



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, January 10, 2017

7:00 PM Council Regular Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda..... p.1-2**
- 4. Recognitions and Presentations..... p.3**
 - a. AVOCA Annual Report**

5. 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.

6. Consent Agenda.....p.4

a. Approval of Minutes

- i. Regular Meeting December 13thp.5-23**
- ii. Called Meeting January 3rdp.24-25**

b. Acceptance of Monthly Finance Reports

- i. Invoices..... p.26-28**
- ii. Revenue & Expenditure Reports.....p.29-49**
- iii. Reserve Balance/Investment Report..... p.50**

7. Public Hearing (10 minutes)

- a. Special Use Permit – Kidd's Family Properties, LLC – Used Car Lot..... p.51-64**

8. New/Unfinished Business/Items for Discussion (20 minutes)

- a. Consideration of Canoe Launch Property..... p.65-69**
- b. Consideration of a Town Council Retreat..... p.70-71**
- c. ACTS Transportation Development Plan.....p.72-80**
- d. Booker Building Update..... p.81**
- e. Consideration of Public Works position reallocation..... p.82**

9. Reports

- a. **Town Manager's Report**..... p.83
- b. **Departmental Reports**.....p.84-98

10. Informational Items/Late Arriving Matters

- a. **Calendars**.....p.99-100

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

- a. Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the Economic Development Authority.

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

(All meetings are at Town Hall unless otherwise noted)

Tuesday, January 24, 2017 @ 5:00 p.m.	Town Council Work Session
Tuesday, February 14, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, February 28, 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.



Agenda Item: 4a

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

Date: January 10, 2017
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

AVOCA Annual Report

Mike Hudson, Executive Director, will be on hand to deliver AVOCA's Annual Report.



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

Date: January 10, 2017
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

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

Minutes: *Regular Meeting of December 13, 2016 and Called Meeting of January 3, 2017*

(Motion to Approve the Minutes as presented or amended.)

Monthly Finance Reports: *Invoices, Revenues & Expenditures Report, and Reserve Balance/Investment Report*

(Motion to Accept the Finance Reports)

Regular Council Meeting—December 13, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on December 13, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Elder Joseph Short, Grace Community Church, gave the invocation.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox advised of an amendment to the Consent Agenda, adding approval of the Council Meeting October 11, 2016 and Work Session October 25, 2016 minutes and asked if there were any questions or additional changes to the agenda.

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

Motion carried:

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

4. Recognitions and Presentations

Mayor Mattox recognized a future Eagle Scout, Daniel Wagner, from Troop 184. Mr. Wagner is working towards his Citizenship and Community Merit Badge.

- a. Autumn Care Resolution

Mayor Mattox called for a motion to approve the Proclamation for Autumn Care of Altavista.

A motion was made by Mr. George, seconded by Mr. Emerson, to adopt the resolution for Autumn Care of Altavista.

Motion carried:

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

Regular Council Meeting—December 13, 2016

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

Mayor Mattox presented this proclamation to Mr. Dan Poff, Autumn Care of Altavista Administrator and Ms. Ann Smith, Marketing Director.

PROCLAMATION FOR AUTUMN CARE OF ALTAVISTA

WHEREAS, Autumn Care of Altavista was recently presented the Bronze Quality Award, the Baldrige Award for the Healthcare profession, from the American Health Care Association and qualified for the 5 Star rating from the Centers for Medicare and Medicaid Services (the highest rating a facility can achieve); and

WHEREAS, Autumn Care has called Altavista home since 1989, providing care for patients during those 27 years. The facility has 127 beds and employs over 128 health care professionals; and

WHEREAS, Autumn Care of Altavista specializes in respectful and compassionate choices: short-term rehabilitation, long-term skilled nursing care, and respite care. They offer specialized programs and individualized care plans designed to achieve the optimal care for their patients; and

WHEREAS, Autumn Care of Altavista offers a home-like atmosphere that is appreciated by both residents and their families. Their team of dedicated professionals strive to provide the highest level of medical and nursing care; now there

BE IT RESOLVED, that the Altavista Town Council recognizes the contributions to our community as a corporate citizen and would like to acknowledge Autumn Care for their professionalism and dedication to their patients, employees and the Altavista community; and

BE IT FURTHER RESOLVED, that a copy of this resolution is presented to Autumn Care of Altavista for their recent award and recognition and continued service in our community.

Adopted the 13th day of December 2016.

Michael E. Mattox, Mayor

b. AOT-Downtown Art

Miss Emelyn Gwynn addressed Council and updated them on the progress of the Altavista on Track Downtown Art project. A grant was applied for in the spring and Altavista on Track was awarded the matching grant in the amount of \$5,000 in August. The committee has been meeting and has determined a location for the mural; the retaining wall in front of Altavista Appliance located on 7th Street. The committee is calling all artists and will be accepting designs until January 10, 2017. The final design will be presented to Council for approval.

Mr. George questioned if the retaining wall is town property.

Miss Gwynn stated it belongs to Altavista Appliance and the new owner is working well with the Altavista on Track Committee.

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 October 11th, 2016, Work Session October 25th, 2016, Regular Meeting/Work Session November 22nd, 2016 –The Council approved the minutes of the Council meeting/work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report

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- c) Acceptance of the FY2016 Financial Report (Audit)-Council approved the FY2016 Financial Report
- d) Budget Amendments-Council approved the budget amendments
- e) FY2018 Budget Calendar-Council approved the FY2018 Budget Calendar

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

Motion carried:

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

7. Public Input

- a) FY2018 Budget and Capital Improvement Plan (CIP)
- b) Mayor Mattox opened a public input period for comments on the FY2018 Budget and Capital Improvement Plan (CIP) noting Council wants to hear what the citizens have to say in regards to ideas on how to spend the taxpayers' dollars and ways to improve the community.

No one came forward.

Mayor Mattox asked Council if there was anything they would like for staff to begin looking at.

Mr. Emerson stated there has been conversation on the boat ramp and the splash pad at the Park and ask that this be something to explore.

Mr. Higginbotham referred to health insurance.

Mr. Coggsdale advised the renewal information for health insurance comes in in February.

Mr. George asked if the idea of landscaping on the exit ramps had been investigated.

Mr. Coggsdale stated staff continues to look into this but has not finalized any programs yet.

Mrs. Brumfield stated she is in agreement with Mr. Emerson in regards to the parks and would like to see Council pick a project and get started.

8. New/Unfinished Business

- a. Consideration of Vehicle for Hire Application

Mr. Coggsdale stated Mr. Thomas Kathan has made application for a certificate of public convenience and necessity to operate a "vehicle for hire" service in the town. Pursuant to Chapter 82 of the Town Code, a Certificate of Public Convenience and Necessity (CoPCN) must be obtained to operate or cause to be operated public vehicles within the town. This application has been filed in accordance with Chapter 82 of the Town Code. The Council shall determine whether the public convenience and necessity requires the operation of the public vehicle for which the application has been filed. Staff believes that providing transportation alternatives between Altavista and the Lynchburg area will be an

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enhancement to the citizens and can work in conjunction with the Town's local transit system. The Town Code requires that each individual that will drive/operate a public vehicle obtain a special license from the Altavista Police Department. The code also states that each vehicle "shall have on the outside on both sides the name of the owner in letters not less than three inches high..." Also under Sec. 82-37 certain insurance requirements are set forth.

Mr. Coggsdale stated it is staff's recommendation that a determination of public convenience and necessity be made allowing for: 1) the issuance of a certificate and the issuance of operator's license, subject to the applicant adhering to the regulations set forth in Chapter 82 of the Town Code, and 2) to allow TK's Transport to operate up to three (3) vehicle for hire (transit bus and passenger vehicles) as outlined in the application. The applicant shall also comply with all other applicable local, state and federal regulations. He noted Council granted a Certificate of Public Convenience and Necessity to Mr. Kathan last year for operation of two vehicles for hire.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to declare there is a need for the "vehicle for hire" service in the town of Altavista.

Motion carried:

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

b. Consideration of Utility Bill Adjustments

i. Joy Foods

Mr. Coggsdale advised the owner of Joy Foods (1028 Main Street) previously requested a second utility bill adjustment this past July. The original adjustment that was approved by staff was granted on May 4, 2016 and was for \$470.43, the original bill was \$675.32. The current adjustment request covers the bill immediately following the previous bill that was adjusted. The bill in question is \$484.94. Staff advised the individual in July 2016 that town policy only permits one adjustment per 12-month period. The individual contacted the Town on November 4, 2016 in regard to further exploring the possibility or reconsideration of the second adjustment. He noted if Council opts to grant a second request and utilizes the same methodology that staff uses for adjustments, the bill would be adjusted by \$327.34.

Mrs. Dalton asked if a policy could be addressed to cover these situations. The first bill is the trigger that there is a problem and getting it fixed before the second bill comes along is the problem. She asked if the new policy is in line with this adjustment.

Mr. Coggsdale responded yes except for the timeframe in which the owner has to make staff aware of the problem.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to take staff's recommendation allowing Joy Foods a second adjustment on their water bills of \$327.34.

Motion carried:

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

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

ii. Abbott Nutrition

Mr. Coggsdale advised staff has been working with Abbott Nutrition in regard to their request for a utility bill adjustment associated with the calibration of their internal meter. He stated it does appear that an adjustment may be in order. The Town has been working with Abbott on a redesign of how the town’s meter and their meter are housed. The Town is looking at placing a meter outside of Abbott’s building in the right of way. These plans are not finalized and at this time the Town is reading Abbott’s meter for billing purposes.

Mr. Fore advised the town’s meter was calibrated in February; during the calibration only 350 gallons per minute were able to pass thru the meter. The calibration was running with 99% accuracy. He explained what you want to do when you are calibrating a meter is run it at full throttle. He stated Abbott’s full throttle is very high. By the time we got to the calibration curve, we were probably running 103%. He noted Abbott had their meter calibrated and looking at the curve he knew the town’s meter was incorrect.

Mrs. Dalton asked if there is a plan.

Mr. Fore stated the plan is to build a new meter vault outside, set the meter, install a bypass line to bring the meter out for calibration at the same pace as it is flowing into the building.

Mrs. Dalton verified the adjustment and currently reading their meter until the plan is in place is the solution.

Mr. Fore stated a meter of this magnitude needs to be calibrated annually which will be done at the town’s expense. He noted he will also be watching the wastewater’s calibration.

Mr. Higginbotham asked how long this problem has existed.

Mr. Fore stated based on the two-year window he has looked at; it has been going on for a while.

Mrs. Dalton asked if the refund could be as a credit rather than exchanging monies.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to accept staff’s recommendation of a utility bill adjustment associated with the calibration of their internal meter in the amount of \$68,000.

Motion carried:

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

Mr. Coggsdale advised he and Mr. Fore have reviewed the Utility Bill Adjustment Policy and presented Council with the proposed amendments:

Utility Billing Adjustment Policy

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Purpose: To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

Water Charge Adjustments

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

The customer must request an adjustment in writing fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.

The customer must verify that the leak has been permanently repaired.

The leak must be in the customer's supply line, which is the portion of the water supply from the meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town Manager will review water bills for the four (4) previous billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of excess water usage charge (the balance after "historic usage"). Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted as necessary by the Town Manager if the consumption is greater than the historical patterns. This would be included in the one adjustment in the calendar year.*

Sewer Charge Adjustments

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted for sewer usage as necessary by the Town Manager if there is a consumption adjustment given for water usage. This would be included in the one adjustment in the calendar year.*

Conditions

The Town assumes no liability or responsibility for damage caused by leaks, or repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

Payment Plan

For large leaks, a partial payment may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars. (\$100.00)

The monthly partial payment must be a minimum of one-quarter of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. *Due to the three (3) month billing cycle if an additional payment plan is deemed necessary by the Town Manager the previous arrangement can be set up.* All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty

ADOPTED BY TOWN COUNCIL, DECEMBER ____, 2016

A motion was made by Mr. Emerson, seconded by Mr. George, to adopt the amendment to the Utility Adjustment Policy as presented.

Motion carried:

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

c. Consideration of English Park

Mr. Coggsdale advised Council has been considering whether to make a request of the Campbell County Board of Supervisors regarding a public hearing on the possible conveyance of their portion of English Park to the Town. He provided Council with their requested information in regards to the County’s investment in the park property and any contributions to the Town.

Mayor Mattox referred to a comment in the agenda, *“staff has discussed this property and has some initial thoughts on how to combine recreation and a water impoundment facility that could assist in our water treatment process”* and asked for clarification.

Mr. Coggsdale advised Mr. Fore had stated there are times when the dam is released, it churns up the water and creates high turbidity which creates treatment issues. If there is a location to hold water, the churned water could settle out and the reserved water could be used. Mr. Coggsdale stated the county’s part of the park may offer an opportunity to create a reservoir. Mr. Coggsdale stated this has been discussed at staff level and wanted to put the thoughts out for Council’s consideration.

Mr. Fore advised a lot of localities, in designing the Water Treatment Facilities, try to bring in a pre-sedimentation in order to cause the solids to settle out of the water and gives cleaner water before it comes to the Water Filtration Plant. During high turbidities in the river, the water in the holding pond that has lower turbidity could be used. This would reduce cost; extending the life of the pumps and the use of chemicals.

Mrs. Dalton asked if the next step in looking at the reservoir by some type of cost analysis to put this facility in place and what type of return and felt moving to this step is a good idea.

Mrs. Brumfield ask Mr. Fore if he was interested in a pond or a tank.

Mr. Fore stated from the standpoint of recreation either/or; when trying to provide good quality water for the citizens he preferred zero turbidity.

Mr. George asked how many acres would be needed for the reservoir.

Mr. Coggsdale responded approximately 7 acres.

Mr. Higginbotham asked the status of Sycamore Creek pumps and the tank in Hurt.

Mr. Eller stated to his knowledge the owners of this property is working to get the plant working.

Mr. Higginbotham asked that Mr. Fore check on this.

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Mr. Fore noted he has a meeting scheduled with the owner.

Mr. Higginbotham stated he was not sure 7 acres at 7 feet deep could be dug in the wet lands.

Mr. Eller stated there would be a lot of permits to obtain.

Mr. Higginbotham noted the Town already has permission to draw 7 million gallons a day from Sycamore Creek.

Mr. George noted there are wet lands around the edge close to the river and wetlands between the trails and the large fields.

Mrs. Dalton felt this discussion is part of the due diligence; this is an intriguing thought to have a property that Council thought of as recreational for years that could still be recreational and offer the water plant some advantages as well. She encouraged staff to run with due diligence.

Mr. Emerson stated he was in agreement with Mr. Higginbotham, knowing what the Hurt Water Plant is capable of, run the numbers both ways.

Mrs. Dalton questioned what the Hurt Water Plant would have to do with English Park.

Mr. Higginbotham stated it would be an intake from a less turbid source. If 5 million will be spent putting the reservoir in place, would it be cheaper to pay them 10 cents per gallon for raw water.

Council was in agreement for staff to research this matter further.

d. CY2017 Meeting Schedule

Mr. Coggsdale noted for the past two years, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00 p.m. and the second meeting being a Work Session held at 5:00 p.m. He presented Council with a meeting calendar to allow Council the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly. Mr. Coggsdale noted with the 2017 Christmas holiday falling on a weekend, town offices will be closed on Tuesday, December 26th, which is the Work Session date for that month. He asked that Council consider either cancelling the December Work Session or rescheduling to another date.

A motion was made by Mrs. Dalton, seconded by Mr. George to adopt the CY2017 Meeting Schedule as presented.

Motion carried:

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

e. Consideration of FY2018 Transit Budget

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Mr. Coggsdale referred to a memo from Mr. Witt, Assistant Town Manager, in regard to the Draft FY2018 Altavista Community Transit System Budget Request. The draft budget was presented at the November 22nd meeting for Council's consideration and review. He noted staff is seeking action on this item so it can be submitted within the required grant deadlines.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the FY2018 Altavista Community Transit System Budget.

Mr. George referred to a comment from DRPT asking why a trolley is needed.

Mr. Witt stated Mr. Andrew Riddle, DRPT, told him the request needs to be tied with Economic Development and Tourism. This is typically what they look at trolleys for. He noted Mr. Emerson brought up trolleys at the previous Council Meeting/Work Session and felt an open trolley would not work in this community. Mr. Witt stated there are enclosed trolleys which is an option; they are more expensive. A 15-passenger trolley is the low \$60,000 range (a four-year vehicle); the diesel trolleys (10-year vehicle) are approximately \$180,000. He asked what was Council's pleasure. He stated he has spoken to Mr. Jarvis who feels he can work with it in regards to economic development.

Mr. Higginbotham asked if a CDL license is required.

Mr. Witt stated the larger trolley requires drivers to have a CDL license.

Mr. Emerson asked if these had the air lifts that lowers down for handicap riders.

Mr. Witt stated they get expensive; there is a door that opens and a ramp that folds out.

Mrs. Dalton stated Altavista is a fortunate community to have the transit system in place and it has been the desire of Council to operate this transit system as economically as possible. She asked to know what would be the value of this before making this a part of the system.

Mayor Mattox asked when the bus is due to be replaced.

