



# 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, March 8, 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
  - a. Altavista Area Chamber of Commerce
  - b. 2015 Planning Commission Annual Report
  - c. 2015 Board of Zoning Appeals Annual Report

5. Public Comment

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

6. Consent Agenda

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

- a. Approval of Minutes – Regular Meeting February 9<sup>th</sup>; Work Session February 23<sup>rd</sup>
- b. Acceptance of Monthly Finance Reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c. Departmental Reports

7. Public Hearing

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

**8. New/Unfinished Business**

- a. [Consideration of the Campbell County All Hazards – All Discipline Plan \(Emergency Operation Plan\)](#)
- b. [Consideration of request by Avoca to amend FY2016 CIP Request](#)
- c. [Consideration of Annual Engineering Services Contract](#)
- d. [FY2017 Budget Discussion](#)

**9. Reports**

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

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

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

**11. Matters from Council****12. Closed Session**

Section 2.2-3711(A)(1) – Discussion/ consideration of prospective candidates for appointment.  
(Altavista Economic Development Authority) & (Planning Commission).

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

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)

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

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

Tuesday, March 22<sup>nd</sup> @ 5:00 p.m.      Town Council Work Session (Budget)\*

\* Followed by John Martin event at YMCA

Tuesday, April 12<sup>th</sup> @ 7:00 p.m.      Town Council Regular Meeting

Tuesday, April 26<sup>th</sup> @ 5:00 p.m.      Town Council Work Session

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

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



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

**Date:** March 8, 2016  
**To:** Mayor Mattox and Council members  
**FROM:** Waverly Coggsdale, Town Manager  
**SUBJECT:** Recognitions/Presentations

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**Presentation(s)**

***Altavista Area Chamber of Commerce Update – Heather Reynolds, President***

Heather Reynolds will give a brief update from the Altavista Area Chamber of Commerce. Attached is a 2015 "By the Numbers" infographic.

***Planning Commission Annual Report– Dan Witt, Asst. Town Manager***

Dan will deliver the Planning Commission's 2015 Annual Report (attached).

***Board of Zoning Appeals (BZA) Annual Report – Dan Witt, Asst. Town Manager***

Dan will deliver the Board of Zoning Appeal's 2015 Annual Report (attached).



# 2015 by the numbers

**163** Chamber Members Representing Over **2800** Employees

Industry Visits

**51**

Trip to Virginia Economic Development Partnership in Richmond

## Major Community Events

Annual Dinner  
Town-Wide Cleanup  
TGIF (4)  
Uncle Billy's Day  
Legislative Breakfast  
Christmas Parade  
Welcoming 21,000+ people to the town

**9**

**14**

MEETINGS WITH LEADERS  
ACROSS OUR REGION

Bags of trash collected on Town-Wide Cleanup Day

**150+**

Ribbon Cuttings & Open Houses

**7**

SEMINARS  
WORKSHOPS  
MIXERS

**10**



**34**

Business EXPO  
Exhibitors Over 250 attendees

**1882**  
Volunteer Hours

## EDUCATION GRANTS

Awarded to Altavista Combined School for TEALS Program (18 Students for first year), and Innovation In Education Award

**\$60000**



## PARTNERSHIPS

TOWN OF ALTAVISTA  
CAMPBELL COUNTY  
SBDC ♦ SBA ♦ EDA ♦ AOT  
ALTAVISTA JOURNAL  
ROTARY CLUB  
LYNCHBURG REGIONAL  
BUSINESS ALLIANCE

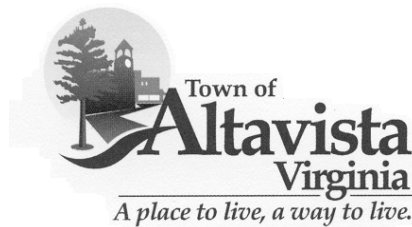
**9**

VISITS BY  
STATE & U.S.  
OFFICIALS

**3**

## Commissioners

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



## Town Planning Staff

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 1, 2016**

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2015 activities.

Part one of the report contains an overview of the meetings conducted and attendance of the members in 2015. This is followed by a summary of the progress made on the 2015 Work Plan. The third section contains an overview of the monthly meetings and the final section is the Work Plan the Commissioners have developed for themselves for 2016.

## **Annual Report**

### **Summary of meetings in 2015:**

- A total of 16 meetings:
  - Regular- 12
  - Continued Meeting - 1
  - Joint work session with Town Council- 2
  - Regional Planning Commissioners- 1

6 Public Hearings: Microbreweries, Future Land Use Map update, Conditional Rezoning (Armory), Agricultural uses Chickens (2 hearings) and special use permit for used car dealership at 1051 Main Street.

- Attendance at the meetings in 2015 was 90% for the year.

- Zoning Permits Issued: 48

Year	Number
2012	57
2013	52
2014	57
2015	48

## **The Planning Commission Work Plan Progress Report:**

The **2015 Work Plan Review** is listed below and includes the progress for each task listed:

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters. (Completed)
2. Actively work on Comp Plan goals assigned to the Planning Commission and complete the 5-year review/update. (Completed a 5-year update and staff is currently working on incorporating these changes and updates)
3. Respond to requests by Town Council. (Responded to a request to review and resubmit a recommendation for the DRO Ordinance)
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted. (Several corrections/changes were made and will be considered at a single public hearing in the first quarter of 2016)
5. Encourage the youth in our community to become more involved in our local government by working with the local schools. (Ongoing)
6. Evaluate zoning and building codes and procedures for impediments to housing construction. (Ongoing, however, this item but will be removed from the Comprehensive Plan as part of the 5-year review are there are no known impediments in the ordinance.)
7. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives. (Met with the regional Planning Commissioners at Hilton Garden Inn in Lynchburg on June 4<sup>th</sup>.)
8. Follow-up on the DRO Ordinance and Design Guidelines decision by Town Council and follow through with any directives of Town Council. (A recommendation was made that the DRO changes be voluntary)
9. Consider ways to identify and bring attention to Altavista's Downtown Historic District. (Commissioners met with Dennis Jarvis and discussed possibilities and opportunities to the Town and AOT to bring attention to Altavista's Historic Downtown)

### **Summary of monthly meetings:**

**January:** Tim George was welcomed and will replace Mr. Bill Ferguson. Officers for 2015, Mr. Jerry Barbee, Chairman and Mr. John Jordan, Vice Chairman were elected. The Commissioners reviewed and amended the 2014 annual report for Town Council and developed a 2015 work plan.

A joint work session with Town Council was held on January 27<sup>th</sup>. The focus was on the draft DRO that the Commissioners recommended to Town Council.

**February:** The Commissioners reviewed the notes from the joint work session and discussed options with Mr. Eller and Mayor Mattox. By consensus of the members it was determined to withdraw the recommendation for approval of the draft DRO ordinance.

**March:** Microbreweries and a meadery within the Town's commercial districts were discussed as possible by-right uses. Staff was directed to provide definitions and a draft ordinance to consider. Chairman Barbee initiated a discussion for methods to advertise and inform the public

about the 'Historic Downtown.' Dennis Jarvis was present for the discussion and offered insights.

The Commissioners considered the DRO ordinance and recommended it be strictly voluntary. It was also suggested that Council consider an incentive program for this ordinance.

**April:** The Commissioners were provided terms and definitions related to microbreweries. Mr. Barbee presented an amended DRO draft that changed the language to make it voluntary. By consensus the members agreed to the wording change and recommended to Town Council.

**May:** The Commissioners reviewed and approved a draft ordinance allowing a microbrewery and/or meadery to be advertised for a public hearing.

**June:** Three (3) public hearings were held at the June meeting.

1. The purpose of the first was to amend and change Sections 86-32, 86-322(5), 86-352 (5) and 86-427 (5) of the Town Code. The changes defined and added microbreweries and brewpubs to the current ordinance. The PC recommended approval to Town Council.
2. The purpose of the second public hearing was to consider public comment in regards to amending the 2009 Comprehensive Plan Future Land Use Map (FLUM) for a single parcel at 1502 Avondale Drive, Parcel ID 83A-17-1. The PC recommended approval to Town Council.
3. The purpose of the third public hearing was to consider public comment regarding a Conditional Rezoning Application for the property located at 1502 Avondale Drive, Parcel ID 83A-17-1. The PC recommended approval to Town Council.

**July:** The Commissioners considered Mr. Jimmy Pittard's request to demolish a building at 633 Main Street. The building is located within the DRO and the request was approved.

**August:** A citizen made a request to allow horses on a 12 acre tract of land on Lynch Road. Horses had been kept on the property in years past; however, the use had stopped for a period of more than 2 years and was no longer grandfathered. The PC requested staff research what other communities are doing and provide a report back to them.

The PC discussed parking of RV's on residential lots and in front of the primary structure. Staff was asked to provide a draft ordinance at the August 31<sup>st</sup> meeting for consideration.

**September (Held August 31<sup>st</sup>):** The matter of RV parking ordinance was discussed and tabled because of possible unintended consequences related to other types of recreational vehicles. Also, there were very few complaints from the community about this issue.

It was reported that the lot where the citizen had requested horses had sold and the new owners wanted the Commissioners to consider allowing chickens. Commissioners elected not to consider horses but directed staff to present information how other communities were handling chickens.

Chapters 1-3 of the Town's Comprehensive Plan were reviewed and updated.

**October:** An ordinance for Agricultural uses (chickens) was reviewed and approved for public a hearing.



Chapters 4-5 of the Town's Comprehensive Plan were reviewed and updated. Mr. Dennis Jarvis assisted with updating Chapter 4 dealing with Economic Development.

**November:** A public hearing was held to consider Agricultural uses, chickens, within Town. The Commissioners recommended adoption of the ordinance to Town Council.

Chapter 6 of the Town's Comprehensive Plan was reviewed and updated.

Chairman Barbee suggested the Commissioners amend and update a section of the code related to accessory structures by adding the following language: "where an accessory building or structure is attached to the principal building in a substantial manner, as by a roof made with material that is consistent with the primary dwelling, such accessory building shall be considered a part of the principal building". By consensus this change was agreed to.

A public hearing was held on November 16, a continuation of the meeting from November 2<sup>nd</sup> to consider a special use permit application for a used car lot at 1051 Main Street. The Commissioners recommended approval of the application, with conditions, to Town Council.

**December:** A public hearing was held to consider Agricultural uses, chickens, within Town, as the initial hearing in November was not properly advertised. The PC recommended adoption of the ordinance to Town Council.

### Planning Commission 2016 Work Plan

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Actively work on Comp Plan goals assigned to the Planning Commission and complete the 5-year update.
3. Respond to requests by Town Council.
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Encourage the youth in our community to become more involved in our local government by working with the local schools.
6. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives.
7. Consider ways to identify and bring attention to Altavista's Downtown Historic District.

The Planning Commission is an advisory board to the Town Council. If Council would like to add items to the work plan please provide this request to the Chairman Barbee.

Thank you for the continued opportunity to serve the citizens of the Town of Altavista and Town Council.

Jerry Barbee,

Date: February 1, 2016

*Jerry Barbee*

Planning Commission Chairman



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

**Town of Altavista Board of Zoning Appeals**  
510 Seventh Street, PO Box 420  
Altavista, VA 24517

(434) 369-5001 phone (434) 369-4369 fax

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**March 8, 2016**

Dear Council Members,

The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report to Town Council for activities during 2015. The BZA was not required to meet in 2015 to address any official matters. The BZA held an organizational meeting on March 1, 2016. Mr. Wilson Dickerson was reelected as Chairman, Mr. Phillip Webb was elected Vice Chairman and staff was elected and will continue in the role of Secretary.

Mr. Webb's term ran out in November 2015 but he expressed a willingness to continue serving on the BZA and Town Council reappointed him.

Thank you for the continued opportunity to serve the Town of Altavista Town Council and its citizens.

