Town of Altavista



Meeting Agenda Town Council Meeting

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

Tuesday, September 13, 2016

7:00 PM Regular Council Meeting

- 1. Call to Order
- 2. Invocation Nick Jones, Central Baptist Church
- 3. Approval of Agenda
- 4. Recognitions and Presentations
 - a. Recreation Committee Update/Report
- 5. Public Comment

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

6. Consent Agenda

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

- a. Approval of Minutes Regular Meeting August 9th; Work Session August 23rdh
- b. Acceptance of Monthly Finance Reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c. Woodard & Curran proposals
- d. FY2016 Carryover Funds
- 7. Public Hearing (None scheduled)
- 8. New/Unfinished Business
 - a. County "English Park" discussion

- b. Consideration of Resolution for Main Street Reconfiguration
- c. Housing Study consideration
- d. November Regular Town Council meeting discussion
- e. Delinquent Tax List
- f. Urban Archery/Deer Management Program follow up
- g. Boat Ramp Sign Request Farmer family

9. Reports

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

10. Informational Items/Late Arriving Matter

- a. Correspondence/Articles
- **b.** Calendars September & October

11. Matters from Council

12. Closed Session

Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the Economic Development Authority; the Planning Commission and the Board of Zoning Appeals.

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, September 27th @ 5:00 p.m.

Town Council Work Session

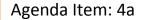
Town Council Regular Meeting

Tuesday, October 25th @ 5:00 p.m.

Town Council Work Session

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

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





ALTAVISTA TOWN COUNCIL Agenda Item Summary - Staff Report

Date: September 13, 2016

To: Mayor Mattox and Council members

FROM: Waverly Coggsdale, Town Manager

SUBJECT: Recognitions/Presentations

Town Recreation Committee will give a report/update

Anne Shelton, Chair, will provide a brief report on the Recreation Committee. A detailed report is attached for your review in regard to the Committee's recommendations on ongoing items and items they will be working on in the near future.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Recreation Committee Report and Requests

Summary: The Committee met in August to discuss several topics of relevance contained in the attached agenda. Staff provided an update for the canoe launch site and the status of pending grants with the Department of Conservation and Recreation (DCR). DCR decided not to fund any Land & Water Conservation Fund grant but will open a new grant cycle in December or January. The other DCR grants are pending, as is the Timken Foundation application. More should be known by the end of September.

Staff provided a report on the status of the County's portion of English Park. The Board of Supervisors voted to hold a public hearing upon request of the Altavista Town Council. By unanimous consent the Committee recommends that the Town Council make a formal request to the Campbell County Board of Supervisors to advertise for a public hearing for the purpose of turning ownership of the park over to the Town. Chairman Shelton may present this request at the September 13th meeting.

The Committee discussed the removal of the Tennis Courts at the Bedford Avenue Community Park. The Committee voted to recommend to Town Council that the tennis courts and fencing be removed and a replaced with grass, trees, and a sidewalk.

Staff explained that the design/development of the Cemetery Trail is in FY2017 CIP and \$20,000 has been approved and allocated for that project. The Committee is requesting that Town Council allow staff to begin the process for the development of this trail that would connect Bedford Avenue to English Park.

Several other items, i.e., splash park, Frisbee Golf Course and a park tree plan were discussed, (see attached meeting notes), but the Committee is not ready to bring any requests or recommendations before the Council at this time.

Staff recommendation, if applicable: Council has already approved the Cemetery Trail project funding and staff recommends moving forward with the design and development of this project. Staff does not have recommendation for the demolition of the tennis courts; however, David Garrett will be present to answer questions from Council.

Action(s) requested or suggested motion(s): Consensus from Council to begin the Cemetery Trail project.





Staff Review Record_

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? August 15 Agenda & August 15 meeting notes

Department Head initials and comments, if applicable: DNW

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

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



Town of Altavista Recreation Committee

Committee Members

Ex-Officio Members

Ann Shelton (Chairman)
Tim George (Town Council)
Victoria Mattox
Steve Dews
Tanya Overbey

Steve Jester (YMCA)
Dan Witt (Town Staff)
David Garrett (Town Staff)

MEETING AGENDA Monday, August 15, 2016 @ 4:00PM Town Hall Large Conference Room

- 1. Call to Order
- 2. Updates
 - Canoe Launch Site Dan
- 3. New Business
 - Campbell County English Park
 - Tennis Courts- Bedford Avenue
 - Cemetery Trail
 - Splash Park
- 4. Matters from Committee members
- 5. Matters from Town Staff
 - FY2017- CIP Projects



Town of Altavista Recreation Committee

Committee Members

Ex-Officio Members

Ann Shelton (Chairman)
Tim George (Town Council)
Victoria Mattox
Steve Dews
Tanya Overbey

Steve Jester (YMCA)
Dan Witt (Town Staff)
David Garrett (Town Staff)

MEETING NOTES Monday, August 15, 2016 @ 4:00PM Town Hall Large Conference Room

1. Call to Order- Present at the meeitng were Ann Shelton, Tim George, Tanya Overbey, Steven Dews, Victoria Mattox, David Garrett, Steve Jester, and Dan Witt, Also present was Steve Rabon.

2. Update

- Canoe Launch Dan
 - LWCF DCR grant submitted by DCR determined not to award any grants this cycle.
 - o RTP DCR grant submitted and pending.
 - o VLCF DCR grant for purchase of land is pending.
 - Timken Foundation grant is pending.
 - Survey completed and Mr. Dalton has agreed to 'recreational easement' and staff is working out the details.

3. New Business

- Campbell County English Park- Dan
 - Staff reported that the Campbell County BOS voted to hold a public hearing upon official request from the Altavista Town Council.
 - Tim George distributed blank petitions to the committee members and suggested they
 make copies and gain signatures to present to Council to show the public supports the
 Town's ownership of the park.
 - Vikki Mattox explained that the best case scenario from the County would be a couple
 of hundred thousand dollars every five years but that currently that is not happening.
 Additionally, it has to be realized that any improvements the Town would want to do
 at the park would have to be approved by the BOS.



The Committee, by unanimous consensus, voted to recommend that the Town Council make a formal request to the Campbell County Board of Supervisors to advertise for a public hearing for the purpose of turning ownership of the park over to the Town. Tim George asked Chairman Annie Shelton to present the Committee's recommendation at the August 23rd work session.

Tennis Courts at the Bedford Avenue Park

- David Garrett explained that he was in the process of developing a maintenance plan for all the parks that included the buildings, amenities, playground equipment, etc. He said this would include the tennis courts at Bedford Avenue.
- o Steve Jester stated that there are currently 7 well maintained tennis courts in town.
- Tim George suggested that the Town demolish the existing tennis courts and replant the area in grass and plant shade trees. Also it was suggested that a sidewalk be built from the alley to the top of the ramp to the playground.
- The Committee voted to recommend to Town Council that the tennis courts and fencing be removed and a replaced with grass, trees, and a sidewalk.

Cemetery Trail

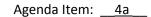
- Staff explained that the design of the trail is in the current CIP and \$20,000 has been allocated to that project.
- The Committee requests that Town Council allow staff to begin the process for the development of this trail that would connect Bedford Avenue to English Park.

Splash Park

- Staff suggested that this discussion be postponed due to the hour and committee members needing to leave and dedicated an entire meeting to this topic.
- Tim George requested that a meeting be held in September. The plan is for the committee to meet the 3rd or 4th week of September.

Frisbee Golf Course

- Steve Rabon was invited by a committee member to present his concepts for a course at English Park.
- Steve presented a PowerPoint showing options for both a 9 or 18-hole course laid out on the Town's portion of English Park.
- Staff suggested this presentation be made during the next budget cycle since funding is proposed for FY2018 (July 1, 2017).
- Staff reported that consideration needs to be given to the upcoming replacement of the Route 29 Business bridge that goes into the Town of Hurt.





4. Matters of the Committee

- o Tim George stated that he would like to see a 'tree plan' developed with trees being placed in strategic locations such as along the park road along the river, near the Booke Building, basketball courts and playground.
- o Tim George stated that he was concerned about the maintenance of the County's part of English Park. Staff reported that this was being addressed and the the County was paying the Town to bush hog the passive part of the park 2x's annually and keep the growth cut back along the road leading back to the the end of the park.

Meeting adjourned at 6:30.

Agenda Item: 6 a-d



ALTAVISTA TOWN COUNCIL Agenda Item Summary - Staff Report

Date: September 13, 2016

To: Mayor Mattox and Council members

FROM: Waverly Coggsdale, Town Manager

SUBJECT: Consent Agenda

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

<u>Minutes:</u> Regular Meeting August 9th; Work Session August 23rd (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)

Woodard & Curran proposals: Turner Perrow of Woodard & Curran provided an update on on-going projects. The two that were specifically discussed were the Water Treatment Plant Electrical Evaluation and the SCADACheck Assessment. Based on discussions, Council concurred to proceed with a Task Order associated with both of these projects. The Task Orders are attached, please note that the SCADACheck item is only for Phase 1, at this time. These Task Orders would allow Woodard & Curran to proceed with the design work associated with the project. In addition, the implementation for the SCADACheck Phase 1 should be within budget of the funds appropriated by adoption of the FY2017 Budget. As you know, funds have been earmarked in Reserves for the Electrical Upgrade project, in the amount of \$450,000, accordingly acceptance of the Task Order for this project should also include appropriation of the needed funds from the Reserves. Staff will work with Woodard & Curran on the best way to procure the services outside of their Task Order to implement the project, with no further action required of Council. (Motion to approve the two Task Orders (#10 & #13) from Woodard & Curran and a Motion to appropriate the funds from Reserves for the total Electrical Upgrade project, in an amount not to exceed \$450,000.)

<u>FY2016 Carryover Funds</u>: At the August Town Council Work Session, the FY2016 Carryover Funds, as requested by staff, were considered by Town Council. It was the consensus of Council to approve these funds, accordingly these have been placed on the Consent Agenda. The information from the Work Session is attached for your review. (Motion to approve the FY2016 Carryover Funds to the FY2017 Budget as presented.)

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 August 9, 2016 at 7:00 p.m.

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Pastor Sam Knaus, Southern Baptist Church, gave the invocation.

Council members

present: Mayor Michael Mattox

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

Also present: Mr. J. Waverly Coggsdale, III, Town Manager

Mr. Daniel Witt, Assistant Town Manager Mrs. Tobie Shelton, Finance Director Mr. Dennis Jarvis, Economic Dev. Director Mr. Steve Bond, Wastewater Treatment Plant

Mr. John Eller, Town Attorney Mrs. Mary Hall, Administration

3. Mayor Mattox amended the agenda (adding Consideration of Small Purchase Update to the Code and Consideration of Participation in VML's Executive Mansion Holiday Tree Ornament Project) and asked if there were any questions regarding the agenda.

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

Motion carried:

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

- 4. Recognitions and Presentations
 - a. Altavista on Track Annual Report

Ms. Jamie Glass, Altavista on Track President, addressed Council. She and Ms. Emelyn Gwynn, Main Street Coordinator, presented them with their 2016 annual report and copy of the Pop Up Altavista 2.0 program. Ms. Glass highlighted three businesses that were in the first Pop-Up program: Altavista Medical and Oncology Massage Therapy, Mitchell's Salon on 7th and Vahseer Meadworks. She noted with the past participants there was \$12.60 of private dollars invested for every \$1 of AOT funding, 14 jobs, with an increase in sales. Ms. Glass noted the Pop-Up 2.0 starts in September with 15 people signed up. She advised AOT has brought back Vista Flix for family entertainment and they are in the planning stages of the Giblet Jog for Thanksgiving Day. Ms. Glass stated a lot of time has been spent marketing with the office of Economic Development; social media continues to grow with 254 new Facebook likes and a new Instagram account. She referred to the income and expenses noting it is a mixture of town contributions, AOT fundraisers and grant funding with the expenses coming from programs and events. Ms. Glass stated highway directional signage is a priority for FY2017

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and they have allocated money in the budget to purchase signage directing traffic to the town from Highway 29.

Mayor Mattox thanked Ms. Glass for her good work.

Ms. Gwynn addressed Council advising Solex is conducting a feasibility study at 616 Broad Street which should be completed by the end of August. She noted there are only 10 to 12 available properties on the market with two available properties in the Main Street district. Under consideration for 616 Broad Street is apartment housing with commercial in the front. She referred to the Pop-Up 2.0 stating there are 20 people interested and/or signed up for the class and it has only been marketed for a week. AOT has been working to market Altavista and the unique things in the town. Altavista Office of Economic Development has provided marketing funds to AOT for ads. Ms. Gwynn noted an e-Blast newsletter will be available this fall. She mentioned AOT would like to make more appearances at Council meetings.

Mayor Mattox thanked Ms. Gwynn for her efforts.

5. Public Comment

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

No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting July 12th; Work Session July 26th –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
 - ii. Reserve Balance/Investment Report
- c) FY2016 Budget Amendments/Departmental Transfers-Council approved the FY2016 Budget Amendments/Departmental Transfers as presented.

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

3.5	
Motion	carried:
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VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. New/Unfinished Business

a. Mobile Home Park Non-Conforming Regulations

Mr. Coggsdale advised at the May 24, 2016 Town Council Work Session, the issue in regard to a Mobile Home Park non-conforming determination was discussed. The non-conforming determination focused on Section 86-702 (B)(6) of the Town Code and addressed the number of times a manufactured home or mobile home could be replaced on site. At that time, Council heard from staff as well as the ownership of the Commonwealth Mobile Home Park and asked staff to research options and put on a future Town Council Work Session agenda.

He advised this item was placed on the June 28th Town Council Work Session agenda. Due to the fact that this was a zoning determination and a possible solution would be a change to the zoning ordinance, it was decided to forward the issue to the Planning Commission for their review and consideration. The Planning Commission considered the matter at their August 1, 2016 meeting and offer a recommendation.

Mrs. Dalton stated one of the recommendation is to defer action and requested Council take that route until the next meeting.

It was the consensus of Council to defer action until the September meeting.

b. Transportation Matters

i. SmartScale Projects

Mr. Coggsdale advised last year VDOT began a project evaluation process that was at that time called HB2. The process has been renamed SmartScale and focuses on "investing tax dollars in the right projects that meet the most critical transportation needs in Virginia". According to the Smart Scale website, projects are "scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers". Mr. Witt provided Council with a memo addressing the Town's proposed projects. These projects align with the Town's Small Urban Area 2010 Plan and its Comprehensive Plan in regard to transportation improvement needs. The projects are:

Lynch Mill Road @ Altavista Elementary School Lynch Mill Road/Clarion Road Intersection

VDOT is identifying feasible alternatives to submit for a Smart Scale application. Alternatives may include turn lanes, intersection realignment or a roundabout. There is a third project that has been discussed for possible inclusion, which would be the Main Street/Bedford Avenue area which would feature the "peanut-roundabout". Mr. Coggsdale advised this area has been awarded funds from the "Transportation Alternatives Program" for the past few years for the "Rt. 43 Gateway Project, which features sidewalks, pedestrian crosswalks and signals and updated signalization for Main Street and Bedford Avenue. This project would pick up in the downtown area on Main Street and 7th Street, where previous Streetscape projects ended. Previously, Council indicated to staff to proceed with the design of this project. The peanut roundabout, according to VDOT, would be a long range project, while the funded "Rt. 43 Gateway Project" would address the existing pedestrian concerns. Mr. Coggsdale advised during the past three annual award cycles the Town has received funding from VDOT in the amount of \$518,652. The total project cost estimate is \$648,315, leaving a Town match of \$129,663. The Town has \$85,700 either budgeted or earmarked, leaving a deficit of \$43,963 that will need to be appropriated. He noted in accordance with VDOT's policy, the project must be completed and the VDOT funds expended by October 1, 2018. TAP funds would not be eligible for the actual roundabout construction.

Mrs. Dalton asked Mr. Coggsdale to clarify that the "peanut roundabout" would be a future possibility.

Mr. Coggsdale responded that it could be but without funding being identified there is a lot of work to be done.

Mr. Higginbotham suggested the public be shown what the "peanut roundabout" is, noting that initially he is not impressed with it at all.

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Mayor Mattox noted the next work session will be designated to transportation.

Mr. Coggsdale stated the two projects on Lynch Mill Road are what is needed for SmartScale if it is Council's desire noting other than \$43,963 match monies are available for the "Rt. 43 Gateway Project".

Mr. Higginbotham asked if a "peanut roundabout" would tear up the proposed pedestrian work.

Mr. Coggsdale responded in eight to ten years there is a possibility but can't hold on to the funds for that length of time to see.

Mayor Mattox recalled a meeting with VDOT in which they said the "peanut roundabout" may be more safe but is more expensive. Council will have to make that judgement and decision on how to move forward.

Mrs. Dalton suggested having Mr. Rick Youngblood present at the Work Session.

A motion was made Mrs. Dalton, seconded by Mr. George, that the resolution in support of SmartScale Application for the Town of Altavista be adopted and staff work on the submission of the Lynch Mill Road projects (Elementary School and Clarion Road).

Mr. Higginbotham questioned why it is \$2.3 million to put the turn lane in at the elementary school.

Mayor Mattox responded there are utilities buried and the estimate includes moving utilities.

Mr. George asked if there was a road beside of the school for drop off.

Mr. Coggsdale stated that was another concept they had but is not included in this concept. Concept 1 is a 250' turn lane in front of the school.

Mr. Emerson referred to the set up at Rustburg Elementary School stating it is safer and makes more sense; a turning lane is not going to solve what is going on at Altavista Elementary School.

Mr. George mentioned Rustburg Elementary has the advantage of being 600 to 700' off the road.

Mr. Emerson suggested looping around the bus parking lot near the playground.

Motion carried:

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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

RESOLUTION IN SUPPORT OF SMART SCALE APPLICATION FOR THE TOWN OF ALTAVISTA:

LYNCH MILL ROAD & ALTAVISTA ELEMENTARY SCHOOL TURN LANES LYNCH MILL ROAD & CLARION ROAD INTERSECTION IMPROVEMENTS

WHEREAS, Lynch Mill Road is a major collector road for the Town of Altavista; and

WHEREAS, the section of Lynch Mill at the Altavista Elementary School has two

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intersections, truck and bus traffic in addition to car traffic transporting students to school creating an unsafe roadway for travelers; and

WHEREAS, the intersection of Lynch Mill Road and Clarion Road is identified as an intersection that needs improvements for line-of-sight and turning radius to assist with the flow of traffic: and

WHEREAS, the Town's Comprehensive Plan has as two of its goals to (1) maintain and improve the primary and secondary road system and (2) upgrade existing roadways as required by increased traffic volumes and other changing conditions; and

WHEREAS, conditions have changed due to the Altavista Commons commercial development and continued industrial development along Frazier and Ogden Roads; and

WHEREAS, both projects were identified and contained in the Town of Altavista 2035 Transportation Plan dating back to 2008; and

WHEREAS, it is the opinion of the local governing body for Lynch Mill Road to be a safe road at all times for truck, bus and passenger cars these two projects are necessary;

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL that it supports the HB2 application for the improvements at both stated locations.

Adopted the 9th day of August, 2016.

Michael Mattox, Mayor
Town of Altavista

Attested:

J. Waverly Coggsdale, III, Clerk

c. Housing Study Consideration

Mr. Coggsdale advised at Town Council's July 26th Work Session, individuals from Virginia Tech discussed the potential for conducting a "housing study" for the Town of Altavista. Council asked that this item be put on the agenda of the regular August meeting for additional consideration. Mr. Coggsdale presented Council with an updated proposal for the housing study presented by Virginia Tech.

Mr. George asked if Altavista on Track's study on Broad Street could be removed from this study.

Mr. Jarvis responded yes in the proposal there is a facet that talks about engaging and conducting analysis on the downtown district which would be a duplication of the assessment at a price tag of \$5,000. The total price with the add on would be \$35,069. He suggested not taking the add on and take off the \$5,000 analysis for overlay downtown to get the cost in line with what was presented a year ago.

Mrs. Agnes Dowdy with Agnes Dowdy Realty was presented. Mayor Mattox asked if he and the Town Manager could meet with her to discuss her concerns.

d. Comprehensive Plan Update

Mr. Coggsdale advised the Planning Commission has been working on updating the Town's Comprehensive Plan during the last year. He stated staff will be providing a copy of the revised Plan with a compilation of the recommended changes and asked that Town Council agree to place this item on their September 27th Work Session.

e. Altavista Band Boosters "Blue Ribbon Project"

Mr. Coggsdale advised at Town Council's July Work Session, it was mentioned that a representative of the Altavista Combined School Band Boosters had contacted a Council member in regard to a "Blue Ribbon" project in support of law enforcement. Staff has talked with a representative of the organization and they would like to work with local businesses in regard to displaying blue ribbons on the Town's decorative light poles for this purpose. He noted this may be used as a fundraiser by the organization and because it involves display on the Town's light poles, Council may want to consider the request.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to approve the request of the Altavista Band Boosters allowing them to place blue ribbons on the decorative light poles in support of law enforcement.

