



Town of Altavista

Meeting Agenda

Town Council Meeting

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

Tuesday, April 12, 2016

7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation – Steven Rabon, Crosspoint Church
3. Approval of Agenda
4. [Recognitions and Presentations](#)
 - a. Jerry Barbee, Planning Commission
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 March 8th; Work Session March 22nd](#)
 - b. Acceptance of Monthly Finance Reports
 - i. [Invoices](#)
 - ii. [Revenues & Expenditures Report](#)
 - iii. [Reserve Balance/Investment Report](#)
 - c. [Departmental Reports](#)
7. Public Hearing (none scheduled)
 8. New/Unfinished Business
 - a. [Chamber UBD Update/Adult Beverage Area Request](#)
 - b. [Request to execute an Extension on the Option for the Canoe Launch Property](#)

- c. [Consideration of Text Amendments to the “Zoning Ordinance” related to the “keeping of chickens”](#)
- d. [Discussion of FY2017 Budget/First Reading of the Budget/Set Public Hearing \(May 10th\)](#)

9. Reports

- a. [Town Manager’s Report](#)

10. Informational Items/Late Arriving Matters

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

11. Matters from Council

12. Closed Session

Section 2.2-3711(A)(1) – Discussion/ consideration of prospective candidates for appointment.
(Recreation Committee) & (Planning Commission).

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

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, April 19 th @ 5:00 p.m.	(New) Water Planning Work Session with Woodard & Curran
Tuesday, April 26 th @ 5:00 p.m.	Town Council Work Session
Tuesday, May 10 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, May 24 th @ 5:00 p.m.	Town Council Work Session

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

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



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

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

Presentation(s)

Resolution to Jerry Barbee, Altavista Planning Commission Chairman



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

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

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

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

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

Departmental Reports
(Motion to accept Departmental Reports)

Regular Council Meeting—March 8, 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 March 8, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Major Gilbert gave the invocation.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works/Utilities Director
Mr. John Eller, Town Attorney

3. Mayor Mattox advised of an item added to the agenda, Consideration of the CCUSA Water Agreement, and asked for approval of the agenda as amended.

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

Motion carried:

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

4. Recognitions and Presentations

Captain Stocks introduced a new patrol officer, Seth Caveness.

- a. Altavista Area Chamber of Commerce

Mr. Gordon Bratz advised the Steering Committee has met; they set a chart and course of meetings. Altavista Area Chamber of Commerce hosted Congressman Robert Hurt who visited the TEALS Class at Altavista Combined School.

- b. 2015 Planning Commission Annual Report

Mr. Witt presented the 2015 Planning Commission annual report which included the 2016 Work Plan. He thanked former Chairman Jerry Barbee for his service to the Planning Commission for the past seven years. Chairman Barbee resigned and Mr. John Jordan has filled this position.

- c. 2015 Board of Zoning Appeals Annual Report

Mr. Witt presented the 2015 Board of Zoning Appeals annual report noting they meet annually to elect a Chairperson and Vice-Chairperson. Staff is the secretary of the group. Mr. Witt advised Mr. Wilson Dickerson was elected as Chairman,

Regular Council Meeting—March 8, 2016

Mr. Phillip Webb is Vice-Chair and staff will continue as secretary. Mr. Webb's term expired in November and agreed to be reappointed. Mr. Witt advised the state code for the Board of Zoning Appeals has changed and he and the town attorney are in the process of updating the town code so that it is in compliance with the state code for the BZA.

5. Public Comment

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

6. Consent Agenda

- a) Minutes- Regular Meeting February 9th; Work Session February 23rd—The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports

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

Mr. Higginbotham asked about the Chief's position.

Mr. Coggsdale advised he doesn't have a definitive date but the process is moving forward and anticipates the position to be filled in two months.

Motion carried:

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

7. Public Hearing

- a. Proposed Ordinance Amendment allowing the "Keeping of Chickens in Town Limits"

Mr. Coggsdale advised the purpose of the public hearing is to receive comment on amending text in the Altavista Town Code, 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. He advised Council the bases for the amendments were listed in the agenda.

- b. Mr. John Jordan, Planning Commission Chairman addressed Council and commended former Chairman Jerry Barbee for his preparedness in previous meetings. He asked for prayers for Mr. Barbee and his wife. Mr. Jordan referred to the proposed ordinance amendment and advised the Planning Commission was asked by a citizen to consider allowing chickens for personal use within the Town. The Planning Commission became proactive and asked staff to research amending the ordinance to cover the "Keeping of Chickens in Town Limits". He noted the Planning Commission held a public hearing on December 7th, 2015, with a recommendation to adopt the ordinance (a 5-0 yes vote). Council reviewed the ordinance and raised concerns that were submitted back to the Planning Commission; these concerns were reviewed at the February 1, 2016 meeting. The proposed ordinance was modified and by consensus the Planning Commission agreed with the proposed changes and recommended these changes to Town

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Council. This allows the property owner to keep chickens within 30 feet of their own dwelling but not within 30 feet of a neighboring dwelling or 20 feet from any property line. Mr. Jordan read to Council to new ordinance as follows:

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

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

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

Sec. 86-515.1. Keeping of chickens.

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

(b) Such chickens within the town shall be provided with and kept within an enclosed secure area not to exceed 120 square feet, hereinafter known as the pen at all times. Pens shall include a coop (enclosed structure) containing a minimum of 2 square feet per chicken and an open run area containing a minimum of 8 square feet per chicken. The coop shall not exceed 8' in height. Pre-manufactured coops and pens may be made from any material. Otherwise, the following materials may not be used to construct coops and pens: Tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

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

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

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

(e) Violation of any provision of this ordinance shall constitute a Class 4 misdemeanor and each day in violation after notification in writing shall constitute a separate offense.

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

Mayor Mattox opened the public hearing at 7:23 p.m. and asked if anyone would like to speak in regards to the keeping of chickens within the town limits.

Mr. Daniel Doute, 1407 Lynch Road, addressed Council advising he is new to the town and really likes the area. He advised while living in North Carolina he had chickens. Chickens have a lot of educational value from the life cycle to the harvesting of the eggs; he noted his children play with the chickens. These birds are personable; they are not a nuisance and not dirty barn creatures as a conceived notion. He felt from an educational standpoint the chickens have taught his children a lot and keeping chickens in the town will also stimulate the businesses with purchases of feed and supplies for the coops.

Mrs. Gwen Wells, 621-B Broad Street, approached Council noting she lives in an apartment and doesn't have a location for chickens. She advised of a friend that lives in Lynchburg and practices sustainable agriculture on a small plot of land with four chickens. She asked Council to consider approval of "keeping of chickens within the town limits."

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Mayor Mattox closed the public hearing at 7:27 p.m. and advised this item would be placed on the April 12, 2016 Town Council meeting.

8. New/Unfinished Business

- a. Consideration of the Campbell County All Hazards-All Discipline Plan (Emergency Operation Plan)

Mr. Coggsdale advised the Campbell County Public Safety Office periodically reviews and updates the information contained in its All Hazards/All Discipline Plan (Emergency Operation Plan). The Plan covers the Town of Altavista and accordingly with each revision the Town is requested to adopt a resolution in regard to adoption of the newly revised Plan. The revisions basically were the updating of personnel and contact information. Staff has reviewed the document and would recommend that the Town Council adopt the resolution, which would be included in the Plan.

ADOPTION OF THE CAMPBELL COUNTY ALL HAZARDS ALL DISCIPLINES PLAN
(EMERGENCY OPERATION PLAN)

On motion it was resolved that the Town Council adopts the following resolution:

WHEREAS, the Town Council of the Town of Altavista, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS, the Town Council has a responsibility to provide for the safety and well-being of its citizens and visitors, and

WHEREAS, the Town of Altavista recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.

NOW, THEREFORE, BE HEREBY PROCLAIMED by the Town Council of the Town of Altavista, Virginia that this Emergency Operations Plan as revised December 2015 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before the Altavista Town Council and/or Campbell County Board of Supervisors.

Adoption occurred at the regular meeting of the Altavista Town Council held on the 8th day of March, 2016, at the Altavista Town Hall located at 510 7th Street, Altavista, VA 24517.

Mike Mattox, Mayor

ATTEST:

Clerk, Town of Altavista

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the resolution regarding Campbell County All Hazards-All Discipline Plan (Emergency Operation Plan)

Motion carried:

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

- b. Consideration of Request by Avoca to Amend FY2016 CIP Request

Mr. Coggsdale advised of a letter received from Mr. Michael Hudson, Avoca Museum’s Executive Director, requesting that Town Council consider a modification of the order of projects in the Capital Improvement Plan. Avoca

has a project in the FY2016 CIP that is budgeted, it involves the restoration of exterior brick/mortar on the original brick kitchen with \$25,000 funded for this purpose. Mr. Hudson made a request to switch the FY2018 CIP request, which involves improvements to the interior of Avoca through wallpaper and furnishings, with the existing FY2016 request, as previously described. The estimate for the FY2018 is \$15,000. If approved by Council, this would reduce the CIP cost in FY2016 by \$10,000 and increase the FY2018 request by the same amount.

Mr. Hudson addressed Council. He stated masonry issues were to be addressed this year but with the amount of wet weather the items that precede the order of restoring the kitchen are still being worked on and should be completed this week. He has found it impossible to have the needed work completed in time for the museum's opening on April 2nd.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to honor the request of Mr. Hudson allowing him to switch the FY2018 CIP with the existing FY2016 request that would reduce the CIP cost in FY2016 by \$10,000 and increase the FY2018 request by the same amount.

Motion carried:

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

c. Consideration of Annual Engineering Services Contract

Mr. Coggsdale advised in response to the Town's Request for Proposals (RFP) for engineering and related services, eleven firms submitted proposals. A panel consisting of Vice Mayor Dalton, Mr. Garrett, Director of Public Works and Utilities, Mr. Maurice Law, and he reviewed the proposals and four firms were interviewed on March 3, 2016. Based on the interviews and proposals submitted, as well as reference checks with some of the firm's clients, the panel is recommending that three firms be offered an annual contract for engineering and related services. The firms are:

- Hurt & Proffitt
- Peed & Bortz
- Woodard & Curran

Mr. Higginbotham asked who would do the hydraulic analysis.

Mr. Garrett stated they are looking at Woodard & Curran to start on that project.

Mr. Coggsdale noted this is a one-year contract with a provision for four one year renewals.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the request to award the annual contracts to Hurt & Proffitt, Peed & Bortz and Woodard & Curran for engineering and related services for a one-year term, with a provision for four one-year renewals

Motion carried:

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

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d. FY2017 Budget Discussion

Mr. Coggsdale advised the FY2017 Budget and the FY2017-2021 Capital Improvement Program were distributed to Council on Friday, March 4th and stated staff is seeking initial input from Town Council in regard to the proposed budget. Mr. Coggsdale advised outside agencies have been invited to present their budget request at the March 22, 2016 work session. He presented Council with a listing of items included in the budget or have been changed from last year's budget:

Council

Increase to the Mayor and Council Annual Compensation
Impact to Budget \$13,500.

Mr. Higginbotham asked why the increase to Council's and the Mayor's salary.

Mr. Coggsdale stated it was from some discussions he has had.

Mrs. Dalton asked if there are any tax rate changes proposed.

Mr. Coggsdale responded there were none proposed in the budget. The budget is based on all current rates.

Budget Generalities

2% Cost of Living Adjustment (COLA)

Mr. Higginbotham questioned if the 2% is a place holder for the proposed budget.

Mr. Coggsdale advised that it is.

Health Insurance 7.3% Increase
Impact to Budget: \$10,800 (change from FY2016 to FY2017)

Mr. Higginbotham questioned if this is the amount health insurance is going up by.

Mr. Coggsdale answered affirmatively.

VRS—Increased from 10.94% to 11.42%
Impact to Budget: \$20,000

Group Life—Increased from 1.19% to 1.31%
Impact to Budget: \$3,700

Worker's Comp.--\$4,000 Increase budgeted.

Mr. Higginbotham questioned this increase.

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Mrs. Shelton advised this is not saying the Town had a bad year (there were no claims last year). She is provided with a formula that she applies to each employee with the outcome showing an increase in the worker's compensation line item.

Administration

Two positions reclassifications
Impact to Budget \$3,700

Mr. Higginbotham asked for clarification.

Mr. Coggsdale explained these two individuals assist at the counter along with other responsibilities with one individual also handling payroll. They will relieve some of the Treasurer's duties that she resumed when the HR/IT position was eliminated.

Contract Voice Over IP (VOIP) system to replace the 14-year-old phone system
Impact to Budget: \$30,000

Mrs. Shelton advised this update will allow all offsite locations to connect.

Mr. Higginbotham asked after the \$30,000 is spent there could be a savings.

Mr. Coggsdale advised on the telecommunications side there could be a savings.

Non Departmental

Small Business Development Center requested \$6,000. The budget includes level funding of \$2,500 last year.

The Healing Place requested \$5,000. This item has not been included in the draft budget.

Mr. Coggsdale noted both agencies should be present at the March 22, 2016 Work Session to promote their request.

Public Safety

Request to convert the Regional Public Safety Task Force position to a regular patrol officer position. This would give the department 13 allocated personnel.

Mr. Higginbotham asked what the cost savings would be.

Mr. Coggsdale advised based on the budget, an estimated decrease of \$8,000.

Mayor Mattox asked if a new position would decrease the overtime cost.

Mr. Coggsdale responded he would hope so.

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Residency Stipend

Mr. Coggsdale noted presently there is one officer living in town but has budgeted for three possible participants.

Uniform Cleaning Allowance

Impact to Budget: \$8,100

Training Stipend (\$2,000 per Officer)

Impact to Budget: \$

Radio System

Impact to Budget: \$20,000 has been earmarked

Mr. Coggsdale noted there have been some issues with the department radios. Staff is researching ways to move this forward. Decisions have taken place with Campbell County Public Safety and the possibility of partnering with them.

Tasers

In Car Cameras

Paint and Carpet the Police Department

These items are listed in the Capital Improvement Plan.

Public Works

Mr. Coggsdale noted the equipment operator was split between Public Works and Utilities last year and should not have been which created an increase for the proposed budget.

Avoca Maintenance increase requested.

Storm Water Project (Project 1B)-Debt Services

Capital Improvement Plan

Project 1B: \$260,111 (transfer in of bond proceeds)

Gateway Project: \$428,350 (VDOT Grant and local match, which was previously “earmarked” in Fund Reserves, a transfer in. An additional \$8,100 is being requested in the FY2017 budget to complete the Town’s match.)

Water

25% of Utility Mechanic to Water Plant, previously only funded and utilized by Waste Water.

CCUSA Water Purchase: New water customer

Debt Service: Completed and Ongoing Project

Capital Improvement Plan

\$1,715,000 Project 1B Main Street Project (Bond Proceeds)

Waste Water

Utility Mechanic expenses reduced to 75%, to be shared with Water Plant

Capital Improvement Plan

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\$142,500

Mayor Mattox asked if there were any general questions for the Town Manager.

Mr. Higginbotham asked what is the current meals tax.

Mr. Coggsdale responded it was 5.5%.

Mr. Higginbotham asked if Council is looking at increasing the meals tax.

Mr. Coggsdale stated there was a discussion of looking at what the revenue would look like if it was increased.

Mr. Higginbotham also questioned the cigarette tax scenario.

Mr. Coggsdale presented information to Council in regards to the Town of Appomattox and what they have experienced in regards to revenue with the cigarette tax.

Mr. Higginbotham asked about the .27 cigarette tax.

Mr. Coggsdale clarified the revenue is .25 with the .02 tax going to the business for the cost of affixing the stamps to each cigarette pack.

Mr. Higginbotham stated if Council wanted people to come shop and eat in town there would be second and third order effects from increasing the meals tax and adding the cigarette tax. He did not know if Altavista had ever considered a cigarette tax and wasn't sure that Council should be in the position of assessing taxes for cigarettes and raising the meals tax.

Mr. George felt the cigarette tax would be a way to increase revenue. He noted he had spoken to his accountant regarding the BPOL tax and was told this was the price of conducting business in the town of Altavista. He noted the BPOL is a tax on the gross amount of retail and it totals \$154,000.

Mrs. Shelton added the BPOL tax is not just for retail but for personal service and other categories as well.

Mr. George stated this was not a huge amount of revenue and Council is looking for ways to stimulate the local economy; he sees this as a way to stimulate small businesses (removing the BPOL tax). He advised he is for the cigarette tax and for looking at the possibility of increasing meals tax as a way to reduce the real estate tax. He advised citizens complain of paying double taxes. Mr. George stated Appomattox increased their meals tax from 6% to 8% and it almost doubled the revenue, noting meals tax is the second largest source of revenue for the town of Altavista. This would help the local businesses and property owners.

Mr. Edwards questioned how going from 6% to 8% would double the meals tax.

Mr. George stated he was unsure how this came about he was just looking at the presented figures.

Mr. Coggsdale advised he would verify this information.

Mr. Edwards questioned how many businesses pay into the \$154,000.

Mrs. Shelton stated she did not have the number in front of her.

Mr. Emerson mentioned the total tax in the city of Lynchburg is 11.5%; people choose to pay this tax if they go out to eat. He felt the cigarette tax would fall in the same category, people choose to smoke.

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Mayor Mattox advised the town is not growing as quickly as liked specifically real estate. Meals tax increases because as the food cost goes up so does the revenue. He felt a reduction in real estate taxes, helps the citizens of Altavista, the businesses and industries. He recognized there may be a reduction in business to the business owners but hoped this would be offset with the reduction in real estate taxes.

