



Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, June 14, 2016

7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Recognitions and Presentations
 - a. Phillip Jacob - Retirement
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 May 10th; Work Session May 24th](#)
- b. Acceptance of Monthly Finance Reports
 - i. [Invoices](#)
 - ii. [Revenues & Expenditures Report](#)
 - iii. [Reserve Balance/Investment Report](#)
- c. [FY2016 Budget Amendments](#)

7. Public Hearing (None scheduled)

8. New/Unfinished Business

- a. [Consideration of Ordinance \(Article VII – Chapter 70\) Cigarette Tax](#)
- b. [Adoption of FY2017 Budget and FY2017-2021 CIP](#)

- c. [Staunton River Garden Club Snowflake Project](#)
- d. [Canoe Launch Update/Request](#)
- e. [Consideration of Incentives/Performance Agreement – Abbott expansion](#)
- f. [Utility Fees](#)

9. Reports

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

10. Informational Items/Late Arriving Matters

- a. [Correspondence/Articles](#)
- b. [Calendars - June & July](#)

11. Matters from Council

12. Closed Session

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

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, June 28 th @ 5:00 p.m.	Town Council Work Session
Tuesday, July 12 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, July 26 th @ 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: June 14, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Recognition

Mr. Phillip Jacobs has worked for the Town's Public Works Department since August 1990 and will be retiring on July 1, 2016. Phillip has performed many different tasks such as surveying and engineering for the Town. We want to wish him a very happy retirement.



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: June 14, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

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

Minutes: *Regular Meeting May 10th; Work Session May 24th*
(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)

FY2016 Budget Amendments
(Motion to approve the budget amendments as presented.)

Regular Council Meeting—May 10, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on May 10, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Dawn Compton, Mt. Herman United Methodist Church, gave the invocation.

Council members

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

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

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

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

Mayor Mattox recognized two employees Ms. Roberta Robbins (ACTS part time bus driver) for five years of service and Mr. John Pannell (Public Works Department) for 25 years of service. Mayor Mattox expressed appreciation for their hard work and dedication to the town.

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 April 12th; Work Session April 19th; Work Session April 26th –The Council approved the minutes of the Council meeting and work sessions.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report

Regular Council Meeting—May 10, 2016

iii. Reserve Balance/Investment Report

c) Appointments

- i. Recreation Committee-Council approved the re-appointment of Mrs. Ann Shelton for a three-year term, ending 2019.
- ii. Planning Commission-Mr. Marvin Clements was appointed to the Planning Commission to fill an unexpired term, with this term ending December 2018.

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

Motion carried:

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

7. Public Hearings

a. FY2017 Budget and FY2017-2021 CIP

Mr. Coggsdale advised the proposed FY2017 budget revenue and expenditures balance at \$10,892,950. The FY2017 CIP expenditures total \$2,360,600. The FY2017-2021 expenditures total \$17,011,400.

Mayor Mattox opened the public hearing at 7:08 p.m. and asked if anyone would like to speak on this matter.

Mr. Dale Moore, business owner of 606 Main Street, addressed Council in regards to increasing the meal's tax. He stated he serves a lot of elderly folks and his café is a meeting place for them as well. In nine years of serving food at the café, they raised their prices one time because of the clientele. He advised they have lost money every year until 2015 in which they made \$1,000 plus. Mr. Moore stated it is not about making money but helping and serving the public; he felt the 1.5 percent would affect his customers. Mr. Moore stated he is totally against increasing the meals tax.

Mr. Higginbotham thanked Mr. Moore for what he has done for Altavista, noting what he has done is commendable. Mr. Higginbotham felt the citizens of Altavista owed Mr. Moore a bit of gratitude. Mr. Higginbotham stated he truly appreciates what was said by Mr. Moore and agrees. There is already a meal's tax and there are people on a fixed incomes and he did not feel taxes needed to be increased.

Mrs. Heather Reynolds, Altavista Chamber of Commerce, addressed Council. She thanked Council for being visionaries noting this is how Altavista was built. She stated Council is studying and scrutinizing the FY2017-2021 CIP. She asked Council to consider continuing to support the Economic Development Department. She has attended with Mr. Jarvis the Virginia Economic Development Partnership conference. She asked Council to continue to support the virtual shell building design, the installation of wireless broadband, the joint investment for a sharing district at Dearing Ford, the purchase of industrial property and the development of a property infrastructure as listed in the CIP. She stated in visiting VEDP, they heard Altavista is not even looked at because these things are not in place. Mrs. Reynolds stated in various meetings she has sat in; she had heard the town does not have these things in the community. She encouraged Council, with being physically responsible with the tax payers' dollars, to consider continuing to support the Economic Development CIP.

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Mr. Dave Hoehne, 110 Shady Oak Lane, Forest, addressed Council stating that he is not a resident of Altavista but comes here to work every day and most days eats out at the area restaurants. He stated a meal's tax is already being paid to the town and felt the increase would make the town of Altavista have the highest meal's tax rate in the state of Virginia. He referred to an article in the News & Advance which stated the net profit for the town would be \$650 after reducing the real estate taxes. He noted in the middle of Business Appreciation Week Council is asking the businesses to pay more money. The citizens will pay the fee but the businesses will be the tax collectors. He did not think this seemed very friendly to businesses or customers. He stated restaurant prices are rising on their own along with gas prices which makes it costlier for everyone to eat out while wages remain flat. He noted this increase could drive customers away and make it harder for businesses to survive. He asked Council to consider not increasing the meal's tax.

Mayor Mattox reviewed the proposals. The current meal's tax is 5.5% with the proposal raising it to 7%. There is no tobacco tax. The proposal is to add a tobacco tax; \$.27 per pack with \$.02 going to the business. The goal is to alleviate the real estate tax by cutting it in half which will help every industry, every business and every property owner in the town of Altavista. In regards to the BPOL tax, every business pays .085 cents per 100 on the gross receipts. The hope is to remove the BPOL tax. The goal is to rebalance this so that the businesses and residents of Altavista are not carrying such a heavy load. He noted the real estate taxes have stayed constant; the assess value of the homes are stagnant but food cost and tobacco cost are increasing with inflation.

Mr. Mitch Bernard, 1701 Avondale Drive, addressed Council. He compared two restaurants: one just outside the town limits (Tuscan Grill) and one inside the town limits (Taste of Italy). He stated by charging more for meals in Altavista we may be helping the Tuscan out. He stated another way to get rid of other businesses in the town is to institute a cigarette tax. Mr. Bernard spoke on the BPOL tax stating he likes the fact businesses in the town are registered but disagreed with the license fee being based on gross income instead of profits. He stated he did not want to see the BPOL tax eliminated although he would benefit from it as well as some on Council.

Mayor Mattox asked if anyone else would like to speak on the FY2017 Budget and FY2017-2021 CIP. No one came forward. He closed the public hearing at 7:26 p.m.

b. Proposed Ordinance Enacting a Cigarette Tax

Mr. Coggsdale advised of a proposed Cigarette Tax (Article VII, Sections 70-300 - 70-311). The ordinance sets forth the necessary provisions for adoption and implementation of said tax. The proposed tax levy would be \$0.27 for each 20 cigarettes or fractional thereof. A discount of \$0.02 per stamp of the face value will be provided to cover the cost incurred by the dealer or agent in affixing the stamps to packages of cigarettes. He asked if it is Council's desire to implement a cigarette tax that it become effective October 1, 2016. This would provide staff time to inform the local businesses, buy the stamps and address any other issues that may arise.

Mayor Mattox opened the public hearing at 7:28 p.m.

Mr. Reggie Bennett, 704 10th Street, addressed Council advising he was a homeowner and a nonsmoker and noting he and his wife were on fixed incomes with the exception of working a part time job to supplement their income. He stated you would think he was in favor of a cigarette tax and food tax to help offset the real estate taxes or business taxes but he is not. In 2015, his property value decreased by \$1,000. With the number of homes vacant or for sale, he did not foresee his property value increasing any time soon. He stated home ownership is not an option in his neighborhood where a lot of the houses are rental houses and the hope of finding good paying jobs fade. He added many are working multiple jobs or temporary jobs just to survive. Mr. Bennett referred to a website, Citydata.com, which shows the

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demographics of the income of the citizens in the town of Altavista as of 2000 to 2013 has fallen. He felt the new cigarette taxes and meal's taxes would be more than a lot of people could bare noting cigarette smoking is an addiction and the tax won't make people stop smoking. Eating out is not an option for the working poor; it might require working crazy hours or multiple jobs while taking care of children and eating out becomes the only option. Mr. Bennett referred to some comments made by former Mayor Rudy Burgess when he retired; one of the biggest things he had to face was the loss of the many jobs in this area: The Lane Company, AO Smith, Burlington. "In just a few months Altavista loss 1,500 jobs and we still continue to lose. I don't know if there is a small town that has lost as many jobs as we did. It is a tremendous amount." Mr. Bennett believes that Mayor Burgess would not institute a tax of any kind. He was a working man; he knew how the working people of this town lived and felt Mayor Burgess would feel the need not to institute any tax until there were good pay checks coming back into this town where we can live on income and not taxation.

Mr. Neal Salisbury, 11533 Gloriosa Drive, Dallas, Texas, addressed Council advising he frequents the town of Altavista twice monthly. He requested Council not impose the tobacco tax. He advised his store (Sunoco) sells \$3,000 a week in merchandise, \$17,000 a week in lottery noting there are a lot of desperate people. He advised he works for a major fuel company and their money comes from fuel not inside sales. He stated the store sells 45 cartons of cigarettes per week which would give the town about \$111 in revenue. He told Council if they imposed the cigarette tax, the folks that are mobile will go elsewhere because there are options close to the town. He felt they would lose about 60% of the revenue on their cigarettes. He stated cigarettes are a customer service item not a money generator. People that come in to purchase chips, drinks, etc. also pick up cigarettes and will go elsewhere to purchase these items. Mr. Salisbury stated this will cause businesses to close which will create a lost in revenue. He asked Council to look at the long term picture.

Mr. Higginbotham thanked Mr. Salisbury noting he is opposed to the cigarette tax as well as the meals tax.

Mr. Abdul Nasir, business owner of 1308 Main Street, addressed Council and advised he did not think it was a good idea to charge the cigarette tax. He noted he would not profit by cutting the BPOL tax and adding the cigarette tax; because customers will take their business outside of the town of Altavista.

Mr. Edwards pointed out this was not designed to be additional revenue for the town; the proposal is to offset some of the other taxes. He stated he was at a loss of why customers should pay for people to do business in the town of Altavista. He felt the businesses in town should pay the BPOL tax. He stated he has been on Council longer than anyone and this is the first time he has seen any effort by anyone on Council to reduce taxes on themselves and pass it on to someone else.

Mr. Mitch Bernard, 1701 Avondale, addressed Council, stating because there is a linkage with the BPOL and Council it is more unfair. He hoped it wouldn't be necessary to mention names but felt it might be justified.

Mr. Amged Almakaleh, business owner of 1026 Main Street, addressed Council stating Mr. Nasir said it all. The only ones affected will be the ones on Main Street. Most of his customers are not from town and if there is a tax they will stop out of town to pick up the cigarettes, gas and everything else. He felt adding the cigarette tax will cause him to lose business.

Mr. Tim Davis, business owner of 1023 Main Street, addressed Council stating he felt this was looked at the wrong way. A lot of smokers have lower income and have very little money to buy cigarettes to begin with; they will be ran across the river and everywhere else which will take all the money out of town. He felt the meal's tax would do the same thing. He understands Council is trying to make money to balance the budget. He noted there are beautiful streets with a lot of empty stores

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and there will be a lot more. He felt Council needs to consider the long term effects on people that can't afford it to begin with.

Mayor Mattox asked if anyone else would like to speak on this matter. No one came forward. He closed the public hearing at 7:45 p.m.

Mr. Higginbotham stated he appreciated the comments brought up about Mr. Burgess; that he understood what the working man had to do to make a living. He felt the proposed cigarette tax would cause a second and third order effect which is the unintended consequences. He stated the cigarette tax would provide revenue in the first year but will decline in the second and third years. Mr. Higginbotham based this information on data he collected from other jurisdictions. He stated this could also make the citizens of Altavista criminals by them purchasing cigarettes in untaxed localities and selling them in the town of Altavista. He did not feel he hadn't said anything that the citizens hadn't already said. He noted this also applies to the meal's tax; there is already a meal's tax in place. He stated Council is trying to balance the revenue and help people with the real estate taxes.

Mr. George asked Mr. Higginbotham if the jurisdictions he mentioned already have a cigarette tax in place.

Mr. Higginbotham responded that they implemented the cigarette tax and in the following years the revenue decreased.

Mr. George noted Appomattox implemented a cigarette tax and in the first year the revenue was \$160,000. The idea is to eliminate BPOL for businesses noting this tax is not fair the way it is currently set up; it is based on the gross income. Eliminating the tax could possibly stimulate the economy and make it easier for small businesses. He added in an effort to reduce or eliminate the real estate tax, the increased meal's tax would generate revenue to cover the lost real estate revenue. Mr. George stated the increased meal's tax is not meant to be a punishment and added he is for increasing the meal's tax and proposed cigarette tax.

Mrs. Dalton stated it was the adjustments and the efforts of looking at the adjustments and these increases were in no way meant to be punitive. Council was trying to shift from every property owner and business owner to a user tax. She noted the public hearing has clearly given Council some things to think about. She suggested this was a shift from every business/every property owner to people who purchase cigarettes and buy meals outside of their home when they don't have too.

Mr. Edwards referred to a Council meeting several years ago when he asked Council to consider a survey of taxation among nine other communities similar to Altavista. Mr. Edwards stated several things stuck out in his mind and tonight he has heard several people refer to the need for jobs and economic development and stated he agrees. He mentioned there are 40 empty store fronts noting the loss of jobs has affected the retail dramatically. He felt getting the store fronts filled would bring in revenue and was at a loss as to why the shoppers should have to pay for the businesses owners' BPOL tax. Mr. Edwards noted the machinery and tools tax in the Town of Altavista is 19% higher than other communities and felt this was not a good thing. Mr. Edwards advised the real estate tax has been reduced by 10% and now Council is looking at reducing by 50%. He asked why would Council shift these costs to the citizens eating out or buying cigarettes and suggested leaving taxes as they are.

Mrs. Brumfield stated they were trying to give the citizens a break on taxes and the BPOL. She felt the BPOL was an unfair tax because it is based on gross receipts. If that tax is kept, Council needs to find a way to make it fair. Mrs. Brumfield felt if the right person is hired as superintendent at the Water Plant and it is ran efficiently, the town can make money. She is opposed to buying any water from Campbell County. She wants to make all the water and for the town to receive the profit. She stated this is where additional revenue can be brought into the budget. Mrs. Brumfield stated she could not vote for a cigarette tax or a meal's tax.

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Mr. Emerson stated Council was looking at ways to do away with the real estate taxes, something that would benefit everybody. He advised he works in Campbell County and there is no meal's tax; his wife works for the county and will not receive a raise this year. Mr. Emerson noted the Town of Altavista can expect no support from the Campbell County Board of Supervisors. He understands the argument on the cigarette tax but felt this was a tax that people pick. He stated he eats out for lunch and a meal's tax does not determine where he will eat. He stated people choose to eat out and they choose to smoke; with his job he has seen people choose cigarettes over baby food. Mr. Emerson noted Council is not making these proposals to add a burden to anyone.

Mayor Mattox stated he owns a convenience store, he pays BPOL and collects meal's tax and if the proposed tax is approved, he will have to pay for that up front as well. He commended Council for looking at ways to change things up for Altavista. He noted there are over 2,000 manufacturing jobs in the Town of Altavista with a small percentage of these people living in the town. He stated Council was looking for a way to attract people to Altavista and the Number 1 complaint from people wanting to move into Altavista is double taxation. Council's goal is to get more people to move into Altavista. Mayor Mattox stated he hopes with the reduction of sales in cigarettes that means people have stopped smoking.

Mr. George referred to the "Peer Analysis", he stated the driving force was to come up with an idea to eliminate the dreaded double tax. The Town does a lot of things here without the help of the county and will not have support from them in the foreseeable future. He felt it was okay to ask people that live outside of the town to help with things such as the parks. He noted the budget contains \$1.2 million for the Police Department with no help from the county and they respond to calls outside of the town. Mr. George felt the proposed taxes were a fair thing to do.

Mr. Higginbotham stated he has heard the businesses present tonight say they don't want the proposed taxes and also say not only is Council going to take away the cigarette customers and maybe other meals' customers but drive off other business as well. He noted the people that are hooked on cigarettes are really addicted to cigarettes and there is already a huge tax on cigarettes. Mr. Higginbotham stated his point is these people are addicted and on low incomes. He didn't feel it was right to pick out cigarettes, why not beer, snuff or hard liquor. He asked why pick on the people buying cigarettes if it is going to hurt the businesses in the town.

Mrs. Brumfield clarified that she is for reducing BPOL and real estate taxes but felt the answer to balance the taxes out will come through the Water Plant.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to eliminate the 80% increase on the Council's salary from the FY2017 budget.

Mr. Edwards stated it was hard for him to walk down the street or walk into the building and look at town employees knowing he is taking an 80% increase with town employees receiving only a 2% increase.

Mrs. Dalton asked what the total expenditure would be.

Mr. Coggsdale advised the total is \$14,450.

Mr. George stated Council would make \$16.80 per day if the increase was approved.

Mrs. Dalton stated she sat there as a very lucky person who does not have to work here and considers her presence on Council a privilege but not everyone can spend as much time as Council does without some compensation. She did not feel she could say what the compensation should be but should come from the vote of all seven members of Council. She noted there is a lot of time devoted to Council work.

Mrs. Dalton stated she would hate for good sound minded people to decline to serve because they cannot give that kind of time away without some sort of compensation.

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Mr. Emerson stated when he got elected he was surprised that he would be receiving a check; he did not realize he would get paid to sit on Council. He stated he did not have a strong opinion on whether there was an increase or not and asked what the monthly salary of the Board of Supervisors is.

Mayor Mattox advised approximately \$6,000 plus health insurance.

Mr. Emerson stated Altavista is by itself and the County gets \$500 for a Board of Supervisor’s meeting.

Mr. George stated he too was surprised in regards to being paid and noted some Council members put in a lot of hours with some putting in very few. He felt Council tries to pay every employee a fair price. In the past three years they have received a 2% COLA raise and they are making more than \$8.00 a day. Mr. George stated he did not feel bad voting for \$16.60 a day for Council.

Mrs. Brumfield stated she would rather see this money be given to the employees; some are struggling to pay the insurance premiums and live off the salaries they are making. She noted she did not serve on Council to receive a paycheck.

Mr. Higginbotham stated he appreciated Mr. Emerson’s comments and noted the Campbell County Board of Supervisors manages about 50,000 people and the Town of Altavista is approximately 3,100 people.

Mayor Mattox stated there is a need for people on Council and it shouldn’t be just retired people or people that have the means to be on Council but should be the small business owners and people that are vested in the community. These people may need to pay a babysitter or be away for a weekend. His goal is to have a Council that truly represents the community and he is supporting this although he does not want a pay increase. He asked that the budget be amended that the Mayor receive the same pay as the Council members.

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

8. New/Unfinished Business

a. Canoe Launch Grant-DCR LWCF Grant Resolution

Mr. Coggsdale advised at Council’s last work session, the Canoe Launch project was discussed and staff provided an update on potential grant opportunities. Staff is seeking Council’s authorization to proceed with an application for a Department of Conservation and Recreation “Land and Water Conservation Fund” grant. Based on renewed construction estimates, including purchase of property, the threshold of a minimum \$400,000 project is met (Actual estimate is \$429,000). He presented Council with a memo that sets forth other items related to this project and the potential to move several items forward. The most pressing item would be the metes and bounds survey of the property. Staff asked for direction in regard to having this completed at an estimated cost of \$850. He noted if needed, a budget amendment would be presented at a later date for this expenditure

A motion was made by Mr. Emerson, seconded by Mr. George, to adopt the DCR LWCF Grant Resolution.

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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

RESOLUTION AUTHORIZING AN APPLICATION FOR FEDERAL FUNDING ASSISTANCE FROM THE LAND AND WATER CONSERVATION FUND (LWCF) TO THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION (DCR) AS PROVIDED IN THE LWCF ACT OF 1965, AS AMENDED

WHEREAS, under the provisions of the LWCF, federal funding assistance is requested to aid in financing the costs of land acquisition and facility development; and

WHEREAS, the Town of Altavista Town Council (“Council”) considers it to be in the best public interest for the Town of Altavista (Town) and surrounding counties to complete the land acquisition and development grant application to develop a canoe launch site as a component of the Staunton River Water Trail, as described in the 2016 LWCF application;

AND, WHEREAS, Council is committed to the purchase of the land and the completion of the canoe launch project;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Town Manager or designee be authorized to submit a formal application to DCR for funding assistance;
2. Any fund assistance received shall be used for purchase of a three acre property located approximately seven miles from the Town for the purpose of developing a public canoe launch and Staunton River access site within the specified timeframe;
3. The Town hereby certifies that project funding is currently available and is committed for this project;
4. The Town is aware that the LWCF grant, if approved by the National Park Service, will be paid on a reimbursement basis. This means that the Town may only request payment after the eligible and allowable costs have already been paid to contractors or vendors and evidence of such has been provided to DCR in the format required.
5. The Town acknowledges that the property to be acquired and developed with financial aid from the Land and Water Conservation Fund must be placed in use and be retained in perpetuity as a public outdoor recreation area in accordance with the provision and requirements of the Land & Water Conservation Fund Act of 1965, as amended.
6. The Town acknowledges that any non-recreational uses may not be made of the property without undergoing a conversion of use process and obtaining approval from the Department of Conservation and Recreation and the U. S. Department of Interior/National Park Service.
7. The Town acknowledges responsibility for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Order 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws.
8. The Town acknowledges that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.
9. This resolution becomes part of a formal application to the Virginia Department of Conservation and Recreation.

This resolution was adopted by the Altavista Town Council during its regularly scheduled meeting on May 10, 2016 held in the J.R. ‘Rudy’ Burgess Town Hall located at 510 7th Street, Altavista, VA.

Adopted this 10th day of May 2016

Signed and approved by the following authorized representative:

Mike Mattox, Mayor

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ATTEST:

Clerk, Town of Altavista

It was the consensus of Council to move forward with the metes and bounds survey of the property.

b. Boy Scouts Request to Use English Park

Mr. Coggsdale advised staff was contacted by an individual requesting permission for Boy Scout Troop 278 to utilize a portion of English Park. The request would cover May 20 – 22nd, with arrival around 3:00 p.m. on Friday and departure no later than 11:00 a.m. on Sunday. It is anticipated that approximately 12 youth and 4 adults would pitch tents on the property, behind the Town’s storage building along the ditch and to the area close to the butterfly garden. Any fire would be contained in an off ground fire pit and “lights out” would be no later than 11:00 p.m. each evening.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to allow Boy Scout Troop 278 to utilize a portion of English Park May 20-22nd as outlined.

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

c. Altavista Community Transit System-Substance Abuse Policy Adoption

Mr. Coggsdale advised due to federal funds being utilized for the operation of the local transit system, the Substance Abuse policy needs updating to remain consistent with federal regulations.

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to adopt the Substance Abuse Policy for the Altavista Community Transit System.

Motion carried:

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

9. Reports

a. Town Manager’s Report

Bedford Avenue Waterline Project (Project 1A)

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

Main Street Waterline Project (Project 1B)

- Progress meeting held on May 5, 2016.

Regular Council Meeting—May 10, 2016

- Waterline along Main Street is being installed.

CCUSA Agreement and Dominion Water Connection

- CCUSA approved the water agreement; and Dominion Memorandum was executed.
- Design work for connection is under way. Potential that any construction could be as result of a change order to the Main Street Waterline Project.

WWTP EOP – PCB Remediation

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

b. Departmental Reports

10. Informational Items/Late Arriving Matters

Mr. Jarvis reminded Council members of the Business Appreciation Reception scheduled for May 12th, 2016 at Avoca Museum.

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

11. Matters from Town Council

Mr. Emerson asked staff to look at repairs for the Booker Building. He felt the building was under used because of the condition and thought there may be something available to pay for a study.

Mayor Mattox advised this thought has been shared with the town manager and staff will be checking on grants for a feasibility study.

Mr. Higginbotham suggested contacting Mr. Maurice Law and asking him to look at the building in regards to some options.

12. Closed Session

13. Adjournment

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

The meeting was adjourned at 8:50 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MAY 24, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on May 24, 2016 at 5:00 p.m.

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

Council members absent:	Mr.	Charles Edwards
		Mr. Tracy Emerson

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

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox advised the Commonwealth MHP Zoning Issue would be addressed first on the agenda and asked if there were any additional changes to the agenda.

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

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

- 3. Public Comments—Agenda Items Only

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

Mrs. Holly Saunders, 1105 Bedford Avenue and business owner of Vista Foods, came forward and addressed Council. She spoke in regards to the reduction of the real estate taxes and the BPOL taxes and stated in a personal and business standpoint she is in favor of both. Mrs. Saunders stated her family owns and operates Vista Foods and over time it has been hard to make ends meet. They operate on a slim profit margin. The business licenses are based on gross income; each year they pay out several thousand dollars because of the BPOL tax. She noted their business employs 17 people and she hopes they can continue to do so. Mrs. Saunders added the Town of Bedford where they own another store eliminated their business license tax several years ago which was a welcome relief; they now pay a flat fee. She mentioned with the cigarette tax she does not sell a lot of cigarettes but would prefer the cigarette tax over the BPOL tax.

Mr. Chip Roark, 2207 Beverly Heights and business owner, addressed Council stating he loves a meal tax; you only pay what you choose to spend. He loves a meals tax because Altavista is the center of a much larger community and the town provides amenities: parks, ball parks, a museum, library. All these places are supported by the town’s tax dollars. He felt a meals tax and cigarette tax are fair because it allows the people that live outside of town an opportunity to support these amenities. Mr. Roark noted a meals tax would not change his eating habits or desire to drive out of town for food. Mr. Roark

COUNCIL WORK SESSION MAY 24, 2016

stated he would like to see the BPOL tax reduced; he would like to see the businesses in town not only survive but thrive. Mr. Roark referred to the proposed cigarette tax stating if it would do away with thousands of cigarette butts on the sidewalks he would be happy. He said the cigarette tax is not going to change people's behaviors. People buy cigarettes and meals as a convenience. Altavista is not a cheap town; Mr. Roark stated he did not want to live in a cheap town. Thanks to the people in the town and Council Altavista is a wonderful community. He noted if cutting the BPOL tax will bring more businesses to town that would increase the quality of life.

Mr. Mark Younkin, 1419 Hillcrest Street, President of PCM Industrial Services and chair of the Altavista Economic Development Authority, addressed Council noting the town of Altavista is a destination for many communities outside of Altavista to take care of daily needs. He stated from his understanding the primary goal is to reduce the real estate tax and also to reduce or eliminate the BPOL tax which he is okay with. Mr. Younkin noted there is a lot of real estate for sale in the town of Altavista. There are a lot of older homes that require modernization and remodeling. He felt the millennial generation and the one above them are not interested in these homes; they are too busy working and raising families. He did not feel this generation wants to sink a lot of money into these homes, they want new housing. He felt Altavista was long overdue for some new development. Mr. Younkin stated the only way a developer will look at this area is if he is given some tools to sell this development with one tool being no real estate tax. He didn't feel increasing the meals tax or the proposed cigarette tax would chase people away from the town.

4. Introductions and Special Presentations

5. Items for Discussion

a. Commonwealth MHP Zoning Issue

Mr. Coggsdale advised recently staff was contacted by an appraiser that was working for the owners of the Commonwealth Mobile Home Park. The appraiser was inquiring about the zoning and permitted uses of the property and staff provided the regulations that are set forth in the ordinance related to "non-conforming uses". Staff has determined that Section 86-702(b)(6) of the Town Code permits a manufactured home/mobile home, that is deemed to be a nonconforming use, to be replaced one time with a later model unit on the same site as the previous unit. The owners of Commonwealth Mobile Home Park contacted the Town Manager to discuss their concerns that the zoning determination had devalued their property and that the determination was in error. He noted no zoning permit application has been filed for the replacement of a manufactured home/mobile home on the site. Mr. Coggsdale stated based on staff's review, it appears that the wording in Section 86-702(b)(6) was adopted in 1987.

Mr. Eller provided correspondence to Council explaining his interpretation of the ordinance. He stated it was evident that single wide mobile homes since 1987 are not permitted in R2 or C2 areas and since the new zoning ordinance in 2012, doublewides are not permitted. The presence of singlewides and doublewides would be nonconforming uses. He noted in 2011 the Commonwealth Mobile Home Park was C2 and in 2011 changed to R2. He advised in 1987 the ordinance called for the replacement of a singlewide one time at the same location.

