



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, May 9, 2017

7:00 PM Council Regular Meeting

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda..... p.1-2
5. Recognitions and Presentations
6. Public Comments

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

7. Consent Agenda

- a. Approve minutes (Attachment #2a) p. 3 - 21
 - i. Council's Regular meeting April 11, 2017
 - ii. Council's Work Session April 25, 2017
- b. Acceptance of Monthly Financial Reports (Attachment #2b)p. 22 – 46
- c. Use of the Parks for "Gus the Bus" program (Attachment #2c)p. 47 - 49
- d. Delinquent Utility Account Write Offs (Attachment #2d)p.50 -52

8. Public Hearing(s)

- a. FY2018 Budget and Capital Improvement Program (Attachment #3)p.53 -61
- b. Rezoning – Downtown Revitalization Overlay District to C-2 (General Commercial) (Attachment #4)p.62 - 68
- c. Text Amendments to the Zoning Ordinance (Sections 86- 22, 32, 132, 192, 292, 293, 674, 731, 731.1, 732, and 736) (Attachment #5)p.69 - 74
- d. Comprehensive Plan Update (Attachment #6)p.75

Public Hearing(s) (continued)

- e. Text Amendments to the Cross Connection Control Ordinance
(Attachment #7)p.76 - 92

9. New/Unfinished Business (20 minutes)

- a. Trade Lot Agreement Revision – Altavista Band Boosters (Attachment #8).....p.93
- b. Classification/Compensation Study (Attachment #9).....p.94 - 96

10. Reports

- a. Town Manager's Report (Attachment #10)..... p.97
- b. Departmental Reports (Attachment #11).....p.98 - 111

11. Informational Items/Late Arriving Matters

- a. Calendars (Attachment #12).....p.112 -113
- b. Correspondence (Attachment #13)p.114
 - i. VTI Thank You Letter (Donation of VFDs)

12. Matters from Council**13. Closed Session**

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

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

(All meetings are at Town Hall unless otherwise noted)

Saturday, May 13, 2017 @5:00 p.m.	Habitat Celebration (Booker Building)
Tuesday, May 23, 2017 @ 5:00 p.m.	Town Council Work Session
Thursday, May 25, 2017 @ Noon	CC Business Appreciation Luncheon (Hyland Heights Bapt. Ch)
Tuesday, June 13, 2017 @ 5:00 p.m.	Town Council Work Session
Tuesday, June 27, 2017 @ 7:00 p.m.	Town Council Regular Meeting

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

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | 7a |

Attachment #: | 2a |

Agenda Placement: | Consent Agenda |

Subject Title: | Minutes |

SUBJECT HIGHLIGHTS

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's regular meeting held April 11, 2017; and the Council's Work Session held on April 25, 2017. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to approve the minutes of the April 11, 2017 Regular Meeting; and the April 25, 2017 Work Session.

Staff Review Record

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

List them in the order they should appear in packet? **Minutes (April 11, 2017; & April 25, 2017)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Regular Council Meeting—April 11, 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 April 11, 2017 at 7:00 p.m.

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

Council members
present:

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

Also present:

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

3. Pledge of Allegiance
4. Mayor Mattox asked if there were any questions or changes to the agenda.

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

Motion carried:

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

5. Recognitions and Presentations

a. Outside Agency Budget Requests

Mr. Coggsdale advised staff sent out reminders to the outside agencies that are seeking funding from the Town during Fiscal Year 2018 that were not in attendance at the previous meeting and asked that they come to the April meeting for funding consideration. He noted all funding request are included in the Proposed FY2018 Budget.

Mr. Nathan Kolb, Small Business Development Center, provided Council with a copy of his 2016 annual report. Small Business Development Center provides education and advice to small business centers within the region. He noted he is usually in the town of Altavista three times a month to spend the day. The biggest initiative here in Altavista has been the Pop-Up Program.

Regular Council Meeting—April 11, 2017

6. Public Comment

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

No one came forward.

7. Consent Agenda

- a) Minutes- Regular Meeting March 14, 2017/Council's Work Session March 28, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Regional Law Enforcement Mutual Aid Agreement Adoption
- d) Declaration of Surplus Property
- e) Budget Amendment(s)/Departmental Transfers
- f) AOT Mural "Challenge Grant"

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

Motion carried:

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

8. Public Hearing

9. New/Unfinished Business

a. Route 43 "Gateway Project" Discussion/Approval of Design Proposal

Mr. Coggsdale advised at the March 28th Town Council Work Session, Council discussed the "Rt. 43 Gateway Project" which began as a Streetscape project being financed via VDOT "Transportation Alternatives Program (TAP)" funds (80%) with Town match (20%). The inclusion of a utility component was discussed and staff was directed to look at this and seek how to move forward. He presented Council with a Project Breakdown. The Streetscape Project will be funded through VDOT TAP grant funds and Town match, the majority of which is obligated. The remaining needed funds are being requested through a Tobacco Commission grant request, should that be unsuccessful, the Town will seek additional VDOT TAP funds in the fall. The Utility Project would be funded by two sources, with the Storm water aspect funded by existing General Fund revenues, while the Water and Sewer aspect may be funded through an "internal" borrowing of funds from the Town's General Fund to the Town's Enterprise Fund. The majority of the funds for construction of either project would not be needed until FY2018. The Storm water funds are included in the FY2018 Budget and assuming the "internal borrowing" option is selected for the Water/Sewer portion; those funds are identified in the FY2018 Budget to cover the construction costs. The repayment of those funds would begin in the FY2019 Budget. He stated at this time, staff is seeking approval to execute the "Engineering Design" components of the Streetscape and the Utility Projects based on the proposal submitted by Hurt & Proffitt. The cost for these services would be \$54,425 for the Streetscape (VDOT/General Fund earmarked funds); and \$31,515 for the

Regular Council Meeting—April 11, 2017

Utility (General Fund and Enterprise Fund). The Streetscape funds are included in current year’s budget (FY2017); the Utility Funds were not included in the current year’s budget (FY2017), as the project did not exist at time of budget adoption. Staff is seeking to find excess/unspent funds for the General Fund portion (\$7,248) and Enterprise Fund portion (\$24,267), if existing funds aren’t available they would have to come from Reserves.

Mr. George, seconded by Mrs. Dalton, motioned to “Award the Design Services for the Rt. 43 Gateway Project” to Hurt & Proffitt for \$85,940.

Motion carried:

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

b. Consideration of VDH Fluoride Grant

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

Mr. Emerson, seconded by Mr. George, motioned to appropriate \$40,000 for the purchase of equipment associated with a VDH Fluoride grant, with said funds being reimbursable and approve submittal of the Town’s intention for the FY2017 and FY2018 VDH Fluoride Grant.

Motion carried:

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

c. FY2018 Budget & Capital Improvement Plan-First Reading

Mr. Coggsdale advised at the March 28th Town Council Work Session, Council continued discussion in regard to the FY2018 Budget and Capital Improvement Plan. He noted staff has made the changes to the documents as directed by the consensus of Council. The Fiscal Year 2018 proposed budget (General Fund, Capital Improvement Program (CIP), State/Highway Reimbursement Fund, Cemetery Fund and Enterprise Fund totals \$10,361,060. The proposed Fiscal Year 2018 budget is decreasing by 4.8% from the Adopted Fiscal Year 2017 budget.

Mr. Coggsdale presented Council with budget Revenues and Departmental Expenditures; a Budget Overview; and the changes to the budget to date.

Regular Council Meeting—April 11, 2017

Mr. Higginbotham questioned the proposed \$62,000 for Council/Planning Commission.

Mr. Coggsdale advised the Council/Planning Commission was separated from Administration. He advised \$35,000 of this amount is to upgrade the Audio/Visual in the Council Chambers.

Mr. Higginbotham asked Mr. Coggsdale to summarize what is in the budget in regards to salaries.

Mr. Coggsdale stated there is a placeholder that includes funds that would allow implementation of Option 3 of the classification study as submitted by Springsted, LLC. He noted Springsted, LLC is finalizing some numbers.

Mayor Mattox asked when the update study is anticipated to be received.

Mr. Coggsdale advised it should be available at the April 25th work session. The implementation total is approximately \$100,000.

Mayor Mattox asked if the budget included a cost of living raise for employees.

Mrs. Shelton responded it does not.

Mrs. Brumfield questioned the Non-departmental line item for \$308,000.

Mr. Coggsdale advised this line item is for outside agencies asking for funding. Things that do not fit into the Town's operating budget.

Mr. George asked for a rough estimate of generated funds from the Cigarette tax.

Mrs. Shelton advised approximately \$116,000.

Mr. Emerson referred to the \$10,000 funding request that is included in the budget for the Altavista EMS and asked how the monies would be dispersed to them and when. He stated his concern is if the Altavista EMS would start back up and felt the money should not be dispersed until something changes.

Mr. Coggsdale advised staff would consult with Council before these funds are dispersed to the Altavista EMS. He noted agencies are required to provide copy of their audit, which is Step 1.

Mayor Mattox noted three agencies were asked to come out to request the funds at this meeting; Small Business Development Center, Campbell County Seniors and Altavista EMS.

Mr. Higginbotham asked if the meals tax from Wal-Mart was being budgeted.

Mr. Coggsdale advised that the meals tax was being budgeted.

Mr. Higginbotham stated it was brought up that once the park is put into the Town's name, Council would consider keeping those funds.

Mayor Mattox stated he did not recall that.

Mr. Coggsdale advised the decision has not been made on the park but he is working with Mr. Frank Rogers, Campbell County Administrator, to get this

Regular Council Meeting—April 11, 2017

accomplished and this is something Council could discuss. He added currently the check for the County is dispersed in August or September.

Mr. Emerson verified that the Campbell County Board of Supervisors cut funding to the Town from \$50,000 to \$25,000.

Mr. Coggsdale advised this was correct.

Mrs. Dalton, seconded by Mr. George, motioned to schedule a public hearing on the FY2018 Budget and Capital Improvement Plan for Tuesday, May 9, 2017 at 7:00 p.m.

Motion carried:

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

d. Comprehensive Plan-Setting of Public Hearing

Mr. Coggsdale advised the Altavista Town Council was previously presented with the update to the Town’s Comprehensive Plan from the Altavista Planning Commission. He stated staff is seeking authorization to proceed with the scheduling of a public hearing on the amended Town’s Comprehensive Plan.

Mrs. Overbey, seconded by Mrs. Dalton, motioned to schedule public hearing on the amended Comprehensive Plan for Tuesday, May 9, 2017 at 7:00 p.m.

Motion carried:

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

e. Cross Connection Control Ordinance-First Reading

Mr. Coggsdale advised at the March 28th Work Session, Council discussed proposed amendments to Chapter 78 of the Town Code relating to the Cross Connection Control Ordinance. Council consented to setting a public hearing on the proposed ordinance amendments for Tuesday, May 9, 2017 at 7:00 p.m.

Mrs. Dalton, seconded by Mr. George, to schedule a public hearing on the proposed amendments to the Cross Connection Control Ordinance for Tuesday, May 9, 2017 at 7:00 p.m.

Motion carried:

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

Regular Council Meeting—April 11, 2017

Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

f. Planning Commission Report

Mr. Coggsdale advised the Planning Commission held public hearings at their meeting to receive comment from the public regarding amendments to the Town's Zoning Ordinance and a rezoning application submitted by Mr. Mitch Hailey, owner of Altavista Appliance. The application requested that the 600 block of 7th Street be removed from the Downtown Revitalization Overlay District (DRO) and revert to C2, General Commercial District. Mr. Hailey is planning to rebuild the structure and use colored sheet metal for the exterior, which is not permitted by the architectural treatment code section for the DRO. The Planning Commission recommends approval of these items.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to set a public hearing Tuesday, May 9, 2017 at 7:00 p.m. to receive comment from the public in regards to the proposed Zoning Ordinance amendments and the Rezoning Application for the 600 Block of 7th Street.

Motion carried:

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

g. Consideration of Purchase of Vehicle for Altavista Police Department

Mr. Coggsdale advised as discussed at the March Town Council Work Session, that the Altavista Police Department has had several vehicles removed from service for various reasons. The FY2017 Budget contained one (1) vehicle, which was purchased earlier this year. Staff has reviewed the budget and has identified funds in the Police Department budget that could be utilized for the cost of an additional vehicle in FY2017, with funds also allocated from the State Forfeiture Fund. The estimated cost of the new vehicle with all the components (lights, radio, cage, etc.) is \$43,000. The Chief has requested the purchase of a new Ford Explorer. The discussion at the Work Session was whether the funds could be identified in FY2017 or whether to put a second vehicle in the draft FY2018 Budget. He noted staff has identified funds within the departmental budget.

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt staff's request to allow staff, using existing departmental funds and State Forfeiture Funds, to purchase a new vehicle and required accessories at the estimated cost of \$43,000.

Mr. Higginbotham asked Chief Milnor why he would order a Ford Explorer.

Chief Milnor responded the Ford Explorer would be consistent with the three already on the fleet, their reliability is better; overall the cost is not much more.

Motion carried:

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

h. Consideration of Request of Lynchburg Daily Bread to Use Town Property for Meal Distribution Point

Mr. Coggsdale advised the Town was contacted by Ms. Tracey Dixon, Executive Director of Lynchburg Daily Bread, regarding their need for a new space for distribution of meals to individuals in need every Monday and Thursday in Altavista. They have been operating at DAWN (located behind the Altavista Fire Company building), and due to various factors they are seeking a new location.

Mr. Coggsdale advised he met with Ms. Dixon and one of her associates on Thursday, April 6th and viewed their operation. They serve the packaged meals directly to the people in their cars (drive-thru style). They discussed alternative sites. Mr. Coggsdale proposed to allow Lynchburg Daily Bread to have a “trial period” of three months at the English Park parking lot adjacent to the boat ramp. They would set up at 10:45 a.m. and finish by 12:00 noon. They would list the Town of Altavista as “Additional Insured”. Lynchburg Daily Bread has served 2,135 meals at the Altavista site from January 1, 2017 to April 3, 2017. They served 2,200 meals at their Altavista site from July 2016 to the end of December 2016.

Mrs. Dalton thanked Ms. Dixon for their work and added Council appreciates the fact that Lynchburg Daily Bread is willing to serve this area.

Mrs. Dalton, seconded by Mr. Emerson, motioned to allow Lynchburg Daily Bread to use Town property for meal distribution as outlined for a “trial period” of three months.

Motion carried:

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

10. Reports

a. Town Manager’s Report

Booker Building

Preliminary Report submitted to Council in November.
Contacted USDA regarding potential planning grant.
Scheduling a visit to The Prizery in South Boston.

Strategic Planning Retreat

Staff is working with finding an acceptable date for Council. May want to set a date in August and proceed, this would allow Council members to “hold the date”.
Working with facilitator on creating a draft agenda.

Mayor Mattox stated he is hoping to have the Retreat done before the next budget cycle. He felt Council needs to prioritize spending and the objectives for the Town.

Mrs. Dalton suggested looking at the months of August and September on a Work Session afternoon or a Wednesday.

Regular Council Meeting—April 11, 2017

Comprehensive Plan Update

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

WWTP EOP – PCB Remediation

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

Mr. Coggsdale advised Dr. Lowman will have an update available at the April 25th, 2017 Work Session.

