



# Town of Altavista

## Meeting Agenda

### Town Council Meeting

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

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Tuesday, May 10, 2016

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7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Recognitions and Presentations
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 April 12<sup>th</sup>; Work Session April 19<sup>th</sup>; Work Session April 26<sup>th</sup>](#)
- b. Acceptance of Monthly Finance Reports
  - i. [Invoices](#)
  - ii. [Revenues & Expenditures Report](#)
  - iii. [Reserve Balance/Investment Report](#)
- c. [Appointments](#)
  - i. Recreation Committee
  - ii. Planning Commission

#### 7. Public Hearing

- a. [FY2017 Budget and FY2017-2021 CIP](#)
- b. [Proposed Ordinance Enacting a Cigarette Tax](#)

**8. New/Unfinished Business**

- a. [Canoe Launch Grant – DCR LWCF grant resolution](#)
- b. [Boy Scouts request to use English Park](#)
- c. [Altavista Community Transit System – Substance Abuse Policy adoption](#)

**9. Reports**

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

**10. Informational Items/Late Arriving Matters**

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

**11. Matters from Council****12. Closed Session****13. Adjournment****UPCOMING COUNCIL MEETINGS/ACTIVITIES**

*(All meetings are at Town Hall unless otherwise noted)*

Thursday, May 12 <sup>th</sup> 5:30 – 7:30	Business Appreciation Event (Avoca)
Tuesday, May 17 <sup>th</sup> @ 12:00 Noon	Campbell County Business Appreciation Luncheon (Hyland Heights Baptist Church) (RSVP Needed)
Tuesday, May 24 <sup>th</sup> @ 5:00 p.m.	Town Council Work Session
Tuesday, June 14 <sup>th</sup> @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, June 28 <sup>th</sup> @ 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:** May 10, 2016  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Recognitions/Presentations

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**Presentation(s)**

***Two town employees have or will achieve milestones in the last few months:***

- John Pannell, Public Works                      25 years
- Roberta Robbins, ACTS                              5 years



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

**Date:** May 10, 2016  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Consent Agenda

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

**Minutes:** *Regular Meeting April 12<sup>th</sup>; Work Session April 19<sup>th</sup>; Work Session April 26<sup>th</sup>  
(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)*

**Appointments**

- Mrs. Annie Shelton – Recreation Committee (Reappointment) - 3 year term – March 2019
- Mr. Marvin Clements – Planning Commission (Unexpired term) – December 2018

*(Motion(s) to accept each individual appointment as noted.)*

Regular Council Meeting—April 12, 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 April 12, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

Council members  
present:

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

Council members  
absent:

Mr. Charles Edwards

Also present:

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

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

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

4. Recognitions and Presentations

- a. Jerry Barbee, Planning Commission

Mr. Witt addressed Council on Mr. Barbee's behalf and expressed his appreciation for the opportunity to serve both on the Planning Commission and as Chairman of the Planning Commission. Mr. Barbee felt it was an honor to serve the Town and thanked Town Council for trusting him with that honor.

Mayor Mattox asked Mr. Witt to convey to Mr. Barbee Council's, staff's and the community's thanks for his good works.

*RESOLUTION IN RECOGNITION OF  
JERRY BARBEE*

*WHEREAS*, the Town of Altavista Planning Commission encourages community participation and thoughtful approaches to the impacts of development within the community and on the environment, and

Regular Council Meeting—April 12, 2016

*WHEREAS*, the Town of Altavista Planning Commission Member, Jerry Barbee, has provided valuable leadership, insights and planning contributions to the town’s planning program since his appointment to the Commission in January, 2007, which included acting as Chairman of the Planning Commission from February 2010 until January 2016, and

*WHEREAS*, Jerry Barbee actively participated in the development of the Downtown Revitalization Overlay District adopted in November 2007 and amended in March 2009; the update of the Town’s Zoning Ordinance adopted in October 2011; annual reviews of the Town’s Comprehensive Plan to include an update to the Plan in 2015 and development of the Design Guidelines in 2014.

*WHEREAS*, Commission Chairman, Jerry Barbee, has performed his duties with the highest respect for our citizens, the volunteer commissioners, and ethical standards of the Town.

*NOW, THEREFORE, BE IT RESOLVED* that by action of the Mayor Michael Mattox, the Town Council and the Planning Commission hereby records its appreciation to Jerry Barbee for his outstanding service on the Altavista Planning Commission.

Adopted this 12<sup>th</sup> day of April 2016

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Michael Mattox, Mayor  
Town Council, Town of Altavista

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John Jordan, Chairman  
Altavista Planning Commission

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to adopt the resolution in recognition of Mr. Jerry Barbee.

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

Mrs. Dalton read some comments received from Mrs. Harriet Hardy:

Thank each of you for the time and effort each of you put into helping our town be the best we can be on behalf of each citizen. Tonight, I am especially thankful for the improvement to English Park which makes the river view and picnic tables so much more accessible for the elderly and handicap.

Sincerely,  
Harriet

5. Public Comment

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

No one came forward.

Regular Council Meeting—April 12, 2016

6. Consent Agenda

- a) Minutes- Regular Meeting March 8<sup>th</sup>; Work Session March 22<sup>rd</sup> –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports

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

7. Public Hearings

None scheduled.

8. New/Unfinished Business

- a. Chamber UBD Update/Adult Beverage Area Request

Mr. Jeffrey Janiak, Uncle Billy’s Day Committee, addressed Council in regards to the Adult Beverage Area. He advised the area for the beer garden will be the same as last year’s but requested permission to run the beer garden from 6:00 p.m. to 10:30 p.m. on Friday night and Saturday night.

A motion was made by Mr. Emerson, seconded by Mr. George, to approve the beer garden hours (6:00 p.m. to 10:30 p.m.) Friday and Saturday nights.

Motion carried:

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

- b. Request to Execute an Extension on the Option for the Boat Launch Property

Mr. Coggsdale advised last year, the Town Council executed an option agreement with Mr. & Mrs. Larry Dalton in regard to property that is being considered by the Town for a canoe launch. The original option agreement is set to expire in May, and can be extended for an additional 365 days for an additional \$500. He advised staff continues to work on potential grant opportunities for the development of the canoe launch. The draft budget provided for the project design is \$290,000 and the property purchase price is \$40,000. Mr. Coggsdale noted Altavista on Track has applied for a grant through Dominion in the amount of \$50,000.

Mr. George asked if the \$500 would be credited towards the cost of the land.

## Regular Council Meeting—April 12, 2016

Mr. Eller confirmed the option prices would be credited towards the purchase.

Mr. Higginbotham stated he thought staff would be looking for grants to fund the boat ramp and not use the town's funds because it was in Campbell County. He noted \$250,000 was budgeted for the project and stated he supports the ramp but is not sure he can support this.

Mr. Coggsdale stated the thought process is if Council plans on doing this we don't know if we will get the grants yet. It is possible the majority could be paid through grants. Mr. Witt is working with different agencies on grants.

Mr. Higginbotham questioned the figure of \$250,000 in the budget.

Mrs. Shelton stated there is \$334,000 in Recreations.

Mr. Higginbotham noted this is located in the County and it was Council's hope that Campbell County would embrace the idea, fund it, maintain it and the town was willing to kick start the project with grants. Now it looks like the town has committed a lot of money in Campbell County. He stated he supported the ramp but wasn't sure that it took that amount of money.

Mrs. Dalton stated there are a couple of things going on here, the grant investigative process has not been exhausted and she understands staff putting this item in the budget. The fact that it is in the budget doesn't mean it is expendable, it means it has to come before Council.

A motion was made by Mrs. Dalton, seconded by Mr. George, to renew the Option agreement for an additional 365 days at \$500.

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 asked Mr. Witt if he would provide an update on the grants that have been applied for.

Mr. Witt advised Miss Emelyn Gwynn has applied for a grant with Dominion Power in the amount of \$50,000. He has been approached by the Timken Foundation on a possible grant. He has received approval from Region 2000 and Ms. Kelly Hancock will be working with him on two grants: a DCR grant and Recreational Trails program. Mr. Witt stated he is also waiting on the Games Department for a grant which is for the canoe launch.

- c. Consideration of Text Amendments to the "Zoning Ordinance" related to the "Keeping of chickens"

Mr. Coggsdale advised at last month's Council meeting, the Town Council conducted a public hearing on the proposed text amendments to Chapter 86, "Zoning", Article II "Use Type"; Article III, "Permitted Uses"; and Article IV "Development Standards" to allow for the keeping of chickens within the Town limits. Following the public hearing, the Town Council opted to place the item on the regular meeting in April for consideration and possible disposition of the item. He noted the Planning Commission previously recommended approval of the text amendments.



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A motion was made by Mr. George, seconded by Mr. Emerson, to approve the amendments to Chapter 86, “Zoning”, Article II “Use Type”; Article III, “Permitted Uses”; and Article IV “Development Standards” to allow the keeping of chickens within the Town limits.

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

Mrs. Dalton stated personally she would vote no on this matter but there is the will of the people and the Planning Commission has wholeheartedly recommended these amendments. She noted no one spoke against this at the public hearing. She expressed her concerns and noted this item would be reviewed in one year.

d. Discussion of FY2017 Budget/First Reading of the Budget/Set Public Hearing (May 10<sup>th</sup>)

Mayor Mattox asked Mr. Garrett to introduce someone in the audience.

Mr. Garrett introduced Mr. Tom Fore, Town of Amherst. Mr. Fore has been assisting in making some improvements at the Water Plant. He has 36 years as a Class 1 Water Operator.

Mr. Coggsdale recognized the department heads advising they all played an instrumental role in developing the budget and expressed his appreciation for their hard work in development of the budget.

Mayor Mattox thanked Mr. Fore on behalf of the citizens of Altavista for the work he is doing.

Mr. Fore thanked Council for the letter sent recognizing him noting that it meant a lot to him.

Mr. Coggsdale presented Council with a power point on the FY2017 Budget and noted a public hearing would need to be scheduled for the May 10, 2016 Town Council meeting.

Mayor Mattox asked Council for questions.

Mr. George felt the cigarette tax was a good idea and suggested that revenue be used to eliminate the Business and Professional Occupational License (BPOL) tax. He noted he is also in favor of increasing the meals tax and reducing the real estate taxes.

Mr. Emerson agreed with Mr. George stating purchasing cigarettes and meals in the town are a chosen tax. Real estate taxes affect everyone who owns property in the town. He suggested starting small and then reviewing in a year.

Mrs. Dalton stated conceptually giving the citizens a break on their real estate tax given they also pay county real estate taxes is positive. She stated what she didn't

## Regular Council Meeting—April 12, 2016

want to see was a decrease in revenues considering the water plant issues. She suggested implementing the .27 tobacco/cigarette tax and to up the meals tax by 1.5% to 7%. Not knowing what revenue this will bring in, she imposed for Council's consideration that real estate taxes be dropped to .08 from .144 with the BPOL tax being cut in half.

Mayor Mattox stated whenever he tries to get someone to move into Altavista they comment about the double taxes. He tells them about the lowest water rates in the state of Virginia and the services provided by the town and they comment about the double taxes. He concurred with the comments made thus far in regards to the taxes.

Mr. Higginbotham stated he did not support tobacco usage and looks at it as an addiction. He felt people that are hooked on the tobacco products are struggling to make ends meet and didn't feel it was appropriate to tax cigarettes (noting many other localities don't do this). He stated he didn't like the BPOL tax either and all Council is doing is creating a ratchet effect of more and more taxes. He didn't feel it was fair to make those smoking cigarettes pay for the BPOL tax.

Mrs. Brumfield noted the BPOL tax is calculated on gross receipts.

Mr. Higginbotham stated there was \$40,000 to \$50,000 of meal's tax revenue being given to Campbell County and he would support using these monies to offset the BPOL tax. He felt no one had thought of the second and third order of effect; people are going to drive to Hurt to purchase cigarettes which will hurt the local businesses.

A motion was made by Mrs. Dalton, seconded by Mr. George, to schedule a public hearing for the May 10, 2016 Town Council meeting to receive public comment on the cigarette tax.

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	No

Council is considering the lowering of the real estate tax, cut the BPOL tax in half, increase the meal's tax by 1.5% and create a cigarette tax of .27.

It was the consensus of Council to include in the FY2017 budget an increase in the meals' tax of 1.5%.

Mr. Higginbotham questioned the salary increase for the Council stating they are there to serve the citizens.

Mayor Mattox noted that it is there as a consideration in the budget and can go either way.

Mrs. Brumfield stated she would like to hear from the public in regards to raising the meal's tax as well.

Mr. Coggsdale advised the FY2017 budget will be advertised as a public hearing and this would include the meal's tax increase.

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Mr. Higginbotham referred to the Economic Development Department budget and questioned the Welcome Center that is listed and \$3 million listed for industrial land and \$5 million listed for infrastructure.

Mr. Coggsdale stated what staff is asked to do is to project the future needs of the community. Items in this budget are based on the Altavista Economic Development Authority (EDA) and the plan adopted by Town Council. He suggested that this may be an opportunity for the EDA and Town Council to have another review to see if this is the course intended.

Mayor Mattox concurred with staff's recommendation; is this the path Council wants to go down.

Mrs. Dalton, Council's EDA representative, stated some of this is unrealistic and cannot be completed until it is funded; it is an ambitious thought process. She noted this is in the plan and perhaps the plan needs to be amended.

Mr. Coggsdale stated the only item in the Economic Development Department budget for FY2017 is the virtual building.

Mr. Higginbotham mentioned staff has already considered this and thought it was worthwhile to put the CIP for the next five years.

Mrs. Dalton asked Mr. Higginbotham for his thoughts on these line items.

Mr. Higginbotham felt it was ludicrous to spend \$4 million dollars for property and \$5 million for infrastructure; noting the Timken building would be vacant.

Mr. Coggsdale noted this document was developed before the Timken announcement.

Mr. Jarvis mentioned this building is located in Campbell County and there would have to be approval from the county to do special revenue sharing.

Mayor Mattox stated as a compromise he had no problem putting CIP items on hold until there is an evaluation of the strategic plan.

Mr. Coggsdale asked if a five year CIP is needed if items will be pulled out and items looked at annually.

Mrs. Dalton stated Council wants staff to be futuristic noting the CIP that she zeros in on is the one coming up for this year and will look closer at the future items as they approach. She stated staff and Council has to plan ahead.

Mr. Jarvis addressed Council. He stated these items are items that any Economic Development Organization in this region have with the exception of a "Welcome Center". Some of these items are hypothetical and are rough estimates. These are items that were adopted by Council with the EDA and the community leaders. He noted since 2008 the Comprehensive Plan has been revised three times (to look at the acquisition of property, to look at property for the potential expansion of industry or new investment). Mr. Jarvis noted the town is not competitive and referred to the conversation of reduced tax rates and comparable water rates for anywhere in the Commonwealth for a community the size of Altavista. He told Council the Town of Altavista is not competitive within the region for new investments; 90% of the time when an RFP comes through the town cannot participate. Mr. Jarvis felt these items were a need; the "Welcome Center" is a consideration item. Would it be a benefit for the Town, that is up for discussion? Mr. Jarvis noted he is very passionate about his job, where he lives and where he works.

## Regular Council Meeting—April 12, 2016

Mr. Emerson stated what he took from the John Martin Event held last month was Council needs to be looking at what they are going to do next all the time. He stated he looks at the CIP as a wish list and Council has a choice to vote on the items and decide if they will be done or not. Council needs a direction if they are going to move forward.

Mayor Mattox stated he did not feel there was anyone on the Council that would not want new investment, new jobs and growth in Altavista. Feeling Council would go beyond any expectation to get new jobs and growth but whether or not it has to be on the CIP in a certain year he was not sure. He stated there are some other items in the CIP that he would like to look at in the future.

Mr. Jarvis explained to Council the process of the virtual shell building.

Mayor Mattox stated the virtual shell building would stay in the budget and Council would look for a re-evaluation of the Strategic goals with AEDA.

