

# **Town of Altavista**

## **Town Council Work Session Agenda**

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

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**Tuesday, December 22, 2015**

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**5:00 PM Council Work Session**

- 1. Call to Order**
- 2. Agenda Amendments/Approval**
- 3. Public Comments –Agenda Items Only**
- 4. Introductions and Special Presentations**
- 5. Items For Discussion**
  - a. Bank Bids – Project 1B “Main Street Waterline”**
  - b. Economic Development Marketing Program**
  - c. Planning Commission Recommendation Zoning Ordinance Amendment (*Chickens*)**
  - d. Consideration of upgrade to network/cabling at WTP (SCADA)**
  - e. CY2016 Meeting Calendar**
- 6. Items Scheduled for the Regular Meeting Agenda**
- 7. Project Updates**
- 8. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 9. Adjournment**

**NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, JANUARY 12, 2016 @ 7:00 p.m.**

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 Work Session Agenda Form

Meeting Date: December 22, 2015

### **Agenda Item:** Main Street Waterline Improvements (Project 1B)

**Summary:** The Main Street Waterline Improvements (Project 1B) was sent out for bid with bids received and opened on October 29, 2015. At the November Town Council meeting, the Town Manager was authorized to award the bid to the low bidder, as well as negotiate the storm water portion of the project with the contractor.

The attached memo, from Tobie Shelton, details the process that has been used to arrive at the presentation of financing options for Project 1B. Tonight, staff is seeking input as to your willingness to borrow funds for the project and the necessary action to continue the process. Council would not be agreeing to borrow the funds this evening, but only keeping the option open based on the information submitted.

Currently the Town has annual debt service in the Enterprise Fund of \$280,000 per year related to the borrowing for the Bedford Avenue Waterline (Project 1A).

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**Budget/Funding:** Annual Debt Service for Project 1B, per the low bank bid submittal, would be \$309,360 (10-year term); \$220,477 (15-year term) or \$178,075 (20-year term).

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** Staff memo, Bank Bid Proposals, Draft Notice of Public Hearing

Staff recommends that the Town Council set a public hearing for Tuesday, January 12, 2016 regarding the potential authorization of debt in the amount of \$2,750,000.

### **Council Recommendations:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)



DATE: December 18, 2015

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: Funding Update for Water & Storm Water Improvements to Main St./Project 1B

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At the July 28<sup>th</sup> work session, Council was in agreement to obtain the services of a financial advisor to take us through the RFP process for Project 1B. Staff has been working with Dianne Klaiss, Financial Advisor with Raymond James to develop the Bank RFP which circulated on November 30<sup>th</sup>. Bank RFP's were due December 14<sup>th</sup>.

Bank RFP's were sent to several banks. The banks were asked to provide interest rates for funds up to \$2.75 million amortized over 10, 15, and 20 years. The Town received bid responses from BB&T, Carter Bank & Trust, and First National Bank. Please see the attached bid documents. Carter Bank & Trust offered the lowest interest rates of all three requested amortizations. They also offered no penalty for prepaying as well as no upfront or legal fees.

Staff reviewed the bank bid information for Project 1B submitted by our financial consultant and recommends that the Town accept the proposal from Carter Bank & Trust for a 20 year loan. As long as current interest rates are low and there are funds available for debt service, staff recommends borrowing and save cash for contingencies. As stated in the November 10<sup>th</sup> memo to Council, it is important to point out that in the current FY 2016 Budget, the Enterprise Fund was identified as having a surplus of \$147,700. For planning purposes, you could estimate that this year's surplus could continue into the future. Based on a deficit in project funding, the cost of debt service and the annual fund surplus estimate, additional funding would need to be identified. Revenue source options could include: annual revenue Increases (i.e. rate increases), annual surplus from the General Fund (FY 2016 Budget Amount is \$471,000), or Undesignated Reserve Fund Balance (\$2,982,169.38 as of November 30, 2015).

In order to remain on schedule with the Bank RFP, should the Town decide to borrow, a Public Hearing must be advertised and a date set. Neither the publication of the notice nor actually holding the public hearing dictates that the Town issue debt. They are simply preliminary steps that signal to the Town citizens the possibility of issuing debt of a particular amount for a particular project. Not until Council adopts the authorizing ordinance, would it be signaling its intention to actually issue the debt. But even then, Council can add a qualification in the ordinance to make the actual issuance of the debt subject to further Council action. Staff

would like to request a Public hearing to be held at the January 12<sup>th</sup> Council meeting regarding the authorization of debt.

Please advise if you have any questions.



*Custom Banking Since 1908*

**Town of Altavista, Virginia**

**TERM SHEET**

December 11, 2015

(For discussion purposes only)

**Borrower:** Town of Altavista, Virginia (the "Town")

**Amount:** \$2,750,000

**Purpose:** To finance water line / storm sewer improvements within the Town of Altavista on Main Street referred to as Project 1B.