Mr. Coggsdale reminded Council the proposed budget does not include any of these scenarios.

Mayor Mattox requested information on Appomattox's ordinance agreement in regards to the cigarette tax.

Mr. Coggsdale advised the March 22, 2016 work session will include additional discussions on the proposed budget.

Mr. Edwards stated in regards to the cigarette tax since Appomattox has this in place the town has the authority to do this as well and asked what other taxes could the town implement.

Mr. Coggsdale stated he would be glad to research but it is limited.

Mr. Edwards asked about beer.

Mr. Coggsdale stated he would look into this.

Mr. George stated he knew Mr. Ed Scruggs (deceased) was interested in this type of thing and the fair tax. There is a 4.5% sales tax statewide and Lynchburg, Campbell County are allowed to add to this; Altavista is not. He noted Wal-Mart had \$52 million in retail sales and Altavista did not receive any income from that.

e. Consideration of the CCUSA Water Agreement

Mr. Coggsdale advised previously staff updated Council on the discussion with Campbell County Utility Services Authority (CCUSA) in regard to a water purchase agreement. This agreement is necessary due to a new town customer coming on line in April. He presented Council with a copy of the agreement for their consideration which has been reviewed by staff, Mr. Frank Davis, CCUSA Executive Director and Mr. John Eller, Town Attorney. He advised staff is currently in discussion with the new customer in regard to a Memorandum of Understanding (MOU) that would set forth several safeguards in regard to water purchase amounts and rates, as set forth in the CCUSA agreement. The CCUSA Board of Directors has indicated that this agreement needs to be in place by the end of March, as they want to allocate the appropriate amount of water to this agreement, as they have other water needs to consider in their service area. He clarified the agreement states CCUSA would provide water to the Town of Altavista at 400,000 gallons per day maximum. This number has been shared with the Town's customers, and staff realizes there are times that may be exceeded.

Mr. Higginbotham asked if the user agreement could overlay this agreement. He felt Council should have the opportunity to make comments on this before signing off on the agreement.

Mr. Coggsdale stated meshing the two agreements the key items to cover are 75,000 gallons is a CCUSA need and as long as the town has the new customer, this would not be an issue.

Mr. Higginbotham suggested Council establish a rate that doesn't have to go back to rate increases but will address some of the issues at the Water Plant. He noted he was not sure 600,000 gallons of water could be produced by the town if something happened to CCUSA. He felt the problems with the Water Plant needs to be resolved and not wait five years to get the SCADA system. He felt the only way to do this was to establish a rate for Dominion.

Mr. Coggsdale asked why a special rate would be established for one customer.

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Mrs. Dalton stated the rate issue is an across the board issue not a particular customer issue.

Mr. Coggsdale noted there is a provision in the agreement where if Campbell County cannot deliver under dire circumstances CCUSA has an agreement with the City of Lynchburg to purchase water. The issue here is the rate charged by the City of Lynchburg is greater than the rate the town charges its customers.

Mr. Higginbotham did not feel the Water Plant could take on another million gallons a day with the present turmoil.

Mayor Mattox asked Mr. Garrett if this would work.

Mr. Garrett stated he has had conversations about the water capacity rate and is comfortable with the 300,000; any additional would need to be purchased from CCUSA.

Mrs. Brumfield asked if anyone has considered that if the right person is hired to run the water plant efficiently the town could produce the water. She noted the budget does not include the chemicals used at the Water Plant.

Mayor Mattox noted in the memorandum if additional water is purchased from the City of Lynchburg, the customer has to pay the additional cost.

Mr. Coggsdale advised this is what is being proposed. This had not been agreed upon.

Mr. Higginbotham asked what Dominion Virginia Power is saving by purchasing the water from the town.

Mrs. Dalton stated Dominion Virginia Power is pulling raw water from the river and using it as a coolant; they want clean water.

Mayor Mattox stated the revenue generated from this will help to accelerate what Council wants to accomplish at the Water Plant. The goal is to have an exceptional water system to support our exceptional customers.

Mr. Higginbotham stated the unique situation here is Dominion Virginia Power can get their water from the river if they don't like the town's rates and suggested charging a rate as the City of Lynchburg charges.

Mrs. Dalton stated she was not ready to swallow this concept at this point. She feels the relationship with Dominion Virginia Power is a positive thing; it is forcing a relationship with CCUSA and this is a situation where an agreement can move the town forward. She thought the water rate should be looked at across the board and noted the Town of Altavista still offers the lowest water rates in the state of Virginia.

Mr. Higginbotham stated he understands this but this is maximizing the capacity of the plant which requires upgrading the plant. He suggested telling Dominion Virginia Power they are demanding up to million gallons and that something has to be done now. He stated the town should be charging a rate that will cover the upgrades; noting this is a totally unique situation because if Dominion does not like the rate and the clean water they can continue to draw from the river.

Mrs. Dalton asked where the million gallons a day came from.

Mr. Coggsdale advised the average is 600,000 gallons; 10 days in 2015 they used a million or above.

Mrs. Dalton stated the proposal is 300,000 gallons with 300,000 gallons coming from CCUSA and asked Mr. Higginbotham what rate is he considering.

Mr. Coggsdale offered the City of Lynchburg charges \$2.70 which is in excess of what is charged to the town's customers.

Mrs. Dalton asked if that would be \$2.70 per gallon.

Mr. Higginbotham responded yes until the water plant is rebuilt and restructured.

Mr. Coggsdale advised a work session should be scheduled for the long-range planning of the resources.

Mrs. Dalton suggested charging Dominion the regular rate for an average day; anything beyond average charged differently.

Regular Council Meeting—March 8, 2016

Mr. Emerson stated he was in agreement the water plant needs to be brought up to date sooner rather than later.

Mrs. Brumfield felt the town needs to make this water and not have to purchase from CCUSA.

Council to review CCUSA Water Purchase Agreement and the Memorandum of Understanding before making a decision.

E. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

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

Main Street Waterline Project (Project 1B)

Waterline installation has begun on the side streets.

Traffic Plan for Main Street is being reviewed/approved by VDOT.

Progress meeting held on March 1, 2016.

Dominion Water Connection

Town is working with Dominion Power in regard to a new, larger water connection that will provide water for their cooling towers.

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. Awaiting Engineer's Estimate.

WWTP EOP – PCB Remediation

University of Iowa picked up the "split samples" for testing.

Town received response from DEQ indicating the Town would be allowed to stay in the "Voluntary Remediation Program".

Conference call between DEQ (Mr. Deppe) and the Town Manager on Monday, March 7th.

Mr. Higginbotham felt Council needs to discuss where they are with this and what was represented in the meeting with DEQ.

Mayor Mattox felt DEQ realizes there is a little misunderstanding all the way around and we can move forward after the May meeting.

Mrs. Dalton felt it was a possibility that DEQ read into the Town's situation and found that the town has some intriguing things going on and this gave them room to make an exception.

Mrs. Brumfield asked what would be told to the DEQ in May. She referred to Mrs. Dalton and said that she had talked to Ms. Davenport and had told her that the Town would communicate and know the Town has received the email. Mr. Coggsdale said we would turn something in to them. Mrs. Brumfield stated she was not present the last time to vote but had a problem with one thing and that was DEQ was told of the projects (Sowers, Dr. Lowman's, and Schnoor's, the Superfund, three controlled plots with nothing, three with trees and three with the super microbe and the trees) that the Town would move forward with and now the Town is not doing these. Council submitted this in writing and said this is what we are doing and now we are not.

Regular Council Meeting—March 8, 2016

Mrs. Dalton stated she had no problem reporting to them what is being done, Council had no idea that the Town would be allowed to stay in the “Voluntary Remediation Program”.

Mrs. Brumfield responded everyone thought the DEQ would kick us out but they kept us in.

Mrs. Dalton suggested Council report to them what we are doing and that we have made some modifications. They were intentions when we were there and the term is the issue. She stated she has no problem saying things change.

Mrs. Brumfield stated she has a card from Mr. Evans that she kept and called him today and told him “we are not doing what we said we were doing; are they going to do something”

Mrs. Dalton asked Mrs. Brumfield if she was authorized to speak for the Council.

Mrs. Brumfield responded, “well no”, but she knew those projects were not being done as Council said they were going to do. She asked if there were going to be any consequences and Mr. Evans responded “that was a good question”.

Mr. Coggsdale advised in his conversation with Mr. Deppe and Mr. Anderson on Monday, March 7th, DEQ would be looking for an update in the May meeting; an update every six months towards a resolution. He noted he is working on a report which he will ask Council to review before it is presented to DEQ.

Canoe Launch

Staff is exploring grant opportunities for this project.

Broadband Grant Award

Initial stakeholder meeting was held on Wednesday, January 20th at 5:30 p.m.
Grant agreement has been executed and returned.
RFP has been issued.

OTHER ON-GOING PROJECTS

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

F. Informational Items/Late Arriving Matters

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

G. Matters from Town Council

H. Closed Session

A motion was made by Mrs. Dalton, seconded by Mr. George, 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 of prospective candidates for appointment. (Altavista Economic Development Authority) & (Planning Commission).

Regular Council Meeting—March 8, 2016

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.

Section 2.2-3711 (A)(7) Consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel (Water Purchase Contract).

Motion carried:

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

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

Notice was given that council was back in regular session 9:08 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to appointment Mr. Leslie “Tyke” Tenney to the Altavista Economic Development Authority with his term ending November 2020.

Motion carried:

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

Regular Council Meeting—March 8, 2016

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

I. Adjournment

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

The meeting was adjourned at 9:09 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MARCH 22, 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 March 22, 2016 at 4:00 p.m.

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

Motion carried:

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

Mayor Mattox reminded Council of the John Martin Event following the work session.

4. Items for Discussion

- a. Residency Requirement (Chief of Police)

Mr. Coggsdale advised as discussion with candidates for the position of Chief of Police begin to unfold, there is the potential that a candidate may request a clarification on any residency requirement. He noted several years ago, this item was discussed with Council and it was deemed that the Chief would be required to live in Town. Mr. Coggsdale asked for direction from Council as to whether this policy will remain intact or whether flexibility will be granted on the issue.

Mrs. Dalton stated she is interested in the best person for the Chief of Police position and if that person happens to live in the town or could live in the town that would be great. If that person is the second or third choice, she suggested going after the best Chief; then offer some incentives the might incentivize them to live in town.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Emerson agreed with Mrs. Dalton stating if the Chief is moving from out of state they are moving anyway but if the candidate is established in Central Virginia 20 to 30 minutes away; he too wants the best Chief.

Mayor Mattox stated he would like someone that understands Central Virginia, understands what the town is dealing with and what it has been through and where we want to go. He stated he would like someone to live in town but wanted the best Police Chief as well.

Mr. Higginbotham was in agreement with Mrs. Dalton.

Mr. George asked if this person would have a take home car and added he was willing to leave this decision to the Town Manager's discretion.

Mrs. Brumfield asked if a limit was being set because she didn't want someone 30 minutes away.

Mrs. Dalton stated she was not interested in setting a limit she just wanted the right chief. If the right chief lives 30 miles away and Council incentivizes to move close, they can take it or leave it. She just wants the best chief for the job.

It was the consensus of Council to lift the residency requirement for the town manager's discretion in hiring the new chief.

Mr. Emerson stated he agreed with Mr. George that the take home vehicle should be at the discretion of the town manager as well.

Mayor Mattox noted the top priority is to find the best chief.

b. CCUSA Water Agreement

Mr. Coggsdale advised at the last Council meeting, staff discussed the need for an agreement with the Campbell County Utility Services Authority (CCUSA) in regard to meeting the water request of a new customer in Town. The new request is for an average of 600,000 gallons per day, with intermittent days reaching water demand of 1,000,000+ gallons per day.

Mr. Higginbotham questioned the cost the town will purchase water from CCUSA.

Mr. Coggsdale responded the cost would be \$1.77.

Mr. Higginbotham asked what the town charges.

Mr. Coggsdale advised the town charges \$2.14 per 1,000 gallons for industries and \$2.18 gallons per 1,000 for residential.

Mr. Higginbotham asked what the cost to the town is.

Mr. Coggsdale responded \$1.55.

Mr. Higginbotham mentioned there was half a million dollars spent at the Water Plant in emergency repairs with additional to be spent. He stated his concern was the contract with CCUSA is contingent on the agreement with Dominion Virginia Power. He asked if Council was comfortable paying the \$1.77 a gallon for the 75,000 gallons Dominion Virginia Power will waste if it cost the town \$1.55. He asked if the Town is being fair to the taxpayers.

Mr. Coggsdale stated based on the customer, the town will need assistance in producing the additional water.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham felt as long as it was contingent on Dominion Virginia Power he did not feel there would be a problem.

Mr. Coggsdale stated he is hoping the Memorandum of Understanding will cover this.

Mr. Higginbotham stated the CCUSA agreement needs to say the Town entering into the agreement is based on the Town getting a contract with Dominion Virginia Power.

Mr. Coggsdale felt CCUSA would not see it that way. The town enters into an agreement with CCUSA and a memorandum of understanding with Dominion Virginia Power. Dominion Virginia Power knows the Town is taking on this agreement with CCUSA to meet their demands.

Mr. Higginbotham asked what will the Town obligate itself too if they don't enter into the agreement with Dominion Virginia Power.

Mr. Coggsdale responded the Town would be obligated to CCUSA for five years.

Mr. Higginbotham felt the agreement should include the comment "subject to reaching an agreement with Dominion Virginia Power this agreement will be in effect".

Mayor Mattox asked if the memorandum of understanding would obligate Dominion Power to purchase the water.

Mr. Eller responded the they would be obligated.

Mr. Coggsdale stated a formal contract would follow the memorandum of understanding.

Mrs. Dalton stated she understands Mr. Higginbotham's concerns of being saddled with CCUSA agreement if we don't have the customer but felt it was a moot point because the town would be getting both customers simultaneously.

Mr. Higginbotham stated this is a customer that because it is cheaper to use the town's drinking water as opposed to getting raw river water and running it through their plant. It is his understanding there is more corrosion using the river water than potable water. This one industry wants to save money by using the town's drinking water; this is a preference not necessity. They are making a business decision to save money which is putting the town at the point of instead of having a 3-million-gallon water plant (aside from the issues that are there now) it will cost \$5 million to upgrade the plant. He did not feel it was fair for the citizens of Altavista who have drinking water to subsidize this plant expansion for Dominion Virginia Power. He felt the price charged by the City of Lynchburg for water should be close to the price charged to Dominion Virginia Power.

Mayor Mattox asked what would Council say if the largest user now (Abbott Laboratories) wanted to expand and needed an increased amount of water.

Mr. Higginbotham asked if there would be increased jobs.

Mayor Mattox responded that would not necessarily happen.

Mr. Higginbotham questioned how many jobs are supported by Abbott.

Mr. Jarvis responded 475 jobs.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham stated he would spend the money to save 475 jobs; noting Dominion Virginia Power only has 7 to 9 employees.

Mr. George asked what is forcing the town to expand their Water Plant if the water can be purchased from CCUSA.

Mrs. Dalton stated the town is in the business of producing water and asked why the town would not produce water for this customer. A profit is made off of every customer that is a volume customer and the CCUSA piece that comes beside it is a plan. This is all part of the planning process. She stated Dominion Virginia Power would be a wonderful new customer.

Mr. George stated it was optional if the Town wants to enlarge the water plant and the Town can continue to be the middle man without jeopardizing the current customers. If it is decided to increase the volume 5 years down the road and it appears Dominion Virginia Power is going to stay, it may make more sense to expand the plant.

Mrs. Brumfield noted a Water Superintendent is being looked for at this time and she has all the confidence that when this person is hired who has the experience, who can watch the budget, watch the chemicals, watch over the use of the water in the plant and not losing the water that is being lost. The water that is being lost could be the water that is sent to Dominion Virginia Power and the town would not have to buy from CCUSA. She asked if it is determined that the water can be made by the town are we tied to the contract.

Mr. Coggsdale responded for five years but that could be tied only to the minimum which equates to approximately \$28,000 a year.

Mr. Higginbotham questioned why the agreement says 1.6 million.

Mr. Coggsdale responded that would be the maximum based on Dominion Virginia Power's highest flow one-day last year.

Mr. Higginbotham questioned the amount being made by the town.

Mr. Garrett responded presently 1.9 million is the average being made by the town.

Mr. Higginbotham stated 500,000 gallons is all we have cushion for; once 600,000 gallons is made and 300,000 from CCUSA, we are over.

Mrs. Dalton asked Mr. Higginbotham why that would not be a good thing.

Mr. Higginbotham stated we are going over the plant's capacity.

Mrs. Dalton noted there are four water tanks that staff is working on getting to work better so there is not water just sitting there and there are some efficiencies that will create the ability to make more.

Mr. Coggsdale stated if the Town provides 600,000 gallons a day on average to Dominion Virginia Power the revenue will be double what is budgeted for.

Mr. Eller asked if the agreement with Dominion Virginia Power could include nothing in it would construed to require the town to expand the Water Plant.

Mrs. Brumfield did not feel the VDH would allow this.

COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham noted Mrs. Dalton and Mr. Edwards have discussed in the past eight years that the water rates were too low and he felt this was the perfect opportunity to charge Dominion Virginia Power more than the average citizen because they are using drinking water and using it for an industrial purpose. He also noted Dominion only has seven or eight employees. He asked what if Abbott Laboratories needs additional water then the water plant would have to expand.

Mrs. Dalton stated because of the agreement with CCUSA, there is the possibility of purchasing additional water if necessary. With regards to the rates, Mrs. Dalton stated it should all be raised systematically for residential and industrial over time.