Wilson Dickerson,

Board of Zoning Appeals Chairman

March 1, 2016

Date



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

**Date:** March 8, 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 February 9<sup>th</sup>; Work Session February 23<sup>rd</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—February 9, 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 February 9, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Retired Pastor Latta Terry gave the invocation.

Council members  
present:

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

Also present:

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

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

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

Motion carried:

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

4. Recognitions and Presentations

Mayor Mattox welcomed two members of the Boy Scouts, Pack 184, Mr. Taylor Rice and Mr. Brian Thomas; both are working on their citizenship merit badges.

5. Public Comment

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

6. Consent Agenda

- a) Minutes- Regular Meeting January 12<sup>th</sup>; Work Session January 26<sup>th</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 Mr. Edwards, to approve the items as listed on the consent agenda.

## Regular Council Meeting—February 9, 2016

Motion carried:

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

### 7. New/Unfinished Business

#### a. Scheduling of Public Hearing-Proposed Ordinance Amendment allowing the “Keeping of Chickens in Town Limits”

Mr. Coggsdale advised 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. The Planning Commission conducted a discussion at their last meeting and is presenting a clarification to the proposed ordinance. This clarification allows the property owner to keep chickens within 30 feet of their own dwelling and does not allow chickens within 30 feet of a neighboring dwelling or 20 feet from any property line.

A motion was made by Mr. George, seconded by Mr. Emerson, to schedule a public hearing for the March 8, 2016 Town Council meeting to receive comment on the adoption of the updated zoning ordinance, Section 86-515.1, 86-32, 86-192, 86-322 and 86-382 as amended; “Keeping of Chickens in Town Limits”.

Motion carried:

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

#### b. Altavista Band Boosters-Concession Storage Request

Mr. Coggsdale advised the Altavista Band Boosters has submitted a request regarding their concession storage at the Trade Lot. The Band Boosters operates the concessions at the monthly First Saturday Trade Lot and have experienced several break-ins to their storage building that sits next to the concession stand. The Band Boosters are requesting that they be allowed to locate a trailer at this location to replace the shed. He noted staff is requesting a trial period through June (Uncle Billy’s Day) at which time Town Council can decide if they would like to extend the use.

A motion was made by Mrs. Brumfield, seconded by Mr. Emerson, to approve the Band Boosters’ request to locate their trailer to the Trade Lot beside of the concession stand for a trial period through June (Uncle Billy’s Day weekend).

Mr. Emerson questioned how the trailer would be secured.

Mr. Andrew Hicks, Altavista Band Boosters Vice President, advised it would be secured like a normal trailer; the trailer is already equipped with additional internal doors and security measures of being steel as opposed to the wooden structure that is presently being used. Mr. Hicks noted the damage to the storage building is in excess of \$500 and the Band Boosters are working on limited funds.

## Regular Council Meeting—February 9, 2016

Mr. Emerson stated there is a lot of technology available to monitor these buildings and asked the Band Boosters to work with the Police Department.

Motion carried:

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

### c. Economic Development Tourism Brochure

Mr. Jarvis addressed Council in regards to the development of a tourism brochure. He noted tourism is a flourishing industry sector for the state of Virginia and is the fifth largest private employer. Domestic travelers spend \$22.4 billion on transportation, lodging, food, amusement, recreation and retail shopping and supports 217,000 jobs in the Commonwealth. Tourism provided \$1.5 billion in state and local taxes.

Ms. Emelyn Gwynn, Main Street Coordinator, addressed Council and explained the tourism brochure in which they will feature the specialty businesses, historical sites and recreation. She noted the marketing piece is “One of a Kind” shops.

Council was presented with a final draft. Mr. Jarvis noted the brochure has community support behind it. He also mentioned an ad has been purchased by the Office of Economic Development in Lynchburg Living promoting the town for tourism. He added they will be developing an “Altavista Ambassadors” program that will create awareness for tourism in the community. The 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.

## 8. Reports

### a. Town Manager’s Report

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

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

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

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.

## Regular Council Meeting—February 9, 2016

### **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

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

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

#### 10. Matters from Town Council

Mr. Emerson mentioned he has been in conversation with a member of the Board of Supervisors in regards to the canoe launch and this member has no desire to be involved in bringing businesses into the town. He noted it seems the support from the Board of Supervisors is diminishing.

Mr. Higginbotham suggested with the upcoming DEQ report, Council needs to analyze where they are and where they have been and requested a work session. He thought Council had a three prong attack but wasn't sure where they are at this point.

Mayor Mattox recognized a Council candidate, Mrs. Tanya Overbey. Mrs. Overbey has announced she will be running for a Council seat in the 2016 election.

#### 11. 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)(7) Consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel (Water Purchase Contract).

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

Motion carried:

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

Regular Council Meeting—February 9, 2016

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

Council went into closed session at 7:26 P.M.  
Notice was given that council was back in regular session 8:03 P.M.

FOLLOWING CLOSED SESSION:  
A motion was made by Mrs. Dalton, and seconded by Mr. George, to adopt the certification of a closed meeting.

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

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

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

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

12. Adjournment  
  
Mayor Mattox asked if there was anything else to bring before Council.  
  
The meeting was adjourned at 8:04 p.m.

\_\_\_\_\_  
Michael E. Mattox, Mayor

\_\_\_\_\_  
J. Waverly Coggsdale, III, Clerk



COUNCIL WORK SESSION FEBRUARY 23, 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 February 23, 2016 at 5:00 p.m.

Council members  
present:

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

Council members  
absent:

Mr. Charles Edwards

Also present:

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

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox advised of an amendment to the agenda—Reserve Weekend Truck Policy
- 3. A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as amended.

Motion carried:  
VOTE:

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

- 4. Public Comments—Agenda Items Only

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

No one came forward.

- 5. Introductions and Special Presentations
- 6. Items for Discussion
  - a. Virginia Commission on the Arts Grant (AOT/Main Street)

Ms. Emelyn Gwynn, Main Street Coordinator, addressed Council and advised Altavista On Track is pursuing a Virginia Commission for The Arts Local Government Challenge Grant. The grants are designed to encourage local governments to support the arts and will match up to \$5,000 in tax monies. The grant will go towards art organizations for art activity in this locality. She noted a couple of art focused groups have been brought together (Altavista Area YMCA Arts Council, the Town and Altavista on Track’s Design Committee) to coordinate a functioning organization that can create a program for arts in the town. Ms. Gwynn noted they are looking at street art consisting of murals and sculptures being placed in areas exposed to the general public. This grant would create a catalysis for the possibility of creating a revolving program to support the arts in the town. She

## COUNCIL WORK SESSION FEBRUARY 23, 2016

advised a couple of buildings have been identified. Ms. Gwynn advised the application is due April 1, 2016 and sought approval from Council to move forward with the grant application.

Mr. George verified Altavista on Track is hoping to get a \$5,000 grant and if so, the local government would match the funds and hopefully another entity would also provide funding.

Mrs. Dalton asked if the town would be responsible for the full amount.

Mr. Coggsdale stated the project requires it to be local tax monies.

Mrs. Dalton stated athletics and children's programs are something that is done really well in the town and felt the cultural part and the arts could be done better.

It was consensus of Council to allow Altavista On Track to pursue the Virginia Commission for The Arts Local Government Challenge Grant.

### b. Utility Update

Mr. Garrett addressed Council to give a report on the Water Plant for the past six to eight months. He noted during the events with the Water Plant the water quality has been closely monitored and has never been compromised; Water Plant operators, Public Works, and Virginia Department of Health have been working closely on this matter. He referred back to July 22<sup>nd</sup>, 2015, the water hammer issues, and advised water piping in the clear well has been replaced, gate valves and an emergency water connection to the Town of Hurt have been installed, two of the 16" Ross valves were repaired that were damaged with the water hammer issue, replaced VFDs to 10 mixers that mixes the chemicals with the water in the basins. He advised mixer motors were replaced in the process along with the finish water meter that was also damaged. Mr. Garrett advised the first phase of the SCADA system is now in place. A half million and a one million per day water pumps have been purchased; these have not been installed because of the need for electrical upgrades. Mr. Garrett noted a backwash pump has been purchased not because of the water issue at the Water Plant but as a backup to the pump that is not working.; two altitude valves have been replaced in two of the water tanks that were bad. A pressure relief valve was replaced at the Water Treatment Plant.

Mr. Higginbotham questioned the intake pumps being bad.

Mr. Garrett responded this was before the July 22<sup>nd</sup> issue, the Staunton River raw intake pumps were bad due to lack of maintenance.

Mr. Higginbotham noted valves don't work when they are not exercised.

Mrs. Dalton asked if checking the valves were on a schedule.

Mr. Garrett advised this is being implemented; they are in the process of logging all of the valves and having staff exercise them. He advised the total amount charged to repairs is \$426,364. The claim submitted to VML is \$311,000 noting engineering services of \$34,000 is not included in this amount.

Mr. Higginbotham asked how long VML has had the claim.

Mrs. Shelton advised VML was made aware the day the water issue occurred. We have been submitting documentation continuously with the final being submitted in January 2016. There was a piece that VML was waiting on from the engineers that was submitted late February.

Mr. Garrett advised VML covered 100% of the water purchased from Campbell County Utilities Service Authority. Mr. Garrett stated after the July 22<sup>nd</sup> event, there have been over 10 water main breaks totaling over \$25,000 in repairs. Mr. Garrett

## COUNCIL WORK SESSION FEBRUARY 23, 2016

felt this was due to the age and bedding of the water pipes and stress put on the system with the July 22<sup>nd</sup> water event.

Mr. Higginbotham asked if this would be included in the insurance claim.

Mr. Garrett responded he wasn't sure he could confirm the water main breaks were due to the water event on July 22.

Mrs. Dalton asked what was the normal on water breaks.

Mr. Garrett stated Bedford Avenue before the lines were replaced there were leaks often. The temperature change is a factor.

Mrs. Dalton suggested Mr. Garrett look at the breaks and see if any of the 10 have specific idiosyncrasies that are different from what is usually seen and engage VML in a conversation about this.

Mr. Garrett mentioned there have been lengthy conversations about what is going on, what could be going on, and what needs to be done in the future and suggested additional resources or help may need to be brought in to pinpoint what is going on.

Mrs. Brumfield advised her brother works with Water Treatment Plants and asked Mr. Garrett if he would be interested in talking to him in regards to chemicals that coat the pipes to protect from corrosion.

Mr. Higginbotham asked if there was a meter at McMinnis Springs.

Mr. Garrett stated there is a meter that records what is put out but there are 3 ½ miles of line; they don't know what is being put out at the tank.

Mr. Higginbotham asked if it would make sense to put a meter at the tank.

Mr. Garrett stated this is the plan and Health Department has been contacted for approval as he would like to put a check valve on the Bedford tank where water is pumped into the distribution system. He advised there are a lot of things going on to protect and maintain the new system. He advised staff has a vision of where the system needs to be; he stated the system is working fine but not like it should operate. They are not utilizing water storage in tanks because of pressure reducing valves that are not located in the proper places.

Mrs. Dalton noted she, Mr. Law and the Town Manager are presently reviewing the Engineering bids for consideration and this selection should be soon. Council needs to stay on top of the comprehensive infrastructures.

Mr. Garrett advised of the items that need to be addressed including the SCADA check which would be in a 5-year plan. He stated a high priority is the electrical situation at the Water Plant and added staff is looking at using the third floor of the Water Plant for the electrical room.

Mrs. Dalton recalled the reason for moving the electrical workings out of the atmosphere of water dampness and questioned that the third floor would do this.

Mr. Garrett stated the third floor is basically a storage area and this plan is something the engineers need to work on because of three pumps needing to be put into place. He mentioned the hydraulic model was also very important.

Mr. Higginbotham asked if the hydraulic model would be obtained from W&W Associates because it had already been paid for.

