

**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  
August 12, 2014  
Regular Meeting (7:00 p.m.) Agenda  
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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**5:30 p.m.      Work Session – *Transportation Priorities***

**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.

The Following individuals have asked to speak:

- Mark Moss – RE: Altavista EMS Ambulance Funding

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

- Introduction of newly hired Altavista Police Officer

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

- Approval of Minutes – *Regular Meeting July 8, 2014*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports
  - Administration
  - Community Development
  - Economic Development
  - Police Department
  - Public Works/Utility Department
  - Transit System

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

- A) Electronic Changeable Copy Sign - Ordinance Amendment - Revisions to Section 86-640 (6) of the Zoning Ordinance pertaining to Electronic Changeable Copy signs.

VIII. **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 15 minutes)

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

IX. **NEW BUSINESS** (Estimated Time: 10 minutes)

- A) Review and consideration of approval of bid for the Bedford Avenue Waterline Project (Project 1A)
- B) Donation of statue for War Memorial Park (Ralph English)
- C) Discussion/Consideration of regulations for Pawnbrokers

X. **UNFINISHED BUSINESS** (Estimated Time: 5 minutes)

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

- A) Town Council Calendars (August/September)
- B) Informational Items
  - i) VML Conference registration materials

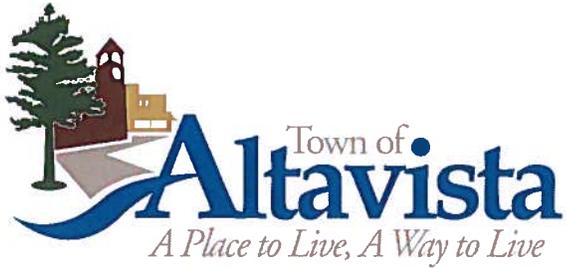
XII. **Matters from Town Council**

XIII. **CLOSED MEETING (If necessary)**

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.*



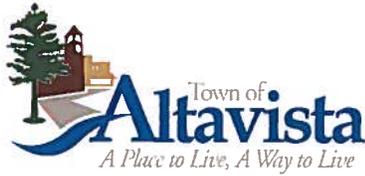
Altavista Town Council  
WORK SESSION  
Tuesday, August 12, 2014 @ 5:30 p.m.  
J.R. "Rudy" Burgess Building – Town Hall

I: Call to Order

II: Transportation Priorities

- Brief presentation by VDOT representative
- Council discussion/direction

III: Adjournment



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: August 12, 2014

## TRANSPORTATION PRIORITIES WORK SESSION

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The Town Council scheduled this Work Session for the purpose to be updated by the Virginia Department of Transportation (VDOT) on transportation projects. In addition, this will be an opportunity for Council to review the listed priorities and make changes if necessary.

Excerpts from the Town's Transportation are included for your review.

**Staff recommendation, if applicable:** Council may wish to provide staff with direction on the priorities of the transportation related projects.

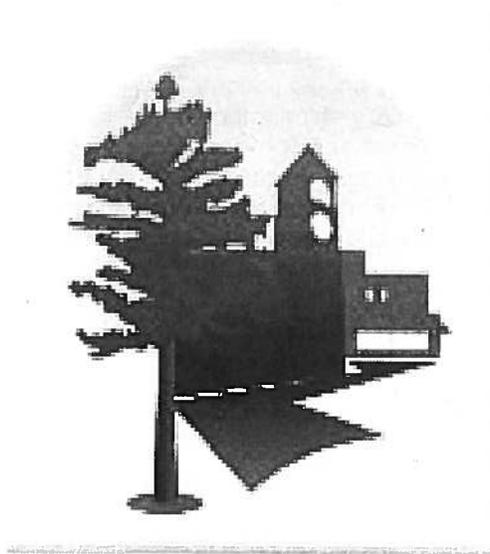
**Action(s) requested or suggested motion(s):**

**SUGGESTED MOTION:** *Per Discussion*

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Attachments (in order they appear in packet): 1) Town Transportation Plan excerpts
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# Town of Altavista 2035 Transportation Plan Final Report



June 2008

***The contents of this report reflect the view of the author(s) who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the views or policies of the Federal Highway Administration and/or the Commonwealth of Virginia Transportation Board. This report does not constitute a standard, specification or regulation. FHWA acceptance of this report as evidence of fulfillment of the objectives of this planning study does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental studies of alternatives may be necessary.***

## **EXECUTIVE SUMMARY**

The Town of Altavista Transportation Plan was developed as a joint effort between the Virginia Department of Transportation (VDOT) and the Town of Altavista. The purpose of this study was to evaluate the existing transportation system and future demand in the Town of Altavista and to recommend a set of transportation improvements that could best meet existing and future transportation infrastructure needs.

Improved transportation systems are vital to Virginia's and to the local area's economic growth and development. Providing effective, safe, and efficient movement of people and goods is a basic goal of VDOT's transportation program. This guiding principle, together with consideration of environmental issues and local mobility needs, was the basis for the development of this transportation plan.

VDOT will use this plan when evaluating requests from the local governments for specific transportation projects and/or implementing projects that VDOT initiates. This list of recommendations will also be used in the statewide transportation planning process so that the magnitude of transportation needs statewide can be more accurately quantified.

Altavista is located on the southern border of Campbell County, just across the Roanoke River from the town of Hurt in Pittsylvania County. The town is approximately 20 miles south of Lynchburg along U.S. Route 29. Altavista is located in the fertile Piedmont region to the east of the Blue Ridge Mountains, and historically has been a commercial hub for the surrounding agricultural community. However, in recent years, the town's economy has been sustained by manufacturing. A key event happened in 1905, when three brothers in the Lane family founded the Lane Company as a box manufacturer. The company grew to become a major furniture manufacturer, and was a major employer and civic influence in Altavista until its recent closing.

The study area for the Town of Altavista 2035 Transportation Plan coincided with the boundary line of the corporate limits. Within this boundary line (commonly called a cordon line); a specific set of roadways was selected and designated as the urban thoroughfares. The analyses and recommendations were limited to these urban thoroughfares and any new facilities recommended in this study.

The development of the transportation plan followed a process that included data collection, review, and analysis. The data collected included information such as traffic counts, police accident reports, roadway geometric inventory data, bridge structural inspection reports, at-grade railroad crossing geometric data, tourism surveys, and goods movement surveys. Review and analysis of this data was combined with a review and analysis of previous transportation and land-use plans and other studies. Furthermore, meetings were held with local staff throughout the study process to gather additional input.

### **Summary of Approach and Analysis Methods**

The Plan was developed as a part of a structured approach with five basic components:

- Data collection
- Forecasting of future traffic demands
- Development of recommendations to meet existing and future
- Coordination with Altavista citizens and government officials
- Environmental overview and Plan documentation

Recommendations for the Altavista 2035 Transportation Plan are based on a comprehensive review of the capacity, safety, and geometry of the existing roadway system. They are based on other issues that affect the area's transportation system (such as parking, other modes of transportation, and goods movement).

The recommendations are divided in to three phases. Phase One recommendations apply to existing deficiencies and the most immediate transportation needs of the area. Phase Two recommendations apply to transportation improvements needed by the interim year 2020, and Phase Three recommendations are long-term projects needed by 2035.

A summary of the Town of Altavista recommendations is as follows:

#### **Phase One: Base Year (2010)**

The following segments have been identified for short-term improvements as part of the Town of Altavista 2035 Transportation Study:

- **Main Street and Pittsylvania Avenue**

Based on the accident history at this intersection, it is recommended to widen Pittsylvania Avenue from two to four lanes as well as widening the turning radius and lane reconfiguration at the intersection of Main Street.

- **Lynch Mill Road & Altavista Elementary School**

Construction of new left-center turn lane and right turn lanes at existing elementary school entrances.

- **Main Street Corridor**

Modify and consolidate entrance ways to improve safety and access along the corridor.

- **Main Street Bridge over Staunton River**

Construct new two-lane bridge with multi-use trail over Staunton (Roanoke) River.

#### **Phase Two: Interim Year (2020)**

The following segments have been identified for interim year improvements as part of the Town of Altavista 2035 Transportation Study:

- **Main Street and Lynch Mill Road**

Add dedicated right turn lane on Lynch Mill Rd. Widen corners of intersection on Lynch Mill Road to improve turning radius and extend culvert.

- **Lynch Mill Road and Clarion Road**

The recommendation is for the realignment, widening, and lane reconfiguration of the intersection of Clarion Road and Lynch Mill Road.

#### **Phase Three: Study Year (2035) Recommendations**

The following segment was identified for long-term improvement as part of the Town of Altavista 2035 Transportation Study:

- **Main Street Widening**

Widen Main Street to four lanes from 7<sup>th</sup> Street to Corporate Limits.

#### **Local Recommendations**

- **Clarion Road Connector**

Construct new two lane road connecting Clarion Road and 7<sup>th</sup> Street.

## OTHER MODES AND GOODS MOVEMENT RECOMMENDATIONS

The *Altavista 2035 Transportation Plan* includes an assessment of the availability of modes of transportation other than private automobiles. The Plan also considers the quality of the local transportation system for the movement of goods for commercial purposes.

Regarding other modes of travel, the plan makes the following recommendations:

- Town officials should encourage the reestablishment of a Greyhound bus stop in the town.
- Altavista's Comprehensive Plan supports the inclusion and connectivity of sidewalks, trails, and bicycle accommodations as a modal choice. The *Downtown Altavista Master Plan, September 2006* identifies specific pedestrian accommodations. Pedestrian and bicycle access should be expanded to connect residential areas and with recreational, schools and other major activity centers in the area.
- Regarding goods movement, several of the proposed roadway recommendations will improve truck access for shippers by reducing congestion and making turning movements easier.

### Accident Data Analysis

The following data details the high accident intersection from years 2003 – 2005. This data compared to the original 2020 Plan assisted in determining Recommendations for this Plan. Intersections are listed by highest to lowest incident counts:

- Main Street and Pittsylvania Avenue (Highest Accident Rate Intersection)
- Main Street and Amherst Avenue
- Main Street and 7<sup>th</sup> Street
- Main Street and Lola Avenue
- Main Street and Hughes Street
- Main Street and Lynch Mill Road

### Capacity and Level of Service (LOS) Data Analysis

Utilizing current traffic counts, future traffic volumes were generated as well as determining future capacity. In general, traffic volumes on most thoroughfares have declined over the past years and Levels of Service (LOS) has improved. Reasons for this can be directly associated to the loss of major business' such as Lane in the Central Business District. As a part of this analysis, traffic forecast utilized a standard 1% Growth Rate for all routes except Clarion Road (3%). With the addition of a major retail center at the edge of town, which includes a Wal-Mart Supercenter, Clarion Road could see significant growth in the coming years.

### Public Involvement

Public involvement efforts during the development of this plan included press releases, an internet web site for public review, council presentations and public informational meetings. Comments were solicited via public informational meetings that gave citizens an opportunity to speak with VDOT representatives regarding the plan and to submit written comments. Additionally, the plan can be reviewed at the VDOT District, Residency and Town offices.