A motion was made by Mrs. Dalton, seconded by Mr. George, to enter into the Memorandum of Understanding with Dominion Virginia Power.

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. George, to execute the agreement with Campbell County Utilities Service Authority.

Motion carried:

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

c. Employee Health Insurance

Mr. Coggsdale advised each year during the budget process, staff looks at the health insurance benefit provided to Town employees. Currently, the Town provides health insurance through Anthem's The Local Choice and employees can choose between a \$500 or \$1,000 deductible for single, dual or family coverage, with a "Comprehensive or Preventive Dental" option. The renewal figures for premiums were received and reviewed by staff, the \$500 deductible plan saw a 7.3% increase while the \$1,000 deductible plan premiums rose by 7%. The FY2017 Budget is based on the renewal figures for the \$500 and \$1,000 deductible plans.

Mr. Coggsdale advised staff requested information from Anthem in regard to a "High Deductible Health Plan" (HDHP) provided through The Local Choice and presented information showing the current rates for the existing plans, as well as the renewal rates for the existing plans and the HDHP (which increased 7.6% over last year's rates).

Based on the renewal rates for each potential plan (\$500, \$1,000 and HDHP, both Comprehensive and Preventive), the total premium cost to the Town:

500 & 1000 Plans Offered:	\$359,100
1000 Plan Only:	\$343,700
HDHP Plan Only:	\$286,200 (does not include contribution to HSA)

The HDHP has a \$2,800 deductible for one person and a \$5,600 for family (two or more people), this would be \$500 and \$1,000 for the 500 Plan and \$1,000 and \$2,000 for the 1000 Plan.

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The HDHP has a Plan Year Out-of-Pocket Expense Limit (In-Network) of \$5,000 (one person) and \$10,000 for family (two or more people), this would be \$4,000 and \$8,000 for the 500 Plan and \$5,000 and \$10,000 for the 1000 Plan.

Mr. Coggsdale noted it would be staff's recommendation to continue to offer employees a choice between two plans; either the 500 & 1000 plans; or the 1000 & HDHP plans. Without knowing how many employees would choose one plan or the other, it is difficult to finalize a total cost number. The range would be between all employees selecting one plan and those financial numbers (Town cost); selection of plans to be offered is to be submitted to Anthem by April 1st.

Mrs. Dalton stated if the town were to go to the HDHP the town would have to contribute to their employees on the front end to help with transitioning into the program.

Mr. Higginbotham noted the trend is going to the high deductible.

Mr. Emerson stated it is terrible insurance (HDHP) as he is a participant with Campbell County's plan noting it would be a hard hit on some of the employees to go with the HDHP. He noted part of getting good employees is the benefit package offered.

Mrs. Dalton suggested staying the course of the 500 Plan and 1000 Plan. She stated it would take a lot of educating and teaching employees how to deal with the high deductible.

Mayor Mattox stated he was in agreement that everyone is going to HSAs but this may not be the year for the town. He encouraged staff to start planning.

Mr. Coggsdale stated if Council decided to go in the direction of HSAs, it would need to be a multi-step process.

Mrs. Brumfield referred to a previous conversation in which the thought of offering employees' incentives to be healthy, noting to date nothing has been done.

Mr. Coggsdale stated staff has been in touch with Anthem on this.

Mrs. Shelton noted she is in touch with an Anthem representative who will be setting up a Wellness screening by the end of summer.

Mayor Mattox noted there is a program called "Heal Virginia" and asked staff to look into this.

A motion was made by Mrs. Dalton, seconded by Mr. George, to renew the current Anthem 500 and 1000 Deductible Plans.

Motion carried:

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

Mr. Higginbotham noted he is voting no because he felt we have get to the high deductible health plan to give the actual savings to the citizens of Altavista.

Mrs. Dalton suggested Mr. Higginbotham sit on the committee that will meet with the town employees to which Mr. Higginbotham agreed.

COUNCIL WORK SESSION MARCH 22, 2016

5. Public Comment

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

No one came forward.

Mayor Mattox called for a recess at 4:43 p.m. He called the meeting back to order at 4:55 p.m.

6. Presentations

Budget Presentations by Outside Agencies

Small Business Development Center—Coordinator/Director Nathan Kolb presented Council with two documents that demonstrate what the Small Business Development Center has been doing in the past year. He pointed out in the annual report they have offered 47 seminars, 775 hours in class training and 300 hours in one on one training. He noted across the commonwealth, localities that support the SBDC see approximately 400% return on investment in true tax income.

Mr. George asked how much Campbell County would be contributing to SBDC.

Mr. Kolb replied Campbell County was contributing approximately \$15,000 to \$16,000.

Altavista Area YMCA—Mr. Steve Jester, Executive Director, addressed Council noting the YMCA has been receiving monies from the Town of Altavista since 1971, 1972 and hopes Council thinks the YMCA is a good use of the monies. They continue to hold job fairs, wellness programs, fitness programs, aquatic programs and senior programs. He feels it is a win, win situation for the Town of Altavista and the YMCA.

Mrs. Dalton thanked Mr. Jester for the time and energy spent at the YMCA. She noted she was impressed with the way the YMCA mixes the population in this town; all mixes in the YMCA like there are no differences.

Altavista EMS--not represented

Avoca—Mr. Michael Hudson, Executive Director, addressed Council and requested \$9,000 to cover the cost associated with landscaping. He noted Avoca has year after year raised about 75% of its own funds and has asked for as little as possible of town funds especially when the museum projects could be paid for in grants, fundraisers and its own membership. The amount requested is due to the inability of the volunteers to continue to provide landscaping services. The Board of Directors felt this might be the time to ask for additional funding to cover these cost.

Mayor Mattox thanked Mr. Hudson for the excellent work he does at Avoca.

Mr. Hudson extended an invitation to the open house at Avoca on April 2, 2016.

Altavista Senior Center--not represented

Altavista Chamber of Commerce—not represented

Altavista on Track—Ms. Jamie Glass, Executive Board Director, addressed Council thanking them for their continued support and advised they are entering their 9th year as an accredited Main Street Community. She noted the request of \$5,000 is the same as it was last year which covers the operational expenses, insurance and the financial audit. Ms. Glass reported \$11,000 was raised with the Gibley Jog, \$25,000 was given out in the Pop-Up Program with 3 new business opening in the district and the former Smithers's building on Broad Street being sold. A feasibility study will be completed for the former Dollar General Building with a grant received from the Governor's office.

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Mr. George noted Altavista on Track has applied for a grant for the proposed boat ramp.

Mayor Mattox thanked Ms. Glass for her work with Altavista on Track.

The Healing Place of Southwest Virginia-- not represented

7. Adjournment

Mayor Mattox adjourned the meeting at 5:12 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2016
FROM: 03/01/2016 TO: 03/31/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34555	729	AMERICAN WATER WORKS ASSOC	03/04/2016	75.00
34556	727	CAROTEK	03/04/2016	10,776.94
34557	19	CARTER MACHINERY CO INC	03/04/2016	546.93
34558	427	CENTURYLINK	03/04/2016	2,315.04
34559	28	COLUMBIA GAS	03/04/2016	1,936.65
34560	728	COMCAST	03/04/2016	125.64
34561	1	DANNY KIRBY	03/04/2016	82.17
34562	569	DIAMOND PAPER CO INC	03/04/2016	499.00
34563	512	ELECSYS INTNL CORPORATION	03/04/2016	417.00
34564	20	J JOHNSON ELLER JR	03/04/2016	2,000.00
34565	71	FAIRPOINT COMMUNICATIONS	03/04/2016	424.46
34566	69	PAUL FARMER OIL CO	03/04/2016	324.12
34567	324	FISHER AUTO PARTS	03/04/2016	35.89
34568	119	FOSTER ELECTRIC CO INC	03/04/2016	990.43
34569	9999997	GARCIA, EVELYN MARIA	03/04/2016	90.42
34570	9999997	GREGORY, MELANIE ANN	03/04/2016	88.32
34571	50	GRETNA TIRE INC	03/04/2016	1,472.56
34572	9999999	HINES SHANNON ASHBY	03/04/2016	126.11
34573	401	IDEXX DISTRIBUTION INC	03/04/2016	1,645.95
34574	566	INTEGRATED TECHNOLOGY GROUP IN	03/04/2016	2,000.00
34575	9999997	JENNINGS SR., BOBBY	03/04/2016	51.10
34576	653	MAJOR SECURITY CONSULTING & DE	03/04/2016	2,500.00
34577	1	MIKE KING	03/04/2016	100.00
34578	654	MORTON SALT INC	03/04/2016	4,919.50
34579	608	NORFOLK SOUTHERN RAILWAY CO	03/04/2016	410.00
34580	9999997	PERKINS, EMILY ANNE	03/04/2016	108.10
34581	467	SONNY MERRYMAN INC	03/04/2016	182.32
34582	80	SOUTHSIDE ELECTRIC COOP	03/04/2016	1,089.23
34583	1	STEPHEN BOND	03/04/2016	94.76
34584	35	TREASURER OF VA/VITA	03/04/2016	31.42
34585	92	UNIFIRST CORP	03/04/2016	1,888.05
34586	110	VUPS INC	03/04/2016	40.95
34587	9999998	Andrews, Kym	03/11/2016	135.00
34588	303	ALTAVISTA CHAMBER OF COMMERCE	03/11/2016	180.00
34589	103	BEACON CREDIT UNION	03/11/2016	385.00
34590	461	KATHI BOGERT	03/11/2016	862.68
34591	12	BRENNTAG MID-SOUTH INC	03/11/2016	3,884.32
34592	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/11/2016	902.86
34593	536	CAROLINA METER & SUPPLY	03/11/2016	3,985.38
34594	526	DAVENPORT ENERGY INC	03/11/2016	234.48
34595	164	DMV	03/11/2016	160.00
34596	301	ENGLISH'S LLC	03/11/2016	489.02
34597	191	EVOQUA WATER TECHNOLOGIES LLC	03/11/2016	10,156.26
34598	118	FERGUSON ENTERPRISES INC #75	03/11/2016	3,099.38
34599	52	HACH COMPANY	03/11/2016	2,159.97
34600	57	ICMA RETIREMENT TRUST-457 #304	03/11/2016	990.00
34601	58	INSTRUMENTATION SERVICES INC	03/11/2016	708.00
34602	566	INTEGRATED TECHNOLOGY GROUP IN	03/11/2016	1,653.40
34603	1	JOSHUA DELAPPE	03/11/2016	14.00
34604	476	LBM OFFICE SOLUTIONS INC	03/11/2016	419.70
34605	121	MULTI BUSINESS FORMS INC	03/11/2016	376.00

34606	300	NAPA AUTO PARTS	03/11/2016	821.58
34607	454	O'REILLY AUTOMOTIVE INC	03/11/2016	404.88
34608	67	ORKIN PEST CONTROL LLC	03/11/2016	255.13
34609	379	REI CONSULTANTS INC	03/11/2016	156.33
34610	665	SELECT AIR MECHANICAL ELECTRIC	03/11/2016	143.87
34611	96	UNIVAR USA INC	03/11/2016	6,160.00
34612	730	VALLEY FASTENERS OF LYNCHBURG	03/11/2016	52.95
34613	551	WOHLFORD, LARRY	03/11/2016	42.00
34614	192	WW ASSOCIATES INC	03/11/2016	3,350.00
34615	116	XEROX CORP	03/11/2016	2,052.46
34616	228	SYDNOR HYDRO INC	03/11/2016	33,795.00
34617	84	ALTAVISTA JOURNAL	03/18/2016	1,059.58
34618	675	BKT UNIFORMS	03/18/2016	153.97
34619	294	BUSINESS CARD	03/18/2016	10,650.62
34620	16	CAMPBELL COUNTY UTILITIES & SE	03/18/2016	663.56
34621	9999999	COOK DONNELL PRESTON 3RD	03/18/2016	50.32
34622	9999999	CORELOGIC	03/18/2016	81.65
34623	9999999	DALTON ALENE MCDANIEL	03/18/2016	25.72
34624	1	DANIEL KIRBY	03/18/2016	137.40
34625	9999998	DANIEL SAUNDERS	03/18/2016	150.00
34626	36	DOMINION VIRGINIA POWER	03/18/2016	45,350.87
34627	719	THOMAS W FORE	03/18/2016	300.00
34628	47	GRAPHIC CONTROLS	03/18/2016	1,465.30
34629	52	HACH COMPANY	03/18/2016	1,466.80
34630	9999997	HENDERSON, SERENA M	03/18/2016	109.10
34631	1	JOSHUA AND SARAH PRATT	03/18/2016	8,000.00
34632	533	LYNN KIRBY	03/18/2016	805.00
34633	653	MAJOR SECURITY CONSULTING & DE	03/18/2016	2,500.00
34634	9999999	NEWMAN LLOYD EUGENE	03/18/2016	15.50
34635	200	PRINTECH INC	03/18/2016	374.48
34636	76	RYDIN DECAL	03/18/2016	340.23
34637	567	SAM'S CLUB	03/18/2016	45.00
34638	211	E WAYNE SLOOP PHD PC	03/18/2016	300.00
34639	9999997	SMITH, SHAWONA DSHEA	03/18/2016	107.99
34640	9999999	TAYLOR JEAN M	03/18/2016	11.60
34641	1	TIMOTHY BASS	03/18/2016	88.64
34642	9	AFLAC	03/23/2016	1,851.88
34643	91	ANTHEM BLUE CROSS/BLEU SHIELD	03/23/2016	33,083.00
34644	103	BEACON CREDIT UNION	03/23/2016	385.00
34645	1	BRANDON WAGMAN	03/23/2016	101.46
34646	581	BUSINESS SOLUTIONS INC	03/23/2016	500.00
34647	574	CHRISTOPHER MICALE, TRUSTEE	03/23/2016	125.00
34648	1	DAVID GARRETT	03/23/2016	100.00
34649	1	FRAN LAWHORNE	03/23/2016	75.53
34650	347	HARRIS FURN CO INC	03/23/2016	60.00
34651	332	HURT & PROFFITT INC	03/23/2016	5,152.50
34652	57	ICMA RETIREMENT TRUST-457 #304	03/23/2016	990.00
34653	386	IDS SECURITY	03/23/2016	57.00
34654	218	MINNESOTA LIFE	03/23/2016	158.12
34655	423	NTELOS	03/23/2016	854.36
34656	588	PITNEY BOWES GLOBAL FINANCIAL	03/23/2016	50.00
34657	601	VACORP	03/23/2016	93.86
34658	452	VML INSURANCE PROGRAMS	03/23/2016	26,269.75
34659	1	BILLY STEVENS	03/31/2016	83.30
34660	732	E C PACE COMPANY INC	03/31/2016	90,610.24
34661	719	THOMAS W FORE	03/31/2016	900.00
34662	43	FOSTER FUELS INC	03/31/2016	13,244.19

34663	1 JIMMIE BROWN JR	03/31/2016	41.04
34664	680 MCI COMM SERVICE	03/31/2016	32.55
34665	1 PAULINE BROWN	03/31/2016	100.00
34666	80 SOUTHSIDE ELECTRIC COOP	03/31/2016	972.37
34667	228 SYDNOR HYDRO INC	03/31/2016	24,880.00
34668	93 UNITED STATES POST OFFICE	03/31/2016	430.11
NO. OF CHECKS: 114		TOTAL CHECKS	390,872.30

Town of Altavista
FY 2016 Revenue Report
75% of Year Lapsed

General Fund Revenue	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	375,000	375,000	4,162	1	385,041	103	385,100
Public Service - Real & Personal	165,000	165,000	628	0	177,259	107	180,000
Personal Property	195,000	195,000	4,563	2	142,712	73	195,000
Personal Property - PPTRA	100,000	100,000	-53	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	11	2	398	80	500
Penalties - All Taxes	5,500	5,500	1,143	21	5,704	104	5,500
Interest - All Taxes	3,000	3,000	327	11	2,502	83	3,000
Local Sales & Use Taxes	145,000	145,000	12,926	9	80,729	56	145,000
Local Electric and Gas Taxes	110,000	110,000	9,629	9	71,643	65	110,000
Local Motor Vehicle License Tax	43,000	43,000	2,790	6	40,902	95	43,000
Local Bank Stock Taxes	160,000	160,000	2,004	1	2,004	1	160,000
Local Hotel & Motel Taxes	83,000	83,000	4,779	6	55,454	67	83,000
Local Meal Taxes	690,000	690,000	56,868	8	471,259	68	690,000
Container Rental Fees	900	900	83	9	1,233	137	1,200
Communications Tax	40,000	40,000	3,248	8	22,972	57	40,000
Transit Passenger Revenue	5,200	5,200	813	16	4,591	88	5,200
Business License Fees/Contractors	7,000	7,000	6,725	96	6,755	96	7,000
Business License Fees/Retail Services	110,000	110,000	31,076	28	34,827	32	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	2,724	39	2,883	41	7,000
Business License Fees/Repairs & Person Svcs	18,000	18,000	12,707	71	13,230	73	18,000
Business License Fees/Wholesale Businesses	1,500	1,500	155	10	155	10	1,500
Business License Fees/Utilities	8,000	8,000	6,586	82	6,586	82	8,000

