



# Town of Altavista

## Meeting Agenda

### Town Council Meeting

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

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Tuesday, February 9, 2016

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7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Recognitions and Presentations
5. Public Comment

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

#### 6. Consent Agenda

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

- a. Approval of Minutes – Regular Meeting January 12<sup>th</sup> ; Work Session January 26<sup>th</sup>
- b. Acceptance of Monthly Finance Reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c. Departmental Reports

#### 7. New/Unfinished Business

- a. Scheduling of Public Hearing – Proposed Ordinance Amendment allowing the "Keeping of Chickens in Town Limits"
- b. Altavista Band Boosters – Concession storage request
- c. Economic Development Tourism brochure

**8. Reports**

- a. Town Manager's Report

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

- a. Correspondence/Articles
- b. Calendars - February & March

**10. Matters from Council****11. Closed Session**

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

**12. Adjournment****UPCOMING COUNCIL MEETINGS/ACTIVITIES**

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

Tuesday, February 23 <sup>rd</sup> @5:00 p.m.	Town Council Work Session
Tuesday, March 8 <sup>th</sup> @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, March 22 <sup>nd</sup> @ 5:00 p.m.	Town Council Work Session (Budget)*

\* Followed by John Martin event at YMCA

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:** February 9, 2016  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Consent Agenda

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

**Minutes:** *Regular Meeting January 12<sup>th</sup>; Work Session January 26<sup>th</sup>  
(Motion to Approve the Minutes as presented or amended.)*

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

**Departmental Reports**  
*(Motion to accept Departmental Reports)*

Regular Council Meeting—January 12, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on January 12, 2016 at 7:00 p.m.

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

Council members  
present:

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

Council members  
absent:

Mrs. Micki Brumfield

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  
Mrs. Mary Hall, Administration

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

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

Motion carried:

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

4. Recognitions and Presentations

- a. Avoca Museum—Mike Hudson

Mr. Mike Hudson, Director of Avoca Museum, gave the annual report stating 2015 was a year of sufficient advances for the museum; educational programs have been expanded, buildings have been improved and facilities are handicap accessible. The museum is a first rate gathering place for the community. He stated approximately 9,000 visitors attended the museum in 2015 for special events and tours adding \$100,000 to the local economy and positive exposure.

Mayor Mattox offered thanks to Mr. Hudson, the Board, his staff and the volunteers for their work making 2015 a spectacular year.

5. Public Comment

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

## Regular Council Meeting—January 12, 2016

Mr. Gordan Bratz, Chairman of the Altavista Chamber of Commerce, addressed Council and invited them to the Altavista Chamber of Commerce annual dinner scheduled for January 23 at 6:00 p.m. at the Altavista Elementary School.

### 6. Consent Agenda

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

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

Motion carried:

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

### 7. Public Hearings

- a. ~~Proposed Issuance of General Obligation Public Improvement Bonds of the Town in the estimated maximum principal amount of \$2,750.00.~~ (POSTPONED UNTIL January 26, 2016).

### 8. New/Unfinished Business

- a. University of Iowa Request—Berm in WWTP EOP

Mr. Coggsdale advised the Town has been considering the request by the University of Iowa in regard to the construction of a berm in the WWTP's Emergency Overflow Pond. The University of Iowa is interested in research activities regarding the degradation of PCBs and would like access to high concentration areas for their work. He noted last month a response was received from EPA Region III in regard to the process by which to report "research/development" projects. Mr. Coggsdale advised Dr. Schnoor has inquired as to the status of the request, in order to include it in his annual progress report to his funding agency (NIEHS).

Mr. Edwards stated the opportunity to have one of the most renown scientist come in and research this project is a once in a life time opportunity at little to no cost beyond the construction of the berm. He stated Dr. Schnoor knows what he needs or what is best for his project.

Mayor Mattox questioned which request.

Mr. Edwards commented to build the berm

Mayor Mattox questioned if Dr. Schnoor had stated that he didn't need a berm.

Mr. Edwards stated he didn't read it that way.

Mr. Higginbotham questioned if every Council member should be in attendance before discussing this matter because of its importance.

Mayor Mattox advised it is in the Charter to move forward with the work as long as there is a quorum.

Mr. Higginbotham presented Council with a power point presentation regarding the requested berm. He noted:

## Regular Council Meeting—January 12, 2016

February 2014—Dr. Craig asked the Town of Altavista if they wanted to be part of the University of Iowa Research Program; Iowa was seeking a partnership.

April 2014—the Town sent a letter requesting to be part of the University of Iowa. Mr. Coggsdale confirmed in an email to Dr. Just the partnership with the University of Iowa.

2014—worked with Dr. Sowers and SediMite; a process that is ongoing.

2015—Dr. Lowman, Institute of Advance Learning and Research, planted switch grass in pots which produced good results.

June 2015—the Town participated in the IALR conference in Danville, Virginia with Schnoor, Sowers, Robertson, Licht, Rock and other key players in attendance.

August 2015—University of Iowa received funding, \$107,000 annually for five years.

July/August 2015—Council asked Mr. Coggsdale to obtain permission from the EPA to move forward with the University of Iowa.

October 2015—Dr. Schnoor requested a berm across the pond. He stated, “the berm would service the University of Iowa research team well”.

Mr. Higginbotham noted IALR is still in Phase 1 of their project and if the berm is built it will support Phase 2 when the IALR starts planting switch grass on the sludge. The berm will support future work. IALR’s Phase 2 is subject to grant monies.

Mr. George questioned in order for IALR to continue they have to have the proposed berm.

Mr. Higginbotham stated the berm also supports Dr. Sowers’ SediMite. This berm would separate the hot side from the cold side. Mr. Higginbotham stated Dr. Lowman had pointed out during his reclassification that the thickest sludge was on the north side of the pond. The thicker the sludge the better for the roots to grow into; the thinner sludge would be better for the SediMite. Mr. Higginbotham stated he spoke to Dr. Lowman who suggested the location of the berm if one is built.

Mayor Mattox asked if Dr. Lowman is advocating the building of a berm.

Mr. Higginbotham stated Dr. Lowman, being a state employee, could not advocate the building of the berm but if the Town was building the berm it should be build between Rows D& E.

November 2015—the Town presented to DEQ its progress. Mayor Mattox, Vice Mayor Dalton, Mrs. Brumfield, Mr. Higginbotham, Mr. Coggsdale and Mr. Eller were in attendance. In an effort to stay in the voluntary remediation program a three prong approach was presented to DEQ; Low/Sow/Iowa. DEQ will advise their decision within 90 days of November 30 as to whether the Town will be in or out of the VRP. He noted the DEQ VRP decision has no impact on the University of Iowa research.

Mr. Higginbotham referred to various questions raised previously by Council members. In November 2015, Mr. Coggsdale received answers back from Dr. Schnoor:

University of Iowa does not involve air monitoring, toxic transformation should not be an issue, health and safety should be fine, University of Iowa is willing to forward their results to the EPA (every year the University of Iowa has to write a summary of what they have accomplished). Dr. Schnoor has confirmed the roots will not be a threat to the clay liner. University of Iowa will present their goal of projected future rate of degradation.

Mr. Higginbotham stated Mr. Coggsdale has received acknowledgement from the EPA that the Town could move forward with the University of Iowa.

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Mr. Higginbotham stated when you think of Dr. Schnoor you have to think of “plants” because it is phytoremediation. The hot spots will not go away without accelerating the degradation process. He noted in the six acre lagoon one inch samples were taken; he stated it is probably a shot in the dark but not because you are taking one inch samples about six inches long. The general trend is the concentrations went down. Mr. Higginbotham felt the Town was truly blessed to have Dr. Schnoor associated with this project. Dr. Schnoor’s research not only has the potential to help the citizens of Altavista, but on a national and global level.

Mr. Higginbotham listed some facts:

The berm was proposed by Draper Aden in 2002

Draper Aden proposed the berm be built in the middle of the pond. Dr. Lowman suggested building the berm at the interface somewhere between the hot and cold. The berm will allow access/exposure to the island. The berm will allow water to be lower on the north side exposing the island.

Sludge is deeper in the northeast corner lending itself to more plantings. Ideal spot for Dr. Lowman to plant more switch grass. He didn’t feel Dr. Lowman would have to have the berm to do this. If this berm is built, it will give him a place to plant.

South side has thinner sludge which lends toward SediMite treatment. He stated he didn’t know what it would cost to do the SediMite treatment but we are making progress. He didn’t know if the Town could afford to do the entire south side but felt the town could afford to treat some of the hot spots on the south side.

The berm must have time to stabilize before accessing the island. He explained when this berm is being built, a trench box is inserted and the water is pumped out; the clay is put in and packed with the backhoe, stair stepping across the pond. Mr. Higginbotham advised Dr. Schnoor has asked for access to the hot spots in the island by the end of February.

Mr. Higginbotham stated Council needs to leverage the previous investment of phytoremediation. There are trees planted in the pond now (a bush type), the branches are cut off at the end of February and planted. These whips will root. He felt sufficient clay and topsoil are stockpiled on site. English Construction has offered its available equipment for use at no cost to the town. He mentioned the Town has more equipment available in the wintertime. Mr. Higginbotham asked if the Town could afford to build the berm and noted he had confirmed the PCB reserve is \$600,040.82. He advised the estimated cost of labor for 3 people at 15 days is approximately \$7,900. The equipment estimate could be zero but felt there would be some material cost. Mr. Higginbotham noted Dr. Schnoor has \$535,000 of research money to spend over the next five years and has asked for a berm to plant.

Mr. Emerson asked if the cost to build the berm is down to \$10,000 or so.

Mr. Higginbotham responded yes.

Mr. Emerson asked what Council could anticipate to hear back from the DEQ.

Mr. Higginbotham responded “flip a coin, heads we are in, tails we are out.”

Mrs. Dalton stated this really doesn’t fit the model. The town doesn’t fit the model when the Town was put in.

Mr. Emerson asked with everything presented in Richmond would the DEQ come back and say with everything the town has done and has attempted to do; if you sit there it may take care of itself.

Mayor Mattox stated this was a possibility; noting DEQ did not like the trees.

Mr. Emerson asked if the University of Iowa has been approached in regards to paying half on the construction of the berm.

Mr. Higginbotham responded he had asked Dr. Schnoor and he commented that he barely had enough for the research.

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Mr. George stated Dr. Schnoor had indicated that he could get by with samples that don't involve planting trees. He felt the berm is an unproven technique; a smaller berm was built. Mr. George noted he has a problem with planting trees in the berm; he has never heard anybody say it was a good idea. He stated the information he has the planted trees grow to be 80 feet tall with a deep root system. He was not sure what Dr. Schnoor was basing his opinion on (Dr. Schnoor says once the roots hit the liner they wouldn't penetrate the liner). Mr. George felt this was incorrect. He presented Council with pictures of the berm at the pond.

Mr. Higginbotham advised this berm was built with a long reach track hoe and explained the clay was laid in the water. The proposed berm would be built using a trench box.

Mr. George stated well over \$300,000 has been spent on all the experiments and a lot of effort has gone into this. He referred to a letter from 2005 saying the Town doesn't have to do anything. He did not feel this would be something that would be resolved in our life time. Since 2002 the degradation has been 90% by itself. Trees were planted six years ago and to date there is no data that says they have done anything that he is aware of. Special trees, hybrid poplars and mulberries, were planted and they had to be replanted because they died. Mr. George referred to the pictures stating the trees are healthy and thriving on the berm and around the edge of the pond where there are no PCBs; they are thriving in dirt not under water.