**Table 2-7  
2020 State Highway Plan Recommendations**

Route #	Route Name	From	To	Dist	Recommendation	Typical Section	2000 Cost
29 BUS	Main Street (bridge)	South Corporate Limits	North end of bridge	0.05	Construct new four lane bridge over Staunton (Roanoke) River.	U2	\$9,555,000
29 BUS	Main Street	7th Street	N/A	N/A	Improve intersection to provide for increased capacity from southbound Main Street onto southbound 7th Street and vice versa. Includes improvement to the 90 degree curve on 7th Street which is approximately 400 feet west of Main Street.	N/A	\$200,000
29 BUS	Main Street	Lynch Mill Road	N/A	N/A	Widen corners of intersection on Lynch Mill Road to improve turning radius.	N/A	\$150,000
29 BUS	Main Street	7th Street	North Corporate Limits	1.90	Widen Main Street to four lanes.	U2	\$13,680,000
43	Bedford Avenue	West Corporate Limits	Main Street	1.70	Widen Bedford Avenue to four lanes.	U2	\$12,240,000
43	Bedford Avenue	Main Street and 7th Street	N/A	0.25	Consolidate intersections; includes realignment and widening of Main Street between Roanoke River bridge and Bedford Avenue.	U2	\$1,195,000
	Pittsylvania Avenue	Main Street	South Corporate Limits	0.40	Widen Pittsylvania Avenue to four lanes; includes intersection improvement at Main Street.	U2	\$2,880,000
711	Clarion Road Connector	Bedford Avenue	Lynch Mill Road at Clarion Road	1.65	Construct a new roadway from Bedford Avenue to Lynch Mill Road at Clarion Road; includes new bridge over railroad.	N/A	\$7,197,500

## **CHAPTER FOUR** **TRANSPORTATION RECOMMENDATIONS**

### **Development of the Recommendations**

Recommendations for the Altavista 2035 Transportation Plan are based upon a comprehensive review of the highway capacity, safety, geometry, and other local issues affecting the performance of the transportation system serving the Town. Transportation recommendations are included in the plan as phased recommendations or other recommendations.

Phased recommendations are generally improvements to the VDOT-maintained roadway system and have been phased to establish a basis for prioritization. Phased recommendations are divided into three phases:

- Phase One recommendations are base year (2010) improvements intended to address the most immediate needs of the Town.
- Phase Two recommendations are interim study year (2020) improvements. Typically, these improvements are not needed in the immediate future. However, planning and budgeting for their future implementation may allow them to be in place for the interim study year.
- Phase Three recommendations are long-term (2035) improvements that do not have an immediate or short-term need. However, in the long-term, as traffic grows and existing facilities age, their importance will become more apparent. Long-term recommended improvements may also be re-evaluated as this plan is updated to determine if the need for their implementation has been met, or whether they should be deferred into the future again when their need may develop. In some instances, long-term recommended improvements may be removed from the transportation planning effort if their need does not develop or if other circumstances cause a change of priorities in the study area.

Other recommendations focus on parking, bicycle/pedestrian facilities, intercity rail, intercity bus, air travel, transit, paratransit, taxi, and goods movement and may include areas of special concern. These items are not typically funded as part of the urban transportation plan, but may include components addressed by any of the phased recommendations.

### ***Costing Methodology***

The development of cost estimates included for each proposed recommendation in this plan was based upon a series of unit costs developed by VDOT's Transportation Planning Division. These estimates cover a wide range of proposed road, bridge, intersection, and interchange improvements. However, they do not and cannot provide an accurate estimate for every proposed improvement possible across the Commonwealth of Virginia. Therefore, the costs presented in this document are of a preliminary planning basis only. Further refinement of these cost estimates should occur at each phase of project development. The VDOT cost estimating spreadsheet is included in **Appendix A.6 – Costing Methodology**.

## **Phased Recommendations**

Table 4-1 at the end of this chapter contains the recommended improvements and cost estimates for the Town of Altavista. The primary recommendations for the Town's transportation system are described below:

### **Phase One: Base Year (2010)**

The following segments have been identified for short-term improvements as part of the Town of Altavista 2035 Transportation Study:

- **Main Street and Pittsylvania Avenue**

Based on the accident history at this intersection, it is recommended to widen Pittsylvania Avenue from two to four lanes as well as widening the turning radius and lane reconfiguration at the intersection of Main Street.

- **Lynch Mill Road & Altavista Elementary School**

Construction of new left-center turn lane and right turn lanes at existing elementary school entrances.

- **Main Street Corridor**

Modify and consolidate entrance ways to improve safety and access along the corridor.

- **Main Street Bridge over Staunton River**

Construct new two-lane bridge with multi-use trail over Staunton (Roanoke) River.

### **Phase Two: Interim Year (2020)**

The following segments have been identified for interim year improvements as part of the Town of Altavista 2035 Transportation Study:

- **Main Street and Lynch Mill Road**

Add dedicated right turn lane on Lynch Mill Rd. Widen corners of intersection on Lynch Mill Road to improve turning radius and extend culvert.

- **Lynch Mill Road and Clarion Road**

The recommendation is for the realignment, widening, and lane reconfiguration of the intersection of Clarion Road and Lynch Mill Road.

### **Phase Three: Study Year (2035) Recommendations**

The following segment was identified for long-term improvement as part of the Town of Altavista 2035 Transportation Study:

- **Main Street Widening**

Widen Main Street to four lanes from 7th Street to Corporate Limits.

## **Other Recommendations**

### ***Parking***

A detailed parking study was not undertaken as a part of this transportation study. Based upon the general analysis of the current parking situation, it appears that parking is adequate throughout the town with both on and off street parking opportunities. Specific areas that may need further analysis would be Broad Street (angled on street parking) and the southern segment of Main Street near the Central Business District (on street parking on a high traffic volume segment) A peripheral study could also assist in determining adequate signage, better utilization of spaces and design standards.

### ***Bicycle/Pedestrian***

As part of the public facilities component of a Comprehensive Plan, localities are encourage to address bicycle and pedestrian needs as part of the transportation element. Three specific studies have been completed that identify potential bicycle / pedestrian opportunities in the Town of Altavista, they are: The Region 2000 Greenways and Blueways Plan, the Downtown Altavista Master Plan and the Campbell County Parks Plan. It is the recommendation that the Town support this Plans as they support the Altavista Comprehensive Plan goal of providing for adequate bicycle and pedestrian access in areas where access is appropriate. Each of the Plans components are detailed below:

The **Region 2000 Greenways and Blueways Plan** identifies two potential multipurpose trails that could benefit Altavista. These trails are:

- Altavista to Buffalo Creek Natural Area
- Multi-purpose corridor from Altavista to Rustburg

The **Downtown Altavista Master Plan** was developed to assist in the revitalization of the Central Business District (CBD) and specifically focuses on building facades and streetscapes. As a part of the streetscapes design, pedestrian connectivity and visual aesthetics were highlighted.

The **Campbell County Parks Plan** includes a new park to be developed in the Town. The 125 acre English Park straddles the Staunton River and will include new multi-purpose trails that will connect into the already existing Staunton Riverfront Park. The overall development of the Park will be a joint venture between Campbell County and the Town. Additionally, Blueways access along the two parks and at the Manchin Bridge would provide for a unique recreational water experience.

The Town of Altavista should continue to pursue bicycle and pedestrian opportunities through the development of a Bicycle and Pedestrian Plan that provides specific information regarding bicycle and pedestrian needs and determines appropriate accommodations. The Plan should be comprised of the following major elements:

- Establishing goals and objectives
- Inventorying existing system
- Identifying land opportunities and constraints
- Identifying and selecting potential corridors
- Selecting specific routes and facility types
- Evaluating the overall network
- Identify potential support programs
- Develop implementation strategies

## Altavista 2035 Transportation Plan

The 2035 Transportation Plan will provide the basic background information for the Town of Altavista to establish a Bicycle and Pedestrian Plan. This includes the inventory of the existing system along the functionally classified roadways, the identification of land opportunities and constraints, identifying potential corridors, and identifying potential support programs. **Table A.3-2** the Bicycle Level of Service (BLOS) and Bicycle Compatibility Index (BCI) Measures, which serve as a guide in selecting the appropriate facility type and configuration (width and striping) for bicyclists on a given roadway.

**Figure 4-1** provides a mapped inventory of the existing roadways, sidewalks, bicycle facilities; significant activity centers as well as identifies potential corridors to consider providing bicycle and pedestrian accommodations. A complete list of bicycle and pedestrian accommodations along with planning level cost estimates can be found below.

Physical facilities are only part of the bicycle and pedestrian planning process. It is equally important to establish support programs such as education, encouragement, and enforcement as promoted through the Safe Routes to School Program. The Safe Routes to School Program (SRTS) program was established by the Federal Transportation Act SAFETEA-LU and is administered by VDOT on behalf of Federal Highways Administration. The goal of this program is to enable and encourage children (K-8<sup>th</sup> Grade), including those with disabilities, to walk and bicycle to school.

Federal funding for SRTS program consists for two separate grants, a Program Grant and a Project Grant. The program grant is used for aspects of the SRTS program that do not involve infrastructure improvements such as the development of a SRTS plan, and provide training for teachers or students. After a SRTS plan has been created, the locality is eligible to apply for project grants that will pay for infrastructure improvements such as sidewalks, painted street crossing, signage, and bicycle facilities. Opportunities exist to implement a SRTS program at both the Altavista Elementary School and Altavista's Combined Middle and High School.

### RECOMMENDATIONS:

<u>PEDESTRIANS-</u>	<u>ESTIMATED COST (2008)</u>
Provide Sidewalk on Frazier Rd. from Avondale Dr. to Lynch Mill Rd. with Curbing	\$175,000
Provide Sidewalk on Ogden Rd. from Avondale Dr. to Lynch Mill Rd. with Curbing	\$100,000
Provide Sidewalk and painted crosswalks on Lynch Mill Rd. from Ogden Rd. to Lakewood Dr. to serve the elementary school	\$150,000
Provide Sidewalk on Westside of Franklin St. between 7 <sup>th</sup> Street and 10 <sup>th</sup> Street to serve YMCA	\$35,000
Provide Sidewalk on Southside of 7 <sup>th</sup> Street between Pittsylvania Ave. and Franklin St. to serve YMCA	\$25,000
Extend Sidewalk on 7 <sup>th</sup> St. to North Main St.	\$15,000
Extend Sidewalk on Pittsylvania Ave. from N&S RR Overpass to SCL Altavista	\$35,000
Extend Sidewalk on North Main Street from Wood Street to Riverview	\$60,000
Implementation of the Downtown Altavista Master Plan	\$1.4 million

Altavista 2035 Transportation Plan

**BICYCLIST-**

**ACCOMIDATION RECOMMENDATIONS  
and ESTIMATED COST (2008)**

Route 43 (Bedford Ave.) from WCL Altavista to Main Street	Shared Road
Pittsylvania Ave. from Main St. to SCL Altavista	Shared Road
Main St (Rte 29 Bus.) from Bedford Ave. to Pittsylvania Ave.	Shared Road
Pittsylvania Ave. from 7th Street to Main Street	Shared Road
Pittsylvania Ave. from Main Street to SCL Altavista	Paved Shoulder – \$130,000
7 <sup>th</sup> Street from Bedford Ave. to Franklin St.	Shared Road
7 <sup>th</sup> Street from Franklin St. to Main St.	Wide Outside Lane
Main St. from 7 <sup>th</sup> Street to NCL Altavista	Paved Shoulder – \$580,000
Lola Ave. from 7 <sup>th</sup> Street to Lola Ave. Extension	Wide Outside Lane
Avondale Dr. from Lola Ave. Ext. to Frazier Rd	Wide Outside Lane
Frazier Rd. from Avondale Dr. to Lynch Mill Road	Shared Road

