

Mayor  
Michael Mattox

Vice Mayor  
Beverley Dalton

Council Members  
Jay Higginbotham      William "Bill" Ferguson  
Charles Edwards      Tracy Emerson  
Tim George

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Altavista Town Council  
January 14, 2014 Regular Meeting Agenda  
7:00 p.m.  
J.R. "Rudy" Burgess Town Hall – 510 Main Street

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

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**6:45 p.m.      Finance Committee Meeting (Large Conference Room)**

**7:00 p.m.      Regular Council Meeting (Council's Chambers)**

I.    **Call to Order**

II.   **Invocation**

III. **Approval of Agenda**

IV.   **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V.    **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: 5 minutes)

A) Dept. of Health – Office of Drinking Water – 2012 Water Fluoridation Quality Award

VI.   **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting December 10, 2013*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department
  - Recycling
  - Transit System
  - Wastewater Department
  - Water Department

VII. **PUBLIC HEARING(S)** (Estimated Time: 10 minutes)

- A) Amendment of The Code of the Town of Altavista, Chapter 86 “Zoning” Article III, “Districts” Sections 86-132, 86-192, 86-292, 86-322, 86-352, 86-382 “Permitted Uses” and Article IV, “Development Standards” Section 86-544 “Satellite dish antenna” to come into compliance with Federal Communication Commission (FCC) regulations. (Mr. Witt)
- B) Amendment of The Code of the Town of Altavista, Chapter 86 “Zoning” Article III, “Districts” Section 192 “Permitted Uses”, to add “personal services” to the list of permitted uses in the R-2 (Medium-Density Residential) District. (Mr. Witt)

VIII. **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 10 minutes)

- A) Council Committees
  - i) Finance/Human Resources Committee (Dalton)
  - ii) Police/Legislative Committee (Edwards)
  - iii) Public Works/Utility Committee (Ferguson)
- B) Others

IX. **NEW BUSINESS** (Estimated Time: None Anticipated)

X. **UNFINISHED BUSINESS** (Estimated Time: 15 minutes)

- A) Dearing Ford Elevated Water Tank update
- B) PCB Work Session – *Tuesday, January 28, 2014 (Train Station – Noon)*

XI. **MANAGER’S REPORT** (Estimated Time: 5 minutes )

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (January/February)

XII. **Matters from Town Council**

XIII. **CLOSED MEETING AND ACTION**

- Section 2.2-3711(A).5 – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.
- Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreement)

XIV. **Adjournment**

*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.*

<i>AGENDA ITEM</i>	<p style="text-align: center;"><b>SYNOPSIS AGENDA</b>  <b>JANUARY 14, 2014</b>  <b>REGULAR ALTAVISTA TOWN COUNCIL MEETING</b></p>
<p><b>I. Call To Order</b></p> <p><b>II. Invocation</b></p>	
<p><b>III. Approval Agenda</b></p>	<ul style="list-style-type: none"> <li>• Approve Agenda as presented or modified.</li> </ul> <p><i>Enclosure: NO</i></p>
<p><b>IV. Public Comment Period</b></p>	<p><i>Enclosure: NO</i></p>
<p><b>V. Special Items or Recognitions</b></p>	<ul style="list-style-type: none"> <li>• Department of Health – Office of Drinking Water – 2012 Water Fluoridation Quality Award</li> </ul> <p><i>Enclosure: YES</i></p>
<p><b>VI. Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>a) Approval of Minutes – Regular Meeting of December 10, 2013</li> <li>b) Receive monthly Invoices</li> <li>c) Receive monthly review of Revenues and Expenditures</li> <li>d) Receive month review of Reserve Balance/Investment Report</li> <li>e) Departmental Reports</li> </ul> <p><i>Enclosures: YES</i></p> <p style="background-color: yellow;"><b><i>Need a motion to Approve the items on the Consent Agenda.</i></b></p>
<p><b>VII. Public Hearings</b></p>	<p><b>A) Public Hearing on Chapter 86 “Zoning” Article III, “Districts” Sections 86-132, 86-192, 86-292,86-322,86-352,86-382 “Permitted Uses” and Article IV, “Development Standards” Section 86-544 “Satellite dish antenna” .</b></p> <p><b>B) Public Hearing on Chapter 86 “Zoning” Article III, “Districts” Section 192 “Permitted Uses”, to add “personal services” to the list of permitted uses in the R-2 (Medium-Density Residential) District.</b></p>

<p><b>VIII. Standing Committees /Commissions/ Board Reports</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Finance/Human Resources Committee Report – Chairman Dalton (Action Requested)</b></li> <li>❖ <b>Police/Legislative Committee: Chairman Edwards</b></li> <li>❖ <b>Public Works/Utility Committee: Chairman Ferguson</b></li> </ul> <p>Others:</p> <p><i>Enclosures: YES</i></p>
<p><b>IX: New Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>None scheduled at this time.</b></li> </ul> <p><i>Enclosure: N/A</i></p>
<p><b>X: Unfinished Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Dearing Ford Elevated Water Tank Update (Action Requested)</b></li> <li>❖ <b>PCB Work Session</b></li> </ul>
<p><b>XI: Manager’s Report</b></p>	<p>a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i></p> <p>b. (None at this time)</p> <p><i>Enclosure: No</i></p> <p>c. Informational Items</p> <ul style="list-style-type: none"> <li>• SBDC – Business Basics Flyer</li> <li>• Comcast – Price Adjustment letter</li> <li>• Comcast – Programming Change letter</li> <li>• Senator Warner Altavista Event Invite</li> <li>• Town Holiday Schedule</li> <li>• VDOT Correspondence Regarding Bridge over Staunton River</li> </ul> <p><i>Enclosure(s): YES</i></p>

	<p>d. Town Council Calendars <i>Enclosure: Yes</i></p>
<b>XII: Closed Meeting</b>	<p><b>Pursuant to Code of Virginia,</b></p> <p><b>Section 2.2-3711(A)(5) – Discussion concerning a prospective business or industry or the expansion of an existing business industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.</b></p> <p><b>Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreements)</b></p>



2012

Water Fluoridation Quality Award  
ALTAVISTA, TOWN OF  
State of Virginia

*The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the water fluoride content to the optimum level for oral health for 12 consistent months. Consistent, high-quality water fluoridation practice, as demonstrated by this water system, is a safe and effective method to prevent tooth decay, improving the oral health of community residents of all ages.*

Presented by the  
Centers for Disease Control and Prevention  
United States Department of Health & Human Services

A handwritten signature in blue ink, appearing to read "K. J. DeLeon", is written over a horizontal line.

National Fluoridation Engineer, Division of Oral Health  
National Center for Chronic Disease Prevention  
and Health Promotion



## Regular Council Meeting—December 10, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on December 10, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Dr. Michael Lee, First Baptist Church, gave the invocation.

Council members  
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Interim Chief Ken Walsh, Police Department  
Mr. John Tomlin, Director of Public Works  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

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

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:

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

4. Public Comment

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

Mr. Steve Farmer, Altavista, VA, Chairman of the Altavista Chamber of Commerce came forward and introduced Mrs. Heather Reynolds, President of the Altavista Chamber of Commerce to Council. Mrs. Reynolds replaces Mrs. Patty Eller who retired in November.

Mrs. Reynolds addressed Council stating she looks forward to working with Council to better the Town.

Mayor Mattox welcomed Mrs. Reynolds.

Mayor Mattox asked if anyone else would like to address Council. No one came forward.

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5. Special Items or Recognitions

A) Avoca

i) Resolution—Frank Murray

Mayor Mattox presented Mr. Frank Murray with a resolution and thanked him for his service to the Town of Altavista.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to adopt the presented resolution.

Motion carried:

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

**RESOLUTION  
BY THE ALTAVISTA TOWN COUNCIL  
FOR APPRECIATION AND RECOGNITION OF  
FRANK MURRAY**

*WHEREAS*, Frank Murray served the citizens and the community of Altavista as Executive Director of Avoca from September 2003 through September 2013; and

*WHEREAS*, during his tenure at Avoca, Frank Murray poured his heart and soul into spreading the word about the history and beauty of Avoca, while overseeing every aspect of the facility along with his staff; and

*WHEREAS*, Frank Murray worked tirelessly on improving the facility and its grounds, through such projects as relocation of a 19<sup>th</sup> century log cabin on the grounds, construction of an arboretum, as well as many improvements to the main structure and its outbuildings; and

*WHEREAS*, the educational and historical programs provided at Avoca have benefited elementary school children, providing them with knowledge of the rich history of the site and an earlier way of life; and

*WHEREAS*, under the leadership of Frank Murray, Avoca has developed into a tourism destination, while becoming a facility available to the general public for community events and a picturesque setting for weddings and many other social gatherings; while assembling and utilizing a knowledgeable and enthusiastic group of volunteers; and

*WHEREAS*, his vision to research and provide access to the African-American slave cemetery has created a new and informative aspect of Avoca and has reunited descendants of families that lived at Avoca during the eighteenth, nineteenth and twentieth centuries; and

*NOW, THEREFORE, BE IT RESOLVED* the Altavista Town Council hereby expresses its sincere gratitude and appreciation to Frank Murray for his dedication as Executive Director of Avoca for the past ten years and commends his efforts for making our "little jewel" into a national destination and wishing him much success and enjoyment from his future endeavors.

Adopted the 10<sup>th</sup> day of December 2013.



Mike Mattox, Mayor

Attested: \_\_\_\_\_  
J. Waverly Coggsdale, III

Mr. Murray expressed his appreciation to Council. Mr. Murray read a note of appreciation he received and felt it could equally pertain to Council:

Thank you for all you do to make Avoca a truly welcoming place for community gatherings. As important as historical houses are for the interpretation of an education about history, the preservation and even their architectural structures and is tenuous at best. Unless they adapt to

## Regular Council Meeting—December 10, 2013

the interest of contemporary artists in a way that is relevant and deeply valued by the community, your success in this regard is the most lasting contribution to the lives of the people of Altavista and surrounding region.

### ii) Introduction of Michael Hudson, New Executive Director

Mayor Mattox introduced Mr. Michael Hudson, Executive Director of Avoca.

Mr. Hudson addressed Council stating he hoped this would be a wonderful, productive relationship between Avoca Museum and the Town of Altavista. He pledged he would do everything possible to make the public aware of the unique jewel that is Avoca and everything that it has to offer.

Mr. Higginbotham suggested to Mr. Hudson to reach out to the area colleges for volunteers.

### B) Public FY2015 Budget Input Session

Mayor Mattox opened the floor for public input on the FY2015 Budget process.

No one came forward to speak.

## 6. Consent Agenda

- a) Approval of Minutes-Work Session November 12, 2013, Regular Meeting November 12, 2013 & Work Session November 26, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
  - Administration
  - Altavista on Track
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department
  - Transit System
  - Wastewater Department
  - Water Department

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

Motion carried:

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

## 7. Public Hearings

## Regular Council Meeting—December 10, 2013

### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

###### Banners for Main Street and & 7<sup>th</sup> Street

Mrs. Dalton advised at last month's Council meeting, the Committee presented information regarding the proposed banner program for the downtown area, as well as an extended area of Main Street. After discussion, the Town Council opted to match the \$5,000 provided by the Chamber of Commerce, while requesting staff to see if there were other potential funding sources. With no additional funding sources identified, the Committee revisited the proposal and recommends that the Town proceed with the purchase of banners from Mosca at a price of \$19,700. The additional funds above and beyond the previously approved \$5,000 from the Town and the \$5,000 from the Chamber will be taken from reserves, should additional funds in existing departmental budgets not be identified.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to authorize the purchase of banners from Mosca in an amount not to exceed \$19,700, as outlined.

Motion carried:

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

###### Consideration of FY2015 ACTS (Transit) Budget

Mrs. Dalton advised Council is asked to consider the Altavista Community Transit System's (ACTS) budget at their December meeting, to allow staff to proceed with the grant application that provides state and federal money for the operation of the system.

A motion was made by Mrs. Dalton, seconded by Mr. George, to authorize the Assistant Town Manager to apply for the DRPT grant based on the ACTS draft budget and process monthly draw downs of the grant, if approved.

Mr. Higginbotham asked if there was any consideration of raising the rates to make the ACTS service self-sufficient. He felt the federal government can only support so much and their concept is to eventually wean us off that support.

Mrs. Dalton stated she would bring this before the Finance Committee and see what the consultant says about raising the fee.

Mr. Coggsdale stated the purpose of this is to authorize Mr. Witt to apply for the DRPT grant. He noted if we have additional revenue we may qualify for less money in the grant.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes

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Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

### Sick Leave/Bank Policy Changes

Mrs. Dalton stated based on Council's adoption of the Short Term/Long Term Disability Plan for "VRS Hybrid Retirement Plan" employees (includes all employees hired on/after January 1, 2014 and any existing employee who opts for the new coverage), staff proposes that the Town's Sick Leave/Sick Bank policy be changed. The new plan has disability coverage in it so there is no need for an extended amount of sick day accumulation.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the Short Term/Long Term Disability Plan for "VRS Hybrid Retirement Plan" employees.

Mrs. Shelton advised employees hired on or after January 1, 2014 will have VRS coverage under the new VRS Hybrid Retirement Plan. Police Officers earning hazardous duty pay are not eligible for the Hybrid Plan. With the implementation of the new VRS Hybrid Retirement Plan short term disability benefits will be available to Hybrid Plan employees making large sick leave accruals no longer necessary for income replacement. In accordance with the state code, Hybrid Plan employees will have disability coverage that includes a self insured short term disability program that replaces income, based on years of service as well as long term disability coverage.

She stated currently, there is no short term disability program in force. Current employees with a long term disability may apply for VRS disability retirement benefits which are offered in the event of total and permanent disability only. Employees that fall under VRS Plan 1 and Plan 2, who do not elect to transition to the new Hybrid Plan will not have the benefit of disability coverage. Mrs. Shelton advised the existing sick leave structure has been designed to provide income replacement during a period of short term disability. Currently, sick leave is accrued at a rate of 10 hours for each month of service. The maximum accrual is 720 hours. The existing sick leave program also includes a voluntary Sick leave Bank which can provide up to 45 days for those who have exhausted all other paid leave available. It is Staff's recommendation to continue to provide sick leave on an annual basis for the Hybrid Plan employees, but at a reduced rate and with a reduced maximum accrual. Staff is recommending Hybrid Plan employees accrue sick leave one day per month with a maximum accrual of 12 days; hours earned per month equals hours worked per day. The proposed sick leave structure provides 7 days per year to satisfy the elimination period before short term disability benefits commence. In addition, it allows for additional 5 days to be used as needed. It is also Staff's recommendation to eliminate the Sick Leave Bank for employees that fall under the VRS Hybrid Plan. She added existing employees that elect to transition to the Hybrid Plan will have their current sick leave balances frozen for future use (not eliminated). Their frozen sick accrual will be used to supplement their short term disability benefit percentage paid so that they can reach 100% of income (i.e. if benefit percentage is 60%, then the employee could supplement the benefit with their sick accrual to make up the 40%).

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Mr. Higginbotham questioned if a leaving employee would be paid the accumulated sick time.

Mrs. Shelton responded if an employee leaves on good terms, they will receive 40 hours of sick time pay or the remainder of what they have on the books less than 40 hours.

Motion carried:

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

### Public Works/Utility Department Reorganization Proposal

Mrs. Dalton advised the Finance Committee reviewed the proposal submitted by staff that would begin a process of reorganizing the Public Works/Utility Departments and bring them under one director. The Town Manager presented Council with a memorandum which set forth the proposals and two organization charts showing the short term and long term changes that would be incorporated. The Committee recommends endorsement of this proposal, realizing that job descriptions and title changes will need to be incorporated at the appropriate time. The position of Director of Public Works/Utility (Grade 25) would take the place of the existing Director of Public Works (Grade 22) and the position of Public Works Manager (Grade 18) would replace an existing supervisor (Grade 14) position. This action would allow the Town Manager to proceed with recruitment for the positions. Mrs. Dalton mentioned Mr. Tomlin is retiring soon and this is an opportunity to look the reorganizing process.

Mr. Higginbotham commented this would only work if the right person is hired and the same structure might be better.

Mr. Coggsdale stated the desire is to hire an engineer.

Mrs. Dalton stated in the long run, they are looking towards fewer employees which will take a while. She felt it would have financial implications as well.

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

Mrs. Dalton commented this was a directional decision and if the Town Manager encounters road blocks, this is not set in stone. She also mentioned the committee has been considering reorganizing the departments for some time.

Mr. Higginbotham asked Mr. Coggsdale what an engineering background would do that the Public Works Director could not do.

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Mr. Coggsdale felt an engineer would bring forth expertise.

Mr. Higginbotham questioned expertise in managing the three departments.

Mr. Tomlin felt an engineer would bring the practical knowledge of plant operation, the practical knowledge of engineering aspects of the plant operations, and the plant aspects of Public Works.

Mr. Edwards stated he understands the application of the engineering side but felt the job of managing Public Works, Water Department and Wastewater may involve managing instead of engineering. The engineer may be the way to go but cautioned that he needs to be very skilled in his management abilities.

Mr. Coggsdale stated under the Director would be three managers who would oversee the day to day of the employees.

Motion carried:

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

Mayor Mattox complimented the committees, staff, Mr. Coggsdale and Mr. Tomlin for working hard to make Altavista's Public Works Department more effective.

### Other Items/Updates

Mrs. Dalton advised:

Committee Meeting date/time – The Committee has previously held their meeting on the first Tuesday of each month. Staff has asked the Committee to consider moving the date or time of the meeting. This request is based on the fact that the Committee's meeting falls the same week as Town Council agenda preparation and on the same day/time that the Campbell County Board of Supervisors conducts their monthly meeting. Following discussion, the Committee has decided to meet the Fourth Thursday of each month at 8:15a.m. beginning in January 2014.

Water Improvement Project Funding – Staff continues to explore options regarding the funding of the current project (Bedford Avenue Waterline Improvements) and future projects. Staff will be meeting with "professionals" regarding their services regarding such analysis.

Adverse Experience Adjustment--some time ago, a search was done for a healthcare provider and the Town left the Anthem Health Insurance plan administered by The Local Choice. When the Town opted out, they were told there would be an Adverse Experience Adjustment (AEA) sent by way of monetary remuneration. She noted the committee is in receipt of the Adverse Experience Adjustment request and there are numerous questions advising no decision has been made; the bill is in excess of \$20,000. This item will be reviewed in the January Finance Committee meeting.

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### ii. Police/Legislative Committee

Mr. Edwards reported the Police/Legislative Committee has met with the Town Manager and made their recommendation in regards to the next Police Chief.

### iii. Public Works/Utility Committee

#### Altavista Commons Utility Service Area

Mr. Ferguson advised at last month's Town Council meeting, Council directed the Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford elevated water tank to the Town. The County has received the correspondence and the request to convey the tank, as well as the budgeted funds (\$56,000) will be considered by the Board of Supervisors at their January 7, 2014 meeting. If the County concurs with the conveyance, the Board of Supervisors would have to hold a public hearing in February.

#### Excess Water

Mr. Ferguson advised staff continues to work with Campbell County Utility Services Authority in regard to the excess water in the line that serves the Dearing Ford Business Park/Altavista Commons Shopping Center.

Mr. Edwards asked if it would be appropriate to consider what will be saved by accepting the excess water.

Mr. Coggsdale clarified in the cooler weather the excess water is not a problem but this is a part of the Utility Agreement discussions.

#### Departmental Reorganization Proposal

Mr. Ferguson stated the Committee reviewed the proposal for reorganization involving the Public Works and Utility functions and agreed in concept. This item was covered under the Finance/Human Resources Committee report.

#### Updates

Mr. Ferguson advised:

#### WWTP Emergency Overflow Pond (PCB Issues)

Testing kit is being evaluated for potential grid sampling at the WWTP pond.

The agreement with Dominion Power for "excess fill dirt" was signed by the Town and the executed copy forwarded to Dominion.

#### Clarion Road/Lynch Mill Road Intersection

Staff is working on gathering data that can be analyzed in regard to the necessity of traffic safety mechanisms at this intersection

### b) Others

#### i. Planning Commission

Mr. Witt advised at the November 4, 2013 Planning Commission meeting

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a public hearing was held to consider two changes to the Town of Altavista Zoning Ordinance, 2002. The first proposed change would correct and update code sections related to satellite dishes and bring the Town Code under compliance with Federal and State laws. Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. Mr. Eller updated the Zoning Ordinance so that it would be in compliance with those laws. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1 low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M- Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

The second proposed change would be in Section 86-192 to add an additional use, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. "Personal services" is defined in Sec. 86-32 of the Zoning Ordinance as businesses "engaged in the provision of frequently or recurrently needed services of a personal nature". Mr. Witt advised no one was present for these hearings and the Planning Commission recommends approval of these two amendments to the Town's Zoning Ordinance. He asked Council to set a public hearing for the January 14, 2014 Town Council meeting.

