



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, April 11, 2017

7:00 PM Council Regular Meeting

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda..... p.1-2
5. Recognitions and Presentations
 - a. Outside Agency Budget Requests (Attachment #1)p. 3
6. Public Comments

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.

7. Consent Agenda
 - a. Approve minutes (Attachment #2a) p. 4 - 29
 - i. Council's Regular meeting March 14, 2017
 - ii. Council's Work Session March 28, 2017
 - b. Acceptance of Monthly Financial Reports (Attachment #2b)p. 30 – 55
 - c. Regional Law Enforcement Mutual Aid Agreement Adoption (Attachment #2c)p. 56 - 64
 - d. Declaration of Surplus Property (Attachment #2d)p.65 -67
 - e. Budget Amendment(s)/Departmental Transfers (Attachment #2e)p.68 - 82
 - f. AOT Mural "Challenge Grant" (Attachment #2e)p.83 - 84

8. Public Hearing (None Scheduled)

9. New/Unfinished Business (20 minutes)

- a. Route 43 "Gateway Project" Discussion/Approval of Design proposal (Attachment #3).....p.85 - 91
- b. Consideration of VDH Fluoride Grant (Attachment #4)p.92 - 94

- c. FY2018 Budget and Capital Improvement Plan – First Reading (Attachment #5)p.95 - 99
- d. Comprehensive Plan – Setting of Public Hearing (Attachment #6) p.100
- e. Cross Connection Control Ordinance – First Reading (Attachment #7)p. 101 - 117
- f. Planning Commission Report (Attachment #8)p. 118 – 126
- g. Consideration of purchase of vehicle for Altavista Police Department (Attachment #9)p. 127
- h. Consideration of request of Lynchburg Daily Bread to use Town property for meal distribution point (Attachment #10)p. 128 - 130

10. Reports

- a. Town Manager’s Report (Attachment #11)..... p.131
- b. Departmental Reports (Attachment #12).....p.132 - 144

11. Informational Items/Late Arriving Matters

- a. Calendars (Attachment #13).....p.145 -146
- b. Correspondence (Attachment #14)p.147

12. Matters from Council

13. Closed Session

Section 2.2-3711 (A) (3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

14. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar

(All meetings are at Town Hall unless otherwise noted)

Tuesday, April 25, 2017 @ 5:00 p.m.	Town Council Work Session
Tuesday, May 9, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, May 23, 2017 @ 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.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | 5a |

Attachment #: | 1 |

Agenda Placement: | Recognitions and Presentations |

Subject Title: | Outside Agency Budget Requests |

SUBJECT HIGHLIGHTS

Town Council requested that staff send out reminders to the outside agencies that are seeking funding from the Town during Fiscal Year 2018 that were not able to attend the previous meeting to come to the April meeting for funding consideration. All funding request were included in the Proposed FY2018 Budget.

Staff recommendation, if applicable: N/A

Action(s) requested or suggested motion(s): Direction provided per discussion.

Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | 7a |

Attachment #: | 2a |

Agenda Placement: | Consent Agenda |

Subject Title: | Minutes |

SUBJECT HIGHLIGHTS

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's regular meeting held March 14, 2017; and the Council's Work Session held on March 28, 2017. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to approve the minutes of the March 14, 2017 Regular Meeting; and the March 28, 2017 Work Session.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Minutes (March 14, 2017; & March 28, 2017)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Regular Council Meeting—March 14, 2017

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on March 14, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Ben Horrocks, Lane Memorial United Methodist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Council members
absent:

Mrs. Micki Brumfield

Also present:

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

3. Mayor Mattox asked if there were any questions or changes to the agenda.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the agenda as presented.

Motion carried:

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

4. Recognitions and Presentations

5. Public Comment

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

No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting February 14, 2017/Council’s Continued Meeting February 23, 2017/Council’s Work Session February 28, 2017 –The Council approved the minutes of the Council meeting, Continued Meeting and Work Session.
- b) Monthly Finance Reports-Council approved the monthly reports
- c) The Local Choice Health Insurance Renewal-Council approved the renewal of the Health Insurance

Regular Council Meeting—March 14, 2017

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the consent agenda as presented.

Motion carried:

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

7. Public Hearing

8. New/Unfinished Business

a. Chamber of Commerce-UBD Update-Adult Beverage Area Request

Mr. Coggsdale advised that each year the Chamber of Commerce is responsible for the Uncle Billy's Day festival the first weekend of June. As part of the event, the Chamber establishes an "Adult Beverage Area" for "legal age" festival attendees on Friday and Saturday night. Due to fact that alcoholic beverages are not generally permitted in English Park, approval is required from Town Council.

Mr. Jeff Janiak, Uncle Billy's Day Chairman, approached Council and advised the Chamber of Commerce is seeking approval to operate an "Adult Beverage Area" as part of the Uncle Billy's Day festival on Friday, June 2nd and Saturday, June 3rd from 6:00 p.m. to 10:30 p.m. in the same location as last year.

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the operation of an "Adult Beverage Area" as part of the Uncle Billy's Day festival on Friday, June 2nd and Saturday, June 3rd from 6:00 p.m. to 10:30 p.m.

Mrs. Dalton asked how long the Chamber had been operating a beer garden at the Uncle Billy's Day festivities.

Mr. Janiak responded three plus years.

Mrs. Dalton asked if there had been any incidents.

Mr. Janiak stated there had been some minor incidents but the Altavista Police Department and the Sheriff's Office has keep it under control in a timely manner.

Motion carried:

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

b. Consideration of Police Department Reorganization

Mr. Coggsdale advised last month this item was presented to Town Council and following a brief discussion, it was noted that several Council members wanted to further discuss the Police Department Reorganization with staff. He presented Council with the Chief's memo along with job descriptions for each of the positions. He noted the First Sergeant position would be new to the organization. This position would be a grade 19 under the Town's existing structure. Mr. Coggsdale advised of a revised implementation of the proposal that would have an estimated \$1,800 impact (salaries only) on the budget for the remainder of the current fiscal year. In addition, this proposed reorganization would reduce the Salaries/Wages total by approximately \$8,000 when the FY2017 Budgeted

Regular Council Meeting—March 14, 2017

amount is compared to the FY2018 Requested amount (salaries/wages only). He added this figure does not include the fiscal impact of potential implementation of the Springsted compensation study.

Mr. Emerson, seconded by Mrs. Dalton, motioned to add a First Sergeant position and adopt the reorganization proposal based on the submitted information.

Mr. George asked if this would include the Clerk's position.

Chief Milnor stated that it does not include the administration position; the proposed reorganization includes no new positions. He added the department is now fully staffed.

Mr. Coggsdale advised two of the Police Department's employees are presently in the academy.

Chief Milnor added the two should come out of the academy, complete field training and be on the street by October 2017.

Mr. Higginbotham questioned the \$10,000 in the draft budget for the Firing Range.

Chief Milnor stated this line item is for maintenance of the existing firing range.

Mr. Higginbotham stated Liberty University is installing a firing range and will be allowing Campbell County to use this range free. He asked if this is the case could this maintenance wait until next year to see if the town could be included.

Chief Milnor stated his thought process is the Liberty University range will be a busy range and advised of the benefits of having our own range; most departments larger than the Altavista Department would be very jealous, as we would not be competing with any other entities. One problem with an entity our size is finding the time in the overtime budget to get people to the range. He noted having a range within 5 minutes of the Police Station allows taking everyone there and finishing in a minimal amount of time.

Mr. Higginbotham asked why a range shack is needed if there is a trailer.

Chief Milnor responded what is at the site now is barely a 25 yard range and there needs to be a 100 yard range to create a safer environment plus.

Mr. Higginbotham stated he would like to see what is available.

Mrs. Dalton requested that this matter be held until the budget discussion.

Mayor Mattox told Chief Milnor that he has heard his concerns about staffing and he appreciates his concerns, not only for the officers but also for the citizens of the community. He also thanked Chief Milnor for what he and his officers do every day.

Motion carried:

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

Chief Milnor noted that he and Campbell County Sheriff Steve Hutcherson has discussed the Liberty University Range and the county may be interested in using the town's range before using Liberty's range.

Regular Council Meeting—March 14, 2017

Mr. Emerson noted Campbell County Sheriff's Office has tried to put ranges in two or three places; nobody wants to hear the noise. If this range is in place, it will take 3 to 5 minutes to get there. The condition of the range is fair but needs some work. The ability to go to the town's range in 3 to 5 minutes, qualify and back in 20 minutes would not happen using the Liberty University range. He stated Liberty University is doing the county a favor by allowing them to use the range but the county and town would have to work on Liberty's schedule. Mr. Emerson felt if Council could appropriate the funds for the range, they should.

Mr. Higginbotham asked what the \$10,000 is for.

Chief Milnor stated the \$10,000 is for grading, graveling and to expand the range from a 25-yard range to a 100-yard range. There is no structure in the proposed budget line item. He noted a classroom has been added to the Capital Improvements Plan two years out.

c. Consideration of WTP Electrical Improvement Bids

Mr. Coggsdale advised the Water Treatment Plant (WTP) Electrical Upgrades Project was sent out to bid with bids received and opened on March 2nd. Woodard & Curran completed the design for this project. He noted Woodard & Curran recommends award of this project to the lowest responsible and responsive bidder, Southern Air, Inc. The Town has funding for this project set aside (earmarked) in Reserves in the full amount and staff recommends approval of contractor and the amount of \$430,500 (includes 5% contingency) The actual bid amount is \$410,000.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to award the Water Treatment Plant Electrical Upgrades Project to Southern Air, Inc. for \$410,000 with a 5% contingency provided.

Mr. Higginbotham asked if this was "Design Build".

Mr. Coggsdale advised they had a set of plans.

Motion carried:

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

d. Consideration of SCADA Phase 1 Bids

Mr. Coggsdale advised the Town's engineer, Woodard & Curran, solicited the Water Department's SCADA Phase I Project to three bidders as a small purchase. Per the correspondence from Woodard & Curran, they recommend that the project not be awarded to the "lowest bidder" due to their assertion that that bidder was not "responsive" concerning components of the project. He presented Council with a memo from Woodward & Curran providing an analysis of the bids and recommends that the project be awarded to Moore's Electrical & Mechanical for \$13,326.

Mr. Higginbotham asked Mr. Fore did he agree with Woodard & Curran's recommendation.

Mr. Fore advised that he does agree.

Regular Council Meeting—March 14, 2017

Mr. Emerson, seconded by Mrs. Dalton, motioned to award the Water Department SCADA Phase I Project to Moore’s Electrical & Mechanical for \$13,326.

Motion carried:

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

e. Consideration of Woodward & Curan Proposal for Utility Facility Assessment & Improvement Plan

Mr. Coggsdale advised at last month’s Town Council Work Session, Woodard & Curran provided an update on ongoing projects. In addition, they proposed a “comprehensive review of the Town’s utility facilities”; as well as conducting a review of project funding through a rate study. Council asked that staff work with the engineer on the proposal and bring it back for further consideration. Council was presented with three proposals; one relating to Water Facilities (\$85,000); one relating to the Wastewater Facilities (\$80,000); and one related to the Rate Study (\$30,000).

Mr. Coggsdale noted staff had previously included in the FY2018 Draft Budget funding of \$30,000 for a Rate Study and stated if it is Council’s desire to move the proposals forward, it can either do so at this time or consider the funding in the FY2018 Budget. If the Town chooses to move forward at this time, it would be staff’s recommendation to split the funding of the Water and Wastewater proposals between the current fiscal year (FY2017) and next year (FY2018). This would require \$82,500 be appropriated in FY2017 and would add the like amount of \$82,500 to the draft FY2018 budget. The Rate Study proposal would be funded in FY2018, but those funds are currently included in the draft budget.

Mr. Higginbotham stated he was not sure what we would be getting with a rate study and asked can we figure out what to add if we are short.

Mr. Coggsdale stated he knows Mr. Fore has gone through similar things in his career. The rate study also addressees the issue of how to fund. In regards to rate structure, this covers an analysis to tell if the rates are reasonable or not. It also covers rate surcharges, connection fees, and availability fees.

Mr. Fore noted this is basically a road map for the next 20 years. He stated it is still Council’s choice annually as to whether to adjust the rates or not. A document shows a process in determining the rates. If this does go to court, this document shows the rationale of how the rates are set.

Mrs. Dalton felt the rate study should include what the goals are; these should cover not only operations but also some of the CIP items if not all of them and the rebuilding of infrastructure. She felt a road map would help in putting all the pieces together.

Mayor Mattox felt it was a good planning document for industry, how are we going to look at the future, how competitive are we going to be for economic development. If there is a plan in place, we can use this to show what we are looking at for the next 20 years and it may entice someone to come to our community with a new business.

Regular Council Meeting—March 14, 2017

Mrs. Dalton, seconded by Mr. George, motioned to proceed with the proposals during FY2017 and appropriate the funds in this year's budget along with the addition of expenditures (\$82,500) in the draft FY2018 Budget.

Motion carried:

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

f. VDH LT2 Rule Sampling Information

Mr. Coggsdale advised the Town of Altavista is required to establish a Source Water Monitoring Plan to conduct the second round (Round 2) of water source monitoring under the Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule). There are two options: Sampling for *E. coli*, or sampling for *Cryptosporidium*. He advised of correspondence from Mr. Tom Fore, Director of Utilities, to the Virginia Department of Health regarding the creation of our Source Water Monitoring Plan to address the LT2 Rule.

g. Consideration of 7th Street Storm Water Issue (500 Block)

Mr. Coggsdale advised at last month's meeting, Town Council was updated on the alternatives suggested by Hurt & Proffitt in regards to addressing the drainage issue on the sidewalk in the 500 block of 7th Street. Staff has worked with Hurt & Proffitt, based on Council's discussion and direction, and provided Council with correspondence relating to their recommendation on this item. He noted if Council is interested in pursuing this alternative, staff will communicate to the property owner and provide a briefing on the planned activities; the property owner will have to buy-in to fully implement the recommendation. He noted the desire is to not cut up 7th Street but would rather have a fixed problem with a patch than not to fix the problem. The estimate provided by Hurt & Proffitt, the bidding and contract awarding is estimated at \$2,000 to \$5,000 depending on the engineer's involvement.

Mr. Higginbotham stated it took 10 years to get the line up by Fellers and Charlotte Avenue squared away; he did not see a problem with putting 12 to 18 inch pipe in the ground along with two-drop inlets.

Mr. Garrett noted looking at the water volume, hydraulics, the 15-inch pipe would be sufficient to handle the water. The drop-inlet would be just below Dr. West's office and cut across.

Mrs. Dalton, seconded by Mr. Emerson, motioned to move forward with Hurt & Proffitt's recommendation in regards to addressing the drainage issue on the sidewalk in the 500 block of 7th Street.

Mayor Mattox asked if there was any idea of the cost.

Mr. Coggsdale stated the construction would be approximately \$30,000.

Motion carried:

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

Regular Council Meeting—March 14, 2017

h. Avondale Drive Streetlight Request Follow-up

Mr. Coggsdale advised at last month's Town Council Work Session, staff provided information regarding a streetlight request. A streetlight was relocated as part of a Dominion Power's project and the citizen would like to see if the streetlight can be relocated to its former site or a new one put in. He noted staff was asked to get field measurements and report to Council. Mr. Coggsdale advised while there is considerable space between the existing streetlights, there are no viable poles on which to place a new streetlight; except possibly along the stretch of the street in front of the first few houses on the left. The poles further down the street on the right are located up to 50 feet off the edge of the road, which negates the lighting of the street. Mr. Coggsdale offered it would appear that the only option to address the citizen's concern would be to seek having the streetlight moved back to its previous location, which to the best of staff's knowledge is no longer serviced by Dominion Power. He noted this may cause concern by another citizen in the area.

Mayor Mattox stated he and Mr. Emerson might have a solution that they would like to investigate.

i. FY2018 Budget Discussion

Mr. Coggsdale advised last month Town Council was provided with the Draft FY2018 Budget and Capital Improvement Plan and noted time is being provided on tonight's agenda for discussion about the budget and CIP. The March 28th Work Session will have time devoted to Budget discussion.

Mr. Coggsdale suggested that proposed changes be finalized at the March 28th Work Session, as Town Council will be asked to conduct a "First Reading" on the FY2018 Budget and CIP at its April 11, 2017 meeting and schedule a public hearing on the Budget/CIP at its May 9, 2017 meeting.

Mr. Higginbotham questioned information on the Springsted, LLC noting Ms. Ann Antonsen, Vice President, said she would reanalyze some of the information.

Mr. Coggsdale advised he would have this information for the next work session.

Mr. Higginbotham requested that Blackstone and Rocky Mount be contacted.

Mr. Emerson suggested Lynchburg and BWXT be contacted as well noting this may be solely for the Police Department stats noting these are two places that personnel can be lost too.

Mr. Higginbotham asked for additional information on the skid steer.

Mr. Emerson asked the trolley bus be consider for the proposed CIP.

Mr. Higginbotham stated he did not see the logic behind a trolley bus.

Mr. Emerson felt a more attractive bus would be inviting to younger crowds. Stepping on the trolley will be easier for the older riders and could be used for events in the town. He added people don't like to ride on a church bus. If there is little difference in the cost, he did not see why Council would not approve.

Mayor Mattox asked Mr. Witt to determine where this would be located on the CIP.

Mr. Witt noted he would have to get this approved through the DRPT and this will require him to hire only CDL drivers.

Regular Council Meeting—March 14, 2017

Mrs. Overbey stated at one time, the concept of free bus service was discussed; is this still a consideration?

Mr. Coggsdale stated this could be added to the topics of discussion at the retreat.

Mayor Mattox stated at the meeting on March 28th Council will review the proposed budget and CIP. He encouraged Council to send the Town Manager and email regarding any questions or concerns they have on the budget beforehand.

9. Reports

a. Town Manager's Report

Booker Building

Preliminary Report submitted to Council in November.
Contacted USDA regarding potential planning grant.

Strategic Planning Retreat

Working with facilitator on creating a draft agenda.
Mr. Coggsdale noted the facilitator is free and he is working towards a date suitable for Council. After discussing, Council agreed to hold the retreat on a Wednesday.

Comprehensive Plan Update

Discussion on March Work Session
Schedule date for Public Hearing of the Comprehensive Plan Update.

WWTP EOP – PCB Remediation

Working with Dr. Lowman in regard to an update on this study.

Compensation/Classification Plan Study

Staff is working with the consultant based on Council's feedback at the January Work Session.

Staunton River RIFA

Utility Study "kick off" meeting being scheduled.
Pittsylvania County working on approving "legal counsel" for authority documents.

Broadband Planning Study

Staff is working with the consultant to analyze the "next steps".

Water Plant Projects

Water Plant Electrical Updates Bids received.
SCADA Phase I bids received.
Water Model/GIS Mapping – Completed
SCADA Check – Completed.
Melinda Tank High Pressure Zone – waiting on water model to do a final analysis concerning the High Pressure Zone

Regular Council Meeting—March 14, 2017

Mr. Coggsdale presented Council with a resolution for making application to the Virginia Tobacco Revitalization Commission for funds to be used towards the “Route 43-Downtown Gateway”.

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the Virginia Tobacco Region Revitalization Commission Project Endorsement Resolution.

Motion carried:

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

A RESOLUTION OF THE ALTAVISTA TOWN COUNCIL TOWN
OF ALTAVISTA, VIRGINIA

VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION
PROJECT ENDORSEMENT RESOLUTION

WHEREAS, the Virginia Tobacco Region Revitalization Commission was created to help foster economic development in the tobacco dependent communities of Southside and Southwest Virginia; and

WHEREAS, the Town of Altavista Town Council would like to submit a grant application in the amount of \$172,644 to the Virginia Tobacco Region Revitalization Commission utilizing the Southside Economic Development Tobacco Grant allocations; and

WHEREAS, Tobacco Commission application submittal deadline date is Friday, March 17, 2017; and

WHEREAS, funds will be used towards "Streetscape Improvements" along the 7th Street, Bedford Avenue, and Main Street, known as the "Route 43-Downtown Gateway" in the Town of Altavista, Virginia; and

WHEREAS, for this phase of the "Route 43-Downtown Gateway" project, the estimated design and engineering fee is estimated at \$173,965; and

WHEREAS, the projected design and engineering services cost can be partially funded by the utilization of the \$172,644 from the Tobacco Commission Southside Economic Development Grant program; and

WHEREAS, the \$172,644 of required 1:1 matching funds will be matched through the receipt of three (3) Virginia Department of Transportation Alternatives Program (TAP) grants totaling \$518,652, which has already been awarded to the Town of Altavista; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council for the Town of Altavista, Virginia does hereby support a grant application in the amount of \$172,644 to the Virginia Tobacco Region Revitalization Commission for improvements to the "Streetscape" along the 7th Street, Bedford Avenue, and Main Street corridor in the Town of Altavista, Virginia; and

BE IT FURTHER RESOLVED, that the Town Council for the Town of Altavista, Virginia does hereby authorize the Town Manager and/or designee to sign any and all necessary grant documents to execute the application, grant contract, and grant reports.

Certification

I hereby certify that the foregoing resolution was duly considered by the Town Council, at a regular board meeting in the Town of Altavista, Virginia, at which a quorum was present and that same was passed the _____ day of March, 2017.

ATTEST:

Regular Council Meeting—March 14, 2017

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Calendars-March/April

Mr. Coggsdale noted Mrs. Shelton is working on the Phone System as listed in the CIP and is close to finalizing that process.

11. Matters from Town Council

Mr. Emerson stated he has be in touch with Mr. Coggsdale in regards to the Booker Building and asked that this be added to a work session or the retreat for discussion of what Council would like to see for the Booker Building.

Mr. Higginbotham stated the Booker Building was a garage; the floors can be refinished and the bathrooms remodeled and if this is to go into the budget, cost estimates are needed. Restrooms and a clean floor can go along ways.

Mr. Coggsdale noted Mr. Emerson has mentioned a catering type kitchen.

Mr. Emerson stated anything that can be done will be a help. It needs some major overhauls if the Town continues to rent the building out.

Mayor Mattox asked that this item be placed on the Retreat agenda.

Mr. George suggested a committee be formed for the Booker Building.

Mr. Coggsdale noted Mr. Maurice Law has helped with the preliminary assessment.

Mayor Mattox asked how the emergency notification system was going.

Mr. Coggsdale stated the town could use the county's system at no cost.

Chief Milnor noted the county's system can drill down notifications to particular houses at no cost to the town of Altavista.

12. Closed Session

13. Adjournment

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

The meeting was adjourned at 7:57 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MARCH 28, 2017

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 28, 2017 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Council members
Absent:

Mrs. Micki Brumfield

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. David Garrett, Director of Public Works
Mr. Tom Fore, Director of Utilities
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. A motion was made by Mr. Emerson, seconded by Mrs. Overbey, to approve the agenda as presented.