Mr. Garrett noted the Bedford pump station needs to be reworked. It was missed in the waterline project. Lola pump station needs to be re-evaluated as the pumps are oversized.

## COUNCIL WORK SESSION FEBRUARY 23, 2016

Mr. Higginbotham asked if these pumps could be used elsewhere.

Mr. Garrett advised the vision is to use these pumps at the Bedford location and smaller pumps at Lola.

Mr. Higginbotham asked for the schedule of painting the water tanks and if the Dearing Ford tank was being used.

Mr. Garrett advised it would be in the spring and Campbell County presently has 19 feet of water in the Dearing Ford tank which provides pressure for Timken. He noted there are 8 PRV valves and more are needed; some need to be relocated. The three tanks should float off of each other. There should be enough stored water that operation of the water plant should not occur at night.

Mr. Higginbotham questioned the elevation of all four tanks.

Mr. Garrett responded Bedford and Clarion are at the same elevation. Dearing Ford is at the highest elevation. He added all the things mentioned are things that need to happen because of the age of the system.

Mayor Mattox asked how long it would take to get a water model.

Mr. Garrett responded one to two months once a firm is on board; conditions need to be validated and tests ran.

Mr. Garrett stated he takes pride in what he is doing, wants the best and has high standards and looking at what the Town supplies water to, he would like to have the same at the water plant. He felt Abbott Laboratories was top notch and the town as their water supplier should be top notch.

Mr. Coggsdale advised Mr. Tom Fore who is teaching a class in the Town asked how many people are being serviced with water by the Town of Altavista. Mr. Fore advised the answer would be millions because of what is produced by Abbott Laboratories.

Mayor Mattox thanked Mr. Garrett for the great work and his philosophy of excellence.

Mrs. Dalton asked if we could also say with our crippled system Abbott Laboratories has never gone without water or interruption in service.

Mr. Garrett responded there has been some scary moments but they have not gone without water.

Mrs. Brumfield noted the Dialysis Center uses this water too.

Mrs. Dalton left the meeting at 5:56 p.m. and returned at 5:58 p.m.

Mrs. Brumfield left the meeting at 5:56 p.m. and returned at 5:59 p.m.

### c. PCB Update

Mr. Coggsdale advised he wanted to recapture where Council was with the PCBs. At this time Council is waiting on a letter from the DEQ per the November 2015 meeting in which DEQ advised they would be sending information in 90 days as to the result of the informal fact finding hearing.

Mr. Higginbotham stated he wanted to have a frank discussion tonight; DEQ will either say the Town is in the VRP or not.

## COUNCIL WORK SESSION FEBRUARY 23, 2016

Mr. Coggsdale said through the process it has been realized that maybe that is not the big issue as thought to be in the past. He noted Council is working with three high level organizations that bring a lot of expertise to the issue.

Mr. Higginbotham stated it concerned him that Council is waiting for the DEQ to tell them something and it really isn't going to make any difference. He stated Council made presentations to the DEQ and was not sure if Council is totally following through on it.

Mr. Coggsdale advised Dr. Sowers and Dr. Lowman plan to present some reports by summer that show progress may or may not be occurring.

Mrs. Brumfield questioned if SediMite showed more potential in reducing the PCBs then the other methods.

Mr. Higginbotham stated during the mixing process the reduction has been 30 to 40 percent in the first month then up to 65 percent. He noted we don't know what the cost is for this testing; the last SediMite was donated.

Mr. Coggsdale stated he would start a dialogue with Dr. Sowers on the potential cost to use the SediMite if in June he comes back with positive results.

Mrs. Dalton felt data needs to drive the next conversation.

Mr. Higginbotham referred to the decision not to build a berm between Plots D & E, he felt what Dr. Lowman had said has been misinterpreted, his analysis is based on averages not individual samples and 50 parts per million is every sample.

Mrs. Dalton wasn't sure that Council ever got an answer to the question and asked Mr. Higginbotham where this answer came from.

Mr. Higginbotham stated Dr. Lowman told him this; that Council could not say on average, DEQ is going to want every sample. He noted this would not mean to sample every square inch.

Mrs. Brumfield asked how many samples are there.

Mr. Coggsdale said there was approximately 30 samples.

Mrs. Dalton said she didn't know what points were trying to be settled but conceptually there are some things going on. Council knows conceptually that the PCBs are degrading by the natural attenuation process which is the microbes. She stated the fact is there are three experiments going on and the PCBs are being pulled down which has the potential of showing evidence that we can hurry the process.

Mayor Mattox stated something that bothered him was DEQ thought the pond was leaking into the river and they had no data to support this. The EPA and the DEQ are now saying this pond is not a high priority. Mayor Mattox was in agreement with Mrs. Dalton to wait and see.

Mr. Higginbotham stated it bothers him that when Dr. Schnoor came to Danville and then sent Mr. Coggsdale some emails wanting nine 15 x15 grids to plant in and Council then voted on a Plan B which forces Dr. Schnoor to take samples and grow plants at University of Iowa instead of growing them in the field. He suggested coming to a compromise and find an area with high concentration; he felt with a long reach track hoe the Public Works employee would be safe. He asked that an area be determined so not to lose the growing season.

Mayor Mattox stated a vote has been taken and unless one of the Council members, that voted in the majority of the previous motion, wants to make a motion, Council needs to move on. He noted the majority of Council agrees to wait and see what happens.

## COUNCIL WORK SESSION FEBRUARY 23, 2016

### d. Reserve a Weekend Truck Policy

Mr. Coggsdale presented Council with a draft Weekend Truck Policy noting staff is requesting some items not be allowed on the load to include batteries and tires. The landfill charges for the disposal of tires and requires them to be separated from the load.

After some discussion Council agreed to amend the Policy to not allow batteries on the load and to limit the number of tires to four per load and that they be loaded last.

A motion was made by Mr. Emerson, seconded by Mrs. Brumfield, to amend the Weekend Truck Policy not allowing batteries on the load and to limit the number of tires to four per load and that these four tires be loaded last.

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

### 7. Items Scheduled for the Regular Meeting Agenda

### 8. Public Comments

Mr. Dick McKeel, 303 Myrtle Lane, addressed Council stating he is extremely encouraged with the presentation in regards to the water system noting there is not one thing more important to the citizens of Altavista than the water that is put into their house. Mr. McKeel noted he has done some calling to out of town sources and told Council someone is needed over the Water Plant with at least a Class 2 license.

### 9. Adjournment

Mayor Mattox adjourned the meeting at 6:20 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 08/2016  
FROM: 02/01/2016 TO: 02/29/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
34454	498	ALTAVISTA INSTRUMENTS & CONTROL	02/05/2016	1,680.00
34455	9999997	ANTHONY, BRYAN	02/05/2016	5.20
34456	9999997	BANKS, MINNIE	02/05/2016	59.10
34457	675	BKT UNIFORMS	02/05/2016	777.43
34458	461	KATHI BOGERT	02/05/2016	912.68
34459	4	BOXLEY AGGREGATES	02/05/2016	5,114.61
34460	197	CAMPBELL COUNTY DEPT OF RECREA	02/05/2016	1,000.00
34461	9999997	CHAPMAN, ANDREA G.	02/05/2016	25.00
34462	28	COLUMBIA GAS	02/05/2016	2,009.80
34463	176	DAVENPORT COMMUNICATIONS INC	02/05/2016	935.50
34464	9999997	DAVIS, TERESA H	02/05/2016	33.72
34465	164	DMV	02/05/2016	150.00
34466	1	DONALD BURTON	02/05/2016	94.76
34467	20	J JOHNSON ELLER JR	02/05/2016	2,000.00
34468	301	ENGLISH'S LLC	02/05/2016	1,505.09
34469	71	FAIRPOINT COMMUNICATIONS	02/05/2016	424.46
34470	622	HEYWARD SERVICES INC	02/05/2016	4,076.83
34471	720	ID NETWORKS	02/05/2016	1,530.00
34472	566	INTEGRATED TECHNOLOGY GROUP IN	02/05/2016	2,150.99
34473	533	LYNN KIRBY	02/05/2016	225.00
34474	653	MAJOR SECURITY CONSULTING & DE	02/05/2016	2,500.00
34475	300	NAPA AUTO PARTS	02/05/2016	1,704.22
34476	9999997	PERSCHINO, JESSICA J	02/05/2016	96.69
34477	379	REI CONSULTANTS INC	02/05/2016	284.93
34478	211	E WAYNE SLOOP PHD PC	02/05/2016	50.00
34479	80	SOUTHSIDE ELECTRIC COOP	02/05/2016	1,043.46
34480	124	TREASURER OF VA	02/05/2016	640.00
34481	35	TREASURER OF VA/VITA	02/05/2016	41.80
34482	92	UNIFIRST CORP	02/05/2016	2,834.97
34483	96	UNIVAR USA INC	02/05/2016	7,700.00
34484	1	VCE - LYNCHBURG	02/05/2016	40.00
34485	656	WATER MANAGEMENT SOLUTIONS INC	02/05/2016	980.05
34486	700	WOODARD & CURRAN	02/05/2016	835.06
34487	722	UTILITY SERVICE CO INC	02/05/2016	30,142.00
34488	723	AIRABELLA FLOWERS & GIFTS	02/11/2016	240.00
34489	103	BEACON CREDIT UNION	02/11/2016	385.00
34490	583	CAMPBELL COUNTY PUBLIC LIBRARY	02/11/2016	902.86
34491	19	CARTER MACHINERY CO INC	02/11/2016	516.63
34492	569	DIAMOND PAPER CO INC	02/11/2016	580.75
34493	36	DOMINION VIRGINIA POWER	02/11/2016	44,682.31
34494	9999997	DORN, ROMA J. SIMPSON	02/11/2016	32.40
34495	118	FERGUSON ENTERPRISES INC #75	02/11/2016	199.65
34496	41	FISHER SCIENTIFIC	02/11/2016	521.05
34497	52	HACH COMPANY	02/11/2016	2,642.59
34498	57	ICMA RETIREMENT TRUST-457 #304	02/11/2016	790.00
34499	58	INSTRUMENTATION SERVICES INC	02/11/2016	708.00
34500	654	MORTON SALT INC	02/11/2016	5,530.42
34501	454	O'REILLY AUTOMOTIVE INC	02/11/2016	1,124.42
34502	67	ORKIN PEST CONTROL LLC	02/11/2016	255.13
34503	725	PARTSMASTER	02/11/2016	182.87