Mr. Coggsdale stated this would be the first reading of the proposed ordinance amendments.

A motion was made by Mr. George, seconded by Mrs. Dalton, to set a public hearing for Tuesday, January 14, 2014 at 7:00 p.m. to receive public comment on the proposed ordinances as presented or modified.

Motion carried:

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

### 9. New Business

### 10. Unfinished Business

#### a. Bicycle Accommodation Plan Adoption

Mr. Coggsdale referred to a work session held on Tuesday, November 12, 2013 in regard to the Bicycle Accommodation Plan that was prepared for the Town by Region 2000 staff. Staff is seeking any additional input from Town Council in an effort to have the plan adopted.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the Bicycle Accommodation Plan be adopted.

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Mr. Higginbotham does not feel Altavista has a bicycle problem; since this decision he has seen two bicycles on the sidewalk. In Lynchburg, on Rivermont Avenue, they have eliminated or having parking in the bicycle path. He felt in a small town it was more dangerous to have children riding in the bike paths than on the sidewalks. He felt it was Region 2000 saying the Town of Altavista needs the Bicycle Accommodation Plan. He stated he supports biking and anything that doesn't use fuel and felt the walkers and bikers could share the sidewalk.

Mrs. Dalton clarified it was her understanding that this was a plan, implementation of any piece or part of the plan would come back to Council; adoption of the Plan is not authorization of this being done. She noted she is not in favor of adopting the plan if it is executable at this time.

Mr. Ferguson felt the work session was beneficial and felt riding the bicycle on the sidewalk does not work.

Mayor Mattox stated basically the plan calls for installing "Share the Road" signs. This would encourage the use of bicycles throughout the community in a safe manner. This is a plan and if there is an opportunity for striping, it will come before Council and Council will determine if it is worthwhile.

Mr. Emerson stated bikers have the right to be on the road regardless, and if the Town has the opportunity to make the roads safer for the ones who want to bike in the Town, it should be done.

Motion carried:

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

b. ACTS Transit Development Plan

Mr. Coggsdale advised the Altavista Town Council held a Work Session on Tuesday, November 26, 2013 in regard to the Transit Development Plan prepared for the Town by KFH Group, Inc. This plan is required by the Virginia Department of Rail and Public Transportation, the agency that the town receives funding through the operation of the transit system. During the work session, several mid-term projects were reclassified as Vision Projects (Long Term), as the Council felt some of the items were a little too aggressive at this time. The short-term projects (recommended for implementation in the first year or two of the TDP) include: minor route adjustments, Saturday Route adjustment, extending summer evening hours, extending summer Saturday hours and service to the Medical Center in Hurt. He noted the FY2015 draft budget takes the implementation of these short-term projects into consideration and the Transit Development Plan will be used in the development of future budgets.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adopt the ACTS Transit Development Plan.

Mrs. Dalton noted this is a planning tool.

Motion carried:

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

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	No

c. AT & T Easement Consideration

Mr. John Eller, Town Attorney, addressed Council regarding the AT & T Easement on the Melinda Drive tank site. He advised at the November 12, 2013 Council meeting, Council discussed the at risk arrangement that was made for AT & T to install a fiber optic line parallel to the fence around the tank compound pending reaching a formal contract. Mr. Eller reviewed with Council the terms of the contract and noted AT & T is ready to execute the terms of the agreement pending the Town's adoption.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to approve the Communication Facility Easement Agreement between the Town of Altavista and the New Cingular Wireless PCS, LLC.

Mayor Mattox thanked Mr. Higginbotham for suggesting payment of the easement.

Motion carried:

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

d. Armory Agreement Discussion

Mayor Mattox excused himself from the discussion and asked Vice-Mayor Dalton to lead the discussion.

Mr. Eller advised on November 22, 2013, he and Mr. Coggsdale met with the Masonic Lodge (Mr. Stan Goldsmith and Mr. Don Roberts) to discuss the proposal set forth by the Lodge which included a list of task to be accomplished in the rehabilitation of the building and grounds with an estimated cost and a timeline to complete them. The Lodge is asking that the property be deeded to them in the form of a gift at the outset and then they would move forward with their renovations. He stated they felt that was not the intentions of Council when obtaining the property and felt this would have to come out when the work was completed. This is a problem for the lodge because they are looking at spending \$170,000 for renovations and did not want to use these monies and not own the building. They are looking for a compromise; a lease was suggested and during that time there would be no rent. One dollar per year and the Lodge would have control of property with the idea that during that period they would have to renovate to the satisfaction of the Town. During the term of the lease, the Lodge would be responsible for the maintenance, utilities, and insurance at their expense. During the lease period, the rehabilitation of the grounds and building would be completed by the Lodge as a condition to obtaining the deed. Mr. Eller stated if the Lodge sold the building, they would have to offer it to the Town at the price that they had entered into a contract with a buyer. He noted two core items in the principle categories: 1) work that will restore the exterior appearance of the building, the restoration of the driveway and parking lot and the maintenance of the grounds in a neat and well kept manner 2) work that restores or improves the interior areas of the building to the level that it is functional for the use of the Lodge as its home and tenants that will occupy the building. He stated that not everything on their list would be required to get to the point that they would get the deed. He stated if Council wants to move forward with a negotiation they would need some guidance as to what elements of the rehab plan they put forth has to be completed before receiving the deed. If they don't comply with the

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things that are settled on as core requirements within the time period, the Town would have the option to terminate the lease in which case the building would come back to the Town. He noted there is a definition for “satisfactory” work but needs to be more detailed and the type of maintenance on exterior.

Mr. Higginbotham felt it should be structured so that the Lodge can go in and do what they need to do without the feeling of having a noose around their neck. He noted the Town’s estimate was \$750,000 for repairs and felt this may be a bigger project than anticipated.

Mr. Edwards was concerned this might create a problem for the Lodge. Mr. Edwards asked Mr. Don Roberts, Masonic Lodge, if the Lodge is willing to pursue this project on a lease basis without absolute assurance that after they complete the work that it will belong to the Lodge because the lease does not indicate that.

Mr. Higginbotham stated the proposal is a lease option to buy.

Mr. Eller stated once the list of core is received and completed and the Town is satisfied with the completion, they can receive the deed.

Vice-Mayor Dalton stated the core items would have to be something agreed upon between the Masonic Lodge and the Council. Council would not want to take a 100 year old organization and sink them.

Mr. Edwards felt he would accept a core agreement. He stated it is critical that the Masonic Lodge knows what is expected.

Mr. Coggsdale asked Council what on the list in regards to the property do they want to see done and that they would be comfortable in saying execute the deed and give to the Masonic Lodge.

Mr. Don Roberts, 715 River Bend Road, addressed Council on behalf of the Masonic Lodge. Mr. Roberts stated he has read the report and it is accurate and develops a good framework. He did not see anything in the report that would cause undue concern among the members of the Lodge. It is an ambitious undertaking. He stated although this is a frightening undertaking, the Masonic Lodge has been a member of the Town of Altavista for 102 years and feel they can do this. He felt Mr. Coggsdale had an excellent grasp of what the Lodge is trying to do and asked Council to direct Mr. Coggsdale to get the particulars ironed out. He mentioned free Masonry will exist whether it is in Altavista or not. He did like the idea if the items were completed early not holding them hostage with the lease. He stated the Number 1 item is to fix the roof then the floors and felt the other things would fall into place. Mr. Roberts stated the Masons feel they can take care of these items from within the organization with the exception of the roof.

Mr. Higginbotham referred to the landscape stating as long as the grass is kept mowed, that’s all that he is concerned with.

Vice-Mayor Dalton asked Council to vote to proceed under the broad parameters that Mr. Eller has laid out subject to a final draft.

Mr. Higginbotham wanted to ensure there was a mechanism to get out of the lease if the Masonic Lodge feels they cannot continue with the project.

Mr. Coggsdale stated he and Mr. Eller needed to verify if the list they were creating was what Council had in mind.

Mr. Higginbotham asked if the building was going to be deeded to the Masonic Lodge why would Council care how much they spent or what the repairs were. He asked if Council cared if they spent \$10 or \$50,000 on the HVAC, the asphalt

## Regular Council Meeting—December 10, 2013

paving; does Council care if the lot is resurfaced or not, do the lights really need to be rewired. He brought up the bathrooms and asked if it was necessary to replace the bathrooms.

Mr. Roberts stated in an effort to satisfy a long range plan those things were mentioned. He agreed that it only needs fixing if it's broke.

Mr. Eller stated for protection, the Masonic Lodge needs in some detail what is expected of them. He referred to the list presented by the Masonic Lodge and asked Council to specify what they expect the Lodge to do.

Mr. Higginbotham felt from his perspective, the building and grounds should be leased to the Masonic Lodge for three years and if they like it, then the Town will deed the building and grounds to them.

Mr. Coggsdale noted at some point in the past Council thought having the Armory in their possession was to their advantage and at some point you may be giving it up.

Vice Mayor Dalton stated the purpose of this is to keep the Armory from looking like a blighted building.

Mr. Roberts added he felt renovations of the building were doable and they had to focus on the basics first.

Vice Mayor Dalton asked if there was any objection to proceeding with working on the core list; hearing none she asked staff to proceed.

### 11. Manager's Report

#### a) Project Updates

##### VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- Main Street/Pittsylvania Avenue Intersection issues have been addressed and intersection was reopened Friday (11/8/13)
- Streetscape work (sidewalk) has begun 7th Street.
- Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014.

##### Bedford Avenue Waterline Replacement Project

- Surveying work is underway in the project area.
- Meeting held with VDOT regarding bridge and other issues.
- Staff has received and is reviewing the "Preliminary Design" for the project and will meet with the engineer on December 10th.

#### b) Other Items as Necessary

#### c) Informational Items

### 12. Matters from Town Council

Mayor Mattox asked for prayers for former Mayor Burgess.

### 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,

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

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

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

Motion carried:

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

Council went into closed session at 8:35 P.M.

Notice was given that council was back in regular session 9:05 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. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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

The meeting was adjourned at 9:06.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 06/2014  
FROM: 12/01/2013 TO: 12/31/2013

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
31719	81	BATES JR, ANTHONY D	12/05/2013	300.00
31720	103	BEACON CREDIT UNION	12/05/2013	910.00
31721	12	BRENNTAG MID-SOUTH INC	12/05/2013	8,042.88
31722	145	CHANDLER CONCRETE CO INC	12/05/2013	160.00
31723	28	COLUMBIA GAS	12/05/2013	1,234.75
31724	32	CONTROL EQUIPMENT CO INC	12/05/2013	213.56
31725	1	DANVILLE MASTER GARDENER ASSOC	12/05/2013	90.00
31726	20	J JOHNSON ELLER JR	12/05/2013	1,887.75
31727	71	FAIRPOINT COMMUNICATIONS	12/05/2013	399.59
31728	41	FISHER SCIENTIFIC	12/05/2013	291.70
31729	119	FOSTER ELECTRIC CO INC	12/05/2013	1,408.89
31730	52	HACH COMPANY	12/05/2013	877.25
31731	57	ICMA RETIREMENT TRUST-457 #304	12/05/2013	1,380.00
31732	1	JEFF ROWLAND	12/05/2013	100.00
31733	59	KAPPE ASSOCIATES INC	12/05/2013	340.16
31734	80	SOUTHSIDE ELECTRIC COOP	12/05/2013	881.98
31735	303	ALTAVISTA CHAMBER OF COMMERCE	12/05/2013	357.87
31736	581	BUSINESS SOLUTIONS INC	12/05/2013	500.00
31737	427	CENTURYLINK	12/05/2013	2,255.18
31738	512	ELECSYS INTNL CORPORATION	12/05/2013	417.00
31739	328	INTERNATIONAL SALT CO LLC	12/05/2013	5,471.14
31740	411	MANPOWER	12/05/2013	861.25
31741	218	MINNESOTA LIFE	12/05/2013	158.46
31742	379	REI CONSULTANTS INC	12/05/2013	882.13
31743	559	ROBINSON FARMER COX ASSOCIATES	12/05/2013	17,900.00
31744	481	SAUL MINEROFF ELECTRONICS INC	12/05/2013	2,530.00
31745	484	TOWN GUN SHOP INC	12/05/2013	1,617.00
31746	579	UNIVERSITY OF MARYLAND BALTIMO	12/05/2013	507.09
31747	593	VA GOVT FINANCE OFFICERS' ASSO	12/05/2013	35.00
31748	354	WILEY & WILSON	12/05/2013	15,280.68
31749	542	WILLOUGHBY & ASSOCIATES INC	12/05/2013	490.00
31750	192	WW ASSOCIATES INC	12/05/2013	13,250.00
31751	302	JERRY BARBEE	12/12/2013	150.00
31752	150	BILLIE COLLINS	12/12/2013	180.00
31753	16	CAMPBELL COUNTY UTILITIES & SE	12/12/2013	235.20
31754	164	DMV	12/12/2013	120.00
31755	301	ENGLISH'S LLC	12/12/2013	600.07
31756	264	WILLIAM F FERGUSON	12/12/2013	150.00
31757	50	GRETNA TIRE INC	12/12/2013	862.90
31758	58	INSTRUMENTATION SERVICES INC	12/12/2013	708.00
31759	1	JASON ROBERTS	12/12/2013	100.00
31760	1	MEXICO AUDRAIN COUNTY LIBRARY	12/12/2013	40.00
31761	300	NAPA AUTO PARTS	12/12/2013	740.47
31762	72	PHYSICIANS TREATMENT CENTER	12/12/2013	325.00
31763	195	TEMPLETON PAVING	12/12/2013	411.13
31764	35	TREASURER OF VA/VITA	12/12/2013	130.24
31765	92	UNIFIRST CORP	12/12/2013	916.40
31766	110	VUPS INC	12/12/2013	35.70
31767	142	KENNETH WALSH	12/12/2013	500.00
31768	115	JOHN WOODSON	12/12/2013	150.00
31769	116	XEROX CORP	12/12/2013	217.82

31770	9999999	BARRYTON WILSON	12/12/2013	30.13
31771	461	KATHI BOGERT	12/12/2013	862.68
31772	9999997	CYRUS, KENNETH M	12/12/2013	60.10
31773	9999999	D & C ENTERPRISE LLC	12/12/2013	76.96
31774	409	DATABASE COMPUTER SYSTEMS INC	12/12/2013	630.00
31775	9999999	HOWELL JENNIFER LYNN	12/12/2013	18.24
31776	576	KENNETH HUNT	12/12/2013	100.00
31777	566	INTEGRATED TECHNOLOGY GROUP IN	12/12/2013	247.50
31778	564	JOHN JORDAN	12/12/2013	274.67
31779	533	LYNN KIRBY	12/12/2013	195.00
31780	411	MANPOWER	12/12/2013	539.50
31781	454	O'REILLY AUTOMOTIVE INC	12/12/2013	248.83
31782	379	REI CONSULTANTS INC	12/12/2013	480.56
31783	9999999	STATON KENNETH ONEIL	12/12/2013	123.00
31784	9999999	THACKER IRENE M	12/12/2013	70.00
31785	453	ELAINE THOMPSON	12/12/2013	150.00
31786	452	VML INSURANCE PROGRAMS	12/12/2013	26,162.75
31787	9999999	YANG XIU HUA & DE XI	12/12/2013	260.16
31788	128	ADAMS CONSTRUCTION CO	12/20/2013	197.19
31789	9	AFLAC	12/20/2013	1,814.83
31790	84	ALTAVISTA JOURNAL	12/20/2013	82.00
31791	1	APPOMATTOX GLASS & STOREFRONT	12/20/2013	711.00
31792	103	BEACON CREDIT UNION	12/20/2013	910.00
31793	4	BOXLEY AGGREGATES	12/20/2013	946.21
31794	12	BRENNTAG MID-SOUTH INC	12/20/2013	2,479.95
31795	418	BSW INC	12/20/2013	537.65
31796	294	BUSINESS CARD	12/20/2013	8,858.91
31797	574	CHRISTOPHER MICALE, TRUSTEE	12/20/2013	125.00
31798	1	COMMERCIAL GLASS & PLASTICS	12/20/2013	525.00
31799	522	DEPT OF GENERAL SERVICES	12/20/2013	900.00
31800	569	DIAMOND PAPER CO INC	12/20/2013	168.15
31801	164	DMV	12/20/2013	130.00
31802	36	DOMINION VIRGINIA POWER	12/20/2013	41,459.19
31803	118	FERGUSON ENTERPRISES INC #75	12/20/2013	2,899.12
31804	41	FISHER SCIENTIFIC	12/20/2013	313.28
31805	145	CHANDLER CONCRETE CO INC	12/20/2013	432.00
31806	119	FOSTER ELECTRIC CO INC	12/20/2013	163.11
31807	49	GERALDINE KAUFFMAN	12/20/2013	228.00
31808	57	ICMA RETIREMENT TRUST-457 #304	12/20/2013	1,380.00
31809	401	IDEXX DISTRIBUTION INC	12/20/2013	1,512.51
31810	386	IDS SECURITY	12/20/2013	57.00
31811	411	MANPOWER	12/20/2013	559.00
31812	138	MID ATLANTIC PRINTERS LTD	12/20/2013	4,977.00
31813	67	ORKIN PEST CONTROL LLC	12/20/2013	233.11
31814	358	PHILLIPS EQUIPMENT CORPORATION	12/20/2013	75.95
31815	588	PITNEY BOWES GLOBAL FINANCIAL	12/20/2013	50.00
31816	584	RICHMOND MACHINERY & EQUIPMENT	12/20/2013	18,966.00
31817	185	RILEIGHS OUTDOOR DECOR	12/20/2013	127.43
31818	9999997	STARR, JAMES	12/20/2013	60.52
31819	95	UNITED WAY OF CENTRAL VA	12/20/2013	120.00
31820	271	VIRGINIA CAROLINA PAVING & GRA	12/20/2013	182,441.50
31821	142	KENNETH WALSH	12/20/2013	1,000.00
31822	192	WW ASSOCIATES INC	12/20/2013	33,000.00

NO. OF CHECKS: 104

TOTAL CHECKS

426,574.93

Town of Altavista  
 FY 2014 Revenue Report  
 50% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	410,000	410,000	151,628	37	401,474	98	410,000
Public Service - Real & Personal	62,000	62,000	71,957	116	86,631	140	86,600
Personal Property	195,000	195,000	75,634	39	140,740	72	195,000
Personal Property - PPTRA	100,000	100,000	-8	0	10,200	10	100,000
Machinery & Tools	1,470,100	1,470,100	142,806	10	1,518,419	103	1,518,400
Mobile Homes - Current	500	500	151	30	416	83	500
Penalties - All Taxes	5,000	5,000	1,111	22	2,429	49	5,000
Interest - All Taxes	3,000	3,000	361	12	1,776	59	3,000
Local Sales & Use Taxes	125,000	125,000	11,647	9	59,424	48	125,000
Local Electric and Gas Taxes	100,000	100,000	9,172	9	45,949	46	100,000
Local Motor Vehicle License Tax	43,000	43,000	13,671	32	33,813	79	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	60,000	60,000	7,079	12	38,230	64	60,000
Local Meal Taxes	620,000	620,000	54,917	9	268,843	43	620,000
Audit Revenue	3,500	3,500	0	0	0	0	3,500
Container Rental Fees	1,000	1,000	0	0	0	0	1,000
Communications Tax	40,000	40,000	3,460	9	13,714	34	40,000
Transit Passenger Revenue	4,000	4,000	627	16	3,029	76	4,000
Business License Fees/Contractors	11,000	11,000	0	0	33	0	11,000
Business License Fees/Retail Services	110,000	110,000	0	0	370	0	110,000
Business Licnese Fees/Financial/RE/Prof.	8,500	8,500	0	0	0	0	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	0	0	132	1	16,500
Business Licenses Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista  
 FY 2014 Revenue Report  
 50% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	60	6	480	48	1,000
Fines & Forfeitures - Court	20,000	20,000	1,242	6	8,464	42	20,000
Parking Fines	200	200	50	25	300	150	300
Interest and Interest Income	47,000	47,000	2,179	5	8,947	19	47,000
Rents - Rental of General Property	1,000	1,000	50	5	650	65	1,000
Rents - Pavilion Rentals	2,000	2,000	0	0	1,125	56	2,000
Rents - Booker Building Rentals	4,000	4,000	100	3	1,900	48	4,000
Rents - Rental of Real Property	45,000	45,000	7,246	16	27,246	61	45,000
Property Maintenance Enforcement	1,300	1,300	111	9	666	51	1,300
Railroad Rolling Stock Taxes	18,000	19,000	0	0	19,060	100	19,000
State DCJS Grant	75,000	75,000	20,037	27	40,074	53	75,000
State Rental Taxes	1,100	1,100	79	7	79	7	1,100
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	8,100
State Transit Revenue	12,810	12,810	1,383	11	11,717	91	12,810
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	0	0	0	0	3,700
VDOT TEA 21 Grant	0	726,320	0	0	121,255	17	726,320
VDOT LAP Funding	0	751,758	0	0	119,239	16	751,760
Federal Transit Revenue	78,300	78,300	5,655	7	16,651	21	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	0	0	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	0	0	1,172	12	10,000
Misc. - Cash Discounts	200	200	5	2	40	20	200