Mr. Higginbotham questioned if there was any information from Dr. Scott Lowman, Institute of Advanced Learning & Research.

Mr. Coggsdale advised he is waiting on information from him and hopes to have it available for the April 11, 2017 Town Council meeting.

Motion carried:

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

3. Public Comments—Agenda Items Only

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

No one came forward

4. Introductions and Special Presentations
5. Items for Discussion

- a. Mutual Aid Agreement-Law Enforcement

Mr. Coggsdale advised of a recent email from Campbell County Commonwealth's Attorney Paul McAndrews regarding renewal of the existing Mutual Aid Agreement concerning law enforcement. The last revision was in 2014 to add the Town of Chatham. The effective date of the updated MAA would be May 1, 2017. He presented a draft resolution that Council would adopt to be included in the MAA.

COUNCIL WORK SESSION MARCH 28, 2017

It was the consensus of Council to place the adoption of the Regional Mutual Aid Agreement and the Resolution on the April 11th Town Council Regular Meeting's Consent Agenda.

b. AOT Mural Project Update

Mr. Coggsdale advised Altavista On Track received a Virginia Commission for the Arts "Local Government Challenge Grant" for \$5,000, which required a Town match of \$5,000. The Altavista Arts Council, through the Altavista YMCA, is serving as the fiscal agent for the project. A small committee has worked on identifying a space for the art and an artist to create the art. The space identified is the wall in front of Altavista Appliance, which is privately owned and the owner is agreeable with its use. Mr. Coggsdale added an artist was selected, and he presented a rendering of the proposed mural designed by Mr. Jack Pabis of Maryland.

Miss Emelyn Gwynn addressed Council and thanked them for the Town's match of \$5,000 to make this project possible.

It was the consensus of Council to place approval of the AOT Mural Project on the Consent Agenda for April 11th, 2017.

c. Comprehensive Plan Update Discussion

Mr. Coggsdale report at a previous Council meeting, the Altavista Planning Commission presented their recommendations on the five-year update of the Town's Comprehensive Plan. It was decided that additional work was needed concerning the "Transportation" component of the Comprehensive Plan. Staff worked with the Region 2000 Local Government Council on the Transportation chapter, which was then submitted to Council last month. At this time, staff is seeking input as to possible changes to the draft Comprehensive Plan.

It was consensus of Council to schedule a public hearing on the Comprehensive Plan Update for Tuesday, May 9, 2017 at 7:00 p.m.

d. Rt. 43 Gateway Project (Streetscape/Utility) Discussion

Mr. Coggsdale advised this project was born out of the previous Downtown Streetscape projects, as it would complete and connect the previous project areas along Main and Seventh Streets. Over the past few years, the Town applied for funding through VDOT's Transportation Alternatives Program (TAP), and has been awarded a total of \$518,652, based on the original estimated project budget of \$648,315. The Town has \$129,663 earmarked to match the awarded VDOT grant funds. The latest revised engineer's "Estimated Streetscape Budget" is \$837,945. The Town has applied for Tobacco Funds in the amount of \$172,648 and if awarded the project funding would have a deficit of approximately \$17,000. Mr. Coggsdale stated should the Tobacco Funds grant not be approved, staff would suggest applying for additional VDOT "TAP" funds for the project. He noted staff reviewed the area for potential utility upgrades and has communicated that information to the engineer. Mr. Coggsdale provided Council with engineer's "Estimated Budget Construction" costs for both the utility and streetscape portions of the project, as well as their estimated fees. Staff has been in discussion with the engineer regarding how the project could be scheduled and whether to bid the utility if Council chooses to move forward, and the streetscape as one project or as two.

Mr. Higginbotham questioned splitting the project.

Mr. Earl Dickerson, Jr P.E., Hurt and Proffitt, Inc., felt there would be more bidders interested if the utility part was separate which would allow for a better price.

COUNCIL WORK SESSION MARCH 28, 2017

Mr. Higginbotham stated as far as damaging the sidewalks, the utilities should be completed and out of the way and where the damage is to the sidewalks there would be gravel.

Mr. Dickerson stated assuming all the funding works, the utilities could be completed first. He felt this would be a three to four month project. He added the Streetscape project could be reviewed by VDOT while the utilities is being completed.

Mayor Mattox asked if this should be timed with construction of the new bridge.

Mr. Coggsdale offered this should be completed before the construction of the bridge because traffic would likely be diverted to Seventh Street.

Mr. Higginbotham asked for the figures for each; utilities and streetscape and asked if there were any recommendations.

Mr. Coggsdale stated construction of streetscape would be \$719,000 and \$420,000.

Mr. Dickerson advised they would lower Seventh Street from Broad Street to Bedford Avenue (except for the area close to First National Bank, which has been corrected over the years).

Mr. Higginbotham asked if anything would be done north of Broad Street and should it be done at the same time.

Mr. Dickerson noted he has a crew coming in Thursday to core a portion of Seventh Street and stated it would make sense to do everything at one time.

Mr. Higginbotham asked if this would include the "Peanut" roundabout.

Mr. Dickerson stated it is not in what has been presented to him.

Mr. Coggsdale advised this project does not include the "Peanut" roundabout. He stated at this time the funding for the utility side has not been designated, which is part of this discussion.

Mrs. Dalton feels this discussion needs to be carried forward and charge the Town Manager with ways to fund together and separately.

Mr. Coggsdale asked if Council is interested in bidding the project together or separately.

Mr. Dickerson noted this information will impact the way the documents are put together and did not feel the best contractor would be obtained if utilities and streetscapes are put under the same project.

Mrs. Overbey agreed with moving forward and the project being separated.

Mr. George asked for the projected cost to the town after the grants.

Mr. Coggsdale advised currently the town has \$129,000 in this project; left on the Streetscape side is \$189,630.

Mr. Dickerson noted the current numbers are 3 ½ years old.

Mr. Coggsdale stated if the grants are not approved for the streetscape, Council would need to come up with additional funding or cut the project back. If Council decides to move forward with the utility portion of the project, funding would have to be provided for in the FY2018 Budget, although some of the engineering may be needed in FY2017. Staff is seeking direction concerning the Utility portion of the project for budget purposes.

COUNCIL WORK SESSION MARCH 28, 2017

Mr. Dickerson noted there will be water and sewer lines and storm sewer on Seventh Street that will be replaced; they will need to do the road design because the road will be taken down for proper drainage. He noted the design work needs to go hand and hand.

Mrs. Dalton felt the decision tonight was if there were any circumstances as to why Council would decide to not move forward. Funding would either come from the town, financing or some combination of the two. She asked if the project is not done now, when would it be? She suggested this item be put on the regular agenda of the April 11th, 2017 Council meeting giving Council members time to consider these items.

Mr. Witt noted it is less than \$100,000 for the design.

Mr. Coggsdale clarified the engineering design is only \$31,515, construction administration is \$12,606 and construction inspection is \$25,000 for a total of \$69,121.

Mayor Mattox asked staff to bring back additional information to the April 11 Town Council Meeting.

e. Declaration of Surplus Property

Mr. Coggsdale advised the Utility Department has several items that they would like for Council to declare as surplus at this time; eleven (11) E Low Range Turbidity Analyzers with Twelve (12) SC 100 Controllers and ten (10) Control Techniques Variable Frequency Driver (VFD) Units. He noted Virginia Technical Institute (VTI) would like the Town to donate four (4) of these units for their use as a training tool.

Mr. Higginbotham asked Mr. Fore what he would do with the items.

Mr. Fore stated he would sell the VFDs.

Mayor Mattox asked the value.

Mr. Fore stated as long as the VFDs have been stored, have no value unless there is someone out there that actually wants them.

Mr. Higginbotham asked how he would sell them.

Mr. Fore responded he would contact ones that might have an interest in the VFDs noting if they are declared surplus they become trash. There is a need/interest in the Turbidity Analyzers because they are no longer made and will have some sell value.

It was the consensus of Council to put this item on the consent agenda declaring this property as surplus and donating four (4) of the VFD units to VTI, as requested.

f. Pledge of Allegiance

Mr. Coggsdale advised during a recent "Citizen's Time" at a Council meeting, it was recommended that in addition to the invocation at the beginning of Council meetings the Pledge of Allegiance be said also. He noted staff would recommend approval, with it occurring only at the Town Council Regular Meeting (2nd Tuesday of each month). This is consistent with two communities that he spoke to that have work sessions during the month, which are less formal.

Mayor Mattox asked that the minutes reflect his appreciation to Mrs. Carol Day for bringing this item to Council's attention.

g. Cross Control Connection Policy

Mr. Higginbotham asked Mr. Fore if he was required to have a certified plumber to install backflow that a regular contractor can't do.

Mr. Fore replied affirmatively. He stated they are not planning on doing this in the Town of Altavista as far as staff goes but there is an obligation to VDH that we check the certification by the plumber and we annually verify that the inspection has taken place. This is for commercial only; does not pertain to residential. The Altavista Town Code (Chapter 78, Article IV. Water) has provision concerning Cross Connections to the Town's water system. The ordinance needs updating to be compliant with EPA and Virginia Department of Health regulations, which Mr. Fore has been working on.

Mayor Mattox asked that the ordinance be placed on the April Regular Town Council agenda for a "First Reading" and that the "Public Hearing" be scheduled for the May 9 Town Council meeting.

h. Planning Commission Update

Mr. Coggsdale presented Council with a memorandum from Mr. Witt updating Council on recent discussions/applications being considered by the Planning Commission. This update will provide initial view of these items and advises of the Planning Commission's progress.

Request to amend the boundaries of the Downtown Revitalization Ordinance (DRO)
Planning Commission Public Hearing scheduled for April 3, 2017

Amendments to the Zoning Ordinance, while most of the amendments are "housekeeping" in nature there is the discussion about changes to the definition of "Bed & Breakfast".

Planning Commission Public Hearing schedule for April 3, 2017

Mr. Coggsdale noted should the Planning Commission make a decision on one or both of these items, an update will be provided to Council at their April Regular Town Council meeting allowing Council to schedule the required Town Council Public Hearing at their next Regular Meeting (May 14, 2017).

Mayor Mattox questioned the changes to the definition of the "Bed & Breakfast" and asked if this is so the property owner can lease or rent the property to someone else and proceed to operate a "Bed & Breakfast".

Mr. Witt advised this was correct and is typically handled this way in other localities.

i. FY2018 Draft Budget Discussion

Mr. Coggsdale advised time on the agenda is set aside for Town Council's discussion of the proposed FY2018 Budget and CIP noting this is the last "scheduled" session regarding the budget prior to the April meeting where Council will conduct the "First Reading" of the budget.

Mayor Mattox thanked everyone for their work on the budget and noted much discussion was held via email.

Mrs. Overbey expressed concern over the bathrooms at English Park and Shreve Park noting the CIP has English Park being repaired first and Shreve Park being repaired in

COUNCIL WORK SESSION MARCH 28, 2017

a different year. She noted at a recent Band Boosters meeting there was discussion of the Shreve Park bathrooms conditions. She asked if both bathrooms should be remodeled at the same time or if the Shreve Park bathrooms could be repaired first because of the Cruise Ins being held on the trade lot.

Mr. Higginbotham asked what renovations are being done and what the \$31,000 in the budget is for.

Mr. Garrett stated he is proposing to replace all of the fixtures and replace the wooden partitions with metal ones.

Mr. Higginbotham asked if there is a quote for this for \$31,000 and if this was the same cost for English Park.

Mr. Garrett advised both parks would be \$62,000; both bathrooms are alike. He noted this amount does not include labor, it is materials only.

Mr. Higginbotham asked if it would be cheaper to remodel both bathrooms at the same time.

Mayor Mattox asked Mr. Garrett if he had could remodel both in one year.

Mr. Garrett preferred to stagger.

Mr. Higginbotham suggested putting this item out for bid.

Mayor Mattox stated he gets a lot of complaints about the conditions of the bathrooms at both parks and would not be opposed to remodeling both within the same year. He asked staff to get an estimate of the cost to do both in the same year with Shreve Park being first.

Mr. Coggsdale clarified that \$31,000 would be added to the FY2018 Budget so both can be completed in the same year.

Mrs. Overbey referred to her request to increase Altavista on Track's line item by \$1,000 to assist with their "Anniversary" year celebration.

Council agreed to add \$1,000 to assist Altavista on Track.

Mrs. Overbey referred to the Town Hall security system line item for a barrier at the counter for the administrative office and is not fond of the concept of putting a barrier at the counter.

Mr. Coggsdale advised when he first envisioned this it bothered him; he stated he has to balance the thought of the barrier for protection for the people on the other side of the counter to an open counter.

Mrs. Overbey referred to the railing at the Staunton River Memorial Library noting a section looks like it will fall down. This item is a CIP item for FY2020/2021.

Mr. Garrett stated there are some areas in which "Building & Grounds" plans to replace and paint. When they replace the rails completely, he plans to look at some new material instead of vinyl.

Mr. Emerson referred to the Trolley bus and felt Mr. Witt had answered his questions.

COUNCIL WORK SESSION MARCH 28, 2017

Mrs. Dalton noted the town manager's position was not included in the Springsted, LLC, study and proposed that a 3% rate increase be included in the proposed budget.

Mrs. Dalton referred to the request from the Virginia Technical Institute to help fund the expansion of their Welding program. She advised the Economic Development Authority has made a contribution of \$10,000 and felt this would be the town's contribution.

Mrs. Dalton thanked Mrs. Overbey for her approach to the budget with the emails and responses, which shortened the budget process.

Mayor Mattox stated as a policy, outside agencies requesting funding are asked to address Council with justification for their request. He noted three agencies were not in attendance at the Council Meeting and asked if they should present to Council or not be considered.

Mr. Coggsdale advised the Small Business Center, Altavista EMS and Campbell County Seniors did not appear.

Mrs. Dalton felt Council needs the opportunity to ask questions.

Mr. Coggsdale advised he would correspond with these agencies and asked them to attend the April 11th, 2017 Town Council meeting and if they do not attend, they will not be considered in the proposed budget.

Mr. Higginbotham referred to joint sharing district for the Dearing Ford Commerce Center, \$34,000 budgeted in the CIP for FY2018, and then \$3,260,000 in FY2019.

Mr. Coggsdale advised staff has been working with Campbell County staff to develop sites and a shell building in the Dearing Ford Commerce Center. He noted these funds are just placeholders for this potential investment and these discussions will likely be the same for the Intermodal Park.

Mr. Higginbotham felt \$3 million for a shell building was crazy. He did not know where that figure came from. He asked that it be listed as Investment/Commerce Park/Dearing Ford; this would give the opportunity to spend the funds where needed.

Mr. Coggsdale noted this would all be based on discussions that staff will have with Council and is in line with the goals and objectives.

Mrs. Dalton said nothing will happen to the dollar amounts until Council agrees to it.

Mr. Higginbotham stated he would be satisfied if it read "Joint Investment Sharing District for Dearing Ford/Intermodal Park. He asked that an asterisk be placed beside that number; Council needs to be made aware before any monies are spent.

Mrs. Dalton agreed that a footnote should be added that for any monies expended, Council should be made aware.

Mr. Higginbotham referred to the English Park playground equipment listed under Public Works proposed budget and asked why it would not be under Recreational.

Mr. Coggsdale advised it will come out of the Public Works budget and estimates the playground equipment to be approximately 15 years old.

Mr. Higginbotham questioned the pole building for \$67,000 in FY2019; he felt Public Works needs a concrete pad, walls with a galvanized roof with a nylon cover instead

COUNCIL WORK SESSION MARCH 28, 2017

of a pole building. Mr. Higginbotham suggested Mr. Garrett pour the concrete pad and put up the walls and next year add the roof.

Council was good with this decision.

Mr. Higginbotham returned to the playground equipment and felt it should fall under Recreation. He then referred to the Trail Master Plan at \$40,000, stating this ties into the utility right of way. There are utility right of ways that need to be cleared and then if a Master Trail is wanted, incorporate where the pipelines are. He referred to the \$60,000 proposed for the clearing of the right a ways and suggested the skid steer be purchased with the forestry head to clear and use for the Trail Master Plan. He felt it was premature to have a Master Trail Plan at this point.

Mayor Mattox asked how long it would take to get the right of ways cleared.

Mr. Fore stated it would depend on how aggressive we are. He noted there are a lot of water and sewer lines that have to be cleared so they can video these lines which mean he has to be able to put a vehicle in the area. He noted Mr. Garrett has a crew that he is pulling over into Utilities; he is trying to give Council an actual cost of running utilities. To put the tractor there and pull Public Works into it for operation is another accounting step. Mr. Fore stated he can use the Public Works employees but he has gotten behind.

Mr. Higginbotham stated he understands this but his point is if a trail is made it can be used for walking trails, golf carts, etc.

Mr. Fore agreed once the right of ways are cut, this could be part of the Master Walking Plan.

Mr. George noted some of these lines are on private property; such as the trail from the Bedford Avenue Water tank down to the park.

Mr. Fore stated to turn some of the area into a public walking trail, there has to be an easement from the property owner.

Mr. George asked if the \$40,000 came from the Recreation Committee for a future Master Plan.

Mr. Witt answered that it is.

Mr. George stated he did not think the Recreation Committee was ready to spend the monies; it is there we might not use it.

Mr. Higginbotham suggested using that money to clear the trails and giving Mr. Fore \$100,000 instead of \$60,000 to get the trails cleared, then design.

Mr. Coggsdale questioned why the funds were there if they might not use them.

Mr. Witt stated we are not ready to spend waiting on ownership of English Park.

Mr. Coggsdale advised the Campbell County Board of Supervisors will hold a public hearing on April 4, 2017 in regards to the conveyance of English Park to the town. If this is approved then there is \$40,000 in this year's budget (FY2017). He noted several items in the CIP that need to be looked at; bathrooms, trails, a splash park; a Master Plan would cover these items.

COUNCIL WORK SESSION MARCH 28, 2017

Mrs. Dalton stated for tonight's discussion she would be satisfied if Mr. Higginbotham's notion about clearing Mr. Fore's project happened before a Master Plan of trails. She felt it would be Mr. Fore's decision as to who does the work of clearing the right of ways, Public Works or an outside contractor.

Mr. Coggsdale stated currently an outside contractor is being used to clear the overgrown right of ways. He felt Mr. Higginbotham has a valid point but did not feel there was the manpower available to work the equipment.

Mr. Higginbotham stated he would rather see the employees work on the right of ways than to tear out bathrooms.

Mayor Mattox felt some things have gotten out of hand and now has to be caught up. He stated if more money has to be spent in one year to get things caught up and be where they need to be, it is not a bad thing.

Mr. Coggsdale noted most of the items that are being discussed is in the Enterprise fund. The operational side is covered; the CIP is an issue, bringing \$600,000 to balance that side.

Mr. Fore noted when the water and sewer lines were installed they were not put in properly stating they are on grades that he would not put a piece of equipment in for fear the operator would tip it over.

Mayor Mattox stated he is not opposed to borrowing from the General fund but when the rate study is completed, there is a prepayment back into the General fund to get these problems fixed as quickly as possible. If there are problems hanging around waiting for a rate study to build up the capital reserve to fix these problems, he doesn't see it happening fast enough.

Mrs. Dalton felt Mr. Fore and Mr. Garrett should make the decisions on how quickly this process should take place. If they came to Council and said they would like to knock this out, Council would consider. They are trying to be sensitive to the financial side of this.

Mr. Emerson asked where the piece of equipment is in the CIP.

Mr. Coggsdale advised the decision is to move forward with right of ways clearing with the contractor or purchase a piece of equipment and do in house.

Mayor Mattox suggested Mr. Fore and Mr. Garrett make this decision and noted they are saying they don't have enough manpower to take care of day to day business.

Mr. Emerson asked how much this piece of equipment would cost.

Mr. Fore stated the equipment Mr. Higginbotham is referring to ranges from \$130,000 to \$140,000.

Mr. Higginbotham stated the skid steer with rubber tracks is approximately \$60,000; the head will be approximately \$30,000.

Mr. Fore stated he has five employees, one is tied up with meter service calls, the other four employees take care of sewer blockages, etc. He stated he is amazed at the services offered by the town, which keeps Mr. Garrett's employees busy and at a cost of zero. In order for the Utility side of the house to keep in proper order, they have to be able to maintain the lines. He noted he could rent the equipment, or rent an

COUNCIL WORK SESSION MARCH 28, 2017

operator but he is down two employees now and it is all he can do to keep up with day-to-day operations.

Mayor Mattox asked if Council wants to continue outsourcing or purchase a piece of equipment.

Mr. Emerson asked if it was \$60,000 a year for right of ways.

Mr. Fore stated that is for this year. Next year he can bring it up again and staff may be in a position to roll.

Mayor Mattox clarified this year Mr. Fore is asking for funding to outsource the clearing of the right of ways which may change next year and delay buying in the skid steer one year.

He asked Mr. Higginbotham if he would be opposed to waiting one year to buy the skid steer.

Mr. Higginbotham stated it will have to be bought sooner or later.

Mr. Emerson stated it sounds like Mr. Fore needs additional personnel.

Mr. George asked Mr. Fore and Mr. Garrett if they felt they had enough personnel.

Mr. Fore responded this is still being evaluated; if he is going to be building water lines he doesn't have enough staff but if they are just maintaining, five employees is plenty.

Mr. Garrett stated he too was still evaluating this and noted one is being added in the Fleet Maintenance and he is evaluating on the Streets and Building and Grounds sides. He mentioned when a blacktop crew is put together, it takes all of the forces.

Mayor Mattox stated the decision is does Council want to wait a year and reevaluate or buy the skid steer now and ask staff to find an operator to operate it.

Mrs. Dalton felt this should be left up to Mr. Fore.

Mayor Mattox noted they have requested to wait a year.

Mr. Higginbotham felt this is a mistake because it is delaying the trails and everything.

Mr. Emerson asked if this was a piece of equipment that could be used for other functions as well.

Mr. Higginbotham responded it is.

Mr. Emerson asked what the point was of waiting if the equipment had other purposes as well.

Mr. Fore stated it is a staffing issue noting in his department there are some in house transfers, some retirement and now training. He noted he will have a piece of equipment out and he is not able to put an operator on it unless he rents an operator.

Mr. Emerson told Mr. Fore to come back to Council and they address the problem.

COUNCIL WORK SESSION MARCH 28, 2017

Mr. Coggsdale noted the question is not the equipment but the ability to get the right of ways cleared. He asked for clarification if the piece of equipment should be in the budget in place of the contractor.

Mrs. Dalton responded, “no both.”

Mayor Mattox stated Mr. Emerson is suggesting buying the equipment just in case the opportunity arises to do some work.

Mrs. Dalton stated this is brand new, that Council adds equipment to a request made by staff.

It was the consensus of Council to use the contractor another year and purchase the skid steer for \$90,000 to \$100,000.