Mr. Emerson clarified that if a trailer has been replaced once, it could not be replaced again.

Mr. Eller stated there have been no zoning applications filed for a replacement noting this is why his correspondence is hypothetical.

Ms. Jenny T. Allman, 1148 Ivy Hill Drive, Forest, Virginia, 24551, addressed Council stating when she first became aware of the situation she was in the process of refinancing a company. Bank of the James sent out an appraiser and the property (Commonwealth Mobile Home Park) was appraised at \$420,000 which was in the portfolio for several

COUNCIL WORK SESSION MAY 24, 2016

years. She noted there was some communication from the Town of Altavista that this ordinance was in effect. She read the ordinance and stated as a wordsmith she felt the ordinance could never be enforced. She stated the second appraisal came back at \$135,000 and they wanted to know why so they looked at the evolution of the ordinance. She stated it was clear the Town of Altavista does not like mobile homes. Ms. Allman stated she loves mobile homes because they are affordable housing; she noted of the 28 families in the mobile home park 21 are retired. Their income is recession proof and is spent here in the town which is good for the economy. She felt mobile homes were a good home for people who don't want to take care of a big house or want a monthly mortgage. Ms. Allman stated she at first felt this was inverse condemnation. She suggested that Council read and reread the ordinance to see that it is not going to have a positive impact on the community. She referred back to the 21 families and asked what would happen to them if they decided to close the park. As mobiles are moved out, it will make no sense to continue to pay the taxes, management, and upkeep. The impact on the economy; they paid out about \$6,000 in water and sewer services to the town last year and \$3,000 in taxes to the town and Campbell County while taking in \$40,000 (22% went to government entities). She did not feel this ordinance is what the town is about; this ordinance says the town doesn't want mobile homes. Ms. Ann Baldwin, managing partner and Mr. Kevin Turner, President, were in attendance. Ms. Allman asked Council to repeal this ordinance and allow them to continue with keeping the park in good shape.

Mrs. Dalton confirmed with Ms. Allman that she is asking Council to look at the ordinance hard with an eye toward being long term supportive of mobile home parks.

Mr. George asked if the families owned their homes.

Ms. Allman responded that 26 of the families own their home.

Mr. George asked if any of the homes have been replaced.

Ms. Allman stated they don't know; the ordinance has never been enforced and they didn't know about the ordinance until the appraisal came back.

Mr. George asked what would keep someone from replacing their mobile home.

Ms. Allman stated nothing other than they could only do this one time. She asked what would happen if a home was not kept up; no one would want to live next door to it. She noted management will ask that a renter either keep their lot clean or move.

Mr. George asked if there use to be a fence around the park.

Ms. Allman stated there use to be a hotel there and they did not fill in the basement properly which created damage to the water and sewer lines which has now been corrected.

Mr. Emerson asked how many empty slabs were in the mobile home park.

Ms. Baldwin stated there are two.

Mr. Coggsdale stated there would have to be research to determine which lots are available for replacement.

Mrs. Dalton stated the issue at hand is does the town want this ordinance to stand as a statement towards its persuasion about mobile homes inside the town; if that is what Council wants to happen in the long term there would be no mobile homes in town. She felt Ms. Allman makes a case for those on fixed incomes. Mrs. Dalton suggested Council look at the ordinance and decide if Council wants the ordinance to stand or if it should be amended.

Mr. Coggsdale stated the ordinance is deemed as a nonconforming use and what is the purpose of the nonconforming use.

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Ms. Allman stated when she bought it, it was established as a mobile home park and asked if these ordinances apply to property that was grandfathered in. She asked Council to read the minutes and stated the purpose is to get rid of mobile homes. She suggested getting rid of the language that says “replace one time”. She noted as a wordsmith that is impossible anyway because you cannot replace the same thing twice.

Mr. Coggsdale clarified “grandfathered” is a slang term for a nonconforming use and an ordinance can apply to a “grandfathered” use. A grandfathered use is something that is in place and a new rule goes into place and it can continue under certain conditions.

Mr. Eller questioned the purchase date of the park.

Ms. Allman responded it was purchased around 2000.

Ms. Baldwin stated it was in 1997 or 1998.

Mr. Eller asked when she received the \$420,000 appraisal.

Mrs. Allman responded approximately 3 weeks ago. She noted they went in for bank financing and the bank came back with the appraisal of \$135,000. She asked the bank to come back and appraise without the ordinance which was the \$420,000 figure.

Mrs. Dalton stated this was an unintended consequence of an event that occurred 30 years ago.

Mayor Mattox thanked Ms. Allman for bringing this matter to the attention of Council.

It was the consensus of Council to have staff to research options and bring back to a future work session.

b. FY2017 Budget & CIP

Mr. Coggsdale advised earlier this month Council conducted a Public Hearing on the proposed FY2017 Budget and FY2017-2021 Capital Improvement Program (CIP). The proposed budget as designed is based on the existing tax rate structure; Council had asked staff to look at alternatives in regards to lowering the real estate and BPOL tax, looking at the cigarette tax and raising the meals tax by 1.5%. He noted the changes made to the budget at the May10 Council meeting; the proposed annual stipend increases were removed for the elected official's annual stipend, which resulted in a decrease of \$14,550. This reduction coupled with several other previous revisions, including the County proposed contribution, results in a deficit in the budget of \$17,650. Staff looked at the original revenue projections and based on current trends feels that the projection can be increased by \$21,000. ("Misc.- Sale of Supplies & Materials" - \$11,000 and "Local Meals Tax" - \$10,000). Based on the changes to the budget and the revised revenue projections, the potential result would be a surplus of \$3,350 in the General Fund. These changes would call for a balance budget with a small surplus. Mr. Coggsdale felt the reduction of the real estate and BPOL taxes proposal got lost in the increase of the meals tax and the proposed cigarette tax at the public hearing.

Mayor Mattox felt the goals of being revenue neutral, to improve the business climate so that small businesses would come to Altavista without having to pay these gross receipts based BPOL taxes, also help the property owners, to also encourage more people and businesses to move into the town of Altavista was overlooked.

Mrs. Dalton stated after the public hearing on May 10, 2016 all of Council began to think twice about the cigarette and meals taxes; the ones that spoke were negative on those issues. She felt the overall goal of Council with taxes was missed. The intent of Council is to lower the burden on the citizens of Altavista. Taking the real estate tax down over a several year period of time would be appreciated by the citizens and industries. She felt this was a good idea and would stick by it. The BPOL tax affects businesses and hopes this will attract more businesses with the thought process of possibly eliminating this tax

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over a period of time. She stated she was personally fine with encouraging people not to use tobacco and felt the cigarette tax would put the burden on people that choose to smoke. Mrs. Dalton felt the proposed cigarette tax and meals tax is a way to raise the revenue that is being lost while lowering the burden on the community. She did not feel Council would be changing behaviors with these first steps.

Mr. George agreed with Mrs. Dalton's comments. He noted the *Lynchburg News & Advance* reported Wal-Mart was located outside of the town limits and wanted to make certain that was corrected. He felt many readers would think stores in town were losing business because of the cigarette tax; shoppers could purchase their cigarettes at Wal-Mart. Mr. George advised of meals and cigarette taxes imposed by other jurisdictions. He referred to a letter to the editor of the *Lynchburg News & Advance* in which the letter addressed a cigarette tax stating when you apply a cigarette tax there is revenue for a while and then it goes down because people go elsewhere. He noted the author of this letter was a wholesale distributor for cigarettes. He did not feel this cigarette tax was a substantial amount and replacing a mandatory tax with an optional tax was a good thing.

Mrs. Brumfield stated she was thinking about the business people that spoke at the public hearing and asked Council not to impose these taxes and how it would affect their businesses. She noted the people that spoke today, Mr. Roark and Mr. Younkin, do not have businesses in which they sell cigarettes at Mrs. Saunders does; noting Mrs. Saunders would like to see the real estate and BPOL taxes disappear. Mrs. Brumfield stated she is all for that. She felt there were sources in this town, the Water Plant, that can make money and Council would not have to implement another tax. She noted the ones that have businesses in the downtown business district do not necessarily live in town. She felt she needed to do what the businesses have asked Council to do; noting they know their business better than Council does and whether they are making money or not. Mrs. Brumfield stated she has a different opinion about cigarette smoking; she has seen people struggle. Cigarette smoking is not a choice but an addiction. She stated they are going to continue to smoke but purchase cigarettes outside of town and she is afraid it is going to hurt the businesses in the town. She stated she was going to do what the businesses asked and she is not going to support the increased meals tax and cigarette tax.

Mr. Emerson questioned the number of people in the town of Altavista.

Mr. Coggsdale responded there are approximately 3,400.

Mr. Emerson stated only five people spoke at the public hearing. He stated tobacco took a hit years ago when it left this region and the farmers started raising other crops. They have survived. He agrees with the other Council members that people choose to smoke, if you are an alcoholic you choose to drink. Mr. Emerson stated he is willing to pay the meals tax because he chooses to eat out. He felt what Council was attempting to do was the right thing for every citizen that lives in the town and pays taxes. He stated he appreciates the business owners that do not live in town but five is not going to make him change his mind.

Mrs. Dalton noted she spoke to two of the citizens that addressed Council at the public hearing after the May 10th meeting, both were unaware that Council was proposing to lower taxes. They were looking at the one segment that affected them and both pledge to look at the bigger picture.

Mayor Mattox noted he is in the shoes of some of the retailers and has researched as well. He stated even if the proposed cigarette ordinance is implemented the town of Altavista is still cheaper than other localities. Mayor Mattox stated the town is looking at doing something that will set the town apart from nearly every community in the region. The goal is to have no real estate tax and no BPOL tax. He felt this would contribute to economic development in the town. Mayor Mattox asked why the town would want a lower cigarette cost as most smokers start when they are young and don't have a lot of money; this would discourage smoking. He stated there are so many levels as to why the cigarette tax is good for the town of Altavista.

Mayor Mattox asked Mrs. Brumfield if she was for or against the proposals.

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Mrs. Brumfield stated she would like to talk to some of the business owners again; she would like to see the real estate and BPOL taxes go down.

It was the consensus of Council to move forward with the real estate reduction, BPOL reduction, increase in meals tax and the implementation of a cigarette tax.

Mrs. Brumfield questioned why these items are grouped together.

Mr. Coggsdale stated for auditing reasons it was not a good practice to pull funds from one fund to cover another.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

d. Broad Street Storm Water Item

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

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

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

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

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

e. Utility Fees Issue (FY2013-2014)

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

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

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

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

f. Classification and Compensation Study

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

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

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

Mayor Mattox questioned the last time this had been done.

Mrs. Shelton stated a study was completed in 2000.

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

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

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

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

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

g. FY2016 Budget Amendments/Departmental Transfers

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

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to transfer funds in a departmental budget to meet the needs of the department.

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

h. Myrtle Lane Paving Follow-up

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

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

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

i. Water Tank Logo

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

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

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

6. Public Comments

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

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

Mr. Coggsdale stated first the locations would need to be identified.

Mr. Witt stated one of the challenges is the Virginia Department of Transportation has a different set of standards for the landscaping.

Mayor Mattox asked staff to research this matter

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7. Adjournment

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

The meeting was adjourned at 7:43 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 11/2016
FROM: 05/01/2016 TO: 05/31/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34784	160	ABB INC	05/05/2016	1,558.98
34785	723	AIRABELLA FLOWERS & GIFTS	05/05/2016	184.28
34786	303	ALTAVISTA CHAMBER OF COMMERCE	05/05/2016	10,000.00
34787	103	BEACON CREDIT UNION	05/05/2016	385.00
34788	706	BLAIR MARKETING	05/05/2016	4,352.50
34789	461	KATHI BOGERT	05/05/2016	862.68
34790	591	BRAND ACCELERATION INC	05/05/2016	2,030.00
34791	1	BRANDON WAGMAN	05/05/2016	97.89
34792	583	CAMPBELL COUNTY PUBLIC LIBRARY	05/05/2016	902.86
34793	1	CARRIE WALLER	05/05/2016	245.68
34794	427	CENTURYLINK	05/05/2016	2,308.85
34795	28	COLUMBIA GAS	05/05/2016	314.85
34796	164	DMV	05/05/2016	620.00
34797	20	J JOHNSON ELLER JR	05/05/2016	2,000.00
34798	71	FAIRPOINT COMMUNICATIONS	05/05/2016	360.67
34799	719	THOMAS W FORE	05/05/2016	450.00
34800	119	FOSTER ELECTRIC CO INC	05/05/2016	105.29
34801	57	ICMA RETIREMENT TRUST-457 #304	05/05/2016	990.00
34802	58	INSTRUMENTATION SERVICES INC	05/05/2016	1,434.08
34803	476	LBM OFFICE SOLUTIONS INC	05/05/2016	155.54
34804	653	MAJOR SECURITY CONSULTING & DE	05/05/2016	2,500.00
34805	67	ORKIN PEST CONTROL LLC	05/05/2016	255.13
34806	1	PAULINE BROWN	05/05/2016	83.90
34807	450	REGION 2000	05/05/2016	30.00
34808	1	SHAYNE PETRIE	05/05/2016	100.00
34809	124	TREASURER OF VA	05/05/2016	45.00
34810	92	UNIFIRST CORP	05/05/2016	2,215.36
34811	601	VACORP	05/05/2016	93.86
34812	9999998	WHITE, SHANNON R.	05/05/2016	150.00
34813	192	WW ASSOCIATES INC	05/05/2016	5,775.00
34814	84	ALTAVISTA JOURNAL	05/13/2016	2,002.34
34815	4	BOXLEY AGGREGATES	05/13/2016	2,551.27
34816	12	BRENNTAG MID-SOUTH INC	05/13/2016	3,956.65
34817	389	CAI	05/13/2016	82.25
34818	16	CAMPBELL COUNTY UTILITIES & SE	05/13/2016	187.62
34819	536	CAROLINA METER & SUPPLY	05/13/2016	3,184.35
34820	125	CVCJA	05/13/2016	156.73
34821	36	DOMINION VIRGINIA POWER	05/13/2016	37,113.08
34822	283	EECO	05/13/2016	688.05
34823	394	ELECTRONIC SYSTEMS INC	05/13/2016	179.98
34824	301	ENGLISH'S LLC	05/13/2016	1,590.29
34825	118	FERGUSON ENTERPRISES INC #75	05/13/2016	3,280.69
34826	41	FISHER SCIENTIFIC	05/13/2016	710.84
34827	43	FOSTER FUELS INC	05/13/2016	9,835.95
34828	1	GRACE COMMUNITY CHURCH	05/13/2016	50.00
34829	50	GRETN TIRE INC	05/13/2016	4,370.18
34830	52	HACH COMPANY	05/13/2016	985.77
34831	622	HEYWARD SERVICES INC	05/13/2016	3,147.17
34832	332	HURT & PROFFITT INC	05/13/2016	1,500.00
34833	566	INTEGRATED TECHNOLOGY GROUP IN	05/13/2016	2,901.61
34834	149	MAKCO INC	05/13/2016	20,850.00

34835	548	MAX PLAY FIT LLC	05/13/2016	1,779.00
34836	300	NAPA AUTO PARTS	05/13/2016	739.10
34837	454	O'REILLY AUTOMOTIVE INC	05/13/2016	784.01
34838	588	PITNEY BOWES GLOBAL FINANCIAL	05/13/2016	50.00
34839	665	SELECT AIR MECHANICAL ELECTRIC	05/13/2016	97.50
34840	228	SYDNOR HYDRO INC	05/13/2016	8,770.00
34841	35	TREASURER OF VA/VITA	05/13/2016	28.09
34842	605	TRIPLE E RENTAL LLC	05/13/2016	100.00
34843	110	VUPS INC	05/13/2016	57.75
34844	116	XEROX CORP	05/13/2016	239.24
34845	103	BEACON CREDIT UNION	05/16/2016	385.00
34846	294	BUSINESS CARD	05/16/2016	12,831.61
34847	574	CHRISTOPHER MICALE, TRUSTEE	05/16/2016	125.00
34848	732	E C PACE COMPANY INC	05/16/2016	434,043.00
34849	57	ICMA RETIREMENT TRUST-457 #304	05/16/2016	990.00
34850	9	AFLAC	05/26/2016	1,775.96
34851	91	ANTHEM BLUE CROSS/BLUE SHIELD	05/26/2016	29,221.00
34852	4	BOXLEY AGGREGATES	05/26/2016	1,443.05
34853	12	BRENNTAG MID-SOUTH INC	05/26/2016	195.49
34854	536	CAROLINA METER & SUPPLY	05/26/2016	3,257.98
34855	145	CHANDLER CONCRETE CO INC	05/26/2016	202.50
34856	735	CONEXIS	05/26/2016	139.96
34857	125	CVCJA	05/26/2016	50.00
34858	122	FEREBEE-JOHNSON COMPANY INC	05/26/2016	359.90
34859	41	FISHER SCIENTIFIC	05/26/2016	1,055.30
34860	52	HACH COMPANY	05/26/2016	451.75
34861	652	HAWKINS LOCK & KEY CO INC	05/26/2016	42.50
34862	9999997	HOGAN JR., BOBBY	05/26/2016	55.25
34863	332	HURT & PROFFITT INC	05/26/2016	9,025.00
34864	58	INSTRUMENTATION SERVICES INC	05/26/2016	1,947.00
34865	566	INTEGRATED TECHNOLOGY GROUP IN	05/26/2016	678.04
34866	9999997	JOHNSON, RASHAAD EDWARD	05/26/2016	87.39
34867	533	LYNN KIRBY	05/26/2016	355.00
34868	9999998	LEWIS, MARY	05/26/2016	150.00
34869	653	MAJOR SECURITY CONSULTING & DE	05/26/2016	4,000.00
34870	680	MCI COMM SERVICE	05/26/2016	32.48
34871	218	MINNESOTA LIFE	05/26/2016	158.12
34872	1	MYRTLE PRICE	05/26/2016	50.00
34873	379	REI CONSULTANTS INC	05/26/2016	386.21
34874	238	SCOTT INSURANCE	05/26/2016	2,336.99
34875	80	SOUTHSIDE ELECTRIC COOP	05/26/2016	876.06
34876	733	MARY STONE	05/26/2016	76.78
34877	601	VACORP	05/26/2016	93.86
34878	1	WALMART	05/26/2016	194.47

NO. OF CHECKS: 95

TOTAL CHECKS

659,649.56

Town of Altavista
FY 2016 Revenue Report
92% of Year Lapsed

General Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	375,000	375,000	1,415	0	391,542	104	392,000
Public Service - Real & Personal	165,000	165,000	0	0	177,285	107	177,300
Personal Property	195,000	195,000	1,077	1	145,009	74	195,000
Personal Property - PPTRA	100,000	100,000	11,382	11	100,456	100	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	1,550,041	104	1,550,050
Mobile Homes - Current	500	500	8	2	406	81	500
Penalties - All Taxes	5,500	5,500	326	6	6,751	123	6,800
Interest - All Taxes	3,000	3,000	395	13	3,334	111	3,350
Local Sales & Use Taxes	145,000	145,000	30,362	21	123,356	85	145,000
Local Electric and Gas Taxes	110,000	110,000	9,312	8	94,069	86	110,000
Local Motor Vehicle License Tax	43,000	43,000	821	2	42,664	99	43,000
Local Bank Stock Taxes	160,000	160,000	121,733	76	123,737	77	160,000
Local Hotel & Motel Taxes	83,000	83,000	8,312	10	72,171	87	86,000
Local Meal Taxes	690,000	690,000	64,528	9	600,502	87	715,000
Container Rental Fees	900	900	0	0	1,233	137	1,200
Communications Tax	40,000	40,000	3,384	8	29,660	74	40,000
Transit Passenger Revenue	5,200	5,200	632	12	5,827	112	5,500
Business License Fees/Contractors	7,000	7,000	546	8	7,919	113	7,900
Business License Fees/Retail Services	110,000	110,000	53,988	49	105,878	96	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	1,149	16	8,281	118	8,300
Business License Fees/Repairs & Person Svcs	18,000	18,000	3,040	17	17,661	98	18,000
Business Licenses Fees/Wholesale Businesses	1,500	1,500	665	44	959	64	1,500
Business License Fees/Utilities	8,000	8,000	205	3	6,791	85	8,000

Town of Altavista
FY 2016 Revenue Report
92% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,500	1,500	0	0	1,406	94	1,500
Permits - Sign	1,000	1,000	120	12	940	94	1,000
Fines & Forfeitures - Court	10,000	10,000	929	9	8,585	86	10,000
Parking Fines	500	500	-1,879	-376	300	60	500
Interest and Interest Income	49,000	49,000	2,442	5	56,545	115	58,000
Rents - Rental of General Property	1,000	1,000	175	18	1,037	104	1,000
Rents - Pavilion Rentals	3,000	3,000	275	9	2,650	88	3,000
Rents - Booker Building Rentals	4,000	4,000	450	11	2,525	63	4,000
Rents - Rental of Real Property	60,000	60,000	3,992	7	64,911	108	65,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	0	0	18,651	104	18,600
State DCJS Grant	80,000	80,000	0	0	60,111	75	80,000
State Rental Taxes	800	800	93	12	953	119	980
State/Misc. Grants (Fire Grant)	10,300	10,300	0	0	9,841	96	10,300
State/VDOT Contract Services	3,000	3,000	0	0	1,200	40	1,200
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	13,670	13,670	9,577	70	28,127	206	28,100
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	2,001	100	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	833	25	3,300
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	105,700	105,700	50,782	48	90,194	85	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	0
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,000	7,000	0	0	2,069	30	7,000
Misc. - Cash Discounts	300	300	-10	-3	147	49	300

Town of Altavista
FY 2016 Revenue Report
92% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	4,067	31	60,223	463	57,200
Reimbursement of Insurance Claim	0	0	0	0	5,007	0	5,000
Misc. - Donations	0	4,114	0	0	5,321	0	5,300
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	184,000	184,000	0	0	184,000	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	96,100
	<u>4,391,370</u>	<u>4,395,484</u>	<u>384,292</u>	<u>8.74</u>	<u>4,280,210</u>	<u>97.38</u>	<u>4,690,580</u>

Town of Athol
Fund Expenditure Totals
FY 2016
92% of Year Closed

	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
ALL FUNDS TOTAL							
Operations	5,832,210	5,836,324	372,417	6	4,732,855	81	5,801,020
Debt Service	280,000	280,000	0	0	234,553	84	280,000
CIP	1,172,700	1,172,700	483,120	41	2,628,022	224	3,352,180
Transfer Out to General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out to CIF	0	0	0	0	150	0	150
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>147,260</u>	<u>147,260</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,993,270</u>	<u>7,997,384</u>	<u>855,537</u>	<u>11</u>	<u>7,660,580</u>	<u>96</u>	<u>9,994,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
92% of Year Lapsed

	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,030	28,030	1,749	6	26,079	93	28,030
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	5,400
Administration - TOTAL:	<u>28,030</u>	<u>28,030</u>	<u>1,749</u>	<u>6</u>	<u>26,079</u>	<u>93</u>	<u>33,430</u>
Administration							
Operations	768,040	768,040	47,207	6	639,036	83	735,240
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>8,826</u>	<u>88</u>	<u>8,830</u>
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>47,207</u>	<u>6</u>	<u>647,862</u>	<u>83</u>	<u>744,070</u>
Non-Departmental							
Operations	912,280	912,280	26,250	3	334,978	37	912,280
Transfer Out to Cemetery Fund	-49,280	-49,280	0	0	0	0	-49,280
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-471,100	-471,100	0	0	0	0	-471,100
Transfer Out to CIF	0	0	0	0	-150	0	-150
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>10,000</u>	<u>3</u>	<u>269,828</u>	<u>83</u>	<u>326,750</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Non-Departmental - TOTAL:	<u>351,900</u>	<u>351,900</u>	<u>10,000</u>	<u>3</u>	<u>269,828</u>	<u>77</u>	<u>351,750</u>
Public Safety							
Operations	926,200	930,314	53,989	6	753,568	81	926,920
Debt Service	0	0	0	0	0	0	0
CIP	<u>67,950</u>	<u>67,950</u>	<u>0</u>	<u>0</u>	<u>6,503</u>	<u>10</u>	<u>42,800</u>
Public Safety - TOTAL:	<u>994,150</u>	<u>998,264</u>	<u>53,989</u>	<u>5</u>	<u>760,071</u>	<u>76</u>	<u>969,720</u>

Town of Attleboro
Fund Expenditure Totals
FY 2016
99% of Year Lapsed

	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
GENERAL FUND (FUND 10)							
Public Works							
Operations	927,500	927,500	58,574	6	763,873	82	927,500
Debt Service	0	0	0	0	0	0	0
CIP	385,000	385,000	1,688	0	312,654	81	481,100
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>60,261</u>	<u>5</u>	<u>1,076,528</u>	<u>82</u>	<u>1,408,600</u>
Economic Development							
Operations	169,870	169,870	15,860	9	132,655	78	169,900
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>169,870</u>	<u>169,870</u>	<u>15,860</u>	<u>9</u>	<u>132,655</u>	<u>78</u>	<u>169,900</u>
Transit System							
Operations	96,350	96,350	4,831	5	73,394	76	96,350
Debt Service	0	0	0	0	0	0	0
CIP	75,150	75,150	0	0	62,079	83	75,150
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>4,831</u>	<u>5</u>	<u>135,473</u>	<u>79</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,247,004	192,211	6	2,658,432	82	3,210,690
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	1,688	0	390,063	69	638,280
GENERAL FUND - GRAND TOTAL:	<u>3,805,990</u>	<u>3,810,104</u>	<u>193,899</u>	<u>5</u>	<u>3,048,495</u>	<u>80</u>	<u>3,848,970</u>

Town of Altavista
Council / Planning Commission
FY 2016 Expenditure Report
92% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	19,243	92	21,000	
Other Employee Benefits			0	0	0	0		
Services	2,000	2,000	0	0	0	0	2,000	
Other Charges	5,030	5,030	0	0	1,643	33	5,030	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	5,192	0	5,400	
Total Expenditures	28,030	28,030	1,749	6	26,079	93	33,430	

Town of Altavista
Administration
FY 2016 Expenditure Report
92% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	402,200	402,200	25,120	6	330,812	82	369,400
Other Employee Benefits	18,400	18,400	250	1	14,455	79	18,400
Services	193,840	193,840	14,596	8	159,254	82	193,840
Other Charges	125,200	125,200	5,483	4	105,592	84	125,200
Materials & Supplies	28,400	28,400	1,758	6	28,923	102	28,400
Capital Outlay	10,000	10,000	0	0	8,826	88	8,830
Total Expenditures	778,040	778,040	47,207	6	647,862	83	744,070

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
92% of Year Lapsed

	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	105,800	105,800	10,000	9	90,821	86	103,100
<i>Campbell County Treasurer</i>	57,200	57,200	0	0	54,992	96	57,200
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	3,023	60	3,100
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	0
<i>Uncle Billy's Day Funding</i>	20,000	20,000	10,000	50	10,000	50	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	300
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	100	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	0
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,841	98	10,000
Contribution - Avoca	18,700	18,700	0	0	18,700	100	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	5,000	100	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	292,500	292,500	10,000	3	235,362	80	247,800
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	3,175	0	3,200
Fuel - Fire Company	5,000	5,000	0	0	1,857	37	4,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	0	0	5,033	101	7,200
NON-DEPARTMENTAL - SUBTOTAL	297,500	297,500	10,000	3	240,395	81	255,000
TRANSFER OUT							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
92% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out - CIF	0	0	0	0	150	0	150
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	65,000	100	65,000
TRANSFER OUT - TOTAL	585,380	585,380	16,250	3	65,150	11	585,530
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	29,433	100	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	29,433	100	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	912,280	912,280	26,250	3	334,977	37	869,930
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	15,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
CAPITAL OUTLAY -TOTAL	25,000	25,000	0	0	0	0	15,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	937,280	937,280	26,250	3	334,977	36	884,930
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	351,900	351,900	10,000	3	269,827	77	299,400

Town of Altavista
Public Safety
FY 2016 Expenditure Report
92% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	804,000	805,000	50,551	6	670,535	83	805,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,800	239	1	13,143	78	16,800
Other Charges	39,500	40,520	978	2	22,885	56	40,520
Materials & Supplies	66,500	67,994	2,221	3	47,006	69	64,600
Capital Outlay	67,950	67,950	0	0	6,503	10	42,800
Total Expenditures	994,150	998,264	53,989	5	760,071	76	969,720