**Loan Type:** Tax-Exempt, Bank Qualified Term Loan

**Loan Term:**

- A. 5 years (up to 20 year amortization; balloon payment at the end of 5 yrs)
- B. 10 years (up to 20 year amortization; balloon payment at the end of 10 yrs)
- C. 15 years
- D. 20 years

**Repayment:** Demand, otherwise annual principal payments beginning January 15, 2017 and semi-annual interest payments on January 15 and July 15, commencing July 15, 2016

**Interest Rate:**

- A. 1.99%
- B. 2.25%
- C. 2.50%
- D. 2.75%

**Loan Fees:** None

**Collateral:** Unsecured – General Obligation pledge of The Town of Altavista, VA

**Prepayment Penalty:** None

**Guarantors:** None

**Reporting Requirements:** Town of Altavista, VA to provide annual audited financial statements.

**Other:** Loan documents are to be approved by the Bank and executed properly.

Bond Counsel will give the customary opinion as to authorization, validity, permits and other matters requested by the Bank. A satisfactory opinion of bond counsel approved by First National Bank as to bank qualification and the exclusion of interest from gross income for Federal and State income taxes will be necessary at or prior to closing.

**Other (continued):** A General Obligation resolution approved by the Town Council

A statement that no material adverse change in financial condition has occurred since June 30, 2015

Other usual and customary requirements for loans of this type.

Submitted By:

\_\_\_\_\_  
Shawn D Stone  
Vice President  
First National Bank

Disclaimer

This Term Sheet is presented to the above-referenced borrower in connection with a credit facility proposed by First National Bank. This Term Sheet describes some of the basic terms proposed to be included in loan documents between the Bank and the borrower. This Term Sheet is for discussion purposes only and is not a commitment, nor does it purport to summarize all of the conditions, covenants, representations, warranties, events of default or other provisions that may be contained in documents required to consummate this financing. The terms are subject to standard credit underwriting and approval and to negotiation and execution of loan documents in form and substance satisfactory to the Bank and its counsel. This Term Sheet is confidential and may not be disclosed to third parties without prior consent of the Bank.

501 Tennessee Avenue  
Charleston, WV 25302  
(304) 353-1635  
Fax (304) 340-4702

December 14, 2015

Dianne Klaiss  
Senior Vice President  
Raymond James & Associates, Inc.  
951 E. Byrd Street, Suite 930  
Richmond, VA 23219

Dear Ms. Klaiss:

BB&T Governmental Finance (BB&T) is pleased to submit the following proposal of financing terms for the financing requested by the Town of Altavista, Virginia ("Town").

- (1) **Project:** General obligation bond for improvements to the Town's water lines and storm sewers
- (2) **Amount To Be Financed:** up to \$2,750,000.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

Term	Rate
10 years	2.31%
15 years	2.96%

Payments of interest shall be semi-annual beginning July 15, 2016, while principal shall be due annually beginning January 15, 2017, as requested. The amortization of the bonds shall be mutually agreed upon by BB&T and the Town.

The interest rates stated above are valid for a closing not later than 45 days after today. Closing of the financing is contingent upon completing documentation acceptable to BB&T.

The cost of lender counsel shall be paid by the Town on behalf of BB&T. All applicable taxes, permits, costs of lawyers for the Town and any other costs shall be the Town's responsibility and separately payable by the Town. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium.

The stated interest rates assume that the Town expects to borrow less than \$10,000,000 in calendar year 2016 and that the Town shall comply with IRS Code Sections 141, 148 and 149. BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not qualified tax-exempt financing for the purpose of IRS Code Section 265(b)(3).

**(4) Financing Documents:**

It shall be the responsibility of the Town to retain and compensate counsel to appropriately structure the general obligation bond according to Federal and Virginia Commonwealth Statutes. BB&T shall also require the Town's Bond Counsel to provide an unqualified legal opinion. BB&T reserves the right to review the bond and it must be mutually accepted by BB&T and the Town.

**(5) Security:**

The financing shall be a general obligation of the Town, backed by its full faith, credit and taxing power.

\* \* \* \* \*

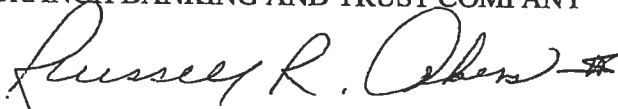
BB&T appreciates the opportunity to make this term sheet and requests to be notified within five days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the Town of its election to do so (whether or not this offer has previously been accepted by the Town) if at any time prior to the closing there is a material adverse change in the Town's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Town or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Please call me at (304) 353-1635 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY

A handwritten signature in dark ink, appearing to read "Russell R. Akers, II", followed by a small star-like flourish.

Russell R. Akers, II  
Vice President

Enclosure





# Carter Bank & Trust

POST OFFICE BOX 1776  
MARTINSVILLE, VIRGINIA 24115-1776

December 14, 2015

Dianne Klaiss, Senior Vice President  
Raymond James & Associates, Inc.  
Town of Altavista, Virginia  
1500 Gateway Blvd. Suite 220  
Boynton Beach, Fl 33426

RE: Bid on financing of Project 1B, General Obligation Bond, Town of Altavista

Dear Miss Klaiss,

Carter Bank & Trust is pleased to submit the following bid on the above referenced project:

ISSUER:	Town of Altavista, Virginia
AMOUNT:	\$2,750,000
PURPOSE:	Proceeds will be used to finance Main Street Water Line & Storm Sewer improvements and pay cost of issuance.
TAX TREATMENT:	Fully Tax Exempt
BANK QUALIFIED:	The bank will require the loan to be "bank qualified" under Section 265 (b) (3) of the Internal Revenue Code with the interest thereon exempt from Federal and State income taxation.
CREDIT:	General Obligation Pledge (Full Faith and Credit) of the Town of Altavista, Virginia

INTEREST RATE:

10 year: 2.20% fixed until maturity  
15 year: 2.40% fixed until maturity  
20 year: 2.60% fixed until maturity

Interest will be calculated using a 30/360 day count.

