFLAC	10/28/2016	2,337.64
35458	661	BASS SOD FARM	10/28/2016	270.00
35459	9999997	BOWERS, STACY	10/28/2016	28.20
35460	4	BOXLEY AGGREGATES	10/28/2016	1,626.95
35461	427	CENTURYLINK	10/28/2016	1,790.55
35462	9999997	CLAY, CARLTON	10/28/2016	49.76
35463	9999997	CLAYPOOL, LYNNFORD W	10/28/2016	64.62
35464	28	COLUMBIA GAS	10/28/2016	190.29
35465	728	COMCAST	10/28/2016	130.64
35466	176	DAVENPORT COMMUNICATIONS INC	10/28/2016	127.50
35467	41	FISHER SCIENTIFIC	10/28/2016	755.04
35468	337	HIGHVIEW MOTORS INC	10/28/2016	2,839.55

35469	717	LYNCHBURG REGIONAL BUSINESS AL	10/28/2016	25.00
35470	411	MANPOWER	10/28/2016	950.00
35471	680	MCI COMM SERVICE	10/28/2016	32.34
35472	423	NTELOS	10/28/2016	910.22
35473	9999997	PETERS, WILLIAM & ANGELA	10/28/2016	67.73
35474	72	PHYSICIANS TREATMENT CENTER	10/28/2016	340.00
35475	379	REI CONSULTANTS INC	10/28/2016	1,432.96
35476	80	SOUTHSIDE ELECTRIC COOP	10/28/2016	954.55
35477	253	STEVE'S FLORIST INC	10/28/2016	110.00
35478	9999998	STONE, PAULETT	10/28/2016	150.00
35479	751	T E BYERLY COMPANY INC	10/28/2016	4,878.52
35480	96	UNIVAR USA INC	10/28/2016	2,467.74

NO. OF CHECKS: 120

TOTAL CHECKS

569,945.31

Town of Altavista
FY 2017 Revenue Report
33% of Year Lapsed

General Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	207,300	207,300	7,136	3	9,096	4	207,300
Public Service - Real & Personal	99,600	99,600	0	0	5	0	99,600
Personal Property	210,000	210,000	-54,003	-26	-50,963	-24	210,000
Personal Property - PPTRA	100,000	100,000	-4	0	4,177	4	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	0	0	1,550,000
Mobile Homes - Current	500	500	4	1	6	1	500
Penalties - All Taxes	5,500	5,500	83	2	735	13	5,500
Interest - All Taxes	3,000	3,000	91	3	656	22	3,000
Local Sales & Use Taxes	155,000	155,000	-14,308	-9	26,866	17	155,000
Local Electric and Gas Taxes	110,000	110,000	422	0	28,619	26	110,000
Local Motor Vehicle License Tax	43,000	43,000	3,050	7	4,823	11	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	0	0	155,000
Local Hotel & Motel Taxes	88,000	88,000	2,724	3	31,059	35	88,000
Local Meal Taxes	882,000	882,000	13,766	2	235,006	27	882,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	-3,199	-8	6,402	16	40,000
Transit Passenger Revenue	6,000	6,000	0	0	90	2	6,000
Local Cigarette Tax	150,000	150,000	13,200	9	47,595	32	150,000
Business License Fees/Contractors	3,500	3,500	0	0	0	0	3,500
Business License Fees/Retail Services	57,500	57,500	0	0	1,935	3	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	0	0	992	10	9,500
Business License Fees/Wholesale Businesses	750	750	0	0	0	0	750
Business License Fees/Utilities	4,000	4,000	0	0	0	0	4,000

Town of Altavista
FY 2017 Revenue Report
33% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	1,000	1,000	60	6	260	26	1,000
Fines & Forfeitures - Court	8,000	8,000	-1,650	-21	6,592	82	8,000
Parking Fines	500	500	0	0	60	12	500
Interest and Interest Income	56,000	56,000	2,346	4	9,989	18	56,000
Rents - Rental of General Property	1,000	1,000	25	3	350	35	1,000
Rents - Pavilion Rentals	3,000	3,000	100	3	925	31	3,000
Rents - Booker Building Rentals	4,000	4,000	375	9	1,650	41	4,000
Rents - Rental of Real Property	70,000	70,000	3,992	6	16,569	24	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,662	90	18,600
State DCJS Grant	80,000	80,000	0	0	20,682	26	80,000
State Rental Taxes	1,100	1,100	-104	-9	0	0	1,100
State/Misc. Grants (Fire Grant)	11,000	11,000	0	0	10,076	92	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	0	0	22,452	160	14,000
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	0	0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	-875	-27	0	0	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0	0	342,650
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	-5,638	-11	0	0	50,100
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	15,000	15,000	0	0	10,617	71	15,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	300

Town of Altavista
FY 2017 Revenue Report
33% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	0	0	2	1	300
Miscellaneous	25,000	25,000	12,884	52	25,341	101	25,000
Reimbursement of Insurance Claim	0	0	0	0	2,283	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Timken Foundation Grant	0	0	55,000	0	55,000	0	0
Donations	0	0	0	0	1,552	0	0
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<u>4,972,600</u>	<u>4,972,600</u>	<u>35,476</u>	<u>1</u>	<u>590,034</u>	<u>12</u>	<u>4,972,900</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
33% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,157,750	6,157,750	361,985	6	1,825,694	30	6,157,750
Debt Service	445,450	445,450	-75,780	0	172,419	0	445,450
CIP	4,185,200	4,185,200	306,600	7	1,379,812	33	4,262,200
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>10,882,400</u>	<u>609,056</u>	<u>6</u>	<u>3,410,425</u>	<u>31</u>	<u>10,959,400</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
33% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	1,986	8	8,832	34	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>1,986</u>	<u>8</u>	<u>8,832</u>	<u>34</u>	<u>25,900</u>
Administration							
Operations	765,500	765,500	24,085	3	267,048	35	765,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>795,500</u>	<u>24,085</u>	<u>3</u>	<u>267,048</u>	<u>34</u>	<u>795,500</u>
Non-Departmental							
Operations	378,900	378,900	55,538	15	207,943	55	378,900
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>281,150</u>	<u>281,150</u>	<u>39,288</u>	<u>14</u>	<u>175,443</u>	<u>62</u>	<u>281,150</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,150</u>	<u>39,288</u>	<u>14</u>	<u>175,443</u>	<u>62</u>	<u>281,150</u>
Public Safety							
Operations	958,800	958,800	43,561	5	278,150	29	958,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>55,650</u>	<u>30,090</u>	<u>54</u>	<u>30,090</u>	<u>54</u>	<u>55,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,014,450</u>	<u>73,651</u>	<u>7</u>	<u>308,240</u>	<u>30</u>	<u>1,014,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
33% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,036,800	57,205	6	320,300	31	1,036,800
Debt Service	23,200	23,200	-3,903	0	383	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>119,607</u>	<u>8</u>	<u>215,272</u>	<u>15</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,483,950</u>	<u>172,909</u>	<u>7</u>	<u>535,955</u>	<u>22</u>	<u>2,483,950</u>
Economic Development							
Operations	156,350	156,350	9,737	6	53,603	34	156,350
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>170,350</u>	<u>9,737</u>	<u>6</u>	<u>53,603</u>	<u>31</u>	<u>170,350</u>
Transit System							
Operations	99,050	99,050	1,865	2	26,430	27	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>1,865</u>	<u>2</u>	<u>30,930</u>	<u>30</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,323,550	177,726	5	1,129,805	34	3,323,550
Debt Service	23,200	23,200	-3,903	0	383	0	23,200
CIP	1,528,100	1,528,100	149,697	10	249,862	169	1,528,100
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,874,850</u>	<u>323,520</u>	<u>7</u>	<u>1,380,050</u>	<u>28</u>	<u>4,874,850</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
33% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	6,997	33	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	236	5	1,834	37	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	1,986	8	8,832	34	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
33% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	415,250	415,250	17,038	4	133,680	32	415,250
Other Employee Benefits	18,500	18,500	0	0	1,222	7	18,500
Services	173,150	173,150	2,958	2	73,155	42	173,150
Other Charges	126,300	126,300	2,657	2	49,850	39	126,300
Materials & Supplies	32,300	32,300	1,432	4	9,141	28	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
Total Expenditures	795,500	795,500	24,085	3	267,048	34	795,500