Town of Altavista
FY 2016 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	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>
Business License Fees/Hotels	1,500	1,500	0	0	0	0	1,500
Permits - Sign	1,000	1,000	140	14	680	68	1,000
Fines & Forfeitures - Court	10,000	10,000	858	9	6,560	66	10,000
Parking Fines	500	500	0	0	2,179	436	500
Interest and Interest Income	49,000	49,000	38,697	79	51,881	106	52,000
Rents - Rental of General Property	1,000	1,000	50	5	687	69	1,000
Rents - Pavilion Rentals	3,000	3,000	275	9	1,775	59	3,000
Rents - Booker Building Rentals	4,000	4,000	150	4	1,900	48	4,000
Rents - Rental of Real Property	60,000	60,000	30,106	50	59,398	99	60,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,000	18,000	0	0	18,651	104	18,000
State DCJS Grant	80,000	80,000	0	0	60,111	75	80,000
State Rental Taxes	800	800	35	4	828	103	800
State/Misc. Grants (Fire Grant)	10,300	10,300	0	0	9,841	96	10,300
State/VDOT Contract Services	3,000	3,000	0	0	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	2,549	2	35,978	34	105,700
Federal/Byrne Justice Grant	3,400	3,400	0	0	0	0	3,400
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,000	7,000	0	0	2,069	30	7,000
Misc. - Cash Discounts	300	300	0	0	104	35	300

Town of Altavista
FY 2016 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	13,000	1,744	13	53,685	413	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	0	0	0	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<u>4,391,370</u>	<u>4,395,484</u>	<u>238,498</u>	<u>5.43</u>	<u>3,564,291</u>	<u>81.09</u>	<u>4,486,734</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
75% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,832,210	5,836,324	403,404	7	3,932,576	67	5,830,174
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	1,172,700	1,172,700	168,675	14	1,577,018	134	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	353	0	503	0	150
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	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>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,993,270</u>	<u>7,997,384</u>	<u>588,681</u>	<u>7</u>	<u>5,739,771</u>	<u>72</u>	<u>9,759,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
75% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,030	28,030	1,842	7	22,487	80	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>22,487</u>	<u>80</u>	<u>33,430</u>
Administration							
Operations	768,040	768,040	66,874	9	574,209	75	768,040
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>6,620</u>	<u>66</u>	<u>10,000</u>
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>66,874</u>	<u>9</u>	<u>580,828</u>	<u>75</u>	<u>778,040</u>
Non-Departmental							
Operations	912,280	912,280	16,894	2	265,519	29	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	-353	0	-503	0	-150
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-48,750</u>	<u>75</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>291</u>	<u>0</u>	<u>216,266</u>	<u>66</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>291</u>	<u>0</u>	<u>216,266</u>	<u>61</u>	<u>351,750</u>
Public Safety							
Operations	926,200	930,314	63,056	7	613,270	66	924,314
Debt Service	0	0	0	0	0	0	0
CIP	<u>67,950</u>	<u>67,950</u>	<u>0</u>	<u>0</u>	<u>6,503</u>	<u>10</u>	<u>42,800</u>
Public Safety - TOTAL:	<u>994,150</u>	<u>998,264</u>	<u>63,056</u>	<u>6</u>	<u>619,773</u>	<u>62</u>	<u>967,114</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
75% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	927,500	927,500	66,588	7	632,576	68	927,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>385,000</u>	<u>385,000</u>	<u>0</u>	<u>0</u>	<u>46,908</u>	<u>12</u>	<u>481,100</u>
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>66,588</u>	<u>5</u>	<u>679,484</u>	<u>52</u>	<u>1,408,600</u>
Economic Development							
Operations	169,870	169,870	10,330	6	103,715	61	169,870
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>169,870</u>	<u>169,870</u>	<u>10,330</u>	<u>6</u>	<u>103,715</u>	<u>61</u>	<u>169,870</u>
Transit System							
Operations	96,350	96,350	7,681	8	62,168	65	96,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,150</u>	<u>75,150</u>	<u>0</u>	<u>0</u>	<u>62,079</u>	<u>83</u>	<u>75,150</u>
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>7,681</u>	<u>4</u>	<u>124,247</u>	<u>72</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,247,004	216,661	7	2,224,690	69	3,240,854
Debt Service	0	0	0	0	0	0	0
CIP	<u>563,100</u>	<u>563,100</u>	<u>0</u>	<u>0</u>	<u>122,110</u>	<u>22</u>	<u>639,450</u>
GENERAL FUND - GRAND TOTAL:	<u>3,805,990</u>	<u>3,810,104</u>	<u>216,661</u>	<u>6</u>	<u>2,346,800</u>	<u>62</u>	<u>3,880,304</u>

Town of Altavista
Council / Planning Commission
FY 2016 Expenditure Report
75% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	21,000	21,000	1,749	8	15,744	75	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	5,100	0	5,400	
Total Expenditures	28,030	28,030	1,842	7	22,487	80	33,430	

Town of Altavista
Administration
FY 2016 Expenditure Report
75% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	402,200	402,200	35,611	9	280,529	70	402,200
Other Employee Benefits	18,400	18,400	0	0	9,669	53	18,400
Services	193,840	193,840	11,657	6	161,992	84	193,840
Other Charges	125,200	125,200	17,078	14	97,035	78	125,200
Materials & Supplies	28,400	28,400	2,528	9	24,983	88	28,400
Capital Outlay	10,000	10,000	0	0	6,620	66	10,000
Total Expenditures	778,040	778,040	66,874	9	580,828	75	778,040

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
75% of Year Lapsed

	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	105,800	105,800	0	0	75,821	72	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	0	0	15,000	75	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	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,841	98	10,000
Contribution - Avoca	18,700	18,700	0	0	14,025	75	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	3,750	75	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	292,500	292,500	0	0	189,437	65	250,500
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	3,175	0	0
Fuel - Fire Company	5,000	5,000	291	6	1,571	31	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	291	6	4,746	95	5,000
NON-DEPARTMENTAL - SUBTOTAL	297,500	297,500	291	0	194,183	65	255,500
TRANSFER OUT							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280

Town of Altavista
Non-Departmental
FY 2016 Expenditure Report
75% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out - CIF	0	0	353	0	503	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	48,750	75	65,000
TRANSFER OUT - TOTAL	585,380	585,380	16,603	3	49,253	8	585,380
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	22,083	75	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	22,083	75	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	912,280	912,280	16,894	2	265,519	29	870,280
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
CAPITAL OUTLAY -TOTAL	25,000	25,000	0	0	0	0	25,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	937,280	937,280	16,894	2	265,519	28	895,280
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	351,900	351,900	291	0	216,266	61	309,900

Town of Altavista
Public Safety
FY 2016 Expenditure Report
75% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	804,000	804,000	54,916	7	538,497	67	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	597	4	12,175	75	16,200
Other Charges	39,500	39,500	1,047	3	20,147	51	39,500
Materials & Supplies	66,500	70,614	6,497	9	42,451	60	64,614
Capital Outlay	67,950	67,950	0	0	6,503	10	42,800
Total Expenditures	994,150	998,264	63,056	6	619,773	62	967,114

Town of Altavista
Public Works
FY 2016 Expenditure Report
75% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	641,100	641,100	45,625	7	450,689	70	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	208	2	4,656	55	8,400
Other Charges	25,300	25,300	2,999	12	20,223	80	25,300
Materials & Supplies	252,700	252,700	17,756	7	157,008	62	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	0	0	46,908	12	481,100
Total Expenditures	1,312,500	1,312,500	66,588	5	679,484	52	1,408,600

Town of Altavista
Economic Development
FY 2016 Expenditure Report
75% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,600	102,600	7,940	8	73,724	72	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	30,400	286	1	21,892	72	30,400
Other Charges	31,670	31,670	1,872	6	7,638	24	31,670
Materials & Supplies	5,200	5,200	232	4	461	9	5,200
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	169,870	169,870	10,330	6	103,715	61	169,870

Town of Altavista
Transit System
FY 2016 Expenditure Report
75% 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	4,972	8	45,834	72	64,000
Services	3,250	3,250	231	7	541	17	3,250
Other Charges	4,150	4,150	355	9	2,529	61	4,150
Materials & Supplies	24,950	24,950	2,123	9	13,265	53	24,950
Capital Outlay	75,150	75,150	0	0	62,079	83	75,150
Total Expenditures	171,500	171,500	7,681	4	124,247	72	171,500

Town of Altavista
FY 2016 Revenue Report
75% 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	948	47	8,145	407	6,200
Water Charges - Industrial	904,000	904,000	85,718	9	632,437	70	904,000
Water Charges - Business/Residential	294,000	294,000	53,952	18	214,517	73	294,000
Water Charges - Outside Community	136,000	136,000	16,971	12	98,266	72	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	104,970	9	767,228	65	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	49,629	17	204,658	70	291,000
Sewer Charges - Outside Community	2,000	2,000	553	28	1,784	89	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	4,600	88	11,200	215	11,200
Sewer Charges - Sewer Surcharges	100,000	100,000	12,860	13	59,258	59	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	30	1	4,260	93	4,600
Misc. Cash Discounts	200	200	0	0	18	9	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	31,977	128	60,716	243	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>2,954,900</u>	<u>2,954,900</u>	<u>362,209</u>	<u>12</u>	<u>2,065,597</u>	<u>70</u>	<u>2,965,200</u>

Town of Altavista
Fund Expenditure Totals
FY 2016
75% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	932,090	932,090	84,232	9	785,482	84	932,090
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	210,600	210,600	157,898	75	1,352,898	642	2,049,126
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>242,130</u>	<u>16</u>	<u>2,319,305</u>	<u>155</u>	<u>3,261,216</u>
Wastewater Department							
Operations	1,174,950	1,174,950	78,080	7	706,338	60	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	10,777	5	84,757	40	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>88,857</u>	<u>6</u>	<u>791,096</u>	<u>54</u>	<u>1,384,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	162,312	8	1,491,820	71	2,107,040
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	420,600	420,600	168,675	40	1,437,655	342	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>330,987</u>	<u>11</u>	<u>3,110,401</u>	<u>105</u>	<u>4,646,166</u>

Town of Altavista
Water Department
FY 2016 Expenditure Report
75% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	543,600	543,600	40,215	7	348,264	64	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	4,368	10	95,744	221	43,300
Other Charges	163,350	163,350	17,801	11	175,112	107	163,350
Materials & Supplies	181,840	181,840	21,848	12	166,362	91	181,840
Debt Service	280,000	280,000	0	0	180,925	0	280,000
Capital Outlay	210,600	210,600	157,898	75	1,352,898	642	2,049,126
Transfer Out to Reserves	73,630	73,630					0
Total Expenditures	1,496,320	1,496,320	242,130	16	2,319,305	155	3,261,216

Town of Altavista
Wastewater Department
FY 2016 Expenditure Report
75% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	677,600	677,600	38,462	6	386,408	57	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	52	0	20,507	131	15,650
Other Charges	313,000	313,000	24,299	8	204,222	65	313,000
Materials & Supplies	168,700	168,700	15,268	9	95,201	56	168,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	210,000	210,000	10,777	5	84,757	40	210,000
Transfer Out	73,630	73,630					0
Total Expenditures	1,458,580	1,458,580	88,857	6	791,096	54	1,384,950

Town of Altavista
Fund Expenditure Totals
FY 2016
75% of Year Lapsed

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	451,000	22,117	5	195,567	43	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>22,117</u>	<u>4</u>	<u>195,567</u>	<u>32</u>	<u>619,000</u>

	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,280	31,280	2,313	7	20,499	66	31,280
CIP	21,000	21,000	0	0	17,253	82	21,000
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>77,280</u>	<u>77,280</u>	<u>2,313</u>	<u>3</u>	<u>37,751</u>	<u>49</u>	<u>77,280</u>

Town of Altavista
FY 2016 State/Highway Fund
75% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 MTD	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	619,000	619,000	163,309	26	489,927	79	619,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	0	0	6.27	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>163,309</u>	<u>26</u>	<u>489,933</u>	<u>79</u>	<u>619,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	4,194	9	13,358	28	48,200
Maintenance - Pavement	150,000	150,000	0	0	6,588	4	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,217	7	32,077	56	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	7,626	14	42,874	77	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,132	4	31,974	64	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,948	5	68,696	86	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>22,117</u>	<u>5</u>	<u>195,567</u>	<u>43</u>	<u>451,000</u>
Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>168,000</u>	<u>168,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>619,000</u>	<u>619,000</u>	<u>22,117</u>	<u>4</u>	<u>195,567</u>	<u>32</u>	<u>619,000</u>

Town of Altavista
FY 2016 Cemetery Fund
75% of Year Lapsed

Cemetery Fund - Fund 90	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	4,100	27	13,050	87	15,000
Interest/Interest Income	9,000	9,000	2,279	25	7,266	81	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	49,280	49,280	0	0	0	0	49,280
Cemetery Fund - GRAND TOTAL:	77,280	77,280	6,379	8	26,566	34	77,680
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	1,659	17	6,691	70	9,500
Salaries and Wages/Overtime	500	500	0	0	935	187	500
Benefits/FICA	800	800	120	15	528	66	800
Benefits/VRS	1,050	1,050	187	18	685	65	1,050
Benefits/Medical Insurance is pre-paid	1,300	1,300	258	20	1,141	88	1,300
Benefits/Group Life	130	130	21	16	78	60	130
Benefits/VRS Hybrid Employer Contri	0	0	9	0	32	0	0
Benefits/ICMA Hybrid Employer Contri	0	0	1	0	3	0	0
Other Charges/Misc. Reimb.	0	0	0	0	315	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	59	0	10,091	56	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	77,280	77,280	2,313	3	37,751	49	77,280

FY 2016 Cemetery Fund as of March 31, 2016

Town of Altavista

Grand Total of all Investments and Deposits

\$ 18,625,040.30

Balance as of March 31, 2016

Non-Specific

Green Hill Cemetery 567,196.11

General Fund Reserves

Capital Improvement Program Reserves

3,479,103.78

Altavista EDA Funding 300,655.28 *

300,655.28

Enterprise Fund Reserves

Capital Improvement Program Reserves

201,404.75

PCB Remediation 600,468.83

Community Improvement Reserve 0.00

Police Federal 2,900.82

Police State 15,443.62

Public Funds Money Market Accounts

12,646,900.86 → Includes Funds \$336,558.76 for Proj 1A - Bedford Waterline
Includes Funds \$2,727,728.71 for Proj 1B - Main St Waterline

Operating Checking Account (Reconciled Balance) 810,966.25

DESIGNATED FUNDS 2,297,630.91

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

16,327,409.39

-6,353,383.00

Policy \$

General Enterprise

4,965,030 1,388,353

Total

6,353,383

UNDESIGNATED FUNDS

9,974,026.39

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

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

-6,240.00

FY 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

-336,558.76

Littleton & Assoc. Emergency - doesn't include pumps

-102,600.00

Apprvd 8/11/15

PCB - Test entire pond

-6,000.00

Apprvd 8/11/15

Bedford Ave water tank

-62,000.00

Apprvd 6/9/15

Mill & pave project area of Bedford estimated cost

-55,000.00

Apprvd 8/25/15

Woodard & Curran's phase I SCADA system

-95,000.00

Apprvd 8/25/15

Concept presented at work session for improvements to electrical at WTP and construction of new bldg to house electric panels

-1,041,859.80

Apprvd 9/22/15

Funds for Project 1B - Main Street Waterline Improvement

-2,727,728.71

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

-75,000.00

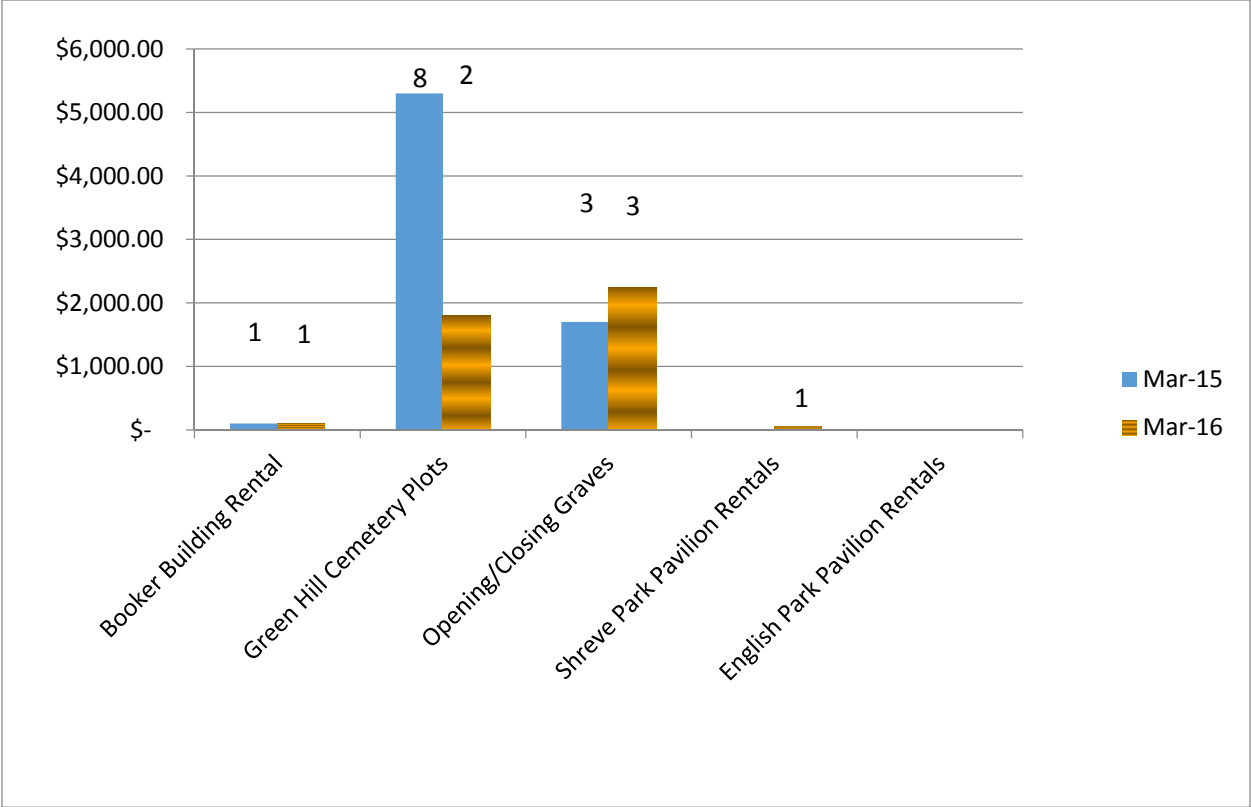
Earmarked for replacement of 1999 dump truck (CIP Item)