Mr. Higginbotham asked what he is expecting from this.

Mr. Coggsdale responded he did not know.

Mr. Higginbotham asked if staff has heard from DEQ.

Mr. Coggsdale stated typically DEQ is provided with an annual update.

Compensation/Classification Plan Study & Personnel Policy Update

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

Staff is reviewing the Personnel Policy draft.

Staunton River RIFA

Utility Study "kick off" meeting (Peed & Bortz) held on March 29th
Attended meeting at Pittsylvania County with legal counsel regarding creation of authority documents.

Broadband Planning Study

Staff is working with the consultant to analyze the "next steps".
Update to be provided at April 25th Town Council Work Session

Water Plant Projects

Water Treatment Plant Electrical Updates project (Southern Air) Notice of Award issued.

SCADA Phase I project (Moore's Electric) underway.

Water Model/GIS Mapping – Completed

Dominion Effluent Reuse – Dominion is currently in spring outage maintenance mode and reports no additional progress on this item since last report.

Mr. Higginbotham stated if we can get effluent water pumped to Dominion along with clean drinking water, we can avoid having to expand the Water Treatment Plant. He felt a committee of Council was needed to push this with Dominion Virginia Power and go higher until an answer is received noting this has been drug out for at least a year.

Mayor Mattox felt it would be staff's duty to contact Dominion Virginia Power.

Mr. Higginbotham did not feel staff had done anything; they haven't gotten any results.

Mayor Mattox stated staff is awaiting a reply from Dominion Virginia Power and felt as soon as a response is received staff will report to Council.

Mr. Coggsdale noted this could be a great plan but until Dominion Virginia Power buys into it, it doesn't matter.

Regular Council Meeting—April 11, 2017

Mr. Higginbotham asked who was talked to at Dominion Virginia Power.

Mr. Fore stated he has spoken with an Environmental engineer but could not think of his name and advised he has been touching base with him once a month. He noted a committee of engineers has been formed. He stated the local engineers had made a decision not to do anything. Mr. Fore asked if the town could treat the water in an “effluent” way, which is acceptable to DEQ but not Dominion’s biological process. He reported he has had a lot of communication with Dominion but none of it has been about Dominion being ready to take that water on. He was told it is used in Hopewell, Virginia.

Mr. Higginbotham stated this is two pronged; ask them to get water from the river when the river is running clean and the ideal situation is get them to accept the effluent water. He stated staff should be able to go over somebody’s head; they are a beauracy like any other organization. He felt it would be a win win for the town and for Dominion Virginia Power.

Mr. Fore noted Dominion is in a contract with the Town of Altavista for five years that they will buy 600,000 gallons of water a day from the town. With this being a budget item, it is locked in for five years and he has to buy 75,000 gallons a day from Campbell County Utilities because of the contract.

Mrs. Dalton stated this is a best-case scenario but until Dominion is ready to deal with this all the town can do is to continue to chat.

Mr. Fore noted all of this would require DEQ permission; another hoop for the town to jump through if Dominion says yes.

Mr. Emerson stated you would have to think that if this is a good option for Dominion and would save them lots of money they would get in a hurry to move this process forward.

Mr. Coggsdale felt Mr. Fore had made good contact with Dominion Virginia Power.

Mayor Mattox felt it was the consensus of Council that this is a good idea but felt we had to wait for a response from Dominion Virginia Power.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-April/May

12. Matters from Town Council

Mr. Emerson asked if there were any updates on the boat ramp.

Mr. Witt stated he had just closed out the grant for the recreational easement and should receive a check for this shortly. Two engineering firms for the design have been interviewed. He noted he is awaiting the Recreational Trails Program grant to open up.

13. 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.

Regular Council Meeting—April 11, 2017

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. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

Council went into closed session at 8:00 P.M.

Notice was given that council was back in regular session 8:26 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. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

14. Adjournment

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

Mayor Mattox introduced Ms. Emily Correa, Staunton River Memorial Library and Patrick Henry Memorial Library Librarian and welcomed her to Altavista.

The meeting was adjourned at 8:27 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION APRIL 25, 2017

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on April 25, 2017 at 5:00 p.m.

Council members
present:

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

Council members
absent:

Mrs. Micki Brumfield

Also present:

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

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

Motion carried:

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

3. Public Comments—Agenda Items Only

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

Mrs. Carol Day, 1403 Bedford Avenue, approached Council requesting they read the material for the Purple Heart Community and make themselves aware of what will be required if it is passed.

4. Introductions and Special Presentations

- a. 7th Street
- b. Charlotte Avenue/Alley Drainage

Mr. Coggsdale advised Mr. Earl Dickerson, Hurt and Proffitt would provide Council with an update on the 7th Street Storm Drainage and Charlotte Avenue/Alley Drainage.

Mr. Dickerson advised Mr. Mike Wilson (also present) had done all the work in regards to the design for the two projects. Mr. Dickerson referred to the 7th Street project and proposed removing the sidewalk from the alley to above the crosswalk at Town Hall, replace the alley driveway with concrete, add a drop inlet, and mill the asphalt in the parking area. The sidewalk would have a slope to make the water drain towards the street away from the buildings. He noted this would be a face down sidewalk. The top of the curb would be 4 to 6 inches below where you would come

COUNCIL WORK SESSION APRIL 25, 2017

out of each business. To soften the slope, milling would need to start at the centerline of 7th Street.

Mayor Mattox asked for an estimate to go to the centerline.

Mr. Dickerson advised the \$82,500 would cover the expense to mill to the centerline; \$76,500 with a 15% contingency would cover the expense to mill the parking area.

Mr. Higginbotham asked if a trench drain would be needed.

Mr. Dickerson advised the concrete driveway would be the same height as the sidewalk. He felt the only water going down the alley would be what falls on the alley and from the downspouts.

Mr. George stated he is not opposed to this proposal but questioned the thoughts of a trench drain in front of the store with the drainage problems.

Mr. Coggsdale stated this is an option but the proposal is a more direct fix. This proposal moves the drainage away from the buildings.

Mr. Dickerson noted this option would require no maintenance by the town staff.

Mayor Mattox asked if this would be eligible for highway funds

Mr. Coggsdale noted it would be eligible for partial highway funds.

Mr. Dickerson stated they are ready to go to bid when authorized to.

Mayor Mattox asked for Council's thoughts on milling to the middle of the street.

Mr. Higginbotham felt it would make 7th Street look better.

It was the consensus of Council to proceed with moving forward with bidding the 7th Street project to the centerline.

Mr. Wilkerson presented a drawing of Charlotte Avenue and 5th Street and explained how they propose to correct the drainage problems in these areas. He noted this project has been designed to satisfy the 10-year storm event which is a standard used by the Virginia Department of Transportation.

Mr. Higginbotham suggested going north on 5th Street to go deeper with the drain lines.

Mr. Dickerson explained because of the flat area there is not much grade to work with; they had to design with a minimum fall of a half of a percent on the pipelines. The elevation is not there. He advised the construction cost is \$141,130 with a 10% contingency.

Mr. Higginbotham asked Mr. Dickerson if he could combine this project with the 7th Street project when bidding with options.

Mr. Dickerson stated the 7th Street project will be a difficult project to bid; the concrete person will be the lead and the asphalt will be a subcontractor. He stated it makes some sense to combine the two projects.

Mrs. Dalton asked where the funds come from.

Mr. Coggsdale advised funds would come from the General Fund.

It was the consensus of Council to bid the two projects as one.

5. Items for Discussion

a. Purple Heart Community Consideration

Mr. Coggsdale advised recently Mr. Dennis Janiak with the “The Military Order of the Purple Heart” Chapter 1607 VA, approached staff about its interest in the town being designated a “Purple Heart” Community. He presented Council with information about the goal of the designation and the conditions. The conditions are related to the Town having signage indicating the designation, recognition/celebration of Purple Heart Day (August 7th) and other items that may be adopted by Town Council. Mr. Coggsdale suggested if Council is interested in designating a “Purple Heart” Community that Mr. Janiak be invited to a future Council Regular Meeting or Work Session to give a brief presentation on the Purple Heart designation.

It was the consensus of Council that this item be added to the June regular Council meeting.

Mayor Mattox asked Mrs. Day to meeting with him so that they could discuss her concerns.

b. Broadband Study/Implementation

Mr. Coggsdale advised through the assistance of a Virginia Telecommunications Planning Initiative (VATPI) grant from the Virginia Department of Housing and Community Development (DHCD), the Town hired Design Nine to conduct a study on Broadband Planning. Dr. Cohill made a presentation on the study at the January Town Council Work Session. Mr. Coggsdale mentioned at that time, Council asked staff to keep this item on their radar. He presented Council with a memo from Mr. Jarvis regarding an update with a revised cost for initial implementation. Installation of a municipal broadband system is identified in the Town’s Capital Improvement Plan (FY2019). Mr. Coggsdale advised a revised cost estimate and design plan; with Option 1 totaling \$334,520.34 to cover 1.9 miles of fiber installed with 50 potential customers connected. Option 2 totaling \$269,010.97 to cover 1.3 miles of fiber installed with 45 potential customers connected. This would be a cost savings of \$65,510.

Mrs. Dalton stated we are in a world of technology, things move quickly in the way of moving things. At a recent Legislative breakfast, Senator Steve Newman referred to 5G and she asked if the town was lagging in the latest technology and is the cutting edge not available to the town yet?

Mr. Jarvis stated he has not totally immersed himself in the 5G wireless, which is the next wave. He did not share Senator Newman’s enthusiasm for what the 5G means for rural Virginia; what it does mean for the metro area it will roll out much quicker. He noted because of our geography there is cellular limitations.

Mrs. Dalton asked if Design Nine’s recommendation is behind the times.

Mr. Jarvis stated that it was not.

Mrs. Dalton asked if it was possible to look for grants to help with the cost.

Mr. Jarvis mentioned an error in his CIP as he did not plan to put the funds for this project two years out. He referred to Design Nine’s revised design limiting the outlay of fiber by 6 tenths of a mile and reducing the cost by \$65,510. He noted there are opportunities depending on budget cycle and state and federal grant allocations. VHCD and VHA has funding initiatives that can be looked at.

COUNCIL WORK SESSION APRIL 25, 2017

He noted the reduction of fiber would be taken off of 7th Street and Amherst Avenue. He told Council if they are directing him to move forward, he will work with Mr. Gary Christie, Region 2000, start identifying some sources and the process of giving them an overview of the potential sources.

Mrs. Dalton thought this was a very important infrastructure and felt Council needs to take charge and pursue.

Mrs. Overbey stated she is very much in favor of broadband and feels it is vital to Economic Development. She was concerned about the layout and stated she did not see this providing a lot on the residential side. She would like to see more being done on the residential side. She questioned the stretch from Franklin to Pittsylvania Avenue to the Lane Furniture property and stated this passes by two car lots that have only cars parked on them and a long stretch that would have no one connecting. She asked if there was a more efficient way to get to the Lane property without laying all the fiber in a dead zone.

Mr. Coggsdale felt the issue was the railroad.

Mr. Jarvis stated if an Option 3 is needed, he could go back to Dr. Cohill and his staff for a different layout. He noted this is not hitting residential areas because we are providing infrastructure to the greater Altavista area. He stated when looking at the fiber makeup, this would be providing service to residential areas as well.

Mrs. Dalton confirmed the presented layout was merely a backbone of the infrastructure.

Mr. Jarvis stated this infrastructure would enhance the value of the properties downtown.

Mrs. Overbey asked if the layout shows the fiber coming down Main Street and would we dig up what we just put down.

Mr. George recalled being told the fiber would go down the alleys.

Mr. Jarvis stated we would not dig up the pavement on Main Street.

Mr. Coggsdale advised based on some of the comments, they would work on defining, gather more information and bring back an update in a few months.

Mayor Mattox stated he knew this was the beginning and we would be serving 70 customers and with more people on that tower, what would be the broadband capacity at 3:00 p.m. when kids are home from school and on the internet? Will it be sufficient?

Mr. Jarvis stated when the surveys were completed, it was identified not everyone uses CenturyLink, Comcast, or nTelos. There were 15 to 20 providers hit on the survey. He felt if it would be a good thing if the speed was slower because of a greater number of customers.

Mayor Mattox stated the first goal is to have enough broadband to service the community and a provider that is willing to take that high speed from the hub to the house instead of going through towers.

Mr. Jarvis stated we are one of the most wired communities in all of the Commonwealth because of what we are servicing. Wireless is a way to provide more service to a larger spectrum of the community.

Mayor Mattox did not feel the towers were going to serve the needs of the community.

COUNCIL WORK SESSION APRIL 25, 2017

Council asked staff to move forward with seeking grants and report back to Council with updates.

c. Use of Parks for “Gus the Bus” Program

Mr. Coggsdale provided Council with an email from Mrs. Jane Green, Altavista Elementary School Librarian, concerning a summer program that “combats summer learning loss and food scarcity” with children in Altavista. She is requesting use of areas at the Avondale Park and the Leonard Coleman Park (School/15th Streets) for the program. He noted this is the same request as last year.

It was the consensus of Council to place this item on the May Regular Town Council Meeting Consensus Agenda.

d. IALR Update—PCB Project Dr. Lowman

Mr. Coggsdale advised the Institute of Advanced Learning and Research (IALR) in Danville has been conducting research studies for PCB remediation efforts associated with the Town’s Emergency Overflow Pond (EOP). He presented Council with the “Final Report” provided by Dr. Lowman.

Mrs. Dalton questioned if this is the end of Dr. Lowman’s study.

Mr. Coggsdale advised this is the end of Dr. Lowman’s two-season study on the pots.

Mrs. Dalton felt this study should be used when communicating with the regulatory body; she asked if Dr. Lowman has statistically factored in what might be the effective natural attenuation. She noted she did not see this in Dr. Lowman’s data.

Mr. Coggsdale stated it would be covered in the “Soil Only” segment.

Mr. Higginbotham stated Dr. Lowman and Dr. Sowers are mixing and if left alone there is still a “peanut butter” layer on the bottom.

Mr. George referred to previous conversations about advice from an Environmental Attorney and asked Mr. Coggsdale if he had gotten in touch with anyone.

Mr. Coggsdale stated he and Dr. Lowman has discussed this and Dr. Lowman has a name that he will get in touch with.

e. Classification/Compensation Study Adoption/Implementation

Mr. Coggsdale presented Council with the latest update on the Classification/Compensation Study. The Town contracted with Springsted to conduct a Classification and Compensation Study, which could be used as a tool to update the Town’s Compensation Plan. The initial report was presented to Town Council at their January 2017 Work Session and staff has been working with the consultant to make several modifications to the study and the report. The study reviewed the Classifications and the Class Descriptions and presented new Classifications and Class Descriptions for the Town’s implementation. Springsted also evaluated the Towns positions with other comparable agencies in development of the proposed classification and compensation plan. Staff is continuing to work with the consultant on development of a Merit Based

COUNCIL WORK SESSION APRIL 25, 2017

Performance System; as well as staff training so that they can develop, maintain and update the plan.