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
33% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	5,000	4	70,291	62	112,650
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	60,291	0	60,700
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	0	0	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	50,000	50	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	10,076	92	11,000
Contribution - Avoca	18,700	18,700	4,675	25	9,350	50	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	2,500	50	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	35,925	13	171,717	62	277,850
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	3,363	0	3,363	0	0
Fuel - Fire Company	3,300	3,300	0	0	363	11	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,300	3,363	102	3,726	113	3,300
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,150	39,288	14	175,443	62	281,150
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,750	28,750	0	0	0	0	28,750

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
33% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	32,500	50	65,000
TRANSFER OUT - TOTAL	97,750	97,750	16,250	17	32,500	33	97,750
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	378,900	378,900	55,538	15	207,943	55	378,900
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,150	39,288	14	175,443	62	281,150

Town of Altavista
Public Safety
FY 2017 Expenditure Report
33% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<u>PUBLIC SAFETY - FUND 10</u>							
Wages & Benefits	824,200	824,200	34,374	4	242,375	29	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	379	1	872	3	33,400
Other Charges	39,200	39,200	6,796	17	16,285	42	39,200
Materials & Supplies	62,000	62,000	2,012	3	18,618	30	62,000
Capital Outlay	55,650	55,650	30,090	54	30,090	54	55,650
Total Expenditures	1,014,450	1,014,450	73,651	7	308,240	30	1,014,450

Town of Altavista
Public Works
FY 2017 Expenditure Report
33% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	710,100	710,100	32,315	5	196,711	28	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	682	8	1,764	21	8,600
Other Charges	26,700	26,700	1,830	7	5,981	22	26,700
Materials & Supplies	291,400	291,400	22,378	8	115,844	40	291,400
Debt Service	23,200	23,200	-3,903	0	383	0	23,200
Capital Outlay	1,423,950	1,423,950	119,607	8	215,272	15	1,423,950
Total Expenditures	2,483,950	2,483,950	172,909	7	535,955	22	2,483,950

Town of Altavista
Economic Development
FY 2017 Expenditure Report
33% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	3,722	4	31,831	32	101,000	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	20,000	20,000	4,670	23	18,377	92	20,000	
Other Charges	31,150	31,150	1,330	4	3,253	10	31,150	
Materials & Supplies	4,200	4,200	16	0	142	3	4,200	
Capital Outlay	14,000	14,000	0	0	0	0	14,000	
Total Expenditures	170,350	170,350	9,737	6	53,603	31	170,350	

Town of Altavista
Transit System
FY 2017 Expenditure Report
33% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	1,708	2	20,720	30	69,100
Services	2,550	2,550	0	0	0	0	2,550
Other Charges	3,950	3,950	64	2	1,124	28	3,950
Materials & Supplies	23,450	23,450	93	0	4,586	20	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
Total Expenditures	103,550	103,550	1,865	2	30,930	30	103,550

Town of Altavista
FY 2017 Revenue Report
33% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	323	3	1,759	16	11,000
Water Charges - Industrial	1,360,000	1,360,000	16,305	1	379,938	28	1,360,000
Water Charges - Business/Residential	294,000	294,000	34,350	12	93,086	32	294,000
Water Charges - Outside Community	124,000	124,000	10,638	9	42,246	34	124,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	0	0	4,527	0	4,527	0	0
Sewer Charges - Industrial	1,132,000	1,132,000	4,741	0	323,294	29	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	-3,836	-1	55,159	19	291,000
Sewer Charges - Outside Community	1,700	1,700	640	38	640	38	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	1,000	19	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	-391	-1	31,391	52	60,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,396	28	2,771	55	5,000
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	-3,011	-12	6,044	24	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,715,000	0	0	0	0	1,715,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,205,800</u>	<u>65,682</u>	<u>1</u>	<u>941,856</u>	<u>18</u>	<u>5,205,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
33% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	1,176,000	1,176,000	106,733	9	348,002	30	1,176,000
Debt Service	422,250	422,250	-71,877	0	172,037	0	422,250
CIP	2,289,600	2,289,600	128,503	6	1,008,637	44	2,366,600
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,887,850</u>	<u>163,359</u>	<u>4</u>	<u>1,528,675</u>	<u>39</u>	<u>3,964,850</u>
Wastewater Department							
Operations	1,175,450	1,175,450	63,486	5	279,429	24	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	142,500	28,400	20	69,294	49	142,500
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,317,950</u>	<u>91,886</u>	<u>7</u>	<u>348,723</u>	<u>26</u>	<u>1,317,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	170,218	7	627,431	27	2,351,450
Debt Service	422,250	422,250	-71,877	0	172,037	0	422,250
CIP	2,432,100	2,432,100	156,903	6	1,077,931	44	2,509,100
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,205,800</u>	<u>255,245</u>	<u>5</u>	<u>1,877,399</u>	<u>36</u>	<u>5,282,800</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
33% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	29,820	5	160,896	28	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	31,953	14	65,718	28	234,500
Other Charges	163,850	163,850	17,518	11	51,489	31	163,850
Materials & Supplies	207,250	207,250	27,441	13	69,899	34	207,250
Debt Service	422,250	422,250	-71,877	0	172,037	0	422,250
Capital Outlay	2,289,600	2,289,600	128,503	6	1,008,637	44	2,366,600
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,887,850	163,359	4	1,528,675	39	3,964,850

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
33% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	25,663	4	166,580	25	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	4,121	25	5,801	35	16,450	
Other Charges	312,300	312,300	25,724	8	78,835	25	312,300	
Materials & Supplies	170,200	170,200	7,977	5	28,214	17	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	142,500	28,400	20	69,294	49	142,500	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,317,950	91,886	7	348,723	26	1,317,950	

Town of Altavista
Fund Expenditure Totals
FY 2017
33% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Operations	451,000	451,000	12,115	3	58,091	13	451,000
CIP	225,000	225,000	0	0	52,018	23	225,000
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>12,115</u>	<u>2</u>	<u>110,110</u>	<u>16</u>	<u>676,000</u>