34504	510	RIVER VALLEY RESOURCES LLC	02/11/2016	39.95
34505	9999999	ROSSER AUBREY J JR EXECUTOR	02/11/2016	218.59
34506	575	SOUTHERN REFRIGERATION CORP	02/11/2016	102.10
34507	186	THE NEWS & ADVANCE	02/11/2016	397.00
34508	724	TRANSACT TECHNOLOGIES INC	02/11/2016	205.34
34509	136	USABLUEBOOK	02/11/2016	3,918.70
34510	110	VUPS INC	02/11/2016	35.70
34511	116	XEROX CORP	02/11/2016	271.86
34512	294	BUSINESS CARD	02/19/2016	11,762.98
34513	16	CAMPBELL COUNTY UTILITIES & SE	02/19/2016	479.12
34514	32	CONTROL EQUIPMENT CO INC	02/19/2016	73.45
34515	9999999	COOK EZEL JR	02/19/2016	101.38
34516	9999999	CORELOGIC	02/19/2016	698.91
34517	37	ELECOM	02/19/2016	1,018.28
34518	1	EMELYN GWYNN	02/19/2016	34.99
34519	40	FEDERAL EXPRESS CORPORATION	02/19/2016	36.71
34520	1	FELLERS CHEVROLET	02/19/2016	1,675.61
34521	726	FIRSTPOINT INC	02/19/2016	110.00
34522	719	THOMAS W FORE	02/19/2016	300.00
34523	9999999	GLORIA BOLEY	02/19/2016	188.06
34524	9999999	INDUSTRY CONSULTING GROUP INC	02/19/2016	85.44
34525	566	INTEGRATED TECHNOLOGY GROUP IN	02/19/2016	6,321.63
34526	1	JASON ROBERTS	02/19/2016	100.00
34527	9999999	MATTOX HERBERT B	02/19/2016	100.00
34528	72	PHYSICIANS TREATMENT CENTER	02/19/2016	600.00
34529	588	PITNEY BOWES GLOBAL FINANCIAL	02/19/2016	50.00
34530	9999999	ROSAK THOMAS G	02/19/2016	50.83
34531	9999999	TUCKER ENTERPRISES LLC	02/19/2016	57.87
34532	542	WILLOUGHBY & ASSOCIATES INC	02/19/2016	105.00
34533	658	WKDE-FM	02/19/2016	205.00
34534	700	WOODARD & CURRAN	02/19/2016	167.00
34535	9	AFLAC	02/26/2016	1,851.88
34536	91	ANTHEM BLUE CROSS/BLUE SHIELD	02/26/2016	32,117.00
34537	103	BEACON CREDIT UNION	02/26/2016	385.00
34538	675	BKT UNIFORMS	02/26/2016	153.00
34539	574	CHRISTOPHER MICALÉ, TRUSTEE	02/26/2016	125.00
34540	728	COMCAST	02/26/2016	224.64
34541	41	FISHER SCIENTIFIC	02/26/2016	1,425.33
34542	719	THOMAS W FORE	02/26/2016	400.00
34543	52	HACH COMPANY	02/26/2016	1,135.47
34544	57	ICMA RETIREMENT TRUST-457 #304	02/26/2016	990.00
34545	143	KONE INC	02/26/2016	5,592.00
34546	653	MAJOR SECURITY CONSULTING & DE	02/26/2016	2,500.00
34547	680	MCI COMM SERVICE	02/26/2016	32.55
34548	218	MINNESOTA LIFE	02/26/2016	158.12
34549	423	NTELOS	02/26/2016	1,254.07
34550	379	REI CONSULTANTS INC	02/26/2016	128.60
34551	117	SPS VAR LLC	02/26/2016	4,430.00
34552	484	TOWN GUN SHOP INC	02/26/2016	1,650.00
34553	96	UNIVAR USA INC	02/26/2016	3,080.00
34554	601	VACORP	02/26/2016	93.86

NO. OF CHECKS: 101

TOTAL CHECKS

220,135.45



Town of Altavista  
FY 2016 Revenue Report  
67% of Year Lapsed

General Fund Revenue	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 MTD <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 YTD <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	375,000	375,000	3,212	1	380,879	102	380,900
Public Service - Real & Personal	165,000	165,000	0	0	176,632	107	180,000
Personal Property	195,000	195,000	3,673	2	138,150	71	195,000
Personal Property - PPTRA	100,000	100,000	6,912	7	89,127	89	100,000
Machinery & Tools	1,487,200	1,487,200	0	0	1,550,041	104	1,550,050
Mobile Homes - Current	500	500	66	13	387	77	500
Penalties - All Taxes	5,500	5,500	1,035	19	4,561	83	5,500
Interest - All Taxes	3,000	3,000	345	12	2,175	73	3,000
Local Sales & Use Taxes	145,000	145,000	0	0	67,804	47	145,000
Local Electric and Gas Taxes	110,000	110,000	18,385	17	62,014	56	110,000
Local Motor Vehicle License Tax	43,000	43,000	3,200	7	38,111	89	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	83,000	83,000	3,647	4	50,675	61	83,000
Local Meal Taxes	690,000	690,000	53,801	8	414,390	60	690,000
Audit Revenue	0	0	0	0	0	0	0
Container Rental Fees	900	900	0	0	1,150	128	1,200
Communications Tax	40,000	40,000	3,313	8	19,723	49	40,000
Transit Passenger Revenue	5,200	5,200	778	15	3,778	73	5,200
Business License Fees/Contractors	7,000	7,000	30	0	30	0	7,000
Business License Fees/Retail Services	110,000	110,000	2,234	2	3,751	3	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	261	1	523	3	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  
67% 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>
Business License Fees/Hotels	1,500	1,500	0	0	0	0	1,500
Permits - Sign	1,000	1,000	60	6	540	54	1,000
Fines & Forfeitures - Court	10,000	10,000	958	10	5,702	57	10,000
Parking Fines	500	500	1,879	376	2,179	436	500
Interest and Interest Income	49,000	49,000	2,316	5	13,184	27	49,000
Rents - Rental of General Property	1,000	1,000	75	8	637	64	1,000
Rents - Pavilion Rentals	3,000	3,000	200	7	1,500	50	3,000
Rents - Booker Building Rentals	4,000	4,000	200	5	1,750	44	4,000
Rents - Rental of Real Property	60,000	60,000	3,992	7	29,292	49	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	20,037	25	60,111	75	80,000
State Rental Taxes	800	800	81	10	793	99	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	1,200	40	1,200	40	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	13,670	13,670	0	0	18,550	136	13,670
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	2,001	100	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	833	25	833	25	3,300
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	105,700	105,700	2,547	2	33,429	32	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	73	24	104	35	300

Town of Altavista  
FY 2016 Revenue Report  
67% 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 Revenue (Continued)</b>							
Miscellaneous	13,000	13,000	1,692	13	51,941	400	13,000
Reimbursement of Insurance Claim	0	0	0	0	5,007	0	0
Misc. - Donations	0	4,114	0	0	5,321	0	4,114
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	184,000	184,000	0	0	0	0	184,000
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<b><u>4,391,370</u></b>	<b><u>4,395,484</u></b>	<b><u>137,035</u></b>	<b><u>3.12</u></b>	<b><u>3,325,794</u></b>	<b><u>75.66</u></b>	<b><u>4,479,534</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
67% 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	380,879	7	3,529,171	60	5,830,324
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	1,172,700	1,172,700	34,346	3	1,408,343	120	3,087,576
Transfer Out to General Fund Reserve	471,100	471,100	0	0	0	0	471,100
Transfer Out to CIF	0	0	0	0	150	0	150
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	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>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,993,270</u>	<u>7,997,384</u>	<u>415,224</u>	<u>5</u>	<u>5,151,090</u>	<u>64</u>	<u>9,759,150</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
67% of Year Lapsed

	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	28,030	28,030	1,842	7	20,646	74	28,030
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	5,400
Administration - TOTAL:	<u>28,030</u>	<u>28,030</u>	<u>1,842</u>	<u>7</u>	<u>20,646</u>	<u>74</u>	<u>33,430</u>
Administration							
Operations	768,040	768,040	48,402	6	507,334	66	768,040
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>2,207</u>	<u>22</u>	<u>6,620</u>	<u>66</u>	<u>10,000</u>
Administration - TOTAL:	<u>778,040</u>	<u>778,040</u>	<u>50,609</u>	<u>7</u>	<u>513,954</u>	<u>66</u>	<u>778,040</u>
Non-Departmental							
Operations	912,280	912,280	1,144	0	248,625	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.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>326,900</u>	<u>326,900</u>	<u>1,144</u>	<u>0</u>	<u>215,975</u>	<u>66</u>	<u>326,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Non-Departmental - TOTAL:	<u>351,900</u>	<u>351,900</u>	<u>1,144</u>	<u>0</u>	<u>215,975</u>	<u>61</u>	<u>351,900</u>
Public Safety							
Operations	926,200	930,314	60,794	7	550,214	59	924,314
Debt Service	0	0	0	0	0	0	0
CIP	<u>67,950</u>	<u>67,950</u>	<u>0</u>	<u>0</u>	<u>6,503</u>	<u>10</u>	<u>42,800</u>
Public Safety - TOTAL:	<u>994,150</u>	<u>998,264</u>	<u>60,794</u>	<u>6</u>	<u>556,717</u>	<u>56</u>	<u>967,114</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
67% 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>							
Public Works							
Operations	927,500	927,500	32,344	3	565,988	61	927,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>385,000</u>	<u>385,000</u>	<u>509</u>	<u>0</u>	<u>46,908</u>	<u>12</u>	<u>481,100</u>
Public Works - TOTAL:	<u>1,312,500</u>	<u>1,312,500</u>	<u>32,853</u>	<u>3</u>	<u>612,896</u>	<u>47</u>	<u>1,408,600</u>
Economic Development							
Operations	169,870	169,870	10,928	6	93,385	55	169,870
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>169,870</u>	<u>169,870</u>	<u>10,928</u>	<u>6</u>	<u>93,385</u>	<u>55</u>	<u>169,870</u>
Transit System							
Operations	96,350	96,350	5,219	5	54,487	57	96,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,150</u>	<u>75,150</u>	<u>0</u>	<u>0</u>	<u>62,079</u>	<u>83</u>	<u>75,150</u>
Transit System - TOTAL:	<u>171,500</u>	<u>171,500</u>	<u>5,219</u>	<u>3</u>	<u>116,566</u>	<u>68</u>	<u>171,500</u>
GENERAL FUND TOTALS							
Operations	3,242,890	3,247,004	160,673	5	2,008,028	62	3,241,004
Debt Service	0	0	0	0	0	0	0
CIP	563,100	563,100	2,716	0	122,110	22	639,450
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,805,990</u>	<u>3,810,104</u>	<u>163,388</u>	<u>4</u>	<u>2,130,138</u>	<u>56</u>	<u>3,880,454</u>

Town of Altavista  
Council / Planning Commission  
FY 2016 Expenditure Report  
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<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	13,995	67	21,000	
Other Employee Benefits			0	0	0	0		
Services	2,000	2,000	0	0	0	0	2,000	
Other Charges	5,030	5,030	0	0	1,643	33	5,030	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	92	0	5,008	0	5,400	
<b>Total Expenditures</b>	<b>28,030</b>	<b>28,030</b>	<b>1,842</b>	<b>7</b>	<b>20,646</b>	<b>74</b>	<b>33,430</b>	

Town of Altavista  
Administration  
FY 2016 Expenditure Report  
67% 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	25,225	6	244,919	61	402,200
Other Employee Benefits	18,400	18,400	0	0	9,669	53	18,400
Services	193,840	193,840	15,978	8	150,335	78	193,840
Other Charges	125,200	125,200	4,730	4	79,957	64	125,200
Materials & Supplies	28,400	28,400	2,468	9	22,455	79	28,400
Capital Outlay	10,000	10,000	2,207	22	6,620	66	10,000
<b>Total Expenditures</b>	<b>778,040</b>	<b>778,040</b>	<b>50,609</b>	<b>7</b>	<b>513,954</b>	<b>66</b>	<b>778,040</b>



Town of Altavista  
Non-Departmental  
FY 2016 Expenditure Report  
67% 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	0	0	75,821	72	105,800
<i>Campbell County Treasurer</i>	57,200	57,200	0	0	54,992	96	57,200
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	3,023	60	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	307	61	500
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	1,000	100	1,000	100	1,000
Economic Development Incentives	42,000	42,000	0	0	0	0	0
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	10,000	10,000	0	0	9,841	98	10,000
Contribution - Avoca	18,700	18,700	0	0	14,025	75	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	3,750	75	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>292,500</b>	<b>292,500</b>	<b>1,000</b>	<b>0</b>	<b>189,437</b>	<b>65</b>	<b>250,500</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	3,175	0	0
Fuel - Fire Company	5,000	5,000	144	3	1,279	26	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>144</b>	<b>3</b>	<b>4,455</b>	<b>89</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>297,500</b>	<b>297,500</b>	<b>1,144</b>	<b>0</b>	<b>193,892</b>	<b>65</b>	<b>255,500</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	49,280	49,280	0	0	0	0	49,280