The consultant proposed several different options for implementation, with Option 3 being their recommendation. Option 3 would bring all of the employees' salaries to the minimum of their proposed grade on the proposed scale and provide for an adjustment based on the number of years of service in their current position. The years of service component assists in addressing the "compression" issue between employees in the same positions but with varying experience in those positions. Staff would like to slightly modify the Option 3 proposal and provide any employee that would receive less than a 2% increase under the plan, with a 2% increase. Based on the latest review, the implementation of the proposed plan, utilizing Option 3 (with staff's modification), would be a total annual cost of approximately \$110,000. The total estimated cost of this option including benefits would be less than \$133,000, which is provided for in the FY2018 Proposed Budget. He noted in the updated plan some part time positions were removed so it is hard to compare the two studies. He saw a little impact but not a huge change.

Mr. Higginbotham asked if the town of Woodstock was still in the survey.

Mr. Coggsdale advised the towns of Woodstock and Ashland were removed. Christiansburg and Farmville were left in the study based on discussions at the previous meetings.

Mr. George asked in the future would this give Supervisors the authority to give some a raise and leave others where they are.

Mr. Coggsdale advised staff would be working on the merit base performance system.

Mr. George asked would this do away with the COLA.

Mr. Coggsdale stated it could, it would be however Council deems to work that out.

Mrs. Dalton stated she has seen it work in other places where Council would give an overall percentage of allotment for improvements and town manager is in charge with the use of evaluations, which may be a more equitable format, and then everybody gets the same.

Mr. Emerson asked in the course of a year what would 2% equals to.

Mrs. Shelton advised this would be approximately \$60,000 for salaries.

Mr. Coggsdale stated the new job descriptions and all those options would need to be accepted and then the implementation if Council so chooses.

Mr. Higginbotham questioned the recently updated study, noting the implementation is listed as \$94,000.

Mr. Coggsdale advised some part time positions were removed from the study.

Mayor Mattox noted the cost of living raise would not be given if the compensation study is implemented. He stated something that has concerned him with the COLA, in his mind the cost of living is the cost of a family to pay their bills. If someone is making \$30,000 per year at 2% that is only \$600; someone

COUNCIL WORK SESSION APRIL 25, 2017

making \$100,000 a year would see an increase of \$2,000. Mayor Mattox felt this creates expansion where the upper level's pay goes up faster than the ones at the lower level.

Mr. George asked what the alternatives would be.

Mayor Mattox stated he did not know if there was an alternative but asked staff to research.

Mr. Emerson stated in his mind it was simple math to take the amount that everyone would get and divide equally among all the employees.

Mayor Mattox felt this would prevent the expansion of salaries because the person making \$30,000 wages is not increasing as fast as the person making \$100,000 is.

Mr. Coggsdale stated not dollar amount but percentage.

Mayor Mattox said the dollar amount compounds every year with the increase.

Mr. Emerson suggested taking the pool of money dividing by employees; everyone would get the same raise.

Mrs. Overbey felt this was a separate discussion from this discussion.

Mrs. Dalton stated this is a piece of the puzzle and noted what is wanted is to pay people fairly for what they do. She felt the study will help Council to determine what fair is and this is why they have this tool.

Mr. Coggsdale advised this item is included in the proposed FY2018 budget. The proposed FY2018 Budget is scheduled for a public hearing on May 9th at the Regular Town Council meeting.

f. Delinquent Utility Accounts-5 Year Write Off

Mr. Coggsdale advised annually staff presents to Town Council a request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$1,704.29.

It was the consensus of Council to add this item to the May Town Council Consent Agenda.

6. Public Comments

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

No one came forward.

Mr. Emerson asked what the timeframe is for taking over the County's portion of English Park.

Mr. Coggsdale advised he would follow up with the County Administrator.

Mr. Emerson asked if there were any updates on the Boat Ramp.

Mr. Witt advised he has chosen an Engineering Firm and he has passed the contract on to the Town Attorney for review. He is planning a "Kick-off" meeting with Mr. Brian Stokes, Campbell County Environmental Manager.

COUNCIL WORK SESSION APRIL 25, 2017

Mr. Emerson asked if it had been 12 months since the Board of Supervisors were asked about in kind services.

Mr. Coggsdale advised he would verify this information.

Mr. Emerson suggested approaching the County again for these services.

Mr. George asked if the two fields as you enter into the County portion could be added to the mowing cycle because they are usable.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 6:18 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

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

Attachment #: | **2b** |

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

SUBJECT HIGHLIGHTS

Attached are the following Financial Reports:

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

Staff recommendation, if applicable: Acceptance

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

Staff Review Record

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 11/2017
FROM: 04/01/2017 TO: 04/30/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36026	6	ALTAVISTA AREA YMCA	04/07/2017	25,000.00
36027	303	ALTAVISTA CHAMBER OF COMMERCE	04/07/2017	5,000.00
36028	170	ALTAVISTA ON TRACK	04/07/2017	1,250.00
36029	11	AVOCA	04/07/2017	14,275.00
36030	103	BEACON CREDIT UNION	04/07/2017	385.00
36031	37	ELECOM INC	04/07/2017	419.52
36032	20	J JOHNSON ELLER JR	04/07/2017	2,267.00
36033	50	GRETNA TIRE INC	04/07/2017	1,065.14
36034	52	HACH COMPANY	04/07/2017	55,498.58
36035	1	HITS INC	04/07/2017	250.00
36036	57	ICMA RETIREMENT TRUST-457 #304	04/07/2017	675.00
36037	566	INTEGRATED TECHNOLOGY GROUP IN	04/07/2017	2,500.00
36038	300	NAPA AUTO PARTS	04/07/2017	239.52
36039	454	O'REILLY AUTOMOTIVE INC	04/07/2017	134.57
36040	67	ORKIN PEST CONTROL LLC	04/07/2017	269.34
36041	733	MARY STONE	04/07/2017	48.00
36042	1	TOBIE SHELTON	04/07/2017	5.27
36043	85	TREASURER OF VA /CHILD SUPPORT	04/07/2017	253.15
36044	35	TREASURER OF VA/VITA	04/07/2017	17.51
36045	515	DALE TYREE JR	04/07/2017	1,175.00
36046	92	UNIFIRST CORP	04/07/2017	2,448.52
36047	95	UNITED WAY OF CENTRAL VA	04/07/2017	114.00
36048	136	USABLUEBOOK	04/07/2017	5,668.62
36049	756	WAGeworks INC	04/07/2017	108.55
36050	9	AFLAC	04/21/2017	2,014.65
36051	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/21/2017	35,544.00
36052	103	BEACON CREDIT UNION	04/21/2017	385.00
36053	461	KATHI BOGERT	04/21/2017	862.68
36054	294	BUSINESS CARD	04/21/2017	14,557.09
36055	16	CAMPBELL COUNTY UTILITIES & SE	04/21/2017	4,495.36
36056	536	CAROLINA METER & SUPPLY	04/21/2017	3,980.00
36057	574	CHRISTOPHER MICALÉ, TRUSTEE	04/21/2017	125.00
36058	526	DAVENPORT ENERGY INC	04/21/2017	188.04
36059	36	DOMINION VIRGINIA POWER	04/21/2017	41,274.01
36060	301	ENGLISH'S LLC	04/21/2017	1,143.37
36061	118	FERGUSON ENTERPRISES INC #75	04/21/2017	488.45
36062	9999999	FRAZIER GREG S	04/21/2017	267.60
36063	622	HEYWARD SERVICES INC	04/21/2017	296.32
36064	57	ICMA RETIREMENT TRUST-457 #304	04/21/2017	675.00
36065	566	INTEGRATED TECHNOLOGY GROUP IN	04/21/2017	932.68
36066	712	JACK MOORE & ASSOCIATES INC	04/21/2017	1,850.00
36067	773	JIMMY DON JOHNSON	04/21/2017	1,950.00
36068	172	LLOYD ELECTRIC COMPANY INC	04/21/2017	2,627.86
36069	218	MINNESOTA LIFE	04/21/2017	165.34
36070	765	PRIVIA MEDICAL GROUP LLC	04/21/2017	305.00
36071	327	PUBLIC AGENCY TRAINING COUNCIL	04/21/2017	325.00
36072	379	REI CONSULTANTS INC	04/21/2017	1,110.60
36073	510	RIVER VALLEY RESOURCES LLC	04/21/2017	653.90
36074	504	SAFE SPACES LLC	04/21/2017	173.97
36075	85	TREASURER OF VA /CHILD SUPPORT	04/21/2017	253.15
36076	101	VIRGINIA EMPLOYMENT COMMISSION	04/21/2017	4,017.48

36077	110	VUPS INC	04/21/2017	66.15
36078	772	WEL INC	04/21/2017	1,825.00
36079	9999998	WOMACK PUBLISHING	04/21/2017	150.00
36080	116	XEROX CORP	04/21/2017	261.82
36081	128	ADAMS CONSTRUCTION CO	04/27/2017	3,000.00
36082	84	ALTAVISTA JOURNAL	04/27/2017	2,682.73
36083	9999999	ANITA FREEMAN	04/27/2017	101.76
36084	706	BLAIR MARKETING	04/27/2017	2,372.88
36085	4	BOXLEY AGGREGATES	04/27/2017	3,731.44
36086	12	BRENNTAG MID-SOUTH INC	04/27/2017	2,332.00
36087	427	CENTURYLINK	04/27/2017	1,797.30
36088	145	CHANDLER CONCRETE CO INC	04/27/2017	112.00
36089	9999999	COLEMAN NICHOLAS B	04/27/2017	35.62
36090	32	CONTROL EQUIPMENT CO INC	04/27/2017	24.50
36091	9999999	DEYERLE RENNETTE J	04/27/2017	35.80
36092	41	FISHER SCIENTIFIC	04/27/2017	2,000.63
36093	52	HACH COMPANY	04/27/2017	5,775.71
36094	58	INSTRUMENTATION SERVICES INC	04/27/2017	708.00
36095	1	JAMES WILLIAMS	04/27/2017	40.00
36096	533	LYNN KIRBY	04/27/2017	225.00
36097	9999999	LERETA/CENTRAL REFUNDS	04/27/2017	42.84
36098	9999999	MOON PAULA DONITA	04/27/2017	25.26
36099	423	NTELOS	04/27/2017	210.13
36100	450	REGION 2000	04/27/2017	140.00
36101	76	RYDIN DECAL	04/27/2017	340.87
36102	1	SHANNON HOWELL	04/27/2017	50.00
36103	80	SOUTHSIDE ELECTRIC COOP	04/27/2017	984.55
36104	778	SPRINT	04/27/2017	999.68
36105	117	SPS VAR LLC	04/27/2017	245.00
36106	1	TOM FORE	04/27/2017	100.00
36107	357	TOMMY MERRICKS	04/27/2017	3,890.00
36108	9999999	TUCK DALLAS CLAYTON	04/27/2017	67.69
36109	601	VACORP	04/27/2017	146.70
36110	9999999	WESTBROOK SUSAN ACKERMAN	04/27/2017	31.60
36111	658	WKDE-FM	04/27/2017	50.00
36112	700	WOODARD & CURRAN	04/27/2017	2,550.00

NO. OF CHECKS: 87

TOTAL CHECKS

276,881.50

Town of Altavista
FY 2017 Revenue Report
83% 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	636	0	214,028	103	214,000
Public Service - Real & Personal	99,600	99,600	0	0	99,649	100	99,650
Personal Property	210,000	210,000	844	0	168,806	80	210,000
Personal Property - PPTRA	100,000	100,000	-88	0	89,342	89	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	1,628,566	105	1,629,000
Mobile Homes - Current	500	500	2	0	183	37	500
Penalties - All Taxes	5,500	5,500	270	5	4,251	77	5,500
Interest - All Taxes	3,000	3,000	242	8	1,795	60	3,000
Local Sales & Use Taxes	155,000	155,000	12,485	8	108,803	70	164,500
Local Electric and Gas Taxes	110,000	110,000	1,098	1	73,544	67	110,000
Local Motor Vehicle License Tax	43,000	43,000	1,061	2	42,950	100	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	2,372	2	155,000
Local Hotel & Motel Taxes	88,000	88,000	7,455	8	74,103	84	99,000
Local Meal Taxes	882,000	882,000	82,041	9	698,957	79	908,000
Container Rental Fees	1,100	1,100	0	0	1,100	100	1,100
Communications Tax	40,000	40,000	3,121	8	25,658	64	40,000
Transit Passenger Revenue	6,000	6,000	707	12	2,760	46	4,000
Local Cigarette Tax	150,000	150,000	15,169	10	123,896	83	150,000
Business License Fees/Contractors	3,500	3,500	90	3	4,152	119	4,200
Business License Fees/Retail Services	57,500	57,500	13,474	23	29,957	52	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	2,119	53	3,886	97	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	1,386	15	9,583	101	9,500
Business Licenses Fees/Wholesale Businesses	750	750	105	14	362	48	750
Business License Fees/Utilities	4,000	4,000	2,320	58	2,336	58	4,000

Town of Altavista
FY 2017 Revenue Report
83% of Year Lapsed

General Fund Revenue (Continued)	<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>
Business License Fees/Hotels	1,000	1,000	0	0	404	40	1,000
Permits - Sign	1,000	1,000	80	8	900	90	1,000
Fines & Forfeitures - Court	8,000	8,000	247	3	12,558	157	12,500
Parking Fines	500	500	40	8	390	78	500
Interest and Interest Income	56,000	56,000	2,456	4	62,332	111	70,000
Rents - Rental of General Property	1,000	1,000	250	25	787	79	1,000
Rents - Pavilion Rentals	3,000	3,000	475	16	2,200	73	3,000
Rents - Booker Building Rentals	4,000	4,000	725	18	3,850	96	4,000
Rents - Rental of Real Property	70,000	70,000	2,314	3	61,949	88	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,665	90	16,700
State DCJS Grant	80,000	80,000	0	0	62,046	78	82,700
State Rental Taxes	1,100	1,100	148	13	408	37	500
State/Misc. Grants (Fire Grant & Others)	11,000	46,000	0	0	15,076	33	46,000
State/VDOT Contract Services	3,000	3,000	0	0	2,588	86	3,000
VDOT Police Grant for Overtime	0	0	0	0	4,050	0	4,050
State Transit Revenue	14,000	14,000	0	0	23,172	166	23,200
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	0	0	1,928	96	1,900
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	1,363	41	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	3,017	6	33,172	66	50,100
Federal/Byrne Justice Grant	0	0	0	0	2,672	0	2,670
Misc. - Sale of Supplies & Materials	15,000	15,000	0	0	17,073	114	17,100
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	9,800