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

f. 7th Street Alley Waterline

Mr. Coggsdale advised previously, the Town experienced water leaks in the alley between 7th and Main Streets (500 block) and they were repaired. It was discovered that the lines were in very poor condition and it was decided that the repair would suffice until the lines could be replaced. Staff is working with the contractor on the Main Street water line project in regard to providing a price on this project. It is estimated that this project will probably be in the \$75,000 range. He noted there is the potential, based on use of contingency of the Main Street project, that funds from the borrowing may be available to pay for this project. If those funds are not available; funds can be utilized from the Enterprise Fund Reserve or the Enterprise Policy Funds.

Mr. Garrett noted the intention was for town staff to complete this project but due to the work load and being short staffed it will be difficult to complete before winter. Due to being ahead of schedule on the Main Street project with \$100,000 to \$140,000 contingency funds available, staff is considering allowing EC Pace complete the project.

Mr. Higginbotham asked if Virginia Carolina put in a sewer line.

Mr. Garrett responded Virginia Carolina installed the sewer line but did not install a water line.

Mr. Higginbotham asked the price.

Mr. Garrett stated he has a quote from EC Pace of \$61,784 and the project would be completed in approximately three weeks.

Mr. George mentioned he has received a few complaints of people speeding in the alley and suggested speed bumps.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, approving the agreement with E.C. Pace in regard to replacing the water line in the alley between 7th and Main Streets (500 block), as a Change Order to the existing contract

Mrs. Dalton suggested reaching out to the business owners in regards to the speed

bumps.

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

g. WWTP Permit and PMP Update

Mr. Coggsdale referred to the reissuance of VPDES Permit No. VA0020451 – Altavista WWTP and advised the Town has been working with the Virginia Department of Environmental Quality (VDEQ) in regard to reissuance of our "Virginia Pollutant Discharge Elimination System" (VPDES) permit for the last several months. Recently, the Town was informed that our permit has been reissued. He noted Section B "Other Requirements or Special Conditions" as it relates to item #14 "PCB Pollution Minimization Plan (PMP)". The Town has previously provided a PMP to DEQ, per the newly reissued permit, the Town is required to submit to the DEQ Blue Ridge Regional Office – Lynchburg an Annual PMP Report by February 10th of each year (beginning in 2017). Staff will review this item and bring back information on what needs to be included in the annual report to meet DEQ's requirements.

Mr. Coggsdale expressed appreciation to Mr. Steve Bond for his help in obtaining the permit.

h. Consideration of Small Purchase Update to the Code

Mr. Coggsdale advised the General Assembly made changes, which were effective July 1, 2016, in regard to the methods of procurement available to localities. The amendments to §2.2-4303 of the Code of Virginia:

- G. A public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiations for single or term contracts for:
- 1. Goods and services other than professional services and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$100,000; and
- 2. Transportation-related constructions, if the aggregate or sum of all phases is not expected to exceed \$25,000.

However, such small purchase procedures shall provide for competition wherever practicable.

Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$60,000.

Mr. Coggsdale stated staff would like to amend the Town's "Small Purchase" ordinance (Section 2-236) to mirror the new language allowed by the Code of Virginia.

Mr. Eller noted when the population of the town went under 3,500 the town is not required to have a procurement ordinance.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to make amendments to §2.2-4303 of the Code of Virginia as amended.

Motion carried:

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

 Consideration of Participation in VML's Executive Mansion Holiday Tree Ornament Project

Mr. Coggsdale advised VML is again seeking communities to participate in providing holiday tree ornaments for the Executive Mansion in Richmond. The Town could put the "call" out for local artists to provide ornaments and one could be selected to forward to VML for display in Virginia's Executive Mansion. He stated there can only be one from the Town, the others could be displayed on the town's Christmas tree in the lobby of Town Hall.

It was the consensus of Council to participate in VML's Executive Mansion Holiday Tree Ornament Project.

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

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

Main Street Waterline Project (Project 1B)

Waterline along Main Street is being installed. Storm water along Main Street is being installed. Staff will invite VDOT to the August Work Session discuss paving project.

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 in August.

WWTP EOP – PCB Remediation

Quarterly Update to the Department of Environmental Quality (DEQ) submitted. Dr. Sowers (UMBC) visited the site to gather samples in March 2016. Staff anticipates information being received from "partners" in September in regard to project updates.

YMCA Family Center Roof Replacement

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

Staff will update Council on this project at the meeting.

Compensation/Classification Plan Study

Regular Council Meeting—August 9, 2016

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

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

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

Mr. Coggsdale referred to correspondence in the package pertaining to Local Health insurance. Mrs. Shelton will be participating in a webinar on this matter.

b. Calendars-August/September

11. Matters from Town Council

Mayor Mattox advised the November Town Council meeting is scheduled on the same day as "Election Day" and asked Council for their thoughts on moving to another evening. He asked that this matter be placed on the next Council meeting agenda.

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 employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Utilities)

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

3.5	
Motion	carried:
MIOHOH	carrica.

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 8:04 P.M.

Notice was given that council was back in regular session at 8:18 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

Regular Council Meeting—August 9, 2016

were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion c	arried:
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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

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, that the High Range of Grade Levels 12 and 13 be increased by 10%.

Mr. Jay Higginbotham

Yes

3.6	
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

13. Adjournment

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

The meeting was adjourned at 8:19 p.m.

	Michael E. Mattox, Mayor
J. Waverly Coggsdale, III, Clerk	_

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 August 23, 2016 at 5:00 p.m.

Council members

present: Mayor Michael Mattox

Mrs. Micki Brumfield Mrs. Beverley Dalton Mr. Tracy Emerson Mr. Timothy George

Mr. Jay Higginbotham (arrived at 5:26 p.m.)

Council members

absent: 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. Steve Bond, Wastewater Treatment Plant

Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox asked if there were any changes to the agenda.

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

Motion carried:

VOTE: Mr. Michael Mattox Yes

Mrs. Micki Brumfield Yes
Mrs. Beverley Dalton Yes
Mr. Tracy Emerson Yes
Mr. Timothy George Yes

3. Public Comments

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

No one came forward.

- 4. Introductions and Special Presentations
- 5. Items for Discussion
 - a. Boat Ramp Signs-Farmer Family

Mr. Coggsdale advised Mr. Barry Farmer contacted the Town about the possibility of installing a sign at the Altavista boat launch in English Park. His family has installed signs at other boat launches in the area, in memory of his father, James Edward Farmer, who drowned in the river in 2004. He presented correspondence from the Farmers that tells "their story" and the success they have had with installing signs at other ramps.

Mr. George asked if this sign would be installed at the family's expense and questioned if the boat ramp was owned by the town.

Mr. Witt advised the boat ramp is on the town's land but the Department of Game and Inland Fisheries maintains the ramp. He stated he has spoken with the Department of

COUNCIL WORK SESSION AUGUST 23, 2016

Game and Inland Fisheries and they request that if the sign is approved that it be placed at the top of the boat ramp.

Mr. Emerson commented that he felt the sign was a great idea whether the town assists with the cost or the family takes care of the expense.

Mr. Witt felt the Farmer family is interested in purchasing the sign and the town install.

Mrs. Dalton saw no reason not to install.

Mayor Mattox stated anything that could potentially save a life.

It was the consensus of Council for staff to move forward with working with the family and placing this item on the regular agenda.

b. Transportation Issues

i. VDOT Main Street Paving/Marking

Mr. Coggsdale advised VDOT has been seeking to pave Main Street for the past few years, but opted to work with the Town and wait until the Main Street Waterline project was completed to do so. With the waterline project nearing completion, it is anticipated that paving could occur in middle to late September. Staff felt it would be a good idea to have VDOT update Council on the paving schedule. He added there has been some discussion about an alternative design for markings on Main Street that would reduce the number of travel lanes and dedicate a center lane for turning movements. Mr. Coggsdale presented Council with some thoughts from VDOT on that issue.

Mr. Don Austin, VDOT Residency Administrator, addressed Council stating with the upcoming paving of Main Street felt this would be a good time to discuss an alternative design for markings; they looked at the concept of switching Main Street to a three lane road with the center lane designated as a turning lane. He noted Mr. Harter has conducted a preliminary study because of the timeframe involved.

Mr. Gerry Harter, P.E. PTOE, addressed Council and reviewed with them the concepts of going from a four lane to a three lane street. Mr. Harter felt it was not a bad idea. It eliminates a lot of conflicts and is considered a "road diet". It slows vehicles down and improves conditions for pedestrians. He noted some of the "cons" are Fire/EMS access, the inability to pass and there is an increased delay at driveways. Mr. Harter stated he would like more time to analyze the capacity reduction if the Town is serious about the road diet realizing the street is due to be paved mid-September.

Mrs. Dalton asked Mr. Harter if he had more time what would he be looking at and studying.

Mr. Harter replied he would be doing more recon; more measurements, look at the traffic volumes, look at the signal heads (that they won't have to be shifted around).

Mr. George asked if there would be bicycle lanes.

Mr. Harter stated the lanes are very narrow; a three lane highway would give a foot on each side. It is possible to narrow the lanes for a biking lane but there are some severe grates located at the edge of the street.

Mrs. Dalton noted from her observation in terms of bike travel on Main Street, 7th Street runs parallel with Main Street with less traffic and suggested if promoting biking in town to not promote it down Main Street.

Mrs. Brumfield asked Chief Milnor for his thoughts on the road diet. She stated she saw the center lane as being a passing lane.

Chief Milnor felt this would be a positive move for the town because it will slow the traffic down. He did not feel people would use the center lane as a passing lane; if so it would be an enforcement issue for the Police Department.

Mr. Emerson asked if there were any communities about the town's size with this road diet.

Mr. Harter mentioned Alexandria and said he could do some research to answer this question.

Mrs. Dalton mentioned there was a time when Main Street was two lanes and was controversial when the decision come to make it four lanes.

Mayor Mattox stated he didn't want to give up the width of Main Street for a little bit of bike traffic and noted 7th Street would be a better ride for cyclist. He asked if a public input session or public hearing would be needed for the September meeting and asked Mr. Coggsdale if it is doable.

Mr. Coggsdale stated he would have to work with and see what has to be out there noting there is a public input session; something that addresses what Council is considering. Mr. Coggsdale stated he would refer to VDOT because the meeting is on September 13th to see what timeframe works best. He noted there are advertising issues.

Mrs. Dalton noted Council usually waits on voting after a public hearing but on rare exceptions can vote the day of the public hearing.

Mr. Austin mentioned the paving is scheduled for mid-September and the marking of Main Street could come later.

Mayor Mattox questioned how long it would take to pave Main Street.

Mr. Austin responded approximately a week to a week and a half.

Mr. Coggsdale asked what exactly would need to be put in the paper and Council is seeking at the September meeting. Is it a public hearing or a public input meeting? Mr. Coggsdale advised Main Street belongs to VDOT and the ultimate decision will come from them.

Mr. Austin noted they will consider the town's recommendation and also would like input from the citizens.

Mr. Coggsdale asked Mr. Austin would it be better to do something one afternoon.

Mrs. Dalton stated between Mr. Coggsdale and VDOT, they can put together a program that will satisfy VDOT's need and the community's curiosity.

Mayor Mattox asked Mr. Tim Dalton, Editor of the *Altavista Journal*, to place this information in the paper so that it is well publicized. He asked Mr. Witt to place on the Government Channel.

COUNCIL WORK SESSION AUGUST 23, 2016

Mr. Coggsdale stated he would try to formulate a process so by or at the September 13th meeting, Council has input and at that time Council can make a decision or make their wishes known to VDOT.

Mr. Emerson suggested sending the information out over the Everbridge Alert System as well.

ii. Lynch Mill Road Improvement Concepts

Ms. Wendy Thomas, Altavista Elementary School Principal, addressed Council in regards to the congestion in front of the elementary school during drop off and pick up times. She noted she has only been in the school with transportation for seven days. She stated she has great concerns with what she sees with the traffic; they have made some adjustments within their parking lot to take as much traffic as possible off the road as quickly as possible. She does not feel these changes will fix the entire problem. Ms. Thomas felt the traffic has improved in the afternoons but not the mornings. Ms. Thomas introduced Ms. Rachelle Harding, Assistant Principal, noting they would do their part to help with the improvements and thanked Council for considering this issue.

Mr. Harter advised the engineering study on this project was completed over a year ago; the biggest detriment to the current plan is how the cars have to stop for the incoming cars to come in; a bottleneck on site. Mr. Harter reviewed with Council several concepts that are being considered. He noted the "Right Turn Lane" project (Concept 1) was presented to the Smartscale process and is now being reconsidered because of the expense to move utility lines (from \$200,000 to \$900,000). He noted Concept 2 creates the middle entrance but makes the intersection very busy. The idea would be that anyone leaving the school would make a right turn only out of the school lot. Concept 3 requires infrastructure; it closed the middle entrance and extends the right turn lane past the entrance for the buses. He noted with Concept 3 there could be growth of the school if necessary. He stated the cul-de-sac at the end of the road could be used keeping the turn around on school property. Concept 4 brings the buses down along the school side allowing for closure of the front entrance to school traffic. Concept 5 keeps all the improvements on site which will increase the bus storage as well as parent storage.

Mayor Mattox asked if there were any cost estimates.

Mr. Harter stated he did not have this information.

Mayor Mattox asked how this project would rank on the Smartscale.

Mr. Austin stated he wasn't sure with it being a school parent drop off it is not normally a state maintained road but with the mitigation of a road hazard it could be.

Mrs. Dalton asked who the ultimate decision would come from.

Mr. Austin stated since the majority of the work would be on school property the School Board should be involved.

Mrs. Dalton felt the School Board Superintendent should be contacted and if there is any assistance available from VDOT, Council would like to know.

Mayor Mattox asked what could Council do to encourage these improvements.

Mr. Austin suggested a meeting with Dr. Robert Johnson, Superintendent of Campbell County Schools, Council and VDOT along with school administration.

COUNCIL WORK SESSION AUGUST 23, 2016

Mr. Witt advised he has sent in the intent to apply for Smartscale without specifying which concept. He was waiting for this meeting before submitting this information. He stated he needed to know a concept so that Mr. Rick Youngblood, VDOT, could work up a cost estimate.

Mrs. Dalton suggested the next step would be to engage Dr. Johnson.

Mr. Emerson referred to Concept 5 stating looking at the arrows the cars would go down the long parking lot then turn back into the staff parking lot. He advised from personal experience the children should not be dropped off in the staff parking lot but at the side of the school to avoid traffic in the staff parking lot.

Ms. Thomas mentioned in the afternoons parents are arriving at school at 1:30 to pick up children at the dismissal time of 3:00 noting she worries about emergency vehicles getting in if there is an emergency during the drop off/pick up times.

Mr. Emerson stated he likes the Concept 5 but would like to see a drop off somewhere besides in front of the school.

Mrs. Dalton stated Council's role is as facilitator and is extremely interested in the safety of this situation which reflects on the community. She felt Council's role is to instruct the Town Manager to work with Dr. Johnson and VDOT but not to make the final decision.

Mayor Mattox felt Council had some responsibility not only to the school but to the businesses and residences in the area in regards to the safety on Lynch Mill Road. Since this is in the town limits, he felt it was staff's responsibility to apply for the HB2 grant. He stated everyone needs to work together to find something that will work.

c. Woodard & Curran

i. Project Update

Mr. Coggsdale advised previously the Town tasked Woodard & Curran with several studies/analysis in regard to components of our utility operations.

1. Water Treatment Plant Electrical Evaluation

Mr. Coggsdale advised a previous engineering firm reviewed the electrical system at the WTP and proposed that it be upgraded with a separate building being used for the equipment. The Town earmarked funds in Reserves for this project at the time in the amount of \$450,000. Staff discussed with Woodard & Curran and they felt there were some other alternatives, which did not include a separate building.

Mr. Turner Perrow, Woodard & Curran, addressed Council advising they have completed their study at the Water Plant in regards to the electrical system. He stated they feel with confidence that the electrical system can be placed on the third floor of the Water Plant at a cost of approximately \$390,000 (design, construction and a 15% contingence).

Mr. Coggsdale mentioned there are other projects at the Water Plant that are being held up because of the needed electrical upgrades.

It was the consensus of Council to put the Water Treatment Plant Electrical upgrade on the regular agenda.

2. SCADA Water Plant Assessment Report-Phase 1 Proposal

Mr. Coggsdale advised Woodard & Curran conducted a complete check on the SCADA system and Mr. Perrow was present to address the Phase 1 Proposal. He plans to invite Mr. Perrow back to give an in-depth look at the system. During the budget process, a 5-year CIP plan was included to address SCADA.

Mr. Perrow addressed Council with an update on Phase 1 of the SCADA; SCADA is about communicating and controlling the various equipment across the system. The purpose of Phase 1 is to get the backbone in place. This phase would address the Abbott Nutrition connection, the Water Treatment Plant Polling Master and the Melinda Tank repeater. It will 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.

Mayor Mattox asked if there were any comments from Council.

COUNCIL WORK SESSION AUGUST 23, 2016

Mr. George mentioned the large blue street signs were faded.

Mr. Coggsdale advised Mr. Garrett has been working with the vendor and the signs have been replaced at no charge.

Mr. George asked if the Clarion Water Tower was finished.

Mr. Garrett responded that it was finished except for the new logo.

Mrs. Brumfield questioned the Shentel Trucks on Avondale and Melinda Drives noting they are spraying and marking the area.

Mr. Coggsdale stated staff would check on this as he wasn't sure what they are doing.

Mrs. Brumfield stated some concerned citizens were asking and were under the impression that they would have to be asked before Shentel could come through their property.

Mr. Higginbotham asked if anything was being done to try and control the deer population.

Mr. Coggsdale stated Mr. Witt has finished the Urban Archery program which is about to begin. He noted there has been discussion of seeing if there is another level Council wants to move to.

Mr. Higginbotham noted it was mentioned allowing the Police Department to do something with the deer.

Mr. Coggsdale stated he would bring back something to Council at the September meeting in regards to deer management.

Mr. George asked how much property has to be owned to allow someone to hunt on it.

Mr. Witt stated there is no limit as long as the hunter is using an elevated stand. He noted one of the changes this year is the "Earn a Buck" program; a doe has to be killed before a buck can be killed. Next year the Game Department will be implementing this statewide.

Mayor Mattox thanked Chief Milnor for his community policing.