**MULTI-PURPOSE TRAILS -**

**ESTIMATED COST (2008)**

Construct multi-purpose trail along Pittsylvania Avenue from 3rd Street to Bridge over Staunton River	\$640,000 Per Mile + ROW
Construct multi-purpose trails to connect Staunton Riverfront Park with English Park	\$640,000 Per Mile + ROW
Downtown Multi-Use Connector	\$640,000 Per Mile + ROW
Main St. (Rte 29 Bus) from SCL Altavista to Bedford Ave.	\$140,000

**Table 4-1  
Recommended Improvements**

Route #	Route Name	From / At	To	Length	Recommendation	Cost (Yr 2008 \$)	Existing Typical Section (Width)	Recom. Typical Section (Width)	Average Daily Traffic (ADT)		
									2010	2020	2035
29 BUS	Main Street (bridge)	SCL	North end of bridge	0.05	Construct new two lane bridge with multi-use trail over Staunton River and reconstruction of approaches.	\$18,062,000	U2	U4	8000	8800	9900
	Lynch Mill Road	Altavista Elementary School		.10	Construct new left center turn lane and two right turn lanes at existing elementary school entrances.	\$1,600,000	U2	N/A	3600	4000	4400
29 BUS	Main Street	7th Street	Bedford Ave	N/A	Modify and consolidate entrance ways to improve safety and access along corridor.	\$500,000	U4	N/A	13800	15100	17200
29 BUS	Main Street	Lynch Mill Road	N/A	N/A	Widen corners of intersection on Lynch Mill Road to improve turning radius and install 200' dedicated right turn lane on Lynch Mill Road and extend culvert.	\$700,000	U2	N/A	13000	14300	16100
29 BUS	Main Street	7th Street	NCL	1.90	Widen Main Street to four lanes.	\$18,810,000	U2	U4	10,000	11000	12500
	Clarion Road	Lynch Mill Road	N/A	N/A	Realignment, widening and lane reconfiguration of the intersection to improve sight distance and turning movements.	\$1,700,000	U2	U2	1800	2200	2900
	Pittsylvania Avenue	Main Street	SCL	0.40	Widen Pittsylvania Avenue to four lanes; includes intersection improvement at Main Street.	\$3,972,000	U2	U4	8600	9400	10700
711	Clarion Road Connector	Lynch Mill Road	7 <sup>th</sup> Street	0.70	Construct a new roadway from 7 <sup>th</sup> Street to Lynch Mill Road at Clarion Road; includes new bridge over culvert.	\$4,248,000	N/A	U2	N/A	N/A	N/A

**Table 4-2  
Environmental Overview**

TOWN OF ALTAVISTA - Transportation Plan Year 2035															
Project Description						Purpose	Needs				Env. Issues	Alternatives	History		
Route	Project Description	From	To	Proposed Typical Section	Length (miles)	Cost	Summary of Project Purpose	Forecasted LOS - Build and No build / show	Existing year AADT	Future Year AADT	Existing Volume to Capacity Ratio	Capacity (C), Roadway (R) or Safety Deficiency (S), Route Continuity (RC), Transportation Demand (TD), Modal Connectivity	Environmental Concerns	Alternatives Considered	Project History
29 B (Main St.)	Construct new two lane bridge with multi-use trail over Roanoke (Staunton) River	0.1 Mi S. SCL Altavista	Rte 43 (Bedford Ave)	U2	0.4	\$18,062,000	Replace existing substandard structure (Suf. Rating 14.7) & add multi-use path	B C	7,600	9,900	0.36	R S	Water Quality Permits, Cultural Resources, Endangered Species Study	None	Identified in Altavista's 2020 Transportation Plan
29 B (Main St.)	Modify and consolidate entrance ways to improve safety and access along corridor.	Bedford Ave	7th St.	U4	1.4	\$500,000	Utilize access management principals to improve safety and mobility of corridor	C C	13,200	17,200	0.36	C S	Cultural Resources, Conservation/Park Lands	None	Accident History
29 B (Main St.)	Widen corners of intersection on Lynch Mill Road to improve turning radius and install 200' dedicated right turn lane on Lynch Mill Road and extend culvert.	@ Lynch Mill Rd.		R2		\$700,000	Provide right turn lane for SB Rte 29 Bus to improve safety and operation	B B	12,400	16,100	N/A	C S	Water Quality Permits, Cultural Resources, Endangered Species Study	None	Congestion & Safety Issues
29 B (Main St.)	Widen from two to four lanes	7th St.	NCL Altavista	U4	1.9	\$18,810,000	Address future safety and capacity needs as corridor develops commercially	A B	9,600	12,500	0.45	RC	Cultural Resources, Endangered Species	Construct center reversible turn lane	Identified in Altavista's 2020 Transportation Plan
Pittsylvania Ave	Widen Pittsylvania Avenue to four lanes; includes intersection improvement at Main Street.	SCL	Main St.	U4	0.4	\$3,972,000	Address safety and capacity needs to serve industrial and recreational areas	A B	8,200	10,700	0.45	C R S MC	Cultural Resources, Conservation/Park Lands	Construct center reversible turn lane	Identified in Altavista's 2020 Transportation Plan
Lynch Mill Road	Construct new left center turn lane and two right turn lanes at existing Altavista Elementary School entrances.	Ogden Rd.	Lakewood Dr.	U2	0.2	\$1,600,000	Provide for safe storage and turning movements to elementary school	A B	4,600	6,000	0.19	C S	Cultural Resources, Endangered Species	Construct right turn lanes at school entrances	Traffic Congestion at School Drop-off and Pick-up
Clarion Road	Realignment, widening and lane reconfiguration of the intersection with Lynch Mill Road to improve sight distance and turning movements.	@ Lynch Mill Rd.		U2	n/a	\$1,700,000	Realign intersection to improve sight distance and safety	A A	1,500	2,900	N/A	S	Cultural Resources	None	Sight Distance Problem and Accident History
Clarion Road Connector	Construct a new roadway from 7th Street to Lynch Mill Road at Clarion Road; includes new bridge over culvert.	7th St.	Lynch Mill Rd.	U2	0.7	\$4,248,000	Extends parallel street system (7th & Main) to serve residential, commercial and industrial areas	N/A A	N/A	1,500	N/A	RC TD	Water Quality Permits, Cultural Resources, Endangered Species Study	Extend Clarion Rd on new alignment from Lynch Mill Rd. to Bedford Ave. (2020 Plan)	Identified in Altavista's 2020 Transportation Plan

<b>AGENDA ITEM</b>	<b>SYNOPSIS AGENDA AUGUST 12, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING</b>
I. Call To Order II. Invocation	
III. Approval of Agenda	<ul style="list-style-type: none"> <li>• Approve Agenda as presented or modified.</li> </ul> <i>Enclosure: NO</i>
IV. Public Comment Period	<i>Enclosure: NO</i>
V. Special Items or Recognitions	<i>Introduction of new Police Officer (Chief Walsh)</i>  <i>Enclosure(s): NO</i>
VI. Consent Agenda	<ul style="list-style-type: none"> <li>a) Approval of Minutes – Regular Meeting July 8<sup>th</sup></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> <i>Enclosures: YES</i>  <b style="background-color: yellow;">Need a motion to Approve the items on the Consent Agenda.</b>
VII. Public Hearings	❖ <b>Electronic Changeable Copy Sign – Ordinance Amendment (Section 86-640 (6) of the Town Code)</b>
VIII. Standing Committees /Commissions/ Board Reports	❖ <b>Finance/Human Resources Committee Report – Chairman Dalton</b>  ❖ <b>Police/Legislative Committee: Chairman Edwards</b>  ❖ <b>Public Works/Utility Committee: Chairman Ferguson</b>  Others: ❖ <b>Altavista Recreation Committee (Dan Witt)</b>  ❖ <b>Altavista Planning Commission (Dan Witt)</b>

<p><b>IX: New Business</b></p>	<p>❖ <b>Review/Consideration of Bedford Avenue Waterline Project (Project 1A) bids.</b>  <i>Enclosure(s): YES</i></p> <p>❖ <b>Donation of statue for War Memorial Park (Ralph English)</b>  <i>Enclosure(s): YES</i></p> <p>❖ <b>Discussion/Consideration of regulations for Pawnbrokers (Town Attorney John Eller)</b>  <i>Enclosure(s): YES</i></p>
<p><b>X: Unfinished Business</b></p>	<p>None scheduled at this time.  <i>Enclosure(s): NO</i></p>
<p><b>XI: Manager's Report</b></p>	<p>a. Town Council Calendars  <i>Enclosure(s): Yes</i></p> <p>b. Informational Items</p> <ul style="list-style-type: none"> <li>• VML Conference Registration materials</li> </ul>
<p><b>XII: Closed Meeting</b></p>	<p><b>If Necessary</b></p>

## Regular Council Meeting—July 8, 2014

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 July 8, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Michael Duncan, Central Baptist Church, gave the invocation. Rev. Duncan advised this would be his last week serving at Central Baptist Church and thanked Council for allowing him the honor and privilege of opening the meetings with 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  
Chief Kenneth Walsh, Police Department  
Mr. David Garrett, Public Works/Utilities Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox advised of some amendments to the agenda and asked for approval.

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

Rev. Michael Duncan, 1614 Melinda Drive, came forward. He had three items to bring before Council. He asked Council to have the water pressure issues at his home checked. He asked that the loading sign on 7<sup>th</sup> Street include the word “active” and noted the soil used on the bank in front of his home when work was done on Melinda Drive has undesirable plants that have taken over the bank and asked that this be looked at.

Mr. Art Boscarino, 1410 Broad Street addressed Council advising he is starting a talk show beginning July 14 in WKDE Radio AM 1000. He added the first discussion deals with Town Council and procedures. He distributed to Council members a list of questions and asked them to respond.

Mayor Mattox asked if anyone else would like to speak.

## Regular Council Meeting—July 8, 2014

No one came forward.

### 5. Special Items or Recognitions

#### Resolutions-State Champions-Forensics

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt resolutions honoring Ms. Mollie Green and Ms. Tiffany Dawson, 2014 VHSL Forensics State Champions. Ms. Green was in attendance.