Town of Altavista
Public Works
FY 2016 Expenditure Report
92% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	641,100	641,100	43,665	7	542,523	85	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	45	1	4,747	57	8,400
Other Charges	25,300	25,300	1,953	8	24,803	98	25,300
Materials & Supplies	252,700	252,700	12,910	5	191,800	76	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	1,688	0	312,654	81	481,100
Total Expenditures	1,312,500	1,312,500	60,261	5	1,076,528	82	1,408,600

Town of Altavista
Economic Development
FY 2016 Expenditure Report
92% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	102,600	102,600	7,910	8	89,530	87	102,600	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	30,400	30,400	4,533	15	30,307	100	30,400	
Other Charges	31,670	31,670	3,071	10	11,462	36	31,700	
Materials & Supplies	5,200	5,200	346	7	1,356	26	5,200	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	169,870	169,870	15,860	9	132,655	78	169,900	

Town of Altavista
Transit System
FY 2016 Expenditure Report
92% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	64,000	64,000	4,666	7	55,171	86	64,000
Services	3,250	3,250	0	0	725	22	3,250
Other Charges	4,150	4,150	0	0	2,597	63	4,150
Materials & Supplies	24,950	24,950	165	1	14,901	60	24,950
Capital Outlay	75,150	75,150	0	0	62,079	83	75,150
Total Expenditures	171,500	171,500	4,831	3	135,473	79	171,500

Town of Altavista
FY 2016 Revenue Report
92% of Year Lapsed

Enterprise Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	2,000	2,000	791	40	9,763	488	9,000
Water Charges - Industrial	904,000	904,000	77,191	9	803,625	89	904,000
Water Charges - Business/Residential	294,000	294,000	9,708	3	252,599	86	294,000
Water Charges - Outside Community	136,000	136,000	7,254	5	115,378	85	136,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	3,113	104	3,100
Sewer Charges - Industrial	1,187,400	1,187,400	94,608	8	965,016	81	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	9,293	3	230,982	79	291,000
Sewer Charges - Outside Community	2,000	2,000	0	0	1,784	89	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	13,200	254	13,200
Sewer Charges - Sewer Surcharges	100,000	100,000	9,550	10	76,508	77	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	10	0	5,611	122	5,600
Misc. Cash Discounts	200	200	11	5	30	15	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	111,528	446	490,453	1962	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,954,900</u>	<u>2,954,900</u>	<u>319,945</u>	<u>11</u>	<u>2,968,062</u>	<u>100</u>	<u>2,971,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
92% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 MTD <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 YTD <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	932,090	932,090	72,195	8	935,694	100	932,100
Debt Service	280,000	280,000	0	0	234,553	0	280,000
CIP	210,600	210,600	481,433	229	2,135,950	1,014	2,314,900
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>553,628</u>	<u>37</u>	<u>3,306,197</u>	<u>221</u>	<u>3,527,000</u>
Wastewater Department							
Operations	1,174,950	1,174,950	65,459	6	855,644	73	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	0	0	84,757	40	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>65,459</u>	<u>4</u>	<u>940,402</u>	<u>64</u>	<u>1,384,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	137,654	7	1,791,339	85	2,107,050
Debt Service	280,000	280,000	0	0	234,553	0	280,000
CIP	420,600	420,600	481,433	114	2,220,707	528	2,524,900
Transfer Out	<u>147,260</u>	<u>147,260</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,954,900</u>	<u>2,954,900</u>	<u>619,087</u>	<u>21</u>	<u>4,246,598</u>	<u>144</u>	<u>4,911,950</u>

Town of Altavista
Water Department
FY 2016 Expenditure Report
92% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	543,600	543,600	37,402	7	423,209	78	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	3,830	9	103,078	238	43,300
Other Charges	163,350	163,350	14,576	9	206,524	126	163,350
Materials & Supplies	181,840	181,840	16,388	9	202,883	112	181,850
Debt Service	280,000	280,000	0	0	234,553	0	280,000
Capital Outlay	210,600	210,600	481,433	229	2,135,950	1,014	2,314,900
Transfer Out to Reserves	73,630	73,630					0
Total Expenditures	1,496,320	1,496,320	553,628	37	3,306,197	221	3,527,000

Town of Altavista
Wastewater Department
FY 2016 Expenditure Report
92% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	677,600	677,600	37,719	6	463,325	68	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	1,613	10	26,876	172	15,650
Other Charges	313,000	313,000	19,812	6	248,957	80	313,000
Materials & Supplies	168,700	168,700	6,315	4	116,487	69	168,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	210,000	210,000	0	0	84,757	40	210,000
Transfer Out	73,630	73,630					0
Total Expenditures	1,458,580	1,458,580	65,459	4	940,402	64	1,384,950

Town of Altavista
Fund Expenditure Totals
FY 2016
92% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	451,000	41,759	9	258,594	57	451,000
CIP	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
State/Hwy Water Department - TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>41,759</u>	<u>7</u>	<u>258,594</u>	<u>42</u>	<u>619,000</u>

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,280	31,280	792	3	24,491	78	32,280
CIP	21,000	21,000	0	0	17,253	82	21,000
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>77,280</u>	<u>77,280</u>	<u>792</u>	<u>1</u>	<u>41,743</u>	<u>54</u>	<u>78,280</u>

Town of Altavista
FY 2016 State/Highway Fund
92% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	619,000	619,000	0	0	489,927	79	619,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	12.46	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>0</u>	<u>0</u>	<u>489,939</u>	<u>79</u>	<u>619,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	2,141	4	16,789	35	48,200
Maintenance - Pavement	150,000	150,000	24,727	16	34,127	23	150,000
Maintenance - Traffic Control Devices	56,800	56,800	3,957	7	42,208	74	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	2,288	4	45,450	81	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,394	9	42,920	86	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	4,253	5	77,099	96	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>41,759</u>	<u>9</u>	<u>258,594</u>	<u>57</u>	<u>451,000</u>
Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>41,759</u>	<u>7</u>	<u>258,594</u>	<u>42</u>	<u>619,000</u>

Town of Abingdon
FY 2016 Cemetery Fund
92% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - Fund 90							
REVENUE							
Permits/Burials	15,000	15,000	-251	-2	13,449	90	15,000
Interest/Interest Income	9,000	9,000	0	0	7,419	82	7,400
Miscellaneous/Sale of Real Estate	4,000	4,000	3,600	90	5,800	145	9,200
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	49,183	49,183	0	0	0	0	46,080
Cemetery Fund - GRAND TOTAL:	77,280	77,280	3,349	4	30,718	40	78,280
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	455	5	7,449	78	9,500
Salaries and Wages/Overtime	500	500	134	27	1,305	261	1,500
Benefits/FICA	800	800	42	5	609	76	800
Benefits/VRS	1,050	1,050	54	5	773	74	1,050
Benefits/Medical	1,300	1,300	100	8	1,324	102	1,300
Benefits/Group Life	130	130	6	5	88	68	130
Benefits/VRS Hybrid Employer Contri	0	0	0	0	34	0	0
Benefits/ICMA Hybrid Employer Contri	0	0	0	0	3	0	0
Other Charges/Misc. Reimb.	0	0	0	0	315	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	12,591	70	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	77,280	77,280	792	1	41,743	54	78,280

FY 2016 Cemetery Fund as of May 31, 2016

Town of Altavista

Grand Total of all Investments and Deposits

\$ 18,068,434.13

Balance as of May 31 , 2016

Non-Specific

Green Hill Cemetery 567,348.42

General Fund Reserves

Capital Improvement Program Reserves

3,479,442.70

Altavista EDA Funding 299,346.52 *

299,346.52

Enterprise Fund Reserves

Capital Improvement Program Reserves

201,739.20

PCB Remediation 600,468.83

Community Improvement Reserve 0.00

Police Federal 2,898.32

Police State 15,441.20

Public Funds Money Market Accounts

11,688,639.40 → Includes Funds \$336,716.24 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 1,213,109.54

Includes Funds \$1,911,064.71 for Proj 1B - Main St Waterline

DESIGNATED FUNDS 2,698,612.83

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

UNDESIGNATED FUNDS

15,369,821.30

-6,353,383.00

9,016,438.30

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

NOTES:

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 2015 Highway Carryover of Funds

-543,260.20

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-197,801.84

Tank Maintenance FY 2014

-50,000.00

FY15 Projected Carryover Needs

-246,000.00

Transit Funding

-4,209.00

Transfer of excess funds from Operating Acct. to MM

-1,400,000.00

Funds for Project 1A - Bedford Waterline Improvement

-336,716.24

Littleton & Assoc. Emergency - doesn't include pumps

-102,600.00

Apprvd 8/11/15

PCB - Test entire pond

-6,000.00

Apprvd 8/11/15

Bedford Ave water tank

-62,000.00

Apprvd 6/9/15

Mill & pave project area of Bedford estimated cost

-55,000.00

Apprvd 8/25/15

Woodard & Curran's phase I SCADA system

-95,000.00

Apprvd 8/25/15

Concept presented at work session for improvements to

electrical at WTP and construction of new bldg to house

-1,041,859.80

electric panels

Apprvd 9/22/15

Survey of canoe launch property

-850.00

Consensus of Council to obligate a min for the purchase of

-40,000.00

4/26/2016

site for canoe launch

Funds for Project 1B - Main Street Waterline Improvement

-1,911,064.71

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

-75,000.00

Earmarked for replacement of 1999 dump truck (CIP Item)

-41,000.00

UNDESIGNATED RESERVE FUND BALANCE

2,674,236.51



Date: May 19, 2016
To: Mayor Mattox and Council members
FROM: Tobie Shelton
SUBJECT: Monthly Budget Amendments/Departmental Transfers

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

- EDA Marketing Plan \$ 15,000
(Council approval: July 28, 2015)
- Installation of bus shelters \$ 6,375
(Council approval: July 28, 2015)
- Tablets for Council \$ 5,350
(Council approval: July 28, 2015)
- To rebuild the bar screen at WWTP \$ 56,000
(Council approval: July 28, 2015)
- Enhancing the internet connection at WTP \$ 9,400
(Council approval: December 22, 2015)
- PD Residency Incentive Program \$ 1,190
(Council approval: September 8, 2015)
- Implementing Phase I of SCADA at WTP \$ 95,000
(Council approval: August 25, 2015)
- Bedford Ave. Proj. 1A \$614,100
(Council approval: September 9, 2014)
- Water Plant Emergency and Improvements \$498,400
(Council approval: September 22, 2015)

- Reimbursement of Insurance Claims: Avoca fire & Damage to patrol vehicle \$ 3,200
- Loan Issuance Costs \$ 44,300
(Council approval: January 26, 2016)
- Melina Tank HPZ; Engineering Services \$ 33,750
(Council approval: January 26, 2016)

Attached are Departmental Transfers (from on line item to another)

- Wastewater Department \$ 700
(Increase in annual maintenance cost on generator)
- Wastewater Department \$ 2,380
(Replacement of firewall that crashed)
- Police Department \$ 2,620
(Redistribution of funds to cover operational costs)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Economic Development Advertising / 010-7101-403.30-05	\$ 15,000.00	
Transit Department Improvements other than bldg / 010-6101-403.52-30	\$ 6,375.00	
Council Equipment / 010-1001-400.81-04	\$ 5,350.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 26,725.00

Summary

Appropriate \$26,725 to cover costs associated with the purchase of tablets for Council, installation of bus shelters, and EDA Marketing Plan

Budget Impact

Transfer In of earmarked funds as approved by Council at July 28th, 2015 work session.

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

Adopted this 14th day of June 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Machinery/Equipment 050-5110-702.81-06	\$ 56,000.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 56,000.00

Summary

Appropriate \$56,000 to cover costs associated with the rebuilding the bar screen at our Wastewater Treatment Plant

Budget Impact

Transfer In of earmarked funds as approved by Council at July 28, 2015 work session.

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

Adopted this 14th day of June 2016

COUNCIL WORK SESSION JULY 28, 2015

Mrs. Shelton responded she has not with this project but with the previous project the banks were much lower than the VRA rates.

Council was in agreement.

b. Carryover Funds (FY2015 to FY2016)

Mrs. Shelton advised staff is requesting to carryover unexpended funds totaling \$246,375 for items/activities that were originally budgeted in FY 2015 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 are ready to be purchased. The list of the items that staff would like to acquire during FY 2016, which covers the period July 1, 2015 through June 30, 2016:

✓ Council / Administration

\$10,000 to replace Town Council computers with newer technology and upgraded software. These computers are currently 6 years old, which is a reasonable life expectancy.

✓ Transportation

\$6,375 for installation of bus shelters. The shelters were purchased in the FY 2015 budget year; however, installation was not ready to begin prior to June 30th, the end of FY 2015 Budget.

Economic Development

\$40,000 to cover a housing study and marketing to include such items as Branding: Tag line development, a series of new ads as well as printed materials.

Water

\$50,000 for water tank maintenance and repair. Staff was anticipating work to begin prior to June 30th on the water tanks; however, we were unable to begin to due to addressing the Bedford Ave. water tank issue. *(Note: Currently \$50,000 is earmarked in reserves for this purpose)*

Wastewater

\$90,000 to replace 1992 International tandem dump truck. This vehicle is used daily to haul sludge to the landfill. This is the only vehicle the Town has for this use.

\$50,000 to replace PLC for Press System. This system controls the operation of the Plate Frame Press used to process sludge for landfill applying. Parts are becoming unavailable for this critical piece of equipment.

council approved
\$15,000 to
carryover

COUNCIL WORK SESSION JULY 28, 2015

✓ Mrs. Shelton noted in addition to the carryover request of unexpended funds, Staff would also like to request to use \$56,000 of unexpended FY 2015 Wastewater CIP Funds to rebuild the bar screen at our wastewater facility. Several CIP items totaling \$125,500 were not replaced at our Wastewater Treatment Plant as planned because the equipment was operating efficiently. These items are included in the FY 2016 CIP Budget. Staff has identified the need to replace this piece of equipment and would like to request to use \$56,000 of the unexpended funds.

Mrs. Shelton requested approval to earmark funds for the above listed items totaling \$302,375 in reserves to be expended during FY 2016.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to approve earmarking funds totaling \$302,375 in reserves to be expended during FY2016.

Mr. Higginbotham questioned the \$40,000 for Economic Development for the housing study and marketing.

Mr. Coggsdale advised these items were adopted in the FY2015 budget; a portion of the \$40,000 is for a housing study

Mr. Jarvis addressed Council advising this is a two phase initiative; he has met with the Virginia Technical Office of Economic Development and their Virginia Center for Housing Research. This would help with identifying a type of house that could be developed in the Town and have the businesses augmented as well; a mix use development. He used Wyndhurst in Lynchburg as an example. He referred to the marketing initiative stating he would like to look into a new tag line for the Town with the logo remaining the same and some marketing materials.

Mr. Edwards referred to the housing study and asked where the people would come from and where would they work.

Mr. Jarvis responded he could not tell where or how they would come from but are seeing trends for mix use development. Census tracking shows commute time as 29 to 39 minutes. Because of the school system, quality of life or other variables this location may be attractive for the employee. This study will show if mix use development is feasible for this area.

Mayor Mattox stated there are manufacturing plants in the town with the majority of the employees living outside of the town and would like to know why. It would be nice to have some of the employees in the well paid positions living in the Town. He asked could the reason be the housing, the night life or what is the reason for not wanting to live in the town.

COUNCIL WORK SESSION JULY 28, 2015

Mr. Jarvis stated from his standpoint of recently moving into area because of his new job, he was not asked to move into town but elected to, the house selection was limited.

Mr. George mentioned there is no retirement community in the Town; when someone retires they move to Lynchburg.

Mr. Jarvis noted the study will focus on demographics for persons between the ages of 25-34 and households of 1 to 3 people, persons 55 and older; will include intergeneration households, all data for MLS. This is a part of the planning analysis.

Mr. Higginbotham felt with Council about to spend \$3 million the \$25,000 could be better spent elsewhere.

An amendment to the motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to remove that \$25,000 housing study from the carryover but continue with the marketing portion under the Economic Development section.

Mayor Mattox felt the housing study is needed for direction and data to use in decision making noting \$25,000 is a lot of money but felt there would be a good return on the investment. There has to be citizens living in Altavista.

Mr. Higginbotham stated he agreed with the Mayor but did not feel this is the appropriate place to spend the money.

Mayor Mattox noted Virginia Tech has negotiated the price down substantially and asked what is the Town lacking.

Mr. Edwards asked what has happened to jobs in the town in the last 10 years.

Mr. George asked how this could be reversed.

Mr. Edwards responded more jobs.

Mr. George asked how this could be done.

Mr. Edwards responded economic development.

Mr. Coggsdale asked as a Council how they felt about the population and the housing.

Mrs. Brumfield mentioned there are a lot of houses for sale in the town.

COUNCIL WORK SESSION JULY 28, 2015

Mayor Mattox stated the houses that are for sale are usually 3 or 4 bedroom houses that are older and the younger people are not moving into town because there is nowhere for them to move.

Mrs. Dalton stated she was not a housing expert and if this study is available (what if there was a private enterprise interested in a multi family dwelling or mixed use) there is an informative study that may be encourage or discouraging to the private enterprise but it would be data readily available. Mrs. Dalton noted this was approved in the last fiscal year and in her opinion Council should proceed.

Mr. George mentioned the realtors he has spoken to say the problem with the houses in this area is they are old and outdated noting houses are being sold at 2/3's of their assessed value. He advised of several people that would not buy a house in Altavista because they were afraid they would not be able to get the money out of their house. Mr. George stated he didn't have the answers but felt Council should try to do something about this. Altavista is aging out; most of the children don't live here and are not going to live here. He felt amenities are very important.

(Amended Motion)

Motion failed:

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

(Original Motion)

Motion failed:

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

Mr. Coggsdale asked if the majority of Council supports the portion of the marketing with the Economic Development request.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the Carryover Funds (FY2015 to FY2016) with the Economic Development piece

COUNCIL WORK SESSION JULY 28, 2015

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

Motion carried:

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

c. Virginia Telecommunications Planning Initiative-Phase II

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

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

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

Motion carried:

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

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

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

6. Items Scheduled for the Regular Meeting Agenda



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department		
Misc Project Charges		
050-5001-701.50-90	\$ 9,400.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 9,400.00

Summary

Appropriate \$9,400 to cover costs associated with enhancing the internet connection at our Water Treatment Plant

Budget Impact

This will result in a net increase to the budget of \$9,400. Approved by Council at December 22, 2015 work session

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

Adopted this 14th day of June 2016

COUNCIL WORK SESSION DECEMBER 22, 2015

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

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

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

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

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

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

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

Motion carried:

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

e. CY2016 Meeting Calendar

Mr. Coggsdale advised during Calendar Year 2015, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00p.m. and the second meeting being a Work Session held at 5:00 p.m. He presented Council with the dates for CY2016 to allow for the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly. Mr. Coggsdale noted this upcoming year the Christmas holiday falls on a weekend, town offices will be closed on Tuesday, December



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department: Residency Stipend 010-3101-501.10.08	\$ 1,190.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 1,190.00

Summary

Appropriate \$1,190 to cover the cost associated with implementing a Residency Incentive Program.

Budget Impact

This will result in a net increase to the budget of \$1,190 as approved by Council at the September 8, 2015 regular meeting.

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

Adopted this 14th day of June 2016

Town of Altavista – Law Enforcement Residency Incentive Program

Officers of the Altavista Police Department that reside within the corporate limits of the Town may be eligible for a residency incentive.

The Town of Altavista has implemented a program of allocating to sworn police officers an incentive for residing within the corporate limits of Altavista. The program is intended to benefit our officers by providing them with shorter commute times to and from the police station and accomplish the following goals what will benefit the public, town and police department:

1. Improve response time for off-duty officers when mobilized for an emergency;
2. Promote the security and well being of the citizens of the Town of Altavista by increasing the presence of police personnel in the community;
3. Promote police community relations by increasing the number of personal contacts and services performed by the department and it's personnel;
4. Reduce the opportunity for criminal activity by creating an omnipresence of police personnel throughout the community.
5. Enhance response time to priority calls while increasing the probability for criminal apprehension;
6. Provide incentive for recruiting opportunity.

Officers who reside in the corporate limits of the town acknowledge that this benefit also comes with the responsibility of being available for emergency call back for unusual circumstances or to maintain minimum staff coverage.

The Residency Incentive Program benefit will be paid on a 1/12th pro rata share each month in the last payroll check of that month. Currently the incentive is \$1,500 annually. The Residency Incentive Program shall be limited to sworn officer, who have successfully completed their initial academy certification and their field training and are no longer on probation. The employee must be current on all fees owed to the Town of Altavista (i.e. taxes, utility fees, etc.) in order to receive their monthly benefit.

Officers are responsible for notifying the Town Manager or his designee when they move into or out of the corporate limits of the Town of Altavista.

The Residency Incentive Program may be temporarily or permanently terminated by the Town Manager or Town Council for any reason, some of which may include: 1) Violations of agency General Orders and/or Procedures; 2) Violation of Town of Altavista Rules and Regulations; and/or 3) Being delinquent in payment of any fees/payments owed to the Town of Altavista (i.e. taxes, utility fees, etc.).

Sworn officers on suspension for any reason shall automatically lose their monthly Residency Incentive Program benefit during the period of suspension.

Adopted: September 8, 2015

Effective Date: October 1, 2015

010-310.501 10 08

Regular Council Meeting—September 8, 2015

Mrs. Dalton asked what precludes this person from being a designated driver if after hours a group wants to go to a football game. She was not sure Council has the right to say you have to do one or the other.

Mr. Higginbotham felt Council's jurisdiction is the town limits and that would be all that they could be control.

Mr. Coggsdale advised all Council is being asked is if the need exist.

Mrs. Dalton felt there were people in the Town that needs transportation to and from Lynchburg.

Mrs. Brumfield stated if they do the things as listed on Facebook then they got the certificate under false pretenses.

Mayor Mattox closed the public hearing at 7:24 p.m.

8. New/Unfinished Business

a. Recreation Committee Recreation-English Park Loop Road Modification

Mr. Coggsdale advised staff was requested to work with a citizen in regard to increasing opportunities for individuals to enjoy the Staunton River in English Park. At the August 25, 2015 work session, Town Council reviewed the Recreation Committee's recommendation in regard to slight modifications to the pedestrian loop road in English Park that could assist in the citizen's request. Following discussion, Council directed staff to place this item on the September 8, 2015 Town Council Regular Meeting agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to accept the Recreation Committee's recommendation and direct staff to make the modification as presented.

Motion carried:

VOTE:

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

Mr. George requested some of the lower branches be cut off the trees in that area as well.

b. Police Residency Incentive Policy

Regular Council Meeting—September 8, 2015

Mr. Coggsdale advised previously Council discussed the possibility of implementing a policy that would provide an annual incentive for police officers living in the town limits. This policy would apply to all sworn officers that have completed their certification training and field training satisfactorily. The incentive would be \$1,500 per year. At the August Town Council Work Session this item was discussed and staff was to bring back a policy that would incorporate a Residency Incentive Program. Council was presented with a draft policy for review. Based on current residency of law enforcement personnel this will impact the budget annually in the amount of \$4,500.

A motion was made by Mr. Emerson, seconded by Mr. George, to accept the Law Enforcement Residency Incentive Policy as outlined in the policy with an effective date of October 1, 2015 and the allocation of the corresponding funds for implementation of the policy.

Motion carried:

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

c. Delinquent Taxpayer's List Publication and Write Offs

Mr. Coggsdale advised at the August Town Council Work Session, staff presented the Delinquent Tax List for 2014. Council was presented with a memorandum from the Finance Director requesting that the actions outlined be taken in regard to advertisement of the list and the requested write offs.

Mr. Higginbotham asked Mrs. Shelton if she had analyzed the cost of running the advertisement in the paper and the probable return.

Mrs. Shelton advised last year's advertisement was approximately \$1,100 and from the time an article was written about the delinquent taxpayers' names been in the paper \$5,000 was collected. After the 2013 taxes were advertised, \$22,000 was cleared off the books.

Mayor Mattox asked if the advertisement cost would create a loss to the Town.

Mrs. Shelton advised the cost of the advertisement is divided by the number of names posted in the ad and passed on to the delinquent taxpayers.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that the Delinquent Tax List be printed in the Altavista Journal. (The Ad would run in



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
SCADA System		
050-5010-731.81-37	\$ 95,000.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 95,000.00

Summary

Appropriate \$95,000 to cover the cost associated with implementing Phase I of SCADA

Budget Impact

This will result in a net increase to the budget of \$95,000 as approved by Council at the August 25, 2015 work session

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

Adopted this 14th day of June 2016

COUNCIL WORK SESSION AUGUST 25, 2015

advised VDOT will assist with funding (\$50,000) the third option but cannot fund the project. This amount will include stripping of the road.

Mayor Mattox referred to a previous request to mill and pave in the spring and asked if this would make a difference.

Mr. Austin replied there was the potential for some settlement and asked if the price would still be good in the spring.

A motion was made by Mrs. Dalton, seconded by Mr. George, to mill and pave the project area of Bedford Avenue at an estimated cost to the town of \$55,000 with the work being done in the fall.

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

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to authorize the Town Manager to sign the cost sharing contract with VDOT.

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. George questioned paving of the side streets.

Mr. Coggsdale advised they are covered in the highway funds line item and the streets would be prioritized to see when they need to be repaved.

c. Water Plant Emergency Repairs Update

Mr. Coggsdale advised the Town has entered into a contract with Littleton & Associates for emergency repairs at the Town's Water Treatment Plant (WTP). During staff's previous discussion regarding the needs at the Water Treatment Plant (WTP), the need for SCADA (supervisory control and data acquisition) was mentioned. Staff has met with Woodard & Curran, the firm that Campbell County Utility Services Authority (CCUSA) works with in regard to SCADA.

COUNCIL WORK SESSION AUGUST 25, 2015

Staff asked Woodard & Curran to submit a proposal for work associated with the incorporation of a SCADA system to the work that is being done by Littleton & Associates. Mr. Coggsdale presented Council with the proposal from Woodard & Curran regarding the initial SCADA work associated with the on-going emergency repairs and the report from VML's consulting engineer (Hazen) for review. This report details their findings during the site visit. The report recommends that a full review of the pumping and distribution system, along with repair/replacement recommendations by a licensed professional engineer, and at a minimum, the existing surge relief valves be serviced or replaced prior to resuming high service pumping operations. Mr. Coggsdale noted the Woodard & Curran proposal for work associated with the incorporation of a SCADA would be covered under the emergency repairs.

Mrs. Dalton asked if this would be taking the Water Treatment Plant to where it needs to be or will this be Step 1 of 3 steps.

Mr. Garrett advised this would be the first phase of the SCADA; noting the new water pumps will be tied into the SCADA system so that it will monitor the conditions. He advised there is a partial SCADA system in place at the plant but doesn't work. The SCADA system will allow for monitoring of the plant off site. During this assessment, a radio frequency study would be done to evaluate each off site location to check the FM frequency to communication back to the plant. Phase II would be to install a server at town hall. Phase III would be to have the same scenario at the Wastewater Treatment Plant. Mr. Garrett noted Woodard & Curran have been in business for over 40 years and he would like to see this all done right the first time around.

Mrs. Dalton mentioned when talking about "cost saves" there is also "cost investments". As the town moves forward she assumes they will be account for the additional in this emergency that is over and above getting the plant operational. She asked Council to keep their eye on what has been invested and when the savings begin.

Staff is recommending Council award this contract under the emergency division for the \$95,000 based on the scope of work and this ties in with the other emergency work.

Mrs. Dalton mentioned Council needs to recognize this is a rip effect and results will not come without investment.

COUNCIL WORK SESSION AUGUST 25, 2015

Mayor Mattox asked what would happen if the power goes out for an extended period.

Mr. Garrett advised there is a generator at the water plant; off sites there needs to be electricity to monitor and send a signal back. He is working on standby generators at some of the key sites.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to move forward with Woodard & Curran's proposal for work associated with the incorporation of a SCADA system to the work that is being done by Littleton & Associates.

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. Garrett gave Council a brief update on the repairs to the water plant with one change order so far; \$290,000 to \$300,000 in repairs. He added Mrs. Shelton has been working with VML and to file claims. VML will be covering the immediate cost of approximately \$102,000. Mr. Garrett mentioned another area of concern at the Water Plant is the electrical source and the location of the electrical panels.

d. Recreation Committee-English Park Recommendation

Mr. Coggsdale advised for several months staff has been reviewing a request by a citizen that would provide for individuals to enjoy the Staunton River in English Park. The request is to relocate the bollard on the boat ramp end of the pedestrian loop road to provide greater visual access to the river. Recreation Committee has reviewed and voted unanimously in favor of the relocation of this barrier as requested.