Town of Altavista  
 FY 2014 Revenue Report  
 50% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	48,000	6,764	14	54,037	113	48,000
Misc. - State Forfeiture Fund	0	0	2,914	0	3,521	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	2,067	0	0
Transfer In from General Fund (C.I.P.)	0	9,750	0	0	0	0	9,750
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	224,922
	<b><u>3,975,710</u></b>	<b><u>5,724,460</u></b>	<b><u>592,087</u></b>	<b><u>10.34</u></b>	<b><u>3,132,393</u></b>	<b><u>54.72</u></b>	<b><u>5,797,862</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
50% of Year Lapsed

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,667,080	5,956,480	365,943	6	2,517,730	42	5,958,580
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	272,540	8	979,277	29	3,358,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,193,510</u>	<u>9,400,630</u>	<u>638,484</u>	<u>7</u>	<u>3,513,258</u>	<u>37</u>	<u>9,406,730</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
50% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	33,530	33,530	2,624	8	14,240	42	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>2,624</u>	<u>8</u>	<u>14,240</u>	<u>42</u>	<u>33,930</u>
Administration							
Operations	709,900	709,900	81,491	11	373,693	53	709,900
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	0	0	7,000
Administration - TOTAL:	<u>716,900</u>	<u>716,900</u>	<u>81,491</u>	<u>11</u>	<u>373,693</u>	<u>52</u>	<u>716,900</u>
Non-Departmental							
Operations	865,580	866,580	358	0	189,146	22	935,282
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-31,200
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-479,582
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	-16,250	25	-32,500	50	-65,000
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>-15,892</u>	<u>-4</u>	<u>156,646</u>	<u>44</u>	<u>359,500</u>
Debt Service	0	0	0	0	0	0	0
CIP	6,000	1,681,000	106,723	6	530,947	32	1,681,000
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>90,831</u>	<u>4</u>	<u>687,593</u>	<u>34</u>	<u>2,040,500</u>
Public Safety							
Operations	918,180	918,180	60,485	7	356,544	39	918,180
Debt Service	0	0	0	0	0	0	0
CIP	48,500	58,250	0	0	0	0	58,250
Public Safety - TOTAL:	<u>966,680</u>	<u>976,430</u>	<u>60,485</u>	<u>6</u>	<u>356,544</u>	<u>37</u>	<u>976,430</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
50% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	954,400	954,400	58,481	6	393,236	41	954,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>40,000</u>	<u>68,000</u>	<u>40,015</u>	<u>59</u>	<u>60,170</u>	<u>88</u>	<u>72,000</u>
Public Works - TOTAL:	<u>994,400</u>	<u>1,022,400</u>	<u>98,496</u>	<u>10</u>	<u>453,406</u>	<u>44</u>	<u>1,026,400</u>
Economic Development							
Operations	133,320	168,320	7,392	4	58,262	35	168,320
CIP	<u>129,400</u>	<u>129,400</u>	<u>0</u>	<u>0</u>	<u>24412.4</u>	<u>0</u>	<u>129400</u>
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>7,392</u>	<u>2</u>	<u>82,675</u>	<u>28</u>	<u>297,720</u>
Transit System							
Operations	85,400	85,400	4,906	6	38,421	45	85,700
Debt Service	0	0	0	0	0	0	0
CIP	<u>44,500</u>	<u>44,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>44,500</u>
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>4,906</u>	<u>4</u>	<u>38,421</u>	<u>30</u>	<u>130,200</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,192,830	3,227,830	199,488	6	1,391,042	43	3,229,930
Debt Service	0	0	0	0	0	0	0
CIP	<u>275,400</u>	<u>1,988,150</u>	<u>146,738</u>	<u>7</u>	<u>615,529</u>	<u>31</u>	<u>1,992,150</u>
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,468,230</u>	<u>5,215,980</u>	<u>346,225</u>	<u>7</u>	<u>2,006,572</u>	<u>38</u>	<u>5,222,080</u>

Town of Altavista  
 Council / Planning Commission  
 FY 2014 Expenditure Report  
 50% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	10,496	50	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	4,530	4,530	875	19	3,744	83	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>33,530</b>	<b>33,530</b>	<b>2,624</b>	<b>8</b>	<b>14,240</b>	<b>42</b>	<b>33,930</b>

Town of Altavista  
Administration  
FY 2014 Expenditure Report  
50% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	399,600	399,600	35,631	9	192,077	48	399,600
Other Employee Benefits	18,000	18,000	0	0	9,127	51	18,000
Services	145,300	145,300	26,194	18	92,835	64	145,300
Other Charges	119,900	119,900	17,835	15	67,405	56	119,900
Materials & Supplies	27,100	27,100	1,831	7	12,249	45	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
<b>Total Expenditures</b>	<b>716,900</b>	<b>716,900</b>	<b>81,491</b>	<b>11</b>	<b>373,693</b>	<b>52</b>	<b>716,900</b>

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
50% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	358	1	43,913	90	48,600
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,845
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	358	72	358	72	500
Contribution - Altavista EMS	11,100	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	0	0	8,450	50	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	0	0	17,500	21	85,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>323,700</b>	<b>323,700</b>	<b>358</b>	<b>0</b>	<b>140,402</b>	<b>43</b>	<b>325,100</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Fuel - Fire Company	5,000	5,000	0	0	1,493	30	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>1,493</b>	<b>30</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>328,700</b>	<b>328,700</b>	<b>358</b>	<b>0</b>	<b>141,895</b>	<b>43</b>	<b>330,100</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	31,200
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	479,582
Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
50% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>507,480</b>	<b>508,480</b>	<b>0</b>	<b>0</b>	<b>32,500</b>	<b>6</b>	<b>575,782</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	0	0	14,752	50	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>0</b>	<b>0</b>	<b>14,752</b>	<b>50</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>865,580</b>	<b>866,580</b>	<b>358</b>	<b>0</b>	<b>189,146</b>	<b>22</b>	<b>935,282</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	102,734	11	377,536	42	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	0	0	0	0	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	3,989	1	153,411	20	767,100
<b>CAPITAL OUTLAY -TOTAL</b>	<b>6,000</b>	<b>1,681,000</b>	<b>106,723</b>	<b>6</b>	<b>530,947</b>	<b>32</b>	<b>1,681,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>871,580</b>	<b>2,547,580</b>	<b>107,081</b>	<b>4</b>	<b>720,093</b>	<b>28</b>	<b>2,616,282</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,100</b>	<b>2,039,100</b>	<b>107,081</b>	<b>5</b>	<b>687,593</b>	<b>34</b>	<b>2,040,500</b>

Town of Altavista  
Public Safety  
FY 2014 Expenditure Report  
50% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	785,680	785,680	51,442	7	307,627	39	785,680
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	420	7	815	14	5,900
Other Charges	40,300	40,300	6,102	15	19,879	49	40,300
Materials & Supplies	86,300	86,300	2,521	3	28,223	33	86,300
Capital Outlay	48,500	58,250	0	0	0	0	58,250
<b>Total Expenditures</b>	<b>966,680</b>	<b>976,430</b>	<b>60,485</b>	<b>6</b>	<b>356,544</b>	<b>37</b>	<b>976,430</b>

Town of Altavista  
 Public Works  
 FY 2014 Expenditure Report  
 50% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	673,300	673,300	46,284	7	292,872	43	673,300
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	170	2	3,364	40	8,500
Other Charges	25,600	25,600	1,523	6	7,497	29	25,600
Materials & Supplies	247,000	247,000	10,504	4	89,503	36	247,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	40,015	59	60,170	88	72,000
<b>Total Expenditures</b>	<b>994,400</b>	<b>1,022,400</b>	<b>98,496</b>	<b>10</b>	<b>453,406</b>	<b>44</b>	<b>1,026,400</b>

Town of Altavista  
Economic Development  
FY 2014 Expenditure Report  
50% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	77,800	77,800	6,024	8	36,143	46	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	0	0	15,264	31	49,700
Other Charges	35,320	35,320	1,340	4	6,705	19	35,320
Materials & Supplies	5,500	5,500	27	0	150	3	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	129,400
<b>Total Expenditures</b>	<b>262,720</b>	<b>297,720</b>	<b>7,392</b>	<b>2</b>	<b>82,675</b>	<b>28</b>	<b>297,720</b>

Town of Altavista  
 Transit System  
 FY 2014 Expenditure Report  
 50% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	57,700	57,700	4,505	8	26,543	46	57,700
Services	3,500	3,500	115	3	275	8	3,500
Other Charges	4,000	4,000	264	7	2,026	51	4,000
Materials & Supplies	20,200	20,200	23	0	9,577	47	20,500
Capital Outlay	44,500	44,500	0	0	0	0	44,500
<b>Total Expenditures</b>	<b>129,900</b>	<b>129,900</b>	<b>4,906</b>	<b>4</b>	<b>38,421</b>	<b>30</b>	<b>130,200</b>

Town of Altavista  
 FY 2014 Revenue Report  
 50% of Year Lapsed

<b>Enterprise Fund Revenue</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Interest/Interest Income	4,000	4,000	193	5	1,218	30	4,000
Water Charges - Industrial	825,400	825,400	63,326	8	367,277	44	825,400
Water Charges - Business/Residential	229,700	229,700	46,983	20	122,610	53	229,700
Water Charges - Outside Community	147,700	147,700	15,834	11	60,011	41	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	700	58	1,200
Sewer Charges - Industrial	1,100,000	1,100,000	93,024	8	490,514	45	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	46,525	20	118,289	52	229,200
Sewer Charges - Outside Community	1,900	1,900	0	0	231	12	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	500	13	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	6,664	15	20,241	45	45,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-10	0	2,259	65	3,500
Misc. Cash Discounts	200	200	0	0	4	2	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	1,000
Miscellaneous	30,000	30,000	1,685	6	22,711	76	30,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	232,870	0	0	0	0	165,568
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	<u>412,280</u>	0	0	0	0	<u>479,582</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<u>2,622,800</u>	<u>3,267,950</u>	<u>274,224</u>	<u>8</u>	<u>1,206,882</u>	<u>37</u>	<u>3,267,950</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
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ENTERPRISE FUND (FUND 50)	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Water Department</b>							
Operations	885,900	885,900	67,628	8	394,313	45	885,900
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	108,863	23	262,505	56	466,200
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Water Department - TOTAL:</b>	<u><u>1,190,275</u></u>	<u><u>1,352,100</u></u>	<u><u>176,491</u></u>	<u><u>13</u></u>	<u><u>656,818</u></u>	<u><u>49</u></u>	<u><u>1,352,100</u></u>
<b>Wastewater Department</b>							
Operations	1,137,150	1,166,050	79,602	7	479,926	41	1,166,050
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	16,940	2	101,243	14	749,800
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Wastewater Department - TOTAL:</b>	<u><u>1,432,525</u></u>	<u><u>1,915,850</u></u>	<u><u>96,542</u></u>	<u><u>5</u></u>	<u><u>581,169</u></u>	<u><u>30</u></u>	<u><u>1,915,850</u></u>
<b>ENTERPRISE FUND TOTAL</b>							
Operations	2,023,050	2,051,950	147,230	7	874,239	43	2,051,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>125,803</u>	<u>10</u>	<u>363,748</u>	<u>30</u>	1,216,000
Transfer Out	<u>338,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u><u>2,622,800</u></u>	<u><u>3,267,950</u></u>	<u><u>273,033</u></u>	<u><u>8</u></u>	<u><u>1,237,987</u></u>	<u><u>38</u></u>	<u><u>3,267,950</u></u>

Town of Altavista  
Water Department  
FY 2014 Expenditure Report  
50% of Year Lapsed

WATER DEPARTMENT - FUND 50	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	526,200	526,200	39,738	8	243,417	46	526,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	38,450	1,380	4	15,734	41	38,450
Other Charges	162,250	162,250	14,344	9	66,594	41	162,250
Materials & Supplies	159,000	159,000	12,166	8	68,569	43	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	108,863	23	262,505	56	466,200
Transfer Out to Reserves	169,375	0					0
<b>Total Expenditures</b>	<b>1,190,275</b>	<b>1,352,100</b>	<b>176,491</b>	<b>13</b>	<b>656,818</b>	<b>49</b>	<b>1,352,100</b>

Town of Altavista  
Wastewater Department  
FY 2014 Expenditure Report  
50% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	643,900	643,900	47,465	7	288,657	45	643,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	557	1	3,611	9	41,750
Other Charges	311,800	311,800	26,507	9	131,897	42	311,800
Materials & Supplies	168,600	168,600	5,073	3	55,760	33	168,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	16,940	2	101,243	14	749,800
Transfer Out	169,375	0					0
<b>Total Expenditures</b>	<b>1,432,525</b>	<b>1,915,850</b>	<b>96,542</b>	<b>5</b>	<b>581,169</b>	<b>30</b>	<b>1,915,850</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
50% of Year Lapsed

<b>State/Hwy Reimbursement Fund (Fund 20)</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Operations	420,000	645,500	18,223	3	238,867	37	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>18,223</u>	<u>2</u>	<u>238,867</u>	<u>30</u>	<u>795,500</u>

<b>Cemetery Fund - Fund 90</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Operations							
Cemetery - Operations - Total:	31,200	31,200	1,002	3	13,582	44	31,200
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>56,200</u>	<u>56,200</u>	<u>1,002</u>	<u>2</u>	<u>13,582</u>	<u>24</u>	<u>56,200</u>

Town of Altavista  
 FY 2014 State/Highway Fund  
 50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	570,000	570,000	150,629	26	301,259	53	570,000
Street & Highway Maintenance/Carry Over	0	225,500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	0	0	19.67	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>570,000</u></b>	<b><u>795,500</u></b>	<b><u>150,629</u></b>	<b><u>19</u></b>	<b><u>301,278</u></b>	<b><u>38</u></b>	<b><u>795,500</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	127	0	5,660	10	54,100
Maintenance - Pavement	162,200	307,565	0	0	149,265	49	307,565
Maintenance - Traffic Control Devices	56,800	56,800	3,802	7	19,089	34	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	8,394	15	22,055	39	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,641	3	19,719	39	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	4,260	4	23,079	21	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>645,500</u>	<u>18,223</u>	<u>3</u>	<u>238,867</u>	<u>37</u>	<u>645,500</u>
Improvements Other Than Buildings - New Engineering - New	150,000	150,000	0	0	0	0	150,000
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>570,000</u></b>	<b><u>795,500</u></b>	<b><u>18,223</u></b>	<b><u>2</u></b>	<b><u>238,867</u></b>	<b><u>30</u></b>	<b><u>795,500</u></b>

Town of Altavista  
 FY 2014 Cemetery Fund  
 50% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	-100	-1	4,200	28	15,000
Interest/Interest Income	6,000	6,000	2,116	35	4,230	71	6,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,200</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>56,200</u></b>	<b><u>2,016</u></b>	<b><u>4</u></b>	<b><u>11,030</u></b>	<b><u>20</u></b>	<b><u>56,200</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	692	7	3,249	34	9,500
Salaries and Wages/Overtime	500	500	58	12	295	59	500
Benefits/FICA	800	800	54	7	255	32	800
Benefits/VRS	1,100	1,100	81	7	391	36	1,100
Benefits/Medical Insurance is pre-paid	1,100	1,100	109	10	480	44	1,100
Benefits/Group Life	200	200	9	4	42	21	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	8,869	49	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>56,200</u></b>	<b><u>1,002</u></b>	<b><u>2</u></b>	<b><u>13,582</u></b>	<b><u>24</u></b>	<b><u>56,200</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits  
Balance as of December 31, 2013

**\$ 12,363,077.63**

**Non-Specific**

Green Hill Cemetery 496,194.96

General Fund Reserves

Capital Improvement Program Reserves

3,027,939.65

Altavista EDA Funding 288,091.62 \*

VDOT TEA 21 Enhancement Match 309,000.00

597,091.62

Enterprise Fund Reserves

Capital Improvement Program Reserves

184,734.15

PCB Remediation 626,288.83

Community Improvement Reserve 0.00

Police Federal 2,413.12

Police State 12,133.18

Train Station 2,266.29

Public Funds Money Market Accounts

6,216,913.69

Operating Checking Account (Reconciled Balance) **1,197,102.14**

**DESIGNATED FUNDS 2,933,490.14**

Reserve Policy Funds (This figure changes annually w/audit) 9,429,587.49  
-6,142,695.00

**UNDESIGNATED FUNDS** 3,286,892.49

**Policy \$** *General Enterprise* *Total*  
4,827,099 1,315,596 6,142,695

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015 -184,000.00  
Transfer of excess funds from Operating Acct. to MM -1,200,000.00

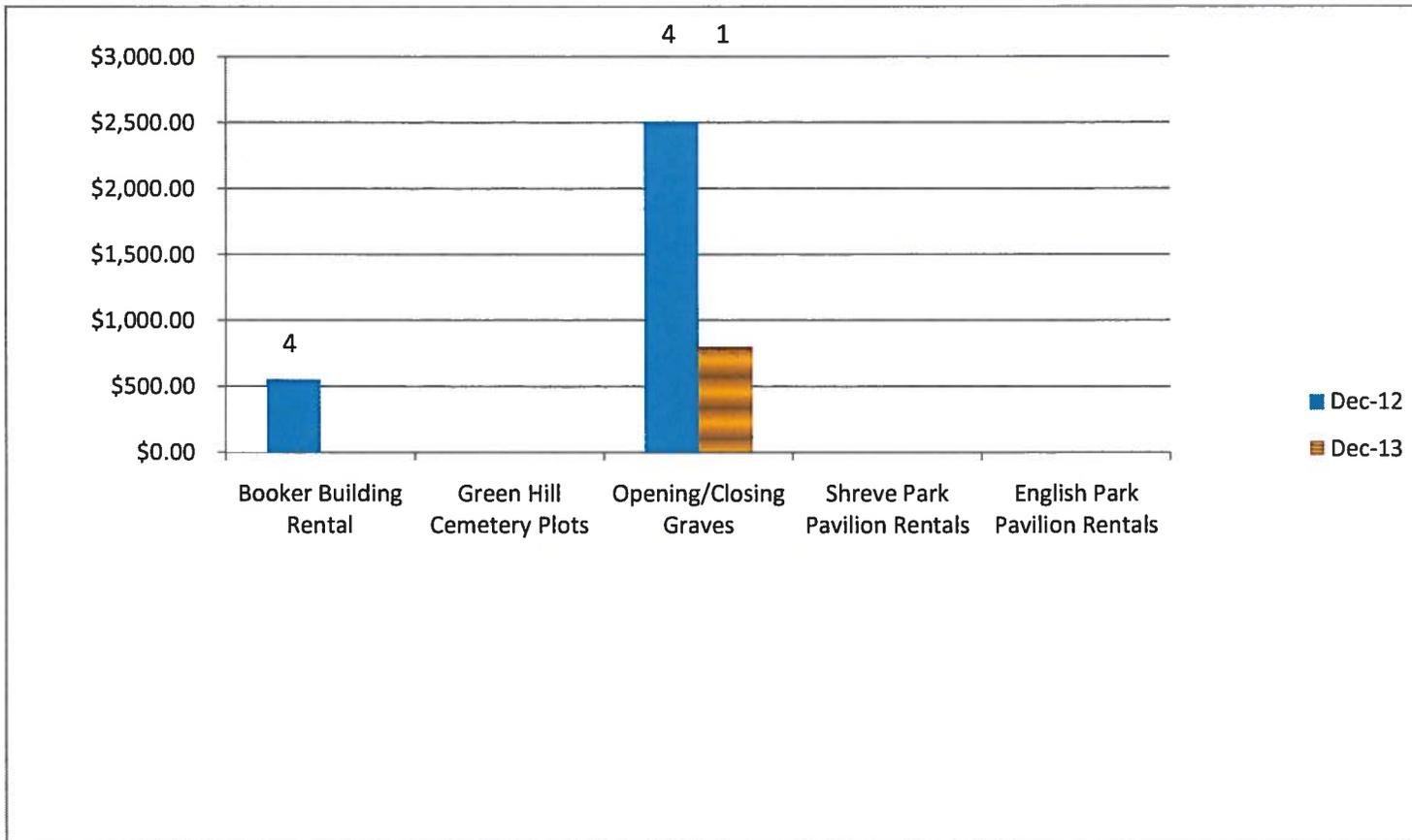
FY13 Carryover Needs -2,922,150.00  
Funding from VDOT and LAP from Downtown Projects 1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP 0.00

FY14 EF Projected Transfer out of Reserves to fund CIP 0.00

**UNDESIGNATED RESERVE FUND BALANCE** 458,820.49

~ ADMINISTRATION ~



# Monthly Report to Council

**Date:** January 14, 2014  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** December 2013 Activity

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## 1. Zoning/Code Related Matters:

2-Dec 050-13	Shawn Scott, P.O. box 10092 Lynchburg, VA	10x12' deck on rear of house		
5-Dec 051-13	Change Cola, Inc 620 Roanoke VA	Industry at 201 Ogden Rd, Altavista		
30-Dec 052-13	Pizza Hut, Kenersville, NC	Pizza Hut at 105 Clarion Road Suite C, Altavista		

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

- None noted

## 3. Planning Commission (PC) Related:

- Prepared agenda and packets for January 6, 2014 meeting which included preparing the draft 2013 annual and work plan.
- Memo with recommendations to TC for 2 zoning matters requiring public hearing by TC.