7.	Adi	iournment

Mayor N	Mattox	adiourne	ed the	meeting	at 6:08	n.m.
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CHECK	VENDOR	VENDOR	CHECK	CHECK
NO	NO	NAME	DATE	AMOUNT
35145	583	CAMPBELL COUNTY PUBLIC LIBRARY	08/04/2016	902.86
35146	536	CAROLINA METER & SUPPLY	08/04/2016	6,409.00
35147	71	FAIRPOINT COMMUNICATIONS	08/04/2016	362.97
35148	52	HACH COMPANY	08/04/2016	2,418.71
35149	566	INTEGRATED TECHNOLOGY GROUP IN	08/04/2016	5,000.00
35150	533	LYNN KIRBY	08/04/2016	925.00
35151	476	LBM OFFICE SOLUTIONS INC	08/04/2016	96.81
35152	717	LYNCHBURG REGIONAL BUSINESS AL	08/04/2016	34.00
35153		ORKIN PEST CONTROL LLC	08/04/2016	269.34
35154	72	PHYSICIANS TREATMENT CENTER	08/04/2016	305.00
35155	589	PURCHASE POWER	08/04/2016	400.00
35156	379	REI CONSULTANTS INC	08/04/2016	206.77
35157	665	SELECT AIR MECHANICAL ELECTRIC	08/04/2016	317.50
35158	9999998	STONE, CHERYL	08/04/2016	150.00
35159	35	TREASURER OF VA/VITA	08/04/2016	38.05
35160	92	UNIFIRST CORP	08/04/2016	2,300.80
35161	601	VACORP	08/04/2016	120.04
35162		WAL-MART STORES INC	08/04/2016	2,650.00
35163	656	WATER MANAGEMENT SOLUTIONS INC	08/04/2016	250.00
35164	551	WOHLFORD, LARRY	08/04/2016	98.00
35165	1	WSET	08/04/2016	395.00
35166	103	BEACON CREDIT UNION	08/10/2016	385.00
35167	461	KATHI BOGERT	08/10/2016	862.68
35168		BRENNTAG MID-SOUTH INC	08/10/2016	5,753.20
35169		CONEXIS	08/10/2016	145.99
35170		DMV	08/10/2016	380.00
35171		E C PACE COMPANY INC	08/10/2016	495,054.65
35172		J JOHNSON ELLER JR	08/10/2016	2,000.00
35173		FOSTER ELECTRIC CO INC	08/10/2016	520.17
35174		GARY DAVID	08/10/2016	100.00
35175		TIMOTHY GEORGE	08/10/2016	98.00
		HALL, MEGAN SIMONE	08/10/2016	73.42
		HALL, SENECA ONEIL	08/10/2016	48.66
35178		ICMA RETIREMENT TRUST-457 #304	08/10/2016	915.00
35179		IHEARTMEDIA/ALOHA TRUST	08/10/2016	3,000.00
		LEWIS, MAEGAN DANIELLE	08/10/2016	109.10
35181		MIKE MATTOX	08/10/2016	92.88
35182		NAPA AUTO PARTS	08/10/2016	538.72
35183		SANDRA OAKLEY	08/10/2016	300.00
		SCRUGGS, VICKIE SUE	08/10/2016	47.01
35185		TRACY EMERSON	08/10/2016	196.98
35186		VUPS INC	08/10/2016	53.55
35187		WW ASSOCIATES INC	08/10/2016	5,000.00
35188		XEROX CORP	08/10/2016	241.78
35189		ALTAVISTA JOURNAL	08/19/2016	171.72
35190		BENNETT'S MECHANICAL COMPANY I	08/19/2016	165.00
35191		BH MEDIA GROUP INC	08/19/2016	987.00
35192		BRYAN MAWYER	08/19/2016	100.00
35193		BUSINESS CARD	08/19/2016	12,924.96
35194		CAMPBELL COUNTY UTILITIES & SE	08/19/2016	11,895.04
35195	128	COMCAST	08/19/2016	237.56

25106	600		00/10/0016	1 605 76
35196		CRAIG'S FIREARM SUPPLY INC	08/19/2016	1,685.76
35197		DANIEL OWENS	08/19/2016	41.60
35198		DILLARD'S LIGHTING & COMMUNICA	08/19/2016	119.88
35199		DOMINION VIRGINIA POWER	08/19/2016	40,311.10
35200		ENGLISH'S LLC	08/19/2016	437.60
35201		FERGUSON ENTERPRISES INC #75	08/19/2016	18,203.01
35202		FISHER SCIENTIFIC	08/19/2016	2,978.02
35203		HACH COMPANY	08/19/2016	1,360.29
35204		HAWKINS LOCK & KEY CO INC	08/19/2016	77.50
35205		HEYWARD SERVICES INC	08/19/2016	243.68
35206		HIGHVIEW MOTORS INC	08/19/2016	1,027.81
35207		INSTRUMENTATION SERVICES INC	08/19/2016	1,421.00
35208		LYNN KIRBY	08/19/2016	1,151.25
35209	173	MILLERS PLUMBING REPAIR/BOBCAT	08/19/2016	1,412.00
35210	154	MUNICIPAL CODE CORPORATION	08/19/2016	950.00
35211	454	O'REILLY AUTOMOTIVE INC	08/19/2016	371.69
35212	449	GARY PENN	08/19/2016	4.99
35213	588	PITNEY BOWES GLOBAL FINANCIAL	08/19/2016	50.00
35214	379	REI CONSULTANTS INC	08/19/2016	421.12
35215	1	SENECA HALL	08/19/2016	60.44
35216	124	TREASURER OF VA	08/19/2016	86.82
35217	515	DALE TYREE JR	08/19/2016	4,465.00
35218	521	WOOLDRIDGE HEATING AIR & ELECT	08/19/2016	134.00
35219	9	AFLAC	08/25/2016	2,144.10
35220	91	ANTHEM BLUE CROSS/BLUE SHIELD	08/25/2016	31,311.00
35221		BEACON CREDIT UNION	08/25/2016	385.00
35222	574	CHRISTOPHER MICALE, TRUSTEE	08/25/2016	125.00
35223		CONTROL EQUIPMENT CO INC	08/25/2016	181.45
35224		DESIGN NINE	08/25/2016	8,200.00
35225		GRETNA TIRE INC	08/25/2016	1,793.88
35226		HURT & PROFFITT INC	08/25/2016	21,317.00
35227		ICMA RETIREMENT TRUST-457 #304	08/25/2016	915.00
35228		MILLERS PLUMBING REPAIR/BOBCAT	08/25/2016	1,425.00
35229		MINNESOTA LIFE	08/25/2016	190.81
35230		NTELOS	08/25/2016	910.80
35231	_	ROUNTREY INC	08/25/2016	17.27
35232		SOUTHSIDE ELECTRIC COOP	08/25/2016	950.68
35232		WOODARD & CURRAN	08/25/2016	27,926.73
55255	, 00	WOODING & COULTIN	00/20/2010	21, 520.13
NO.	OF CH	ECKS: 89	TOTAL CHECKS	740,856.20

Town of Altavista FY 2017 Revenue Report 17% of Year Lapsed

General Fund Revenue	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Property Taxes - Real Property	207,300	207,300	1,118	1	1,692	1	207,300
Public Service - Real & Personal	99,600	99,600	5	0	5	0	99,600
Personal Property	210,000	210,000	1,588	1	2,247	1	210,000
Personal Property - PPTRA	100,000	100,000	0	0	2,2 1,	0	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	o	0	1,550,000
Mobile Homes - Current	500	500	2	o	2	0	500.
Penalties - All Taxes	5,500	5,500	344	6	501	9	5,500
Interest - All Taxes	3,000	3,000	323	11	439	15	3,000
Local Sales & Use Taxes	155,000	155,000	14,657	9	28,391	18	155,000
Local Electric and Gas Taxes	110,000	110,000	17,615	16	18,465	17	110,000
Local Motor Vehicle License Tax	43,000	43,000	823	2	1,288	3	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	0	0	155,000
Local Hotel & Motel Taxes	88,000	88,000	9,864	11	17,488	20	88,000
Local Meal Taxes	882,000	882,000	78,130	9	142,058	16	882,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,175	8	6,424	16	40,000
Transit Passenger Revenue	6,000	6,000	0	o	0,121	0	6,000
Local Cigarette Tax	150,000	150,000	o	0	0	0	150,000
Business License Fees/Contractors	3,500	3,500	o	o	0	ő	3,500
Busines License Fees/Retail Services	57,500	57,500	25	0	1,282	2	57,500
Business Licnese Fees/Financial/RE/Prof.	4,000	4,000	0	o	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	329	3	962	10	· ·
Business Licenses Fees/Wholesale Businesses	750	750	0	0	0	0	9,500
Business License Fees/Utilities	4,000	4,000	0	0	0	0	750 4,000

Town of Altavista FY 2017 Revenue Report 17% of Year Lapsed

	FY 2017	FY 2017					
	Adopted	Amended	FY 2017	MTD % of	FY 2017	YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	<u>Budget</u>	MTD	Budget	YTD	<u>Budget</u>	Projections
Business License Fees/Hotels	1 1 2001	4 000	-1				
Permits - Sign	1,000	1,000	0	0	0	0	1,000
Fines & Forfeitures - Court	1,000	1,000	60	6	160	16	1,000
	8,000	8,000	3,270	41	6,482	81	8,000
Parking Fines	500	500	10	2	60	12	500
Interest and Interest Income	56,000	56,000	2,538	5	4,827	9	56,000
Rents - Rental of General Property	1,000	1,000	50	5	250	25	1,000
Rents - Pavilion Rentals	3,000	3,000	325	11	650	22	3,000
Rents - Booker Building Rentals	4,000	4,000	450	11	675	17	4,000
Rents - Rental of Real Property	70,000	70,000	6,463	9	7,985	11	70,000
Property Maintenance Enforcement	0	0	0	o	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	16,662	90	16,662	90	18,600
State DCJS Grant	80,000	80,000	0	0	0	0	80,000
State Rental Taxes	1,100	1,100	О	0	104	9	1,100
State/Misc. Grants (Fire Grant)	11,000	11,000	0	0	0	0	11,000
State/VDOT Contract Services	3,000	3,000	0	0	ő	0	3,000
VDOT Police Grant for Overtime	O	, , ,	0	0	0	0	3,000
State Transit Revenue	14,000	14,000	o	0	22,452	160	14,000
Campbell County Grants	32,100	32,100	32,100	100	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	0	0	875	27	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0,0	0	· · · · · · · · · · · · · · · · · · ·
VDOT LAP Funding	0	0	0	ő	ő	0	342,650
Federal Transit Revenue	50,100	50,100	0		Š.		FO 100
Federal/Byrne Justice Grant	0	0	0	o o		0	50,100
Misc Sale of Supplies & Materials	15,000	15,000	7,050	۵	10 617	0	0
Misc Sale of Supplies & Materials/Transit	· .	· ·		47	10,617	71	15,000
miss. Sale of Supplies & Materials/ Hallsit	0	0	9,775	0	9,775	0	300

Town of Altavista FY 2017 Revenue Report 17% of Year Lapsed

	FY 2017	FY 2017					
	Adopted	Amended	FY 2017	MTD % of	FY 2017	YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	Budget	MTD	Budget	YTD	Budget	Projections
Misc Cash Discounts	300	300	0	o	0	0	300
Miscellaneous	25,000	25,000	1,206	5	10,669	43	25,000
Reimbursement of Insurance Claim	o	0	1,760	o	1,760	0	23,000
Misc State Forfeiture Fund	0	О	Ó	0	0	0	0
Misc Federal Forfeiture Fund	o	О	0	0	o	0	ő
Donations	0	0	1,360	0	1,552	0	ő
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	О	0	0	344,700
Transfer In from General Fund (C.I.P.)	О	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	o	0	0	0	0	0	0
					T T	1	ĭ
	4,972,600	4,972,600	211,077	<u>4</u>	348,898	<u>z</u>	4,972,900

Town of Altavista Fund Expenditure Totals FY 2017 17% of Year Lapsed

ALL FUNDS TOTAL	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
		_	_				
Operations	6,157,750	6,157,750	379,873	6	872,072	14	6,157,750
Debt Service	445,450	445,450	0	0	248,199	0	445,450
CIP	4,185,200	4,185,200	591,194	14	591,507	14	4,262,200
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIF	0	О	О	0	0	0	1,000
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	o	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	o	0	ő	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>o</u>	<u>o</u> .	0	0	o	0	23,000
ALL FUNDS - GRAND TOTAL:	10,882,400	10,882,400	971,068	9	<u> </u>	<u>16</u>	<u>1</u> 0,959,400

Town of Altavista
Fund Expenditure Totals
FY 2017
17% of Year Lapsed

GENERAL FUND (FUND 10) Council / Planning Commission	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Operations	25,900	25,900	2,243	9	4,991	19	25,900
Debt Service	0	o	O	0	0	0	25,500
CIP	<u>0</u>	<u>o</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	ő
Administration - TOTAL:	<u>25,900</u>	<u>25.900</u>	2,243	<u>9</u>	<u>4,991</u>	<u>19</u>	<u>25,900</u>
Administration	1 1	1		J			
Operations	765,500	765,500	44,818	6	165,596	22	705 500
Debt Service	0	0	14,010	ő	103,390	0	765,500
CIP	<u>30,000</u>	30,000	0	<u>0</u>	o o		30,000
Administration - TOTAL:	<u>795,500</u>	<u>795,500</u>	<u>44,818</u>	<u>6</u>	165,596	<u>0</u> 21	<u>30,000</u> <u>795,500</u>
Non-Departmental							
Operations	378,900	378,900	257	0	36,288	10	378,900
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	o	0	0	0	o	-28,730
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	o	0	0	0	0	-4,000
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>o</u>	<u>0</u>	o	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>281,150</u>	281,150	<u>257</u>	<u>0</u>	<u>36,288</u>	<u>13</u>	<u>281,150</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,150</u>	<u>257</u>	<u>0</u>	<u>36,288</u>	<u>13</u>	<u>281,150</u>
Public Safety		- 1	İ	ļ			1
Operations	958,800	958,800	67,152	7	159,763	17	958,800
Debt Service	o	0	0	Ó	133,703	0	220,000
CIP	<u>55,650</u>	<u>55,650</u>	0	<u>0</u>	0	<u>0</u>	55,650
Public Safety - TOTAL:	1,014,450	1,014,450	<u>67,152</u>	<u>z</u>	<u>159,763</u>	<u>16</u>	<u> </u>

Town of Altavista Fund Expenditure Totals FY 2017 17% of Year Lapsed

GENERAL FUND (FUND 10) Public Works Operations Debt Service CIP Public Works - TOTAL:
Economic Development
Operations
CIP
Economic Development - TOTAL:
Transit System
Operations
Debt Service
CIP
Transit System - TOTAL:
GENERAL FUND TOTALS
Operations
Debt Service
CIP
GENERAL FUND - GRAND TOTAL:

	FY 2017	FY 2017					
	Adopted	Amended	FY 2017	MTD % of	FY 2017	YTD % of	YTD
_	Budget	Budget	MTD	Budget	YTD	Budget	Projections
		[[
	1,036,800		59,017	6	144,405	14	1,036,800
١	23,200	23,200	0	0	4,286	0	23,200
	<u>1,423,950</u> 2,483,950		<u>95,665</u>	<u>7</u> <u>6</u>	<u>95,665</u>	<u>7</u>	<u>1,423,950</u>
۱	2,465,950	<u>2,483,950</u>	<u>154,683</u>	<u>6</u>	<u>244,356</u>	<u>10</u>	<u>2,483,950</u>
	156,350	156,350	23,721	15	33,408	21	156 350
	<u>14,000</u>	14,000	23,721		33,406		156,350
	<u>170,350</u>	<u>170,350</u>	23.721	<u>0</u>	22.400	<u>0</u>	<u>14000</u>
	170,550	170,550	<u> </u>	<u>14</u>	<u>33,408</u>	<u>20</u>	<u>170,350</u>
		ł					
	99,050	99,050	7,282	7	16.065	17	
ł	0	05,030	0	0	16,965	17	99,050
ı	<u>4,500</u>		1		0	0	0
ł	<u>4,566</u> 103,550	<u>4,500</u> <u>103,550</u>	<u>0</u> <u>7,282</u>	<u>0</u> Z	16.065	<u>0</u>	<u>4,500</u>
	<u> </u>	<u> 200,550</u>	1,202	<u>∠</u>	<u>16,965</u>	<u>16</u>	<u>103,550</u>
	3,323,550	3,323,550	204,490	6	561,417	17	3,323,550
	23,200	23,200	0	0	4,286	0	23,200
	1,528,100	1,528,100	95,665	6	95,665	7	1,528,100
	4,874,850	4,874,850	300,156	<u>6</u>	661,368	<u>14</u>	4,874,850

Town of Altavista Council / Planning COmmission FY 2017 Expenditure Report 17% of year Lapsed

COUNCIL / PLANNING COMMISSION - FUND 10	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	3,499	17	21,000
Other Employee Benefits		·	O	0	0,135	0	21,000
Services	0	0	o	0	o	0	0
Other Charges	4,900	4,900	493	10	1,492	30	4,900
Materials & Supplies	0	o	o	0	0	0	4,500
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	25,900	25,900	2,243	9	4,991	19	25,900

Town of Altavista Administration FY 2017 Expenditure Report 17% of year Lapsed

ADMINISTRATION - FUND 10	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	M⊺D % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	415,250	415,250	26,842	6	75,292	18	415,250
Other Employee Benefits	18,500	18,500	250	1	1,022	6	18,500
Services	173,150	173,150	9,850	6	58,976	34	173,150
Other Charges	126,300	126,300	3,712	3	25,906	21	126,300
Materials & Supplies	32,300	32,300	4,164	13	4,399	14	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
Total Expenditures	795,500	795,500	44,818	6	165,596	21	795,500

Town of Altavista Non-Departmental FY 2017 Expenditure Report 17% of Year Lapsed

	FY 2017	FY 2017					
NON DEPARTMENT OF THE PROPERTY	Adopted	Amended	FY 2017	MTD % of	FY 2017	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	o	o	5 000	4	142 550
Campbell County Treasurer	60,700	60,700	0	0	5,000 0	4	,
Property Maintenance Enforcement	5,000	5,000	0	0	0	0	60,700
Business Development Center	2,500	2,500	0	0	0	0	5,000
Altavista Chamber of Commerce	20,000	20,000	0	0	5 000	0	2,500
Dumpster Reimbursement	600	600	0	o	5,000	25	20,000
Uncle Billy's Day Funding	20,000	20,000	0	0	0	0	600
Christmas Parade Liablity Insurance	350	350	0	o	0	0	20,000
Contribution - Altavista EMS	10,000	10,000	0		0	0	350
Contribution - Senior Center	1,000	1,000	0	0	ů,	0	10,000
Economic Development Incentives	19,500	19,500	0	0	U O	0	1,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	35 000	0	19,500
Contribution - Altavista Fire Co.	11,000	11,000	0	0	25,000	25	100,000
Contribution - Avoca	18,700	18,700	0	0	4.675	0	11,000
Contribution - Altavista On Track (MS)	5,000	5,000	0	1	4,675	25	18,700
()	3,000	3,000	ď	0	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	0	o	35,925	13	277,850
NON-DEPARTMENTAL - Non-Departmental						0	,
Insurance Claim		.1	- 1				
Fuel - Fire Company	0	0	0	0	0	0	0
NON-DEPARTMENT - ND - TOTAL	3,300	3,300	257	8	363	11	3,300
HON-DEPARTMENT - ND - TOTAL	3,300	3,300	257	8	363	11	3,300
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,150	257	0	36,288	12	201 150
		,	23/	។	30,200	13	281,150
TRANSFER OUT	1			1		ľ	
Transfer Out - Cemetery Fund	28,750	28,750	0	О	0	0	28,750

Town of Altavista Non-Departmental FY 2017 Expenditure Report 17% of Year Lapsed

NON-DEPARTMENTAL - FUND 10	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Transfer Out - Enterprise Fund Transfer Out - Library Fund Transfer Out - General Fund Reserve Transfer Out - CIF Transfer Out - General Fund Reserve (Fire Dept.) TRANSFER OUT - TOTAL DEBT SERVICE Debt Service - Principal	0 0 4,000 0 65,000 97,750	0 0 4,000 0 65,000 97,750	0 0 0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 4,000 0 65,000 97,750
Debt Service - Interest DEBT SERVICE - TOTAL	0 0	0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	378,900 281,150	378,900 281,150	257 257	0	36,288 36,288	10 13	378,900 281,150

Town of Altavista Public Safety FY 2017 Expenditure Report 17% of Year Lapsed

PUBLIC SAFETY - 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 Budget	YTD <u>Projections</u>
Wages & Benefits	824,200	824,200	61,186	7	146,616	18	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	242	1	242	1	33,400
Other Charges	39,200	39,200	3,089	8	8,089	21	39,200
Materials & Supplies	62,000	62,000	2,636	4	4,816	8	62,000
Capital Outlay	55,650	55,650	0	0	0	0	55,650
Total Expenditures	1,014,450	1,014,450	67,152	7	159,763	16	1,014,450

Town of Altavista
Public Works
FY 2017 Expenditure Report
17% 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 Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	710,100	710,100	41,350	6	111,387	16	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	0	0	169	2	8,600
Other Charges	26,700	26,700	1,636	6	2,088	8	26,700
Materials & Supplies	291,400	291,400	16,031	6	30,762	11	291,400
Debt Service	23,200	23,200	0	0	4,286	0	23,200
Capital Outlay	1,423,950	1,423,950	95,665	7	95,665	7	1,423,950
				1			1 -, .23,330
Total Expenditures	2,483,950	2,483,950	154,683	6	244,356	10	2,483,950

Town of Altavista Economic Development FY 2017 Expenditure Report 17% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	101,000	101,000	8,222	8	19,977	20	101,000
Other Employee Benefits	0	O	0	0	0	0	0
Services	20,000	20,000	14,972	75	12,492	62	20,000
Other Charges	31,150	31,150	494	2	852	3	31,150
Materials & Supplies	4,200	4,200	33	1	87	2	4,200
Capital Outlay	14,000	14,000	0	0	0	0	14,000
Total Expenditures	170,350	170,350	23,721	14	33,408	20	170,350

Town of Altavista Transit System FY 2017 Expenditure Repost 17% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	69,100	69,100	5,410	8	13,465	19	69,100
Services	2,550	2,550	0	0	Ó	0	2,550
Other Charges	3,950	3,950	189	5	625	16	3,950
Materials & Supplies	23,450	23,450	1,683	7	2,875	12	23,450
Capital Outlay	4,500	4,500	0	0	0	0	4,500
Total Expenditures	103,550	103,550	7,282	7	16,965	16	103,550