Mr. Witt stated there is one in the FY2018 budget and would be ordering sometime in July 2017 which would go into service January 2018. He noted the trolley does have a life expectancy of 2 ½ times of what the current buses do with the price being 2 ½ times more. He stated he still has to sell DRPT this idea because the majority is their money that is funding this.

Motion carried:

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

f. Consideration of Altavista Police Department Personnel Request

Mr. Coggsdale advised the Altavista Police Department has several open positions and Chief Milnor is working to recruit highly-qualified applicants. Council was presented with a memorandum from the Chief indicating an issue

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that has hampered his ability to successfully bring in a veteran officer. He is requesting to bring two existing officer's salaries up to the \$42,000 mark and permission to hire a certified officer at \$42,000. Staff feels this is a warranted request. He noted there are adequate funds in this year's budget to cover this cost, due to vacant positions. He pointed out that year to date, the APD has utilized \$12,794 in "Overtime"; the adopted budget includes \$11,000. Mr. Coggsdale noted being able to bring "certified" officers on board greatly assists with staffing and keeping the overtime in line. The "Overtime" costs are being offset by the funds allocated to the positions that are vacant.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the hiring of one certified officer at a salary of \$42,000 and to increase two existing officers' salary to \$42,000.

Mr. Edwards asked if \$12,000 has been spent in the 5 months into the year which would suggest \$28,000 is being spent for the year.

Mr. Emerson stated this is because the department is short-handed.

Mr. Edwards felt this was less expensive than hiring someone. He asked how personnel felt about it.

Chief Milnor stated it is taking its toll on the personnel.

Mr. Higginbotham questioned if the salary study was complete.

Mr. Coggsdale advised a conference call is scheduled with the consultant the first of January 2017 and he hopes to bring back this information to the January work session.

Mr. Higginbotham referred to the cost of living raise and asked Chief Milnor if he was looking at hiring immediately.

Chief Milnor advised one certified officer is coming from Danville and will be hired immediately. He is being brought in at an entry level cost. A certified officer with 12 years of experience is being considered and will be offered the \$42,000 annual salary.

Mrs. Dalton questioned the total cost to the town to bring two officers up to \$42,000.

Chief Milnor advised it would take a total of \$3,711 in salary and benefits a year to bring these two existing members of the department up to \$42,000.

Mayor Mattox asked for the cost to send someone to the Police Academy.

Chief Milnor apologized that he did not have those figures available but noted the entry level position is just over \$37,000 and that person would be in training for 12 months (academy and field training). This officer would not be productive until the following January.

Mr. Emerson stated he is very supportive of what Chief Milnor is doing. The Police Department has a very competitive starting salary and the top side is good but there is a void in the middle. Mr. Emerson was in favor of getting the other officers up to speed which needs to be done to keep employees in the police department.

Motion carried:

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

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

g. Clarion Road Signalization

Mr. Coggsdale advised previously Council considered the possibility of installing signalization on Clarion Road to alert motorists of the crossing of tractor trailers from the Abbott truck lot to the warehouse on the opposite side of the road (September Work Session). Two different options in regard to signals were presented and staff was asked to consult with Abbott on the matter. Staff met with Abbott representatives and they recently indicated that due to spacing concerns they felt the “continuous” flashing sign would be adequate. In addition, based on conversations with Abbott, the implementation would be 100% funded by the Town. The quote for the “continuous” flashing signals is \$11,802.06, which does not include the sign or installation. The signals are solar powered. It is staff’s understanding that the cost could be paid for with funds annually allocated by VDOT. Mr. Coggsdale noted currently, there are “Industrial Intersection” signs leading up to this area, but they do not have flashing lights.

Mr. Higginbotham asked if the flashing signals would be placed on these signs.

Mr. Coggsdale advised since these are solar lights there has to be the workings.

Mayor Mattox asked Chief if he had done any research in this area.

Chief Milnor stated there have not been any accidents in the area in question in the last three years. There have been six accidents total on the town stretch of Clarion Road; none involved tractor trailers and none were in that area.

Mr. Coggsdale stated both types of lights were discussed with Abbott and they feel the “continuous” flashing lights works better on their site.

Mayor Mattox asked Mr. Coggsdale to check on the feasibility and to contact VDOT to see how worthwhile this is to prevent accidents.

Mr. Higginbotham felt Council should move forward with installing the lights because of the safety and to prevent an accident.

Mrs. Brumfield stated the Chief’s research found that there were no accidents.

Mrs. Dalton asked who’s liable.

Mrs. Brumfield stated if the trailer is pulled across the highway and is hit, it would be Abbott’s liability.

Mrs. Dalton asked what put Council in the middle of this.

Mr. Coggsdale responded there was a request from Abbott.

Mayor Mattox asked if Council would be opposed to getting VDOT’s opinion.

Mr. Higginbotham suggested staff advise Abbott that the flashing lights will be installed and the cost will be deducted from the \$68,000 credit being offered to them for the utility bill adjustment.

Mrs. Dalton stated the comment is the Town will be happy to facilitate but Abbott will pay for the lights.

Mr. Higginbotham stated his concern is there may be an accident at that intersection and Council’s job is to provide safety and protect the public. He felt

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if \$14,000 pays for two solar lights and somewhere down the road it saves a life it is worth it.

Mayor Mattox asked staff to talk to Abbott and come back with information.

h. Rt.29 Bridge Light Project

Mr. Coggsdale advised VDOT is moving forward with the Rt. 29 Bridge Replacement (over the Staunton River) Project. The tentative schedule for advertisement for construction is September 2018. During the process of getting approval of the bridge design, there was conversation about the possibility of having lights installed across the bridge, as well on the approaches leading up to the bridge. Staff has worked with VDOT's consultant, AECOM, in regard to analyzing the layout of lights, as well as a potential cost. VDOT has indicated that no funds are included in the bridge project for lights, but has agreed to include in their bridge design the pedestals and the conduit for lighting that would provide for lighting to be installed after the bridge construction is complete.

Council was presented with AECOM's DRAFT Lighting Cost Study, which sets forth two options for lighting, one would provide lights on both sides, while the other would provide lighting only along the walkway. Staff believes lights on the bridge is very important, especially with the walkway encouraging pedestrian use. He stated it is staff's recommendation to pursue AECOM's "Pedestrian Lighting Alternative", which proposes lighting on the northern (walkway) side of the bridge. The estimated cost that would cover the bridge, the approaches from both Hurt and Altavista is \$278,123, with an annual energy cost of \$836. Staff feels that during the two year lead up to actual bidding of the project, we can seek joint funding with the Town of Hurt through VDOT grant programs (i.e. HISP, TAP, or Revenue Sharing). Staff is seeking Council's input and direction on this item.

It was the consensus of Council for staff to seeking funding for the Rt.29 Bridge Light Project.

i. WWTP EOP PCB Proposals

Mr. Coggsdale advised previously Council requested that staff consult with Dr. Scott Lowman (IALR) in regard to a proposal to sample Plot #7 prior to proceeding with planting of mulberry trees at a specific location. Council was presented with a proposal from Dr. Lowman and an email regarding possible projects and funding sources from the University of Iowa team following a visit by them to gather additional samples. Mr. Coggsdale asked for direction from Council on these matters.

Mayor Mattox referred to a comment in the letter from University of Iowa in regards to "support" and asked what they are asking for.

Mr. Higginbotham responded the University of Iowa team wants to apply to the Department of Defense for funding to offset the cost of building the berm to a split plot design and to plant whatever.

Mayor Mattox asked if they are asking the Town for funding.

Mr. Higginbotham did not feel they were asking Council for funds; Council has told them they did not want to pay for the berm. They are asking permission to seek other sources for funding to broaden their research.

Mr. Emerson asked what type of research.

Mr. Higginbotham stated it could broaden their research and help substantially defray the costs of building a new berm and implementing the split design at Altavista, i.e. the "Plan A" for our current NIH funded project that was declined by the Town Council.

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Mayor Mattox questioned the “substantially” defray; he felt they will get a substantial amount of money but not all of it. Mayor Mattox suggested asking for more information from University of Iowa.

Mr. Higginbotham stated they have to get the preproposal in and if he is successful there, he will go to the next step.

Mr. Emerson stated it reads “Pilot scale experiments with trees”; he thought they were already doing that and it appears they are doing something new.

Mr. Higginbotham stated they are trying to use tree roots to create microbial growth that gets down to the thicker PCBs at the bottom of the lagoon.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to support the University of Iowa’s proposal to go to the Department of Defense for additional funding as proposed by Timothy E. Mattes, PhD, PE in his email of November 21, 2016.

Mayor Mattox asked if this motion is saying we will give them financial support.

Mr. Higginbotham did not feel it committed us to anything.

Mrs. Brumfield stated University of Iowa would have to come back and say they received this amount of money and we need this much more. Will you give us that much more?

Mayor Mattox asked if they should be made aware up front if Council will give them any money.

Mr. Higginbotham stated he may not get the funding; it would be a moot point.

Mr. George stated it is also giving them permission to build the berm and plant trees. He is against all of this and with all these things that keep coming up, he would be more comfortable if an environmental attorney could come in and look at all of this.

Mr. Edwards felt this was an opportunity to get some free help from world known scientists.

Mr. Eller stated there should be something in this letter advising Council would like to review the pre-proposal and the full proposal and have the right to agree or disagree with it.

Mr. Edwards stated he did not disagree with Mr. Eller’s comment.

Mayor Mattox asked Mr. Fore if he had any comments.

Mr. Fore stated he is still learning about what is going on at the pond. He stated he is in an evaluation process with everything in Altavista which will likely take a year to finish. He noted he does not have the personnel to handle these studies not created by Altavista but would do whatever Council ask of him. He stated there is a lot of work to do and these people need to come in and do these test without the town personnel. Altavista is a small town and we are trying to take care of a water and sewer system and take care of what we got. Having Mr. Matte work on this may be a good thing but Mr. Fore stated he would like to know to what extent he will be asking the town’s employees for their involvement.

Mayor Mattox asked Mr. Higginbotham if he would be interested in asking for more information.

Mr. Higginbotham referred to Mr. Eller comments to ask Mr. Matte for his proposal.

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Mayor Mattox asked if there was the ability to drop out.

Mr. Eller stated this would be a reason to look at the pre-proposal and the proposal.

Mayor Mattox suggested making University of Iowa aware of Council's thoughts up front.

Mrs. Dalton stated it would be unfair not to make them aware of Council's thoughts before they seek funding.

Mr. Edwards stated it would not be fair for the University of Iowa to go out and getting funding that required a 20% match without asking Council first.

Mr. George asked if anyone else thought it would be a good idea to talk to an Environmental Attorney.

Mr. Emerson stated for four years his question has been what has to be done and what doesn't have to be done and he has never gotten an answer on it.

Mr. Edwards stated Council is not committing to anything but a letter right now.

Mrs. Dalton felt Council has come to the conclusion that nothing had to be done; noting there are two projects going on down there now that Council doesn't have resolution for.

Mr. George stated these experiments are not to remediate the Town's problems but to study PCBs.

Mr. Higginbotham stated the whole purpose is to determine how to accelerate the de chlorination of PCBs.

Mr. Edwards stated it can only be determined if in fact they are successful in the Town's facility.

Mrs. Brumfield stated if they are successful here then they know it will work elsewhere.

Mr. Edwards said the plan is to make it work in our facility.

Mrs. Brumfield stated one option is to take large amounts of pilot samples and they don't think they are going to get approval from the EPA to take the sludge to Iowa. Everything is here and they would prefer to continue working here.

Mr. Coggsdale noted the pre-proposal would need to be submitted early January 2017. The next Council meeting is January 10 and he wasn't sure what the University of Iowa considered early. Mr. Coggsdale stated he would be glad to have a conversation with University of Iowa to determine a timeline and see what the proposal would include.

Mrs. Brumfield stated she did not see any harm in allowing them to continue to work as long as they make Council aware of what they are doing. They like what is here and it is an ideal situation for them.

Mr. Edwards offered an amendment to the motion that the letter contains a clause that "the town's participation is subject to approval of the preproposal and their proposal".

Mrs. Dalton felt along the way, Council needs to be careful.

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Mr. Emerson agreed stating who will actually oversee this and how will Council know what they are doing; who regulates all that is being done.

Mrs. Brumfield stated they will not be approved for funding if they don't show that they are getting results on what they are doing. They will do their best in gathering samples; it is their project not the town's project.

Mayor Mattox verified the motion as being a letter of support to University of Iowa subject to review of the preproposal and the proposal.

Motion failed:

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

Mr. Coggsdale advised Council requested that staff consult with Dr. Scott Lowman (IALR) in regard to a proposal to sample Plot #7 prior to proceeding with planting of mulberry trees at a specific location. He presented Council with the proposal from Dr. Lowman for their review with the cost of the proposal being \$5,200.

Mayor Mattox asked if it is worth paying for research again.

Mr. Higginbotham noted Council has already voted on this matter and the town manager was going to get a proposal for sampling.

Mr. Emerson asked if Council was considering testing or planting and testing.

Mr. Coggsdale stated the proposal covers the pretesting, planting and then post testing.

Mayor Mattox asked what the value of this would be.

Mrs. Dalton responded this would see what the mulberry trees will do.

A motion was made by Mr. George, seconded by Mrs. Dalton, to deny the proposal to sample Plot #7.

Mr. Higginbotham stated Council has already voted to move forward with a proposal to sample Plot #7.

Mayor Mattox stated Council agreed to get a price on sampling.

Mr. Higginbotham did not feel this was true.

Mr. Coggsdale stated what he has gotten is a price to sample.

Mr. Higginbotham stated this is a price to sample a turnkey job. He said he thought Council agreed to two samples.

Mr. Coggsdale stated a pre and a post sampling is \$4,700; \$500 is for site gridding and the planting.

Mr. Higginbotham asked if the motion from the previous meeting could be read.

Mr. Emerson said he thought Council voted on testing not planting trees.

Mr. Higginbotham asked why test if Council was not going to plant the trees.

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Mr. Emerson felt the testing was because numbers were needed for the grid.

Mr. Higginbotham referred to the last Council meeting and told Mayor Mattox that he had stated we were very close to getting to 50 parts per million.

Mayor Mattox felt if the Council was poled the majority would agree that nothing has to be done.

Mr. Higginbotham referred to the trip to Richmond stating there was talk of research and remediation and DEQ was told that we were not just doing research but also working on a remediation. He said if Council is not going to do anything then we should tell DEQ.

Mrs. Dalton stated we have got two experiments in the pond now noting she is anxious to see the results of that. Let these run out, let the natural continuation go, not spend any more money, then sample in a reasonable amount of time.

Mr. Eller stated in his mind, the experiment by Dr. Lowman is just another experiment in addition to what he is already doing. In the trip to Richmond, Council committed to what Dr. Lowman was already doing, and would work on the other two.

Mr. Coggsdale referred to the meeting of October 11, 2016 and read from that meeting, "It was the consensus of Council that staff ask Dr. Lowman if he will test the area of 8A." The proposal says Dr. Lowman can do the testing and here is the cost.

Mrs. Dalton asked how much the testing would cost.

Mr. Coggsdale stated the proposal is \$5,200.

Mrs. Dalton stated she is for testing but felt Council should see what the present testing shows before putting switch grass in this spot.

Mayor Mattox reminded Council that they agreed that research pays for research and the town pays for remediation.

Motion carried:

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

j. Town Cell Phone Policy

Mr. Coggsdale advised the Town participates in the VML insurance programs and VML offers incentives in the form of reduced rates for implementing safety programs, such as the Defensive/Safe Driving Program. Because of the frequency of accidents (in Virginia and nation-wide) related to distracted driving while using a cell phone, VML is requiring a hands free policy if the Town wants to continue receiving reduced rate premiums. A template was provided by VML and staff has tailored this policy for the Town receiving approval from VML. Council must also adopt the policy.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Town Cell Phone Policy as presented.

Mrs. Brumfield disagreed with an employee getting three warnings before being terminated. She felt the first time should be the warning with the second time

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being termination. She suggested reading the policy to the employee and tell them because she was concerned what would happen if there was an accident while the employee is on the phone.

Mrs. Dalton stated this is a VML policy that Council is being asked to adopt; she noted if it is more stringent than they are asking for they would likely be happy.

Mr. Eller noted a contradiction in the policy in the third bullet point.

Mrs. Dalton suggested staff ask VML to clarify.

Mr. Coggsdale suggested amending the policy to read town owned or personal cell phone.

Mr. Emerson asked where Public Safety would fall in regards to this policy. There are times when the radio fails or two or three officers are working on something and the officer needs to be on the cell phone.

Chief Milnor was in agreement with Mr. Emerson noting there are times and they are exempt as Law Enforcement under the texting and driving code; however, he wants usage to be an emergency.

Mr. Emerson noted there are some devices for the patrol vehicles that could be used.

Mr. Coggsdale suggested Bullet 3 be changed to include town or personal phones.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Town Cell Phone Policy as amended.

Motion carried:

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

9. Reports

a. Town Manager's Report

Main Street Waterline Project (Project 1B)

- Final Payment (Retainage) has been made.
- Project is complete.

Booker Building

- Preliminary Report submitted to Council in November.