Cemetery Fund - (Fund 90)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery - Operations - Total:	31,750	31,750	1,926	6	10,366	33	31,750
CIP	0	0	0	0	0	0	0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>1,926</u>	<u>3</u>	<u>10,366</u>	<u>18</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
33% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	650,000	650,000	0	0	169,432	26	650,000
Street & Highway Maintenance/Carry Over	26000	26000	0	0	0	0	26000
Street & Highway Maintenance/Cash Discount	0	0	0	0	3.65	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>0</u>	<u>0</u>	<u>169,436</u>	<u>25</u>	<u>676,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	191	0	1,303	3	48,200
Maintenance - Pavement	150,000	150,000	1,418	1	6,362	4	150,000
Maintenance - Traffic Control Devices	56,800	56,800	7,291	13	16,649	29	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	0	0	0	0	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,289	3	18,198	36	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,926	2	15,580	19	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>12,115</u>	<u>3</u>	<u>58,091</u>	<u>13</u>	<u>451,000</u>
Improvements Other Than Buildings - New	225,000	225,000	0	0	52,018	23	225,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>225,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>12,115</u>	<u>2</u>	<u>110,110</u>	<u>16</u>	<u>676,000</u>

Town of Altavista
FY 2017 Cemetery Fund
33% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	1,450	10	4,850	32	15,000
Interest/Interest Income	9,000	9,000	161	2	2,628	29	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>1,611</u>	<u>3</u>	<u>9,428</u>	<u>17</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	141	1	2,981	31	9,500
Salaries and Wages/Overtime	800	800	-32	-4	309	39	800
Benefits/FICA	800	800	3	0	232	29	800
Benefits/VRS	1,100	1,100	61	6	402	37	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	96	7	616	44	1,400
Benefits/Group Life	150	150	7	5	46	31	150
Other Charges/Misc. Reimb.	0	0	150	0	150	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	1,500	8	5,630	31	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0					0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>1,926</u>	<u>3</u>	<u>10,366</u>	<u>18</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of October 31, 2016

Town of Altavista

Grand Total of all Investments and Deposits

Balance as of October 31 , 2016

\$ 15,749,619.52

Non-Specific

Green Hill Cemetery 572,198.81

General Fund Reserves

Capital Improvement Program Reserves

3,492,309.22

Altavista EDA Funding 278,469.21 *

278,469.21

Enterprise Fund Reserves

Capital Improvement Program Reserves

225,228.72

PCB Remediation 577,818.83

Community Improvement Reserve 0.00

Police Federal 2,893.32

Police State 20,696.06

Public Funds Money Market Accounts

10,337,242.84 → Includes Funds \$289,430.19 for Proj 1B - Main St Waterline

Operating Checking Account (Reconciled Balance) 242,762.51

DESIGNATED FUNDS

1,694,838.74

14,054,780.78

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

-6,353,383.00

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

UNDESIGNATED FUNDS

7,701,397.78

NOTES:

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 2015 Highway Carryover of Funds

-543,260.20

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-153,155.86

FY 14 Tank Maintenance

-50,000.00

FY15 Projected Carryover Needs

-140,000.00

FY 16 Projected Carryover Needs

-224,900.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement.

Remaining funds will be used to cover Construction Admin

for Proj 1B Main St.

-85,316.28

Concept presented at work session for improvements to

electrical at WTP and construction of new bldg to house

-1,041,859.80

electric panels

Survey of canoe launch property

-850.00

Consensus of Council to obligate a min for the purchase

-40,000.00

of site for canoe launch

Canoe Launch to get site ready

-39,500.00

Paving parking area of the park on Woodland Ave;

-4,000.00

included w Myrtle Lane paving

Funds for Project 1B - Main Street Waterline Improvement

-289,430.19

Dominion Service Line

-86,834.47

Earmarked for Pole Building (020-CIP item)

-75,000.00

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

-85,500.00

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

-50,000.00

Broadband Grant Funds for study

-30,000.00

UNDESIGNATED RESERVE FUND BALANCE

4,623,741.98

Budget

Budget

Budget



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

Meeting Date: November 22, 2016

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

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

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

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

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

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

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

Staff Review Record

Are there exhibits for this agenda item? Yes

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

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: JWC



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

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

Seller/County Purchase Contract Excerpts relative to Town

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

Campbell County Contributions to the Town of Altavista

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

CAMPBELL COUNTY SPECIAL USE PERMIT "ENGLISH PARK"

RE: Campbell County's English Park Special Use Permit

Adopted Conditions:

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

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



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

Meeting Date: November 22, 2016

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

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

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

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

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

Council granted a Certificate of Public Convenience and Necessity to Mr. Kathan last year.

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

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

Staff Review Record

Are there exhibits for this agenda item? Yes

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



Agenda Item: 8b

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



DATE: November 16, 2016

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

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

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

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

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

Thank you.



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

CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY APPLICATION

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

RENEWAL APPLICATION []

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

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

P.O. Box 251 Altavista VA 24517

Owner's Full Name: _____

Date of Birth: _____ Age: _____ Sex: _____

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

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

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

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

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

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

CONFIDENTIAL INFORMATION - NOT PUBLIC RECORD

SSN _____ - _____ - _____

Driver's License Number: _____ State: _____

Date DL Issued: ____/____/____

Applicant's Initials: _____



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

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

LIST EXPERIENCE IN TRANSPORTING PASSENGERS:

TR Transport, AEMS
School Buses, City Transit

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

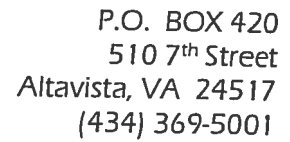
On file

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

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

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

Continue the need for Midway to
Support our Town Businesses

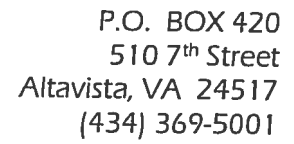


(Notify the Manager's office on any changes that occur.)

What color is the lettering on the vehicles: white

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

[illegible]

[illegible]



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

CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY APPLICATION

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

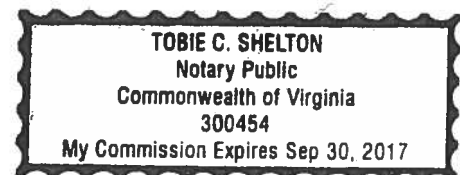
[Signature]
(Signature of Applicant)

(Application must be notarized before submitting.)

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

Tobie C. Shelton
NOTARY PUBLIC

My Commission Expires: September 30, 2017





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

Acknowledgement

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

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

Applicant's signature: _____

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

AFFIDAVIT

Commonwealth of Virginia

County of Campbell

The foregoing instrument was acknowledged before me this 1st day of November 20 16 by

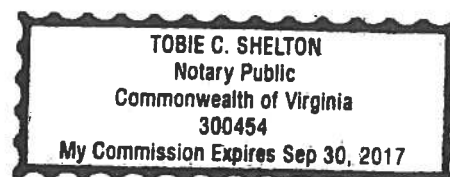
Thomas Kathan

(Name of Person seeking acknowledgement)