Town of Altavista FY 2017 Revenue Report 17% of Year Lapsed

	FY 2017	FY 2017					
	Adopted	Amended	FY 2017	MTD % of	FY 2017	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	Budget	MTD	<u>Budget</u>	YTD	Budget	Projections
Interest/Interest Income	11,000	11,000		 	المحمد		
Water Charges - Industrial			522	5	1,094	10	11,000
_	1,360,000	1,360,000	131,772	10	232,863	17	1,360,000
Water Charges - Business/Residential	294,000	294,000	7,865	3	7,952	3	294,000
Water Charges - Outside Community	124,000	124,000	11,992	10	12,035	10	124,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Sewer Charges - Industrial	1,132,000	1,132,000	106,258	9	214,493	19	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	8,058	3	10,136	3	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	0	0	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	500	10	1,000	19	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	8,507	14	25,840	43	60,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	-5	0	1,363	27	5,000
Misc. Cash Discounts	0	0	0	0	0	0	3,000
Misc. Sale of Supplies & Materials	o	0	0	0	0	0	ا م
Miscellaneous	25,000	25,000	5,783	23	7,507	30	25,000
State Fluoride Grant	0	0	o	0	0	0	23,000
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	О	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,715,000	o	0	0	0	1,715,000
Transfer in From General Fund	0	0	0	0	o	0	1,713,000
	_	٦	ا ً	[<u> </u>	•	
			2				
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,205,800</u>	<u>281,250</u>	<u>5</u>	<u>514,282</u>	<u>10</u>	<u>5,205,800</u>

Town of Altavista Fund Expenditure Totals FY 2017 17% of Year Lapsed

	FY 2017	FY 2017					
	Adopted	Amended	FY 2017	MTD % of	FY 2017	YTD % of	YTD
ENTERPRISE FUND (FUND 50)	<u>Budget</u>	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
Water Department							
Operations	1,176,000	1,176,000	79,080	7	140,816	12	1,176,000
Debt Service	422,250	422,250	0	0	243,913	0	422,250
CIP	2,289,600	2,289,600	492,692	22	493,004	22	
Transfer Out	0	0	0	<u>0</u>	455,004		2,366,600
Water Department - TOTAL:	<u>3,887,850</u>	3,887,850	<u>571,772</u>	1 <u>5</u>	877,733	<u>0</u> <u>23</u>	3,964,850
Wastewater Department							
Operations	1,175,450	1,175,450	76,086	6	135,506	12	1 175 450
Debt Service	0	0	, 0,000	0	133,300	0	1,175,450
CIP	142,500	142,500	0	0	0	<u>0</u>	142,500
Transfer Out	0	0	ő	ŭ	0	<u> </u>	142,300
Wastewater Department - TOTAL:	<u>1,317,950</u>	1,317,950	<u>76,086</u>	<u>6</u>	135,506	<u>10</u>	1,317,950
ENTERPRISE FUND TOTAL		- 1	1				
Operations	2 251 450	2 251 450	155 166	_			1
Debt Service	2,351,450	2,351,450	155,166	7	276,322	12	2,351,450
CIP	422,250	422,250	402.502	0	243,913	0	422,250
Transfer Out	2,432,100	2,432,100	<u>492,692</u>	<u>20</u>	<u>493,004</u>	<u>20</u>	2,509,100
	Ψ	<u>U</u>	2		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	5,205,800	5,205,800	647,858	<u>12</u>	1,013,239	<u>19</u>	5,282,800

Town of Altavista Water Department FY 2017 Expenditure Report 17% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended Budget	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 YTD	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	38,172	7	90,207	16	570,400
Other Employee Benefits	0	0	0	0	0	0	370,100
Services	234,500	234,500	14,081	6	16,489	7	234,500
Other Charges	163,850	163,850	13,530	8	19,965	12	163,850
Materials & Supplies	207,250	207,250	13,297	6	14,155	7	207,250
Debt Service	422,250	422,250	O	0	243,913	0	422,250
Capital Outlay	2,289,600	2,289,600	492,692	22	493,004	22	2,366,600
Transfer Out to Reserves	0	0	,	_	155,55		0
Total Expenditures	3,887,850	3,887,850	571,772	15	877,733	23	3,964,850

Town of Altavista Wastewater Department FY 2017 Expenditure Report 17% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	43,059	6	101,289	15	676,500
Other Employee Benefits	0	Ó	0	0	0	0	070,300
Services	16,450	16,450	134	1	188	1	16,450
Other Charges	312,300	312,300	21,711	7	22,099	7	312,300
Materials & Supplies	170,200	170,200	11,182	7	11,931	7	170,200
Debt Service	0	0	0	0	0	0	0
Capital Outlay	142,500	142,500	· 0	0	0	0	142,500
Transfer Out	0	0	- 1		1 1		0
Table III	ļ				<u> </u>	_]
Total Expenditures	1,317,950	1,317,950	76,086	6	135,506	10	1,317,950

Town of Altavista Fund Expenditure Totals **F**Y 2017 17% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended Budget	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Operations CIP State/Hwy Water Department - TOTAL:	451,000 <u>225,000</u> 676,000	451,000 225,000 676,000	16,890 <u>2,837</u> 19,727	4 <u>1</u> <u>3</u>	30,325 <u>2,837</u> 33,162	7 <u>1</u> <u>5</u>	451,000 225,000 676,000
Cemetery Fund - (Fund 90)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended Budget	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD Projections
Cemetery - Operations - Total: CIP Transfer Out - Cemetery Reserve	31,750 0 <u>25,000</u>	31,750 0 <u>25,000</u>	3,327 <u>0</u>	10 <u>0</u>	4,009 <u>0</u>	13 <u>0</u>	31,750 0 25,000
Cemetery Fund - TOTAL:	56,750	56,750	3,327	<u>6</u>	4,009	<u>Z</u>	56,750

Town of Altavista FY 2017 State/Highway Fund 17% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>M</u> TD	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE Street & Highway Maintenance Street & Highway Maintenance/Carry Over Street & Highway Maintenance/Cash Discount State/Highway Reimbursement Fund - GRAND TOTAL:	650,000 26000 0 676,000	650,000 26000 0 676,000	0 0 0 <u>0</u>	0 0 0 <u>0</u>	0 0 1.89 <u>2</u>	0 0 0 <u>0</u>	26000 0
EXPENDITURES Maintenance - Other Maintenance Maintenance - Drainage Maintenance - Pavement Maintenance - Traffic Control Devices Engineering - Repairs & Maintenance Traffic Control Operations Road/Street/Highway - Snow & Ice Removal Road/Street/Highway - Other Traffice Services General Admin. & Misc Miscellaneous State/Highway Reimb. Fund - Subtotal: Improvements Other Than Buildings - New Engineering - New	0 48,200 150,000 56,800 10,000 0 56,000 50,000 80,000 451,000	0 48,200 150,000 56,800 10,000 0 56,000 50,000 80,000 451,000	0 346 2,110 3,725 0 0 6,379 4,329 16,890	0 1 1 7 0 0 0 13 5	0 613 3,461 3,907 0 0 12,884 9,460 30,325	0 1 2 7 0 0 26 12	0 48,200 150,000 56,800 10,000 0 56,000 50,000 80,000 451,000
State/Highway Reimb. Fund - Capital Outaly - Subtotal: Transfer Out - General Fund Reserve	225,000	225,000	2,837	1	2,837	1	225,000
State/Highway Fund - GRAND TOTAL:	676,000	676,000	19,727	<u>3</u>	33,162	<u>5</u>	<u>676,000</u>

Town of Altavista FY 2017 Cemetery Fund 17% of Year Lapsed

Cemetery Fund - Fund 90	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 <u>MTD</u>	MTD % of Budget	FY 2017 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	2,500	17	2,500	17	15,000
Interest/Interest Income	9,000	9,000	7	0	160	2	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	1,950	49	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	4,000
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>	28,750
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	4,457	8 =	<u>4,610</u>	<u>8</u>	56,750
-							
EXPENDITURES	a _	_					
Salaries and Wages/Regular	9,500	9,500	797	8	1,225	13	9,500
Salaries and Wages/Overtime	800	800	183	23	272	34	800
Benefits/FICA	800	800	70	9	107	13	800
Benefits/VRS	1,100	1,100	99	9	142	13	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	169	12	248	18	1,400
Benefits/Group Life	150	150	11	8	16	11	150
Other Charges/Misc. Reimb.	0	0	0	0	О	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,000	11	2,000	11	18,000
CAPITAL OUTLAY			- 1				
Machinery & Equip Replc.	0	o					o
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	56,750	56,750	3,327	<u>6</u>	4,009	<u>z</u>	56,750

FY 2017 Cemetery Fund as of August 31, 2016 Page 1 of 1

T	- 4	A 14 -	
Town	OT	Alta	ıvısta

Grand Total of all Investments and Deposits Balance as of August 31 , 2016

\$ 16,745,702.62

Non-Specific

Green Hill Cemetery	569,743.49	
General Fund Reserves		
Capital Improvement Program Reserves		3,491,969.95
Altavista EDA Funding	261,281.88 *	
	261,281.88	
Enterprise Fund Reserves		
Capital Improvement Program Reserves		224,893.89
PCB Remediation	577,818.83	
Community Improvement Reserve	0.00	
Police Federal	2,893.32	
Police State	20,692.60	

Public Funds Money Market Accounts

10,980,736.12 → Includes Funds \$336,955.35 for Proj 1A - Bedford Waterline

Public Funds Money Market Accounts			10,980,736.12 \rightarrow includes Funds \$336,955.35 for Proj TA - Bedford Waterline				
	Operating Checking Account (Reconciled Balance)	615,672.54		Includes Funds \$696,996.58 for Proj 1B - Main St Waterline			
	DESIGNATED FUNDS	2,048,102.66					
	-	`	14,697,599.96		General Enterprise	Total	
	Reserve Policy Funds (This figure changes annually w/audit)		-6,353,383.00	Policy \$	4,965,030 1,388,353	6,353,383	
	UNDESIGNATED FUNDS		8,344,216.96				
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 Imrpovement		-336,955.35				
	Concept presented at work session for improvements to						
Apprvd 9/22/15	electrical at WTP and construction of new bldg to house electric panels		-1,041,859.80				
Apprvd 5/10/16	Survey of canoe launch property Consensus of Council to obligate a min for the purchase		-850.00				
4/26/2016	of site for canoe launch		-40,000.00				
6/14/2016	Canoe Launch to get site ready		-39,500.00				
6/14/2016	Paving parking area of the park on Woodland Ave; included w Myrtle Lane paving		-4,000.00				
	Funds for Project 1B - Main Street Waterline Imrpovement		-696,996.58				
	Dominion Service Line		-86,834.47				
Budget	Earmarked for Pole Building (020-CIP item)		-75,000.00				
Budget	Earmarked for repl. of 1999 dump truck (CIP Item)		-85,500.00				
Budget	Earmarked for repl. of 2004 Street Sweeper (CIP Item)		-50,000.00				
	Broadband Grant		-30,000.00				
	UNDESIGNATED RESERVE FUND BALANCE		4,607,355.70				

TASK ORDER #10

 Payments to Engine
--

	A. Owner	Shall pay Engineer it	or services rendered	J as ioliows.		
	Categor	y of Services	Compensation		Lump Sum, or Estimate of Compensation for Services	
	Basic Services		Choose One:			
	(Study and Report, Design, Bidding or Negotiating, Construction and Commissioning, Other Services)		Lump Sum		\$77,000	
	B. The te	rms of payment are s	et forth in Article 4	of the Agreement.		
2.	Consultants:	None.				
3.	Other Modifica	tions to Agreement:	None.			
4.	Attachments:	Scope of Work				
5.	Documents Inc	corporated By Referer	nce:			
	Scope of Work letter dated August 26, 2016, re: Task Order #10, SCADA Phase 1: Abbott Laboratories Water Meter, WTP Polling Master, and Melinda Tank Repeater & SCADA.					
6.	Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.					
The Ef	fective Date of th	iis Task Order is <u>Se</u> p	otember 1, 2016 .			
OWNE	R:		ENG	GINEER:		
Ву:			By:	1/4	Will J. Cunto	
Name:			Nam	ne: <u>Michae</u>	el J. Curato, PE	
Title:			Title	: Preside	ent	
			Firm State	i's Certificate No. e of: Virginia	0405001432	

DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:			
Name:	Name:	Edgar J. T. Perrow, Jr., PE		
Title:	Title:	Project Manager		
Address:	Address:	714 Court Street Lynchburg, VA 24504		
E-Mail Address:	E-Mail Address:	tperrow@woodardcurran.com		
Phone:	Phone:	(434) 258-5684		
Fax:	Fax:	(434) 845-0588		



August 26, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task #10

SCADA Phase 1: Abbott Laboratories Water Meter, WTP Polling Master, and Melinda Tank

Repeater & SCADA

Dear Mr. Coggsdale:

Woodard & Curran is pleased to present you with this proposal to design and implement a SCADA system for communications between Abbott Laboratories and the Town of Altavista. Completing the communications will require the design and implementation of both a repeater station and polling master at the Melinda Tank and the Altavista Water Treatment Plant (WTP), respectively.

PROJECT UNDERSTANDING

The Town of Altavista provides approximately 1.2 million gallons per day (MGD) of water to Abbott Laboratories processes. There is a dispute concerning the accuracy of water use based on discrepancies between the Abbott Laboratories mag meter and the Town's Hersey meter.

The Town desires to improve their operational process by collecting real time data from Abbott Laboratories regarding flow, usage, and storage in order to best plan and predict water demand in the Town's distribution system. A connection to Abbott's existing control panel is required in order to transmit data from the existing water meter and collect data about flow, pressure and Abbott tank levels. In order to collect this data, and data from other locations, both a polling master at the WTP and a radio repeater at the Melinda Tank are required.

As an option to the Town, Woodard & Curran may contract directly with a local contractor to provide the electrical installation at all three locations. The contractor would also perform detailed design drawings as required by Abbott Laboratories to provide signals to the Town's control panel.

This proposed Scope includes providing engineering, equipment, implementation, startup and support to obtain the operations goals as stated above.

PHASE 1 – WATER TREATMENT PLANT POLLING MASTER

Scope of Services

Our proposed Scope of Services includes the following:

- Identification of the location for proposed panel;
- Determine power source for the control panel;
- Design will include a permanent radio antenna and control panel to collect and distribute analog and discrete signals;



- Supply of the control panel, antenna, surge suppressor and cabling for the polling master location:
- Assembly of control panel and low voltage wiring in the enclosure;
- Supply of the control panel and enclosure, delivered to AIC; and
- Programming and startup of control panel at the WTP.

Assumptions

- The panel location will be on the third floor of the WTP.
- The Abbott, WTP, and Melinda Tank site visits for startup will be concurrent and last a total of three days. All sites will be ready for startup prior to scheduling the site visit.

PHASE 2 – MELINDA TANK REPEATER & SCADA

Scope of Services

Our proposed Scope of Services includes the following:

- Identification of the location for the proposed panel;
- Determine power source for the control panel;
- Design will include a permanent radio antenna and control panel to collect and distribute analog and/or discrete signals for pressure and miscellaneous alarms;
- Supply of the control panel, antenna, surge suppressor and cabling for the panel location;
- Assembly of control panel and low voltage wiring in the enclosure;
- Supply of the control panel and enclosure, delivered to AIC; and
- Programming and startup of control panel at the tank.

Assumptions

- Spare analog and discrete inputs will be allowed for the potential future altitude value position, open, close, and related signals.
- The panel location will be in the existing enclosure located at the Melinda Tank site.
- The Abbott, WTP, and Melinda Tank site visits for startup will be concurrent and last a total of three days. All sites will be ready for startup prior to scheduling the site visit.

PHASE 3 – ABBOTT LABORATORIES SCADA CONNECTION

Scope of Services

Our proposed Scope of Services includes the following:

- Design will include a SCADA panel to read analog (4-20mA) and 24VDC discrete signals (quantity and type to be determined, but not more than six from the Abbott panel) including Micrologix Programmable Logic Controller (PLC), Ethernet switch, licensed frequency radio, uninterruptible power supply (UPS) and other appurtenances;
- Design of radio communications from the Abbott facilities will be repeated at the Melinda Tank radio antenna and transmitted to the WTP polling location;



- Supply of the control panel, antenna, surge suppressor and cabling for the meter location;
- Assembly of control panel and low voltage wiring in the enclosure;
- Supply of the panel, delivered to AIC; and
- Programming and startup of control panel at the Abbott facility.

Assumptions

- Abbott Labs will provide 120VAC power feed for new SCADA panel.
- The detailed drawings of the modifications of Abbott's control panel and output signals are proprietary, belonging to Abbott Laboratories. AIC will not deliver or distribute the Abbott control panel drawings to either the Town or Woodard & Curran.
- The SCADA panel will be mounted in a location determined by Abbott, on a level close to the roof to reduce the antenna cable run from the panel to the antenna mounted on the roof.
- The Abbott, WTP, and Melinda Tank site visits for startup will be concurrent and last a total of three days. All sites will be ready for startup prior to scheduling the site visit.

PROPOSED FEE

For the Scope of Services presented above, the Town of Altavista will pay Woodard & Curran the proposed fee in accordance with the Table below. This fee budget shall not be exceeded without prior written authorization. Monthly invoices will be submitted to the Town.

Woodard & Curran will complete the scope of work as outlined in the following table.

Phase	Cost	Terms
Phase 1: WTP Polling Master	\$25,000	Lump Sum
Phase 2: Melinda Tank Repeater & SCADA	\$26,000	Lump Sum
Phase 3: Abbott Laboratories SCADA Connection	\$26,000	Lump Sum
Total	\$77,000	

OPTIONAL PHASES - NOT INCLUDED IN THE PROPOSED FEE

At the option of the Town, Woodard & Curran will include the electrical installation of the SCADA and radio components. These activities are broken out by site, and would be contracted through Woodard & Curran on a time and materials basis, with a 15% fee. Time and materials proposals from contractors will be shared with the Town prior to authorization of the work. The Town also has the option to contract for the electrical installation directly. Either contracted through Woodard & Curran or directly by the Town, the scope for each site is as follows:

PHASE 4 – WATER TREATMENT PLANT POLLING MASTER ELECTRICAL INSTALLATION

Scope of Services

The proposed Scope of Services includes the following:

- Installation of the control panel, antenna and appurtenances;
- Installation of a 120VAC power feed from an existing panel designated in the design documents;



- Installation of communications cable between the polling master and master control panel; and
- I/O check out and installation confirmation for the SCADA panel, radio, antenna cable, surge suppressor and other appurtenances.

Assumptions

The panel location will be on the third floor of the WTP.

PHASE 5 – MELINDA TANK REPEATER & SCADA ELECTRICAL INSTALLATION

Scope of Services

Our proposed Scope of Services includes the following:

- Installation of the control panel and appurtenances;
- Installation of a 120VAC power feed from the Town's existing electrical panel; and
- I/O check out and installation confirmation for the SCADA panel, radio, antenna cable, surge suppressor, and other appurtenances.

Assumptions

- The existing antenna installed during the radio study will be used to support panel communications.
- The panel location will be in the existing enclosure located at the Melinda Tank site.

PHASE 6 – ABBOTT LABORATORIES SCADA CONNECTION ELECTRICAL INSTALLATION

Scope of Services

Our proposed Scope of Services includes the following:

- Design of Abbott Laboratories signal outputs and control panel modifications to comply with Abbott design methodologies and standards;
- Installation of the control panel, antenna and appurtenances;
- Connecting the provided 120VAC power feed supplied by Abbott Labs; and
- I/O check out and installation confirmation for the SCADA panel, radio, antenna cable, surge suppressor, and other appurtenances.

Assumptions

- Abbott Labs will provide 120VAC power feed for the new SCADA panel.
- The SCADA panel will be mounted in a location determined by Abbott, on a level close to the roof to reduce the antenna cable run from panel to the antenna mounted on the roof.
- The detailed drawings of the modifications of Abbott's control panel and output signals are
 proprietary, belonging to Abbott Laboratories. The contractor will not deliver or distribute the
 Abbott control panel drawings to either the Town or Woodard & Curran.



We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

Michael J. Curato, P.E.

cc: David Garrett, Town of Altavista

President

WOODARD & CURRAN, INC.

Edgar J. T. Perrow, Jr., P.E.

Project Manager

TASK ORDER #13

1.	Payments to Enginee	r

Owner shall nay Engineer for services rendered as follows:

	A. Owner	Shall pay Engineer to	i services refluered as follows			
	Categor	y of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services		
	Basic Services		Choose <u>One</u> :			
	(Study and Report, Design, Bidding or Negotiating, Construction and Commissioning, Other Services)		Time & Expenses	\$60,000		
	B. The te	rms of payment are se	et forth in Article 4 of the Agree	ement.		
2.	Consultants:	None.				
3.	Other Modifica	tions to Agreement:	None.			
4.	Attachments:	Scope of Work				
5.	Documents Inc	corporated By Referen	ce:			
	Scope of Worl	•	15, 2016, re: Task Order #	13, Water Treatment Plant (WTP)		
6.	Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.					
The Ef	fective Date of th	iis Task Order is <u>Sep</u>	tember 1, 2016 _.			
OWNE	:R:		ENGINEER:			
Ву:			By:	Mill J. Cunto		
Name:			Name:N	Michael J. Curato, P.E.		
Title:			Title: F	President		
			Firm's Certificat			
				e No. <u>040300 1432</u> /irginia		

DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:		
Name:	Name:	Edgar J. T. Perrow, Jr., P.E.	
Title:	Title:	Project Manager	
Address:	Address:	714 Court Street Lynchburg, VA 24504	
E-Mail Address:	E-Mail Address:	tperrow@woodardcurran.com	
Phone:	Phone:	_(434) 258-5684	
Fax:	Fax:	(434) 845-0588	



August 15, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task Order #13

Water Treatment Plant (WTP) Electrical Upgrades

Dear Mr. Coggsdale:

Woodard & Curran is pleased to present you with this proposal for Electrical Engineering Design Services at the Water Treatment Plant.