It was the consensus of Council to place this item on the consent agenda for approval.

e. Police Residency Incentive

Mr. Coggsdale advised at the August 11th Town Council meeting, Mr. Emerson indicated that discussion about a Police Residency Incentive has been mentioned for some time and he recommended that an annual incentive of \$2,000 per officer be provided for each officer that resides in the corporate limits of the Town of



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Waterline Improvements		
050-5010-701.81-23	\$ 614,100.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 614,100.00

Summary

Appropriate \$614,100 from bond proceeds for Bedford Ave. water improvement project associated with CB&T 20 year loan that was recently refinanced with First National Bank. This covers the remaining costs of the project.

Budget Impact

This will result in a net increase to the budget of \$614,100. Approved by Council at the September 9, 2014 meeting.

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

Adopted this 14th day of June 2016

Regular Council Meeting—September 9, 2014

No one came forward.

Mayor Mattox closed the meeting at 7:03 p.m.

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Project 1A Bid Award/Water Infrastructure Financing Plan

Mrs. Dalton advised at last month's Council meeting Council considered the bids for Project 1A (Bedford Avenue Water Line Improvement) and asked our engineers to negotiate with the contractor, as the bid was over the budget estimate. The contractor and engineer discussed options regarding a "lump sum" deduct for rock and the provision of unit costs for such items. Based on this information it is the engineer's recommendation not to accept this amendment to the bid and proceed with the original base bid. She advised it is the engineer's recommendation that Council award Project 1A (Bedford Avenue Water Line) to DLB, Inc. utilizing Base Bid Items 1 – 4 in the amount of \$3,796,322 which does not include Bid Item No. 5 or Additive Bid Item No. 1.

Mrs. Dalton motioned that the Altavista Town Council accept the bid of DLB, Inc. in the amount of \$3,796,322 for the Project 1A (Bedford Avenue Water Line) bid items 1 – 4 and authorize the Town Manager to execute all necessary documents related to this project.

Motion carried:

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

Mrs. Dalton advised earlier tonight, Town Council conducted a Public Hearing regarding the issuance of General Obligation Bonds for Public Improvements, which could include the first two identified projects (1A and 1B). The Committee reviewed the bank bid information for Project 1A submitted by our financial consultant and have recommended that the Town accept the proposal from Carter Bank & Trust for a 20 year loan.

Regular Council Meeting—September 9, 2014

Mrs. Dalton motioned that the Altavista Town Council adopt the ordinance entitled “Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in a Principal Amount Not to exceed \$7,400,000.”

Mr. Higginbotham asked Ms. Dianne Klaiss, Senior Vice President, Mid-Atlantic Public Finance, to review the interest rates with citizens in attendance.

Ms. Klaiss gave a brief summary of the proposals received from three banks; BB & T, Carter Bank and Trust and First National Bank of Altavista. She noted of the three Carter Bank and Trust offered more flexibility and the most conservative approach to borrowing.

Motion carried:

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

Mrs. Dalton advised adoption of the resolution entitled: “Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof.” is also required. By this resolution the Council (a) approves the general financial terms of the limited obligation bond (LOB) sale, (B) approves the draft documents as substantially final documents, (c) acknowledges to comply with certain federal tax and securities laws, and (d) authorizes staff to complete the financing. Mrs. Dalton noted the resolution lists the principal amount of \$5,027,400 which was an original estimate when the bid process began. The figure will be revised closer to the closing date on the borrowing.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the Altavista Town Council adopt the resolution entitled: “Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof.”

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

Regular Council Meeting—September 9, 2014

Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Project 1A (Bedford Avenue Waterline) budget:

PROJECT 1A (Bedford Avenue Water Line)

Engineering	139,500
Railroad Permit Fees	22,300
Construction Bid	3,796,322
Contingency (5%)	189,816
Inspection Services	93,600
Issuance Costs	<u>30,000</u>
Estimated Budget	4,271,538

Mrs. Dalton advised Council previously adopted a Reimbursement Resolution that allows for the Town to be paid back for expenses that have already been incurred for this project. At this time, staff needs direction from Council on whether they would like any expenses reimbursed from this project. To date the Town has incurred expenses totaling approximately \$131,000 for engineering and the railroad permit fees. This decision is necessary so that near closing staff can better estimate the amount of the actual borrowing. Staff will create the appropriate budget amendment(s) related to this project for future ratification. Mrs. Dalton reported the Finance Committee recommends not reimbursing themselves; it is monies that have already been expended from last year's budget.

It was the consensus of Council that the Town not pay themselves back for expenses already incurred for this project.

Professional Services Proposal – PCB issues

Mrs. Dalton asked that the Council meeting be continued to Monday, September 15, 2014 at 4:00 p.m. to discuss information received on PCB issues.

Tree Plan Funds



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>ACCOUNT</u>	<u>Expense</u>	<u>Revenue</u>
Water Department WTP Emergency 050-5010-701.81-22	\$ 432,900.00	
Water Purchases - CC 050-5001-701.30-20	\$ 65,500.00	
Miscellaneous Revenue 050-0000-351.04-00		\$ 316,400.00
Transfer in from Reserves 050-0000-361.01-00		\$ 182,000.00

Summary

Appropriate \$498,400 to cover the cost associated with Water Plant Emergency.

Budget Impact

This will result in a net increase to the budget of \$498,400; \$316,400 was covered by insurance and \$182,000 will be transferred in from Reserves.

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

Adopted this 14th day of June 2016

STATEMENT OF LOSS

Town of Altavista
Claim # 15-00324-01PR
Date of Loss 7-22-15
Loss as of 3-16-16

BUILDING	Replacement Cost Loss	Depreciation	Actual Cash Value
Base Contract Littleton	\$ 102,600.00	\$ -	\$ 102,600.00
Littleton Change Order 1	\$ 21,773.00		\$ 21,773.00
Littleton Change Order 2	\$ 38,016.96		\$ 38,016.96
Less Betterments in Change Orders	\$ (19,890.00)		\$ (19,890.00)
Mag Meter Purchase	\$ 8,183.20		\$ 8,183.20
Engineering Fees--WW Associates	\$ 34,573.91		\$ 34,573.91
Direct Purchase Materials	\$ 12,337.18		\$ 12,337.18
Labor by Town Employees	\$ 13,814.91		\$ 13,814.91
Town Equipment Charges(non vehicle)	\$ 3,726.17		\$ 3,726.17
Altitude Valve--Sydnor Hydro	\$ 19,511.62		\$ 19,511.62
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Building Loss as of 3-16-16	\$ 234,646.95	\$ -	\$ 234,646.95
Extra Expense			
Water Purchases--CUSA	\$ 65,541.92		\$ 65,541.92
Temporary Water Line--Moore's	\$ 8,464.27		\$ 8,464.27
Monitoring/Control Equipment	\$ 8,741.01		\$ 8,741.01
	\$ -		\$ -
Total Extra Expense	\$ 82,747.20		\$ 82,747.20
Total Claim as of 3-16-16	\$ 317,394.15	\$ -	\$ 317,394.15
Less Deductible	\$ (1,000.00)		\$ (1,000.00)
NET CLAIM PAYABLE	\$ 316,394.15		\$ 316,394.15

COUNCIL WORK SESSION SEPTEMBER 22, 2015

b. Manufacturing Day Resolution

Council was presented with a resolution declaring Friday, October 2, 2015 as National Manufacturing Day.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to adopt the resolution declaring Friday, October 2, 2015 as National Manufacturing Day.

Motion carried:

VOTE:	Mrs. Micki Brunfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

WHEREAS, for generations, manufacturing has played a critical role in the town of Altavista's diverse economy; and

WHEREAS, Altavista is home to over 2,000 manufacturing jobs in our community, producing quality products in sectors from Nutrition, Industrial Specialty fibers, Automotive, and Wood products; and

WHEREAS, Altavista's employers support the local, regional, and State of Virginia's economy; and

WHEREAS, most manufacturing jobs in Altavista provide employees with an outstanding quality of life; and

WHEREAS, manufacturing jobs enable Altavista and Central Virginia families to realize the dreams of owning a home, sending a child to college, and supporting our community with revenue to support schools, law enforcement, emergency responders, public works, and other essential services;

NOW THEREFORE, the Town of Altavista does hereby proclaim Friday October 2nd, 2015 as Manufacturing Day in the town of Altavista.



c. Water Plant Emergency Repairs Update

Mr. Garrett advised Council in the next two to three weeks the water plant should be running at 100%; noting the plant would not be running on the new pumps because of the electrical service. He presented Council with a handout detailing the total dollar amount thus far with the repair. Some items were done while the plant was down. He had items listed that would possibly be covered by VML totaling approximately \$375,597.29; listed were items that needed to be fixed authorized by the Council. The handout included a listing of items not authorized by the Town Council totaling \$450,000 which are needed for repair. He added if the electrical is included the total cost is \$1,136,859.80.

Vice Mayor Dalton asked the reason for these items being in the VML column.

Mr. Garrett responded that these items are due to the immediate damage to the plant.

Vice Mayor stated we have to take care of what could be the next tragedy.

Mr. George asked if the situation with Woodard & Curran and the local engineering was worked out.

Mr. Garrett advised there is a contract with Woodard & Curran; staff is working with the local SCADA group and there is a possibility of leaving the contract and working with the local group.

COUNCIL WORK SESSION SEPTEMBER 22, 2015

Mr. Coggswale advised there was a meeting and staff is evaluating how to proceed.

Mr. Herb White, WW Associates, advised they have looked at the pumps and pipes and the idea of hooking the new pumps to the existing electrical service. The main distribution panel was built in 1968 (parts for an electrical panel are obsolete) and there are concerns with hooking the new variable speed pumps up to the old device. Mr. White referred to the electrical room which houses a caustic soda tank which is approximately 4 feet from the panel; noting water, electricity and caustic don't mix. The suggestion is to build a masonry building exterior to the present building to house the electric panels.

Mr. Garrett stated the hope is to prevent failure and he has concerns with the electrical set up.

Mr. Higginbotham questioned who the electrical subs would be and asked if this is something that local businesses could be contacted for a price. He suggested that this project be looked at from a design/build standpoint.

Vice Mayor Dalton asked what the procurement rules are.

Mr. Coggswale responded this is not an emergency procurement; therefore, we have to go through a process of designing and put it out for bid.

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the concept of proceeding with the electrical and construction of a new building at the Water Treatment Plant as outlined in Mr. Garrett's memo.

Motion carried:

VOTE:	Mrs. Micki Brumfield	Yes
	Mrs. Haverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Items Scheduled for the Regular Meeting Agenda

a. Amended Writeoff of Delinquent Personal Property Taxes for Deceased Individuals

Mr. Coggswale advised an additional name was added to this listing.

This item was moved to the consent agenda.

b. Budget Amendment-Police Weapons Exchange

Mr. Coggswale advised this has been previously approved by Council, approving the Budget amendment completes it.

This item was moved to the consent agenda.

8. Late Arriving or Matters from Council

a. Main Street Drainage

Mr. Garrett advised he has spoken to VDOT and the representatives have not been able to come up here and look at the drainage on Main Street. They plan to come in the next two weeks, mark the pipe and see what has to be done to repair/replace.

Mr. Higginbotham advised there is a 18" drain pipe that was replaced under the intersection of Pennsylvania Avenue and Main. At the corner of Feller's running across to the Pittard's property is a new concrete pipe. This pipe goes up Main Street on the same side as the waterline with a drop inlet around Feller's, another drop inlet



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Non Departmental		
Other Charges / Insurance Claims	\$ 3,200.00	
010-9102-801.50-96		
Miscellaneous / Reimbursement of Insur Claims		
010-0000-351.08-00		\$ 3,200.00

Summary

To appropriate \$3,200 to cover the cost associated with fire damage to the sign at Avoca as well as to cover the cost to repair a patrol vehicle damaged in an accident that occurred on 7/30/2015.

Budget Impact

These funds are fully reimbursable

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

Adopted this 14th day of June 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
Other Charges / Loan Issuance Costs		
050-5001-701.50-88	\$ 44,300.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 44,300.00

Summary

Appropriate \$44,300 from bond proceeds to cover issuance costs associated with new Debt Service with CB&T for a 20 year loan to fund water improvements on Main St as well as refinancing of CB&T loan with FNB.

Budget Impact

This will result in a net increase to the budget of \$44,300. Approved by Council at the January 26, 2016 Work Session.

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

Adopted this 14th day of June 2016

COUNCIL WORK SESSION JANUARY 26, 2016

Motion carried:

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

3. Public Comments—Agenda Items Only

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

No one came forward.

4. Public Hearing

a. Issuance of General Obligation Public Improvement Bonds

Mr. Coggsdale advised over the past year, the Town of Altavista has been working towards having the Main Street Waterline Improvements (Project 1B) work designed, bid and constructed. Town Council approved the awarding of the project to low bidder, E.C. Pace, Inc. He advised Council would be conducting a public hearing on the potential issuance of General Obligation Public Improvement Bonds which were received previously from requests from banks. The debt service would have a maximum principal amount of \$2,750,000 and would be utilized for the waterline improvement project, as well as the storm water component that was added to the project. Mr. Coggsdale advised Raymond James and Associates conducted the RFP process to request bank bids to fund the General Obligation debt issuance not to exceed \$2,750,000. The bank bids were discussed at the December 22, 2015 Work Session. Mr. Coggsdale noted in order to facilitate this financing, staff worked with Raymond James and bond counsel to prepare a resolution that will allow the Town Manager, in collaboration with the Financial Advisor and bond counsel, to execute an obligation with a Principal amount not to exceed \$2,750,000. Staff recommends the 20-year term from Carter Bank & Trust.

Mr. Coggsdale advised during the process of reviewing bank bids, the idea of possibly refinancing the existing debt (Series 2014 Bond) was discussed. Carter Bank and Trust opted not to re-finance the existing debt that they currently hold; staff discussed the refinancing with the other banks. First National Bank of Altavista is agreeable to refinance the existing debt at a new rate of 2.75% (current rate 3.3%). This will create an annual savings to the Town of Altavista, after expenses, of approximately \$10,000 while keeping the original loan term (18 ½ years remaining). The Town would have an annual principal payment beginning July 15, 2016 and semi-annual interest payments on January 15 and July 15, commencing July 15, 2016. Staff proposes that the Town refinance the existing Carter Bank and Trust debt with First National Bank of Altavista.

COUNCIL WORK SESSION JANUARY 26, 2016

Mayor Mattox opened the public hearing at 5:09 p.m. and asked if anyone would like to come forward and speak. No one came forward.

Mayor Mattox closed the public hearing at 5:10 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to approve the ordinance in regard to issuance of General Obligation Bonds in the not to exceed amount of \$2,750,000 in order to finance utility improvements and associated bond issuance costs and authorize the Town Manager, Town Treasurer, Town Attorney and Town Clerk to sign all needed financial forms related to this transaction.

Mr. Higginbotham questioned the rates and stated he was more comfortable with the low interest rates at 15 years.

Mrs. Dalton stated the rationale for financing for 20 years at the rate of 2.60%.

Mayor Mattox noted there is the option to pay off early and the rate of 2.60% is historically low.

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to approve the resolution in regard to issuance of the General Obligation Bonds in the not to exceed amount of \$2,750,000 in order to finance utility improvements and associated bonds issuance costs, as well as the refinancing the Town's existing debt (Series 2014 Bond) with First National Bank of Altavista and authorize the Town Manager, Town Treasurer, Town Attorney and Town Clerk to sign all needed financial forms related to these transactions.

Mr. Higginbotham questioned the amount to be refinanced.

Mrs. Shelton responded the existing debt is \$3,961,960 at a rate of 2.75%.

COUNCIL WORK SESSION JANUARY 26, 2016

Motion carried:

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

5. Introductions and Special Presentations

a. SCADA Project Update

Mr. Garrett advised there would be an update on the Water Plant SCADA system project and introduced Mr. Leroy Kendricks. Mr. Garrett noted the SCADA system is working well with zero issues and came in under budget. He advised Woodward & Curran teamed up with Altavista Instruments and Controls (AIC) to install the system. He advised of an issue with the Clarion Water tank pressure switch; Mr. Jackson and his team from (AIC) assisted with getting this working. He explained the process for setting up the SCADA system and advised the operators are basically running the Water Plant from this system. The goal is to have the Water Plant fully automated.

Mr. Leroy Kendricks, Woodward & Curran, addressed Council. He introduced his colleague, Mr. Turner Perrow and Mr. William (Bill) Jackson and Mr. Micah Geyer Altavista Instruments and Controls (AIC) adding AIC was instrumental in getting the SCADA system up and running. Mr. Kendricks gave a live presentation of how the SCADA system works thus far. He presented Council with a system block diagram of where they would like to go with the SCADA system; considering it possibly as Phase 2. He advised there needs to be a master radio system and PLC for the water plant. He referred to a radio path study that was conducted at the Melinda Tank and indicated this needs to be a repeater site. He also noted it is critical that the Water Plant operators know how much water the Abbott Laboratories is taking in, what the levels are in the Clarion tank. He advised the Dearing Ford tank has a PLC in that location which needs to be connected in order to talk to Campbell County Utilities Service Authority. He stated the next step would be a SCADA check of the remote sites.

Mr. Higginbotham asked if the labor savings would be projected when the analysis is done.

Mr. Kendrick advised it is very difficult to project labor savings at this point. History has taught if there is a goal of making the plant automated to increase the plant efficiency, SCADA allows for getting ahead on things like maintenance. It helps to utilize the resources in a better manner.

COUNCIL WORK SESSION JANUARY 26, 2016

Mayor Mattox asked if this is the same equipment used by Campbell County Utilities Service Authority (CCUSA).

Mr. Kendrick responded this is the direction they are moving in; Woodward & Curran has been working with CCUSA for six years.

Mr. William Jackson, owner of Altavista Instruments and Controls, addressed Council and advised they became involved with Woodward & Curran as part of the SCADA project; noting the team agreement with Woodward & Curran has worked out well. He mentioned the equipment installed by Woodward & Curran is of high quality. He felt the Town had a good start on the SCADA system and hoped that Council would continue to support this project.

Mr. Higginbotham asked Mr. Garrett about the Dearing Ford tank.

Mr. Garrett advised this tank will be painted in the spring and is working towards finalizing the hydraulic model. They are in agreement the Dearing Ford tank will be a benefit to the town.

Mr. Higginbotham asked if the town has settled up with Campbell County.

Mr. Coggsdale advised there is an agreement in place but he is waiting on the invoices to submit.

Mr. Garrett advised the tank has been sandblasted/washed and is ready to be painted. All the tanks are under a maintenance plan over the next ten years. He mentioned the Clarion tank is in need of repair as there are pinholes in the top of the tank which have been temporarily plugged.

Mr. Higginbotham asked if the Dearing Ford tank is in good shape.

Mr. Garrett responded affirmatively.

6. Items for Discussion

a. Revenue Sources Discussion (FY2017 Budget)

Mr. Coggsdale advised as staff prepares the FY2017 Draft Budget an opportunity exists to have input from Town Council in regard to the local revenue streams and if changes should be made or new sources researched. He noted over the past five years, the Town has increased the utility rates by 5% annually, which has assisted the Town with providing adequate funding for the operations in the Enterprise Fund (Water & Sewer). In the past, the Town had utilized General Fund revenue to supplement the Enterprise Fund. Mr. Coggsdale presented information regarding the "Top Ten" revenue sources for the Town of Altavista and the sources that Town Council controls through the ability to adjust the rate. These sources include the



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
Other Charges / Loan Issuance Costs		
050-5010-701.81-35	\$ 33,750.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 33,750.00

Summary

Appropriate \$33,750 of the \$85,000 Council approved for engineering services associated with the Melinda Water Tank HPZ.

Budget Impact

This will result in a net increase to the budget of \$33,750. Approved by Council at the March 24, 2015 Work Session.

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

Adopted this 14th day of June 2016

Approved March 24, 2015



March 2, 2015

Mr. David T. Garrett
Director of Public Works/Utilities
Town of Altavista
1311 3rd Street
Altavista, Virginia 24517

Re: Engineering Design Services
Melinda High Pressure Zone

Dear Mr. Garrett:

We are pleased to submit this engineering fee proposal to provide surveying and engineering services to the Town of Altavista (Town) to create a high pressure zone around the Melinda Water Tank.

The Town has a 1.5 million gallon ground storage tank at 1618 Melinda Drive. This tank has an overflow elevation of 880, is 48 feet tall, and serves the higher elevations of the Town's water system. Water is pumped into the Melinda Tank by the Bedford Avenue Pump Station, with a pumping rate of 330 gallons per minute.

The Melinda Tank is surrounded by residences at the same elevation as the base of the tank. When the water level in the Melinda Tank drops more than a few feet, the water pressure serving the residences drops below 20 psi, generating complaints of low pressure. Many of the residences near the Melinda Tank have two stories, which further exacerbates low pressure issues. Due to this limitation of water level, the Town is unable to access the water contained in the Melinda Tank to supplement the lower water pressure zone during times of high demands.

The Town wishes to improve the available pressure to the residences adjacent to the Melinda Tank, and also access the water stored in the Melinda Tank to supply the Bedford zone. WW Associates has recommended that the Town create a separate boosted or high pressure to serve the residences in close proximity to the Melinda Tank. The Town would like to move forward with the design of this high pressure system.

The high pressure zone will be served by booster pumps and a hydropneumatic tank supplied by the Melinda Tank. A pre-engineered concrete building will be constructed on the Melinda Tank site to house the booster pumps, piping, and controls for the hydropneumatic tank. The higher pressure water will be connected to the existing meters for 27 residences along Melinda Drive and Avondale Drive via a new four-inch water

P.O. Box 4119 • Lynchburg, VA 24502
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lines. A six-inch manifold line will convey the water from the booster station to Avondale Drive and Melinda Drive. The four-inch lines will be installed in the Town right-of-way, while the manifold line will require an easement.

Our scope of services will include:

- Preparation of a Preliminary Engineering Report (PER) for the proposed improvements. The PER will document the limits of the new service area, pressure requirements, pump and hydropneumatic tank sizing, site layout, and building plan. A hydraulic analysis will be performed documenting the ability of the high pressure system to provide adequate pressure. The booster pump at the Bedford Tank will also be reviewed to determine its ability to quickly refill the Tank. A letter PER will be prepared documenting the design requirements, and will contain concept sketches, a project schedule, and a cost estimate. Following review by the Town, the PER will be submitted to VDH for approval.
- Field surveying of the Tank lot to prepare a site plan for the booster building improvements, along with route surveys of the new four and six-inch water lines. Necessary deed research will be performed to document property lines, and will be used as the basis of the proposed easement from the Tank to Avondale Drive. This information will be used to create a base map for the project site conditions.
- Design Services consisting of:
 - Preparation of drawings and technical specifications for site grading and improvements at the Tank lot; connection to the existing 10-inch water line and installation of 2,600 LF of new water lines; booster pumps, hydropneumatic tank, and associated piping and controls; electrical supply and emergency generator; pre-engineered building; and system testing and startup.
 - Preparation of contract documents.
 - Submission of plans and specifications to VDH for review and approval.
- Bidding assistance to include distribution of bidding documents, addressing bidding questions, attendance at a pre-bid meeting, issuing addendum as needed, attendance at the bid opening, a recommendation of award, and preparation of contracts.
- Construction Services to include addressing contractor questions/clarifications, hold monthly progress meetings and prepare meeting minutes, review and approve monthly pay requests, perform a substantial completion inspection and preparation of punch list, assist with startup, and perform final inspection. The construction period is estimated to be six months.
- Post-construction services include obtain contractor's red-line drawings, preparation of VDH Certificate of Completion Statement, and contract close-out.

We propose to provide these engineering and surveying services for the following lump sum fees:

<u>Task</u>	<u>Lump Sum Fee</u>	<i>As of</i>
Preliminary Engineering Report	✓ \$ 6,000	
Field Survey and Base Map Preparation	✓ \$ 7,500	
Preparation of one easement plat	\$ 1,500	
Design Services	\$ 40,000	
Bidding Services	\$ 3,000	
Construction Services	\$ 25,000	
Post-Construction Services	\$ 2,000	
Total	\$ 85,000	

This proposal is based on the following considerations:

1. Application and submittal fees will be paid by the Town
2. One construction contract will be prepared for the scope of work.
3. The following items are considered additional services:
 - a. Zoning and site plan reviews
 - b. Geotechnical services
 - c. Stormwater management plan
 - d. Construction stakeout

Invoicing for lump sum fees will be on a monthly basis based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.

Town of Altavista, Virginia



Ronald B. Smith, P.E.
Senior Associate

 4-14-15

David T. Garrett
Director of Public Works/Utilities

P.O. Box 4119 • Lynchburg, VA 24502
Telephone (434) 316-6080 • Fax (434) 316-6081

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Page 3 of 3

COUNCIL WORK SESSION MARCH 24, 2015

The work session of the Council of the Town of Attavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 24, 2015 at 5:00 p.m.

Council members present:

Mayor Michael Mattox
Mrs. Micki Brunfield
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
Capt. Barry Stocks, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Plant
Mrs. Mary Hall, Administration

Mrs. Dalton arrived at 5:12 p.m., Mrs. Brunfield arrived at 5:17 p.m. and Mr. Higginbotham arrived at 5:22 p.m.

1. Mayor Mattox called the meeting to order and went into recess until 5:15 p.m. He opened the meeting at 5:15 p.m.
2. A motion was made by Mr. Emerson, seconded by Mr. George, to approve the agenda as presented.

Motion carried; VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brunfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

3. Public Comments - Agenda Items Only

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

No one came forward.

4. Introductions and Special Presentations

5. Items Contingent for the Regular Meeting

a. Melinda Tank High Pressure Zone Project Discussion

Mr. Coggsdale advised at the February 24th Town Council Work Session, the Director of Public Works/Utilities David Garrett gave an update on pressure issues and potential solutions in the area around the Melinda Elevated Water Tank. Following that meeting, Mr. Garrett consulted with engineers to look at potential costs of the project as well as the cost for design of the project. At the March 10th Town Council meeting, it was decided that this item would be placed on tonight's agenda.

A motion was made by Mrs. Dalton, seconded by Mrs. Brunfield, to approve the engineering cost and to proceed with the Melinda Tank High Pressure Zone Project.

COUNCIL WORK SESSION MARCH 24, 2015

Mrs. Dalton stated there are citizens in distress with water pressure problems and have been for decades.

Motion carried:

VOYE:

Mr. Michael Mattox	Yes
Mrs. Micki Bramfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

B. Main Street Waterline (Project 1B) Funding Discussion

Mr. Coggadale advised at the March 10th Town Council Regular Meeting, information was provided in regard to possible funding for the Main Street Waterline project. Following discussion at that meeting, it was decided to place this item on tonight's agenda. He advised the Project 1B is estimated at \$1.8 million with the Melinda Drive Tank project projected at \$648,000 for a total of \$2.5 million for both projects. He asked Council how to proceed on funding.

Mayor Mattox stated there were three options for Council to consider: reserves, a bank loan, or issue a bond.

Mrs. Dalton suggested breaking it down into borrow or not borrow. If Council decides to borrow, she suggested staff decide the best way to go about it or investigate the opportunities.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to roll the two projects together and to borrow the monies.

Mr. Edwards recalled with all of the potential utility projects the Town is looking at somewhere around \$10 million. Mr. Edwards agreed with Mrs. Dalton because the economy seems to be improving and interest rates tend to follow. He asked for a clearer picture of when the other projects would or should take place. He noted the Melinda Tank project is outside of the \$10 million. He stated he was not questioning if the projects needed to be done but when they should be done; it is desirable to find out of ongoing resources. Mr. Edwards advised he needed a better understanding of where this is going.

Mrs. Dalton stated as she recalls Mr. Charren saying he was very comfortable with these two projects which are critical and asked to go forward with these two and then drop back and re-examine. She felt this would play into the borrowing piece; she noted borrowing rates are low and did not feel they would pick up fast which may allow for borrowing. Restraints would be the ability to fund the debt services and proforma utility rates going forward needs to be a piece of the puzzle as well. She felt these two items needs to be handled and then pursue.

Mr. Higginbotham asked the value of Project 1A.

Mr. Coggadale responded \$3 million.

Mr. Higginbotham questioned the interest rates on these borrowed funds.

Mayor Mattox responded 3.3%.

Mr. George questioned the amount in reserves.