WWTP EOP – PCB Remediation

- Receipt of proposal from IALR (Dr. Lowman) in regard to sampling of Plot 7.
- Receipt of proposal from University of Iowa (Dr. Mattes) in regard to possible project that would be submitted to Department of Defense for consideration.

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Compensation/Classification Plan Study

- Tentatively this item will be discussed with Council at the January Work Session.

Water Plant Projects

- Water Model/GIS Mapping – Delivery date of December 30, 2016
- Water Plant Electrical Upgrades – 90% plans submitted for review.
- SCADA *Check* – Working on scheduling a presentation to Town Council (Jan. or Feb. Work Session)
- SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)
- Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone

Mr. Higginbotham asked if the “grey” water has been discussed with Dominion.

Mr. Coggsdale advised he has talked to the local plant manager with Dominion who is meeting with his engineer. At this point, Dominion is continuing their evaluation.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

b. Calendars-December/January

11. Matters from Town Council

Mr. Emerson asked for an update on the Booker Building at the next meeting.

Mr. Edwards referred to the forum at the Altavista High School and noted that all the candidates spoke in favor of Economic Development. Over the past few years real estate taxes have been reduced by roughly \$200,000, he would like to see the machinery and tools tax reduced by a like amount which would be about 13.3% on the estimated \$1.5 million in the budget.

Mr. Edwards announced his resignation effective December 31, 2016. He suggested Ms. Betty Gilliam be considered for his replacement.

Mayor Mattox told Mr. Edwards he would be sorely missed.

Mayor Mattox noted before he came to the meeting he attended First Baptist Church’s Preschool Christmas program and wished everyone a “Merry Christmas” and asked that everyone look at Christmas through the eyes of a child because it is a wonderful thing.

12. Closed Session

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

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 (Recreation/Economic Development)

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. (Economic Development)

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

Motion carried:

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

Council went into closed session at 8:55 P.M.

Notice was given that council was back in regular session 9:40 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

13. Adjournment

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

The meeting was adjourned at 9:41 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Called Council Meeting—January 3, 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 January 3, 2017 at 5:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members
present:

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

Council members
absent:

Mrs. Micki Brumfield

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dennis Jarvis, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

2. Organizational Matter

a. Election of Vice Mayor

Mayor Mattox advised of an organizational matter, election of Vice Mayor.

Mr. George nominated Mrs. Dalton as the Vice-Mayor.

A motion was made by Mr. Emerson, seconded by Mr. George, to appoint Mrs. Beverley Dalton as Vice-Mayor.

Motion carried:

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

Mayor Mattox noted Mrs. Brumfield was absent due to illness in the family.

3. Closed Session

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

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

Motion carried:

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

Council went into closed session at 5:05 P.M.

Called Council Meeting—January 3, 2017

Notice was given that council was back in regular session 5:20 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

A motion was made by Mr. Higginbotham to appoint Mrs. Betty Gilliam to the unexpired term of Mr. Charles Edwards due to his resignation. He stated Mrs. Gilliam finished fourth in the recent election and Mr. Edwards had recommended her as his replacement. The motion died for lack of a second.

A motion was made by Mrs. Dalton, seconded by Mr. George, to appoint Mrs. Tanya Overbey for the unexpired term of Mr. Edwards with her term ending December 31, 2018.

Motion carried:

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

4. Adjournment

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

The meeting was adjourned at 5:23 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 06/2017
FROM: 12/01/2016 TO: 12/31/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35588	723	AIRABELLA FLOWERS & GIFTS	12/08/2016	52.65
35589	303	ALTAVISTA CHAMBER OF COMMERCE	12/08/2016	306.75
35590	162	BENNETT'S MECHANICAL COMPANY I	12/08/2016	425.00
35591	461	KATHI BOGERT	12/08/2016	862.68
35592	249	CALVIN BRYANT	12/08/2016	1,875.00
35593	427	CENTURYLINK	12/08/2016	1,780.30
35594	1	DAYS INN	12/08/2016	170.11
35595	164	DMV	12/08/2016	120.00
35596	1	DORIS COUSIN	12/08/2016	150.61
35597	732	E C PACE COMPANY INC	12/08/2016	125,437.94
35598	512	ELECSYS INTNL CORPORATION	12/08/2016	417.00
35599	20	J JOHNSON ELLER JR	12/08/2016	2,000.00
35600	9999999	ENGLISHS THE COMPLETE HOME CTR	12/08/2016	1,112.44
35601	71	FAIRPOINT COMMUNICATIONS	12/08/2016	362.77
35602	120	HD SUPPLY WATERWORKS	12/08/2016	2,918.11
35603	9999998	MANNING, STEPHANIE	12/08/2016	150.00
35604	411	MANPOWER	12/08/2016	1,444.00
35605	755	NATURCHEM INC	12/08/2016	39,686.00
35606	510	RIVER VALLEY RESOURCES LLC	12/08/2016	306.00
35607	665	SELECT AIR MECHANICAL ELECTRIC	12/08/2016	819.61
35608	618	TASER INTERNATIONAL	12/08/2016	6,395.76
35609	1	THE IDEAL FLORIST	12/08/2016	44.99
35610	35	TREASURER OF VA/VITA	12/08/2016	23.38
35611	515	DALE TYREE JR	12/08/2016	4,325.00
35612	92	UNIFIRST CORP	12/08/2016	2,753.42
35613	110	VUPS INC	12/08/2016	32.55
35614	542	WILLOUGHBY & ASSOCIATES INC	12/08/2016	35.00
35615	192	WW ASSOCIATES INC	12/08/2016	1,500.00
35616	116	XEROX CORP	12/08/2016	250.69
35617	9	AFLAC	12/16/2016	2,014.65
35618	84	ALTAVISTA JOURNAL	12/16/2016	292.57
35619	9999997	AUBREY, MARK J.	12/16/2016	96.94
35620	661	BASS SOD FARM	12/16/2016	270.00
35621	103	BEACON CREDIT UNION	12/16/2016	385.00
35622	705	BH MEDIA GROUP INC	12/16/2016	412.00
35623	675	BKT UNIFORMS	12/16/2016	175.96
35624	294	BUSINESS CARD	12/16/2016	8,122.95
35625	581	BUSINESS SOLUTIONS INC	12/16/2016	500.00
35626	9999997	CALDWELL, JESSICA MARIE	12/16/2016	81.94
35627	19	CARTER MACHINERY CO INC	12/16/2016	3,198.56
35628	9999997	CARTER, ROBERT DENNIS	12/16/2016	108.15
35629	145	CHANDLER CONCRETE CO INC	12/16/2016	327.50
35630	574	CHRISTOPHER MICALLE, TRUSTEE	12/16/2016	125.00
35631	736	MARVIN CLEMENTS	12/16/2016	150.00
35632	32	CONTROL EQUIPMENT CO INC	12/16/2016	144.13
35633	754	D L BRYANT HEATING & COOLING	12/16/2016	180.00
35634	36	DOMINION VIRGINIA POWER	12/16/2016	45,069.85
35635	1	ELIZABETH RIVER TUNNELS	12/16/2016	4.00
35636	301	ENGLISH'S LLC	12/16/2016	412.23
35637	122	FEREBEE-JOHNSON COMPANY INC	12/16/2016	285.44
35638	118	FERGUSON ENTERPRISES INC #75	12/16/2016	7,088.54

35639	41	FISHER SCIENTIFIC	12/16/2016	1,614.80
35640	46	GENTRY LOCKE ATTORNEYS	12/16/2016	669.75
35641	676	TIMOTHY GEORGE	12/16/2016	150.00
35642	50	GRETN TIRE INC	12/16/2016	1,640.96
35643	52	HACH COMPANY	12/16/2016	1,020.19
35644	9999997	HUNT, VANESSA ANN	12/16/2016	63.13
35645	57	ICMA RETIREMENT TRUST-457 #304	12/16/2016	675.00
35646	58	INSTRUMENTATION SERVICES INC	12/16/2016	708.00
35647	566	INTEGRATED TECHNOLOGY GROUP IN	12/16/2016	2,500.00
35648	712	JACK MOORE & ASSOCIATES INC	12/16/2016	2,604.53
35649	9999997	JAHNKE, LISA C	12/16/2016	52.93
35650	564	JOHN JORDAN	12/16/2016	150.00
35651	411	MANPOWER	12/16/2016	566.20
35652	218	MINNESOTA LIFE	12/16/2016	165.34
35653	9999997	MURPHY, NAOMA	12/16/2016	51.55
35654	300	NAPA AUTO PARTS	12/16/2016	1,110.26
35655	454	O'REILLY AUTOMOTIVE INC	12/16/2016	626.05
35656	252	ODB	12/16/2016	797.45
35657	67	ORKIN PEST CONTROL LLC	12/16/2016	269.34
35658	250	OVERHEAD DOOR COMPANY	12/16/2016	706.00
35659	1	OWEN LAWHORNE	12/16/2016	138.30
35660	758	PITTSYLVANIA COUNTY TREASURER	12/16/2016	280.42
35661	379	REI CONSULTANTS INC	12/16/2016	58.02
35662	759	RISK MANAGEMENT OF VIRGINIA	12/16/2016	450.00
35663	211	E WAYNE SLOOP PHD PC	12/16/2016	120.00
35664	618	TASER INTERNATIONAL	12/16/2016	1,336.96
35665	453	ELAINE THOMPSON	12/16/2016	150.00
35666	85	TREASURER OF VA /CHILD SUPPORT	12/16/2016	253.15
35667	471	TRUCK ENTERPRISES INC	12/16/2016	4,192.65
35668	96	UNIVAR USA INC	12/16/2016	1,645.16
35669	601	VACORP	12/16/2016	108.64
35670	452	VML INSURANCE PROGRAMS	12/16/2016	26,865.00
35671	756	WAGeworks INC	12/16/2016	132.79
35672	9999997	WARD, CHRISTIAN MATTHEW	12/16/2016	109.10
35673	382	WATCHGUARD VIDEO	12/16/2016	30,090.00
35674	9999998	WITT, ABBY	12/16/2016	150.00
35675	658	WKDE-FM	12/16/2016	395.00
35676	700	WOODARD & CURRAN	12/16/2016	44,548.60
35677	115	JOHN WOODSON	12/16/2016	150.00
35678	91	ANTHEM BLUE CROSS/BLUE SHIELD	12/30/2016	28,961.00
35679	103	BEACON CREDIT UNION	12/30/2016	385.00
35680	297	CARTER BANK & TRUST	12/30/2016	144,930.00
35681	22	CENTRA LAB	12/30/2016	51.50
35682	427	CENTURYLINK	12/30/2016	1,790.44
35683	419	CREATIVE EDGE DESIGN INC	12/30/2016	500.00
35684	1	DANIEL KIRBY	12/30/2016	398.00
35685	49	GERALDINE KAUFFMAN	12/30/2016	1,863.50
35686	57	ICMA RETIREMENT TRUST-457 #304	12/30/2016	675.00
35687	386	IDS SECURITY	12/30/2016	57.00
35688	1	JOHN PANNELL	12/30/2016	100.00
35689	533	LYNN KIRBY	12/30/2016	225.00
35690	9999997	LOWITZKI, ROBERT	12/30/2016	53.43
35691	411	MANPOWER	12/30/2016	1,122.90
35692	1	MARVIN JONES	12/30/2016	85.00
35693	680	MCI COMM SERVICE	12/30/2016	32.34
35694	138	MID ATLANTIC PRINTERS LTD	12/30/2016	4,872.00
35695	423	NTELOS	12/30/2016	907.92

35696	758 PITTSYLVANIA COUNTY TREASURER	12/30/2016	280.42
35697	379 REI CONSULTANTS INC	12/30/2016	605.43
35698	759 RISK MANAGEMENT OF VIRGINIA	12/30/2016	150.00
35699	1 SHAYNE PETRIE	12/30/2016	85.00
35700	752 SPRINGSTED INC	12/30/2016	3,940.00
35701	93 UNITED STATES POST OFFICE	12/30/2016	440.07
35702	542 WILLOUGHBY & ASSOCIATES INC	12/30/2016	70.00
35703	116 XEROX CORP	12/30/2016	1,309.52

NO. OF CHECKS: 116

TOTAL CHECKS

586,408.91

Town of Altavista
FY 2017 Revenue Report
50% 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	80,780	39	209,095	101	207,300
Public Service - Real & Personal	99,600	99,600	93,049	93	99,636	100	99,600
Personal Property	210,000	210,000	57,320	27	145,257	69	210,000
Personal Property - PPTRA	100,000	100,000	0	0	4,159	4	100,000
Machinery & Tools	1,550,000	1,550,000	147,226	9	1,628,566	105	1,550,000
Mobile Homes - Current	500	500	35	7	158	32	500
Penalties - All Taxes	5,500	5,500	824	15	1,594	29	5,500
Interest - All Taxes	3,000	3,000	214	7	905	30	3,000
Local Sales & Use Taxes	155,000	155,000	13,610	9	54,087	35	155,000
Local Electric and Gas Taxes	110,000	110,000	17,636	16	47,146	43	110,000
Local Motor Vehicle License Tax	43,000	43,000	11,698	27	33,974	79	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	0	0	155,000
Local Hotel & Motel Taxes	88,000	88,000	9,297	11	52,627	60	88,000
Local Meal Taxes	882,000	882,000	80,633	9	390,243	44	882,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,291	8	12,886	32	40,000
Transit Passenger Revenue	6,000	6,000	20	0	110	2	6,000
Local Cigarette Tax	150,000	150,000	15,244	10	74,276	50	150,000
Business License Fees/Contractors	3,500	3,500	0	0	0	0	3,500
Business License Fees/Retail Services	57,500	57,500	0	0	1,935	3	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	0	0	992	10	9,500
Business License Fees/Wholesale Businesses	750	750	0	0	0	0	750
Business License Fees/Utilities	4,000	4,000	0	0	0	0	4,000

Town of Altavista
FY 2017 Revenue Report
50% of Year Lapsed

General Fund Revenue (Continued)	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>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	1,000	1,000	40	4	400	40	1,000
Fines & Forfeitures - Court	8,000	8,000	1,235	15	9,448	118	8,000
Parking Fines	500	500	60	12	220	44	500
Interest and Interest Income	56,000	56,000	2,858	5	15,142	27	56,000
Rents - Rental of General Property	1,000	1,000	0	0	350	35	1,000
Rents - Pavilion Rentals	3,000	3,000	0	0	925	31	3,000
Rents - Booker Building Rentals	4,000	4,000	475	12	2,375	59	4,000
Rents - Rental of Real Property	70,000	70,000	4,809	7	25,545	36	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	3	0	16,665	90	18,600
State DCJS Grant	80,000	80,000	20,682	26	41,364	52	80,000
State Rental Taxes	1,100	1,100	0	0	0	0	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	46,000	0	0	10,076	22	46,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	0	0	23,172	166	14,000
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	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	0	0	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0	0	342,650
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	5,685	11	19,832	40	50,100
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	15,000	15,000	541	4	16,843	112	15,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	0

Town of Altavista
FY 2017 Revenue Report
50% 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	3,538	14	37,082	148	25,000
Reimbursement of Insurance Claim	0	550	0	0	2,283	0	550
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	0
Donations	0	0	0	0	1,552	0	0
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>570,804</u>	<u>11</u>	<u>3,079,731</u>	<u>60</u>	<u>5,094,850</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
50% 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	487,775	8	2,750,552	44	6,296,100
Debt Service	445,450	445,450	144,930	0	317,349	0	445,450
CIP	4,185,200	4,280,700	91,906	2	1,584,895	37	4,280,700
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 General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>11,116,250</u>	<u>724,611</u>	<u>7</u>	<u>4,685,297</u>	<u>42</u>	<u>11,116,250</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
50% 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>
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	2,605	10	13,292	51	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>2,605</u>	<u>10</u>	<u>13,292</u>	<u>51</u>	<u>25,900</u>
Administration							
Operations	765,500	790,500	85,144	11	420,830	53	790,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>820,500</u>	<u>85,144</u>	<u>10</u>	<u>420,830</u>	<u>51</u>	<u>820,500</u>
Non-Departmental							
Operations	378,900	379,450	807	0	215,204	57	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>807</u>	<u>0</u>	<u>182,704</u>	<u>65</u>	<u>281,700</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,700</u>	<u>807</u>	<u>0</u>	<u>182,704</u>	<u>65</u>	<u>281,700</u>
Public Safety							
Operations	958,800	961,050	77,543	8	414,483	43	961,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>55,650</u>	<u>6,396</u>	<u>11</u>	<u>36,486</u>	<u>66</u>	<u>55,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,016,700</u>	<u>83,939</u>	<u>8</u>	<u>450,968</u>	<u>44</u>	<u>1,016,700</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
50% 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	96,487	9	507,259	47	1,086,750
Debt Service	23,200	23,200	18,841	0	19,224	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>0</u>	<u>0</u>	<u>217,144</u>	<u>15</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,533,900</u>	<u>115,328</u>	<u>5</u>	<u>743,627</u>	<u>29</u>	<u>2,533,900</u>
Economic Development							
Operations	156,350	200,850	13,108	7	95,140	47	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>13,108</u>	<u>6</u>	<u>95,140</u>	<u>44</u>	<u>214,850</u>
Transit System							
Operations	99,050	99,050	9,015	9	41,566	42	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>9,015</u>	<u>9</u>	<u>46,066</u>	<u>44</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,445,800	284,710	8	1,675,273	49	3,445,800
Debt Service	23,200	23,200	18,841	0	19,224	0	23,200
CIP	<u>1,528,100</u>	<u>1,528,100</u>	<u>6,396</u>	<u>0</u>	<u>258,130</u>	<u>181</u>	<u>1,528,100</u>
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,997,100</u>	<u>309,946</u>	<u>6</u>	<u>1,952,626</u>	<u>39</u>	<u>4,997,100</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
50% 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	10,496	50	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	856	17	2,795	57	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	2,605	10	13,292	51	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
50% 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	49,611	12	210,067	51	415,250
Other Employee Benefits	18,500	18,500	100	1	8,222	44	18,500
Services	173,150	198,150	17,111	9	121,655	61	198,150
Other Charges	126,300	126,300	15,980	13	67,468	53	126,300
Materials & Supplies	32,300	32,300	2,342	7	13,418	42	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
Total Expenditures	795,500	820,500	85,144	10	420,830	51	820,500