### Public Safety

Mr. Emerson referred to the Conventions/Education line item and suggested this line item be increased to \$13,000; \$1,000 for each officer for training purposes. Part of keeping a professional license is sending the officers to training.

Mr. Higginbotham questioned the Uniform Cleaning line item. He asked Mr. Emerson if the Campbell County Sheriff's Office cleans the officers' uniforms.

Mr. Emerson responded the Investigators get an allowance to purchase clothing but the personnel are not given an amount to have their uniforms cleaned.

Mr. Higginbotham felt if Campbell County did not provide this service, the town shouldn't either.

Mrs. Dalton stated she would like to know what other localities are doing not just Campbell County.

Mr. Emerson stated the Virginia State Police use to provide this service. He was not sure if they still do. He felt it was up to the individual to decide how they look; he felt the individual should have enough pride to take care of cleaning their own clothing. He noted the dry cleaners used by the Sheriff's Office does their laundry for a break on the cost. He felt the monies should be utilized on training.

Mrs. Dalton suggested in order to mitigate that expense for the officers a special rate could be negotiated for this service.

Mr. Emerson asked Captain Stocks if the Police Department is currently ordering vehicles with V-8 or V-6 engines.

Captain Stocks replied the patrol vehicles have V-6 engines.

### Water Plant

Mrs. Brumfield referred to the SCADA system at the Water Plant and felt Council should just move forward and get everything completed. With the contract with Dominion Virginia Power and the right person hired for the Superintendent, she felt the Town could produce the needed amount of water and can make and save the town money.

Mr. Coggsdale advised the intent is to bring to Council at the next work session a proposal in regard to a SCADA check; Woodward & Curran would create Phase II. This would get the Water Plant from where it is to completion. Next year's budget includes monies for Phase II. Council could then decide how far they want to go with the project.

## Regular Council Meeting—April 12, 2016

Mrs. Dalton mentioned the electrical issue that needs to be resolved.

Mr. Higginbotham felt there was no need to expand SCADA until the plant is expanded.

Mr. Fore advised the SCADA is built to where it is easily expandable by adding modules and PLCs.

Mr. Higginbotham asked Mr. Fore for a ballpark figure to expand the Water Plant to a four or five-million-gallon producer per day.

Mr. Fore stated if you are looking at increasing a million gallons per day, it would cost \$2.5 to \$3 million.

Mr. Higginbotham asked if there was enough real estate for an expansion.

Mr. Fore responded there was plenty of room to add four or five basins.

Mr. Higginbotham asked Mr. Fore for his thoughts on the maintenance of the current facility.

Mr. Fore stated the big maintenance items have been addressed and noted there are some issues that will come into play at the Wastewater Treatment Plant. When the expansion comes into play, consideration has to be made as how the Wastewater Treatment Plant will handle the increase.

Mr. Higginbotham asked if Council expanded a million gallons how much would they be looking at on the Wastewater Treatment Plant side.

Mr. Fore responded for every million on the Water Treatment Plant side there would be approximately \$3 million on the Wastewater Treatment Plant side.

Mr. Higginbotham mentioned with Dominion the water would go up in evaporation.

Mr. Fore responded in that particular instance it would and advised the Town would be making money by not having to treat the wastewater. Dominion would be a good customer.

### YMCA Roof on the War Memorial Building

Mr. Coggsdale advised the War Memorial Building at the YMCA is leaking. Mr. Steve Jester, Director of the YMCA, contacted Mr. Coggsdale advising the roof has been leaking for some time and they are looking for a more permanent solution. He has obtained some quotes on cost with one being approximately \$35,000. Mr. Coggsdale asked how Council would like to move forward with this matter.

Mr. George advised it has been leaking for several years and each time it ruins ceiling tiles and carpet. He stated it was a question of does the town fix it or does the YMCA fix the roof. He personally felt the Town should replace the roof.

Mayor Mattox stated the town does not have an agreement with the YMCA and that is a matter that should be considered first.

Mrs. Dalton stated Council needs clarification on the location of the leaks and felt if the Town owns the building that it would be their responsibility to cover such structural damages.

## Regular Council Meeting—April 12, 2016

Mayor Mattox asked Council if the Town still wants to own the War Memorial Building or let the YMCA have it and remove the potential liabilities. If Council chooses to keep the building, there should be some type of agreement in place.

It was consensus of the Council to figure out who owns the building, the cost associated with repairing/replacing the roof and consideration of an agreement with the YMCA.

Mr. George asked if Council votes to fix the roof will it be done as soon as possible because every time it rains it leaks.

Mr. Coggsdale noted this item is not in the FY2017 budget.

Mrs. Dalton stated this item can be added once Council knows more.

A motion was made by Mrs. Dalton, seconded by Mr. George to set the public hearing on the FY2017 Budget and CIP for Tuesday, May 10, 2016 at 7:00 p.m.

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

### 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 April 4, 2016.

Waterline along Main Street is being installed.

##### **Dominion Water Connection**

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. Staff will update Council on the process by which the connection will be constructed.

##### **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.

### 10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars- April/May

## Regular Council Meeting—April 12, 2016

### 11. Matters from Town Council

Mr. George suggested staff look into the possibility of paving English Park. He felt it would enhance the looks of the park and make it more functional.

Mr. Emerson commented that he enjoyed the John Martin Event held at the YMCA.

Mayor Mattox thanked the Altavista Chamber of Commerce for putting the event together.

### 12. Closed Session

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Recreation Committee Planning Commission, Police Department, Town Manager's compensation).

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.

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

Motion carried:

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

Council went into closed session at 8:43 P.M.

Notice was given that council was back in regular session 9:15 P.M.

#### FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

#### CERTIFICATION OF CLOSED MEETING

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

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

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

Regular Council Meeting—April 12, 2016

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. George, to increase the Town Manager’s compensation by 5% in the 2017 Budget.

Motion carried:

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

13. Adjournment

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

The meeting was continued to April 19, 2016 at 5:00 p.m. The meeting end at 9:16 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



## COUNCIL WORK SESSION APRIL 19, 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 April 19, 2016 at 5:00 p.m.

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

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Higginbotham asked if an item could be added to the agenda for consideration-water leaking into Dr. Charles West's office.

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. Beverly Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 3. Item(s) For Discussion

#### a. Long Range Water Supply/Production Discussion

Mr. Coggsdale presented Council with a printout of water usage information to be used in the meeting.

Mr. Turner Perrow, Woodard & Curran, addressed Council stating the purpose of today's meeting is to hear Council's ideas and concepts of the long term vision for water supply for the Town. Also present with Mr. Perrow was Mr. Leroy Kendricks, Mr. Jim Rivard, PE, Sr. Vice President and Mr. Brian Bzdawka, Sr. Vice President.

Mr. Perrow presented a power point presentation stating they look at technology, operations and process: three areas that they analyze. He referred to Mr. Coggsdale's handout which shows what the Town's actual supplies are; noting information on his power point presentation was dated Health Department information. Mr. Perrow stated Abbott Laboratories has a peak of 1.6 GPD is their calculation, Dominion has a peak of 1.3 GPD with the domestic services making up the remaining 900,000 GPD. He referred to the storage locations: Clarion Road, Melinda Drive, Bedford Avenue and Dearing Ford Road noting the Dearing Ford Road is used to balance out. He advised there is 3.6 million gallons of capacity. Total consumption is driven by two users Abbott Laboratories and Dominion Virginia Power. Mr. Perrow advised the water capacity is

## COUNCIL WORK SESSION APRIL 19, 2016

being approached (within the 10% window); the numbers do not include CCUSA Water Supply. He advised they have looked at some vulnerabilities of the system: two major industrial users, water production capacity is being approached (within the 10% window of using all the producible water), looking at storage management, (there are hydraulic issues the high pressure zone at the Melinda Tank help unlock the storage there but there are hydraulic issues about how to fill it again). He noted there is a history of system failures due to the age of the system. He noted until the new Public Works Director came in it had not been dug into what needed to happen at the Water Plant. He felt staff was doing a great job of highlighting what improvements could be made to make sure the plant is maintained properly. He noted the staff turnover issue; he stated as employees age out and retire it is hard to bring new people in as this is a national problem. Mr. Perrow asked Council what their long term visions and goals are for the Water Plant.

Mayor Mattox stated first of all he wanted to make sure it was high quality water, reasonably priced, that it meets the current and future demands and that the town is efficient in the way they operate.

Mrs. Dalton stated we don't know how to predict the future and yet Council wants some capacity that would enable the future to be kind to us. She noted a sufficient amount of revenue comes through water and felt that would not change going forward and would likely strengthen the stability of the town and mitigating the risk issues for industries continue to provide high quality water. She stated she did not want to be considered a buyer of water but a producer. Mrs. Dalton advised because of the agreement with Dominion the town has created a deeper relationship with CCUSA; noting a regional relationship is always good. She noted the town has a track record of being able to provide our largest industry with uninterrupted water. She would like the system looked at where the chance of no interruption of water is greatly enhanced.

Mr. Edwards stated he disagreed with the idea that a large reserve of water was needed as long as Campbell County is backing us. He asked what the average industry would require when they located here. We don't know if it is 100,000 or what. He stated with his business they don't buy capacity and let it sit for the future. Mr. Edwards felt we should be utilizing the capacity to the full extent. He advised he has been an advocate for SCADA for about five years; it was attempted at the Water and Wastewater Plants and for whatever reason got shut off. He stated he was told the labor schedule would not change and with it being expensive why are we buying SCADA?

Mr. Kendricks advised SCADA is about operations and they look at the main goal of operations and how is this tool used to make operations more efficient. This tool is used a great deal for automation and then use the labor for its highest and best use. The SCADA will release the employee to take care of other things such as maintenance. He noted SCADA can make the Water Plant more efficient and effective. He stated the water and wastewater plant needs to be evaluated to see what can be automated and how SCADA can be put to its best use. He felt it was a multi-step process and wouldn't fix every problem. It has specific purposes but there has to be an overall plan in place. He stated installing technology doesn't automatically mean saving money, it may give the opportunity to spend money more effectively particularly when there are challenges to deal with.

Mr. Edwards asked what the cost was for the SCADA system.

Mr. Kendricks stated the problem previously was the SCADA system was partially implemented; he noted from their perspective they would make sure the system is up, running properly and gives the benefits promised.

Mayor Mattox asked where SCADA is installed what are the staffing requirements across the nation.

Mr. Kendricks responded with the states they are involved in, SCADA requires less on site operations. He felt Virginia was behind the times in regards to staffing requirements.

Mr. Bzdawka felt the reduction in staffing would come with the water storage ability.

## COUNCIL WORK SESSION APRIL 19, 2016

Mr. Rivard felt preventive maintenance should not be minimized; while the SCADA system is being used staff could work on preventive maintenance for a more effective operation.

Mrs. Brumfield stated she has talked with other localities with the SCADA system and it has helped things work more efficiently.

Mr. Kendricks stated one thing to be looked at when they do the SCADA check is what are the controls they need; along with SCADA there will need to be other modifications to bring full automations to the system. The ultimate factor is water quality and water availability.

Mrs. Brumfield asked if the SCADA system gave out information on items that needs maintenance.

Mr. Kendricks advised this was another system, Computerized Maintenance System.

Mr. Emerson referred to the electrical setup at the Water Plant and that it has to be updated. He is hoping for economic development noting he understands the numbers and felt they were right at the threshold. He felt the SCADA system would improve what we have in the Town. He felt the question is how big should the plant be if Council decides to increase.

Mrs. Brumfield stated she wants to produce all water and not have to purchase water from Campbell County.

Mr. George asked if it was reasonable to expect, if upgrades continue, to be able to make water for the customers on hand and Dominion.

Mr. Rivard felt 5 million gallons could be produced; they need to look at the plant and make it as efficient as possible before spending a lot of money to expand the plant. He stated 5 million gallons may not need to be produced but there are ways to produce additional water; including additional water from the springs. Taking it step by step making it as efficient as possible and then come up with a plan.

Mr. Edwards stated with the production being 1.5 million gallons per day, the capacity that we can have is 2.4 million before going into design for expansion which leaves 900,000 gallons for sale or reserve. He pointed out while the Town would like to sell every gallon it manufactures, the expansion cannot be justified for a few days out of the year.

Mr. Higginbotham asked why we were here; he stated Woodard & Curran has resolved the emergency repair. He understands Woodard & Curran are under contract to look at additional SCADA remote sites and asked if he was correct on this.

Mr. Coggsdale responded not totally.

Mr. Higginbotham asked Woodard & Curran if they were there to solicit business, or under contract to expand or what?

Mr. Coggsdale stated Woodard & Curran were present due to the discussions associated with the memorandum and potential contract with Dominion and CCUSA. Discussion about water production, water sources and what the future might hold.

Mr. Higginbotham stated he was unsure what he could and could not ask Woodard & Curran.

Mr. Coggsdale advised Woodard & Curran is one of the term contractors.

Mr. Higginbotham asked if Mr. Perrow would be helping to resolve the Melinda tank issue.

## COUNCIL WORK SESSION APRIL 19, 2016

Mr. Coggsdale advised there would be proposals for potential work presented at the April 26, 2016 work session.

Mr. Perrow advised they have a concept that they think will work and want to make sure it could work before doing anything further.

Mr. Higginbotham asked if Woodard & Curran has looked at the inefficiencies at the plant.

Mr. Perrow noted a full in depth analysis has not been done.

Mr. Higginbotham asked how long it would take to do the analysis.

Mr. Bzdawka stated they look at the plant from an operations standpoint; he felt a day and one half in the plant will give them a good idea. Helping the client to operate more efficiently also helps with cost benefit analysis.

Mr. Higginbotham referred to bad numbers; is Ross using 1.6, 1.2 and what is Dominion going to be using 1.6 as in the agreement or 400,000.

Mr. Coggsdale stated the average is 600,000 gallons.

Mr. Higginbotham asked, do we design for the maximum? What number do we use? If we have bad numbers we will get bad results. He asked Mr. Garrett how he would get a hold on Abbott and Dominion and Dominion is not even a customer?

Mr. Garrett stated he goes back to the historical data of what is produced. He noted Abbott has a SCADA system and the information from them is what they create every day. He advised the meter that the Town bills the water from reflects their numbers.

Mr. Higginbotham stated there is no question that the numbers have to be right before expanding the water plant.

Mr. Garrett stated the numbers are right; it depends on the process and when they need the water.

Mr. Higginbotham mentioned a private citizen had approached Council some years ago in regards to using his spring as an additional water supply source and asked if it would make more sense to use that water source.

Mr. Rivard felt Council needs to look at all the potential sources.

Mr. Higginbotham also noted a private individual bought the Burlington Plant located in Hurt, Virginia, which draws 7 to 9 million gallons a day from the Sycamore Creek, Staunton River area and this too would be a possible source. He advised a plant in Hurt that could draw the raw water and ship it pretreated to the town's plant. He felt this should be considered as well. He asked Woodard & Curran what upgrades did they recommend to meet this improved operation. Mr. Higginbotham asked when Mr. Perrow talks about electrical at the next session is it for an add on or extra capacity.

Mr. Kendricks stated when they look at the electrical system, part of their consideration will come from what they hear tonight. They will look at an existing service, a service that will support the maximum amount of withdraw.

Mr. Higginbotham noted there are 10 industrial clients and asked Woodard & Curran how they advise adjusting rates to cover plant expansion when Dominion Virginia Power is causing the increase of plant expansion.

Mr. Kendricks stated they do a lot of rate studies and can't recall a client that has done this. They have tiered rates.

## COUNCIL WORK SESSION APRIL 19, 2016

Mr. George stated they found out that Dominion would be a better customer because 90% of their water consumption will be going up in steam.

Mr. Kendricks mentioned there could also be some legal issues with charging a different rate. He mentioned the possibility of reclaiming the water at Dominion Virginia Power.