Mr. Coggadale advised Council of a memo in their packet that breaks down the amount in reserves; the undesignated amount is \$2.5 million. He noted the debt service is included in the proposed budget. He mentioned the surplus project for next year is \$192,000 on the surprise side.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
 Town of Alhambra, 510 7th Street, Alhambra, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Steve Bond Department Name: Wastewater Date of Request: 4/12/2016 Fiscal Year: 2016
Required *Required*
 Phone # _____ Email Address: sbond@altavistava.gov

Reason for Transfer:

Transfer of funds from Contractual Services/ Repair, Maintenance & Grounds to Maintenance Service Contracts to cover a shortage as a result of an increase in the annual maintenance cost on the generator

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-30.08	\$700.00	Maintenance Service Contracts	
Total Debits:		\$700.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-30.24	-\$700.00	Rep, Maint, & Grounds	
Total Credits:		-\$700.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Jobie C. Schultz 4/21/2016
 Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DT-2

DEPARTMENTAL FUNDS TRANSFER

Transfer Jnl ID#:

General Accounting Use Only

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester Steve Bond

Required

Department

Name - Wastewater

Required

Date of Request

3/10/2016

Fiscal Year:

2016

Phone #:

Email Address: sbond@altavistava.gov

Reason for Transfer:

Transfer of funds from Other Operating Supplies to Office supplies to cover a shortage as a result of replacing the firewall (equipment used to protect the network from unauthorized users) that crashed due to age of equipment and for the replacement of computers and monitors.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60.02	\$2,380.00	Office Supplies	

Total Debits: \$2,380.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60.14	-\$2,380.00	Other Operating Supplies	

Total Credits: -\$2,380.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Jodie C. Shelton

Date

5/13/14

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Mike Milnor

Required

Department
Name: Police

Required

Date of
Request: 5/9/2016Fiscal Year: 2016

Phone #:

Email Address: mmilnor@altavistava.govReason for
Transfer:

Transfer of funds within the department to cover operational costs. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501-50.32	\$1,000.00	Miscellaneous	
010-3101-501-50.79	\$20.00	Federal Forfeiture Account	
010-3101-501-30.16	\$600.00	Contractual Svcs / Physicals	
010-3101-501-20.16	\$1,000.00	Other Emp Benefits/LODA	
Total Debits:		\$2,620.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501-60.16	-\$2,620.00	Other Operating Supplies	
Total Credits:		-\$2,620.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

John C. Shultz

Date

5/13/14

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: June 14, 2016

Agenda Item: Consideration of Adoption of a Cigarette Tax Ordinance

Summary: Last month Town Council conducted a public hearing on a proposed ordinance that would implement a Cigarette Tax. The proposed ordinance sets forth a \$.27 per pack tax, with a \$.02 discount to the dealer/agent. The proposed tax is projected to provide \$150,000 in revenue.

The Cigarette Tax is being considered as a part of a revenue source adjustment in the proposed FY2017 Budget. The revenue from the Cigarette Tax, along with a proposed increase in the Meals Tax, would provide revenue for reductions in the Real Estate Tax and the Business, Professional, and Occupational License (BPOL) tax rates.

The proposed budget (revised) contains revenue associated with the implementation of the Cigarette Tax, accordingly this item needs to be decided prior to consideration of the FY2017 Budget.

Following discussion, Council can decide on whether to adopt the proposed Cigarette Tax ordinance. If adopted, staff would request an October 1, 2016 "Effective Date".

Possible Motions:

- Approve Ordinance: *"I move that Article VII. Cigarette Tax be adopted and added to Chapter 70 of the Town Code."*
- Deny Ordinance: *"I move that Article VII. Cigarette Tax not be adopted."*
- Defer Action (NOTE: *This will impact the Proposed FY2017 Budget (revised).*)

Attachments

- Draft Article VII. Cigarette Tax ordinance

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Article VII, consisting of Sections 70-300 – 70-311, relating to cigarette tax.

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

1. That a new Article VII, Sections 70-300 – 70-311, Cigarette Tax be added to Chapter 70 of the Code of the Town of Altavista as follows:

CHAPTER 70 - TAXATION

ARTICLE VII. CIGARETTE TAX

- Sec. 70-300. Definitions.
- Sec. 70-301. Tax Levied; amount.
- Sec. 70-302. Preparation, sale, etc., of stamps; duties of Treasurer generally.
- Sec. 70-303. Inspection of records, premises, etc.
- Sec. 70-304. Seizure and disposition of untaxed cigarettes, etc.
- Sec. 70-305. Presumption based upon stamps or markings.
- Sec. 70-306. Obligation of dealers and agents regarding stamps.
- Sec. 70-307. Presumption based on quantity.
- Sec. 70-308. Disposition of revenue.
- Sec. 70-309. Illegal acts.
- Sec. 70-310. Violations and Penalty
- Sec. 70-311. Each violation a separate offense.

Sec. 70-300. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) *Agent* means every dealer and other person who shall be authorized by the Treasurer to purchase and affix stamps to packages of cigarettes under the provisions of this article.

(b) *Dealer* means every manufacturer, distributor, jobber, wholesale dealer or other person who supplies a seller with cigarettes.

(c) *Package* means every package, box can or other container of any cigarettes to which the internal revenue stamp of the United States government is required to be affixed by and under federal statutes and regulations and in which retail sales of such cigarettes are normally made or intended to be made.

(d) *Sale* means every act or transaction, irrespective of the method or means employed, including the use of vending machines and other mechanical devices, whereby title to any cigarettes shall be transferred from the seller, as defined in this section, to any other person within the Town.

(c) *Seller* means every person engaged in the business of selling cigarettes at retail within the Town, in whose place of business title to any such cigarettes is transferred to any other person and not for the purpose of resale.

(f) *Stamp* means the small gummed piece of paper or decal to be sold by the Treasurer and to be affixed by the agent to every package of cigarettes; it shall also denote any insignia or symbol printed by a meter machine upon any such package under authorization of the Treasurer.

(g) *Treasurer* means the Town Treasurer and every person duly authorized by him/her to serve as his/her representative.

Sec. 70-301. Tax Levied; amount.

There is hereby levied and imposed by the Town, in addition to any other taxes which may be or have been imposed, a tax to be paid and collected as provided in this article on each and every sale of cigarettes made in the Town. The tax is to be paid by the seller, dealer or other agent by affixing a stamp, or causing a stamp to be affixed to every package of cigarettes, in the kind and manner required in this article and at the applicable rates as follows: The rate or amount of tax levied or imposed on cigarettes shall be at the rate of twenty-seven cents (\$.27) for each twenty (20) cigarettes or fractional part thereof.

Sec. 70-302. Preparation, sale, etc., of stamps; duties of Treasurer generally.

(a) The Treasurer shall acquire, keep and sell necessary stamps to dealers and other agents, the stamps to be of such denominations and quantities as may be necessary for the payment of the tax imposed in this article.

(b) In the sale of such stamps to a dealer or other agent, the Treasurer shall allow a discount of two cents (\$.02) per stamp of the face value thereof to cover the cost which will be incurred by such dealer or agent in affixing the stamps to packages of cigarettes.

(c) The Treasurer may, from time to time and as often as he/she deems advisable, provide for the issuance and exclusive use of stamps of a new design and forbid the use of stamps of any other design. The Treasurer is empowered to make and carry into effect such reasonable rules and regulations relating to the preparation, furnishing, sale and redemption of stamps as he/she may deem necessary. In redeeming stamps or making refunds for destroyed stamps, he/she shall not in any case refund more than ninety (90) percent of the face value of such redeemed or destroyed stamps. He/she is further authorized and empowered to prescribe the method to be employed, the conditions to be observed, and any other necessary requirements not

contrary to this article in the use of meter machines for printing upon packages of cigarettes an insignia to represent the payment of the tax and in lieu of stamps.

(d) The Treasurer may require every dealer, agent or seller to cancel stamps upon all packages of cigarettes in his/her possession.

(e) In addition to powers granted in subsections (a) through (c) of this section, the Treasurer is further authorized and empowered to:

(1) Prescribe, adopt, promulgate and enforce rules and regulations relating to the method and means to be used in the implementation of this ordinance;

(2) Delegate his/her powers to agents or others, including the police officers of the Town;

(3) Act in any other matters pertaining to the administration and enforcement of the provisions of this article.

Section 70-303. Inspection of records, premises, etc.

The Treasurer, or his/her duly authorized agent, is empowered to examine books, records, invoices and papers related to purchases, sales, etc., of cigarettes, and to examine all cigarettes in and upon any premises where cigarettes are placed, sold, stored, offered for sale or displayed for sale by a seller.

Section 70-304. Seizure and disposition of untaxed cigarettes, etc.

(a) If the Treasurer or his/her agent discovers any cigarettes subject to the tax imposed under this article, but upon which such tax has not been paid and upon which stamps have not been affixed or evidence of payment is not shown thereon by printed markings of a meter machine in compliance with the provisions of this article, then the Treasurer or duly authorized agents or officers, any of them, may seize and take possession forthwith of such cigarettes, which shall thereupon be deemed to be forfeited to the Town. Such cigarettes may, within a reasonable time thereafter, and after written notice is posted at the front door of the Town Hall at least five days before the date given therein for sale, shall sell such cigarettes in the place designated in such notice.

(b) Any property, other than motor vehicles, used in the furtherance of any illegal evasion of the tax may be seized, confiscated and disposed of as provided in subsection (a) of this section. No credit from any sale or other disposition shall be allowed toward any tax or penalties owed.

(c) The seizure and sale of any property shall not be deemed to relieve any person of any other penalties provided in this article.

Sec. 70-305. Presumption based upon stamps or markings.

If any package of cigarettes is found in the possession of a seller without proper stamps or authorized printed markings thereon, and the seller is unable to submit evidence establishing that he/she received such packages, containers or items within the immediately preceding forty-eight (48) hours, and that he/she has not offered the same for sale, then it shall be presumed that such packages, containers, or items are being kept in violation of the provisions of this article, and the seller shall be subject to the tax and a penalty in the amount of fifty (50) percent thereof, even though such seller is also an agent.

Sec. 70-306. Obligation of dealers and agents regarding stamps.

(a) Every dealer in cigarettes and every agent appointed under this section shall purchase necessary stamps from the Town Treasurer to pay the tax imposed under this article and shall affix or cause to be affixed a stamp of the monetary value provided by this article to each package of cigarettes prior to deliver or furnishing such cigarettes to any seller who is not also an agent.

(b) Nothing contained in this section shall be deemed to preclude any dealer from employing an agent, so long as such agent is duly authorized by the Treasurer, to purchase and affix such stamps on his/her behalf or to have a stamp meter machine used in lieu of stamps to effectuate the provisions of this article.

(c) Stamps or printed markings of a meter machine shall be placed upon each package of cigarettes in such a manner as to be readily visible to the purchaser.

(d) It shall be the responsibility of every seller to determine that each package of cigarettes offered for sale has a proper stamp affixed thereto in compliance with the provisions of this article.

(e) If inspection by the Treasurer or his/her agents discloses unstamped or improperly stamped packages of cigarettes, the seller, when such cigarettes were obtained from a dealer, shall immediately notify such dealer and upon such notification such dealer shall forthwith either affix to the unstamped or improperly stamped package, container or item with proper amount of stamps or he shall replace such package, container or item with others to which stamps have been properly affixed. If a seller, who is not also an agent, acquires or has in his/her possession unstamped or improperly stamped cigarettes, the seller shall forthwith notify the Treasurer of such fact. The Treasurer shall thereupon affix or cause to be affixed the proper stamps to such cigarettes. The cost of such stamps at face value shall be advanced by such seller.

(f) Every dealer and seller shall maintain and keep for a period of at least two (2) years such records of cigarettes received and sold by him/her as may be required by the Treasurer; such records shall be made available for examination in the Town by the Treasurer upon demand, and the means, facilities and opportunities for making any such examination shall be made available at all reasonable times.

Sec. 70-307. Presumptions based on quantity.

Cigarettes found in quantities of more than six (6) cartons within the Town shall be conclusively presumed for sale therein and may be seized and confiscated if:

(1) They are in transit, and are not accompanied by a bill of lading or other document indicating the true name and address of the consignor or seller and of the consignee or purchaser, and the brands and quantity of cigarettes so transported, or they are in transit and accompanied by a bill of lading or other document which is false or fraudulent, in whole in part;

(2) They are in transit and are accompanied by a bill of lading or other document indicating:

a. A consignee or purchaser in another state or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such cigarettes on which the taxes imposed by such other jurisdiction have not been paid, unless the tax of the state or district of destination has been paid and the products bear the tax stamps of that state or district; or

b. A consignee or purchaser in the commonwealth but outside the Town who does not possess a state sales and use tax certificate, a state retail cigarettes license and, where applicable, both a business license and retail cigarettes license issued by the local jurisdiction of destination; or

(3) They are not in transit and the tax has not been paid, nor have approved arrangements for payment been made, provided that this subsection shall not apply to cigarettes in the possession of distributors or public warehouses which have filed notice and appropriate proof with the Town that those cigarettes are temporarily within the Town and will be sent to consignees or purchasers outside the jurisdiction in the normal course of business.

Sec. 70-308. Disposition of revenue.

Revenue derived from the tax imposed in this article shall be deposited by the Treasurer to the credit of the general fund of the Town for utilization for such legal purposes as the Council of the Town may from time to time determine.

Sec. 70-309. Illegal acts.

It shall be unlawful and a violation of this article for any dealer or other person liable for the tax to:

(1) Perform any act or fail to perform any act for the purpose of evading the payment of any tax imposed by this article or of any part thereof, or to fail or refuse to perform any of the

duties imposed under him/her under the provisions of this article or to fail or refuse to obey any lawful order which may be issued under this article;

(2) Falsely or fraudulently make, or cause to be made, any invoices or reports, or to falsely or fraudulently forge, alter or counterfeit any stamp, or to procure or cause to be made, forged, altered or counterfeited any such stamp or knowingly and willfully to alter, publish, pass or tender as true any false, altered, forged or counterfeited stamp or stamps;

(3) Sell, offer for sale or authorize or approve the sale of any cigarettes upon which the Town stamp has not been affixed;

(4) Possess, store, use, authorize or approve the possession, storage or use of any cigarettes in quantities of more than sixty (60) cigarettes upon which the Town stamp has not been affixed;

(5) Transport, authorize or approve the transportation of any cigarettes in quantities of more than sixty (60) packages into or within the Town upon which the Town stamp has not been affixed, if they are:

a. Not accompanied by a bill of lading or other document indicating the true name and address of the consignor or seller and the consignee or purchaser and the brands and quantity of cigarettes transported;

b. Accompanied by a bill of lading or other document which is false or fraudulent in whole or part; or

c. Accompanied by a bill of lading or other document indicating:

1. A consignee or purchaser in another state or District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid unless the tax on the jurisdiction of destination has been paid and such cigarettes bear the tax stamps of the jurisdiction; or

2. A consignee or purchaser in the state but outside the taxing jurisdiction who does not possess a state sales and use tax certification, a state retail tobacco license and, where applicable, a business license and a retail tobacco license issued by the local jurisdiction of destination;

(6) Reuse or refill with cigarettes any package from which cigarettes have been removed, for which the tax imposed has been theretofore paid; or

(7) Remove from any package any stamp with intent to use or cause the package to be used after such package has already been used or to buy, sell or offer for sale or give away any used, removed, altered or restored stamps to any person, or to reuse any stamp which had

therefore been used for evidence of the payment of any tax prescribed by this article or to sell, or offer to sell, any stamp provided for in this article.

Sec. 70-310. Violations and Penalty.

Any persons violating any of the provisions of this article shall be guilty of a Class 1 misdemeanor. Any fine and/or imprisonment pursuant to conviction of a Class 1 misdemeanor shall not relieve any such person from the payment of any tax, penalty or interest imposed by this article.

Sec. 70-311. Each violation a separate offense.

The sale of any quantity or the use, possession, storage or transportation of more than sixty (60) packages of cigarettes upon which the Town stamp has not been affixed shall be and constitutes a separate violation. Each continuing day of violation shall be deemed to constitute a separate offense.

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: June 14, 2016

Agenda Item: FY2017 Budget and FY2017-2021 Capital Improvement Program Adoption

Summary: Tonight Council will consider the adoption of the FY2017 Budget and FY2017-2021 Capital Improvement Program (CIP). Over the past few months, Council has conducted work sessions, as well as a public hearing on the budget. At the May Work Session, staff was directed to provide a budget with reductions in the Real Estate Tax and the Business, Professional, and Occupational License tax and an increase in the Meals Tax rate, as well as the implementation of a Cigarette Tax.

The FY2017 Budget totals \$10,882,400 with a transfer of \$4,000 out to the General Fund Reserves and a transfer of \$178,900 in from the Enterprise Fund Reserves to balance that fund of the budget. The attached staff memorandum and Budget Overview describes the revised budget and the specifics in regard to revenue and expenditures.

The proposed budget (revised) decreases the Real Estate Tax rate from \$.144 to \$.08 and decreases Business, Professional, and Occupational Licenses tax in all categories by 50%. In addition, the proposed budget (revision) contains revenue associated with an increase to the Meals Tax from 5.5% to 7% and the implementation of a Cigarette Tax of \$.27 cent per pack. The decrease in tax revenue, coupled with the increase and addition of a new source are relatively revenue neutral.

There is no proposed increase in the utility rates.

The PPTRA relief is estimated to be 62%.

The Capital Improvement Program (CIP) for FY2017-2021 totals \$17,011,400; the FY2017 Capital Improvement Program items/projects represent \$2,320,600 of the total and is included in the proposed FY2017 Budget.

Following discussion, the adoption of the FY2017 Budget and Capital Improvement Program (CIP) and appropriation of the funds, as well as the PPTRA Resolution; Tax Rates and Utility Rates would be in order.

Action(s) Requested/Suggested Motions:

- Motion to adopt the FY2017 Budget with appropriation of the necessary funds. *"I move that the FY2017 Budget be adopted and appropriate revenue sufficient to meet the operating and capital expenditures included in the budget."*



- Motion to adopt the FY2017-2021 Capital Improvement Program. *“I move that the FY2017-2021 Capital Improvement Program (CIP) be adopted.”*
- Motion to adopt the PPTRA Resolution: *“I move that the PPTRA Resolution setting the tax relief be adopted”*
- Motion to set the Tax Rates: *“I move that the Tax Rates for the Town of Altavista be adopted as presented”*
 - NOTE: *The proposed budget (revised) includes a Real Estate Tax Rate of \$.08; a BPOL rate reduction of 50%; a Meals Tax Rate of 7%; and a Cigarette Tax of \$.27 per pack.*
- Motion to set Utility Rates: *“I move that the Utility Rates (Water & Sewer) be adopted as advertised.”*
(Unchanged)

Attachments

- Staff memorandum
- FY2017 Proposed Budget Overview
- FY2017 Budget *(Estimated Revenue, Proposed Operation Expenditures & Proposed Capital Outlay)*
- FY2017 PPTRA Resolution
- BPOL Rates
- Capital Improvement Program FY2017-2021



Date: June 1, 2016
To: Waverly Coggsdale
From: Tobie Shelton
Re: FY 2017 Proposed Budget

It was the consensus of Council at the May 24th Work Session to revise the budget to reflect a decrease in Real Estate Tax revenue as well as BPOL Tax revenue, increase Meals Tax revenue and to add Cigarette Tax revenue. The changes are listed in the table below.

	<i>Proposed FY 2017 Budget – Original</i>	<i>Proposed FY 2017 Budget - Revised</i>
<i>Cigarette Tax</i>	\$ 0	\$150,000
<i>Meals Tax</i>	\$700,000	\$882,000
*Line item was increased by \$10,000 At May 24 th Work Session		
<i>BPOL Tax</i>	\$160,500	\$ 80,250
<i>Real Estate Tax</i>	\$558,000	\$306,900

As a result of the changes in tax revenue, the FY 2017 Proposed Budget and CIP total \$10,882,400. The budget basically remains revenue neutral after these revisions were made. The original “advertised” proposed budget was based on the existing tax rate structure and totaled \$10,881,750.

In addition to the previously mentioned revenue revisions, Council also directed Staff to make several changes to expenditures during the budget process resulting in a total surplus of \$4,000.

To summarize, operating expenditures, for all funds, in the Proposed FY 2017 Budget and FY 2017-2021 CIP are \$10,882,400 with \$4,000 being transferred to General Fund Reserves and \$178,900 being transferred in from Enterprise Fund Reserves to balance the Enterprise Fund side of the budget.

At the June 14th Town Council meeting, Staff will be seeking adoption of the FY 2017 Budget and FY 2017-2021 Capital Improvement Program (CIP).

Please advise if there are any questions.

Thank you.

2017 PROPOSED BUDGET OVERVIEW

Total Expenditures:	\$10,882,400 (Includes transfers to Reserves of \$69,000; \$4,000 is surplus)
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Total Revenue:	\$8,643,800
Transfers:	\$2,238,600 (\$344,700 – General; \$1,893,900 – Enterprise)
TOTAL:	\$10,882,400

Real Estate Rate:	\$0.08 per \$100 of assessed value
Personal Property Rate:	\$2.00 per \$100 of assessed value
PPTRA:	\$500 or less assessed value – 100% tax relief \$501 to \$10,000 assessed value - 62% tax relief \$10,001 or more – 62% of tax relief on the first \$10,000 of assessed value

Utility Rates:	*No change from FY 2016 rates
Water:	Business & Residential - \$2.18 per 1,000 gallons Industrial - \$2.14 per 1,000 gallons Town of Hurt - \$3.27 per 1,000 gallons Outside of Town - \$4.36 per 1,000 gallons
Sewer:	Business & Residential - \$3.07 per 1,000 gallons Industrial - \$3.14 per 1,000 gallons Town of Hurt - \$3.07 per 1,000 gallons

Meals Tax Rate:	7%
BPOL Tax Rate:	50% reduction in rate for all license types
Cigarette Tax Rate:	\$0.27 per pack

Capital Improvement Program

FY2017 Expenditures:	\$2,320,600
FY2017 – 2021 Expenditures:	\$17,011,400

**TOWN OF ALTAVISTA
FY 2017 BUDGET**

ESTIMATED REVENUE

General Fund

Real Estate Tax	215,800
Public Service Corporation Taxes	99,600
Personal Property Taxes	1,860,500
Other Local Taxes	1,663,250
Permits and Fees	1,000
Fines and Forfeitures	8,500
Use of Money and Property	174,000
Charges for Service	10,100
Donations, Receipts and Transfers	345,000
Intergovernmental	594,850

General Fund Total: **\$4,972,600**

Enterprise Fund (Water & Sewer)

Service Charges	3,262,700
Interest	11,000
Connection Fees	8,200
Miscellaneous, Grants & Transfers	1,745,000
CIP Reserves	178,900

Enterprise Fund Total: **\$5,205,800**

Highway Maintenance Fund **\$676,000**

Cemetery Fund **\$28,000**

REVENUE GRAND TOTAL: **\$10,882,400**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	25,900
Administrative Department	795,500
Police Department	1,014,450
Public Works	2,483,950
Street & Highway Maintenance	676,000
Water Department	3,887,850

Wastewater Department	1,317,950
Green Hill Cemetery	31,750
Non Departmental	281,150
Transit Department	103,550
Economic Development	170,350
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	4,000
Total Proposed Operating Expenses	\$10,882,400

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	2,289,600
Wastewater Treatment Plant Equipment	142,500
Public Works Department Equipment	1,423,950
State Highway Funding	225,000
Police Department Equipment	55,650
Administration Department Equipment	30,000
Transit Department	4,500
Economic Development	14,000
Total Proposed Capital Outlay	\$4,185,200

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR FY 2017

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2016, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 62% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 62% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

FY 2017 BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE (BPOL) RATES
(Rate per \$100 of gross receipts)

	CURRENT	PROPOSED
Contractors	\$0.06 up to \$200,000; \$0.02 in excess of \$200,000	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$0.085	\$0.0425
Financial, Real Estate & Professional	\$0.085	\$0.0425
Personal Services, Repair	\$0.120	\$0.06
Wholesalers	\$0.035	\$0.0175
Wholesale Peddlers	\$0.035	\$0.0175
Commission Merchant	\$0.120	\$0.06
Direct Sellers sales under \$4,000	\$0.035	\$0.0175
Direct Sellers sales over \$4,000	\$0.110	\$0.055
Peddlers	\$250	\$125
Itinerant Merchant edible, perishable goods	\$50	\$25
Itinerant Merchant nonperishable goods	\$250	\$125
Carnivals, Circus	\$200 per day; \$1,000 per week	\$100 per day; \$500 per week
Fortunetellers	\$1,000	\$500
Savings Institutions/State Chartered credit unions	\$50	\$25

Revised May 24, 2016

Photographers, out of town	\$30	\$25
Operators, coin operated Machines	\$175 for less than 10 machines; \$200 for 10 or more machines Plus \$0.36	\$87.50 for less than 10 machines; \$100 for 10 or machines plus \$0.18
Minimum License	\$30	\$15

Town of Altavista
Capital Improvements Program
FY 2017 - 2021

Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Administration	Replace phone system with IP system	\$ 30,000.00					\$ 30,000.00
Administration	Upgrade Small Business Server and Licenses			\$ 8,500.00			\$ 8,500.00
Administration	Replace Gov't System Server with ASP				\$ 55,000.00		\$ 55,000.00
TOTAL		\$ 30,000.00	\$ -	\$ 8,500.00	\$ 55,000.00	\$ -	\$ 93,500.00
Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Avoca	Restoration of lime plaster in brick kitchen	\$ 33,500.00					\$ 33,500.00
Avoca	Replace wallpaper inside museum & furnishing		\$ 15,000.00				\$ 15,000.00
Avoca	Remove tree & grind stump in front yard			\$ 7,000.00			\$ 7,000.00
Avoca	Replace dairy house roof				\$ 7,000.00		\$ 7,000.00
Avoca	Rewire outdoor electrical lines					\$ 5,000.00	\$ 5,000.00
TOTAL		\$ 33,500.00	\$ 15,000.00	\$ 7,000.00	\$ 7,000.00	\$ 5,000.00	\$ 67,500.00
Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Economic Development	Virtual Shell Building	\$ 14,000.00					\$ 14,000.00
Economic Development	Installation of wireless access points		\$ 90,000.00				\$ 90,000.00
Economic Development	Joint Investment- Dearing Ford Commerce Center		\$ 75,000.00	\$ 425,000.00	\$ 250,000.00	\$ 30,000.00	\$ 780,000.00
Economic Development	Purchase industrial property				\$ 4,000,000.00		\$ 4,000,000.00
Economic Development	Visitor Center design				\$ 75,000.00		\$ 75,000.00
Economic Development	Development of industrial property infrastructure					\$ 5,280,000.00	\$ 5,280,000.00
Economic Development	Develop Welcome Center					\$ 350,000.00	\$ 350,000.00
TOTAL		\$ 14,000.00	\$ 165,000.00	\$ 425,000.00	\$ 4,325,000.00	\$ 5,660,000.00	\$ 10,589,000.00
Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Police	Replacement of patrol vehicles		\$ 43,000.00	\$ 45,000.00	\$ 50,000.00		\$ 138,000.00
Police	Replace 3 in car video with wireless digital	\$ 40,000.00					\$ 40,000.00
Police	Replace 6 Taser X26 with 6 X26P models	\$ 6,800.00					\$ 6,800.00
Police	Replace carpet & paint in patrol room	\$ 8,850.00					\$ 8,850.00
Police	Replace 15 lap top computers				\$ 17,500.00		\$ 17,500.00
TOTAL		\$ 55,650.00	\$ 43,000.00	\$ 45,000.00	\$ 67,500.00	\$ -	\$ 211,150.00
Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Public Works	Sidewalk, curb & gutter and drainage	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 750,000.00
Public Works	Replace 1997 Ford dump truck	\$ 135,000.00					\$ 135,000.00
Public Works	Construct pole building for road deicing salt ¹	\$ 75,000.00					\$ 75,000.00
Public Works	Replace 2001 3/4 ton 4x4 pick up	\$ 45,000.00					\$ 45,000.00
Public Works	Replace 1986 850 tractor/mower	\$ 45,000.00					\$ 45,000.00
Public Works	Water tapping machine	\$ 5,000.00					\$ 5,000.00
Public Works	Water Line Leak Detector	\$ 10,000.00					\$ 10,000.00
Public Works	Right of way Clearing	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00		\$ 240,000.00
Public Works	Altavista Route 43 Downtown Gateway Project ²	\$ 350,750.00					\$ 350,750.00
Public Works	Replace 1999 Dump Truck ³	\$ 44,500.00	\$ 44,500.00				\$ 89,000.00
Public Works	Replace 2004 Street Sweeper	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			\$ 150,000.00
Public Works	Replace 1986 asphalt roller		\$ 46,000.00				\$ 46,000.00
Public Works	Replace 2000 1/2 ton pickup with flatbed truck		\$ 55,000.00				\$ 55,000.00
Public Works	Replace 1986 2150 tractor/mower		\$ 45,000.00				\$ 45,000.00
Public Works	Replace motor grader with newer used model		\$ 60,000.00				\$ 60,000.00
Public Works	Replace 2004 1/2 Ton Pick up			\$ 45,000.00			\$ 45,000.00
Budget TOTAL		\$ 970,250.00	\$ 510,500.00	\$ 305,000.00	\$ 210,000.00	\$ 150,000.00	\$ 2,145,750.00
	¹ \$75,000 + ² \$77,600 earmarked in FY2016	\$ 152,600.00	\$ 41,000.00				\$ 193,600.00
Actual TOTAL	³ \$41,000 earmarked in FY2016	\$ 1,122,850.00	\$ 551,500.00	\$ 305,000.00	\$ 210,000.00	\$ 150,000.00	\$ 2,339,350.00