Town of Altavista  
Non-Departmental  
FY 2016 Expenditure Report  
67% 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>
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	0	0	22,083	75	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>0</b>	<b>0</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>1,144</b>	<b>0</b>	<b>248,625</b>	<b>27</b>	<b>870,280</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	25,000	25,000	0	0	0	0	25,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
<b>CAPITAL OUTLAY -TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>937,280</b>	<b>937,280</b>	<b>1,144</b>	<b>0</b>	<b>248,625</b>	<b>27</b>	<b>895,280</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>351,900</b>	<b>351,900</b>	<b>1,144</b>	<b>0</b>	<b>215,975</b>	<b>61</b>	<b>309,900</b>

Town of Altavista  
Public Safety  
FY 2016 Expenditure Report  
67% 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	52,794	7	483,581	60	804,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,200	16,200	2,087	13	11,578	71	16,200
Other Charges	39,500	39,500	1,070	3	19,100	48	39,500
Materials & Supplies	66,500	70,614	4,843	7	35,955	51	64,614
Capital Outlay	67,950	67,950	0	0	6,503	10	42,800
<b>Total Expenditures</b>	<b>994,150</b>	<b>998,264</b>	<b>60,794</b>	<b>6</b>	<b>556,717</b>	<b>56</b>	<b>967,114</b>

Town of Altavista  
Public Works  
FY 2016 Expenditure Report  
67% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	641,100	641,100	13,456	2	405,064	63	641,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,400	8,400	17	0	4,448	53	8,400
Other Charges	25,300	25,300	4,057	16	17,224	68	25,300
Materials & Supplies	252,700	252,700	14,815	6	139,251	55	252,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	385,000	385,000	509	0	46,908	12	481,100
<b>Total Expenditures</b>	<b>1,312,500</b>	<b>1,312,500</b>	<b>32,853</b>	<b>3</b>	<b>612,896</b>	<b>47</b>	<b>1,408,600</b>

Town of Altavista  
Economic Development  
FY 2016 Expenditure Report  
67% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2016 Adopted Budget</u>	<u>FY 2016 Amended Budget</u>	<u>FY 2016 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2016 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,600	102,600	7,773	8	65,785	64	102,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,400	30,400	445	1	21,606	71	30,400
Other Charges	31,670	31,670	2,633	8	5,766	18	31,670
Materials & Supplies	5,200	5,200	76	1	229	4	5,200
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>169,870</b>	<b>169,870</b>	<b>10,928</b>	<b>6</b>	<b>93,385</b>	<b>55</b>	<b>169,870</b>

Town of Altavista  
Transit System  
FY 2016 Expenditure Report  
67% 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	4,554	7	40,862	64	64,000
Services	3,250	3,250	0	0	310	10	3,250
Other Charges	4,150	4,150	187	5	2,173	52	4,150
Materials & Supplies	24,950	24,950	478	2	11,142	45	24,950
Capital Outlay	75,150	75,150	0	0	62,079	83	75,150
<b>Total Expenditures</b>	<b>171,500</b>	<b>171,500</b>	<b>5,219</b>	<b>3</b>	<b>116,566</b>	<b>68</b>	<b>171,500</b>

Town of Altavista  
FY 2016 Revenue Report  
67% 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	936	47	7,197	360	6,200
Water Charges - Industrial	904,000	904,000	81,785	9	546,719	60	904,000
Water Charges - Business/Residential	294,000	294,000	8,924	3	160,565	55	294,000
Water Charges - Outside Community	136,000	136,000	9,518	7	81,295	60	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	90,369	8	662,257	56	1,187,400
Sewer Charges - Business/Residential	291,000	291,000	8,918	3	155,029	53	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	2,000	38	6,600	127	5,200
Sewer Charges - Sewer Surcharges	100,000	100,000	15,118	15	46,398	46	100,000
Charges for Service - Water/Sewer Penalties	4,600	4,600	5	0	4,230	92	4,600
Misc. Cash Discounts	200	200	12	6	18	9	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	1,635	7	28,739	115	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>219,220</u></b>	<b><u>7</u></b>	<b><u>1,703,389</u></b>	<b><u>58</u></b>	<b><u>2,959,200</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
67% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	932,090	932,090	83,688	9	701,250	75	932,090
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	210,600	210,600	31,630	15	1,195,000	567	2,049,126
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,496,320</u>	<u>1,496,320</u>	<u>115,318</u>	<u>8</u>	<u>2,077,175</u>	<u>139</u>	<u>3,261,216</u>
Wastewater Department							
Operations	1,174,950	1,174,950	72,878	6	628,258	53	1,174,950
Debt Service	0	0	0	0	0	0	0
CIP	210,000	210,000	0	0	73,981	35	210,000
Transfer Out	<u>73,630</u>	<u>73,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,458,580</u>	<u>1,458,580</u>	<u>72,878</u>	<u>5</u>	<u>702,238</u>	<u>48</u>	<u>1,384,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,107,040	2,107,040	156,565	7	1,329,508	63	2,107,040
Debt Service	280,000	280,000	0	0	180,925	0	280,000
CIP	420,600	420,600	31,630	8	1,268,981	302	2,259,126
Transfer Out	<u>147,260</u>	<u>147,260</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,954,900</u>	<u>2,954,900</u>	<u>188,195</u>	<u>6</u>	<u>2,779,414</u>	<u>94</u>	<u>4,646,166</u>



Town of Altavista  
Water Department  
FY 2016 Expenditure Report  
67% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	543,600	543,600	35,682	7	308,049	57	543,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,300	43,300	8,754	20	91,376	211	43,300
Other Charges	163,350	163,350	19,897	12	157,311	96	163,350
Materials & Supplies	181,840	181,840	19,355	11	144,514	79	181,840
Debt Service	280,000	280,000	0	0	180,925	0	280,000
Capital Outlay	210,600	210,600	31,630	15	1,195,000	567	2,049,126
Transfer Out to Reserves	73,630	73,630					0
<b>Total Expenditures</b>	<b>1,496,320</b>	<b>1,496,320</b>	<b>115,318</b>	<b>8</b>	<b>2,077,175</b>	<b>139</b>	<b>3,261,216</b>

Town of Altavista  
Wastewater Department  
FY 2016 Expenditure Report  
67% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2016 Adopted Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2016 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2016 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	677,600	677,600	38,560	6	347,946	51	677,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	15,650	15,650	517	3	20,456	131	15,650
Other Charges	313,000	313,000	24,096	8	179,923	57	313,000
Materials & Supplies	168,700	168,700	9,705	6	79,933	47	168,700
Debt Service	0	0	0	0	0	0	0
Capital Outlay	210,000	210,000	0	0	73,981	35	210,000
Transfer Out	73,630	73,630					0
<b>Total Expenditures</b>	<b>1,458,580</b>	<b>1,458,580</b>	<b>72,878</b>	<b>5</b>	<b>702,238</b>	<b>48</b>	<b>1,384,950</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2016  
67% 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	63,118	14	173,450	38	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>63,118</u>	<u>10</u>	<u>173,450</u>	<u>28</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	523	2	18,186	58	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>523</u>	<u>1</u>	<u>35,438</u>	<u>46</u>	<u>77,280</u>

Town of Altavista  
FY 2016 State/Highway Fund  
67% 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	4.02	0	6.27	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>619,000</u></b>	<b><u>619,000</u></b>	<b><u>4</u></b>	<b><u>0</u></b>	<b><u>326,624</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	1,881	4	9,164	19	48,200
Maintenance - Pavement	150,000	150,000	441	0	6,588	4	150,000
Maintenance - Traffic Control Devices	56,800	56,800	3,702	7	27,860	49	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	18,289	33	35,248	63	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,842	4	29,842	60	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	36,962	46	64,748	81	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>63,118</u>	<u>14</u>	<u>173,450</u>	<u>38</u>	<u>451,000</u>
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>63,118</u></b>	<b><u>10</u></b>	<b><u>173,450</u></b>	<b><u>28</u></b>	<b><u>619,000</u></b>

Town of Altavista  
FY 2016 Cemetery Fund  
67% of Year Lapsed

Cemetery Fund - Fund 90	FY 2016 Adopted <u>Budget</u>	FY 2016 Amended <u>Budget</u>	FY 2016 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2016 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	0	0	8,950	60	15,000
Interest/Interest Income	9,000	9,000	0	0	4,987	55	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	1,800	45	6,200	155	4,400
Miscellaneous/Misc.	0	0	25	0	50	0	0
Transfer In From General Fund	<u>49,280</u>	<u>49,280</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,280</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>77,280</u></b>	<b><u>77,280</u></b>	<b><u>1,825</u></b>	<b><u>2</u></b>	<b><u>20,187</u></b>	<b><u>26</u></b>	<b><u>77,680</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	242	3	5,032	53	9,500
Salaries and Wages/Overtime	500	500	181	36	935	187	500
Benefits/FICA	800	800	26	3	408	51	800
Benefits/VRS	1,050	1,050	21	2	498	47	1,050
Benefits/Medical Insurance is pre-paid	1,300	1,300	50	4	883	68	1,300
Benefits/Group Life	130	130	2	2	57	44	130
Benefits/VRS Hybrid Employer Contri	0	0	0	0	23	0	0
Benefits/ICMA Hybrid Employer Contri	0	0	0	0	2	0	0
Other Charges/Misc. Reimb.	0	0	0	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>523</u></b>	<b><u>1</u></b>	<b><u>35,438</u></b>	<b><u>46</u></b>	<b><u>77,280</u></b>

FY 2016 Cemetery Fund as of February 29, 2016

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 18,476,000.31**

Balance as of February 29 , 2016

**Non-Specific**

Green Hill Cemetery 564,916.70

General Fund Reserves

Capital Improvement Program Reserves

3,443,003.37

Altavista EDA Funding 300,562.37 \*

300,562.37

Enterprise Fund Reserves

Capital Improvement Program Reserves

201,234.83

PCB Remediation 600,468.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 15,442.31

Public Funds Money Market Accounts

12,627,418.04 → Includes Funds \$336,475.41 for Proj 1A - Bedford Waterline  
Includes Funds \$2,727,034.12 for Proj 1B - Main St Waterline

Operating Checking Account (Reconciled Balance) 720,045.54

**DESIGNATED FUNDS 2,204,344.07**

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

**UNDESIGNATED FUNDS**

16,271,656.24

-6,353,383.00

9,918,273.24

	General	Enterprise	Total
Policy \$	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

-336,475.41

Littleton &amp; Assoc. Emergency - doesn't include pumps

-102,600.00

Apprvd 8/11/15

PCB - Test entire pond

-6,000.00

Apprvd 8/11/15

Bedford Ave water tank

-62,000.00

Apprvd 6/9/15

Mill &amp; pave project area of Bedford estimated cost

-55,000.00

Apprvd 8/25/15

Woodard &amp; Curran's phase I SCADA system

-95,000.00

Apprvd 8/25/15

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

-1,041,859.80

Apprvd 9/22/15

Funds for Project 1B - Main Street Waterline Improvement

-2,727,034.12

FY 2016 Earmarked for Pole Building (CIP item)