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 COMMENDING MOLLIE GREEN AS A 2014 VHSL FORENSICS STATE CHAMPION**

*WHEREAS*, Mollie Green, a sophomore at Altavista High School, earned the title of “State Champion” at the Virginia High School League’s Group 1A Forensics competition for “Storytelling”; and

*WHEREAS*, Mollie began her path to the state title by becoming Conference 44 champion and placing as runner-up in the Group 1A East Region Championship by a mere one point, earning a trip to the state meet; and

*WHEREAS*, Mollie presented “The Best Christmas Pageant Ever” by Barbara Robertson during her competitions, utilizing multiple characters and her enthusiastic spirit to win over the judges; and

*WHEREAS*, the Altavista High School Forensics team, under the leadership of Coach Sarah Maxey placed third in the Group 1A state championship; and

*BE IT RESOLVED*, the Altavista Town Council congratulates Mollie Green on her 2014 VHSL Group 1A Forensics State Championship in “Storytelling”; and

*BE IT FURTHER RESOLVED*, that this Resolution be spread upon the minutes of the Altavista Town Council in testimony thereof and a copy hereof be presented to Mollie Green with best wishes of the Mayor and Council in her future endeavors.

Adopted this the 8<sup>th</sup> day of July 2014.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, Clerk

#### **RESOLUTION COMMENDING TIFFANY DAWSON AS A 2014 VHSL FORENSICS STATE CHAMPION**

*WHEREAS*, Tiffany Dawson, a sophomore at Altavista High School, earned the title of “State Champion” at the Virginia High School League’s Group 1A Forensics competition for “Original Oratory”; and

*WHEREAS*, Tiffany began her path to the state title by placing first at both the Conference 44 and the Group 1A East Region Championships, earning her a trip to the state competition and a chance to sweep the competitions; and

*WHEREAS*, Tiffany presented as her prepared piece “The Decline of the English Language”, impressing the judges with her wit and passion for the subject; and

*WHEREAS*, the Altavista High School Forensics team, under the leadership of Coach Sarah Maxey placed third in the Group 1A state championship; and

*BE IT RESOLVED*, the Altavista Town Council congratulates Tiffany Dawson on her 2014 VHSL Group 1A Forensics State Championship in “Original Oratory”; and

## Regular Council Meeting—July 8, 2014

~~BE IT FURTHER RESOLVED~~, that this Resolution be spread upon the minutes of the Altavista Town Council in testimony thereof and a copy hereof be presented to Tiffany Dawson with best wishes of the Mayor and Council in her future endeavors.

Adopted this the 8<sup>th</sup> day of July 2014.

\_\_\_\_\_  
Michael E. Mattox, Mayor

\_\_\_\_\_  
J. Waverly Coggsdale, Clerk

### 6. Consent Agenda

- a) Approval of Minutes-Regular Meeting June 10, 2014
- 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/Utility Department
  - Transit System

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

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

- a) Council Committees
  - i. Finance/Human Resources Committee

#### Waterline Project Task Orders

#### Bedford Avenue Waterline Project

Mrs. Dalton advised previously Council approved the “Design Services” task order for the project. With the project moving into the bidding stage, staff requested that the “Construction Services” task order be approved. This task order is in the amount of \$30,000.

Mrs. Dalton motioned that the Town Manager be authorized to execute the task order with WW Associates for “Construction Services” related to the Bedford Avenue Waterline Project in the amount of \$30,000.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
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## Regular Council Meeting—July 8, 2014

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

### Main Street Waterline Project

Mrs. Dalton advised previously staff discussed with Council the need to proceed with the design of the Main Street Waterline Project in an effort to coordinate the paving of Main Street with VDOT's 2016 schedule noting in order to maintain that schedule, design work on the project needs to begin now. She reported the Finance Committee recommends approval of the WW Associates task order for "Design Services" for the Main Street Waterline Project in the amount of \$47,500.

Mrs. Dalton motioned that the Town Manager be authorized to execute the task order with WW Associates for "Design Services" related to the Main Street Waterline Project in the amount of \$47,500.

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

### Waterline Project Financing

Mrs. Dalton advised the Town has signed an agreement with the consultant regarding financing options for the Bedford Avenue Project (1A) and the Main Street Waterline Project (1B). The proposals are due by August 1<sup>st</sup>. It is advisable for the Town to seek a firm to serve as bond counsel and staff has requested that a not to exceed figure of \$15,000 be approved for this service.

Mrs. Dalton motioned that a not to exceed amount of \$15,000 be approved for bond counsel services related to borrowings for the Waterline Projects (1A & 1B) and the Town Manager be authorized to engage bond counsel for this purpose.

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

### Other Items Discussed

Health Insurance RFP—The consultant issued the Request for Proposals (RFP) on June 16<sup>th</sup>, with proposals due on July 8<sup>th</sup>. A recommendation will be coming to the Finance Committee at their July 31<sup>st</sup> meeting, so Council can consider it at their August meeting. The extension of the current health benefits expires at the end of August.

Regular Council Meeting—July 8, 2014

Meals Tax-Altavista Commons—Staff informed the Committee that the threshold of meals tax agreement for Altavista Commons with Campbell County has been exceeded and that a payment to the County will be in order.

Utility Deposit Discussion—The Committee reviewed information provided by staff regarding utility deposits and opted to take no action at this time. Staff is looking into a relatively new section of the State Code that may assist with non-payment of utility bills by a lessee or tenant.

ii. Police/Legislative Committee

Central Virginia Criminal Justice Academy (CVCJA) Charter Agreement

Mr. Coggsdale advised the Central Virginia Criminal Justice Academy (CVCJA) Board of Directors is recommending amendments to the Charter Agreement for the Academy. The letter received states that “the recommended amendments are designed to more accurately define the policies, rules and procedures in keeping with present and future needs of the Academy.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the resolution approving the amended Charter Agreement of the Central Virginia Criminal Justice Academy be adopted and executed.

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

Regional Mutual Aid Agreement—Law Enforcement

Mr. Coggsdale advised staff received an email from Campbell County Commonwealth’s Attorney Paul McAndrews in regards to renewal of the existing Mutual Aid Agreement in regard to law enforcement. He noted the Town of Chatham has asked to be included in the current Mutual Aid Agreement.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to adopt the Mutual Aid Agreement with the addition of the Town of Chatham and the Town Manager be authorized to execute the Mutual Aid Agreement on behalf of the Town of Altavista.

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

iii. Public Works/Utility Committee

Water Tank Agreement

Mr. Ferguson advised at its May 13th meeting, Council considered the Dearing Ford Water tank conveyance agreement provided by Campbell

## Regular Council Meeting—July 8, 2014

County. After discussion, Council voted to make a change in the language of the agreement and staff forwarded it to the County. Correspondence between the Town Manager and the County Administrator regarding the latest agreement language was presented to Council. The Public Works/Utility Committee recommends the latest version of the language in the agreement provided by the County be accepted.

Mr. Ferguson motioned that the Dearing Ford Water Tank agreement be adopted as amended and the Town Manager be authorized to take the necessary steps to accept the tank.

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

### Temporary Street Closing Request-9<sup>th</sup> Street

Mr. Ferguson advised the Church of God of Prophecy located on 9th Street will hold their annual Community Fun Day on Saturday, July 26th from 9 a.m. to 3 p.m. and has requested that 9th Street be temporarily blocked during this time period. The Committee recommends this action.

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to temporarily block 9<sup>th</sup> street in accordance with the Church of God of Prophecy's request.

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

### Other Items Discussed

WWTP EOP- Maintenance of the pond and potential testing were discussed. The Committee indicates that the PCB Work Session will be in September.

Main Street Waterline Project (Engineering Proposal)- Committee discussed the proposal of *WW Associates* for design services related to the Main Street Waterline project and the need to move forward.

Main Street Trees - At last month's Council meeting the Committee asked that no action be taken on their recommendation to remove a tree on Main Street until Public Works has had an opportunity to review all street trees and offer a recommendation. David Garrett reported back to the Committee that he has looked at the trees, is gathering additional information and will have a recommendation for the Committee at their July committee meeting.

Utility Deposit Discussion -The Committee reviewed information provided by staff regarding utility deposits and opted to take no action at this time. Staff is looking into a relatively new section of the State

## Regular Council Meeting—July 8, 2014

Code that may assist with non-payment of utility bills by a lessee or tenant.

Bedford Avenue Waterline Project (1A) - The project went out to bid on June 29th, bids will be received and opened on July 29th and hopefully recommend an award to Council at their August 12th meeting.

### b) Others

#### i. Altavista Planning Commission

Mr. Witt advised at the Planning Commission's June 3<sup>rd</sup> meeting, they were presented with a request to amend the sign ordinance, Section 86-640 (6). The Planning Commission reviewed the current ordinance and also the ordinances of several localities and determined the Town's ordinance was too restrictive and would like to expedite amending the ordinance. Mr. Witt stated the Planning Commission would like to hold a public hearing at their August 4, 2014 meeting with a recommendation to Council at their August 12, 2014 meeting and asked that they schedule a public hearing.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to schedule a public hearing for the August 12, 2014 Town Council meeting to receive public comment on amending the sign ordinance, Section 86-640 (6).

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

#### ii. Altavista Area Chamber of Commerce

Mrs. Heather Reynolds, Altavista Chamber of Commerce, addressed Council thanking them for their support of the Uncle Billy's Day festivities.

Mayor Mattox asked Mrs. Reynolds to express Council's thanks to the Uncle Billy's Day Board.

## 9. New Business

### a) Transportation Priorities Work Session Request

Mr. Coggsdale advised the staff would like to request that Town Council conduct a Work Session regarding transportation priorities for the Town of Altavista. The purpose of this discussion would be for VDOT and Town staff to discuss with Council the projects that have been completed, the ones on the horizon (0-6 years) and those of a longer range (6+ years). This will give Council an opportunity to review and analyze its priorities for transportation improvements in Altavista and establish direction for staff.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to schedule a work session for August 12, 2014 at 5:30 p.m. with the transportation priorities on the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes

## Regular Council Meeting—July 8, 2014

Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

### 10. Unfinished Business

#### Altavista Fire Company-Special Event Request Amendment

Mr. Coggsdale advised at the Council's April 8, 2014 meeting, Council approved the Altavista Fire Company's request to hold a special event at the Booker Building on Saturday, October 4, 2014 as a fundraiser. The event was scheduled to run from 7:00 p.m. to 11:00 p.m. with alcohol sales from 7:00 to 10:00 p.m. Changes have been made and the band will be playing until 10:00 p.m. Altavista Fire Company is request the alcohol sales time be amended to 6:00 p.m. to 9:00 p.m.; other approved conditions would remain the same.

A motion was made by Mr. Emerson, seconded by Mr. Ferguson, that the timeframe for alcohol sales associated with the Altavista Fire Company October 4<sup>th</sup> fundraiser be amended from the approved 7:00 p.m. to 10:00 p.m. timeframe to the requested 6:00 p.m. to 9:00 p.m. timeframe.

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

### 11. Manager's Report

- a) Project Updates
- b) Other Items as Necessary

Mr. Coggsdale advised copy of the adopted FY2015 Budget was presented to Council members.

Mayor Mattox recognized Mr. David Williams, 727 Old Pocket Road, Lynch Station, Virginia, stating Mr. Williams has contacted him regarding the need for ACTS to be extended into Lynch Station.

Mr. Williams approached Council and provided a petition of names of individuals who agree with Mr. Williams.

Mayor Mattox referred this matter to the ACTS Committee. He noted this would also have to be considered by Campbell County.

- c) Informational Items
- d) Town Council Calendars (July/August)

### 12. Matters from Town Council

### 13. Closed Session

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Regular Council Meeting—July 8, 2014

Section 2.2-3711 (A)(7) regarding consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation.