Town of Altavista
Capital Improvements Program
FY 2017 - 2021

Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Recreation	Engineering Services- Master Plan	\$ 40,000.00	\$ 40,000.00				\$ 80,000.00
Recreation	Canoe Launch Site- Development	\$ 334,000.00					\$ 334,000.00
Recreation	Greenhill Cemetery connector trail	\$ 20,000.00					\$ 20,000.00
Recreation	18 hole Frisbee golf course		\$ 20,500.00				\$ 20,500.00
Recreation	Dog Bark Park		\$ 40,000.00				\$ 40,000.00
Recreation	Bedford Ave bike/walking connector trail			\$ 74,500.00			\$ 74,500.00
Recreation	Staunton River trail system				\$ 57,500.00		\$ 57,500.00
Recreation	Trail system workout stations				\$ 24,000.00		\$ 24,000.00
Recreation	Splash Park					\$ 242,000.00	\$ 242,000.00
TOTAL		\$ 394,000.00	\$ 100,500.00	\$ 74,500.00	\$ 81,500.00	\$ 242,000.00	\$ 892,500.00

Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Transportation	Replace scan tool for shop	\$ 4,500.00					\$ 4,500.00
Transportation	Replace 15 passenger van (bus)		\$ 64,000.00		\$ 66,000.00		\$ 130,000.00
Transportation	Purchase 2 bus shelters and benches			\$ 12,000.00			\$ 12,000.00
Transportation	Purchase computer and monitor for Trans Admin			\$ 3,000.00			\$ 3,000.00
Transportation	Camera Monitoring System						\$ -
Transportation	Replace support vehicle					\$ 28,000.00	\$ 28,000.00
TOTAL		\$ 4,500.00	\$ 64,000.00	\$ 15,000.00	\$ 66,000.00	\$ 28,000.00	\$ 177,500.00

Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Wastewater	Replace Biochemical Oxy. Demand (BOD) Incubator ¹	\$ -					\$ -
Wastewater	Replace polyblend mixer for press system ²	\$ -					\$ -
Wastewater	Repair concrete walls at Riverview & Main Stat.	\$ 42,000.00					\$ 42,000.00
Wastewater	Replace hydraulic cylinders & lamps for UV system	\$ 45,000.00	\$ 45,000.00				\$ 90,000.00
Wastewater	Repair/replace worn & damage asphalt	\$ 30,000.00	\$ 30,000.00				\$ 60,000.00
Wastewater	Replace 40hp pumps and motors at pump stations	\$ 25,500.00	\$ 26,500.00	\$ 27,500.00	\$ 28,500.00	\$ 28,500.00	\$ 136,500.00
Wastewater	Replace Magnetic Flow Meter- Main Pump Station		\$ 35,000.00				\$ 35,000.00
Wastewater	Replace 100hp blowers		\$ 15,000.00		\$ 18,000.00		\$ 33,000.00
Wastewater	Replace 60hp digester blower		\$ 15,000.00		\$ 18,000.00		\$ 33,000.00
Wastewater	Replace feed pump for press system		\$ 25,000.00		\$ 25,000.00		\$ 50,000.00
Wastewater	Replace clarifier #3 gear box			\$ 50,000.00			\$ 50,000.00
Wastewater	Replace Air Compressor Solids Handling			\$ 15,000.00			\$ 15,000.00
Wastewater	New 80-foot Clarifier				\$ 450,000.00		\$ 450,000.00
Wastewater	Replace press hydraulic ram					\$ 15,000.00	\$ 15,000.00
Budget TOTAL		\$ 142,500.00	\$ 191,500.00	\$ 92,500.00	\$ 539,500.00	\$ 43,500.00	\$ 1,009,500.00

¹\$9,000 earmarked in FY2016

²\$15,000 earmarked in FY2016

Actual TOTAL		\$ 166,500.00	\$ 191,500.00	\$ 92,500.00	\$ 539,500.00	\$ 43,500.00	\$ 1,033,500.00
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Department	Project	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
Water	Tank maintenance and repair*	\$ 198,600.00	\$ 198,600.00	\$ 198,600.00	\$ 38,300.00	\$ 38,300.00	\$ 672,400.00
Water	Replace 12 turbidity meters filters 1-5	\$ 65,000.00					\$ 65,000.00
Water	Install manual transfer switches at pump stations	\$ 65,000.00					\$ 65,000.00
Water	Replace streaming current analyzer	\$ 11,000.00					\$ 11,000.00
Water	Replace chemical pump	\$ 15,000.00				\$ 15,000.00	\$ 30,000.00
Water	Install SCADA System	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 725,000.00
Water	Replace Staunton River raw water pumps				\$ 29,000.00		\$ 29,000.00
Water	Remove sedimentation from Reed Creek intake				\$ 10,000.00		\$ 10,000.00
TOTAL		\$ 499,600.00	\$ 343,600.00	\$ 343,600.00	\$ 222,300.00	\$ 198,300.00	\$ 1,607,400.00

Total for individual years FY2017-2021	\$ 2,320,600.00	\$ 1,474,100.00	\$ 1,316,100.00	\$ 5,573,800.00	\$ 6,326,800.00	\$ 17,011,400.00
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Total Unfunded FY2018-2021						\$ 14,690,800.00
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Annual Percentage of 2017-2021 CIP

*Tank Maintenance \$100,000 in designated reserves from FY2014 and FY2015

13.64%	8.67%	7.74%	32.77%	37.19%	100%
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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: June 14, 2016

Agenda Item: Consideration of Staunton River Garden Club Snowflake Project

Summary: Recently staff received correspondence from the Co-Presidents of the Staunton River Garden Club regarding their interest in beautification efforts in the Town. The attached letter describes their thoughts on implementation of a “Snowflake Project”. The website link below shows the different varieties of snowflakes offered by one company:

<http://www.allamericanchristmas.com/cd/pole-light-displays/snowflakes>

The Town’s role in the “Snowflake Project” would be to install the decorations on the light poles and the electrical costs associated with the display.

Staff would recommend endorsement of the Staunton River Garden Club’s “Snowflake Project” through a consensus of Council.

Attachment

- Staunton River Garden Club letter

May 23, 2016

Dear Dan --

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

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

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

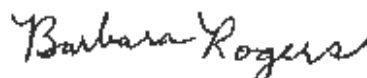
We would appreciate your presenting our idea to Town Council. Garden club members will be present to answer any questions. We are quite excited about the project, as adding another touch of beauty to our town.

Thanks for your assistance!

Sincerely --



Barbara Handerson
369-7554



Barbara Rogers
369-4641

Co-Presidents

[View Quote](#) [Finalize Quote](#)

All American Christmas Co

Commercial Division

[CHRISTMAS DISPLAYS](#) ▾ [TREES & MORE](#) ▾ [FIBERGLASS SCULPTURES](#) ▾
[CONTACT](#) ▾

QUOTE | \$0.00

Early Seasonal Discounts Available. Please submit a quote for discounts on select displays, trees, and more.

› [Christmas Displays](#) › [Pole Displays](#) › [Snowflakes](#)

Snowflakes Pole Mount Displays

All American Christmas Co. offers one of the widest selections of pole mount snowflakes online. Snowflake light displays are a great way to outline city streets and more. With multiple styles to choose from you can give any street a festive appearance by mixing and matching styles. Choose from a variety of styles, sizes, and bulb types all shown below.

PLEASE NOTE: *List prices shown. Send us a quote request for your current seasonal discounts.*

[Grid](#) [List](#)

Show:

Sort By:



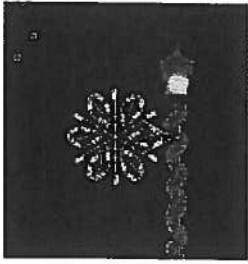
2' Deluxe Forked Snowflake

\$413⁰⁰

2' Deluxe Forked Snowflake Pole Mount Light Display - Lit with 42 C7 LED Bulbs...

Product Code: VG-SMSFD24LS

[Add to Quote](#)



2' Deluxe Spiral Snowflake

\$341⁰⁰

2' Deluxe Spiral Snowflake Pole Mount Light Display - Lit with 30 C7 LED Bulbs...

Product Code: VG-SMSGMD24LS

Add to Quote



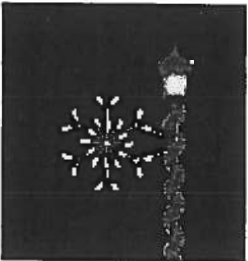
2' Fantasy Spiral Snowflake

\$341⁰⁰

2' Fantasy Spiral Snowflake Pole Mount Light Display - Lit with 30 C7 LED Bulbs...

Product Code: VG-SMSFFS24LS

Add to Quote



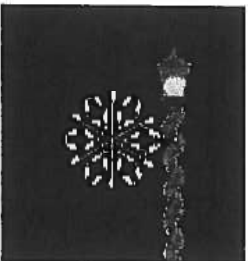
2' Forked Snowflake

\$286⁰⁰

2' Forked Snowflake Pole Mount Light Display - Lit with 24 C7 LED Bulbs...

Product Code: VG-SMSF24LS

Add to Quote



2' Spiral Snowflake

\$322⁰⁰

2' Spiral Snowflake Pole Mount Light Display - Lit with 30 C7 LED Bulbs...

Product Code: VG-SMSGM24LS

Add to Quote



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: June 14, 2016

Agenda Item: Canoe Launch Update

Summary: Recently staff submitted an application to the Department of Conservation and Recreation (DCR) for a *Land and Water Conservation Fund Grant*. Staff had an opportunity to speak with the individual that oversees the grant program when the application was delivered and received input in regard to the attributes of a strong application. Attached you will find the *2016 Land & Water Conservation Fund Scoring Criteria* that applies to such grants, it is our intention to apply for another DCR “LWCF” grant in the next month or so. The scoring criteria explains the categories reviewed and how they are evaluated in assignment of points.

Although we don’t know exactly how the application will score, it is apparent that there are areas that could be addressed for future DCR “LWCF” grants that could boost our score and hopefully our ability to successfully obtain funding. The main section that staff feels could be strengthened would be #2 where the readiness of the project is rated. While we have a schematic of the canoe launch, we do not have final construction plans and permits are not obtained, especially the ones related to the environment. The Project Budget Estimate indicates the following “Soft” Costs:

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

As we continue to look at grants, it may be important to strengthen our applications by advancing the project’s plans/environmental permitting/approval process. The Proposed FY2017 Budget includes funding in the amount of \$334,000 for this project. The Total Project Budget Estimate is \$429,000.

ACTION

- Any action will be dependent upon Council’s direction to staff.



Agenda Item: 8d

Attachments:

- Staff memo from May meeting
- 2016 Land & Water Conservation Funding Scoring Criteria
- Environmental Review and Public Comment Requirements
- Project Budget Estimate provided by Gay and Neel, Inc.



MAY TC Agenda
PACKET MATERIAL

MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager DW
Date: May 10, 2016
Re: Land and Water Conservation Fund Grant (LWCF)

Attached is the resolution the Town Council needs to adopt authorizing the staff to apply for this grant, which is a 50/50 matching grant administered through the Department of Conservation and Recreation (DCR). Staff will be requesting \$429,000 based on the new engineer's estimate provided by Tim with Gay & Neel (attached) so the grant will be seeking \$214,500 in funding. The new estimate includes the purchase of the land, landscaping and other amenities not included in the original estimate.

The LWCF application submittal commits the Town to the following additional actions, all of which must be implemented through local actions and funds:

- Hold an application project public comment process by the end of June. There will be advertising costs associated with this item.
(The application will be submitted prior to that time but will articulate the efforts and community engagement, including Council discussion in public meetings and Recreation Committee actions, the inclusion of the project in the FY2017 CIP, in establishing a public access above the Town.)
- Be prepared to complete, through local funds, all required environmental documentation, land appraisal, land certification and required mapping, noted as 6(f) map, by August 1, 2016. Section 6(f) is included below. *(Costs associated with these items will be determined with the assistance of one of the engineering firms currently on contract with the town and all costs and requests for funding will be presented to Council prior to beginning any of these activities.)*
- Survey the land and have the new 3-acre tract recorded. The current purchase agreement alludes to a 'Plat of Survey for the Town of Altavista Map Showing 3.24 acres...' which does not currently exist. *(This is needs to be done ASAP at an estimated cost of \$850.)*

The grant application is due in the office of Synthia Womack, with DCR, at 4:00 pm on May 26, 2016. *(Included is the LWCF Timeline, which is relatively quick for grant cycles.)*

Development projects must have a **Section 6 (f)(3) Map**. Please see details on the Section 6(f)(3) map below and in the appendix.

Uniform Relocation Assistance and Real Property Acquisition Policies

All projects utilizing LWCF assistance must be made in accordance with the applicable provisions of Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Relocation Act). The acquisition itself does not need to be federally-funded for the rules to apply. If Federal funds are used in any phase of the project, the rules of the Uniform Relocation Act apply. The rules encourage negotiation with property owners in a prompt and amicable manner so that litigation can be avoided.

Section 6 (f)(3) Map

The purpose of a section 6 (f)(3) boundary map is to define the area being developed and/or acquired with federal LWCF grant assistance. This area will be given the protection of Section 6 (f) of the LWCF Act, which states that the property acquired or developed with LWCF assistance shall not be converted to uses other than public outdoor recreation and must be maintained in perpetuity as such. In rare circumstances, a conversion of the property may be authorized through a conversion of use request. Applicants should read the Land and Water Conservation Fund program requirements posted on line at http://www.dcr.virginia.gov/recreational_planning/lwcfprogreq.shtml

The Section 6 (f)(3) map also ensures that the area defined by the boundary line is a viable recreation unit. Normally, this will be the total area of the facility receiving assistance. In no case will it be less than the area to be developed or acquired under a given LWCF application. All projects must have a Section 6(f)(3) boundary map.

According to LWCF rules and regulations, the project area within the Section 6 (f)(3) boundary will become encumbered as an outdoor recreation site in perpetuity. This means that it must be managed for outdoor recreation forever.

At a minimum, the 6 (f) map should include:

- Title of Map.
 - Date Map was prepared.
 - Scale in feet.
 - A north compass point.
 - The Section 6 (f)(3) metes and bounds line should be distinct from all other lines on the map.
 - The words “Section 6 (f)(3) boundary” should be written on the map with an arrow pointing to the line.
 - Boundary lines should be shown by dotted or bold lines and distinct from all other lines on the map.
 - Match lines should be distinguishable and easily matched among parcels.
- (DCR-PRR-003) (04/16) (DCR199-110) (04/16)12

- Whenever possible, maps should include some permanent locator, natural landmarks, public roadways etc. to aid in determining boundaries in the field.
- The number of acres being placed under Section 6 (f)(3) protection must be noted.
- Applicants should consider any existing or potential non-recreational uses of the park property that should be excluded (“carved out” and/or “setback”) from the 6(f)(3) protection. These areas should be clearly marked on the map and identified as been excluded from the 6(f)(3) area. Applicants must consult with the Virginia Department of Transportation to determine if any planned road construction or improvement projects might impact the proposed 6(f)(3) boundary and make adjustments now to avoid creating future conversion of use issues.
- Any easements (utility, conservation, wetland, etc.) must be clearly shown on the map.
- Maps should be as high a quality as possible.
- Whenever possible, the finished map should be submitted on ledger size paper (11 x 17). If using this size paper compromises legibility please use a larger size.
- Signed and dated copies of the map are required. Signature should be of local representative authorized to submit the application request.

Additional information regarding Section 6(f)(3) is available in the appendices

LWCF TIMELINE

26 May 2016	LWCF application due no later than 4:00 pm. Four complete copies of the application plus one complete version on CD or flash drive must be received by DCR no later than 4:00pm at 600 East Main Street, Richmond, Virginia 23219. Faxed applications and email submissions will not be accepted. Applicants are responsible for effecting delivery by the deadline and late submissions will be rejected without consideration
May-June 2016	Application review, scoring, and site inspection.
June 2016	All applicants notified of status.
1 August 2016	Required environmental documentation, appraisals, certifications and final 6(f) mapping due to DCR no later than 4:00PM from applicants being recommended for funding. Failure to meet this deadline will remove project from consideration for funding for this grant cycle. The money associated with such projects will be used to increase grant award amounts on active or pending projects where appropriate.

August –October 2016 Review and approval by DCR and NPS

November – December 2016 DCR - grantee agreements issued and authorized.

2016 Land & Water Conservation Fund Scoring Criteria

Name of Project: _____ Sponsor: _____

1. Purpose and need of the proposal. (0-10 points)

In assigning points, consider whether the project will create the first public recreation area within a locality; create a new, unique or innovative recreation; provide a significant recreational resource; extend, expand or enhance an existing public recreation area; or provide a unique recreational experience.

2. Rate the project readiness of the project. (0-15 points)

Development Projects

The schematic/conceptual, environmental and design development phases are complete, final construction plans are complete, permits have been identified and obtained, a public notice and commenting period has been completed and documentation within the application indicates that the project is shovel ready and can quickly move through the HPA, ESA and NEPA processes and can go to bid for construction, score 15 points.

The schematic/conceptual phase, environmental and design development phases are complete. The construction plans are underway but not complete, documentation within the application indicates that sufficient environmental resource analysis and alternative analysis has been conducted to quickly move the project through the HPA, ESA and NEPA processes, permits have not been obtained but have been identified, score 5-14 points

The project appears to be beyond the schematic/conceptual phase and within the environmental phase of development. Documentation within the application indicates that environmental resource impact analysis and alternative analysis have been completed and that the design development phase has begun, score 1-4 points

The project appears to be within the schematic/conceptual phase, score 0 points.

Acquisition projects

The UASFLA appraisal(s) has been completed and is no older than 6 months, a Phase I Environmental Site Assessment has been completed, the applicant has engaged the public in the desire to acquire the land for recreation, a purchase agreement between the property owner and the applicant exists and is included in application, documentation within the application indicates that the applicant is ready to acquire the property and sufficient environmental resource and alternative analysis has been conducted to quickly move the project through the NEPA, HPA and ESA processes, score 15 points.

A UASFLA appraisal no older than 6 months, A Phase I Site Assessment has been completed, the generally affected public has been engaged in the applicant's desire to purchase the land for recreation, a purchase agreement exists between the property owner and the applicant, environmental resource impact analysis and alternative analysis are underway but not complete, score 5-14 points

A letter of Commitment from the property owner indicating the willingness to sell the property to the applicant has been included in the application, the generally affected public has been engaged in the applicant's desire to buy land for recreation. A UASFLA appraisal, Phase I Environmental Site Assessment have not been completed. Environmental resource impact and alternative analysis have not been completed, score 1-4 points.

A Letter of Commitment from the property owner has not been included in the application, information in the application makes it unclear how ready the applicant is to acquire the property, Score 0 points.

3. To what extent does the proposal meet recreational needs identified in the current Virginia Outdoors Plan (VOP)? (0 - 5 points)

Provides for access to state waters for recreational use (swimming, fishing, boating, etc.), score 2-5 points

Creates or rehabilitates *recreational* trails, score 2-5 points

If this project is a general need of the VOP, score 1 point. A general need is anything other than water access for recreation or creation or rehabilitation of recreational trails.

4. Score the management, operation and maintenance of the park and its facilities. (Committed P&R Department staff, Public Works, Volunteers, etc, regular, sporadic, etc) (0-5 points)

Committed management, operation and maintenance provided on a regular basis (P&R Department staff and/or other local government entity), score 3-5 points

Maintained by volunteers, score 1-2 points

Answer not adequately addressed or maintenance schedule seems inadequate for facilities provided or the long term compliance requirements of the LWCF program, score 0 points.

5. Rate the extent to which the project is accessible to (and usable by) disabled citizens. (0-10 points)

Proposal provides 100% accessibility, score 10 points. Applicants that indicate a proposal is 100% accessible but do not include sufficient evidence to support this cannot be given 10 points.

Majority of the proposal provides for accessibility and sponsor clearly details why the entire project cannot be accessible, score 3-9 points

Only one element is proposed and only a portion of it is accessible. Sponsor clearly demonstrates why the entire element cannot be accessible, score 1-2 points.

Not addressed or application has insufficient information within it to substantiate ADA claims, score 0 points

6. Rate the extent of public comment involved in the proposal. (Score 0-10 points)

The public was involved in the early stages of the concept and planning stages for the proposal: public meetings were held specifically to engage the public and interested stakeholders on the development of this proposal, a public commenting period was held and the applicant provided responses to citizen comments. Evidence of public comment is included with application, score 4-10 points

A public commenting period is underway and evidence of the public comment announcement is included with the application, score 2-3 points

The proposal was presented/discussed as part of the regularly scheduled board of supervisors/ town council/ city council/ meeting, as required where the public is invited to attend. Score 1 point

7. Did the applicant respond to the unmet needs section of the application and provide a methodology on how the dollar estimate was calculated? (5 Points)

If applicant provided a dollar estimate and methodology on calculating the unmet needs, score 2-5 points.

If applicant failed to completely answer the question (estimate, methodology and breakdown were not all provided) but provided some detail, score 1 point.

If applicant failed to answer the question, subtract 5 points from applicant's total score.

8. Rate the budget. Is a detailed budget submitted? Is the budget realistic? Has sponsor clearly shown funding is in place to finance the project in its entirety while seeking periodic reimbursement? What is the strength of the match? Is the match a hard or soft match? Hard matches should be given priority over soft matches. Matches cannot be 100% soft. (0-5 points)

9. Rate the Five Minute Sales Pitch.

Applicant indicates in a clear, convincing and/or creative manner the uniqueness and significance of the proposal and why it should be funded. (Score: 0-5 points)

10. Is the provided timeline realistic? Consider site specific conditions as described in application, extent of project readiness, number of elements to be assisted, etc. (Score 0-5 points)

11. Rate the application preparation. Have all questions been answered? All attachments provided? Has applicant provided a clear indication of what the project is and what the LWCF funding will assist with? Have all directions been followed? Have statements been supported with adequate documentation? Are maps and graphic clear and of high quality? etc. (0-5 points)

12. Rate applicant's performance on existing or previous (within past 5 years) recreational grants at DCR. Have extensions, changes in scope of work, etc. been needed? Has sponsor kept project on schedule, submitted status reports in a timely fashion, followed project agreement requirements, etc? Has project been suspended or expired with the need for reactivation? Did grantee make changes to budget, project design, etc. without consulting DCR? Did applicant provide conflicting information; have difficulty providing adequate documentation for reimbursement or other federal, state and local requirements or inquiries?

Points awarded for this criterion may be either negative for poor performance or positive for good performance, (score 0-5 points for applicants with good performance and compliance. Deduct 0-5 points for poor performance or compliance issues).

When scoring this criterion for applicants that would be a first time grantees, score 1 points.

Total Project Points =
(85 Maximum points)

ENVIRONMENTAL REVIEW AND PUBLIC COMMENT REQUIREMENTS

As a federally funded program all Land and Water Conservation Fund grants are considered federal actions. Therefore, applicants must be able to demonstrate compliance with the National Environmental Policy Act; Section 106 of the Historic Preservation Act; Section 7 of the Endangered Species Act; and Executive Orders 11988 and 11990 (Floodplain Management and Wetland Protection,) and where applicable, consistency with the Coastal Zone Management Act.

The purpose of the environmental review is to provide information about the Land and Water Conservation Fund (LWCF) proposal and the anticipated impacts. The environmental documentation becomes part of the federal record for the project. Identifying potential impacts helps guide the NPS on which National Environmental Policy Act pathway should be pursued: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS).

The federal legislation that coordinates the consideration of the potential for impacts to the human environment as a result of a federal action is the National Environmental Policy Act (NEPA). The National Environmental Policy Act (NEPA) of 1969, as amended, is landmark environmental protection legislation which established creating a balance between the use and preservation of natural and cultural resources as a goal. LWCF proposals are considered federal actions because the funding for the program is federal. The NEPA process coordinates compliance with applicable related federal, state, and local environmental requirements such as the Endangered Species Act, Historic Preservation Act and Coastal Zone Management Act.

NEPA requires: 1) analysis of the impacts of and alternatives to proposed federal actions, 2) the analysis to be used in deciding whether to proceed with the actions; and, 3) public comment.

To demonstrate compliance with public comment requirement of NEPA, public input to the proposed project must be solicited through a legal advertisement in a daily newspaper with the widest circulation in the immediate project area. This advertisement should run for a minimum of one day with at least 30 days allowed for the public to comment. The notice must include a brief description of the proposed project with the name, address, and contact information of the project sponsor and the location of where more detailed information about the project including its potential impacts and planned or required mitigation may be found for review. Comments should be provided in writing. Evidence of the public comment must be submitted to DCR before any grant could be awarded.

To satisfy evidence of a public comment period the following information should be submitted:

- a) A photocopy of the legal advertisement showing the date on which it ran in the newspaper.
- b) Describe the total public involvement for this project beyond the legal advertisement.
- c) Describe the nature of the public comments received during the official public comment period. Tally numbers of comments in support of the project and the numbers against.
- d) Summarize the most important comments received and your responses to these comments. For example, if a reviewer made suggestions on how the project could be made better, how did you respond to that suggestion? Submit this summary with the LWCF application.
- e) Describe any changes to the project design or scope of work based on public input.
- f) Comments received and made must be available to DCR for review upon request

For LWCF proposals, the NEPA process coordinates compliance with **separate** but related federal, state, and local environmental requirements as applicable.

At a minimum, compliance by the applicant with the following federal laws and executive orders shall be coordinated during the NEPA process and should be integrated into the impact analysis required.

National Historic Preservation Act, (NHPA) Section 106, as amended.

Section 106 of NHPA requires analysis of the effects of federal actions on historic properties. The State Historic Preservation Office (SHPO), Tribal Historic Preservation Officers (THPO), and as necessary, the Advisory Council on Historic Preservation must be given a reasonable opportunity to review and comment on these actions. Section 106 review and NEPA are two separate, distinct processes. They can and should occur simultaneously, but one is not a substitute for the other. The information and mitigation gathered as part of the Section 106 review must be included in the NEPA document, and the Section 106 process must be completed by the project sponsor before NPS can sign a categorical exclusion, or issue a finding of no significant impact (FONSI) or a record of decision (ROD) so that the proposal may be approved for a grant.

In Virginia, the Department of Historic Resources (DHR) is the resource agency responsible for issuing determinations regarding compliance with NHPA, Section 106. Project sponsors must **READ** and **FOLLOW** the instructions posted on the DHR website for obtaining a NHPA Section 106 project review. The DHR website with instructions is located at: <http://www.dhr.virginia.gov/review/orcFedPrjRev.html>. The ePix online project review portal of DHR is located at <https://solutions.virginia.gov/ePIX/>. Registration with ePix is required to use the system. Registration with the system is free. Please follow the instructions and answer all required fields. **For the purposes of this review, the federal entity is the National Park Service, the program is the Land and Water Conservation Fund and the Code of Federal Domestic Assistance number is 15.916.** The review process is a two part process. An archival review followed by a federal project review. The archival review is a required component of the project review process for Section 106 reviews. A letter from DHR that provides a NHPA Section 106 determination is required for obtaining project approval from the NPS. If a determination letter has been issued by DHR for your project, please include it with the 2014 LWCF application submission.

Endangered Species Act, (ESA) Section 7

Section 7 of the Endangered Species Act (ESA) requires consultation with the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service on any action that may affect endangered or threatened species or candidate species, or that may result in adverse modification of critical habitat. For LWCF purposes the applicant must carry out this consultation and provide evidence that it has occurred.