Notary Public: Tobie C Shelton

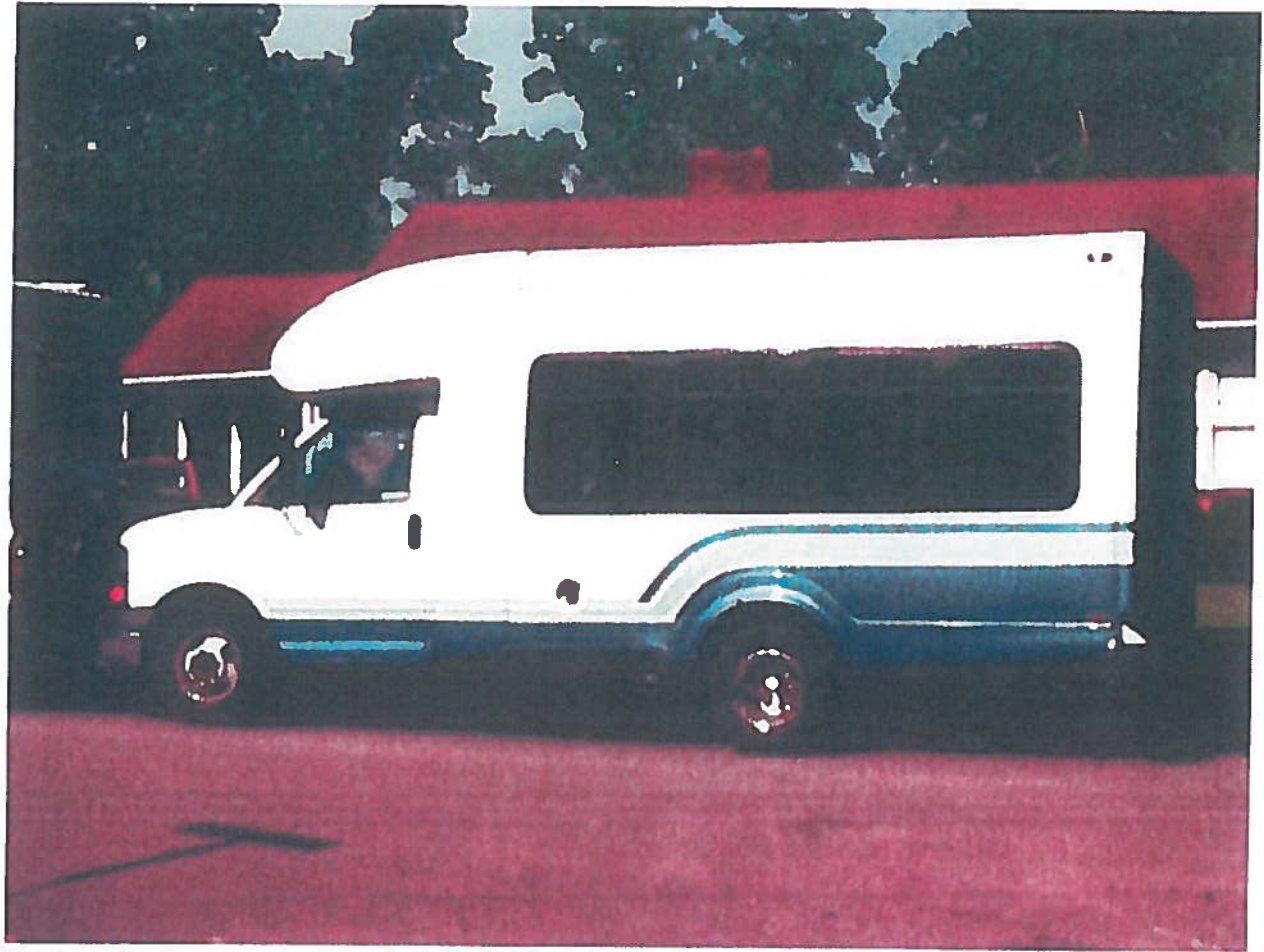
Notary Registration Number: 300454

My Commission Expires: 9/30/2017











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

Meeting Date: November 22, 2016

Agenda Item: Consideration of a Second Utility Bill Adjustment

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

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

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

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

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Internal email with attachment; Quarterly bill (2nd Adjustment Request); Town Service Order Request; Initial Adjustment Request with support information

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Waverly Coggsdale III

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

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

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

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

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

Please advise how we will handle this. Thank you

Cheryl Dudley

Town of Altavista
PO Box 420
Altavista, VA 24517

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



11/4/16 Called Adam (cell phone)

no second leak -
adjustment request because
2nd bill was +500.00
From leak on April bill.

Adam told me
when the leak happen - town turned off water
to fix leak

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

David

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

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

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

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

adjustment
5/5/2016

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

PLEASE RETURN THIS STUB WITH PAYMENT

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

SEE REVERSE SIDE FOR INFORMATION

JOY FOODS
1028 MAIN STREET
ALTAVISTA VA 24517

TOTAL DUE 484.94

7/15/16



919-514-8578

Adam: cell phone

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

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

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

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

Change Service Order Comment Maintenance

Service Order

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

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

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

☒ OK
☐ Exit
☐ Cancel
 Enter readings

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



Town of
Altavista
Virginia
A place to live, a way to live.

4/26/2016

To: Cheryl

Water Adjustment Request

Date of Request: 4-25-16

Cycle/Route: 03/30

Account #: ~~155-19563~~

Customer Name: Joy Foods

Service Address: 1026-30 Main Street

Reason for Request: leak - undetected

When were repairs completed? March 13, 2016

Who completed the repairs? Nichols Bobcat Service

Where was the leak located? parking lot

Date of last adjustment: 1-5-12

Own or rent the property? 369-1

Account holders phone #: 369-1714

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

If renting, Landlords name: _____

Landlords phone #: _____

Approved / Not Approved: DTL

Date: 4/25/2016

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

4,150.00 ÷
 4 =

Average 1,400.00 *

41,000.00 +
 10,040.00 -

average 15,960.00 *

15,960.00 x
 0.75 =
 11,970.00 *

75%

98,200.00 x
 0.0218 =
 214.12 *

w —

98,200.00 x
 0.05 =
 4,910.00 *

4,910.00 x
 0.0307 =
 150.31 *

S —

214.12 +
 256.51 +
 470.43 *

to be removed

10.00
 [Signature]
 2/4/10

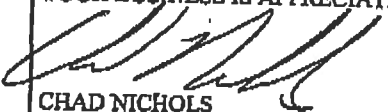
Nichols Bobcat Service Inc..

13705 Rockford School Rd
Hurt, VA 24563**Invoice**

Date	Invoice #
3/13/2016	1771

Bill To
JOY STORE MAIN ST ALTAVISTA, VA 24517

P.O. No.	Terms	Project
1028 MAIN ST	Net 30	

Quantity	Description	Rate	Amount
1	MATERIALS USED TO CUT CONCRETE, REMOVE CONCRETE, MAKE REPAIR ON WATER LINE THAT IS LEAKING IN PARKING LOT. ONCE REPAIRS CONCRETE WILL BE PLACED BACK IN AREA WHERE EXCAVATION HAS TAKEN PLACE	249.00	249.00
1	LABOR TO CUT CONCRETE, JACKHAMMER CONCRETE OUT, EXCAVATE MATERIAL OUT OF AREA WHERE REPAIR NEEDS TO BE MADE, MAKE ANY REPAIRS THAT ARE NECESSARY, PLACE STONE BACK IN HOLE AND FILL 6" DEEP WITH CONCRETE ON TOP.	700.00	700.00
YOUR BUSINESS IS APPRECIATED  CHAD NICHOLS			
Total			\$949.00



Agenda Item: 8d

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

Meeting Date: November 22, 2016

Agenda Item: Consideration December Work Session and FY2018 Budget Calendar

Summary: Town Council's scheduled Work Session is Tuesday, December 27th, which due to Christmas being on a weekend is a day in which the Town Offices will be closed. Staff would suggest to Council to either consider rescheduling the meeting date or cancelling the December Work Session

Additionally, staff has provided the FY2018 Budget Calendar for your review. This sets forth the milestones of the annual Budget process and allows for coordination of our calendars. I would point out that at next month's Regular Council meeting (December 13th), there will be an opportunity for citizen's input prior to preparation of the budget. Also staff will seek input from Council in regard to any specific issues/items they would like considered during budget preparations.