Mr. Higginbotham referred to the Canoe Launch and questioned the \$7,000 in the budget.

Mr. Witt stated he backed into that number; this is the amount outstanding if the town wanted to build the Canoe Launch today noting no money will be spent until he completes one more round of grants. He noted the only money to be spent will be for the design which has already been approved by Council.

Mr. Higginbotham questioned where the Frisbee Golf would be located.

Mr. Coggsdale responded that would be at English Park and noted these are things that should be rolled into a Master Plan for the park.

Mr. Higginbotham questioned the paving in English Park being in the Recreation proposed budget and part of it in the Highway Funds.

Mr. Coggsdale stated a portion of the road that was dedicated (from the intersection of the Booker Building to the cul de sac) to VDOT which is now contributed to the Highway Fund; a section that Highway Funds can be utilized for.

Mr. Higginbotham asked if paving would go around by the river using the \$60,000. He stated there is \$100,000 playground equipment, \$40,000 for trail design (with an asterisk), \$7,000 for Canoe Launch, \$20,000 for Frisbee Golf, \$60,000 for paving. He noted Campbell County gets \$60,000 of the town’s meal credit, which could be used to fund these projects.

Mr. Higginbotham stated he did not understand the salary adjustments. He appreciated Mr. Coggsdale getting Blackstone, which was a format he understood but didn’t understand the ranges from Rocky Mount.

Mr. Coggsdale noted Council asked staff to remove localities from the compensation study and get information from Blackstone and Rocky Mount. The consultant has this information and is reanalyzing that data for new reports. Mr. Coggsdale stated he is hoping to have the revised report in next week. Mr. Coggsdale also mentioned the Chief of Police is gathering information from BWXT.

Mr. Higginbotham noted the ones to be removed as Christiansburg, Ashland, Woodstock and Farmville.

Mr. Emerson did not understand why Farmville would be removed because the town of Altavista is similar to them as Liberty University is 19 miles from the town.

COUNCIL WORK SESSION MARCH 28, 2017

Mr. Coggsdale referred to Rocky Mount as a mirror image of the town of Altavista when looking at structure and services delivered.

Mr. Higginbotham asked about the “grey” water for Dominion Virginia Power and where the town stands.

Mr. Fore advised he has been in touch with an engineer with Dominion Virginia Power and a team has been assembled to begin reviewing three years of the town’s data.

Mr. Higginbotham asked if it was accurate that they can use the river water on days that the river is running clean.

Mr. Fore stated that they could do that now.

Mr. Higginbotham stated the town is providing potable water on days when the river is running clean.

Mr. Fore stated the town has a five-year contract with Dominion Virginia Power.

Mr. Higginbotham asked if anything needed to go in the budget for “grey” water resolution.

Mr. Fore stated the engineer told him that they were slow; he did not feel anything needed to be added to the budget for Dominion Virginia Power.

Mr. Higginbotham felt if the water demand was down it would take the pressure off of the Water Plant needing to be expanded.

Mr. Fore stated he is waiting on a response from Dominion Virginia Power.

Mr. George presented a short power point on English Park. He stated the Parks and Recreation Committee recommends paving all the way around and would like a price for that so Council can vote. Another proposal is to have an inner trail (walking/bike loop) noting during busy hours kids are darting in and out passed parked cars. The idea is to get the walkers/bikers out of the area used for vehicles. Mr. George asked the last time the field at English Park has been fertilized.

Mr. Garrett responded he thought it was last year.

Mr. George noted the ballfield is in bad shape and asked if anything could be done to make the field look nicer.

Mr. Garrett responded this is on his list to be taken care of.

Mr. George referred to the temporary fencing and asked if a permanent one could be installed.

Mr. Coggsdale advised the temporary fencing was there for senior softball. In regards to the permanent fencing, there are maintenance issues and when the fence is not there, this area is used for soccer.

Mrs. Overbey suggested hearing what Campbell County has to say about their portion of English Park and then working on the Master Plan.

Mayor Mattox asked Council if they were interested in a Special Meeting to discuss the budget.

COUNCIL WORK SESSION MARCH 28, 2017

Mayor Mattox referred to the Police vehicles.

Mr. Coggsdale advised there have been some vehicles that have gone out. There isn't a vehicle in this current budget but one slated for next year's budget.

Chief Milnor stated he is in the same position as Mr. Fore, he is trying to catch up and get the fleet back to where it needs to be.

Mr. Coggsdale asked would it be possible to look at purchasing a vehicle this year and if this is not an option, budget for two vehicles next year.

Chief Milnor stated if two vehicles could be purchased, it would get him on a good rotation. He noted one of the Chargers was lost today and will take \$2,300 to \$2,400 to repair; he was looking to replace this vehicle in July. An SUV that is approximately 10 years old is up for replacement as well.

Mr. Emerson noted these vehicles run non-stop unlike Campbell County vehicles that take a rest.

Mr. Higginbotham asked how many miles was on his vehicle.

Chief Milnor stated the rotation on these vehicles is maximum 110,000 miles; which equals to 150,000 to 160,000 to a County vehicle.

Mayor Mattox asked for Council's thoughts.

Mr. Higginbotham stated staff needs to look at what can be cut in the budget.

Mr. Coggsdale stated staff could look at line items that were not used.

Mrs. Dalton felt staff needs to look at this year's budget and advise Council.

Mr. Emerson asked Council to keep in mind in a few months two officers will be coming out of the Academy, which will put the department short on vehicles.

Mayor Mattox stated this is a Public Safety issue that should be considered. He asked staff to look into this matter.

Mr. Coggsdale asked Mr. Fore to address the Fluoride Grant with Virginia Department of Health.

Mr. Fore advised \$70,000 would be provided by VDH over the course of two years. The town would provide some engineering services to where an engineer would create a design for both of the facilities and they would bid it out to a contractor who would install the equipment purchased with this money. This would require funds from the town of \$60,000. He noted this would get a spring done with VDH's money and a spring done with the town's money. This would put SCADA ready equipment at both springs should the town decide to.

Mayor Mattox clarified this would be \$60,000 on the Utility side. He asked the Town Manager to include this in the Utilities and look at the possibilities.

Mr. Coggsdale advised he and Mr. Fore made some changes to the Enterprise Fund by reducing, removing or moving to FY2019 some line items.

COUNCIL WORK SESSION MARCH 28, 2017

Mayor Mattox advised the “First Reading” of the proposed budget is scheduled for April 11th at the regular Town Council Meeting. He again asked if Council wanted a Special Called meeting to review and discuss changes to the budget.

6. Public Comments

Mayor Mattox asked if anyone had any comments on items not listed on the agenda.

Ms. Betty Gilliam, 1707 Dale Avenue, addressed Council in regards to paying her water bill. Ms. Gilliam stated when she moved back to Altavista and started paying her water bill she was surprise that she could not use her debit card. She was told at that time that it was under consideration and she was wondering if there was any action on that. Ms. Gilliam noted she has to pay for each check she writes on her checking account.

Mrs. Shelton advised the town does accept credit cards, there is a nominal fee charged by the company that the transactions go through.

Mrs. Gilliam asked the fee amount.

Mrs. Shelton responded the fee for a debit card is normally \$1.00.

Ms. Gilliam felt this was a little high and she didn't pay any fees when using her credit card in other locations. She asked that Council consider other options.

Mr. Coggsdale advised the other companies are absorbing the fees.

Ms. Gilliam asked if the town could absorb the fee.

Mrs. Shelton advised staff is looking at automatic withdrawal as well.

Ms. Gilliam stated she was very impressed with the Budget discussion and that some excellent points were brought up. She asked in regards to the Rocky Mount Study if their tax revenue can be compared. She pays most of her taxes to Campbell County but receives her services from the town of Altavista. She asked how the town provides all those services when they are not collecting residential taxes.

Mayor Mattox encouraged Ms. Gilliam to look at the budget as it shows the revenue streams.

Mr. Coggsdale advised he would work with Ms. Gilliam.

Mr. Coggsdale advised of a few items Mrs. Brumfield asked him to bring up. Mrs. Brumfield referred to a sign at Green Hill Cemetery stating “No Dogs”. She would like Council's thoughts on allowing dogs in the cemetery on a leash only. She is also wants to look at a decant type system at the Wastewater Treatment Plant. Mr. Coggsdale stated the decant system can be put on their list for conversations with Woodward & Curran.

Mrs. Dalton felt the cemetery was a little different and didn't feel dog owners would clean up after their dogs.

Mr. Coggsdale referred to the Council Retreat and advised he is still looking for a suitable date.

COUNCIL WORK SESSION MARCH 28, 2017

Mayor Mattox thanked everyone for their work on the budget especially Mr. Coggsdale, Mrs. Shelton and the department heads.

7. Adjournment

Mayor Mattox adjourned the meeting at 7:26 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **7b** |

Attachment #: | **2b** |

Agenda Placement: | **Consent Agenda** |
Subject Title: | **Monthly Financial Reports** |

SUBJECT HIGHLIGHTS

Attached are the following Financial Reports:

- Invoices paid during the month
- Revenue & Expenditure Reports
- Reserve Balance/Investment Report

Staff recommendation, if applicable: Acceptance

Action(s) requested or suggested motion(s): Motion to accept the monthly financial reports as presented.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Invoices, Revenue & Expenditure Reports, Reserve Balance/Investment Report**

Department Head initials and comments, if applicable: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 10/2017
FROM: 03/01/2017 TO: 03/31/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35898	1	BRANDON WAGMAN	03/03/2017	100.00
35899	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/03/2017	902.86
35900	19	CARTER MACHINERY CO INC	03/03/2017	779.40
35901	427	CENTURYLINK	03/03/2017	1,789.36
35902	28	COLUMBIA GAS	03/03/2017	1,475.95
35903	9999999	CORELOGIC	03/03/2017	169.95
35904	20	J JOHNSON ELLER JR	03/03/2017	2,000.00
35905	52	HACH COMPANY	03/03/2017	2,184.44
35906	9999997	KIDD, WANDA	03/03/2017	97.03
35907	766	KIP KILLMON FORD	03/03/2017	43,308.58
35908	433	KONECRANES INC	03/03/2017	1,160.00
35909	225	KUSTOM SIGNALS INC	03/03/2017	107.00
35910	9999999	LERETA LLC	03/03/2017	44.32
35911	680	MCI COMM SERVICE	03/03/2017	32.14
35912	743	MEYERCORD REVENUE INC	03/03/2017	3,180.60
35913	9999998	ROBINSON, DORIS	03/03/2017	150.00
35914	80	SOUTHSIDE ELECTRIC COOP	03/03/2017	1,011.44
35915	9999999	STONEGATE MORTG - 0011086	03/03/2017	42.94
35916	9999997	TOLLER, MARK T	03/03/2017	55.49
35917	92	UNIFIRST CORP	03/03/2017	2,108.70
35918	9999997	VEST, APRIL TABB	03/03/2017	97.32
35919	202	C W WARTHEN	03/03/2017	430.72
35920	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/09/2017	2,180.00
35921	103	BEACON CREDIT UNION	03/10/2017	385.00
35922	461	KATHI BOGERT	03/10/2017	862.68
35923	12	BRENNTAG MID-SOUTH INC	03/10/2017	3,725.88
35924	16	CAMPBELL COUNTY UTILITIES & SE	03/10/2017	2,899.20
35925	569	DIAMOND PAPER CO INC	03/10/2017	258.30
35926	164	DMV	03/10/2017	100.00
35927	512	ELECSYS INTNL CORPORATION	03/10/2017	417.00
35928	71	FAIRPOINT COMMUNICATIONS	03/10/2017	362.47
35929	122	FEREBEE-JOHNSON COMPANY INC	03/10/2017	75.30
35930	118	FERGUSON ENTERPRISES INC #75	03/10/2017	469.92
35931	41	FISHER SCIENTIFIC	03/10/2017	499.02
35932	119	FOSTER ELECTRIC CO INC	03/10/2017	794.51
35933	50	GRETNA TIRE INC	03/10/2017	1,960.08
35934	770	HARVEY DESIGN LAND ARCHITECTS	03/10/2017	2,947.50
35935	305	HAWKINS-GRAVES INC	03/10/2017	165.88
35936	577	HENDERSON PRODUCTS INC	03/10/2017	16,109.00
35937	57	ICMA RETIREMENT TRUST-457 #304	03/10/2017	675.00
35938	566	INTEGRATED TECHNOLOGY GROUP IN	03/10/2017	2,500.00
35939	1	JASON ROBERTS	03/10/2017	100.00
35940	533	LYNN KIRBY	03/10/2017	858.75
35941	158	KORMAN SIGNS INC	03/10/2017	4,089.29
35942	9999998	LAMBERT, CONNIE	03/10/2017	150.00
35943	476	LBM OFFICE SOLUTIONS INC	03/10/2017	410.64
35944	654	MORTON SALT INC	03/10/2017	4,472.68
35945	336	MSC EQUIPMENT INC	03/10/2017	3,385.00
35946	67	ORKIN PEST CONTROL LLC	03/10/2017	269.34
35947	769	PARKNPOOL CORP	03/10/2017	1,204.36
35948	510	RIVER VALLEY RESOURCES LLC	03/10/2017	1,577.81

35949	504	SAFE SPACES LLC	03/10/2017	165.68
35950	85	TREASURER OF VA /CHILD SUPPORT	03/10/2017	253.15
35951	35	TREASURER OF VA/VITA	03/10/2017	18.79
35952	551	WOHLFORD, LARRY	03/10/2017	48.00
35953	767	WSET/SINCLAIR BROADCAST	03/10/2017	790.00
35954	303	ALTAVISTA CHAMBER OF COMMERCE	03/16/2017	200.00
35955	498	ALTAVISTA INSTRUMENTS &CONTROL	03/16/2017	1,603.76
35956	84	ALTAVISTA JOURNAL	03/16/2017	680.40
35957	536	CAROLINA METER & SUPPLY	03/16/2017	2,304.00
35958	36	DOMINION VIRGINIA POWER	03/16/2017	43,838.50
35959	9999998	GILBERT, BRENDA	03/16/2017	150.00
35960	9999998	GOAD, LORI	03/16/2017	150.00
35961	1	JEFFREY ARTHUR	03/16/2017	100.00
35962	771	JOHN E REID AND ASSOCIATES INC	03/16/2017	575.00
35963	1	LARRY W DALTON AND EULA O DALT	03/16/2017	39,000.00
35964	300	NAPA AUTO PARTS	03/16/2017	693.63
35965	454	O'REILLY AUTOMOTIVE INC	03/16/2017	773.88
35966	768	RADIO SHACK	03/16/2017	19.99
35967	575	SOUTHERN REFRIGERATION CORP	03/16/2017	173.58
35968	1	THOMAS KATHAN	03/16/2017	25.00
35969	452	VML INSURANCE PROGRAMS	03/16/2017	3,485.91
35970	110	VUPS INC	03/16/2017	28.35
35971	756	WAGeworks INC	03/16/2017	118.45
35972	700	WOODARD & CURRAN	03/16/2017	997.25
35973	116	XEROX CORP	03/16/2017	1,793.58
35974	9	AFLAC	03/24/2017	2,014.65
35975	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/24/2017	35,555.00
35976	103	BEACON CREDIT UNION	03/24/2017	385.00
35977	675	BKT UNIFORMS	03/24/2017	631.88
35978	294	BUSINESS CARD	03/24/2017	14,272.66
35979	574	CHRISTOPHER MICALE, TRUSTEE	03/24/2017	125.00
35980	301	ENGLISH'S LLC	03/24/2017	1,500.17
35981	9999998	HALL, VICKIE	03/24/2017	150.00
35982	57	ICMA RETIREMENT TRUST-457 #304	03/24/2017	675.00
35983	386	IDS SECURITY	03/24/2017	72.00
35984	58	INSTRUMENTATION SERVICES INC	03/24/2017	1,907.00
35985	641	DENNIS JARVIS II	03/24/2017	92.61
35986	9999999	MAGNER KEVIN JOSEPH	03/24/2017	66.42
35987	423	NTELOS	03/24/2017	907.96
35988	1	PAUL E COCKE	03/24/2017	455.00
35989	691	ROSS VALVE MANUFACTURING CO	03/24/2017	3,345.64
35990	85	TREASURER OF VA /CHILD SUPPORT	03/24/2017	253.15
35991	96	UNIVAR USA INC	03/24/2017	8,712.00
35992	98	VA ASSOC OF CHIEFS OF POLICE F	03/24/2017	492.50
35993	658	WKDE-FM	03/24/2017	465.00
35994	192	WW ASSOCIATES INC	03/24/2017	1,500.00
35995	12	BRENNTAG MID-SOUTH INC	03/31/2017	8,359.80
35996	581	BUSINESS SOLUTIONS INC	03/31/2017	500.00
35997	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/31/2017	902.86
35998	427	CENTURYLINK	03/31/2017	1,787.86
35999	9999997	CHARLTON, TIFFANY MARIE	03/31/2017	48.37
36000	9999997	COLLADO, JAMES	03/31/2017	38.20
36001	28	COLUMBIA GAS	03/31/2017	1,062.67
36002	32	CONTROL EQUIPMENT CO INC	03/31/2017	1,487.88
36003	171	DEPARTMENT OF STATE POLICE #42	03/31/2017	16.50
36004	1	ELMER HANDY	03/31/2017	176.75
36005	71	FAIRPOINT COMMUNICATIONS	03/31/2017	362.77

36006	726	FIRSTPOINT INC	03/31/2017		10.00
36007	41	FISHER SCIENTIFIC	03/31/2017		3,804.42
36008	119	FOSTER ELECTRIC CO INC	03/31/2017		329.17
36009	93	UNITED STATES POST OFFICE	03/31/2017		414.71
36010	9999997	GRAVES, KIARA MARIE	03/31/2017		68.03
36011	52	HACH COMPANY	03/31/2017		1,020.19
36012	622	HEYWARD SERVICES INC	03/31/2017		3,951.00
36013	401	IDEXX DISTRIBUTION INC	03/31/2017		1,695.23
36014	566	INTEGRATED TECHNOLOGY GROUP IN	03/31/2017		8,815.30
36015	771	JOHN E REID AND ASSOCIATES INC	03/31/2017		575.00
36016	533	LYNN KIRBY	03/31/2017		225.00
36017	172	LLOYD ELECTRIC COMPANY INC	03/31/2017		615.00
36018	588	PITNEY BOWES GLOBAL FINANCIAL	03/31/2017		151.93
36019	379	REI CONSULTANTS INC	03/31/2017		58.02
36020	80	SOUTHSIDE ELECTRIC COOP	03/31/2017		939.43
36021	9999997	STOTT, BRYAN	03/31/2017		34.10
36022	93	UNITED STATES POST OFFICE	03/31/2017	VOID	414.71
36023	601	VACORP	03/31/2017		281.13
36024	452	VML INSURANCE PROGRAMS	03/31/2017		26,865.00
36025	9999998	WILSON, JENNIFER	03/31/2017		150.00

NO. OF CHECKS: 128

TOTAL CHECKS

351,859.42

Town of Altavista
FY 2017 Revenue Report
75% of Year Lapsed

General Fund Revenue	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	207,300	207,300	935	0	213,392	103	213,500
Public Service - Real & Personal	99,600	99,600	12	0	99,649	100	99,600
Personal Property	210,000	210,000	17,003	8	167,962	80	210,000
Personal Property - PPTRA	100,000	100,000	-65	0	89,430	89	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	1,628,566	105	1,629,000
Mobile Homes - Current	500	500	22	4	181	36	500
Penalties - All Taxes	5,500	5,500	1,058	19	3,981	72	5,500
Interest - All Taxes	3,000	3,000	332	11	1,554	52	3,000
Local Sales & Use Taxes	155,000	155,000	11,598	7	96,318	62	164,500
Local Electric and Gas Taxes	110,000	110,000	14,388	13	72,446	66	110,000
Local Motor Vehicle License Tax	43,000	43,000	3,531	8	41,889	97	43,000
Local Bank Stock Taxes	155,000	155,000	2,372	2	2,372	2	155,000
Local Hotel & Motel Taxes	88,000	88,000	4,883	6	66,648	76	99,000
Local Meal Taxes	882,000	882,000	74,877	8	616,916	70	908,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	3,183	8	22,537	56	40,000
Transit Passenger Revenue	6,000	6,000	636	11	2,054	34	6,000
Local Cigarette Tax	150,000	150,000	7,699	5	108,728	72	150,000
Business License Fees/Contractors	3,500	3,500	568	16	4,061	116	4,050
Business License Fees/Retail Services	57,500	57,500	1,012	2	16,483	29	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	640	16	1,767	44	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	614	6	8,197	86	9,500
Business License Fees/Wholesale Businesses	750	750	237	32	257	34	750
Business License Fees/Utilities	4,000	4,000	16	0	16	0	4,000

Town of Altavista
FY 2017 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,000	1,000	0	0	404	40	1,000
Permits - Sign	1,000	1,000	360	36	820	82	1,000
Fines & Forfeitures - Court	8,000	8,000	635	8	12,311	154	12,500
Parking Fines	500	500	10	2	350	70	500
Interest and Interest Income	56,000	56,000	39,478	70	59,875	107	70,000
Rents - Rental of General Property	1,000	1,000	137	14	537	54	1,000
Rents - Pavilion Rentals	3,000	3,000	500	17	1,725	58	3,000
Rents - Booker Building Rentals	4,000	4,000	325	8	3,125	78	4,000
Rents - Rental of Real Property	70,000	70,000	28,200	40	59,635	85	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,665	90	16,700
State DCJS Grant	80,000	80,000	20,682	26	62,046	78	82,700
State Rental Taxes	1,100	1,100	138	13	260	24	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	46,000	5,000	11	15,076	33	46,000
State/VDOT Contract Services	3,000	3,000	0	0	2,588	86	3,000
VDOT Police Grant for Overtime	0	0	4,050	0	4,050	0	0
State Transit Revenue	14,000	14,000	0	0	23,172	166	23,200
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	0	0	1,928	96	1,900
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	1,363	41	1,363	41	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	2,619	5	30,155	60	50,100
Federal/Byrne Justice Grant	0	0	0	0	2,672	0	2,670
Misc. - Sale of Supplies & Materials	15,000	15,000	230	2	17,073	114	17,100
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	9,800