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 7:46 P.M.

Notice was given that council was back in regular session 9:10 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, 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
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Councilman Higginbotham and Vice Mayor Dalton left the meeting and did not participate in the closed session.

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

The meeting was adjourned at 9:12 p.m.

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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 01/2015  
FROM: 07/01/2014 TO: 07/31/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
32436	587	US POSTAL SERVICE (POSTAGE BY	07/02/2014	1,000.00
32437	128	ADAMS CONSTRUCTION CO	07/08/2014	723.47
32438	505	ALLIED JANITORIAL SERVICE INC	07/08/2014	714.00
32439	591	BRAND ACCELERATION INC	07/08/2014	15,194.00
32440	12	BRENNTAG MID-SOUTH INC	07/08/2014	2,726.20
32441	197	CAMPBELL COUNTY DEPT OF RECREA	07/08/2014	1,000.00
32442	164	DMV	07/08/2014	260.00
32443	20	J JOHNSON ELLER JR	07/08/2014	1,894.73
32444	50	GRETNA TIRE INC	07/08/2014	1,369.52
32445	566	INTEGRATED TECHNOLOGY GROUP IN	07/08/2014	187.50
32446	1	MARINE RESOURCES COMMISSION	07/08/2014	100.00
32447	300	NAPA AUTO PARTS	07/08/2014	1,529.78
32448	454	O'REILLY AUTOMOTIVE INC	07/08/2014	769.32
32449	614	DONALD S PURVIS	07/08/2014	11,121.00
32450	186	THE NEWS & ADVANCE	07/08/2014	992.30
32451	515	DALE TYREE JR	07/08/2014	3,540.00
32452	110	VUPS INC	07/08/2014	60.90
32453	354	WILEY & WILSON	07/08/2014	1,333.60
32454	542	WILLOUGHBY & ASSOCIATES INC	07/08/2014	350.00
32455	192	WW ASSOCIATES INC	07/08/2014	4,500.00
32456	116	XEROX CORP	07/08/2014	1,736.66
32457	39	ALL POINTS EAP & ORGANIZATIONA	07/08/2014	760.00
32458	6	ALTAVISTA AREA YMCA	07/08/2014	25,000.00
32459	303	ALTAVISTA CHAMBER OF COMMERCE	07/08/2014	5,000.00
32460	7	ALTAVISTA INSURANCE & REAL EST	07/08/2014	4,022.00
32461	170	ALTAVISTA ON TRACK	07/08/2014	8,750.00
32462	11	AVOCA	07/08/2014	11,575.00
32463	103	BEACON CREDIT UNION	07/08/2014	670.00
32464	512	ELECSYS INTNL CORPORATION	07/08/2014	417.00
32465	57	ICMA RETIREMENT TRUST-457 #304	07/08/2014	632.00
32466	386	IDS SECURITY	07/08/2014	57.00
32467	1	INTL ECONOMIC DEVELOPMENT COUN	07/08/2014	385.00
32468	533	LYNN KIRBY	07/08/2014	1,395.00
32469	450	REGION 2000	07/08/2014	1,045.00
32470	78	SUNGARD PUBLIC SECTOR INC	07/08/2014	43,362.50
32471	90	TREASURERS ASSOC OF VA	07/08/2014	160.00
32472	414	UNIVERSITY OF VA	07/08/2014	635.00
32473	501	VIRGINIA DEPT OF THE TREASURY	07/08/2014	893.00
32474	107	VIRGINIA MUNICIPAL LEAGUE	07/08/2014	1,934.00
32475	9999997	AHMED, ELSAYED ELAWADY	07/17/2014	95.20
32476	103	BEACON CREDIT UNION	07/17/2014	670.00
32477	574	CHRISTOPHER MICALÉ, TRUSTEE	07/17/2014	125.00
32478	9999997	HYLTON, SAMANTHA	07/17/2014	29.39
32479	57	ICMA RETIREMENT TRUST-457 #304	07/17/2014	632.00
32480	9999997	JOHNSON, LAVINIA	07/17/2014	25.70
32481	9999997	JONES, DUANE L	07/17/2014	14.33
32482	124	TREASURER OF VA	07/17/2014	2,209.55
32483	9999997	WALLER, ELIZABETH A.	07/17/2014	19.51
32484	9	AFLAC	07/24/2014	1,993.30
32485	84	ALTAVISTA JOURNAL	07/24/2014	1,482.68
32486	4	BOXLEY AGGREGATES	07/24/2014	2,732.47

32487	418	BSW INC	07/24/2014	620.00
32488	294	BUSINESS CARD	07/24/2014	19,243.17
32489	583	CAMPBELL COUNTY PUBLIC LIBRARY	07/24/2014	902.86
32490	16	CAMPBELL COUNTY UTILITIES & SE	07/24/2014	411.84
32491	9999997	CENTURY 21 ALL-SERVICE	07/24/2014	35.10
32492	580	CHC OF VIRGINIA INC	07/24/2014	35,933.21
32493	36	DOMINION VIRGINIA POWER	07/24/2014	39,443.86
32494	301	ENGLISH'S LLC	07/24/2014	460.08
32495	9999997	EPPERSON, BRENDA	07/24/2014	55.74
32496	118	FERGUSON ENTERPRISES INC #75	07/24/2014	975.40
32497	123	FIRE & SAFETY EQUIP CO INC	07/24/2014	582.40
32498	43	FOSTER FUELS INC	07/24/2014	21,643.58
32499	305	HAWKINS-GRAVES INC	07/24/2014	374.75
32500	401	IDEXX DISTRIBUTION INC	07/24/2014	1,387.16
32501	58	INSTRUMENTATION SERVICES INC	07/24/2014	708.00
32502	566	INTEGRATED TECHNOLOGY GROUP IN	07/24/2014	3,700.00
32503	9999997	JACKSON, PHYLLIS G.	07/24/2014	85.43
32504	212	MOORES ELECTRICAL & MECHANICAL	07/24/2014	1,273.27
32505	1	NATIONAL ENTERTAINMENT NETWORK	07/24/2014	25.00
32506	64	NORFOLK SOUTHERN CORPORATION	07/24/2014	960.00
32507	423	NTELOS	07/24/2014	747.91
32508	67	ORKIN PEST CONTROL LLC	07/24/2014	243.85
32509	9999998	PHILLIPS, SUSAN	07/24/2014	150.00
32510	72	PHYSICIANS TREATMENT CENTER	07/24/2014	125.00
32511	588	PITNEY BOWES GLOBAL FINANCIAL	07/24/2014	50.00
32512	507	PUBLIC ENGINES INC	07/24/2014	2,388.00
32513	9999998	Urquhart, Yvette	07/24/2014	250.00
32514	147	US POSTAL SERVICE/POSTMASTER	07/24/2014	220.00
32515	615	VA REGION 2000	07/24/2014	4,281.00
32516	601	VACORP	07/24/2014	26.59
32517	130	VDH-WATERWORKS TECH ASSIST FUN	07/24/2014	4,953.05
32518	452	VML INSURANCE PROGRAMS	07/24/2014	25,630.75

NO. OF CHECKS:	83	TOTAL CHECKS	335,711.61
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Town of Altavista  
 FY 2015 Revenue Report  
 8% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	369,000	369,000	798	0	798	0	369,000
Public Service - Real & Personal	86,600	86,600	0	0	0	0	86,600
Personal Property	195,000	195,000	610	0	610	0	195,000
Personal Property - PPTRA	100,000	100,000	6,088	6	6,088	6	100,000
Machinery & Tools	1,518,000	1,518,000	0	0	0	0	1,518,000
Mobile Homes - Current	500	500	0	0	0	0	500
Penalties - All Taxes	5,500	5,500	175	3	175	3	5,500
Interest - All Taxes	3,000	3,000	157	5	157	5	3,000
Local Sales & Use Taxes	135,000	135,000	12,983	10	12,983	10	135,000
Local Electric and Gas Taxes	110,000	110,000	2,403	2	2,403	2	110,000
Local Motor Vehicle License Tax	43,000	43,000	494	1	494	1	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	80,000	80,000	9,152	11	9,152	11	80,000
Local Meal Taxes	660,000	660,000	61,962	9	61,962	9	660,000
Audit Revenue	3,500	3,500	0	0	0	0	3,500
Container Rental Fees	900	900	0	0	0	0	900
Communications Tax	40,000	40,000	3,428	9	3,428	9	40,000
Transit Passenger Revenue	5,000	5,000	10	0	10	0	5,000
Business License Fees/Contractors	7,000	7,000	0	0	0	0	7,000
Business License Fees/Retail Services	110,000	110,000	6,613	6	6,613	6	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	1,094	13	1,094	13	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	166	1	166	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 2015 Revenue Report  
 8% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 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	100	10	100	10	1,000
Fines & Forfeitures - Court	20,000	20,000	80	0	80	0	20,000
Parking Fines	200	200	0	0	0	0	200
Interest and Interest Income	58,000	58,000	1,569	3	1,569	3	58,000
Rents - Rental of General Property	1,000	1,000	50	5	50	5	1,000
Rents - Pavilion Rentals	3,000	3,000	150	5	150	5	3,000
Rents - Booker Building Rentals	4,000	4,000	800	20	800	20	4,000
Rents - Rental of Real Property	60,000	60,000	4,221	7	4,221	7	60,000
Property Maintenance Enforcement	1,300	1,300	0	0	0	0	1,300
Railroad Rolling Stock Taxes	19,000	19,000	3	0	3	0	19,000
State DCJS Grant	80,000	80,000	0	0	0	0	80,000
State Rental Taxes	500	500	206	41	206	41	500
State/Misc. Grants (Fire Grant)	9,100	9,100	1,361	15	1,361	15	9,100
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	15,500	15,500	19,148	124	19,148	124	15,500
Campbell County Grants	57,100	57,100	0	0	0	0	57,100
Litter Grant	2,000	2,000	0	0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	2,833	69	2,833	69	4,100
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	70,500	70,500	16,000	23	16,000	23	70,500
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	0	0	10,000
Misc. - Cash Discounts	200	200	2	1	2	1	200

Town of Altavista  
 FY 2015 Revenue Report  
 8% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	13,000	5,737	44	5,737	44	13,000
Reimbursement of Insurance Claim	0	0	0	0	0	0	0
Misc. - State Forfeiture Fund	0	0	445	0	445	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<b><u>4,104,600</u></b>	<b><u>4,104,600</u></b>	<b><u>158,837</u></b>	<b><u>3.87</u></b>	<b><u>158,837</u></b>	<b><u>3.87</u></b>	<b><u>4,104,600</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
8% of Year Lapsed

	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>ALL FUNDS TOTAL</b>							
Operations	5,702,350	5,702,350	414,619	7	414,619	7	5,702,350
Debt Service	0	0	0	0	0	0	0
CIP	750,000	750,000	0	0	0	0	750,000
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>264,550</u>	<u>264,550</u>	<u>0</u>	0	<u>0</u>	0	<u>264,550</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,395,400</u>	<u>7,395,400</u>	<u>414,619</u>	<u>6</u>	<u>414,619</u>	<u>6</u>	<u>7,395,400</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
8% of Year Lapsed