Town of Altavista
FY 2017 Revenue Report
83% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	0	0	6	2	300
Miscellaneous	25,000	25,000	2,134	9	44,681	179	45,000
Reimbursement of Insurance Claim	0	550	577	0	2,860	0	3,900
Misc. - State Forfeiture Fund	0	0	0	0	0	0	6,600
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Timken Foundation Grant	0	0	0	0	55,000	0	55,000
Donations	0	0	0	0	1,552	0	15,500
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	116,700	0	0	0	0	0
	<u>4,972,600</u>	<u>5,124,850</u>	<u>157,000</u>	<u>3</u>	<u>3,882,595</u>	<u>76</u>	<u>5,285,970</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
83% 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	418,217	7	4,484,882	71	6,302,430
Debt Service	445,450	445,450	0	0	369,596	0	445,450
CIP	4,185,200	4,269,700	62,219	1	2,002,467	47	3,593,004
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	32,500	50	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>11,105,250</u>	<u>512,936</u>	<u>5</u>	<u>6,921,944</u>	<u>62</u>	<u>10,434,884</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
83% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	1,892	7	20,748	80	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>1,892</u>	<u>7</u>	<u>20,748</u>	<u>80</u>	<u>25,900</u>
Administration							
Operations	765,500	790,500	43,430	5	628,829	80	791,181
Debt Service	0	0	0	0	0	0	0
CIP	30,000	30,000	0	0	8,815	29	20,000
Administration - TOTAL:	<u>795,500</u>	<u>820,500</u>	<u>43,430</u>	<u>5</u>	<u>637,644</u>	<u>78</u>	<u>811,181</u>
Non-Departmental							
Operations	378,900	379,450	36,393	10	322,061	85	376,760
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.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>281,150</u>	<u>281,700</u>	<u>36,393</u>	<u>13</u>	<u>257,061</u>	<u>91</u>	<u>279,010</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,700</u>	<u>36,393</u>	<u>13</u>	<u>257,061</u>	<u>91</u>	<u>279,010</u>
Public Safety							
Operations	958,800	961,050	66,555	7	684,678	71	965,989
Debt Service	0	0	0	0	0	0	0
CIP	55,650	55,650	0	0	40,994	74	55,650
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,016,700</u>	<u>66,555</u>	<u>7</u>	<u>725,673</u>	<u>71</u>	<u>1,021,639</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
83% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,086,750	36,135	3	722,760	67	1,090,150
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>400</u>	<u>0</u>	<u>346,908</u>	<u>24</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,533,900</u>	<u>36,535</u>	<u>1</u>	<u>1,088,892</u>	<u>43</u>	<u>2,537,300</u>
Economic Development							
Operations	156,350	200,850	12,960	6	161,863	81	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>12,960</u>	<u>6</u>	<u>161,863</u>	<u>75</u>	<u>214,850</u>
Transit System							
Operations	99,050	99,050	6,731	7	67,907	69	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>6,731</u>	<u>7</u>	<u>72,407</u>	<u>70</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,445,800	204,096	6	2,543,846	74	3,452,130
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	<u>1,528,100</u>	<u>1,528,100</u>	<u>400</u>	<u>0</u>	<u>401,218</u>	<u>227</u>	<u>1,518,100</u>
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,997,100</u>	<u>204,496</u>	<u>4</u>	<u>2,964,287</u>	<u>59</u>	<u>4,993,430</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
83% 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	17,494	83	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	142	3	3,254	66	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	1,892	7	20,748	80	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
83% 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	27,078	7	331,066	80	428,431
Other Employee Benefits	18,500	18,500	4,164	23	16,470	89	18,500
Services	173,150	198,150	8,629	4	160,160	81	198,150
Other Charges	126,300	126,300	1,486	1	96,796	77	113,800
Materials & Supplies	32,300	32,300	2,072	6	24,337	75	32,300
Capital Outlay	30,000	30,000	0	0	8,815	29	20,000
Total Expenditures	795,500	820,500	43,430	5	637,644	78	811,181

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
83% 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	5,000	4	86,598	77	106,610
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	60,291	0	60,300
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	0
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	0
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	307	88	310
Contribution - Altavista EMS	10,000	10,000	0	0	10,000	100	10,000
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	100,000	100	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	10,076	92	11,000
Contribution - Avoca	18,700	18,700	4,675	25	18,700	100	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	5,000	100	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	35,925	13	250,874	90	271,810
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	550	0	0	3,863	0	3,900
Fuel - Fire Company	3,300	3,300	468	14	2,325	70	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,850	468	12	6,187	161	7,200
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,700	36,393	13	257,061	91	279,010
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
83% 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	65,000	100	65,000
TRANSFER OUT - TOTAL	97,750	97,750	0	0	65,000	66	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	36,393	10	322,061	85	376,760
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,700	36,393	13	257,061	91	279,010

Town of Altavista
Public Safety
FY 2017 Expenditure Report
83% of Year Lapsed

<u>PUBLIC SAFETY - 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	824,200	824,200	59,627	7	604,867	73	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	262	1	5,697	17	33,400
Other Charges	39,200	39,200	3,466	9	29,702	76	44,139
Materials & Supplies	62,000	64,250	3,200	5	44,412	69	64,250
Capital Outlay	55,650	55,650	0	0	40,994	74	55,650
Total Expenditures	1,014,450	1,016,700	66,555	7	725,673	71	1,021,639

Town of Altavista
Public Works
FY 2017 Expenditure Report
83% 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	6,022	1	432,629	61	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	602	7	5,808	68	8,600
Other Charges	26,700	26,700	2,046	8	19,737	74	26,700
Materials & Supplies	291,400	341,350	27,465	8	264,586	78	344,750
Debt Service	23,200	23,200	0	0	19,224	0	23,200
Capital Outlay	1,423,950	1,423,950	400	0	346,908	24	1,423,950
Total Expenditures	2,483,950	2,533,900	36,535	1	1,088,892	43	2,537,300

Town of Altavista
Economic Development
FY 2017 Expenditure Report
83% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	8,232	8	83,935	83	101,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	20,000	64,500	3,023	5	65,036	101	64,500
Other Charges	31,150	31,150	1,606	5	11,544	37	31,150
Materials & Supplies	4,200	4,200	99	2	1,348	32	4,200
Capital Outlay	14,000	14,000	0	0	0	0	14,000
Total Expenditures	170,350	214,850	12,960	6	161,863	75	214,850

Town of Altavista
Transit System
FY 2017 Expenditure Report
83% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	5,034	7	53,447	77	69,100
Services	2,550	2,550	0	0	70	3	2,550
Other Charges	3,950	3,950	48	1	2,393	61	3,950
Materials & Supplies	23,450	23,450	1,650	7	11,997	51	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
Total Expenditures	103,550	103,550	6,731	7	72,407	70	103,550

Town of Altavista
FY 2017 Revenue Report
83% 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	349	3	3,857	35	4,500
Water Charges - Industrial	1,360,000	1,360,000	81,320	6	1,125,918	83	1,600,000
Water Charges - Business/Residential	294,000	294,000	8,928	3	164,183	56	294,000
Water Charges - Outside Community	124,000	124,000	15,677	13	115,523	93	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	0	0	0	0	5,137	0	5,100
Sewer Charges - Industrial	1,132,000	1,132,000	113,794	10	984,170	87	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	10,458	4	166,088	57	291,000
Sewer Charges - Outside Community	1,700	1,700	577	34	1,592	94	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	1,000	19	2,000	38	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	24,351	41	124,577	208	142,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,161	23	5,305	106	5,300
Misc. Cash Discounts	0	0	0	0	4	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,425	6	17,009	68	20,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	2,040,200	0	0	0	0	1,048,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,531,000</u>	<u>259,039</u>	<u>5</u>	<u>2,715,363</u>	<u>49</u>	<u>4,865,700</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
83% 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	81,010	7	918,969	78	1,176,000
Debt Service	422,250	422,250	0	0	350,372	0	422,250
CIP	2,289,600	2,345,700	61,819	3	1,476,904	63	1,679,004
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>3,943,950</u>	<u>142,828</u>	<u>4</u>	<u>2,746,245</u>	<u>70</u>	<u>3,277,254</u>
Wastewater Department							
Operations	1,175,450	1,175,450	76,776	7	781,686	67	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	170,900	0	0	72,327	<u>42</u>	170,900
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,346,350</u>	<u>76,776</u>	<u>6</u>	<u>854,013</u>	<u>63</u>	<u>1,346,350</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	157,786	7	1,700,655	72	2,351,450
Debt Service	422,250	422,250	0	0	350,372	0	422,250
CIP	2,432,100	2,516,600	<u>61,819</u>	<u>2</u>	<u>1,549,231</u>	<u>62</u>	1,849,904
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>5,290,300</u>	<u>219,604</u>	<u>4</u>	<u>3,600,258</u>	<u>68</u>	<u>4,623,604</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
83% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	43,799	8	457,789	80	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	9,838	4	108,631	46	234,500
Other Charges	163,850	163,850	15,304	9	146,759	90	163,850
Materials & Supplies	207,250	207,250	12,068	6	205,790	99	207,250
Debt Service	422,250	422,250	0	0	350,372	0	422,250
Capital Outlay	2,289,600	2,345,700	61,819	3	1,476,904	63	1,679,004
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,943,950	142,828	4	2,746,245	70	3,277,254

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
83% 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	44,352	7	450,438	67	676,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	16,450	16,450	46	0	14,449	88	16,450
Other Charges	312,300	312,300	21,691	7	219,641	70	312,300
Materials & Supplies	170,200	170,200	10,687	6	97,159	57	170,200
Debt Service	0	0	0	0	0	0	0
Capital Outlay	142,500	170,900	0	0	72,327	42	170,900
Transfer Out	0	0					0
Total Expenditures	1,317,950	1,346,350	76,776	6	854,013	63	1,346,350

Town of Altavista
Fund Expenditure Totals
FY 2017
83% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	467,100	55,731	12	219,480	47	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>55,731</u>	<u>8</u>	<u>271,498</u>	<u>39</u>	<u>692,100</u>

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,750	31,750	605	2	20,901	66	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>605</u>	<u>1</u>	<u>20,901</u>	<u>37</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
83% 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
State/Highway Reimbursement Fund - Fund 20							
REVENUE							
Street & Highway Maintenance	650,000	650,000	0	0	508,296	78	650,000
Street & Highway Maintenance/Carry Over	26,000	26,000	0	0	0	0	26,000
Street & Highway Maintenance/Cash Discount	0	0	0	0	5.65	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	16,100	0	0	0	0	16,100
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>0</u>	<u>0</u>	<u>508,302</u>	<u>73</u>	<u>692,100</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	2,852	6	8,029	17	48,200
Maintenance - Pavement	150,000	150,000	6,592	4	15,987	11	150,000
Maintenance - Traffic Control Devices	56,800	56,800	3,517	6	49,536	87	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	1,286	13	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	72,100	192	0	35,724	50	72,100
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,674	9	34,838	70	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	37,904	47	74,080	93	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>467,100</u>	<u>55,731</u>	<u>12</u>	<u>219,480</u>	<u>47</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>55,731</u>	<u>8</u>	<u>271,498</u>	<u>39</u>	<u>692,100</u>

Town of Altavista
FY 2017 Cemetery Fund
83% 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	900	6	14,400	96	15,000
Interest/Interest Income	9,000	9,000	158	2	7,601	84	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>1,058</u>	<u>2</u>	<u>23,976</u>	<u>42</u>	<u>56,750</u>

EXPENDITURES

Salaries and Wages/Regular	9,500	9,500	15	0	6,704	71	9,500
Salaries and Wages/Overtime	800	800	68	9	1,161	145	800
Benefits/FICA	800	800	6	1	554	69	800
Benefits/VRS	1,100	1,100	2	0	775	70	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	13	1	1,239	89	1,400
Benefits/Group Life	150	150	0	0	89	59	150
Other Charges/Misc. Reimb.	0	0	0	0	605	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	500	3	9,774	54	18,000

CAPITAL OUTLAY

Machinery & Equip. - Replc.	0	0	0	0	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>605</u>	<u>1</u>	<u>20,901</u>	<u>37</u>	<u>56,750</u>
-------------------------------------	----------------------	----------------------	-------------------	-----------------	----------------------	------------------	----------------------

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,541,225.78

Balance as of April 30, 2017

Non-SpecificGreen Hill Cemetery 577,135.76

General Fund Reserves

Capital Improvement Program Reserves

3,529,677.16

Altavista EDA Funding 261,003.28 *261,003.28

Enterprise Fund Reserves

Capital Improvement Program Reserves

234,336.34

PCB Remediation 569,707.59Community Improvement Reserve 0.00Police Federal 2,893.32Police State 18,547.85

Public Funds Money Market Accounts

11,936,756.96

Operating Checking Account (Reconciled Balance) 411,167.52**DESIGNATED FUNDS** 1,840,455.32

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

UNDESIGNATED FUNDS

15,700,770.46

-6,663,417.009,037,353.46

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

NOTES:

Earmarked for Final Downtown Map-21 Project

-121,600.00

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

-6,240.00

FY 2016 Highway Carryover of Funds

-840,583.54

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-153,155.86

Funds earmarked for items not completed during prior FY

-342,000.00

Project Funds

-117,920.90

Concept presented at work session for improvements to

-537,500.00

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house
electric panels

Canoe Launch Site

-135,350.00

Dominion Service Line

-86,834.47

Transfer of excess funds from Operating Acct. to MM

-1,455,000.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H & P Engineering Fees for Charlotte Ave. drainage

-17,142.00

UNDESIGNATED RESERVE FUND BALANCE4,905,668.69



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | 7c |

Attachment #: | 2c |

Agenda Placement: | Consent Agenda |

Subject Title: | Use of Parks for “Gus the Bus” program |

SUBJECT HIGHLIGHTS

Attached is an email from Mrs. Jane Green, Altavista Elementary School Librarian, concerning a summer program that “combats summer learning loss and food scarcity” with children in Altavista. She is requesting use of areas at the Avondale Park and the Leonard Coleman Park (School/15th Streets) for the program. This is the same request as last year.

This item was discussed at the April 25th Town Council Work Session with the consensus of placing it on the May 9th Town Council Regular Meeting for approval.

Staff recommendation, if applicable: Approval of the request.

Action(s) requested or suggested motion(s): Motion to approve the request as presented.

Staff Review Record

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

List them in the order they should appear in packet? **Email (Jane Green); Map showing locations**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

From: Jane Green [<mailto:jgreen@campbell.k12.va.us>]
Sent: Sunday, March 26, 2017 4:32 PM
To: Daniel Witt <dnwitt@altavistava.gov>
Subject: Gus the Bus!

Hi Dan,

We are gearing up for another summer of Gus the Bus! We have a few hurdles to overcome -- like getting Gus in good enough shape to make the trips. But either way, we still want to have our summer program to help combat summer learning loss and food scarcity with our children of Altavista. May we have permission again to use the park at Avondale and 14th St. and the Coleman Memorial Park? They are both such good locations, and lovely parks.