PROJECT UNDERSTANDING

Recently W&C provided an evaluation and preliminary design for the upgrade of the existing electrical distribution system at the WTP. The preliminary design included relocation of and replacement of electrical equipment to the third floor of the process building, new HVAC equipment to support the electrical system, new Motor Control Center (MCC), and associated equipment feeders.

SCOPE OF SERVICES

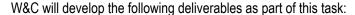
Task 1 – Electrical, HVAC and Structural Design Drawings

W&C will develop electrical, HVAC and structural drawings and specifications required to demolish the existing electrical distribution equipment located in the chemical room and install new electrical distribution equipment, motor controllers and HVAC equipment within the third floor storage room. The new electrical equipment will provide power to all existing loads within the facility including the wastewater equipment and the Reed Creek equipment.

Drawings will include:

- Electrical Site Plan
- One-Line Diagram
- Demolition Power Distribution Plans
- New Power Distribution Plans
- Schedules
- Instrument Riser Diagrams
- Motor Wiring Diagrams
- Electrical Details
- Mechanical Layouts and Elevations
- Mechanical Details and Schedules
- Structural Details

W&C will utilize CSI 2014 Master Format specifications for all applicable disciplines and front end documentation.



- 90% Client Review
- 100% Bid Documents



Task 2 - Electrical and Structural Code Review

W&C will reach out to the local code authority or Authority Having Jurisdiction to review the project upgrades and ensure the project is code compliant. The code review will include fire protection requirements and building and structural alterations.

Task 3 – Construction Administration

W&C will provide support for the following tasks during the construction phase of the project:

- Product submittal reviews
- Answer Request for Information (RFIs) from Contractors
- One (1) site visit to perform installation inspection and punch list development

W&C will develop the following deliverables as part of this task:

Project Record Drawings

Exclusions & Assumptions

Woodard & Curran has not included the following services in the scope of work and budget. Woodard & Curran can provide these additional services at the Client's request under a contract amendment.

- Electrical design associated with the controls or modifications to existing control panels. W&C assumes new motor controllers will be hardwired to existing control panels.
- Modifications or additions to branch circuits fed from 120V panelboards.
- Arc flash risk assessment.

PROJECT SCHEDULE

W&C anticipates completing task 1 and 2 of the Scope of Work within 8 weeks of execution of this contract.





For the Scope of Services presented above, the proposed fee will be \$60,000. Billing will be Time & Expenses; our fee will be based on the time expended and costs incurred. See attached Rate Table

This fee budget shall not be exceeded without prior written authorization. Invoices will be submitted monthly.

We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

Michael J. Curato, P.E.

President

WOODARD & CURRAN, INC.

Edgar J. T. Perrow, Jr., P.E.

Project Manager

cc: David Garrett, Public Works Director



DATE: August 15, 2016

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2016 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$224,900 for items/activities that were originally budgeted in FY 2016 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once items/activities are ready to be purchased.

Below is a list of the items that staff would like to acquire during FY 2017, which covers the period July 1, 2016 through June 30, 2017.

Council / Administration

\$25,000 for Classification/Compensation Plan Study. Springsted has begun the process which is estimated to take between 3 to 4 months at a cost of \$15,760. Upon completion of the study, staff would like to request the use of remaining funds, estimated to be \$9,240, to update the Town's Personnel Policy Manual. The Personnel Policy Manual is in need of an update and now is the opportune time to do so to coincide with the Class and Comp Study.

Public Works

\$10,500 to cover the cost to replace both the gasoline pump and the diesel pump at our Public Works Department. Both fuel pumps were failing and were in need of repair. At this time, the gasoline pump has been installed and we are waiting for the installation of the diesel pump.

Water

Several CIP items totaling \$67,000 were not replaced at our Water Treatment Plan as planned because the equipment was operating efficiently. These items are: replacement of (2) backwash valves, \$17,000, replacement of backwash control panel, \$20,000 and replacement of water actuator valves, filters 1-5, \$30,000.

Wastewater

Several CIP items totaling \$122,400 were not replaced at our Water Treatment Plan as planned because the equipment was operating efficiently. These items are: replacement of autoclave for main lab, \$15,000, replacement of two 100hp blowers, \$40,000, replacement of polyblend mixer for press system,

\$15,000, replacement of polymer pumps for press system, \$9,000, and replacement of a 40hp pump and motor at pump station, \$15,000.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$224,900 in reserves to be expended during FY 2017.

Agenda	Item	5d

Town of Altavista, Virginia Worksession Agenda Form

Date: August 23, 2016

Agenda Item: FY2016 Carryover Request to FY2017 Budget

Summary: Per the attached memorandum, 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.

Budget/Funding: Funds from the FY2016 Budget would be moved to the FY2017 Budget.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Staff Memorandum

Council Recommendation:

LI Additional Worksession Li Regillar Meeting Li No Ac	☐ Additional	Worksession	☐ Regular Meeting	☐ No Action
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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Consideration of Making Formal Request of Campbell County to Conduct a Public Hearing in regard to possible conveyance of County portion of English Park to Town.

Summary: Last month, the Campbell County Board of Supervisors approved for a public hearing to be scheduled, if the Town made a formal request, in regard to the possible conveyance of the County's portion of English Park to the Town. The concept of potential consideration of the Town assuming control of the park had been part of a County/Town discussion between Supervisor Goldsmith, Mayor Mattox, the County Administrator and the Town Manager.

At this time, staff is seeking direction from Council in regard to whether they would like to formally request Campbell County to conduct the public hearing on the possibility of conveyance of the park property to the Town.

Possible Motion(s):

• PER DISCUSSION

Attachments

None at this time.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Consideration of a Resolution to VDOT for Main Street Reconfiguration.

Summary: At the August 23rd Town Council Work Session, VDOT officials discussed the possibility of a reconfiguration of the traffic pattern on Main Street from Pittsylvania Avenue to Wood Lane. The concept was to reduce the travel from a 4 lane (2 lanes each way) to a two lane (one each way), with a dedicated center turn lane. Following the presentation Council asked staff to seek a way to community/citizen involvement.

A Community Input Forum was conducted on Wednesday, September 7th from 4:30 p.m. to 6:00 p.m. in Council's Chambers of Town Hall to seek input in regard to the concept. VDOT and Town staff were on hand to received comments and review the conceptual design. Diagrams showing the proposed layout are attached. The Comment Sheets that were submitted at or following the Community Input Meeting were provided to Town Council under separate cover.

If Council is interested in supporting the Reconfiguration Concept for Main Street, a Resolution will be available at the meeting for review and adoption. This resolution would advise VDOT of your support.

This item is very time sensitive as Main Street is scheduled to be paved and marked beginning as early as next week.

Possible Motion(s)/Action(s):

- "I move that Town Council adopt the Resolution indicating its support for the Reconfiguration of Main Street, as outlined."
- Defer Action, provide direction to staff.

Attachments

 VDOT Handouts at Community Input Meeting (Information sheet and Existing/Proposed layouts)

Main Street Town of Altavista Pavement Marking Project

September 7, 2016

Purpose of proposed project:

The purpose of this proposed project is to improve safety on the existing four-lane portion of Main Street from Pittsylvania Avenue to just north of Lola Ave by restriping the pavement markings to show two total travel lanes and one two-way left-turn lane in the middle for a total of three lanes. There may also be a striped two-foot shoulder and some minor changes in the timing of the traffic signals.

Recently, the Town approached VDOT the restriping of the road to a three-lane section. Since Main Street is scheduled to be repaved next month, this is the best time to make this change.

Safety improvement:

This project improves safety by:

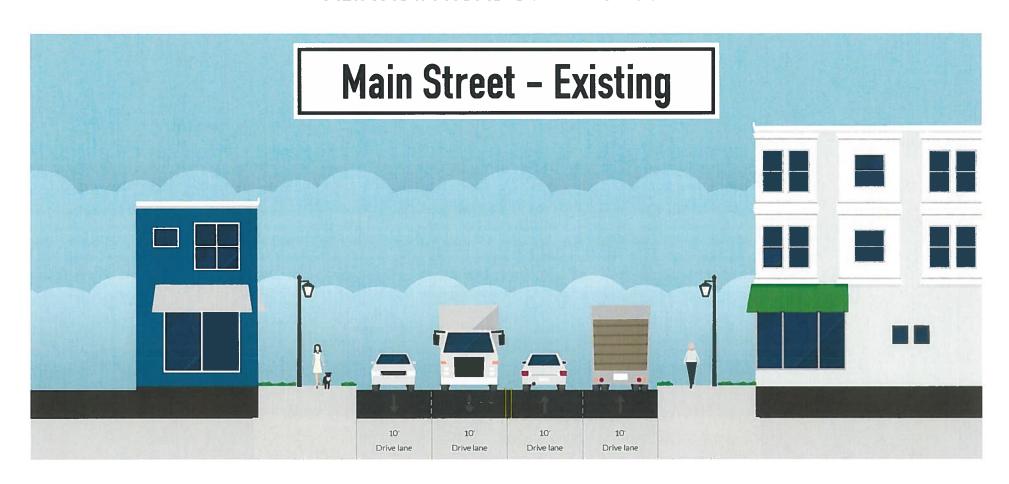
- 1. Reducing speeds
- 2. Eliminating weaving around stopped/turning vehicles
- 3. Reducing the through lanes that side street traffic must cross
- 4. Reducing the overall number of vehicular conflict points
- 5. Reducing the number of lanes that pedestrians cross
- 6. Providing a storage area for left turns into the side streets and a twostage crossing area for side street traffic turning onto Main Street

In addition, this proposed project provides a wider travel lane for trucks to make wide turns, the relocation of uneven drainage grates to the shoulder area and a dedicated left-turn lane for most driveways.

Costs:

The road is being remarked as a result of recent paving so the additional cost is minimal. If signal modifications are made, costs of less than \$10,000 are possible.

ALTAVISTA ROAD DIET PROPOSAL



ALTAVISTA ROAD DIET PROPOSAL





Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Housing Study Consideration

Summary: (THIS ITEM WAS TABLED AT THE August 9th Regular Town Council Meeting.) At Town Council's July 26th Work Session, individuals from Virginia Tech discussed the potential for conducting a "housing study" for the Town of Altavista. Council asked that this item be put on the agenda of the regular August meeting for additional consideration. This item was tabled at the August 9th Regular Town Council meeting.

Following the August 9th Regular Town Council Meeting, staff and the Mayor met with Mrs. Agnes Dowdy to further discuss her thoughts on housing and the proposed housing study.

Possible Motion(s):

• PER DISCUSSION

Attachments

None at this time. Housing Study was previously distributed.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Consideration of Meeting Date Change for Town Council

Summary: Last month, the Mayor indicated that Council's Regular Meeting in November is the same day as Election Day. He indicated that this could create some conflict in regard to candidates deciding between attending a Council meeting or campaigning. The Mayor has suggested that Council may want to consider changing the meeting date to another day or combine it with the Work Session that is scheduled for Tuesday, November 22nd.

Attached is correspondence from John Eller in regard to this subject, as well as a resolution that could be adopted if it is Council's decision to change the meeting date.

Possible Motion(s):

PER DISCUSSION

<u>Attachments</u>

Town Attorney correspondence including possible resolution for adoption

LAW OFFICES OF

J. JOHNSON ELLER, JR.

P.O. BOX 209

ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661 FAX (434) 369-5663 ELLERLAW19@GMAIL.COM

September 7, 2016

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

Re: Change in date of November meeting

Dear Waverly:

You have asked if the November monthly meeting, the date of which is currently November 8, can be moved two weeks to November 22, the date of the work session and combine the two. The answer is yes, but it will require a resolution of Council passed by a majority of those present with a quorum.

Town Code Sec. 2-31 states that there are to be monthly meetings on the second Tuesday of each month at 7:30 P.M. Charter Sec. 9 states that Council shall by ordinance adopt such rules as to its proceedings as it deems proper and meet at such times as it deems proper. Thus, Council can set the meeting time by ordinance, or by resolution as provided in Virginia Code Section 15.2-1416.

Sec. 15.2-1416 states that at the organizational meeting of Council the date and place of the meetings of the governing bodies of local government are to be established. The statute also provides that the governing body may subsequently prescribe a different date, time and place.

Such change shall be done by resolution of Council and notice must be published in a newspaper of general circulation in the community and posted on the door of the current meeting place with at least seven days prior to the meeting date.

Thus, a resolution stating that the regular monthly meeting and the work session for November would be combined and held on November 22 at 5:00 P.M. would have to be passed at Tuesday's meeting or at the October meeting and the proper notice given. I recommend that the notice state that the regular meeting schedule will resume with the meeting of December 13 and work session of December 27. Attached please find for your review a draft resolution accomplishing this change.

Mr. J. Waverly Coggsdale, III Page 2 September 7, 2016

We have discussed making changes to Town Code Sec. 2-31 as to Council meetings and it is my understanding that these matters will be addressed at a later time.

Sincerely

J. Johnson Eller, Jr.

Enclosure

10/TA/L-WCoggsdale-Change Nov meeting

RESOLUTION AS TO COUNCIL MEETINGS FOR NOVEMBER, 2016

WHEREAS, the regularly scheduled monthly meeting of Council for November is set for November 8 which is election day and four Council members and the Mayor are candidates in the election; and

WHEREAS, the November monthly Council Work Session is scheduled for November 22 and the business of the monthly meeting and the work session can be comfortably combined.

NOW THEREFORE BE IT RESOLVED, that the date of the regular monthly meeting of the Council of the Town of Altavista be changed from November 8, 2016 to November 22, 2016 at 5:00 P.M. at the Altavista Town Hall and combined with the work session presently scheduled for that date and time.

A copy of this Resolution shall be posted on the front door of the Rudy Burgess Municipal Building and published in the Altavista Journal at least seven days prior to November 8.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Delinquent Tax list

Summary: Each year, staff submits to Town Council a list of delinquent taxpayers as defined in Section 70-3 of the Town Code. Attached is a staff memo and the delinquent tax list. Finance Director Tobie Shelton will present the request to publish the Delinquent Taxpayer's list, as well as several Delinquent Tax lists that need to be written off.

Possible Motion(s)/Action(s):

- Motion: "I move that the Delinquent Tax List be printed in the Altavista Journal." (NOTE: Ad would run
 in October and the cost of the ad would be prorated to the delinquent taxpayers, upon
 payment.) Delinquent Taxes: Real Estate: \$2,939.91 Personal Property: \$18,292.63
- Motion: "I move that the Delinquent Taxes for deceased individuals be written off, in the total of \$150.40."
- Motion: "I move that the Delinquent Personal Property Taxes and Real Estate Taxes under \$20.00 be written off, in the amount of \$78.80."
- Motion: "I move that the 2011 Delinquent Taxes be written off, due to statute of limitations, regarding personal property taxes in the amount of \$4,267.23." (NOTE: Collection efforts will continue on 2011 taxes until June 2017, after which staff will write off all uncollected 2011 personal property taxes.)
- Motion: 'I move that the delinquent real estate taxes that are uncollectable in the amount of \$182.46 be written off." (NOTE: This tax is on a property that was sold and the Town's lien could not be satisfied based on the sale price.)

Attachments

- Staff Memo
- Delinquent Tax List



TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

DATE: September 9, 2016

RE: Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town

Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
- 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
- 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
- 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection

 (a) (4) or (5) of this section.
- 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
- 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

Mayor Mattox and Members of Council August 23, 2016 Page 2

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2011 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES DECEASED INDIVIDUALS

September 1, 2016

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
Drown Florette	57050	Ф	00.04
Brown, Floretta	57853	\$	32.64
Brown, Floretta	66913	\$	17.74
Callands, Tardie Bill	11138	\$	17.74
Callands, Tardie Bill	11140	\$	17.74
Callands, Tardie Bill	65515	\$	17.74
Reynolds, Lloyd	13738	\$	16.36
Reynolds, Lloyd	13742	\$	30.44
		\$	150.40

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES UNDER \$20.00

September 1, 2016

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
Andrews, William Burke	60385	\$	6.16
Bargains & More	66769	\$	5.91
Cartolaro, Michael	11196	\$	1.77
Cartolaro, Michael	53025	\$	1.77
Cartolaro, Michael	64193	\$	1.77
Cartolaro, Michael	66923	\$	1.77
Chumley, Ellen	62407	\$	4.01
Coffey, William Allen	66835	\$	0.11
Dudley, Edward	59587	\$	0.66
Glass, Angela	66833	\$	5.91
Hedrick, Elizabeth	12386	\$	3.54
Kelly, Patrick	57645	\$	2.37
Knowles, Anthony	63463	\$	0.16
Layne, Idamae	61737	\$	1.70
Mcrae, Tameka	66185	\$	0.26
Moon, Carroll Wayne	67467	\$	2.04
Nelson, Shawntae	65243	\$	0.10
Rees, Holly	67191	\$	1.13
Rodriguez, Gwendolyn	65187	\$	2.91
Ridgeway, Lorie	61409	\$	2.59
		\$	46.64

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES September 1, 2016

TAXPAYER NAME	TAX ROLL NUMBER	TAX	(AMOUNT
Annas, Richard & Deborah	44571	\$	155.46
Ashwell, William & Gracie	44623	\$	49.39
Clark, Lillian	45043	\$	415.47
Coleman, Dorella	45119	\$	111.51
Cook, Frances D	45173	\$	51.32
Crider, Deborah W	45259	\$	168.98
Fauver, Joseph & Margaret	47629	\$	37.97
Gregory, Marcellus Preston	47535	\$	20.44
Gregory, Marcellus Preston	45927	\$	149.83
Hall, David	45961	\$	80.88
Hall, David	45963	\$	76.79
Hamer, Jeston	46553	\$	12.11
Hamer, Jeston	46555	\$	8.39
Hamer, Jeston	46557	\$	319.31
Harris, Gene & Charlene	46019	\$	49.36
Kershner, Darl & Shirley	46363	\$	230.81
Merritt A W Estate	46713	\$	10.21
Minnis, Earl & Odessa	46745	\$	165.94
Monroe Enterprises Inc	46797	\$	119.41
Payne, Cindy L	47055	\$	168.07
Petty, Pearl	47169	\$	122.43
Stewart, Charles	47825	\$	47.17
Tanks, Daisy	47803	\$	10.21
Trent, Curtis & Brenda	47941	\$	161.26
White Oak Investors	44683	\$	134.18
Woodruff, Earl & Margaret	48257	\$	63.01
		\$	2,939.91

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES

September 1, 2016 UNDER \$20.00

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
Bennett, Marie	44693	\$	0.47
CCR Investment	45377	\$	0.59
Davis, Edna	45177	\$	16.01
Hsu,Olivia	46439	\$	0.25
Johnson, Wyona East	46307	\$	0.37
Mills, Vickie	46743	\$	0.24
Minnis JF Estate	46751	\$	2.14
Penn Miller, Tammatha	44611	\$	2.03
Pitsenbarger, Wendell	47895	\$	1.66
Pugh, Harold	47243	\$	5.96
Swart,Mark/Jennifer	45587	\$	0.57
Twin Leaf Farm LLC	46541	\$	0.10
Walker, Mitchell	48079	\$	0.47
Waller, Clara	48089	\$	1.30_
		\$	32.16