Mr. Higginbotham stated this is redox (part of the process); the trees were planted in sludge no topsoil to see what they would do. Had this area been raised up with topsoil the results would be different. The purpose of the experiment was to see if the trees would grow on the sludge without topsoil and the answer is no; topsoil promotes the tree growth.

Mr. George asked what has been learned from the other plots; how many PCBs have been remediated.

Mr. Higginbotham stated if you go to the area on the south side that was tested by Dr. Lowman the highest concentration was 250 parts per million. Some of the slides show the entire parameter covered with canary reed grass.

Mr. George stated his point is \$80,000 was been spent on trees; Dr. Licht has visited three separate times and announced to the media that where he has planted trees there are no PCBs. He did not feel these were true statements. A lot of scientist put statements out to justify their grants. He felt it was curious that the trees grow to 80 feet tall and that they would need to be pruned. He asked who would go out in the swamp and prune these trees; the town employees or the scientists.

Mr. Higginbotham responded the scientist will cover everything for the next five years.

Mr. George asked if the tree roots penetrated the liner, who would be liable.

Mr. Higginbotham responded the scientist said that would not happen.

Mr. George stated a lot of money has been spent and nothing has been learned. He referred to a comment made that the Town has asked to partner with University of Iowa and noted the letter states "we are happy to offer site access and can accommodate modest needs for your research" and "But, we acknowledge and are willing to contribute some staff time to facilitate the research endeavor." He felt like this meant opening the gate to let the scientist in or letting them use a row boat. He did not feel it was necessary to build the berm or safe to have Public Works building the berm. Mr. George felt the taxpayers of Altavista did not need to pay for federal research.

Mayor Mattox stated he was elected in 2002 and that's when all the PCB concerns started. It distracts Council; it takes funds away from the taxpayers of Altavista. He noted he traveled to Richmond and found out there isn't a problem. He stated they think the pond is leaking PCBs, it's not leaking PCBs, there's no evidence. Mayor Mattox stated he came back thinking we



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are not a point source, why are we on the list. They couldn't answer that question. The EPA themselves have said the town is not a priority; it's not a big deal. A letter from Dr. Schnoor was received saying a berm is needed. He can conduct his research with the existing site. Mayor Mattox stated it bothers him that this is a five year project; five years of similar discussions like this every month. He asked Mr. Garrett about Town of Altavista employees going out there building the berm. They have put their lives at risk for the past 14 years and before then never even knew it. Is this a low risk or a high risk project for them to go out there with a loader or whatever they are going to do and go on clay or wet soil? Is there a risk to losing the operator, injury, equipment or something like that?

Mr. Garrett responded piling dirt up on water and trying to get a piece of equipment up there could cause the equipment to fare up or submerge in the dirt or get hung up in the middle of the pond. If Council directs that the berm be built, Mr. Garrett stated he would tread lightly working from the edge and if he saw that it was not working he would not risk his employees to go out further. He noted he also would not want to lose a piece of equipment.

Mayor Mattox stated on a previous experiment we almost lost a piece of equipment; it almost tipped into the pond. He felt we were 90% there. Mother Nature is taking care of the problem. No one is pushing the issue at all; we can let it sit where it is and everybody is happy as long as we fence it up. Mayor Mattox stated he did not want to tie Council or future Councils up with a continued negotiations discussion about PCBs when many other better things in our community that have more value for the citizens of Altavista can be done and not force staff to go into an area that is toxic to conduct these experiments. He asked who's going to go over there and cut down the trees and who's going to go over there and pump the water out when the berm fills up? Who's going to, for the next five years? He stated he believes in the research and Dr. Schnoor has got a great idea but didn't feel we need a berm.

A motion was made by Mr. George, seconded by Mrs. Dalton, to go with Plan B.

Mr. Coggsdale explained Plan B is that Dr. Schnoor would work with the samples taken by Dr. Lowman at IALR and noted Dr. Schnoor is working under a timeframe as he needs to submit a report back to the National Institute of Health.

Mr. Higginbotham asked Mr. Coggsdale if Dr. Schnoor wants the berm built.

Mr. Coggsdale stated if Dr. Schnoor had his preference he would want the berm but he can work without it.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Abstained

Mrs. Dalton stated she totally respects all the efforts that have been put into this from the Councilpersons, to Scientists, to staff and all others that have been involved in the past 15 years. If she was funding the berm herself she would probably be more in favor of it because as a citizen of the Commonwealth and of the world we need an answer to the PCB question but in this role she represents the taxpayers of the Town of Altavista. The taxpayers of Altavista need a pond that is free of the PCBs and this appears to be happening with nature degradation and the projects that are going on there. Dr. Schnoor seems to have a way to move forward without the berm. She noted Mr. Higginbotham has come up with a greatly reduced price; between \$10,000 to \$15,000. Mrs. Dalton stated as a representative of the taxpayers she would like for the scientists to pay for the science and for the taxpayers of Altavista to pay the degradation.

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### b. Proposed Chicken Ordinance

Mayor Mattox advised staff has come up with some recommendations which were presented in the Council packet. He asked if there is anything Council would like for staff to investigate further. No comments were made. Mayor Mattox asked for staff to move forward with implementing their recommendations into an ordinance that can be presented to Council at the next Council meeting.

Mr. Emerson asked who would enforce this ordinance.

Mr. Eller referred to the general provision in the code which states failure to comply with the ordinance is a misdemeanor; each day in violation is a separate offense.

### c. Project 1B Bank Bids

Mr. Coggsdale advised due to an advertising error the second required advertisement on the potential issuance of debt service for Project 1B did not run in the paper. The public hearing has been rescheduled for Tuesday, January 26, 2016 at 5:00 p.m. during the Town Council's Work Session. Mr. Coggsdale stated due to the fact the new schedule will only give staff and the bond counsel a very short period in which to assemble the closing documents, it would be beneficial if Council could discuss the borrowing options and tentatively decide which of the three terms (10, 15 or 20 years) would be the choice, should the Council decide to issue the debt following the public hearing. Mr. Coggsdale presented Council with a sheet setting forth the bank bids that were provided; which was distributed at the December Town Council meeting.

Mrs. Dalton stated it would be her preference to go with the 20 year term as long as it can be prepaid with no penalty and there is the ability to pay off this debt at any time.

Mayor Mattox added staff should continue to look at the possibility of refinancing the other project.

Mr. Coggsdale mentioned staff is currently exploring that possibility.

It was the consensus of Council to move forward with a 20 year plan.

## 9. Reports

### a. Town Manager's Report

#### **Bedford Avenue Waterline Project (Project 1A)**

Final items are being completed, so retain age can be released.

#### **Main Street Waterline Project (Project 1B)**

Bids Awarded by Town Council.

Contract has been executed, start date set for January 18<sup>th</sup>.

Council considering bank bids for financing of project.

#### **WWTP EOP – PCB Remediation**

Town attended the DEQ's Informal Fact Finding (IFF) Proceeding in Richmond on Monday, November 30, 2015. The Presiding Officer will make a recommendation to DEQ's Director and the Town will be informed of its status in the Voluntary Remediation Program (VRP) within ninety (90) days.

**Canoe Launch**

Town staff met with Campbell County staff regarding Town Council's request for participation by Campbell County. County staff has indicated that they intend to place this on the February Board of Supervisor meeting agenda for consideration of "in-kind" services.

Staff is exploring grant opportunities for this project.

**Broadband Grant Award**

Governor McAuliffe announced that the Town of Altavista was one of several communities to receive a grant to the Virginia Telecommunications Planning Initiative (VATPI). The VATPI program provides funding for communities to develop a comprehensive community-based telecommunication plan. The Town's award, as a Tier III recipient totals \$30,000.

Staff is developing the Request for Proposals that is part of the Planning Grant and submitting for review.

Initial stakeholder meeting will be held on Wednesday, January 20<sup>th</sup> at 5:30 p.m. (Town Hall).

**RFQ/P Process for Annual Contract for Engineering and Related Services**

RFQ/P was advertised with proposals due on Wednesday, January 20, 2016 by 2:00 p.m.

Mayor Mattox appointed a committee consisting of Mrs. Dalton and Mr. Higginbotham to work through this process. Mr. Higginbotham advised he would advise his availability.

**Altavista Police Department**

Police Chief Search: Currently 35+ resumes/applications for the position have been received and are being reviewed. The pool has been narrowed and the process continues.

Town of Altavista had one (1) officer voluntarily resign during the last month.

**OTHER ONGOING PROJECTS**

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

10. Informational Items/Late Arriving Matters

Mr. Coggsdale presented Council with a copy of the ACTS annual report for their review.

Regular Council Meeting—January 12, 2016

11. Matters from Town Council

a. Correspondence/Articles

Mayor Mattox reminded Council of a dinner scheduled with Campbell County Board of Supervisors and Town of Brookneal Council members for January 19, 2016 at the Colonial Restaurant and the annual Chamber of Commerce dinner scheduled for January 23, 2016 at the Altavista Elementary School.

b. Calendars-January/February

Mr. Edwards stated he has been told by a citizen in the town that it appears the town doesn't have a way of ensuring the collecting of personal property taxes from renters as opposed to property owners. He asked if there is a way of knowing who the renters are and if they are being billed personal property taxes.

Mr. Coggsdale stated if someone believes this is going on they can contact the town office. He stated he has discussed this matter with the Commissioner of Revenue and the commissioner can be contacted as well regarding this matter.

Mayor Mattox stated a possibility would be to revert back to Town vehicle decals and noted this same topic was brought up at the December 22, 2015 work session. He notes some suggestions are looking at voter registration, town decals, utility bills, or landlords can notify when they have a new renter.

Mr. Coggsdale noted if someone goes to the DMV to transfer their licenses which is the mechanism that makes it all work; this is for owner or renter.

Mr. Edwards suggested a committee be formed to study this and contact some other localities.

Mayor Mattox appointed Mr. Emerson to work with staff to on this matter.

12. Closed Session

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

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

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

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. 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 8:37 P.M.

Notice was given that council was back in regular session 8:44 P.M.

Mr. Edwards left after the closed session.

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FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the incentives for Schrader-Bridgeport as presented in the closed session.

Motion carried:

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

13. Adjournment

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

The meeting was adjourned at 8:46 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JANUARY 26, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on January 26, 2016 at 5:00 p.m.

Council members  
present:

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

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.

Mayor Mattox commended the Town of Altavista Public Works, Altavista Police Department, the Altavista Fire Company and the Altavista Emergency Medical Service for their fine work during the recent major snow storm.

A motion was made by Mrs. Dalton, seconded by Mr. George, that the Town Manager share the Mayor’s and Council’s appreciation for the well done job during the snow event.

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

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

Motion carried:  
VOTE:

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

## COUNCIL WORK SESSION JANUARY 26, 2016

### 4. Public Hearing

#### a. Issuance of General Obligation Public Improvement Bonds

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

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

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

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

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

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

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

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

Motion carried:

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

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

Mr. Higginbotham questioned the amount to be refinanced.

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

Motion carried:

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

## 5. Introductions and Special Presentations

### a. SCADA Project Update

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

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

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

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

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



## COUNCIL WORK SESSION JANUARY 26, 2016

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

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

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

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

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

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

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

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

Mr. Garrett responded affirmatively.