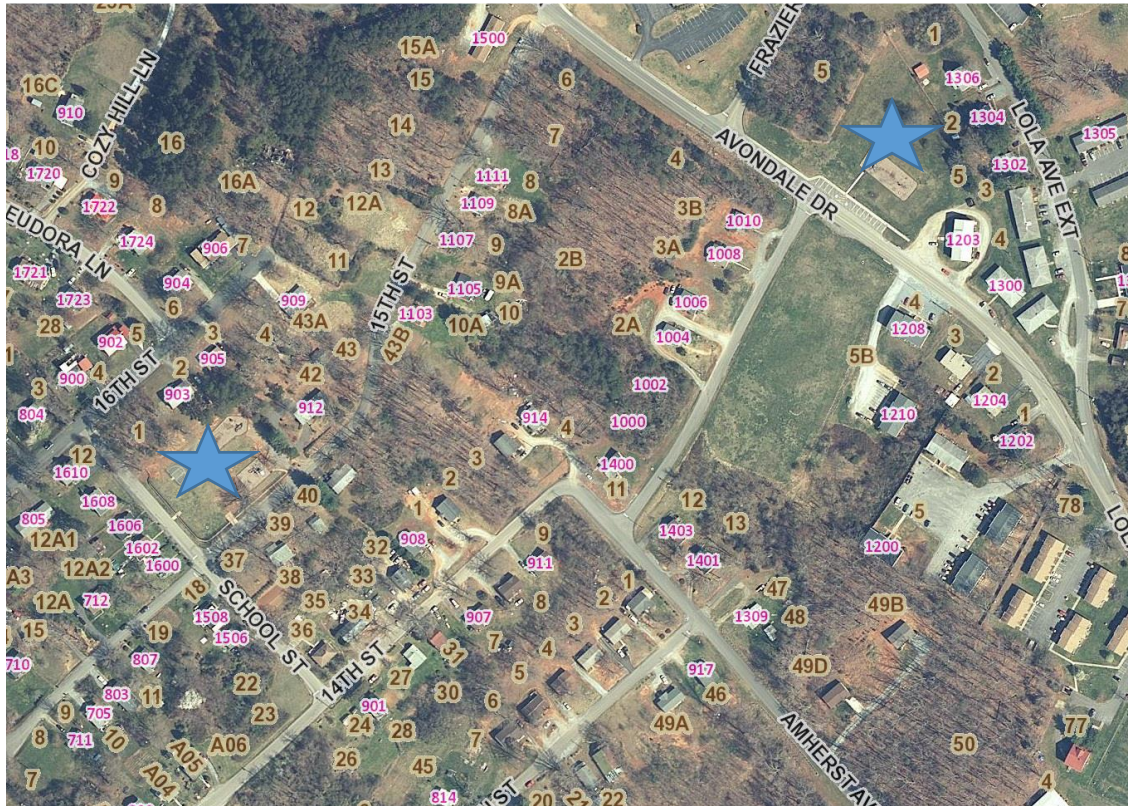
We will begin after school is out in June and continue until school starts in August.

Thanks,
Jane

--

Jane Green
Librarian, Altavista Elementary School
Campbell County Schools
2190 Lynch Mill Road
Altavista, VA 24517
434-369-5665

GUS the Bus Location Requests





Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

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

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Delinquent Utility Account Write-Offs** |

SUBJECT HIGHLIGHTS

Annually staff presents to Town Council a request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$1,704.29.

This item was discussed at the April 25th Town Council Work Session with the consensus of placing it on the May 9th Town Council Regular Meeting for approval.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to approve the annual Delinquent Utility Account Write-Offs, as presented, in the amount of \$1,704.29.

Staff Review Record

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

List them in the order they should appear in packet? **Staff Memo; Delinquent Account list**

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



DATE: April 18, 2017

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

Attached is a listing of delinquent water and sewer accounts which are over five years old. Our efforts to collect the delinquent billings have been unsuccessful. Annually we request Council to consider writing off and adjusting our financial records.

We have fifteen accounts over five years old totaling \$1,621.77; and two accounts for deceased individuals totaling \$82.52. The total write-off proposal is \$1,704.29.

I respectfully request Council's approval to write-off. We would like to clear these outstanding invoices within the current fiscal year.

Thank You.

**PROPOSED WRITE OFF
DELINQUENT WATER & SEWER ACCOUNTS
April 25, 2017**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Altisource	12/14/2011	\$	9.00
Jason Baldwin	9/7/2011	\$	88.58
Michelle Waller Coleman	8/15/2011	\$	653.63
Karlton Davis	11/8/2011	\$	55.63
Jacqueline D. Elliott	8/5/2011	\$	15.54
Dewey Hendricks	7/6/2011	\$	15.26
Susan Irby	8/18/2011	\$	30.20
Roger Lambert	8/9/2011	\$	177.86
Melinda Fox	9/6/2011	\$	47.56
Tamara Nowlin	9/23/2011	\$	69.19
Ruby J's	3/16/2009	\$	75.74
Goldie B. Taylor	7/12/2011	\$	8.55
Joanne Whiteside	10/17/2011	\$	40.65
Everette Wood	9/15/2011	\$	119.74
Kaleb Woods	10/17/2011	\$	214.64
Sub-total		\$	1,621.77

DECEASED INDIVIDUALS

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Lula Emerson	7/10/2013	\$	14.45
Mary Coffey	9/14/2012	\$	68.07
Sub-total		\$	82.52

GRAND TOTAL		\$	1,704.29
--------------------	--	----	-----------------



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | **8a** |

Attachment #: | **3** |

Agenda Placement: | **PUBLIC HEARINGS** |

Subject Title: | **FY2018 Budget and Capital Improvement Program (FY2018-2022)** |

SUBJECT HIGHLIGHTS

Tonight will be an opportunity for the public to comment on the Proposed FY2018 Budget and Proposed FY2018-2022 Capital Improvement Program (CIP). Following tonight's public hearing, Town Council will have an opportunity to consider the comments before final adoption of the budget. Should Council have items that they need to discuss, the May 23rd Town Council Work Session can be utilized for that purpose. Staff will be seeking adoption of the Budget and CIP at the Regular Meeting of Town Council on June 13, 2017.

Based on past discussion by Town Council, the total advertised budget overview is:

REVENUE

General Fund Revenue (estimate)	<u>\$ 4,604,800</u>
Enterprise Fund Revenue (estimate)	<u>\$ 4,865,910</u>
Highway Maintenance Fund (estimate)	<u>\$ 861,650</u>
Cemetery Fund (estimate)	<u>\$ 28,000</u>
TOTAL REVENUE (estimate):	<u>\$10,361,060</u>

EXPENDITURES

General Fund Expenditures	<u>\$ 4,469,310</u>
Enterprise Fund Expenditures	<u>\$ 4,865,910</u>
Highway Maintenance Expenditures	<u>\$ 861,850</u>
Cemetery Fund Expenditures	<u>\$ 57,400</u>
Transfer to General Fund Reserves	<u>\$ 65,000</u>
Transfer to Gen. Fund Reserve (Surplus)	<u>\$ 41,590</u>
TOTAL EXPENDITURES:	<u>\$10,361,060</u>



Town of Altavista, Virginia Regular Meeting Agenda Form

The proposed budget is based on NO CHANGE to the tax rates nor the utility rates. To balance the budget, the Enterprise Fund requires a “transfer in” of \$1,199,010 from the Enterprise Fund Reserves.

There is no proposed increase to the Utility Rates (Water & Sewer) in the proposed budget.

The Capital Improvement Program (CIP) for FY2018 – FY 2022 totals \$13,294,740; the FY2018 Capital Improvement Program items/projects represent \$2,795,420 of the total and is included in the Proposed FY2018 Budget.

Following the Public Hearing, Council may direct staff to make changes to the Budget and/or CIP or refer discussion to the May Town Council Work Session, if either is warranted.

NO MOTIONS WILL BE NEEDED AT THIS TIME IN REGARD TO ADOPTION OF THE FY2018 BUDGET AND/OR THE FY2018 – 2022 CAPITAL IMPROVEMENT PROGRAM (CIP). OFFICIAL ADOPTION IS SCHEDULED FOR COUNCIL’S REGULAR MEETING ON TUESDAY, JUNE 13, 2017.

Staff Review Record

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

List them in the order they should appear in packet? **FY2018 Budget Overview; Notice of Public Hearing; Staff Memo regarding Budget Revisions**

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

2018 PROPOSED BUDGET OVERVIEW

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

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

Real Estate Rate: \$0.08 per \$100 of assessed value
Personal Property Rate: \$2.00 per \$100 of assessed value

Utility Rates:

Water: Business & Residential - \$2.18 per 1,000 gallons
Industrial - \$2.14 per 1,000 gallons
Town of Hurt - \$3.27 per 1,000 gallons
Outside of Town - \$4.36 per 1,000 gallons

Sewer: Business & Residential - \$3.07 per 1,000 gallons
Industrial - \$3.14 per 1,000 gallons
Town of Hurt - \$3.07 per 1,000 gallons

Meals Tax Rate: 7%
Cigarette Tax Rate: \$0.27 per pack
Lodging Tax Rate: 5.5%

BPOL Tax Rates: (Rate per \$100 of gross receipts)

Contractors \$0.03 up to \$200,000;
\$0.01 in excess of \$200,000

Retailers \$0.0425

Financial, Real Estate
& Professional \$0.0425

Personal Services, Repair	\$0.06
Wholesalers	\$0.0175
Wholesale Peddlers	\$0.0175
Commission Merchant	\$0.06
Direct Sellers sales under \$4,000	\$0.0175
Direct Sellers sales over \$4,000	\$0.055
Peddlers	\$125
Itinerant Merchant edible, perishable goods	\$25
Itinerant Merchant nonperishable goods	\$125
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$500
Savings Institutions/State Chartered credit unions	\$25
Photographers, out of town	\$15
Operators, coin operated Machines	\$87.50 for less than 10 machines; \$100 for 10 or machines plus \$0.18
Minimum License	\$15

Capital Improvement Program

FY2018 Expenditures:	\$2,795,420
FY2018 – 2022 Expenditures:	\$13,294,740

**TOWN OF ALTAVISTA
NOTICE OF PUBLIC HEARING
FY 2018 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 9, 2017 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rate for the Fiscal Year 2018.

ESTIMATED REVENUE

General Fund

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

General Fund Total:	<u>\$4,604,800</u>
----------------------------	---------------------------

Enterprise Fund (Water & Sewer)

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

Enterprise Fund Total:	<u>\$4,865,910</u>
-------------------------------	---------------------------

Highway Maintenance Fund	<u>\$861,650</u>
---------------------------------	-------------------------

Cemetery Fund	<u>\$28,500</u>
----------------------	------------------------

<u>REVENUE GRAND TOTAL:</u>	<u>\$10,361,060</u>
------------------------------------	----------------------------

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	62,200
Administrative Department	923,800
Police Department	1,024,100
Public Works	1,760,660
Street & Highway Maintenance	861,850
Water Department	2,547,270
Wastewater Department	2,318,640
Green Hill Cemetery	32,400
Non Departmental	308,550
Transit Department	160,950
Economic Development	173,150
Main Street	55,900
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves	65,000
Transfer to General Fund Reserves – Surplus	41,590
Total Proposed Operating Expenses	\$10,361,060

PROPOSED CAPITAL OUTLAY

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

**PROPOSED TAX RATE – TOWN OF ALTAVISTA
2017 REAL & PERSONAL PROPERTY**

The 2017 levy on all taxable real estate located in the Town of Altavista shall be 8 cents (\$0.08) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2015 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

Tobie Shelton /Treasurer

.....

TOWN OF ALTAVISTA

CAPITAL IMPROVEMENT PROGRAM (FY2018-2022)

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 9, 2017 at 7:00 P. M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2018 and projected CIP projects for fiscal years 2018-2022. Following is a summary of the total expenditures covering fiscal years 2018-2022:

Total CIP projects for FY2018 - (Funded Projects)	\$ 2,795,420
Total CIP projects for FY2019 - FY2022	<u>\$10,499,320</u>
Total CIP projects for next five (5) years	\$13,294,740

Funding for the FY2018 CIP projects include \$765,160, General Fund; \$260,850 Highway Fund; \$1,416,710 Enterprise Fund; \$100,000 Grants; \$252,700 CIP Reserves. The total expenditures for FY2019-2022 are for planning purposes only.

Dan Witt
Assistant Town Manager
Town of Altavista



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

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

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

TOTAL \$165,410.00

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

TOTAL \$413,610.00



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | **8b** |

Attachment #: | **4** |

Agenda Placement: | **PUBLIC HEARINGS** |

Subject Title: | **Rezoning – Downtown Revitalization Overlay (DRO) District – 600 block of 7th Street** |

SUBJECT HIGHLIGHTS

An application was received in regard to a “rezoning” of 606 7th Street from “Downtown Revitalization Overlay” District to “C-2 General Commercial” District. The property is currently zoned C-2, so in effect this application is seeking to remove it from the overlay district regulations. Through the process, additional properties were added to the request, including Town property (part of Shreve Park and the Trade Lot, as they lie within the block).

The Planning Commission conducted a public hearing on this request/application and recommends approval. Tonight, Town Council will conduct a public hearing on the request/application and consider the Planning Commission’s recommendation. Following the public hearing, Council has several options:

- Approve the request/application pursuant to the Planning Commission’s request or as modified;
- Deny the request/application;
- Defer action and schedule to consideration at a future meeting.

Planning Commission recommendation: Approval of the request/application.

Action(s) requested or suggested motion(s): If Council seeks to approve the request/application a motion to approve said request/application would be required. Motion to approve the request/application to “rezone” the portion of the 600 block of 7th Street, as indicated, from “Downtown Revitalization Overlay” district to “C-2 General Commercial” district.

Staff Review Record

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

List them in the order they should appear in packet? **Planning Commission packet (includes Staff Report; Application; Additional Property Owner Letter; and Map)**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Public Hearing #7

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

Subject Title: Rezoning Request Application-request
2027

Meeting Date: April 3,

Action Needed: Recommendation to Town Council

Subject Overview

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

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

Staff Recommendations, if applicable

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

Suggested / Required Action or Suggested Motion(s)

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

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

OFFICE USE ONLY

App. # 001-17

FEE PAID: _____

DATE: _____

TOWN OF ALTAVISTA**APPLICATION FOR REZONING**

This application and accompanying information must be submitted in full before the request for a zoning change can be referred to the Planning Commission and Town Council for consideration. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a zoning change as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: Altavista Appliance Phone Number: 434 369 6770

Address: 606 7th Street Altavista, VA 24517

Property Information

Property Owner(s): Shelton & Hailey Holding LLC Phone Number: 434 941 6232

Property Address or Location: 606 7th St. Altavista, VA 24517

Parcel ID Number: 83A-11-24-1-5B

Present Zoning District: DRO

Requested Change in Zoning: C2

Purpose of Request

Description for the requested zoning change and proposed use:

to be taken out of the DRO to be able to use retail on our building
and improve the overall look of the building

Please demonstrate how the proposed change and use will be in harmony with the purposes of the adjoining and adjacent district(s).

the color used on the exterior of the building will be the same as used
by Shear Perfection and the buildings at the corner of Campbell Ave & Main
street

(Use separate pages if additional space is required)

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

This zoning change will have no adverse impacts on the surrounding neighborhood or adjacent zoning districts. In fact this change will flow right into the adjacent zoning districts.

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood or adjacent zoning district.
3. Vicinity map (may be included on the site plan).
4. Fee of \$400 for zoning change application to be applied to the cost of advertising, administrative expense, first class postage, appropriate signage, and processing this application. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires fifteen (15) copies.

Signature of Applicant: _____



Date: 3/19/17

March 21, 2017

To whom it may concern,

My name is Jina Reynolds and I am the owner of lots 610, 612, & 614 7th Street in Alexandria, VA. I am hereby requesting to be removed from the downtown revitalization overlay district.

Thank you for your consideration.