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
50% 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	307	0	76,598	68	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	6,000	100	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	10,000	50	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	307	88	307	88	350
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	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	9,350	50	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	2,500	50	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	307	0	178,024	64	277,850
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	550	500	0	3,863	0	550
Fuel - Fire Company	3,300	3,300	0	0	818	25	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,850	500	13	4,681	122	3,850
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,700	807	0	182,704	65	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
50% 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	807	0	215,204	57	379,450
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,700	807	0	182,704	65	281,700

Town of Altavista
Public Safety
FY 2017 Expenditure Report
50% 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>PUBLIC SAFETY - FUND 10</u>							
Wages & Benefits	824,200	824,200	72,872	9	368,706	45	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	1,062	3	2,188	7	33,400
Other Charges	39,200	39,200	1,025	3	17,778	45	39,200
Materials & Supplies	62,000	64,250	2,584	4	25,810	40	64,250
Capital Outlay	55,650	55,650	6,396	11	36,486	66	55,650
Total Expenditures	1,014,450	1,016,700	83,939	8	450,968	44	1,016,700

Town of Altavista
Public Works
FY 2017 Expenditure Report
50% 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	72,089	10	319,300	45	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	2,076	24	4,075	47	8,600
Other Charges	26,700	26,700	2,234	8	9,801	37	26,700
Materials & Supplies	291,400	341,350	20,088	6	174,082	51	341,350
Debt Service	23,200	23,200	18,841	0	19,224	0	23,200
Capital Outlay	1,423,950	1,423,950	0	0	217,144	15	1,423,950
Total Expenditures	2,483,950	2,533,900	115,328	5	743,627	29	2,533,900

Town of Altavista
Economic Development
FY 2017 Expenditure Report
50% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - 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	101,000	101,000	11,749	12	51,725	51		101,000
Other Employee Benefits	0	0	0	0	0	0		0
Services	20,000	64,500	395	1	38,387	60		64,500
Other Charges	31,150	31,150	812	3	4,652	15		31,150
Materials & Supplies	4,200	4,200	153	4	376	9		4,200
Capital Outlay	14,000	14,000	0	0	0	0		14,000
Total Expenditures	170,350	214,850	13,108	6	95,140	44		214,850

Town of Altavista
Transit System
FY 2017 Expenditure Report
50% 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	7,701	11	33,301	48	69,100
Services	2,550	2,550	0	0	0	0	2,550
Other Charges	3,950	3,950	588	15	1,773	45	3,950
Materials & Supplies	23,450	23,450	725	3	6,492	28	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
Total Expenditures	103,550	103,550	9,015	9	46,066	44	103,550

Town of Altavista
FY 2017 Revenue Report
50% 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	347	3	2,418	22	11,000
Water Charges - Industrial	1,360,000	1,360,000	176,840	13	634,126	47	1,360,000
Water Charges - Business/Residential	294,000	294,000	-20,109	-7	104,837	36	294,000
Water Charges - Outside Community	124,000	124,000	16,953	14	67,831	55	124,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	0	0	164	0	4,768	0	0
Sewer Charges - Industrial	1,132,000	1,132,000	118,095	10	543,346	48	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	42,763	15	103,200	35	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	640	38	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	12,132	20	52,433	87	60,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	22	0	2,719	54	5,000
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,730	7	9,894	40	25,000
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>348,938</u>	<u>7</u>	<u>1,527,211</u>	<u>29</u>	<u>5,301,300</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
50% of Year Lapsed

ENTERPRISE FUND (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>
Water Department							
Operations	1,176,000	1,176,000	98,597	8	527,197	45	1,176,000
Debt Service	422,250	422,250	126,089	0	298,126	0	422,250
CIP	2,289,600	2,356,700	85,510	4	1,205,453	51	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>310,196</u>	<u>8</u>	<u>2,030,775</u>	<u>51</u>	<u>3,954,950</u>
Wastewater Department							
Operations	1,175,450	1,175,450	86,742	7	444,374	38	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	170,900	0	0	69,294	41	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>86,742</u>	<u>6</u>	<u>513,668</u>	<u>38</u>	<u>1,346,350</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	185,339	8	971,570	41	2,351,450
Debt Service	422,250	422,250	126,089	0	298,126	0	422,250
CIP	2,432,100	2,527,600	<u>85,510</u>	<u>3</u>	<u>1,274,747</u>	<u>50</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>396,939</u>	<u>7</u>	<u>2,544,443</u>	<u>48</u>	<u>5,301,300</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
50% of Year Lapsed

WATER 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	570,400	570,400	65,214	11	270,816	47	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	2,206	1	69,214	30	234,500
Other Charges	163,850	163,850	16,076	10	78,881	48	163,850
Materials & Supplies	207,250	207,250	15,102	7	108,286	52	207,250
Debt Service	422,250	422,250	126,089	0	298,126	0	422,250
Capital Outlay	2,289,600	2,356,700	85,510	4	1,205,453	51	2,356,700
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,954,950	310,196	8	2,030,775	51	3,954,950

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
50% 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	59,377	9	268,437	40	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	589	4	6,888	42	16,450	
Other Charges	312,300	312,300	24,220	8	122,615	39	312,300	
Materials & Supplies	170,200	170,200	2,556	2	46,433	27	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	170,900	0	0	69,294	41	170,900	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,346,350	86,742	6	513,668	38	1,346,350	

Town of Altavista
Fund Expenditure Totals
FY 2017
50% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	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>
Operations	451,000	467,100	13,757	3	88,184	19	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>13,757</u>	<u>2</u>	<u>140,202</u>	<u>20</u>	<u>692,100</u>

Cemetery Fund - (Fund 90)	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 - Operations - Total:	31,750	31,750	3,969	13	15,525	49	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>3,969</u>	<u>7</u>	<u>15,525</u>	<u>27</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	<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							
Street & Highway Maintenance	650,000	650,000	169,432	26	338,864	52	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	3.65	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>338,868</u>	<u>49</u>	<u>692,100</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	549	1	2,292	5	48,200
Maintenance - Pavement	150,000	150,000	412	0	7,325	5	150,000
Maintenance - Traffic Control Devices	56,800	56,800	3,627	6	27,465	48	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	72,100	1,358	2	2,544	4	72,100
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,161	4	23,417	47	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	5,649	7	25,141	31	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>467,100</u>	<u>13,757</u>	<u>3</u>	<u>88,184</u>	<u>19</u>	<u>467,100</u>
Improvements Other Than Buildings - New	225,000	225,000	0	0	52,018	23	225,000
Engineering - New							
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>13,757</u>	<u>2</u>	<u>140,202</u>	<u>20</u>	<u>692,100</u>

Town of Altavista
FY 2017 Cemetery Fund
50% of Year Lapsed

Cemetery Fund - Fund 90	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	1,600	11	7,250	48	15,000
Interest/Interest Income	9,000	9,000	2,315	26	4,950	55	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	0	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>3,915</u>	<u>7</u>	<u>14,150</u>	<u>25</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	904	10	4,024	42	9,500
Salaries and Wages/Overtime	800	800	245	31	554	69	800
Benefits/FICA	800	800	86	11	327	41	800
Benefits/VRS	1,100	1,100	50	5	469	43	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	83	6	725	52	1,400
Benefits/Group Life	150	150	6	4	54	36	150
Other Charges/Misc. Reimb.	0	0	0	0	150	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,595	14	9,222	51	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>3,969</u>	<u>7</u>	<u>15,525</u>	<u>27</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of December 31, 2016

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,769,570.89

Balance as of December 31 , 2016

Non-Specific

Green Hill Cemetery 574,508.65

General Fund Reserves

Capital Improvement Program Reserves

3,492,648.63

Altavista EDA Funding 278,594.16 *

278,594.16

Enterprise Fund Reserves

Capital Improvement Program Reserves

225,563.71

PCB Remediation 577,818.83

Community Improvement Reserve 0.00

Police Federal 2,893.32

Police State 20,699.46

Public Funds Money Market Accounts

11,797,065.60

Operating Checking Account (Reconciled Balance) 799,778.53

DESIGNATED FUNDS

2,254,292.95

15,515,277.94

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

-6,663,417.00

Policy \$ *General* 5,202,534 *Enterprise* 1,460,883 *Total* 6,663,417

UNDESIGNATED FUNDS

8,851,860.94

NOTES:

Earmarked for Final Downtown Map-21 Project -77,600.00

Earmarked for remaining Downtown May-21 Project -44,000.00

ED rem balance of \$35,000(website and marketing) -6,240.00

FY 2015 Highway Carryover of Funds -543,260.20

Earmarked for AOT No Interest Loan Program -40,000.00

"Pop-Up" Altavista Funding -10,000.00

Accrued Liability -153,155.86

FY 14 Tank Maintenance -50,000.00

FY15 Projected Carryover Needs -140,000.00

FY 16 Projected Carryover Needs -224,900.00

Transit Funding -4,209.00

Funds for Project 1A - Bedford Waterline Improvement.

Remaining funds will be used to cover Construction Admin

for Proj 1B Main St. -85,356.23

Apprvd 9/22/15 Concept presented at work session for improvements to

electrical at WTP and construction of new bldg to house

electric panels -1,041,859.80

Apprvd 5/10/16 Survey of canoe launch property -850.00

Consensus of Council to obligate a min for the purchase

of site for canoe launch -40,000.00

4/26/2016 Canoe Launch to get site ready -39,500.00

6/14/2016 Paving parking area of the park on Woodland Ave; -4,000.00

6/14/2016 included w Myrtle Lane paving

Funds for Project 1B - Main Street Waterline Improvement -82,481.88

Dominion Service Line -86,834.47

Transfer of excess funds from Operating Acct. to MM -1,455,000.00

Budget Earmarked for Pole Building (020-CIP item) -75,000.00

Budget Earmarked for repl. of 1999 dump truck (CIP Item) -85,500.00

Budget Earmarked for repl. of 2004 Street Sweeper (CIP Item) -50,000.00

Broadband Grant Funds for study -30,000.00

UNDESIGNATED RESERVE FUND BALANCE 4,482,113.50



Agenda Item: 8a

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 10, 2017

Agenda Item: PUBLIC HEARING: Planning Commission Recommendation for Special Use Permit for a Used Car Dealership at 901 Main Street and 509 Charlotte Avenue.

Summary: The Planning Commission considered an application submitted by Mr. William Bulerin of 204 Prospect Road, Hurt VA, to operate a used car dealership at the corner of Main Street and Charlotte Avenue. Such a dealership is permitted in the C2- Commercial District but only with the issuance of a special use permit. A public hearing was held on December 5, 2016 at the Commission's regularly scheduled meeting.

Staff recommendation, if applicable: Staff recommends approval of the attached recommendation submitted to the Town Council from the Planning Commission.

Action(s) requested or suggested motion(s): Vote of Town Council for approval of the application with conditions as set forth in the Planning Commission's recommendation.

Staff Review Record

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

List them in the order they should appear in packet? Planning Commission Recommendation, SUP application packet

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

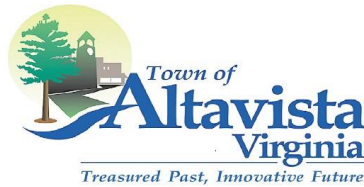
Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments:

Commissioners

John Jordan, Chair
Tim George
John Woodson, Vice Chairman
Laney Thompson
Marvin Clements



Town Planning Staff

Dan Witt
Cheryl Dudley

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

Special Use Permit Recommendation

Used Car Dealership request at 901 Main Street and 509 Charlotte Ave.

Overview: At their December 5, 2016 meeting the Planning Commission held a public hearing to get input from the public as they considered an application from Mr. William Bulerin of 204 Prospect Road, Hurt, VA to operate a used car dealership on property he owns at 901 Main Street and 509 Charlotte Ave. This use, while located in the C2 General Commercial zoning district, requires the issuance of a special use permit. No one spoke for or against the proposed use at the hearing; however, Mr. Chad Shelton contacted staff, after receiving notice of the hearing, to voice his support of the request.

Recommendation: The Commissioners voted 5-0 to recommend to Town Council approval of the special use permit application for property at 901 Main Street and 509 Charlotte Ave to be used for an automobile dealership with design guidelines set forth in Section 86-504 of the Town Code and with the following conditions:

1. All vehicles displayed for sale shall be in operating condition and have a valid inspection sticker.
2. No repair work or maintenance of vehicles shall be permitted outside the enclosed building.
3. All vehicles displayed shall be accessible at all times via aisles between rows of vehicles.
4. The number of automobiles displayed shall be limited to the number presented in the special use permit application (10).

Explanation: The Commissioners provided the following as reasons for recommending approval of the application:

1. The use is consistent with the intent for the C2 zoning district- The C-2 (general commercial) district covers those areas of the community intended for the conduct of a wide variety of businesses to which the public requires direct and frequent access and is characterized by frequent vehicular and pedestrian traffic. This C-2

district is the major business district of the town which is the focal point of where a business can be successful and grow in the community.

2. Mr. Bulerin is commended for his entrepreneurial spirit and the expansion of his successful tire business at the same location.
3. This business provides healthy competition, which is supported by the Commissioners.
4. This business brings customers that also support other businesses within the Town, specifically the Main Street district.

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: SUP Appl. Used Car Lot 901 Main & 509 Charlotte Ave.

Meeting Date: December 5, 2016

Action Needed: Recommendation to Town Council

(N/A: Information only)

Subject Overview

A used car lot is an allowable use within the C2, General Commercial district; however, it requires the issuance of a SUP.

Staff received an application from William D. Bulerin on November 11th to operate a used car lot at 901 Main Street and 509 Charlotte Ave. The lots are adjacent to one another at this intersection but Mr. Bulerin has purchased both properties. Mr. Bulerin currently operates Will's Tire Shop at this location and the car lot will be in addition to the tire shop.

Attached is a copy of the SUP application, site plan, google earth picture, public hearing notice, and copy of notice from the Journal. The hearing has been properly advertised in the Journal.

Design Guidelines: Below are the minimum standards for this use provided by the Town Code.

Sec. 86-504. - Automobile dealership, used.

(a) General standards:

- (1) Outdoor display areas in conjunction with automobile sales shall be constructed of the same materials required as required for off-street parking areas.
- (2) The storage and/or display of motor vehicles in the parking area planting strip required by section 86-577 shall be prohibited.
- (3) Exterior display or storage of new or used automobile parts is prohibited.
- (4) Any vehicle which is missing major mechanical or body parts or has been substantially damaged shall be placed in a storage yard. The storage yard shall be fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-577. - Perimeter landscaping standards for parking areas.

- (a) When a new, expanded, or reconfigured parking area is required or proposed adjacent to a public street right-of-way, a landscaped planting strip shall be

established between the parking area and the adjacent street right-of-way. This required landscaped planting strip shall have a minimum width of eight feet, if the depth of any portion of the parking area is 60 feet or less when measured at a right angle to the street right-of-way. The width of the required landscaped planting strip shall be increased by one foot for each additional five-foot depth of parking area provided. No required landscaped planting strip shall be required to exceed a width of 50 feet. Landscape strips adjacent to other property lines shall be a minimum of five feet.

- (b) Within the required landscaped planting area, one deciduous tree shall be planted for each 320 square feet of landscaped area. All shade trees shall have a minimum caliper of two inches at the time of planting. Lower limbs shall be removed to a clear trunk height of six feet as tree growth allows. Smaller ornamental or flowering trees may be used with the permission of the administrator. When used, these trees may retain their lower limbs, but must be planted with consideration of visibility and traffic flow.
- (c) When buffer yards as specified in this section are not required, an eight-foot wide landscaped planting strip shall be provided between all parking areas and adjacent properties. Within the required landscaped planting area, one deciduous tree shall be planted for each 160 square feet of landscaped area. All shade trees shall have a minimum caliper of two inches at the time of planting. Lower limbs shall be removed to a clear trunk height of six feet as tree growth allows. Smaller ornamental or flowering trees may be used with the permission of the administrator. When used, these trees may retain their lower limbs, but must be planted with consideration of visibility and traffic flow.