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

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? FY2018 Budget Calendar

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



PROPOSED BUDGET CALENDAR FY2018 BUDGET PREPARATION

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



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

Meeting Date: November 22, 2016

Agenda Item: Booker Building Preliminary Assessment

Summary: Town Council previously requested staff to assess the condition of the Booker Building and begin the process of evaluating possible renovations/upgrades to the facility. Mr. Maurice Law, a local citizen, assisted staff with the review and was very instrumental in the facts/findings of the report. The “Booker Building at English Park Preliminary Assessment” provides an overview of the structure and possible renovation items. It is felt that now is an opportunity for Council to discuss what they view as the wants and needs of the community are in regard to having a “community space” for events and private functions. Once that is achieved, Council can provide a more concise direction on what the possible next steps are in regard to the Booker Building.

Once again, I would like to express my appreciation to Mr. Law for his assistance up to this point and his willingness to assist as the process moves forward.

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

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Booker Building Preliminary Assessment Report

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

**TOWN OF ALTAVISTA
BOOKER BUILDING
at English Park
PRELIMINARY ASSESSMENT**



INTRODUCTION **pg. 2**

ARCHITECTURAL BUILDING ELEMENTS **pg. 2**

POTENTIAL UPGRADES **pg. 4**

NEXT STEPS **pg. 5**

APPENDIX A:

RENTAL/REVENUE/EXPENDITURE HISTORY

INTRODUCTION: The Town of Altavista has made the Booker Building at English Park available for rent as an event venue. Currently, renters have the use of the facility, outdoor areas for parking, bathroom facilities in the building, as well as the covered stage and open grass area to the rear of the building. There is currently no cooking, warming or cold storage facilities provided at the Booker Building.

Town citizen, Maurice Law worked with Town in making an initial Preliminary Assessment of the condition of the property. This assessment will provide Town Council with a starting point in evaluating any potential improvements/renovations to the facility.

The structure was built in 1908 and served as Booker's Garage, the Town purchased the facility in 1994 and made several upgrades to the facility. The Campbell County Real Estate office lists the structure as having 4,900 sq. feet of finished space and the total assessed value is \$99,100 (Land: \$24,900 and Improvements: \$74,200). Main room dimensions 96' x 48' approximate.

ARCHITECTURAL BUILDING ELEMENTS The Booker Building was built in 1908.

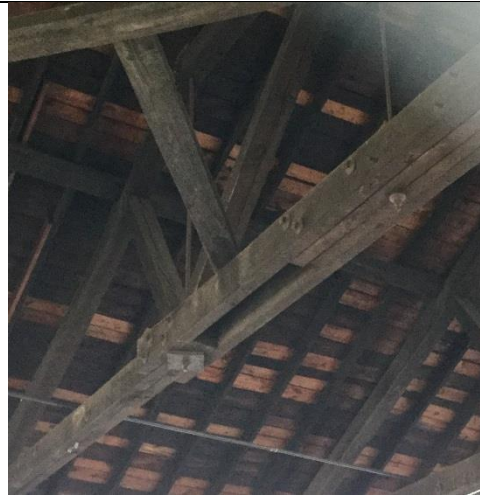
- Walls The walls are masonry block with a relatively uneven finish in the main building. The walls in the bathroom area are newer masonry block with a smoother finish. Exterior walls are same as interior walls.
- Ceiling Wood truss roof with exposed beams supporting rough wood planking.
- Floor Concrete, stained and dirty from years of use as a mechanic's garage.
- Doors Three, double glass doors, approximately 6' 0" x 7' 0" metal frame;
One, passage door metal 32" x 6' 8"
Three, roll-up doors 8' 6" x 12" metal
One, roll-up door 8' x 7' metal (bathroom area)
One, sliding door, approximately 11' x 11' wood
- Windows Nine, approximately 6' 8" x 9' 2"; Two, approximately 4' 11" x 8' 6"; and Two, approximately 6' 8" x 6' 8". This windows each have a small area in the middle that opens. There are also several windows in the upper parts of the building that do not open.
- The clear height is approximately 16' 6" to underside of the roof trusses.
- **Gutters and Downspouts** - None
- **Insulation** - None (Walls or Roof)



Interior Walls- masonry block, rough surface in fair to good condition



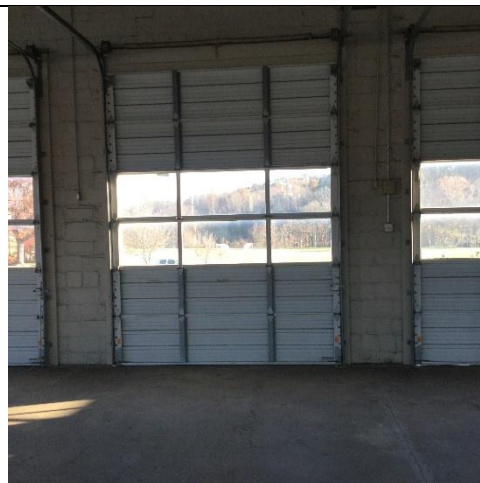
Roof – Wood planking



Roof – Wood truss



Double doors



Roll Up Doors

- **Heating –** Four gas powered units are in the exposed ceiling area to provide heat only to the structure.
- **Cooling -** Six ceiling fans provide air circulation in the structure.
- **Lights -** Six lights are affixed to the walls (3 each on the sides) in the large area. There are several fluorescent fixtures in the bathroom section of the building.
- **Restrooms -** The structure has Men's and Women's restrooms. Not sure if adequacy in regard to Maximum Occupancy rating of 400.
- **Electrical -** Size/Type of service

The structure also features a rear stage that is utilized for musical performances. It is oddly shaped with the long side (against the building) measuring approximately 51' and the front edge measuring 45', while one side (park side) measures approximately 31' and the other (railroad side) measures approximately 17'. It is elevated from grade on the front edge by approximately 3'.

There is space on the park side and the railroad side of the building that is used for parking, although it is not marked or laid out as such. In addition, there is additional parking in the English Park lot at the intersection just below the Booker Building.

POTENTIAL UPGRADES

Any upgrades may be dependent on what potential uses would be planned for the structure. A list of possible upgrades is listed below, some are basic for continued operation as-is and others would allow additional uses of the facility.

- Floor covering (i.e. epoxy, etc.)
- Improved/Expanded restrooms
- Painting
- Improved HVAC
- Insulation
- Drop Ceiling (to assist with heating/cooling loss)
- Interior wall finish
- Insulated glass in windows/replacement of existing windows
- Replacement of roll up doors and infill openings
- Improved Interior lighting
- Additional exterior lighting
- Defined parking
- Addition for kitchen facilities and storage of tables and chairs.
- New tables and chairs
- Technology upgrades to provide Wi-Fi or provide for use of other devices

NEXT STEPS

This Preliminary Assessment is provided as a beginning point for Council's deliberations regarding the potential need to upgrade the Booker Building facility. There are several questions that Council may want to consider to assist:

- Is the purpose to minimally renovate the structure to continue the current rental and use pattern?
 - Does the past use of the building justify more than normal renovations/upgrades?
- Is the purpose to improve the facility to open up opportunities for additional rental and uses?
- Is the Council open to spending a significant amount of money on the building?
- Is there a different option? (i.e. new building, phased renovation, etc.)
- Are funds available to advance this Preliminary Assessment to a more advanced Planning Assessment?
- Are there groups in our community that would benefit from a renovated facility with more amenities?