Town of Altavista
FY 2017 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	0	0	6	2	300
Miscellaneous	25,000	25,000	2,450	10	42,547	170	42,600
Reimbursement of Insurance Claim	0	550	0	0	2,283	0	2,300
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Timken Foundation Grant	0	0	0	0	55,000	0	55,000
Donations	0	0	0	0	1,552	0	15,500
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	86,700	0	0	0	0	86,700
	<u>4,972,600</u>	<u>5,094,850</u>	<u>251,731</u>	<u>5</u>	<u>3,725,595</u>	<u>73</u>	<u>5,017,270</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
75% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,157,750	6,296,100	449,534	7	4,066,710	65	6,305,539
Debt Service	445,450	445,450	0	0	369,596	0	445,450
CIP	4,185,200	4,280,700	99,260	2	1,940,248	45	4,280,700
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIP	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	32,500	50	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>11,116,250</u>	<u>581,294</u>	<u>5</u>	<u>6,441,554</u>	<u>58</u>	<u>11,125,689</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
75% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	1,855	7	18,856	73	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>1,855</u>	<u>7</u>	<u>18,856</u>	<u>73</u>	<u>25,900</u>
Administration							
Operations	765,500	790,500	75,478	10	585,398	74	790,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>8,815</u>	<u>29</u>	<u>8,815</u>	<u>29</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>820,500</u>	<u>84,293</u>	<u>10</u>	<u>594,214</u>	<u>72</u>	<u>820,500</u>
Non-Departmental							
Operations	378,900	379,450	375	0	253,168	67	379,450
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	0	0	0	0	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>281,150</u>	<u>281,700</u>	<u>375</u>	<u>0</u>	<u>220,668</u>	<u>78</u>	<u>281,700</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,700</u>	<u>375</u>	<u>0</u>	<u>220,668</u>	<u>78</u>	<u>281,700</u>
Public Safety							
Operations	958,800	961,050	64,755	7	618,123	64	965,989
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>55,650</u>	<u>1,249</u>	<u>2</u>	<u>40,994</u>	<u>74</u>	<u>55,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,016,700</u>	<u>66,004</u>	<u>6</u>	<u>659,117</u>	<u>65</u>	<u>1,021,639</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
75% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,086,750	36,428	3	686,669	63	1,091,250
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>83,224</u>	<u>6</u>	<u>346,508</u>	<u>24</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,533,900</u>	<u>119,652</u>	<u>5</u>	<u>1,052,400</u>	<u>42</u>	<u>2,538,400</u>
Economic Development							
Operations	156,350	200,850	11,892	6	148,902	74	200,850
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>214,850</u>	<u>11,892</u>	<u>6</u>	<u>148,902</u>	<u>69</u>	<u>214,850</u>
Transit System							
Operations	99,050	99,050	6,670	7	61,175	62	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>6,670</u>	<u>6</u>	<u>65,675</u>	<u>63</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,445,800	197,453	6	2,339,792	68	3,455,239
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	1,528,100	1,528,100	93,288	6	400,818	227	1,528,100
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,997,100</u>	<u>290,741</u>	<u>6</u>	<u>2,759,834</u>	<u>55</u>	<u>5,006,539</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
75% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	15,744	75	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	106	2	3,112	64	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	1,855	7	18,856	73	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
75% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	415,250	415,250	38,457	9	303,988	73	415,250
Other Employee Benefits	18,500	18,500	281	2	12,305	67	18,500
Services	173,150	198,150	11,481	6	151,531	76	198,150
Other Charges	126,300	126,300	19,820	16	95,310	75	126,300
Materials & Supplies	32,300	32,300	5,439	17	22,264	69	32,300
Capital Outlay	30,000	30,000	8,815	29	8,815	29	30,000
Total Expenditures	795,500	820,500	84,293	10	594,214	72	820,500

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
75% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	0	0	81,598	72	112,650
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	60,291	0	60,700
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<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>	350	350	0	0	307	88	350
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	100	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	10,076	92	11,000
Contribution - Avoca	18,700	18,700	0	0	14,025	75	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	3,750	75	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	0	0	214,949	77	277,850
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	550	0	0	3,863	0	550
Fuel - Fire Company	3,300	3,300	375	11	1,857	56	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,850	375	10	5,720	149	3,850
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,700	375	0	220,668	78	281,700
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,750	28,750	0	0	0	0	28,750

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
75% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
TRANSFER OUT - TOTAL	97,750	97,750	0	0	32,500	33	97,750
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	378,900	379,450	375	0	253,168	67	379,450
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,700	375	0	220,668	78	281,700

Town of Altavista
Public Safety
FY 2017 Expenditure Report
75% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	824,200	824,200	57,863	7	545,240	66	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	277	1	5,435	16	33,400
Other Charges	39,200	39,200	2,301	6	26,236	67	44,139
Materials & Supplies	62,000	64,250	4,314	7	41,212	64	64,250
Capital Outlay	55,650	55,650	1,249	2	40,994	74	55,650
Total Expenditures	1,014,450	1,016,700	66,004	6	659,117	65	1,021,639

Town of Altavista
Public Works
FY 2017 Expenditure Report
75% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,100	710,100	17,725	2	426,607	60	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	218	3	5,205	61	8,600
Other Charges	26,700	26,700	2,071	8	17,691	66	26,700
Materials & Supplies	291,400	341,350	16,415	5	237,165	69	345,850
Debt Service	23,200	23,200	0	0	19,224	0	23,200
Capital Outlay	1,423,950	1,423,950	83,224	6	346,508	24	1,423,950
Total Expenditures	2,483,950	2,533,900	119,652	5	1,052,400	42	2,538,400

Town of Altavista
Economic Development
FY 2017 Expenditure Report
75% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	8,058	8	75,703	75	101,000	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	20,000	64,500	1,795	3	62,013	96	64,500	
Other Charges	31,150	31,150	1,936	6	9,938	32	31,150	
Materials & Supplies	4,200	4,200	104	2	1,249	30	4,200	
Capital Outlay	14,000	14,000	0	0	0	0	14,000	
Total Expenditures	170,350	214,850	11,892	6	148,902	69	214,850	

Town of Altavista
Transit System
FY 2017 Expenditure Report
75% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	5,410	8	48,414	70	69,100
Services	2,550	2,550	0	0	70	3	2,550
Other Charges	3,950	3,950	435	11	2,345	59	3,950
Materials & Supplies	23,450	23,450	825	4	10,347	44	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
Total Expenditures	103,550	103,550	6,670	6	65,675	63	103,550

Town of Altavista
FY 2017 Revenue Report
75% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	371	3	3,508	32	4,500
Water Charges - Industrial	1,360,000	1,360,000	131,665	10	1,044,599	77	1,600,000
Water Charges - Business/Residential	294,000	294,000	41,828	14	155,255	53	294,000
Water Charges - Outside Community	124,000	124,000	15,317	12	99,847	81	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	0	0	70	0	5,137	0	5,100
Sewer Charges - Industrial	1,132,000	1,132,000	103,651	9	870,377	77	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	41,785	14	155,630	53	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	1,015	60	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	1,000	19	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	13,871	23	100,226	167	142,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	3	0	4,144	83	5,300
Misc. Cash Discounts	0	0	0	0	4	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	2,410	10	15,584	62	20,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,810,500	0	0	0	0	1,810,500
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,301,300</u>	<u>350,971</u>	<u>7</u>	<u>2,456,324</u>	<u>46</u>	<u>5,628,200</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
75% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,176,000	1,176,000	116,070	10	837,959	71	1,176,000
Debt Service	422,250	422,250	0	0	350,372	0	422,250
CIP	2,289,600	2,356,700	2,940	0	1,415,085	60	2,356,700
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,954,950</u>	<u>119,010</u>	<u>3</u>	<u>2,603,416</u>	<u>66</u>	<u>3,954,950</u>
Wastewater Department							
Operations	1,175,450	1,175,450	88,867	8	704,913	60	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	170,900	3,033	2	72,327	<u>42</u>	170,900
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,346,350</u>	<u>91,900</u>	<u>7</u>	<u>777,240</u>	<u>58</u>	<u>1,346,350</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	204,937	9	1,542,872	66	2,351,450
Debt Service	422,250	422,250	0	0	350,372	0	422,250
CIP	2,432,100	2,527,600	<u>5,972</u>	<u>0</u>	<u>1,487,412</u>	<u>59</u>	2,527,600
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,301,300</u>	<u>210,909</u>	<u>4</u>	<u>3,380,656</u>	<u>64</u>	<u>5,301,300</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
75% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	55,064	10	413,989	73	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	8,280	4	98,793	42	234,500
Other Charges	163,850	163,850	19,913	12	131,455	80	163,850
Materials & Supplies	207,250	207,250	32,813	16	193,722	93	207,250
Debt Service	422,250	422,250	0	0	350,372	0	422,250
Capital Outlay	2,289,600	2,356,700	2,940	0	1,415,085	60	2,356,700
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,954,950	119,010	3	2,603,416	66	3,954,950

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
75% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	52,873	8	406,089	60	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	717	4	14,403	88	16,450	
Other Charges	312,300	312,300	24,280	8	197,950	63	312,300	
Materials & Supplies	170,200	170,200	10,997	6	86,471	51	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	170,900	3,033	2	72,327	42	170,900	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,346,350	91,900	7	777,240	58	1,346,350	

Town of Altavista
Fund Expenditure Totals
FY 2017
75% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	467,100	44,756	10	163,749	35	467,100
CIP	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>225,000</u>
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>44,756</u>	<u>6</u>	<u>215,767</u>	<u>31</u>	<u>692,100</u>

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,750	31,750	2,388	8	20,296	64	31,750
CIP	0	0					0
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>56,750</u>	<u>56,750</u>	<u>2,388</u>	<u>4</u>	<u>20,296</u>	<u>36</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
75% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	650,000	650,000	169,432	26	508,296	78	650,000
Street & Highway Maintenance/Carry Over	26,000	26,000	0	0	0	0	26,000
Street & Highway Maintenance/Cash Discount	0	0	0	0	5.65	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	16,100	0	0	0	0	16,100
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>169,432</u>	<u>24</u>	<u>508,302</u>	<u>73</u>	<u>692,100</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,066	2	5,177	11	48,200
Maintenance - Pavement	150,000	150,000	1,597	1	9,395	6	150,000
Maintenance - Traffic Control Devices	56,800	56,800	8,674	15	46,019	81	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	1,286	13	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	72,100	26,017	36	35,532	49	72,100
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,319	7	30,164	60	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	4,083	5	36,176	45	80,000
 State/Highway Reimb. Fund - Subtotal:	 <u>451,000</u>	 <u>467,100</u>	 <u>44,756</u>	 <u>10</u>	 <u>163,749</u>	 <u>35</u>	 <u>467,100</u>
 Improvements Other Than Buildings - New Engineering - New	 225,000	 225,000	 0	 0	 52,018	 23	 225,000
 State/Highway Reimb. Fund - Capital Outlay - Subtotal:	 <u>225,000</u>	 <u>225,000</u>	 <u>0</u>	 <u>0</u>	 <u>52,018</u>	 <u>23</u>	 <u>225,000</u>
 Transfer Out - Highway Fund Reserve	 0	 0	 0	 0	 0	 0	 0
State/Highway Fund - GRAND TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>44,756</u>	<u>6</u>	<u>215,767</u>	<u>31</u>	<u>692,100</u>

Town of Altavista
FY 2017 Cemetery Fund
75% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	3,550	24	13,500	90	15,000
Interest/Interest Income	9,000	9,000	2,326	26	7,443	83	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	25	0	25	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>5,901</u>	<u>10</u>	<u>22,918</u>	<u>40</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	1,275	13	6,689	70	9,500
Salaries and Wages/Overtime	800	800	159	20	1,092	137	800
Benefits/FICA	800	800	91	11	548	68	800
Benefits/VRS	1,100	1,100	135	12	773	70	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	215	15	1,226	88	1,400
Benefits/Group Life	150	150	16	10	89	59	150
Other Charges/Misc. Reimb.	0	0	455	0	605	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	42	0	9,274	52	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0					0
TRANSFER OUT							
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>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>2,388</u>	<u>4</u>	<u>20,296</u>	<u>36</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of March 31, 2017

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,700,260.25

Balance as of March 31, 2017

Non-SpecificGreen Hill Cemetery 576,983.30

General Fund Reserves

Capital Improvement Program Reserves

3,529,509.62

Altavista EDA Funding 278,915.30 *278,915.30

Enterprise Fund Reserves

Capital Improvement Program Reserves

226,059.67

PCB Remediation 577,818.83Community Improvement Reserve 0.00Police Federal 2,893.32Police State 18,546.43

Public Funds Money Market Accounts

11,934,393.79

Operating Checking Account (Reconciled Balance) 555,139.99**DESIGNATED FUNDS 2,010,297.17**

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

UNDESIGNATED FUNDS

15,689,963.08

-6,663,417.009,026,546.08

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	5,202,534	1,460,883	6,663,417

NOTES:

Earmarked for Final Downtown Map-21 Project

-121,600.00

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

-6,240.00

FY 2016 Highway Carryover of Funds

-840,583.54

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-153,155.86

Funds earmarked for items not completed during prior FY

-342,000.00

Project Funds

-117,920.90

Concept presented at work session for improvements to

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house

-537,500.00

electric panels

Canoe Launch Site

-135,350.00

Dominion Service Line

-86,834.47

Transfer of excess funds from Operating Acct. to MM

-1,455,000.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

UNDESIGNATED RESERVE FUND BALANCE4,894,861.31



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **7c** |

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Regional Law Enforcement Mutual Aid Agreement** |

SUBJECT HIGHLIGHTS

Per discussion at the March 28 Town Council Work Session, it was the consensus of Council to place the Regional Law Enforcement Mutual Aid on the Consent Agenda. Council will be adopting the attached Resolution and authorize the Town Manager to execute the agreement.

Staff recommendation, if applicable: Acceptance

Action(s) requested or suggested motion(s): Motion to approve the attached resolution in regard to the Regional Law Enforcement Mutual Aid Agreement.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Resolution; Law Enforcement Mutual Aid Agreement**

Department Head initials and comments, if applicable: **MLM**

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: **JWC**

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL
MUTUAL AID AGREEMENT

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Altavista entered into a written mutual aid agreement dated _____, with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Brookneal, the Town of Bedford, the Town of Chatham, and the Town of Hurt; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Altavista Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Chatham, the Town of Hurt and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Altavista.

BE IT FURTHER RESOLVED the Altavista Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town.

Adopted: _____

Certified: _____

Clerk of Council

REGIONAL MUTUAL AID AGREEMENT

Amherst County Sheriff's Office
Appomattox County Sheriff's Office
Bedford County Sheriff's Office
Campbell County Sheriff's Office
City of Lynchburg Sheriff's Office
Nelson County Sheriff's Office
Pittsylvania County Sheriff's Office
Town of Altavista Police Department
Town of Amherst Police Department
Town of Bedford Police Department
Town of Brookneal Police Department
Town of Chatham Police Department
Town of Hurt Police Department
City of Lynchburg Police Department

THIS AGREEMENT, made and entered into this 1st day of May, 2017, by and between **E.W. VIAR, SHERIFF, COUNTY OF AMHERST, VIRGINIA; BARRY E. LETTERMAN, SHERIFF, COUNTY OF APPOMATTOX, VIRGINIA; MICHAEL J. BROWN, SHERIFF, COUNTY OF BEDFORD, VIRGINIA; STEVE A. HUTCHERSON, SHERIFF, COUNTY OF CAMPBELL, VIRGINIA; DAVID HILL, SHERIFF, COUNTY OF NELSON, VIRGINIA; RONALD L. GILLISPIE, SHERIFF, CITY OF LYNCHBURG, VIRGINIA; MICHAEL W. TAYLOR, SHERIFF, COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Altavista); **THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Amherst); **THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); **THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); **THE TOWN COUNCIL OF THE TOWN OF CHATHAM, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Chatham); **THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and **THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

WITNESSETH:

WHEREAS, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. **WHEREAS**, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and
2. **WHEREAS**, the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police

officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their ability to maintain peace and good order throughout the entire area; and

3. **WHEREAS**, it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. **WHEREAS**, the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is

made, the requesting agency should determine the best method of communication. If the agencies have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriffs office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this

Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by

third parties for property damage or personal injury which may arise out of the activities of the other parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties pursuant to §15.2-1736 of the Code of Virginia dated July 1, 2014. All other written or oral Agreements between all or any of the parties to this Agreement shall remain in full force and effect.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

19. Gender. Any word importing the masculine gender used in this Agreement may extend to and be applied to females as well as males.

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. May 1, 2017, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on April 30, 2022.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **7d** |

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Surplus Town Property** |

SUBJECT HIGHLIGHTS

The Utility Department request approval to surplus various equipment as described in Exhibit A. Per discussion at the March 28 Town Council Work Session, it was the consensus of Council to place the Declaration of Surplus Property on the Consent Agenda. Council will be adopting the attached Resolution and authorizing disposal of the surplus property. Per discussion at the Work Session several items will be donated to the Virginia Technical Institute for their use.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to adopt attached resolution declaring certain personal property surplus to the needs of the Town.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Resolution; Exhibit A**

Department Head initials and comments, if applicable: *TWF*

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Agenda Item: 7d

Date Adopted: April 11, 2017

Effective Date: April 11, 2017

**A RESOLUTION OF THE ALTAVISTA TOWN COUNCIL
DECLARING CERTAIN PROPERTY OF THIS TOWN TO BE SURPLUS
AND AUTHORIZING THE DISPOSITION OF SAID PROPERTY**

WHEREAS, the Town Council of the Town of Altavista, Virginia, has determined that the Town owns certain personal property that is no longer needed or usable by the Town; and

WHEREAS, the property subject to this Resolution described as various equipment as described in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the Altavista Town Council that the Town Manager and Town Attorney are hereby authorized to dispose of the aforementioned property by any means allowable to include offering for sale at public auction, donation to a nonprofit organization, internet online offering, private negotiation and sale, or destruction and disposal in the landfill;

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of March 21, 2017.

ATTEST:

Mike Mattox, Mayor

Waverly Coggsdale, Town Clerk

EXHIBIT “A”

- Eleven (11) E Low Range Turbidity Analyzers with Twelve (12) SC 100 Controllers (Water Treatment Plant)
- Ten (10) Control Techniques Variable Frequency Driver (VFD) Units (Wastewater Treatment Plant)
 - *Virginia Technical Institute (VTI) would like the Town to donate four (4) of these units for their use as a training tool.*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **7e** |

Attachment #: | **2e** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Budget Amendment(s)/Departmental Transfers** |

SUBJECT HIGHLIGHTS

Attached is correspondence from Tobie Shelton, Finance Director, concerning budget amendment(s) that need to be formalized. Council previously approved either through a motion or a consensus the majority of the items, approval of the budget amendments finishes the process. In addition, copies of the completed internal departmental transfers are attached for your review. No action is required on departmental transfers.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to adopt the budget amendments as presented.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Staff memorandum; Budget Amendment(s)/Departmental Transfers**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Date: April 7, 2017
To: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments

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

- SCADA Phase I Project \$13,300
(Council approval: March 14, 2017)
- Professional Services provided by IALR \$ 6,000
(Council consensus: November 11, 2014)
- Woodward & Curran Utility Facility Assessment \$31,500
& Improvement Plan
(Council approval: March 14, 2017)

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

- All Departments
(Redistribution of funds to cover operational costs – no new funds are required)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department Replace / SCADA System Upgrade 050-5010-701.81-37	\$ 13,300.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 13,300.00

Summary

To appropriate \$13,300 for the SCADA Phase I Project. Council approved at the March 14, 2017 Council meeting.

Budget Impact

This will result in a net increase to the budget of \$13,300.

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

Adopted this 11th day of April 2017

Regular Council Meeting—March 14, 2017

Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

d. Consideration of SCADA Phase 1 Bids

Mr. Coggsdale advised the Town's engineer, Woodard & Curran, solicited the Water Department's SCADA Phase I Project to three bidders as a small purchase. Per the correspondence from Woodard & Curran, they recommend that the project not be awarded to the "lowest bidder" due to their assertion that that bidder was not "responsive" concerning components of the project. He presented Council with a memo from Woodward & Curran providing an analysis of the bids and recommends that the project be awarded to Moore's Electrical & Mechanical for \$13,326.

Mr. Higginbotham asked Mr. Fore did he agree with Woodard & Curran's recommendation.

Mr. Fore advised that he does agree.

Mr. Emerson, seconded by Mrs. Dalton, motioned to award the Water Department SCADA Phase I Project to Moore's Electrical & Mechanical for \$13,326.

Motion carried:

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

e. Consideration of Woodward & Curran Proposal for Utility Facility Assessment & Improvement Plan

Mr. Coggsdale advised at last month's Town Council Work Session, Woodard & Curran provided an update on ongoing projects. In addition, they proposed a "comprehensive review of the Town's utility facilities"; as well as conducting a review of project funding through a rate study. Council asked that staff work with the engineer on the proposal and bring it back for further consideration. Council was presented with three proposals; one relating to Water Facilities (\$85,000); one relating to the Wastewater Facilities (\$80,000); and one related to the Rate Study (\$30,000).

Mr. Coggsdale noted staff had previously included in the FY2018 Draft Budget funding of \$30,000 for a Rate Study and stated if it is Council's desire to move the proposals forward, it can either do so at this time or consider the funding in

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Contractual Services / Misc & Professional Services		
050-5101-702.30-14	\$ 6,000.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 6,000.00

Summary

Appropriate \$6,000 from PCB Reserves for Professional Services provided by Institute for Advanced Learning regarding PCB's

Budget Impact

This will result in a net increase to the budget of \$6,000. Council approved \$36,000 for the implementation of IALR's research plan at the November 11, 2014 meeting.

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

Adopted this 11th day of April 2017

Regular Council Meeting—November 11, 2014

Mr. Jay Higginbotham Yes

10. Unfinished Business

A) Institute of Advanced Learning and Research (IALR) Proposal

Mr. Coggsdale advised previously, Town Council met with Mr. Michael Duncan and Dr. Scott Lowman at a continued Council meeting on October 21st. This meeting was to hear a presentation regarding the proposal of the Institute of Advanced Learning and Research (IALR) in regard to a research project at the WWTP Emergency Overflow Pond related to PCB remediation. It was indicated the implementation of the research plan, which includes the field and laboratory studies and sampling, would cost approximately \$36,000; including a risk management report.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Altavista Town Council appropriate funding from the General Fund Reserve (PCB earmark) in the amount of \$36,000 for the purpose of implementing the Institute of Advanced Learning and Research plan, as outlined.

Mr. Emerson felt the Institute of Advanced Learning and Research (IALR) proposal was worth pursuing.

Mr. Ferguson stated he was impressed with the presentation and felt it would be money well spent.