The U.S. Fish and Wildlife Service – Virginia Field Office has created an online review. The website is http://www.fws.gov/northeast/virginiafield/endspecies/Project_Reviews_Introduction.html. Applicants should **READ** and **FOLLOW** the instructions for obtaining a review. Note that Step 2 requires an “official species list” to be generated by the USFWS and Step 3 requires coordination with the Virginia Division of Natural Heritage and the Virginia Department of Game and Inland Fisheries (see below). Applicants must submit to DCR a copy of the USFWS online review process: IPAC area, Official Species List, Species Conclusion Table and the supporting documentation along with an ESA, Section 7, determination letter from the USFWS letter in order to be approved for funding. If applicants have completed this process within the past 6 months, please include the USFWS, ESA, Section 7, review package and determination letter with the 2014 LWCF application.

Virginia Division of Natural Heritage

Instructions for obtaining project review comments from the Virginia Division of Natural Heritage are online at http://www.dcr.virginia.gov/natural_heritage/info/services.shtml#techserv under "Environmental Review Services" located toward the bottom of the webpage. Project sponsors may request the review either online or through a mail in form. Please READ and FOLLOW the instructions for obtaining a review. Applicants must provide a copy of the comment letter received from the Virginia Division of Natural Heritage to DCR before any grant could be approved for the project. The USFWS requires that any information regarding federally listed species received from the Division of Natural Heritage must be documented on the Species Conclusion Table for the USFWS project review.

Virginia Department of Game and Inland Fisheries

Instructions for obtaining project review comments from the Virginia Department of Game and Inland Fisheries are online at <http://www.dgif.virginia.gov/environmental-programs/environmental-services-section.asp> under "Project and Permit Review Process". Please note that there are several additional types of information DGIF may require in addition to the project description, location coordinates and topographical map showing the project location. Therefore it is imperative that applicants follow the on line instructions precisely and submit the projects to the Department of Game and Inland fisheries electronically via ProjectReview@dgif.virginia.gov. Applicants must provide copy of the comment letter received from the Virginia Department of Game and Inland Fisheries before any grant could be approved for the project. The USFWS requires that any information regarding federally listed species received from the Department of Game and Inland Fisheries must be documented on the Species Conclusion Table for the USFWS project review.

Floodplain Management and Wetland Protection, Executive Orders 11988 and 11990

Executive Orders 11988 and 11990 direct the avoidance to the extent possible of long and short term adverse impacts associated with modifying or occupying floodplains and wetlands. These orders also require the avoidance of direct or indirect support of floodplain or wetland development whenever there is a practical alternative. For LWCF purposes, applicants must comply with this executive order. Evidence documenting the applicant's coordination efforts with responsible state and federal authorities for determining floodplain management and wetland impacts must be submitted to DCR. For proposals involving floodplain areas coordination with the local entity responsible for floodplain management is advised to determine potential impacts. For proposals involving wetlands or potential wetlands, coordination with the Virginia Department of Environmental Quality, U.S. Army Corps of Engineers and Virginia Marine Resources should be initiated. The Virginia Department of Environmental Quality has general guidance information on wetlands posted at <http://www.deq.state.va.us/wetlands/permitfees.html>.

Coastal Zone Management Act Federal Consistency Determination

Pursuant to the Coastal Zone Management Act (CZMA), federal actions with potential effects on any land or water use or natural resources within Virginia's coastal zone must be consistent with the enforceable policies of the Virginia Coastal Resources Management Program. The federal consistency regulations implement the CZMA requirement that federal actions be consistent with the enforceable policies of a coastal state's federally approved coastal management program, before they can occur. Effects include both direct and indirect which result from the activity. The Virginia Department of Environmental Quality (DEQ) is responsible for compliance with CZMA and issuing consistency determinations. DEQ has created an online Federal Consistency Information Package. The link to the package is <http://www.deq.state.va.us/Programs/EnvironmentalImpactReview/FederalConsistencyReviews.aspx> Item 3, under "Review Procedure" addresses federally assisted projects. Applicants with proposals occurring within the Coastal Zone Management Area must request a consistency determination from the

DEQ. Please READ the Federal Consistency Information Package and follow the instructions. Please provide a project description which indicates **the request for the federal consistency determination is due to federal funding assistance from the Land and Water Conservation Fund of the National Park Service and administered in Virginia by the Department of Conservation and Recreation.** The DEQ fact sheet available at

<http://www.deq.state.va.us/export/sites/default/eir/pdf/FederalConsistencyFactSheet.pdf> provides the names of program contacts. Applicants with projects occurring in the Coastal Zone Management Area must submit the response letter from the DEQ in order to be approved for funding.

Please Note: If your project is not located within the Coastal Zone Management Area a consistency determination is not needed for your project.

Environmental Justice in Minority and Low-Income Populations, Executive Order

12898. Executive Order 12898 directs federal agencies to assess whether their actions have is proportionately high and adverse human health or environmental effects on minority and low-income populations. For LWCF purposes, applicants must specifically analyze and evaluate the impact of the LWCF proposal on minority and low-income populations and communities, as well as the equity of the distribution of the benefits and risks of the decision in the NEPA document. If it does not apply, this should be noted and how it does not apply needs to be described.

Environmental Resources and Mandatory Criteria Tables

There are two tables in the 2016 LWCF grant application that are required to be submitted. The Environmental Resources table lists several environmental resource topics. Applicants are requested to choose an impact estimate level (none, negligible, minor, exceeds minor, more data needed) that describes the degree of **potential negative impact** for each listed resource that may occur directly, indirectly and/or cumulatively as a result of the proposal. For each resource, applicants are required to provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. Reference to any experts that assisted in determining the anticipated impact levels are to be given. If the resource does not apply or no negative impact is anticipated, an explanation is needed.

The Mandatory Criteria table contains a list of mandatory criteria that preclude the use of categorical exclusions for the purpose of the National Environmental Policy Act. Applicants are requested to answer and provide an explanation for each answer. If the answer “yes” or “maybe” applies to any of the mandatory criteria, more detailed information on the project would be needed in order for it to continue to be considered for funding. In this situation, if the application scores high enough for funding, DCR will contact the applicant to discuss details.

The information provided in the two tables is required to be submitted to the NPS to guide their selection of one of the following NEPA “pathways”: 1) a Categorical Exclusion recommendation 2) the necessity of further environmental analysis through an Environmental Assessment (EA) or 3) Environmental Impact Statement (EIS).



1260 Radford Street, Christiansburg, Virginia 24073
540-381-6011 FAX 540-381-2773

Date: 4/27/2016

JN 2630

Staunton Boat Landing - Canoe Ramp Option 3

Town of Altavista, Virginia

Project Budget Estimate

Project Construction ("Hard") Costs

Section 1.00 - Earthwork & Demolition

Item	Description	Unit	Quantity	Unit Cost	Amount
1.01	Clearing & Grubbing	AC	1.3	\$ 3,000.00	\$ 3,900.00
1.02	Earthwork & Grading (to offsite location)	CY	6000	\$ 12.00	\$ 72,000.00
1.03	Import & Place Fill	CY	0	\$ 10.00	\$ -
1.04	Rock Excavation	CY	0	\$ 30.00	\$ -
1.05	Cofferdam/River Work	LS	0	\$ 60,000.00	\$ -
1.06	Retaining Wall (segmental block)	SF	0	\$ 40.00	\$ -
Section Subtotal					\$ 75,900.00

Section 2.00 - Erosion Control

Item	Description	Unit	Quantity	Unit Cost	Amount
2.01	Plastic Safety Fence	LF	0	\$ 5.00	\$ -
2.02	Chain Link Safety Fence	LF	0	\$ 20.00	\$ -
2.03	Construction Entrance	EA	1	\$ 1,000.00	\$ 1,000.00
2.04	Construction Road Stabilization	SY	0	\$ 10.00	\$ -
2.05	Silt Fence	LF	500	\$ 5.00	\$ 2,500.00
2.06	Storm Drain Inlet Protection	EA	0	\$ 200.00	\$ -
2.07	Culvert Inlet Protection	EA	0	\$ 200.00	\$ -
2.08	Temporary Diversion Dikes	LF	0	\$ 6.00	\$ -
2.09	Diversion	LF	0	\$ 13.00	\$ -
2.10	Temporary Sediment Traps	EA	1	\$ 2,000.00	\$ 2,000.00
2.11	Temporary Sediment Basin	EA	0		\$ -
2.12	Temporary Slope Drains	LF	0	\$ 20.00	\$ -
2.13	Paved Flume	SY	0	\$ 50.00	\$ -
2.14	Blankets & Matting - EC-2	SY	0	\$ 3.00	\$ -
2.15	Blankets & Matting - EC-3 Type B	SY	0	\$ 8.00	\$ -
2.16	Stormwater Conveyance Channel - Seeded	SY	200	\$ 5.00	\$ 1,000.00
2.17	Stormwater Conveyance Channel - Riprap	SY	0	\$ 70.00	\$ -
2.18	Outlet Protection- Non-grouted Riprap	SY	0	\$ 70.00	\$ -
2.19	Riprap	SY	100	\$ 70.00	\$ 7,000.00
2.20	Rock Check Dam	SY	0	\$ 26.00	\$ -
2.21	Surface Roughening	AC	0	\$ 1,000.00	\$ -
2.22	Temporary Seeding	AC	0.5	\$ 1,400.00	\$ 700.00
2.23	Permanent Seeding & Mulching - Slope	AC	0	\$ 3,000.00	\$ -
2.24	Permanent Seeding & Mulching - Lawn	AC	0.5	\$ 3,000.00	\$ 1,500.00
2.25	Tree Protection	EA	0	\$ 100.00	\$ -
Section Subtotal					\$ 15,700.00

Section 3.00 - Storm Drainage

Item	Description	Unit	Quantity	Unit Cost	Amount
3.01	DI-1	EA	1	\$ 2,000.00	\$ 2,000.00
3.02	DI-3	EA		\$ 2,000.00	\$ -
3.03	DI-4	EA		\$ 4,000.00	\$ -
3.04	DI-7	EA		\$ 2,700.00	\$ -
3.05	MH-1	VF		\$ 400.00	\$ -
3.06	MH-2	VF		\$ 400.00	\$ -
3.07	JB-1	EA		\$ 4,000.00	\$ -
3.08	Concrete Pipe				
	15-inch	LF	60	\$ 46.00	\$ 2,760.00
	18-inch	LF		\$ 52.00	\$ -
	24-inch	LF		\$ 56.00	\$ -
	30-inch	LF		\$ 62.00	\$ -
	36-inch	LF		\$ 75.00	\$ -
	42-inch	LF		\$ 90.00	\$ -
	48-inch	LF		\$ 105.00	\$ -
3.09	Elliptical Concrete Pipe				
	14"x23"	LF		\$ 83.00	\$ -
	19"x30"	LF		\$ 94.00	\$ -
3.10	VDOT ES-1				
	15-inch	EA	3	\$ 400.00	\$ 1,200.00
	18-inch	EA		\$ 450.00	\$ -
	24-inch	EA		\$ 550.00	\$ -
	30-inch	EA		\$ 750.00	\$ -
	36-inch	EA		\$ 1,000.00	\$ -
3.11	VDOT EW-1				
	15-inch	EA		\$ 600.00	\$ -
	18-inch	EA		\$ 700.00	\$ -
	24-inch	EA		\$ 1,100.00	\$ -
	30-inch	EA		\$ 1,450.00	\$ -
	36-inch	EA		\$ 1,800.00	\$ -
	42-inch	EA		\$ 2,100.00	\$ -
	48-inch	EA		\$ 2,300.00	\$ -
3.12	Concrete Cradle	LF		\$ 22.00	\$ -
3.13	Debris Rack	EA		\$ 500.00	\$ -
3.14	Anti-Seep Collars	EA		\$ 500.00	\$ -

3.15	Cutoff Trench	LF		\$ 12.00	\$ -
3.16	Box Culvert (per CY of concrete)	CY		\$ 600.00	\$ -
3.17	Energy Dissipator	EA		\$ 1,500.00	\$ -
3.18	Wing Walls (per CY of concrete)	CY		\$ 599.00	\$ -
3.19	Bioretention	SF	1100	\$ 15.00	\$ 16,500.00
				Section Subtotal	\$ 22,460.00

Section 4.00 - Pavement					
Item	Description	Unit	Quantity	Unit Cost	Amount
4.01	Regular Duty Pavement - installed (2" SM, 8" Base)	SF	22802	\$ 3.00	\$ 68,406.00
4.02	Heavy Duty Pavement - installed (2" SM, 3" IM, 8" Base)	SF	0	\$ 5.50	\$ -
4.03	Concrete Pavement	SF	0	\$ 6.60	\$ -
4.04	Regular Duty Pavement Patch (small areas)	SF	0	\$ 4.00	\$ -
4.05	Heavy Duty Pavement Patch (small areas)	SF	0	\$ 6.50	\$ -
4.06	Concrete Equipment Pads	SF	0	\$ 8.00	\$ -
4.07	Permeable Pavers	SF	0	\$ 6.50	\$ -
4.08	Pervious Concrete	SF	0	\$ 6.50	\$ -
4.09	Fine Grading - all paved areas (grading to subgrade)	SF		\$ 0.50	\$ -
4.10	Curb & Gutter	LF	0	\$ 17.50	\$ -
4.11	Sidewalk	SF	0	\$ 5.00	\$ -
4.12	Pavement Marking	SF	1000	\$ 8.00	\$ 8,000.00
4.13	VDOT CG-12 (curb ramp)	EA	0	\$ 1,000.00	\$ -
4.14	Gravel Parking	SF	0	\$ 1.50	\$ -
4.15	Guardrail (Assumed VDOT GR-2)	LF	400	\$ 20.00	\$ 8,000.00
4.16	Guardrail End-units (Assumed VDOT GR-9, in pairs)	EA	2	\$ 3,000.00	\$ 6,000.00
4.17	Driveway Entrance Gutter (VDOT CG-9D)	LF	0	\$ 125.00	\$ -
4.18	Open Grid Environmental Pavers, & Steel Edging	SF	0	\$ 5.50	\$ -
4.19	Geotextile Fabric	SY	0	\$ 4.00	\$ -
				Section Subtotal	\$ 90,406.00

Section 5.00 - Sanitary Sewer					
				Section Subtotal	\$ -

Section 6.00 - Water Distribution					
				Section Subtotal	\$ -

Section 7.00 - Lighting					
				Section Subtotal	\$ -

Section 8.00 - Misc.					
Item	Description	Unit	Quantity	Unit Cost	Amount
8.01	Fixed Bollard	EA		\$ 1,600.00	\$ -
8.02	Fence (Fabric Only)	LF		\$ 12.00	\$ -
8.03	Signs	EA	3	\$ 225.00	\$ 675.00
8.04	Split Rail Wood Fence	LF	400	\$ 20.00	\$ 8,000.00
8.05	Chain Link Fence	LF		\$ 35.00	\$ -
8.06	Pedestrian Guardrails - Straight Run	LF		\$ 150.00	\$ -
8.07	Pedestrian Guardrails - Sloped (along ramps or steps)	LF		\$ 165.00	\$ -
8.08	Canoe Ramp Access (Steps/Rail)	LS	1	\$ 20,000.00	\$ 20,000.00
8.09	Landscaping (trees, shrubs, etc.)	LS	1	\$ 10,000.00	\$ 10,000.00
8.10	Amenities (benches, trash recepticals, etc.)	LS	1	\$ 5,000.00	\$ 5,000.00
				Section Subtotal	\$ 43,675.00

Site Work Estimate = \$ 248,141

Section 9.00 - Construction Mobilization / Stakeout					
Item	Description		Ratio	Site Subtotal	Amount
9.01	Mobilization (% of total cost)		5%	\$ 248,141	\$ 12,407.05
9.02	Construction Surveying (% of total cost)		5%	\$ 248,141	\$ 12,407.05
				Section Subtotal	\$ 24,814.10

Mobilized Site Estimate = \$ 272,955

Design Contingency @ 20% \$ 54,591

Projected Final Design Estimate = \$ 327,546

Construction Contingency @ 5% \$ 16,377.31

Total Opinion of Probable Construction ('Hard') Costs = \$ 343,923

Project "Soft" Costs
The following estimates are offered as budgetary placeholders for planning; a final fee proposal will be prepared upon request.

VSMP Permit	LS	1	\$ 3,000
Topographic Survey	LS	1	\$ 7,500
Site Design / Plan Preparation	LS	1	\$ 20,000
Site Plan Approval Process	LS	1	\$ 5,000
Joint Permit Application Process	LS	1	\$ 4,000
Bidding / Construction Contract Admin Services	LS	1	\$ 5,000
Land Acquisition	LS	1	\$ 40,000

Total Opinion of Probable Soft Costs = \$ 84,500

Total Project Budget Estimate (Rounded) = \$ 429,000



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: June 14, 2016

Agenda Item: Abbott Performance Agreement – Expansion Project

Summary: Recently the local Abbott plant announced a \$34 million investment and the creation of 56 new jobs in our community. At this time, staff is seeking approval of the previously discussed incentives for this project. The incentives will be incorporated into our normal “joint performance agreement document” and executed by the Town, the County and Abbott. The pay out of the incentives would be equal annual installments over a six-year period. Based on the investment and job creation totals, the proposed incentives are as indicated below:

Economic Stimulus Grant	\$680,000
Employment Grant	<u>\$28,000</u>
Total	<u>\$708,000</u>
<i>Return on Incentive Investment is 4.16 years.</i>	

ACTION

- Motion: *“I move that the incentives, as presented, be approved and the Town Manager be authorized to execute the Performance Agreement regarding incentives related to the Abbott plant investment and job creation.”*

Attachments:

- Press Release from the Tobacco Commission regarding Abbott plant investment/job creation



Contact Jordan Butler
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Website www.tic.virginia.gov

FOR IMMEDIATE RELEASE
June 1, 2016

VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION ANNOUNCES \$240,000 GRANT IN CAMPBELL COUNTY

Abbott Will Create 56 New Jobs

Richmond, VA – The Virginia Tobacco Region Revitalization Commission is pleased to announce that Abbott will invest \$34 million to expand its Altavista nutrition manufacturing facility in the Town of Altavista in Campbell County. Virginia successfully competed against other states for the project, which will create 56 new jobs.

“People around the world rely on our nutrition products to live more active, healthy lives,” says John Ginascol, Vice President of global nutrition supply chain, Abbott. “As the need for our science-based products continues to grow globally, we look forward to expanding our facility in the Commonwealth of Virginia so we can help more people live better.”

The Tobacco Region Revitalization Commission approved \$240,000 in Tobacco Region Opportunity Funds for the project. The Governor also approved a \$300,000 performance-based grant from the Virginia Investment Partnership program, an incentive available to existing Virginia companies. The Virginia Economic Development Partnership worked with Campbell County and the Town of Altavista to secure the project for Virginia. The company will also receive benefits from the Port of Virginia Economic and Infrastructure Development Zone Grant Program.

Additional funding and services to support Abbott's employee training activities will be provided through the Virginia Jobs Investment Program.

"The Tobacco Commission is pleased to be able to assist Abbott and Campbell County with this expansion," said Senator Frank Ruff, Vice-Chair of the Virginia Tobacco Region Revitalization Commission. *"Clearly Abbott has found Campbell a good place to do business and they have found quality employees who are proud to make the quality products known around the world."*

"The investment made by Abbott demonstrates that Altavista provides our corporate neighbors an environment for growth," stated Altavista Mayor Mike Mattox. *"We have a lower cost of conducting business and a unique quality of life that is unsurpassed in the Commonwealth. We are pleased that Abbott will continue to call Altavista home."*

"It is exciting to learn of this latest Abbott expansion, especially after receiving the news of Timken's closure," said Stan Goldsmith, Campbell County Board of Supervisors, Altavista District. *"Abbott has been the cornerstone of Altavista's and Campbell County's industrial base. Over the decades, Abbott has been a strong employer and great corporate citizen, providing support for many of Altavista's organizations and charitable needs. Hopefully, Abbott can utilize some of Timken's highly skilled workforce and the trained individuals graduating from Virginia Technical Institute. We congratulate Abbott Staff and employees on this expansion."*

"Abbott is reinvesting in Virginia and creating jobs as a result," said John F. Reinhart, CEO and executive director of the Virginia Port Authority. *"Abbott is a long-time port user and this \$34 million expansion at their Altavista location in Campbell County will help to ensure that they will continue to produce products that are used all over the world. We are proud that The Port of Virginia can serve as the global gateway for Abbott."*

"Abbott is one of Altavista's finest employers and extremely important to our economic base," said Senator Stephen Newman. *"I am pleased that they have decided to reinvest into our community and our people. I look forward to continuing the strong relationship between Abbott, my office and the Commonwealth of Virginia."*

"We are really blessed to have Abbott expand and continue to partner with the Altavista community and Campbell County," said Delegate C. Matthew Fariss. *"Altavista needed this. It is encouraging to see businesses that are operating in Virginia expand their operations, showing their belief that the Commonwealth of Virginia is a great place to do business."*

Abbott is a leading producer of nutritional products. The Tobacco Commission also invested \$200,000 in a 2002 expansion.

About The Tobacco Region Revitalization Commission

The Tobacco Region Revitalization Commission is a 28-member body created by the 1999 General Assembly. Its mission is the promotion of economic growth and development in tobacco-dependent communities, using proceeds from the national tobacco settlement. To date, the Commission has awarded nearly 2000 grants totaling more than \$1 billion across the tobacco region of the Commonwealth, and has provided \$309 million in indemnification payments to tobacco growers and quota holders.

#

If you would like more information about this topic, please contact Jordan Butler at 804-786-7692 or email at jordan.butler@tic.virginia.gov.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: June 14, 2016

Agenda Item: Utility Fee discussion

Summary: Last month, staff briefed Council on the issue related to the existing utility connection fees and their validity. Staff was requested to schedule a public hearing on the matter, but upon researching the matter it became more involved than changing a few numbers. Accordingly, Town Attorney John Eller sent a letter to Town Council explaining the issues and requesting that the item be discussed again prior to scheduling a public hearing, so as to be sure Council's intent was captured in any ordinance.

Information is attached related to the discussion that led to the change of the utility connection and availability rates. One of the conflicting issues that staff was unable to resolve in order to advertise for a public hearing was the dual fee structure related to the charging of an availability fee for lines constructed after 1986. Hopefully, following a discussion with Council the intent can be established and a proposed ordinance can be established and advertised. At this point, on advice from John Eller, staff is utilizing the previous connection and availability fees. Staff will present a list of citizens/individuals that have connected under the questioned fees for consideration of reimbursement, which may be in the \$15,000 - \$20,000 range.

ACTION

- Following discussion, staff is seeking direction in regard to the wording of a new ordinance regarding connection/availability fees for water and sewer.

Attachments:

- Correspondence from John Eller, Town Attorney
- May 24th Town Council Agenda Packet information on this item.

LAW OFFICES OF
J. JOHNSON ELLER, JR.

P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661
FAX (434) 369-5663
ELLERJAW19@GMAIL.COM

June 2, 2016

Mike Mattox, Mayor
Altavista Town Council
P.O. Box 420
Altavista, VA 24517

RE: Public Hearing on Increase in Connection fees for water and sewer

Dear Mayor and Council,

At the Work Session May 24, 2016 Council instructed staff to advertise the increased connection fees for a public hearing to be held at the June 14, 2016 meeting. For the reasons stated in this letter we were unable to prepare an ordinance and advertisement without further consultation with Council and thus there is no hearing scheduled for the next meeting.

By letter to Waverly, dated May 5, 2016, I rendered an opinion that the increases in the connection fees for water and sewer put into place for the Fiscal Year July 1, 2013-2014 and after were subject to being declared invalid due to failure to advertise them for public hearing prior to implementation. Incidentally, the increase in water and sewer rates implemented that year were advertised for public hearing so there is no problem with them.

Waverly has previously outlined the background to these connection fee changes but I want to summarize for clarity. When changes to the rate and fee structure were being considered in 2011, 2012 and 2013 the committee system was still in place and the Public Works/Utility Committee held several meetings at which the rates and fees were discussed. In addition to rates and connection fees, a possible fire suppression fee and capital recovery fee were considered.

At a Utility Committee meeting December 30, 2011, the following proposals were put forth:

“Proposed Water Connection Fee:	\$1,500
Current Connection Fee:	\$ 350
Water Capital Recovery Charge:	(Shown on a chart not attached hereto)
Current Availability Fee:	\$ 0
Average Cost of Water Connections Performed by the Town in last three years:	<u>\$1,521</u>

Proposed Sewer Connection Fee:	\$2,000
Current Connection Fee:	\$ 500
Sewer Capital Recovery Charge:	(Shown on a chart not attached hereto)
Current Availability Fee:	\$ 600
(This would be replaced by the Capital Recovery Charge)	
Average Cost of Sewer Connections Performed by the Town in the last three years <u>\$2,088"</u>	

Apparently, over a period of 18 months the Utility Committee considered the fire suppression fee and capital recovery fee but then, after discussion by Council in the FY 2013-2014 budget process, these two new fees were dropped thus leaving the connection fee increases proposed December 30, 2011. Thus, effective July 1, 2013 the connection fees were increased as stated in the December 30, 2011 proposal but were not advertised for public hearing. Subsequently, the citizen questioned the increased sewer connection fee and here we are.

In connection with the preparation of the advertisement for the hearing to be held June 14, 2016, I reviewed Section 78-85 of the Town Code which contains both the connection fees and rates for water and sewer service. I found that the structure of this ordinance is much more complicated than the simple proposal put forth in the December 30, 2011 report of the Utility Committee.

I am enclosing a copy of relevant portion of Section 78-85. As you can see, the ordinance contains numerous categories in both the water and the sewer portion and the sewer portion is broken down into two divisions: connections to lines constructed before July 1, 1989 and connection to lines constructed after July 1, 1989. The basic residential connection fee for pre-July 1, 1989 is \$1,100.00. The connection fee for post-July 1, 1989 is \$500.00 with an availability fee of \$600.00 having been charged to all property owners fronting on the line when constructed. Thus, a person connecting to the post-1989 lines would pay a total of \$1,100.00, \$600.00 when the line was constructed and \$500.00 upon connection which is the same as the pre-1989 total.

The December 30, 2011, Committee proposal does not address the numerous categories of connections, i.e. 1" water meter, over 1"; sewer connections for multiunit; motel/hotels, etc. Thus, I am unable to draft an amended ordinance and advertise it without further guidance from Council.

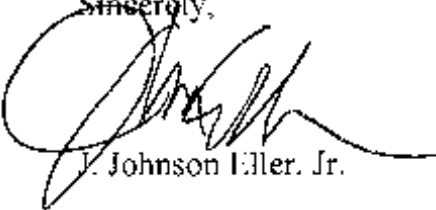
After discussion with Waverly we feel that the categories in the ordinance are not clear and we are unaware of the basis for the various charges therein. Thus, I have prepared a draft ordinance for Council's consideration which ordinance includes the \$1,500/\$2,000 fee

increase and addresses the different categories more consistently. This is just a proposal for Council to work from.

One of the major questions Waverly and I had was whether the Committee/Council intended the \$600.00 availability fee to be a credit against the base fee or an addition to it. If the availability fee is not a credit, then the total connection fee is actually \$2,600.00.

It is my feeling and that of Waverly that we need to carefully review all the categories of connection fees and get it set up in a simpler format with charges that are fair and reasonable to both the citizens and the Town.

Sincerely,



J. Johnson Eller, Jr.

Enclosure

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: FY2013-14 Utility Connection fee increases

Summary: Recently a citizen inquired as to the current utility connection fees and the significant increase that had occurred. Staff researched the item and found that this discussion began with the Public Works/Utility Committee, with a recommendation being forwarded to the Town Council at their February 2013 Regular Meeting (Packet information attached). At the February Town Council meeting it was the "consensus" of Council that the *"developed rate structure proposal stay in place with a 5% utility rate increase proposed for FY2014"*. This item was further discussed at the April Public Works/Utility Committee meeting with a recommendation that the Capital Recovery Fee and the Fire Suppression Fee be tabled until a future date (Packet information attached). The Committee recommended that all other fees as identified remain in the budget. This recommendation was accepted and voted on by the Council at their April Regular Meeting. Based on discussion/action, adjustments were included in the budget based on the proposed rate/fee structure and the item was discussed several time over the course of the budget deliberations.

After researching the issue, staff consulted with the Town Attorney (John Eller) and he has presented the attached opinion regarding this item. John feels that the increases in the connection fees could be subject to successful challenge. Based on John's opinion, due to the fact that the budget public hearing ad did not specifically address this issue, they need to be reconsidered. Staff is also reviewing our files to assess the number of connections that were impacted.

Staff seeks direction from Council on this matter. During the FY2013-2014 budget deliberations it appeared it was Council's intent to adopt the proposed changes, even assuming that they had been adopted. If Council would like to consider adoption of the fees as presented in February 2013, a Public Hearing on the matter would need to be conducted.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends consideration of the utility connection rates.