### 6. Items for Discussion

#### a. Revenue Sources Discussion (FY2017 Budget)

Mr. Coggsdale advised as staff prepares the FY2017 Draft Budget an opportunity exists to have input from Town Council in regard to the local revenue streams and if changes should be made or new sources researched. He noted over the past five years, the Town has increased the utility rates by 5% annually, which has assisted the Town with providing adequate funding for the operations in the Enterprise Fund (Water & Sewer). In the past, the Town had utilized General Fund revenue to supplement the Enterprise Fund. Mr. Coggsdale presented information regarding the "Top Ten" revenue sources for the Town of Altavista and the sources that Town Council controls through the ability to adjust the rate. These sources include the General Fund: Property Tax (Real Estate), Personal Property Tax, Machinery & Tools Tax, Meals Tax, and the BPOL Tax, and in the Enterprise Fund: Water Rates (Industrial and Business & Residential) and Sewer Rates (Industrial and Business & Residential). Mr. Coggsdale suggested another revenue source Council may wish for staff to evaluate: a cigarette tax. He gave an example of the Town of Appomattox who implemented this tax effective October 1, 2014 and generated \$187,525 for the remainder of FY2015 and has generated \$41,250 for the first quarter of FY2016. The cigarette tax is collected by selling stamps to merchants who place them on the cigarette packages.

Mr. George questioned if the cigarette tax would cover all tobacco products.

Mr. Coggsdale advised he would need to research this further. He noted the State Code refers to tobacco and cigarette.

Mr. Eller stated the State Code refers to cigarettes and in a few areas refers to tobacco which may cover cigars and smokeless tobacco; the rate is 1.5 cents per cigarette.

Mr. George suggested if the cigarette tax is imposed that Council look at eliminating the Business, Professional, Occupational License (BPOL) tax noting there is no way of estimating how much revenue the cigarette tax would bring in but comparing to the Town of Appomattox would cover the revenue brought in by the BOL tax. He felt the BPOL tax was a business unfriendly tax which is based on gross income.

Mrs. Dalton asked if industries would be included in the BPOL category.

Mrs. Shelton advised industries pay the machinery and tools tax.

Mayor Mattox mentioned all businesses pay a machinery and tool tax based on the equipment in their stores; he noted the BPOL is complicated because he cannot apply BPOL on federal and state tax. He stated he would prefer it to be a set fee because of the time involved in keeping up with the number of cigarettes sold and taxes on gas sold.

Mr. Coggsdale noted annually at the state level a bill or two is introduced to do away with the BPOL tax. He stated looking at the list provided if the machinery and tool taxes were done away with there would be a big hole in the town's revenue.

Mr. George referred to a previous meeting when the auditors advised the revenue source was dependant on the machinery and tools tax. He noted there are businesses in town that have businesses in Bedford, Virginia, and do not have to pay the BPOL tax in Bedford, Virginia which they appreciate not having to pay the extra tax.

Mrs. Dalton stated she would like to consider a cigarette tax.

Mr. George stated it falls under a "fair" tax because like the meals tax, you don't have to buy cigarettes in the town nor do you have to eat in the town.

Mrs. Dalton stated it is not at all punitive to industries or businesses and it might allow for a break; noting Council is always looking for new sources of revenue but her biggest motivation is to find a way to offer industries and businesses a break.

Mr. George asked if retailers have to keep a record of the number of cigarettes sold.

Mr. Emerson advised the state requires a record; each region has a tax assigned to it.

Mr. Higginbotham mentioned if cigarettes are more expensive within the town limits folks will stop and purchase their gas and cigarettes outside of the town limits.

Mr. Coggsdale noted the Town of Appomattox went up 8% on their meals tax and implemented the cigarette tax.

Mr. Emerson stated people choose to smoke cigarettes just as the alcohol tax; what can be done for the businesses should be on top.

Mayor Mattox referred to the meals tax stating the town is not growing much in real estate but is growing in meals tax which seems to be trending upward. He feels increasing the meals tax and decreasing the real estate tax would be a win for everybody.

Mr. George felt if the cigarette tax was successful the real estate tax could be eliminated.

Mr. Emerson asked Mr. Jarvis of his experiences.

Mr. Jarvis stated his experiences in Virginia on a local level anything that can help an entrepreneur start and flourish, anything that can help retail, there is the potential caveat of diminished revenue. He noted there was a problem in the location he came from where sales tax on food and clothing was lowered and the real estate rate was

## COUNCIL WORK SESSION JANUARY 26, 2016

dropped relying on severance taxes (coal, gas, timber) there is now a huge deficit in the operating budget.

Mrs. Dalton noted any of the taxes that were decreased or eliminated can always be brought back.

Mr. Coggsdale advised in regards to the cigarette tax staff will research and work up some numbers but also asked Council of some other potential revenue sources they would like considered.

Mayor Mattox asked staff to look at adjusting real estate rates by increasing meal's tax with the agreement of Council. The meal's tax revenue continues to grow each year and real estate is decreasing.

Mr. Coggsdale noted the decrease from 2014 to 2015 was because the real estate tax rate was decreased.

Mr. Higginbotham questioned the agreement with Campbell County in regards to meal tax at the Wal-Mart Shopping Center.

Mr. George stated after collecting \$2.5 million in meals tax the town splits the remainder 50/50 with Campbell County.

Mr. Higginbotham stated there is no legal obligation to do this and noted a citizen had stated it was illegal for Campbell County to collect this tax.

Mrs. Dalton stated it may be illegal for them to collect the tax directly but wasn't sure if it was illegal for the town to collect the tax and partner with them for a purpose. This agreement was for the boundary line adjustment.

Mr. Higginbotham stated it was not binding on this Council as Mr. Emerson, Mr. George and Mrs. Brumfield were not on Council at the time. He stated if Council wants to consider revenue this should be looked at.

Mr. George stated he has already consider this and felt Council would be picking a fight.

Mr. Emerson stated he felt this was a card Council should hold on to.

Mrs. Dalton noted she felt Council had a good relationship with Campbell County and she was one on Council who approved the agreement with the county in regards to the meals tax. There is a high threshold before sharing with the county.

Mayor Mattox clarified staff is to thoroughly investigate all tobacco product taxes and the possibility of lower the real estate taxes while increasing the meal's tax.

Mrs. Dalton suggested any revenue be done in a phased approach so Council doesn't shoot themselves in the foot.

Mr. Coggsdale asked Council for their objectives noting they need to look at the needs first and then what is left over.

Council was in agreement for staff to look at reducing the real estate tax and possibility doing away with the BPOL.

Mrs. Dalton added Council needs to do another proforma looking forward in the utility world and asked Council to keep in mind Abbott Laboratories' request when the water rates were increased.

## COUNCIL WORK SESSION JANUARY 26, 2016

### b. Zoning Ordinance Amendment (Keeping of Chickens)

Mayor Mattox advised staff was advised to review and offer recommendations on changes to the ordinance. After the January Town Council meeting, staff was requested to incorporate the proposed changes and bring back a draft ordinance. He asked Council if there were any changes they would like to make.

Staff was directed to place the advertising of a public hearing scheduled for the March 8<sup>th</sup> Town Council meeting for the Zoning Ordinance Amendment (Keeping of Chickens) on the consent agenda.

### c. Procurement of new Solid Waste Truck

Mr. Coggsdale provided an update on the purchase of the new solid waste truck noting the funding for the vehicle is included in the FY2016 adopted budget.

### d. American Legion Post 36-Purple Heart Monument

Mr. Coggsdale advised Mr. Paul Brooks with American Legion Post 36 contacted staff about the possibility of establishing a Purple Heart monument at the War Memorial located in the Trade Lot parking lot area. Mr. Brooks indicated that they are working on what such a monument would look like at this site but wanted to see if Town Council was willing to allow the monument before proceeding.

Mrs. Dalton suggested Mr. Ralph English be involved in this process.

## 7. Items Scheduled for the Regular Meeting Agenda

Mayor Mattox noted Mrs. Brumfield has agreed to work with Mr. Emerson in regards to the personal property taxes. Mr. Higginbotham advised he has other obligations and would be unable to serve on the committee to review the Engineering proposals. He offered to contact a couple of town citizens to see if they can help with the reviewing process.

## 8. Project Updates

## 9. Public Comments

## 10. Adjournment

Mayor Mattox adjourned the meeting at 6:31 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 07/2016  
FROM: 01/01/2016 TO: 01/31/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34322	6	ALTAVISTA AREA YMCA	01/04/2016	25,000.00
34323	303	ALTAVISTA CHAMBER OF COMMERCE	01/04/2016	5,000.00
34324	170	ALTAVISTA ON TRACK	01/04/2016	1,250.00
34325	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/04/2016	33,057.00
34326	11	AVOCA	01/04/2016	12,025.00
34327	103	BEACON CREDIT UNION	01/04/2016	385.00
34328	675	BKT UNIFORMS	01/04/2016	4,697.32
34329	427	CENTURYLINK	01/04/2016	2,303.04
34330	28	COLUMBIA GAS	01/04/2016	1,105.01
34331	71	FAIRPOINT COMMUNICATIONS	01/04/2016	424.46
34332	9999997	HUGHES, SONYA J	01/04/2016	100.01
34333	57	ICMA RETIREMENT TRUST-457 #304	01/04/2016	790.00
34334	9999997	JENNINGS, CRYSTAL LADIANA	01/04/2016	14.89
34335	9999999	KESSLER INVESTMENT GROUP	01/04/2016	550.00
34336	9999999	LEWIS DOROTHY L	01/04/2016	120.00
34337	680	MCI COMM SERVICE	01/04/2016	32.14
34338	138	MID ATLANTIC PRINTERS LTD	01/04/2016	5,152.00
34339	665	SELECT AIR MECHANICAL ELECTRIC	01/04/2016	162.50
34340	80	SOUTHSIDE ELECTRIC COOP	01/04/2016	1,029.80
34341	9999997	TAPIA, ANGEL	01/04/2016	29.60
34342	605	TRIPLE E RENTAL LLC	01/04/2016	165.00
34343	713	DENNIS'S AUTO REPAIR	01/04/2016	85.00
34344	93	UNITED STATES POST OFFICE	01/04/2016	473.77
34345	601	VACORP	01/04/2016	69.32
34346	9999999	WORKMAN OIL ALTAVISTA MAIN STR	01/04/2016	38.43
34347	4	BOXLEY AGGREGATES	01/08/2016	861.24
34348	12	BRENNTAG MID-SOUTH INC	01/08/2016	578.29
34349	714	BRIGHT IMAGES MULTIMEDIA SERVI	01/08/2016	58.08
34350	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/08/2016	902.86
34351	19	CARTER MACHINERY CO INC	01/08/2016	1,942.72
34352	32	CONTROL EQUIPMENT CO INC	01/08/2016	1,113.93
34353	1	DANVILLE MASTER GARDENER ASSOC	01/08/2016	180.00
34354	164	DMV	01/08/2016	140.00
34355	191	EVOQUA WATER TECHNOLOGIES LLC	01/08/2016	8,600.00
34356	119	FOSTER ELECTRIC CO INC	01/08/2016	99.66
34357	704	G & B INSULATION CO INC	01/08/2016	2,535.00
34358	52	HACH COMPANY	01/08/2016	487.52
34359	386	IDS SECURITY	01/08/2016	57.00
34360	566	INTEGRATED TECHNOLOGY GROUP IN	01/08/2016	2,000.00
34361	9999997	KELLY, DAVID S	01/08/2016	102.17
34362	653	MAJOR SECURITY CONSULTING & DE	01/08/2016	2,500.00
34363	300	NAPA AUTO PARTS	01/08/2016	1,125.34
34364	423	NTELOS	01/08/2016	5,513.62
34365	454	O'REILLY AUTOMOTIVE INC	01/08/2016	545.95
34366	588	PITNEY BOWES GLOBAL FINANCIAL	01/08/2016	50.00
34367	655	RALPH M FARMER PAINTING	01/08/2016	3,700.00
34368	35	TREASURER OF VA/VITA	01/08/2016	31.85
34369	92	UNIFIRST CORP	01/08/2016	2,876.46
34370	96	UNIVAR USA INC	01/08/2016	3,080.00
34371	136	USABLUEBOOK	01/08/2016	3,476.58
34372	700	WOODARD & CURRAN	01/08/2016	78,720.65