## 4. AOT Related

- Nothing noted

## 5. ACTS Relate

- Completed November billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online November monthly reporting to DRPT.
- Drafted memo to TM and TC with updates to TDP to include cameras for buses.
- Started work on DRPT grant application for ACTS operation and CIP budgets.
- Purchased support vehicle for ACTS.
- Worked with KFH Group to complete the final draft for TDP.

## 6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for January
- Certified November monthly bank statements.

- Continued to manage the streetscape and infrastructure project with VCP. Staffed the December progress meeting and after the meeting started developing a punch list with engineer and Landscape architect. Work on 7<sup>th</sup> Street continues but there have been delays due to weather and also several days off for Christmas and New Years. The asphalt plant closed on December 23<sup>rd</sup> but has agreed to reopen when temperatures allow, which is 40 degrees or higher. At that time milling and paving will be done.



## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF DECEMBER, 2013

#### **CRIME STATISTICS - December 1, 2013 thru December 31, 2013**

##### ***Crimes Against Persons***

For the Month of December, the Town of Altavista Community experienced 4 incidents or a 33.33% increase of Crimes Against Persons compared to 3 incidents last year during the same time duration.

##### ***Property Crimes***

For the Month of December, the Town of Altavista Community experienced 9 incidents or a 0.00% decrease of Property Crimes compared to 9 incidents last year during the same time duration.

- 1 Counterfeiting/ Forgery
- 4 Shoplifting
- 1 Theft From Motor Vehicle
- 2 All Other Larceny
- 1 Destruction of Property/Vandalism

##### ***Quality of Life Crimes***

For the Month of December, the Town of Altavista Community experienced 12 incidents or a 0.00% decrease of Quality of Life Crimes compared to 12 incidents last year during the same time duration.

- 1 Drug Equipment Violation
- 3 Drunkenness
- 8 All Other Offenses

#### **CRIME STATISTICS - January 1, 2013 thru December 31, 2013 Y.T.D.**

Year to date, the Town of Altavista experienced 45 incidents or a 2.17% decrease of Crimes Against Persons compared to 46 incidents last year during the same time duration.

- 2 Robbery
- 1 Forcible Rape
- 1 Sexual Assault with an Object
- 1 Forcible Fondling
- 8 Aggravated Assault
- 32 Simple Assault



Year to date, the Town of Altavista experienced 90 incidents or a 23.08% decrease of Property Crimes compared to 117 incidents last year during the same time duration.

- 4 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 3 Counterfeiting/ Forgery
- 2 Embezzlement
- 18 Destruction/ Damage/ Vandalism of Property
- 1 Purse Snatching
- 25 Shoplifting
- 3 Theft From Building
- 15 Theft from Motor Vehicle
- 18 All Other Larceny

Year to date, the Town of Altavista experienced 175 incidents or a 11.17% decrease of Quality of Life Crimes compared to 197 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 52 Drug/ Narcotic Violations
- 1 Drug Equipment Violation
- 4 Driving Under the Influence
- 30 Drunkenness
- 8 Family Offenses, Nonviolent
- 2 Runaway
- 5 Trespass of Real Property
- 72 All Other Offenses

**Major Crimes Statistics** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of December, the Town of Altavista Community experienced 13 incidents or an 8.33% increase in Major Crimes compared to 12 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 135 incidents or a 17.2% decrease in Major Crimes compared to 163 incidents last year during the same time duration.

The above statistics depict “Shoplifting” as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of December.

**CALLS FOR SERVICE - December 1, 2013 thru December 31, 2013**

The Altavista Police Department was dispatched to 342 Calls for Service or a 3.3% increase compared to 331 C.F.S. last year during the same time duration.



### **CALLS FOR SERVICE - January 1, 2013 thru December 31, 2013- Y.T.D.**

The Altavista Police Department was dispatched to 4110 Calls for Service or a 5.7% increase compared to 3876 C.F.S. last year during the same time duration.

### **CRIMINAL ARRESTS EXECUTED - December 1, 2013 thru December 31, 2013**

The A.P.D. executed 17 criminal arrests or an 11.76% increase compared to 15 criminal arrests last year during the same duration.

### **CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru December 31, 2013- Y.T.D.**

The A.P.D. executed 232 criminal arrests or a 35.73% decrease compared to 361 criminal arrests last year during the same duration.

### **TRAFFIC CITATIONS ISSUED - December 1, 2013 thru December 31, 2013**

The A.P.D. issued 7 traffic summons or an 87.04 % decrease compared to 54 traffic summons issued last year during the same time duration.

### **TRAFFIC CITATIONS ISSUED - January 1, 2013 thru December 31, 2013 Y.T.D.**

The A.P.D. issued 369 traffic summons or a 17.08% decrease compared to 445 traffic summons issued last year during the same time duration.

### **OFFICER OF THE MONTH – December, 2013**

The Altavista Police Department has selected Officer J. Goggins as Officer of the Month for December, 2013. Officer Goggins led the department in criminal arrests for the month, including one incident of particular note. On 12/4/2013, Officer Goggins responded to a report of a female subject laying injured on Novelty Street and needing Police assistance. Officer Goggins arrived to find a male subject, armed with a stick. The suspect is known to the Police Department and has a lengthy and violent criminal history. The suspect had strangled a female citizen and had assaulted another male citizen. Despite the suspect's attempts to resist arrest, Officer Goggins was able to safely subdue him and take him into custody without injury. Officer Goggins' dedication to his chosen profession brings great honor upon himself, the Altavista Police Department, and the law enforcement community.

### **PERSONNEL TRAINING**

Ninety-four (94) hours of training were afforded to police personnel during the month of December, 2013. Blocks of instruction pertained to the following training subjects: Canine Training, Firearms Qualification, and On-Line In-service.



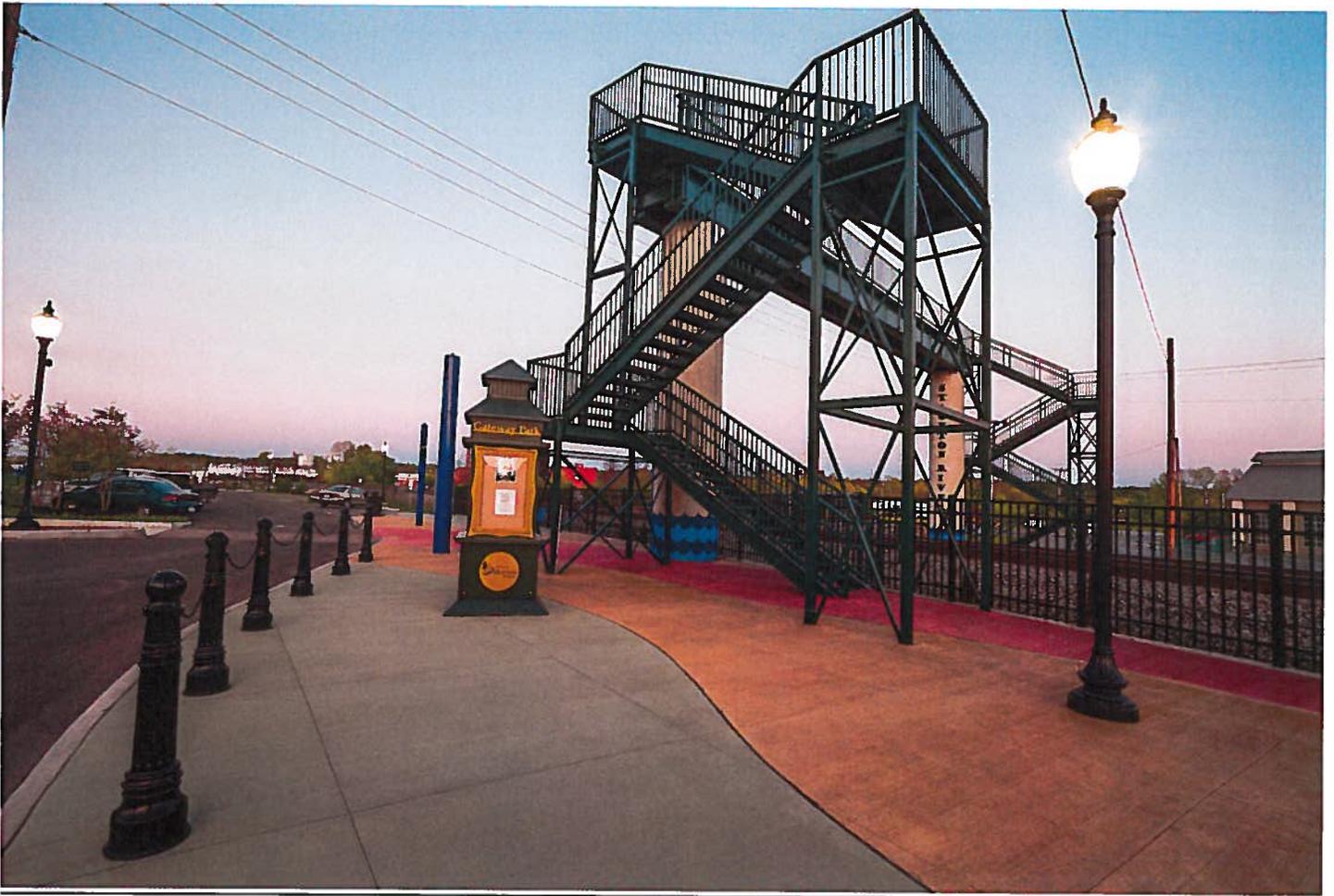
## **WHAT'S NEW**

The Altavista Police Department provided security and traffic control for the Altavista Christmas Parade. In cooperation with Virginia State Police, Campbell County Sheriff's Office, and Pittsylvania County Sheriff's Office, the APD ensured the safety and security of the parade participants by deploying the Speed Trailer/Traffic Sign with a warning of the parade ahead, conducting directed patrols during staging to identify any traffic or safety related issues, by shutting down vehicle access to the parade route, and by conducting traffic direction and control after the event to ensure the safety of those departing the area.

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*

# PUBLIC WORKS MONTHLY REPORT

For: December 2013



### Water Maintenance Report - Public Works (December 2013)

WO ID	Location	Status	Description	Priority	Actual Completion
2136	Public Works Building	Closed Work Orders	Water Maintenance Shop	Medium	12/12/2013
2178	Waste Water Treatment Plant	Closed Work Orders	Water leak repair	Medium	12/18/2013
2103	McMinnus Springs	Work In Progress	Water leak on main line.	High	Open
2117	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM	Medium	Open
2121	Northgate Road	Work In Progress	Leaking Meter	High	Open
2079	Gibson Road	Work In Progress	Water Service Repair	Medium	Open
2086	Main St.	Work In Progress	Water Main Repair	Emergency	Open
2200	Town Wide	Work In Progress	Water Maintenance	Medium	Open
2226	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM	Medium	1/6/2014
2125	Main St.	Complete	Repair Water Service Leak	Medium	12/10/2013
2101	Avondale Dr.	Closed Work Orders	Water Maintenance	Medium	12/10/2013
2102	7th Street	Closed Work Orders	Asphalting utility cut.	High	12/10/2013
2066	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM	Medium	12/10/2013
2209	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM	Medium	12/27/2013
2156	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM	Medium	12/20/2013

### Sewer Maintenance Report - Public Works (December 2013)

WO ID	Location	Status	Description	Priority	Actual Completion
2137	PW Building	Closed Work Orders	Vehicle/Equipment Maintenance	Medium	12/12/2013
2148	910 Grace Ave.	Work In Progress	Sewer Blockage	High	12/12/2013
2105	1636 Melinda Dr.	Work In Progress	Sewer Root-Cutting Service Line	Medium	12/12/2013
2182	Alley behind Schewel's	Work In Progress	Sewer (Clean)	Medium	12/18/2013
2183	1004 Bedford Ave.	Closed Work Orders	Sewer Blockage	High	12/20/2013
2184	7th Street	Closed Work Orders	Dye Testing Sewer Connections	Medium	12/20/2013
2199	Town Wide	Closed Work Orders	Sewer Maintenance	Medium	12/20/2013
2218	Town Wide	Closed Work Orders	Sewer Maintenance	Medium	12/27/2013
2104	1636 Melinda Dr.	Closed Work Orders	Sewer Video Service Line	Medium	12/10/2013
2181	Alley behind Schewel's	Closed Work Orders	Sewer (Video)	Medium	12/19/2013

**Green Hill Cemetery Burials - Public Works (December 2013)**

<b>Work Order ID</b>	<b>Location</b>	<b>Status</b>	<b>Description</b>	<b>Date</b>	<b>Actual Completion Date</b>
2108	Green Hill Cemetery	Closed Work Order	Burial - Hedrick	12/6/2013	12/9/2013

**Miscellaneous Public Works Functions (December 2013)**

Asphalt Tonnage (tons)	2
Bags of Litter	11
Brush Collection Loads	9
Brush Collection Stops	79
Bulk Collection Stops	78
Bulk Collection Tonnage (tons)	8.72
Leaf Collection Loads	80
Sweeping Miles	53
Miss Utility Tickets	25
Monthly Meters Read	61
Quarterly Meters	1,697
Rereads-WQ	43
Sewer (Video) Footage (feet)	400
Sewer (Video) Footage (feet)	150
Sewer Main Cleaned Footage (feet)	1,362
Sewer Main Cleaned Manholes	6
Sewer Service Cleaned Footage (feet)	50
Sewer Service (Root Cutting) Footage	100
Solid Waste Tonnage	88.01
Salt and Sand Tonnage	3.71

## RECYCLING REPORT (Altavista Commons Drop-Off Point)

		Charges	Payment	Revenue	Rev. %
	<b>FY2014</b>				
	Jul-12	740.00	589.85	150.15	20.29%
	Aug-12	620.00	569.00	51.00	8.23%
	Sep-12	620.00	620.00	0.00	0.00%
	Oct-12	740.00	677.15	62.85	8.49%
	Nov-12	620.00	537.65	82.35	13.28%
		<u>Charges</u>	<u>Payment</u>	<u>Revenue</u>	<u>Rev. %</u>
<b>FY2014</b>	MTD Total:	3,340.00	2,993.65	346.35	10.37%
<b>FY2013</b>	MTD Total:	3,340.00	3,246.30	93.70	2.81%
	<i>Year Total:</i>	<i>8,088.64</i>	<i>7,871.54</i>	<i>217.10</i>	<i>2.68%</i>
<b>FY2012</b>	MTD Total:	3,340.00	2,685.90	654.10	19.58%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,946.00</i>	<i>974.00</i>	<i>12.30%</i>
<b>FY2011</b>	MTD Total:	3,340.00	3,102.65	237.35	7.11%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,965.27</i>	<i>954.73</i>	<i>12.05%</i>
<b>FY2010</b>	MTD Total:	2,980.00	2,791.70	188.30	6.32%
	<i>Year Total:</i>	<i>7,680.00</i>	<i>5,852.45</i>	<i>1,827.55</i>	<i>23.80%</i>

# Transportation Department Monthly Report- December 2013

July 1, 2013- June 30, 2014

<u>Month</u>		<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	2013	1,956	82	3,910	\$ 400.00
August		2,231	91	3,963	\$ 400.00
September		1,705	78	3,563	\$ 400.00
October		1,416	57	4,020	\$ 589.00
November		1,440	64	3,601	\$ 600.00
<b>December</b>		<b>1,304</b>	<b>59</b>	<b>3,687</b>	<b>\$ 554.50</b>

<b>Total YTD</b>		<b>10,052</b>	<b>74</b>	<b>22,744</b>	<b>\$ 2,943.50</b>
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<u>Comparison FY2013</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
12-Jul	1,850	6%
12-Aug	1,962	14%
12-Sep	1,618	5%
12-Oct	1,176	20%
12-Nov	1,083	33%
<b>12-Dec</b>	<b>979</b>	<b>33%</b>

YTD Change 8,668 16%

# WASTEWATER December 2013 SUMMARY

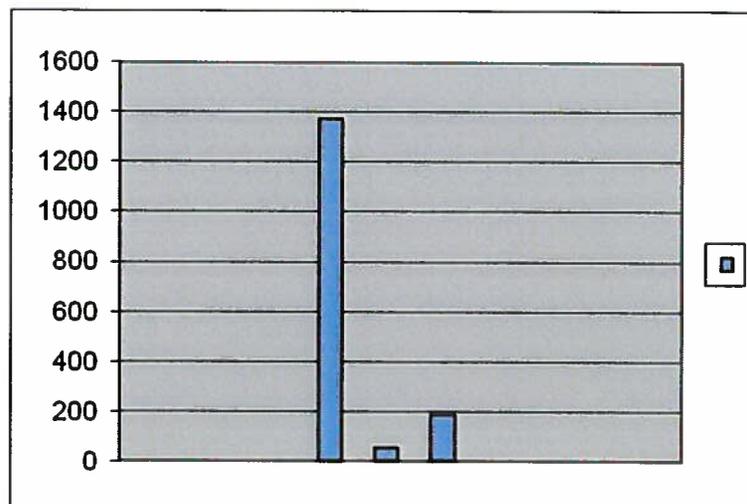
- Submitted Semi Annual PT Data conducted by Lab
- Conducted Semi Annual Industrial Monitoring
- Conducted Industrial Inspections
- Repaired NPW leak
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 154 wet tons of sludge processed
- Treated 72.70 million gallons of water

## December 2013

**1372 Man Hours Worked**

**51 Sick Leave**

**185 Vacation Hours**



## **Water Department Report December, 2013**

### **Water Production:**

Water Plant: 52.0 million gallons of raw water treated.

Water Plant: 39.2 million gallons of finished water delivered.

Mcminnis Spring: 8.8 million gallons of finished water treated.

Mcminnis Spring: average 292,000 gallons per day and run time hours 16 a day.

Reynolds Spring: 5.7 million gallons of finished water treated.

Reynolds Spring: average 184,000 gallons per day and run time hours 10 a day.

### **Water Purchased:**

Campbell County Utility and Service Authority:

### **Water Sold:**

Town of Hurt

### **Water Plant Averages for December, 2013:**

Weekday: **16.5hrs** / day of production

**1,782,000** gallons treated / day

Weekends: **13.0 hrs** / day of production

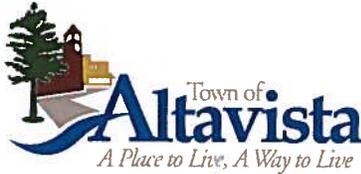
**1,423,000** gallons treated / day

### **Special Projects:**

- Leak on 7<sup>th</sup> street .
- Abbott plant down 24<sup>th</sup> 25<sup>th</sup> and 26<sup>th</sup> of December 2013
- Evaluating Mcminnis spring pump motor number ( 1 )

### **Water Plant**

- Completed maintenance on items for the plant.
- Working on CIP items.
- Painting 1<sup>st</sup>. floor at Plant.
- EPA changed the turbidity level for both springs from <200 to < 100 NTU for the raw water as of 1<sup>st</sup>.of July 2013. We are now required to sample each spring every Wednesday until further notice.



# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: January 14, 2014

**Agenda Placement: Public Hearing**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Ordinance Amendment – Satellite dish antennae**

**Presenter(s): Dan Witt, Assistant Town Manager**

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## **SUBJECT HIGHLIGHTS**

The Altavista Planning Commission conducted a public hearing on proposed amendments to several sections of the Town Code “Zoning Ordinance” at their November 4, 2013 meeting. Last month, Town Council conducted its “First Reading” on the proposed amendments and requested staff to schedule tonight’s public hearing. The section of the “Zoning Ordinance” to be amended are identified in the staff memo, as well as the proposed ordinances.

The proposed amendments will bring the Town’s ordinance into compliance with federal and state law. In essence, all satellite dish antennae less than one meter is exempt, while those in excess of one meter are subject to design standards. The attached ordinance amendments amend the code to clarify this issue.

**Recommendations, if applicable:** Planning Commission recommends amendment of the “Zoning Ordinance” as outlined in regard to satellite dish antennae. (Planning Commission report/recommendation attached)

**Staff recommendation, if applicable:** Approve

## **Action(s) requested or suggested motion(s):**

### **HOLD PUBLIC HEARING:**

Accept public comment on the proposed amendments to the Zoning Ordinance amendments related to satellite dish antennae.

### **MOTION:**

**Approve** – I move to approve the Zoning Ordinance amendments related to satellite dish antennae, as presented.

**Approve with amendments** - I move to approve the Zoning Ordinance amendments related to satellite dish antennae with the following amendments.....

**Deny** - I move to deny the Zoning Ordinance amendments related to satellite dish antennae.

**Defer** - I move to defer action on the Zoning Ordinance amendments related to satellite dish antennae to the  (DATE)  Town Council meeting.

Attachments:  Yes     No

Attachments (in order they appear in packet): 1) *Notice of Public Hearing – appeared in the Altavista Journal on Wednesday, January 1<sup>st</sup> and 8th*; 2) *Proposed Ordinance Amendments*; and 3) *Planning Commission Report/Recommendation*

This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	Planning & Zoning
Town Manager:	jwc	

**ALTAVISTA TOWN COUNCIL**  
**NOTICE OF PUBLIC HEARING**

The Altavista Town Council will hold a public hearing on January 14, 2014 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider proposed zoning actions as follows:

**1. Changes to multiple sections of the Altavista Zoning Ordinance dealing with satellite dish antennae.** Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

Sec. 86-132. Permitted Uses (R-1 low-density residential district)

Sec. 86-192. Permitted Uses (R-2 medium density residential district)

Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)

Sec. 86-322. Permitted Uses (C-1 local business district)

Sec. 86-352. Use regulations (C-2 commercial district)

Sec. 86-382. Site development regulations (permitted uses in M-Industrial district)

Sec. 86-544. Satellite dish antenna regulations.

**2. Amendment of Sec. 86-192 (medium density residential district) to add an additional use.** The Planning Commission is proposing to add to the list of uses allowed in the R2 Residential district “personal services” business with a special use permit required. “Personal services” is defined in Sec. 86-32 of the Zoning Ordinance as businesses “engaged in the provision of frequently or recurrently needed services of a personal nature”.

A copy of the proposed ordinances effecting the above-stated amendments may be viewed during regular business hours in the J.R. “Rudy” Burgess Municipal Building (Town Hall) located at 510 7<sup>th</sup> Street, Altavista, VA. Copies are also available on the Town of Altavista website, [www.altavistava.gov](http://www.altavistava.gov) in the “About Altavista” section.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed zoning items. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. If special assistance is needed in regard to ADA and/or interpreter accommodations, please contact the Town Manager’s Office at (434) 369-5001, seventy-two (72) hours prior to the meeting to enable the Town to make reasonable arrangements.

Waverly Coggsdale  
Town Manager

An Ordinance to repeal, amend and re-ordain Section 86-132 of the Code of the Town of Altavista, 1968, relating to permitted uses (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  
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 (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

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)
- (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 86-292 of the Code of the Town of Altavista, 1968, relating to permitted uses (R-MHP residential manufactured home park district).

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

1. That Section 86-292 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-292. Permitted uses.**

The following uses are permitted by right or by special use permit in the R-MHP residential manufactured home park 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 (S)\*  
Family day care home (S)\*  
Group home\*  
Home garden  
Home occupation\*  
Manufactured home\*  
Manufactured home, emergency\*  
Manufactured home park\*
- (3) *Civic use types.*  
Community recreation\*  
Cultural service  
Public parks and recreational areas (S)  
Religious assembly (S)\*  
Safety service  
Utility service, minor
- (4) *Office use types.*  
(None)
- (5) *Commercial use types.*  
(None)
- (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 86-322 of the Code of the Town of Altavista, 1968, relating to permitted uses (C-1 local business district).

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

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

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

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

- (1) *Agricultural use types.*  
(None)
- (2) *Residential use types.*  
Accessory apartment\*  
Duplex\*  
Home garden  
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)  
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 use types*
  - 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 site development regulations (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 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.

An Ordinance to repeal, amend and re-ordain Section 86-544 of the Code of the Town of Altavista, 1968, relating to satellite dish antenna.

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

1. That Section 86-544 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-544. Satellite dish antenna in excess of one meter.**

The design standards contained herein shall apply only to satellite dish antennae which are in excess of one meter in diameter or diagonal measurement.

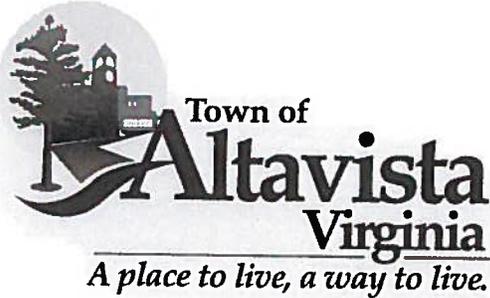
(a) *General standards:*

- (1) *Accessory structure.* All Satellite dishes are considered to be an accessory structure and must meet setbacks accordingly. No satellite dishes may be constructed on a self-supporting pole or other structure in the front yard. All satellite dishes attached to residences must be properly affixed and secured by proper mountings.
- (2) *Location.* No more than two satellite antennas not exceeding six feet in diameter may be erected or installed on any one building lot in the town regardless of the zoning district in which it is located. Any such antenna shall be located only in the rear yard of such lot no closer than five feet to any side or rear lot line, nor less than ten feet from the rear of a main building; provided, however, that in lieu of any such antenna in a rear yard, one satellite antenna four feet or less in diameter may be suitably mounted to the roof area of a building.
- (3) *Corner lot.* No satellite antenna on any corner lot shall be constructed or mounted neither forward of the building line of any adjoining lot nor closer than five feet to the side of such adjoining lot.
- (4) *Height limitation.* No satellite antenna mounted in any such yard shall exceed 16 feet measured vertically from the highest point of the signal receiving apparatus, when positioned for operation, to the bottom of the base which supports the satellite antenna except any antenna which pursuant to this section, may be located and suitably mounted to the roof of a building.
- (5) *Ground mounting.* All Satellite antennas shall be ground

mounted at ground level pursuant to all requirements of the Virginia Uniform Statewide Building Code after securing the proper building permits, and sufficiently secured to withstand a 75 mph wind; except such antenna four feet or less in diameter which is otherwise permitted by the section to be mounted to the roof of a building. All electrical cable will be buried in accordance with the applicable provisions of the building code.

- (6) *Screening.* All ground-mounted satellite antennas over four feet in diameter shall be screened from adjoining properties by a wooden or masonry fence of six feet in height or by a living screen of coniferous plantings four feet in height minimum on planting planted five feet on center and of a variety which will mature to a height at least equal to the height of the antenna at its highest point as measured pursuant to this section. All such fences or plantings shall be installed at the time the antenna is installed and shall be fully and properly maintained during such time as the antenna being screened shall remain in such location.

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



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager & Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Date:** January 14, 2014  
**Re:** Planning Commission Recommendation

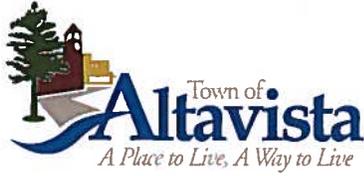
At the November 4, 2013 Planning Commission meeting a public hearing was held to consider two changes to the Town of Altavista Zoning Ordinance, 2002.

The first proposed change would correct and update code sections related to satellite dishes and bring the Town Code under compliance with Federal and State laws. Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1 low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M-Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

The second proposed change would be in Section 86-192 to add an additional use, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. "Personal services" is defined in Sec. 86-32 of the Zoning Ordinance as businesses "engaged in the provision of frequently or recurrently needed services of a personal nature".

No one was present for these hearings and the Commission recommends approval of these two amendments to the Town's Zoning Ordinance.



# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: January 14, 2014

**Agenda Placement: Public Hearing**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Ordinance Amendment – “Personal Services”**

**Presenter(s): Dan Witt, Assistant Town Manager**

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## **SUBJECT HIGHLIGHTS**

The Altavista Planning Commission conducted a public hearing on an amendment to the R-2 (Medium-Density Residential) District regulations in Article III Division 3 Section 86-192 of the Zoning Ordinance, to add *personal services* business as a permitted use with the issuance of a special use permit required. Last month, Town Council conducted its “First Reading” on the proposed amendment and requested staff to schedule tonight’s public hearing. The section of the “Zoning Ordinance” to be amended is identified in the staff memo, as well as the proposed ordinances.

The purpose of the Special Use Permit process is to provide review by the Planning Commission and Town Council of those uses that have potentially extraordinary impacts to surrounding properties and occupants of those properties, and to impose conditions on such uses that will mitigate those impacts.

**Recommendations, if applicable:** Planning Commission recommends amendment of the “Zoning Ordinance” as outlined in regard to *personal services* as a permitted use with issuance of a special use permit required. (Planning Commission report/recommendation attached)

**Staff recommendation, if applicable:** Approve

## **Action(s) requested or suggested motion(s):**

### **HOLD PUBLIC HEARING:**

Accept public comment on the proposed amendments to the Zoning Ordinance amendments related to *personal services* as a permitted use with issuance of a special use permit required.

### **MOTION:**

**Approve** – I move to approve the Zoning Ordinance amendments related to *personal services*, as presented.

**Approve with amendments** - I move to approve the Zoning Ordinance amendments related to *personal services* with the following amendments.....

**Deny** - I move to deny the Zoning Ordinance amendments related to *personal services*.

**Defer** - I move to defer action on the Zoning Ordinance amendments related to *personal services* to the  (DATE)  Town Council meeting.

Attachments:  Yes     No

Attachments (in order they appear in packet): 1) *Notice of Public Hearing – appeared in the Altavista Journal on Wednesday, January 1<sup>st</sup> and 8th*; 2) *Proposed Ordinance Amendments*; and 3) *Planning Commission Report/Recommendation*

This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	Planning & Zoning
Town Manager:	jwc	

**ALTAVISTA TOWN COUNCIL**  
**NOTICE OF PUBLIC HEARING**

The Altavista Town Council will hold a public hearing on January 14, 2014 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider proposed zoning actions as follows:

1. **Changes to multiple sections of the Altavista Zoning Ordinance dealing with satellite dish antennae.** Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1 low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M-Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

2. **Amendment of Sec. 86-192 (medium density residential district) to add an additional use.** The Planning Commission is proposing to add to the list of uses allowed in the R2 Residential district “personal services” business with a special use permit required. “Personal services” is defined in Sec. 86-32 of the Zoning Ordinance as businesses “engaged in the provision of frequently or recurrently needed services of a personal nature”.

A copy of the proposed ordinances effecting the above-stated amendments may be viewed during regular business hours in the J.R. “Rudy” Burgess Municipal Building (Town Hall) located at 510 7<sup>th</sup> Street, Altavista, VA. Copies are also available on the Town of Altavista website, [www.altavistava.gov](http://www.altavistava.gov) in the “About Altavista” section.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed zoning items. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. If special assistance is needed in regard to ADA and/or interpreter accommodations, please contact the Town Manager’s Office at (434) 369-5001, seventy-two (72) hours prior to the meeting to enable the Town to make reasonable arrangements.

Waverly Coggsdale  
Town Manager

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses (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

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\*

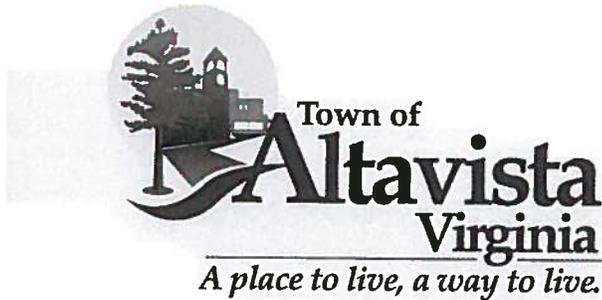
Cemetery (S)

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.



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager & Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Date:** January 14, 2014  
**Re:** Planning Commission Recommendation

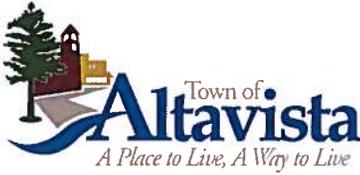
At the November 4, 2013 Planning Commission meeting a public hearing was held to consider two changes to the Town of Altavista Zoning Ordinance, 2002.

The first proposed change would correct and update code sections related to satellite dishes and bring the Town Code under compliance with Federal and State laws. Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1 low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M-Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

The second proposed change would be in Section 86-192 to add an additional use, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. "Personal services" is defined in Sec. 86-32 of the Zoning Ordinance as businesses "engaged in the provision of frequently or recurrently needed services of a personal nature".

No one was present for these hearings and the Commission recommends approval of these two amendments to the Town's Zoning Ordinance.



## FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Tuesday, January 7<sup>th</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: The Local Choice "Adverse Experience" Adjustment update (Action Requested)

Last month, the Committee discussed with Council the response from the Commonwealth of Virginia's Department of Human Resources Management regarding the "adverse experience" adjustment connected to the Town's withdrawal from the TLC (The Local Choice) insurance program. Staff was asked to follow up on this item and report back to the Committee, the factors that resulted in the "loss" of \$26,514.58, which would be the Town's adverse experience adjustment. Per the attached memorandum from the Finance Director, the methodology of figuring the number of contract units is shown and this is applied to a per contract unit loss figure. Following discussion, the Committee recommends that Town proceed with payment of the "adverse experience" adjustment utilizing the 12 equal monthly payment plan (\$2,209.55 per month). Next month, staff will present a budget amendment for FY2014 in the amount of \$13,257.30 to cover the payment for the next six months. The remaining six months will be included in the FY2015 Budget. (Attachment(s): Memorandum from Finance Director; Letter from Commonwealth of Virginia's Dept. of Human Resources Management)

**Possible Motion: "Approve funds in the amount of \$13,257.30 for FY2014 and authorize staff to proceed with the monthly payment to the Commonwealth of Virginia in the amount associated with the "adverse experience adjustment" related to withdrawal from the "The Local Choice" program."**

II: Compensation/Salary Range Adjustments – FY2015 Budget (Action Requested)

Each year, the Committee recommends the percentage for inclusion in the draft budget for "cost of living adjustments" (COLA) and the adjustment of the Town's Pay Plan Salary Ranges. Based on the current information on the U.S. Department of Labor's website relating to the Consumer Price Index Inflation Guide, the Committee recommends that a two percent (2%) COLA be included in the Draft FY2015 Budget and the Pay Plan Salary Ranges be adjusted by the same amount. (Attachments: Past Salary Increase History)

**Possible Motion: "Authorize staff to include in the FY2015 Draft Budget a COLA adjustment of 2% and adjust the Pay Plan Salary Ranges in the same amount."**

III: Infrastructure Funding (*Action Requested*)

Staff has been working on exploring options for securing a professional to assist with laying out funding options for our on-going water infrastructure improvements. Based on these conversations, the staff has reported that these services can be provided for a fee of \$5,000 or less. The Committee would recommend that staff be authorized to consult with a firm at not to exceed amount of \$5,000. During last year's budget process, no funds were included in the Water and Waste Water Budgets for "professional services", accordingly this action would require a budget amendment. (*Attachment(s): None*)

***Possible Motion: "Appropriate funds, not to exceed \$5,000, for assistance regarding infrastructure funding options and authorize staff to consult with a firm for such services."***

IV: Armory Proposal – Masonic Lodge

As you know the Town has been working with the local Masonic Lodge for some time, in regard to their proposal to assume ownership of the Altavista Armory. Staff was previously directed to work with the Masonic Lodge representatives in regard to an agreement for Council's consideration. Based on the Committee discussion at the January 7<sup>th</sup> meeting, the Committee reports that upon further consideration, the Masonic Lodge's proposal does not represent a "viable project" for further consideration.

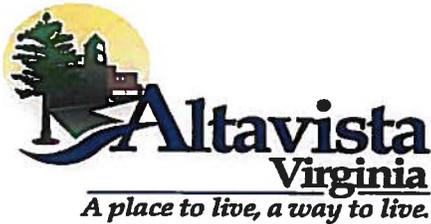
V: AOT/Main Street proposal (*Action Requested*)

Staff presented to the Committee a request to explore with the Altavista On Track (AOT) Executive Committee the possibility of transitioning the AOT staff member into the Town's organizational structure. The attached memorandum further explains the thought process behind this item. The AOT Executive Committee met on Thursday, January 9<sup>th</sup> and agreed to the exploratory process regarding this issue. At this time, staff is seeking concurrence from Council in regard to further exploring the feasibility of this transition. (*Attachment(s): Memorandum from Town Manager*)

Other Items/Updates (*Informational Only*)

- Next Finance/HR Committee Meeting: Thursday, January 23<sup>rd</sup> at 8:15 AM in the large conference room. (Please note date/time change, the fourth Thursday of each month at 8:15 AM will be the new regular schedule for the Committee's meeting.)

Members Present: Dalton, Edwards and Ferguson



DATE: January 3, 2014  
MEMO TO: Finance Committee  
FROM: Tobie Shelton  
RE: Adverse Experience Adjustment-Update

On April 9, 2013, Council voted to opt out of the Anthem health insurance plan administered by The Local Choice effective June 30, 2013 due to their escalating cost. Council was informed at this time of the possibility of a one-time fee the Town may receive associated with the Town separating from the Local Choice known as the Adverse Experience Adjustment (AEA).

The Local Choice is a self-funded plan through the Commonwealth of Virginia. If a group leaves the program in a deficit position or if the pool in which the group participates is in a deficit for the plan year, then an Adverse Experience Adjustment will be applied. According to the Local Choice, this guarantees that no group that remains with the Local Choice will ever be penalized because another group leaves in a deficit. The AEA cannot be predicted since it is a true look back on the plan year. If there is no deficit there is no AEA.

Attached is a letter from the Department of Human Resource Management regarding the Adverse Experience Adjustment. As stated in the attached letter, The Town of Altavista has 842 annualized contract units for the review year. Below is a table showing how this number was arrived at.

Town of Altavista / Pool 1-49  
Key Advantage 250

Month of Coverage*	J	A	S	O	N	D	J	F	M	A	M	J		C/U Factor	Total C/U
Employee	26	26	26	26	26	27	28	28	28	28	28	28	325	1	325
Employee/Child	3	3	3	3	3	3	2	2	2	2	2	2	30	1.85	55.5
Employee/Spouse	11	11	10	10	11	11	11	11	11	11	11	11	130	1.85	240.50
Employee/Family	7	7	7	7	7	7	7	7	7	7	6	6	82	2.7	221.40
<b>Total Enrolled</b>	<b>47</b>	<b>47</b>	<b>46</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>47</b>	<b>47</b>	<b>567</b>		<b>842.40</b>

\*Period July 2012 through June 2013

\*C/U = Contract Unit

According to DHRM, the Town's AEA is \$26,514.58. This amount is due no later than January 31, 2014 or it may be paid over a twelve month period in equal installments.

It is Staff's recommendation to pay the one-time fee out of reserves to finalize our withdrawal from The Local Choice Program.