PAYMENTS:

Principal payments will be made annually on January 15, commencing January 15, 2017. Interest payments will be made semi-annually on January 15 and July 15, commencing July 15, 2016.

MATURITY DATE:

10 year: January 15, 2027  
15 year: January 15, 2032  
20 year: January 15, 2037

DRAWDOWN:

All at closing

PREPAYMENT:

The loan may be prepaid without penalty at any time.

COSTS:

The bank will not impose any fees and does not anticipate any expenses in connection with this transaction. Borrower will be responsible for bond counsel and financial advisor costs.

DOCUMENTATION:

All documentation associated with this loan shall be in a form and content acceptable to the bank. Carter Bank & Trust will require documentation from Altavista authorizing and approving the financing transaction. Prior to closing, the bank will require information from the Town indicating the authorized signers on the loan documents. The bank may require such other documents, instruments, opinions, approvals and assurances customary in this type of financing or as the bank may reasonably request.

FINANCIAL STATEMENTS:

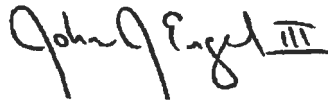
The Town will provide Carter Bank & Trust with annual audited financial statements.

Town of Altavista, Virginia  
December 14, 2015  
Page 3

The terms of your request for bid submitted to Carter Bank & Trust are hereby incorporated as part of our bid. This commitment will expire on January 29, 2016.

We thank you for the opportunity of quoting on this project and look forward to hearing from you in the near future. If you have any questions concerning this bid, you may contact me at 276-656-1776.

Sincerely,

A handwritten signature in black ink, reading "John J. Engel III". The signature is written in a cursive style with a horizontal line at the end.

John J. Engel III  
Senior Vice President

**RAYMOND JAMES**



**PRESENTATION OF BANK LOAN OPTIONS  
FOR FINANCING OF PROJECT 1B**

December 18, 2015

**SEAN EKIERT, MANAGING DIRECTOR  
DIANNE KLAISS, SENIOR VICE PRESIDENT  
MID-ATLANTIC PUBLIC FINANCE**

# Request for Proposal Overview

## Raymond James and Town staff developed and distributed a Request for Proposals for Bank Loan Bids

- The Request for Proposal (RFP) was sent to American National, BB&T, Banc of America Public Capital Corp., Bank of the James, Capital One, Carter Bank, First National Bank of Altavista, M & T Bank, SunTrust Bank, Union Bank, United Bank, Virginia Community Capital and Wells Fargo.
- Responses were received by BB & T, Carter Bank and First National Bank of Altavista (same responders as last year).
- Non-bids were generally due to geographic footprint
- The banks were asked to provide interest rates for funds up to \$2,750,000 amortized over 10, 15 and 20 years to finance the Town's water and sewer line Project 1B.
- Banks were asked to provide responses to the following requests:
  - I. Rates for a Tax-exempt Bank-Qualified loan
  - II. Annual principal payments beginning January 15, 2017 with semi-annual interest payments on January 15 and July 15 commencing July 15, 2016
  - III. Preferred redemption provision – callable anytime without penalty
  - IV. Fees and Closing Conditions
  - V. Any other beneficial structure for the Town's consideration

# Summary of Bank Loan Bids

## Proposal Observations:

- Carter Bank provided the lowest interest rates for all three requested amortizations.
- First National Bank of Altavista 's included a 5 and 10 year rate which may be amortized up to 20 years but requires the loan to be paid off or refinanced at the end of 5 or 10 years, respectively
- BB & T did not provide a 20-year option and was the only bank to have a pre-payment penalty and require bank counsel fees to be paid by the Town

	BB&T	Carter Bank & Trust	First National Bank of Altavista
<b>Total Amount Borrowed</b>	<b>\$2,750,000</b>	<b>\$2,750,000</b>	<b>\$2,750,000</b>
<b>Amortization:</b>			
<b>5 Years</b>	<b>N/A</b>	<b>N/A</b>	<b>1.99% w/conditions</b>
Bond Proceeds	N/A	N/A	\$2,726,350
Average Annual Debt Service Payment	N/A	N/A	\$583,266 (Amortized over 5 years)
Total Debt Service	N/A	N/A	\$2,916,331
<b>10 Years</b>	<b>2.31%</b>	<b>2.20%</b>	<b>2.25% w/conditions</b>
Bond Proceeds (after cost of issuance is paid)	\$2,724,550	\$2,726,350	\$2,726,350
Average Annual Debt Service Payment	\$311,134	\$309,360	\$310,166 (Amortized over 10 years)
Total Debt Service	\$3,111,345	\$3,093,602	\$3,101,662
<b>15 Years</b>	<b>2.96%</b>	<b>2.40%</b>	<b>2.50%</b>
Bond Proceeds	\$2,724,550	\$2,726,350	\$2,726,350
Average Annual Debt Service Payment	\$229,692	\$220,477	\$222,108
Total Debt Service	\$3,445,384	\$3,307,155	\$3,331,617
<b>20 Years</b>	<b>N/A</b>	<b>2.60%</b>	<b>2.75%</b>
Bond Proceeds	N/A	\$2,726,350	\$2,726,350
Average Annual Debt Service Payment	N/A	\$178,075	\$180,597
Total Debt Service	N/A	\$3,561,504	\$3,611,945
<b>Conditions - Put*</b>	N/A	N/A	For the 5 or 10 year scenarios - up to 20 year amortization with a balloon payment at the end of 5 or 10 year term
<b>Upfront Fee</b>	None	None	None
<b>Lender Counsel Fee</b>	Town to Pay (Estimated to be \$2,400)	None	None
<b>Town Costs (FA/BC and Lender Counsel Fee)</b>	\$26,050	\$23,650	\$23,650
<b>Fixed Rate Optional Prepayment</b>	In whole on debt service date with 1% premium	Prepayment at anytime without penalty	Prepayment at anytime without penalty
<b>Rate Good Until</b>	1/28/2016	1/29/2016	Not Specified
<b>Additional Conditions</b>	Annual Audited Financials of the Town	Annual Audited Financials of the Town	Annual Audited Financials of the Town