34373	39	ALL POINTS EAP & ORGANIZATIONA	01/15/2016	771.88
34374	103	BEACON CREDIT UNION	01/15/2016	385.00
34375	706	BLAIR MARKETING	01/15/2016	4,255.00
34376	461	KATHI BOGERT	01/15/2016	862.68
34377	1	BRANDON WAGMAN	01/15/2016	100.00
34378	16	CAMPBELL COUNTY UTILITIES & SE	01/15/2016	399.62
34379	335	CNA SURETY	01/15/2016	225.00
34380	36	DOMINION VIRGINIA POWER	01/15/2016	48,308.27
34381	20	J JOHNSON ELLER JR	01/15/2016	2,000.00
34382	301	ENGLISH'S LLC	01/15/2016	1,039.26
34383	118	FERGUSON ENTERPRISES INC #75	01/15/2016	6,908.40
34384	1	FRAN LAWHORNE	01/15/2016	100.00
34385	9999997	HARTLESS, JAMIE LEWIS	01/15/2016	71.65
34386	57	ICMA RETIREMENT TRUST-457 #304	01/15/2016	790.00
34387	644	INSTITUTE FOR ADVANCED LEARNIN	01/15/2016	5,953.30
34388	1	JEFF ARTHUR	01/15/2016	100.00
34389	476	LBM OFFICE SOLUTIONS INC	01/15/2016	495.00
34390	654	MORTON SALT INC	01/15/2016	5,569.62
34391	121	MULTI BUSINESS FORMS INC	01/15/2016	774.20
34392	9999997	MUNSEY, SABRINA DAWN	01/15/2016	65.75
34393	67	ORKIN PEST CONTROL LLC	01/15/2016	255.13
34394	447	PSYCHOLOGICAL HEALTH ROANOKE P	01/15/2016	205.00
34395	9999997	RIDGEWAY JR., JEFFREY	01/15/2016	88.23
34396	510	RIVER VALLEY RESOURCES LLC	01/15/2016	45.00
34397	9999997	ROSSER, CLAUDE	01/15/2016	23.61
34398	9999999	STEVEN & CYNTHIA JESTER	01/15/2016	211.25
34399	9999997	STUMP, KARLEY MADISON	01/15/2016	64.65
34400	95	UNITED WAY OF CENTRAL VA	01/15/2016	80.00
34401	658	WKDE-FM	01/15/2016	205.00
34402	116	XEROX CORP	01/15/2016	249.58
34403	84	ALTAVISTA JOURNAL	01/21/2016	124.02
34404	675	BKT UNIFORMS	01/21/2016	193.80
34405	4	BOXLEY AGGREGATES	01/21/2016	580.36
34406	294	BUSINESS CARD	01/21/2016	9,205.68
34407	1	COMCAST BUSINESS	01/21/2016	7,351.07
34408	125	CVCJA	01/21/2016	225.00
34409	176	DAVENPORT COMMUNICATIONS INC	01/21/2016	170.00
34410	41	FISHER SCIENTIFIC	01/21/2016	206.31
34411	566	INTEGRATED TECHNOLOGY GROUP IN	01/21/2016	659.14
34412	1	KENNETH TRUTCH	01/21/2016	315.00
34413	717	LYNCHBURG REGIONAL BUSINESS AL	01/21/2016	25.00
34414	653	MAJOR SECURITY CONSULTING & DE	01/21/2016	2,500.00
34415	72	PHYSICIANS TREATMENT CENTER	01/21/2016	605.00
34416	588	PITNEY BOWES GLOBAL FINANCIAL	01/21/2016	82.00
34417	716	TRACEY A PUCKETT	01/21/2016	1,250.00
34418	379	REI CONSULTANTS INC	01/21/2016	2,097.24
34419	718	ROTARY CLUB OF ALTAVISTA VA	01/21/2016	48.00
34420	601	VACORP	01/21/2016	68.81
34421	110	VUPS INC	01/21/2016	33.60
34422	192	WW ASSOCIATES INC	01/21/2016	3,055.00
34423	9	AFLAC	01/29/2016	1,981.10
34424	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/29/2016	32,117.00
34425	103	BEACON CREDIT UNION	01/29/2016	385.00
34426	12	BRENNTAG MID-SOUTH INC	01/29/2016	11,774.16
34427	668	CAMPBELL COUNTY ECONOMIC DEVEL	01/29/2016	3,000.00
34428	427	CENTURYLINK	01/29/2016	2,310.20
34429	574	CHRISTOPHER MICALE, TRUSTEE	01/29/2016	125.00

34430	397 CMC SUPPLY INC	01/29/2016	198.24
34431	419 CREATIVE EDGE DESIGN INC	01/29/2016	1,925.00
34432	650 EVERBRIDGE	01/29/2016	6,000.00
34433	599 FACILITY DUDE	01/29/2016	2,095.80
34434	122 FEREBEE-JOHNSON COMPANY INC	01/29/2016	1,833.05
34435	719 THOMAS W FORE	01/29/2016	400.00
34436	119 FOSTER ELECTRIC CO INC	01/29/2016	103.61
34437	50 GRETN A TIRE INC	01/29/2016	1,629.77
34438	52 HACH COMPANY	01/29/2016	1,036.99
34439	692 THOMAS E HODGES	01/29/2016	324.00
34440	57 ICMA RETIREMENT TRUST-457 #304	01/29/2016	790.00
34441	58 INSTRUMENTATION SERVICES INC	01/29/2016	708.00
34442	680 MCI COMM SERVICE	01/29/2016	32.55
34443	218 MINNESOTA LIFE	01/29/2016	158.12
34444	1 MISTY JOHNSON	01/29/2016	185.40
34445	423 NTELOS	01/29/2016	904.16
34446	467 SONNY MERRYMAN INC	01/29/2016	57,933.00
34447	269 STERNBERG LIGHTING INC	01/29/2016	1,080.00
34448	78 SUNGARD PUBLIC SECTOR INC	01/29/2016	80.00
34449	9999999 THE CUPBOARD CAFFE LLC	01/29/2016	75.58
34450	621 THE PORTRAIT PLACE	01/29/2016	432.00
34451	484 TOWN GUN SHOP INC	01/29/2016	1,336.80
34452	96 UNIVAR USA INC	01/29/2016	4,620.00
34453	587 US POSTAL SERVICE (POSTAGE BY	01/29/2016	2,000.00

NO. OF CHECKS: 132

TOTAL CHECKS

462,309.85

Town of Altavista  
FY 2016 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	375,000	375,000	949	0	377,667	101	380,000
Public Service - Real & Personal	165,000	165,000	452	0	176,632	107	180,000
Personal Property	195,000	195,000	880	0	134,477	69	195,000
Personal Property - PPTRA	100,000	100,000	0	0	82,215	82	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	1,550,041	104	1,550,050
Mobile Homes - Current	500	500	5	1	321	64	500
Penalties - All Taxes	5,500	5,500	303	6	3,526	64	5,500
Interest - All Taxes	3,000	3,000	27	1	1,830	61	3,000
Local Sales & Use Taxes	145,000	145,000	13,481	9	67,804	47	145,000
Local Electric and Gas Taxes	110,000	110,000	1,105	1	43,629	40	110,000
Local Motor Vehicle License Tax	43,000	43,000	916	2	34,912	81	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	83,000	83,000	4,653	6	47,028	57	83,000
Local Meal Taxes	690,000	690,000	59,919	9	360,589	52	690,000
Audit Revenue	0	0	0	0	0	0	0
Container Rental Fees	900	900	1,100	122	1,150	128	1,200
Communications Tax	40,000	40,000	3,252	8	16,411	41	40,000
Transit Passenger Revenue	5,200	5,200	536	10	3,000	58	5,200
Business License Fees/Contractors	7,000	7,000	0	0	0	0	7,000
Business License Fees/Retail Services	110,000	110,000	658	1	1,516	1	110,000
Business License Fees/Financial/RE/Prof.	7,000	7,000	0	0	158	2	7,000
Business License Fees/Repairs & Person Svcs	18,000	18,000	30	0	262	1	18,000
Business Licenses Fees/Wholesale Businesses	1,500	1,500	0	0	0	0	1,500
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000



Town of Altavista  
FY 2016 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Business License Fees/Hotels	1,500	1,500	0	0	0	0	1,500
Permits - Sign	1,000	1,000	40	4	480	48	1,000
Fines & Forfeitures - Court	10,000	10,000	2,233	22	4,744	47	10,000
Parking Fines	500	500	0	0	300	60	500
Interest and Interest Income	49,000	49,000	2,021	4	10,868	22	49,000
Rents - Rental of General Property	1,000	1,000	112	11	562	56	1,000
Rents - Pavilion Rentals	3,000	3,000	50	2	1,300	43	3,000
Rents - Booker Building Rentals	4,000	4,000	150	4	1,550	39	4,000
Rents - Rental of Real Property	60,000	60,000	6,199	10	25,300	42	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	40,074	50	80,000
State Rental Taxes	800	800	64	8	712	89	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	0	0	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	0	0	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	2,305	2	30,882	29	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	31	10	300

Town of Altavista  
FY 2016 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	13,000	1,273	10	50,249	387	13,000
Reimbursement of Insurance Claim	0	0	0	0	5,007	0	0
Misc. - Donations	0	4,114	50	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
	<b><u>4,391,370</u></b>	<b><u>4,395,484</u></b>	<b><u>102,763</u></b>	<b><u>2.34</u></b>	<b><u>3,188,759</u></b>	<b><u>72.55</u></b>	<b><u>4,478,634</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
58% of Year Lapsed

	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,832,210	5,836,324	535,161	9	3,148,293	54	5,836,324
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	1,172,700	1,172,700	150,234	13	1,373,998	117	1,172,700
Transfer Out to General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out to CIF	0	0	0	0	150	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>147,260</u>	<u>147,260</u>	<u>0</u>	0	<u>0</u>	0	<u>147,260</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,993,270</u>	<u>7,997,384</u>	<u>685,395</u>	<u>9</u>	<u>4,735,866</u>	<u>59</u>	<u>7,997,384</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
58% of Year Lapsed