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	34,030	34,030	2,642	8	2,642	8	34,030
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Administration - TOTAL:	<u>44,030</u>	<u>44,030</u>	<u>2,642</u>	<u>6</u>	<u>2,642</u>	<u>6</u>	<u>44,030</u>
Administration							
Operations	755,340	755,340	112,018	15	112,018	15	755,340
Debt Service	0	0	0	0	0	0	0
CIP	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35,000</u>
Administration - TOTAL:	<u>790,340</u>	<u>790,340</u>	<u>112,018</u>	<u>14</u>	<u>112,018</u>	<u>14</u>	<u>790,340</u>
Non-Departmental							
Operations	989,980	989,980	76,686	8	76,686	8	989,980
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	0	0	-28,580
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-588,500	-588,500	0	0	0		-588,500
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>307,900</u>	<u>307,900</u>	<u>76,686</u>	<u>25</u>	<u>76,686</u>	<u>25</u>	<u>307,900</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>59,000</u>	<u>59,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>59,000</u>
Non-Departmental - TOTAL:	<u>366,900</u>	<u>366,900</u>	<u>76,686</u>	<u>21</u>	<u>76,686</u>	<u>21</u>	<u>366,900</u>
Public Safety							
Operations	909,900	909,900	57,173	6	57,173	6	909,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>32,000</u>	<u>32,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,000</u>
Public Safety - TOTAL:	<u>941,900</u>	<u>941,900</u>	<u>57,173</u>	<u>6</u>	<u>57,173</u>	<u>6</u>	<u>941,900</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
8% of Year Lapsed

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	943,950	943,950	43,398	5	43,398	5	943,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>48,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,500</u>
Public Works - TOTAL:	<u>992,450</u>	<u>992,450</u>	<u>43,398</u>	<u>4</u>	<u>43,398</u>	<u>4</u>	<u>992,450</u>
Economic Development							
Operations	162,850	162,850	473	0	473	0	162,850
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>162,850</u>	<u>162,850</u>	<u>473</u>	<u>0</u>	<u>473</u>	<u>0</u>	<u>162,850</u>
Transit System							
Operations	96,050	96,050	5,578	6	5,578	6	96,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>28,000</u>	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,000</u>
Transit System - TOTAL:	<u>124,050</u>	<u>124,050</u>	<u>5,578</u>	<u>4</u>	<u>5,578</u>	<u>4</u>	<u>124,050</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,210,020	3,210,020	297,969	9	297,969	9	3,210,020
Debt Service	0	0	0	0	0	0	0
CIP	212,500	212,500	0	0	0	0	212,500
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,422,520</u>	<u>3,422,520</u>	<u>297,969</u>	<u>9</u>	<u>297,969</u>	<u>9</u>	<u>3,422,520</u>

Town of Altavista  
 Council / Planning Commission  
 FY 2015 Expenditure Report  
 8% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	1,749	8	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	5,030	5,030	893	18	893	18	5,030
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
<b>Total Expenditures</b>	<b>44,030</b>	<b>44,030</b>	<b>2,642</b>	<b>6</b>	<b>2,642</b>	<b>6</b>	<b>44,030</b>

Town of Altavista  
Administration  
FY 2015 Expenditure Report  
8% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	397,400	397,400	36,314	9	36,314	9	397,400
Other Employee Benefits	18,800	18,800	760	4	760	4	18,800
Services	175,340	175,340	47,131	27	47,131	27	175,340
Other Charges	135,700	135,700	27,705	20	27,705	20	135,700
Materials & Supplies	28,100	28,100	108	0	108	0	28,100
Capital Outlay	35,000	35,000	0	0	0	0	35,000
<b>Total Expenditures</b>	<b>790,340</b>	<b>790,340</b>	<b>112,018</b>	<b>14</b>	<b>112,018</b>	<b>14</b>	<b>790,340</b>

Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
8% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	5,000	10	5,000	10	48,600
<i>Campbell County Treasurer</i>			0	0	0	0	0
<i>USDA Assistance</i>	0	0	0	0	0	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	0	0	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	5,000	25	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	0	0	0	0	500
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	0	0	52,000
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	25,000	25	100,000
Contribution - Altavista Fire Co.	10,000	10,000	1,361	14	1,361	14	10,000
Contribution - Avoca	16,900	16,900	4,225	25	4,225	25	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	8,750	25	8,750	25	35,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>273,500</b>	<b>273,500</b>	<b>44,336</b>	<b>16</b>	<b>44,336</b>	<b>16</b>	<b>273,500</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Fuel - Fire Company	5,000	5,000	0	0	0	0	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>278,500</b>	<b>278,500</b>	<b>44,336</b>	<b>16</b>	<b>44,336</b>	<b>16</b>	<b>278,500</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	28,580	28,580	25,000	87	25,000	87	28,580
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0

Town of Altavista  
Non-Departmental  
FY 2015 Expenditure Report  
8% of Year Lapsed

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>682,080</b>	<b>682,080</b>	<b>25,000</b>	<b>4</b>	<b>25,000</b>	<b>4</b>	<b>682,080</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	7,350	25	7,350	25	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>7,350</b>	<b>25</b>	<b>7,350</b>	<b>25</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>989,980</b>	<b>989,980</b>	<b>76,686</b>	<b>8</b>	<b>76,686</b>	<b>8</b>	<b>989,980</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	0	0	0	0	0
Replacement Other than Buildings (Avoca)	59,000	59,000	0	0	0	0	59,000
Replacement Other than Buildings (VDOT LAP)	0	0	0	0	0	0	0
<b>CAPITAL OUTLAY -TOTAL</b>	<b>59,000</b>	<b>59,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>1,048,980</b>	<b>1,048,980</b>	<b>76,686</b>	<b>7</b>	<b>76,686</b>	<b>7</b>	<b>1,048,980</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>366,900</b>	<b>366,900</b>	<b>51,686</b>	<b>14</b>	<b>51,686</b>	<b>14</b>	<b>366,900</b>

Town of Altavista  
 Public Safety  
 FY 2015 Expenditure Report  
 8% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2015 Adopted Budget</u></b>	<b><u>FY 2015 Amended Budget</u></b>	<b><u>FY 2015 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2015 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	783,100	783,100	50,279	6	50,279	6	783,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	2,388	24	2,388	24	10,000
Other Charges	36,200	36,200	4,507	12	4,507	12	36,200
Materials & Supplies	80,600	80,600	0	0	0	0	80,600
Capital Outlay	32,000	32,000	0	0	0	0	32,000
<b>Total Expenditures</b>	<b>941,900</b>	<b>941,900</b>	<b>57,173</b>	<b>6</b>	<b>57,173</b>	<b>6</b>	<b>941,900</b>

Town of Altavista  
Public Works  
FY 2015 Expenditure Report  
8% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	651,600	651,600	39,075	6	39,075	6	651,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	0	0	0	0	9,250
Other Charges	25,600	25,600	245	1	245	1	25,600
Materials & Supplies	257,500	257,500	4,078	2	4,078	2	257,500
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	0	0	48,500
<b>Total Expenditures</b>	<b>992,450</b>	<b>992,450</b>	<b>43,398</b>	<b>4</b>	<b>43,398</b>	<b>4</b>	<b>992,450</b>

Town of Altavista  
Economic Development  
FY 2015 Expenditure Report  
8% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	79,400	79,400	0	0	0	0	79,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,700	47,700	0	0	0	0	47,700
Other Charges	30,250	30,250	473	2	473	2	30,250
Materials & Supplies	5,500	5,500	0	0	0	0	5,500
Capital Outlay	0	0	0	#DIV/0!	0	#DIV/0!	0
<b>Total Expenditures</b>	<b>162,850</b>	<b>162,850</b>	<b>473</b>	<b>0</b>	<b>473</b>	<b>0</b>	<b>162,850</b>

Town of Altavista  
Transit System  
FY 2015 Expenditure Report  
8% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	61,800	61,800	5,045	8	5,045	8	61,800
Services	5,950	5,950	0	0	0	0	5,950
Other Charges	4,150	4,150	295	7	295	7	4,150
Materials & Supplies	24,150	24,150	238	1	238	1	24,150
Capital Outlay	28,000	28,000	0	0	0	0	28,000
<b>Total Expenditures</b>	<b>124,050</b>	<b>124,050</b>	<b>5,578</b>	<b>4</b>	<b>5,578</b>	<b>4</b>	<b>124,050</b>

Town of Altavista  
 FY 2015 Revenue Report  
 8% of Year Lapsed

Enterprise Fund Revenue	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Amended Budget</u>	<u>FY 2015 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2015 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Interest/Interest Income	3,500	3,500	172	5	172	5	3,500
Water Charges - Industrial	861,000	861,000	63,437	7	63,437	7	861,000
Water Charges - Business/Residential	239,600	239,600	-521	0	-521	0	239,600
Water Charges - Outside Community	130,200	130,200	61	0	61	0	130,200
Water Charges - Water Connection Fees	1,200	1,200	0	0	0	0	1,200
Sewer Charges - Industrial	1,130,900	1,130,900	100,719	9	100,719	9	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	1,129	0	1,129	0	238,800
Sewer Charges - Outside Community	1,900	1,900	0	0	0	0	1,900
Sewer Charges - Sewer Connection Fees	2,000	2,000	0	0	0	0	2,000
Sewer Charges - Sewer Surcharges	40,000	40,000	3,834	10	3,834	10	40,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	1,043	30	1,043	30	3,500
Misc. Cash Discounts	200	200	0	0	0	0	200
Misc. Sale of Supplies & Materials	500	500	0	0	0	0	500
Miscellaneous	25,000	25,000	2,250	9	2,250	9	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<u><b>2,678,300</b></u>	<u><b>2,678,300</b></u>	<u><b>172,126</b></u>	<u><b>6</b></u>	<u><b>172,126</b></u>	<u><b>6</b></u>	<u><b>2,678,300</b></u>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
8% of Year Lapsed

ENTERPRISE FUND (FUND 50)	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Water Department</b>							
Operations	895,000	895,000	50,506	6	50,506	6	895,000
Debt Service	0	0	0	0	0	0	0
CIP	115,000	115,000	0	0	0	0	115,000
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,275</u>
<b>Water Department - TOTAL:</b>	<u><u>1,142,275</u></u>	<u><u>1,142,275</u></u>	<u><u>50,506</u></u>	<u><u>4</u></u>	<u><u>50,506</u></u>	<u><u>4</u></u>	<u><u>1,142,275</u></u>
<b>Wastewater Department</b>							
Operations	1,131,250	1,131,250	51,432	5	51,432	5	1,131,250
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	0	0	0	0	272,500
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,275</u>
<b>Wastewater Department - TOTAL:</b>	<u><u>1,536,025</u></u>	<u><u>1,536,025</u></u>	<u><u>51,432</u></u>	<u><u>3</u></u>	<u><u>51,432</u></u>	<u><u>3</u></u>	<u><u>1,536,025</u></u>
<b>ENTERPRISE FUND TOTAL</b>							
Operations	2,026,250	2,026,250	101,938	5	101,938	5	2,026,250
Debt Service	0	0	0	0	0	0	0
CIP	<u>387,500</u>	<u>387,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>387,500</u>
Transfer Out	<u>264,550</u>	<u>264,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>264,550</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u><u>2,678,300</u></u>	<u><u>2,678,300</u></u>	<u><u>101,938</u></u>	<u><u>4</u></u>	<u><u>101,938</u></u>	<u><u>4</u></u>	<u><u>2,678,300</u></u>