-41,000.00

UNDESIGNATED RESERVE FUND BALANCE

2,640,793.08

ADMINISTRATION



Town of Altavista

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
Kevin Campbell	531 Main Street, Altavista	Brodurs Vapes	Retail	3/1/2016
Maria Simonchyk	1205 Main Street, Altavista	Apple Market	Retail	3/1/2016
Maria Simonchyk	310 Main Street, Altavista	Apple Market	Retail	3/1/2016
T. & J. Page / Paul Smith	509 Main Street, Altavista	SOVA Firearms & Outdoors	Retail	3/3/2016
Ed McCann	515 Main Street, Altavista	Commonwealth Vape	Retail	3/9/2016
Jessica Sundblum	112 River Road, Altavista	Blum Esthetics	Personal Service	3/11/2016
Ernestine R. Driver, Secretary	924 Professional Place, Chesapeake, VA	Atlantic Environ. Const. Co.	Contractor	3/11/2016

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Close Date
Fuel USA	1205 Main Street, Altavista	Apple Market	Retail	3/1/2016
Fuel USA	310 Main Street	Apple Market	Retail	3/1/2016

Monthly Report to Council

Date: April 12, 2016
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: March 2016 Reporting

1. Zoning/Code Related Matters: March 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
1-Mar	006-16	James Murray 7 Dogwood Lane, Altavista	12x21' carport in side yard
9-Mar	007-16	Thomas Paige 1296 Gallows Rd. Gretna VA	New Business- SOVA Firearms & Outdoors 509 Main St.
9-Mar	008-16	Commonwealth Vape, LLC 515 Main St.	New business at 515 Main St
16-Mar	009-16	Stan Prince 5809 York Rd, Richmond	Extended ZP for Tractor Supply 046-15 at 1301 Main St
17-Mar	010-16	Betty Pickeral, 102 River Rd.	Home Occupation for Betty's Cleaning Service- office
17-Mar	011-16	Robert Godfrey, 2700 Lawyers Rd, Lynchburg	New Business- Vapor Bound, 105 Clarion Rd.
21-Mar	012-16	Heath Mawyer, 1005 11th St.	Detached 12x20 or 24' shed in rear yard
23-Mar	013-16	Sam Knaus 315 11th Str.	Renovations- extend roof line, new deck, close of front door
4-Apr	014-16	Josh Wade, Mechanicsville, VA	25'x25' storage building at 3519 Lynch Mill Rd, VEP

- Staffed BZA meeting and drafted report for March meeting. Completed minutes from the meeting.
- Certified letter sent to owners of 1212 Lynch Road for violation allowing the accumulation of trash and debris on their property.

2. Site Plans Reviewed and/or Approved:

- Approved survey for 1305 & 1307 Broad Street.

3. Planning Commission (PC) Related:

- Completed draft update document of the Comp Plan.
- Completed agenda for April 5th meeting. John Jordan elected Chairman of the Committee and John Woodson elected Vice Chairman. Committee still only has 4 members.
- Completed resolution for Jerry Barbee which was adopted by the PC.

4. AOT Related

- Attended meeting related to Art Council grant opportunity meeting #2.

5. ACTS Related

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

- Daily rider and fee counts tallied.

6. Projects and Administrative Related:

- Updated GIC
- Worked with Dominion and engineers for MOU and water connection at Wood Lane.
- Completed documentation for FCC compliance for PD and PW radios.
- Completed VDOT C5 form for project 5 & 6.
- Worked on updating Personnel Policy Manual.
- Drafted safety policies for Utilities for shoes, vests, uniforms, and vests.
- New cell phone for PW ordered, delivered and set up (David Garrett).
- VDOT permits completed for Main Street Banner for Relay for Life and Uncle Billy's Day.
- Completed and advertised Classification and Compensation Study RFP.
- Prepared for and attended Town Council meeting and work session.
- Town Council report for March.
- Certified TOA February bank statements.
- Updated FY2017-2021 CIP.



Memo

To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: March 2016 Economic Development Update

Announcements/Highlights:

- RLF loan awarded to Josa Farms.
- Staff submitted information for a RFP client request.
- Five RFP's were submitted for the Broadband study.
- Grand opening of Vasheer Mead with the Virginia Agricultural Commissioner Sandra Adams will be Thursday April 28, 2016 @11:00 a.m.
- AOT grand opening for Commonwealth Vaps Friday April 15, 2016 @ 12:00 p.m.
- Altavista Business Appreciation Month reception scheduled for May 12, 2016 @5:30 p.m. to 7:30 p.m. at Avoca.

Networking:

- Staff attended the Lynchburg Regional Alliance economic development marketing meeting.
- Staff attended a meeting with regional officials from Pittsylvania County.
- Staff attended the community meeting for the John Martin presentation.
- Staff attended the community planning meetings for the John Martin presentation.
- Staff presented to the Altavista Lions Club.
- Staff attended the SEDC Site Selectors conference.
- Staff attended the Spring meeting of VEDA.
- Staff attended the CVCC SBDC community advisory meeting.

Existing Business and Retention

- Staff met with local merchants from the Main Street district.
- Staff met Abbott.
- Staff met Rage Plastics.
- Staff met Graham Packaging.
- Staff met Yeats Trucking.
- Staff met with Timken.
- Staff met Vasheer Mead Works.
- Staff met with Covington Company, leasing agent for Town and Country Shopping Plaza.

Marketing

- Staff is completing the final draft of a community video.
- Staff is updating the OED website.
- Staff worked with the Campbell County OED and the City of Lynchburg OED on developing a new prospect development program with 310 Marketing.
- Staff completed run of radio ads for the RLF program.
- 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 created an ad for the community in Lynchburg Life.
- Staff supplied Altavista tourism brochures to 15 regional welcome centers in Central Virginia.

Develop Products

- Staff continued assistance with Hub Scrap on the demolition at the former Lane Site.
- Staff prepared a briefing for the Altavista EDA on an industrial property evaluation.
- Staff secured engineering firm for the AEDA conducting an analysis of a property.

Encourage Entrepreneurism

- 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".

AOT March Monthly Report



Conferences and Meetings

- Held follow up Arts Grant meeting
- Attended John Martin planning meeting, March 8th
- Attended Lynchburg Regional Business Alliance “Planning for your future Business”
- Attended AOT executive board meeting March 3rd
- Held monthly AOT board meeting, March 8th.
- Attended John Martin Presentation at the YMCA.
- Met with Tory McGowen from DHCD for a tour of Altavista.

AOT

- VDOT application was approved for Cruise Ins
- Finalized business contact list for tourism brochure
- Submitted Virginia Commission for the Arts Grant
- Finalized RFP, sent out to firms and posted online
- Completed Pop-Up Feedback write up and organized meeting with SBDC to design program.
- Completed business visit to SOVA Firearms
- Completed business visit to Brodrus Vapes
- Worked with Michelle Testermen on organizing the 100 Mile Yard Sale

Economic Development

- JOSA farm was selected to receive RLF
- Designed agenda for John Martin meeting
- Designed invitation for Business Appreciation Reception
- Wrote presentation on Technology Zones
- Helped Dennis organize Vahseer grand opening with Dept. of Agriculture
- Met with Blair Marketing to gather more footage of Altavista for marketing video

Goals to be completed by next month

- Evaluate available property list and square footage in Main Street District
- Distribute brochures in locations around town

- Host grand opening with Vahseer
- Attend Exec meeting, April 7th
- Attend Board meeting, April 14th
- Attend “Attract People” John Martin committee group
- Attend “How to Apply for Industrial Revitalization Fund, April 11th
- Host meeting with SBDC about “Pop-Up”
- Attend VMS Regional Rev Up about historic tax credits with Vice Chairman, Nat Perrow and Dennis Jarvis
- Attend “How to Apply Workshops for economic development programs, April 14th
- Assist Chamber for grand opening of Common Wealth Vape Shop
- Will meet with Todd Hall, April 21st
-

Altavista Police Department

Town of Altavista

510 7th St.

Altavista, Va. 24517

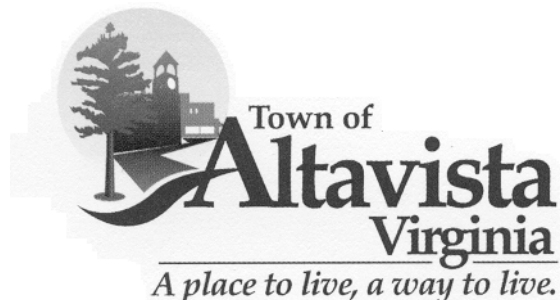
March 2016 Statistics

Forcible Fondling	(1)
False Pretense/Swindle	(1)
Shoplifting	(3)
Theft from Building	(1)
Theft from Motor Vehicle	(1)
All Other Larceny	(7)
Counterfeiting/Forgery	(1)
Destruction of Property	(8)
Disorderly Conduct	(1)
Drunkenness	(1)
Family Offences / Non-Violent	(4)
Runaway	(1)
Trespass	(2)
All Other Offences	(14)
Total IBR Reportable Offences	(46)
Total Number Cleared by Arrest	(5)
Total Number of Calls	(397)

ACTS RIDER TALLY

March 2016 Ridership Report

[illegible]



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

Public Works / Utility Report March 2016

During the month of March 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 239

Utility Department - Water Distribution003A

- Located Miss Utility Tickets-----41
- Water Turn On / Turn Off(s)-----64
- Read Monthly Meters-----64
- Read Quarterly Meters-----1,706
- Exchanged Meters-----0

Utility Department - Sewer Distribution:

- Sewer Root Cutting-----0 Feet
- Sewer Cleaning-----1,400 Feet
- Sewer Cleaning Manholes-----7
- Sewer Video-----150 Feet
- Sewer Video Manholes-----2
- Push Camera Footage-----0 Feet

Utility Department – Hour Distribution

- Sewer Sludge Truck to Landfill-----34.50 Hrs.
- Monthly and Quarterly Meters-----114.50 Hrs.
- Springs-----24 Hrs.
- Tanks-----2 Hrs.
- Utility Maintenance-Streets-----305.50 Hrs.

Street Department:

- Mowing-----0 Acres
- Litter Pick up-----0 Bags
- Weed Control-----351 Gallons
- Sweeping Streets-----171 Miles
- Weekend Trucks-----3
- Asphalt Tonnage-----14.24 Tons
- Stone Tonnage-----50.08 Tons
- Other Traffic Roadside Maintenance On Streets----- 498.50 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----3
- Green Hill Cemetery – Cremations-----0
- Brush Collected Stops-----159 Stops
- Brush Collected Loads-----7 Loads
- Bulk Collection Stops-----119 Stops
- Bulk Collection Tonnage-----12.70 Tons
- Solid Waste Tonnage-----95.73 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----57.50 Hours
- Maintain Park Buildings-----77.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----397. Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 64.22 million gallons of raw water treated.
- Water Plant: 59.92 million gallons of finished water delivered.
- McMinnis Spring: 8.80 million gallons of finished water treated.
- McMinnis Spring: average 293,032 gallons per day and run time hours 18 a day.
- Reynolds Spring: 4.93 million gallons of finished water treated.
- Reynolds Spring: average 190,370 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 **2,692,300** Gallons

Water Plant Averages for March 2016:

- **Weekday: 20.3 hrs/** day of production
2,207,826 gallons treated / day
- **Weekends: 15.13 hrs/** day of production
1,680,000 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Installed new pressure reducing valve at Lakewood Subdivision
- Cleaned all 5 Basins and Mixers/ Flocculators)
- Comcast Internet Installation
- All HACH equipment quarterly calibration done
- Kone Krane inspection of all Hoists on-site completed
- New Flow Control meters installed on Filters 1 and Filter 5
- Water Class being giving at Town Hall every Thursday by Tom Fore
- 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

- Plant Power outage 3/1/16 approx. 3hrs
- Internal Job postings for Operator and Utility Mechanic
- Repaired NPW system and placed online
- Received Draft Discharge Permit
- Normal Monthly Work Session with Council
- Distributed new Uniform Policy to employees
- Distributed new Safety Shoe policy to employees
- UV system Generator repaired
- Dr. Sowers sampled his test caissons
- Installed new Press Cloths
- Ordered CIP Items: Pump station pump and Blower Base repair
- Conducted Annual internal lab Inspection
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

+	
Sludge Processed	242 wet tons
Gallons of Water Treated	72.82 MG

Plant Efficiency	
BOD Reduction	98%
TSS Reduction	95%



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: April 12, 2016
Re: Chamber of Commerce UBD Update and Adult Beverage Area request.

Summary

The Chamber of Commerce's Uncle Billy's Day Committee is planning the annual event that is held the first weekend of June. Mr. Jeff Janiak will be providing an update on the event planning and making the annual request in regard to the Adult Beverage Area layout and operations. Last year the Chamber requested that the Adult Beverage Area operate from 6:00 p.m. to 10:00 p.m. on Friday and Saturday nights and that both beer and wine be served.

Recommendation

Per Discussion

Possible Motion(s)/Action(s):

Dependent Upon Request and Discussion

Attachments: None



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: April 12, 2016
Re: Request to extend Canoe Launch property option

Summary

Last year, the Town Council executed an option agreement with Mr. & Mrs. 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, it can be extended for an additional 365 days for an additional \$500.

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. AOT has applied for a grant through Dominion in the amount of \$50,000. Staff can update Council on other grant opportunities.

Recommendation

Approve the request for an extension of the property option with the Daltons.

Possible Motion(s)/Action(s):

APPROVE: "I move to authorize staff to request an extension of the property option agreement with the Daltons for said property, as outlined in the existing option which includes the \$500 payment and to execute said extension if agreeable with the Daltons."

DENY: "I move to deny the request to extend the property option".

DEFER: Council can defer action to a later meeting/date. (NOTE: Existing Property Option expires on May 15, 2016 and a fifteen (15) day notice to renew is required.)

Attachments: Existing Option

OPTION AGREEMENT made this 15 day of May, 2015, between **LARRY WAYNE DALTON** and **EULA O. DALTON**, his wife, parties of the first part, hereinafter "Optionors" and **THE TOWN OF ALTAVISTA**, a Virginia Municipal Corporation, party of the second part, hereinafter "Optionee".

WITNESSETH:

1. **Grant of Option.** The said Optionors, in consideration of the sum of \$500.00, hereinafter "**the Option Price**", by cash in hand paid by Optionee, the receipt of which is hereby acknowledged, as well as in consideration of the covenants and agreements hereinafter mentioned do hereby give and grant to Optionee, the exclusive right or option to purchase at any time within 365 days from the date hereof, (hereinafter "**the Initial Option Period**"), all that certain tract, lot or parcel of land containing 3.24 acres, more or less, lying and being in Campbell County, Virginia, and being shown on a plat entitled "Plat of Survey for Town of Altavista Map Showing Tract 3.24 – Acres" dated May 12, 2015 which is attached hereto (hereinafter "the Property") for the consideration of \$40,000.00, hereinafter "**the Sale Price**", payable in cash at closing; provided that Optionee shall within the Option Period, notify in writing Optionors, by certified mail, return receipt requested, addressed to Optionors at their address as set forth below that Optionee will purchase the Property at the price and upon the terms aforesaid.

2. **Extension.** This option may be extended under the same terms contained herein for an additional 365 days beyond the Initial Option Period for an additional payment of \$500.00 provided that Optionee gives notice of its desire to extend said option in writing accompanied by payment of the said sum sent not less than 15 days prior to the expiration of the Initial Option Period by certified mail return receipt requested to the address set forth below.

3. **Exercise of Option.** In the event that Optionee gives notice of purchase as aforesaid, Optionee shall have 45 days from the date of said notice, hereinafter "**the Closing Period**" to close and pay to Optionors the Sale Price. Optionors shall deliver to Optionee at closing, a deed of General Warranty with English Covenants of Title conveying The Property in fee simple, (with quitclaim for the portion of the Staunton River adjacent to the property to the centerline of the river), clear of all encumbrances but subject to the conditions stated below. In event the option is exercised the option price (or prices if the option was extended) paid herewith shall be credited towards the sale price. Optionee shall be responsible for the cost of the survey. In the event of purchase, Optionee shall be responsible for all closing expense of every kind.