Mr. Higginbotham stated there is the Wal-Mart tank and the Melinda tank and asked that it be resolved in the most hydraulically feasible manner.

Mrs. Dalton asked Woodard & Curran if they are being told what they need to know and what they can work with.

Mr. Kendrick responded "yes." It was clear to him that Council is interested in being a producer of water than buying water; not interested in overspending and wanting to maximize what is already at the Water Plant for storage, for process outside the plant, use all the storage capacity.

Mayor Mattox asked how far ahead should Council be thinking in regards to permitting.

Mr. Perrow stated now the permit is for 5 MGD and Council needs to be thinking of what this number might be in the future.

Mayor Mattox stated there is the possibility of water coming from Hurt and other sources; to protect the citizens of Altavista into the future how fast should Council move in that direction.

Mr. Perrow stated if there is an opportunity, plan as far into the future as possible to protect the long term interest.

Mr. Rivard stated as Woodard & Curran continues to work with the town they will get a handle on what the needs are.

Mayor Mattox asked how difficult it is to get additional permitting.

Mr. Rivard stated it is a five-year process.

Mr. Edwards asked if you have to demonstrate a need in order to obtain the permits.

Mr. Bzdawka responded a demonstrated need is being at 80% of the water capacity and advised how his team would approach the operation side of the process.

Mr. Edwards stated he found this information very helpful and looked forward to their comments.

Mr. Perrow thanked Council for their time and trust.

Mayor Mattox asked Woodard & Curran if they had any data where SCADA was installed and it increased the efficiency of the operation.

Mr. Kendricks responded he had some hard numbers of how efficiency was improved with a client. He felt the town was in a deficit situation in terms of controls and what the town has is antiquated and needs to be replaced. He stated it would be hard to say there would be a savings for the town when they are in the hole. Mr. Kendricks closed by saying he is excited about working with the Town.

Mr. Rivard stated the last thing he would want to do would be to start down a road and it's not where Council wants them to be and he would be disappointed that he was not giving Council the service they were looking for. He felt this was all very valuable.

Mr. Bzdawka advised they have walked into plants where SCADA has been installed but the leadership of the plant has not taken it to where it needs to go. He stated he looked forward to working with the town as well.

## COUNCIL WORK SESSION APRIL 19, 2016

Mayor Mattox thanked the staff of Woodard & Curran for their presentation.

Mr. Higginbotham questioned the amount of work covered by VML insurance.

Mrs. Shelton advised everything has been sent to VML and has signed off on all the paperwork to have the check cut. She noted she would email the exact amount to Council members.

Dr. Charles West Building

Mr. Garrett advised Council in regards to Dr. West's building and the leaking situation, the sidewalk was broken up in front of his office and replaced it with a handicap ramp slope to direct the drainage towards the street which seemed to work. No water is accessing that particular door; however, water is going in the door that leads to the upstairs. The amount of water is nowhere as much as before. Dr. West indicated that the installation of the sidewalk worked but now the leaking is at the other door. Mr. Garrett advised he has been over to Dr. West's office on numerous occasions; during heavy rains and put yellow dye on the sidewalk. He has been unable to access the basement to check for leaks. He has attempted three times and has been unsuccessful. He did not feel the water was getting in from the sidewalk but something beneath it from the building itself; possibly from a crack in the wall. He advised Public Works has sealed up every crack in the sidewalk to keep the surface water from getting in there.

Mr. Higginbotham stated the real problem is the curb is too high.

Mr. Garrett responded that he could not say that would eliminate the water getting in the building. The drawings show the sidewalks were supposed to have a positive grade away from the building in that particular section. The grade is running towards the building. Originally the street needed to come down some.

Mr. Coggsdale stated when it rains Mr. Garrett takes dye to this location in order to check for the leak but has been unsuccessful.

Mr. George told Mr. Higginbotham that Dr. West was telling everyone that he had told him several months ago that it was the Town's fault.

Mr. Higginbotham stated he didn't think he told that or that Mr. George is mistaken.

Mr. Garrett suggested having Evergreen Basements look at the situation.

Mr. Emerson asked if it was leaking before the sidewalks were replaced.

Mrs. Brumfield stated she worked in the building for a number of years and never had a leak. They stored supplies in the basement and she never saw a leak. Dr. West called Mrs. Brumfield and asked her to come look and water was coming down a wall where she picked up supplies everyday. She stated she has not been in that building since 1996.

Mr. Edwards suggested Mr. Garrett call Dr. West and advise he is willing to do the dye test and for Dr. West to call him when he is ready.

It was consensus of Council to send Dr. West a certified letter advising when it rains and he is available for the dye testing to contact Public Works.

COUNCIL WORK SESSION APRIL 19, 2016

4. Introductions and Special Presentations

5. Adjournment

Mayor Mattox adjourned the meeting at 6:47 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION APRIL 26, 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 April 26, 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. Steve Bond, Wastewater Treatment Plant  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox advised of some changes to the agenda—canoe launch update and paving of Myrtle Lane.

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

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverly Dalton	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

- 3. Public Comments—Agenda Items Only

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

No one came forward.

- 4. Introductions and Special Presentations
- 5. Items for Discussion

- a. Declaration of Surplus Property

Mr. Coggsdale presented Council with a list of Town property that staff is seeking to have declared as surplus and would like to dispose of the applicable items via electronic auction. He noted two methods of electronic auction have been used in the past: Public Surplus and GovDeals; except for items considered to be scrap metal. Mr. Coggsdale stated he and Mr. Eller have discussed the code and pursuant to the Code of Virginia §15.2-951, Town Council is authorized to sell personal property by electronic auction.

Mr. Eller stated he was unsure if some of the residents in town are aware of GovDeals or Public Surplus and they may be interested in the surplus items. He suggested running an advertisement in the paper and on the government channel.



Mayor Mattox asked if there was any evidence of having a public auction over electronic auction being more profitable.

Mr. Witt stated he had not used a public auction before but has been successful with the electronic auction noting people from all over (Florida, Ohio) have purchased items.

A motion was made by Mrs. Dalton, seconded by Mr. George, to declare the submitted list of Town property as surplus and allow staff to utilize GovDeals and/or Public Surplus to dispose of surplus property.

Motion carried:

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

b. VRS “Alternate Rate” Consideration

Mr. Coggsdale advised every two years the employer has the option to pay either the employer certified rate set by the Virginia Retirement System (VRS) or to pay an alternate rate every biennium. He noted the board certified rate is 11.42% and the alternate rate is 10.28% for FY2017-2018.

A motion was made by Mrs. Dalton, seconded by Mr. George, to continue with the board certified rate of 11.42%.

Motion carried:

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

c. Woodard & Curran Proposals

Mr. Coggsdale presented Council with the engineering task orders #1-5 as discussed in the work session on April 19, 2016.

Mr. George asked why Dominion Virginia Power would be paying for their own radio (Task Order #5).

Mr. Coggsdale stated this goes on Dominion’s meter and is associated with their cost.

Mr. Garrett said it is also due to Dominion being such a large user; the Water Plant needs to know what they are pulling, how much they are pulling and when they are pulling. This would be tied into the SCADA. He noted this is critical to the town’s operation for planning.

Mr. Coggsdale advised Dominion would be paying for the hook up and working directly with the contractor.

Mr. Garrett advised the engineers estimated the total cost being \$139,000 for the complete water tap.

Mr. George asked if the idea of selling Dominion effluent was discussed any further.

Mr. Coggsdale advised it is in the discussion phase.

## COUNCIL WORK SESSION APRIL 26, 2016

Mr. Higginbotham asked Mr. Bond if he is familiar with anybody using the discharge for an application like this.

Mr. Bond stated he is not familiar with anybody but this was mentioned to Dominion in December. He stated things could have changed but there were a couple of parameters with the discharge that they were not fond of. He did not feel they were overly fond of it in December.

Mr. Higginbotham asked who the expert would be on the effluent.

Mrs. Dalton stated Woodard & Curran left her with the notion this was a “to do” on their list. They have to look at it on an individual basis.

Mr. Higginbotham asked if this was discussed this past December with Dominion.

Mr. Bond stated he had spoken to the person who was with the previous power plant owner and he was involved in the study of the water from the beginning.

Mr. Higginbotham questioned if information could be obtained from WW Associates (previous engineers) in regards to the hydraulic model.

Mr. Garrett stated these documents are obtainable for \$9,500.

Mr. Higginbotham asked if any of this information would help Woodard & Curran. He felt \$50,000 was a lot to do the hydraulic model. Is there any value to what has already been done and can the Town legally demand these documents from WW Associates?

Mr. Eller stated the contract would have to be reviewed.

Mrs. Dalton asked would Woodard & Curran spend more money validating the information provided by WW Associates.

Mr. Coggsdale felt if the \$9,500 has to be paid for the documents, it would not be worth doing.

Mr. Garrett advised Woodard & Curran would physically verify the information in the field and the computer is correct; he explained the process of how this would be done.

Mr. Higginbotham questioned the timeframe on this process.

Mr. Garrett stated from his discussions with Mr. Kendrick and Mr. Perrow possibly three months or less; noting some of the work has begun.

Mr. Higginbotham asked Mr. Eller to send a threatening letter to WW Associates in regards to obtain the documents.

Mr. Eller noted Woodard & Curran would still have to stand behind their contract.

Mrs. Dalton stated Mr. Eller would need to review the contract and base his letter on the contract. Mrs. Dalton questioned the model; \$50,000 with everything ready to go and there would be no additional set up fees.

Mr. Garrett advised it is a computer program that will be put on a computer at Public Works and stated there may be something later that needs to be updated if a new line is added.

Mrs. Dalton asked if the same would occur with the orders: SCADA General Services, SCADA check, WTP/Remote Water Facility Electrical Evaluation.

## COUNCIL WORK SESSION APRIL 26, 2016

Mr. Coggsdale stated Task Orders #2, #3 and #4 are more one price for all.

Mrs. Dalton stated she was looking for the second financial obligation once these are completed. She asked if all five task orders are staff's recommendation.

Mr. Garrett answered affirmatively.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to proceed with the services related to Task Orders 1-5 as presented by Woodard & Curran and defer Task Order 1 until an answer is received from WW Associates.

Motion carried:

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

### d. Paving of Myrtle Lane

Mr. Garrett advised some of the items that keep coming up on the punch list for Project 1 (Bedford Avenue) include paving on Myrtle Lane. The way the contractor left this street is unacceptable to some of the homeowners and town staff. He advised on the left side of Myrtle Lane there is not much asphalt where the water line was placed and the asphalt crumbled. Most was put down by hand and they did not put the valley to keep the water from running onto the property owners' land. He noted they have met several times with the contractor, Boxley. They are in agreement that the street needs to be milled out so they can create the right valley and overlay the entire lane so the water will flow to the proper drains.

Mr. Coggsdale noted there have been some complaints from residents that the water is running down their driveways now where it didn't before the construction.

Mr. Garrett stated they have come up with additional asphalt, 1184 feet would be needed to create the additional overlay. He noted this would call for one side of the street to look nice with the other one not. Mr. Garrett stated this is an opportunity for the entire street to be paved if it is Council's desire.

Mrs. Dalton questioned the cost.

Mr. Garrett stated he has the cost for portion of the street as indicated and that would cost \$21,000.

This item is to be placed on the May 10, 2016 Town Council agenda for discussion.

Mayor Mattox asked for a listing of other streets that need to be paved.

Mr. Garrett noted he is scheduling to take the Clarion Water Tank out of service to paint on June 6. He advised by taking the tank out of service the Water Plant will have to run 24 hours a day, seven days a week while the tank is out of service. He advised completion is due in 30 days.

Mr. George commented how nice English Park looks.

### e. Appointments

Mr. Coggsdale advised of several appointments:

Mrs. Ann Shelton be reappointed to the Recreation Committee for a three-year term.  
Mr. Marvin Clements be appointed to the Planning Commission to fill an unexpired term, with this term ending December 2018.

## COUNCIL WORK SESSION APRIL 26, 2016

These items were moved to the consent agenda for consideration at the May10, 2016 Town Council meeting.

### f. Canoe Launch

Mr. Witt advised he is working on the Timken Foundation grant which is due Friday, April 29, 2016. He stated they are very interested in considering the endeavor of the town. As he works through this process it has raised some questions in regards to this grant and some of the other grants. He will be writing two grants for the Department of Conservation and Recreation (DCR) and the Virginia Trails Program. He advised he has been in touch with Mrs. Womack who is in charge of both programs. The DCR grant is due May 26, 2016, a 50/50 matching grant with the minimum that could be asked for is \$400,000. The match for the Town would be \$200,000. Mr. Witt advised this would include the cost of the land and has approached Gay & Neel, Inc. in regards to changes to the existing plan. Mrs. Womack asked Mr. Witt to look at the existing plan in an attempt to increase the cost of the project to at least \$400,000 and apply for both grants. Mr. Witt stated he wanted to make Council aware of the possible changes to the existing project plan. He also advised when talking to Mr. Curtis Crews, Timken Foundation, they want to know that the Town has community support and Town support and wanted to know how much the town is willing to put towards this grant. He listed the grants that he is looking at: Timken, DCR and Virginia Trails Programs. Mr. Jarvis will be reaching out to his contacts with Abbott Laboratories, Schrader-Bridgeport, BGF and Rage Plastics. He also mentioned he would be contacting Wal-Mart because they have a grant system. Mr. Witt noted the Game Department is not sure they will get funded again. He will also be contacting the Lane Foundation, English Foundation and Powell Foundation to see if there is an interest in participating. He asked when he has raised “x” amount of dollars when would Council say they are willing to commit “x” amount of dollars to make this project happen. Mr. Witt advised he does have a commitment of \$10,000 from Dominion Virginia Power.

Mr. George asked with the 50/50 grant, could the awarded grants go towards the Town’s part of the \$200,000.

Mr. Witt explained both grants, DCR and Virginia Trails are federal grants. Any other grant or foundation monies received can go towards the Town’s match.

Mayor Mattox asked Mr. Witt if he had any recommendations.

Mr. Witt stated he didn’t feel it was a good idea to arbitrarily inflate the project cost but could do so by adding some things to make it nicer and reach the \$400,000 mark. He advised of a timeframe which would have the canoe launch built by the summer of 2017.

Mr. Coggsdale asked if there was a number to be used as a placeholder for this project.

Mr. George suggested Council consider purchasing the land and securing it for the future endeavor.

After discussion, it was the consensus of Council to obligate a minimum of \$40,000 to the purchase of the site for the canoe launch.

### 6. Council/Mayor Items

Mr. George stated he has been asked about the stoplight at 7<sup>th</sup> and Broad Street holding persons a long length of time.

Mr. Garrett advised the timer has been changed and he will look at it again.