\*At the end of the selected amortization period, the Town would either pay-off the balloon payment or refinance the balance of the loan.

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## FINANCING DECISION POINTS AND RECOMMENDATION

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### Raymond James's recommendation:

- ✓ Accept the Carter Bank proposal for 10, 15 or 20 year amortization
  - Lowest interest rate with no interest rate or refinance risk
  - Prepay at any time with no penalty
  - No upfront or legal fees

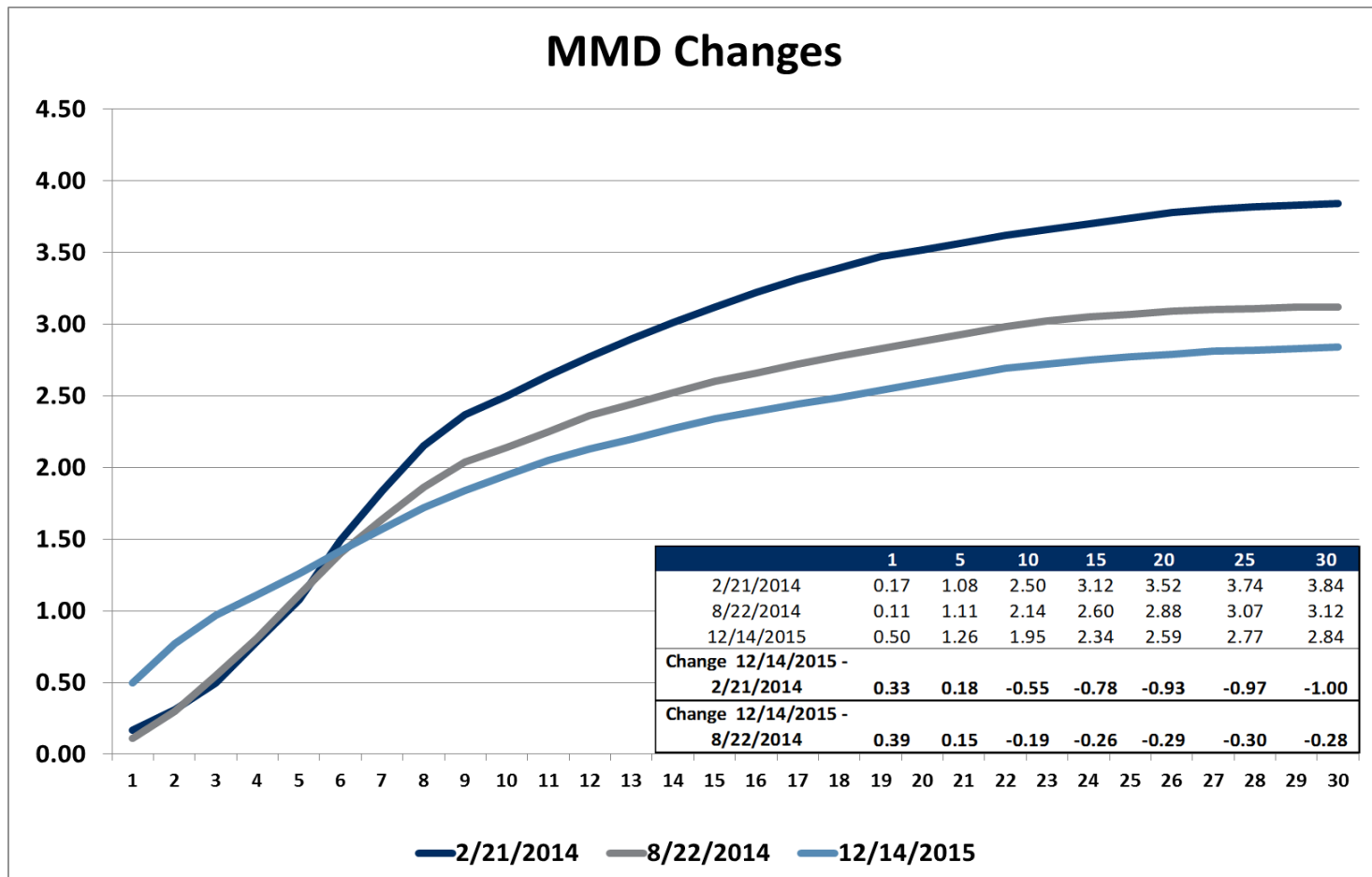
## CARTER BANK AMORTIZATIONS – LOAN AMOUNT OF \$2,750,000