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES September 1, 2016

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
Adams, Valerie Lee	59475	\$	32.96
Alexander, Vernon Louis	62225	\$	50.95
Anderson, Nicole	56537	\$	39.89
Anderson, Nicole	65753	\$	27.60
Anderson, Nicole	67129	\$	33.38
Andrews, Duncan Ewart	18010	\$	17.74
Andrews, Duncan Ewart	55237	\$	17.74
Andrews, Duncan Ewart	61569	\$	29.83
Andrews, Quentin Blaine	63481	\$	19.39
Annas, Deborah David	66023	\$	36.10
Annas, Jeremy David	67459	\$	17.74
Anthony, Thomas Julian	15896	\$	80.86
Anthony, Thomas Julian	15898	\$	80.86
Armistead, Franchesca Nicole	67675	\$	26.56
Armistead, Franchesca Nicole Ashby, Arlena Brooke	67677	\$	59.20
	67595	\$	62.87
Ashby, Arlena Brooke	67597	\$ \$	17.74
Austin, Charles Thomas	57747	\$ \$	13.19
Austin, Charles Thomas Austin, Charles Thomas	57749	\$ \$	21.04
Austin-Barnwell, Inge Marie	62473	э \$	7.01
Austin-Barnwell, Inge Marie	57825 50527	Ф \$	51.05
Austin-Barnwell, Inge Marie	59527 61063	Ф \$	39.93
B & D Auto Sales	64169	φ \$	22.69 65.35
B & D Auto Sales	10814	\$ \$	118.25
Bank of the West	62873	\$ \$	289.25
Ballard, Tammy Beasley	65973	\$	31.59
Barnwell, Bronson Jermale	62569	\$	37.47
Barnwell, Bronson Jermale	64171	\$	17.74
Barnwell, Bronson Jermale	65501	\$	34.64
Barnwell, Laquienta	66459	\$	51.37
Barnwell, Laquienta	66461	\$	55.78
Berry, Angle Mae	62255	\$	22.69
Bertiz, Rafeal	67939	\$	17.74
Blanchard, Donna Simpson	61597	\$	17.74
Blanchard, Donna Simpson	67329	\$	17.74
Bogert, Abbey Marie	65051	\$	135.04
Bolen, Brenda Jo	66551	\$	77.80
Boley, Dennis Franklin	67443	\$	35.07
Boley, Dennis Franklin	67445	\$	29.81
Bolling, Edgar Ray	62289	\$	38.21
Brooks, Teri Kelly	60135	\$	24.78
Brooks, Teri Kelly	60137	\$	60.34
Brooks, Teri Kelly	63113	\$	68.09
Brooks, Teri Kelly	64703	\$	61.94
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Brown, Carolyn Joan	59941	\$	37.13
Brown, Elburn L	66813	\$	17.74
Brown, Elburn L	66815	\$	29.07
Brown, Shana Matirs	58659	\$	80.86
Brown, Shana Matirs	58661	\$	80.86
Brown, Shana Matirs	58663	\$	80.86
Brown, Virginia Catherine	61825	\$	34.92
Brumfield, Candace Nicole	64957	\$	40.43
Brumfield, Candace Nicole	64959	\$	107.99
Burgess, Benjamin K	65741	\$	58.86
Butler, Frances Davis	61081	\$	17.74
Cadogan, Brandon Andrew	59031	\$	43.73
Cadogan, Tyrone Jerome	58785	\$	22.69
Canada, Kris Antino	63769	\$	94.30
Canada, Kris Antino	65053	\$	25.44
Canada, Tallulla L	59549	\$	43.73
Carr, William Robert	67639	\$	17.74
Castillo, Isidro	60345	\$	99.48
Catron Jamie Fitzgerald	60181	\$	28.35
Chambers, Gregory Paul	64995	\$	21.04
Chambers, Gregory Paul	64997	\$	21.04
Chen Fang Shandong	65227	\$	92.03
Chauncey F Hutter Inc	51693	\$	130.57
CHMI Inc/I Love NY Pizza	63871	\$	12.93
CJL Enterprises Inc	59093	\$	139.18
Clerval, Dennis Martin Jr	66647	\$	37.13
Coffer, Angela Brandi	66123	\$	27.51
Coffer, Angela Brandi	67555	\$	30.87
Coffey, Callie Dawn	68139	\$	54.58
Cole, Vincent Ethan	65173	\$	19.39
Cole, Vincent Ethan	65175	\$	62.62
Coles, Carrissa Tscharner	60313	\$	56.89
Coles, Carrissa Tscharner	62107	\$	36.44
Collins, Alice Morris	67281	\$	32.75
Cox, James Wesley	67273	\$	17.74
Cox, James Wesley	67275	\$	43.25
Crider, Joann Denise	67881	\$	35.26
Crider, Joann Denise	67883	\$	17.74
David, Carolyn	66785	\$	23.65
Davis, Erica Latrice	68087	\$	29.07
Davis, Ernestine Marie	66375	\$	19.39
Davis, Ernestine Marie	67747	\$	33.26
Davis, Jacqueline	66421	\$	36.32
Davis, Jeremy Maurice	63691	\$	80.86
Davis, Jeremy Maurice	63693	\$	138.89
Davis, Karlton L	64823	\$	33.66
Davis, Taneshia Leshea	63459	\$	43.03
Davis, Taneshia Leshea	66211	\$	58.15
Destiny Christian Fellowship	67893	\$	73.63
Devercelly, Ashley Kay	65029	\$	17.74
Devercelly, Ashley Kay	66235	\$	28.65
Dickerson, Brittany Leschae	61941	\$	84.27
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Dickerson, Brittany Leschae	67895	\$	36.75
Dino's Sportsbar & Grill	66775	\$	59.13
Dominique, Warren Anthonio	65059	\$	19.39
Dominique, Warren Anthonio	65061	\$	19.39
Easley, Frank James	67721	\$	17.74
Easley, Quintin Matthew	55515	\$	43.73
Edwards, Raymond Jason	67855	\$	37.50
Elawady, Ahmed Elsayed	68149	φ	
· · · · · · · · · · · · · · · · · · ·		\$	287.45
Elliott, Richard Terrell	62183	\$	20.46
Elliott, William E	62629	\$	28.45
Ellis, Harold	63303	\$	36.92
Ellis, Harold	63305	\$	42.08
Ellis, Mark Davin	66579	\$	10.06
Ellis, Mark Davin	66583	\$	17.74
Erk, Patrick Hughes	62265	\$	64.12
Farrar, Leslie Meadows	63655	\$	69.54
Fauver, Joseph Timothy	57417	\$	41.78
Fauver, Joseph Timothy	57511	\$	33.38
Fauver, Margaret Ferguson	57419	\$ \$	17.74
Fauver, Margaret Ferguson	57421	\$	56.36
Ferlise, Nicholas Wayne	67857	\$	32.33
Fitzgerald, Shanice Lynette	67927	Φ	
•		\$	29.49
Ford, Randy	64621	\$	102.16
Fox, Kelly Nichole	63273	\$ \$	44.53
Garvin, Dedrick Slayton	62233	\$	32.64
George, Karen C	65563	\$	66.01
George, Karen C	62267	\$	17.74
George, Karen C	59197	\$	11.83
Giboyeaux, Felicia Jannette	66555	\$	43.48
Giboyeaux, Felicia Jannette	66557	\$	57.39
Giboyeaux, Felicia Jannette	66559	\$	31.82
Gilbert, Shandra Renee	67291	\$	25.64
Gilbert, Shandra Renee	67293	\$	59.93
Glass, Michael Doyle	65283	\$	62.71
Goad, Tiffany Ann	63801	\$	17.74
Goodman, James Robert Jr	51719	\$	198.00
Graves, Carissa Shantel	64717	\$	48.81
Graves, Devin Davorn	68013	\$	41.98
Graves, Kiara Marie	66213	\$	43.03
Graves, Lindsey Alphonzo	59183	\$	63.12
Graves, Lucy Mitchell	61699		111.06
		\$	
Graves, Lucy Mitchell	63161	\$	44.25
Graves, Margaret M	64251	\$	72.89
Graves, Preston Oshea	65105	\$	40.98
Greene, William Henry Jr	66005	\$	38.28
Greene, William Henry Jr	66007	\$	40.87
Gregory, Marcella Pearl	17256	\$	63.18
Hall, Jessica Lyn	67493	\$	28.35
Hall, Jessica Lyn	67495	\$	66.01
Hall, Trevor Wayne	63317	\$	93.38
Harmon, Vickie B	56059	\$	17.74
Harmon, Vickie B	62503	\$	29.81

Harris, Gene Allen	12354	c	47.00
Hendricks, Terri Lynn	63695	\$ \$	47.03
Hensley, Jason Brian	63713		85.09
Holcombe, Jessica D		* * * * * *	149.48
	62239	Ф Ф	42.52
Holcombe, Jessica D	62241	Þ	190.22
Holland's Asphalt Sealing	60383	\$	59.82
Hubbard, Wendell T	59185	\$	28.87
Hudson, Sarah Elizabeth	58569		50.42
Hudson, Sarah Elizabeth	61673	\$	105.31
Hudson, William Raymond	67785	\$	17.74
Hudson, William Raymond	67787	\$ \$ \$	17.74
Hudson, William Raymond	67789	\$	34.22
Hudson, William Raymond	67791	\$	37.47
Hunt, Raleigh Lee	61479	\$	29.39
Hunt, Raleigh Lee	65887	\$	41.14
Hunt, Raleigh Lee	65889	\$	29.19
Hunt, Shanna Nicole	63789	\$	37.21
Hunt, Shantia Marie	65323	\$	33.41
Hunt, Shantia Marie	66407	\$	32.06
Hunter, Gary Patrick	68015	\$	13.01
Hunter, Gary Patrick	68017	\$	10.06
Hunter, Gary Patrick	68019	\$	12.42
Hunter, Gary Patrick	68021	Ψ ¢	23.89
Hunter, Gary Patrick	68023	Ψ Φ	17.74
Hunter, Gary Patrick	68025	Φ	17.74
Hyman, Jerome Terrill	66339	φ S	88.94
Hyman, Jerome Terrill	66341	***	62.25
Jackson, Brandy Ray	62415	Ψ C	52.38
Jackson, Khadrian Duran	68093	φ	
Jennings, James Junior	64743	Φ	17.74
Johnson, Jeffrey Marlando	66639	Φ	21.04
		\$	54.57
Johnson, Lavinia Fay	67813	\$ \$ \$	36.32
Johnson, Sharmia Danielle	60653	\$	96.28
Johnson, Sharmia Danielle	64903	\$	147.68
Jones, Sandra Diane	67831	\$	40.63
Jones, Stephanie Lynnette	58757	\$	41.78
Jordan, Junior	51257	\$	92.64
Jordan, Junior	58505	\$	80.86
Kershner, Darl K Jr	65147	\$	102.61
Kershner, Kevin Ray	63385	\$	19.39
Kershner, Kevin Ray	66191	\$	37.13
Kershner, Kevin Ray	67611	\$	27.60
Kidd, Corey Blaine	63313	\$	19.39
Kidd, Corey Blaine	66153	\$	19.39
King, Heather Marie	61897	\$	17.74
King, Heather Marie	67589	\$	17.74
King, Heather Marie	67591	\$	17.74
Klekotka, Teresa Lynn	66609	\$	37.13
Klemm, Adam Robert	65125	***	37.13
Knowles, Kristin Darnell	67529	\$	64.96
Lee-Peerman, Twyla	64803	\$	50.61
Lewis, Joshawa Dale	64555	\$	32.27
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Little, David Malcolm	60535	\$	12.85
Logwood, Jessica	68209	\$	72.84
Lomotey, Michael	66499	\$	136.19
_omotey, Michael	66501	\$	37.13
Marshall, April L	66225	\$	31.15
Martin, Bonnie Broughman	68193	\$	54.89
Maselli, Karina	63585	\$	48.84
Mata, Aurora	68185	\$	138.36
Mattox, Dustin Brice	58957	\$	38.93
Mattox, Dustin Brice	63257	\$	109.69
Mattox, Dustin Brice	66119	\$	46.76
Mcclain, Robert Rogers	67531	\$	80.40
McCuen, Teresa Anders	62133	\$	61.13
McCuen, Teresa Anders	64861	\$	60.46
McDaniel, Robert W	62521	\$	35.20
McGee, Lisa Ann	63333	\$	47.66
McGee, Lisa Ann	63335	\$	45.66
Melvin, Shannon Charisse	65983	\$	138.44
Melvin, Shannon Charisse	67353	\$	43.77
Miller, Charles Joseph	60183	\$	34.67
Miller, Charles Joseph	61705	\$	43.73
Miller, Charles Joseph	61707	\$ \$ \$ \$ \$	21.04
Miller, Sheryl Laverne	64601	φ	30.34
Miller, T-yona Nicole	68117	\$	17.74
Miller, T-yona Nicole	68119	\$	30.96
Millner, Estelle Mae	68095	\$	38.52
Mitchell, Renita Latoya	67431	\$	94.03
Mlynarczyk, Thomas Andrew	63467	\$ \$	45.68
Moon, Cindy A	13144	\$ \$	45.66 17.74
Moon, Kenneth Clyde Jr	61025	\$	17.74
Moon, Kenneth Clyde Jr	61483	\$	
Moorefield, Merle Giles		\$ \$	33.38
Morris, Lonnie S 3rd	64693	ֆ \$	48.28
Morris, Lonnie S 3rd	65463		15.47
	65465	\$ \$	34.64
Morris, Rita Ann	63615	\$ \$	37.94
Moss, Mark Alan	68029	т	143.68
Myers, Deandre Marcus	65205	\$	51.08
Myers, luwanti Kendra	63205	\$	130.64
Myers, luwanti Kendra	64777	\$	40.10
Myers, Iuwanti Kendra	66071	\$	38.85
Myers, Jasmine Cartika	66411	***	51.11
Myers, Sandy Berger Myers, Sandy Berger	60407 62041	ф	39.93
Myers, Sandy Berger	63373	Ψ \$	39.07 43.96
Myers, Sandy Berger	63375	\$	22.69
Myers, Stevie Clinton	65911	\$	32.96
Myers, Stevie Clinton	67265	\$	17.74
Myers, Tori Deshane	62435	\$	32.12
Myers, Tori Deshane	66085		48.17
Newman, Sherrie Lynn	66267	\$	58.19
Nguetchang, Donna	67871	\$	30.75
Nichols, Christy Paape, Ronald Charles 2nd	49275 53907	\$ \$	35.00

Paggans, Robert William	63009	\$	45.83
Palmer, Jonathan Wayne	68143	\$	78.40
Pannell, Dale Laprince	61887	\$	30.03
Pannell, Dale Laprince	66141	\$	42.93
Pannell, Nathan Reece	62915	\$	38.83
Pannell, Shemeka Antoinette	67237	\$	35.69
Patrick, Dorothy Marie	62737	\$	144.69
Patrick, Dorothy Marie	64335	\$	50.45
Payne, John C	56083		90.64
Payne, John C	62537	\$ \$	80.86
Perilloux, Ashley Kay	68067	\$	39.89
Perkins, Silvy	64013	\$	88.69
Petty, Virginia Harris	67843	\$	28.87
Pfeffer, Samantha	67763	\$	
Petty, Philip/Main St Buffet	64009	э \$	29.39
Pickett, Tammy Lynn			88.69
	57471	\$	41.94
Pittman, Kimberly Michelle	62909	\$	71.45
Plumley, Ashley Dawn	64991	\$	32.02
Poindexter, Tiffany Renee	67427	\$	45.77
Power, Annette O	62931	\$	21.04
Power, Annette O	62933	\$	56.61
Power, Annette O	67197	\$	27.92
Power, Annette O	67199	\$	17.74
Power, Jessica Lynn	61829	\$	52.87
Power, Jessica Lynn	63405	\$	126.95
Power, Jessica Lynn	68035	\$	27.08
Pritchett, James Edward	53327	\$	80.86
Reigelsperger, Stephanie	61595	\$	37.15
Reigelsperger, Stephanie	64617	\$	32.75
Reddy Ice Corp	63895	\$	84.34
Reynolds, Albert McLinden	64487	\$	21.04
Reynolds, Annie Keesee	65007	\$	75.16
Rhodes, Latoya	68145	\$	17.74
Robertson, Edna Logwood	64701	\$	17.74
Robertson, Lindsey Gayle	65277	\$	21.04
Robinson, Carl Antonio	55539	\$	22.69
Robinson, Davon O'Shay	67845	\$	33.02
Robinson, Loretta	13844	\$	30.34
Robinson, Sharon Teresa	65975	\$	43.87
Robinson, Sharon Teresa	67331	\$	17.74
Rogers, Joyce Edwards	65923	\$	65.07
Sanitate, Joseph James Jr	60643	\$	63.12
Scott, Kimberley Dawn	65237	\$	35.31
Shelton, Michael Jeffrey	62207	\$	22.69
Shelton, Michael Jeffrey	62209	\$ \$	22.69
Shelton, Stuart Arthur	59887	\$	
Shields, Dwayne E			63.12
	10534	\$	68.85
Shields, Joremy Lynn	56781	\$	80.86
Shields, Jeremy Lynn	56783	\$	80.86
Shields, Jeremy Lynn	63035	\$	38.78
Shields, Jeremy Lynn	65939	\$	19.39
Smith, Mitzi Marie	63519	\$	174.80

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Snively, Philip	67701	\$	32.33
Spears, Taylor Paige	64975	\$	30.12
Speed-Keane, April Renee	61447	\$	58.19
Spradlin, Pauline R	66369	\$	30.87
Standrige, Michael	67377	\$	31.18
Stegall, Willie Ben Jr	59961	\$	19.39
Stone, Germaine Monroe	61787	\$	63.12
Stone, Marcus Dean	55977	\$	63.12
Stone, Phillip Anthony Jr	61865	\$	19.39
Stone, Tonya Logwood	61929	\$	34.76
Stone, Tonya Logwood	63323	\$	36.33
Stone, Tonya Logwood	64913	\$	34.92
Stone, Tonya Logwood	64915	\$	37.07
Stovall, William Jr	67381	\$	17.74
Strouth, Jerry Francis	58445	\$	69.15
Sutphin, Joel Wayne Sr	52729	\$	53.22
Sutphin, Joel Wayne Sr	53225	\$	21.05
Sutphin, Joel Wayne Sr	65711	\$	69.82
Sutphin, Joel Wayne Jr	57127	\$	22.69
Symmes, Tracy Elizabeth	67873	\$	27.71
Tavarez, Vargas	67993	\$	26.87
Thomas, Adettra A	59417	\$ \$	151.20
Thomas, Jeralynne Parker	63765	φ \$	
Thornas, derayinle Farker Thornhill, Russell L			63.33
	56459	\$	62.64
Tillery, Amelius	66507	\$	38.63
Trent, Brenda Marsh	62099	\$	17.74
Trent, Brenda Marsh	64955	\$	17.74
Tucker, Angela Eloise Myers	20752	\$	28.45
Tucker, Angela Eloise Myers	55949	\$	39.88
Tucker, Angela Eloise Myers	67019	\$	47.54
Tucker, Christopher Ryan	67965	\$	17.74
Tucker, Gloria Dalton	55061	\$	91.52
Tucker, Kenneth W	66895	\$	17.74
Tucker, Marvalin	66573	\$	31.80
Tucker, Marvalin	66575	\$	28.03
Tucker, Marvalin	66577	\$	37.79
Tucker, Marvalin	67801	\$	27.71
Tucker, Marvalin	67803	\$	59.20
Tucker, Raven Dawn	67779	\$	27.60
Tucker, Shirley Mae	60467	\$	34.76
Tweedy, Patrick H	14450	\$	236.50
Unroe, Judith	61051	\$	63.12
Vaughn, Whitney	65267	\$	6.06
Vaughn, Whitney	65269	\$	34.05
Vennable, Bernard Lee	62063	\$	17.74
Vennable, Bernard Lee	63381	\$	17.74
Vennable, Bernard Lee	64947	\$	17.74
Vennable, Bernard Lee	67889	\$	76.62
Vennable, Shanice Alicia	66599	\$	64.76
Wade, Joshua Allan	60123	\$	43.73
Wade, Joshua Allan	64675	\$	73.89
Walker, Irene	67289	\$	30.03
•		*	20.00

Waller, Christopher Lee	63521	\$ 49.57
Waller, Jasmine Desire	67909	\$ 93.62
Waller, Karrissa Reshod	66323	\$ 19.39
Waller, Tonia Glass	59511	\$ 30.87
West, Tiffany Amber	67345	\$ 17.74
White, Tammie Lynn	60667	\$ 44.11
White, Tammie Lynn	60669	\$ 42.23
White, Tammie Lynn	60671	\$ 32.91
Williams, Sandy Michelle	63235	\$ 47.98
Wilson, Billie Ruth	62995	\$ 36.06
Wimbush, Erika Denise	61863	\$ 89.45
Witt, Rhonda Shelton	63131	\$ 39.93
Womack, Stephanie Ann	62017	\$ 57.75
Woodruff, Sharon Elizabeth	58453	\$ 22.29
Woodruff, Sharon Elizabeth	64611	\$ 21.04
Woodruff, Whitney Ailsa	67535	\$ 40.41
Woods, Jessica Ann	60289	\$ 44.81
Younger, Donnie Lynn	66695	\$ 54.57