### 7. Public Comments

COUNCIL WORK SESSION APRIL 26, 2016

8. Adjournment

Mayor Mattox adjourned the meeting at 6:17 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 10/2016  
FROM: 04/01/2016 TO: 04/30/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34669	128	ADAMS CONSTRUCTION CO	04/07/2016	904.25
34670	6	ALTAVISTA AREA YMCA	04/07/2016	25,000.00
34671	303	ALTAVISTA CHAMBER OF COMMERCE	04/07/2016	5,000.00
34672	170	ALTAVISTA ON TRACK	04/07/2016	1,250.00
34673	9999999	ANDREWS SHANNON LEIGH	04/07/2016	4.87
34674	11	AVOCA	04/07/2016	12,025.00
34675	103	BEACON CREDIT UNION	04/07/2016	385.00
34676	4	BOXLEY AGGREGATES	04/07/2016	2,528.77
34677	12	BRENNTAG MID-SOUTH INC	04/07/2016	404.47
34678	1	BRIAN CONNER	04/07/2016	100.00
34679	1	BRUCE HINES	04/07/2016	111.60
34680	583	CAMPBELL COUNTY PUBLIC LIBRARY	04/07/2016	902.86
34681	427	CENTURYLINK	04/07/2016	2,200.85
34682	28	COLUMBIA GAS	04/07/2016	881.24
34683	728	COMCAST	04/07/2016	330.28
34684	32	CONTROL EQUIPMENT CO INC	04/07/2016	505.14
34685	9999997	COX, JOSHUA DEAN	04/07/2016	74.57
34686	569	DIAMOND PAPER CO INC	04/07/2016	668.96
34687	164	DMV	04/07/2016	280.00
34688	1	DONALD DOWDY	04/07/2016	100.00
34689	20	J JOHNSON ELLER JR	04/07/2016	2,030.00
34690	71	FAIRPOINT COMMUNICATIONS	04/07/2016	363.34
34691	118	FERGUSON ENTERPRISES INC #75	04/07/2016	5,065.78
34692	41	FISHER SCIENTIFIC	04/07/2016	1,083.23
34693	119	FOSTER ELECTRIC CO INC	04/07/2016	280.49
34694	57	ICMA RETIREMENT TRUST-457 #304	04/07/2016	990.00
34695	644	INSTITUTE FOR ADVANCED LEARNIN	04/07/2016	3,524.65
34696	566	INTEGRATED TECHNOLOGY GROUP IN	04/07/2016	8,817.39
34697	533	LYNN KIRBY	04/07/2016	290.00
34698	433	KONECRANES INC	04/07/2016	1,110.00
34699	476	LBM OFFICE SOLUTIONS INC	04/07/2016	69.30
34700	717	LYNCHBURG REGIONAL BUSINESS AL	04/07/2016	330.00
34701	653	MAJOR SECURITY CONSULTING & DE	04/07/2016	2,500.00
34702	121	MULTI BUSINESS FORMS INC	04/07/2016	493.16
34703	67	ORKIN PEST CONTROL LLC	04/07/2016	255.13
34704	734	PEARSON EQUIPMENT CO INC	04/07/2016	126.00
34705	379	REI CONSULTANTS INC	04/07/2016	648.72
34706	665	SELECT AIR MECHANICAL ELECTRIC	04/07/2016	1,820.00
34707	733	MARY STONE	04/07/2016	36.00
34708	1	TERRY HOWELL	04/07/2016	100.00
34709	484	TOWN GUN SHOP INC	04/07/2016	1,725.00
34710	35	TREASURER OF VA/VITA	04/07/2016	24.00
34711	9999997	TUCKER, GLORIA	04/07/2016	18.30
34712	92	UNIFIRST CORP	04/07/2016	2,196.30
34713	96	UNIVAR USA INC	04/07/2016	9,240.00
34714	658	WKDE-FM	04/07/2016	450.00
34715	192	WW ASSOCIATES INC	04/07/2016	3,350.00
34716	116	XEROX CORP	04/07/2016	249.25
34717	1	ANDY WYATT	04/15/2016	100.00
34718	9999997	BENNETT, SARAH HUBBARD	04/15/2016	96.11

34719	706	BLAIR MARKETING	04/15/2016	1,837.50
34720	4	BOXLEY AGGREGATES	04/15/2016	2,320.52
34721	12	BRENNTAG MID-SOUTH INC	04/15/2016	5,164.28
34722	16	CAMPBELL COUNTY UTILITIES & SE	04/15/2016	535.30
34723	526	DAVENPORT ENERGY INC	04/15/2016	91.46
34724	171	DEPARTMENT OF STATE POLICE #42	04/15/2016	20.50
34725	36	DOMINION VIRGINIA POWER	04/15/2016	46,103.00
34726	731	EASTCOM ASSOCIATES INC	04/15/2016	7,778.00
34727	283	EECO	04/15/2016	817.84
34728	301	ENGLISH'S LLC	04/15/2016	496.74
34729	122	FEREBEE-JOHNSON COMPANY INC	04/15/2016	1,346.63
34730	726	FIRSTPOINT INC	04/15/2016	10.00
34731	719	THOMAS W FORE	04/15/2016	600.00
34732	9999998	Miracle Revival	04/15/2016	150.00
34733	138	MID ATLANTIC PRINTERS LTD	04/15/2016	1,460.00
34734	182	MID-ATLANTIC WASTE SYSTEMS	04/15/2016	262,375.41
34735	300	NAPA AUTO PARTS	04/15/2016	1,067.50
34736	454	O'REILLY AUTOMOTIVE INC	04/15/2016	374.94
34737	72	PHYSICIANS TREATMENT CENTER	04/15/2016	465.00
34738	1	STANLEY BENNETT	04/15/2016	100.00
34739	515	DALE TYREE JR	04/15/2016	1,125.00
34740	95	UNITED WAY OF CENTRAL VA	04/15/2016	72.00
34741	601	VACORP	04/15/2016	93.86
34742	110	VUPS INC	04/15/2016	46.20
34743	1	WILLIAM REED	04/15/2016	84.94
34744	9	AFLAC	04/22/2016	1,775.96
34745	84	ALTAVISTA JOURNAL	04/22/2016	583.27
34746	103	BEACON CREDIT UNION	04/22/2016	385.00
34747	461	KATHI BOGERT	04/22/2016	862.68
34748	294	BUSINESS CARD	04/22/2016	10,111.83
34749	574	CHRISTOPHER MICALE, TRUSTEE	04/22/2016	125.00
34750	125	CVCJA	04/22/2016	775.00
34751	1	DENNIS JARVIS	04/22/2016	25.75
34752	732	E C PACE COMPANY INC	04/22/2016	271,137.68
34753	52	HACH COMPANY	04/22/2016	1,374.77
34754	57	ICMA RETIREMENT TRUST-457 #304	04/22/2016	990.00
34755	58	INSTRUMENTATION SERVICES INC	04/22/2016	996.55
34756	653	MAJOR SECURITY CONSULTING & DE	04/22/2016	2,500.00
34757	423	NTELOS	04/22/2016	1,483.37
34758	379	REI CONSULTANTS INC	04/22/2016	270.17
34759	510	RIVER VALLEY RESOURCES LLC	04/22/2016	770.00
34760	117	SPS VAR LLC	04/22/2016	245.00
34761	101	VIRGINIA EMPLOYMENT COMMISSION	04/22/2016	4,536.00
34762	9999998	WOMACK PUBLISHING	04/22/2016	150.00
34763	1	LARRY DALTON	04/22/2016	500.00
34764	128	ADAMS CONSTRUCTION CO	04/29/2016	1,151.90
34765	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/29/2016	29,806.00
34766	19	CARTER MACHINERY CO INC	04/29/2016	581.86
34767	728	COMCAST	04/29/2016	591.56
34768	41	FISHER SCIENTIFIC	04/29/2016	563.05
34769	1	FRAN LAWHORNE	04/29/2016	111.60
34770	1	FREDDIE JEFFERSON JR	04/29/2016	630.00
34771	652	HAWKINS LOCK & KEY CO INC	04/29/2016	31.97
34772	622	HEYWARD SERVICES INC	04/29/2016	4,209.00
34773	332	HURT & PROFFITT INC	04/29/2016	7,795.00
34774	566	INTEGRATED TECHNOLOGY GROUP IN	04/29/2016	2,176.78
34775	680	MCI COMM SERVICE	04/29/2016	32.48

34776	218 MINNESOTA LIFE	04/29/2016	158.12
34777	211 E WAYNE SLOOP PHD PC	04/29/2016	50.00
34778	80 SOUTHSIDE ELECTRIC COOP	04/29/2016	892.69
34779	1 TERRY LAMBERT	04/29/2016	100.00
34780	1 TIMOTHY BASS	04/29/2016	86.60
34781	515 DALE TYREE JR	04/29/2016	4,510.00
34782	9999998 WALL, TOMMY	04/29/2016	150.00
34783	9999997 WORD, BRIAN	04/29/2016	37.45
NO. OF CHECKS: 115		TOTAL CHECKS	788,840.72



Town of Altavista  
FY 2016 Revenue Report  
83% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Property Taxes - Real Property	375,000	375,000	5,086	1	390,127	104	390,200
Public Service - Real & Personal	165,000	165,000	26	0	177,285	107	180,000
Personal Property	195,000	195,000	1,220	1	143,932	74	195,000
Personal Property - PPTRA	100,000	100,000	0	0	89,074	89	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	1,550,041	104	1,550,050
Mobile Homes - Current	500	500	0	0	398	80	500
Penalties - All Taxes	5,500	5,500	721	13	6,425	117	6,500
Interest - All Taxes	3,000	3,000	437	15	2,939	98	3,000
Local Sales & Use Taxes	145,000	145,000	12,265	8	92,994	64	145,000
Local Electric and Gas Taxes	110,000	110,000	13,113	12	84,756	77	110,000
Local Motor Vehicle License Tax	43,000	43,000	942	2	41,843	97	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	2,004	1	160,000
Local Hotel & Motel Taxes	83,000	83,000	8,405	10	63,859	77	83,000
Local Meal Taxes	690,000	690,000	64,715	9	535,974	78	690,000
Container Rental Fees	900	900	0	0	1,233	137	1,200
Communications Tax	40,000	40,000	3,305	8	26,277	66	40,000
Transit Passenger Revenue	5,200	5,200	604	12	5,195	100	5,200
Business License Fees/Contractors	7,000	7,000	618	9	7,373	105	7,000
Business License Fees/Retail Services	110,000	110,000	17,063	16	51,890	47	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	4,249	61	7,132	102	7,200
Business License Fees/Repairs & Person Svcs	18,000	18,000	1,391	8	14,621	81	18,000
Business License Fees/Wholesale Businesses	1,500	1,500	140	9	294	20	1,500
Business License Fees/Utilities	8,000	8,000	0	0	6,586	82	8,000

Town of Altavista  
FY 2016 Revenue Report  
83% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Business License Fees/Hotels	1,500	1,500	1,406	94	1,406	94	1,500
Permits - Sign	1,000	1,000	140	14	820	82	1,000
Fines & Forfeitures - Court	10,000	10,000	1,096	11	7,656	77	10,000
Parking Fines	500	500	0	0	2,179	436	500
Interest and Interest Income	49,000	49,000	2,221	5	54,103	110	55,000
Rents - Rental of General Property	1,000	1,000	175	18	862	86	1,000
Rents - Pavilion Rentals	3,000	3,000	600	20	2,375	79	3,000
Rents - Booker Building Rentals	4,000	4,000	175	4	2,075	52	4,000
Rents - Rental of Real Property	60,000	60,000	1,521	3	60,919	102	61,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	0	0	18,651	104	18,000
State DCJS Grant	80,000	80,000	0	0	60,111	75	80,000
State Rental Taxes	800	800	32	4	860	108	900
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	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	13,670	13,670	0	0	18,550	136	13,670
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	2,001	100	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	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	3,434	3	39,412	37	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	3,400
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,000	7,000	0	0	2,069	30	7,000
Misc. - Cash Discounts	300	300	53	18	157	52	300

Town of Altavista  
FY 2016 Revenue Report  
83% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	13,000	2,471	19	56,155	432	13,000
Reimbursement of Insurance Claim	0	0	0	0	5,007	0	0
Misc. - Donations	0	4,114	0	0	5,321	0	4,114
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	184,000	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	0
	<b><u>4,391,370</u></b>	<b><u>4,395,484</u></b>	<b><u>331,626</u></b>	<b><u>7.54</u></b>	<b><u>3,895,918</u></b>	<b><u>88.63</u></b>	<b><u>4,497,134</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
83% of Year Lapsed

	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,832,210	5,836,324	427,516	7	4,360,439	75	5,830,174
Debt Service	280,000	280,000	53,628	19	234,553	84	280,000
CIP	1,172,700	1,172,700	567,884	48	2,144,902	183	3,087,576
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	48,750	75	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>147,260</u>	<u>147,260</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,993,270</u>	<u>7,997,384</u>	<u>1,049,028</u>	<u>13</u>	<u>6,788,793</u>	<u>85</u>	<u>9,759,000</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
83% of Year Lapsed

	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	28,030	28,030	1,842	7	24,329	87	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>1,842</u>	<u>7</u>	<u>24,329</u>	<u>87</u>	<u>33,430</u>
Administration							
Operations	768,040	768,040	17,620	2	591,828	77	768,040
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	2,207	22	8,826	88	10,000
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>19,826</u>	<u>3</u>	<u>600,654</u>	<u>77</u>	<u>778,040</u>
Non-Departmental							
Operations	912,280	912,280	43,209	5	308,728	34	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.)	-65,000	-65,000	0	0	-48,750	75	-65,000
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>43,209</u>	<u>13</u>	<u>259,828</u>	<u>79</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>43,209</u>	<u>12</u>	<u>259,828</u>	<u>74</u>	<u>351,750</u>
Public Safety							
Operations	926,200	930,314	86,309	9	699,579	75	924,314
Debt Service	0	0	0	0	0	0	0
CIP	67,950	67,950	0	0	6,503	10	42,800
Public Safety - TOTAL:	<u>994,150</u>	<u>998,264</u>	<u>86,309</u>	<u>9</u>	<u>706,082</u>	<u>71</u>	<u>967,114</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
83% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	927,500	927,500	72,724	8	705,300	76	927,500
Debt Service	0	0	0	0	0	0	0
CIP	385,000	385,000	264,059	69	310,967	81	481,100
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>336,783</u>	<u>26</u>	<u>1,016,266</u>	<u>77</u>	<u>1,408,600</u>
Economic Development							
Operations	169,870	169,870	13,080	8	116,794	69	169,870
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>169,870</u>	<u>169,870</u>	<u>13,080</u>	<u>8</u>	<u>116,794</u>	<u>69</u>	<u>169,870</u>
Transit System							
Operations	96,350	96,350	6,395	7	68,563	71	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>6,395</u>	<u>4</u>	<u>130,642</u>	<u>76</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,247,004	241,179	7	2,466,221	76	3,240,854
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	266,265	47	388,375	69	639,450
GENERAL FUND - GRAND TOTAL:	<u>3,805,990</u>	<u>3,810,104</u>	<u>507,444</u>	<u>13</u>	<u>2,854,596</u>	<u>75</u>	<u>3,880,304</u>

Town of Altavista  
Council / Planning Commission  
FY 2016 Expenditure Report  
83% 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	17,494	83	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	92	0	5,192	0	5,400	
<b>Total Expenditures</b>	<b>28,030</b>	<b>28,030</b>	<b>1,842</b>	<b>7</b>	<b>24,329</b>	<b>87</b>	<b>33,430</b>	

Town of Altavista  
Administration  
FY 2016 Expenditure Report  
83% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	402,200	402,200	25,163	6	305,692	76	402,200
Other Employee Benefits	18,400	18,400	4,536	25	14,205	77	18,400
Services	193,840	193,840	-17,334	-9	144,658	75	193,840
Other Charges	125,200	125,200	3,073	2	100,108	80	125,200
Materials & Supplies	28,400	28,400	2,182	8	27,165	96	28,400
Capital Outlay	10,000	10,000	2,207	22	8,826	88	10,000
<b>Total Expenditures</b>	<b>778,040</b>	<b>778,040</b>	<b>19,826</b>	<b>3</b>	<b>600,654</b>	<b>77</b>	<b>778,040</b>



Town of Altavista  
Non-Departmental  
FY 2016 Expenditure Report  
83% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	105,800	105,800	5,000	5	80,821	76	105,800
<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	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	500
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	25,000	25	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	4,675	25	18,700	100	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	5,000	100	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>292,500</b>	<b>292,500</b>	<b>35,925</b>	<b>12</b>	<b>225,362</b>	<b>77</b>	<b>250,500</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	3,175	0	0
Fuel - Fire Company	5,000	5,000	286	6	1,857	37	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>286</b>	<b>6</b>	<b>5,033</b>	<b>101</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>297,500</b>	<b>297,500</b>	<b>36,211</b>	<b>12</b>	<b>230,395</b>	<b>77</b>	<b>255,500</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280

Town of Altavista  
Non-Departmental  
FY 2016 Expenditure Report  
83% of Year Lapsed