(Ord. of 10-11-2011(3), § 2)

Staff Recommendations, if applicable

In addition to the required guidelines contained in Section 86-504, staff recommends the following:

1. All vehicles displayed for sale shall be in operating condition.
2. No repair work or maintenance of vehicles shall be permitted outside the enclosed building.
3. All vehicles displayed shall be accessible at all times via aisles between rows of vehicles.
4. The number of vehicles displayed shall be limited to the number presented in the special use permit application (10).

Note: Because there is no new construction for a parking lot, staff does not recommend any perimeter landscaping for the parking areas.

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

I make a motion that the Planning Commission recommends to Town Council approval of the special use permit application for property at 901 Main Street and 509 Charlotte Avenue to be used for an automobile dealership with design guidelines set forth in Section 86-504 of the Town Code and with the following conditions:

- 1.
- 2.
- 3.
- 4.

I make a motion that the Planning Commission recommends to Town Council denial of the special use permit application for 901 Main Street and 509 Charlotte Avenue for use as a used automobile dealership.

OFFICE USE ONLY
SUP # 010-16

FEE PAID: _____

DATE: _____

TOWN OF ALTAVISTA**APPLICATION FOR SPECIAL USE PERMIT**

This application and accompanying information must be submitted in full before the special use permit can be referred to the Planning Commission and Town Council for consideration. The application and accompanying information will become conditions of approval and be binding on the property if the permit is granted. 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 Special Use Permit as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: William D. Bulerin Phone Number: (434) 228-2414

Address: 204 Prospect Road HURT, VA 24563

Property Information

Property Owner(s): Kidd Family Properties, LLC Phone Number: _____

Property Address or Location: 901 Main & 509 Charlotte Ave

Parcel ID Number: 83A-11-37-9

Present Zoning District: C2 - Commercial

Purpose of Request

Is this request for an amendment to an existing special use permit? NO

Please provide the following information – separate pages if necessary:

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.

- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

This property will be used as an automobile dealership.

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

This business will provide revenue to the Town of Altavista because prospective buyers from adjoining communities will come here to spend money. →

(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

Our existing site plan will be followed strictly to ensure the safety of traffic flow.

(Use separate pages if additional space is required)

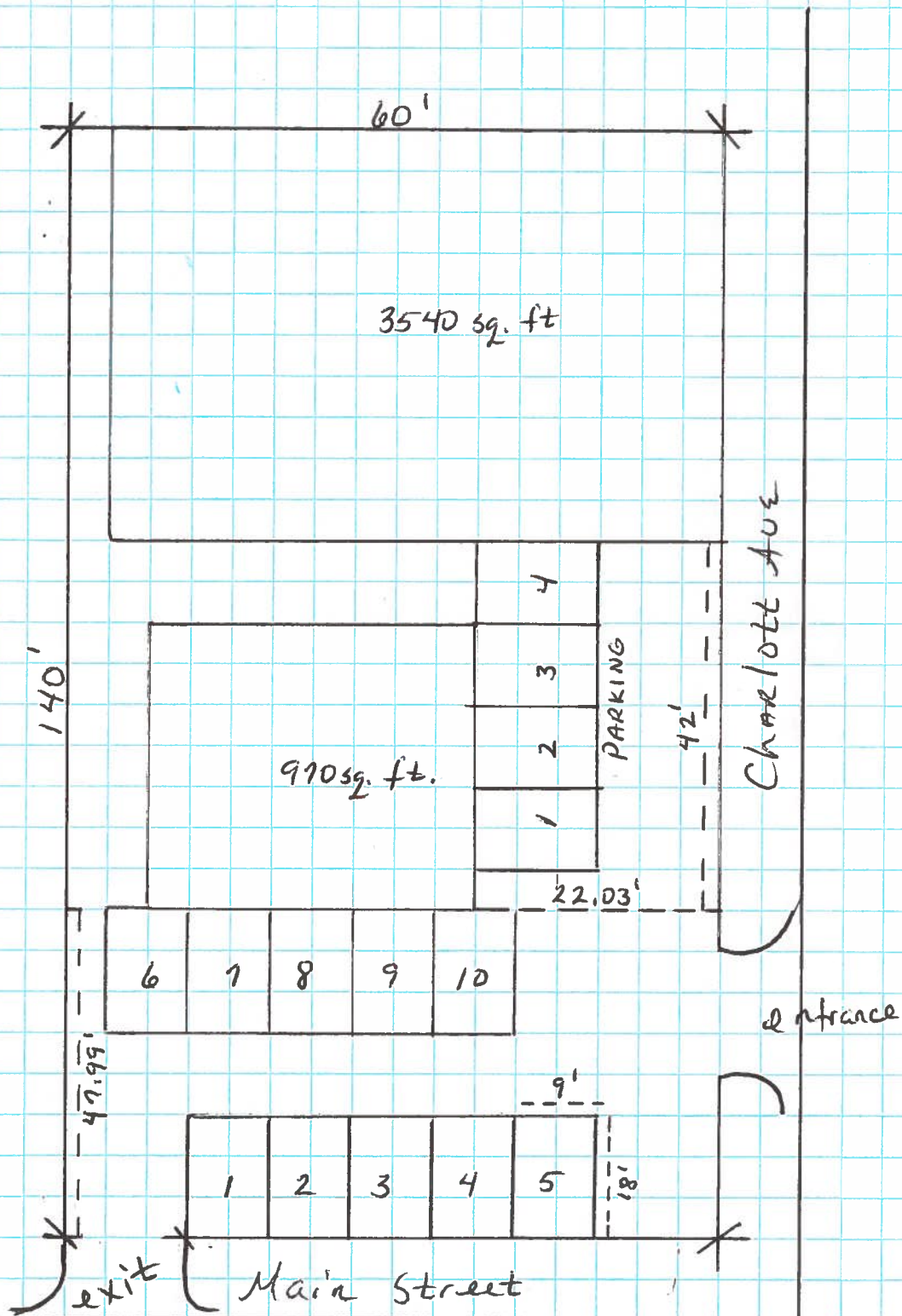
The following items must accompany this application:

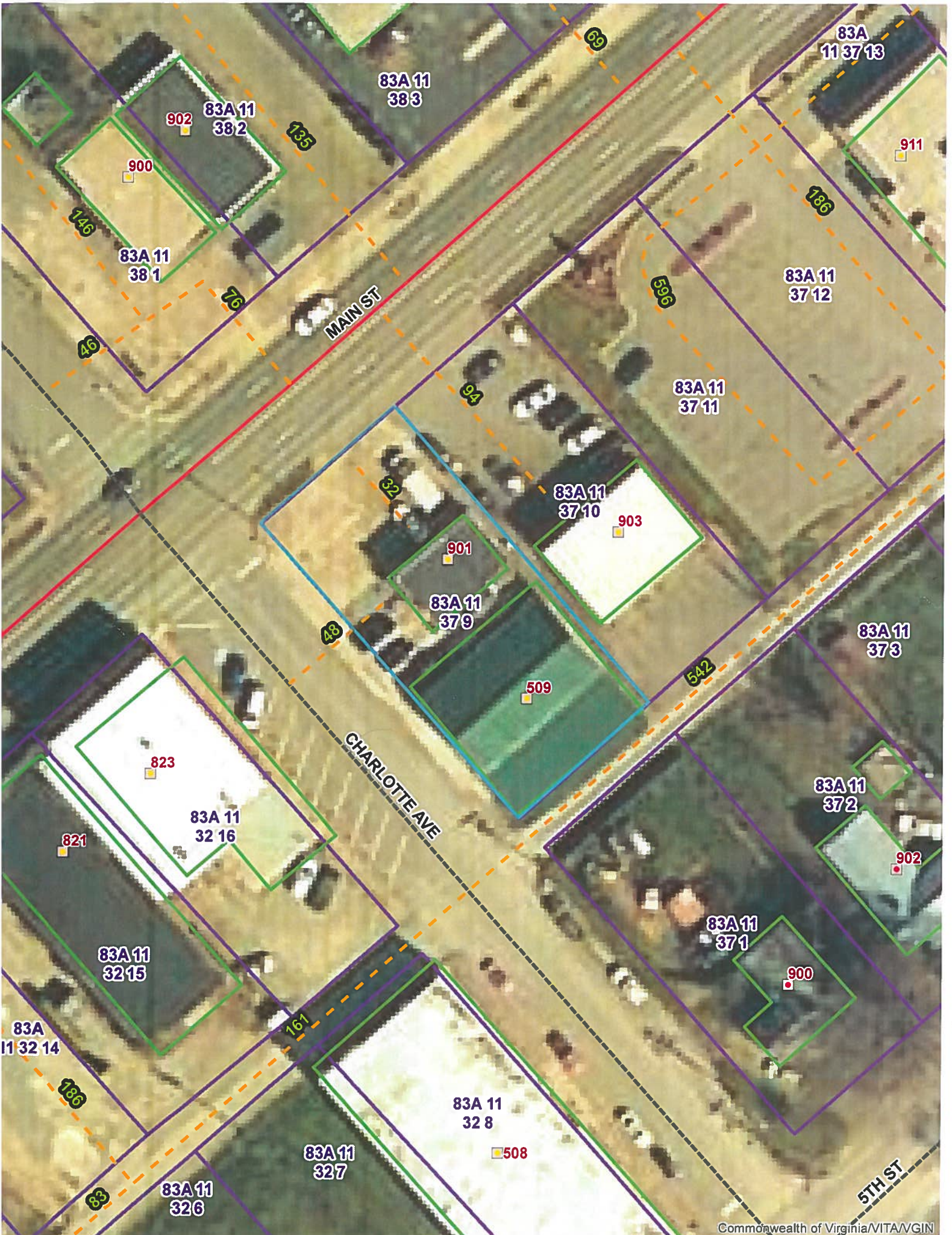
1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and 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.
3. Vicinity map (may be included on the site plan).

4. Fee is the actual cost accrued by the Town and is estimated to be between \$300 and \$400 for a special use permit. Costs include advertising, administrative expense, first class postage, appropriate signage, and processing this application. Applicant will be billed within 30 days of completion of the process. 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 twenty-five (25) copies.

Signature of Applicant: William B. B.

Date: 11-11-16





Google Maps 596 Charlotte Ave



Image capture: Oct 2015 © 2016 Google

Altavista, Virginia

Street View - Oct 2015



NOTICE OF PUBLIC HEARING

The Altavista Planning Commission will hold a public hearing pursuant to §86-7, 9 & 782 of the Code of the Town of Altavista, Virginia. The hearing will be held on Monday, December 5, 2016 at 5:00 p.m. in the Council Chambers located in the J. R. 'Rudy' Burgess Town Hall at 510 Seventh Street. The purpose of the public hearing is to consider a Special Use Permit application submitted by William Bulerin to allow a used automobile dealership at 901 Main Street. This property is located in the C-2 General Commercial District.

A copy of the SUP application and a site plan are available at Town Hall and can be viewed during normal office hours, 8:00 AM to 5:00 PM, Monday through Friday. The public and all interested parties are invited to attend this public hearing to make their views known regarding this request. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001

D. N. Witt
Assistant Town Manager

Liquidation, Carlbrook School, Nov 18 & 19, 9-5. Beds, dressers, one of a kind pottery & artwork, dining room table, sofas and more. (11-16-1tb)

Guns

Largest Selection of Guns in Central Virginia

Smith & Wesson

Ruger

Winchester

Savage

Colt

Dan Wesson

Remington

Browning

Many Others

Guns bought, sold, traded

Petrey's Gun Store

2200 Lakeside Dr., Lynchburg
385-6388 or 1-800-675-8879

Real Estate for Sale

1997 Mobile Home, Three-bedroom. Set-up in local mobile park. Call 434-665-2394 after 5 p.m. (11-16-1tb)

Building Lot. half mile off South Main St. on Halifax Rd. Chatham. .47 acre creek back of lot, old well and septic, \$7,990.00. Phone 434-549-9322. 11-16-1tp

Real Estate for Rent

Spacious double-wide located on Fourth Street. \$575/month. Has two bedrooms, oil heat and nice signed yard. Ask about move in special. Please call Brownstone Properties for more information @ 434-385-1025. (11-2-4tb)

Altavista's and HUD's equal opportunity housing policies. Virginia's fair housing law makes it illegal to advertise any preference, limitation or discrimination based on race, color, religion, national origin, sex, age, familial status or handicap. The newspaper will not knowingly accept advertising for real estate that violates the fair housing law. Our readers are hereby informed that all dwellings advertised in this newspaper are available on an equal opportunity basis. For more information about Virginia's Fair Housing Law or to file a fair housing complaint, call the Virginia Fair Housing Office at (804) 367-8530 or, toll free, (888) 551-3247. For the hearing impaired, call (804) 527-4290.

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NOTICE OF PUBLIC HEARING

The Altavista Planning Commission will hold a public hearing pursuant to §86-7.9 & 782 of the Code of the Town of Altavista, Virginia. The hearing will be held at a regular monthly meeting on Monday, December 5, 2015 at 5:00 p.m. and will be held in the Council Chambers located in the J. R. "Rudy" Burgess Town Hall at 510 Seventh Street. The purpose of the public meeting is to consider a Special Use Permit application submitted by William Bulerin to allow a used automobile dealership at 901 Main Street. This property is located in the C-2 General Commercial District.

A copy of the SUP application and a site plan are available at Town Hall and can be viewed during normal office hours, 8:00 AM to 5:00 PM, Monday through Friday. The public and all interested parties are invited to attend this public hearing to make their views known regarding this request. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior requests by contacting Town Hall at (434) 369-5001.

D.N. Witt
Assistant Town Manager

(11-16-2tb)

Classified Deadlines

Real Estate for Sale

Real Estate for Sale

Real Estate for Sale

Real Estate for Sale

Honor
your
loved one's
memory
in the
Altavista
Journal.

Call for more

LAND AUCTION

Thursday, November 17, 2016 @ 5:00 PM

Location: St Rt 727 Appomattox VA 24522

55 acres ready to build, roads have been installed. Nice wooded views, with creek on property. Lots of road frontage along Red House Rd.

LAND AUCTION

Wednesday, November 16, 2016 @ 5:00 PM

Location: Rt 636, Appomattox, VA 24522

48 Acre Great Recreational Tract - Flamed With Pines Spring/Creek And Roads On Property. Located off Rt 636.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 10, 2017

Agenda Item: Canoe Launch Site Update

Summary: As you are aware the Town received the Virginia Land Conservation Fund Grant (VLCF) from the Virginia Department of Conservation and Recreation for the purchase and associated costs of the recreational easement. The total amount awarded was \$23,312.50 with the total project cost of \$46,625 (50/50 matching grant). To date the land has been surveyed, appraised, and the Phase I environmental study is pending.

The Town paid \$1,000 to the Dalton family when it entered into an Option Agreement in May 2015 and extended it in May 2016. This money will go towards the purchase of the easement, so the balance owed is \$39,000. The Town has also paid \$1,800 for the appraisal and \$1,025 for the survey. Based on the appraisal (excerpt attached), the grant will reimburse \$17,500 towards the purchase of the easement and 50% for each of the other approved items (see attached budget).

Once the land is under contract staff plans to move forward with a contract for the design of the site. Staff will then seek further direction from the Council to either apply for additional grants or move forward with bidding and construction of the site. At the April 26, 2016 work session, Council, by consensus, obligated \$40,000 for the purchase of the canoe launch and at the regular meeting on June, 14, 2016, Council voted 5-2 to approve \$39,500 to move forward with the soft cost of the canoe launch site. Additional funding that has been secured is the Timken Grant in the amount of \$55,000, a Dominion donation in the amount of \$10,000 and a donation from Walmart in the amount of \$2,500. The total estimated project cost is \$429,000 (subject to change once designed) with approximately \$170,000 either allocated or donated.

Staff recommendation, if applicable: Staff recommends moving forward with purchasing the recreational easement so that an engineered design of the site can be started.

Action(s) requested or suggested motion(s): I make a motion to direct staff to execute the contract with the Dalton family for the purchase of the 1.415 acres for a recreational easement as shown on the survey completed by Nixon Land Surveying, LLC. (survey attached)

Staff Review Record

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

List them in the order they should appear in packet? Appraisal excerpt, VLCF Budget spread sheet, NLS Survey

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *DMC*



3713 OLD FOREST ROAD, LYNCHBURG, VIRGINIA 24501 (434) 385-9610

December 21, 2016

Town of Altavista
Attn: Dan Witt, Assistant Town Manager
510 7th Street
Altavista, VA 24517

RE: 1.415 Acre Recreation Easement
Bedford Highway
Lynch Station (Campbell Co.), VA 24571

Dear Mr. Witt:

As you requested, I have appraised the above captioned property for a proposed recreation easement containing 1.415 acres. This easement is the southeastern corner of a 31.48 acre agricultural tract with frontage along the Staunton River, and the easement will be conveyed to the Town of Altavista. The property is currently owned by Larry Wayne Dalton and Eula O. Dalton, and The Town of Altavista, a Virginia Municipal Corporation has an Amended Option Agreement with Option to Purchase.