Town of Altavista  
Water Department  
FY 2015 Expenditure Report  
8% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	525,700	525,700	40,057	8	40,057	8	525,700
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,450	43,450	1,125	3	1,125	3	43,450
Other Charges	161,850	161,850	6,610	4	6,610	4	161,850
Materials & Supplies	164,000	164,000	2,714	2	2,714	2	164,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	115,000	115,000	0	0	0	0	115,000
Transfer Out to Reserves	132,275	132,275					132,275
<b>Total Expenditures</b>	<b>1,142,275</b>	<b>1,142,275</b>	<b>50,506</b>	<b>4</b>	<b>50,506</b>	<b>4</b>	<b>1,142,275</b>

Town of Altavista  
Wastewater Department  
FY 2015 Expenditure Report  
8% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	645,500	645,500	49,138	8	49,138	8	645,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,650	10,650	0	0	0	0	10,650
Other Charges	311,500	311,500	83	0	83	0	311,500
Materials & Supplies	163,600	163,600	2,211	1	2,211	1	163,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	272,500	272,500	0	0	0	0	272,500
Transfer Out	132,275	132,275					132,275
<b>Total Expenditures</b>	<b>1,536,025</b>	<b>1,536,025</b>	<b>51,432</b>	<b>3</b>	<b>51,432</b>	<b>3</b>	<b>1,536,025</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2015  
8% of Year Lapsed

<b>State/Hwy Reimbursement Fund (Fund 20)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Operations	435,000	435,000	14,415	3	14,415	3	435,000
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>585,000</u>	<u>585,000</u>	<u>14,415</u>	<u>2</u>	<u>14,415</u>	<u>2</u>	<u>585,000</u>

<b>Cemetery Fund - (Fund 90)</b>	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2015 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Cemetery - Operations - Total:	31,080	31,080	297	1	297	1	31,080
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>56,080</u>	<u>56,080</u>	<u>297</u>	<u>1</u>	<u>297</u>	<u>1</u>	<u>56,080</u>

Town of Altavista  
 FY 2015 State/Highway Fund  
 8% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 MTD	MTD % of Budget	FY 2015 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway Maintenance	585,000	585,000	0	0	0	0	585,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	0	0
Street & Highway Maintenance/Cash Discount	0	0	2.4	0	2.4	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>585,000</u></b>	<b><u>585,000</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>585,000</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	0	0	0	0	48,200
Maintenance - Pavement	150,000	150,000	3,252	2	3,252	2	150,000
Maintenance - Traffic Control Devices	56,800	56,800	537	1	537	1	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	40,000	0	0	0	0	40,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,772	10	4,772	10	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	5,854	7	5,854	7	80,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	<u>435,000</u>	<u>14,415</u>	<u>3</u>	<u>14,415</u>	<u>3</u>	<u>435,000</u>
Improvements Other Than Buildings - New Engineering - New	150,000	150,000	0	0	0	0	150,000
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>585,000</u></b>	<b><u>585,000</u></b>	<b><u>14,415</u></b>	<b><u>2</u></b>	<b><u>14,415</u></b>	<b><u>2</u></b>	<b><u>585,000</u></b>

Town of Altavista  
 FY 2015 Cemetery Fund  
 8% of Year Lapsed

Cemetery Fund - Fund 90	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	800	5	800	5	15,000
Interest/Interest Income	8,500	8,500	0	0	0	0	8,500
Miscellaneous/Sale of Real Estate	4,000	4,000	3,600	90	3,600	90	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,580</u>	<u>28,580</u>	<u>25,000</u>	<u>87</u>	<u>25,000</u>	<u>87</u>	<u>28,580</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,080</u></b>	<b><u>56,080</u></b>	<b><u>29,400</u></b>	<b><u>52</u></b>	<b><u>29,400</u></b>	<b><u>52</u></b>	<b><u>56,080</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	222	2	222	2	9,500
Salaries and Wages/Overtime	500	500	0	0	0	0	500
Benefits/FICA	800	800	15	2	15	2	800
Benefits/VRS	1,050	1,050	25	2	25	2	1,050
Benefits/Medical Insurance is pre-paid	1,100	1,100	32	3	32	3	1,100
Benefits/Group Life	130	130	3	2	3	2	130
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	0	0	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>56,080</u></b>	<b><u>56,080</u></b>	<b><u>297</u></b>	<b><u>1</u></b>	<b><u>297</u></b>	<b><u>1</u></b>	<b><u>56,080</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits  
Balance as of July 31, 2014

**\$ 12,235,854.24**

**Non-Specific**

Green Hill Cemetery 550,609.94

General Fund Reserves

Capital Improvement Program Reserves

3,082,914.52

Altavista EDA Funding 288,744.11 \*

VDOT TEA 21 Enhancement Match 309,000.00

597,744.11

Enterprise Fund Reserves

Capital Improvement Program Reserves

186,064.18

PCB Remediation 626,288.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 14,979.63

Train Station 0.00

Public Funds Money Market Accounts

6,558,770.05

Operating Checking Account (Reconciled Balance) 615,574.66

**DESIGNATED FUNDS 2,408,105.49**

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

9,827,748.75

-6,142,695.00

**Policy \$**

**General Enterprise**

4,827,099 1,315,596

**Total**

6,142,695

**UNDESIGNATED FUNDS**

3,685,053.75

NOTES:

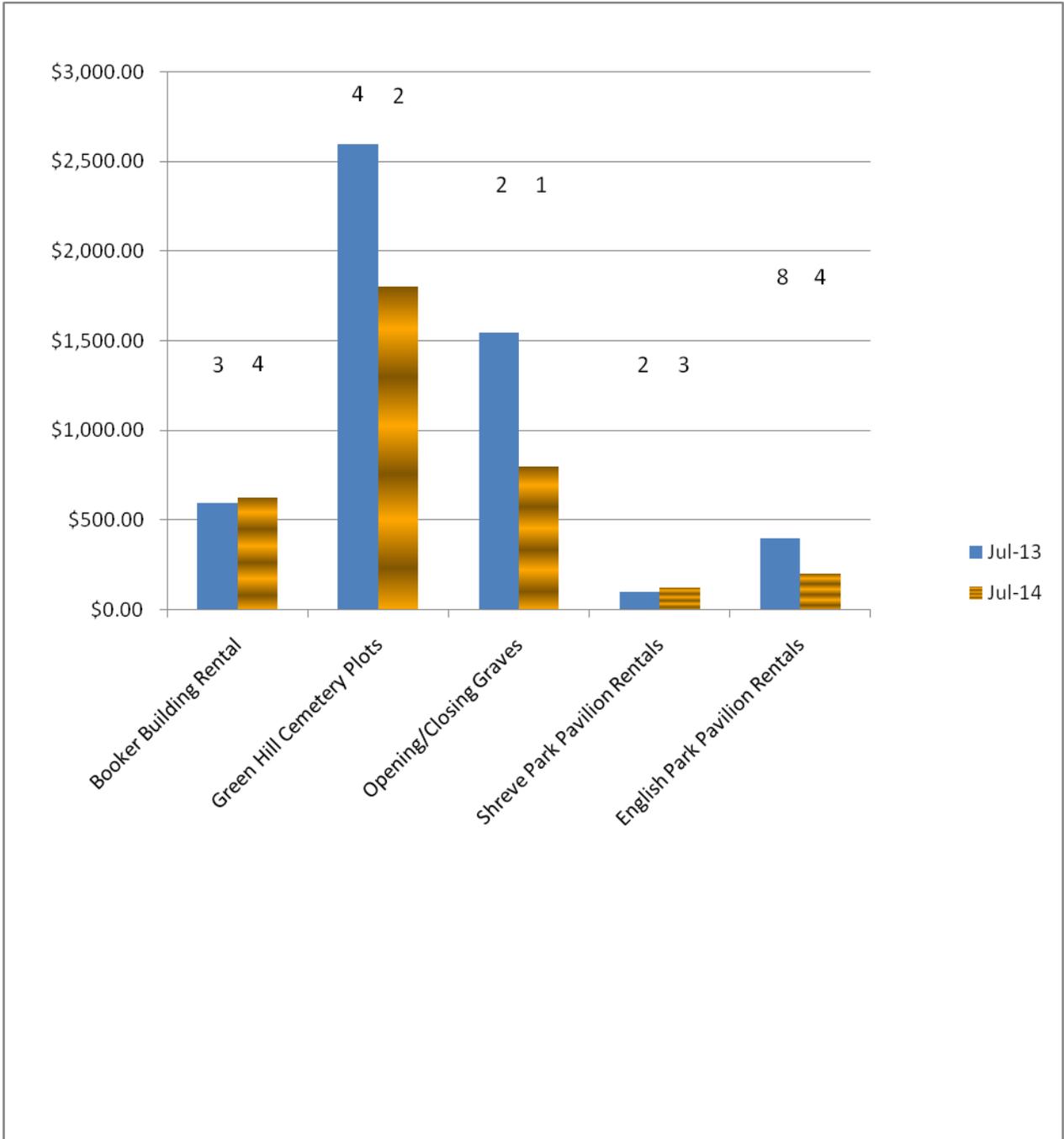
- Earmarked CIP Reserve / Trash Truck - FY 2015
- Earmarked for Final Downtown Map-21 Project
- Council apprvd on 5/13/14 a match for a USDA RBEG
- ED rem balance of \$35,000(website and marketing)
- Earmarked for AOT No Interest Loan Program
- Accrued Liability
- FY14 Projected Carryover Needs
- Funding from VDOT and LAP from Downtown Projects

- 184,000.00
- 77,600.00
- 15,000.00
- 6,240.00
- 50,000.00
- 197,801.84
- 636,000.00
- 150,000.00

**UNDESIGNATED RESERVE FUND BALANCE**

2,668,411.91

# Administration



## Monthly Report to Council

**Date:** August 12, 2014  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** July Report

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1. **Zoning/Code Related Matters:**

1-Jul	034-14	Anchor Signs, Charleston, SC		Sign 1301L- Main Street- H&R Block
7-Jul	035-14	Jeff Alure 901 7th St. #A- Kim Moore		Hair Salon at 901 7th Street
11-Jul	036-14	John Trent 607 Riverview Dr. Altavista VA		10x12 deck on the front of house HC ramp
18-Jul	037-14	Donnie Bryant 1616 Melinda Dr.(Pending)		Business office 2nd floor at 507 7th Street

- Researched then met with owner of property of 102 Frazier Road to discuss options for uses within the R2 multifamily district.
- Nuisance letter sent to owner of vandalized building at 624 Main Street. The owner has contacted me and is working to board up the building and has taken care of the grass and weeds.