# COMMONWEALTH of VIRGINIA

SARA REDDING WILSON  
DIRECTOR

## Department of Human Resource Management

101 N. 14<sup>TH</sup> STREET  
JAMES MONROE BUILDING, 12<sup>TH</sup> FLOOR  
RICHMOND, VIRGINIA 23219  
(804) 225-2131  
(TTY) 711

December 6, 2013

Tobie C Shelton  
Town of Altavista  
510 Seventh St  
P. O. Box 420  
Altavista, VA 24517

Dear Ms. Shelton

Since the Town of Altavista withdrew from the TLC program effective June 30, 2013, we have computed the adverse experience adjustment according to the published procedures.

We regret that the experience of the combined groups for the plan year ended June 30, 2013 resulted in a loss of \$26,514.58 as reflected on the enclosed statement of income and expenses. The annualized contract units for this group were 842 in total. Total loss in the 1 to 49 pooling group was \$1,467,355 with total contract units for that pool of 46,598 equaling a loss of \$31.49 per contract unit with a percentage loss of 5.9%.

As provided under paragraph 2.4.D of the regulations, the payment of the adverse experience adjustment is due within 30 days of the date of this notice. The Department will allow the \$26,514.58 to be paid in 12 equal payments over the next 12 months if that is your decision. Please mail your check(s) showing your group number, made payable to "Treasurer of Virginia," to my attention on the 13<sup>th</sup> floor of the James Monroe Building by January 31, 2013.

Thank you for your participation in THE LOCAL CHOICE program. Contact us if we may be of assistance to you.

Sincerely,

A handwritten signature in blue ink, appearing to read "George J. Gibbs, Jr.", with a long horizontal flourish extending to the right.

George J. Gibbs, Jr., CPA  
Chief Financial Officer  
Department of Human Resource Management

cc: Gene Raney  
Walter Norman  
Anthem TLC

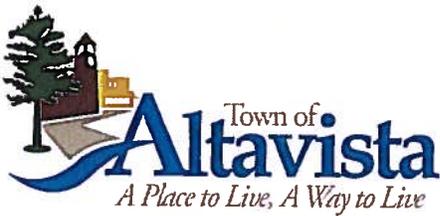
<b>Adverse Performance Settlements</b>	
<b>FY 2012-2013</b>	<b><u>1-49</u></b>
PREMIUM INCOME:	
TOTAL PREMIUMS	<u>25,013,942</u>
CLAIM EXPENSES:	
Medical/Surgical Claims Cost	18,603,993
Less Facility/Professional Network Savings	-
Less Claims in Excess of Pooling Limit	(2,130,173)
IBNR 6/30/12	(1,520,632)
IBNR 6/30/13	2,141,597
Pooling Charge	1,709,479
Drug, Dental, and MISA capitation	<u>6,313,835</u>
NET INCURRED CLAIMS	25,118,099
RETENTION:	
Vendor Administration	1,274,238
Program Administration	<u>88,961</u>
TOTAL RETENTION	1,363,199
TOTAL EXPENSES:	<u>26,481,297</u>
GAIN/LOSS	<u>(1,467,355)</u>
Total Contract Units (1, 1.85, 2.7)	46,598
Loss/gain per contract unit	(31.49)
% Gain / loss	-5.866%

## SALARY INCREASES

<u>Fiscal Year</u>	<u>Effective Date</u>	<u>COLA % Increase over previous year</u>	<u>Jan 1st Merit Increase</u>	<u>Salary Grade Ranges</u>
FY 14	7/1/2013	2%	\$ 5,000.00	Salary Grade Ranges increased 2%
FY 13	7/1/2012	1%	\$ 5,000.00	Salary Grade Ranges increased 1%
FY 12	7/1/2011	0	0.5%	Salary Grade Ranges increased 0
FY 11	7/1/2010	2%	1.50%	Salary Grade Ranges increased 2%
FY 10	7/1/2009	2%	3%	Salary Grade Ranges increased 3%
FY 09	7/1/2008	3%	1%	No Change in Salary Grade Ranges
FY 08	7/1/2007	3%	2%	No Change in Salary Grade Ranges
FY 07	7/1/2006	2.50%	N/A	Salary Grade Ranges increased 2.5%
FY 06	7/1/2005	2.50%		
FY 05	7/1/2004	2.50%		
FY 04	7/1/2003	2.50%		
FY 03	7/1/2002	3%		
FY 02	7/1/2001	3.50%		

### Notes

FY 2013 VRS 5% included in rate increase. Employees received 5% + 1%  
 FY 2011 Police Org Chart changed. New positions added  
 FY 2008 Added a Merit Increase to Salary Program effective January 1 of each year  
 FY 2007 Implemented new Salary Program



TO: Finance/HR Committee

FROM: Waverly Coggsdale

RE: AOT/Main Street Program

DATE: January 7, 2014

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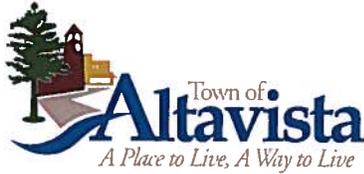
Last week, Megan and I met with representatives of the AOT Board of Directors (Bill Smith and Jo Kelley) to continue an on-going discussion regarding the possibility of transitioning the AOT staff member into the Town's organizational structure. The meeting was very informative and after additional thought and consideration this week, staff would like the committee's approval to seek input from the AOT Executive Board and the Virginia Main Street Program as to the possibility of making this possible reorganization a reality.

Per my discussions this week, it is my understanding that the AOT Executive Board meets later this week (Thursday) and the Chair, Bill Smith, would like to inquire as to whether this is something that should be entertained. Accordingly, direction from the Committee at today's meeting would allow staff to begin the conversation with AOT and then ultimately the Virginia Main Street Program. As a matter of reference, the Town of Marion just finalized this process and the Main Street Director is now a staff member of the Department of Community and Economic Development. Staff feels a similar set up for the Town of Altavista would provide additional support for the Economic Development Office while continuing to focus primarily on the goals and objectives established by AOT with supervision provided by the Economic Development Director.

Staff seeks direction from the Committee in regard to approaching the AOT Executive Board about this item.

#### **BACKGROUND**

- AOT Executive Director is currently a part/time position
- Town currently allocates \$35,000 to AOT on an annual basis.



# Town of Altavista

## Town Council Meeting Agenda Form

Meeting Date: January 14, 2014

**Agenda Placement: Unfinished Business**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Dearing Ford Elevated Water Tank Request**

**Presenter(s): Town Manager**

**SUBJECT HIGHLIGHTS**

Previously, Council directed staff to correspond with Campbell County in regard to the Town's interest of possibly acquiring the Dearing Ford Elevated Water Tank from Campbell County, as the County decided that it no longer needs that tank and has planned on taking the tank down. Attached is the letter to the County Administrator from the Town Manager requesting the consideration of the conveyance of the tank and an appropriation of \$56,000. The Campbell County Board of Supervisors met on Tuesday, January 7<sup>th</sup> to consider this request and per the attached letter would agree to conveyance of the tank but not the appropriation of the requested funds.

The thought process behind getting the tank along with the funds was that the Town could then further analyze and determine the potential for a future benefit for owning the tank. The funding was requested so that if the Town determined that there was no potential future need by the Town, the Town would have the funds to take the tank down.

**Potential Action(s) or Motion(s):**

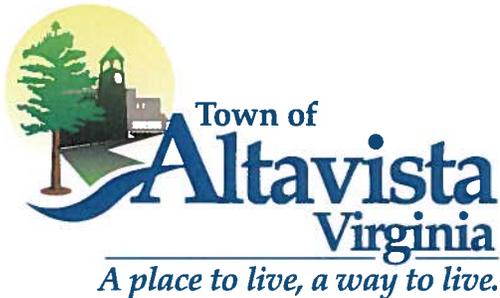
**MOTION:**

**Approve** – I move to authorize the Town Manager to advise Campbell County to proceed with the required public hearing for conveyance of the tank without the requested funding.

**Deny** - I move to authorize the Town Manager to advise Campbell County that Town is not interested in conveyance of the tank, without the requested funding.

**Defer** - I move to defer action on this item to the February 11, 2014 Town Council meeting.

<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) <i>Letter to Campbell County from Town</i> ; 2) <i>Letter from Campbell County (Clifton Tweedy, DCA) regarding action by Board of Supervisors.</i>		
<b>This agenda form has been reviewed by:</b>	<b>Initials</b>	<b>Comments:</b>
Town Manager:	jwc	



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

November 15, 2013

David Laurell, County Administrator  
Campbell County  
P.O. Box 100  
Rustburg, VA 24588

RE: Dearing Ford Water Tank

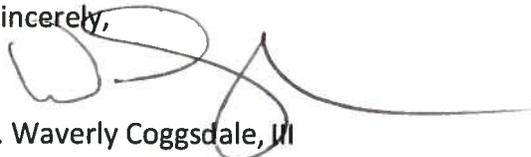
Dear Mr. Laurell: *DAU 11/17*

At the November 12, 2013 Town Council meeting, I was authorized to correspond with you regarding the Town's interest in having the Dearing Ford Elevated Water Tank conveyed to the Town. Previously, Clif Tweedy had corresponded to me regarding the Town's interest, as the County was moving toward demolition of the structure.

Based on Council's direction, I would like to propose that the tank be conveyed to the Town of Altavista, and in addition the County appropriate to the Town of Altavista the estimated cost of demolition of the tank (\$40,000) and the revalving required upon removal of the tank (\$16,000). With no immediate plans for the tank, the Town feels this proposal will give us an opportunity to evaluate options regarding the tank.

Please let me know if you need additional information to consider this request. Should you have any questions, please feel free to contact me at (434) 369-5001 or [jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov).

Sincerely,

  
J. Waverly Coggsdale, III  
Town Manager

xc: Clif Tweedy, Deputy County Administrator

# COUNTY OF CAMPBELL



## SUPERVISORS

JAMES A. BORLAND  
STANLEY I. GOLDSMITH  
EDDIE GUNTER, JR.  
J.D. PUCKETT  
MIKE P. ROUSSEAU  
STEVEN M. SHOCKLEY  
ERIC R. ZEHR

BOARD OF SUPERVISORS  
POST OFFICE BOX 100, RUSTBURG, VIRGINIA 24588  
[www.campbellcountyva.gov](http://www.campbellcountyva.gov)

COUNTY ADMINISTRATOR  
R. DAVID LAURRELL

ALTAVISTA (434) 592-9525  
BROOKNEAL (434) 283-9525  
LYNCHBURG (434) 592-9525  
RUSTBURG (434) 332-9525  
FAX NO. (434) 332-9617

January 9, 2014

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

**RE: Water Tank**

Dear Waverly:

At the Board meeting last night the supervisors voted to give the 300,000 gallon elevated water storage tank adjacent to Wal-Mart to the Town of Altavista. However, the Board did not agree to provide the \$56,000 funding you requested in your recent letter.

If you would like to have the tank transferred to the Town please let me know and we will schedule the required public hearing. If the tank is not transferred to the Town we will work with CCUSA to make the necessary piping modifications. This will allow the Town to continue to use the water from Reynolds Spring and provide pressure to Gibsonland when the spring pumps are not running. After these modifications are completed a bid will be prepared to have the tank demolished this summer.

Please let me know the preferences of the Town by March 15, 2014. If you would like to discuss this further do not hesitate to contact me.

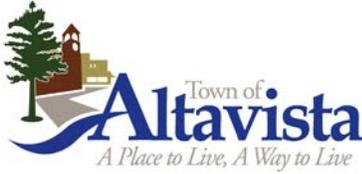
Sincerely,

Clifton M. Tweedy, P.E.

Deputy County Administrator

cc: Frank L. Davis, Jr., CUSA Administrator  
R. David Laurell, County Administrator

RESPECTING THE PAST, ATTENDING THE PRESENT, CONCENTRATING ON THE FUTURE



# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: January 14, 2014

**Agenda Placement: Unfinished Business**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: PCB Remediation Work Session**

**Presenter(s): Town Manager**

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**SUBJECT HIGHLIGHTS**

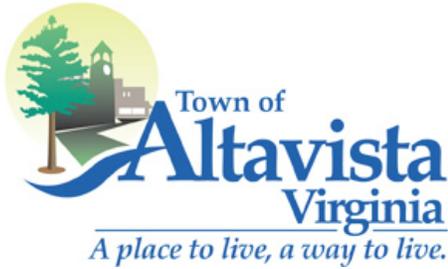
For the past several months, Council has discussed conducting a Work Session in regard to the PCB Remediation options for the Town's Emergency Overflow Pond at the Town's Waste Water Treatment Plant. Last month, it was decided that the meeting could be held on Tuesday, January 28, 2014 at 12:00 (Noon) at the Train Station. In accordance with the Town Charter, each Council member has given a notice regarding this meeting that has been called by the Mayor.

Staff has been communicating with firms that have been interested in this issue over the past few years and advising them of this proposed work session. In addition, staff has asked firms to forward a brief update on their efforts to date in regard to remediation solutions.

Attachments:  Yes  No

Attachments (in order they appear in packet):

This agenda form has been reviewed by:	Initials	Comments:
Town Manager:	jwc	



## **PROJECT UPDATE – For Month of December 2013**

### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Contractor is working with their paving subcontractor in regard to having the paving done as soon as the weather allows.
- Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014. Several requests for extensions are pending.

### **Bedford Avenue Waterline Replacement Project**

- Staff has received and is reviewing the “Preliminary Design” for the project and will meet with the engineer to discuss the completion of this phase.

# Business **BASICS**



**Are you considering opening a new business?**

**Then this class is for you!**

Business Basics is an introduction to owning your own business. Topics that will be covered include deciding on a legal entity, basic accounting and tax issues, steps you need to take for permits and licensing, steps to writing a business plan and basics of marketing and market research. The class is only 2.5 hours long so these topics will only be briefly covered. Upon completing the class you will have the opportunity to schedule a one-on-one appointment with one of the professional business counselors in our office.

### *Upcoming Dates, Places & Times*

January 23rd	CVCC Lynchburg Campus	4:00 pm - 6:30 pm
January 28th	CVCC Altavista Campus	4:00 pm - 6:30 pm
February 3rd	CVCC Appomattox Campus	4:00 pm - 6:30 pm
February 12th	CVCC Bedford Campus	4:00 pm - 6:30 pm
February 18th	CVCC Amherst Campus	3:00 pm - 5:30 pm



**To register: Contact the Region 2000 SBDC at 434-832-7295**

**Fee: \$15.00 Cash payable at door night of the event**



December 13, 2013

Mr. Waverly Coggsdale  
Altavista Town Manager  
510 7th Street  
P.O. Box 420  
Altavista, VA 24517

RE: Important Information—Price Adjustments

Dear Mr. Coggsdale:

At Comcast, we are committed to constantly improving our customers' entertainment and communications experience in your community, and we continue to invest in making their services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting January 31, 2014, new prices will apply to select Video and Internet services and equipment as reflected in the enclosed notice.

Among these price changes, we have itemized a Broadcast TV Fee in order to identify some of the rising costs of retransmitting broadcast television signals. In the past, a portion of these costs (but not all) were included within the basic service rate. In recent years, the cost of retransmitting broadcast television signals has increased significantly, and going forward we want to address these increasing costs through a separate itemized charge. As we introduce this new Fee in your community, customers initially will see a reduction in their basic TV service rate in the same amount, while other video service tiers will see an increase.\*

We promise to continue to provide our customers with a consistently superior experience, including 24/7 customer service, two-hour appointment windows and on-time arrival. We back up our services with the Comcast Customer Guarantee (visit [www.comcast.com/guarantee](http://www.comcast.com/guarantee) for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 540-974-5123.

Sincerely,

Paul Comes  
Director, Government & Regulatory Affairs

Enclosure

*\*If a customer was receiving services on a promotional basis, or under a minimum term agreement associated with a specific rate, as of January 19, 2014, the customer will not be affected by the Broadcast TV Fee during the applicable period.*

Dear Valued Customer,

At Comcast, we are committed to constantly improving your entertainment and communications experience, and we continue to invest in making your services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting January 31, 2014, or with your next bill statement thereafter, new prices will apply to select Video and Internet services and equipment as reflected in this notice.

Among these price changes, we have itemized a Broadcast TV Fee in order to defray the rising costs of retransmitting broadcast television signals. In recent years, the cost of retransmitting broadcast television signals has increased significantly, and we want to address these more recent increases through a separate itemized charge so that they are clear to you.\*

We promise to continue to provide you a consistently superior experience, including 24/7 customer service, two-hour appointment windows and on-time arrival. We back up our services with the Comcast Customer Guarantee (visit [www.comcast.com/guarantee](http://www.comcast.com/guarantee) for details).

We know you may have questions about these changes. Feel free to visit us at [www.xfinity.com/questions](http://www.xfinity.com/questions) or call us at 800-266-2278. Thank you for choosing Comcast. We value you as a customer, and look forward to continuing to serve you.

*\*If you were receiving services on a promotional basis, or under a minimum term agreement associated with a specific rate, as of January 19, 2014, you will not be affected by the Broadcast TV Fee during the applicable period.*

**TRIPLE PLAY PACKAGES**

TRIPLE PLAY PACKAGES <sup>1</sup>	CURRENT	NEW
<b>Starter XF Triple Play Bundle</b> Includes Digital Starter for primary outlet, Performance Internet and XFINITY Voice Unlimited™ Select	\$141.99	\$147.49
<b>SurePrice <sup>3</sup></b>	\$124.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$119.99	No Change
<b>Preferred XF Triple Play Bundle</b> Includes Digital Preferred for primary outlet, Performance Internet and XFINITY Voice Unlimited™ Select	\$154.99	\$160.49
<b>SurePrice <sup>3</sup></b>	\$134.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$129.99	No Change
<b>HD Preferred XF Triple Play Bundle</b> Includes Digital Preferred for primary outlet, HD Technology Fee, Starz®, Performance Internet and XFINITY Voice Unlimited™ Select	\$164.99	\$170.49
<b>SurePrice <sup>3</sup></b>	\$144.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$139.99	No Change
<b>HD Preferred Plus XF Triple Play Bundle</b> Includes Digital Preferred for primary outlet, HD Technology Fee, HBO®, Starz®, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$184.99	\$190.49
<b>SurePrice <sup>3</sup></b>	\$164.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$159.99	No Change
<b>HD Premier XF Triple Play Bundle <sup>2</sup></b> Includes Digital Premier with DVR or AnyRoom® DVR Service for primary outlet, HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$209.99	\$215.49
<b>SurePrice <sup>3</sup></b>	\$184.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$179.99	No Change
<b>HD Complete XF Triple Play Bundle <sup>2</sup></b> Includes Digital Premier, The Movie Channel®, with AnyRoom® DVR Service for primary outlet, three Digital Additional Outlets with digital converters and remotes, HD Technology Fee, Blast!® Internet, Wireless Gateway and XFINITY Voice Unlimited™ Select	\$239.99	\$245.49
<b>SurePrice <sup>3</sup></b>	\$224.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$219.99	No Change

MULTILATINO PAQUETE TRIPLE <sup>1</sup>	CURRENT	NEW
<b>MultiLatino Max Paquete Triple</b> Includes MultiLatino Max for primary outlet, Performance Internet and XFINITY Voice Unlimited™ Select	\$136.99	\$142.49
<b>SurePrice <sup>3</sup></b>	\$124.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$119.99	No Change

MULTILATINO PAQUETE TRIPLE <sup>1</sup>	CURRENT	NEW
<b>MultiLatino Ultra Paquete Triple</b> Includes MultiLatino Ultra for primary outlet, Performance Internet and XFINITY Voice Unlimited™ Select	\$149.99	\$155.49
<b>SurePrice <sup>3</sup></b>	\$134.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$129.99	No Change
<b>MultiLatino Ultra HD Paquete Triple</b> Includes MultiLatino Ultra for primary outlet, HD Technology Fee, Starz®, Performance Internet and XFINITY Voice Unlimited™ Select	\$159.99	\$165.49
<b>SurePrice <sup>3</sup></b>	\$144.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$139.99	No Change
<b>MultiLatino Ultra HD Plus Paquete Triple</b> Includes MultiLatino Ultra for primary outlet, HD Technology Fee, HBO®, Starz®, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$179.99	\$185.49
<b>SurePrice <sup>3</sup></b>	\$164.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$159.99	No Change
<b>MultiLatino Total HD Paquete Triple <sup>2</sup></b> Includes MultiLatino Ultra and DVR or AnyRoom® DVR Service for primary outlet, HD Technology Fee, HBO®, Showtime®, Starz®, Cinemax®, Sports Entertainment Package, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$209.99	\$210.49
<b>SurePrice <sup>3</sup></b>	\$184.99	No Change
<b>SurePrice <sup>3</sup></b> (for 12 month promotion customers subscribing before 12/18/2013)	\$179.99	No Change