\$ 18,292.63

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES September 1, 2016

2011 TAX YEAR

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX A	<u>AMOUNT</u>
Adventure Entertainment	16962	\$	346.01
Anthony, Thomas Julian	15896	\$	24.34
Anthony, Thomas Julian	15898	\$	24.34
Berry, Angle Mae	62255	\$	24.34
Branzelle, Susan Palmer	61913	\$	49.39
Brown, Shana Matirs	58659	\$	36.23
Brown, Shana Matirs	58661	\$	24.34
Brown, Shana Matirs	58663	\$	24.34
Brumfield, Candace Nicole	62105	\$	44.64
Brumfield, Jonathan Wayne	53701	\$	24.34
Brumfield, Jonathan Wayne	53703	\$	24.34
Cadogan, Brandon Andrew	59031	\$	24.34
Cadogan, Tyrone Jerome	58785	\$ \$ \$ \$ \$ \$ \$	24.34
Canada, Tallulla	59549	\$	24.34
CJL Enterprises	59093	\$	44.21
Davis, Karlton	60307	\$	24.34
Dickerson, Brittany	61941	\$	45.89
Easley, Quintin Matthew	55515	\$	24.34
Elliott, Richard Terrell	62183	\$	6.62
Ellis, Harold	62381	\$	38.19
Fox, Kelly Nichole	59073	\$	34.28
Fox, Kelly Nichole	60347	\$	37.92
Gilbert, Sherwood	59823	\$	45.20
Gilbert, Sherwood	59827	\$	24.34
Goodman, James Robert Jr	56273	\$	33.25
Graves, Lindsey Alphonzo	59183	\$	24.34
Gregory, Marcella Pearl	17254	\$	41.14
Gregory, Marcella Pearl	17256	\$	34.69
Hall, Trevor Wayne	61917	\$	113.06
Holcombe, Jessica	62239	\$	43.80
Holcombe, Jessica	62241	\$	187.40
Holland's Asphalt	60383	\$ \$	24.34
Hudson, Alicia	62007		87.18
Hudson, Sarah	58569	\$	52.20
Hudson, Sarah	61673	\$	101.59
Jennings, Kevin Lee	62035	\$	13.79
Jennings, Kevin Lee	62037	\$	104.37
Little, David Malcolm	60535	\$	13.79
Little, David Malcolm	60537	\$	45.20
Mahoney, Richard	61885	****	84.37
Moore, James Albert	60111	ֆ ው	13.79
Moore, James Albert	60789	ቅ ው	25.96
Myers, Sandy Berger	60407	ֆ ው	42.39
Myers, Sandy Berger	62041	\$	41.27

Oliver, Renauldo Sinclair	57157	\$	24.34
Padgett, Theresa Ann	60127	\$	40.86
Pickett, Tammy Lynn	57471	\$	44.22
Power, Jessica Lynn	61829	\$	60.45
Pritchett, James Edward	53327	\$	24.34
Pryse Enterprises	62385	\$	567.88
Rice, Kelli Lynn	61747	\$	59.05
Rice, Krystal Lee	61785	\$	49.96
Robinson, Carl Antonio	55539	\$	24.34
Robinson, Carl Antonio	61701	\$	47.01
Shelton, Kimberly McDaniel	60605	\$	47.72
Shelton, Michael Jeffrey	62207	\$	24.34
Shelton, Michael Jeffrey	62209	\$	24.34
Shelton, Stuart Arthur	59887	\$	24.34
Shields, Dwayne E	10534	\$	22.27
Shields, Jeremy Lynn	56781	\$	24.34
Shields, Jeremy Lynn	56783	\$	35.40
Speed-Keane April	61447	\$	60.45
Stone, Germaine Monroe	61787	\$	24.34
Stone, Marcus Dean	55977	\$	24.34
Stone, Phillip Anthony	61865	\$	24.34
Sutphin, Joel Wayne Jr	57127	\$	24.34
Thomas, Danielle	61743	\$	42.13
Thornhill, Russell L	56459	\$	34.13
Tucker, Gloria Dalton	55061	\$	34.97
Tucker, Shirley Mae	60467	\$	36.52
Unroe, Judith	59509	\$	38.19
Unroe, Judith	61051	\$	33.29
Wade, Joshua Allan	60119	\$ \$	24.34
Wade, Joshua Allan	60121	\$	38.47
Wade, Joshua Allan	60123	\$ \$	24.34
Wade, Joshua Allan	60125	\$	24.34
Wade, Joshua Allan	61627	\$	38.47
Waller, Tracy	61985	\$ \$	24.34
White, Tammie Lynn	60667		46.45
White, Tammie Lynn	60669	\$	45.20
White, Tammie Lynn	60671	\$	34.28
Whiteside, Joanne	60351	\$	53.72
Woodruff, Sharon	58453	\$	24.34
Woods, Jessica	60289	\$	48.13
Woods, Jessica	61823	\$ \$ \$ \$	44.64
Wright, Ashley	61861	\$	47.57
Younger, Jeremy	61989		53.44

TOWN OF ALTAVISTA UNCOLLECTED TAXES AMOUNTING TO LESS THAN \$20.00 FOR WHICH NO BILLS WERE SENT AS OF SEPTEMBER 1, 2016

REAL ESTATE TAXES
None

PERSONAL PROPERTY TAXES
None

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES September 1, 2016 (RECOMMENDED WRITE-OFF)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT
Stepney, Clinton & Jean	47743	182.46



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Urban Archery Update

<u>Summary:</u> At Council's request, staff has updated the Urban Archery policy for Town owned properties within the Town limits. The goal of the update was to provide more opportunities to harvest deer, which is the primary purpose for participation in the program. Specific changes that have been made allow a specified number of hunters (12 originally with plans to expand to at least 15) to hunt any of the 4 identified Town properties, while requiring the harvest of a doe prior to a buck. This "earn-a-buck" program has already been implemented in several counties (Bedford for example) by the game department and is likely to be required next year for all municipalities participating in the Urban Archery program. This change at the state level would apply to all properties within the Town.

Council also requested that the Town consider 'other options' for controlling the deer population. Staff met with Nelson Lafon, Deer Project Coordinator, for the DGIF's Urban Program and Blair Smyth, District Wildlife Biologist for the game department, as they are the experts in this area. One of the first questions they asked was, 'how do you know you have a deer problem that exceeds the measures currently in place?' (Urban Archery). Staff reported receiving minimal complaints and reports of vehicle accidents with deer were reported by the Chief as 'minimal'. Nelson suggested that a random survey of town residents be conducted to determine if indeed a problem exists. He will be providing sample questions for the survey. Staff would ask Council if this survey is something viewed as beneficial and request directions on this suggestion. Without this information, staff could be attempting to fix a problem that is already being managed, or not considered to be a problem by the citizens.

Next, it was pointed out that currently there is no way to track the number of deer harvested within a town, that deer harvested in Altavista are counted in either Campbell County or Pittsylvania County. While the game department officials admitted that the number of deer harvested in Altavista is likely very small; comparatively, staff has already implemented a method to track deer harvested on town owned properties. The game department plans to have a method in place for next year's hunting season to track all deer harvested at town levels.

Additionally, it was pointed out that while 12 hunters for town owned properties may be considered a reasonable number, if all 12 were hunting at the same time, which is not likely. Expanding this number to at least 15 provides more archery hunters the opportunity to hunt and reduce deer numbers. It was suggested the use of a smartphone App that can track the number of days a hunter is in the woods, success rates, number of hours in the woods, number of and location of deer harvested, in addition to other information. All this data can be used to better manage the program and the deer population. An alternative to an App is the use of a paper survey, which is something the DGIF uses when requesting random hunters to participate. This is being considered for the urban season that started September 3rd.



Agenda	Item:	<u>8f</u>

Mr. Lafon and Mr. Smyth stated that unless private owners permit bow hunting, that deer will gravitate to 'safe havens' and if, for example, only 10% of the larger tracts of land owners allow hunting, then it will be challenging, no matter what method is used, to control the deer population. The Department oversees a Damage Control Assistance Program (DCAP) and Deer Management Assistance Programs (DMAP). Both programs are site specific deer damage management programs that increases a landowner's deer management options by allowing a more liberal kill of antlerless deer. DCAP and DMAP tags are specific to a single property and could be requested by the Town, but only for Town owned properties. Private property owners may also request participation in the program but a request does not guarantee approval.

We also discussed the use of Game Department issued kill permits and this method is an option. This option is not without a cost and liability to the Town. If Council directed staff to pursue kill permits, costs would be associated with hiring 'sharp shooters' or possibly town staff and then storing and/or transporting the deer to a butcher or meat locker. Donation of deer to a nonprofit such as Hunters for the Hungry would be required as part of the MOU. Deer could only be harvested on Town owned properties and private properties where property owners granted permission. There is always liability when discharging a firearm, typically at night, and in close proximity to buildings, houses, pets, and people. Use of this method would require a MOU between the Town and DGIF. Included with this report is a sample MOU.

<u>Staff recommendation, if applicable:</u> Staff recommends Council allow staff to: 1. determine the effectiveness of the newly implemented policy for town owned properties, 2. Develop and move forward with a survey under the guidance of the DGIF, 3. Provide a report back to Council at the January meeting.

<u>Action(s) requested or suggested motion(s):</u> Staff requests a consensus from Council on any additional steps/direction related to this subject.

Staff Review Record

Are there exhibits for this agenda item? YES

List them in the order they should appear in packet? MOU Sample

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



- 1. The Chief of Police or his designee shall investigate deer damage complaints and issue all deer kill permits.
- 2. All kill permits shall be issued on the Official Kill Permit form provided by the Department of Game and Inland Fisheries. Immediately after a permit is issued, the pink copy of the permit shall be forwarded to Matt Knox at 1132 Thomas Jefferson Road, Forest VA 24551. Due diligence will be used to collect and record permit information. Upon expiration of the kill permit, the original copy shall be submitted to the same address without unnecessary delay and shall include a record of the number of deer killed.
- 3. Kill permits for deer may be issued when:
 - deer are damaging fruit trees, crops, livestock, or personal property used for commercial agricultural production
 - deer are causing damage to residential plants, whether ornamental, noncommercial agriculture (e.g., vegetable gardens), or other types of residential plants
 - whenever deer are creating a hazard to the operation of any aircraft or to the facilities connected with the operation of aircraft
 - whenever deer are creating a hazard to the operation of motor vehicle traffic within the corporate limits of any city or town
- 4. Whenever deer cause damage on parcels of land five acres or less, except when such acreage is used for commercial agricultural production, persons authorized to investigate the damage shall have the discretion as to whether or not to issue a kill permit.
- 5. Kill permits may specify in writing the number of deer to be killed and the period of time for which the kill permit is effective. Kill permits shall specify in writing that <u>only antlerless deer shall be killed</u>, unless there is clear and convincing evidence that the damage was done by deer with antlers (e.g., antler rubbing damage to trees).
- 6. With the exception of sharpshooting programs conducted on kill permits by law enforcement personnel, employees, or hired contractors, issuance of kill permits during an open deer season, including urban archery is <u>strongly discouraged and not recommended</u>. Any such permits in effect at the execution of this agreement shall not be renewed or extended.
- 7. Kill permit damage control activities are limited to the area described on the kill permit.
- 8. The carcass of any deer killed on a kill permit may be awarded to the landowner or lessee and the meat may be used for human consumption. The carcass and any unused meat shall be disposed of within 24 hours of being killed. Deer may be disposed of by being buried, personal use of landowner, or by donation to, or through, a bona fide charitable organization. The parts of

any deer, including antlers shall not be used for the purpose of taxidermy, mounts, or any public display.

- 9. No one except those persons specifically listed on the kill permit may assist or be present during the damage control activities. The permit must be carried and available for inspection during damage control activities. State law prohibits persons convicted of wildlife violations from being present, designated as a shooter, or carrying out the authorized activity of the kill permit for a period of not less than two years and up to five years following their most recent conviction. Persons convicted of wildlife violations may be issued kill permits but may not be present, act as a shooter, or assist with damage control activities.
- 10. The holder of a kill permit shall be subject to local bow and arrow and firearm ordinances, including those regulating the discharge of bow and arrow and firearms.
- 11. The may revoke or refuse to issue any kill permit when it has been shown by a preponderance of evidence that an abuse of the kill permit has occurred. Failure to comply with kill permit conditions may also result in criminal prosecution.

12. Sharpshooting activities conducted within the city by city law enforcement personnel, city employees, or hired contractors (additional requirements):

When deer kill permit activities (e.g., sharpshooting) are conducted within an incorporated city or town by the city or town law enforcement personnel, its employees, or hired contractors, the following additional restrictions shall apply.

- A. There shall be no restriction on the sex of deer killed, but a **strong emphasis should be placed on the killing of antlerless deer**. Additionally, a reasonable effort should be made to recover the carcass of each deer for disposal as described in Paragraph B.
- B. A running monthly report/spreadsheet shall be kept and submitted electronically to the Department (dan.lovelace@dgif.virginia.gov) at the end of each month (within 5 business days) during which any deer culling activities occur. The spreadsheet shall include the consecutive deer number, the date each deer was killed, the approximate GPS location, physical address, or written description of the location where the deer was killed, the sex of the animal, (M or F), whether or not the animal had antlers (Y or N) and if so, the number of points, and the final disposition of each animal including the name of the individual or organization where carcass was donated or other disposal method (e.g., X County landfill). An example is below. All antlers from deer culled from August 1 through April 15 of each year must be removed (sawed off) just below the burr, bound together, and labeled with the deer number and submitted to the Department with the monthly or final yearly report.

No.	Date	Location	Sex	Antiers	Points	Disposition
1	09/15/11	Oak Park	M	Υ		X County landfill
			F	N Y	0	Given to landowner, John Doe Hunters for the Hungry

- C. A final yearly report/spreadsheet, dates running from April 1 through March 31 of the following year, shall be submitted to the Department (dgif.virginia.gov), no later than April 15. This report shall include all activities conducted under this Terms and Conditions Agreement, which includes all information as listed in Paragraph B.
- D. No city or town employee or hired contractor shall utilize or keep any part, including antlers, of any deer killed under authority of a kill permit.
- 13. The Department reserves the right to immediately suspend operations or activities authorized under these Terms and Conditions (i.e., sharpshooting, issuance of kill permits to landowners, etc.) that it determines to be out of compliance with any provisions contained herein.

Reference: Code of Virginia; 29.1-529.

Agenda Item:	8g
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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: September 13, 2016

Agenda Item: Farmer Family Sign Request at English Park

<u>Summary:</u> Town Council was provided with a request from the Barry Farmer family to place a sign near the boat launch ramp at English Park. At the August 23rd work session Council agreed to consider this request. The family places these signs for two primary purposes: 1. To honor Barry's dad who drowned in a boating accident in the Staunton River, and 2. To promote boater safety and hopefully prevent the future loss of life on the River.

The Farmer family will pay for the cost of the sign, approximately \$300 and are asking that the Town mounts the sign on a 4x4" treated post with cross bars and sets the sign at the selected site. Barry plans to attend the meeting should council members have any questions regarding the details of this request.

See attached letter from the Farmers and photos of the proposed sign, and location of the site at English Park.

Staff recommendation, if applicable: n/a

Action(s) requested or suggested motion(s): Staff is requesting consensus among the Council members to either direct staff to work with the Farmer family to place the requested sign or to deny the placement of the proposed sign.

Staff Review Record

Are there exhibits for this agenda item? YES

List them in the order they should appear in packet? Agenda Form, photo of the proposed sign and site (attached), original family 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: TWC









Town Manager's Report - For Month of August 2016

Bedford Avenue Waterline Project (Project 1A)

• Final pay request submitted and payment as amended submitted to contractor.

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 should be paving their section of the project area within the next week or so.

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 in late September/early October.

WWTP EOP - PCB Remediation

• Update by our "Partners" at the September Town Council Work Session.

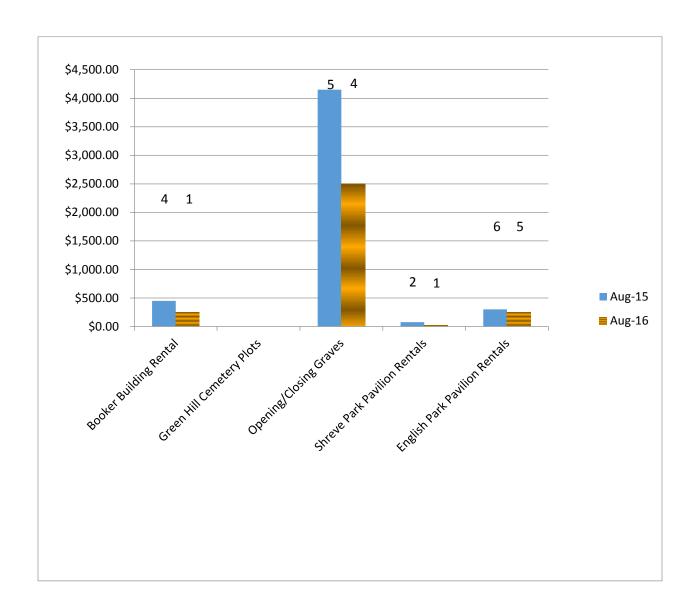
YMCA Family Center Roof Replacement

• Project bid in the amount of \$39,450 from Roofing Solutions (Chatham, VA) has been accepted.

Compensation/Classification Plan Study

- Kick off meetings with Department Heads and all employees were conducted on August 2nd and 3rd.
- The process will take up to four (4) months.

ADMINISTRATION REPORT



Town of Altavista

Monthly Business Activity Report

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
	PO Box 874 Forest, VA 24551 / 1817 Elkton Farm Road	Earl's Carolina BBQ & catering	Itinerant vendor	8/13/2016
Donnie L. Bryant	1616 Melinda Drive	D.L. Bryant Heating & Cooling	Personal services	8/23/2016

CLOSED

Applicant Name	Mailing Address & Physical Address	Trada Nama	Personal Property Account #	Close
Applicant Name	(if different)	Trade Name	(if known)	Date
Thomas Kathan	PO Box 251, Altavista	Bargains & More		9/1/2016
		Smith's Building &		
	621 Main Street	Merchantile		9/3/2016

Altavista Police Department

Town of Altavista

510 7th St.

Altavista, Va. 24517

August 2016 Statistics

Simple Assault	(4)
Runaway	(1)
Shoplifting	(4)
Theft of Motor Vehicle Parts	(1)
Credit Card Fraud	(1)
False Pretense	(1)
All Other Larceny	(4)
Weapon Violations	(1)
Counterfeit / Forgery	(1)
Destruction of Property	(3)
Drug / Narcotic Violations	(1)
Drunkenness	(5)
Family Offences / Non-Violent	(1)
Disorderly Conduct	(1)
All Other Offences	(15)
Total IBR Reportable Offences	(44)
Total Number Cleared by Arrest	(16)
Total Number of Calls	(480)

Monthly Report to Council

Date: September 13, 2016

To: Town Council

From: Dan Witt, Assistant Town Manager

Re: August Reporting

1. Zoning/Code Related Matters: August Permits

DATE	PERMIT # APPLICANT NAME & ADDRESS	REASON FOR PERMIT
040-16	Mike Mattox, 2183 Lycnh Mill Road	20x40 paito at this site for outdoor seating
041-16	Linda Stone 1001 8th Street	20x24' attached garage on the side of the home
042-16	Kathy Davis, 2402 Main Street, Hurt	Assisted Care Faclilty/home 1206 Avondale Dr.

- Spoke with owner of 327 11th Street about a nuisance complaint. Owner will address when he returns from vacation 2nd week of September.
- Mailed 16 grass violation notices.
- Zoning compliance letter issued for 1032 Main Street.

2. Site Plans Reviewed and/or Approved:

• Approved survey for 105 Wood Lane.

3. Planning Commission (PC) Related:

• No meeting scheduled for September.

4. **AOT Related**

- Met regarding the Art grant project.
- Met regarding the feasibility study for building on Broad Street.

5. ACTS Related

- Validated daily ridership and revenue for bus system (July) see bus report.
- Operations reimbursements submitted for FY2016 Year-end.
- Daily rider and fee counts tallied.

•

6. Projects and Administrative Related:

- Updated GIC.
- Dealt with vulture complaints on several occasions in Moseley Heights.
- Classification and Compensation Study kick-off and employee meetings held. Study is ongoing as Springsted compiles the data provided by the town employees.

- VDOT 'notice of intent' to apply for Smartscale project grants was submitted.
- Drafted and implemented new Urban Archery policy for town owned properties.
 Scheduled and met with Game Department officials to consider other options for the program.
- Completed sale of several surplus items on Govdeals.com and placed several more items to sell.
- Met with Matt Reid from VML with Tobie. Discussed some new policies the town will need to adopt, the most significant is hands free phone driving policy. Matt will provide a template for staff to consider.
- Submitted VML safety grant for blue tooth for Economic Development pool vehicle.
- Worked with Nixon Land Surveying to complete the land survey for the 'recreational easement' that would become the canoe launch site. Worked with DCR and John Eller on language for the new agreement since the town will be purchasing and easement and not owning the land.
- Staff Recreation Committee- see TC memo for details.
- Attended regional planner's and assistant's luncheons.
- Attended Legislative breakfast.
- Drafted report for September meeting for Farmer family sign request at English Park.
- Completed TC reports for staff and ACTS and attended TC meeting and work session.
- Certified TOA July bank statements.