Motion carried:

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

B) Staunton River Boat Ramp/Canoe Access Follow-up

Mr. Coggsdale advised last month Town Council was presented with a recommendation by the Recreation Committee to pursue a piece of property along the Staunton River for a boat ramp/canoe access point. Following the discussion, staff was asked to gather additional information regarding properties and the process and benefits associated with the development of a boat ramp/canoe

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Contractual Services / Misc & Professional Services_WW 050-5101-702.30-14	\$ 40,000.00	
Transfer Out / Water & Sewer Fund 050-9102-802.70-02	\$ 2,000.00	
Contractual Services / Misc & Professional Services_W 050-5001-701.30-14	\$ 42,500.00	
Capital Outlay / Improvements Other Than Bldg 050-5110-702.81-30	\$ (42,000.00)	
Capital Outlay / Machinery & Equipment 050-5010-702.81-06	\$ (11,000.00)	
Transfer In from Reserves 050-0000-361.01-00		\$ 31,500.00

Summary

To revise the FY 2017 Enterprise Fund CIP by eliminating the repair to concrete walls at the WWTP as well as the replacement of the streaming current analyzer at the WTP and redistributing the funds to cover the cost associated with the Woodard and Curran study. The wastewater portion of the study will be fully funded with \$2,000 being earmarked in reserves for the FY 2018 portion of the study. The water portion of the study will be short funds therefore \$31,500 will be transferred in to cover this portion of the study. Council approved the study at the 3/14/2017 meeting.

Budget Impact

This will result in a net increase to the budget of \$31,500.

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

Adopted this 11th day of April 2017

Regular Council Meeting—March 14, 2017

Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

d. Consideration of SCADA Phase 1 Bids

Mr. Coggsdale advised the Town's engineer, Woodard & Curran, solicited the Water Department's SCADA Phase I Project to three bidders as a small purchase. Per the correspondence from Woodard & Curran, they recommend that the project not be awarded to the "lowest bidder" due to their assertion that that bidder was not "responsive" concerning components of the project. He presented Council with a memo from Woodward & Curran providing an analysis of the bids and recommends that the project be awarded to Moore's Electrical & Mechanical for \$13,326.

Mr. Higginbotham asked Mr. Fore did he agree with Woodard & Curran's recommendation.

Mr. Fore advised that he does agree.

Mr. Emerson, seconded by Mrs. Dalton, motioned to award the Water Department SCADA Phase I Project to Moore's Electrical & Mechanical for \$13,326.

Motion carried:

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

e. Consideration of Woodward & Curran Proposal for Utility Facility Assessment & Improvement Plan

Mr. Coggsdale advised at last month's Town Council Work Session, Woodard & Curran provided an update on ongoing projects. In addition, they proposed a "comprehensive review of the Town's utility facilities"; as well as conducting a review of project funding through a rate study. Council asked that staff work with the engineer on the proposal and bring it back for further consideration. Council was presented with three proposals; one relating to Water Facilities (\$85,000); one relating to the Wastewater Facilities (\$80,000); and one related to the Rate Study (\$30,000).

Mr. Coggsdale noted staff had previously included in the FY2018 Draft Budget funding of \$30,000 for a Rate Study and stated if it is Council's desire to move the proposals forward, it can either do so at this time or consider the funding in

Regular Council Meeting—March 14, 2017

the FY2018 Budget. If the Town chooses to move forward at this time, it would be staff's recommendation to split the funding of the Water and Wastewater proposals between the current fiscal year (FY2017) and next year (FY2018). This would require \$82,500 be appropriated in FY2017 and would add the like amount of \$82,500 to the draft FY2018 budget. The Rate Study proposal would be funded in FY2018, but those funds are currently included in the draft budget.

Mr. Higginbotham stated he was not sure what we would be getting with a rate study and asked can we figure out what to add if we are short.

Mr. Coggsdale stated he knows Mr. Fore has gone through similar things in his career. The rate study also addresses the issue of how to fund. In regards to rate structure, this covers an analysis to tell if the rates are reasonable or not. It also covers rate surcharges, connection fees, and availability fees.

Mr. Fore noted this is basically a road map for the next 20 years. He stated it is still Council's choice annually as to whether to adjust the rates or not. A document shows a process in determining the rates. If this does go to court, this document shows the rationale of how the rates are set.

Mrs. Dalton felt the rate study should include what the goals are; these should cover not only operations but also some of the CIP items if not all of them and the rebuilding of infrastructure. She felt a road map would help in putting all the pieces together.

Mayor Mattox felt it was a good planning document for industry, how are we going to look at the future, how competitive are we going to be for economic development. If there is a plan in place, we can use this to show what we are looking at for the next 20 years and it may entice someone to come to our community with a new business.

Mrs. Dalton, seconded by Mr. George, motioned to proceed with the proposals during FY2017 and appropriate the funds in this year's budget along with the addition of expenditures (\$82,500) in the draft FY2018 Budget.

Motion carried:

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

f. VDH LT2 Rule Sampling Information

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: General Accounting Use Only
See Processing Instructions Below

Requester Mike Milnor Required Department Name: Police Required Date of Request: 2/8/2017 Fiscal Year: 2017

Phone #: _____ Email Address: mmilnor@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover the cost of a confidential informant and directed drug buys in an active on-going investigation.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.60-16	\$500.00	Drug Investigating	

Total Debits: \$500.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.60-06	-\$500.00	Fuel and Lubricants	

Total Credits: -\$500.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Jodie C. Shelton 3/13/2017 # 2176
Prepared By Date Phone

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

DEPARTMENTAL FUNDS TRANSFER

Transfer Jrnl ID#: General Accounting Use OnlyGeneral Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517See Processing Instructions Below

Requester Tom Fore Required Department Name: Water Treatment Plant Required Date of Request: 2/2/2017 Fiscal Year: 2017

Phone #: _____ Email Address: mlmilton@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover the cost to replace parts associated with a pump control valve.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
050-5001-701.60-04		\$5,000.00	Repair & Maintenance		
Total Debits:		\$5,000.00			

CREDIT:

Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
050-5001-701.60-14		-\$5,000.00	Other Operating Supplies		
Total Credits:		-\$5,000.00			

Total Credits and Total Debits must be equal zero.

Approvals Required:

Jobie C. Shulton 3/13/2018 #2175
Prepared By Date Phone

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

DEPARTMENTAL FUNDS TRANSFER

Transfer Jnl ID#:

General Accounting Use Only

General Accounting

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

See Processing Instructions Below

Requester Mike Milnor Required Department Name: Police Required Date of Request: 3/13/2017 Fiscal Year: 2017

Phone #: _____ Email Address: mmilnor@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs. (Advertising and HVAC replacement) No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-32	\$500.00	Miscellaneous	
010-3101-501.60-04	\$5,700.00	Repairs and Maintenance	

Total Debits: \$6,200.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-24	-\$500.00	Subsistence & Lodging	
010-3101-501.60-06	-\$5,700.00	Fuel & Lubricants	

Total Credits: -\$6,200.00Total Credits and Total Debits must be equal zero.

Approvals Required:

Jobie C. Shultz 3/13/2017
 Prepared By Date Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester David Garrett Department Name: Public Works Date of Request: 3/13/2017 Fiscal Year: 2017
Required *Required*
 Phone #: _____ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.60-02	\$1,400.00		
010-4101-601.60-08	\$700.00	Vehicle/Equip Repairs & Maint	
010-4101-601.60-30	\$100.00	Eng Repairs & Maintenance	
Total Debits:		\$2,200.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.60-06	-\$2,200.00	Fuel & Lubricants	
Total Credits:		-\$2,200.00	

Total Credits and Total Debits must equal zero.

Approvals Required:

John C. Shultz 3/13/17 # 2173
 Prepared By Date Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#: General Accounting Use Only

See Processing Instructions Below

Requester Steve Bond Required Department Name: Wastewater Required Date of Request: 3/13/2017 Fiscal Year: 2017

Phone #: _____ Email Address: sbond@altavistava.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
050-5101-702.30-16		\$150.00	Physicals		

Total Debits: \$150.00

CREDIT:

Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
050-5101-702.30-24		-\$150.00	R & M Ground		

Total Credits: -\$150.00

Total Credits and Total Debits must equal zero.

Approvals Required:

Jobie C. Shulton
Prepared By

3/17/2017
Date

2172
Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#: General Accounting Use Only
See Processing Instructions Below

Requester Tom Fore Required Department Name: Water Plant Required Date of Request: 3/17/2017 Fiscal Year: 2017
Phone #: _____ Email Address: TomFore@altavista.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items**DEBIT: (Charge)**

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.50-26	\$150.00	Conventions & Education	

Total Debits: \$150.00**CREDIT:**

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.50-24	-\$150.00	Subsistence & Lodging	

Total Credits: -\$150.00Total Credits and Total Debits must equal zero.**Approvals Required:**

Jabie C. Shulton 3/17/17 # 2171
Prepared By Date Phone

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **7f** |

Attachment #: | **2f** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **AOT Mural – “Challenge Grant”** |

SUBJECT HIGHLIGHTS

At the March Town Council Work Session, the design for the Mural that will be painted on the wall in front of Altavista Appliance was presented to Council. The Town is contributing the \$5,000 match to the grant.

Staff recommendation, if applicable: Accept design

Action(s) requested or suggested motion(s): Motion to accept the design.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Mural design**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Jack Pabis - Mural Proposal
240) 674-2934



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | 9a |

Attachment #: | 3 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Consideration of Rt. 43 “Gateway Project” |

SUBJECT HIGHLIGHTS

At the March 28th Town Council Work Session, Council discussed the “Rt. 43. Gateway Project” which began as a Streetscape project being financed via VDOT “Transportation Alternatives Program (TAP)” funds (80%) with Town match (20%). The inclusion of a utility component was discussed and staff was directed to look at this and seek how to move forward. Attached is a Project Breakdown.

The Streetscape Project will be funded through VDOT TAP grant funds and Town match, the majority of which is obligated. The remaining needed funds are being requested through a Tobacco Commission grant request, should that be unsuccessful, the Town will seek additional VDOT TAP funds in the fall.

The Utility Project would be funded by two sources, with the Storm water aspect funded by existing General Fund revenues, while the Water and Sewer aspect may be funded through an “internal” borrowing of funds from the Town’s General Fund to the Town’s Enterprise Fund. The majority of the funds for construction of either project would not be needed until FY2018. The Storm water funds are included in the FY2018 Budget and assuming the “internal borrowing” option is selected for the Water/Sewer portion; those funds are identified in the FY2018 Budget to cover the construction costs. The repayment of those funds would begin in the FY2019 Budget.

At this time, staff is seeking approval to execute the “Engineering Design” components of the Streetscape and the Utility Projects (highlighted on the Breakdown sheet attached) based on the proposal submitted by Hurt & Proffitt. The cost for these services would be \$54,425 for the Streetscape (VDOT/General Fund earmarked funds); and \$31,515 for the Utility (General Fund and Enterprise Fund) as allocated on the attached sheet. The Streetscape funds are included in current year’s budget (FY2017); the Utility Funds were not included in the current year’s budget (FY2017), as the project did not exist at time of budget adoption. Staff has seeking to find excess/unspent funds for the General Fund portion (\$7,248) and Enterprise Fund portion (\$24,267), if existing funds aren’t available they would have to come from Reserves.

Staff recommendation, if applicable: Approval of design services with Hurt & Proffitt in the total of \$85,940.

Action(s) requested or suggested motion(s): A motion to “Award the Design Services for the Rt. 43 Gateway Project” to Hurt & Proffitt.”



Town of Altavista, Virginia Regular Meeting Agenda Form

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Project Breakdown; Engineer's Proposal; Letter revising Engineer's Streetscape Design Proposal**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Rt. 43 "Gateway Project" BREAKDOWN

Streetscape

Funding: VDOT/Town Match

Engineering Design & Survey	\$ 53,925	FY17
Environmental Documentation	\$ 6,000	FY17
Easement Plats	\$ 1,500	FY17
Construction Administration	\$ 21,570	FY18
<u>Construction Inspection</u>	<u>\$ 35,950</u>	FY18
Total Estimated Engineer Fees:	\$ 118,945	
Engineer's Estimated Construction Cost:	\$ 719,000	
<u>Streetscape Total:</u>	<u>\$ 837,945</u>	

Utilities

Funding: General & Enterprise Funds

Engineering Design (Enterprise Fund)	\$ 24,267	FY17
Engineering Design (General Fund)	\$ 7,248	FY17
Construction Administration (Enterprise Fund)	\$ 9,707	FY18
Construction Administration (General Fund)	\$ 2,899	FY18
Construction Inspection (Enterprise Fund)	\$ 19,250	FY18
<u>Construction Inspection (General Fund)</u>	<u>\$ 5,750</u>	FY18
Total Estimated Engineer Fees (Enterprise Fund)	\$ 53,224	
Total Estimated Engineer Fees (General Fund)	\$ 15,897	

Engineer's Estimated Construction Cost w/ 5% Contingency

Water and Sewer (Enterprise Fund)	\$ 339,150
<u>Storm Sewer (General Fund)</u>	<u>\$102,060</u>
Utility Total:	\$ 441,210

GRAND TOTAL: **\$ 1,279,155**



March 8, 2017

Mr. Daniel Witt
Assistant Town Manager
Town of Altavista
510 7th Street
Altavista, VA

HURT & PROFFITT
INCORPORATED

*Re: Town of Altavista Downtown Streetscape Revitalization Project
Downtown Gateway Project
H&P Project #: 20161577*

Dear Mr. Witt:

This letter is our proposal for the engineering fees related to the above referenced project on 7th Street, Bedford Avenue and Main Street in the Town of Altavista.

Our proposal corresponds to the RFP issued by the Town for the same project as identified above. In addition to the services as outlined in the RFP we also understand the Town is requesting our fee for providing full engineering services for the lining of approximately 800 feet of sanitary sewer line on Bedford Ave, 600 feet of new 8" sanitary sewer line and 600 feet of new 8" water line on 7th Street from Broad Street to Bedford Avenue.

Our fees have been divided between the below grade utility work and the surface improvements to 7th Street, Bedford Ave and Main Street. This also includes the design of the new signals for the intersection of 7th Street and Bedford Ave along with pedestrian signals to control two crosswalks at this same intersection. Our fees do not include the synchronizing of the new signals with the existing signals at the intersection of Bedford Avenue and Main Street. It is our understanding the Town is pursuing VDOT to replace the signals at Bedford Avenue and Main Street and to synchronize them with the new signals at 7th Street and Bedford Ave.

**7th Street & Bedford Ave Sanitary Sewer, Water Line & Storm Sewer Improvements Budget Construction Cost
(Not Funded by VDOT Grant)**

Sanitary Sewer Lining in Bedford Avenue.....	\$119,000
New Sanitary Sewer Line in 7 th Street w/ New Service laterals.....	\$123,500
New Water Line in 7 th Street w/ New Service lines.....	\$ 80,500
New Storm Water Line in 7 th Street w/ New Inlets	\$ <u>97,200</u>
Estimated Utility Budget Construction Cost	\$420,200

Engineering Design	\$ 31,515 *
Construction Administration	\$ 12,606 *
Construction Inspection.....	\$ <u>25,000</u> *
Estimated H&P Fees.....	\$ 69,121

RECAP:

Total Utility Estimated Budget Project Cost	\$420,200
Total Estimated H&P Fees.....	\$ <u>69,121</u>
Estimated Grand Total	\$489,321



7th Street, Bedford Ave & Main Street Streetscape Project (Funded by VDOT Grant & Other Sources)

1,350 ft New 5 ft Wide Sidewalk	\$ 50,000
75 ft New 10 ft Wide Sidewalk	\$ 5,000
1,425 ft Demo Existing 4 ft Wide Sidewalk	\$ 20,000
1,350 ft New Curb & Gutter.....	\$ 40,500
5 New Driveway Aprons	\$ 12,500
7 Decorative Street Lights.....	\$ 87,500
Pressure Washing 550 ft Existing Curb & Gutter	\$ 5,000
New Pedestrian Signals @ 7 th Street & Bedford Avenue.....	\$250,000
3,000 Sq. Yds. Pavement Milling & New Asphalt.....	\$125,000
Thermo Plastic Lane Marking	\$ 8,500
2 Cross Walks.....	\$ 15,000
Landscaping & Fence Along 7 th Street & Main Street.....	\$ 50,000
Traffic Control.....	\$ <u>50,000</u>
Estimated Budget Construction Cost.....	\$719,000

Engineering Design & Surveying.....	\$ 53,925
Environmental Documentation	\$ 6,000
Easement Plats	\$ 1,500
Construction Administration	\$ 21,570
Construction Inspection.....	\$ <u>35,950</u>
TOTAL ESTIMATED H&P FEES	\$118,945

RECAP:

Total Utility Estimated Budget Project Cost	\$719,000
Total Estimated H&P Fees	<u>\$118,945</u>
Estimated Grand Total	\$837,945

Our fees have been calculated on the basis that the two projects could be publicly bid separately and thus two general contracts. We anticipate the utility project being constructed first and then the streetscape project once the utility project is completed.

We estimate the utility project should take no more than 3 months to complete and the streetscape project should take no more than 6 months to complete.

* If the Town chooses to bid the projects in one combined bid, our fees will be as follows:

Engineering Design & Surveying	\$ 80,265
Environmental Documentation	\$ 6,000
Easement Plats	\$ 1,500
Construction Administration (1)	\$ 31,200
Construction Inspection (2)	\$ <u>55,000</u>

Combined Projects Adjusted Engineering Fee Total**\$173,965** (vs. \$188,066 bid separately)

Note (1) – Construction Administration fee based on 6 month project schedule. If the project exceeds 6 months in duration this fee will increase per hourly rates of H&P.

Note (2) – Construction Inspection fee based on 6 month project schedule. If the project exceeds 6 months in duration this fee will increase per hourly rates of H&P.



All of the services as identified in the RFP Scope of Work are included in our proposal. This applies to bidding the projects separately or bidding the projects as one combined project.

Our proposal provides for full time inspection by Wes May. Wes was the inspector for the 12" water line recently completed on Main Street.

Based on conversations I have had with local utility contractors and street contractors the local utility contractors would much rather see a separate bidding package for the underground utility phase. The local utility contractors I spoke with told me they were not interested in the streetscape project work and if possible they prefer not to be a sub-contractor to the streetscape contractor.

My goal of recommending two separate contracts is to create as much bidding competition in the construction community as possible so the Town benefits by getting contractors who are qualified for what they are bidding on and also the best price I can get the Town for the phase of the total project.

If a redesign of the projects is required after bids are received and found to be higher than available funding, the cost for the redesign will be on an hourly basis, assuming the Town authorized H&P to proceed with the bidding after being told the project would come in over the budget. If a redesign is required based on a H&P error, the redesign will be at no cost to the Town.

We appreciate the opportunity to present our proposal for our services and we look forward to working the Town staff to make these projects become reality.

Sincerely,

HURT & PROFFITT, INC.

A handwritten signature in blue ink, appearing to read 'Earl H. Dickerson, Jr.', is written over the printed name.

Earl H. Dickerson, Jr., PE

Vice President & Chairman of the Board

SIGNATURE OF ACCEPTANCE OF PROPOSAL: _____

PRINTED SIGNATURE: _____

DATE: _____



April 7, 2017

Mr. Daniel Witt
Assistant Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

HURT & PROFFITT
INCORPORATED

RE: Town of Altavista Downtown Streetscape Revitalization Project

Dear Mr. Witt:

It is our understanding the Town of Altavista has determined that VDOT engineers will provide the design services for the new pedestrian signals at the intersection of 7th Street and Bedford Ave.

That being said we are reducing our design fee for the above referenced project by \$7,000 to \$46,925.

The other fees we have quoted the Town for this project will remain the same. The revised H&P total fees for the Streetscape project will now be \$111,945.

Please note that there is a bit of unknown for H&P in this scheme of VDOT providing the design of the pedestrian signals. At this point in the process I am not sure I know exactly what VDOT will be providing based on Gerry Harter's e-mail, but we are willing to work with VDOT and the Town to reach the end result of pedestrian signals to protect the public.

H&P will not be responsible for any documents or design prepared and supplied by VDOT.

If you have any questions please do not hesitate to contact me.

Sincerely,
HURT & PROFFITT, INC.

Earl H. Dickerson, Jr., PE
Chairman of the Board



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **9b** |

Attachment #: | **4** |

Agenda Placement: | **New/Unfinished Business** |

Subject Title: | **Virginia Department of Health – Fluoride Grant** |

SUBJECT HIGHLIGHTS

At the March 28th Town Council Work Session, Council discussed the Town applying for a Virginia Department of Health Fluoride Grant in FY2017 and FY2018. The funds would help with offsetting costs associated with updating the fluoride equipment at both, Reynolds and McMinnis Springs. Staff is seeking approval of \$40,000 in FY2017 used to buy necessary equipment, which would then be reimbursed by VDH as part of the FY2017 grant. Staff has included funds in the amount of \$60,000 in the draft FY2018 Budget to serve as the Town's match for the \$70,000 of VDH funds over the two fiscal year period. The total project estimate is \$130,000.

Staff recommendation, if applicable: Approve the requested funds (\$40,000) for FY2017, which will be reimbursed and indicate a willingness to fund the required amount (\$60,000) in FY2018.

Action(s) requested or suggested motion(s): A motion to appropriate \$40,000 for purchase of equipment associated with a VDH Fluoride grant, with said funds being reimbursable and approve submittal of the Town's intention for the FY2017 and FY2018 VDH Fluoride Grant."

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Grant Budget**

Department Head initials and comments, if applicable: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

VDH FLUORIDE GRANT BUDGET (FY2017 & FY2018)

Year	Item #	Item	Reynold's Springs	McMinnis Spring	Sum of Funding for Both Springs
Year 1 (Ending 6/30/17)	1	Blue white fluoride pump	\$ 4,215.90	\$ 4,215.90	
	2	Pump calibration chamber	\$ 47.00	\$ 47.00	
	3	Pump Tubing	\$ 297.90	\$ 297.90	
	4	Fluoride Solution Tank	\$ 74.95	\$ 74.95	
	5	Hach CA 610 Fluoride Analyzer	\$ 7,828.82	\$ 7,828.82	
	6	Fluoride Fill Solution	\$ 109.75	\$ 109.75	
	7	4-drum Containment Pad	\$ 379.95	\$ 379.95	
		6-inch E+H ProMag 800L	\$ 6,608.00	\$ 6,608.00	
		Shipping Estimate	\$ 250.00	\$ 250.00	
Year 1 - Ending 6/30/17			\$19,812.27	\$19,812.27	\$39,624.54
Year 2 (Ending 6/30/18)	3	Meter Vault	\$ 5,000.00	\$ 5,000.00	
	4	Installation - VDH will fund 1/3 cost	\$10,229.17	\$10,229.17	
Year 2 - Ending 6/30/18			\$15,229.17	\$15,229.17	\$30,458.33
Sum of Funding for Both Springs, Both Years					\$70,082.87
T4 Estimate of in-house funding					
	1	Engineering Design, Bid and Construction Admin. With Digitized redline drawings	\$ 9,000.00	\$ 9,000.00	\$18,000.00

	2	Installation & Construction Cost	\$20,138.33	\$20,138.33	\$40,276.66
In-House Total			\$29,138.33	\$29,138.33	\$58,276.66
Total Project Cost					128,359.53
Contingency 1. Grantee must purchase fluoride equipment in Year 1. Final invoice to VDH due by June 30, 2017.					
Contingency 2. Grantee must install equipment in Year 2. Final invoice to VDH due by June 30, 2018.					
Contingency 3. If equipment not installed by the end of Year 2, grantee must refund us the Year 1 monies.					
Contingency 4. Grantee funds anything over and above funding provided by VDH.					