Carter Bank Amortizations (Assumes a January 15, 2016 closing)									
FY	10 Years (2.20%)			15 Years (2.40%)			20 Years (2.60%)		
	Principal	Interest	Total D/S	Principal	Interest	Total D/S	Principal	Interest	Total D/S
2016									
2017	\$248,860	\$60,500	\$309,360	\$154,480	\$66,000	\$220,480	\$106,570	\$71,500	\$178,070
2018	\$254,340	\$55,025	\$309,365	\$158,190	\$62,292	\$220,482	\$109,350	\$68,729	\$178,079
2019	\$259,930	\$49,430	\$309,360	\$161,980	\$58,496	\$220,476	\$112,190	\$65,886	\$178,076
2020	\$265,650	\$43,711	\$309,361	\$165,870	\$54,608	\$220,478	\$115,110	\$62,969	\$178,079
2021	\$271,490	\$37,867	\$309,357	\$169,850	\$50,628	\$220,478	\$118,100	\$59,976	\$178,076
2022	\$277,470	\$31,894	\$309,364	\$173,930	\$46,551	\$220,481	\$121,170	\$56,906	\$178,076
2023	\$283,570	\$25,790	\$309,360	\$178,100	\$42,377	\$220,477	\$124,320	\$53,755	\$178,075
2024	\$289,810	\$19,551	\$309,361	\$182,370	\$38,102	\$220,472	\$127,550	\$50,523	\$178,073
2025	\$296,180	\$13,175	\$309,355	\$186,750	\$33,726	\$220,476	\$130,870	\$47,207	\$178,077
2026	\$302,700	\$6,659	\$309,359	\$191,230	\$29,244	\$220,474	\$134,270	\$43,804	\$178,074
2027				\$195,820	\$24,654	\$220,474	\$137,760	\$40,313	\$178,073
2028				\$200,520	\$19,954	\$220,474	\$141,340	\$36,731	\$178,071
2029				\$205,340	\$15,142	\$220,482	\$145,020	\$33,056	\$178,076
2030				\$210,260	\$10,214	\$220,474	\$148,790	\$29,286	\$178,076
2031				\$215,310	\$5,167	\$220,477	\$152,660	\$25,417	\$178,077
2032							\$156,630	\$21,448	\$178,078
2033							\$160,700	\$17,376	\$178,076
2034							\$164,880	\$13,198	\$178,078
2035							\$169,160	\$8,911	\$178,071
2036							\$173,560	\$4,513	\$178,073
	<u>\$2,750,000</u>	<u>\$343,602</u>	<u>\$3,093,602</u>	<u>\$2,750,000</u>	<u>\$557,155</u>	<u>\$3,307,155</u>	<u>\$2,750,000</u>	<u>\$811,504</u>	<u>\$3,561,504</u>



# MUNI MARKET CHANGES SINCE FEBRUARY AND AUGUST 2014

While short-term rates have increase, intermediate and long-term rates are lower than when the Town began the financing process and completed financing for Project 1A



## NOTICE OF PUBLIC HEARING

On Tuesday, the 12th day of January, 2016, the Council of the Town of Altavista, Virginia (the “Town”), will conduct a public hearing on the proposed issuance of general obligation public improvement bonds of the Town, in one or more series, in the estimated maximum amount of \$2,750,000 for the purpose of financing capital improvements related to the Town’s water, sewer and stormwater systems.

The public hearing will be conducted at 7:00 p.m. in the Town Council Chamber of the Town Hall, 510 Seventh Street, Altavista, Virginia. Interested persons may appear at such time and place and present their views.

J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista, Virginia

[Town to arrange publication in local newspaper of general circulation, once a week for 2 successive weeks – no later than December 30 and January 6]

[Note planned publication on December 30 and January 6]



Town of Altavista, Virginia  
**Work Session Agenda Form**

Meeting Date: December 22, 2015

**Agenda Item:** Economic Development Marketing Update

**Summary:** Dennis Jarvis, Economic Development Director, would like to provide a brief update on the development of several marketing pieces. In addition, he is seeking final resolution on the potential change of the Town's tagline. Attached is the citizen vote tally and samples of use of the tagline.

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**Budget/Funding:** Implementation of a new tagline would be phased in as new supplies are needed.

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

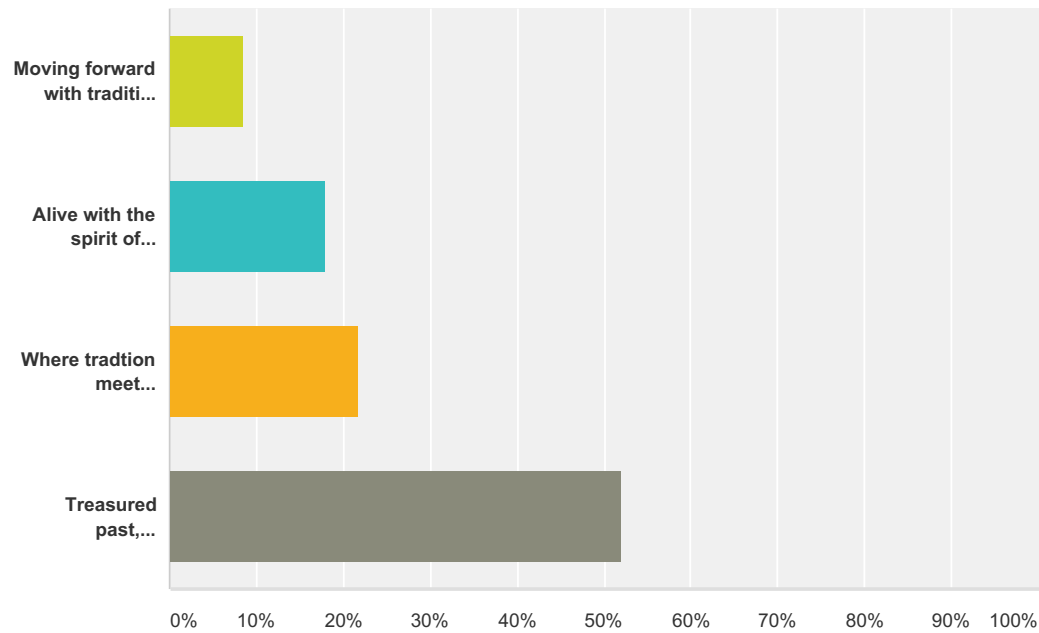
**Attachments:** Tagline vote tally; and Tagline product samples