	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
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	-353	0	150	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	48,750	75	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>585,380</b>	<b>585,380</b>	<b>-353</b>	<b>0</b>	<b>48,900</b>	<b>8</b>	<b>585,380</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	7,350	25	29,433	100	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>7,350</b>	<b>25</b>	<b>29,433</b>	<b>100</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>912,280</b>	<b>912,280</b>	<b>43,209</b>	<b>5</b>	<b>308,727</b>	<b>34</b>	<b>870,280</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
<b>CAPITAL OUTLAY -TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>937,280</b>	<b>937,280</b>	<b>43,209</b>	<b>5</b>	<b>308,727</b>	<b>33</b>	<b>895,280</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>351,900</b>	<b>351,900</b>	<b>43,561</b>	<b>12</b>	<b>259,827</b>	<b>74</b>	<b>309,900</b>

Town of Altavista  
Public Safety  
FY 2016 Expenditure Report  
83% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	804,000	804,000	81,487	10	619,984	77	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	729	5	12,904	80	16,200
Other Charges	39,500	39,500	1,760	4	21,907	55	39,500
Materials & Supplies	66,500	70,614	2,333	3	44,784	63	64,614
Capital Outlay	67,950	67,950	0	0	6,503	10	42,800
<b>Total Expenditures</b>	<b>994,150</b>	<b>998,264</b>	<b>86,309</b>	<b>9</b>	<b>706,082</b>	<b>71</b>	<b>967,114</b>

Town of Altavista  
Public Works  
FY 2016 Expenditure Report  
83% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	641,100	641,100	48,170	8	498,859	78	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	45	1	4,701	56	8,400
Other Charges	25,300	25,300	2,626	10	22,850	90	25,300
Materials & Supplies	252,700	252,700	21,882	9	178,890	71	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	264,059	69	310,967	81	481,100
<b>Total Expenditures</b>	<b>1,312,500</b>	<b>1,312,500</b>	<b>336,783</b>	<b>26</b>	<b>1,016,266</b>	<b>77</b>	<b>1,408,600</b>

Town of Altavista  
Economic Development  
FY 2016 Expenditure Report  
83% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,600	102,600	7,896	8	81,620	80	102,600	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	30,400	30,400	3,883	13	25,774	85	30,400	
Other Charges	31,670	31,670	753	2	8,391	26	31,670	
Materials & Supplies	5,200	5,200	549	11	1,009	19	5,200	
Capital Outlay	0	0	0	0	0	0	0	
<b>Total Expenditures</b>	<b>169,870</b>	<b>169,870</b>	<b>13,080</b>	<b>8</b>	<b>116,794</b>	<b>69</b>	<b>169,870</b>	

Town of Altavista  
Transit System  
FY 2016 Expenditure Report  
83% 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	4,671	7	50,505	79	64,000
Services	3,250	3,250	184	6	725	22	3,250
Other Charges	4,150	4,150	69	2	2,597	63	4,150
Materials & Supplies	24,950	24,950	1,471	6	14,736	59	24,950
Capital Outlay	75,150	75,150	0	0	62,079	83	75,150
<b>Total Expenditures</b>	<b>171,500</b>	<b>171,500</b>	<b>6,395</b>	<b>4</b>	<b>130,642</b>	<b>76</b>	<b>171,500</b>

Town of Altavista  
FY 2016 Revenue Report  
83% 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	827	41	8,972	449	9,000
Water Charges - Industrial	904,000	904,000	93,996	10	726,434	80	904,000
Water Charges - Business/Residential	294,000	294,000	28,374	10	242,891	83	294,000
Water Charges - Outside Community	136,000	136,000	9,859	7	108,124	80	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	103,180	9	870,408	73	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	17,031	6	221,689	76	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	2,000	38	13,200	254	13,200
Sewer Charges - Sewer Surcharges	100,000	100,000	7,700	8	66,958	67	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	1,341	29	5,601	122	5,600
Misc. Cash Discounts	200	200	2	1	19	10	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	318,209	1,273	378,925	1516	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
<b>ENTERPRISE FUND - REVENUE:</b>	<u>2,954,900</u>	<u>2,954,900</u>	<u>582,520</u>	<u>20</u>	<u>2,648,117</u>	<u>90</u>	<u>2,971,000</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
83% of Year Lapsed

ENTERPRISE FUND (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>
Water Department							
Operations	932,090	932,090	78,023	8	863,499	93	932,090
Debt Service	280,000	280,000	53,628	0	234,553	0	280,000
CIP	210,600	210,600	301,619	143	1,654,517	786	2,049,126
Transfer Out	73,630	73,630	0	0	0	0	0
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>433,270</u>	<u>29</u>	<u>2,752,568</u>	<u>184</u>	<u>3,261,216</u>
Wastewater Department							
Operations	1,174,950	1,174,950	83,847	7	790,185	67	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	73,630	73,630	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>83,847</u>	<u>6</u>	<u>874,943</u>	<u>60</u>	<u>1,384,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	161,870	8	1,653,684	78	2,107,040
Debt Service	280,000	280,000	53,628	0	234,553	0	280,000
CIP	420,600	420,600	301,619	72	1,739,274	414	2,259,126
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>517,117</u>	<u>18</u>	<u>3,627,511</u>	<u>123</u>	<u>4,646,166</u>



Town of Altavista  
Water Department  
FY 2016 Expenditure Report  
83% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	543,600	543,600	37,543	7	385,807	71	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	3,504	8	99,248	229	43,300
Other Charges	163,350	163,350	16,843	10	191,948	118	163,350
Materials & Supplies	181,840	181,840	20,133	11	186,495	103	181,840
Debt Service	280,000	280,000	53,628	0	234,553	0	280,000
Capital Outlay	210,600	210,600	301,619	143	1,654,517	786	2,049,126
Transfer Out to Reserves	73,630	73,630					0
<b>Total Expenditures</b>	<b>1,496,320</b>	<b>1,496,320</b>	<b>433,270</b>	<b>29</b>	<b>2,752,568</b>	<b>184</b>	<b>3,261,216</b>

Town of Altavista  
Wastewater Department  
FY 2016 Expenditure Report  
83% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016	FY 2016	FY 2016	MTD % of		YTD % of	YTD
	Adopted Budget	Amended Budget	MTD	Budget	FY 2016	YTD	Budget
Wages & Benefits	677,600	677,600	39,198	6	425,606	63	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	4,755	30	25,263	161	15,650
Other Charges	313,000	313,000	24,923	8	229,145	73	313,000
Materials & Supplies	168,700	168,700	14,971	9	110,172	65	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	83,847	6	874,943	60	1,384,950

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
83% of Year Lapsed

<b>State/Hwy Reimbursement Fund (Fund 20)</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Operations	451,000	451,000	21,267	5	216,834	48	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>21,267</u>	<u>3</u>	<u>216,834</u>	<u>35</u>	<u>619,000</u>

<b>Cemetery Fund - (Fund 90)</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Cemetery - Operations - Total:	31,280	31,280	3,200	10	23,699	76	31,280
CIP	21,000	21,000	0	0	17,253	82	21,000
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>77,280</u>	<u>77,280</u>	<u>3,200</u>	<u>4</u>	<u>40,952</u>	<u>53</u>	<u>77,280</u>

Town of Altavista  
FY 2016 State/Highway Fund  
83% 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
<b>REVENUE</b>							
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	6.19	0	12.46	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>619,000</u></b>	<b><u>619,000</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>489,939</u></b>	<b><u>79</u></b>	<b><u>619,000</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,290	3	14,649	30	48,200
Maintenance - Pavement	150,000	150,000	2,813	2	9,400	6	150,000
Maintenance - Traffic Control Devices	56,800	56,800	6,175	11	38,252	67	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	287	1	43,162	77	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	6,552	13	38,526	77	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	4,150	5	72,845	91	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>451,000</u></b>	<b><u>451,000</u></b>	<b><u>21,267</u></b>	<b><u>5</u></b>	<b><u>216,834</u></b>	<b><u>48</u></b>	<b><u>451,000</u></b>
Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>168,000</u></b>	<b><u>168,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>168,000</u></b>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>619,000</u></b>	<b><u>619,000</u></b>	<b><u>21,267</u></b>	<b><u>3</u></b>	<b><u>216,834</u></b>	<b><u>35</u></b>	<b><u>619,000</u></b>

Town of Altavista  
FY 2016 Cemetery Fund  
83% of Year Lapsed

Cemetery Fund - Fund 90	<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>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	650	4	13,700	91	15,000
Interest/Interest Income	9,000	9,000	152	2	7,419	82	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	6,200	155	4,400
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>49,280</u>	<u>49,280</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,280</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>77,280</u></b>	<b><u>77,280</u></b>	<b><u>802</u></b>	<b><u>1</u></b>	<b><u>27,369</u></b>	<b><u>35</u></b>	<b><u>77,680</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	303	3	6,994	74	9,500
Salaries and Wages/Overtime	500	500	236	47	1,171	234	500
Benefits/FICA	800	800	39	5	567	71	800
Benefits/VRS	1,050	1,050	34	3	719	68	1,050
Benefits/Medical	1,300	1,300	83	6	1,224	94	1,300
Benefits/Group Life	130	130	4	3	82	63	130
Benefits/VRS Hybrid Employer Contri	0	0	2	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	2,500	14	12,591	70	18,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>77,280</u></b>	<b><u>77,280</u></b>	<b><u>3,200</u></b>	<b><u>4</u></b>	<b><u>40,952</u></b>	<b><u>53</u></b>	<b><u>77,280</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 18,200,354.98**

Balance as of April 30 , 2016

**Non-Specific**

 Green Hill Cemetery 567,348.42

General Fund Reserves

Capital Improvement Program Reserves

3,479,270.44

 Altavista EDA Funding 300,750.62 \*
300,750.62

Enterprise Fund Reserves

Capital Improvement Program Reserves

201,569.21

 PCB Remediation 600,468.83

 Community Improvement Reserve 0.00

 Police Federal 2,893.32

 Police State 15,444.85

Public Funds Money Market Accounts

 12,103,717.73 → Includes Funds \$336,635.26 for Proj 1A - Bedford Waterline  
Includes Funds \$2,366,567.31 for Proj 1B - Main St Waterline

 Operating Checking Account (Reconciled Balance) 928,891.56
**DESIGNATED FUNDS 2,415,797.60**

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

**UNDESIGNATED FUNDS**

15,784,557.38

-6,353,383.00

9,431,174.38

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
<b>Policy \$</b>	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

-277,375.00

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

-336,635.26

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

-102,600.00

Apprvd 8/11/15 PCB - Test entire pond

-6,000.00

Apprvd 6/9/15 Bedford Ave water tank

-62,000.00

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

-55,000.00

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

-95,000.00

Concept presented at work session for improvements to

Apprvd 9/22/15 electrical at WTP and construction of new bldg to house

-1,041,859.80

electric panels

Funds for Project 1B - Main Street Waterline Improvement

-2,366,567.31

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**
2,643,025.97



## Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 10, 2016

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

**Summary:** Tonight will be an opportunity for the public to comment on the Proposed FY2017 Budget and the Proposed FY2017-2021 Capital Improvement Program (CIP). Following tonight's public hearing, Town Council will have an opportunity to consider the comments before final adoption of the budget. Should Council have items that they need to discuss, the May 24<sup>th</sup> Work Session can be utilized for said purpose. Staff will be seeking adoption of the FY2017 Budget and the FY2017-2021 Capital Improvement Program (CIP) at the regular Town Council meeting on June 14<sup>th</sup>.

Based on discussion by Town Council, the total advertised budget

#### **REVENUE**

General Fund Revenue (estimate)	<b><u>\$ 4,983,150</u></b>
Enterprise Fund Revenue (estimate)	<b><u>\$ 5,205,800</u></b>
Highway Maintenance Fund (estimate)	<b><u>\$ 676,000</u></b>
Cemetery Fund (estimate)	<b><u>\$ 28,000</u></b>
TOTAL REVENUE:	<b><u>\$ 10,892,950</u></b>

#### **EXPENDITURES**

General Fund Expenditures	<b><u>\$ 4,889,400</u></b>	
Enterprise Fund Expenditures	<b><u>\$ 5,205,800</u></b>	
Highway Maintenance Expenditures	<b><u>\$ 676,000</u></b>	
Cemetery Fund Expenditures	<b><u>\$ 56,750</u></b>	(Includes \$25,000 Transfer To Reserves)
Transfer To General Fund Reserves	<b><u>\$ 65,000</u></b>	(Fire Department Loan Repayment offset)
TOTAL EXPENDITURES:	<b><u>\$10,892,950</u></b>	

The proposed budget is based on no changes to the tax rates nor the utility rates. To balance the budget, the General Fund requires a "transfer in" of \$7,200 from GF Reserves and the Enterprise Fund requires a "transfer in" of \$178,900 from EF Reserves.



During budget discussions, staff was directed to look at revenue scenarios in regard to the possibilities of implementing a Cigarette Tax (public hearing will immediately follow), an increase in the Meals Tax rate; and a reduction of the BPOL tax rates, as well as a reduction in the Real Estate tax rate.

Cigarette Tax Proposal:	\$0.27 per pack (\$150,000)
Meals Tax Proposal:	Increase from 5.5% to 7% (\$182,000 estimated increase)
BPOL Tax Proposal:	Reduction by 50% (\$80,250 decrease)
Real Estate Tax Proposal:	Decrease rate from \$0.144 to \$0.08 (\$251,100 decrease)

Based on the above scenario, the two revenue increases would generate \$332,000 and the two revenue decreases would be \$331,350; for an increase of \$650 annually.

In addition, the Campbell County draft budget represents a 50% reduction (\$25,000) of their annual contribution to the Town of Altavista. The Town's proposed budget would need to be amended to reflect this change, assuming the County's budget is adopted as proposed. Staff would recommend that the non-budgeted revenue that will come from the sale of surplus property in the next few months or by increasing the revenue projected from sale of surplus items in FY2017 be utilized to offset this item.

The Personal Property Tax Relief (PPTRA) is estimated at 62%.

There is no proposed increase to the Utility Rates (Water & Sewer) in the proposed FY2017 Budget.

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 FY2017 Budget.

Following the Public Hearing, Council may direct staff to make changes to the Budget and/or CIP or refer discussion to the May Town Council Work Session, if either are warranted.

**NO MOTIONS WILL BE NEEDED AT THIS TIME IN REGARD TO ADOPTION OF THE FY2017 BUDGET AND/OR THE FY2017-2021 CAPITAL IMPROVEMENT PROGRAM (CIP). OFFICIAL ADOPTION IS SCHEDULED FOR COUNCIL'S REGULAR MEETING ON TUESDAY, JUNE 14, 2016.**

**Attachment(s)**

- FY2017 Budget Overview
- Notice of Public Hearing
  - Includes:*
    - Budget
    - Tax Rates
    - Capital Improvement Program
    - PPTRA Resolution
- Staff Memo regarding Budget Revisions



## 2017 PROPOSED BUDGET OVERVIEW

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**Total Expenditures:** \$10,892,950  
(Includes no transfers to Reserves)

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**Total Revenue:** \$8,647,150  
**Transfers:** \$2,245,800 (\$351,900 – General; \$1,893,900 – Enterprise)  
**TOTAL:** \$10,892,950

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**Real Estate Rate:** \$0.144 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

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**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

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### Capital Improvement Program

FY2017 Expenditures: \$2,320,600  
*\*included in FY 2017 Proposed Budget*

FY2017 – 2021 Expenditures: \$17,011,400

**TOWN OF ALTAVISTA  
NOTICE OF PUBLIC HEARING  
FY 2017 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 10, 2016 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7<sup>th</sup> Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rate for the Fiscal Year 2017.