	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	28,030	28,030	6,665	24	18,804	67	28,030
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>28,030</u>	<u>28,030</u>	<u>6,665</u>	<u>24</u>	<u>18,804</u>	<u>67</u>	<u>28,030</u>
Administration							
Operations	768,040	768,040	51,925	7	458,933	60	768,040
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	4,413	44	10,000
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>51,925</u>	<u>7</u>	<u>463,346</u>	<u>60</u>	<u>778,040</u>
Non-Departmental							
Operations	912,280	912,280	41,670	5	247,481	27	912,280
Transfer Out to Cemetery Fund	-49,280	-49,280	0	0	0	0	-49,280
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-471,100	-471,100	0	0	0	0	-471,100
Transfer Out to CIF	0	0	0	0	-150	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-32,500	50	-65,000
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>41,670</u>	<u>13</u>	<u>214,831</u>	<u>66</u>	<u>326,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	25,000	25,000	0	0	0	0	25,000
Non-Departmental - TOTAL:	<u>351,900</u>	<u>351,900</u>	<u>41,670</u>	<u>12</u>	<u>214,831</u>	<u>61</u>	<u>351,900</u>
Public Safety							
Operations	926,200	930,314	77,714	8	489,420	53	930,314
Debt Service	0	0	0	0	0	0	0
CIP	67,950	67,950	0	0	6,503	10	67,950
Public Safety - TOTAL:	<u>994,150</u>	<u>998,264</u>	<u>77,714</u>	<u>8</u>	<u>495,923</u>	<u>50</u>	<u>998,264</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
58% of Year Lapsed

	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	927,500	927,500	74,368	8	533,644	58	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>46,399</u>	<u>12</u>	<u>385,000</u>
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>74,368</u>	<u>6</u>	<u>580,043</u>	<u>44</u>	<u>1,312,500</u>
Economic Development							
Operations	169,870	169,870	15,988	9	82,457	49	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>15,988</u>	<u>9</u>	<u>82,457</u>	<u>49</u>	<u>169,870</u>
Transit System							
Operations	96,350	96,350	5,629	6	49,268	51	96,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,150</u>	<u>75,150</u>	<u>59,858</u>	<u>80</u>	<u>62,079</u>	<u>83</u>	<u>75,150</u>
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>65,487</u>	<u>38</u>	<u>111,347</u>	<u>65</u>	<u>171,500</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,242,890	3,247,004	273,958	8	1,847,355	57	3,247,004
Debt Service	0	0	0	0	0	0	0
CIP	<u>563,100</u>	<u>563,100</u>	<u>59,858</u>	<u>11</u>	<u>119,394</u>	<u>21</u>	<u>563,100</u>
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,805,990</u>	<u>3,810,104</u>	<u>333,816</u>	<u>9</u>	<u>1,966,750</u>	<u>52</u>	<u>3,810,104</u>

Town of Altavista  
Council / Planning Commission  
FY 2016 Expenditure Report  
58% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	12,246	58	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	4,915	0	4,915	0	0
<b>Total Expenditures</b>	<b>28,030</b>	<b>28,030</b>	<b>6,665</b>	<b>24</b>	<b>18,804</b>	<b>67</b>	<b>28,030</b>

Town of Altavista  
Administration  
FY 2016 Expenditure Report  
58% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	402,200	402,200	25,400	6	219,693	55	402,200
Other Employee Benefits	18,400	18,400	772	4	9,669	53	18,400
Services	193,840	193,840	15,388	8	134,357	69	193,840
Other Charges	125,200	125,200	8,425	7	75,227	60	125,200
Materials & Supplies	28,400	28,400	1,941	7	19,987	70	28,400
Capital Outlay	10,000	10,000	0	0	4,413	44	10,000
<b>Total Expenditures</b>	<b>778,040</b>	<b>778,040</b>	<b>51,925</b>	<b>7</b>	<b>463,346</b>	<b>60</b>	<b>778,040</b>

Town of Altavista  
Non-Departmental  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	105,800	105,800	5,000	5	75,821	72	105,800
<i>Campbell County Treasurer</i>	57,200	57,200	0	0	54,992	0	57,200
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	3,023	60	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	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	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	42,000
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	75,000	75	100,000
Contribution - Altavista Fire Co.	10,000	10,000	-1,605	-16	9,841	98	10,000
Contribution - Avoca	18,700	18,700	4,675	25	14,025	75	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	3,750	75	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>292,500</b>	<b>292,500</b>	<b>34,320</b>	<b>12</b>	<b>188,437</b>	<b>64</b>	<b>292,500</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	3,175	0	0
Fuel - Fire Company	5,000	5,000	0	0	1,135	23	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>4,311</b>	<b>86</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>297,500</b>	<b>297,500</b>	<b>34,320</b>	<b>12</b>	<b>192,748</b>	<b>65</b>	<b>297,500</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280



Town of Altavista  
Non-Departmental  
FY 2016 Expenditure Report  
58% of Year Lapsed

	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out - CIF	0	0	0	0	150	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>585,380</b>	<b>585,380</b>	<b>0</b>	<b>0</b>	<b>32,650</b>	<b>6</b>	<b>585,380</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	7,350	25	22,083	75	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>7,350</b>	<b>25</b>	<b>22,083</b>	<b>75</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>912,280</b>	<b>912,280</b>	<b>41,670</b>	<b>5</b>	<b>247,481</b>	<b>27</b>	<b>912,280</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
<b>CAPITAL OUTLAY - TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>937,280</b>	<b>937,280</b>	<b>41,670</b>	<b>4</b>	<b>247,481</b>	<b>26</b>	<b>937,280</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>351,900</b>	<b>351,900</b>	<b>41,670</b>	<b>12</b>	<b>214,831</b>	<b>61</b>	<b>351,900</b>

Town of Altavista  
Public Safety  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	804,000	804,000	61,063	8	430,787	54	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	6,455	40	9,491	59	16,200
Other Charges	39,500	39,500	2,615	7	18,030	46	39,500
Materials & Supplies	66,500	70,614	7,581	11	31,112	44	70,614
Capital Outlay	67,950	67,950	0	0	6,503	10	67,950
<b>Total Expenditures</b>	<b>994,150</b>	<b>998,264</b>	<b>77,714</b>	<b>8</b>	<b>495,923</b>	<b>50</b>	<b>998,264</b>

Town of Altavista  
Public Works  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	641,100	641,100	52,291	8	391,608	61	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	1,030	12	4,431	53	8,400
Other Charges	25,300	25,300	3,547	14	13,168	52	25,300
Materials & Supplies	252,700	252,700	17,500	7	124,436	49	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	0	0	46,399	12	385,000
<b>Total Expenditures</b>	<b>1,312,500</b>	<b>1,312,500</b>	<b>74,368</b>	<b>6</b>	<b>580,043</b>	<b>44</b>	<b>1,312,500</b>

Town of Altavista  
Economic Development  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	102,600	102,600	7,920	8	58,011	57	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	30,400	7,460	25	21,161	70	30,400
Other Charges	31,670	31,670	566	2	3,133	10	31,670
Materials & Supplies	5,200	5,200	42	1	152	3	5,200
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>169,870</b>	<b>169,870</b>	<b>15,988</b>	<b>9</b>	<b>82,457</b>	<b>49</b>	<b>169,870</b>

Town of Altavista  
Transit System  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2016 Adopted Budget</u></b>	<b><u>FY 2016 Amended Budget</u></b>	<b><u>FY 2016 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2016 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	64,000	64,000	4,256	7	36,308	57	64,000
Services	3,250	3,250	160	5	310	10	3,250
Other Charges	4,150	4,150	140	3	1,986	48	4,150
Materials & Supplies	24,950	24,950	1,073	4	10,663	43	24,950
Capital Outlay	75,150	75,150	59,858	80	62,079	83	75,150
<b>Total Expenditures</b>	<b>171,500</b>	<b>171,500</b>	<b>65,487</b>	<b>38</b>	<b>111,347</b>	<b>65</b>	<b>171,500</b>

Town of Altavista  
FY 2016 Revenue Report  
58% 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	252	13	6,260	313	6,200
Water Charges - Industrial	904,000	904,000	78,080	9	464,934	51	904,000
Water Charges - Business/Residential	294,000	294,000	10,983	4	151,641	52	294,000
Water Charges - Outside Community	136,000	136,000	8,040	6	71,777	53	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	105,033	9	571,888	48	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	12,213	4	146,111	50	291,000
Sewer Charges - Outside Community	2,000	2,000	0	0	1,230	62	2,000
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	4,600	88	5,200
Sewer Charges - Sewer Surcharges	100,000	100,000	11,383	11	31,280	31	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	1,590	35	4,225	92	4,600
Misc. Cash Discounts	200	200	0	0	5	3	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	1,370	5	27,104	108	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	0	0	0	0	0	0	0
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>2,954,900</u></b>	<b><u>2,954,900</u></b>	<b><u>228,944</u></b>	<b><u>8</u></b>	<b><u>1,484,169</u></b>	<b><u>50</u></b>	<b><u>2,959,200</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
58% of Year Lapsed

	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	932,090	932,090	145,695	16	617,563	66	932,090
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	210,600	210,600	81,776	39	1,163,370	552	210,600
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>73,630</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>227,471</u>	<u>15</u>	<u>1,961,858</u>	<u>131</u>	<u>1,496,320</u>
Wastewater Department							
Operations	1,174,950	1,174,950	83,868	7	555,380	47	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	8,600	4	73,981	<u>35</u>	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>		<u>0</u>		<u>73,630</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>92,468</u>	<u>6</u>	<u>629,361</u>	<u>43</u>	<u>1,458,580</u>
<b>ENTERPRISE FUND TOTAL</b>							
Operations	2,107,040	2,107,040	229,563	11	1,172,943	56	2,107,040
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	<u>420,600</u>	<u>420,600</u>	<u>90,376</u>	<u>21</u>	<u>1,237,351</u>	<u>294</u>	<u>420,600</u>
Transfer Out	<u>147,260</u>	<u>147,260</u>	<u>0</u>		<u>0</u>		<u>147,260</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>2,954,900</u>	<u>2,954,900</u>	<u>319,938</u>	<u>11</u>	<u>2,591,218</u>	<u>88</u>	<u>2,954,900</u>

Town of Altavista  
Water Department  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	543,600	543,600	41,020	8	272,368	50	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	1,108	3	82,622	191	43,300
Other Charges	163,350	163,350	71,924	44	137,414	84	163,350
Materials & Supplies	181,840	181,840	31,644	17	125,159	69	181,840
Debt Service	280,000	280,000	0	0	180,925	0	280,000
Capital Outlay	210,600	210,600	81,776	39	1,163,370	552	210,600
Transfer Out to Reserves	73,630	73,630					73,630
<b>Total Expenditures</b>	<b>1,496,320</b>	<b>1,496,320</b>	<b>227,471</b>	<b>15</b>	<b>1,961,858</b>	<b>131</b>	<b>1,496,320</b>



Town of Altavista  
Wastewater Department  
FY 2016 Expenditure Report  
58% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	677,600	677,600	40,845	6	309,386	46	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	8,074	52	19,939	127	15,650
Other Charges	313,000	313,000	28,655	9	155,827	50	313,000
Materials & Supplies	168,700	168,700	6,293	4	70,228	42	168,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	210,000	210,000	8,600	4	73,981	35	210,000
Transfer Out	73,630	73,630					73,630
<b>Total Expenditures</b>	<b>1,458,580</b>	<b>1,458,580</b>	<b>92,468</b>	<b>6</b>	<b>629,361</b>	<b>43</b>	<b>1,458,580</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
58% of Year Lapsed

	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	451,000	451,000	29,979	7	110,332	24	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>29,979</u>	<u>5</u>	<u>110,332</u>	<u>18</u>	<u>619,000</u>

	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	31,280	31,280	1,661	5	17,663	56	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>1,661</u>	<u>2</u>	<u>34,915</u>	<u>45</u>	<u>77,280</u>