**Council Recommendations:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)

Q1 Now is your time to vote! Thank you for your time and support!!

Answered: 106 Skipped: 0



Answer Choices	Responses
Moving forward with tradition and spirit.	8.49%9
Alive with the spirit of rivers and rails.	17.92%19
Where tradtion meet innovation.	21.70%23
Treasured past, innovative future.	51.89%55
Total	106

Q2 Address

Answered: 70 Skipped: 36

Answer Choices	Responses	
Name	98.57%	69
Company	65.71%	46
Address	92.86%	65
Address 2	5.71%	4
City/Town	94.29%	66
State/Province	97.14%	68
ZIP/Postal Code	94.29%	66
Country	61.43%	43
Email Address	90.00%	63
Phone Number	84.29%	59



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



**Dennis L. Jarvis, II**  
**Economic Development Director**

**P.O. Box 420**  
**Altavista, VA 24517**  
**Fax: 434.369.4369**  
**[www.altavistava.gov](http://www.altavistava.gov)**

**Office: 434.369.5001**  
**Cell: : 434.401.9842**  
**Email: [dljarvis@altavistava.gov](mailto:dljarvis@altavistava.gov)**



*Town of*  
**Altavista**  
**Virginia**

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*Where tradition meets innovation.*





## Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: December 22, 2015

**Agenda Item:** Planning Commission – Request for Public Hearing on Zoning Ordinance Amendment (Chickens)

**Summary:** Previously, the Planning Commission conducted a public hearing (December 7, 2015) in regard to an ordinance amendment that would allow chickens for personal use in the Town limits. At this time the Planning Commission forwards to Town Council its recommendation in regard to adoption of an ordinance that would allow the keeping of chickens. The Planning Commission's recommendation and the proposed ordinance are attached for your review.

The Town Council has several options in regard to this item;

- 1) Conduct a First Reading on the proposed ordinance tonight and schedule a public hearing for Tuesday, January 12, 2016;
- 2) Defer the First Reading until Tuesday, January 12, 2016 and decide whether to conduct a public hearing at the Tuesday, February 9, 2016 meeting;
- 3) Discuss the proposed ordinance and decide on First Reading/Public Hearings at a later date or even a joint Work Session with the Planning Commission; or
- 4) Take No Action.

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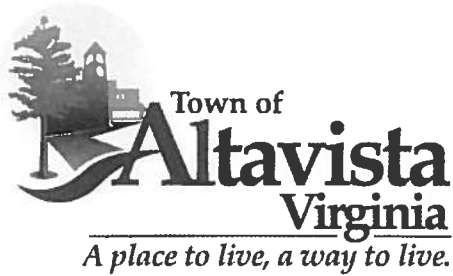
**Budget/Funding:** N/A

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** Planning Commission Report; Proposed Ordinance Amendments

**Council Recommendations:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)



**Commissioners**

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

**Staff Planner**

Dan Witt

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

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

**Subject Overview**

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

**Recommendation**

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

***I make a motion that the Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86/515.1. 86-32, 86-132, 86-192, 86-322, 86-352, & 86-382 as presented. The Planning Commission will review the ordinance one year after adoption.***

The vote tally was as follows:

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

The basis for this recommendation are as follows:

1. This use is consistent with the quality of life goals in the Comprehensive Plan.
2. This use is a growing trend throughout urban areas within the State and the country as a whole.
3. This use provides a healthier food source and alternative to commercially grown food.
4. This use can potentially reduce kitchen waste that would otherwise go to the landfill.

## PLANNING COMMISSION AGENDA FORM

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

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

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

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

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

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

### Subject Overview

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

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

### Staff Recommendations, if applicable

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

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

"I make a motion that the Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86-515.1, 86-32, 86-132, 86-192, 86-322, 86-352, and 86-382 as presented."