To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager RE: August 2016 Economic Development Update

Networking:

- Staff attended the Lynchburg Regional Alliance economic development marketing meeting.
- Staff attended working committees of the Altavista Chamber of Commerce.
- Staff attended an entrepreneurial meeting with the University of Maryland and the Lynchburg Regional Business Alliance.
- Staff attended a regional marketing meeting the Leesville Lake Association.
- Staff attended a meeting with officials from the VA Tobacco Commission.
- Staff attended meeting with officials from the Virginia Department of Agriculture.
- Staff meet with Mary Rae Carter from the governor's office.

Existing Business and Retention

- Staff met with officials from BGF.
- Staff met officials from Abbott.
- Staff met with officials from Rage.
- · Staff met with officials from Graham Packing.
- Staff met with officials from the Standard.
- Staff met with officials at Altavista Instrumental and Controls.

Marketing

- Staff is developing new targeted sector marketing campaign for the craft beer industry.
- Staff continued marketing campaign with WKDE.

Develop Products

- Staff worked with ECS and completed the ESA Phase I&II for the Lane site, Staff is also working
 with ECS to develop an estimate for clean-up of the site. Staff developed a cost analysis of the
 remediation.
- Staff is continuing a dialogue with Hub-Scrap on the time line for clean-up of debris at the Lane site. Staff is working with officials from Hub Scrap on a possible redevelopment plan for the former Lane site.

Main Street Coordinator August Monthly Report



Conferences and Presentations

- Held monthly AOT board meeting on August 11th
- Attended LRBA Incubator Baltimore trip August 16-17
- Presented annual update to Town Council August 9
- Attended Ribbon Cutting Ceremony for Unique Eye 4 Shopping August 5th
- Attended Leesville Lake Tourism meeting at the Chamber of Commerce August 5th
- Held arts grant meeting with AOT, Town Representative, and YMCA Arts Council August 10th

Business Visits

- Met with Danny Barbour with Village Barber Shop August 11th
- Met with Steve's Florist with the SBDC August 15th
- Met with Pretty Please On Broad with SBDC August 15th
- Met with SOVA Firearms with SBDC August 15th
- Met with Common Wealth Vape with SBDC August 15th
- Met with Autumn Care with SBDC August 15th
- Visited JOSA Farm with Stephen Versen from VDACS August 23rd
- Visited Vahseer Meadery with Stephen Versen from VDACS August 23rd
- Met with James Prichard with Primerica Financial Services who wants to expand his business in Altavista

AOT

- Hosted August Classic Car Cruise In August 6th
- Hosted Vista Flix Movie, Guardians of the Galaxy August 6th
- Pop Up Altavista Class completely filled up in one week, confirmed speakers, judges, and participants
- Held Solex update meeting with Jeffrey Bond and Stuart Pratz August 22
- Purchased Pop Up Altavista Class Supplies
- Worked on 2016-2017 work plan with Board President, Jamie Glass

Economic Development

- Met with Rural Partnerships Director and Dennis Jarvis August 11
- Facilitated business walk around with the SBDC August 15th
- Hosted Stephen Versen from VDACS
- Hosted Virginia Main Street DHCD representatives to tour Altavista Main Street

Marketing and Promotions

- Recorded with KD Country Radio on Pop Up Altavista promotions
- Designed AOT website to include Pop Up information
- Created business contact list for E Blast and News Letters
- Spoke with Megan Lucas on BizTalk Live about Pop Up Altavista
- Held phone conference with

August 2016 Usage/Waste Report

	RAW	FINISHED			TOTAL		RUN		
DATE	<u>WATER</u>	<u>WATER</u>	<u>HURT</u>	<u>BACKWASH</u>	<u>FINISHED</u>	WASTE	<u>HOURS</u>	<u>CCUSA</u>	<u>Dominion</u>
1	2,280,000	2,071,531	92,700	63,380	2,227,611	52,389	20	0	409,600
2	2,260,000	1,978,645	113,000	95,070	2,186,715	73,285	19.5	125,730	411,400
3	2,055,000	1,891,638	87,000	0	1,978,638	76,362	19.5	97,155	396,700
4	1,956,000	1,758,792	118,100	31,690	1,908,582	47,418	18.5	0	98,100
5	1,949,000	1,691,149	80,100	31,690	1,802,939	146,061	18.25	11,430	114,500
6	1,792,000	1,506,781	120,800	95,070	1,722,651	69,349	17.5	57,150	3,600
7	1,223,000	1,040,731	121,300	0	1,162,031	60,969	11.75	40,005	6,500
8	1,811,000	1,625,823	123,700	31,690	1,781,213	29,787	16.25	0	168,900
9	2,227,000	2,064,793	84,100	31,690	2,180,583	46,417	20	80,010	168,900
10	2,396,000	2,182,325	115,000	63,380	2,360,705	35,295	21.5	188,595	491,200
11	2,454,000	2,235,481	123,200	31,690	2,390,371	63,629	21.75	148,590	393,000
12	2,592,000	2,487,480	99,200	31,690	2,618,370	-26,370	24	91,440	458,400
13	2,364,000	2,206,598	100,900	31,690	2,339,188	24,812	21.5	0	455,100
14	1,944,000	1,642,910	84,700	95,070	1,822,680	121,320	18	34,290	461,000
15	2,295,000	2,064,750	91,100	31,690	2,187,540	107,460	19.75	45,720	497,100
16	2,605,000	2,376,228	108,600	31,690	2,516,518	88,482	22.75	0	497,100
17	2,359,000	2,100,562	79,600	126,760	2,306,922	52,078	20.5	247,650	399,200
18	2,580,000	2,311,259	113,000	31,690	2,455,949	124,051	22	80,010	478,100
19	2,494,000	2,289,391	79,300	63,380	2,432,071	61,929	23	0	423,800
20	2,494,000	2,128,187	83,300	95,070	2,306,557	187,443	22	102,870	452,600
21	1,176,000	1,033,675	115,100	0	1,148,775	27,225	8.25	0	452,600
22	1,863,000	1,671,555	80,000	63,380	1,814,935	48,065	16.25	114,300	77,300
23	2,154,000	1,956,821	79,500	63,380	2,099,701	54,299	19.75	91,440	92,100
24	2,132,000	1,901,265	115,100	31,690	2,048,055	83,945	19.58	0	169,400
25	2,137,000	1,921,254	85,400	63,380	2,070,034	66,966	19	49,606	37,400
26	2,463,000	2,262,163	89,200	95,070	2,446,433	16,567	20.75	102,870	128,700

27	1,881,000	1,579,832	119,900	63,380	1,763,112	117,888	16	0	405,800
28	1,647,000	1,459,877	115,000	31,690	1,606,567	40,433	14.25	0	405,900
29	2,515,000	2,339,721	84,300	31,690	2,455,711	59,289	21.5	0	422,500
30	2,549,000	2,287,005	83,300	126,760	2,497,065	51,935	23.5	0	436,200
31	2,498,000	2,354,964	113,000	0	2,467,964	30,036	22	68,580	461,600
TOTALS:	67,145,000	60,423,186	3,098,500	1,584,500	65,106,186	2,038,814	598.83	1,777,441	9,874,300
AVERAGE:	2,165,968	1,949,135	99,952	51,113	2,100,200	65,768	19.317		
	RAW	FINISHED			TOTAL		RUN		
	WATER	WATER	HURT	BACKWASH	FINISHED	WASTE	HOURS	CCUSA	Dominion

ACTS RIDER TALLY

August 2016 Ridership Report

early Tota	ls												
	Rider	Γotals	Miles Drive	en	Fare Box Rev	venue	*Days Ru	un	Ave./pe	r Day			
<u>2011</u>	10,919	9	40,392		\$ 3,783.00		272.5		40				
2012	15,265	5	45,706		\$ 5,329.50		281		54				
2013	17,760)	45,358		\$ 5,721.00		282.5		63				
2014	23,512	L	47,856		\$ 6,924.94		302.5		78	*Summer	Hours initi	ated	
2015	23,004	1	47,902		\$ 6,088.34		306.5		75				
<u>2016</u>	14,00	<u>5</u>	32,324		\$ 3,444.13		<u>202.3</u>		<u>69</u>	YTD Nur	nbers		
Jar	n Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	Net Gain
2011	391 590			551	1,617			1,201		849			
2012	813 875	983	872	1,028	2,026	1,850		1,618		1,083	979	15,265	1409
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	1169
2014 1	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	1329
2015 1	1,591	1,696	1,596	1,444	3,145	2,538	2,242	2,036	1,771	1,597	1,704	23,004	989
2016 1	1,500	1,555	1,492	1,235	2,897	1,832	2,213					14,005	86%



ALTAVISTA TOWN COUNCIL Agenda Item Summary - Staff Report

Date: September 13, 2016

To: Mayor Mattox and Council members

FROM: Waverly Coggsdale, Town Manager

SUBJECT: Informational Items/Late Arriving Matters

Correspondence/Articles / Items of Interest

Attached are the following:

Correspondence from Lynchburg Regional Business Alliance



MEMO

To: Municipal Partners

From: Megan Lucas, CEcD

Lynchburg Regional Business Alliance, CEO

Date: August 19, 2016

Re: Alliance Economic Development Updates and Activity Second Quarter 2016

This memo is a communication regarding primary economic development activities executed by the Alliance economic development team during the second quarter. It is intended to update you on our activities as they relate to economic development operations, marketing, prospects and upcoming events, it is not exhaustive. The RED Team (regional economic developer's team is made up of the local economic developers and Ben Bowman, Workforce Development Director) meets monthly and receives monthly updates. The RED Team participates in the economic development marketing decisions and initiatives that impact our regional ability to recruit jobs, capital investment and retain industry.

Operations

CEDS: Market Street was hired to facilitate the Regional Comprehensive Economic Development Strategy (CEDS). October is the expected completion date. The CEDS is the means by which our Region can determine our roadmap for success. A strategy confirms and enhances existing successful programs and efforts, and provides best-practice recommendations for developing the capacity and infrastructure necessary to remain competitive in today's economic landscape. The strategy leverages past successes and current capacity to effectively position a community to enjoy sustainable, balanced, and equitable growth into the near- and long-term futures. It also details the additional actions necessary to attain our Region's optimal level of competitiveness. The basis of a strategy comes from all the previous qualitative and quantitative research conducted in a community to date. **Status: On-going**

Target Industry Analysis: The Alliance hired Market Street to complete a regional target industry analysis and it is tentatively scheduled to be complete by August/September. The analysis takes a "bottom up" approach to cluster identification. It begins by examination the unique attributes of our regional workforce rather than a "top down" examination of industrial composition. The analysis assesses our region's existing target business sectors to determine if additions or revisions are necessary to optimize diversification and quality economic development. It includes the potential development of additional target categories. Target business sector recommendations are based on national economic trends, existing regional assets, and an understanding of key competitive advantages such as workforce skill levels, geography and infrastructure. **Status: On-going**.

EMSI: The Alliance hosted a demo with EMSI on Monday, April 25 that was open to all economic development partners. EMSI turns labor market data into useful information that helps organizations understand the connection between economies, people, and work. Following the demo, free trials were provided. Based on our experience, the Alliance will continue to use JobsEQ, a similar software that provides research data necessary for economic development. **Status: Completed**

GoVirginia: We are actively engaged in understanding the way forward as an active participant in the GOVirginia process. We recommended to DHCD that the Blue Ridge Economic Coalition be our GoVirgina footprint. There are very active discussions regarding the map, regional alignment and board membership. Although the regional boundaries have not been established, it appears our region will be included as the Lynchburg-Roanoke-New

River Valley Region. We have recommended Ab Boxley as a board candidate. At the request of the GoVirginia orchestrators we provided a list of regional business leaders to connect. The members of the RED Team each provided five names of their communities top business leaders. **Status: On-going**

ED Capital Campaign: Our "Determining Our Future," public-private economic development capital campaign is in the final year. We have hired Convergent Non-profit Solutions to usher us into the next five-year campaign for private sector investment. We will begin the feasibility study in August. The campaign is important because it generates the restricted funds that support regional economic development marketing and economic development initiatives. **Status: On-going**

VEDP Site Characterization Program. The Virginia Business Ready Sites Program (VBRSP) is a discretionary program established to promote development and characterization of sites (containing a minimum of 100 contiguous, developable acres) to enhance the Commonwealth's infrastructure and promote the Commonwealth's competitive business environment. The Site Characterization Grant is designed to assess the level of existing development at a site and the additional development required to bring the site to a level that will enable the site to be marketed for industrial or commercial economic development purposes. The Site Development Grant is designed to bring sites to higher levels of development and readiness for marketing. The VBRSP was developed by the VBRSP Working Group is a team of state, regional, and local stakeholders including VEDP, DEQ, railroad representatives, utility representatives, civil engineers, and other government, business and industry representatives. Grants are made at the discretion of a committee of VBRSP Working Group members. An applicant must demonstrate a commitment to bringing a site to a higher level of development.

At the July RED Team meeting Deb Flippo briefed us on this program – several of our localities have identified industrial sites to participate in the program and the Alliance stands ready to assist any locality that desires to participate in the VBRSP program. Financial participation by the recipient of a grant will be required. **Status: Ongoing**

New Location: On June 30' the Alliance purchased the former James River Conference Center. We issued an Architectural & Engineering RFP and selected a firm. We are eager to locate in the new facility, which is representative of a strong, thriving business region. **Status: On-going**

Staff: We have frozen the VP of Economic Development & Tech position for funding reasons. The position is frozen, not eliminated.

Marketing (recruitment activities)

Marketing Trips Completed

Consultant Connect. Met with 14 site selectors, distributed 18 regional flash drives*

*The flash drives we hand out contain a Regional Data Sheet, info specific to that event, individual data sheet for each of our municipal partners and regional videos

Tidbits from the Selectors:

Cooperation & collaboration are desired; speed to market is critical communities need to mitigate the process not let it be bogged down; have clear rules of engagement; answer the questions only without adding more information and don't ever leave anything blank; the right team makes the difference; specific regional correct data very important keep it current and updated refresh and customized data; regional workforce/labor skills analysis critical; talent underlines everything; e-commerce is becoming a huge driver; more collaborative spaces less formal; regions and states with the most flexibility are preferred; target industries need to have target incentives; gear programs that can off-set long term lease costs – leases are now going on to the balance sheet vs. income statement which puts the costs squarely in the CFO's line of sight.

SiteLink March. Met with seven site selectors, distributed 14 regional flash drives*

Tidbits from the Selectors:

Retention visits are crucial; keep up the HQ visits; companies are wanting short term commitments not wanting the 10-15 year contracts preferring 3/5 year terms; increase in work from home; regional data needs to include gradation retention rates for K-12 and higher education; quality of life isn't a critical factor because it is too subjective but does speak to your regions ability to retain a happy workforce; projects are regional labor focused; steady increase in German FDI; quick permitting turnaround is very important – fast track; when showing/listed largest employers show non-government employers first especially when targeting German companies.

Craft Brewers Conference: The Alliance participated in this event with VEDP. It was a good event that generated a few soft leads. Distributed 12 thumb drives. The flash drives contained available sites and buildings designated for Craft. Engaged with brewers, suppliers, Gov. McAuliffe, site selectors and Virginia Economic Development Partnership.

National Assoc. Manufacturing Summit: Engaged with national manufacturers regarding trends and issues impacting their growth. Also, visited Capitol Hill regarding issues impacting manufacturing in the U.S. allowing face-to-face time with our federal delegation. Issues important to our manufacturers: Dept. of Labor Overtime Rule, Blacklisting and the Persuader Rule; Out-dated regulations and the Dept. of Environmental Protection. Engaged with corporate executives and legislators. Distributed seven flash drives.

Select USA Summit: The Select USA Investment Summit is the highest-profile event dedicated to promoting foreign direct investment (FDI) in the United States. This signature event provided an unparalleled brings together companies from all over the world, economic development organizations from every corner of the nation, and other parties working to facilitate business investment in the United States. Featuring senior government officials, C-Suite business executives, and other thought leaders, each summit focuses on a timely theme related to the U.S. investment environment, industry trends, and new opportunities. We had three scheduled meetings, multiple table top meetings, spent time with Gov. McAuliffe at the Virginia Reception and in the exhibit hall. Distributed 14 regional flash drives.

Website – Staff has received preliminary training; content and image upload is complete. The last step is importing available properties from Virginia Scan and is scheduled to be complete next week. **Status: On-going**

Industrial Site Drone Video: The Alliance has contracted David Whiteley of Bird's Eye Aerial Photography to produce an Industrial site video for industrial parks in the region (for an example, search YouTube for "Commonwealth Crossing Business Centre Flyover, Martinsville"). At this time, we are purchasing one video for each municipal partner. Industrial parks included are as follows: Appomattox County – Appomattox Center for Business & Commerce, Town of Appomattox – former Thomasville facility, Amherst County – Amelon Industrial Park, Town of Amherst – Brockman Park, Bedford County – New London Business and Tech Center, Campbell County – Seneca Park, Town of Altavista – Dearing Ford, and City of Lynchburg - Lynchpin. Status: On-going

Videos: We have produced four regional videos related to workforce, industry, higher education and STEM education. Three of the four videos are complete. The higher education video is being updated pending an interview with Virginia University of Lynchburg. **Status: On-going**

Radio: "BizTalkLive" the region's business and economic development radio show has kicked-off on 100.9 Saturday at 9 a.m. and replayed on Sunday at 11 a.m. Economic developers, city/town/county administrators are each being scheduled on a rotating basis, as well as members of the business community. The show is designed to communicate, educate and promote the smart, talented leaders of our Region. **Status: On-going**

Site Selector Visit: On May 18-19 the Alliance hosted two site selectors to the region. Dusty Duistermars of

NGKF Global Corporate Services and Taylor Oswald of Development Advisors received regional industry and workforce briefings, met and toured three companies, engaged with each of the economic developers, toured Liberty University and toured the Region's industrial parks via helicopter. **Status: Complete**

PROSPECTS

- Project Pearson/Inquirer closed: The Standard selected Altavista (independent generated)
- Project Flash active (Alliance generated)
- BTextile closed (VEDP generated)
- Project Sunflower active (VEDP generated) Has visited the region, but the building they wanted has sold.
- Hosted three companies for Regional Visits

OTHER

Attended Virginia Tech Council Directors Statewide meeting

Attended John Martin event in Altavista

Attended Amherst EDA Strategic Planning Meetings

Attended Cultivate Amherst

Spoke at Campbell Co. Board of Supervisors

Attended IEDC Federal Forum

Attended VTI Expo

Coalition for Investor Choice, Inc. – preserving money market funds for public infrastructure investment and economic growth

Attended VEDA Training

Presented to CEDS

Participated in Innovation Week

Speech to VA Planners re: Regional Economic Development

Attended Altavista & Campbell County Business Appreciation Events

CAER Board Meeting

Tech Council Board Meeting

Future Focus Board Meeting

Commonwealth Transportation Board

BREC Meetings

Attend Town Managers Lunches

LGC Board Meetings

Monthly RED Team Meetings

Regional Roundtable (local economic developers, local chambers, WDB, SBDC)

Young Professionals Meetings

Tobacco Revitalization Meetings

UPCOMING

Site Link Conference. In November the Alliance will host the Site Link Conference in the Region. The conference will host up to 75 professional economic developers from across the country and seven site selectors. We will invite the seven site selectors to extend their visit and showcase our region. This would be another familiarization tour.

Virginia Economic Development Partnership Lunch & Learn. The Alliance will host a Lunch & Learn with our state colleagues in August. The RED Team is invited to attend. At the lunch, attendees from VEDP will receive an update on our Region.

Marketing: For recruitment efforts, the Alliance will be attending: IEDC National Conference, ITMS (International Technology and Manufacturing Trade Show), Consultant Connect, Economix, and Site Selectors Guild. We

continue to reach out to Site Selection Consultants using a variety of methods: phone calls, mailers and paradvertising in national publications and by digital advertisements.							

Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1	2	3 First Saturday Trade Lot Altavista On Track Cruise In			
4	5 Labor Day Town Offices CLOSED No ACTS Bus	6	7	8	9	10			
11 Grandparent's Day	12	13 Council Meeting 7:00 PM	14	15	16 Stepfamily Day	17 Avoca Museum's 17 th Annual Harvest Jubilee & Wine Festival Noon-6:00 p.m.			
18	19	20	21	22	23 Native American Day	24			
25	26	27 Council Work Session 5:00 PM	28	29	30	Notes:			

Sun	Mon	Tue	Wed	Thu	Fri	Sat				
						first Saturday Trade Lot Avoca Museum's 17 th Annual Harvest Jubilee & Wine Festival RAIN DATE				
2	Altavista On Track Scarecrow Stroll Begins Planning Commission 5:00 PM	4	5	6	7	8				
9	10 Columbus Day	11 Council Meeting 7:00 PM	12	13	14	15				
16	17	18	19	20	21	22				
23	24	25 Council Work Session 5:00 PM Avoca Museum's Volunteer Dinner 6:00 PM	26	27	28 Avoca Museum Closes for Tours for 2015 Season	29				
30	31 Halloween Planning Commission 5:00 pm	Notes:								