To move forward, a more in-depth analysis of the building would need to be undertaken, with a possible first step being to define potential costs for the renovation/improvements that Council would like to see in the building.

Appendix A: Booker Building Rental/Revenue/Expenditure History (3 years)

	Rentals	Revenue	Expenditures				Difference
			Electric	Heat	Repair & Maint.	Total	
FY2016	18 Regular 7 Agency	2,650.00	1,944.32	469.56	3,297.22	5,711.10	(3,061.10)
FY2015	31 Regular 7 Agency	4,225.00	1,167.49	496.11	1,495.84	3,159.44	1,065.56
FY2014	21 Regular 9 Agency	3,575.00	1,216.68	586.71	828.27	2,631.66	943.34

NOTES:

- Current Rental Rates are \$100.00 per four-hour block (minimum) and each additional hour is \$25.00
- Agency use does not require rental fee but does require a Utility Charge (\$25.00).
- There is a "Refundable" deposit required (\$150.00 regular and \$250.00 if alcohol is served), this applies to all rentals. It is refunded after satisfactory inspection of the facility.



Agenda Item: 8f

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

Meeting Date: November 22, 2016

Agenda Item: Budget Amendments

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

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

Adoption of the budget amendments as presented.

Staff Review Record

Are there exhibits for this agenda item? Yes

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

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

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



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

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

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



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION AUGUST 23, 2016

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

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

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

Mr. Higginbotham asked if both could be tied together.

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

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

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

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

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

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

d. FY2016 Carryover Requests to FY2017

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

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

6. Public Comments

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

Regular Council Meeting—September 13, 2016

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

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

5. Consent Agenda

- a) Minutes- Regular Meeting August 9th; Work Session August 23rd –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Woodward & Curran Proposals-Council approved the Woodward & Curran Proposals as presented.
- d) FY2016 Carryover Funds-Council approved the FY2016 Carryover Funds request as presented.

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

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

Motion carried:

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

6. Public Hearings

7. New/Unfinished Business

- a. County "English Park" Discussion



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION MAY 24, 2016

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

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

Mayor Mattox questioned the last time this had been done.

Mrs. Shelton stated a study was completed in 2000.

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

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

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

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

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

g. FY2016 Budget Amendments/Departmental Transfers

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

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

h. Myrtle Lane Paving Follow-up

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

COUNCIL WORK SESSION MAY 24, 2016

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

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

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

i. Water Tank Logo

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

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

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

6. Public Comments

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

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

Change Order

No. 4

Date of Issuance: June 1, 2016

Effective Date: June 1, 2016

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

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

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

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

Total - Change Order 4 = \$67,121.85

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

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

RECOMMENDED:

ACCEPTED:

ACCEPTED:

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

By: [Signature]
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Date: 6/1/2016

Date: 6/2/2016

Date: 6/20/16

Approved by Funding Agency (if applicable):

Date:



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION AUGUST 23, 2016

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

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

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

Mr. Higginbotham asked if both could be tied together.

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

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

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

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

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

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

d. FY2016 Carryover Requests to FY2017

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

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

6. Public Comments

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

COUNCIL WORK SESSION MAY 24, 2016

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

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

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

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

f. Classification and Compensation Study

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

COUNCIL WORK SESSION MAY 24, 2016

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

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

Mayor Mattox questioned the last time this had been done.

Mrs. Shelton stated a study was completed in 2000.

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

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

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

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

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

g. FY2016 Budget Amendments/Departmental Transfers

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

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

h. Myrtle Lane Paving Follow-up

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



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION MAY 24, 2016

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

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

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

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

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

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

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

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

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

COUNCIL WORK SESSION MAY 24, 2016

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

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

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

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

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

d. Broad Street Storm Water Item

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

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

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

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

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

e. Utility Fees Issue (FY2013-2014)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION JULY 28, 2015

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

Motion carried:

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

c. Virginia Telecommunications Planning Initiative-Phase II

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

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

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

Motion carried:

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

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

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

6. Items Scheduled for the Regular Meeting Agenda



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

P U R C H A S E O R D E R

PAGE: 1

P.O. #: 003499

DATE: 11/01/16

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

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

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

F.O.B.

TERMS
NET

CONFIRM TO
JO ANN MYERS

REQUISITIONED BY
TERRY LAMBERT

ACCOUNT NO. PROJECT
020-4101-606.60-44

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

16109.00

AUTHORIZED BY _____
PURCHASING AGENT



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION FEBRUARY 23, 2016

6. Items for Discussion

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

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

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

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

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

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

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

b. Utility Update

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



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

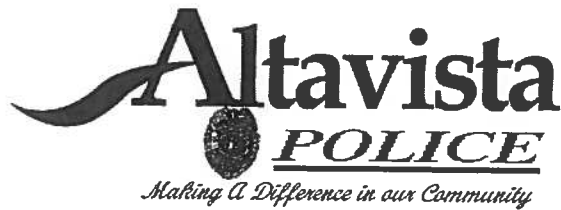
Budget Impact

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

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

Adopted this 13th day of December 2016

Michael L. Milnor
Chief of Police



Phone: (434)369-7425

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

Fax: (434)369-5046

MEMORDANDUM

November 2, 2016

TO: Waverly Coggsdale, Town Manager

FROM: Mike Milnor, Chief of Police 

SUBJECT: Redesigned Badge Purchase

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

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

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

U.S. DEPT. OF JUSTICE

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

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

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

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

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

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



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

These funds are fully reimbursable.

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

Adopted this 13th day of December 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

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

Summary

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

Budget Impact

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

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

Adopted this 13th day of December 2016

COUNCIL WORK SESSION AUGUST 23, 2016

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

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

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

Mr. Higginbotham asked if both could be tied together.

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

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

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

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

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

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

d. FY2016 Carryover Requests to FY2017

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

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

6. Public Comments

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

- Design your badge online

Page 1 of 1

Badge dimensions: 2.500"W X 3.375"H



Displayed size and color is approximate. Actual badge may vary



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

Meeting Date: November 22, 2016

Agenda Item: Consideration of Rt. 29 Bridge Light project

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

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

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

Staff Review Record

Are there exhibits for this agenda item? Yes

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

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

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

Background and Purpose:

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

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

Roadway Lighting Alternative:

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

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

Notes:

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

Pedestrian Lighting Alternative:

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

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

Notes:

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

Summary:

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

Next Steps:

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



Agenda Item: 8h

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

Meeting Date: November 22, 2016

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

Summary: Attached please find a memo from Dan Witt, Assistant Town Manager, in regard to the Draft FY2018 Altavista Community Transit System Budget Request. The budget request is also attached for your review. It is presented for your consideration and review at this time, however staff will be seeking action on this item at your December 13th Regular meeting, so that it can be submitted within the required grant deadlines.

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

Staff Review Record

Are there exhibits for this agenda item? Yes

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

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

Finance Director initials and comments, if applicable:


Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



MEMORANDUM

To: Waverly Coggsdale, Town Manager & Town Council Members

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

Date: November 22, 2016

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

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

Background

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

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

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

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

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

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

Budget Request

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

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

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

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

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

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

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

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

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

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

TRANSPORTATION FY 2018

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

TRANSPORTATION FY 2018

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

TRANSPORTATION FY 2018

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



Town Manager's Report – For Month of October

Booker Building

- Preliminary Report Issued to Council

WWTP EOP – PCB Remediation

- Assisting with University of Iowa and UMBC (Sowers) in regard to their work.
- Working with Dr. Lowman on proposal for sampling on Plot 7.