"I make a motion that the Planning Commission recommends to Town Council the adoption of the updated zoning ordinance, Section 86-515.1 86-32, 86-132, 86-192, 86-322, 86-352, and 86-382 with specific changes as follows:"

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

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

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

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

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

(b) Such chickens within the town shall be provided with and kept within a completely enclosed covered enclosure (coop) and an open outside enclosure (pen) at all times. Such coop shall contain a minimum of 10 sq. ft. per chicken and such pen shall contain a minimum of 10 sq. ft. per chicken. The coop shall not exceed 8' in height. Pre-manufactured coops and pens may be made from any material. Otherwise, the following materials may not be used to construct coops and pens: Tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

Community garden (S)

Duplex\*

Family day care home\*

Group home\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Manufactured home, emergency\*

Multi-family dwelling—Consisting of three or fewer units

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

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

(3) *Civic use types.*

Assisted care residence\*

Cemetery (S)

Club (S)\*

Community recreation\*

Crisis center (S)

Cultural service

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)\*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)\*

Day care center (S)\*

Golf course (S)

Personal service business(s)

(6) *Industrial use types.*

Recycling center (S)

(7) *Miscellaneous use types.*

Amateur radio tower\*

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

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

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

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

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

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

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

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment\*

Duplex\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Multi-family dwelling (S)\*

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

(3) *Civic use types.*

Assisted care residence\*

Club\*

Crisis center (S)

Cultural service

Educational facilities, college/university (S)

Educational facilities, primary/secondary

Governmental service

Guidance service

Halfway house (S)

Life care facility

Nursing home

Park and ride facility

Post office

Public assembly (S)

Public parks and recreational areas (S)

Religious assembly\*

Safety service

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution\*

General office

Laboratory (S)

Medical office

Substance abuse clinic (S)\*

(5) *Commercial use types.*

Bed and breakfast\*

Business support service

Business/trade schools

Car wash (S)

Commercial indoor sports and recreation (S)

Communications service

Day care center\*

Funeral service

Garden center

Gasoline station (S)\*

Hospital (S)

Personal improvement service

Personal service

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

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

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

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower\*

Parking facility, surface/structure (S)

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

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

Tower (S)\*

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

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

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

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

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

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment\*

Duplex\*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation\*

Multi-family dwelling (S)\*

Single-family dwelling, attached\*

Single-family dwelling, detached\*

Temporary family health care structures\*

Townhouse\*

Upper-story housing unit\*

(3) *Civic use types.*

Assisted care residence\*

Club\*

Correction facility (S)

Crisis center



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

(4) *Office use types.*

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

(5) *Commercial use types.*

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

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

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

(6) *Industrial use types.*

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

(7) *Miscellaneous uses.*

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

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

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

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

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

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

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

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Home garden

Keeping of chickens per Sec. 86-515.1

Home occupation (S)\*

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

(3) *Civic use types.*

Correction facility (S)

Educational facilities, college/university (S)

Governmental services

Post office

Public maintenance and service facility

Safety services

Utility service, major (S)

Utility service, minor

(4) *Office use types.*

Financial institution\*

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

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



## Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: December 22, 2015

### **Agenda Item:** Water Treatment Plant Network/Cabling (SCADA)

**Summary:** With the implementation of the initial phase of the SCADA system at the Water Treatment Plant (WTP), the unreliability of our connection to the internet has surfaced and will hamper the full intended use of SCADA.

Staff has looked at our options and COMCAST can provide a connection per the attached email at an initial cost of \$7,500 (half of their construction cost), in addition there would need to be some network/cabling performed at the time COMCAST installs their line. There is a quote from ITG for this work, which totals approximately \$1,900. Accordingly, staff is seeking approval of Council to expend \$9,400 for this item to enhance the use of the initial phase of the SCADA system at the Water Treatment Plant.

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**Budget/Funding:** Approval of \$9,400 for the requested improvements.

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** COMCAST email; and ITG proposal

### **Council Recommendations:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)

**From:** Garst, Timothy [[mailto:Tim\\_Garst@cable.comcast.com](mailto:Tim_Garst@cable.comcast.com)]  
**Sent:** Friday, November 27, 2015 8:36 AM  
**To:** Tobie Shelton  
**Cc:** Paul Meadows; Comes, Paul; Haynes, Jeremy  
**Subject:** RE: Town of Altavista Va Internet in Town Hall per Franchise

Good Morning Tobie

I have received the survey results for your locations.

The Waste Water Treatment plant at 1200 Lane Access Road is not serviceable.

The Water Treatment Plant at 20 Ricky Van Shelton Blvd will require construction from E Hurt Road. This construction will consist of 1050ft of underground cable plus 181ft road bore with a cost of \$15K. Comcast will absorb \$7500 of this construction cost leaving a customer contribution of \$7500.

As per our earlier conversation the Town Hall and Public Works locations are both serviceable for internet as they already have Comcast TV services.

Thanks

**Tim Garst**  
**Comcast Business**  
Office: 540-378-1190 Cell: 434-566-5485  
Fax 1-888-306-7103  
[tim\\_garst@cable.comcast.com](mailto:tim_garst@cable.comcast.com)  
[business.comcast.com](http://business.comcast.com)  
For Non-Sales Related Support please call **800-391-3000**  
For Installation related issues please call **866-347-7357**

**COMCAST**  
**BUSINESS**



**ITG**  
Integrated Technology Group  
Streamline Your Business. Simplify Your Life.

Main: (434) 455-4949

Fax: (434) 455-0965

Email: [pmeadows@itgroupva.com](mailto:pmeadows@itgroupva.com)

DCJS #11-7547

Web: [www.ITGroupVA.com](http://www.ITGroupVA.com)

**We have prepared a quote for you**  
**Network/Cabling Upgrades for SCADA Project**

**Quote #002580**

Version 1

**Town of Altavista**



Main: (434) 455-4949

DCJS #11-7547

Email: [pmeadows@itgroupva.com](mailto:pmeadows@itgroupva.com)

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**ITG**  
Integrated Technology Group  
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## SoW & Terms

### Scope of Work

#### Water Treatment Plant

Install Sophos SG105 - basic installation for now, no content filtering, no spam filtering, no encrypted email. ITG will configure a static VPN to connect to the Town Hall (Cisco ASA) as well as a static VPN to the Public Works (Sophos) location. SSL VPN will also need to be set up with an account for David Garrett and a generic vendor account (no active directory integration at this time).