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **9c** |

Attachment #: | **5** |

Agenda Placement: | **New/Unfinished Business** |

Subject Title: | **FY2018 Budget and Capital Improvement Plan – “First Reading”** |

SUBJECT HIGHLIGHTS

At the March 28th Town Council Work Session, Council continued discussion in regard to the FY2018 Budget and Capital Improvement Plan. Staff has made the changes to the documents as directed by the consensus of Council.

The Fiscal Year 2018 proposed budget (General Fund, Capital Improvement Program (CIP), State/Highway Reimbursement Fund, Cemetery Fund and Enterprise Fund totals \$10,361,060. The Proposed Fiscal Year 2018 budget is decreasing by 4.8% from the Adopted Fiscal Year 2017 budget.

Attachments include Budget Revenue and Departmental Expenditure; a Budget Overview; and the changes to the budget to date.

Staff recommendation, if applicable: Set the public hearing on the FY2018 Budget and Capital Improvement Plan for Tuesday, May 9, 2017 at 7:00 p.m.

Action(s) requested or suggested motion(s): A motion to schedule a public hearing on the “FY2018 Budget and Capital Improvement Plan.”

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **FY2018 Draft Budget Revenue & Expenditure; Budget Overview; and Budget Changes**

Department Head initials and comments, if applicable: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

**TOWN OF ALTAVISTA
FY 2018 PROPOSED BUDGET**

ESTIMATED REVENUE

General Fund

Real Estate Tax	217,500
Public Service Corporation Taxes	99,600
Personal Property Taxes	1,938,700
Other Local Taxes	1,704,700
Permits and Fees	1,000
Fines and Forfeitures	9,500
Use of Money and Property	178,200
Charges for Service	9,100
Donations, Receipts and Transfers	98,000
Intergovernmental	348,500

General Fund Total: **\$4,604,800**

Enterprise Fund (Water & Sewer)

Service Charges	3,449,700
Interest	4,500
Connection Fees	5,200
Miscellaneous, Grants & Transfers	1,249,510
CIP Reserves	157,000

Enterprise Fund Total: **\$4,865,910**

Highway Maintenance Fund **\$861,850**

Cemetery Fund **\$28,500**

REVENUE GRAND TOTAL: **\$10,361,060**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	62,200
Administrative Department	923,800
Police Department	1,024,100
Public Works	1,760,660

Street & Highway Maintenance	861,850
Water Department	2,547,270
Wastewater Department	2,318,640
Green Hill Cemetery	32,400
Non Departmental	308,550
Transit Department	160,950
Economic Development	173,150
Main Street	55,900
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	41,590
Total Proposed Operating Expenses	\$10,361,060

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	657,270
Wastewater Treatment Plant Equipment	914,440
Public Works Department Equipment	711,360
State Highway Funding	260,850
Police Department Equipment	80,000
Council	35,000
Administration Department Equipment	38,500
Transit Department	64,000
Economic Development	34,000
Total Proposed Capital Outlay	\$2,795,420



2018 PROPOSED BUDGET OVERVIEW

Total Expenditures:	\$10,361,060
	(Includes transfers to GF Reserves of \$106,590; \$41,590 is surplus)

Total Revenue:	\$8,907,350
Transfers:	\$1,453,710 (\$97,700 – General; \$1,356,010 – Enterprise)
TOTAL:	\$10,361,060

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

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

Meals Tax Rate:	7%
BPOL Tax Rate:	*No change from FY 2017 rates
Cigarette Tax Rate:	\$0.27 per pack

Capital Improvement Program	
FY2018 Expenditures:	\$3,134,820
FY2018 – 2022 Expenditures:	\$13,634,140



Date: April 7, 2017
 To: Mayor Mattox and Members of Council
 From: Tobie Shelton
 Subject: Changes to FY 2018 Proposed Budget

Below are changes that have been made to the FY 2018 Proposed Budget and Capital Improvements Plan as a result of discussions held at Council Work Sessions.

<u>Description of Change</u>	<u>Change to Budget</u>
GENERAL FUND	
Added 3% increase to Town Manager's salary (Administration)	\$ 2,700.00
decreased 50.18 General Liability accounts by \$5,700 and increased 50.10 Property insurance accounts by \$5,700. (All Departments)	\$ -
Added \$31,000 to upgrade Shreve Park bathrooms (Public Works)	\$ 31,000.00
Added 1,000 to help with AOT Anniversary expenses (Non-Departmental)	\$ 1,000.00
Added \$100,000 for piece of equipment to maintain ROW (Public Works)	\$ 20,000.00
Added Rt 43 Storm Water Construction (Public Works)	\$ 110,710.00
TOTAL	\$ 165,410.00

<u>Description of Change</u>	<u>Amount</u>
ENTERPRISE FUND	
Removed BOD/COD incubator from CIP; work being completed in FY 2017 (Wastewater) page 72	\$ (9,000.00)
Added 1/2 of the cost of the Utility Assessment and Improvement Study (Water)	\$ 42,500.00
Added 1/2 of the cost of the Utility Assessment and Improvement Study (Wastewater)	\$ 40,000.00
Removed CIPitem, light tower for night work; This item was moved to FY 2019 CIP (Water)	\$ (15,000.00)
Reduced amount for Dearing Ford/Melinda Dr. sustaining valve vault from 50,000 to 30,000	\$ (20,000.00)
Split Water/Sewer Right of Way clearing 50/50 between water and sewer. Original was all budgeted in Water.	\$ -
Replacement of worn and damaged asphalt at WWTP was removed from the budget. This item was moved to FY 2019 CIP (Wastewater)	\$ (60,000.00)
Replacement of existing security fence at River intake pump station was moved to FY 2019 CIP (Water)	\$ (15,000.00)
Replacement of Streaming Current Analyzer was removed from the budget (Water)	\$ (16,000.00)
Removed repair to concrete walls at WW Main Station (Wastewater)	\$ (42,000.00)
Decreased 50.18 General Liability accounts by \$5,700 and increased 50.10 Property insurance accounts by \$5,700. (Water and Wastewater)	\$ -
Added \$100,000 for piece of equipment to maintain ROW (Water)	\$ 40,000.00
Added \$100,000 for piece of equipment to maintain ROW (Wastewater)	\$ 40,000.00
Add \$60,000 for Fluoride Grant (Revenue and Expense) (Water)	\$ 60,000.00
Added Rt 43 Water Construction	\$ 91,670.00
Added Rt 43 Sewer Construction	\$ 276,440.00
TOTAL	\$ 413,610.00



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **9d** |

Attachment #: | **6** |

Agenda Placement: | **New/Unfinished Business** |

Subject Title: | **Comprehensive Plan Update – Setting of Public Hearing** |

SUBJECT HIGHLIGHTS

The Altavista Town Council was previously presented with the update to the Town's Comprehensive Plan from the Altavista Planning Commission. At this time, staff is seeking authorization to proceed with the scheduling of a public hearing on the amended document.

Staff recommendation, if applicable: Set the public hearing on the Town's Comprehensive Plan Update for Tuesday, May 9, 2017 at 7:00 p.m.

Action(s) requested or suggested motion(s): A motion to schedule a public hearing on the "Town's Comprehensive Plan Update."

Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **9e** |

Attachment #: | **7** |

Agenda Placement: | **New/Unfinished Business** |

Subject Title: | **Cross Connection Control Ordinance – “First Reading”** |

SUBJECT HIGHLIGHTS

At the March 28th Town Council Work Session, Council discussed proposed amendments to Chapter 78 of the Town Code relating to the Cross Connection Control Ordinance. It was the consensus of Council to set a public hearing on the proposed ordinance amendments for Tuesday, May 9, 2017 at 7:00 p.m.

Staff recommendation, if applicable: Set the public hearing on the proposed amendments to the Town’s Cross Connection Control Ordinance for Tuesday, May 9, 2017 at 7:00 p.m.

Action(s) requested or suggested motion(s): A motion to schedule a public hearing on the proposed amendments to the Cross Connection Control Ordinance for Tuesday, May 9, 2017 at 7:00 p.m.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Cross Control Connection Ordinance amendment**

Department Head initials and comments, if applicable: *TWF*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ARTICLE IV. WATER

DIVISION 1. CONNECTIONS TO THE SYSTEM

- Sec. 78-121. Inhabited premises to have approved water supply and sewage disposal systems; maintenance.
- Sec. 78-122. Separate and independent water connection required.
- Sec. 78-123. Existing water connections permitted.
- Sec. 78-124. Use of hose during water shortage.

DIVISION 2. CROSS CONNECTION CONTROL ORDINANCE

- Sec. 78-125. Cross Connection Control Ordinance.
- Sec. 78-126. Responsibility of the Town and the Consumer.
- Sec. 78-127. Preventative and Control Measures for Containment where protection is required.
- Sec. 78-128. Type of Protection Required.
- Sec. 78-129. Backflow Prevention Devices and Backflow Prevention by Separation for Containment.
- Sec. 78-130. Maintenance and Inspection Requirements.
- Sec. 78-131. Enforcement of the Ordinance.
- Secs. 78-132—78-160 Reserved.

An Ordinance to repeal, amend and re-ordain Article IV of the Code of the Town of Altavista, 1968, entitled "Water" consisting of Sections 78-121 through 78-129, inclusive, to reorganize the said Article IV into Division 1 "Connections to the System" consisting of Sections 78-121 through Sections 78-124 and Division 2 "Cross Connection Control Ordinance" consisting of Sections 78-125 through 78-131 of the Code of the Town of Altavista, 1968, relating to cross connection control.

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

1. That Article IV of the Code of the Town of Altavista, 1968, entitled "Water" consisting of Sections 78-121 through 78-129, inclusive, is repealed, amended and re-ordained to reorganize the said Article IV into Division 1 "Connections to the System" consisting of Sections 78-121 through Sections 78-124 which are unchanged and Division 2 "Cross Connection Control Ordinance" consisting of Sections 78-125 through 78-131 of the Code of the Town of Altavista, 1968, as follows:

DIVISION 1. CONNECTIONS TO THE SYSTEM

Sec. 78-121. Inhabited premises to have approved water supply and sewage disposal systems; maintenance.

- (a) The owner of any premises within the Town used for human occupancy, employment, recreation, or for commercial or industrial purposes shall be required to have an approved water supply system which supplies water to such premises. This will be accomplished by having a current connection to the Town water system or by having a private water system approved by the Town under the provisions of this chapter. Failure to have an approved water system is declared a public health hazard.
- (b) The owner of any premises within the Town used for human occupancy, employment, recreation, or for commercial or industrial purposes shall be required to have such premises served by an approved sewage disposal system. This will be accomplished by having a current connection to the public sewer or by having an approved private sewage disposal system under the provisions of this chapter. Failure to have an approved sanitary sewer system is declared a public health hazard and may be declared a public nuisance. If the county health officer finds a private sewage disposal system is inadequate or ineffective or not in proper working order and therefor constitutes a public health hazard, notice of such finding by the county health officer, together with requirements to bring the system into

conformity, shall be served upon the owner of the premises by the Town Manager or his or her agent. Such owner shall have a period of 60 days to bring his or her system into conformity with the requirements of the county health officer or to connect, at his or her expense, to the public sewer if such connection is available to such owner's premises. If the owner elects to connect to the public sewer, any septic tanks, cesspools, and similar private sewage disposal facilities shall be abandoned and filled with suitable material.

- (c) Any person violating this section shall be subject to the penalties as set forth in article I of this chapter.

Sec. 78-122. Separate and independent water connection required.

A separate and independent water connection shall be required for every building.

Sec. 78-123. Existing water connections permitted.

The owner shall be allowed to use existing connections for a specific lot, if the connection meets the requirements of the VDH and is approved by the utility manager. If an existing connection cannot be used, a new connection will be made and the owner will be charged a connection fee at the rate then in effect for new connections.

Sec. 78-124. Use of hose during water shortage.

It shall be unlawful to use the Town water through a hose for any purpose whatsoever, whenever the mayor and council, by proclamation or advertisement, forbid the use of such hose, during periods of drought or shortage of water from any cause, or for other reasons making necessary the conservation of water in the interest of the public welfare. Any person violating this section, after notice duly given, shall be guilty of a class 4 misdemeanor.

Sections 78-125, 78-126, 78-127, 78-128 and 78-129 are hereby repealed and new sections 78-125, 78-126, 78-127, 78-128, 78-129, 78-130 and 78-131 are added as Division 2 "Cross Connection Control Ordinance" as follows:

DIVISION 2. CROSS CONNECTION CONTROL ORDINANCE

Sec. 78-125. Cross Connection Control Ordinance.

- (a) This Ordinance consisting of Sections 78-125 through 78-131 shall be known as the Cross Connection Control Ordinance of the Town of Altavista.
- (b) The purpose of this Ordinance is to abate or control actual or potential cross connections and protect the public health. This Ordinance provides for establishment and enforcement of a program of cross connection control and backflow prevention in accordance with the Commonwealth of Virginia, State Board of Health, *Waterworks Regulations* 1995, as amended.

Code reference 15.2-2143 and 15.2-2144; Commonwealth of Virginia, Department of Health; *Waterworks Regulations*, Part II, Article 4: Cross Connection Control and Backflow Prevention in Waterworks

(c) **Administration of the Ordinance**

- (1) The Town shall administer and enforce the provisions of this Ordinance under the direction of the Town Manager.
- (2) It shall be the duty of the Town to cause assessment to be made of properties served by the waterworks where cross connection with the waterworks is deemed possible. The method of determining potential cross connection with the waterworks and the administrative procedures shall be established by Town in a Cross Connection Control Program (hereinafter Program) approved by the Commonwealth of Virginia, Department of Health, Division of Water Supply Engineering.
- (3) The Director of Public Utilities, or his/her designee shall implement the Program.

(d) **Definitions**

Air Gap — means the unobstructed vertical distance through the free atmosphere between the lowest point of the potable water outlet and the rim of the receiving vessel.

Auxiliary Water System — means any water system on or available to the premises other than the waterworks. These auxiliary waters may include water from a source such as wells, lakes, or streams; or process fluids; or used water. They may be polluted or contaminated or objectionable, or constitute an unapproved water source or system over which the water purveyor does not have control.

Backflow — means the flow of water or other liquids, mixtures, or substances into a waterworks from any source or sources other than its intended source.

Backflow Prevention by Separation ("Separation") — means preventing backflow by either an air gap or by physical disconnection of a waterworks by the removal or absence of pipes, fittings, or fixtures that connect a waterworks directly or indirectly to a non-potable system or one of questionable quality.

Backflow Prevention Device ("Device") — means any approved device intended to prevent backflow into a waterworks.

Backpressure Backflow — means backflow caused by pressure in the downstream piping which is superior to the supply pressure at the point of consideration.

Backsiphonage Backflow — means backflow caused by a reduction in pressure which causes a partial vacuum creating a siphon effect.

Consumer — means person who drinks water from a waterworks.

Consumer's Water Supply System ("Consumer's System") — means the water service pipe, water distributing pipes, and necessary connecting pipes, fittings, control valves, and all appurtenances in or adjacent to the building or premises.

Containment — means the prevention of backflow into a waterworks from a consumer's water supply system by a backflow prevention device or by backflow prevention by separation at the service connection.

Cross Connection — means any connection or structural arrangement, direct or indirect, to the waterworks whereby backflow can occur.

Degree of Hazard — means either a high, moderate or low hazard based on the nature of the contaminant; the potential health hazard; the probability of the backflow occurrence; the method of backflow either by backpressure or by backsiphonage; and the potential effect on waterworks structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of pure water.

Distribution Main — means a water main whose primary purpose is to provide treated water to service connections.

Division — means the Commonwealth of Virginia, Virginia Department of Health, Office of Water Programs, Division of Water Supply Engineering.

Domestic Use or Usage — means normal family or household use, including drinking, laundering, bathing, cooking, heating, cleaning and flushing toilets (see Appendix A for Title 32.1, Article 2, *Code of Virginia*, 1950, as amended).

Double Gate-Double Check Valve Assembly — means an approved assembly designed to prevent backsiphonage or backpressure backflow and used for moderate or low hazard situations, composed of two independently operating, spring-loaded check valves, tightly closing shutoff valves located at each end of the assembly and fitted with properly located test cocks.

Entry Point — means the place where water from the source is delivered to the distribution system.

Health Hazard — means any condition, device, or practice in a waterworks or its operation that creates, or may create, a danger to the health and well-being of the water consumer.

Isolation — means the prevention of backflow into a waterworks from a consumer's water supply system by a backflow prevention device or by backflow prevention by separation at the sources of potential contamination in the consumer's water supply system. This is also called point-of-use isolation. Isolation of an area or zone within a consumer's water supply system confines the potential source of contamination to a specific area or zone. This is called area or zone isolation.

Maximum Contaminant Level — means the maximum permissible level of a contaminant in water which is delivered to the free flowing outlet of the ultimate user of a waterworks, except in the

cases of turbidity and VOCs, where the maximum permissible level is measured at each entry point to the distribution system. Contaminants added to the water under circumstances controlled by the user, except those resulting from corrosion of piping and plumbing caused by water quality, are excluded from this definition. Maximum contaminant levels may be either "primary" (PMCL) meaning based on health considerations or "secondary" (SMCL) meaning based on aesthetic considerations.

Plumbing Fixture — means a receptacle or device which is either permanently or temporarily connected to the water distribution system of the premises, and demands a supply of water therefrom; or discharges used water, waste materials, or sewage either directly or indirectly to the drainage system of the premises; or requires both a water supply connection and a discharge to the drainage system of the premises.

Pollution — means the presence of any foreign substance (chemical, physical, radiological, or biological) in water that tends to degrade its quality so as to constitute an unnecessary risk or impair the usefulness of the water.

Pollution Hazard — means a condition through which an aesthetically objectionable or degrading material may enter the waterworks or a consumer's water system.

Premises — means a piece of real estate; house or building and its land.

Pressure Vacuum Breaker — means an approved assembly designed to prevent backsiphonage backflow and used for high, moderate, or low hazard situations, composed of one or two independently operating, spring-loaded check valves; an independently operating, spring-loaded air-inlet valve; tightly closing shutoff valves located at each end of the assembly; and fitted with properly located test cocks.

Process Fluids — means any kind of fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted which would constitute a health, pollution, or system hazard if introduced into the waterworks. This includes, but is not limited to:

1. Polluted or contaminated water,
2. Process waters,
3. Used water, originating from the waterworks, which may have deteriorated in sanitary quality.
4. Cooling waters,
5. Contaminated natural waters taken from wells, lakes, streams, or irrigation systems,
6. Chemicals in solution or suspension, and

7. Oils, gases, acids, alkalis, and other liquid and gaseous fluid used in industrial or other processes, or for firefighting purposes.

Pure Water or Potable Water — means water fit for human consumption and domestic use which is sanitary and normally free of minerals, organic substances, and toxic agents in excess of reasonable amounts for domestic usage in the area served and normally adequate in quantity and quality for the minimum health requirements of the persons served.

Reduced Pressure Principle Backflow Prevention Device (RPZ device) — means an approved assembly designed to prevent backsiphonage or backpressure backflow used for high, moderate, or low hazard situations, composed of a minimum of two independently operating, spring-loaded check valves together with an independent, hydraulically operating pressure differential relief valve located between the two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the assembly and be fitted with properly located test cocks.

Service Connection — means the point of delivery of water to a customer's building service line as follows:

1. If a meter is installed, the service connection is the downstream side of the meter;
2. If a meter is not installed, the service connection is the point of connection to the waterworks;
3. When the water purveyor is also the building owner, the service connection is the entry point to the building.

System Hazard — means a condition posing a threat of or actually causing damage to the physical properties of the waterworks or a consumer's water supply system.

Town — means the Town of Altavista, a Virginia municipal corporation.

Used Water — means water supplied from the waterworks to a consumer's water supply system after it has passed through the service connection.

Water Supply — means the water that shall have been taken into a waterworks from all wells, streams, springs, lakes, and other bodies of surface water (natural or impounded), and the tributaries thereto, and all impounded groundwater, but the term "water supply" shall not include any waters above the point of intake of such waterworks.

Waterworks — means a system that serves piped water for drinking or domestic use to (1) the public, (2) at least 15 connections, or (3) an average of 25 individuals for at least 60 days out of the year. The term "waterworks" shall include all structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of pure water except the piping

and fixtures inside the building where such water is delivered (see Title 32.1, Article 2, *Code of Virginia*, 1950, as amended).

Waterworks Owner — means an individual, group of individuals, partnership, firm, association, institution, corporation, government entity, or the Federal Government which supplies or proposes to supply water to any person within this State from or by means of any waterworks (see Title 32.1, Article 2, *Code of Virginia*, 1950, as amended).

Sec. 78-126. Responsibility of the Town and the Consumer.

(a) Responsibilities of the Town

Effective cross connection control and backflow prevention requires the cooperation of the Town, the Town Manager, the Director of Public Utilities, the owner(s) of the property served, the Campbell County Building Official and the backflow prevention device tester.

- (1) The Program shall be carried out in accordance with the Commonwealth of Virginia, State Board of Health, *Waterworks Regulations*, Part II, Article 4 and shall as a minimum provide containment of potential contaminants at the consumer's service connection.
- (2) The Town has full responsibility for water quality and for the construction, maintenance and operation of the waterworks beginning at the water source and ending at the service connection.
- (3) The owner of the property served and the Town have shared responsibility for water quality and for the construction, maintenance and operation of the consumer's water supply system from the service connection to the free flowing outlet.
- (4) The Town shall, to the extent of its jurisdiction, provide continuing identification and evaluation of all cross connection hazards. This shall include an assessment of each consumer's water supply system for cross connections to be followed by the requirement, if necessary, of installation of a backflow prevention device or separation. Assessments shall be performed at least annually.
- (5) In the event of the backflow of pollution or contamination into the waterworks, the Town shall promptly take or cause corrective action to confine and eliminate the pollution or contamination. The Town shall report to the appropriate Commonwealth of Virginia, Department of Health, Office of Water Programs Field Office in the most expeditious manner (usually by telephone) when backflow occurs and shall submit a written report by the 10th day of the month following the month during which backflow occurred addressing the incident, its causes, effects, and preventative or control measures required or taken.
- (6) Town shall take positive action to ensure that the waterworks is adequately protected from cross connections and backflow at all times. If a cross connection

exists or backflow occurs into a consumer's water supply system or into the waterworks or if the consumer's water supply system causes the pressure in the waterworks to be lowered below 20 psi gauge, the Town may discontinue the water service to the consumer and water service shall not be restored until the deficiencies have been corrected or eliminated to the satisfaction of the Town.