DOUBLE PLAY PACKAGES	CURRENT	NEW
<b>Blast Plus with HBO®</b> Includes Digital Economy, Streampix and HBO® for primary outlet and Blast!® Internet	\$89.95	\$91.95
<b>SurePrice <sup>3</sup></b>	\$69.99	No Change

**XFINITY® TV**

BASIC SERVICES	CURRENT	NEW
<b>Limited Basic</b>	\$21.25	No Change
<b>Expanded Basic <sup>4</sup></b> Includes standard definition digital converter and remote for primary outlet	\$48.70	No Change
<b>Broadcast TV Fee</b>	N/A	\$1.50

DIGITAL SERVICES	CURRENT	NEW
<b>Digital Economy</b> Includes Limited Basic, additional digital channels and a standard definition digital converter and remote for the primary outlet, access to Pay-Per-View programming and Music Choice	\$39.95	No Change
<b>With XFINITY Voice or Internet Service</b>	\$34.95	\$37.95
<b>Digital Starter</b> Includes Limited Basic, Expanded Basic, additional digital channels, MoviePlex, access to Pay-Per-View and On Demand programming and Music Choice	\$69.95	No Change
<b>Digital Preferred</b> Includes Digital Starter, additional digital channels, Encore®, access to Pay-Per-View and On Demand programming and Music Choice	\$87.90	No Change
<b>Digital Preferred with One Premium</b> Includes Digital Preferred and one premium service - choose from HBO®, Showtime®, Starz®, Cinemax®, The Movie Channel®	\$96.65	No Change
<b>Digital Preferred with Two Premiums</b> Includes Digital Preferred and two premium services - choose from HBO®, Showtime®, Starz®, Cinemax®, The Movie Channel®	\$103.65	No Change
<b>Digital Preferred with Three Premiums</b> Includes Digital Preferred and three premium services - choose from HBO®, Showtime®, Starz®, Cinemax®	\$115.65	No Change
<b>Digital Premier</b> Includes Digital Preferred for primary outlet, HBO®, Showtime®, Starz®, Cinemax®, and Sports Entertainment Package	\$125.60	No Change
<b>MultiLatino Plus</b> Includes Limited Basic, MultiLatino, standard definition digital converter and remote for primary outlet	\$29.95	\$30.95
<b>MultiLatino Extra</b> Includes Digital Economy, MultiLatino for primary outlet	\$39.95	\$41.95
<b>MultiLatino Max</b> Includes MultiLatino Extra, additional digital channels, access to Pay-Per-View and On Demand programming	\$59.95	\$69.95
<b>MultiLatino Ultra</b> Includes MultiLatino Max and additional digital channels	\$76.90	\$78.90

BASIC AND DIGITAL ANCILLARY SERVICES	CURRENT	NEW
<b>HBO® <sup>5</sup></b>	\$18.95	No Change
<b>Showtime® <sup>5</sup></b>	\$16.95	No Change
<b>Starz® <sup>5</sup></b>	\$16.95	No Change

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BASIC AND DIGITAL ANCILLARY SERVICES	CURRENT	NEW
<b>Cinemax®</b> <sup>6</sup>	\$16.95	No Change
<b>The Movie Channel®</b> <sup>6</sup>	\$16.95	No Change
<b>Playboy®</b> <sup>6</sup>	\$21.95	No Change
<b>Digital Preferred</b> <sup>8</sup> Over 60 channels including CMT, Disney XD, National Geographic Channel, Science Channel, Encore, MLB Network, NBA TV and NFL Network	\$17.95	No Change
<b>MultiLatino</b> <sup>9</sup> Includes 52 channels of Spanish language programming.	\$16.95	\$17.95
<b>Family Tier</b> <sup>8,7</sup> Includes 13 channels including C-SPAN, The Hub, Food Network, HGTV, PBS Kids Sprout, National Geographic Channel and The Weather Channel.	\$14.95	No Change
<b>Sports Entertainment Package</b> <sup>8</sup> Includes 23 channels including Big Ten Network, CBS Sports Network, FCS Atlantic, FCS Central and FCS Pacific.	\$8.95	No Change
<b>HD Technology Fee</b> <sup>8</sup>	\$9.95	No Change
<b>3D Technology Fee</b> <sup>11</sup> HD Technology Fee is required at an additional charge of \$9.95	\$0.00	No Change
<b>DVR Service</b> <sup>8,10,11</sup>	\$8.00	No Change
<b>AnyRoom® DVR Service</b> <sup>8,11,12</sup>	\$10.00	No Change
<b>Digital Additional Outlet Service</b> <sup>13</sup> (per outlet)	\$9.95	No Change
with HD <sup>11</sup>	\$9.95	No Change
with DVR Service <sup>9,10,11</sup>	\$17.95	No Change
with AnyRoom® DVR Service <sup>9,11,12</sup>	\$19.95	No Change
with AnyRoom® DVR Service <sup>11</sup> (client)	\$9.95	No Change
<b>Digital Adapter Additional Outlet Service</b> <sup>14,15</sup> (per outlet)	\$1.99	No Change

INTERNATIONAL SELECTIONS <sup>6</sup>	CURRENT	NEW
<b>The Israeli Network</b> (Hebrew)	\$19.99	No Change
<b>Rai Italia</b> (Italian)	\$9.99	No Change
<b>TV5MONDE</b> (French)	\$9.99	No Change
<b>TV Japan</b> (Japanese)	\$24.99	No Change
<b>Phoenix Info News</b> (Chinese)	\$9.99	No Change
<b>Phoenix North America</b> (Chinese)	\$9.99	No Change
<b>Phoenix Info News &amp; Phoenix North America</b> (Chinese)	\$14.99	No Change
<b>CCTV-4</b> (Chinese/Mandarin)	Not Sold Separately	No Change
<b>CTI-Zhong Tian Channel</b> (Chinese/Mandarin)	Not Sold Separately	No Change
<b>CTI-Zhong Tian Channel &amp; CCTV-4</b> (Chinese/Mandarin)	\$11.99	No Change
<b>Dragon Pack</b> Includes CCTV-4, CTI-Zhong Tian Channel, Phoenix Info News, Phoenix Nth America and ET-Super	\$19.99	No Change
<b>GMA Pinoy TV</b> (Filipino)	\$11.99	No Change
<b>TFC</b> (Filipino)	\$11.99	No Change
<b>TFC &amp; GMA Pinoy TV</b> (Filipino)	\$19.99	No Change
<b>Channel One Russia</b> (Russian)	\$14.99	No Change
<b>RTN</b> (Russian)	\$14.99	No Change
<b>TV1000 Russian Kino</b> (Russian)	\$9.99	No Change
<b>Russian 3 Pack</b> Includes Channel One Russia, RTN and Russian Kino	\$22.99	No Change
<b>STAR India PLUS</b> (South Asian - Hindi)	\$11.99	No Change
<b>SET Asia (Sony)</b> (South Asian)	\$14.99	No Change
<b>TV Asia</b> (South Asian)	\$14.99	No Change
<b>Zee TV</b> (South Asian)	\$14.99	No Change
<b>SET Asia (Sony) &amp; Zee TV</b> (South Asian)	\$24.99	No Change
<b>SET Asia (Sony) &amp; STAR India PLUS</b> (South Asian)	\$24.99	No Change
<b>TV Asia &amp; Zee TV</b>	\$24.99	No Change
<b>Zee TV &amp; STAR India PLUS</b> (South Asian)	\$24.99	No Change
<b>STAR Pack</b> Includes ABP News, StarPlus, Life OK and StarGOLD	\$24.99	No Change
<b>Desi 3 Pack</b> Includes SET Asia (Sony), Zee TV and STAR India PLUS	\$29.99	No Change
<b>Desi 3 Pack</b> Includes SET Asia (Sony), Zee TV and TV Asia	\$29.99	No Change
<b>Desi 4 Pack</b> Includes SET Asia (Sony), Zee TV, TV Asia and STAR India PLUS	\$32.99	No Change
<b>Desi 4 Pack</b> Includes SET Asia (Sony), Zee TV, STAR India PLUS and Life OK	\$32.99	No Change
<b>Desi Mega Pack</b> Includes SET Asia (Sony), Zee TV, TV Asia, STAR India PLUS, ABP News, Life OK and StarGOLD	\$42.99	No Change
<b>TV Globo</b> (Portuguese / Brazilian)	\$19.99	No Change
<b>WKTV</b> (Korean)	\$14.99	No Change

PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES <sup>16</sup> (MONTHLY EXCEPT AS NOTED)	CURRENT	NEW
<b>Bollywood Hits On Demand</b>	\$12.99	No Change
<b>Bollywood Hits On Demand w/a South Asian international selection</b>	\$9.99	No Change
<b>Disney Family Movies On Demand</b>	\$5.99	No Change
<b>Filipino Channel On Demand</b>	\$7.99	No Change
<b>Filipino On Demand w/a Filipino international selection</b>	\$5.99	No Change
<b>here! On Demand</b>	\$7.99	No Change
<b>The Jewish Channel On Demand</b>	\$6.99	No Change
<b>Too Much For TV On Demand</b>	\$14.99	No Change
<b>Streampix</b> <sup>17</sup>	\$4.99	No Change
<b>Pay-Per-View and On Demand Movies and Events</b> <sup>18</sup> (per title or event)	Prices Vary	No Change

SPORTS PACKAGES <sup>16</sup>	CURRENT	NEW
<b>ESPN FullCourt</b>	Call 1-800-XFINITY for pricing	
<b>ESPN GamePlan</b>	Call 1-800-XFINITY for pricing	
<b>MLB Extra Innings</b>	Call 1-800-XFINITY for pricing	
<b>MLS Direct Kick</b>	Call 1-800-XFINITY for pricing	
<b>NBA League Pass</b>	Call 1-800-XFINITY for pricing	
<b>NHL Center Ice</b>	Call 1-800-XFINITY for pricing	

VIDEO EQUIPMENT	CURRENT	NEW
<b>Limited Basic Only Converter</b>	\$1.10	No Change
<b>Digital Converter</b>	\$2.50	No Change
<b>Remote Control</b>	\$0.20	\$0.18
<b>HD Digital Converter</b> (Limited Basic Only)	\$2.50	\$2.20
<b>Digital Adapter</b> <sup>15,19</sup> (Limited Basic Only - Primary Outlet)	No Charge	No Change
<b>Digital Adapter</b> <sup>15,19</sup> (Limited Basic Only - 1st and 2nd Additional Outlets)	No Charge	No Change
<b>Digital Adapter</b> <sup>15,19</sup> (Limited Basic Only - 3rd Additional Outlet and above)	\$0.50	No Change
<b>CableCard</b> (first card in device)	No Charge	No Change
<b>CableCard</b> (second card in same device)	\$1.15	\$1.00
<b>Customer-Owned Video Equipment Credit</b> (See <a href="http://www.comcast.com/equipmentpolicy">www.comcast.com/equipmentpolicy</a> for additional information)	\$2.50	No Change

INSTALLATION FEES <sup>20</sup> (PER OCCURRENCE UNLESS NOTED)	Initial Installation of Service		After Initial Installation of Service	
	CURRENT	NEW	CURRENT	NEW
<b>Unwired Home</b> <sup>21</sup> (Standard Installation)	\$49.95	No Change	N/A	No Change
<b>Wired Home</b> <sup>21</sup> (Standard Installation)	\$39.95	No Change	N/A	No Change
<b>Hourly Service Charge</b> <sup>21</sup> (Custom Installation)	\$33.80	No Change	\$33.80	No Change
<b>Additional Outlet</b> (new)	\$19.95	No Change	\$32.75	No Change
<b>Activate Pre-Existing Additional Outlet</b>	\$8.75	No Change	\$21.75	\$22.05
<b>Relocate Additional Outlet</b>	\$15.35	No Change	\$32.20	No Change
<b>Connect VCR/DVD</b>	\$10.85	No Change	\$21.05	No Change

	CURRENT	NEW
<b>Upgrade/Downgrade of Service</b> No in-home visit required	\$2.99	No Change
<b>Upgrade of Service</b> In-home visit required	\$25.25	\$26.30
<b>Downgrade of Service</b> In-home visit required	\$19.95	No Change
<b>In-Home Service Visit</b> Video, per occurrence	\$40.00	No Change

REACTIVATION FEES (NO IN-HOME VISIT REQUIRED - PER OCCURRENCE UNLESS NOTED)	CURRENT	NEW
<b>Video Only</b>	\$6.00	No Change
<b>Internet or Voice Only</b>	\$6.00	No Change
<b>Video and Voice or Video and Internet</b>	\$12.00	No Change
<b>Voice and Internet</b>	\$12.00	No Change
<b>Video, Voice and Internet</b>	\$18.00	No Change

MISCELLANEOUS FEES (PER OCCURRENCE UNLESS NOTED)	CURRENT	NEW
<b>Service Protection Plan</b> <sup>22</sup> (per month) Inside home wiring protection for your cable TV, high-speed Internet and phone services.	\$3.95	No Change
<b>Returned Payment Item</b> (each)	\$25.00	No Change
<b>Convenience Fee - Agent</b> For payment made by phone with a Customer Care Representative	\$5.99	No Change
<b>Convenience Fee - Payment Center</b> For payment made at the front counter with a Customer Care Representative	\$5.99	No Change

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MISCELLANEOUS FEES (PER OCCURRENCE UNLESS NOTED)		
	CURRENT	NEW
<b>Late Fee</b>	5%	No Change
<b>Signal Amplifier</b>	\$35.00	No Change
<b>Self Install Kit</b> <sup>23</sup>	\$15.00	No Change
<b>Self Install Kit Shipping and Handling</b>	\$9.95	No Change
<b>Self Install Kit Shipping and Handling (Priority Shipping)</b>	\$29.95	No Change
<b>Name Change Fee</b> (for changes made to an account holder's legal name)	\$1.99	No Change
<b>Bill Statement Reprint</b>		
(for up to 12 bill statement copies requested by phone or in person with a Customer Care Representative)	\$5.00	No Change
<b>Field Collection Charge</b> Visit to customer's residence required to collect past due balance or unreturned equipment.	\$25.00	No Change
<b>Deposits</b>	Not to Exceed Replacement Costs	No Change
<b>Unreturned or Damaged Equipment Fees</b> <sup>24</sup>	Replacement Cost	No Change

XFINITY <sup>®</sup> INTERNET <sup>26</sup>		
<b>Unreturned or Damaged Equipment Fees</b> <sup>24</sup>	Replacement Cost	No Change

XFINITY <sup>®</sup> VOICE <sup>25</sup>		
	CURRENT	NEW
<b>XFINITY Voice – Unlimited Select</b> <sup>®</sup>	\$44.95	No Change
<b>With TV and Internet Service</b>	\$39.95	No Change

CAREFREE MINUTES <sup>®</sup> INTERNATIONAL CALLING PLANS		
	CURRENT	NEW
Carefree Minutes International Calling Plans are additional call plans to specific countries or international regions.		
<b>Carefree Minutes Asia 100</b>	\$4.95	No Change
<b>Carefree Minutes Latin America 300</b>	\$9.95	No Change
<b>Carefree Minutes Mexico 300</b>	\$9.95	No Change
<b>Carefree Minutes Mexico 100</b>	\$4.95	No Change
<b>Carefree Minutes Western Europe 100</b>	\$4.95	No Change
<b>Carefree Minutes Worldwide 300</b>	\$14.95	No Change

OTHER CHARGES (PER MONTH UNLESS OTHERWISE INDICATED)		
	CURRENT	NEW
<b>Voice Mail</b>	\$3.95	No Change
<b>Additional Line without Calling Features</b>	\$11.95	No Change
<b>Additional Line with Calling Features</b>	\$21.95	No Change
<b>Voice/Data Modem</b>	\$7.00	\$8.00
<b>4 Line Voice/Data Modem</b>	\$7.00	\$8.00
<b>Voice/Data Modem DDCSIS 2.0 Kit</b> (for purchase, one-time charge)	\$99.00	No Change
<b>Voice/Data Modem DDCSIS 3.0 Kit</b> (for purchase, one-time charge)	\$149.00	No Change
<b>New Activation Fee</b> (per occurrence)	\$29.95	No Change
<b>In-Home Service Visit</b> Voice, per occurrence	\$40.00	No Change
<b>Standard Installation</b> (per occurrence)	\$99.00	No Change
<b>Unreturned or Damaged Equipment Fees</b> <sup>24</sup>	Replacement Cost	No Change

XFINITY <sup>®</sup> INTERNET <sup>26</sup>				
	XFINITY Internet Service Only		with XFINITY TV or Voice Service	
	CURRENT	NEW	CURRENT	NEW
<b>Economy Plus</b>	\$39.95	No Change	\$29.95	No Change
<b>Performance Starter</b> <sup>27</sup>	\$49.95	No Change	\$49.95	No Change
<b>Performance</b>	\$66.95	No Change	\$51.95	\$53.95
<b>Blast!</b> <sup>®</sup>	\$76.95	No Change	\$61.95	\$63.95
<b>Extreme 105</b> <sup>28</sup>	\$114.95	No Change	\$99.95	No Change
			<b>CURRENT</b>	<b>NEW</b>
<b>Voice/Data Modem</b> (monthly)			\$7.00	\$8.00
<b>Wireless Gateway</b> (monthly)			\$7.00	\$8.00
<b>Voice/Data Modem DDCSIS 2.0 Kit</b> (for purchase, one-time charge)			\$79.00	No Change
<b>Voice/Data Modem DDCSIS 3.0 Kit</b> (for purchase, one-time charge)			\$99.00	No Change
<b>Additional IP Address</b> (per IP Address) (monthly)			\$6.95	No Change
<b>Wireless Adapter</b> (each, one-time charge)			\$30.00	No Change
<b>In-Home Service Visit</b> Internet, per occurrence			\$40.00	No Change
<b>Professional Internet Installation</b> (per occurrence)			\$99.00	No Change
<b>Wireless Networking On-Site Professional Set-Up</b> (with Xfinity TV, Xfinity Voice or Xfinity Internet) (per occurrence)			\$49.95	No Change
<b>Wireless Networking On-Site Professional Set-Up</b> (Separate Trip, per occurrence)			\$99.95	No Change
<b>Wireless Networking On-Site Professional Set-Up</b> (Additional Device, per occurrence)			\$29.95	No Change
<b>Extreme 105 Professional Internet Installation</b> (per occurrence)			\$249.00	No Change

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<b>XF TRIPLE PLAY PACKAGE REWARDS / MULTILATINO PAQUETE TRIPLE REWARDS</b>						
	Regular Price		Starter XF and MultiLatino Max		Preferred XF and MultiLatino Ultra	
	CURRENT	NEW	CURRENT	NEW	CURRENT	NEW
<b>HBD<sup>6</sup></b>	\$18.95	No Change	\$18.95	No Change	\$18.95	No Change
<b>Showtime<sup>6</sup></b>	\$16.95	No Change	\$16.95	No Change	\$16.95	No Change
<b>Starz<sup>6</sup></b>	\$16.95	No Change	\$16.95	No Change	\$16.95	No Change
<b>Cinemax<sup>6</sup></b>	\$16.95	No Change	\$16.95	No Change	\$16.95	No Change
<b>The Movie Channel<sup>6</sup></b>	\$16.95	No Change	\$16.95	No Change	\$16.95	No Change
<b>Sports Entertainment Package<sup>9</sup></b>	\$8.95	No Change	\$8.95	No Change	\$8.95	No Change
<b>HD Technology Fee<sup>9</sup></b>	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change
<b>3D Technology Fee<sup>11</sup></b>	\$0.00	No Change	\$0.00	No Change	\$0.00	No Change
<b>DVR Service<sup>9,10,11</sup></b>	\$8.00	No Change	\$8.00	No Change	\$8.00	No Change
<b>AnyRoom<sup>9</sup> DVR Service<sup>9,11,12</sup></b>	\$10.00	No Change	\$10.00	No Change	\$10.00	No Change
<b>Digital Additional Outlet Service<sup>13</sup></b>	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change
with HD <sup>11</sup>	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change
with DVR Service <sup>9,10,11</sup>	\$17.95	No Change	\$17.95	No Change	\$17.95	No Change
with AnyRoom <sup>9</sup> DVR Service <sup>9,11,12</sup>	\$19.95	No Change	\$19.95	No Change	\$19.95	No Change
with AnyRoom <sup>9</sup> DVR Service <sup>11</sup> (client)	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change
<b>Blast!<sup>10</sup> Speed Upgrade</b>	\$10.00	No Change	\$10.00	No Change	\$10.00	No Change
<b>Extreme 105 Upgrade<sup>28</sup></b>	\$48.00	\$46.00	\$48.00	\$46.00	\$48.00	\$46.00