**ESTIMATED REVENUE**

**General Fund**

Real Estate Tax	389,500
Public Service Corporation Taxes	177,000
Personal Property Taxes	1,860,500
Other Local Taxes	1,401,500
Permits and Fees	1,000
Fines and Forfeitures	8,500
Use of Money and Property	163,000
Charges for Service	10,100
Donations, Receipts and Transfers	352,200
Intergovernmental	619,850

**General Fund Total:** **\$4,983,150**

**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:** **\$10,892,950**

**PROPOSED OPERATING EXPENDITURES**

Council / Planning Commission	40,450
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	65,000
<b>Total Proposed Operating Expenses</b>	<b>\$10,892,950</b>

**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
<b>Total Proposed Capital Outlay</b>	<b>\$4,185,200</b>

**PROPOSED TAX RATE – TOWN OF ALTAVISTA  
2016 REAL & PERSONAL PROPERTY**

**PROPOSED MEALS TAX RATE INCREASE**

The 2016 levy on all taxable real estate located in the Town of Altavista shall be 14.4 cents (\$0.144) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2015 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

The PPTRA relief is estimated to be 62%.

The FY2017 Budget includes an increase to the meal tax rate that would be effective July 1, 2016. The proposed meals tax rate would increase from 5.5% to 7.0%.

**Tobie Shelton /Treasurer**

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## **TOWN OF ALTAVISTA**

### **CAPITAL IMPROVEMENT PROGRAM (FY2017-2021)**

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 10, 2016 at 7:00 P. M. in the Council Chambers of the Municipal Building, 510 7<sup>th</sup> Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2017 and projected CIP projects for fiscal years 2017-2021. Following is a summary of the total expenditures covering fiscal years 2017-2021:

Total CIP projects for FY2017 - (Funded Projects)	\$ 2,320,600
Total CIP projects for FY2018 - FY2021	<u>\$14,690,800</u>
Total CIP projects for next five (5) years	<b>\$17,011,400</b>

Funding for the FY2017 CIP projects include \$742,650, General Fund; \$225,000 Highway Fund; \$717,100 Enterprise Fund; \$346,250 Grants; \$113,000 Other/Earmarked; \$176,600 CIP Reserves. The total expenditures for FY2017-2020 are for planning purposes only.

**Dan Witt**  
**Assistant Town Manager**  
**Town of Altavista**

## **PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 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.



## Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 10, 2016

### **Agenda Item: Cigarette Tax Ordinance – PUBLIC HEARING**

**Summary:** Tonight will be an opportunity for the public to comment on the Proposed Ordinance that would implement a Cigarette Tax (Article VII, Sections 70-300 - 70-311). The attached 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.

Based on comparable information from the Town of Appomattox, in which a cigarette tax was adopted and became effective in October 2014, it is estimated that the Town of Altavista would realize revenue of \$150,000 with the implementation cost of approximately \$6,000. Based on conversations with Appomattox officials, wholesalers typically buy the stamps and affix them to the packs prior to distributing them to the retailers in Town. If it is Council's desire to implement a cigarette tax, staff would request that rather it become effective upon adoption, 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.

Following the Public Hearing, Council may decide to take action or defer action to another meeting.

### **POSSIBLE MOTIONS:**

**To Approve:** "I move that the proposed Ordinance (Article VII, Sections 70-300 – 70-311) in regard to implementation of a Cigarette Tax be adopted, effective (DATE)."

**To Deny:** "I move that the proposed Ordinance not be adopted."

**Defer Action:** Direct staff as to any future action.

### **Attachments**

- Proposed Ordinance – "Chapter 70 – Taxation - Article VII. Cigarette Tax"

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.

(e) *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: May 10, 2016

### **Agenda Item: Land and Water Conservation Fund Grant – Canoe Launch**

**Summary:** At Council's last work session the Canoe Launch project was discussed and staff provided an update on potential grant opportunities. Per the attached memorandum, 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 constructions estimates, including purchase of property, the threshold of a minimum \$400,000 project is met (Actual estimate is \$429,000).

In addition, the attached staff memo 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 would like direction in regard to having this completed (estimated cost is \$850). If needed a budget amendment would be presented at a later date for this expenditure.

### **POSSIBLE MOTIONS:**

**To Approve Grant Application:** "I move that the proposed Resolution for application to the DCR for a Land and Water Conservation Fund grant for the proposed canoe launch project be approved."

**To Authorize staff to have property surveyed:** "I move that staff be authorized to have the property surveyed."

**To Deny Grant Application:** "I move that the proposed Resolution not be adopted."

**To Deny staff to have property surveyed:** "I move that the property not be surveyed at this time."

**Defer Action:** Direct staff as to any future action.

### **Attachments**

- Staff memo
- DCR "LWCF" Grant Resolution



## 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](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.

**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 7<sup>th</sup> Street, Altavista, VA.

Adopted this 10<sup>th</sup> day of May 2016

Signed and approved by the following authorized representative:

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Mike Mattox, Mayor

ATTEST:

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Clerk, Town of Altavista



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	\$ 3,900.00	\$ 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	\$ -
<b>Section Subtotal</b>					<b>\$ 75,900.00</b>

**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	\$ -
<b>Section Subtotal</b>					<b>\$ 15,700.00</b>

**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
<b>Section Subtotal</b>					\$ 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	\$ -
<b>Section Subtotal</b>					\$ 90,406.00

#### Section 5.00 - Sanitary Sewer

<b>Section Subtotal</b>					\$ -
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#### Section 6.00 - Water Distribution

<b>Section Subtotal</b>					\$ -
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#### Section 7.00 - Lighting

<b>Section Subtotal</b>					\$ -
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#### 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
<b>Section Subtotal</b>					\$ 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
<b>Section Subtotal</b>				\$ 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**

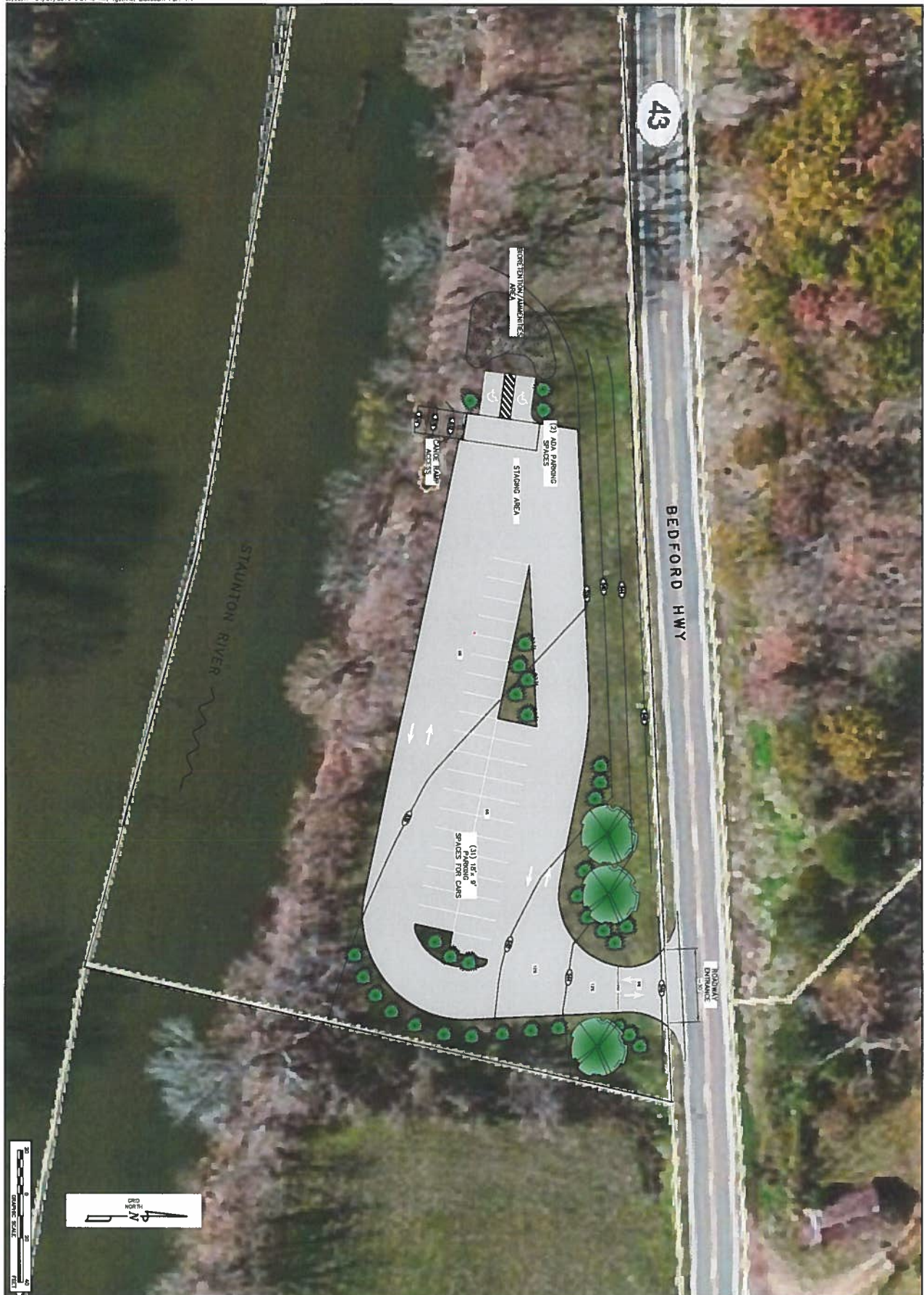
#### Project "Soft" Costs

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
<b>Total Opinion of Probable Soft Costs =</b>			<b>\$ 84,500</b>

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





INVESTIGATIONS		
NO.	COMMENTS	DATE

[illegible]

## STAUNTON RIVER BOATRAMP

TOWN OF ALTAVISTA, VIRGINIA



1260 Radford Street  
Christiansburg, Virginia 24073

Phone: (540) 381-6011  
Fax: (540) 381-2773  
Email: [info@gayandneel.com](mailto:info@gayandneel.com)  
Web: [www.gayandneel.com](http://www.gayandneel.com)







## Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 10, 2016

### **Agenda Item: Troop 278 Request for Use of English Park**

**Summary:** 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 – 22<sup>nd</sup>, 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, the area would be behind the Town's storage building along the ditch and to the area close to the butterfly garden (see attached map). 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. The scoutmaster is Bob Marden and the assistant scoutmaster is Phillip Popek, both of whom would be present at the outing.

Staff feels this is a reasonable request and would recommend that Council approve the request as outlined above.

### **POSSIBLE MOTIONS:**

**To Approve:** "I move that Troop 278 be granted permission to utilize the portion of English Park, as outlined, for an outing."

**To Deny:** "I move that the proposed request be denied."


**Defer Action:** Direct staff as to any future action.

### **Attachments**

- English Park map showing area for outing.

# Campbell County, VA

## Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
-  County Boundary
- HiddenRoadCenterline



Feet

0 50 100 150 200  
1:2,257 / 1"=188 Feet

**Title:**

**Date: 5/5/2016**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.*



Agenda Item: 8d

## Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 10, 2016

### **Agenda Item: Altavista Community Transit System (ACTS) Drug/Alcohol Policy**

**Summary:** Due to federal funds being utilized for the operation of the local transit system, the attached policy needs updating to remain consistent with federal regulations.

### **POSSIBLE MOTIONS:**

**To Approve:** "I move that the proposed changes to the Town of Altavista Substance Abuse Policy for the Altavista Community Transit System (ACTS) be approved."

**To Deny:** "I move that the proposed amendments not be approved."

**Defer Action:** Direct staff as to any future action.

### **Attachments**

- Staff Memo
- Town of Altavista Substance Abuse Policy (Altavista Community Transit System)





## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

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

**Date:** May 10, 2016

**Re:** ACTS Drug Testing Policy

Attached is a copy of the policy that was adopted by Town Council in 2010 and updated in 2014. The updated version, approved by the Department of Rail and Public Transportation (DRPT), contains minor changes that keeps ACTS' policy in compliance with federal regulations. The changes involved minor language changes and updating the required percentage of those needing to be randomly tested.

I have been advised by Steve Hennessee, with DRPT, that Council needs to approve/adopt the updated version of the policy and then provide a signed copy back to him. This is just a technical detail that was overlooked when staff updated the policy.

TOWN OF ALTAVISTA  
SUBSTANCE ABUSE POLICY  
Effective January 1, 2011 &  
Updated August 2014

**Introduction**

The Town of Altavista is dedicated to providing a drug-free workplace for the benefit of its employees and also the citizens of the Town. A drug free workplace is one aspect of providing safe, dependable, and economical transportation services to the citizens of Altavista and possibly the surrounding counties at a future time. The Town of Altavista is also dedicated to provide a healthy, satisfying working environment which promotes personal opportunities for growth. These operations are jeopardized when an employee is unfit for duty. Drugs and/or alcohol usage can cause work performance problems such as accidents and excessive absenteeism. It can cause sickness and workplace injuries resulting in high health care costs and increased worker's compensation premiums. Drug and/or alcohol usage is also the cause of work place accidents, damaged property and equipment, hurts the public safety, including passenger and general public and poor working decisions. Finally, drug and/or alcohol can cause significant harm to the Town of Altavista's public image.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) at 49 CFR Part 40 and 49 CFR 655 as amended. In addition, drugs are prohibited in the workplace by "The Drug Free Workplace Act of 1988" located at 20 CFR Part 29.

Employees are our most valuable resource and it is our goal to provide a healthy, satisfying work environment. The Town of Altavista's drug and alcohol prevention program has been created to protect both the public and Town of Altavista employees. Participation in the program is a condition of employment for each safety-sensitive employee. The program mandates discipline to and including discharge for violation. At the same time, it offers free substance abuse evaluation services and a second chance to an employee who voluntary comes forward and seeks professional rehabilitation services prior to being notified of impending drug and/or alcohol test.

The Altavista Town Council has adopted the Town of Altavista Drug and Alcohol Program.

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Signature

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Date

This program is also intended to comply with all applicable federal regulations governing workplace drug and alcohol abuse program.

## **APPLICABILITY**

The Town of Altavista's drug and alcohol policy applies to all employees. Certain portions, however, apply strictly to "safety sensitive employees". *"Safety-sensitive employees" refers only to employees who perform job duties related to the safe operation of mass transit service including the operations, dispatcher and controls, maintenance, and supervisors who perform a safety-sensitive function and any employee who holds a Commercial Drivers' License (CDL).* A list of "safety-sensitive employees" is provided in Appendix A. Visitors, vendors, and contractor employees are governed by the policy while on Town of Altavista premises and will not be permitted to conduct business if found to be in violation of this policy.

FTA Regulations state that the current requirement is to annually complete tests equivalent to 25% of the number of covered employees (drug testing) and 10% of the number of covered employees (alcohol testing).

## **PROHIBITED CONDUCT**

### **Manufacture, Trafficking, Possession, and Use**

All employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on transit authority premises, in transit vehicles, in uniform or while on transit authority business. Employees who violate this provision will be discharged. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

### **Intoxication/ Under the Influence**

Any safety-sensitive or non-safety sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of prohibited substances, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of a prohibited substance or who fail a drug or alcohol test shall be removed from duty and subject to disciplinary action. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

### **Alcohol and Drug Use**

No safety-sensitive or non safety-sensitive employee shall report for duty or remain on duty when his/her ability to perform assigned safety-sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety- sensitive or non safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety- sensitive functions, or just before or just after performing a safety-sensitive function. No safety- sensitive or non safety- sensitive shall

use alcohol within four hours of reporting for duty, or during the hours that they are on call.

All safety sensitive employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Violation of these provisions is prohibited and punishable by disciplinary action up to and including termination.

### **Compliance with Testing Requirements**

All safety-sensitive and non safety sensitive employees will be subject to urine drug testing and breath alcohol testing as a condition of employment. Any safety-sensitive or non safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and their employment terminated. Any safety-sensitive or non safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of falsifying test results will result in the employee's removal from duty and their employment terminated.

Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Drug tests can be performed any time a safety- sensitive employee is on duty. An alcohol test can be performed when the safety-sensitive employee is actually performing a safety-sensitive duty, just before, or just after the performance of a safety- sensitive duty.