I viewed the property on December 13, 2016, and this is the date of valuation. I have investigated and obtained considerable market data and have analyzed this data in a manner that is intended to be consistent with rules and regulations of the Appraisal Institute, the Uniform Standards of Professional Appraisal Practice, FIRREA, Virginia state licensing laws, and the requirements of the Town of Altavista. The following appraisal report includes a description of property, comparable data, analysis, and conclusions.

It is my opinion that just compensation for the recreation easement as of December 13, 2016 was:

THIRTY-FIVE THOUSAND DOLLARS
(\$35,000)

Note: See extraordinary assumptions and hypothetical condition on page 9 of this report.

Thank you for the opportunity to serve you in this matter. Please call if you have questions or need further explanation.

Respectfully submitted,

Mark T. Shelton, MAI, MBA
Virginia License No. 4001 004256

APPRAISERS

CONSULTANTS

SUMMARY OF SALIENT FACTS AND CONCLUSIONS

1. Property: 1.415 Acre Recreation Easement

Note: The easement being appraised is part of a 31.48 acre agricultural tract with frontage along the Staunton River

2. Location: Bedford Highway
Lynch Station (Campbell County), VA 24571
3. Owners (Optionors): Larry Wayne Dalton and Eula O. Dalton
4. Purchaser (Optionee): The Town of Altavista, a Virginia Municipal Corporation
5. Date of valuation: December 13, 2016
6. Purpose of appraisal: Estimate of market value
7. Intended use of appraisal: Guide for easement acquisition by the Town of Altavista
8. Highest and best use: Recreational
9. Final Estimate of Market Value of 1.415 Acre Lot (Fee Simple): \$35,000
10. **Final Estimate of Market Value of 1.415 Acre Recreation Easement: \$35,000**

Note: See extraordinary assumptions and hypothetical condition on page 9 of this report.
11. Exposure time: 6 to 9 months
12. Reasonable marketing time: 6 to 9 months



Mark T. Shelton, MAI, MBA
Virginia License No. 4001 004256

Virginia Land Conservation Fund Grant Budget

	Proposed	Actual	VLCF	TOA
Acquisition	\$ 40,000	\$ 35,000	\$ 17,500	\$ 22,500
Legal Fees	\$ 350	\$ 350	\$ 175	\$ 175
Survey Fees	\$ 850	\$ 1,025	\$ 513	\$ 512
Appraisal Fees	\$ 1,100	\$ 1,800	\$ 900	\$ 900
Title Insurance	\$ 250	\$ 250	\$ 125	\$ 125
Recordation Fees	\$ 75	\$ 75	\$ 37	\$ 38
Envir. Site Assessment	\$ 4,000	\$ 2,500	\$ 1,250	\$ 1,250
TOTAL	\$ 46,625	\$ 41,000	\$ 20,500	\$ 25,500

* The grant is a 50/50 matching grant; however, the grant will not pay more for the land acquisition than the amount in the appraisal. The Town agreed to pay \$40,000 for the land and the appraisal came back at \$35,000.

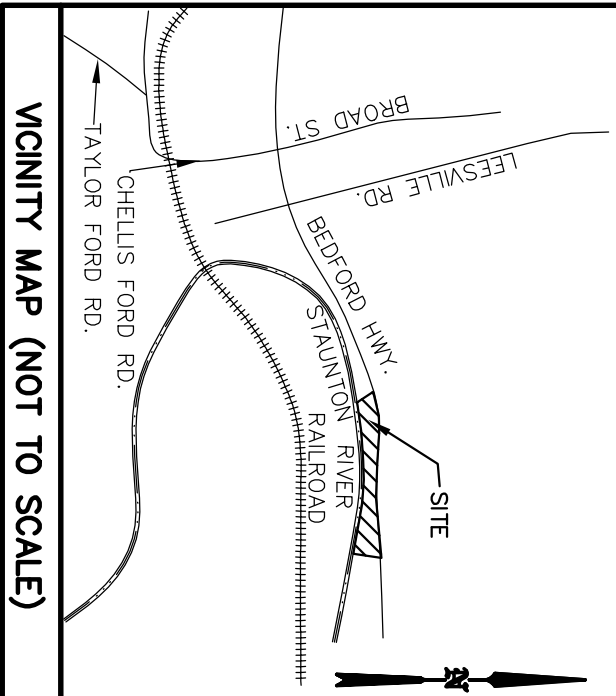
NOTE - Column Actual -the survey and appraisal have been completed and paid for. Staff has received one quote for the Phase 1 environmental and is waiting for an additional price so it should not exceed \$2,500.

NOTE - Column Actual- the Legal Fees, Title Insurance and Recordation Fees were left as proposed but will be reimbursed once the easement has been recorded.

LINE TABLE		LENGTH
LINE	BEARING	
L1	N59°28'56"W	75.18
L2	N75°42'12"W	149.14
L3	N69°06'24"W	55.40
L4	N89°13'40"W	15.30
L5	N75°52'46"W	96.25
L6	N03°40'39"E	69.77
L7	N82°25'59"W	119.84
L8	N72°13'02"W	49.86
L9	N83°18'24"W	51.90
L10	N88°44'22"W	66.86
L11	N81°30'48"W	102.82
L12	N82°44'58"W	76.62
L13	N88°53'58"W	151.45
L14	N85°50'54"W	95.35
L15	S89°58'34"W	95.99
L16	S85°49'14"W	103.10
L17	S82°17'49"W	58.98
L18	S86°43'53"W	160.47
L19	S87°20'47"W	80.23
L20	S85°39'05"W	50.27
L21	S85°39'05"W	18.19
L22	N13°43'53"W	54.62

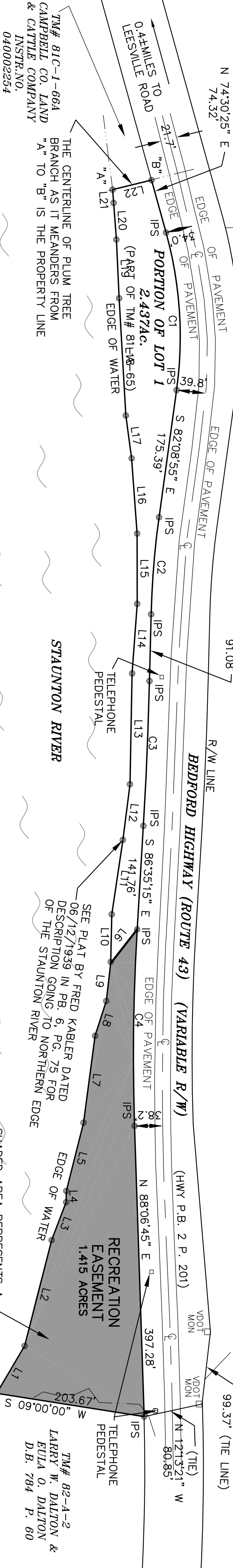
CURVE TABLE				
CURVE	DELTA	LENGTH	RADIUS	CHORD
C1	23°20'40"	217.15	532.96	215.65
C2	6°26'00"	133.16	1185.92	133.09
C3	1°59'40"	198.05	5689.58	198.04
C4	5°18'00"	268.70	2904.79	268.60

NORTH
P.B. 6 P. 75



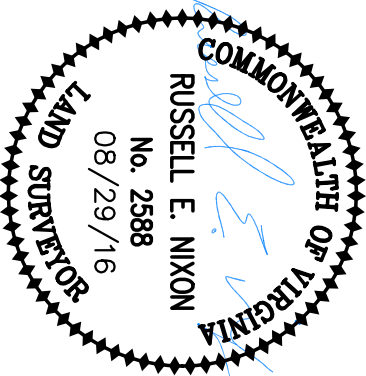
PORTION OF LOT 1
TM# 81-A-65
LARRY WAYNE DALTON
INSTR.NO. 060007826

TM# 81-A-64
LARRY DALTON
INSTR.NO. 100002250



NOTES:

1. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.
2. THIS PROPERTY IS IN A FLOOD ZONE THIS PROPERTY IS IN FLOOD ZONE A AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP(S).
3. THIS PLAT HAS NOT BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE PER DATE OF THIS PLAT.
4. SHADED EASEMENT WILL BE SERVED BY A PRIVATE WELL AND A PRIVATE SEPTIC SYSTEM.
5. IPS = IRON PIN SET.
6. THE CENTER LINE OF PLUM TREE BRANCH AS IT MEANDERS IS THE PROPERTY LINE. THE BEARINGS AND DISTANCES ALONG THE BRANCH ARE FOR THE COMPUTATION OF AREA ONLY.



SOURCE OF TITLE:
TAX MAP NO. 81-A-65
LARRY WAYNE DALTON
INSTR.NO. 060007826

REVISED 08/29/16



SURVEYED FOR:

Nixon Land
Surveying, L.L.C.
1063C Airport Road
Lynchburg, VA 24502
Phone: (434) 237-3600
Fax: (434) 237-0699
Email: res@nixonlandsec.com
www.nixonlandsec.com

DO NOT MOVE AN ANCIENT BOUNDARY STONE OR ENCROACH ON THE FIELDS OF THE FATHERLESS. PROVERBS 23:10-11

PLAT SHOWING EASEMENT PLAT FOR
A RECREATION EASEMENT TO BE DEDICATED
TO THE TOWN OF ALTAVISTA
IN PERPETUITY
VISTA DISTRICT, CAMPBELL COUNTY, VA.
COMM. NO.: 2016097 | REVISED: 08/16/16
SCALE: 1"=100' | DR. BY: VPB | DATE: 07/06/16
SHEET: 1 OF 1 | CHK. BY: REN | DRW. NAME: EASEMENT



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 10, 2017

Agenda Item: Consideration of Town Council Strategic Planning Retreat

Summary: It has been 4+ years since the Town Council has engaged in a formal strategic planning process. Such a process is very instrumental in clarifying the Council's vision for the community and providing a clearer and more focused course of direction to the staff.

An effective strategic planning process has the potential to strengthen the shared understanding and commitment of the Town's elected officials, employees, appointed boards and commissions and the community at large to the Council's vision and goals for the community.

The staff has researched the process of strategic planning and analyzed examples of strategic plans from various communities across the country. Although strategic plans vary in size and scope, they commonly include:

- A vision statement for the community.
- A corresponding set of goals and strategies for achieving that vision. The underlying assumptions, based upon observed trends and conditions, may be highlighted to help explain and support the selected goals.
- Measurable indicators that are central to determining if the desired vision is achieved.

The development of a strategic plan also offers the framework for weaving together annual and semi-annual reports and other statements of Council (e.g. the Annual Budget, the Comprehensive Plan, the Capital Improvement Program) into one centralized and coordinated message for the staff and the community at large. To complement this effort, the staff can develop a work plan to serve as an internal management tool allowing staff duties to be assigned and progress to be measured.

With the enhanced level of understanding provided by a strategic plan, staff from all departments can be better equipped to achieve the Council's prioritized near term and longer term goals. Because strategic planning tends to relate work output to broader goals, employees have an opportunity to understand how their specific role and level of responsibility contributes to fulfilling the Council's vision. The plan can also become the basis for a performance management system throughout the Town organization to strengthen accountability.

Staff is seeking from Council, their level of interest in conducting a Strategic Planning Retreat as a step toward creation of a Strategic Plan. If agreeable, staff can work on drafting a possible timeline for the Retreat and potential costs.



Staff recommendation, if applicable: Staff recommends that Town Council consider conducting a Strategic Planning Retreat and the development of a Strategic Plan.

Action(s) requested or suggested motion(s): Per Council's 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: January 10, 2017

Agenda Item: Altavista Community Transit System Transit Development Plan Annual Report (TDP)

Summary: Each year staff is required to provide an update on the Town's Transit Development Plan (TDP). This is part of the application process for receiving funds from the Department of Rail and Public Transportation (DRPT) 5311 grant funding. The TDP is a 5-year plan that staff uses for budgeting, both operations and CIP, while providing and/or expanding services.

Staff recommendation, if applicable: This is presented as an informational item as Council continues to support the operations of the ACTS bus system.

Action(s) requested or suggested motion(s): Staff would like the Council, by consensus to accept the attached report that is due to DRPT by January 15th.

Staff Review Record

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

List them in the order they should appear in packet? TDP Report

Department Head initials and comments, if applicable: Respectfully submitted *DW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *me*



January 15, 2017

Nick Britton | Statewide Manager of Transit Planning

Virginia Department of Rail and Public Transportation
600 E. Main Street | Suite 2102
Richmond, VA 23219

RE: Transit Development Plan (TDP) 2016 Report for Altavista Community Transit System (ACTS)

Dear Mr. Britton:

I am pleased to submit the annual TDP update letter and report for the ACTS Transit Development Plan (TDP) for FY2016 to the Department of Rail and Public Transportation.

2016 Ridership Trends

ACTS began operations on January 1, 2011 and the system experienced a steady growth in the first 4 years, plateauing in FY2015 then declined by **13%** in FY2016. This seemed to be the trend throughout most of the state. Ridership is expected to remain steady unless ACTS expands its service hours or geographical area. The chart below shows monthly and yearly ridership trends for the system.

Monthly Riders

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,276	16,380
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	20,230
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	24,449
FY2016	2,538	2,242	2,036	1,171	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,248

ACTS continued running extended hours during the summer months of June through September, adding 2 hours of service each day, Monday through Saturday. These same months were free fare months due to the donation of an anonymous citizen.

Expenses and Revenue Sources

The revenue hours for FY2016 totaled **3,013**. The base hourly rate for operations is approximately **\$28.11** with an actual annual operations expenditure of **\$84,690**.

In July 2014, 2015 and 2016 drivers received a 2% cost of living increase in addition to a .25¢ per hour raise bringing the hourly rate to \$10.34. The Town is currently conducting a Classification & Compensation Study and Town Council will consider the results and recommendations from the study in the first quarter of 2017. At the time of this report, staff is requesting a 2% COLA for FY2018, but this and any additional increase in the hourly rate must be approved and adopted by Council during the budget process, which would be determined after this report was submitted.



The first chart below contains actual, budgeted, and requested operation and CIP budgets for FY2014-2018. The FY2018 amount has been approved by Town Council for the purpose of applying for the DRPT 5331 FY2018 grant cycle. While not listed on the spreadsheet below, the projected revenue for FY2018 is \$3,000. This number is reduced from previous years because the 'anonymous donor' provided free fares for the months of October through December, when in the past, these months required fares.

Expenses are in line with or below the TDP projections for operations and revenue projections have been at or above the TDP projections. Other than fare box revenue, Federal, State, and Local funds there are no other identified revenue sources. As noted, the Town received a donation that provided free fares for June 2016 and July through December 2016 and June 2017 with the later months falling in FY2017.

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					
FY 2018		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	BRIEF DESCRIPTION OF ITEMS
		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	INCLUDED IN EACH ACCOUNT
TRANSIT DEPARTMENT OPERATIONS							
6101-403.10-02	SALARIES AND WAGES / REGULAR	49,457.00	53,036.00	55,121.76	59,100.00	61,000.00	This includes 40% of the Asst. Town Manager's salary, 5% of the mechanics and the 5 PT bus drivers plus a 2% COLA
6101-403.20-02	BENEFITS / FICA	3,825.00	4,143.50	4,290.99	4,550.00	4,700.00	
010-6101-403.20-06	BENEFITS/ GROUP MEDICAL	0.00	0.00	0.00	500.00	500.00	Benefits for mechanic only- 5%.
6101-403.20-04	BENEFITS / VA RETIREMENT SYSTEM	2,529.00	2,554.46	2,609.52	3,100.00	3,100.00	11.42%
6101-403.20-08	BENEFITS / GROUP LIFE INSURANCE	273.00	277.94	283.92	350.00	400.00	1.31%
6101-403.20-10	BENEFITS / WORKER'S COMP	1,119.00	1,066.28	1,287.00	1,500.00	1,500.00	Current premium is \$1,427
010-6101-403.30-06	CONTRACTUAL SERVICES / ADVERTISING	225.00	205.00	365.80	1,500.00	1,000.00	Brochures, banners, newspapers, radio ads, advertising products, 2 sets of shirts for the drivers -
010-6101-403.30-08	CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	0.00	0.00	184.00	350.00	500.00	Computer Program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350.00 charged to transit. New diagnostic tool cost \$700 per year to maintain an updated card, which also keeps the warranty in place- \$150 charged to Transit.
010-6101-403.30-14	CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	58.00	4,894.02	150.00	300.00	300.00	Professional services. \$200 Misc to be used, if needed for printing of passes or if legal advice is needed.
010-6101-403.30-16	CONTRACTUAL SERVICES / PHYSICALS	365.00	230.00	205.00	400.00	300.00	Required drug testing and physicals for new hires as well as quarterly drug screening for drivers.
010-6101-403.50-08	OTHER CHARGES / TELECOMMUNICATIONS	947.47	920.76	987.82	1,200.00		Cell phone for administrator. Any repairs or upgrade to bus communication radio.
010-6101-403.50-12	OTHER CHARGES / MOTOR VEHICLE INSURANCE	1,054.00	888.00	1,144.00	1,300.00	1,300.00	Insurance for 2 buses and transit vehicle.