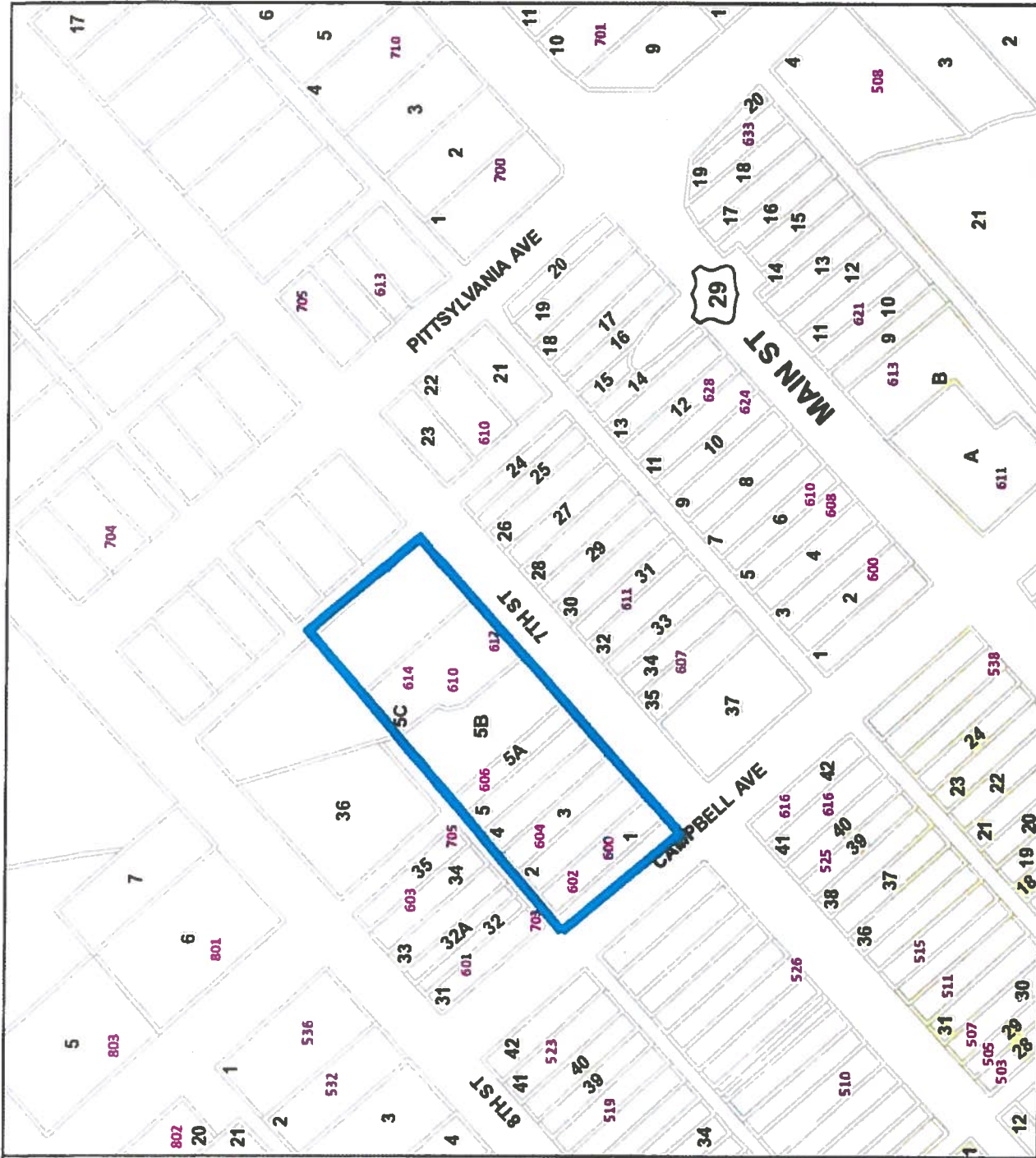
Sincerely,

Jina Reynolds
(434) 841-4682

Campbell County, VA

Legend

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



Title: Requested for Rezoning from DRO to C2

Date: 3/20/2017

Feet



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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | **8c** |

Attachment #: | **5** |

Agenda Placement: | **PUBLIC HEARINGS** |

Subject Title: | **Zoning Ordinance – Text Amendments** |

SUBJECT HIGHLIGHTS

The Planning Commission has reviewed and offers up seventeen (17) text amendments to Chapter 86 “Zoning” to the Town Code. The text amendments are generally for clarification purposes; however, a definition change in Section 86-32 allows a tenant, as well as owners to operate a bed and breakfast.

The Code Sections that are subject to change are:

Section 86-22.	Definitions, general terms.
Section 86-32.	Use Types.
Section 86-132, 192, & 292.	Permitted Uses (R-1, R-2, and R-MHP Districts)
Section 86-293.	General Regulations for residential manufactured home parks.
Section 86-674.	Development and approval of towers.
Section 86-731.	Board of Zoning Appeals Created; membership; organization.
Section 86-731.1	Board of Zoning Appeals, ex parte communications; proceedings.
Section 86-732.	Board of Zoning Appeals-Powers and duties.
Section 86-736.	Requirements for granting of variance; powers regarding variances.

Two sections that have more substantial changes Section 86-22 Definitions, general terms (Accessory building or structure and Yard, front) 86-32 Use types (Bed and Breakfast) are attached.

The proposed text ordinance amendments have been provided in separate correspondence for your review and consideration.

Staff recommendation, if applicable: Approval of the amendments to Chapter 86 “Zoning”, as presented.

Planning Commission recommendation: Approval of the amendments to Chapter 86 “Zoning”, as presented.

Action(s) requested or suggested motion(s): Motion to approve the amendments to Chapter 86 “Zoning”, as presented.



Town of Altavista, Virginia Regular Meeting Agenda Form

Staff Review Record

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

List them in the order they should appear in packet? **Staff Report from Town Council's April 11, 2017 Meeting; and Section 86-22 and Section 86-32 (proposed changes)**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia

STAFF REPORT

Meeting Date: April 11, 2017

Agenda Item: Planning Commission recommendation for Zoning Ordinance Updates

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

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

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

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

An Ordinance to repeal, amend and re-ordain Section 86-22 of the Code of the Town of Altavista, 1968, by amending the definition of “accessory building or structure”.

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

1. That Section 86-22 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-22. Definitions, general terms.

The words and terms listed below shall have the following meanings: ...

Accessory building or structure means a building or structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use. Where an accessory building or structure is attached to the principal building in a substantial manner, as ~~by a wall or roof~~ a covered structure made of materials complementary to the principal structure, such accessory building shall be considered a part of the principal building. A walkway alone shall not be considered a substantial connection for the purposes of this ordinance. For purposes of this chapter, any swimming pool in a residential district shall be considered an accessory structure....

Yard, front means a yard between the front building line and the street right-of-way extending across the full width of the lot. For the purpose of placement of accessory buildings when the principal building exists on the lot the term front yard shall mean a yard between the front building wall and the street right-of way extending across the full width of the lot.

All other definitions in Sec. 86-22 remain unchanged.

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

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by amending the definitions of “bed and breakfast” and “kennel”.

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

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

Sec. 86-32. Use types.

...*Bed and breakfast* means a dwelling, occupied by the owner or member of owner's immediate family or, with the written permission of the owner, tenant leasing the entire home, in which not more than five bedrooms are provided for overnight guests for compensation, on daily or weekly basis, with or without meals. ...

Kennel, commercial means the boarding, breeding, raising, grooming or training of 5 or more dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain. ...

All other definitions in Sec. 86-32 remain unchanged.

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

An Ordinance to repeal, amend and re-ordain Section 86-507 of the Code of the Town of Altavista, 1968, relating to bed and breakfast.

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

1. That Section 86-507 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-507. Bed and breakfast.

(a) *General standards:*

- (1) The owner or owner's immediate family or, with the written permission of the owner, tenant leasing the entire home shall reside on the same parcel occupied by the bed and breakfast establishment.
- (2) No more than five guest sleeping rooms shall be utilized for a bed and breakfast establishment. The maximum number of guest occupants shall not exceed 16 guests. These limits may be exceeded provided a the special use permit is approved by town council provides for it.
- (3) Any building constructed, enlarged or modified to accommodate a bed and breakfast shall maintain the appearance of a single-family residence.
- (4) Guests may stay no more than 30 consecutive nights in any one calendar year.
- (5) Meals shall be provided only to overnight guests and no cooking shall be permitted in guest rooms.
- (6) Required parking areas for guests and employees shall be provided on-site.

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | **8d** |

Attachment #: | **6** |

Agenda Placement: | **PUBLIC HEARINGS** |

Subject Title: | **Comprehensive Plan Update** |

SUBJECT HIGHLIGHTS

The Planning Commission previously reviewed and updated the Town's Comprehensive Plan and submitted their recommendation to Town Council. Planning Commission Chair John Jordan and Assistant Town Manager delivered a PowerPoint presentation at the October 25, 2016 Town Council Work Session going over the process and detailing changes to the Comprehensive Plan. Town Council has worked through the document and sought to have more information included in the Transportation Chapter. As this time, Council will conduct a public hearing on the proposed update to the Town's Comprehensive Plan as recommended by the Planning Commission.

Following the public hearing, Council can:

- Adopt the update Town of Altavista Comprehensive Plan as presented by the Planning Commission (with or without amendments);
- Table the item and schedule for future consideration; or
- Decline the Planning Commission's recommendation in regard to the Comprehensive Plan update.

The proposed updates to the Town of Altavista Comprehensive Plan have previously been provided to Council with copies available to the public.

Staff recommendation, if applicable: Approval of the update to the Town's Comprehensive Plan.

Planning Commission recommendation: Approval of the update to the Town's Comprehensive Plan.

Action(s) requested or suggested motion(s): Motion to approve the update to the Town's Comprehensive Plan.

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: *DNW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | **8e** |

Attachment #: | **7** |

Agenda Placement: | **PUBLIC HEARINGS** |
Subject Title: | **Cross Connection Control Ordinance** |

SUBJECT HIGHLIGHTS

The Town's existing ordinances that deal with "cross connections" in the Utilities Section of the Town Code (Section 78) are in need of updating for compliance with state/federal regulations. The proposed amendments would create two separate Divisions under Article IV. Water of the Utilities Chapter. The first division is existing language, while the second division will be amended language dealing with the Cross Connection Control Ordinance (Section 78- 125 through 132).

The proposed text ordinance amendments are attached for your review and consideration.

Staff recommendation, if applicable: Approval of the amendments to Chapter 78 "Utilities" in regard to Cross Connection Control, as presented.

Action(s) requested or suggested motion(s): Motion to approve the amendments to Chapter 78 "Utilities" in regard to Cross Connection Control, as presented.

Staff Review Record

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

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

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ARTICLE IV. WATER

DIVISION 1. CONNECTIONS TO THE SYSTEM

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

DIVISION 2. CROSS CONNECTION CONTROL ORDINANCE

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

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

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

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

DIVISION 1. CONNECTIONS TO THE SYSTEM

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

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

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

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

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

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

Sec. 78-123. Existing water connections permitted.

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

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

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

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

DIVISION 2. CROSS CONNECTION CONTROL ORDINANCE

Sec. 78-125. Cross Connection Control Ordinance.

- (a) This Ordinance consisting of Sections 78-125 through 78-131 shall be known as the Cross Connection Control Ordinance of the Town of Altavista.

- (b) The purpose of this Ordinance is to abate or control actual or potential cross connections and protect the public health. This Ordinance provides for establishment and enforcement of a program of cross connection control and backflow prevention in accordance with the Commonwealth of Virginia, State Board of Health, *Waterworks Regulations* 1995, as amended.

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

(c) **Administration of the Ordinance**

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

(d) **Definitions**

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

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

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

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

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

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

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

Consumer — means person who drinks water from a waterworks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) Responsibilities of the Town

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

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

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

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

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

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

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

(a) Service Line Protection

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

(b) Special Conditions

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

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

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

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

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

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

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

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

Sec. 78-128. Type of Protection Required.

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

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

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

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

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

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

Sec. 78-130. Maintenance and Inspection Requirements.

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

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

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

Sec. 78-131. Enforcement of the Ordinance.

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

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

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

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

APPENDIX

TABLE 1

DETERMINATION OF DEGREE OF HAZARD

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

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

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

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 9, 2017

Agenda Item #: | **9a** |

Attachment #: | **8** |

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

Subject Title: | **Trade Lot Agreement Revision – Altavista Band Boosters** |

SUBJECT HIGHLIGHTS

The Town has an agreement with the Altavista Band Booster concerning operation of the Trade Lot. Recently, the Band Boosters took on the “Cruise Ins” and would like to make this a part of their “First Saturday Trade Lot” activities. The Cruise Ins would follow the First Saturday activities during the months of May to October and accordingly, the Band Boosters seek to amend the Trade Lot Agreement to extend their time beyond the established 6:00 p.m. Based on their request, the Cruise Ins would run until 8:30 p.m. and seek to have the Trade Lot Agreement amend to allow this time extension on Saturday for the months of May through October. Below is an excerpt from the Agreement dealing with the time of events:

1. Use. ABB shall have the use of the Premises once per month for Trade Lot Events. **The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month.** The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning.)The aforesaid period shall include set up and take down of vendors. For Uncle Billy’s Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy’s Day (1st Saturday in June).

Staff recommendation, if applicable: Approval of Band Booster request to amend the Trade Lot Agreement as outlined. Add language to the “Use.” section of the agreement outlining the use of the property until 8:30 p.m. on first Saturdays (May through October) for “Cruise In” events.

Action(s) requested or suggested motion(s): Motion to approve the Band Booster’s request to amend the Trade Lot agreement to allow use until 8:30 p.m. for Cruise Ins during the months of May through October.

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: May 9, 2017

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

Attachment #: | **9** |

Agenda Placement: | New/Unfinished Business |
Subject Title: | Classification/Compensation Study |

SUBJECT HIGHLIGHTS

The Town contracted with Springsted to conduct a Classification/Compensation Study. The final report was issued last week. At this time, staff is seeking Council's direction on the Job Titles/Descriptions, Salary Grade/Ranges, and the Implementation Option.

Staff seeks to have this portion of the study approved, realizing that full implementation would not occur until the FY2018 Budget is adopted.

Council may:

- Adopt the Classification/Compensation Study;
- Place on the May Work Session Agenda for additional discussion

Staff recommendation, if applicable: Approval of the Classification/Compensation Study, with final implementation being effective July 1, 2017, based on the adopted FY2018 Budget.

Action(s) requested or suggested motion(s): Motion to approve the Classification/Compensation Study as outlined above.