Compensation/Classification Plan Study and Personnel Policy Handbook

- Conducted Conference Call to review progress.
- Tentative date for presentation to Town Council in January 2017. (Work Session)
- Personnel Policy Handbooks preliminary work underway.

Broadband Planning Grant

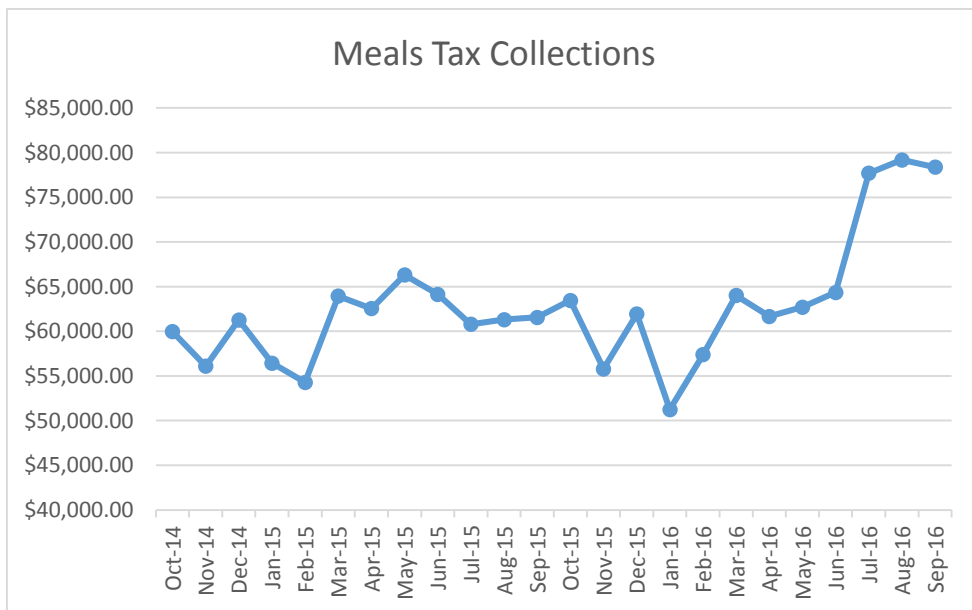
- Met with consultant to go over preliminary report.
- Tentative date for presentation in January 2017. (Work Session)

Clarion Road Signal (Abbott) Project

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

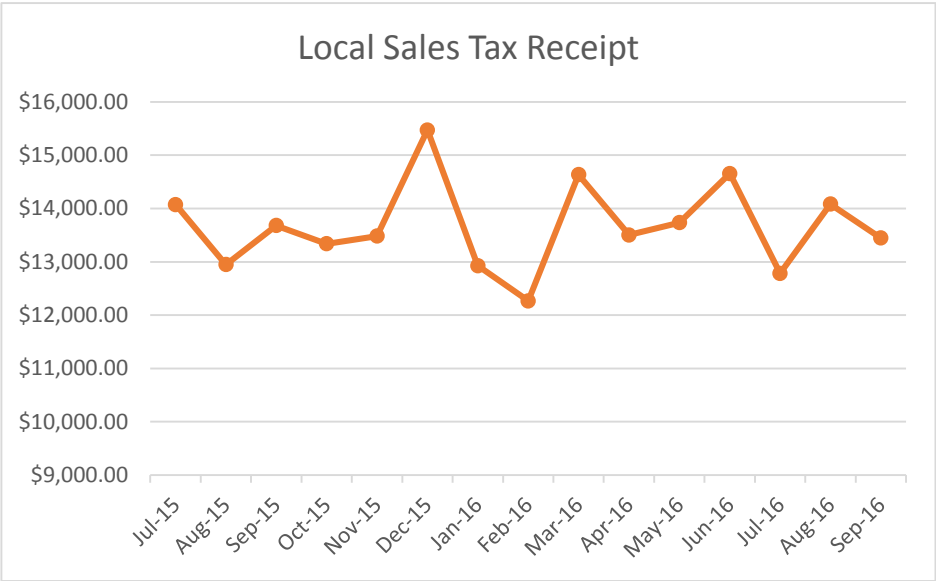
**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>
Oct-14	\$59,970.00
Nov-14	\$56,093.00
Dec-14	\$61,281.00
Jan-15	\$56,429.00
Feb-15	\$54,293.00
Mar-15	\$63,948.00
Apr-15	\$62,546.00
May-15	\$66,308.00
Jun-15	\$64,146.00
Jul-15	\$60,786.00
Aug-15	\$61,309.00
Sep-15	\$61,560.00
Oct-15	\$63,460.00
Nov-15	\$55,798.00
Dec-15	\$61,928.00
Jan-16	\$51,250.00
Feb-16	\$57,390.00
Mar-16	\$64,020.00
Apr-16	\$61,664.00
May-16	\$62,702.00
Jun-16	\$64,356.00
Jul-16	\$77,702.00
Aug-16	\$79,183.00
Sep-16	\$78,379.00



**Town of Altavista
Local Sales Tax**

Jul-15	\$14,073
Aug-15	\$12,947
Sep-15	\$13,681
Oct-15	\$13,337
Nov-15	\$13,481
Dec-15	\$15,473
Jan-16	\$12,926
Feb-16	\$12,265
Mar-16	\$14,634
Apr-16	\$13,503
May-16	\$13,734
Jun-16	\$14,657
Jul-16	\$12,782
Aug-16	\$14,083
Sep-16	\$13,446



Monthly Report to Council

Date: November 22, 2016
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: October 2016 Reporting

1. Zoning/Code Related Matters: September 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
13-Oct	046-16	Abott Nutrition, 1518 Main Street	40'x25' out building
13-Oct	046-16B	Paul Smith, 508B Pittsylvania Ave	New Business- Staunton River Outdoors, LLC
27-Oct	047-16	Estee Williams (AT&T) Glenn Allen VA	Upgrades to Cell Tower at 1618 Melinda Dr.

- Zoning violation notice issued to B&D Auto Sales.
- Collected illegal, off site real estate signs.
- Worked with owner, Altavista Appliance, for expansion of existing building.

2. Site Plans Reviewed and/or Approved:

- Approved single lot subdivision, for Hub Scrap Metal, of a lot at the former Lane Furniture site.

3. Planning Commission (PC) Related:

- Prepared PowerPoint for TC work session for presenting the recommendation from the Planning Commission of the updated Comp Plan.
- October meeting cancelled.

4. AOT Related

- Nothing noted.

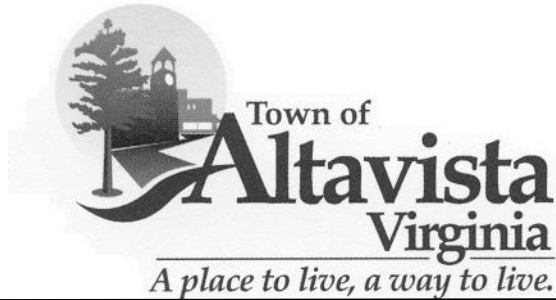
5. ACTS Related

- Validated daily ridership and revenue for bus system (October) - see bus report.
- Submitted reimbursement requests for operations and CIP, shop equipment.
- Attended required training in Roanoke.
- DRPT visit by Grant Administrator to review files. No issues.
- DRPT visit by Drug/Alcohol compliance officer. Some issues with documentation but will be corrected.