-75,000.00

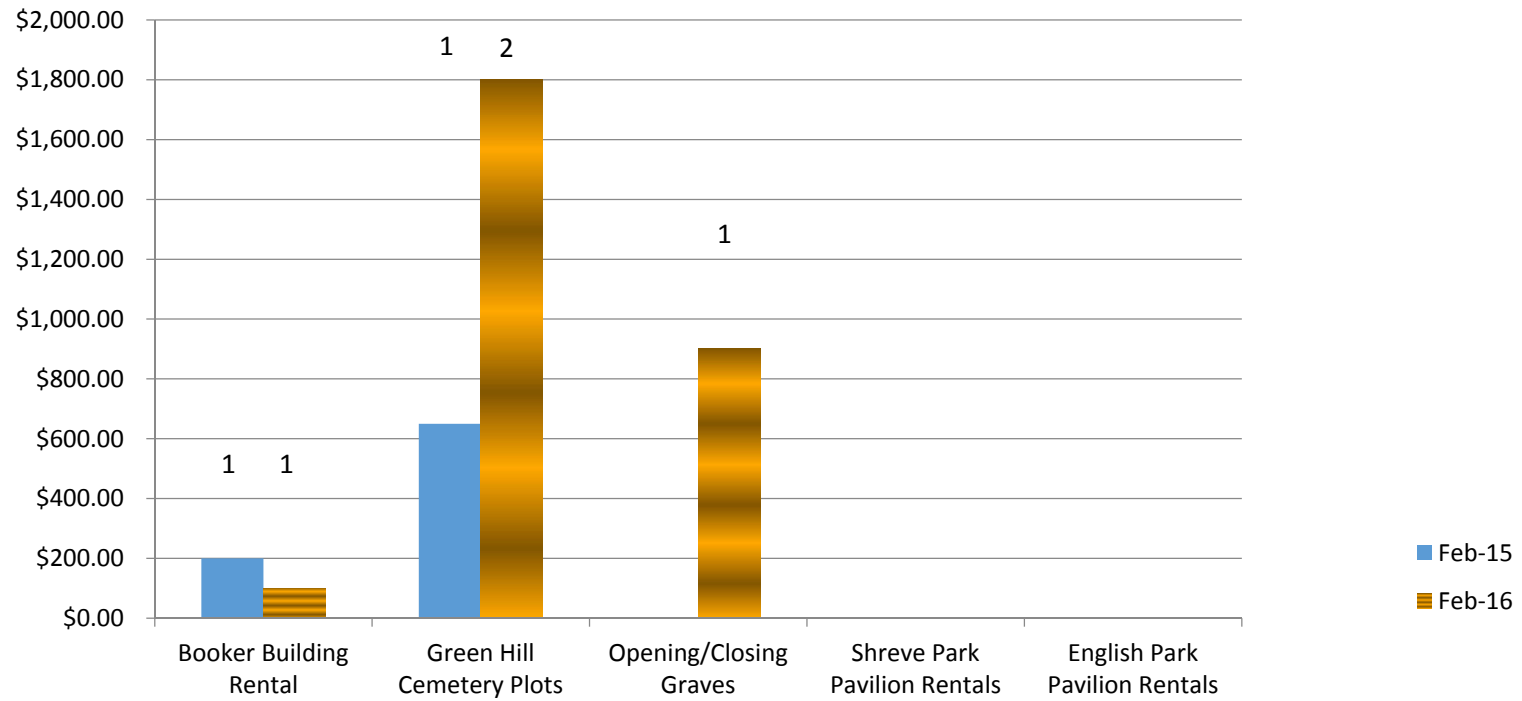
Earmarked for replacement of 1999 dump truck (CIP Item)

-41,000.00

**UNDESIGNATED RESERVE FUND BALANCE**

2,872,159.35

~ Administration ~



# ACTS RIDER TALLY

## January 2016 Ridership Report

<b><u>Yearly Totals</u></b>														
	Rider Totals			Miles Driven		Fare Box Revenue		*Days Run		Ave./per Day				
<b><u>2011</u></b>	10,919			40,392		\$ 3,783.00		272.5		40				
<b><u>2012</u></b>	15,265			45,706		\$ 5,329.50		281		54				
<b><u>2013</u></b>	17,760			45,358		\$ 5,721.00		282.5		63				
<b><u>2014</u></b>	23,511			47,856		\$ 6,924.94		302.5		78		*Summer Hours initiated		
<b><u>2015</u></b>	23,004			47,902		\$ 6,088.34		306.5		75				
<b><u>2016</u></b>	<b><u>2,781</u></b>			<b><u>6,798</u></b>		<b><u>\$ 1,316.74</u></b>		<b><u>42.5</u></b>		<b><u>65</u></b>		<b><u>YTD Numbers</u></b>		
	<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%
<b>2016</b>	1,281	<b>1,500</b>											2,781	86%
* Day is equivalent to 10 hours				*Note: Bus did not operate 1 day in February due to snow										



## Monthly Report to Council

**Date:** March 8, 2016  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** February 2016 Reporting

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
24-Feb	003-016	Lisa Bowe 1823 Sunset Dr. Altavista	Home Occupation- personal services -Elaine's Therapies
26-Feb	004-16	Angela Smith 507 Main St. Altavista	Relocating Salon from 515 to 507 Main St
29-Feb	005-16	Kevin Campbell 404 Royal Gardens, Madison Hts.	New Business-Brodurs Vapes LLC- 531 Main St

- Zoning Compliance letter completed for 1317 Lola Avenue.

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

- Reviewed and approved survey for 1028 8<sup>th</sup> Street

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

- Attended regional staff planners' luncheon. Learned of recent court rulings that impact the Town's Zoning Ordinance and will require changes to our code; specifically, the sign ordinance and BZA sections of the code. Information was passed on to Mr. Eller.
- Met with Mr. Jordon to discuss the Planning Commission and his new role as Chairman. With the resignation of Jerry Barbee, Town Council will need to appoint a replacement.
- Edited minutes from February 1<sup>st</sup> meeting but Mr. Jordon canceled the meeting scheduled for February as there were no pressing matters that needed discussed.
- Continued working to incorporate changes for the 2015 Comp Plan update/review.

### 4. AOT Related

- Attended meeting related to Art Council grant opportunity.
- Submitted VDOT r/w permit application for Classic Car Cruise In banner over Main Street.

### 5. ACTS Related

- Drivers' staff and safety training meeting held on February 1st.
- Validated daily ridership and revenue for bus system (February) - see bus report.

- New bus put into service and letter drafted to DRPT requesting the title and permission to sell the surplus bus.
- Operations reimbursements submitted for January 2016.
- Completed and submitted annual DAMIS (random drug screening) report to DRPT.
- RTAP request for ½ of the cost for VLGMA conference and training.

**6. Projects and Administrative Related:**

- Updated GIC
- Attended Campbell County Board of Supervisors meeting to hear request for in-kind services for canoe launch site. Request was denied on a 4-3 vote.
- Prepared for and attended Town Council meeting and work session.
- Town Council report for February.
- Certified TOA January bank statements.
- Drafted notice for Town Council public hearing for Chicken Ordinance.
- Participated in departmental budget meetings and drafted FY2017-2021 CIP.
- Completed draft Compensation RFP as requested by Town Manager.
- Attended the VLGMA winter conference and training sessions.
- Staffed a Recreation Committee meeting and implemented the requests into the Recreation FY2017-2021 CIP draft request.
- Sent out multiple Everbridge notifications because of water main break to include a boil water notice.
- Researched canoe launch site grants with DGIF, DCR and VDOT. Worked with Emelyn Gywnn on a grant application from Dominion for the canoe launch site in the amount of \$50,000. The grant was submitted on March 1<sup>st</sup>.
- Submitted VDOT r/w permit application for Uncle Billy's Day on behalf of the Chamber.



**Memo**

**To: Town Council**

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

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

**RE: February 2016 Economic Development Update**

**Announcements/Highlights:**

- Staff attended completed a grant application for assistance with the proposed canoe launch.
- Staff submitted the RFP for the VADHCD Broadband planning grant.
- Staff submitted two informational packets for prospects.

**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 Abbot.
- Staff met with officials Rage Plastics.
- Staff met with officials at Graham Plastics.
- Staff met with officials at Josa Farms.
- Staff met with officials at VTI.

**Marketing**

- Staff is working with Blair Marketing on the final drafts for the tourism brochure, the final draft will be completed by March.
- Staff will have the final draft version of the community video completed by March.
- 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. Industry target sectors were identified, marketing materials delivered.

**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**

- RLF loan committee approved a loan application.
- AOT is continuing the progress for the next round of the Pop Up program.



## **AOT February Monthly Report**

### Conferences and Meetings

- Attended annual Chamber dinner
- Spoke at Lynchburg College senior symposium about economic development
- Attended John Martin prep meeting with chamber and local leaders
- Presented to Town Council on the tourism brochure
- Organized meeting with local arts groups to discuss Virginia Commission for the Arts grant
- Met with The Altavista Journal and David Garrett to provide information about the construction on Main Street.
- Met with two entrepreneurs for "Vintage Vapes" about RLF.
- Held monthly AOT meeting.
- Participated in a VMS webinar on historic tax credits.
- Attended Precious Paws ribbon cutting ceremony.
- Held a brainstorming/feedback session on the previous "Pop-Up" with downtown merchants.
- Attended second planning meeting on John Martin planning with local leaders.
- Attended recreation committee meeting.
- Presented at Town Council about matching the Virginia Commission for the Arts grant.
- Attended SBDC annual report meeting.

### AOT

- Received banner quote for new possible banners downtown.
- Held monthly meeting Feb 11<sup>th</sup>
- Received \$10,000 Financial Feasibility Grant from DHCD
- Wrote press releases for grants on the AOT website
- Submitted VDOT application for Classic Car Cruise Ins
- Wrote and submitted Dominion grant for Boat Launch
- Searched historic architect firms to conduct feasibility study.



#### Economic Development

- Met with Stephanie Kenner and Dennis to discuss tourism training.
- Helped Dennis organize tourism PowerPoint for Town Council.
- Sent final tourism brochure draft to Blair Marketing.

#### Goals to be completed by next month

- Monthly AOT board meeting will be held 3/10/16
- Will attend executive AOT meeting 3/3/16
- Will write RFP to issue to different firms for feasibility study
- Will write up Virginia Commission for the Arts grant and hold second meeting to review application on 3/16/16
- Meet with JOSA farm to photograph greenhouse for the loan application completion
- Will attend Region 2000 arts revitalization committee meeting
- Will revise/rewrite façade loan application
- Will complete write up after "Pop-Up" brainstorming session to report back to the board



## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** March 8, 2016  
**Re:** Proposed Text Amendment to allow "Keeping of Chickens in Town Limits"

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### **Request**

Text amendment to amend the Altavista Town Code, Chapter 86, "Zoning", Article II "Use Type, Article III, "Permitted Uses" and Article IV "Development Standards" to allow for the keeping of chickens within the Town limits.

### **Recommendation**

Planning Commission recommends approval of the Text Amendments related to the allowing of "keeping of chickens in Town limits."

### **Summary/Consideration**

The Planning Commission received a request to amend the zoning ordinance to allow of the keeping of chickens within the Town limits for personal use. Staff researched this item and presented a draft ordinance for the Planning Commission's review. The Planning Commission held a public hearing on their proposed text amendments on Monday, December 7, 2015. No one spoke for or against the proposed text amendments and the Planning Commission voted 5-0 to recommend the amendments to Town Council. The Planning Commission original recommendation is attached.

The subject was placed on the January 12, 2016 Town Council agenda for consideration. Following discussion, it was decided that staff would consider some additional recommendations and bring the updated version back to Council. During this period, the Planning Commission looked at the ordinance and proposed that the setback requirements in the proposed ordinance not apply to the dwelling located on the subject property. The updated ordinance was placed on the January 26<sup>th</sup> Town Council Work Session for further consideration, following discussing at that meeting Council accepted the latest change by the Planning Commission. Staff was directed to schedule the public hearing on the attached ordinance for the March 8<sup>th</sup> Town Council meeting.

The proposed text amendment would permit the keeping of chickens in the Town limits in the R-1, R-2, C-1, C-2 and M-1 zoning districts, with the following development standards:

- Not more than six (6) female chickens
- Not kept closer than thirty (30) feet from any dwelling on subject property
- Not kept any closer than twenty (20) feet from any property line
- Must be kept in the rear yard

- Must be provided a completely enclosed secure area
  - Maximum of 120 sq. ft. (pen)
    - Minimum of 2 sq. ft. per chicken (coop)
    - Minimum of 8 sq. ft. per chicken (open run)
  - Pre-manufactured coops/pens permitted and also a list of non-allowed materials
  - Coop/pen to be safe, clean and sanitary condition, at all times.
  - No outdoor harvesting (slaughtering) of any chicken
  - Owner must obtain a permit from the Town prior to locating chickens on property

This item was published in the February 30<sup>th</sup> and March 2<sup>nd</sup> editions of the *Altavista Journal*, in accordance with state and local regulations.