Staff Review Record

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

List them in the order they should appear in packet? **Pay Scale; Title & Grade Listing**

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 Altavist, Virginia

Pay Scale

% Between Grades:	5%
Range:	60.0%
Starting midpoint:	25,000

Grade	Salary Range		
	Min	Mid	Max
1	19,230.77	25,000.00	30,769.23
2	20,192.31	26,250.00	32,307.69
3	21,201.92	27,562.50	33,923.08
4	22,262.02	28,940.63	35,619.23
5	23,375.12	30,387.66	37,400.19
6	24,543.88	31,907.04	39,270.20
7	25,771.07	33,502.39	41,233.71
8	27,059.62	35,177.51	43,295.40
9	28,412.60	36,936.39	45,460.17
10	29,833.23	38,783.21	47,733.18
11	31,324.90	40,722.37	50,119.83
12	32,891.14	42,758.48	52,625.83
13	34,535.70	44,896.41	55,257.12
14	36,262.48	47,141.23	58,019.97
15	38,075.61	49,498.29	60,920.97
16	39,979.39	51,973.20	63,967.02
17	41,978.36	54,571.86	67,165.37
18	44,077.28	57,300.46	70,523.64
19	46,281.14	60,165.48	74,049.82
20	48,595.20	63,173.75	77,752.31
21	51,024.96	66,332.44	81,639.93
22	53,576.20	69,649.06	85,721.93
23	56,255.01	73,131.52	90,008.02
24	59,067.76	76,788.09	94,508.42
25	62,021.15	80,627.50	99,233.84
26	65,122.21	84,658.87	104,195.54
27	68,378.32	88,891.82	109,405.31
28	71,797.24	93,336.41	114,875.58
29	75,387.10	98,003.23	120,619.36
30	79,156.45	102,903.39	126,650.33
31	83,114.28	108,048.56	132,982.84
32	87,269.99	113,450.99	139,631.98
33	91,633.49	119,123.54	146,613.58
34	96,215.16	125,079.71	153,944.26
35	101,025.92	131,333.70	161,641.48

**Town of Altavista, Virginia
Title & Grade**

Department	Division	Title	Proposed Range			
			Grade	Min	Mid	Max
Transportation	N/A	Bus Driver	1	19,230.77	25,000.00	30,769.23
Administration	N/A	Office Assistant	6	24,543.88	31,907.04	39,270.20
Public Utilities	Water Treatment	WTP Operator Trainee	7	25,771.07	33,502.39	41,233.71
Public Utilities	Wastewater Treatment	WWTP Operator Trainee	7	25,771.07	33,502.39	41,233.71
Public Works	N/A	Maintenance Worker	8	27,059.62	35,177.51	43,295.40
Administration	N/A	Customer Support Specialist	9	28,412.60	36,936.39	45,460.17
Public Utilities	Water Treatment	WTP Operator IV	9	28,412.60	36,936.39	45,460.17
Public Utilities	Wastewater Treatment	WWTP Operator IV	9	28,412.60	36,936.39	45,460.17
Public Works	N/A	Senior Maintenance Worker	9	28,412.60	36,936.39	45,460.17
Public Works	N/A	Maintenance Specialist	10	29,833.23	38,783.21	47,733.18
Public Works	N/A	Lead Maintenance Worker	10	29,833.23	38,783.21	47,733.18
Administration	N/A	Administrative Specialist	11	31,324.90	40,722.37	50,119.83
Administration	N/A	Accounting Specialist	11	31,324.90	40,722.37	50,119.83
Multiple	N/A	Administrative Assistant	11	31,324.90	40,722.37	50,119.83
Police	N/A	Police Recruit	11	31,324.90	40,722.37	50,119.83
Public Utilities	Water Treatment	WTP Operator III	11	31,324.90	40,722.37	50,119.83
Public Utilities	Wastewater Treatment	WWTP Operator III	11	31,324.90	40,722.37	50,119.83
Public Works	N/A	Senior Maintenance Specialist	11	31,324.90	40,722.37	50,119.83
Public Works	N/A	Mechanic	11	31,324.90	40,722.37	50,119.83
Public Utilities	Water Treatment	WTP Operator II	12	32,891.14	42,758.48	52,625.83
Public Utilities	Wastewater Treatment	WWTP Operator II	12	32,891.14	42,758.48	52,625.83
Police	N/A	Police Officer	13	34,535.70	44,896.41	55,257.12
Public Utilities	Water Treatment	WTP Operator I	13	34,535.70	44,896.41	55,257.12
Public Utilities	Wastewater Treatment	WWTP Operator I	13	34,535.70	44,896.41	55,257.12
Public Works	N/A	Lead Maintenance Specialist	13	34,535.70	44,896.41	55,257.12
Public Works	N/A	Senior Mechanic	13	34,535.70	44,896.41	55,257.12
Police	N/A	Master Police Officer	15	38,075.61	49,498.29	60,920.97
Public Utilities	N/A	Plant Maintenance Mechanic	15	38,075.61	49,498.29	60,920.97
Main Street	N/A	Main Street Coordinator	16	39,979.39	51,973.20	63,967.02
Police	N/A	Police Detective	16	39,979.39	51,973.20	63,967.02
Police	N/A	Police Corporal	16	39,979.39	51,973.20	63,967.02
Public Utilities	Water Treatment	WTP Operator In Charge	16	39,979.39	51,973.20	63,967.02
Public Utilities	Wastewater Treatment	WWTP Operator In Charge	16	39,979.39	51,973.20	63,967.02
Public Works	N/A	Street Maintenance Supervisor	17	41,978.36	54,571.86	67,165.37
Public Works	N/A	Buildings and Grounds Maintenance Supervisor	17	41,978.36	54,571.86	67,165.37
Public Works	N/A	Fleet Maintenance Supervisor	17	41,978.36	54,571.86	67,165.37
Public Works	N/A	Utility Maintenance Supervisor	17	41,978.36	54,571.86	67,165.37
Police	N/A	Police Sergeant	18	44,077.28	57,300.46	70,523.64
Police	N/A	Police Lieutenant	20	48,595.20	63,173.75	77,752.31
Public Utilities	Wastewater Treatment	WWTP Superintendent	20	48,595.20	63,173.75	77,752.31
Public Utilities	Wastewater Treatment	WWTP Manager	21	51,024.96	66,332.44	81,639.93
Public Utilities	Water Treatment	WTP Manager	21	51,024.96	66,332.44	81,639.93
Economic Development	N/A	Economic Development Director	25	62,021.15	80,627.50	99,233.84
Public Utilities	N/A	Public Utilities Director	25	62,021.15	80,627.50	99,233.84
Public Works	N/A	Public Works Director	25	62,021.15	80,627.50	99,233.84
Administration	N/A	Finance Director	26	65,122.21	84,658.87	104,195.54
Administration	N/A	Assistant Town Manager	26	65,122.21	84,658.87	104,195.54
Police	N/A	Police Chief	27	68,378.32	88,891.82	109,405.31

For the highlighted positions, the proposed ranges above are based on a standard work week, but have been adjusted for actual hours worked to provide the most accurate implementation costs



Town Manager's Report – For Month of April 2017

Booker Building

- Scheduling a visit to The Prizery in South Boston.

Strategic Planning Retreat

- Staff is working with finding an acceptable date for Council.
- Working with facilitator on creating a draft agenda.

Staunton River RIFA

- Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
- Staff working with Peed & Bortz on the Utility Assessment for this project.

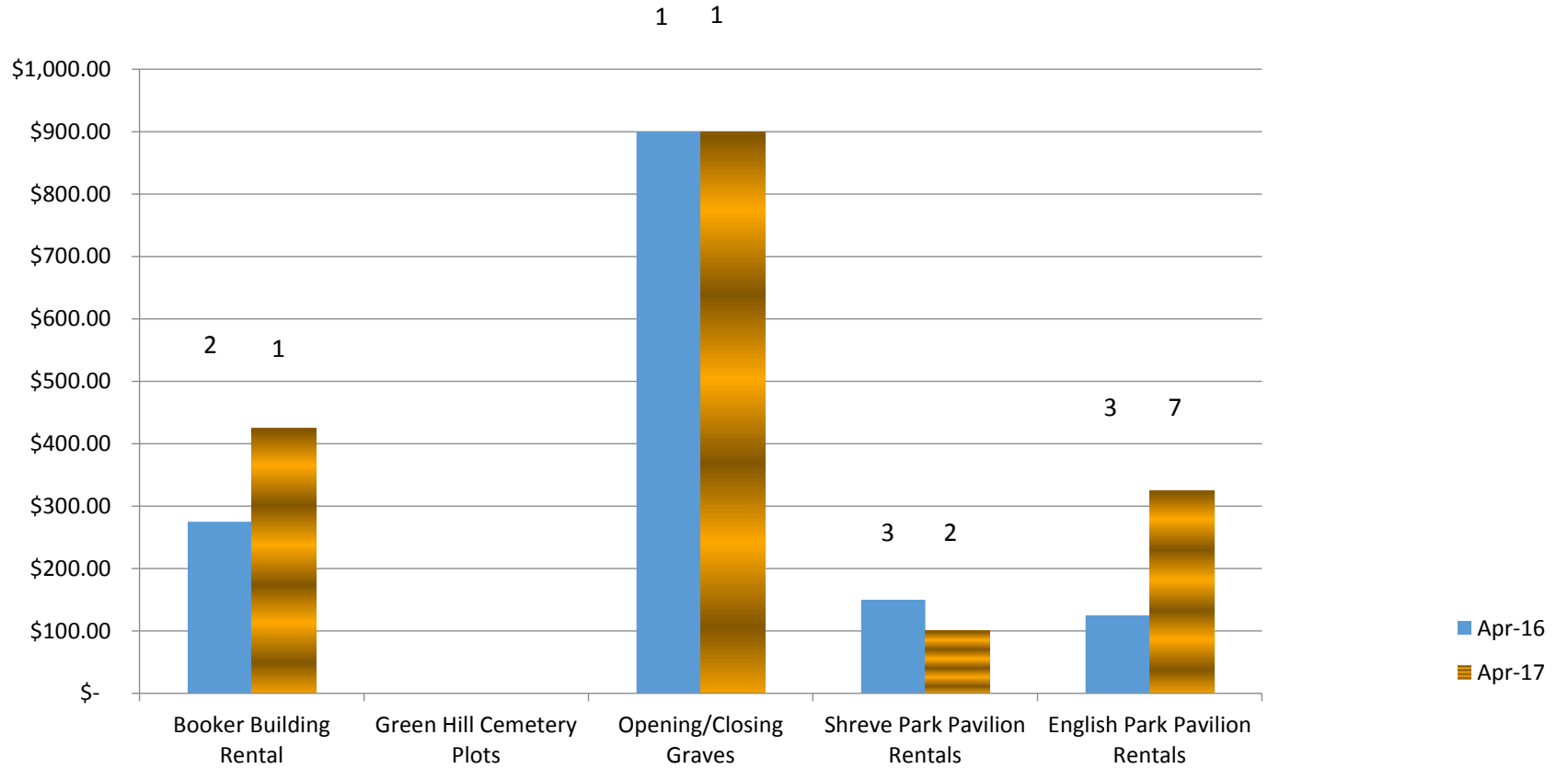
Broadband Planning Study

- Update provided at April 25th Town Council Work Session.
- Staff working on additional information and implementation scenarios.

Water Plant Projects

- Water Treatment Plant Electrical Updates project (Southern Air) Kick off meeting conducted on May 4th.
- SCADA Phase I project (Moore's Electric) underway.
- Water Model/GIS Mapping – Completed
- Dominion Effluent Reuse – Dominion is currently in spring outage maintenance mode and reports no additional progress on this item since last report. Staff working on connecting with Dominion officials to advance this discussion.

~ ADMINISTRATION ~



Altavista Police Department Weekly & Monthly Report

April 2017

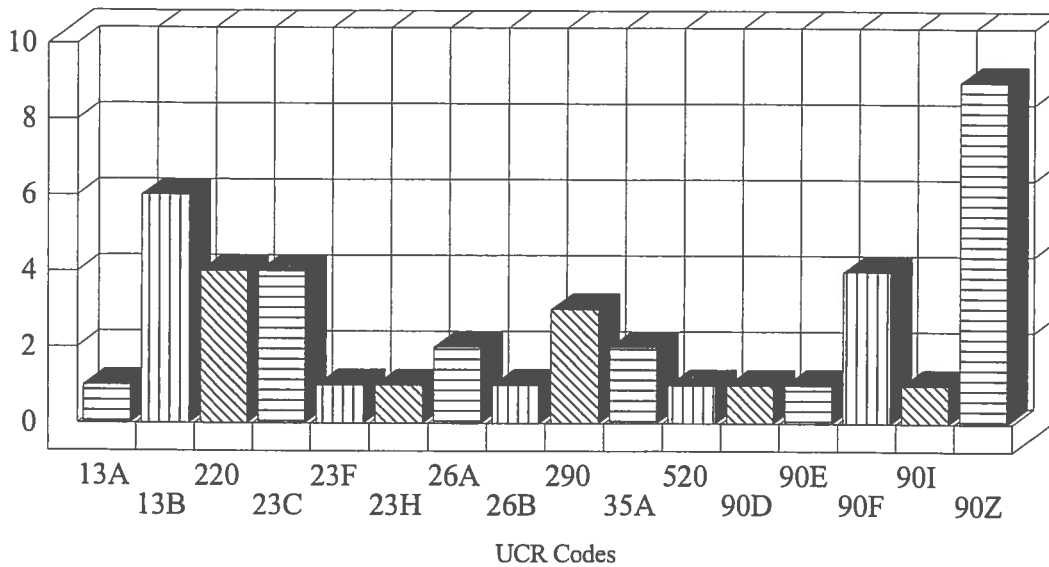
- I. The Senior Care Program started and headed up by Lt. Moorefield was advertised and four senior citizens have signed up for the program and have started meeting with officers weekly. The experience has been very positive for both the citizen and the officer. The police department has received nothing but positive feedback for the program.
- II. Officer Seth Caveness played an instrumental role in clearing a home invasion robbery, which occurred in the County. He met the suspect vehicle and pursued them into Lynch Station. The vehicle stopped and four occupants exited the vehicle armed with assault rifles and shotguns. He managed to take the driver into custody without shots being fired. The four gunmen ran into the woods. Due to his swift actions, the remaining four were identified and all but one has been arrested.
- III. Officers made a substantial methamphetamine arrest after a routine traffic stop for an expired inspection sticker. This is an example of professional interdiction work by our officers. We have sent several officers to drug interdiction training over the past several months and these are the results that we are beginning to see due to this training.
- IV. Lt. Moorefield is overseeing plans for a new program designed to meet with citizens on a quarterly basis and address problems within the community in a systematic and comprehensive manner. This will involve an open meeting here at the town hall one evening each quarter, open to the public. Each citizen will be given the opportunity to meet individually with an officer and address problems, and a written work plan will be developed and tracked through to the resolution. At that time, the citizen and the assigned officer will meet again to go over and sign the resolution sheet.

I have attached the monthly departmental statistics sheets for the month of May.