Town of Altavista  
FY 2016 State/Highway Fund  
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2016 Adopted Budget	FY 2016 Amended Budget	FY 2016 MTD	MTD % of Budget	FY 2016 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway Maintenance	619,000	619,000	0	0	326,618	53	619,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	2.25	0	2.25	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>619,000</u></b>	<b><u>619,000</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>326,620</u></b>	<b><u>53</u></b>	<b><u>619,000</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,463	3	7,283	15	48,200
Maintenance - Pavement	150,000	150,000	1,951	1	6,147	4	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,664	8	24,158	43	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	15,380	27	16,959	30	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,477	7	27,999	56	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,045	4	27,786	35	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>451,000</u></b>	<b><u>451,000</u></b>	<b><u>29,979</u></b>	<b><u>7</u></b>	<b><u>110,332</u></b>	<b><u>24</u></b>	<b><u>451,000</u></b>
Improvements Other Than Buildings - New	168,000	168,000	0	0	0	0	168,000
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>168,000</u></b>	<b><u>168,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>168,000</u></b>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>619,000</u></b>	<b><u>619,000</u></b>	<b><u>29,979</u></b>	<b><u>5</u></b>	<b><u>110,332</u></b>	<b><u>18</u></b>	<b><u>619,000</u></b>

Town of Altavista  
FY 2016 Cemetery Fund  
58% of Year Lapsed

Cemetery Fund - Fund 90	<b>FY 2016 Adopted <u>Budget</u></b>	<b>FY 2016 Amended <u>Budget</u></b>	<b>FY 2016 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2016 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	650	4	8,950	60	15,000
Interest/Interest Income	9,000	9,000	154	2	4,987	55	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	4,400	110	4,400
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	<u>49,280</u>	<u>49,280</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,280</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>77,280</u></b>	<b><u>77,280</u></b>	<b><u>2,104</u></b>	<b><u>3</u></b>	<b><u>18,362</u></b>	<b><u>24</u></b>	<b><u>77,680</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	667	7	4,789	50	9,500
Salaries and Wages/Overtime	500	500	391	78	754	151	500
Benefits/FICA	800	800	70	9	382	48	800
Benefits/VRS	1,050	1,050	53	5	478	45	1,050
Benefits/Medical Insurance is pre-paid	1,300	1,300	130	10	833	64	1,300
Benefits/Group Life	130	130	9	7	55	42	130
Benefits/VRS Hybrid Employer Contri	0	0	23	0	23	0	0
Benefits/ICMA Hybrid Employer Contri	0	0	2	0	2	0	0
Other Charges/Misc. Reimb.	0	0	315	0	315	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	10,032	56	18,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - Replc.	21,000	21,000	0	0	17,253	82	21,000
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>77,280</u></b>	<b><u>77,280</u></b>	<b><u>1,661</u></b>	<b><u>2</u></b>	<b><u>34,915</u></b>	<b><u>45</u></b>	<b><u>77,280</u></b>

**Town of Altavista**

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

**\$ 18,502,069.79**

**Non-Specific**

Green Hill Cemetery 564,916.70

General Fund Reserves

Capital Improvement Program Reserves

3,442,842.33

Altavista EDA Funding 300,469.54 \*

300,469.54

Enterprise Fund Reserves

Capital Improvement Program Reserves

201,075.91

PCB Remediation 600,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,441.00

Public Funds Money Market Accounts

12,624,627.35 → Includes Funds \$336,392.12 for Proj 1A - Bedford Waterline  
Includes Funds \$2,726,350.00 for Proj 1B - Main St Waterline

Operating Checking Account (Reconciled Balance) **749,319.81**

**DESIGNATED FUNDS** **2,233,524.20**

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

**UNDESIGNATED FUNDS**

16,268,545.59

-6,353,383.00

9,915,162.59

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

**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 2014 Highway Carryover of Funds

-256,918.72

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

-353,903.79

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

-102,600.00

Apprvd 8/11/15 PCB - Test entire pond

-6,000.00

Apprvd 6/9/15 Bedford Ave water tank

-62,000.00

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

-55,000.00

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

-95,000.00

Concept presented at work session for improvements to

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

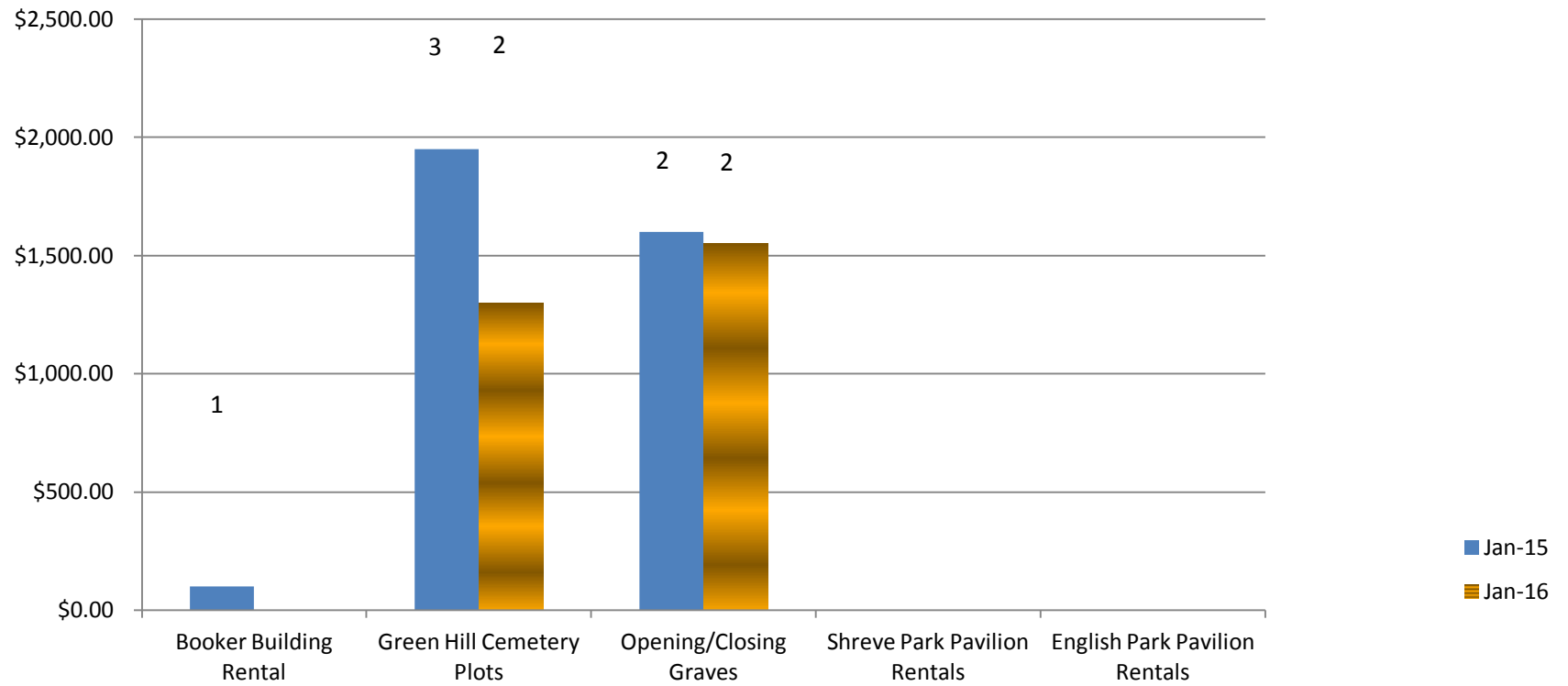
-1,041,859.80

electric panels

**UNDESIGNATED RESERVE FUND BALANCE**

**5,694,654.44**

~ ADMINISTRATION ~





**Memo**

**To: Town Council**

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

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

**RE: January 2016 Economic Development Update**

**Announcements/Highlights:**

- Staff attended a marketing mission for the Lynchburg Regional Alliance.
- Staff completed the economic development marketing collateral piece.

**Networking:**

- Staff attended the Lynchburg Regional Alliance marketing meeting.
- Staff attended the Altavista Chamber Of Commerce Human Resources luncheon.

**Existing Business and Retention**

- Staff met with officials at Schrader Bridgeport.
- Staff met with officials at Abbott.
- Staff met with officials at Rage Plastics.
- Staff met with officials at Graham Packaging.

**Marketing**

- Staff is working with Blair Marketing on the final drafts for the tourism brochure.
- Staff is completing the final draft of a community video.
- Staff worked with the Campbell County Office of Economic Development and the City of Lynchburg Office of Economic on developing a new prospect development program with 310 Marketing.
- Staff prepared an ad for Lynchburg Living focusing on tourism and retail.

**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 met with engineering firms outlining an elevation proposal for the former Lane site.
- Staff is working with the Campbell County Office of Economic Development on a partnership for the Dearing Ford Center for Business.

**Encourage Entrepreneurism**

- Staff received an application for the RLF program, and one pre-application.
- The Powell Foundation awarded an entrepreneurial program for AOT. AOT is developing an outline for the program in February.
- Staff is working with the merchants on Broad and Seventh Street on a marketing and entrepreneurial program.
- Staff is meeting with officials from the CVCC SBDC for developing a tourism training program.

Altavista Police Department

Town of Altavista

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

Altavista, Va. 24517

January 2016 Statistics

Simple Assault	(4)
Shoplifting	(4)
Theft from a Motor Vehicle	(1)
Theft from Building	(1)
Theft of Motor Vehicle Parts	(1)
All Other Larceny	(2)
Counterfeit / Forgery	(1)
Destruction of Property	(4)
Drunkenness	(3)
Family Offences / Non-Violent	(2)
False Pretense / Swindle	(1)
All Other Offences	(7)
Driving Under the Influence (DUI)	(1)
 Total IBR Reportable Offences	 (32)
Total Number Cleared by Arrest	(7)
Total Number of Calls	(275)



## Monthly Report to Council

**Date:** February 9, 2016  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** January 2016 Reporting

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
1/4/2016	001-16	Kirk Fisher 102 River Road	Home Occupation- office for painting business
5-Jan	002-016	Joshua Pratt P.O. Box 176 Altavista VA	New Business (JoSa Farm) and greenhouse 1507 Main Street

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

- N/A

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

- Completed packets for February 1<sup>st</sup> meeting. This included completing corrections and changes to a draft 2015 annual report and 2016 work plan, updates to the 2015 Comp Plan review for chapters 1-2 and update on the proposed chicken ordinance.
- Continued working to incorporate changes for the 2015 Comp Plan update/review.

### 4. AOT Related

- Nothing Noted

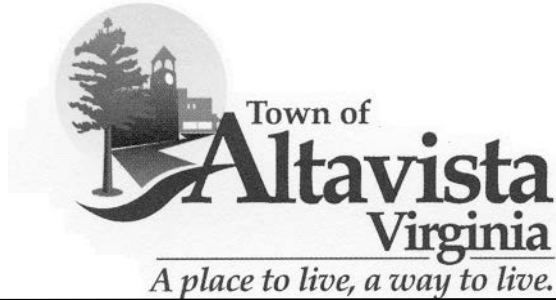
### 5. ACTS Related

- Validated daily ridership and revenue for bus system (January) - see bus report.
- New bus ready to put into service.
- Operations reimbursements submitted for December 2015.
- Completed and submitted Transportation Development Plan for DRPT due by January 15, 2016.
- Completed ACTS grant application for both operations and CIP and submitted to DRPT.
- Completed required NTD reporting to DRPT.
- Submitted FY2017 operations grant and FY2017-2021 5-year CIP.

### 6. Projects and Administrative Related:

- Updated GIC
- Town Council report for January regular meeting and attended regular meeting.