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

**Approve -** I move for approval of the text amendments to Chapter 86 “Zoning” of the Code of the Town of Altavista (Sec. 86-515.1; Sec. 86-32; Sec. 86-132; Sec. 86-192; Sec. 86-322; Sec. 86-352; and Sec. 86-382) related to the keeping of chickens in the Town limits.

**Deny -** I move to deny the text amendments to Chapter 86 “Zoning” of the Code of the Town of Altavista (Sec. 86-515.1; Sec. 86-32; Sec. 86-132; Sec. 86-192; Sec. 86-322; Sec. 86-352; and Sec. 86-382) related to the keeping of chickens in the Town limits.

**Defer –** I move to defer action on this item until   (DATE)   Town Council meeting.

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Attachments: Proposed Text Amendments; Planning Commission reports (February 2016 meeting and December 2015 meeting)

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

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

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

**Sec. 86-515.1. Keeping of chickens.**

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

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

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

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

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

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

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



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

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

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

**Sec. 86-32. Use types.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Sec. 86-132. - Permitted uses.**

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

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

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

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

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

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

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

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

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

**Sec. 86-192. - Permitted uses.**

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

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

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

Community garden (S)

Duplex\*

Family day care home\*

Group home\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Manufactured home, emergency\*

Multi-family dwelling—Consisting of three or fewer units

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

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

(3) *Civic use types.*

Assisted care residence\*

Cemetery (S)

Club (S)\*

Community recreation\*

Crisis center (S)

Cultural service

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)\*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)\*

Day care center (S)\*

Golf course (S)

Personal service business(s)

(6) *Industrial use types.*

Recycling center (S)

(7) *Miscellaneous use types.*

Amateur radio tower\*

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

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

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

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

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

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

**Sec. 86-322. - Permitted uses.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment\*

Duplex\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Multi-family dwelling (S)\*

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

(3) *Civic use types.*

Assisted care residence\*

Club\*

Crisis center (S)

Cultural service

Educational facilities, college/university (S)



Educational facilities, primary/secondary

Governmental service

Guidance service

Halfway house (S)

Life care facility

Nursing home

Park and ride facility

Post office

Public assembly (S)

Public parks and recreational areas (S)

Religious assembly\*

Safety service

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution\*

General office

Laboratory (S)

Medical office

Substance abuse clinic (S)\*

(5) *Commercial use types.*

Bed and breakfast\*

Business support service

Business/trade schools

Car wash (S)

Commercial indoor sports and recreation (S)

Communications service

Day care center\*

Funeral service

Garden center

Gasoline station (S)\*

Hospital (S)

Personal improvement service

Personal service

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

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

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

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower\*

Parking facility, surface/structure (S)

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

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

Tower (S)\*

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

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

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

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

**Sec. 86-352. - Permitted uses.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment\*

Duplex\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Multi-family dwelling (S)\*

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

Upper-story housing unit\*

(3) *Civic use types.*

Assisted care residence\*

Club\*

Correction facility (S)

Crisis center

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

(4) *Office use types.*

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

(5) *Commercial use types.*

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

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

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

(6) *Industrial use types.*

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

(7) *Miscellaneous uses.*

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

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

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

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

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

**Sec. 86-382. - Site development regulations.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation (S)\*

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

(3) *Civic use types.*

Correction facility (S)

Educational facilities, college/university (S)

Governmental services

Post office

Public maintenance and service facility

Safety services

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution\*

General office

Laboratory

Medical office

(5) *Commercial use types.*

Business support services

Business trade school

Communication services

Construction sales and services

Equipment sales and rental

Mini-storage\*

(6) *Industrial use types.*

Construction yard

Custom manufacturing (S)

Industry, light

Industry, medium

Industry, heavy (S)

Recycling center

Resource extraction (S)

Transportation terminal

Truck terminal (S)

Warehousing and distribution

(7) *Miscellaneous use types.*

Parking facility, surface/structure (S)

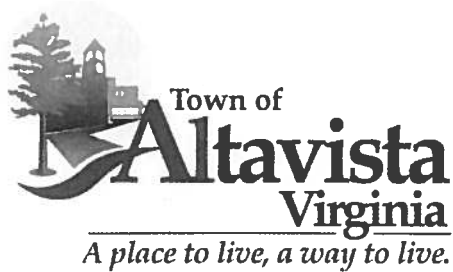
Satellite dish antenna one meter or less in diameter or measured diagonally

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

Tower (S)\*

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





***Commissioners***

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

**Staff Planner**

Dan Witt

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

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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.

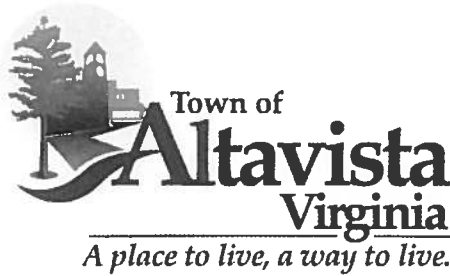
It shall be the duty of such owner to maintain such coop and pen at all times in a safe, clean and sanitary condition, free of excrement and other unsanitary or offensive substances, liquids or odors, and so as not to constitute a hazard to the health or safety of any person or to become a nuisance.

(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.



**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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**Amendment to Town Zoning Ordinance: Agricultural Use (Chickens)**

**Subject Overview**

The Planning Commission (PC) was asked by a citizen to consider an ordinance that would allow chickens for personal use within the Town. Chairman Barbee asked staff if chickens were permitted anywhere in town and staff responded 'no' but the only time the matter of chickens was addressed was on a complaint basis. Chairman Barbee, along with the other commissioners, wanted to be proactive with this request, especially with this being a growing trend, and develop an ordinance that permitted chickens, but at the same time regulate this use would provide an enforcement mechanism to staff.

**Recommendation**

The Altavista Planning Commission held its public hearing on Monday, December 7, 2015 at 5:00 p.m. in the Rudy Burgess Town Hall. No one spoke for or against the proposed ordinance amendments and the PC voted 5-0 to recommend to Town Council the changes to the town code (attached)

***I make a motion that 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 presented. The Planning Commission will review the ordinance one year after adoption.***

The vote tally was as follows:

Chairman Barbee-	Yes
Vice Chairman Thompson-	Yes
Mr. George-	Yes
Mr. Jordan-	Yes
Mr. Woodson-	Yes

The basis for this recommendation are as follows:

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.

## PLANNING COMMISSION AGENDA FORM

**Agenda Item and Number:** Ordinance Amendment Public Hearing #7

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

**Subject Title:** Public Hearing Section 86-515.1

**Meeting Date:** Nov 2, 2015—**Dec 7, 2015**

**Action Needed:** Hear input from the public, consider any requests to the proposed changes in zoning

(N/A: Information only) Possible recommendation to Town Council

### Subject Overview

The Commissioners have been considering an amendment to the Town's Zoning Ordinance to allow chickens in all zoning districts with specified conditions contained in the attached code.

The code limits the number to 6 hens that can be kept not closer than 20' from a property line and 30' from any dwelling other than the property owners. The ordinance also contains specific language for the coop and pen along with materials that they can be built from.

### Staff Recommendations, if applicable

Staff recommends that the Commission hear public comments and concerns, any additional recommendations from legal counsel and determine if a recommendation is appropriate to Town Council.

### Suggested / Required Action or Suggested Motion(s)

"I make a motion that 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, and 86-382 as presented."

"I make a motion that 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, and 86-382 with specific changes as follows:"

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

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

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

**Sec. 86-515.1. Keeping of chickens.**

(a) It shall be lawful for any person to keep on premises owned and occupied by him or her for such owner's personal use not more than six (6) female chickens such chickens to be kept not less than thirty (30) feet from any dwelling 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 a completely enclosed covered enclosure (coop) and an open outside enclosure (pen) at all times. Such coop shall contain a minimum of 10 sq. ft. per chicken and such pen shall contain a minimum of 10 sq. ft. 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 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.

Failure to obtain such permit prior to placing chickens on property within the Town shall be a Class 4 misdemeanor and each day in violation after notification in writing shall constitute a separate offense.

(e) This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista and shall expire one year from the date of such passage subject to extension and/or modification.

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

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

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

**Sec. 86-32. Use types.**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

**Sec. 86-132. - Permitted uses.**

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

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

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

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

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

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

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

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

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

**Sec. 86-192. - Permitted uses.**

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

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

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

Community garden (S)

Duplex\*

Family day care home\*

Group home\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Manufactured home, emergency\*

Multi-family dwelling—Consisting of three or fewer units

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

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

(3) *Civic use types.*

Assisted care residence\*

Cemetery (S)

Club (S)\*

Community recreation\*

Crisis center (S)

Cultural service

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)\*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)\*

Day care center (S)\*

Golf course (S)

Personal service business(s)

(6) *Industrial use types.*

Recycling center (S)

(7) *Miscellaneous use types.*

Amateur radio tower\*

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

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

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

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

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

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

**Sec. 86-322. - Permitted uses.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment\*

Duplex\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Multi-family dwelling (S)\*

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

(3) *Civic use types.*

Assisted care residence\*

Club\*

Crisis center (S)

Cultural service

Educational facilities, college/university (S)

Educational facilities, primary/secondary

Governmental service

Guidance service

Halfway house (S)

Life care facility

Nursing home

Park and ride facility

Post office

Public assembly (S)

Public parks and recreational areas (S)

Religious assembly\*

Safety service

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution\*

General office

Laboratory (S)

Medical office

Substance abuse clinic (S)\*

(5) *Commercial use types.*

Bed and breakfast\*

Business support service

Business/trade schools

Car wash (S)

Commercial indoor sports and recreation (S)

Communications service

Day care center\*

Funeral service

Garden center



Gasoline station (S)\*

Hospital (S)

Personal improvement service

Personal service

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

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

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

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower\*

Parking facility, surface/structure (S)

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

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

Tower (S)\*

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

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

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

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

**Sec. 86-352. - Permitted uses.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment\*

Duplex\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Multi-family dwelling (S)\*

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

Upper-story housing unit\*

(3) *Civic use types.*

Assisted care residence\*

Club\*

Correction facility (S)

Crisis center

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

(4) *Office use types.*

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

(5) *Commercial use types.*

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

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

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

(6) *Industrial use types.*

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

(7) *Miscellaneous uses.*

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

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

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

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

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

**Sec. 86-382. - Site development regulations.**

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation (S)\*

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

(3) *Civic use types.*

Correction facility (S)

Educational facilities, college/university (S)

Governmental services

Post office

Public maintenance and service facility

Safety services

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution\*

- General office
- Laboratory
- Medical office
- (5) *Commercial use types.*
  - Business support services
  - Business trade school
  - Communication services
  - Construction sales and services
  - Equipment sales and rental
  - Mini-storage\*
- (6) *Industrial use types.*
  - Construction yard
  - Custom manufacturing (S)
  - Industry, light
  - Industry, medium
  - Industry, heavy (S)
  - Recycling center
  - Resource extraction (S)
  - Transportation terminal
  - Truck terminal (S)
  - Warehousing and distribution
- (7) *Miscellaneous use types.*
  - Parking facility, surface/structure (S)
  - Satellite dish antenna one meter or less in diameter or measured diagonally
  - Satellite dish antenna in excess of one meter in diameter or measured diagonally\*
  - Tower (S)\*

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



## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** March 8, 2016  
**Re:** Consideration of Campbell County All Hazards/All Discipline Plan (Emergency Operation Plan)

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### **Summary**

The Campbell County Public Safety Office periodically reviews and updates the information contained in its All Hazards/All Discipline Plan (Emergency Operation Plan). The Plan covers the Town of Altavista and accordingly with each revision the Town is requested to adopt a resolution in regard to adoption of the newly revised Plan.