Altavista Police Department
Monthly Report

Date: March 2017	April
Uniform Traffic Summons Issued	31
Traffic Stops	33
DUI	1
Collisions Investigated (TREDS)	6
Motorist Aides	10
Criminal Arrests "Misdemeanor"	15
Criminal Arrests "Felony"	6
Warrants Executed	13
Incidents Addressed (Calls for Service)	1330
Incidents, Offenses Reportable in RMS	55
BOLO'S (Be on Look Out)	5
Follow-Up Investigation	42.5
Citizen Contacts	2105
Businesses, Residences Check "Foot Patrols"	377
Directed Patrol Hours	339.5
School Checks	35
Alarm Responses	6
Court Hours	9
Training Hours	32
Special Assignment Hours	
ECO/TDO	2
ECO/TDO Hours	10
Investigation Hours	95
Bike Patrol Hours	

Altavista Police Department - IBR Offense Counts 4/1/2017-4/30/2017



Data compiled as of:

5/2/2017 4:11:22 PM

13A-Aggravated Assault
13B-Simple Assault
220-Burglary/Breaking & Entering

Print

Exit

IBR Code Descriptions VA0160100 Altavista Police Department

Code/Description

13A-Aggravated Assault
13B-Simple Assault
220-Burglary/Breaking & Entering
23C-Shoplifting
23F-Theft From Motor Vehicle
23H-All Other Larceny
26A-False Pretenses/Swindle/Confidence Game
26B-Credit Card/Automatic Teller Machine Fraud
290-Destruction/Damage/Vandalism of Property
35A-Drug/Narcotic Violations
520-Weapon Law Violations
90D-Driving Under the Influence
90E-Drunkenness
90F-Family Offenses, Nonviolent
90I-Runaway
90Z-All Other Offenses

*** End of List ***

IBR Arrest Counts 1/1/2017-5/2/2017 Altavista Police Department

Total	Male/J	Male/A	Female/J	Female/A	Offense Description
1	0	0	0	1	13B-Simple Assault
4	0	0	0	4	23C-Shoplifting
1	0	1	0	0	90D-Driving Under the Influence
2	0	1	0	1	90E-Drunkenness
1	0	1	0	0	90Z-All Other Offenses
9	0	3	0	6	----- Total Arrests Reported -----

IBR Workload Counts 4/1/2017-4/30/2017 Altavista Police Department

6	0114	Weaver, Svetla
4	0874	Penn, Gary
7	1361	Wyatt, Justin
12	1983	Osborne, Donald
5	3274	Caveness, Seth
5	5748	Abbott, Michael
3	5844	Rigney, Larry
1	7124	Williams, J. Allen
11	8139	Noyes, Jordan
1	mary	Hall, Mary

55 Total Incidents

**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>	
Apr-15	\$62,546.00	
May-15	\$66,308.00	
Jun-15	\$64,146.00	
Jul-15	\$60,786.00	
Aug-15	\$61,309.00	
Sep-15	\$61,560.00	
Oct-15	\$63,460.00	
Nov-15	\$55,798.00	
Dec-15	\$61,928.00	
Jan-16	\$51,250.00	
Feb-16	\$57,390.00	
Mar-16	\$64,020.00	
Apr-16	\$61,664.00	
May-16	\$62,702.00	
Jun-16	\$64,356.00	
Jul-16	\$77,934.00	
Aug-16	\$79,415.00	
Sep-16	\$78,369.00	
Oct-16	\$77,843.00	
Nov-16	\$76,293.74	
Dec-16	\$80,126.95	FY2016
Jan-17	\$71,669.47	FY2017
Feb-17	\$74,876.88	
Mar-17	\$82,040.84	
		YTD Total
		\$537,501.00
		\$698,568.88





To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: April 2017 Economic Development Update

Networking:

- Director met with economic development officials from Pittsylvania County, City of Danville.
- Director met with officials from Virginia Economic Development Partnership (VEDP).
- Director met with director of the Lynchburg Regional Business Alliance (LRBA).
- Director attended CVCC Small Business Appreciation breakfast.
- Director attended LRBA Economic Development Summit.
- Director met with newly appointed Secretary of Agriculture.
- Director met with officials from Junior Achievement.
- Director attended the LRBA Small Business Summit.
- Director was asked to deliver the commencement speech to the graduating class at VTI.

Existing Business and Retention

- Director met with officials from BGF.
- Director met officials from Abbott.
- Director met with officials from the Standard.
- Director met with Altavista Instrument and Controls.

Marketing

- Director attended the Craft Beverage Expo with VEDP and the LRBA in Washington, D.C.
- Director hosted site visit for Project Grow.
- Director provided marketing materials for site visit from Project EWI.
- Director began marketing campaign for leads from the Craft Beverage Expo.
- Director participated in prospect call with 310 Marketing.
- Director secured booth to highlight local retail market at the Buy the "Burg trade show.

Develop Products

- Director met with the legal counsel for the Staunton River RIFA (Regional Industrial Facilities Authority).
- Director participated in a grant submittal for the Staunton River RIFA (Regional Industrial Facilities Authority) with VEDP.

Monthly Report to Council

Date: May 10, 2017
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: April 2017 Reporting

1. Zoning/Code Related Matters: March Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
4-Apr	008-17	Vicky Creasy- 1004 7th Street	Adding a 12'x11' dining room to back of the house
5-Apr	009-17	Linda Bailey-Stone 1001 8th St	Adding attached carport to side and concrete slab to other side
7-Apr	010-17	Sav'on Sign, Vinton VA	Reface signs at Wendy's Restaurant
7-Apr	011-17	Johathan Wilson, 1817 Avondale Dr.	Home Occupation- office for Home Repairs business
26-Apr	013-17	Patricia Steele, Vinton VA	TNT Fireworks at Walmart, July 4th week

- Met with David Hall regarding the clean-up and removal of junk cars at B&D on Main Street. He had until the end of April to complete this, which has not been done. Staff has reported the zoning violation to Lisa with the Motor Vehicle Dealer Board and she will begin the process to revoke his licenses to operate at used car lot.
- Working with a citizen on 7th Street regarding an issue with feral cats.
- Worked with Carmen Perri on the availability of the weekend trucks to take down a house and haul to the landfill. Habitat plans to build two homes on the site on Amherst Avenue.
- 5 grass violation notices sent out in April.
- Drafted notices for the Council public hearings scheduled for May 9.

2. Site Plans Reviewed and/or Approved:

- None

3. Planning Commission (PC) Related:

- Staffed the April regular meeting which included two public hearings. The first to consider a rezoning application from Mitch Hailey where no one but the applicant spoke. The second for corrections and updates to the Zoning Ordinance where no one spoke either. Drafted memos containing the PC's recommendations to Town Council.
- May meeting was cancelled.

4. AOT Related

- Nothing noted.

5. **ACTS Related**

- Validated daily ridership and revenue for bus system (April) - see bus report.
- Operations reimbursements submitted for March 2017.
- Daily rider and fee counts tallied.
- Staff met with Mark Roberts and received a quote for the new bus- Sonny Merryman has the state contract. DRPT funding will not be available until July 1 so the bus will be ordered at that time. Unless told otherwise free fares will begin June 1st as in past years.
- Staff started working on a policy and procedure document that DRPT is requiring each grantee to adopt (by council). This is **new** and DRPT provided a rough template. It has a financial policy piece that Tobie is working to complete. Staff plans to have a draft ready for Council's review at their May work session.
- Quarterly review meeting with DRPT grants administer, Andrew Riddle.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified March bank statements.
- Attended Managers/Assistants' luncheon at Sandusky Historic site in Lynchburg.
- Completed final updates for the FY2018-2022 CIP.
- Attended Town Council work session and regular meeting. Prepared TM weekly and Council monthly reports.
- Transferred all new phones and iPads to the Sprint Network.
- Attended Uncle Billy's Day planning meeting.

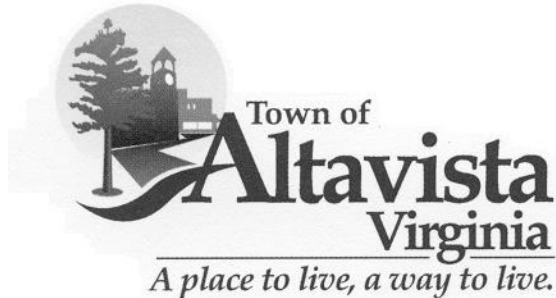
Route 43 Streetscape and Utility Project

- Worked on the budget and TAP grant awards for this project. Earl is working to update his proposal and will take out the design work VDOT is going to complete for the pedestrian crosswalks and actuators. VDOT, Gerry Harder, provided information to Earl for his proposal.
- Corresponded with VDOT to confirm the Town could apply for additional TAP funding this fall, which it can. Passed along information regarding meetings that Council members are encouraged to attend to improve chances for being awarded tobacco grant funding. Corresponded with VDOT and Hurt & Proffitt to schedule a kick-off meeting for project prior to beginning design.
- Staffed the design kick-off meeting at VDOT office in Lynchburg. Discussed the NEPA reporting requirements/documents, EZ-121 (Hazmat), EQ-555(Water quality). Discussed the Scoping Report- there is still a question as to whose responsible for this- but there is a 130 window for completing, October 24, 2017. Nick reported that he found \$21,000 for the Town in our contract: the VDOT contingency for a contract under \$5 million is 5% and no the 10% included in our budget.
- Survey is to be completed by the end of May and passed on to VDOT so they can begin design of the pedestrian signals.

7. Recreation Committee

- Met with Town Manager and Councilman George regarding the cemetery trail.
- Title Insurance documents have been issued and paid for and all grant documents have been submitted to Sarah with DCR for reimbursement. John Eller provided the value of his hours on this project and based on my calculations the Town will receive a VLCF grant check in the amount of \$20,868.50.
- Gay & Neel was the firm selected to design the canoe launch site. Staff, engineers and Campbell County E&S will meet on May 5th for a kick-off meeting.
- Staff scheduled and conducted interviews with two firms interested in designing the canoe launch site. A firm will be selected the week of April 10th.
- Staff has contacted DCR, Synthia Waymack, regarding ADA requirements for both the site and launch itself, should a DCR grant be awarded. The site is not a problem, however, logistically, the launch itself could provide some challenges and likely be cost prohibitive. This is Synthia's response:

'For the RTP, as of today, it has not been required that every recreational trail be constructed to be 100% ADA. However, recreation providers are expected to make sure they maintain program accessibility as failure to do so may constitute discrimination.'



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 Monthly Report April 2017

During the month of November, the Public Works 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 and Completed for the Month 269

Street Department: During the month the crew has had one Equipment Operator out of work due to a medical condition. As of May 1, 2017 this employee has resigned his position due medical reason. Currently the street crew only has one supervisor, one equipment operator, and two laborers. We are in the process of posting the vacant position and it is our goal to fill this position the first part of June.

The street crew also has been busy this month mowing town wide, weed eating, completed special project on Myrtle Lane, tree trimming, storm drainage ditch cleaning, sidewalk repairs, assisted in reading monthly meters, hauling millings for parking area at the town shop

- Mowing-----Town Wide 2 times for the month
- Litter Pick up-----45 Bags
- Weed Control-----60 Gallons
- Sweeping Streets-----62 Miles
- Weekend Trucks-----8
- Other Traffic Roadside Maintenance On Streets----- 419 Hrs

Buildings & Grounds and Sanitation: During the month the crew has had one employee out of work due to FMLA leave and this employee retired. As of May 1, 2017 this position has not been filled due to lack of qualified applicants. We are still in the process of reviewing applications and conducting interviews. Currently the street crew only has one supervisor, one equipment operator II, solid waste operator, and one laborers. We are in the process of posting the vacant position and it is our goal to fill this position the first part of June.

The B&G crew also has been busy this month mowing at the parks, weed eating, completed special project installing the temporary fence at English, planting flowers in flower beds, cleaning flower beds, weed control, playground equipment repairs, solid waste collection, bulk collections, brush collections.

- Green Hill Cemetery – Burial-----1
- Green Hill Cemetery – Cremations-----0
- Brush Collected Stops-----125 Stops
- Brush Collected Loads-----5 Loads
- Bulk Collection Stops-----128 Stops
- Bulk Collection Tonnage-----13.28 Tons
- Solid Waste Tonnage-----81.71 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----5.5 Hours
- Maintain Park Buildings-----142.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----329.50 Man Hours
- Mowing-----85 Acres

Monthly Staff Report

Date:	5/4/2017
TO:	Town Manager
FROM:	Tom Fore
DEPARTMENT:	Utilities- Public Works
MONTH:	April 2017

of Sewer
Connections 0

of Water
Taps 0

of Meters Read
Monthly 91

of Meters Read
Quarterly 0

of Loads of Sludge to
Landfill 16

of Location Marks made
for Miss Utility 111

of Meters Replaced 0

of Water Lines
Repaired 0

Locations:

of Sewer Lines
Unstopped 0

Locations:

Sewer Video Footage: 415

Locations:

905 9th St.

2217 Beverly Heights

Sewer Cleaned Footage: 0

of Sewer Cleanouts
Installed 0

Locations:

Monthly Staff Report

DATE	5/2/2017
TO:	Town Manager
FROM:	Tom Fore
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	April 2017

Average Daily Flow 2.10 mgd

TSS Reduction	95 %
---------------	------

BOD Reduction	99 %
---------------	------

VPDES Violations

Sludge (Regional Land Fill)	249 tons
------------------------------	----------

Rain Total 6.92 Inches Snow Total 0 Inches

May 2017						
◀ Apr 2017						Jun 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
National Small Business Week April 30-May 6	1 Planning Commission 5:00 PM	2	3	4 Avoca Student Event Day National Day of Prayer	5	6
7	8	9 Council Meeting 7:00 PM	10	11	12	13
14 Avoca Mother's Day Tea Mother's Day	15	16	17	18	19	20
21	22	23 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	24	25 Business Appreciation Lunch-Campbell Co & Altavista 12:00	26	27
28	29 Memorial Day Town Offices Closed No ACTS Bus	30	31	Notes:		

June 2017						
◀ May 2017						Jul 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Uncle Billy's Day Festival	3 Uncle Billy's Day Festival Altavista on Track Cruise In
4	5 Planning Commission	6	7	8	9	10
11	12	13 Council Meeting 7:00 PM	14	15	16	17
18	19	20	21	22	23 Chamber of Commerce TGIF 6-9:00 PM	24
25	26	27 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	28	29	30	Notes:

Virginia Technical Institute

201 OGDEN ROAD • ALTAVISTA, VA 24517

Waverly Coggsdale III
Altavista Town Manager
510 7th Street
Altavista, VA 24517

April 21, 2017

Dear Mr. Coggsdale,

On behalf of Virginia Technical Institute, I would like to thank you for the town's generous donation. Your commitment to helping VTI meet the need for a qualified technical workforce is sincerely appreciated.

Our goal at VTI is to continue to make a difference in the lives of our students through education and training with the ultimate goal being gainful employment. With the help of donations from supporters like you, we will continue to make a difference in the lives of our students.

No goods or services of any value were or will be transferred to you in connection with this donation.

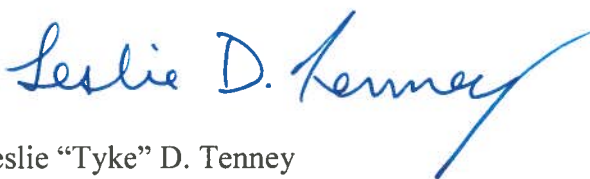
Virginia Technical Institute is a 501(c)3 Non-Profit Corporation located in the state of Virginia. Your contribution is tax deductible and this letter will serve as acknowledgement of your donation.

EIN: 27-0338868 Donation: Four used variable frequency motor drives

Donation Date: 04-13-2017

Thank you for your generous support of our efforts.

Sincerely,



Leslie "Tyke" D. Tenney
Executive Director
Virginia Technical Institute

VTI

Office: 434.369.8200

Fax: 434.369.8400

www.virginiatechnicalinstitute.org