Capital Cost Item	Actual FY2015	Actual FY2016	Adopted FY2017	Projected FY2018	Projected FY2019	Projected FY2020	Projected FY2021	Projected FY2022	Projected FY2023
Buses/Vehicles/Equipment									
15 passenger BOC van/bus	0	1	0	1	0	1	0	1	0
Support Vehicle	0	0	0	0	0	0	1	0	
Support Equipment	\$ 8,675		\$ 4,500		\$ 3,000				\$ 5,000
Vehicle Costs		\$ 59,858		\$ 64,000		\$ 66,000	\$ 28,000	\$ 68,000	
Facilities									
Bus Shelters	\$ 15,138	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 16,000
PW Facility Improvements									
	\$ 23,813	\$ 59,858	\$ 4,500	\$ 64,000	\$ 3,000	\$ 66,000	\$ 28,000	\$ 68,000	\$ 21,000
Total Project CIP Costs									
Anticipated Funding Sources									
Federal (FTA)	\$ 18,911	\$ 47,886	\$ 3,600	\$ 51,200	\$ 2,400	\$ 52,800	\$ 22,400	\$ 54,400	\$ 16,800
State	\$ 3,782	\$ 9,578	\$ 720	\$ 6,400	\$ 300	\$ 6,600	\$ 2,800	\$ 6,800	\$ 2,100
Local	\$ 1,120	\$ 2,394	\$ 180	\$ 6,400	\$ 300	\$ 6,600	\$ 2,800	\$ 6,800	\$ 2,100
	\$ 23,813	\$ 59,858	\$ 4,500	\$ 64,000	\$ 3,000	\$ 66,000	\$ 28,000	\$ 68,000	\$ 21,000

FY2016: Improvements/purchases

The Capital Improvement Plan (CIP) purchases for FY2016 included the purchase of a new 15 passenger BOC bus which went into operations in January 2016 at a cost of \$59,858. The two bus shelters scheduled for FY2016 (\$12,000) were not purchased because it was determined they were not needed at this time.

FY2017: Proposed Capital Improvements/purchases

1. Purchase of diagnostic shop equipment at a cost of \$4,500. This equipment, in order to maintain the warranty, requires an annual service contract. This will be budgeted in ACTS operations budget, however, the cost will be split between the operational budgets of the other departments within the town organization. This purchase has already been completed and is operational.

FY2018-23: Proposed Capital Improvements/purchases

Improvements/purchases proposed for FY2018-2022 are primarily replacement of the 15 passenger BOC buses. Other minor expenses include scheduled replacement of computer equipment and support vehicle. If ACTS expands, the DRPT program administrator has recommended an expansion of our fleet to three (3) 15-passenger BOC vans (buses). Without expansion the replacement schedule for buses will be 1 bus purchased every other year.

FY2018

- Purchase one (1) 15-passenger BOC van/bus (\$64,000).

FY2019

- Purchase computer equipment for administrator (\$3,000).

FY2020

- Purchase one (1) 15-passenger BOC van/bus (\$66,000)

FY2021

- Replace ACTS Support Vehicle- This based solely on age of vehicle but it is unlikely it will need to be replaced at this time (\$28,000).

FY2022

- Purchase one (1) 15-passanger BOC van/bus (\$68,000)

FY2023

- Purchase and update shop equipment and replace and/or add two new bus shelters.

TDP Goals and Objectives

ACTS Transportation Development Plan (TDP) was adopted in December 2013. Progress has been made on the goals and objectives established in the plan and below are updates and progress made during FY2015.

Goal: Provide reliable and user-friendly deviated fixed route service that meets the in-town transportation needs of Altavista residents.

- Offer convenient access to residential areas, medical facilities, employment, shopping, and community agencies within the Town of Altavista.
All residential areas are either part of the normal route or the bus will deviate upon request. Employment, medical facilities, shopping, and community agencies are on the normal route. ACTS continued to deviate to the Hurt Medical Center to meet a need of the Town's residents.
- Install and maintain easily identifiable bus stop signage and shelters, prioritizing stops with the highest ridership.
Three (3) bus stop shelters were installed in September 2015; however, the 2 scheduled for FY2016 were not purchased but could be at a future date.
- Provide additional passenger amenities that make transit easy to use.
Pull stop cords were installed in the new 15 passenger BOC bus along with cameras to provide convenience and safety for both the driver and passengers. New, easier to read and understand flyers are still being used.
- Explore opportunities to expand hours of service, especially on Saturdays and evening hours.
Summer hours continued this past year with an additional 12 hours per week of service during the months of June through September. Summer hours are from 8AM until 8PM Monday through Friday and from 9AM until 4PM on Saturdays.
- Document customer service requests and consider implementing suggested improvements that will better meet residents' needs.
An electronic file has been created and maintained that contains suggestions.

Goal: Provide service that enables Altavista residents to maintain personal independence and be engaged in civic and social life.

- Provide service that is accessible to all population groups.
Ongoing. ACTS continued its second year of partnering with the Altavista Combined School providing transportation for special needs students. This partnership is providing an opportunity for these students to be (semi) independent within the community.

- Honor all deviation requests that are feasible while maintaining the printed schedule.
Ongoing. Deviation to the Hurt Medical Center continued but was only used infrequently during this past year.
- Engage the community on an annual basis, at minimum, to determine transit needs and issues that will assist ACTS in meeting this goal.
The public is invited to a public hearing each year that includes the annual ACTS operations and CIP budgets. A survey of the riders was not completed in 2016 but is plan for 2017.
- Review the fare structure annually to determine if fares are both affordable for riders and economical for the operations of the system.
Fare structure remained the same (.50¢) since inception; however, 10-punch passes (\$4 each or 3 for \$10) have become very popular with over 160, 10 punch passes being sold in 2016. Unlimited monthly passes (\$20) are growing in popularity with nearly 30 being purchased in 2016. No rate increases are planned for the upcoming year; however, 7 of the 12 months in FY2017 will be free fare months due to the generosity of the anonymous donor.

Goal: Seek partnerships and opportunities to serve the out-of-town and long distance transportation needs of Altavista residents, with the additional benefit of enhancing regional mobility and connectivity.

- Explore potential demand to provide cost-effective service to areas outside of Altavista (e.g., weekly or twice weekly service to regional medical facilities).
Town Council continues to have a cautious approach to expanding outside the Town limits without a financial partnership with another entity or municipality. A local taxi service offered after hours' service with daily trips to and from Lynchburg that seems to have filled a gap in the transportation needs.
- Coordinate service and transfer opportunities with other transit providers in the region (e.g., GLTC).
No opportunities presented itself during the past year.
- Participate in regional mobility initiatives.
Staff participated in regional training opportunities during the past year.
- Undertake system improvements with a long-term view of ACTS and Altavista as a transit hub (with connections to Lynchburg, Rustburg, Brookneal, etc.).
This continues to be a long-term objective but is totally conditional on the Town Council agreeing to provide services outside the town limits and partners are willing to help pay the additional expenses. A second condition is 'need' which is not currently present.
- Partner with neighboring jurisdictions to provide local funding to expand service.
Town of Hurt has declined opportunities to enter into a joint partnership with the Town to provide service into their community, however, at the request of citizens of Altavista, deviation to the Hurt Medical Center was initiated and continues.

Goal: Deliver transit services in a cost-effective manner.

- Record and monitor monthly ridership, operations expenses, and fare box revenues. Consider implementing corrective measures if performance deviates from established standards for more than three consecutive months.
Ridership and fare box revenue is verified and recorded daily by staff and monthly ridership is reported to DRPT as is operational expenses. While ridership was down 13% this past year, that was not cause for concern as this was a trend throughout most of the state.
- Share information on system performance with the Altavista Town Council and Transit Advisory Committee (TAC) on a regular basis to demonstrate the value of the Town's transit investment.
Monthly written reports are provided; however, the TAC did not meet during 2016.
- Explore partnership opportunities with local businesses, employers, educational institutions, and other community stakeholders (e.g., Central Virginia Community College (CVCC) Altavista Center (Closed), Walmart, etc.) to maximize financial support for transit.
A partnership with the Altavista Combined School was implemented in January 2015 and continued in 2016.
- Identify and explore strategies to secure new revenue sources (e.g., fundraising campaign, advertising, other grant opportunities, etc.); request assistance from the state to provide training and other resources.
An annual local contribution by an anonymous donor contributed to the local match and provided free fares for all citizens in the months of June through December.

Goal: Market existing transit services.

- Maintain accurate and up-to-date transit information on the Altavista website.
An ACTS flyer is available at stop locations, at Town Hall and on the Town's web site. Holidays when service is not available is posted in the local newspaper and on the Town's Information TV channel.
- Distribute ACTS brochures including schedules and maps at key community locations.
Currently provided at each stop and at Town Hall. Plans are to add locations such as the library, YMCA and businesses for distribution of the ACTS flyer.
- Provide transit service information to local schools, organizations, and agencies whose constituents are likely to ride transit.
Flyers provided to Altavista Combined School and as stated a partnership with the Altavista Combined School was implemented in January 2015 and continued in 2016.
- Participate in community events to promote ACTS (e.g., service on Uncle Billy's Day).
ACTS provided shuttle bus service to over 800 persons for UBD.
- Identify community stakeholders and residents who may not know about ACTS or who are potential "choice" riders, and develop marketing strategies to encourage them to try transit.
A marketing strategy was developed with the assistance of KFH and will be evaluated and used moving forward. The new flyer is already in use. No further progress was made in 2016.



- Develop educational materials or activities that will assist new riders in using ACTS service.
The ACTS flyer continues to be the only 'educational material' available.

Goal: Manage and maintain the existing system to ensure safe and reliable services.

- Maintain vehicle fleet in accordance with recommended maintenance schedules.
Ongoing, oil and maintenance occurs every 3,000 miles.
- Replace vehicles/equipment as recommended by DRPT's useful life criteria.
One bus was replaced in January 2016 and one bus was sold on GovDeals.com.
- Monitor system safety (e.g., the accident rate) and take corrective actions if necessary.
Cameras and GIS systems were installed in the new bus. No reportable accidents have occurred since inception.
- Develop operating policies and procedures, review annually, and update as needed. Review with new staff during training and with existing employees at least once a year.
No new staff were hired in 2015 and an operating policy template is being developed by DRPT.

Summary

ACTS had another safe and successful year of operations. While ridership declined for the first time since inception, the 13% decline was not cause for concern. A couple of highlights for the year were the continued partnership with the Altavista Combined School and the route deviation to the Hurt Medical Center. ACTS continued to operate at or below its operational budget in FY2016 and the request for FY2018 will be 3% less than the adopted FY2017 budget.

ACTS would not be possible without the support of the Altavista Town Council and the Department of Rail and Public Transportation and it will continue to provide safe and reliable transportation as long as this support is available.

Respectfully submitted by Dan Witt, Assistant Town Manager



Agenda Item: 9d

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: January 10, 2017

Agenda Item: Booker Building Assessment Update

Summary: Previously staff submitted to Council a Preliminary Assessment of the Booker Building. At the last meeting it was suggested that an update be provided.

In the Preliminary Assessment (page 5), there are some questions that may be considered by Council in regard to the next steps for this potential project, the questions are listed below:

- Is the purpose to minimally renovate the structure to continue the current rental and use pattern?
 - Does the past use of the building justify more than normal renovations/upgrades?
- Is the purpose to improve the facility to open up opportunities for additional rental and uses?
- Is the Council open to spending a significant amount of money on the building?
- Is there a different option? (i.e. new building, phased renovation, etc.)
- Are funds available to advance this Preliminary Assessment to a more advanced Planning Assessment?
- Are there groups in our community that would benefit from a renovated facility with more amenities?

In addition, staff has reached out to the USDA, Lynchburg Office in regard to any sources of planning grant funds for such projects.

Staff recommendation, if applicable: Staff recommends that Town Council consider the questions above and provide feedback on how they would like to see this project proceed.

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

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

List them in the order they should appear in packet?

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: January 10, 2017

Agenda Item: Public Works/Public Utilities position allocation

Summary: Staff has reviewed the employee allocation in the Public Works Department, as it related to the Utility Crew which is funded out of the Enterprise Fund. The Utility Crew is responsible for maintenance and repair of the utilities distribution (water) and collection (sewer) systems. Allocation of personnel was previously discussed with Council at the June Work Session and approved. With several recent vacancies in the Public Works Department, staff would like to hire a new Laborer for the Utility Crew, the previous employee was on the Building and Grounds Crew. While this is in line with the approved employee allocation (June 28th Work Session), it will require that the funding source for the employee be changed from the General Fund to the Enterprise Fund. It is estimated that the cost, including all benefits, for the remainder of this fiscal year would be no more than \$19,000 and would be funded through the Enterprise Fund. Accordingly, there would be a like reduction in the Public Works budget (General Fund). These changes would also be incorporated in preparation of the FY2018 Budget.

Staff recommendation, if applicable: Staff recommends that Town Council approve this request and that a budget amendment will be placed on a future Council Consent Agenda to cover this change.

Action(s) requested or suggested motion(s): "I move that the funding for a Laborer position (Utility Crew), estimated at \$19,000 for FY2017, be allocated in the Enterprise Fund budget."

Staff Review Record

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

List them in the order they should appear in packet?

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *mc*



Town Manager's Report – For Month of December 2016

Booker Building

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

WWTP EOP – PCB Remediation

- Council voted not to proceed with the Plot #7 Sampling or the University of Iowa request.

Compensation/Classification Plan Study

- The Study will be distributed to Council and the consultant will make a presentation at the January Work Session.

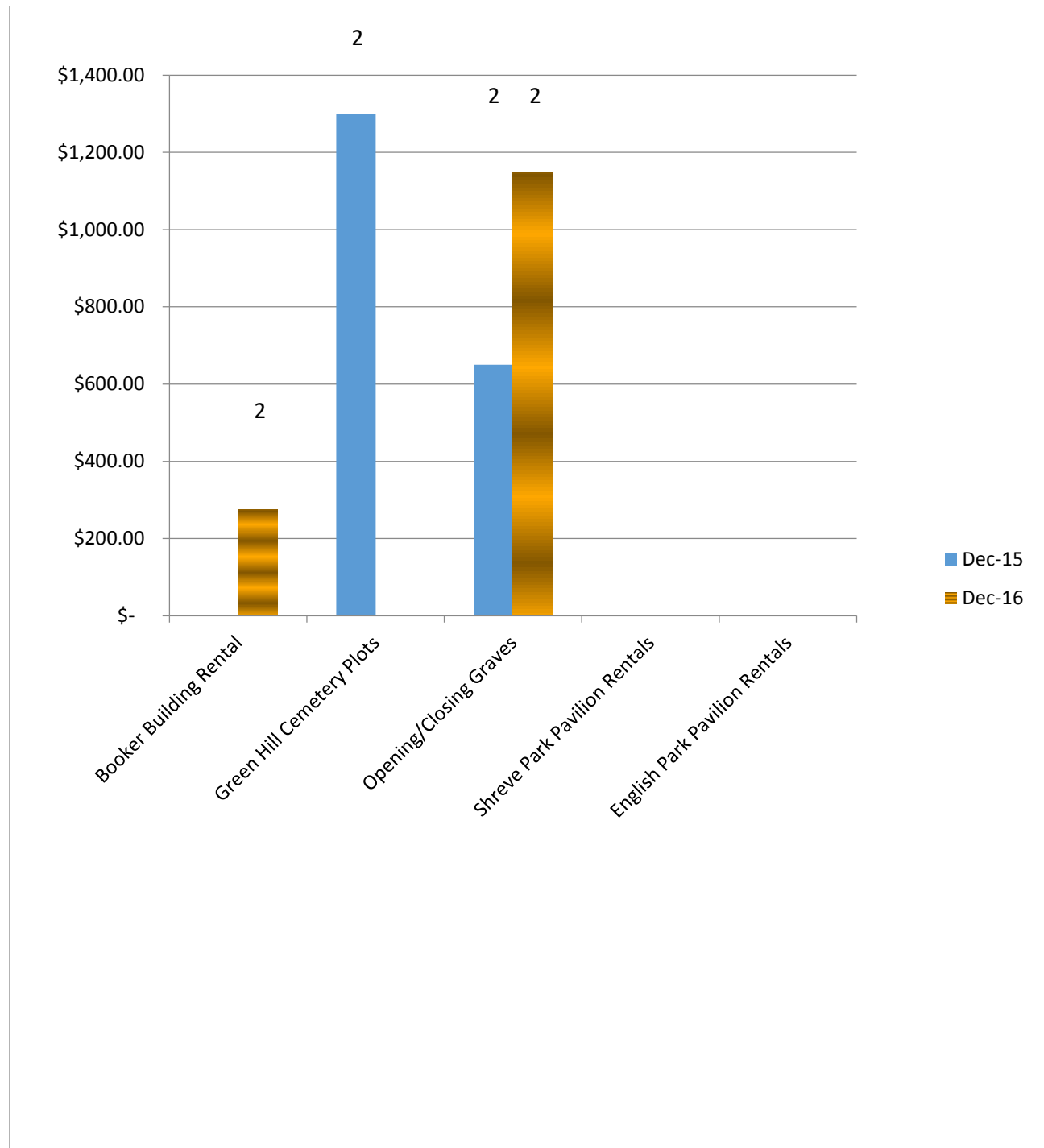
Broadband Planning Study

- The Study will be distributed to Council and the consultant will make a presentation at the January Work Session.