4. **Conditions.** Optionee intends to use The Property to construct and provide a boat launch ramp and parking area for public use, hereinafter "the Facilities". It is agreed that should the Optionee exercise this option, the deed conveying the Property to the Optionee shall contain the following conditions:

A. Naming of the Facilities. The Facilities will be named "Dalton's Landing".

B. Repurchase rights. If the construction of the Facilities is not completed within a period of three years from the date of closing, then for a period of six months after the expiration of the three year period, Optionors shall have the right to purchase the Property from Optionee for fair market value as established by appraisal performed by a mutually agreed appraiser. If the Facilities are completed but then cease to be used for their intended purpose for a continuous period of two years then for a period of six months after the expiration of the said two year period Optionors shall have the right to purchase the Property from Optionee for fair market value as established by appraisal performed by a mutually agreed appraiser. In addition, if, at any time, Optionee wishes to change the use of the Property or sell the Property then it shall notify Optionors in writing and Optionors shall have the right to repurchase the Property within 90 days of said notice for the fair market value as established by appraisal performed by a mutually agreed appraiser. The foregoing provision shall not include a transfer of the Property to another governmental entity so long as the use of the Property is for a boat launch facility and in no event shall the Property be used as a solid waste transfer site. In all such repurchases the purchase price shall be paid in full at closing. In all cases set forth above, if the repurchase is not completed within the specified time period said right to repurchase shall thereafter terminate and the Property may be used by Optionee for any purpose or sold without restriction.

Upon the expiration of a period of 20 years from the date of the recording of the deed conveying the Property to Optionee all of the repurchase rights set forth in this paragraph 4 B. shall terminate.

C. Fill material. If, in the discretion of Optionee, all or part of the rock and/or fill material generated in the construction of the Facility is not needed by Optionee, then said material will be relocated to Optionors' property on the northern side of State Route 43.

5. Miscellaneous provisions.

A. Time is of the essence. If the Optionee does not notify the Optionors in the manner above specified that Optionee elects to purchase said property at the Sale Price and upon the terms aforesaid at or before the expiration of the Option Period or extension thereof, then this agreement shall forthwith become null and void and of no effect and Optionors shall retain the Option Price. Likewise, if Optionee does not close the transaction by the expiration of the 45 day Closing Period due to its fault, Optionee shall be in breach of this agreement and this option shall be void. Likewise, all deadlines stated in Paragraph 4. B. must be strictly adhered to or the repurchase rights provided therein shall be void.

B. Modifications. Any modification of this agreement and/or extensions of time periods and/or deadlines must be mutually agreed to in advance in writing.

C. Successors. This agreement shall be binding upon and inure to the benefit of the parties and their heirs, executors, administrators and assigns.

D. Address for notices. For purposes of any notice under this agreement the addresses of the parties are:

OPTIONORS:

5863 Bedford Highway
P. O. Box 48
Lynch Station, VA 24571

OPTIONEE:

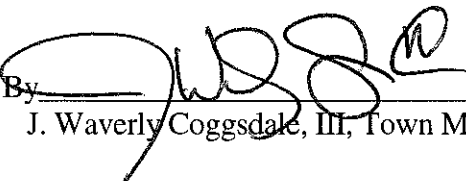
P. O. Box 420
Altavista, VA 24517

WITNESS the following signatures and seals:

 (SEAL)
LARRY WAYNE DALTON

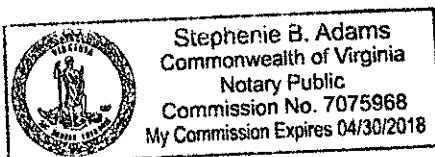
 (SEAL)
EULA O. DALTON

THE TOWN OF ALTAVISTA

By  (SEAL)
J. Waverly Coggsdale, III, Town Manager

STATE OF VIRGINIA,
COUNTY OF CAMPBELL, to-wit:

The foregoing instrument was acknowledged before me this 19th day of May, 2015 by Larry Wayne Dalton and Eula O. Dalton.




Notary Public

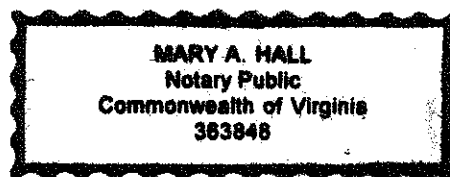
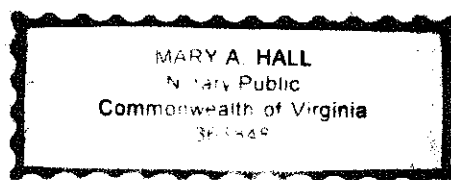
My commission expires 4/30/2018

STATE OF VIRGINIA,
COUNTY OF CAMPBELL, to-wit:

The foregoing instrument was acknowledged before me this 15 day of
May, 2015 by J. Waverly Coggsdale, III, Town Manager of the Town of Altavista.

Mary A. Hall
Notary Public

My commission expires October 31, 2017





STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: April 12, 2016
Re: Text Amendments to "Zoning Ordinance" – "Keeping of Chickens"

Summary

Last month, 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. As you know, the Planning Commission previously recommended approval of the text amendments.

A copy of the text amendments is attached for your review.

Possible Motion(s)/Action(s):

APPROVE: "I move 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.

DENY: "I move to deny the approval of 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.

DEFER: Council can defer action to a later meeting/date.

Attachments: Proposed Text Amendments; Staff Report from March Town Council Meeting, Correspondence from citizens in regard to the proposed ordinance

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

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

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

Sec. 86-515.1. Keeping of chickens.

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

(b) Such chickens within the town shall be provided with and kept within an enclosed secure area not to exceed 120 square feet, hereinafter known as the pen, at all times. Pens shall include a coop (enclosed structure) containing a minimum of 2 square feet per chicken and an open run area containing a minimum of 8 square feet per chicken. The coop shall not exceed 8' in height. Pre-manufactured coops and pens may be made from any material. Otherwise, the following materials may not be used to construct coops and pens: Tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

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

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

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

(e) Violation of any provision of this ordinance shall constitute a Class 4 misdemeanor and each day in violation after notification in writing shall constitute a separate offense.

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

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

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

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

Sec. 86-32. Use types.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 86-132. - Permitted uses.

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

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

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

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

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

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

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

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

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

Sec. 86-192. - Permitted uses.

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

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

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

Community garden (S)

Duplex*

Family day care home*

Group home*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation*

Manufactured home, emergency*

Multi-family dwelling—Consisting of three or fewer units

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

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

(3) *Civic use types.*

Assisted care residence*

Cemetery (S)

Club (S)*

Community recreation*

Crisis center (S)

Cultural service

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)*

Day care center (S)*

Golf course (S)

Personal service business(s)

- (6) *Industrial use types.*
Recycling center (S)
- (7) *Miscellaneous use types.*
Amateur radio tower*

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

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

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

An Ordinance to repeal, amend and re-ordain Section 86-322 of the Code of the Town of Altavista, 1968, relating to permitted uses in C-1 local business district.

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

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

Sec. 86-322. - Permitted uses.

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment*

Duplex*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation*

Multi-family dwelling (S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

(3) *Civic use types.*

Assisted care residence*

Club*

Crisis center (S)

Cultural service

Educational facilities, college/university (S)

Educational facilities, primary/secondary

Governmental service

Guidance service

Halfway house (S)

Life care facility

Nursing home

Park and ride facility

Post office

Public assembly (S)

Public parks and recreational areas (S)

Religious assembly*

Safety service

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution*

General office

Laboratory (S)

Medical office

Substance abuse clinic (S)*

(5) *Commercial use types.*

Bed and breakfast*

Business support service

Business/trade schools

Car wash (S)

Commercial indoor sports and recreation (S)

Communications service

Day care center*

Funeral service

Garden center

Gasoline station (S)*

Hospital (S)

Personal improvement service

Personal service

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

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

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

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower*

Parking facility, surface/structure (S)

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

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

Tower (S)*

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

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

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

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

Sec. 86-352. - Permitted uses.

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment*

Duplex*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation*

Multi-family dwelling (S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

Upper-story housing unit*

(3) *Civic use types.*

Assisted care residence*

Club*

Correction facility (S)

Crisis center

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

(4) *Office use types.*

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

(5) *Commercial use types.*

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

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

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

(6) *Industrial use types.*

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

(7) *Miscellaneous uses.*

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

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

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

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

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

Sec. 86-382. - Site development regulations.

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation (S)*

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

(3) *Civic use types.*

Correction facility (S)

Educational facilities, college/university (S)

Governmental services

Post office

Public maintenance and service facility

Safety services

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution*

General office

Laboratory

Medical office

(5) *Commercial use types.*

Business support services

Business trade school

Communication services

Construction sales and services

Equipment sales and rental

Mini-storage*

(6) *Industrial use types.*

Construction yard

Custom manufacturing (S)

Industry, light

Industry, medium

Industry, heavy (S)

Recycling center

Resource extraction (S)

Transportation terminal

Truck terminal (S)

Warehousing and distribution

(7) *Miscellaneous use types.*

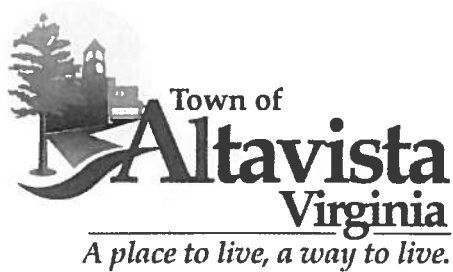
Parking facility, surface/structure (S)

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

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

Tower (S)*

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



Commissioners

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

Staff Planner

Dan Witt

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

February 3, 2016

Amendment to Town Zoning Ordinance: Agricultural Use (Chickens)

Subject Overview

The Altavista Planning Commission held a public hearing on Monday, December 7, 2015 at 5:00 p.m. to consider an ordinance that would permit chickens within the town. After the hearing a recommendation was made to adopt the ordinance. When Council reviewed the ordinance, concerns were raised and staff made changes to the recommended ordinance that addressed these concerns. Chairman Jerry Barbee suggested that the Commissioners review the proposed changes, which was done at their February 1, 2016 meeting. By consensus the Commissioners are in agreement and recommend the ordinance with the proposed changes to Town Council.

During the review process, Chairman Barbee realized that wording the Commissioners intended be in the ordinance was overlooked. The Commissioners agreed with Chairman Barbee and requested that staff include the language to correct the oversight. The change would allow a property owner to keep chickens within 30' of their own dwelling but would still not allow chickens within 30' of a neighboring dwelling or 20' from any property line

Recommendation

The Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86-515.1, 86-32, 86-132, 86-192, 86-322, 86-352, & 86-382 as amended by Town Council and with the change to correct the oversight.

The basis has not changed from the original recommendation:

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

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

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

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

Sec. 86-515.1. Keeping of chickens.

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

(b) Such chickens within the town shall be provided with and kept within an enclosed secure area not to exceed 120 square feet, hereinafter known as the pen, at all times. Pens shall include a coop (enclosed structure) containing a minimum of 2 square feet per chicken and an open run area containing a minimum of 8 square feet per chicken. The coop shall not exceed 8' in height. Pre-manufactured coops and pens may be made from any material. Otherwise, the following materials may not be used to construct coops and pens: Tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

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

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

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

(e) Violation of any provision of this ordinance shall constitute a Class 4 misdemeanor and each day in violation after notification in writing shall constitute a separate offense.

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

CORRESPONDENCE FROM CITIZENS IN REGARD TO "Chicken Ordinance Text Amendments"

Correspondence #1

From: betty smith [<mailto:bettysmith68@centurylink.net>]
Sent: Wednesday, March 09, 2016 9:53 AM
To: Cheryl Dudley <cldudley@altavistava.gov>
Subject: Chickens

Hello, as a resident of Altavista, I wanted to attend the meeting march 8th. But couldn't . I support the idea to allowing residents to own chickens in Altavista . eggs being so expensive , and with hormones being injected into the chickens ,etc. This is a healthier solution for the people. Another consideration , is that a few hens are quieter than dogs barking through the night .as long as folks keep them clean , I find no problem with this . Thank you , Betty Smith

Correspondence #2

Dear Mr. Coggsdale,

I am writing to express my strong support for the proposed ordinance which would allow citizens to raise a limited number of chickens on property located within the town of Altavista.

At the outset, I want to acknowledge a strong personal bias in favor of allowing property owners to use their own property as they wish, so long as the use they make of their property does no harm to others or to the public at large. After reviewing the draft ordinance, I feel it does a good job balancing property rights against problems that this use of private property might create for neighbors and/or the public. The limits imposed on the number of chickens allowed, and the prohibition against keeping roosters, seem to me to strike a fair and workable balance. The requirements concerning location, construction, and maintenance of the pens/ coops in which chickens must be kept also seem to me to protect the public interest without unreasonably infringing upon the rights of the property owner.

Thank you for your consideration. Please forward this email to members of Town Council for whatever consideration they feel it deserves.

Very truly yours,
Thomas L. Phillips, Jr



STAFF REPORT

To: Mayor Mattox and Council members
From: Waverly Coggsdale, Town Manager
Date: April 12, 2016
Re: FY2017 Budget and CIP discussion

Summary

Last month, the Town Council received the FY2017 Draft Budget and Capital Improvement Plan. Staff will make a brief presentation on the budget and will seek input from Town Council regarding any changes they would like to see to the proposed budget. Following this discussion, staff will be seeking direction to advertise the Public Hearing for the FY2017 Budget and CIP. This will include the amount of the budget, the tax rates, utility rates and any other required information.

Recommendation

Set the Public Hearing for the FY2017 Budget and CIP for Tuesday, May 10, 2016. This will need to be published in the Altavista Journal twice between April 20th and May 4th.

Possible Motion(s)/Action(s):

APPROVE: "I move to set the Public Hearing on the FY2017 Budget and CIP for Tuesday, May 10, 2016 at 7:00 p.m."

Attachments: FY2017 Budget Question Packets (#1 and #2)

FY 2017 Town Council Budget Development Questions Packet #1

- 1.) Should Council review the goals and mission of the economic development plan before considering some of the Capital Improvement Plan items listed in the Economic Development Offices' proposed budget? (Mayor Mattox - 3/31)

The Altavista Town Council adopted the "Economic Development Action Plan" based on the recommendation of the Altavista Economic Development Authority at their January 2012 Regular Meeting. The Plan is Attachment #1. The components of the plan are: **Capacity Building; Networking, Existing Business Retention and Expansion, Product Development, Marketing, and Encouraging Entrepreneurism.** Town Council set one of the "Action" steps into place before even adopting the Plan, by voting to establish an Economic Development Office and hire a Director. The work of the AEDA and the Town's Economic Development Office has been very closely tied to the components of the plan and the items in this year's CIP (*only one item is in the FY2017 Budget*) are consistent with several of the components in the plan. While the plan does not specifically address when it will be reviewed, plans of this nature should be looked at and a determination made if the original plan's goals/objectives/priorities are still what is best for the community. Staff feels that it would be very appropriate for the AEDA and the Town Council to review and if necessary, amend the plan, this could be an annual or bi-annual process (*it would also be very beneficial during the budget process*).

- 2.) Given some of our potential plans for expansion at our water plant and the need to be able to recruit and retain highly qualified employees for all of our departments, does our new budget provide for a means to make this a reality? (Mayor Mattox - 3/31)

The proposed budget does not financially address any plans for expansion at the water plant, although staff feels the process of beginning a review and future needs analysis for our utilities is good sound governance. In regard to retaining highly qualified employees for all of our departments, staff has issued a Request for Proposals (RFP) for a "Pay Class and Compensation Plan" study. The cost of the study was included in the current (FY2016) Budget; the proposals are due by April 29th. Based on the project's timeline, staff feels the report with recommendations should be ready to consideration by Town Council by September 2016. Accordingly, no funding (if needed) is included in the Proposed FY2017 Budget for implementation of recommendations.

- 3.) Will introducing a tobacco tax allow us to completely do away with the BPOL tax? (Mayor Mattox - 3/31)

The Proposed FY2017 Budget includes revenue from the Business/Professional/Occupational License tax at \$160,500. The Town of Appomattox implemented a "cigarette tax" in 2014 and they are currently generating revenue of approximately \$190,000, based on a rate of \$0.27 for

each 20 cigarettes (discount of \$0.02 per stamp to cover costs incurred by dealer/agent in affixing the stamps). It is unknown if the Town of Altavista would generate revenue in this amount, staff would suggest budgeting a more conservative number should Council decide to implement the tax.

**4.) As for change in the Meals Tax; a) What is the maximum allowable meals tax that towns can assess?
B) What rate would be needed to cut the real estate tax by 50% to .072 per \$100 of assessed value?
(Mayor Mattox - 3/31)**

- a) Staff is not aware of a limit on Meals Tax rate than change be charged by Towns.
- b) The Proposed FY2017 Budget contains revenue in the amount of \$381,000 for “Property Taxes- Real Property” (this is referred to as Real Estate or Real Property taxes). This figure does not include Public Service assessments. Accordingly, to reduce the current rate from \$0.144 to \$0.072, the revenue offset would be an estimated \$190,500. Based on current trends, it would take an additional 1.5% on the “Meals Tax” to generate \$182,000. The current Meals Tax rate is 5.5% on gross receipts.

MEALS TAX RATE/REVENUE SCENARIOS

Based on FY2016 Projected Gross Receipts

Rate	Revenue w/o Credit	2% Credit	Revenue - Credit
5.5	722,772	14,455	708,317
6	788,479	15,770	772,709
6.5	854,185	17,084	837,101
7	919,892	18,398	901,494
7.5	985,598	19,712	965,886
8	1,051,305	21,026	1,030,279

Each 1% of Meals Tax Rate = \$131,413 of Revenue.

5.) Staff Update – YMCA Family Center Roof

Staff has been working with the YMCA in regard to roof leaks at the YMCA Family Center (Town owns the building). The roof has been patched and after consulting with Mr. Steve Jester, YMCA Executive Director, we believe it will hold until the end of this fiscal year (June 30th) but it would be best if this item was considered for inclusion in the FY2017 Budget (it currently is not included in the Proposed FY2017 Budget). An estimate provided by a contractor to the YMCA was \$35,750. Photos of the facility are attached.