6. Projects and Administrative Related:

- Updated GIC

- Continuing to deal with vulture complaints on several occasions in Moseley Heights. Using both pyrotechnics for dispersion and also killing some birds using the Federal permit that was issued.
- Continued working with Springsted on the Classification and Compensation Study project. The proposed classifications have been presented to staff and reviewed. The results of the classification study were presented to staff in early November with results to be presented to Council in January.
- Seeking quotes for recreational easement appraisal. Have received 3 quotes but the low bidder has declined to do the work. Seeking additional quotes.
- Completed TC reports for staff and ACTS and attended TC meeting and work session.
- Completed work on the 2017 Town Calendar.
- Attended Manager's/Assistant's luncheon in Lynchburg.
- Certified TOA September bank statements.
- Attained grant from VML for hands free device for Economic Development vehicle. Worked on Hands Free Policy that will be required by VML beginning January 2017.



David T. Garrett, Jr. Director of Public Works • P.O. Box 420, Altavista, VA 24517
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Public Works / Utility Report October 2016

During the month of October, 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 280

Utility Department - Water Distribution003A

- Located Miss Utility Tickets-----62
- Water Turn On / Turn Off(s)-----42
- Read Monthly Meters-----65

Utility Department - Sewer Distribution:

- Sewer Root Cutting-----35 Feet
- Sewer Main Cleaning-----260 Feet
- Sewer Main Cleaning Manholes-----2
- Sewer Service Cleaning-----490 Feet
- Sewer Service Cleaning Manholes-----2
- Sewer Video-----720 Feet
- Sewer Video Manholes-----5

Utility Department – Man Hour Distribution:

- Sludge to Landfill-----18.50 Man Hours
- Utility Maintenance-----548 Man Hours
- Tank Maintenance-----10.50 Man Hours
- Water Treatment Plant-----8 Man Hours

Street Department:

- Litter Pick up-----5 Bags
- Asphalt Tonnage-----42.92 Tons
- Sweeping Streets-----32 Miles
- Weekend Trucks-----1
- Other Traffic Roadside Maintenance On Streets----- 342 Hours

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----2
- Leaf Collection Loads -----1
- Brush Collected Stops-----114 Stops
- Brush Collected Loads-----13 Loads
- Bulk Collection Stops-----189 Stops
- Bulk Collection Tonnage-----9.66 Tons
- Solid Waste Tonnage-----80.14 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----34 Hours
- Maintain Park Buildings-----73.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----335.50 Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 54.35 million gallons of raw water treated.
- Water Plant: 50.76 million gallons of finished water delivered.
- McMinnis Spring: 8.16 million gallons of finished water treated.
- McMinnis Spring: average 271,935 gallons per day and run time hours 15 a day.
- Reynolds Spring: 6.37 million gallons of finished water treated.
- Reynolds Spring: average 212,774 gallons per day and run time hours 12 a day.

Water Consumption From:

- Campbell County Utility and Service Authority: **6,924,676** Gallons

Water Sold:

- Town of Hurt **4,602,600** Gallons
- Dominion **15,986,000** Gallons

Water Plant Averages for October 2016:

- **Weekday: 15.0 hrs/ day of production**
1,836,190 gallons treated / day
- **Weekends: 13.6 hrs/ day of production**
1,579,000 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Monthly samples completed
- New starter purchased for 1.5 MGD Finish pump. Installed, but still having a problem with pressure switch...tested/replaced. Continuing to troubleshoot to determine operational problem.
- Cleaned Basin #3 and Flocculators for #3.
- Started the Painting of pipes to color coordinate for training and knowledge purposes.
- Started the process of taking Melinda Tank out of service for Maintenance/Painting. Did a test run and working on a back-up system to Bedford pump station before we drain the tank. Either will use a back-up generator or a pump. Hoping to drain tank by Nov. 7.
- Assisted Hurt with mechanical failure at their pump station
- Gary David passed his Class 1 certification
- Resolved CCUSA billing issue
- Abbott Labs had its normal 2-week shutdown and Dominion shut down for maintenance at the same time
- Standard Operating Procedure Book (ongoing)
- Job Hazard Analysis Book (ongoing, with good progress)
- Safety Manual (ongoing)

Wastewater Department Report

- IALR Set up switch grass test pots
- PCB conference held at IALR in Danville
- PCB conference continued at WWTP to review EOP test
- Shop and WWTP mowed around EOP
- Normal Monthly Work Session with Council
- Repaired Scum Pump in Solids Handling
- Health Insurance Meeting
- Reissued Industrial Discharge Permits (valid for 2 years)
- Conducted semi-annual industrial monitoring
- Repaired UV system (electrical cable)
- Replaced lights on Digester Cells
- Repaired Press system pressure valves
- Repaired NPW system (back in Service 6-30-15)
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	175 wet tons
Gallons of Water Treated	64.44 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	98%

ACTS RIDER TALLY

October 2016 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
1-Oct				49	49	49		80	80
3-Oct				99	99	148		162	242
4-Oct				129	129	277		165	407
5-Oct				84	84	361		160	567
6-Oct				59	59	420		160	727
7-Oct				79	79	499		158	885
8-Oct				42	42	541		80	965
10-Oct				96	96	637		163	1128
11-Oct				114	114	751		159	1287
12-Oct				77	77	828		160	1447
13-Oct				54	54	882		159	1606
14-Oct				77	77	959		159	1765
15-Oct				38	38	997		80	1845
17-Oct				88	88	1085		162	2007
18-Oct				110	110	1195		163	2170
19-Oct				71	71	1266		160	2330
20-Oct				55	55	1321		161	2491
21-Oct				75	75	1396		158	2649
22-Oct				26	26	1422		80	2729
24-Oct				95	95	1517		160	2889
25-Oct				105	105	1622		161	3050
26-Oct				98	98	1720		161	3211
27-Oct				69	69	1789		158	3369
28-Oct				58	58	1847		158	3527
29-Oct				18	18	1865		79	3606
31-Oct				77	77	1942		161	3767
235 Hours	<u>Total Riders to date:</u>		8,171		<u>Counter Sales</u>				
	<u>Total Revenue to Date</u>		\$ 90.00		<u>Total Month Revenue</u>				
	Days Run-	23.5	Average daily riders	82.6					
	Total days run	111.8			Average daily riders YTD	73.1	TOTAL MILES	17,514	

~ November 2016 ~						
◀ Oct 2016						Dec 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 First Saturday Trade Lot
6	7	8 Election Day	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Council Meeting/Work Session 5:00 PM	23 Wednesday & Thursday Trash Collection Today	24 Thanksgiving Day Town Offices Closed NO ACTS BUS AOT Gibley Jog	25 Black Friday Town Offices Closed Regular ACTS BUS	26 Chamber of Commerce Shop Small Saturday
27	28	29	30	Notes:		

◀ Nov 2016 ~ December 2016 ~ Jan 2017 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 First Saturday Trade Lot Christmas Parade 5:00 pm
4 Avoca Museum's Christmas Open House 1:00 – 5:00 pm	5	6	7	8	9	10 Avoca Museum's Christmas Open House 11:00 am – 5:00 pm
11 Avoca Museum's Christmas Open House 1:00 – 5:00 pm	12 Avoca Museum's Member's Holiday Party 6:00 pm	13 Council Meeting 7:00 PM	14	15	16	17
18	19	20	21	22	23 Christmas Holiday Town Offices Closed	24
25 Christmas Day	26 Christmas Holiday Town Offices Closed	27 Christmas Holiday Town Offices Closed	28	29	30	31