Town Manager Recommendation: Conduct a public hearing on the utility connection rate increase as outlined in February 2013.

Attachments: Correspondence from Town Attorney, John Eller, FY2013-14 water & sewer connection fees; February 2013 Town Council Agenda Packet "Public Works/Utility Committee Report" with Attachments; April 2013 Town Council Agenda Packet "Public Works/Utility Committee Report"

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

LAW OFFICES OF
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May 5, 2016

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

Re: FY 2013-14 Increase in water & sewer connection fees

Dear Waverly:

In response to your e-mail of April 27 I have concluded that the increases in the connection fees for water and sewer put into effect as of July 1, 2013 are subject to successful challenge because they were not properly advertised prior to enactment.

The requirements of Virginia Code Sec. 15.2-107 relating to imposing and changing fees related to water and sewer services are as follows:

All levies and fees imposed or increased by a locality pursuant to the provisions of Chapter 21 (§ 15.2-2100 et seq.) or 22 (§ 15.2-2200 et seq.) shall be adopted by ordinance. The advertising requirements of subsection F of § 15.2-1427, or 15.2-2204, as appropriate, shall apply except as modified in this section.

The advertisement shall include the following:

1. The time, date, and place of the public hearing.
2. The actual dollar amount or percentage change, if any, of the proposed levy, fee or increase.
3. A specific reference to the Code of Virginia section or other legal authority granting the legal authority for enactment of such proposed levy, fee, or increase.
4. A designation of the place or places where the complete ordinance, and information concerning the documentation for the proposed fee, levy or increase are available for examination by the public no later than the time of the first publication.

Mr. J. Waverly Coggsdale, Jr.

Page 2

May 5, 2016

VCA Sec. 15.2-1427 F. as incorporated into Sec. 15.2-107 requires advertisement once per week for two successive weeks. Normally, this requirement applies only to counties but the incorporation language makes it apply to all localities in this instance.

VCA Sec. 15.2-2119 is the statute that authorizes localities to charge for water and sewer service. Connection fees are specifically mentioned in Subsection C.

It appears that the increased connection fees of \$1,500 water and \$2,000 sewer were put in place in the 2014 budget (7-1-13/6-30-14) but these increases were not advertised at all much less pursuant to the format in Sec. 15.2-107. I have seen the ad copy for the 2014 water and sewer rate increases from the 2013 minutes and the old rates and the new rates are shown so I believe the ad is in substantial compliance with Sec. 15.2-107. However, the old and new connection fees should have been included in the ad with the rates.

Thus, I believe our advertisement was not compliant as to the water/sewer connections fees. The scenario in your e-mail of April 27 demonstrates that a person reading the ads for the FY 2014-15 budget could have figured out that the connection fee had been raised. However, the way I understand it the fee was raised in FY 2013-14 and the first ad that set forth the new rates was published in connection with the FY 2014-15 budget. Thus, the public did not get advance notice of the new fees. If I have this wrong, please let me know because it is critical.

Mr. Tucker should have known the connection fee was \$2,000 after the ad published in April, 2014 for the FY 2014-15 budget. However, his point is that he did not have advance notice and if he had he would have connected for the old fee and/or appeared at a budget hearing to protest.

What is the effect of non-compliance? I believe that the citizen could file an action in the Campbell County Circuit Court requesting that the increase be declared invalid. I have reviewed some Supreme Court cases on the effect of failure to properly advertise. These cases all involve zoning actions under Chapter 22 (2200 et seq.) and they hold that failure to follow the advertising requirements makes the action "void *ab initio*" meaning from the date of passage. Although I could not find any cases specifically involving failure to advertise and have a public hearing on utility rates and connection fees I believe it is likely that the holding would be the same. Thus, such a challenge to the increased connection fee might well be successful.

Sec. 15.2-2204 E on zoning matters contains a limitation period for challenges to zoning decisions. Sec. 15.2-2204 E. states that "Every action contesting a decision of a locality based on a failure to advertise or give notice as may be required by this chapter shall be filed within 30 days of such decision with the circuit court having jurisdiction of the land affected by the decision." Unfortunately, there is no limitation period for such challenges in Sec. 15.2-2119 as to water and sewer charges.

Mr. J. Waverly Coggsdale, Jr.
Page 3
May 5, 2016

I reviewed the general statutes on limitations of actions contained in Chapter 4 of Title 8.01 of the Virginia Code and find no reference to a time limit to file actions contesting the validity of an ordinance.

From time to time, the General Assembly passes a "curative" statute stating that all ordinances passed by a locality prior to a certain date shall not be declared invalid for failure to give proper notice. The last such date is July 1, 1996, so another one could pass shortly, I suppose, but we do not have it now.

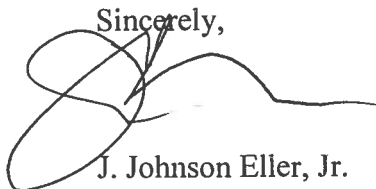
Thus, it is my opinion that the increase in the sewer and water connection fees were not enacted per the requirements of the statute and are subject to being declared void from the date they were put into effect.

At this point we have one party complaining, but all others who paid the higher connection fee would certainly be in the same position. If the fee is not valid then refunds must be considered.

In order to correct this problem the increased connection fee needs to be advertised for two weeks with the ad showing the old and the new amounts and included in the budget hearing or a subsequent hearing. Since Council now meets twice per month it shouldn't be difficult to get this done before July 1.

Lastly, in the future when we change the water/sewer rates and fees I will draft an ordinance to put them into effect and we can do the advertising copy as well.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Johnson Eller, Jr.", written over the printed name.

J. Johnson Eller, Jr.



Feb 2013
Town Council
Agenda Item

Town of Altavista, Virginia
Town Council Package

Agenda Tab: 7
Agenda Item: 10a (ii)

PUBLIC WORKS/UTILITY COMMITTEE REPORT

The Public Works/Utility Committee met on Friday, February 1, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: 5th Street/Charlotte Avenue drainage (Action Requested)

Over the past few months, the Public Works Committee, as well as Town Council, has evaluated the drainage in the area of the 5th Street/Charlotte Avenue. This review came about as a potential solution to the "dip" that exists at this "T" intersection at Charlotte Avenue. During this time several thoughts have been evaluated on how to best approach the drainage area, with the most previous one being the installation of storm water drainage in the area and piping the water underground along 5th Street and across private property to Novelty Street to an existing drainage outfall. At their meeting the Committee felt it would be prudent to evaluate the possibility of connecting this drainage to the proposed improvements in the Pittsylvania Avenue/Main Street Intersection project. Upon discussing this issue with VDOT, another possible alternative along Main Street was discovered which involved an existing drainage structure on Main Street in the vicinity of Franklin Avenue (in front of Finch & Finch). Concurrence from Council in regard to exploring these other two opportunities rather than proceeding with the previous alternative would suffice as direction for staff.

II: Utility Fees/Proforma Update (Action Requested)

The Utility Committee has discussed amending the fees associated with utility service for the past year and at this time would like to recommend the attached fee schedule for consideration by Council. This schedule would be utilized for any budget impact and could be voted on during the budget adoption process. Concurrence from the full Council would be appropriate at this time. (Attachment: Utility Fee Schedule)

In addition, the Committee reviewed the projections of the Utility Proforma as it related to expenses and revenues and the impact of continuation of the utility rate plan that was presented to Council several years ago and has been implemented for the past several years in an annual 5% rate increase structure. The Committee recommends that the developed rate structure proposal stay in place with a 5% utility rate increase proposed for FY2014. This would be for budget purposes at this time and final action would be taken at the point when the FY2014 Budget is adopted. Concurrence from the full Council would be appropriate at this time. (Attachment: Utility Proforma – 5% Rate Increase)

Utility Committee Meeting - December 30, 2011 (initial submission)

Based on the average cost of water and sewer connections performed by the Town in the past three years, the following fees are proposed:

Proposed Water Connection Fee: \$1,500

Current Connection Fee: \$ 350

Water Capital Recovery Charge: See Attached Chart

Current Availability Fee: \$ 0

Average Cost of Water Connections Performed by the Town in last three years: \$1,521

Proposed Sewer Connection Fee: \$2,000

Current Connection Fee: \$ 500

Sewer Capital Recovery Charge: See Attached Chart

Current Availability Fee: \$ 600
(This would be replaced by the Capital Recovery Charge)

Average Cost of Sewer Connections Performed by the Town in the last three years: \$2,088

[Added October 30, 2012]

Monthly Charges for Fire Suppression Meters

5/8 - 3/4"	\$3.00 monthly charge
1"	\$4.20 monthly charge
1 1/2"	\$5.40 monthly charge
2"	\$8.70 monthly charge
3"	\$33.00 monthly charge
4"	\$42.00 monthly charge
6"	\$75.00 monthly charge

Capital Recovery Charge: This charge has the purpose of providing funds to be used to finance all or part of capital improvements necessary to serve new customers and are raised outside of capital received from general water/sewer use rates. These fees are capital recovery fees that are established as one-time charges assessed against developers or new water or wastewater customers to recover part or all of the cost of additional system capacity constructed for their use. AWWA's M26 defines them as a contribution of capital towards recently completed or planned future plant or distribution facilities necessary to meet the service needs of new customers to which such fees apply.

Capital Recovery Charges (DRAFT)
(Initial discussion December 2011)

Meter Size	RATIO	WATER (\$)	SEWER (\$)	TOTAL (\$)
5/8" x 3/4"	1	1,200	1,500	2,700
3/4"	1.5	1,800	2,250	4,050
1"	2.5	3,000	3,750	6,750
1 1/2"	5	6,000	7,500	13,500
2"	8	9,600	12,000	21,600
3"	16	19,200	24,000	43,200
4"	25	30,000	37,500	67,500
6"	50	60,000	75,000	135,000
8"	80	96,000	120,000	216,000
10"	115	138,000	172,500	310,500
12"	330	396,000	495,000	891,000

Source: AWWA Standards C700,C701,C702, C703

CCUSA AND TOWN OF ALTAVISTA CONNECTION/AVAILABILITY FEE

Recently a business opened in the Altavista Commons Shopping Center that is currently served by the Campbell County Utility Services Authority, below is an illustration of the actual fees paid to CCUSA versus the Town's current fees and proposed fees for the same connection.

CCUSA

2" water line

Connection Fee:	\$ 6,500
Availability Fee:	\$15,200 (equals 8 units of water)
Total:	\$21,700

Town of Altavista

Current

2" water line

Connection Fee:	\$350
Availability Fee:	\$ 0
Total:	\$350

Proposed

2" water line

Connection Fee:	\$1,500
Capital Recovery Fee:	\$9,600
Total:	\$11,100

(New Submission – October 30, 2012)

Other Charges

	Current	Proposed
Application/New Account	\$0	\$25.00
Each request for service beyond initial turn on	\$25.00	\$25.00
Each request for service beyond initial turn on (After hours)	\$25.00	\$50.00
Meter test for removable meters	\$0	\$50.00
Meter test for large stationary meters	\$0	\$200.00
Each service trip for Non-payment	\$25.00	\$35.00
Late fees	10%, no more than \$5.00	10%, no more than \$10.00
New Account/Security Deposit (Owners)	\$0	\$50
New Account/Security Deposit (Renters)	\$75.00	\$125.00
Bulk Water Sales	In town users –In town rates Out of town users – Out of town rates	\$10.00 per 1,000 gallons



April 2013
Town Council
Agenda Item

Town of Altavista, Virginia
Town Council Package

Meeting Date: April 9, 2013
Agenda Item: 8a (iii)
Attachment: 2c

PUBLIC WORKS/UTILITY COMMITTEE REPORT

The Public Works/Utility Committee met on Thursday, April 4, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: 5th Street and Charlotte Drainage project update (Informational – No Action Requested)

Attached, please find a memorandum from John Tomlin, Public Works Director, as to the latest regarding the drainage project.

II: WWTP Emergency Overflow Pond – PCB Issue/Update (Informational – No Action Requested)

The Committee was presented the report provided by Dr. Lou Licht from Ecolotree in regard to his on-going study utilizing phyto-remediation as a remediation alternative. A copy of the report is hyperlinked. REPORT

In addition, the committee reviewed Dr. Licht's proposal for additional work for this year in the total amount of \$22,775. The Committee decided not to move forward with this additional work in 2013. A copy of the proposal is hyperlinked. PROPOSAL

III: Water Asset Management study (Informational Only – No Action Requested)

The Committee reviewed the projects identified in the Water Asset Management study and has directed staff to look at the development of funding alternatives for Project 1A for their next meeting. The Committee is also looking at the possibility of scheduling Project 1A in 2014 and following up the next year with Project 1B. (Note: Projects 1A and 1B are defined as Project 1 in the study. Staff has divided them up as 1A impacts Bedford Avenue while 1B impacts Main Street. Staff feels it would not be prudent to conduct work on both of these entry points to town at the same time.) Attachment: WW Associate Project Summary and Project Breakdown

IV: Utility Fees (Motion Need – Action Requested)

The Committee discussed the proposed fee schedule related to the Enterprise Fund (Utility) and would like to recommend that the Capital Recovery Fee and the Fire Suppression fees be tabled until a future date. The Committee recommends that all other fees as identified remain in the budget.

Possible Motion: "I move that the proposed Capital Recovery Fee and the proposed Fire Suppression Fee be removed from budget consideration and be discussed by the committee at a later date."

Members Present: Ferguson, Dalton and Higginbotham



Town Manager's Report – For Month of May 2016

Bedford Avenue Waterline Project (Project 1A)

- Final items are being completed, so retainage can be released.
- Myrtle Lane Paving and Woodland Avenue parking at park to be completed.

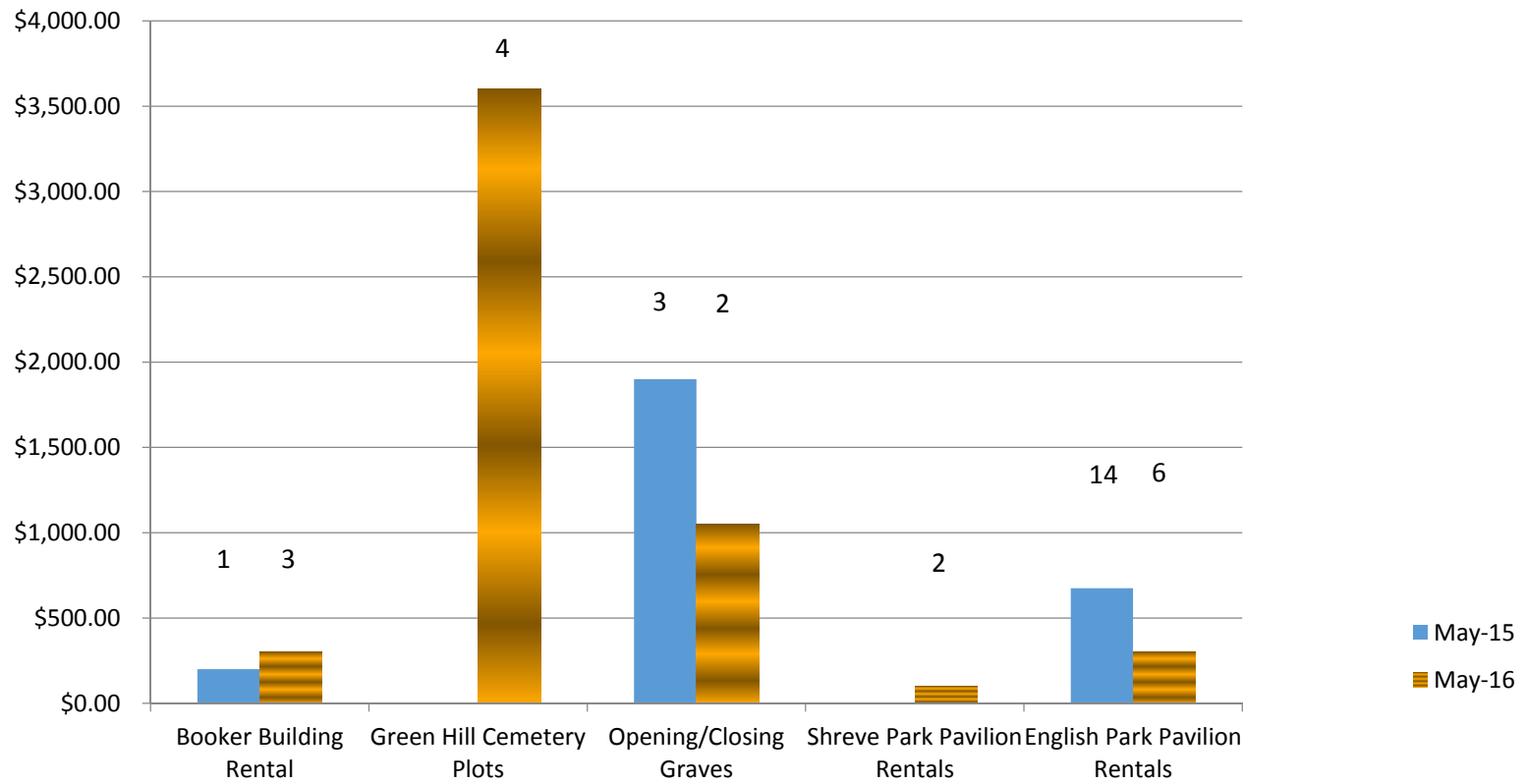
Main Street Waterline Project (Project 1B)

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

WWTP EOP – PCB Remediation

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

~ ADMINISTRATION ~



Altavista Police Department

Town of Altavista

510 7th St.

Altavista, Va. 24517

May 2016 Statistics

Simple Assault	(6)
Counterfeiting	(1)
Shoplifting	(7)
Theft from Building	(2)
False Pretense / Swindle	(2)
All Other Larceny	(1)
Embezzlement	(1)
Destruction of Property	(3)
Drunkenness	(1)
Family Offences / Non-Violent	(3)
Disorderly Conduct	(1)
Trespass	(1)
All Other Offences	(18)
Total IBR Reportable Offences	(47)
Total Number Cleared by Arrest	(17)
Total Number of Calls	(428)

May 2016 Usage/Waste Report

<u>DATE</u>	<u>RAW WATER</u>	<u>FINISHED WATER</u>	<u>HURT</u>	<u>BACKWASH</u>	<u>TOTAL FINISHED</u>	<u>WASTE</u>	<u>RUN HOURS</u>	<u>CCUSA</u>
1	1,310,000	1,127,209	85,300	129,450	1,341,959	-31,959	13	0
2	1,986,000	1,919,680	81,300	0	2,000,980	-14,980	18	0
3	2,077,000	1,755,773	79,700	38,200	1,873,673	203,327	19.25	Clean Basin #3
4	2,112,000	1,987,530	110,700	38,200	2,136,430	-24,430	21	721,000
5	1,665,000	1,510,978	79,300	76,400	1,666,678	-1,678	17.25	0
6	1,940,000	1,768,623	81,400	76,400	1,926,423	13,577	20	0
7	1,567,000	1,488,266	82,300	41,350	1,611,916	-44,916	16	0
8	1,357,000	1,281,377	81,500	0	1,362,877	-5,877	12	0
9	1,999,000	1,847,580	83,900	86,300	2,017,780	-18,780	18	0
10	2,195,000	2,058,317	116,700	43,150	2,218,167	-23,167	21	0
11	2,210,000	2,033,777	83,200	86,300	2,203,277	6,723	20	0
12	1,835,000	1,718,377	81,000	0	1,799,377	35,623	17.75	0
13	1,678,000	1,503,018	90,600	86,300	1,679,918	-1,918	16	0
14	1,328,000	1,185,793	97,100	31,690	1,314,583	13,417	13.25	0
15	1,157,000	1,031,269	91,600	0	1,122,869	34,131	9.25	0
16	1,694,000	1,546,870	82,800	63,380	1,693,050	950	17	0
17	1,727,000	1,558,808	79,900	63,380	1,702,088	24,912	17.25	0
18	1,985,000	1,900,224	113,300	0	2,013,524	-28,524	19.5	0
19	2,247,000	2,075,652	86,900	31,690	2,194,242	52,758	20	0
20	2,365,000	2,088,231	117,800	126,760	2,332,791	32,209	23	117,000
21	1,617,000	1,541,704	85,000	0	1,626,704	-9,704	15.25	0
22	1,382,000	1,256,965	82,800	0	1,339,765	42,235	13	72,000
23	2,052,000	1,849,157	122,500	31,690	2,003,347	48,653	18	81,000
24	2,300,000	1,997,539	117,900	63,380	2,178,819	121,181	20	63,000 CCUSA Cleaned Basin #4
25	2,165,000	1,989,699	90,200	63,380	2,143,279	21,721	19.5	90,000
26	2,439,000	2,348,631	122,600	0	2,471,231	-32,231	24	72,000
27	2,224,000	2,111,220	91,500	31,690	2,234,410	-10,410	20	0
28	1,417,000	1,256,965	108,000	63,380	1,428,345	-11,345	13	0
29	633,000	566,240	93,600	31,690	691,530	-58,530	5	0
30	1,190,000	1,034,478	132,900	0	1,167,378	22,622	9.5	0
31	1,990,000	1,859,979	84,800	31,690	1,976,469	13,531	18	72,000
TOTALS:	55,843,000	51,199,929	2,938,100	1,335,850	55,473,879	369,121	523.75	1,225,000
AVERAGE:	1,801,387	1,651,611	94,777	43,092	1,789,480	11,907	16.895	39,516



Memo

To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: May 2016 Economic Development Update

Announcements/Highlights:

- **Economic Development 101 for the town of Altavista-June 29, 2016 @ Main Street Café 6:00 to 7:30 p.m.**
- **"Pop Up" 2.0 Program synergy meeting June 15, 2016 @ the Altavista Train Station.**
- **Design Nine selected to conduct the planning phase of the VADHCD Broadband planning grant.**

Networking:

- Staff attended the Lynchburg Regional Alliance economic development marketing meeting.
- Staff attended the Campbell County Business Appreciation luncheon.
- Staff attended planning session meetings with the Altavista Chamber of Commerce Economic Development Committee.
- Staff attended LRBA Site Selectors fam tour session.
- Staff met with three site selectors regarding the Timken building.
- Staff met with three companies for the RFP for the VA Broadband planning grant.
- Staff attended the VTI Industrial Council.
- Staff attended briefing with staff of VEDP.
- Staff submitted two RFI for community investment projects.

Existing Business and Retention

- Staff met with BGF.
- Staff met Abbott.
- Staff met with officials at Moore's Electric.

Marketing

- Staff completed ad purchase for the USDA RLF with the Altavista Journal for the summer.
- Staff completed the community video.
- Staff completed new pull up banners for the office.
- Staff completed ads for the Discover Altavista publication.
- Staff ordered "Living in the Heart of Virginia" segments on WSET 13.
- Staff is developing new social media sites and icons for use on updates.
- Staff developed an electronic newsletter program.
- Staff developed business logo for the Clarion Road Water Tank.

Develop Products

- Staff worked with ECS and completed the ESA Phase I&II for the Lane site.

- Staff worked with Hub Scrap on the time line for clean-up of debris at the Lane site.

Encourage Entrepreneurship

- Staff conducted student “Mock” Interviews with students at Altavista High School.
- Staff set sponsor meeting for the AOT “Pop Up” classes for the fall.
- Staff submitted a CBL grant to DHCD for assistance for the “Pop Up” program.
- Worked with the CVCC SBDC to set office hours for the summer for June and August.

AOT May Monthly Report



Conferences and Meetings

- Held monthly executive meeting, May 5th
- Held monthly AOT board meeting, May 19th
- RFP committee reviewed proposals from Atelier 11 and Solex
- Attended "Attractions Meeting" from John Martin committee
- Held business visit with Millers Jewelry store
- Attended National Main Street Conference in Milwaukee

AOT

- Submitted quarterly report for VMS
- Created an Instagram account for Altavista
- Held first Cruise -In, May 7th
- Held volunteer interest meeting for Vista Flix
- Submitted Community Business Launch Grant to help assist with Pop Up 2.0.
- Met with Dominion to take photo for press release
- AOT selected Solex as consultant for feasibility study

Economic Development

- Volunteered for the Chamber in the student interviews for workforce development skills
- Held Business Appreciation Reception at Avoca Museum
- Attended Rotary Club for Robotics Team lunch
- Attended Social Media Strategies for Economic Development webinar

Goals to be completed by next month

- Hold Pop Up 2.0 stakeholder information meeting
- Kickoff meeting for feasibility study
- Historic Signs for Rout 29
- Board meeting to be held June 16th
- Attend VDOT meeting for bridge, June 21st

- Assist Economic Development with media advertising with I Heart Radio and Living in the Heart of Virginia
- Attend Economic 101 Class June 29th
- Volunteer for Cruise -In during Uncle Billy's Day

Monthly Report to Council

Date: June 14, 2016
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: May 2016 Reporting

1. Zoning/Code Related Matters: May 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
5-May	022a-16	Tom Powers Sign, Danville VA	Replace sign at 105 Clarion Rd- Lendmark
5-May	024-16	Blair Construction, Gretna VA	Creating/renovating for Roses Express at 1301 Main Street
5-May	017-16	Charles Stewart, Gretna VA	Added a pole barn to new construction at 200 West Rd.
5-May	025-16	Patricia Steele, TNT, Vinton	Fireworks Tent at Walmart during July 4th
13-May	020-16	Carmen Perri, Lynch Station	Habitat House at 1000 14th St
13-May	021-16	Carmen Perri, Lynch Station	Habitat House at 1002 14th St
31-May	025a-16	I.H. McBride, Lynchburg	Tractor Supply Sign 1301 Main St
31-May	026-16	Kevin Stone, Lynch Mill Rd.	Home Occupation for office for promotion's business

- A new address was assigned to house in 1000 block of 14th Street to correct a past error and provide addressing for two new Habitat homes.
- Worked on nuisance complaints in 800 & 900 blocks of 8th, 9th, 10th and Park Streets.
- Mailed 24 grass violation notices.
- Researched inoperable vehicle code section for/with Town Manager.
- Researched MHP ordinance as it related to a nonconforming use for Town Manager.

2. Site Plans Reviewed and/or Approved:

- Approved a 2-lot subdivision for a parcel at Walmart. One parcel contains the strip mall and the other a vacant buildable lot.

3. Planning Commission (PC) Related:

- Completed agenda for June 6th meeting.
- Complete draft of Comp Plan for all chapters.
- Scheduled for Mr. Clements to attend PC training in Roanoke.

4. AOT Related

- Nothing noted.

5. ACTS Related

- Validated daily ridership and revenue for bus system (May) - see bus report.
- Operations reimbursements submitted for April 2016.
- Daily rider and fee counts tallied.

- Corrected DRPT annual alcohol/drug testing reports and resubmitted.
- Met with Journal to assist with article for free fares starting June 1.

6. Projects and Administrative Related:

- Updated GIC- Note- Aavelin back on line after many hours of trouble shooting to determine the problem, which turned out to be the Town's firewall was blocking access.
- Dealt with vulture complaints on several occasions in Moseley Heights.
- Reviewed Classification and Compensation Study proposals and developed scoring sheet. Staff, myself, Tobie and Waverly, scored proposals and phone interviews were scheduled. Drafted memo to Town Manager.
- Worked on and completed canoe launch flyer with Emelyn and Dennis.
- Worked on and completed LWCF grant application with assistance from Kelly Hitchcock. Staff hand delivered grant application for canoe launch site to DCR in Richmond.
- Completed TC reports for staff and ACTS and attended TC meeting and work session.
- Continued to assist with Dominion water connection. Received the and passed on the Dominion water purchase agreement with Dominion to John Eller and Town Manager for review.
- Approved blocking 10th Street by First Baptist for annual Bible School. This has always been approved in the past.
- Attended a 'State of Good Repair' training and informational meeting at VDOT's Lynchburg office.
- Certified TOA April bank statements.

ACTS RIDER TALLY

May 2016 Ridership Report

[illegible]

~ June 2016 ~						
◀ May 2016						Jul 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Uncle Billy's Day	4 Uncle Billy's Day Altavista On Track Cruise In
5	6 Planning Commssion 5:00 p.m.	7	8	9	10	11
12	13	14 Council Meeting 7:00 PM	15	16	17	18 Avoca Museum's Made in the Shade Craft Beer Festival Noon-6:00 p.m.
19 Father's Day	20	21	22	23	24 Chamber of Commerce TGIF @ Avoca 5:30-9:30 p.m.	25
26	27	28 Council Work Session 5:00 PM	29	30	Notes:	

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