- Certified TOA December bank statements.
- Sent out multiple Everbridge notifications because of water main break to include a boil water notice.
- Bird depredation (vultures) permit issued which will allow the continued killing (if necessary) of the vultures until January 31, 2017.
- Information provided to Mr. Frank Rogers for CC board meeting for request for cooperation with canoe launch site.
- Researched CIP items for Recreation Committee's request in an attempt to have accurate numbers in the CIP.
- Researched canoe launch site grants with DGIF, DCR and VDOT.
- EOP meeting for pending snow storm.



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

## Public Works / Utility Report January 2016

During the month of January 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 160

### **Utility Department - Water Distribution**

○ Located Miss Utility Tickets-----	32
○ Water Turn On / Turn Off(s)-----	29
○ Read Monthly Meters-----	65
○ Exchanged Meters-----	0
○ Maintain Meters-----	52.50 Man Hours
○ Maintain Springs-----	29.50 Man Hours
○ Maintain Tanks-----	1.50 Man Hours
○ Maintain Water Plant-----	25.00 Man Hours

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

○ Sewer Root Cutting-----	300 Feet
○ Sewer Cleaning-----	0 Feet
○ Sewer Cleaning Manholes-----	0
○ Sewer Video-----	0 Feet
○ Sewer Video Manholes-----	0
○ Push Camera Footage-----	0 Feet
○ Maintain Sewer Plant-----	7 Man Hours

**Street Department:**

- Mowing-----0 Acres
- Leaf Collection Loads-----5 Loads
- Safe-T-Salt Tonnage-----23.27 Tons
- Litter Pick up-----54 Bags
- Weed Control-----0 Gallons
- Sweeping Streets-----40 Miles
- Weekend Trucks-----2
- Other Traffic Roadside Maintenance On Streets-----816 Hrs

**Buildings & Grounds and Sanitation:**

- Green Hill Cemetery – Burial-----2
- Green Hill Cemetery – Cremations-----0
- Brush Collected Stops-----46 Stops
- Brush Collected Loads-----3 Loads
- Bulk Collection Stops-----38 Stops
- Bulk Collection Tonnage-----3.16 Tons
- Solid Waste Tonnage-----68.96 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----21 Hours
- Maintain Park Buildings-----230 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----57 Man Hours

**Special Projects:**

- PCB Remediation Work

**Water Department Report:**

**Water Production:**

- Water Plant: 64.96 million gallons of raw water treated.
- Water Plant: 61.96 million gallons of finished water delivered.
- McMinnis Spring: 8.5 million gallons of finished water treated.
- McMinnis Spring: average 282,161 gallons per day and run time hours 15 a day.
- Reynolds Spring: 5.7 million gallons of finished water treated.
- Reynolds Spring: average 188,032 gallons per day and run time hours 10 a day.

**Water Consumption From:**

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

**Water Sold:**

- Town of Hurt **2,728,100** Gallons

### **Water Plant Averages for January 2016 :**

- **Weekday: 20.1 hrs/ day of production**  
**2,269,000** gallons treated / day
- **Weekends: 16.1 hrs/ day of production**  
**1,721,000** gallons treated / day

### **Water Plant Projects:**

- Flushed Out Filter Line 1-5
- Sodium Hypochlorite spill, Brentagg responsible. De-chlorinate solids tanks and pond where majority of spill was contained.
- Four leaks found in system and fixed. Believe still have leak. Trying to locate,
- Boil Water notice in effect for Ogden, Melinda, Allen and Avondale on Sunday 24th. First BACT on 25<sup>th</sup> @ 8:42am. Second BACT on 26<sup>th</sup> @ 12:52am. Both came back good and Boil water notice was lifted on 27<sup>th</sup> @ 8:52am.
- Elevator Maintenance performed.
- Mandatory Load Test on Elevator completed and passed.
- Elevator State Inspection performed. Two switches bad, failed. Parts ordered and should be fix first week of February.

### **Wastewater Department Report**

- IALR winterized switch grass test pots
- Submitted Annual EPA Sludge Report
- Submitted Annual Pretreatment report to DEQ
- Repairing NPW system
- Normal Monthly Work Session with Council
- Replaced UPS battery backup system for RVPS
- Replaced two hydraulic cylinders on UV system bank A
- Replaced UPS battery at Main Pump Station
- Replaced UPS battery in Sludge Return
- Helped Manage Water Plant chemical spill
- Monitored water plant discharge for excess chlorine
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

<b>Sludge Processed</b>	147 wet tons
<b>Gallons of Water Treated</b>	71.46 MG

<b>Plant Efficiency</b>	
<b>BOD Reduction</b>	<b>99%</b>
<b>TSS Reduction</b>	<b>95%</b>

**ACTS RIDER TALLY**

**January 2016 Ridership Report**

Yearly Totals															
		Rider Totals		Miles Driven		Fare Box Revenue		*Days Run		Ave./per Day					
<u>2011</u>		10,919		40,392		\$ 3,783.00		272.5		40					
<u>2012</u>		15,265		45,706		\$ 5,329.50		281		54					
<u>2013</u>		17,760		45,358		\$ 5,721.00		282.5		63					
<u>2014</u>		23,511		47,856		\$ 6,924.94		302.5		78	*Summer Hours initiated				
<u>2015</u>		23,004		47,902		\$ 6,088.34		306.5		75					
<u>2016</u>	<u>1,281</u>	<u>3,223</u>	<u>\$ 536.38</u>	<u>20.5</u>	<u>62</u>	<u>YTD Numbers</u>									
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTALS</u>	<u>Net Gain</u>	
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919		
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265	140%	
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760	116%	
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	2,575	2,502	1,790	1,587	1,828	23,511	132%	
2015	1,644	1,591	1,696	1,596	1,444	3,145	2,538	2,242	2,036	1,771	1,597	1,704	23,004	98%	
<u>2016</u>	<u>1,281</u>												1,281	78%	
* Day is equivalent to 10 hours				*Note: Bus did not operate 4 days in January- 2 for Holidays and 2 for snow days											



Agenda Item: 7a

## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** February 9, 2016  
**Re:** Scheduling of Public Hearing on Proposed Ordinance – “Keeping of Chickens in Town Limits”

---

### **Summary**

Previously, the Planning Commission presented to Town Council a recommendation regarding a proposed ordinance allowing the “keeping of chickens in the town limits”. Town Council discussed this issue and at their January Work Session agreed to schedule a public hearing on the matter. This item was scheduled to be part of tonight’s Consent Agenda; however, the Planning Commission conducted a discussion at their last meeting and would like to present a clarification to the proposed ordinance.

Attached is a staff memo indicating the clarification, which deals with setback from the dwelling on the same property as the chicken enclosure. If Town Council is acceptable to this change, I would ask that you schedule the item for public hearing at your March 8, 2016 meeting. A copy of the proposed ordinance with the modified language is attached.

### **Recommendation**

Staff recommends the Town Council schedule a public hearing on the proposed ordinance for Tuesday, March 8, 2016 at 7:00 p.m.

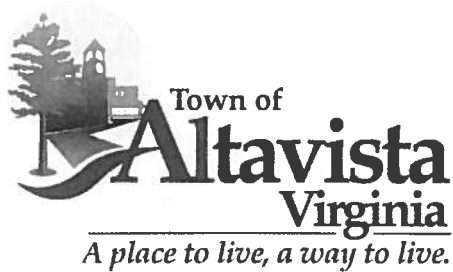
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### **Possible Motion(s)/Action(s):**

“I move that the Altavista Town Council schedule a public hearing on the proposed ordinance regarding the “keeping of chickens in the town limits” at their March 8, 2016 meeting.”

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Attachments: Staff memo; Proposed modified ordinance



***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**

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**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.



Agenda Item: 7b

## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** February 9, 2016  
**Re:** Request by Altavista Band Boosters regarding concession storage

---

### **Summary**

The Altavista Band Boosters has submitted a request regarding their concession storage at the Trade Lot. As you know, the Band Boosters operates the concessions at the monthly First Saturday Trade Lot.

Over the past few months, the Band Boosters have experienced several break ins to their red storage building that sits next to the concession stand. Per the attached correspondence, the Band Boosters are requesting that they be allowed to locate a trailer at this location to replace the red shed. Also included in your packet is a drawing of the layout of the area and photos of the site.

### **Recommendation**

Staff recommends the Town Council consider a three-month trial period for use of the trailer at this location. After the trial period Town Council can decide if they would like to extend the use.

---

### **Possible Motion(s)/Action(s):**

"I move that the Altavista Town Council approve the Band Boosters request to locate their trailer at the Trade Lot (beside the concession stand) for a three-month trial period."

---

Attachments: Band Booster memo; Drawing of area; Photos of area

# *Altavista Band Boosters*

**P.O. Box 333, Altavista, VA 24517**  
**Teena Pickeral-President; Sheryl Hicks-1<sup>st</sup> Vice President;**  
**Heather Noel- Treasurer; Andrew Hicks- 2<sup>nd</sup> Vice Presidents**  
**Cindy Ward-Secretary**

February 3, 2016

Town Management Officials and Town Council Members:

The Altavista Band Boosters, a non-profit organization, are writing to request permission and/or direction from the Town on how to proceed with a course of action that will be very beneficial to our continued operation and the goal of our purpose. As you know, the Boosters have managed the Community Trade Lot and sold concessions as a means of fundraising for years. This particular monthly event has always been important to support and encourage the music programs of Altavista Combined School. Due to county and state budget cuts, this particular fundraising activity has become increasingly critical.

We have been the victims of larceny and property damage on four separate occasions the past five months. This has cost us hundreds of dollars in stolen food and hundreds more in repair/security costs. The most recent break-in occurred January 27th and involved both our storage building and the concession building we rent from the Town. Again, food was taken and worse, the damage done to our storage shed was severe enough that it will cost us many hundreds of more dollars to repair. This is money that cannot then go to our core goal of supporting the music programs that are shown to benefit the youth who participate.

The Boosters propose, and request permission from the Town, to remove our current red wooden storage building and, in its place utilize, a trailer that the Band program has been in possession of for several years. This trailer has been used in years past to transport and support the Marching Colonels as they traveled to competitions but has fallen into disuse in recent times; however, it is in good condition and would be maintained to a standard that will not make it a public eyesore. Furthermore, it is outfitted to meet our needs when we are operating on First Saturdays (especially Uncle Billy's Day), and its construction makes it more secure than our current building. Most importantly, it will cost virtually nothing to put it into use versus what will be required to repair and continue to use our current building.

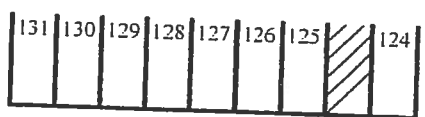
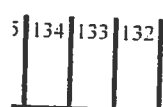
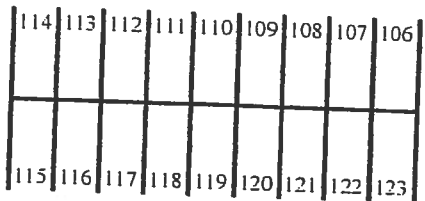
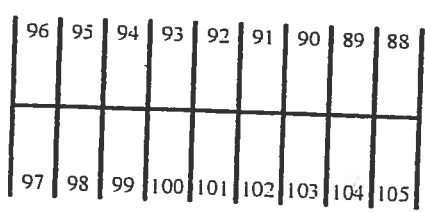
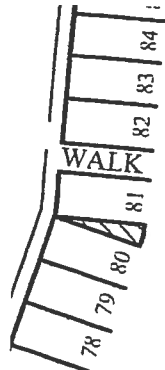
We respectfully request that our proposal be considered forthwith and that we be allowed to implement it as soon as possible. We look forward to continuing our partnership with the Town

in this venture for the advancement of all of our Band students! Thank you for your kind consideration of this request.