Altavista Economic Development Authority

ACTION PLAN

I. BACKGROUND – BASIS FOR THE ACTION PLAN INITIATIVE

Since 2003, a number of economic development studies/plans have been prepared by Altavista, Campbell County, and Region 2000 addressing objectives that would strengthen the Town's economic base. Primarily, these plans include the following:

1. 2003 Town of Altavista Comprehensive Plan
2. 2010 Town of Altavista Comprehensive Plan Update
3. 2005 Economic Restructuring Program for Altavista, Virginia
4. 2003 Campbell County Comprehensive Economic Development Strategy
5. 2007 Campbell County Comprehensive Economic Development Strategy Update
6. 2010 Region 2000 Comprehensive Economic Development Strategy

Each of these plans, to varying degrees, documented the trends and status of the targeted geographic area, undertook a strengths and weaknesses analysis, and charted a course of action to strengthen the economy. Among a variety of goals and recommendations established for Altavista in each document is the common theme of building the basic sector (i.e., increasing employment from those activities, drawing money from outside the area that then creates/stimulates growth in supporting employment). This is accomplished through retention and expansion of existing firms, as well as recruiting new businesses.

The most recent plan for Altavista, the 2010 Comprehensive Plan Update, establishes goals, objectives, and strategies for strengthening the economic base. Activities have been undertaken in the downtown area and for the tourism function that address many of the recommendations. In addition, the Virginia Technical Institute has opened its doors to students. However, yet to be addressed with itemized action plans, are two (2) objectives in the Plan that closely fit the purposes of the Altavista Economic Development Authority.

These two objectives of the 2010 Plan Update, as adopted by Town Council, follow below.

.

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

Action Plans:

- A. Encourage the location of high quality commercial and industrial firms, while maintaining an atmosphere conducive to expansion of existing ones.
- B. Proactively seek out symbiotic industry partnerships to relocate in the community.
- C. Encourage and support the reservation of prime industrial sites in the Town’s growth areas.
- D. Support vocational and other suitable training in area schools, including dual enrollment and early college admission programs, to allow residents to compete for employment and educational opportunities.
- E. Enhance and expand CVCC Altavista Center and Virginia Technical Institute planned for former A. O. Smith Building.
- F. Continue to participate in regional economic development and marketing programs.

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

Action Plans:

- A. Work with the business and industry community through the Chamber of Commerce in order to create the desired culture.
- B. Create the culture with the people through programs sponsored by businesses and industries.
- C. Support the Economic Development Authority (EDA) to help attract new businesses and industries.
- D. Develop a partnership plan for “growing” current businesses and attracting new businesses.”

A strategy calling for implementation is in place. With years of planning having been accomplished, further analysis and planning is unnecessary. Specific action steps (a work plan) are required to now be undertaken.

Thus, the purpose of this document is to get the Comprehensive Plan implementation process started, by itemizing initial (first year) action steps that could be pursued by the Town Council and the AEDA. These steps have been given time lines and measurements by which success can be gauged in the first year of a systematic effort.

If Council chooses to support the AEDA as outlined herein, it should be able to determine reasonably well what has been accomplished as the end of the initial year’s efforts approaches. This becomes an evaluation that will serve as the basis for enlarging or narrowing the scope of the ACTION PLAN and re-setting measurable objectives.

II. PROGRAM COMPONENTS OF ACTION PLAN

The program components presented in this document are not intended to be all comprehensive in the sense of addressing each item listed in the 2010 Altavista Comprehensive Plan. The components are intended to address priorities that can realistically be expected to be achieved in the first year of an economic development program. They address fundamentals that must be established.

It should be understood that pursuit of these components may be challenged by unforeseen circumstances. Opportunities could necessitate work program changes, such as, but certainly not be limited to, a major plant expansion or a prospective new business, requiring the commitment of dozens of staff hours. The same is true for unexpected adversities, such as a business closure, natural disaster, or new government mandates that will divert staff. Suffice it to say, this action plan is a starting point for the first year that, in all likelihood, will require modification, even before an annual review and assessment may begin.

CAPACITY BUILDING

Narrative

The action plan/work program proposed through this report to Town Council by AEDA is ambitious and demanding. It is subject to be even more demanding as existing business opportunities, prospect development activities, issues to be resolved, etc., begin to materialize. If this recommended program is pursued vigorously and the “ball is not dropped” when follow-up is necessary, a full-time economic developer will be necessary. This person will also require administrative assistance. Thus, this action plan assumes a full time economic developer to undertake day-to-day implementation. After the first year of implementation, and each year thereafter, resources and responsibilities can be reviewed. This process should allow a determination as to whether the economic developer’s responsibilities should be broadened beyond the retention and attraction of “basic” employers.

An organizational model, which has worked well in Virginia, is that of making the economic developer an employee of the Town, and reporting to the Town Manager. At the same time, this person serves as staff to the AEDA for purposes of implementing the Action Plan.

Much of the first year will be consumed with establishing relationships, working out agreements, developing marketing materials, developing product, etc. Therefore, the AEDA and Town Council should understand that no arbitrary timelines should be established for the direction of the program. Annual reviews will determine if acceptable progress is being made. This will allow an economic development professional sufficient time to begin showing the return on Council’s investment.

Action

- Town Manager, in consultation with the AEDA, prepares a budget and job description for a town-employed economic developer. Standard procedures to be used to recruit an economic developer, as soon as the Action Plan is approved by Council.
- Economic Developer position approved by Council and employed as close as possible to January 1, 2012.
- Town Manager designates office space, staff support, etc.
- Economic Developer to attend a “Basic Course” in economic development during his/her first year of employment.
- Economic Developer assigned duties in support of AEDA outlined in the Action Plan, plus normal administrative responsibilities of other Town employees as determined by the Town Manager.

Measurables for First Year

- Economic Developer to prepare annual report at/near end of fiscal year comparing actual accomplishments to the measurable objectives specified in each component of the ACTION PLAN. Report reviewed by Council and AEDA.
- Annual report to propose ACTIONS and measurables for the ensuing year.
- Town Manager to evaluate performance of economic developer per requirements placed on Town employees.
- Economic Developer to report to and consult with AEDA on components of ACTION PLAN on bi-monthly basis, or more often as circumstances warrant.

Comprehensive Plan Objectives Addressed

- Entire economic development section of Comprehensive Plan.

NETWORKING

Narrative

Economic development is a field where good professional relationships that leverage information and resources are critical to success. Dozens of persons in the Town and Region will contribute to the process in some manner. Some of these will be commercial realtors, builders, bankers, educators, business managers, and government officials. The responsibility of the economic developer is to identify and “get to know” these persons. In addition, there are those representing organizations which are more immediately crucial to successful local programs. Identified in Attachment A, these organizations/persons control regional and state resources that will help make Altavista successful, and a professional rapport must be developed with them.

Action

- Host an initial meeting of Altavista-based economic development participants to introduce the local program (representatives from CVCC, Altavista On Track (AOT), Altavista Area Chamber of Commerce, electric power companies, YMCA, public education, banks, and others to be identified).
- Join Chamber and AOT.
- Join Region 2000 Economic Developer Directors Committee.
- Participate in information meetings of Virginia Economic Development Partnership (VEDP), and professional development activities of the Virginia Economic Developers Association.
- Visit with each of the persons listed in Attachment A.

Measurables for First Year

- Visit with each of Attachment A persons within first 6 months.
- Join Region 2000 Economic Developer Directors Committee within 2 months.
- Host initial meeting with Altavista participants within 2 months.
- Participate in at least 2 of the VEDP quarterly meetings and one VEDP professional development meeting.
- Join Altavista Chamber and AOT in first month.
- Provide program to business and/or community group on Altavista economic development at least quarterly.

Comprehensive Plan Objectives Addressed

- Objective 2, item F
- Objective 5, item A
- Objective 5, item D

EXISTING BUSINESS RETENTION AND EXPANSION

Narrative

This is the single most important component of the local economic development effort. Quite simply, regardless of the challenges, it is easier for a community to retain and help existing businesses grow, than it is to recruit new firms after the existing base has abandoned the Town. An effective visitation program is the most effective tool of the economic developer in revealing problems and opportunities of existing firms that can somehow be influenced by resources the Town can leverage when issues are encountered. The economic developer is charged with determining a reasonable course of action by the Town and then leveraging the resources that will actually assist the target company. The visitation program also becomes a component of the marketing initiative when suppliers and customers of existing businesses are identified as potential companies for pursuit by the Town.

Actions

- Identify and develop a data base on all “basic” and major supporting businesses in Altavista area (3 mile radius).
- Schedule 1+ hour visits with highest-placed representative of firms as is possible. Priorities are (1) “basic” businesses such as manufacturers, regional service companies, call centers, etc. (2) financial institutions, transportation firms, etc., and (3) major retailers and supporting institutions. Information highlighted on Attachment B should be obtained and recorded by the economic developer.
- Prepare a written course of initial action for any visit where action by the Town is appropriate. Revisions and updates to be noted as they occur.

Measurables for First Year

- Basic and major supporting businesses identified in first month of program.
- 26 employer visits conducted in first ten (10) months.
- Short, concise report prepared on each visit, as well as course of action for visits requiring subsequent town assistance.
- Two annual education/information programs targeted to existing Altavista businesses, in collaboration with Chamber, CVCC, VTI, etc.
- Economic developer to have had role in creating 50 new, full-time jobs among existing employers.

Comprehensive Plan Objectives Addressed

- Objective 2, item A
- Objective 2, item B

PRODUCT DEVELOPMENT

Narrative

Undeniably, there is a “community culture” (civic organizations, effective services, strong local government, positive attitudes, etc.) in Altavista that is at the heart of a highly successful business environment. This “culture” is a major part of the product any community must have to successfully attract and retain basic employees. While this supporting element must be constantly addressed by the Town, more immediate attention must be focused on the fundamental requirements for physically locating a business: building space, improved sites, and a broadened local incentive program.

Existing space of approximately 900,000 square feet is potentially available in and adjacent to Altavista in two (2) buildings: the Lane plant (200,000+ sq. ft., depending on final plans), and the Kloppman plant in Hurt with 680,000 sq. ft. For these, and other facilities that may become available over time, a variety of issues must be addressed before the buildings can be represented as available, utilitarian, and cost effective locations.

Three improved smaller sites on which construction can be tailored to the specific needs of a business are currently available just outside the Town boundary in Dearing Ford Park. These are 5 to 11 acres in size and should support Altavista's small site demands over the next 2 to 5 years. However, over an extended period, additional small, improved sites will be required on which facilities of less than 50,000 sq. ft. can be built. Such sites would be attractive either inside or very close to the Town, if served with access and utilities.

There are no improved, available larger sites (either public or privately owned) of 20 acres or more in or in the immediate vicinity of Altavista. The Virginia Economic Development Partnership and this consultant both report that the vast majority of inquiries are for sites that exceed the 20 acre minimum. The terrain in Central/Southside Virginia and the normal mandate for sites where a new plant of 100,000 sq. ft. or more can be doubled in size generally make 20 acres an absolutely minimum necessity. If Altavista wishes to be competitive for "major" facility expansions or new locations, it must either purchase and develop one or more larger sites or ensure that privately owned industrial properties are competitively available. There are several potential sites within or adjacent to the Town that might be pursued. However a cost benefit analysis must be conducted on each prior to the Town committing to a specific course of action. In the absence of larger sites, it is highly doubtful that major expansions or new locations will be captured. Accordingly, it is recommended that the Town acquire and prepare (or option with the intention of ultimately acquiring) one or more sites in excess of 20 acres.

A "product" enhancement that can be relatively quickly addressed by an economic development initiative is to revise Altavista's local incentive program. Addressing the potential of targeting smaller businesses for incentives than currently allowed; qualifying building owners for local financial incentives when they are required to make modifications for basic employers; and offering the possibility of favorable loans that supplement other financing are several ways the Altavista incentive program might be broadened.

Action

- Develop a formal or informal agreement/relationship with the Pittsylvania County Economic Development office that will allow the Altavista Economic Developer to represent the Kloppman building and encourage the Pittsylvania County Economic Developer to seek Altavista's support with prospect development.
- Meet with Schwarz and Schwarz at the Asheboro offices and review other projects undertaken by the firm. Visit one or two other sites with EDA members where Schwarz and Schwarz has redeveloped old textile and furniture buildings for industrial re-use. Partner with Schwarz and Schwarz on the development of a re-use plan for the Lane building. Among the questions to be answered are partial building demolition, open land for new facilities, on-site vehicle circulation, utility service, building space to be available for

lease, and possible assistance for the Town. This entire process should be completed within 6 months.

- Have appointed subcommittee of AEDA evaluate and recommend to AEDA and Town Council one or more 20+ acre sites for purchase and/or option. Process to be conducted and submitted simultaneously with Action Plan to Council for approval and funding. Evaluate the possibilities (cost-benefit analysis) inside and outside the town as identified by the consultant. Determine if Altavista has the resources to pursue purchasing, optioning, or a partnership at one or more of the locations. Conclude necessary actions to gain control of one or more sites. This process will likely take the entire initial year of the economic developer's employment.
- Modify the local incentive guidelines to reduce the size, required investment, and employment duration provisions; allow access by owners of existing buildings when required to accommodate a basic employer; and establish a method for making loans when they supplement larger loans from other sources. If the decision is made to initiate a loan program, a local financial institution should be selected for loan management purposes. A period of 6 to 9 months should be sufficient for this process.

Measurables for First Year

- For the Kloppman building, AEDA and Town Council to review anecdotal evidence on cooperative activities with Pittsylvania County and any formal agreements/letters of understandings that might result. If positive results are observed by the end of the first year, target numbers for prospect visits can be set for ensuing years.
- Have within 6 months a plan for Lane building redevelopment and a written agreement/letter of understanding defining the role of all participants.
- Purchase or option one or more 20 acre sites for expansions or new businesses after conducting analyses to determine costs and benefits. This should be accomplished as soon after economic development initiation as possible.
- Complete update/modification of incentive policy per previous narrative by end of third quarter of initial year.

Comprehensive Plan Objectives Addressed

- Objective 2, item A
- Objective 2, item C
- Objective 5, item D

MARKETING

Narrative

Practically all activities of a new economic development activity could be considered marketing; but, for the purpose of this ACTION PLAN, advertising and other overtures directed to basic employers outside Altavista will be addressed. An aggressive, "full blown" advertising program is not recommended for several reasons:

there is not enough local funding for Altavista by itself to conduct an effective, full scale advertising campaign; Altavista does not currently have the product (buildings and sites) to accommodate new businesses; Region 2000 is already charged with marketing the entire region; and the Virginia Economic Development Partnership markets/advertises for all communities in the Commonwealth, as very few communities can afford such an undertaking.

However, there are things Altavista can do over the next year to improve its profile and “get the message out” that it is a good location for new business. By beginning with what can be accomplished over the near term, the town will begin establishing its message and be better positioned by the end of Year 1. Hopefully, by that time new sites will become available and Altavista will be better positioned otherwise to capture business locations.

Action

- Reaffirm the industries Altavista will target as those it wishes to attract. Based on previous work by Campbell County, supplier-customer linkages of existing Altavista industries, the unique water resource in Altavista, and fiber services, these targets appear to be the following:
 - Fabrication of machinery and equipment
 - Plastics manufacturers
 - Large water users
 - Businesses that are customers or suppliers of Altavista’s existing major businesses
 - Fiber dependent information technology businesses
- Vigorously pursue the Networking and Existing Business components of this ACTION PLAN. Explain the advantages of an Altavista location to new allies and identify customers and suppliers of Altavista’s existing major businesses.
- Prepare one (1) page fact sheet on Altavista (“talking points” flier on which considerable work has already been completed by AOT) and an Altavista Economic Development website. The website should be incorporated into the Town’s new website but should also be comprehensive enough to stand alone, providing a complete range of information to the corporate site searcher.
- Begin pursuit of the recommendations in the AOT Altavista branding study with Town government, Altavista On Track, and the Chamber of Commerce. Results to be incorporated into future marketing, publications, etc.
- Allocate \$10,000 to \$15,000 for combining marketing-advertising resources with the Campbell County Economic Development office. The Campbell County Director of Economic Development advises that he can “provide a menu of available items such as print, web, e-blasts, local or national that AEDA can choose from. The AEDA can decide on what target sector, such as a data center, they would like to concentrate on.” This looks to be an excellent way to maximize the impact of limited dollars.

Measurables for First Year

- Reaffirm or revise target industry list by end of 2nd month.
- Meet networking objectives of Action Plan.
- Prepare 1 page fact sheet by end of 2nd month.
- Complete economic development section of Altavista website on schedule established by the Town.
- Have agreement on branding as soon as possible so results can be included in fact sheet, web page, and other uses.
- Allocate funds and select best method of use for marketing with Campbell County by end of six (6) months. Develop schedule and begin marketing with Campbell County by end of first year.
- Have primary role in securing and hosting two (2) visits from “new business” prospects.

Comprehensive Plan Objectives Addressed

- Objective 2, item A
- Objective 2, item B
- Objective 2, item F
- Objective 5, item C
- Objective 5, item D

ENCOURAGING ENTREPRENEURISM

Narrative

Altavista’s tradition of encouraging entrepreneurship now has an additional opportunity, and while results of developing entrepreneurs are not as immediate as when expansions of new locations occur, the longer term potential of helping small businesses grow can be significant.

An opportunity to use this economic development tool exists with the Virginia Technical Institute (VTI). The building housing the Institute currently has 30,000-40,000 square feet of space not scheduled for use. Though some upgrading of this space is necessary, it can easily be used to house start-up or early stage basic businesses.