- (7) In order to protect the occupants of a premises, the Director of Public Utilities, or his/her designee, should inform the consumer's water supply system owner(s) of any cross connection beyond the service connection that should be abated or controlled by application of an appropriate backflow prevention device or separation. Appropriate backflow prevention device or separation should be applied at each point-of-use and/or applied to the consumer's water supply system, isolating an area which may be a health or pollution hazard to the consumer's water supply system or to the waterworks.
- (8) Records of backflow prevention devices, separations, and consumer's water supply systems, including inspection records, records of backflow incidents, and records of device tests shall be maintained by the Town for ten years.

(b) Responsibilities of the Owner of the Consumer's Water Supply System

- (1) The owner(s) of the consumer's water supply system, at their own expense, shall install, operate, test, and maintain required backflow prevention devices or backflow prevention by separations.
- (2) The owner(s) of the consumer's water supply system shall provide copies of test results, maintenance records and overhaul records to the Town within 30 days of completion of testing or work. Such testing or work shall have been performed by device testers which have obtained a certificate of completion of a course recognized by the American Water Works Association, the Virginia Department of Health or the Virginia Cross Connection Control Association for cross connection control and backflow prevention inspection, maintenance and testing or otherwise be certified by a Commonwealth of Virginia tradesman certification program.

Sec. 78-127. Preventative and Control Measures for Containment where protection is required.

(a) Service Line Protection

Backflow prevention device or separation shall be installed at the service connection to a consumer's water supply system where, in the judgment of the Town a health or pollution hazard to the consumer's water supply system or to the waterworks exists or may exist unless such hazards are abated or controlled to the satisfaction of the Town.

(b) Special Conditions

- (1) When, as a matter of practicality, the backflow prevention device or separation cannot be installed at the service connection, the device or separation may be located downstream of the service connection but prior to any unprotected takeoffs.
- (2) Where all actual or potential cross connections can be easily correctable at each point-of-use and where the consumer's water supply system is not intricate or complex, point-of-use isolation protection by application of an appropriate backflow prevention device or backflow prevention by separation may be used at each point-of-use in lieu of installing a containment device at the service connection.

(c) A backflow prevention device or backflow prevention by separation shall be installed at each service connection to a consumer's water supply system serving premises where the following conditions exist:

- (1) Premises on which any substance is handled in such a manner as to create an actual or potential hazard to a waterworks (this shall include premises having auxiliary water systems or having sources or systems containing process fluids or waters originating from a waterworks which are no longer under the control of the waterworks owner).
- (2) Premises having internal cross connections that, in the judgment of the Town of Altavista may not be easily correctable or intricate plumbing arrangements which make it impracticable to determine whether or not cross connections exist.
- (3) Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make an evaluation of all cross connection hazards.
- (4) Premises having a repeated history of cross connections being established or reestablished.
- (5) Other premises specified by the Town where cause can be shown that a potential cross connection hazard not enumerated above exists.

(d) Premises having booster pumps or fire pumps connected to the waterworks shall have the pumps equipped with a pressure sensing device to shut off or regulate the flow from the booster pump when the pressure in the waterworks drops to a minimum of 20 psi gauge at the service connection.

(e) An approved backflow prevention device or backflow prevention by separation shall be installed at each service connection to a consumer's water supply system or installed under Special Conditions, Subsection (b) above serving, but not necessarily limited to, the following types of facilities:

Hospitals, mortuaries, clinics, veterinary establishments, nursing homes, dental offices and medical buildings;

- (1) Laboratories;
- (2) Piers, docks, waterfront facilities;
- (3) Sewage treatment plants, sewage pumping stations, or storm water pumping stations;
- (4) Food and beverage processing plants;
- (5) Chemical plants, dyeing plants and pharmaceutical plants;
- (6) Metal plating industries;
- (7) Petroleum or natural gas processing or storage plants;
- (8) Radioactive materials processing plants or nuclear reactors;
- (9) Car washes and laundries;
- (10) Lawn sprinkler systems, irrigation systems;
- (11) Fire service systems;
- (12) Slaughter houses and poultry processing plants;
- (13) Farms where the water is used for other than household purposes;
- (14) Commercial greenhouses and nurseries;
- (15) Health clubs with swimming pools, therapeutic baths, hot tubs or saunas;
- (16) Paper and paper products plants and printing plants;
- (17) Pesticide or exterminating companies and their vehicles with storage or mixing tanks;
- (18) Schools or colleges with laboratory facilities;
- (19) High-rise buildings (4 or more stories);
- (20) Multiuse commercial, office, or warehouse facilities;

- (21) Others specified by the Town when reasonable cause can be shown for a potential backflow or cross connection hazard.
- (f) Where lawn sprinkler systems, irrigation systems or fire service systems are connected directly to the waterworks with a separate service connection, a backflow prevention device or backflow prevention by separation shall be installed at the service connection or installed under Special Conditions, Subsection (b)(1) above.

Sec. 78-128. Type of Protection Required.

The type of protection required shall depend on the degree of hazard which exists or may exist.

The degree of hazard, either high, moderate, or low, is based on the nature of the contaminant; the potential health hazard; the probability of the backflow occurrence; the method of backflow either by backpressure or by backsiphonage; and the potential effect on waterworks structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of pure water.

Table 1 in the Appendix hereto shall be used as a guide to determine the degree of hazard for any situation.

- (1) An air gap or physical disconnection gives the highest degree of protection and shall be used whenever practical to do so in high hazard situations subject to backpressure.
- (2) An air gap, physical disconnection and a reduced pressure principle backflow prevention device will protect against backpressure when operating properly.
- (3) Pressure vacuum breakers will not protect against backpressure, but will protect against backsiphonage when operating properly. Pressure vacuum breakers may be used in low, moderate or high hazard situations subject to backsiphonage only.
- (4) A double gate - double check valve assembly shall not be used in high hazard situations.
- (5) Barometric loops are not acceptable.
- (6) Interchangeable connections or changeover devices are not acceptable.

Sec. 78-129. Backflow Prevention Devices and Backflow Prevention by Separation for Containment.

- (a) Backflow prevention devices for containment include the reduced pressure principle backflow prevention assembly, the double gate - double check valve assembly, and the pressure vacuum breaker assembly.
- (b) Backflow prevention by separation shall be an air gap or physical disconnection. The minimum air gap shall be twice the effective opening of a potable water outlet unless the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, in which case the minimum air gap shall be three times the effective opening of the outlet. In no case shall the minimum air gap be less than one inch.
- (c) Backflow prevention devices shall be of the approved type and shall comply with the most recent American Water Works Association Standards and shall be approved for containment by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. <http://fccchr.usc.edu/list.html>
- (d) Backflow prevention devices shall be installed in a manner approved by the Town and in accordance with the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research recommendations and the manufacturer's installation instructions. Vertical or horizontal positioning shall be as approved by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. <http://fccchr.usc.edu/list.html>
- (e) Existing backflow prevention devices approved by the Town prior to the effective date of this Ordinance shall, except for inspection, testing, and maintenance requirements, be excluded from the requirements of Section 78-130 (c) and (d) below if the Town is assured that the devices will protect the waterworks.
- (f) For the purpose of application to Special Conditions, Section 78-127 (b)(2) above, point-of-use isolation devices or separations shall be as specified by the Town where reasonable assurance can be shown that the device or separation will protect the waterworks. As a minimum, point-of-use devices should bear an appropriate American Society of Sanitary Engineering Standard Number. http://www.asse-plumbing.org/standardsupdatechart_new.asp
- (g) Backflow prevention devices with openings, outlets, or vents that are designed to operate or open during backflow prevention shall not be installed in pits or areas subject to flooding.

Sec. 78-130. Maintenance and Inspection Requirements.

- (a) It shall be the responsibility of the consumer's water supply system owner(s) to maintain all backflow prevention devices or separations installed in accordance with Section 78-127

above in good working order and to make no piping or other arrangements for the purpose of bypassing or defeating backflow prevention devices or separations.

- (b) Operational testing and inspection schedules shall be established by the Town as outlined in the Cross Connection Control Program for all backflow prevention devices and separations which are installed at the service connection or installed under Special Conditions, Section 78-127 above. The interval between testing and inspection of each device shall be established in accordance with the age and condition of the device and the device manufacturer's recommendations. Backflow prevention device and separation inspection and testing intervals shall not exceed 1 year.
- (c) Backflow prevention device overhaul procedures and replacement parts shall be in accordance with the manufacturer's recommendations.
- (d) Backflow prevention device testing procedures shall be in accordance with the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research, Backflow Prevention Assembly Field Test Procedure and the manufacturer's instructions.
<http://fccchr.usc.edu/tools.html>

Sec. 78-131. Enforcement of the Ordinance.

- (a) No person shall install or maintain a water service connection to any premises where cross connections to a waterworks or a consumer's water system may exist unless such cross connections are abated or controlled in strict compliance with the provisions of this Ordinance.
- (b) No person shall install or maintain any connection whereby water from an auxiliary water system may enter a waterworks or consumer's water system unless the auxiliary water system and the method of connection and use of such system shall be managed and controlled in strict compliance with this Ordinance.
- (c) Upon request, the owner or occupants of property served shall furnish to the Director of Public Utilities, or his/her designee, pertinent information regarding the consumer's water supply system or systems on such property for the purpose of assessing the consumer's water supply system for cross connection hazards and determining the degree of hazard, if any. The refusal of such information, when requested, raise a presumption of the presence of a high degree of hazard cross connection.
- (d) Notice of Violation: Any owner of a consumer's water supply system found to be in violation of any provision of this Ordinance shall be served a written notice of violation sent by the Director of Public Works, his/her designee or the Town Manager by certified mail, return receipt requested to the last known address of the owner(s) of the consumer's water supply system, stating the nature of the violation, corrective action required and providing a reasonable time limit, not to exceed 30 days, from the date of receipt of the

notice of violation, to bring the consumer's water supply system into compliance with this Ordinance or have water service terminated.

- (e) Penalties: Any owner or occupant of properties served by a connection to the waterworks who fails to correct a violation within the time provided in a Notice of Violation sent to him/her pursuant to subparagraph (d) above, any written order of the Town Manager or who otherwise violates any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than \$100 or more than \$500 for each violation. Each day upon which a violation of the provisions of this act shall occur shall be deemed a separate and additional violation for the purposes of this Ordinance.

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

APPENDIX

TABLE 1

DETERMINATION OF DEGREE OF HAZARD

Premises with the following conditions shall be rated at the corresponding degree of hazard.

High Hazard	The contaminant is toxic, poisonous, noxious or unhealthy
	In the event of backflow of the contaminant, a health hazard would exist
	A high probability exists of a backflow occurrence either by backpressure or by backsiphonage
	The contaminant would disrupt the service of piped water for drinking or domestic use
	Examples — Sewage, used water, non-potable water, auxiliary water systems and toxic or hazardous chemicals

Moderate Hazard	The contaminant would only degrade the quality of the water aesthetically or impair the usefulness of the water
	In the event of backflow of the contaminant, a health hazard would not exist
	A moderate probability exists of a backflow occurrence either by backpressure or by backsiphonage
	The contaminant would not seriously disrupt service of piped water for drinking or domestic use
	Examples — Food stuff, nontoxic chemicals and non-hazardous chemicals

Low Hazard	The contaminant would only degrade the quality of the water aesthetically
	In the event of backflow of the contaminant, a health hazard would not exist
	A low probability exists of the occurrence of backflow
	Backflow would only occur by backsiphonage
	The contaminant would not disrupt service of piped water
	Examples — Food stuff, nontoxic chemicals and non-hazardous chemicals



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **9f** |

Attachment #: | **8** |

Agenda Placement: | **New/Unfinished Business** |

Subject Title: | **Planning Commission Recommendations** |

SUBJECT HIGHLIGHTS

Attached are recommendations from the Planning Commission from their April 3, 2017 meeting.

Staff recommendation, if applicable: 1) Set the public hearing on the proposed amendments to the Town's Zoning Ordinance for Tuesday, May 9, 2017 at 7:00 p.m.; and 2) Set the public hearing on the Rezoning Application – 600 Block of 7th Street – Removal from the Downton Revitalization Overlay District.

Action(s) requested or suggested motion(s): A motion to schedule public hearings on the proposed ordinance amendments to the Zoning Ordinance and the Rezoning Application of 600 Block of 7th Street for Tuesday, May 9, 2017 at 7:00 p.m.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Staff reports on the two Planning Commission recommendations**

Department Head initials and comments, if applicable: *DNW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia

STAFF REPORT

Meeting Date: April 11, 2017

Agenda Item: Planning Commission recommendation for Zoning Ordinance Updates

Summary: The PC held a public hearing at their regular meeting on April 3, 2017 to receive public input for changes, corrections and updates to the Towns' Zoning Ordinance, most recently updated in 2011. Noteworthy changes were to the section related to the function of the Board of Zoning Appeals as required by changes in the State Code. At the request of BZA Chairman Wilson Dickerson and the BZA members, the PC is recommending clarification of what it means to be 'attached' for an accessory structure. Staff has added reference sections to all the code sections where the current code on uses and * or (SUP) references. This will make the code much more user friendly.

Additionally, changes to the sections related to the operations of a Bed & Breakfast, if adopted, would permit the owner or tenant to operate it. There was no proposed change requires the issuance of a special use permit (SUP) except that if the B&B is to be operated by a tenant, written permission from the owner must be obtained to apply for the SUP.

Staff recommendation, if applicable: Staff recommends the authorization for the Town Manager to advertise for a public hearing at the regular May meeting of Town Council.

Action(s) requested or suggested motion(s): Schedule public hearing for May 9, 2017 at 7:00 p.m.



Town of Altavista, Virginia

STAFF REPORT

Meeting Date: April 11, 2017

Agenda Item: Planning Commission Recommendation for Rezoning Application, 600 Block of 7th St.

Summary: The Planning Commission held a public hearing at their meeting to hear from the public regarding a rezoning application submitted by Mr. Mitch Hailey, owner of Altavista Appliance. The application requested that the 600 block of 7th Street be removed from the Downtown Revitalization Overlay District (DRO) and revert back to C2, General Commercial District. The attached staff report, application, and map provides further details about this application.

Mr. Hailey is planning to rebuild the structure and use colored sheet metal for the exterior, which is not permitted by the architectural treatment code section for the DRO.

Staff recommendation, if applicable: Staff recommends the authorization for the Town Manager to advertise for a public hearing at the regular May meeting of Town Council.

Action(s) requested or suggested motion(s): Schedule public hearing for May 9, 2017 at 7:00 p.m..

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Public Hearing #7

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

Subject Title: Rezoning Request Application-request
2027

Meeting Date: April 3,

Action Needed: Recommendation to Town Council

Subject Overview

Mr. Mitch Hailey initially met with staff to discuss an addition to his building at 606 7th Street. Staff denied the request because of the proposed materials that Mr. Hailey planned to use on the exterior of the building were not in compliance with the DRO guidelines. Staff discussed alternative materials but these were cost prohibitive according to Mr. Hailey. Mr. Hailey asked if there was any way around this and staff said there were two options, 1. Request a change to the language in the DRO code, or 2. Request to be removed from the DRO.

Since these initial conversations, Altavista Appliance was destroyed by fire and while Mr. Hailey is dealing with insurance settlements, he expressed an interest to continue with pursuit of one of the two options. At the March meeting, the PC agreed to consider this rezoning request and staff has notified adjoining and adjacent property owners and advertised a public hearing for the April 3rd meeting. In March, after the PC meeting, he submitted an application for rezoning.

Staff Recommendations, if applicable

Of the two options staff considers the rezoning request to be the better one. The first option would impact all of the DRO and remove any architectural treatment for all the buildings, both current and future. Staff believes this would damage the intent and integrity of the DRO guidelines. The second option only impacts the northwest corner of the DRO and none of these buildings are contributing or on the historic registry.

Suggested / Required Action or Suggested Motion(s)

1. I make a motion the Planning Commission recommends to Town Council approval of the rezoning application for the proposed portion of the 600 block of 7th Street lying to the north of Campbell Avenue, to the west of 7th Street, to the south of Pittsylvania Avenue as it extends into Shreve Park and to the east of platted alley on the western boundary of the DRO.

2. I make a motion the Planning Commission deny the rezoning application for the proposed portion of the 600 block of 7th Street lying to the north of Campbell Avenue, to the west of 7th Street, to the south of Pittsylvania Avenue as it extends into Shreve Park and to the east of platted alley on the western boundary of the DRO.

OFFICE USE ONLY

App. # 001-17

FEE PAID: _____

DATE: _____

TOWN OF ALTAVISTA**APPLICATION FOR REZONING**

This application and accompanying information must be submitted in full before the request for a zoning change can be referred to the Planning Commission and Town Council for consideration. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a zoning change as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: Altavista Appliance Phone Number: 434 369 6770

Address: 606 7th Street Altavista, VA 24517

Property Information

Property Owner(s): Shelton & Hailey Holding LLC Phone Number: 434 941 6232

Property Address or Location: 606 7th St. Altavista, VA 24517

Parcel ID Number: 83A-11-24-1-SB

Present Zoning District: DRO

Requested Change in Zoning: C2

Purpose of Request

Description for the requested zoning change and proposed use:

to be taken out of the DRO to be able to use metal on our building
and improve the overall look of the building

Please demonstrate how the proposed change and use will be in harmony with the purposes of the adjoining and adjacent district(s).

the color used on the exterior of the building will be the same as used
by Shear Perfection and the buildings at the corner of Campbell Ave & Main
Street

(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood or adjacent zoning district in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

This zoning change will have no adverse impacts on the surrounding neighborhood or adjacent zoning districts. In fact this change will flow right into the adjacent zoning districts.

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood or adjacent zoning district.
3. Vicinity map (may be included on the site plan).
4. Fee of \$400 for zoning change application to be applied to the cost of advertising, administrative expense, first class postage, appropriate signage, and processing this application. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires fifteen (15) copies.

Signature of Applicant: _____



Date: 3/9/17

March 21, 2017

To whom it may concern,

My name is Tina Reynolds and I am the owner of lots 610, 612, & 614 7th Street in Alexandria, VA. I am hereby requesting to be removed from the downtown revitalization overlay district.

Thank you for your consideration.

Sincerely,

Tina Reynolds
(434) 841-4082

Legend

HiddenRoadCenterline



Date: 3/20/2017

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.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | **9g** |

Attachment #: | **9** |

Agenda Placement: | **New/Unfinished Business** |

Subject Title: | **Consideration of Purchase of a new Police Vehicle** |

SUBJECT HIGHLIGHTS

As discussed at the March Town Council Work Session, the Altavista Police Department has had several vehicles removed from service for various reasons. The FY2017 Budget contained one (1) vehicle, which was purchased earlier this year. Staff has reviewed the budget and has identified funds in the Police Department budget that could be utilized for the cost of an additional vehicle in FY2017, with funds also allocated from the State Forfeiture Fund. The estimated cost of the new vehicle with all the components (lights, radio, cage, etc.) is \$43,000. The Chief has requested the purchase of a new Ford Explorer. The discussion at the Work Session was whether the funds could be identified in FY2017 or whether to put a second vehicle in the draft FY2018 Budget.

- Option 1: Approve a budget amendment (FY2017 in the amount of \$43,000 for purchase of a vehicle for the Altavista Police Department;
- Option 2: Add a second vehicle to the draft FY2018 budget in the amount of \$43,000 for purchase of a vehicle for the Altavista Police Department;
- Option 3: Deny the request for a new vehicle for the Altavista Police Department.

Staff recommendation, if applicable: Approval of Option 1 based on identification of funds.

Action(s) requested or suggested motion(s): A motion to allow staff, using existing departmental funds and State Forfeiture Funds, to purchase a new vehicle and required accessories at the estimated cost of \$43,000.

Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable: **MLM**

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: **JWC**



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: April 11, 2017

Agenda Item #: | 9h |

Attachment #: | 10 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Consideration of request of Lynchburg Daily Bread – Use of Town property |

SUBJECT HIGHLIGHTS

Recently the Town was contacted by Ms. Tracey Dixon, Executive Director of Lynchburg Daily Bread, regarding their need for a new space for distribution of meals to individuals in need every Monday and Thursday in Altavista. They have been operating at DAWN (behind the Altavista Fire Company building), at this point due to various factors they are seeking a new location.

I met with Ms. Dixon and one of her associates on Thursday, April 6th and viewed their operation. They serve the packaged meals directly to the people in their cars (drive-thru style). We then discussed alternative sites and I would like to propose that we allow Lynchburg Daily Bread to have a “trial period” of three months at the English Park parking lot adjacent to the boat ramp. Typically, they set up at 10:45 a.m. and are finished by 12:00 Noon. They would list the Town of Altavista as “Additional Insured”.

Lynchburg Daily Bread has served 2,135 meals at the Altavista site from January 1, 2017 to April 3, 2017. They served 2,200 meals at their Altavista site from July 2016 to the end of December 2016.

Staff recommendation, if applicable: Approval of trial period for Lynchburg Daily Bread to use town property for meal distribution.

Action(s) requested or suggested motion(s): A motion to allow Lynchburg Daily Bread to use Town property for meal distribution as outlined for a “trial period” of three months.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Drawing showing proposed site; Lynchburg Daily Bread handout**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

LYNCHBURG DAILY BREAD – Use of Town property request



The Blue Area represents the area that would be used by Daily Bread.

The Red Arrows represents the proposed serving lines

The Yellow Rectangle represents the Serving Vehicle.

Once vehicles are finished picking up the meals, then can exit to the right (to Pittsylvania Avenue via 3rd Street or the left (back to Pittsylvania Avenue).

At no time should cars be allowed to back up unto Pittsylvania Avenue. Traffic will be handled by Lynchburg Daily Bread volunteers.

About Us

Lynchburg Daily Bread provides a free, hot meal every day of the year to the homeless and hungry of our community.

* Everyone is welcome

* Guests may have as many servings as they wish

* More than 98% of our food is donated from local colleges, grocery stores, restaurants, etc.



Established 1982

In 2016, 60,485 meals were served and our morning shelter was utilized approximately 13,000 times.

Volunteers donated 14,452 hours—a value of \$340,489!

Excess food is brought to several locations in the community that are too far to walk to us:
Madison Hts. - Tuesdays/Thursdays at 1pm at the Providence Bible Church(Seminole Dr.)

Greenfield Area - Wednesdays at noon at the James Crossing Apts. Community Room

Appomattox - Mondays at 11:30am at Our Lady of Peace Catholic Church

Altavista—Mondays & Thursdays at 11:45 at DAWN, behind the fire station

Our guests include workers who are recently unemployed or those with temporary or part-time jobs who can't make ends meet. The Daily Bread also serves elderly and the disabled on fixed incomes, families with small children/babies, single parents and persons with mental health challenges.