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XF TRIPLE PLAY PACKAGE REWARDS / MULTILATINO PAQUETE TRIPLE REWARDS	HD Preferred XF and MultiLatino Ultra HD		HD Preferred Plus XF and MultiLatino Ultra HD Plus		HD Premier XF and MultiLatino Total HD		HD Complete XF	
	CURRENT	NEW	CURRENT	NEW	CURRENT	NEW	CURRENT	NEW
	HBO® <sup>6</sup>	\$15.00	No Change	Included	No Change	Included	No Change	Included
Showtime® <sup>6</sup>	\$10.00	No Change	\$10.00	No Change	Included	No Change	Included	No Change
Starz® <sup>6</sup>	Included	No Change	Included	No Change	Included	No Change	Included	No Change
Cinemax® <sup>6</sup>	\$10.00	No Change	\$10.00	No Change	Included	No Change	Included	No Change
The Movie Channel® <sup>6</sup>	\$10.00	No Change	\$10.00	No Change	\$10.00	No Change	Included	No Change
Sports Entertainment Package <sup>8</sup>	\$8.95	No Change	\$8.95	No Change	Included	No Change	Included	No Change
HD Technology Fee <sup>9</sup>	Included	No Change	Included	No Change	Included	No Change	Included	No Change
3D Technology Fee <sup>11</sup>	\$0.00	No Change	\$0.00	No Change	\$0.00	No Change	\$0.00	No Change
DVR Service <sup>8,10,11</sup>	\$8.00	No Change	\$8.00	No Change	Included	No Change	N/A	No Change
AnyRoom® DVR Service <sup>8,11,12</sup>	\$10.00	No Change	\$10.00	No Change	\$10.00	No Change	Included	No Change
Digital Additional Outlet Service <sup>13</sup>	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change	Included for three additional outlets	No Change
with HD <sup>11</sup>	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change	Included for three additional outlets	No Change
with DVR Service <sup>9,10,11</sup>	\$17.95	No Change	\$17.95	No Change	\$17.95	No Change	\$17.95	No Change
with AnyRoom® DVR Service <sup>9,11,12</sup>	\$19.95	No Change	\$19.95	No Change	\$19.95	No Change	\$19.95	No Change
with AnyRoom® DVR Service <sup>11</sup> (client)	\$9.95	No Change	\$9.95	No Change	\$9.95	No Change	Included for three additional outlets	No Change
Blast!® Speed Upgrade	\$10.00	No Change	Included	No Change	Included	No Change	Included	No Change
Extreme 105 Upgrade <sup>20</sup>	\$48.00	\$46.00	\$38.00	\$36.00	\$38.00	\$36.00	\$38.00	\$36.00

Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call toll or international charges). After a notice of an increase in rates, you may change your level of service at no additional charge for a period of 30 days from the effective date of the change. Please refer to your billing statement for your Local Franchising Authority's name and address. Prices, services and features are subject to change. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit [www.comcast.com/equipmentpolicy](http://www.comcast.com/equipmentpolicy).

- Requires a Voice/Data Modem, except for HD Complete Triple Play.
- AnyRoom® DVR Service is included with HD Premier Triple Play, MultiLatino Total HD Paquete Triple and HD Complete Triple Play if AnyRoom® DVR Service is installed on primary outlet.
- SurePrice only available for 12 months to XF Triple Play or MultiLatino Paquete Triple Play customers after 12 month promotional package.
- Requires purchase of Limited Basic.
- SurePrice only available for 12 months to Blast Plus with HBO® customers after 6 month promotional package.
- Requires digital converter or CableCARD and Limited Basic.
- Requires digital converter and purchase of Limited Basic and cannot be combined with Expanded Basic. Family Tier programming included in Digital Services except for MultiLatino.
- Requires Digital Starter or MultiLatino Max.
- Not available to customers with Limited Basic service only.
- Subject to availability.
- Requires HD Technology Fee.
- Sold only with one or more Digital Additional Outlet Service with AnyRoom DVR Service for maximum 3 clients. Requires professional installation.
- Not Available to Limited Basic only customers. Digital service tier on additional outlet corresponds to digital service tier on primary outlet.
- Includes digital adapter and remote. Not available to customers with Limited Basic only.
- Does not provide access to premium services, pay-per-view, video-on-demand, the interactive electronic programming guide or other two-way interactive services.
- Requires digital converter and Limited Basic.
- Requires digital converter and Limited Basic to receive Streampix on television. Streampix included with the following tiers of service: Blast Plus™, HD Preferred Plus XF Triple Play, HD Premier XF Triple Play or HD Complete XF Triple Play, MultiLatino Ultra HD Plus Paquete Triple, and MultiLatino Total HD Paquete Triple. HD content requires subscription to HD Technology/HD Service fee. Streaming to iOS device requires Xfinity TV app, Internet service with bandwidth of at least 600 Kbps and a subscription to Limited Basic. Streaming to laptop/computer requires equipment meeting minimum requirements posted at <http://customer.comcast.com/help-and-support/internet/requirements-to-run-xfinity-internet-service/>, Internet service with bandwidth of at least 600Kbps and a subscription to Limited Basic.
- Price of Pay-Per-View and On Demand Movie or Event is displayed prior to the completion of the Pay-Per-View or On Demand ordering process.
- Not available to customers with Expanded Basic.
- Does not include Extreme 105 Internet Service installation charge, wireless networking, professional internet installation, Voice installation fees or activation fees.
- Standard installations include installations up to 125 feet from existing Comcast plant. Custom installations include installations which require in-wall wiring or installations in extensive drop ceilings, basements, or crawl spaces.
- See <http://www.comcast.com/spp> for information on Service Protection Plan.
- Does not apply to CableCARD Self Install Kit.
- Please contact 1-800-XFINITY for questions regarding equipment replacement charges.
- Requires a Voice/Data Modem. Unjimited Local and Long Distance package pricing applies only to direct dialed calls from home to locations in U.S., Canada, Puerto Rico and certain other U.S. territories. Plans do not include other international calls. For more information regarding XFINITY Voice pricing go to <http://www.comcast.com/corporate/about/phonetermssofservice/comcastdigitalvoice/cdvstatepricing.html>. Service does not include network power which may result in service interruption. Requires professional install.
- Voice/Data modem required. For more information regarding XFINITY Internet go to <http://www.comcast.com/highspeedinternet>.
- Download speed up to 6 Mbps and upload speed up to 1 Mbps. Many factors affect speed. Actual speeds may vary and are not guaranteed.
- Not available in all areas. May require installation and non-refundable installation charge.

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For information about XFINITY policies and terms of service, go to [www.comcast.com/policies](http://www.comcast.com/policies).



600 Hays Avenue  
Staunton, Virginia 24401

December 19, 2013

Waverly Coggsdale  
Altavista Town Manager  
Alta Vista  
510 7th Street  
P.O. Box 420  
Altavista, VA 24517

Dear Mr. Coggsdale:

Comcast would like to advise you of a programming change coming to Alta Vista in January. Effective January 6, 2014, the G4 channel will no longer be available. This change is a result of the programmer discontinuing production and distribution of the G4 channel.

Customers are receiving notice of this change via the attached bill message.

Please do not hesitate to contact me at (540) 974-5123 with any questions you may have.

Sincerely,

Paul Comes  
Director, Government Affairs

**Bill Message:**

Effective 1/6/2014, G4 and G4 HD will no longer be available on channels 162 and 867, respectively.



**MARK R. WARNER**

*cordially invites you to*

*A Conversation with*  
**Altavista Community Leaders**

Please join Senator Mark Warner at a Community Leaders Meeting hosted by the Altavista Area Chamber of Commerce and Virginia Technical Institute. Senator Warner will offer an update on his legislative initiatives in Washington and take questions. Please register your interest below.

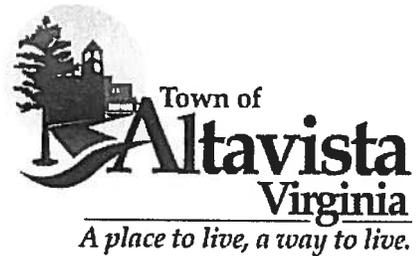
Wednesday, January 22nd, 2014  
12:45 - 2:00 PM

Virginia Technical Institute  
201 Ogden Road  
Altavista, VA 24517

Space is limited, so please RSVP by Monday, January 20th, 2014.  
[RSVP Form](#)

Please feel free to share this invitation with any other interested parties.  
Questions: (202) 224-2023

# 2014 HOLIDAY SCHEDULE



Wednesday, January 1, 2014

New Year's Day 2014

Monday, January 20, 2014

Martin Luther King Day

Monday, May 26, 2014

Memorial Day observed

Friday, July 4, 2014

Independence Day

Monday, September 1, 2014

Labor Day

Thursday, November 27, 2014

Thanksgiving Day

Friday, November 28, 2014

Day after Thanksgiving

Wednesday, December 24, 2014

Christmas Eve

Thursday, December 25, 2014

Christmas Day

Friday, December 26, 2014

Day after Christmas

Thursday, January 1, 2015

New Year's Day 2015

If a Holiday falls on Saturday, Friday will be observed.

If a Holiday falls on Sunday, Monday will be observed.



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVE.  
LYNCHBURG, VA 24501

**GREGORY WHORLEY**  
COMMISSIONER

December 4, 2013

Town of Altavista  
Attn: Waverly Coggsdale, III - Town Manager  
510 Seventh Street  
PO Box 420  
Altavista, Virginia 24517

Dear Mr. Coggsdale:

As you may know, the Virginia Department of Transportation (VDOT) in cooperation with the Federal Highway Administration (FHWA) is studying proposed improvements to Route 29 in southern Campbell and northern Pittsylvania Counties (Figure 1). VDOT plans to replace the Route 29 Bridge over the Staunton River (VA Str. 1981) and perform necessary approach work.

Historic properties are an important element of the study. We have completed the identification of historic properties within the environmental study corridor. No new sites were identified as a result of the archaeological survey. The survey also failed to find additional evidence of Site 44CP0220, the only archaeological site previously recorded within the proposed project corridor. Site 44CP0220 was recorded in 2007 as part of an archaeological survey of the park beneath the bridge. It was identified as a Woodland camp based on the recovery of two quartz lithic artifacts, one quartz flake and one residual sherd. This site was determined not eligible for listing in the National Register of Historic Places (NRHP) on September 14, 2007.

The architectural survey and subsequent evaluation study identified two historic properties. The first is the Taylor Mill located in Pittsylvania County at the south end of the project area. This structure had already been determined eligible for listing in the NRHP. Our evaluation determined that it retains its eligibility despite its recent conversion into office space. It is unclear from the present plans what effect the project will have on this property. We also determined that Bridge #1981, though not individually eligible for the NRHP, is a contributing element to the Altavista Historic District. As such, its replacement would constitute an adverse effect on the district.

Under regulations implementing Section 106 of the National Historic Preservation Act, we are interested in identifying "consulting parties" with whom to coordinate the evaluation of historic properties, potential project effects on such properties, and possible means of avoiding or mitigating adverse effects on such properties. We would like to extend to you the opportunity to participate in the project studies as a consulting party. Attached is a summary of the Section 106 process and the roles and responsibilities of consulting parties. Should you decide to participate as such, please let me know as soon as possible, and no later than 30 days after receiving this letter so that we can request the FHWA to issue a formal invitation.

Please call me at (434) 941-8488 or email me at [randy.lichtenberger@VDOT.Virginia.gov](mailto:randy.lichtenberger@VDOT.Virginia.gov) if you need any additional information about the studies or about how evaluations of historic properties have been conducted.

Sincerely,

A handwritten signature in black ink that reads "Randy Lichtenberger". The signature is written in a cursive style with a prominent initial "R".

Randy Lichtenberger  
Regional Archaeologist

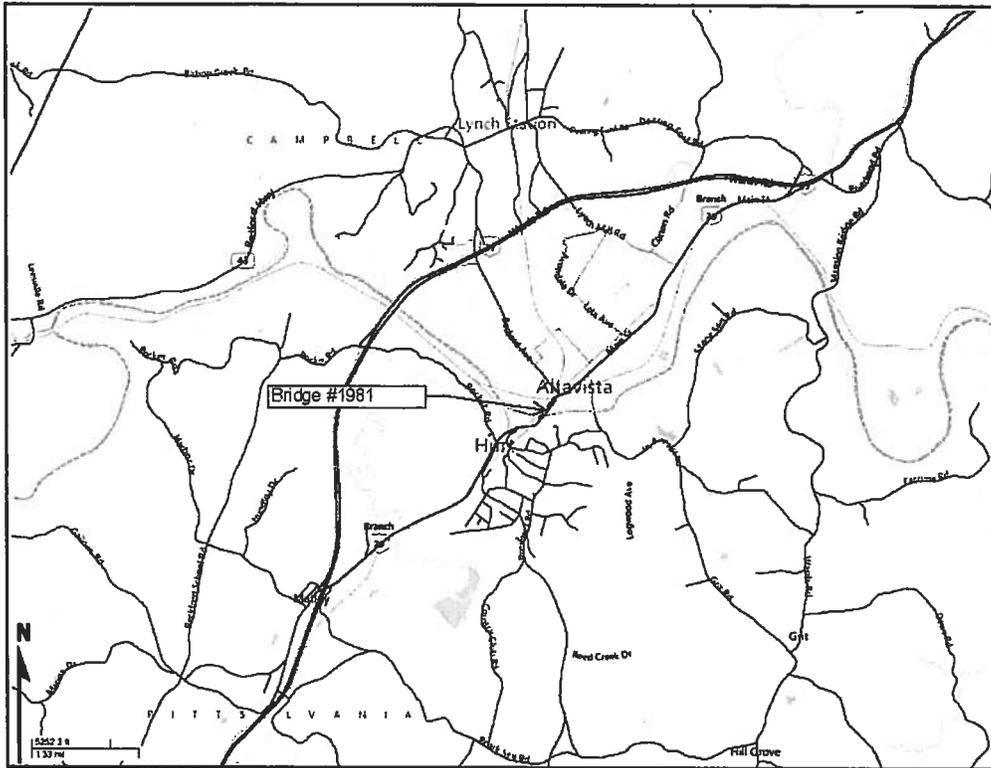


Figure 1. Map depicting the proposed project vicinity.

## OVERVIEW OF SECTION 106 PROCESS

**NATIONAL HISTORIC PRESERVATION ACT OF 1966**, as amended  
16 U.S.C. 470f (Section 106); 36 CFR 800 Protection of Historic Properties [Section 106  
process]; 36 CFR 60 [National Register of Historic Places]

**MAJOR PROVISIONS:** Section 101 authorized the Secretary of Interior to maintain a **National Register of Historic Places** “composed of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture.” **Section 106** requires federal agencies to “take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register.” Title II of the Act created the Advisory Council on Historic Preservation (ACHP) and specified its membership and duties. The Advisory Council on Historic Preservation must be afforded a “reasonable opportunity to comment.”

**EFFECT ON HIGHWAY PLANNING:** For federal-aid highway projects, the Federal Highway Administration (FHWA) must consider the effect of the project on historic properties that are in or eligible for the National Register of Historic Places (the official list of historic properties deemed worthy of preservation). Section 106 also applies to projects that are not federally funded, but which require Corps of Engineers permits. In these cases, the Corps considers the effects of the project on historic properties. For projects that are not federally funded, but which require right of way or easements from federal lands, the federal landowner considers the effects of the project on historic properties (e.g., Blue Ridge Parkway, federally owned battlefield parks).

**TIMING OF REQUIRED ACTIONS:** Consideration of effects and required consultations must occur prior to project approval or issuance of a license or permit for an undertaking, and preferably early in the planning stages when the widest feasible range of alternatives is open for consideration. Generally, this is done concurrently with the process of complying with the National Environmental Policy Act (NEPA). NEPA is the “umbrella” legislation under which federal agencies document the environmental consequences of their proposed actions.

### **SECTION 106 PROCESS (concurrent with NEPA process):**

#### **STEP 1: IDENTIFY AND EVALUATE HISTORIC PROPERTIES**

The Federal agency (or its agent):

Determines area of potential effects (APE) - “the geographic area or areas within which an undertaking may cause changes in the character or use of historic properties.”

Consults State Historic Preservation Officer’s (SHPO) records for previously recorded historic properties- in Virginia the SHPO is the director of the Virginia Department of Historic Resources.

Collects data to establish historic and architectural context - cultural themes, geographical and chronological limits, patterns of development, etc.

Conducts identification survey - record buildings, structures, objects, districts, and sites that may be potentially eligible for the National Register; (see *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation*).

Evaluates for National Register Eligibility - eligibility criteria (36 CFR 60.4)

- A. Associated with important historical **events** (e.g., Civil War battle).
- B. Associated with important historical **persons** (e.g., George Washington).
- C. Embody **distinctive characteristics** of a type, period, or workmanship (usually architecture).
- D. Contains **information** important in history or prehistory (e.g., archaeological sites).

Reviews/consults with SHPO - SHPO concurs, or not, with eligibility recommendations; silence is presumed to be affirmation (upon expiration of 30-day review period, see 36 CFR 800.3(c)(4); Secretary of Interior (Keeper of the National Register) is arbiter of disputes.

## **STEP 2: ASSESS EFFECTS**

Federal agency applies Criteria of Adverse Effect (36 CFR 800.5(a)) - An adverse effect is found when an undertaking may **alter characteristics** of the property **that qualify it for the National Register** (e.g., features of the location, setting, or workmanship of the property) in a manner that would **diminish integrity** of the property's location, design, setting, materials, workmanship, feeling, or association (e.g., physical destruction, isolation from setting, visual, audible, or atmospheric elements that are out of character with the property).

If no effect: notify SHPO and other consulting parties; if no objections within 30 days, proceed.

If no adverse effect: submit finding and supporting documentation to SHPO and other consulting parties; if SHPO and consulting parties concur or offer no objections within 30 days, proceed.

If adverse effect: consult with SHPO, other consulting parties, and ACHP (if appropriate) and prepare Memorandum of Agreement (MOA) stipulating mitigation measures to be implemented to avoid, reduce, or mitigate the adverse effects.

## **CONSULTING PARTIES:**

**Definition** - Individuals and organizations whose views on historic properties and potential effects on historic properties are sought, discussed, and considered regarding matters arising in the Section 106 process.

**Who can be a consulting party** - organizations and individuals who may be concerned with the possible effects of an agency action on historic properties, including the Advisory Council on Historic Preservation, which is the federal agency that oversees the national historic preservation program; the State Historic Preservation Officer (SHPO), who reflects the interests of the state and its citizens in the preservation of their cultural heritage; applicants for federal assistance, permits, licenses, and other approvals, such as VDOT; representatives of local governments with jurisdiction over the area in which the effects of an undertaking may occur; and individuals and organizations with a demonstrated interest in the undertaking due to the nature of their legal or economic relation to the undertaking or affected properties, or their concern with the undertaking's effects on historic properties.

**Roles and responsibilities of consulting parties** - consulting parties are entitled to receive documentation as detailed under 36 CFR 800.11 (i.e., the same documentation that is provided the SHPO) that is appropriate to the step in the Section 106 process for which consultation is occurring. Consulting parties are invited to public meetings regarding the project as they occur (a public meeting is defined as a meeting about which the general public as a whole is notified and permitted to attend). Consulting parties have the right to provide comments on findings and determinations applicable to the step of the Section 106 process for which consultation is occurring.

Link to most current version of Section 106 regulations:  
<http://www.achp.gov/regs-rev04.pdf>

Additional guidance on the Section 106 process:  
<http://www.achp.gov/usersguide.html>

# January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> New Year's Day Office Closed	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Planning Commission 5:00	<b>7</b> Finance Committee Meeting 4:00 PM	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Town Offices Closed  M L King Day	<b>21</b>	<b>22</b>	<b>23</b> Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b> Council PCB Work Session (Time & Place to be announced)	<b>29</b>	<b>30</b>	<b>31</b>	

# February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	12	13	14 Valentine's Day	15
16	17 Presidents' Day	18	19	20	21	22
23	24 AEDA "All Hands" Dinner 6:00 PM @ YMCA	25	26	27 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	28	