Such businesses could benefit from not having the distraction of facility management; the resources of the Business Development Center in Lynchburg that already has outreach counseling in Altavista; and the training function of the Institute that would give the businesses exposure and possible access to a trained workforce. The new economic development function could in effect, have a modified version of an incubator as a resource when demands/opportunities arise with small businesses (early stage or start-up).

Action

- In cooperation with VTI, the Altavista Chamber of Commerce, and the Business Development Center, develop a plan for using vacant Institute space to house and support early stage and start-up businesses.

Measurables for First Year

- Have a plan in place during the first year.

Comprehensive Plan Objectives Addressed

- Objective 2, item A
- Objective 2, item E
- Objective 5, item D

RESOURCE ORGANIZATIONS

Virginia's Economic Development Partnership

Prospect development research, state incentives technical assistance, community profile.

Website: www.yesvirginia.org

Telephone: (804) 545-5700 (Richmond)

Key Contacts:

Liz Povar, Director of Business Development: lpovar@yesvirginia.org

Brent Sheffler, Managing Director for Advanced Manufacturing: bsheffler@yesvirginia.org

Jerry Giles, Managing Director for Technology, Energy and Corporate Services: jgiles@yesvirginia.org

Mike Lehmkueller, Managing Director for Strategic Properties: mlehmkueller@yesvirginia.org

Rob McClintock, Director of Research: rmcclintock@yesvirginia.org

Jay Langston, Senior Project Support Manager: jlangston@yesvirginia.org

John Loftus, Sites and Buildings Representative: jloftus@yesvirginia.org

Virginia Department of Business Assistance

Workforce training program development, incentives

Website: www.dba.virginia.gov

Telephone: (804) 371-0438 (Richmond)

Key Contact:

Ron Tignor, Interim Director: ron.tignor@vdba.virginia.gov

Virginia Tobacco Commission

Economic development grants

Website: www.tic.virginia.gov

Telephone: (804) 225-2027 (Richmond)

(877) 807-1086 (Richmond) toll free

(434) 432-7203 (Southside/Chatham)

Key Contacts:

Neal Noyes, Executive Director: neal.noyes@tic.virginia.gov

Tim Pfohl, Grants Program Director: tim.pfohl@tic.virginia.gov

Sarah Capps, Grants Administrator (Chatham): sarah.capps@tic.virginia.gov

Mid-Atlantic Broadband Cooperative

Broadband fiber backbone and services

Website: www.mbc-va.com

Telephone: (434) 570-1300 (South Boston)

Key Contacts:

Tod Deriso, President and CEO: tad@mbc-va.com

Gray Ramsey, Vice President/General Manager: gray@mbc-va.com

Virginia Economic Development Association

Professional development, networking

Website: www.goveda.org

Telephone: (757) 412-2664 (Virginia Beach)

Key Contact:

Connie Long, Executive Director: VEDA@associationbuilders.com

Region 2000 Economic Development Council

Prospect development, technical support, regional research and information

Website: www.region2000.org

Telephone: (434) 845-2000 (Lynchburg)

(434) 847-1447

Key Contacts:

Bryan David, Executive Director: bdavid@region2000.org

Kathy White, Economic Development Assistant: kwhite@region2000.org

Center for Advanced Engineering & Research

Research and technology transfer among industries, universities and laboratories

Website: www.region2000.org

Telephone: (434) 477-5060 (Forest – Bedford County)

Key Contact:

Bob Bailey, Executive Director: bbailey@caer.us

Region 2000 Business Development Center

Small business incubator, business counseling, financing, and training

Website: www.lbdc.com

Telephone: (434) 582-6100 (Lynchburg)

Key Contacts:

Catherine McFaden,

Marty Guidice

Paul Morrison

Dominion Virginia Power

Community business assistance with electric power issued

Website: www.dom.com (search for “economic development)

Telephone: (804) 771-4987 (Richmond)

Key Contact:

Kent Hill, kent_hill@dom.com

Southside Electric Cooperative

Electricity service

Website: www.sec.coop

Telephone: (800) 552-2118 (Crewe)

(434) 369-5295 (Altavista)

Key Contacts:

Michael Lobue, Director, malobue@gmail.com or mike.lobue@sec.coop

Telephone: (434) 941-6980

Franklin Harris, Manager of Member Services and Public Relations, frank.harris@sec.coop

Telephone: (434) 645-3211

Campbell County Office of Economic Development

Business retention and development for county government

Website: www.econdev@co.campbell.va.us

Telephone: (434) 592-9595

Key Contact:

Mike Davidson, Director: jmdavidson@co.campbell.va.us

Pittsylvania County Office of Economic Development

Business retention and development for county governments

Website: www.pittced.com

Telephone: (434) 432-1669 (Chatham)

Key Contact:

Kenneth Bowman, Director: ken.bowman@pittgov.org

Lynchburg Regional Chamber of Commerce

Regional business advocacy and resources of Central Virginia Industries, Inc.

Website: www.lynchburgchamber.org

Telephone: (434) 845-5966 (Lynchburg)

Key Contacts:

Rex Hammond, President and CEO:

Christine Kennedy, Executive Vice President:

**ALTAVISTA
ECONOMIC DEVELOPMENT AUTHORITY
VISITATION PROGRAM FOR EXISTING INDUSTRY/COMMERCE**

Date: _____

Name of Company: _____

Address: _____

Contact Person: _____

Principal Business: _____

1. General status of business, products, trends, number of employees, etc.

2. Problems with Town, County, State, Federal government, neighboring properties, etc. that inhibit business operations and/or growth. (Anything that the business manager would change if he had the power)

3. Opportunities where local action might help a company solidify its operations in Altavista and/or grow in Altavista.

4. Supporting companies or customers in a supply chain that might have possibilities of locating in Altavista area.

5. Any other items of interest to the business representative.

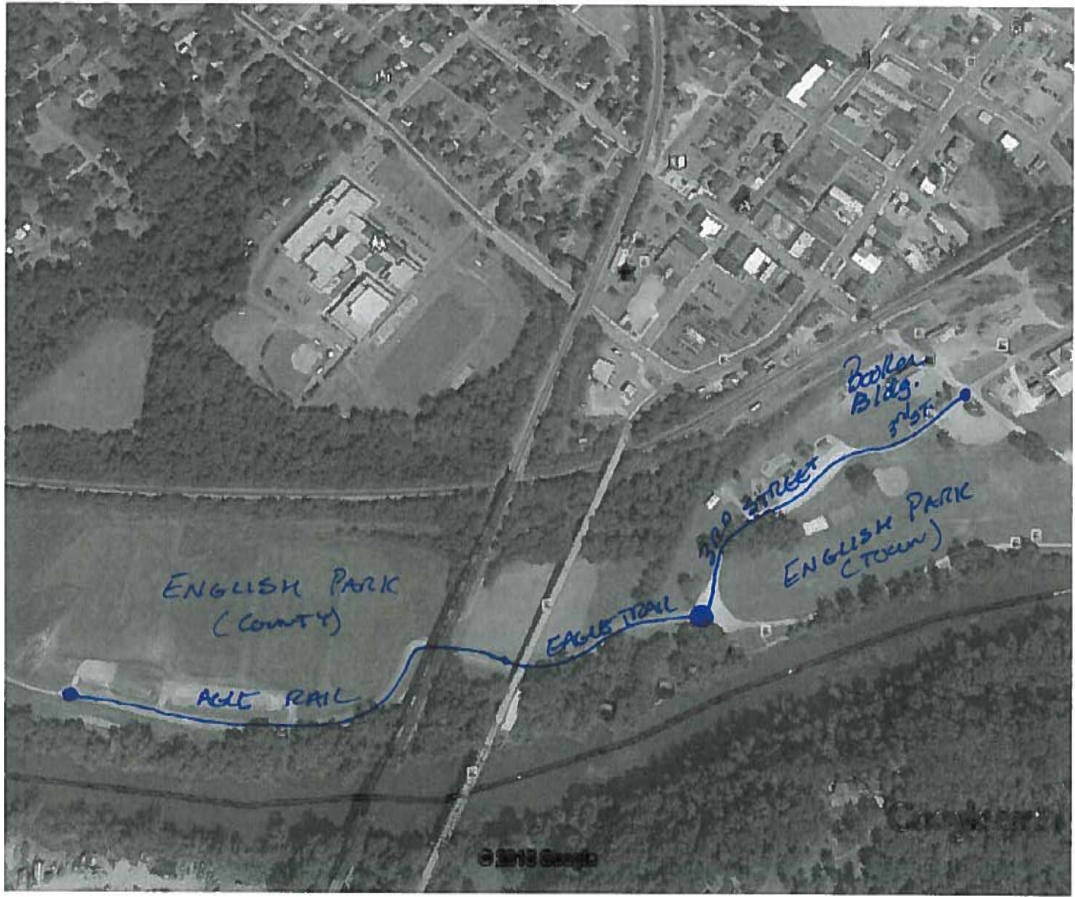


FY 2017 Town Council Budget Development Questions Packet #2

- 1) Could the Town use some of the VDOT funds to help pave English Park: Could the same money be used on the bike trail that extends to the end of the park? (Councilman George - 4/06)

Previously, the Town requested that VDOT include 3rd Street from its intersection with Broad Street (intersection between the Booker Building and the English Park sign) to the area where people park at the river (area with trees and picnic tables) in the Town's street system. The primary reason for this request was to allow the Town and County to work together to get VDOT funds to pave the "new" park road (Eagle Trail) which begins at the existing road and goes into the park. This road also includes the pedestrian/bike path that runs parallel to the road. Once Eagle Trail was built, it too was taken into the Town's street system. Based on both streets being in the Town's street system, the funds received from VDOT for maintenance can be used for paving the streets. However, keep in mind that the street width is 24 feet and there are areas of pavement (i.e. pavilion area) that are much wider and the width in excess of 24 feet would not be eligible for paving with VDOT funds. Staff is not sure if the bike path adjacent to the new street would be eligible. The attached map shows the street additions mentioned (blue line).

Attachment #1 3rd Street and Eagle Trail/ ENGLISH
PARK



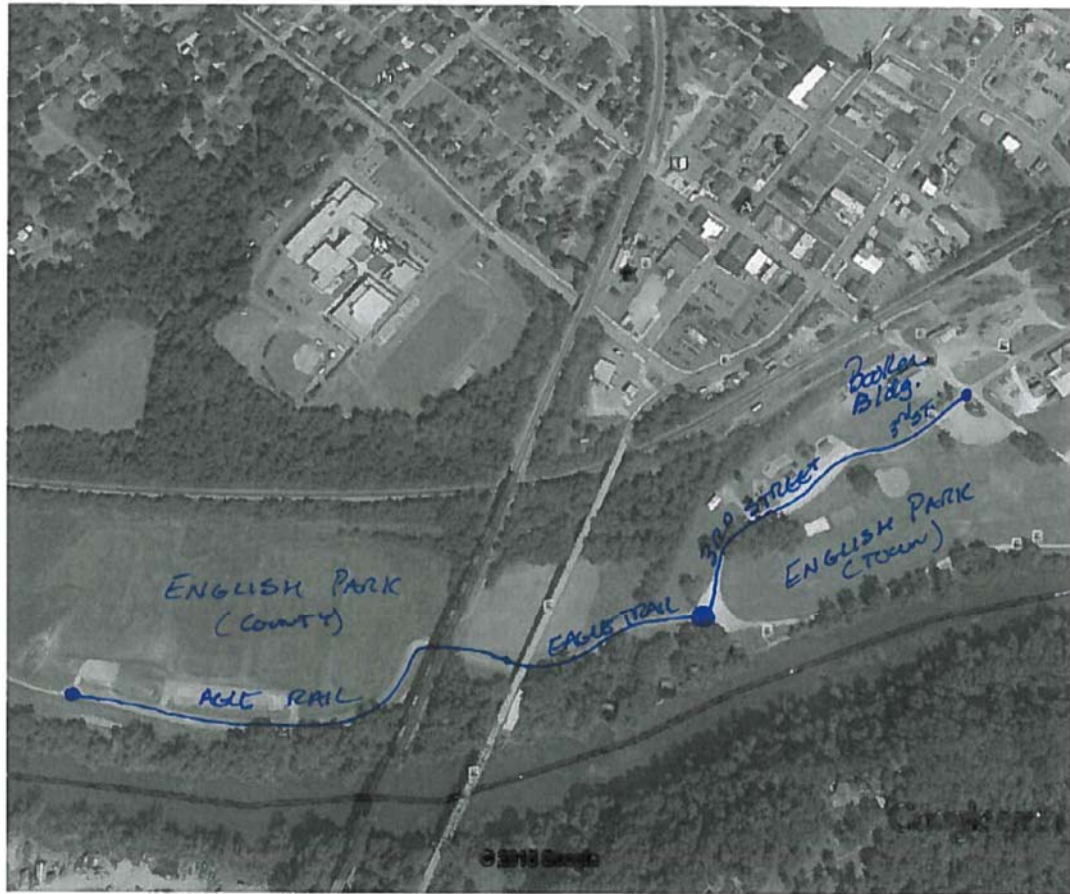
Google



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Google





Town Manager's Report – For Month of March 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 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.



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

Date: April 8, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Informational Items/Late Arriving Matters

Correspondence/Articles / Items of Interest

Attached are the following:

- May is "Business Appreciation Month" in the Commonwealth. The attached flyer is for an event on Thursday, May 12, 2016 at Avoca Museum. [\(Attachment\)](#)

- VDOT's "Six Year Improvement Plan" (SYIP) public meeting schedule. The local meeting at VDOT's Lynchburg District office will be held on Monday, April 18, 2106 at 5:30 p.m. [\(Attachment\)](#)

Altavista Invites You To Attend
Business Appreciation Month
Reception

Thursday, May 12th, 2016

Avoca Museum

1514 Main Street, Altavista, VA, 24517

5:30 p.m.—7:30 p.m.

***MAY IS BUSINESS APPRECIATION MONTH IN THE
COMMONWEALTH OF VIRGINIA!***



Refreshments will be provided!

*RSVP to the Office of Economic Development or the Altavista Chamber of
Commerce by Friday, May 6th.*





Public Meetings

Funding the Right Transportation Projects

You are invited to share comments on transportation projects that have been scored and recommended for funding through a new prioritization process based on an objective and data-driven analysis. The Commonwealth Transportation Board will take your comments into consideration as it develops the Six-Year Improvement Program (FY 2017-2022). The program allocates public funds to highway, road, bridge, rail, bicycle, pedestrian and public transportation projects.

You can review the list of scored projects for public comment at www.virginiahb2.org.

Public meetings begin at 5:30 p.m. in each of the locations except as noted below:
A formal comment period will be held at these meetings.

Monday, March 28, 2016 Bristol – Southwest Virginia Higher Education Center, One Partnership Circle Abingdon, VA 24210	Tuesday, April 5, 2016 Salem – Holiday Inn Valley View, 3315 Ordway Drive Roanoke, VA 24017	Tuesday, April 12, 2016 Culpeper – Culpeper District Office Auditorium, 1601 Orange Road Culpeper, VA 22701
Monday, April 18, 2016 Lynchburg – Lynchburg District Office, Ramey Auditorium, 4303 Campbell Ave. (Route 501) Lynchburg, VA 24501	Thursday, April 21, 2016 Richmond – Richmond District Office Auditorium, 2430 Pine Forest Drive Colonial Heights, VA 23834	Monday, May 2, 2016 Northern Virginia – Northern Virginia District Office, Potomac Room, 4975 Alliance Drive Fairfax, VA 22030 <i>*Meeting starts at 6 p.m.</i>
Tuesday, May 10, 2016 Fredericksburg – Germanna Community College Center for Workforce & Community Education, 10000 Germanna Point Drive Fredericksburg, VA 22408	Thursday, May 12, 2016 Hampton Roads – Hampton Roads Transportation Planning Organization, 723 Woodlake Drive Chesapeake, VA 23320	Monday, May 16, 2016 Staunton – Blue Ridge Community College, Plecker Center for Continuing Education, One College Lane Weyers Cave, VA 24486 <i>*Meeting starts at 4 p.m.</i>

You can also submit your comments by email or mail by May 27, 2016:

For roads and highways: Six-YearProgram@VDOT.Virginia.gov, or Infrastructure Investment Director,
Virginia Department of Transportation 1401 East Broad St., Richmond, VA 23219.

For transit and public transportation: DRPTPR@drpt.virginia.gov, Public Information Office, Virginia
Department of Rail and Public Transportation 600 East Main Street, Suite 2102, Richmond VA, 23219.

The Commonwealth is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you need further information on these policies or special assistance for persons with disabilities or limited English proficiency, please contact the Virginia Department of Transportation's Title VI Compliance Officer at 804-786-2730 or the Virginia Department of Rail and Public Transportation's Title VI Compliance Officer at 804-786-4440 (TTY users call 711).

~ April 2016 ~						
◀ Mar 2016						May 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Avoca Museum's Town Appreciation Day 11:00 am.- 3:00 pm
3	4 Planning Commission Meeting 5:00 PM	5	6	7	8	9 Chamber of Commerce Townwide Clean-up 9:00 a.m.
10	11	12 Council Meeting 7:00 PM	13	14	15	16
17	18 VDOT SIX YEAR PLAN PUBLIC MEETING 5:30 pm VDOT-LYNCHBURG	19	20	21	22 REGION 2000 SPRING DINNER 6:00 P.M. APPOMATTOX INN & SUITES	23
24	25	26 Council Work Session 5:00 PM	27	28	29	30

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