The Plan is rather voluminous (277 pages), so it has not been included as an attachment but can be requested for individual review and inspection through the Town Manager's Office at Town Hall, 510 7<sup>th</sup> Street, Altavista, VA 24517.

The revisions basically were the updating of personnel and contact information. Staff has reviewed the document and would recommend that the Town Council adopt the attached resolution, which would be included in the Plan.

### **Recommendation**

Adoption of the attached resolution.

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

"I move that the Altavista Town Council adopt the attached resolution related to the Town's Adoption of the Campbell County All Hazards/All Disciplines Plan (Emergency Operations Plan)."

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Attachments: Resolution





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

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

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

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

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

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

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

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

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Mike Mattox, Mayor

ATTEST:

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Clerk, Town of Altavista



## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** March 8, 2016  
**Re:** Consideration of request by Avoca to amend FY2016 CIP Project

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### **Summary**

Attached is a letter from Michael Hudson, Avoca Museum's Executive Director, requesting that Town Council consider a modification of the order of projects in the Capital Improvement Plan. Currently, Avoca has a project in the FY2016 CIP that is budgeted, it involves the restoration of exterior brick/mortar on the original brick kitchen and has \$25,000 funded for this purpose.

Mr. Hudson has made a request to switch the FY2018 CIP request, which involves improvements to the interior of Avoca through wallpaper and furnishings, with the existing FY2016 request, as previously described. The estimate for the FY2018 is \$15,000. If approved by Council, this would reduce the CIP cost in FY2016 by \$10,000 and increase the FY2018 request by the same amount.

### **Recommendation**

It would be acceptable to switch the two projects, with the understanding that the FY2018 CIP is not funded at this time and there is no guarantee that all items in a future CIP will be approved.

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

Per discussion

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Attachments: Correspondence from Michael Hudson (Avoca Museum)

Mr. Waverly Coggsdale  
Altavista Town Hall  
510 7<sup>th</sup> St.  
Altavista, VA 24517

February 26, 2016

Dear Mr. Coggsdale, et al. –

As you know, Avoca Museum has submitted a capital improvement project plan that forecasted anticipated projects for the next five years, beginning with fiscal year 2016. Circumstances beyond Avoca's control necessitate that it request permission to modify the order of that plan while keeping the projects themselves intact. The FY 2016 plan anticipated restoration work to be completed on the museum's ca.-1800 kitchen building and the proposed project for FY 2016 calls for \$25,000 to complete exterior masonry work. Before this job is to be completed, Avoca had identified two other phases of restoration work that had to be done prior to the FY 2016 project.

The first two phases were covered by \$2,000 in leftover CIP funds from two years ago and about \$10,000 in grant funds that Avoca Museum has won from grants. The second of those phases was expected to be completed earlier this winter, but the unusually weather has prevented those jobs from being completed as of yet. Currently, it appears that the jobs will be finished in the third week of March. If Avoca Museum proceeded with the scheduled CIP project to restore the plaster work inside the kitchen, it is believed that the work will coincide with hours that the museum will be open. Therefore, museum visitors might be exposed to hazards that my present us with a liability. Given this situation and considering my belief that the delay of this project will not affect the structural health of the kitchen, Avoca proposes to delay the masonry task to FY 2018. In turn, Avoca proposes to move the project slated for FY 2018 up to FY 2016.

There are several advantages to this proposal:

- 1.) This proposal, if accepted, will allow the work to be done during the time the museum is closed (November-March of 2017) and will therefore not be a liability for the Town of Altavista.
- 2.) **This proposal would allow the Town of Altavista to save \$10,000 on this fiscal year's CIP spending. (The current plan is \$25,000 while the proposed modified plan is \$15,000.)**
- 3.) **This proposal, would allow Avoca Museum more time to win more grants. This is a strong possibility and means that the museum may be able to cover the restoration with some grant funds rather than the cost be absorbed by the Town. (Avoca has won two grants totaling \$10,000 for kitchen restoration in the recent past.)**
- 4.) This proposal would more immediately solve problems resulting from torn wallpaper and worn-out furniture currently found inside the museum. Those furnishings and ripped wallpaper can be replaced sooner rather than later, leading to a stronger representation of the community.
- 5.) Replacement of furniture and re-wallpapering the house can be done without danger to visitors. Wallpaper work can be done on days that the museum is not open (Mondays-Wednesdays).

Thank you for your consideration,  
Michael Hudson  
Executive Director, Avoca Museum



## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** March 8, 2016  
**Re:** Consideration of Annual Engineering Services Contracts

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### **Summary**

In response to the Town's Request for Proposals (RFP) for engineering and related services, eleven firms submitted proposals. A panel consisting of Vice Mayor Dalton, David Garrett, Director of Public Works and Utilities, Mr. Maurice Law, and myself reviewed the proposals and four firms were subsequently interviewed on March 3, 2016.

Based on the interviews and proposals submitted, as well as reference checks with some of the firm's clients, the panel is recommending that three firms be offered an annual contract for engineering and related services. The firms are:

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

### **Recommendation**

It is recommended that Council authorize the Town Manager to enter into contracts, after review by the Town Attorney, for on call engineering and related services with the three firms listed above for one year terms, with a provision for four one-year renewals.

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

"I move to approve the request to award the annual contracts to Hurt & Proffitt, Peed & Bortz and Woodard & Curran for engineering and related services for a one-year term, with a provision for four one-year renewals."

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Attachments: N/A



## STAFF REPORT

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**To:** Mayor Mattox and Council members  
**From:** Waverly Coggsdale, Town Manager  
**Date:** March 8, 2016  
**Re:** FY2017 Budget Discussion

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### **Summary**

The FY2017 Budget and the FY2017-2021 Capital Improvement Program were distributed to Council on Friday, March 4<sup>th</sup>. Tonight, staff is seeking initial input from Town Council in regard to the proposed budget. Per the direction of Council, staff has provided several different “revenue scenarios” which may need to be discussed and decided upon before the time to advertise the budget.

At your March 22<sup>nd</sup> Town Council Work Session, outside agencies have been invited to present their budget request. There will only be a limited time that evening for discussion regarding the budget as the Town Council will be attending the presentation by Mr. John Martin at 6:00 p.m. in the YMCA's Multi-Purpose Room.

Additional budget work sessions can be scheduled as needed by Council.

### **Recommendation**

Provide feedback to staff in regard to changes to the FY2017 Budget and/or the FY2017-2021 CIP.

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

None

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Attachments: FY2017 Budget and FY2017-2016 Capital Improvement Program (Under separate cover)



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

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

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

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

- Waterline installation has begun on the side streets.
- Traffic Plan for Main Street is being reviewed/approved by VDOT.
- Progress meeting held on March 1, 2016.

### **Dominion Water Connection**

- Town is working with Dominion Power in regard to a new, larger water connection that will provide water for their cooling towers. ([See Attached Staff memo](#))
- Design work for connection is under way. Potential that any construction could be as result of a change order to the Main Street Waterline Project. Awaiting Engineer's Estimate.

### **WWTP EOP – PCB Remediation**

- University of Iowa picked up the “split samples” for testing.
- Town received response from DEQ indicating the Town would be allowed to stay in the “Voluntary Remediation Program”. ([See Attached Letter](#))
- Conference call between DEQ (Mr. Deppe) and the Town Manager on Monday, March 7<sup>th</sup>.

### **Canoe Launch**

- Staff is exploring grant opportunities for this project.

### **Broadband Grant Award**

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

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

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



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

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

A handwritten signature in blue ink, appearing to read "Dan", is placed next to the name "Dan Witt" in the "From:" field.

**Date:** March 4, 2016

**Re:** Dominion Water Request Update

Dominion has requested up to 1.3 million gallons of water per day to be used in their cooling towers. Dominion would be a new industrial customer and town staff have been meeting with Dominion personnel and both town and Dominion engineers to determine the best location of connection and to coordinate when the water is needed with the construction of the new Main Street water line. The purpose of the memo is to update you on the status of this request.

The engineers have determined the best location for connecting to the Town's water is on Main Street about 300 feet north of the intersection of Wood Lane. (see attached map). The connection will be an 8" line, initially connected, using a wet tap, to the existing water line. During installation of the new water line a "T" will be placed at this location and Dominion will be connected to the new line when it becomes operational. The old line will be abandoned. There will be a vault and 6" meter placed in the vault in the grassy area shown on the map.

The Town has contracted with Hurt and Proffit, using a state contract, to design the water line, vault, and connection and this will be treated as a change order to the existing Main Street water line contract. Staff will ask our contractor to price the installation of the line and vault and initially pay for this design and installation. Dominion will be responsible to pay all costs associated with this connection back to the Town. Hurt and Proffit plans to have an engineer's estimate of probable cost by March 11 and is working on the design of the water line. This design requires a survey of the lot, locating all underground utilities; these drawings will be provided to the Town and contractor.

There are time constraints for completing this project because Dominion has a scheduled shut down between April 9<sup>th</sup> and April 29<sup>th</sup> they would like to have the line installed and working by the end of April so they can begin using the Town's water in their cooling towers at that time. Currently, Dominion has a 3" line servicing their plant and they have

been drawing water at a rate of 300,000+ GPD and because of the cool air temperatures this is currently meeting their needs. Once warmer temperatures arrive this will not be a sufficient water supply.

One other note: in addition to the design and construction, the Virginia Department of Health must approve all the plans. A meeting has been scheduled with their engineer for March 9<sup>th</sup> at 9 a.m. in an attempt to respond to all questions and requirements from the VDH. This is very challenging with a short timeframe and deadline to complete this project; however, staff is committed to working with Dominion, VDH, the engineers and contractor in an attempt to meet it.



# Campbell County, VA

## Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
- Parcels
- County Boundary
- Hidden Road Centerline



Title: Dominion Water Line

Date: 3/4/2016

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





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

February 26, 2016

Mr. Waverly Coggsdale, III, Town Manager  
Altavista Town Hall  
510 7<sup>th</sup> Street  
Altavista, Virginia 24517

Re: Informal Fact Finding Regarding the Termination of the Town of Altavista's Participation in the Voluntary Remediation Program

Dear Mr. Coggsdale:

The matter before the Department of Environmental Quality ("DEQ") during the above captioned fact finding concerned whether the Town of Altavista had failed to make reasonable progress towards completion of remediation at the wastewater treatment plant in accordance with 9 VAC 20-160-100(A)(3). This informal fact finding proceeding was held in accordance with Va. Code §2.2-4019 on November 30, 2015 at the DEQ Office located at 629 East Main Street, Richmond, Virginia 23219. Representatives of the DEQ and the Town of Altavista, represented by Mayor Waverly Coggsdale III and Joseph Eller, participated in this proceeding.

After evaluating the evidence provided and applying the appropriate regulations, I find that the Town of Altavista has made reasonable progress toward completing remediation under DEQ's Voluntary Remediation Program ("VRP"). Therefore, the Town of Altavista's participation in the VRP shall not be terminated at this time.

To ensure the Town's continued ability to participate in the VRP I recommend that within fifteen days of receipt of this letter, Altavista arrange a meeting with DEQ VRP staff to clearly establish procedures and expectations for the future. This conversation should include a discussion of required submittals, procedures for review of information, and acceptable time frames.

Very truly yours,

A handwritten signature in blue ink that reads "Melanie D. Davenport".

Melanie D. Davenport  
Presiding Officer

cc: James Golden  
Justin Williams  
Russell Deppe

~ 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 6:00 PM	23	24	25	26
27 Easter	28	29	30	31	Notes:	

~ April 2016 ~						
◀ Mar 2016						May 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Planning Commission Meeting 5:00 PM	5	6	7	8	9
10	11	12 Council Meeting 7:00 PM	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Council Work Session 5:00 PM	27	28	29	30