FTA Regulation 655 states that the selection of employees for random testing shall be made by a scientifically valid method. Under the selection process use, each covered employee shall have an equal chance of being tested each time selections are made.

### **Treatment Requirements**

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with transit system requirements for treatment, after care, or return to duty shall be subject to disciplinary action, up to and including termination. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

### **Notifying the Transit System of Criminal Drug Conviction**

All employees are required to notify the transit system of any criminal drug statute conviction(s) for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination.

### **Proper Application of the Policy**

The Town of Altavista is dedicated to assure fair and equitable application of this substance abuse policy. Therefore, supervisors/ managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/ manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

### **PROHIBITED SUBSTANCES**

An “illegal drug” is any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, or is not being used for its prescribed purposes. A positive urine test as defined by the current cut-off limits (see attachment 2) is sufficient to support a finding of “use” for safety-sensitive employees for the following substances:

- a. Marijuana, metabolites, including all hemp products
- b. Cocaine, metabolites
- c. Amphetamines, metabolites
- d. Opiates
- e. PCP (phencyclidine)

### **Legal/ Prescription Drugs**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a transit system supervisor. In addition, the employee must obtain written releases from the attending physician releasing the person to perform their job duties any time they obtain a performance-altering prescription.

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient’s name, the name of the substance, quantity/ amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing transit business is prohibited.



## **Alcohol**

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing transit business is prohibited. The concentration of alcohol is expressed in terms of alcohols per 210 liters of breath as measured by an evidential breath testing device. The use or ingestion of alcohol, such that an employee has an alcohol concentration of 0.02 or above during working safety-sensitive functions, is prohibited regardless of the resulting alcohol concentration level. The ingestion of alcohol for up to eight hours following an accident by any employee involved in the accident is prohibited unless the employee has already performed a post accident alcohol test in accordance with this policy.

## **TESTING CATEGORIES**

### **Pre-Employment Testing**

All safety-sensitive and non safety-sensitive position applicants shall undergo urine drug testing prior to the hire of a safety-sensitive position. Receipt by the Town of Altavista or Altavista Transit of a negative drug test result is required prior to employment. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of 120 days. Evidence of the absence of drug dependency from a Substance Abuse Professional that meets with the approval of the company and a negative pre-employment drug test will be required to further consideration for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the individual. A pre-employment/pre-transfer test will also be performed anytime an employee's status changes from inactive status in a safety-sensitive position to an active status in a safety-sensitive position (i.e., return from Worker's Comp., return from leave of absence).

### **Reasonable Suspicion Testing**

All safety-sensitive and non safety-sensitive employees may be subject to a fitness for duty evaluation, and urine and/ or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.

3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse.

Supervisors at every level are responsible for monitoring and observing their employees' behavior. If the supervisor has reasonable suspicion that an employee is under the influence of alcohol, within four (4) hours prior to or while performing a safety-sensitive or non safety sensitive function, whether on or off duty, the supervisor shall contact a supervisor who has been trained on reasonable suspicion testing. The trained supervisor will appropriately investigate the situation and document the action. Under FTA authority only one (1) supervisor is needed. The supervisor shall interview the employee or safety-sensitive employee in question. It is recommended that a second person who has observed this behavior be present. All notes from this interview will be forwarded to the Drug and Alcohol Program Manager for inclusion in the drug/ alcohol.

Under FTA authority for safety-sensitive employees and under the Town of Altavista's authority, the following will apply:

1. If the employee admits to having used alcohol while on the job or 4 hours prior to reporting to work, the supervisor shall immediately arrange appropriate testing or medical attention as needed. Whether or not the employee admits to having used alcohol, the supervisor may require the employee to undergo a reasonable suspicion test.
2. The required observations for alcohol and/or prohibited drugs under reasonable suspicion testing are made by a supervisor or other Altavista official who has received at least sixty (60) minutes of alcohol and sixty (60) minutes of substance abuse recognition training. Training includes the Town of Altavista substance abuse policy, the dangers of drugs and/or alcohol, reasonable suspicion testing, discipline, drug testing procedures, and rehabilitation options.
3. The supervisor of the employee cannot conduct the actual alcohol or drug test on the employee. The supervisor is required to transport the safety-sensitive employee to the appropriate test site.
4. If the employee refuses to submit to a reasonable suspicion test, it will be considered a refusal to test and the employee will be terminated in accordance with the Town of Altavista Substance Abuse Policy.

## **Post-Accident Testing**

All safety-sensitive employees will be required to undergo urine and breath testing if they are involved in an accident that results in a fatality. This includes all surviving safety-sensitive employees that are operating the vehicle and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical facility; or one or more vehicles incurs disabling damage; unless the employee can be completely discounted as a contributing factor to the accident. The accident definition may include some incidents where an individual is injured even though there is no vehicle collision. Disabling damage (to all vehicles involved) means that as a result of the occurrence a vehicle is transported away from the scene by a tow truck or other vehicle. Disabling damage does not include damage to headlights, taillights, turn signals, horn, windshield wipers, and tires or other damage that could be remedied temporarily at the scene of the occurrence if special tools or parts were available.

Following an accident, the safety –sensitive employees will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any safety-sensitive who leaves the scene of the accident without a justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only the operations personnel, but any other covered employee whose performance could have contributed to the accident.

The employee must remain “readily available” for testing which means that the Town of Altavista knows the location of the safety-sensitive employee at all times. This includes notifying a Town of Altavista supervisor of his or her location after he/she leaves the scene of the accident prior to submission of post accident testing. If the employee does not comply with the above and/or does not remain readily available, it will be counted as a refusal to test.

FTA Regulation Section 654.33(b) requires that the Town of Altavista attempt to complete the test within 2 hours of the accident; and, if not able to obtain a specimen within 2 hours, file a report why they were unsuccessful and continue attempts to obtain a specimen. If not able to obtain a specimen in 8 hours, cease attempts to obtain specimen and update the 2-hour written report.

If the Town of Altavista is unable to perform a FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the Town may use drug and alcohol post-accident test results administrated by State and local law enforcement officials. The State and local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with state and local law.

### **Random Testing**

Employees in safety-sensitive will be in a separate pool from the non safety related employees and subjected to random, unannounced testing. The selection of safety-sensitive employees for random alcohol testing will be made using a scientifically valid method that ensures each covered employee that they will have equal chances of being selected each time selections are made. The random tests will be unannounced and spread through the year. Tests can be conducted at any time during an employee's shift (i.e. beginning, middle, and end). Employees are required to proceed immediately to the collection site upon notification of their random selection.

FTA Regulation 655 states that the selection of employees for random testing shall be made by a scientifically valid method. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

NOTE- Employees in safety-sensitive will also be part of the 'general' pool that includes non safety-sensitive employees.

### **Return to Duty**

All safety-sensitive and non safety-sensitive employees who previously tested positive on a drug or alcohol test must test negative (below 0.02 for alcohol) on a return-to-duty test and be evaluated and released to duty by a Substance Abuse Professional before returning to work. A Substance Abuse Professional (SAP) is a licensed physician or certified psychologist, social worker, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse. The SAP must also have clinical experience in the diagnosis and treatment of drug and alcohol related diseases. Before scheduling the return to duty test, the SAP must assess the employee and determine if the required treatment has been completed.

### **Follow-Up Testing**

Safety-sensitive and non safety-sensitive employees will be required to undergo frequent, unannounced urine and/or breath testing following their return to duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests beyond the minimum will be determined by a qualified Substance Abuse Professional.

Employees required to undergo follow-up screening shall be solely financially responsible for these tests.

### **Cancelled Test**

FTA Regulation Section 40.3(3) indicates that in drug testing, a cancelled test is a drug test that has been declared invalid by a Medical Review Officer. A cancelled test is neither positive nor a negative test. For purposes of this part, a sample test that has been rejected for testing by a laboratory is treated the same as a cancelled test. In alcohol testing, a cancelled test is a test that is deemed to be invalid under Section 40.79. It is neither a positive nor a negative test. Also, Section 40.33 (f) (1) indicates that, in situations in which the employer uses the split sample method of collection, if the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or un-testable, the MRO shall cancel the test and report cancellation and the reasons for it to the DOT, the employer, and the employee.

### **Employee Requested Testing**

Any safety-sensitive or non safety sensitive employee who questions the results of the required drug test under this policy may request that the split sample be test. This test must be conducted at a different DHHS- certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employee unless the result of the split sample test invalidates the result of the original test or the employee cannot afford to pay the cost. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

### **TESTING PROCEDURES**

All drug and alcohol testing will be in accordance with US 49 CFR Part 40 (procedures for transportation workplace drug and alcohol testing programs) and 49 CFR Part 655 (prevention of alcohol misuse and prohibited drug use in transit operations). These regulations may be viewed on the Federal Transit Administration website at [www.fta.dot.gov](http://www.fta.dot.gov). A copy is also available from the drug and alcohol program manager.

### **EMPLOYMENT ASSESSMENT**

Any safety-sensitive or non safety-sensitive who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set for in 49 CFR Part 40, as amended, will be referred for evaluation by a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. Assessment by a SAP or participation in the company's Employee Assistance Program does not shield an employee from disciplinary action or guarantee employment or reinstatement with the

Town of Altavista. If a safety-sensitive or non safety-sensitive employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP; the employee must have negative return-to-duty drug and alcohol tests, and be subject to unannounced follow-up testing for a period of one to five years. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

### **INFORMATION DISCLOSURE**

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances:

1. to a third party only as directed by specific, written instruction of the employee;
2. to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on the behalf of the employee;
3. to a subsequent employer upon receipt of a written request from the employee;
4. to the National Transportation Safety Board during an accident investigation;
5. to the DOT or any DOT agency with regulatory authority over the employer or any of its employees, or to a State oversight agency authorized to oversee rail, fixed guideway system; or
6. to the employee, upon written request.

### **EMPLOYEE AND SUPERVISOR TRAINING**

All safety-sensitive employees shall undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training must also include manifestations and behavioral cues that may indicate prohibited drug use.

Supervisors shall also receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probably drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probably alcohol misuse.

Information on the signs, symptoms, health affects and consequences of alcohol misuse is presented in Attachment 1 of this policy.

### **RE-ENTRY CONTRACTS**

Employees who re-enter the workforce must agree to a re-entry contract. That contract may include (but is not limited to):

1. A release to work statement from the Substance Abuse Professional.
2. A negative test for drugs and/or alcohol.

3. An agreement to announced frequent follow-up testing for a period of one to five years with at least six tests performed the first year.
4. A statement of work-related behaviors.
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

## APPENDIX A

Administrator  
Operations Manager  
Transit Dispatcher  
Full-time bus drivers  
Part-time bus drivers  
Mechanic Supervisor  
Mechanics

## **Attachment 1**

### **Alcohol Fact Sheet**

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

#### **Signs and Symptoms of Use**

- Dulled mental processes
- Lack of Coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred Speech

(Note: Except for odor, these are general signs and symptoms of any depressant substance.)

#### **Health Effects**

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast
- Malignant melanoma
- Kidney disease
- Pancreatitis
- Ulcer
- Birth defects (up to 54 percent of all birth defects are alcohol related).
- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at nights and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.



- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

### **The Annual Toll**

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

### **Workplace Issues**

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

## Attachment 2

### Town of Altavista Transit POST-ACCIDENT DRUG AND ALCOHOL TESTING DECISION MAKER FORM

The Town of Altavista's drug and alcohol policy and the Federal Transit Administration (FTA) drug and alcohol testing regulation (49 CFR Part 655) require that employees involved in a vehicle accident (as defined in the Policy) submit to tests for alcohol and prohibited drugs as soon as possible following the accident. The Policy also requires the testing of any other safety-sensitive employee whose performance could have contributed to the accident, as determined by the manager or supervisor at the scene using the best information available at the time of the decision.

#### Accident Information:

Date of Accident \_\_\_\_\_

Time of Accident: \_\_\_\_\_ AM/PM

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

#### Decision Questions:

- Was there a human fatality? Yes \_\_\_\_ No \_\_\_\_ . If Yes, Post-Accident tests are required.
- If there was **no** fatality, ask the following questions:
  1. Has any individual suffered a bodily injury and immediately received medical treatment away from the scene of the accident? Yes \_\_\_\_ No \_\_\_\_
  2. Was there a disabling damage to the company vehicle (if bus, electric bus, van, or automobile) or any other vehicle as a result of the occurrence and the vehicle was transported away from the scene by a tow truck or other vehicle? Yes \_\_\_\_ No \_\_\_\_
  3. Was the vehicle (if rail car, trolley car, trolley bus, or vessel) removed from operation? Yes \_\_\_\_ No \_\_\_\_.

If you checked YES for questions 1, 2 or 3 above, a Post-Accident test is required under DOT/FTA rules unless you determine, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. (Any reason for NOT conducting a Post-Accident test after you've answered YES to any of the above questions MUST be documented on the reverse side of this form.)

Employee taken to \_\_\_\_\_ (collection site)  
by \_\_\_\_\_ Title \_\_\_\_\_ at \_\_\_\_\_ AM/PM

FTA regulations also require that alcohol testing must be done as soon as possible following the accident. If alcohol testing is not conducted within 2 hours after the accident, you must document the reason for the delay on the reverse side of this form. If the alcohol test is not administered within 8 hours, you must cease all efforts to administer the test and document the reason(s) for failure to test. Drug tests must be administered within 32 hours of the accident.

**Reason Test Was Not Completed or Delayed:**

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**Testing Procedures:**

- ☐ Determine if employee requires medical attention.
- ☐ Bring employee into a private setting if possible and inform him/her that he/she will be transported to a medical clinic for a drug and alcohol test, in accordance with DOT-mandated procedures.
- ☐ Complete the Order for Testing Form and mark **Post-Accident** for test type.
- ☐ If employee refuses to submit to testing, inform employee that refusal to comply or cooperate is treated as a positive test, and will result in discipline up to and including termination.