Configure Sophos firewall for cable internet connection with a static IP address provided by Comcast.

### Terms

50% due at acceptance of proposal with balance due at completion of the installation. We require 7 days advance notice before beginning installation. The equipment shall remain the property of ITG until all installation and equipment charges have been paid in full.

Main: (434) 455-4949

DCJS #11-7547



**ITG**  
Integrated Technology Group  
Streamline Your Business. Simplify Your Life.

Email: pmeadows@itgroupva.com

Web: www.ITGroupVA.com

**Prepared For**

Town of Altavista  
Tobie Shelton  
510 Seventh St  
Altavista, VA 24517  
tcs Shelton@altavistava.gov  
4343695001

**Prepared By**




Paul Meadows  
Phone: (434) 455-4949  
Email: pmeadows@itgroupva.com

**Quote ID:** 002580

**Version:** 1

**Date:** 12/04/2015

**Expires:** 12/31/2015

Water Treatment		Price	Qty	Ext. Price
	<b>SG 105 w/ 3 yr Total Protect</b>	\$878.40	1	\$878.40
	Essential Firewall Network Firewall, NAT, Native Windows Remote Access			
	Network Protection IPSec/SSL VPN, Intrusion Prevention, DoS Protection			
	Web Protection URL Filtering, Application Control, Dual Engine Antivirus			
	Email Protection Anti-spam, Email Encryption, Dual Engine Antivirus			
	Wireless Protection Wireless Controller, Multi-SSID Support, Captive Portal			
	Webserver Protection Web Application Firewall, Reverse Proxy, Antivirus			
	Central Management included with all Sophos UTMs			
	Throughput Firewall 1500 Mbps VPN 325 Mbps IPS 350 Mbps AV-Proxy 90 Mbps			
	Desktop Form Factor Hard drive (local quarantine/logs): 320GB Ethernet interfaces (fixed): 4 GE copper Flexi Port slots: 0			
<b>Water Treatment Subtotal</b>				<b>\$878.40</b>

Main: (434) 455-4949

DCJS #11-7547


Email: pmeadows@itgroupva.com

Web: www.ITGroupVA.com



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Streamline Your Business, Simplify Your Life.

#### Services

		Price	Qty	Ext. Price
	<b>Engineer Install - FF</b>  Labor for items that generally include those services that involve the data/telecommunications network beyond the workstation or desktop computer. This includes but is not limited to server hardware/software support, network hardware/software support, network printing and enterprise applications running on servers. Labor for this item will be billed at a fixed fee rate.	\$125.00	8	\$1,000.00
<b>Services Subtotal</b>				<b>\$1,000.00</b>

#### Recap

	Amount
Water Treatment	\$878.40
Services	\$1,000.00
<b>Subtotal</b>	<b>\$1,878.40</b>
<b>Shipping</b>	<b>\$14.95</b>
<b>Total</b>	<b>\$1,893.35</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: December , 2015

**Agenda Item:** CY2016 Meeting Schedule

**Summary:** During CY2015, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00p.m. and the second meeting being a Work Session held at 5:00 p.m. Presentation of this calendar allows the Town Council the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly.

This year, with the Christmas holiday falling on a weekend, town offices will be closed on Tuesday, December 27<sup>th</sup>, which is the Work Session date for that month. Staff would ask that Council consider either cancelling the December Work Session or rescheduling to later in the week.

**Budget/Funding:** N/A

**Legal Evaluation:** N/A

**Action(s):** Adoption of the Calendar Year 2016 Town Council meeting schedule, per discussion.

**Attachments:** CY2016 meeting schedule

**Council Recommendations:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)

## CY 2016 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 7:00 p.m. and the fourth Tuesday (Work Session at 5:00 p.m. of each month in the Town Hall Council Chambers of the “J.R. “Rudy” Burgess Municipal Building”, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2016. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 12 <sup>th</sup>
January WS	January 26 <sup>th</sup>
February RM	February 9 <sup>th</sup>
February WS	February 23 <sup>rd</sup>
March RM	March 8 <sup>th</sup>
March WS	March 22 <sup>nd</sup>
April RM	April 12 <sup>th</sup>
April WS	April 26 <sup>th</sup>
May RM	May 10 <sup>th</sup>
May WS	May 24 <sup>th</sup>
June RM	June 14 <sup>th</sup>
June WS	June 28 <sup>th</sup>

Month	Date
July RM	July 12 <sup>th</sup>
July WS	July 26 <sup>th</sup>
August RM	August 9 <sup>th</sup>
August WS	August 23 <sup>rd</sup>
September RM	September 13 <sup>th</sup>
September WS	September 27 <sup>th</sup>
October RM	October 11 <sup>th</sup>
October WS	October 25 <sup>th</sup>
November RM	November 8 <sup>th</sup>
November WS	November 22 <sup>nd</sup>
December RM	December 13 <sup>th</sup>
December WS	December 27 <sup>th</sup> ★

★ Holiday or Event Conflict