Open every day from 10:50-12:20

Lynchburg Daily Bread

721 Clay Street

Lynchburg, VA 24504

Phone: (434)845-5703

Fax: (434)845-5411

www.lynchburgdailybread.com

Tracey Dixon, Executive Director

director@lynchburgdailybread.com

To volunteer, please email:

volunteer@lynchburgdailybread.com



Town Manager's Report – For Month of March 2017

Booker Building

- Preliminary Report submitted to Council in November.
- Contacted USDA regarding potential planning grant.
- Scheduling a visit to The Prizery in South Boston.

Strategic Planning Retreat

- Staff is working with finding an acceptable date for Council. May want to set a date in August and proceed, this would allow Council members to “hold the date”.
- Working with facilitator on creating a draft agenda.

Comprehensive Plan Update

- Discussion on March Work Session
- Schedule date for Public Hearing of the Comprehensive Plan Update.

WWTP EOP – PCB Remediation

- Working with Dr. Lowman in regarding to update on this study.

Compensation/Classification Plan Study & Personnel Policy Update

- Staff is working with the consultant based on Council's feedback at the January Work Session.
- Staff is reviewing the Personnel Policy draft.

Staunton River RIFA

- Utility Study “kick off” meeting (Peed & Bortz) held on March 29th
- Attended meeting at Pittsylvania County with legal counsel regarding creation of authority documents.

Broadband Planning Study

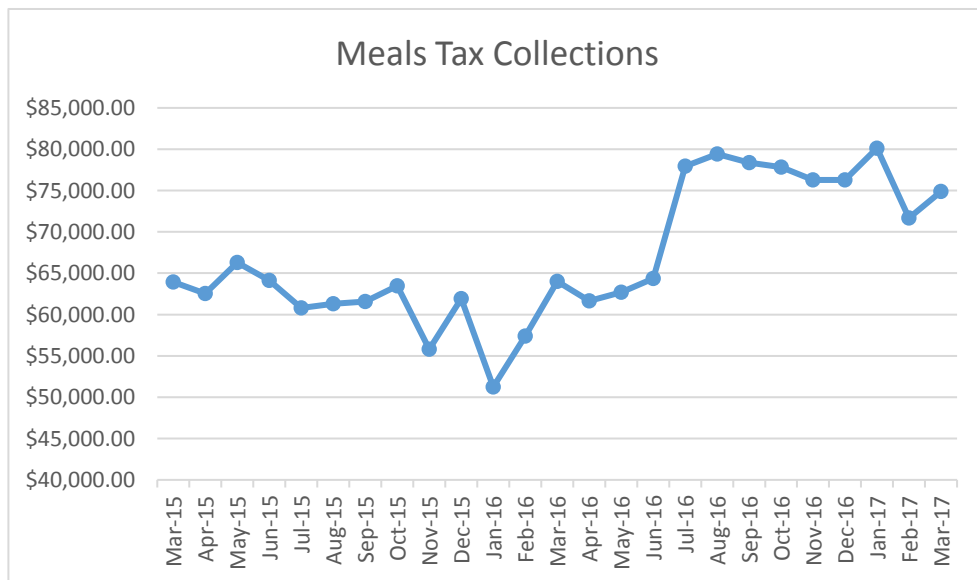
- Staff is working with the consultant to analyze the “next steps”.
- Update to be provided at April 25th Town Council Work Session

Water Plant Projects

- Water Treatment Plant Electrical Updates project (Southern Air) Notice of Award issued.
- SCADA Phase I project (Moore's Electric) underway.
- Water Model/GIS Mapping – Completed
- Dominion Effluent Reuse – Dominion is currently in spring outage maintenance mode and reports no additional progress on this item since last report.

**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>
Mar-15	\$63,948.00
Apr-15	\$62,546.00
May-15	\$66,308.00
Jun-15	\$64,146.00
Jul-15	\$60,786.00
Aug-15	\$61,309.00
Sep-15	\$61,560.00
Oct-15	\$63,460.00
Nov-15	\$55,798.00
Dec-15	\$61,928.00
Jan-16	\$51,250.00
Feb-16	\$57,390.00
Mar-16	\$64,020.00
Apr-16	\$61,664.00
May-16	\$62,702.00
Jun-16	\$64,356.00
Jul-16	\$77,934.00
Aug-16	\$79,415.00
Sep-16	\$78,369.00
Oct-16	\$77,843.00
Nov-16	\$76,293.74
Dec-16	\$76,293.74
Jan-17	\$80,126.95
Feb-17	\$71,669.47
Mar-17	\$74,876.88



Altavista Police Department
Monthly Report (Covers March 17 - 31)

Date: March 2017	January	February	March
Uniform Traffic Summons Issued			25
Traffic Stops			40
DUI			
Collisions Investigated (TREDS)			1
Motorist Aides			
Criminal Arrests "Misdemeanor"			2
Criminal Arrests "Felony"			1
Warrants Executed			2
Incidents Addressed (Calls for Service)			562
Incidents, Offenses Reportable in RMS			15
BOLO'S (Be on Look Out)			2
Follow-Up Investigation			
Citizen Contacts			700
Businesses, Residences Check "Foot Patrols"			184
Directed Patrol Hours			137.25
School Checks			5
Alarm Responses			4
Court Hours			8
Training Hours			32
Special Assignment Hours			
ECO/TDO			
ECO/TDO Hours			
Investigation Hours			7.25
Bike Patrol Hours			



To: Town Council
From: Dennis Jarvis, II, Director of Economic Development
Cc: J. Waverly Coggsdale, III, Town Manager
RE: March 2017 Economic Development Update

Networking:

- Director met with economic development officials from Pittsylvania County, City of Danville.
- Director met with officials from VEDP
- Director met with director of the Lynchburg Regional Business Alliance.
- Director attended LRBA Red Team meeting.
- Director met with the staff of the CVCC.
- Director attended Altavista Chamber of Commerce Legislative breakfast.
- Director attended Altavista Chamber Economic Development committee.
- Director met with USDA.
- Director met with Secretary of Commerce and Trade.
- Director met with the Governor of Virginia.
- Director met with officials from USDA.
- Director met with officials from VA Port Authority.
- Director met with officials from Norfolk and Southern.
- Director met with staff of the Altavista Chamber of Commerce.
- Director met with new leadership for AEDA.

Existing Business and Retention

- Director met with officials from BGF.
- Director met officials from Abbott.
- Director met with officials from the Standard.
- Director met Altavista Instrument and Controls.
- Director met with Vasheer Mead.
- Director met with Josa Farms.

Marketing

- Director continued marketing program with 310 marketing, two prospects identified and met with.
- Director attended marketing missions VEDP to the Plastics News Executive Forum.
- Director completed value added videos highlighting Altavista with Blair Marketing.

Develop Products

- Director worked with the economic development offices in Pittsylvania County and the City of Danville to develop the organizational documents for the Staunton River RIFA. Legal counsel also identified.
- Director met with Altavista Housing Committee and Virginia Tech regarding the housing study.

Monthly Report to Council

Date: April 11, 2017
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: March 2017 Reporting

1. Zoning/Code Related Matters: March Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
3-Mar	005-17	Michael Mattox, 2183 Lynch Mill Road	New signage at this address
7-Mar	004-17	Linda Brown- 20722 Timberlake Rd, Lynchburg	New business, Joe Beans at 1301 N Main St., Altavista

- The matter went to public hearing for Mitch Hailey's rezoning application and the PC has recommended approval to Council.
- Staff met with David Hall regarding cleanup of lot and removal of junk vehicles. He was told this needed to be completed by the end of April.
- Staff sent a letter for accumulation of trash at a residence on Broad Street to the property owner. The trash has been cleaned up.

2. Site Plans Reviewed and/or Approved:

- Staff approved subdivision of parcel for Habitat in the 1300 block of Amherst Avenue to create two building lots for new homes.

3. Planning Commission (PC) Related:

- Staffed March meeting.
- Prepared agenda for April meeting which included 2 public hearings. Staff drafted council memos for recommendations for both.

4. AOT Related

- Staff participated in Art Committee meeting to discuss and recommend selection of artist for mural on wall on 7th Street.

5. ACTS Related

- Validated daily ridership and revenue for bus system (March) - see bus report.
- Operations reimbursements submitted for February 2017.
- Daily rider and fee counts tallied.
- Did ride alongs with each driver and provided an evaluation of the observed performance to each driver.
-

6. Projects and Administrative Related:

- Updated GIC.
- Certified February bank statements.
- Completed my review of the Personnel Policy Manual and have received a draft back from Springsted.
- Completed work with VDOT to close out Streetscape Projects 5 & 6.
- Updated draft CIP multiple times and provided to Tobie for final draft. Added pictures to the CIP at the request of the TM.
- Submitted two VDOT Land Use Permits for Chamber-UBD, and Relay for Life.
- Worked with Sharon Carney to compete Tobacco Commission Grant.
- Met with Mayor Gary Poindexter to clarify the plans and respond to his questions for lighting on the new Main Street Bridge.
- Attended Town Council work session and regular meeting. Prepared council weekly and monthly reports at the request of the TM.
- Attended Assistant Managers' luncheon in Lynchburg and the Legislative Breakfast sponsored by the Chamber.
- Worked with new cell phone provider to have phones transferred to Sprint network. This will be done on April 12th.

7. Recreation Committee

- Staff closed on the purchase of the recreational easement and has submitted all documents to DCR for grant reimbursement.
- Staff scheduled and conducted interviews with two firms interested in designing the canoe launch site. A firm will be selected the week of April 10th.

Main Street Coordinator March Monthly Report



Conferences and Presentations

- Held promotions committee meeting March 2nd to talk about a possible food truck rally up
- Met with the SBDC several times to continue planning for Pop-Up Altavista
- Held arts committee meeting to select the muralist
- Held Pop-Up Altavista information session
- Presented to Town Council March 28th to inform them on the mural selection
- Attended the Legislative Breakfast hosted by the Chamber
- Attended the YMCA board meeting

Business Visits

- Visited Staunton River Outdoors; they have bought kayaks and canoes to begin rentals
- Pretty Please on Broad has hired an additional part time employee
- Contacted the Black Business Men's Group and the Masonic Lodge to try to meet about their properties downtown, but received no response yet
- Met with Adalyn's who is in the process of hiring a part time employee
- Met with Angela's Nail Salon, who will be relocating on Broad Street in the Styling Boutique

AOT

- Continued to organize, plan, and collect applications for Pop-Up Altavista
- Met with Andrew Hicks who will be taking over the Cruise-Ins
- Mural artist was selected and informed that he was chosen to complete the mural by the committee
- Wrote a contract between the town and mural artist
- Met with Jamie Glass to discuss the 10 year Anniversary event

- Met with Promotions Chair for updates on planning events
- Met with Nat Perrow for updates on downtown properties
- Held AOT board meeting March 23rd, where VMS also came to lead a board retreat
- Matt Wagner from National Main Street led a board training on working with developers and real estate downtown
- Received annual report from VMS

Economic Vitality

- Attended webinar on Outdoor Recreation and the Local Economy
- Continue to work with present and past pop-up members to find locations and expand

Marketing and Promotions

- Updated website on mural project and Pop-Up Altavista
- Continue to use Facebook and Instagram to promote AOT and other businesses in Altavista
- Continue to update the AOT board and discuss projects through the private board of directors Facebook page
- Met with Tim Dalton to cover Pop-Up Altavista and mural stories

Cumulative Program Statistics Altavista 2016

Program Funding for Main Street

Five Year Leveraging ¹

Ratio of budget to all investment:	\$0.90
Ratio of budget to private investment:	\$0.78
Ratio of budget to public investment:	\$0.13

Value of Volunteers

Estimated market value of time ² :	\$622,951
Hours contributed since 2008:	23,877

Economic Impacts on Main Street

Created, Retained and Expanded

Businesses to date:	48
Jobs to date:	138
Five year cost per job:	\$4,813

Physical Improvements¹

Private Investment

Cumulative investment to date:	\$809,959
Cumulative rehabilitation projects:	35
Average Investment:	\$23,142

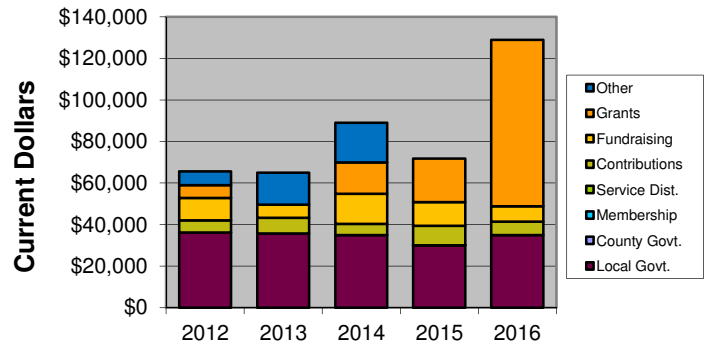
Public Investment

Cumulative investment to date:	\$1,212,216
Cumulative projects:	14
Average Investment:	\$86,587

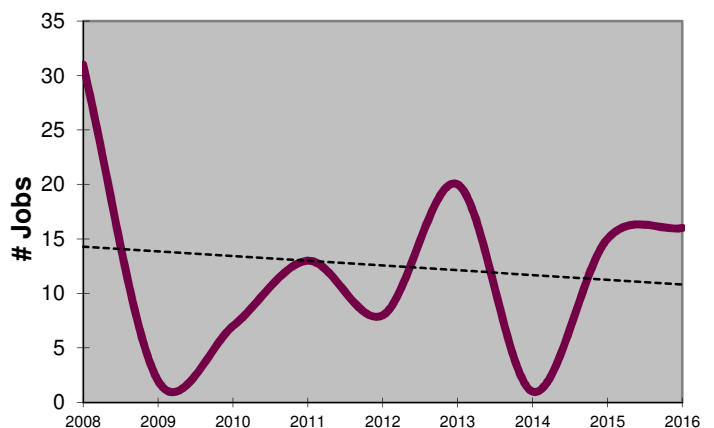
Altavista On Track

Jamie Glass, President
Emelyn Gwynn, Main Street Coordinator
(434) 369-5001
www.altavistaontrack.net
ehgwynn@altavistava.gov

Budget Summary



Job Creation Trends



Notes and Sources

All figures are from the Virginia Main Street Database (VMSD) except where noted.

¹ All monetary figures have been adjusted for inflation using the Consumer Price Index.

² Independent Sector, Giving and Volunteering in the United States, 2015. Independent Sector's value of a volunteer hour is based on annual Bureau of Labor Statistics average hourly wages and increased by 12% to account for benefits.

The 2015 Virginia Main Street economic impact study *30 Years of Impact: How the Main Street program has revitalized Virginia communities* was researched and published by Virginia Commonwealth University's Center for Urban and Regional Analysis. One outcome achieved was the correction of duplicate and invalid entries included over the 30 years of reporting for the program. Though some communities may notice lower cumulative numbers than in pre-2015 reports, the data is correct.

ACTS RIDER TALLY

March 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
1-Mar	37	8	7	5		57	57	\$ 18.50	158	158
2-Mar	26	8	5	7	1	47	104	\$ 13.00	160	318
3-Mar	41	24	7	16	1	89	193	\$ 20.50	159	477
4-Mar	23	7	1	5		36	229	\$ 11.50	79	556
6-Mar	36	21	6	9	5	77	306	\$ 18.00	161	717
7-Mar	37	33	5	6	11	92	398	\$ 18.50	162	879
8-Mar	46	10	4	9		69	467	\$ 23.00	161	1040
9-Mar	37	8	1	9	1	56	523	\$ 18.50	162	1202
10-Mar	42	22	7	5	2	78	601	\$ 21.00	160	1362
11-Mar	26	10	3	3		42	643	\$ 13.00	78	1440
13-Mar	30	24	6	4	4	68	711	\$ 15.00	161	1601
14-Mar	26	10	7	5		48	759	\$ 13.00	160	1761
15-Mar	26	6	2	8		42	801	\$ 13.00	161	1922
16-Mar	31	11	6	11	6	65	866	\$ 15.50	160	2082
17-Mar	28	10	3	6		47	913	\$ 13.50	159	2241
18-Mar	17	9	4	4		34	947	\$ 8.50	80	2321
20-Mar	27	28	5	5	5	70	1017	\$ 13.50	163	2484
21-Mar	31	31	4	8	7	81	1098	\$ 15.50	160	2644
22-Mar	28	10	5	17	1	61	1159	\$ 13.85	159	2803
23-Mar	24	8	3	6		41	1200	\$ 11.80	161	2964
24-Mar	23	24	9	9	3	68	1268	\$ 11.50	160	3124
25-Mar	16	8	6	6		36	1304	\$ 8.00	80	3204
27-Mar	34	24	4	6	2	70	1374	\$ 17.00	162	3366
28-Mar	27	30	4	9	5	75	1449	\$ 13.48	160	3526
29-Mar	35	7	8	9	2	61	1510	\$ 17.50	162	3688
30-Mar	22	9	4	5		40	1550	\$ 11.00	161	3849
31-Mar	37	17	7	2	3	66	1616	\$ 18.50	160	4009
250 Hours	<u>Total Riders to date:</u>		<u>16,629</u>				<u>Counter Sales</u>	<u>\$ 216.00</u>		
	<u>Total Revenue to Date</u>		<u>\$ 2,039.31</u>				<u>Total Month Revenue</u>	<u>\$ 621.63</u>		
	Days Run-	25	Average daily riders		64.6					
	Total days run	227.8				Average daily riders YTD	73.0	TOTAL MILES		32,555

Annual Ridership Tally FY2013—FY2017

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Yearly Total</u>
FY2011							391	590	481	495	551	1,617	<u>4,125</u>
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<u>13,211</u>
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<u>16,376</u>
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<u>20,230</u>
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<u>24,449</u>
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<u>21,848</u>
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616				<u>16,629</u>

Monthly Staff Report

DATE:	4/1/2017
TO:	Town Manager
FROM:	Tom Fore
DEPARTMENT:	Water Treatment Plant
MONTH:	March

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged	<u>17.6</u>	Hours per day	
which yielded approximately	<u>1,973,616</u>	gallons of water per day. (Finished)	
Rainfall for the month	<u>2.6</u>	was measured at the water treatment plant.	
Average Hours per day (week days)	<u>19</u>	hrs	average produced (week days) <u>2,257,826</u> gpd
Average Hours per day (weekends)	<u>13.6</u>	hrs	average produced (weekends) <u>1,601,250</u> gpd
Total Raw Water Pumped:	<u>64.74</u>	million gallons	
Total Drinking Water Produced:	<u>63.45</u>	million gallons	
Average Daily Production:	<u>1,973,616</u>	gallons per day	
Average percent of Production Capacity:	<u>70</u>	% (of 3.65 MGD Total Capacity)	
Plant Process Water:	<u>1,609,298</u>	(finished water used by the plant)	
Bulk Water Sold @ WTP:	<u>6,500</u>	gallons	
Flushing of Hydrants/Tanks/FD use	<u>34,500</u>	gallons	
McMinnis Spring			
Total Water Pumped:	<u>8.04</u>	million gallons	average hours per day <u>15.5</u>
Average Daily Produced:	<u>268,226</u>	gallons per day	
Reynolds Spring			
Total Water Pumped:	<u>6.47</u>	million gallons	average hours per day <u>11.6</u>
Average Daily Produced:	<u>215,387</u>	gallons per day	
Purchased Water from CCUSA	<u>2,561,152</u>	gallons	
Sold to Hurt	<u>2,481,500</u>	gallons	
Industrial Use	<u>58,306,402</u>	gallons	

OF NOTE: Consumer Confidence Report for 2016 was posted

Monthly Staff Report

Date:	4/7/2017
TO:	Town Manager
FROM:	Tom Fore
DEPARTMENT:	Utilites- Public Works
MONTH:	March 2017

of Sewer Connections 0

of Water Taps 0

of Meters Read Monthly 63

of Meters Read Quarterly 1,717

of Loads of Sludge to Landfill 21

of Location Marks made for Miss Utility 63

of Meters Replaced 5

of Water Lines Repaired 2

Locations:

196 Northgate Road
805 Charlotte Ave.

of Sewer Lines Unstopped 1

Locations:

Main St.

Sewer Video Footage: 700

Sewer Cleaned Footage: 855

of Sewer Cleanouts Installed 2

Locations:

603 8th Street
1416 Broad St.

Monthly Staff Report

DATE	4/4/17
TO:	Town Manager
FROM:	Tom Fore
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	March

Average Daily Flow 1,870,968 gallons per day

Total Daily Inflow to Plant	<u>62,230,000</u>	March total
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TSS Reduction 95 %

BOD Reduction	99	%
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VPDES Violations

Sludge (Regional Land Fill)	284	tons
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Rain Total	<u>2.09</u>	Inches	Snow Total	N/A	Inches
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April 2017						
◀ Mar 2017						May 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Avoca Opening Day Town Appreciation
2	3 Planning Commission 5:00 PM	4	5	6	7	8
9	10	11 Council Meeting 7:00 PM	12	13	14	15
16 Easter Sunday	17	18	19	20 Region 2000 Local Govt Council Dinner 6:00 PM	21	22 Chamber of Commerce Townwide Cleanup Day 9:00 a.m.
23	24	25 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	26	27	28	29
30	Notes:					

May 2017						
◀ Apr 2017						Jun 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
National Small Business Week April 30-May 6	1 Planning Commission 5:00 PM	2	3	4 Avoca Student Event Day National Day of Prayer	5	6
7	8	9 Council Meeting 7:00 PM	10	11	12	13 Habitat for Humanity 20 th Birthday Picnic at Booker Building 5 – 7 p.m.
14 Avoca Mother's Day Tea Mother's Day	15	16	17	18	19	20
21	22	23 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	24	25 Business Appreciation Lunch-Campbell Co & Altavista 12:00	26	27
28	29 Memorial Day Town Offices Closed No ACTS Bus	30	31	Notes:		

Save **THE** Date...
for

CAMPBELL COUNTY'S 14TH ANNUAL
BUSINESS APPRECIATION WEEK LUNCHEON

Thursday, May 25, 2017
at
12:00 Noon

HYLAND HEIGHTS BAPTIST CHURCH
11452 WARDS ROAD
RUSTBURG, VA 24588



We are celebrating
Our 20th Birthday and
We want you to be
There!

Saturday, May 13 5-7pm at the Booker Building

Join us for hamburgers, hotdogs, and birthday cake! Bring a side or dessert to share or just bring your appetite. We'll have music, games, and fun for the whole family. See you there!

Thank-you so much for all your prayers, support, and donations over the years. We want you to celebrate with us 20 years of Altavista Habitat for Humanity building safe, decent, and affordable homes.