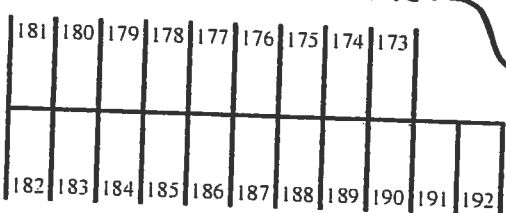
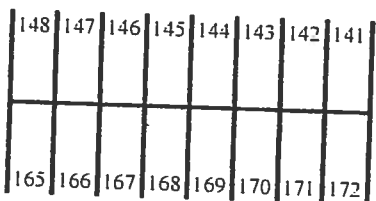
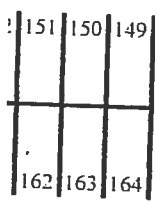
Sincerely,

The Altavista Band Boosters

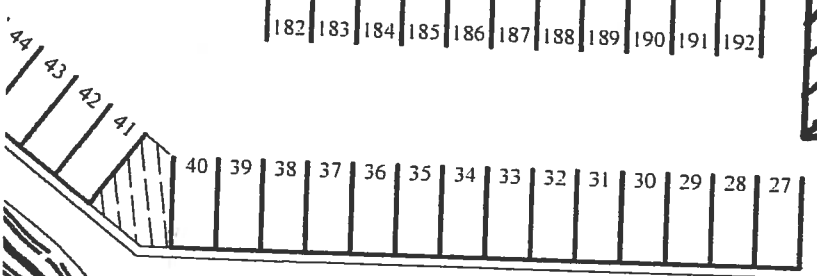
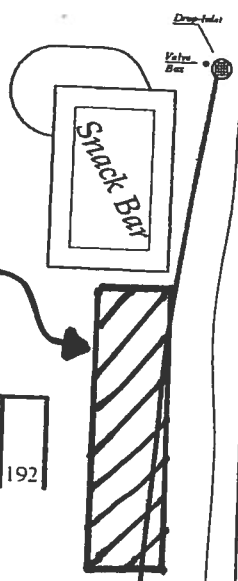
YMCA



"TRADE LOT"

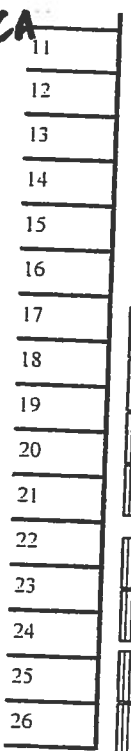


PROPOSED LOCATION



Edge Of Pavement

Lynch Creek



Farmers Market  
And First Saturday  
Trade Lot Sign

Fire Hydrant

Pittsylvania Ave.

Band  
Booster's  
Request

7th. Street

Box Culvert

Vista Food Market

The Thrift Store

7th. Stree



Band Booster Trailer (8 feet wide by 40 feet long). Proposed to replace the red shed that is located next to the Trade Lot Concession stand. The other side of the trailer has an awning that can be extended.





View from 7<sup>th</sup> Street (Small red shed would be removed and replaced by trailer)





RED SHED WOULD  
BE REMOVED.  
REPLACED BY  
TRAILER

View from Trade Lot (Small red shed would be removed and replaced by trailer)



View from YMCA (Small red shed would be removed and replaced by trailer)



Agenda Item: 7c

## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** February 9, 2016  
**Re:** Economic Development Tourism brochure

---

### **Summary**

The Economic Development Office will update Council on the Tourism brochure that is being developed. Attached is a copy of the PowerPoint presentation that will be delivered.

### **Recommendation**

Staff seeks input from Council in regard to the Tourism brochure.

---

### **Possible Motion(s)/Action(s):**

Per discussion.

---

Attachments: Tourism PowerPoint

# Tourism Marketing Program



# Overview

- ▶ Why are we establishing the program?
- ▶ What does the program look like?
- ▶ What are the next steps?





# Why establish a tourism marketing program for Altavista?

- ▶ Tourism is a flourishing industry sector for the state of Virginia.
- ▶ The travel industry is the fifth largest private employer in the state of Virginia.
- ▶ Domestic travelers spend \$22.4 billion on transportation, lodging, food, amusement and recreation, and retail shopping.
- ▶ Domestic travelers support 217,000 jobs in the Commonwealth.
- ▶ Provided \$1.5 billion in state and local taxes.

Virginia   
*is for Lovers*®

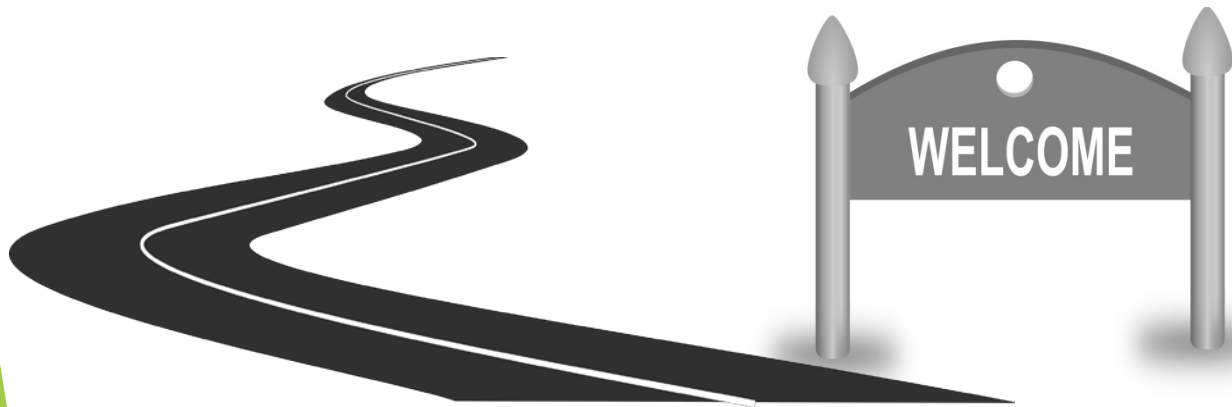
## “Come Find One of a Kind”

- ▶ The marketing brochure will highlight the small town charm and unique character of Altavista.
- ▶ Market the unique shopping and restaurants in the community.
- ▶ Showcase the recreational opportunities.
- ▶ Highlight the historical aspects of the community.
- ▶ Several niche businesses will be highlighted.
- ▶ All tourism related businesses in the town will have contact information.



# Distribution Campaign

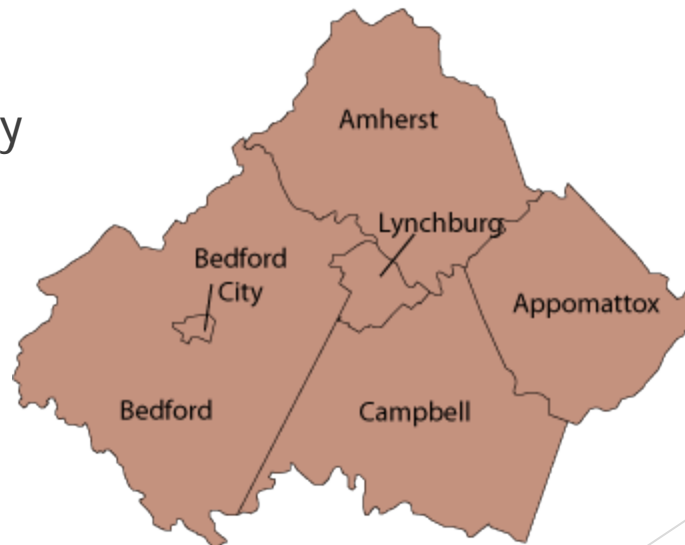
- ▶ Brochures will be distributed to VTC certified regional and local welcome centers.
- ▶ 18 have been targeted for the initial campaign.
- ▶ Tourism centers along US 460, US 29, US 58 will be the initial focus.
- ▶ These centers tie in with regional attractions and potential day trips.





## Sites will include

- ▶ Appomattox County
- ▶ Bedford
- ▶ Buena Vista
- ▶ Charlottesville-Albemarle County
- ▶ Culpepper
- ▶ Danville
- ▶ Greene County



## Sites will include

- ▶ Lexington-Rockbridge County
- ▶ City of Lynchburg
- ▶ Martinsville-Henry County
- ▶ Nelson County
- ▶ Orange County
- ▶ Roanoke Valley
- ▶ Smith Mountain Lake
- ▶ South Boston-Halifax County
- ▶ South Hill



## Next steps

- ▶ The Office of Economic Development purchased an ad in Lynchburg Living promoting the town for tourism.
- ▶ We will be developing an “Altavista Ambassadors” program that will create awareness for tourism in the community.
- ▶ Short term goals of the program will be to develop a local tourism committee, local placement of tourism brochures, and development and delivery of customer service training classes with a tourism emphasis.

## Next steps

- ▶ “Altavista Ambassadors” training program could include an array of customer service training programs that would serve several training needs for the business community in Altavista. Topics will include:
  - ▶ Customer service.
  - ▶ Public relations.
  - ▶ Hospitality.
  - ▶ “Destination Knowledge” -Local and regional tourism offerings 101.
  - ▶ History of Altavista and the Central Virginia region.
  - ▶ Water safety.
  - ▶ Food preparation and food safety.

Thank you for your time!





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

### **Bedford Avenue Waterline Project (Project 1A)**

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

### **Main Street Waterline Project (Project 1B)**

- Bids Awarded by Town Council.
- Contract has been executed, start date set for January 18<sup>th</sup>.
- Waterline installation has begun on the side streets.
- Traffic Plan for Main Street is being reviewed/approved by VDOT.

### **WWTP EOP – PCB Remediation**

- University of Iowa picked up the “split samples” for testing.
- Awaiting DEQ's response regarding the Town's status with the Voluntary Remediation Program.

### **Canoe Launch**

- Campbell County Board of Supervisors denied the Town's request for a partnership with the County for in-kinds services.
- Staff is exploring grant opportunities for this project.

### **Broadband Grant Award**

- Governor McAuliffe announced that the Town of Altavista was one of several communities to receive a grant to the Virginia Telecommunications Planning Initiative (VATPI). The VATPI program provides funding for communities to develop a comprehensive community-based telecommunication plan. The Town's award, as a Tier III recipient totals \$30,000.
- Initial stakeholder meeting was held on Wednesday, January 20<sup>th</sup> at 5:30 p.m.
- Grant agreement has been executed and returned.

### **OTHER ON-GOING PROJECTS**

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



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

**Date:** February 9, 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:

~ February 2016 ~						
◀ Jan 2016						Mar 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Planning Commission Meeting 5:00 PM	2	3	4	5	6
7	8	9 Council Meeting 7:00 PM	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council Work Session 5:00 PM	24	25	26	27
28	29 Planning Commission Meeting 5:00 PM	Notes:				



~ March 2016 ~						
◀ Feb 2016						Apr 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Draft Budget to Town Council	5
6	7	8 Council Meeting 7:00 PM	9	10	11	12
13 Daylight Savings Time Begins	14	15	16	17	18	19
20	21	22 Council Budget Work Session 5:00 PM  John Martin Event	23	24	25	26
27 Easter	28	29	30	31	Notes:	