Water Plant Projects

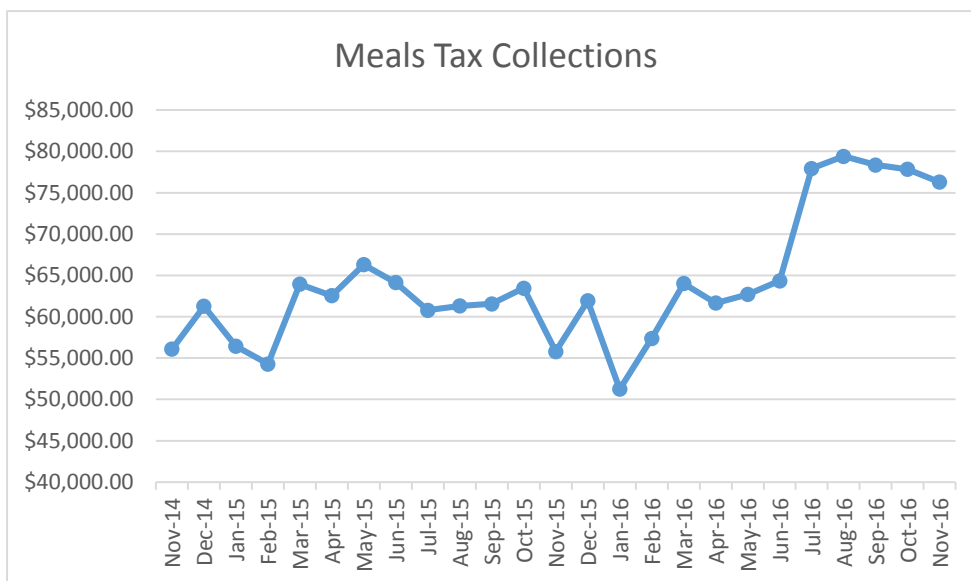
- Water Model/GIS Mapping – Delivery date of December 30, 2016
- Water Plant Electrical Upgrades – 90% plans submitted for review.
- SCADAcheck – Working on scheduling a presentation to Town Council (Jan. or Feb. Work Session)
- SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)
- Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone

ADMINISTRATION REPORT – DECEMBER 2016



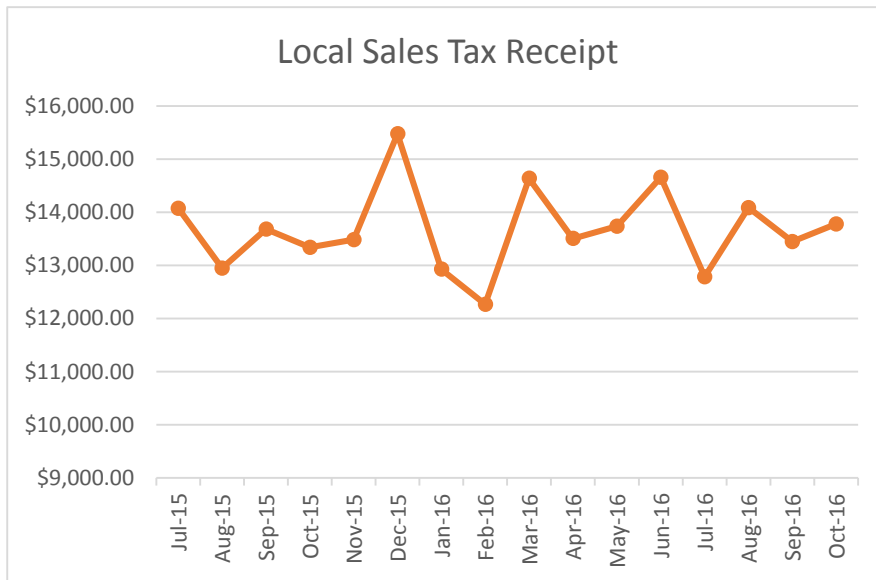
**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

	<u>Month</u>	<u>Collections</u>
	Nov-14	\$56,093.00
	Dec-14	\$61,281.00
	Jan-15	\$56,429.00
	Feb-15	\$54,293.00
	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
FISCAL YEAR 2017	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
		\$389,854 FY17 Month To Date Total



Town of Altavista **Local Sales Tax**

	Jul-15	\$14,073	
	Aug-15	\$12,947	
	Sep-15	\$13,681	
	Oct-15	\$13,337	
	Nov-15	\$13,481	
	Dec-15	\$15,473	
	Jan-16	\$12,926	
	Feb-16	\$12,265	
	Mar-16	\$14,634	
	Apr-16	\$13,503	
	May-16	\$13,734	
	Jun-16	\$14,657	
FY2017	Jul-16	\$12,782	
	Aug-16	\$14,083	
	Sep-16	\$13,446	FY17 Month To Date Total
	Oct-16	\$13,776	\$54,087



Monthly Statistical Report
December 2016

Altavista Police Department
510 7th St.
Altavista Va. 24517

Offence	Number of Reports
Simple Assault	7
Family Offence (Non-violent)	3
Trespass	1
Shoplifting	7
Theft from a Building	1
Theft From a Motor Vehicle	1
Destruction/Vandalism	3
All Other Offences	
Misuse/Abuse of 911	1
Police Information	1
Emergency Protective Order	1
Child Protective Service	1
Death Investigation	1
Accident (Non-Reportable)	1
Hit and Run	1
Elude Police	2
Contribute To a Minor	1

	Current	Year to Date
Total Number of IBR's	33	481

	Current	Year to Date	Percentage Clear	
			Month	Year to Date
IBR Reports Cleared by Arrest	15	132	45.45%	27.44%

	Current	Year to Date
Number of Calls	423	4572



To: Town Council
From: Dennis Jarvis, II, Director of Economic Development
Cc: J. Waverly Coggsdale, III, Town Manager
RE: December 2016 Economic Development Update

Networking:

- Staff attended VEDA Winter conference.
- Staff attended meeting VTI Industrial leaders meeting.
- Staff attended Region 2000 Workforce Investment board.
- Staff met with staff of VEDP.
- Staff met with economic development officials from Pittsylvania County.
- Staff met with Norfolk Southern.
- Staff met with Dominion Power.
- Staff met with the Virginia Port Authority.

Existing Business and Retention

- Staff met with officials from BGF.
- Staff met officials from Abbott.
- Staff met with officials from the Standard.

Marketing

- Staff continued marketing program with 310 Marketing, conference call set for January 12, 2017 for the next round of the marketing campaign.

Develop Products

- Staff is continuing a dialogue with Hub-Scrap on the time line for clean-up of debris at the Lane site. Staff is working with officials from Hub Scrap on a possible redevelopment plan for the former Lane site.
- Staff completed final draft of broadband study with Design Nine the report will be presented to the town council at the work session meeting on January 24, 2017.
- Staff met with regional officials at VEDP and staff will participate in the following marketing missions with VEDP: Craft Brewers Conference and Brew Expo America, Plastics News Executive Forum, IAMC Spring 2017 Forum Dinner, BIO International Convention, and Summer Fancy Food Show.

Main Street Coordinator December Monthly Report



Conferences and Presentations

- Met with Chamber and SBDC to help plan spring Lunch to Learn sessions in Altavista
- Presented to Town Council on the VCA grant
- Held quarterly report meeting with Jamie Glass and Waverly
- Met with Dan Witt and Mark Thomas about requesting funds from Southside Electric for the boat launch
- Met with Trey Finch to discuss the Uncle Billy's Day Classic Car Cruise In

Business Visits

- Met with Adalyn's and brought board member, Lori Johnson
- Met with Mad Biddy's
- Attended Statefarms grand opening

AOT

- Met with the treasurer, Herb Miller, to discuss the Spring pop up budget
- Held monthly board meeting on the 15th
- Worked on the DataBonanza for VMS, due January 10th
- Worked with board to start thinking about the 2017/2018 work plan
- Came up with information on the mural design contest
- Participated in the Christmas Parade to help direct traffic

Economic Vitality

- Worked with DHCD to get the contract & budget information for the CBL grant
- Continued working with Dennis and C&C Pipping to find a location for their business

Marketing and Promotions

- Helped market the food trucks who set up in business lots
- Promoted businesses for Christmas sales and late hours

- Hung up and passed out flyers for the mural contest

Monthly Report to Council

Date: January 10, 2017
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: December 2016 Reporting

1. Zoning/Code Related Matters: December Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
5-Dec	053-16	Gropen, Inc Charlottesville, VA	Sign at 701 5th Street, for The Standard
8-Dec	054-16	Chad Bradford 191 Terrace Pl Altavista	New Business 515 Main Street- Adalyn's LLC

- Worked with David Hall to continue cleaning up B&D Motors lot at 1212 Main Street.
- Zoning Compliance letter issued for 105 Clarion Road.
-

2. Site Plans Reviewed and/or Approved:

- Approved subdivision plat for Lynch Mill Professional Park, LLC.

3. Planning Commission (PC) Related:

- Staffed December meeting and public hearing.
- Drafted recommendation for TC.
- Attended Regional Planners' lunch meeting.

4. AOT Related

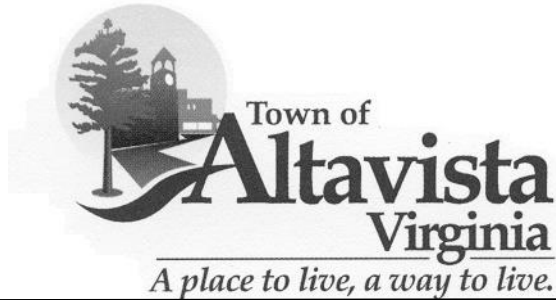
- Nothing Noted

5. ACTS Related

- Validated daily ridership and revenue for bus system (November) - see bus report.
- Operations reimbursements submitted for November 2016.
- Daily rider and fee counts tallied.
- Prepared operations and CIP budgets for FY2018 5311 grant applications. Received tentative approval from Council.
- Set up quarterly random screens for FTA(ACTS) and VDOT (Public Works).
- Completed annual TDP report required and due to DRPT January 14th.
- Met to determine fix for garage doors on 'bus barn', former fire station.
- Participated in required DRPT training webinar.

6. Projects and Administrative Related:

- Updated GIC.
- Certified November bank statements.
- Reviewed draft Classification and Compensation Study and set up conference call for staff to discuss with Springsted consultants.
- Appraisal completed for proposed canoe launch site.
- CIP, Budget and Staff meeting.
- Issued RFQ for engineering services for Route 43 Gateway project.
- Participated in Manager'/Assistants' luncheon at Sweet Briar.
- Participated in dedication of the Farmer Family Sign at English Park.
- Prepared new cell phone policy for implementation January 1, 2017.
- Completed survey and application for annual vulture depredation permit.



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

Public Works / Utility Report December 2016

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

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

Work Orders Process 231

Utility Department - Water Distribution:

○ Located Miss Utility Tickets-----	46
○ Water Turn On / Turn Off(s)-----	21
○ Read Monthly Meters-----	63
○ Read Quarterly Meters-----	1,715
○ Exchanged Meters-----	0

Utility Department - Sewer Distribution:

○ Sewer Video Footage-----	225 Feet
○ Sewer Video Manholes-----	2
○ Push Camera Footage-----	50 Feet

Street Department:

- Sweeping Streets-----29 Miles
- Leaf Collection Loads-----75 Loads
- Weekend Trucks-----0
- Other Traffic Roadside Maintenance On Streets----- 338.50 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----1
- Brush Collected Stops-----29 Stops
- Brush Collected Loads-----2 Loads
- Bulk Collection Stops-----78 Stops
- Bulk Collection Tonnage-----10.30 Tons
- Solid Waste Tonnage-----86.16 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----42 Hours
- Maintain Park Buildings-----140.00 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----105.00 Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 64.68 million gallons of raw water treated.
- Water Plant: 60.71 million gallons of finished water delivered.
- McMinnis Spring: 7.97 million gallons of finished water treated.
- McMinnis Spring: average 265,903 gallons per day and run time hours 15 a day.
- Reynolds Spring: 6.52 million gallons of finished water treated.
- Reynolds Spring: average 216,968 gallons per day and run time hours 12 a day.

Water Consumption From:

- Campbell County Utility and Service Authority: **6,621,296** Gallons

Water Sold:

- Town of Hurt: **2,575,400** Gallons
- Large Industrial Customers: **61,781,200** Gallons

Water Plant Averages for October 2016:

- **Weekday: 18.8 hrs/ day of production**
2,172,273 gallons treated / day
- **Weekends: 16.5 hrs/ day of production**
1,876,667 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Monthly samples completed
- Painting of Outside of Melinda Tank was completed, Awaiting GIS Hydraulic model update before painting interior of tank next spring
- Bedford tank has been pressure washed for painting
- McMinnis water line right of way clearing is completed.
- Clarion water line from English hardware to Clarion tank is currently being cleared.
- CIP Turbidity Meters are onsite and installation and start-up has been scheduled for January 10, 2017
- Coagulant bulk tank has been drained and cleaned, will be filled in January
- CIP new finish sodium hypochlorite pumps ordered and installed
- Ross Valve representative was here December 6 and rebuilt valve on the #3 1.5 MGD finish pump
- Plan review WTP electrical upgrade completed by Campbell County Building; Inspections Office need to finalize with Woodard and Curran.
- Expecting SCADA phase 1 work to begin implementation in February. GIS work 90% complete, staff review scheduled for the end of the month, with completion scheduled Mid-February
- Dominion Power SCADA box is set with electrical installation with water model near completion, with completion by end of January.
- Backflow prevention survey letter completed and was mailed to business and industries Dec. 5
- Hydrant was replaced at 208 Main Street
- Sample Station installed for TTHM sample site at Exxon Station
- January and February schedule for WTP completed. 1 Employee will be vacationing during the month of January for 2 days
- Continuing review of Operations Permit of WTP for VDH
- VDH to prepare and engineering study for McMinnis and Reynolds Springs generator evaluations
- Progressing on Standard Operating Procedure Book
- Progressing on Job Hazard Analysis Book
- Progressing on Safety Manual

Wastewater Department Report

- Sampled Ground Water Monitoring Wells around EOP
- Conducted Annual Industrial Inspections
- Conducted Semi-Annual Industrial Monitoring
- Annual Generator Maintenance performed
- Department Head Budget Meeting
- Normal Monthly Work Session with Council
- Repaired Press system pressure valves
- Repaired NPW system
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	186 wet tons
Gallons of Water Treated	56.09 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	95%

ACTS RIDER TALLY

December 2016 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
1-Dec				60	60	60		158	158
2-Dec				110	110	170		160	318
3-Dec				44	44	214		65	383
5-Dec				106	106	320		164	547
6-Dec				84	84	404		162	709
7-Dec				105	105	509		161	870
8-Dec				61	61	570		166	1036
9-Dec				80	80	650		159	1195
10-Dec				42	42	692		81	1276
12-Dec				96	96	788		163	1439
13-Dec				102	102	890		161	1600
14-Dec				56	56	946		162	1762
15-Dec				55	55	1001		160	1922
16-Dec				56	56	1057		160	2082
17-Dec				60	60	1117		79	2161
19-Dec				68	68	1185		162	2323
20-Dec				56	56	1241		161	2484
21-Dec				62	62	1303		161	2645
22-Dec				65	65	1368		162	2807
23-Dec				73	73	1441		159	2966
24-Dec				28	28	1469		82	3048
26-Dec	NO Acts Bus Service			0	0	1469			3048
27-Dec				89	89	1558		161	3209
28-Dec				92	92	1650		163	3372
29-Dec				58	58	1708		161	3533
30-Dec				70	70	1778		162	3695
31-Dec				46	46	1824		79	3774
235 Hours	Total Riders to date: 12,070					Counter Sales	\$ 20.00		
	Total Revenue to Date \$ 110.00					Total Month Revenue	\$ 20.00		
	Days Run-	23.5	Average daily riders	77.6					
	Total days run	158.3			Average daily riders YTD	76.2	TOTAL MILES	24,995	

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>
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,276	16,380
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	20,230
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	24,449
FY2016	2,538	2,242	2,036	1,171	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,248
FY2017	1,832	2,213	2,184	1,942	2,075	1,824							12,070

January 2017						
◀ Dec 2016						Feb 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2 Town Offices Closed	3	4	5	6	7
8	9	10 Council Meeting 7:00 PM	11	12	13	14
15	16 Martin Luther King Jr. Day Town Offices Closed	17	18	19	20	21
22	23	24 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	25 VML Day At the Capitol	26	27	28 Chamber of Commerce Annual Meeting & Awards Dinner 6:00 PM
29	30	31	Notes:			

February 2017						
◀ Jan 2017						Mar 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Planning Commission 5:00 PM	7	8	9	10	11
12	13	14 Valentine's Day Council Meeting 7:00 PM	15	16	17	18
19	20	21	22	23	24	25
26	27	28 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	Notes:			