**Please respect the privacy of the employee and the integrity of the testing program. Keep all matters confidential and discuss only with those who "have a need to know."**

\_\_\_\_\_  
On-Scene Decision Maker

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Division

**Attachments:**

- ☐ Collision Report
- ☐ Collision Scene Diagram
- ☐ Chain of Custody
- ☐ Test Result Summary
- ☐ Alcohol Testing Form

## **APPENDIX B CONTACT LIST**

Any questions regarding this policy or any other aspect of the drug free and alcohol-free program, should contact the following representatives:

**Town Manager**

Town of Altavista

Name: Waverly Coggsdale

Address: 510 7<sup>th</sup> Street, Altavista, VA 24517

Telephone Number: 434-369-5001 or 434-841-0063 (cell)

Fax Number: 434-369-4369

**Program Manager:**

Altavista Community Transit

Name: Daniel N. Witt

Address: 510 7<sup>th</sup> Street, Altavista, VA 24517

Telephone Number: 434-369-5001 or 434-841-4661 (cell)

Fax Number: 434-369-4369

**Medical Review Officer**

Name: Dr. Matthew W. Tatom

Address: 2832 Candler's Mt. Road

Lynchburg, VA 24502

Telephone Number: 434-237-4487

Fax Number: 434-237-7764

**Substance Abuse Professional**

Name: Central Virginia Community Services

Address: 2241 Langhorne Road

Lynchburg, VA 24501

Telephone Number: 434-847-8035

Fax Number: 434-847-6099

**Certified Lab:**

Laboratory Corporation of America

Address: 1912 Alexandria Drive, Research Triangle Park, NC 27709

Phone Number: 1-800-833-3984

**Employee Assistance of Central Virginia:**

Address: 2250 Murrell Road

Lynchburg, VA 24501

Phone Number: 1-800-645-1246 or 845-1246

Web site: [www.eacv.org](http://www.eacv.org)



## **Town Manager's Report – For Month of April 2016**

### **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.
- Waterline along Main Street is being installed.

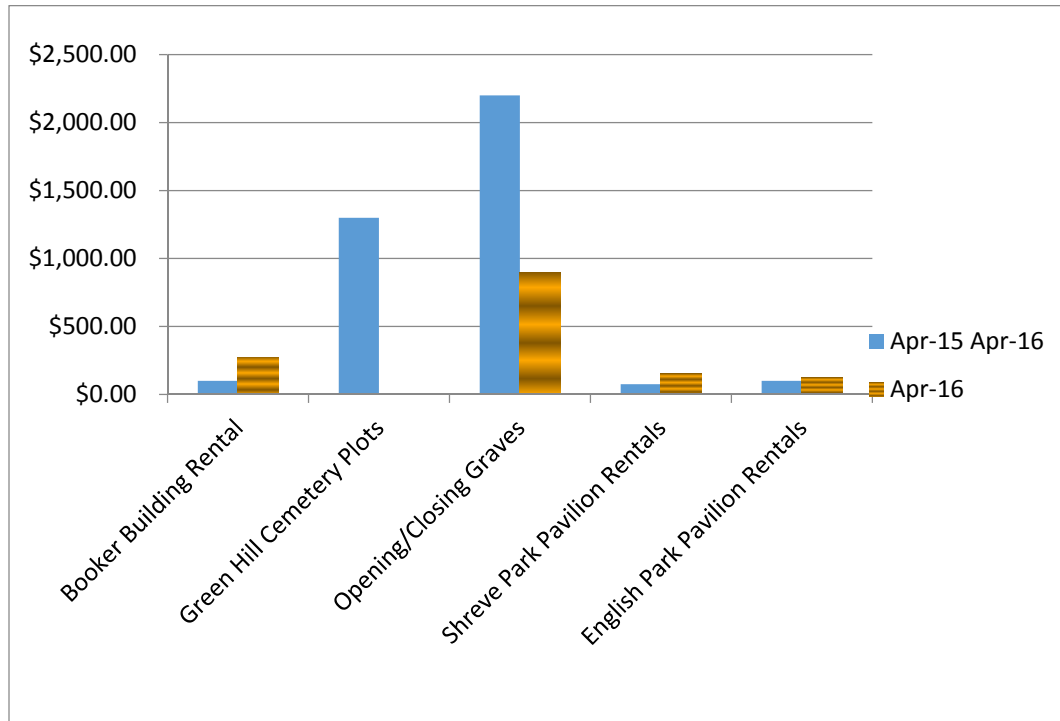
### **CCUSA Agreement and Dominion Water Connection**

- 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.

## ADMINISTRATION MONTHLY REPORT – APRIL 2016



Altavista Police Department

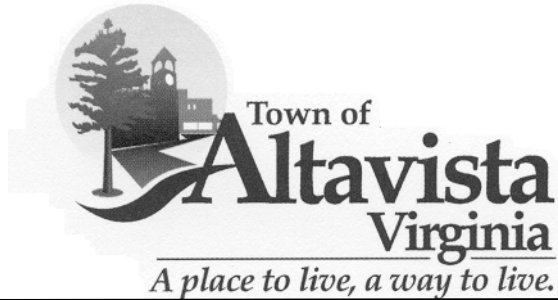
Town of Altavista

510 7<sup>th</sup> St.

Altavista, Va. 24517

April 2016 Statistics

Assaults	(2)
False Pretense/Swindle	(2)
Shoplifting	(5)
Theft of Motor Vehicle Parts	(1)
Theft from Motor Vehicle	(3)
All Other Larceny	(3)
Counterfeiting/Forgery	(3)
Runaway	(1)
Weapon Violation	(1)
Drunkenness	(1)
Driving Under the Influence	(1)
All Other Offences	(14)
 Total IBR Reportable Offences	 (37)
 Total Number Cleared by Arrest	 (9)
 Total Number of Calls	 (370)



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

## Public Works / Utility Report April 2016

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

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

Work Orders Process 287

### **Utility Department - Water Distribution003A**

○ Located Miss Utility Tickets-----	53
○ Water Turn On / Turn Off(s)-----	32
○ Read Monthly Meters-----	65
○ Exchanged Meters-----	2
○ Meters-----	43.50 Hours
○ Tanks-----	160.50 Hours
○ Water Plant-----	14.50 Hours

### **Utility Department - Sewer Distribution:**

○ Sewer Root Cutting (Main)-----	700 Feet
○ Sewer Root Cutting Manholes (Main)-----	4
○ Sewer (Video) Footage-----	350 Feet
○ Sewer (Video) Manholes-----	2
○ Landfill (Sludge)-----	26 Hours
○ Waste Water Treatment Plant-----	6 Hours



**Street Department:**

- Litter Pick up-----73 Bags
- Weed Control-----471 Gallons
- Sweeping Streets-----49 Miles
- Weekend Trucks-----3 Trucks
- Stone Tonnage-----23.61 Tons
- Asphalt Tonnage-----268.15 Tons
- Other Traffic Roadside Maintenance On Streets-----420 Hours

**Buildings & Grounds and Sanitation:**

- Green Hill Cemetery – Burial-----2
- Brush Collected Stops-----147 Stops
- Brush Collected Loads-----15 Loads
- Bulk Collection Stops-----68 Stops
- Bulk Collection Tonnage-----12.47 Tons
- Solid Waste Tonnage-----75.72 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----24 Hours
- Maintain Park Buildings-----86 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----505.50 Man Hours

**Special Projects:**

- PCB Remediation Work

**Water Department Report:**

**Water Production:**

- Water Plant: 48.85 million gallons of raw water treated.
- Water Plant: 45.67 million gallons of finished water delivered.
- McMinnis Spring: 8.39 million gallons of finished water treated.
- McMinnis Spring: average 288,833 gallons per day and run time hours 18 a day.
- Reynolds Spring: 5.49 million gallons of finished water treated.
- Reynolds Spring: average 189,967 gallons per day and run time hours 11 a day.

**Water Consumption From:**

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

**Water Sold:**

- Town of Hurt **2,720,400** Gallons

**Water Plant Averages for April 2016:**

- Weekday: **17.6 hrs/** day of production  
**1,826,19** gallons treated / day
- Weekends: **11.56 hrs/** day of production  
**1,166,667** gallons treated / day

**Water Plant Projects:**

- Flushed Out Filter Line 1-5
- All of ISI calibration of equipment completed including Springs.
- Installation of new River pump completed
- Installation of new Backwash Pump
- Standard Operating Procedure Book (All calibration and lab testing complete, along with start-up and shut down) (ongoing)
- Job Hazard Analysis Book (ongoing, with good progress)
- Safety Manual (ongoing)

**Wastewater Department Report**

- Meeting with ESP for Basin Blower package repair
- Annual Meter calibrations by factory Representative
- Meeting with DEQ to discuss upcoming Permit Issuance
- Installed new Digester Blower (#2)
- Normal Monthly Work Session with Council
- Distributed new Uniform Policy to employees
- Distributed new Safety Shoe policy to employees
- Installed Temperature monitor in a test caisson for Dr. Sowers
- Dr. Lowman inspected his test pots
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

<b>Sludge Processed</b>	165 wet tons
<b>Gallons of Water Treated</b>	55.59 MG

<b>Plant Efficiency</b>	
<b>BOD Reduction</b>	<b>98%</b>
<b>TSS Reduction</b>	<b>97%</b>

## Monthly Report to Council

**Date:** May 10, 2016  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** April 2016 Reporting

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### 1. Zoning/Code Related Matters: March 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
4-Apr	014-16	Josh Wade, Mechanicsville, VA	25'x25' storage building at 3519 Lynch Mill Rd, VEP
8-Apr	015-16	Chad Charlesworth 508 Pittsylvania, Ave	New Business- Higher Jiu-jitsu
11-Apr	016-16	Clifford Prior, 628 Riverview Rd	Bedroom & bathroom addition to existing home
11-Apr	017-16	Keystone Novelties, Lancaster PA	Business at 1301 Main Str. Fireworks tent- temporary
12-Apr	018-16	Miki Brumfield, 318 Myrtle Lane	12' x 24' detached in the rear yard
14-Apr	019-16	Stacy Hodges, 322 10th Street	16x12' uncovered deck and 10x12' covered deck- back of house
28-Apr	022-16	Lynn Rogers, 2215 Beverly Hts.	New 12x20' shed

- Researched options for nuisance complaint at 1723 Eudora Lane. Based on legal counsel, John Eller, dealing with the matter will require changes to the code.
- Received a complaint about 8 dogs at a residence. Still investigating and gathering evidence but this will be handled as a code violation.
- Vultures reported in Mosely Heights. Dispersed them multiple times and eliminated 2 birds.
- 5 grass violation notices sent out.

### 2. Site Plans Reviewed and/or Approved:

- Approved survey and deed of vacation for internal lot line for parcel on 5<sup>th</sup> Street.

### 3. Planning Commission (PC) Related:

- Completed agenda for May 2<sup>nd</sup> meeting.
- Worked on language and updates for Comp Plan for chapters 4,7, 8 and 9.
- Met with Marvin Clements to discuss roles, responsibilities and expectations for Planning Commission members. He is willing to serve if appointed to fill the unexpired term for Jerry Barbee.

### 4. AOT Related

- Nothing noted.

### 5. ACTS Related

- Validated daily ridership and revenue for bus system (April) - see bus report.
- Operations reimbursements submitted for March 2016.

- Met with rider who was causing problems on the bus. Confirmed problems with 3 drivers and took disciplinary actions by a temporary ban (5 days) from the bus. Met a second time to discuss why the rider's privilege should be reinstated and after the conversation the privilege was reinstated, with a warning for no
- Daily rider and fee counts tallied.
- Completed DRPT annual alcohol/drug testing reports.
- Driver trainer video.

#### 6. **Projects and Administrative Related:**

- Updated GIC- Note- Aavelin unit in Danville has crashed and staff has provided the new unit to the technician but it has yet to be installed.
- Attended Main Street waterline project meeting.
- Attended CC BOS monthly board meeting.
- Approved fund raiser activity for English Park for cancer patient. Only 10-25 persons expected, family members only, so no permit or special permission required.
- Began research and work on DCR Land and Water Conservation Grant. I requested and received approval for Kelly Hitchcock with Region 2000 to assist with writing the grant.
- Met with Dennis and Emelyn to discuss grant opportunities and seeking donations from industry and businesses for the canoe launch site.
- Completed grant application for Timken Foundation. After meeting with Tim Hicks, plant manager, and Curtis Crews, doing a site visit for the proposed canoe launch, it was recommended that the Town submit the application in August.
- Attended regional Managers'/Assistants' and planners' luncheon.
- Met with Clif Tweedy regarding maintenance of the County's portion of English Park. CC staff will maintain for now until a decision is made about the park.
- Attended a VDOT Main Street bridge replacement update meeting.
- Set up on iPhones for PD and PW.
- Completed quarterly report for VDOT for projects 5 & 6. Phillip Jacobs is currently working to complete materials notebook so the project can be closed out.
- Received 2 RFPs for Compensation & Classification Study. Will be evaluating and staff will be contacting and/or meeting with the two firms, JJ Fitzgerald Business Consultants and Springsted Inc who submitted proposals.
- Continued working with Dominion on their water connection project.
- Prepared for and attended Town Council meeting and work session.
- Town Council report for April. Prepared and presented canoe launch update at TC work session.
- Certified TOA March bank statements.



**Memo**

**To: Town Council**

**From: Dennis Jarvis, II, Director of Economic Development**

**Cc: J. Waverly Coggsdale, III, Town Manager**

**RE: April 2016 Economic Development Update**

**Announcements/Highlights:**

- **Business Appreciation reception Thursday May 12, 2016 @5:30 at Avoca.**
- **Campbell County Business appreciation luncheon May 17, 2016.**

**Networking:**

- Staff attended the Lynchburg Regional Alliance economic development marketing meeting.
- Staff attended a regional Tobacco Commission meeting.
- Staff presented to the Lynch Mill Ruritan Club.
- Staff met with officials at VEDP.
- Staff met with officials from Pittsylvania County Office of Economic Development.

**Existing Business and Retention**

- Staff met with BGF.
- Staff met Abbott.
- Staff met Rage Plastics.
- Staff met with Timken.
- Staff met Vasheer Mead Works.

**Marketing**

- Staff is completing the final draft of a community video.
- Staff is updating the OED website.
- Staff is preparing items for social media marketing.
- Staff started monthly ad campaign for the RLF program with the Altavista Journal.
- Staff met with officials from the Virginia Department of Agriculture for Vasheer grand opening.
- Staff will attend an on line economic development social media marketing class.

**Develop Products**

- Staff continued assistance with Hub Scrap on the demolition at the former Lane Site.
- Staff is working with ECS-Atlantic on an environmental analysis of the Lane property.

**Encourage Entrepreneurship**

- Staff provided two requests for applications and information for the RLF program.
- Staff is meeting with officials from the CVCC SBDC for the curriculum development for the next session of "Pop Up".
- Staff will be conducting mock interviews with business students at Altavista High School.

## AOT April Monthly Report



### Conferences and Meetings

- Meeting with Chamber and Vahseer for grand opening logistics
- Attended "Attract People" Committee group
- Held two open houses for 616 Broad St. for Feasibility Study with Atelier 11 and Solex
- Business visits with Brodurs Vapes, Womack Detailing, General Store, Vintage On Broad.
- Attended Executive Committee meeting March 7<sup>th</sup>.
- Held monthly board meeting, March 14<sup>th</sup>.
- Attended Lexington "How to Apply workshop".
- Met with SBDC about "Pop-Up" Program criteria and outlined classes.
- Attended Danville "How to Apply workshop" with DHCD.
- Attended and helped with Commonwealth Vape Shop Grand Opening.
- Met with Kelly Hitchcock and Dan Witt to create a canoe launch fact sheet.
- Attended regional round table with the LRBA.
- Held Vahseer grand opening with the Commissioner of Agriculture.

### AOT

- Completed comprehensive plan for AOT section.
- Updated AOT website for news and event.
- Issued out request for proposals.
- AOT committee met to review proposals.

### Economic Development

- Mailed tourism brochures to Central Virginia regional welcome centers.
- Completed a property datasheet for Altavista.
- Met with Todd Hall to discuss future bank growth.
- Helped organize Vahseer grand opening.
- Assisted Dan Witt with Timken Foundation Canoe Launch grant.
- Sent out business invitations for business appreciation month reception.

Goals to be completed by next month

- Hold business appreciation month reception, May 12<sup>th</sup>.
- Hold monthly AOT Exec meeting, May 5<sup>th</sup>.
- Hold monthly AOT board meeting May 19<sup>th</sup>.
- First Classic Car Cruise In will be held May 7<sup>th</sup>.
- Continue to plan Vista Flix with Tim George, Promotions Committee, and interested volunteers.
- Select firm to complete Feasibility Study for 616 Broad Street.
- Apply for Community Business Launch Grant for new Pop Up program.
- Attend National Main Street Conference, May 22<sup>nd</sup>- May 25<sup>th</sup>.

**ACTS RIDER TALLY**

**April 2016 Ridership Report**

[illegible]



~ May 2016 ~						
◀ Apr 2016						Jun 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> Planning Commission Meeting 5:00 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> First Saturday Trade Lot Altavista On Track Cruise In
<b>8</b> Avoca Museum's Mother's Day Tea 1:30-4:30 p.m.	<b>9</b>	<b>10</b> Council Meeting 7:00 PM	<b>11</b>	<b>12</b> Business Appreciation Reception Avoca Museum 5:30 to 7:30 p.m.	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> Campbell Co. Business Appreciation Luncheon 12:00 p.m. Hyland Heights Church	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Council Work Session 5:00 PM	<b>25</b>	<b>26</b>	<b>27</b> Chamber of Commerce TGIF @ Avoca 5:30-9:30 p.m.	<b>28</b>
<b>29</b>	<b>30</b> Memorial Day Town Offices Closed  No ACTS Bus	<b>31</b>	<b>Notes:</b>			

~ 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 Commission 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:	