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

- Reviewed and approved subdivision of Cora Brumfield property, now owned by Campbell County Altavista Area Habitat for Humanity. Also approved site plans for blitz build of two homes scheduled for October 2014.
- 

3. **Planning Commission (PC) Related:**

- Prepared agenda and packets for August 4, 2014 meeting to include two public hearings and mailing personal invitations to all business and property owners with the DRO.
- **UPDATE:** The PC is recommending adoption of the DRO- Ordinance and Design Guidelines and the amendment to the Town’s Zoning Ordinance for Electronic Changeable Copy Signs.

4. **AOT Related**

- Nothing noted

5. **ACTS Relate**

- Completed June billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system (July) - see bus report.
- Completed online June monthly reporting to DRPT.

- Notified by DRPT that ACTS has been chosen for a Triennial Review of operations. This requires extensive staff time in preparation for the review, which is very similar to an audit of all facets of ACTS.
- Worked with DRPT for issuance of a RTAP grant so that ACTS could provide transportation for a handicapped person confined to a wheelchair. The chair was not approved to be fastened in the bus without the specifically designed connectors. The connectors and installation is \$180 and the grant will pay 100%. Training will be provided to the drivers as part of this. This process took nearly two months to provide all the documentation required by DRPT but the purchase has been approved.
- Attended CTAV board meeting in Harrisonburg.

#### 6. **Projects and Administrative Related:**

- Updated GIC- replacement of the Magic Box system that operates the Town's TV channel was purchased prior to the end of the fiscal year.
- Town Council reports for July
- Certified June monthly bank statements.
- Continued to manage the **streetscape and infrastructure project** with VCP. All major project items have been completed. I provided information to the Town Manager related to the request of Town Council made in closed session. Notices were sent to both VCP and Wiley Wilson related to 'buy America' and items in the project not in compliance. Met with local VDOT representatives to work on a solution for this matter.

VCP worked on and completed most of these items in the final punch list, however, there continues to be an issue with water at Dr. West's building that VCP does not accept responsibility for and a manhole that was not set properly in front of English Auto Alignment.

NOTE: Two sinkholes developed at the intersection of 7<sup>th</sup> Street and Campbell Avenue. There were two manholes that had been abandoned and not properly sealed, causing the pavement to collapse. This has been repaired and part of this intersection will be milled and repaved so there is not a patch.

Reviewed and approved Pay Application #14.

- Attended Regional Managers/Assistant's luncheon in Amherst.
- Attended Regional Planners luncheon in Lynchburg.
- Met with Mark Thomas for article in the Journal regarding Planning Commission public hearings.
- Attended EDA industry appreciation breakfast.
- New permits for Urban Archery for Town owned property.
- Attended VDOT grant administration meeting/training in Farmville.
- Recreation subcommittee meeting to go over and confirm tree plan for English Park, 3<sup>rd</sup> Street, Leonard Coleman Park and Bedford Avenue Park.



## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF JULY, 2014

#### **CRIME STATISTICS** – July 1, 2014 thru July 31, 2014

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

For the Month of July, the Town of Altavista Community experienced 5 incidents or a 25% increase of Crimes Against Persons compared to 4 incident last year during the same time duration.

- 5 Simple Assaults

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

For the Month of July, the Town of Altavista Community experienced 14 incidents or a 250% increase of Property Crimes compared to 4 incidents last year during the same time duration.

- 1 Motor Vehicle Theft
- 5 Destruction/Damage/Vandalism of Property
- 2 Shoplifting
- 3 Theft From Motor Vehicle
- 3 All Other Larceny

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

For the Month of July, the Town of Altavista Community experienced 8 incidents or a 60% decrease of Quality of Life Crimes compared to 20 incidents last year during the same time duration.

- 1 Driving Under the Influence
- 3 Drunkenness
- 4 All Other Offenses

#### **CRIME STATISTICS** - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 35 incidents or a 9.38% increase of Crimes Against Persons compared to 32 incidents last year during the same time duration.

- 1 Robbery
- 6 Aggravated Assault
- 28 Simple Assault



Year to date, the Town of Altavista experienced 63 incidents or a 26% increase of Property Crimes compared to 50 incidents last year during the same time duration.

- 3 Breaking & Entering
- 14 Shoplifting
- 8 Theft From Motor Vehicle
- 16 Destruction of Property/Vandalism
- 4 Motor Vehicle Theft
- 4 Counterfeiting/Forgery
- 4 Theft From Building
- 9 All Other Larceny
- 1 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 127 incidents or a 9.48% increase of Quality of Life Crimes compared to 116 incidents last year during the same time duration.

- 3 Weapon Law Violation
- 49 Drug/Narcotic Violations
- 5 Driving under the Influence
- 3 Trespass of Real Property
- 46 All Other Offenses
- 19 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Runaway

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

For the Month of July, the Town of Altavista Community experienced 19 incidents or a 137.50% increase in Major Crimes compared to 8 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 98 incidents or a 19.5% increase in Major Crimes compared to 82 incidents last year during the same time duration.

The above statistics depict “Destruction/Damage/Vandalism & Simple Assault” as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of July.

**CALLS FOR SERVICE - July 1, 2014 thru July 31, 2014**

The Altavista Police Department was dispatched to 358 Calls for Service or a 10% decrease compared to 394 C.F.S. last year during the same time duration.

**CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.**

The Altavista Police Department was dispatched to 2485 Calls for Service or a 9.32% increase compared to 2273 C.F.S. last year during the same time duration.



### **CRIMINAL ARRESTS EXECUTED - July 1, 2014 thru July 31, 2014**

The A.P.D. executed 13 criminal arrests or a 40.9% decrease compared to 22 criminal arrests last year during the same duration.

### **CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.**

The A.P.D. executed 151 criminal arrests or a 12.2% decrease compared to 172 criminal arrests last year during the same duration.

### **TRAFFIC CITATIONS ISSUED - July 1, 2014 thru July 31, 2014**

The A.P.D. issued 12 traffic summons or an 82.6% decrease compared to 69 traffic summons issued last year during the same time duration.

### **TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.**

The A.P.D. issued 100 traffic summons or a 65.63% decrease compared to 291 traffic summons issued last year during the same time duration.

### **OFFICER OF THE MONTH – July, 2014**

The Altavista Police Department has selected Officer C.A. Swearingen as Officer of the Month for July 2014. Officer Swearingen has cleared several criminal investigations, assisted other officers with apprehending suspects, and has conducted traffic enforcement in some of the town's identified problem areas. Officer Swearingen also made the department's only arrest for Driving under the Influence for the month of July. He has shown himself to be a dedicated and proactive officer, with a history of productive, self-initiated enforcement activities. This type of effort demonstrates Officer Swearingen's dedication to the safety and security of the citizens of Altavista and brings honor to Officer Swearingen and this department.

### **PERSONNEL TRAINING**

One hundred twenty-eight (128) hours of training were afforded to police personnel during the month of July, 2014. Blocks of instruction pertained to the following training subjects: Basic Law Enforcement Academy, Canine Training.



## **WHAT'S NEW**

During the Month of July, Chief Walsh and the Altavista Police Department Crime Prevention Unit held a meeting of the Business Target Advisory Group (BTAG). During this meeting, which was attended by several local business owners, as well as representatives from local industry, the Crime Prevention Unit provided basic information about the role and structure of the BTAG, shared some recent crime statistics, and offered some crime prevention information to aid in communication between the Altavista Police Department and the local business community. Several of the attendees provided positive feedback on their experience at the meeting.

During the Month of July, Chief Walsh and the Crime Prevention Unit identified a property on 9<sup>th</sup> Street that appeared to be a source of criminal activity and quality of life issues for that area. Upon further investigation, it was determined that the property appeared to qualify as a common nuisance, especially since there had been prior narcotics problems identified at that location. Chief Walsh sent a letter to the owner of the property and advised him of the issues. The property is currently being used as a rental property. Once the property owner was advised of the problems, he served the tenants with a 30 day eviction notice. He expressed a desire to work with the police department to resolve the problems in the area.

On July 10<sup>th</sup>, Officer D. Foggin began the Basic Law Enforcement Academy at Central Virginia Criminal Justice Academy in Lynchburg. Officer Foggin's training will last until December 15<sup>th</sup>. Once he has completed the academy, Officer Foggin will be paired with a Field Training Officer in order to complete his certification.

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

# PUBLIC WORKS MONTHLY REPORT For: July 2014



## WATER DISTRIBUTION MAINTENANCE REPORT – PUBLIC WORKS (July 2014)

Work Order ID	Location	Status	Description	Start Date	Actual Completion Date
3555	Shreve Park	Work In Progress	install New Water Service for water fountain & Concession Stand	7/24/2014	
3591	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	7/28/2014	
3623	Gibson Road	Work In Progress	Water Service Repair	7/31/2014	
3446	14th Street	Work In Progress	Behind meter on residents side plumber installed connections backwards. Need to be dug up and fixed.	7/7/2014	
3490	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	7/14/2014	
3509	Beech Ave.	Work In Progress	Water leak service line.	7/16/2014	
3438	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	7/7/2014	7/11/2014
3536	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	7/21/2014	7/28/2014
3464	7th Street	Closed Work Orders	Water Leak	7/11/2014	7/15/2014
3465	10th Street	Closed Work Orders	PRV Maintenance	7/11/2014	7/11/2014
3466	Town Wide	Closed Work Orders	Water Sampling	7/11/2014	7/18/2014
3467	3rd Street	Closed Work Orders	Vehicle/Equipment Maintenance	7/11/2014	7/11/2014
3626	14th Street	Closed Work Orders	Water Service Repair	7/31/2014	7/31/2014
3510		Closed Work Orders	Water Maintenance	7/16/2014	7/16/2014

**SEWER COLLECTION MAINTENANCE REPORT – PUBLIC WORKS (July 2014)**

Work Order ID	Location	Status	Description	Start Date	Actual Completion Date
3454	Park St.	Work In Progress	Install Sewer Cleanout	7/8/2014	
3457	Hillcrest St.	Closed	Sewer Main Blockage	7/9/2014	7/9/2014
3469	3rd Street	Closed	Replace tiger tail on vac truck. Ordered nozzle.	7/11/2014	7/11/2014
3492	Bedford Avenue	Closed	Sewer Main Blockage	7/14/2014	7/14/2014
3551	Eudora Ln.	Closed	Sewer Clean Main Line	7/23/2014	7/23/2014
3552	Broad St.	Closed	Sewer Video Main Line	7/23/2014	7/23/2014
3553	Broad St.	Closed	Sewer Root Cutting Main Line	7/23/2014	7/24/2014
3554	Broad St.	Closed	Sewer Clean Main line	7/23/2014	7/24/2014

**GREEN HILL CEMETERY – PUBLIC WORKS (July 2014)**

Work Order ID	Location	Status	Description	Date	Actual Completion Date
3666	Green Hill Cemetery	Closed Work Order	Burial - Trutch	7/8/2014	7/8/2014

**MICELLANEOUS FUNCTIONS – PUBLIC WORKS (July 2014)**

Description	Total Quantity
Bags of Litter	68
Brush Collection Loads	9
Brush Collection Stops	104
Bulk Collection Stops	78
Bulk Collection Tonnage	9.26
Miss Utility Tickets	45
Solid Waste Tonnage	96.41
Sweeping - Miles	27
Sewer (Video) Footage	96.41



## **Water Department Report July, 2014**

### **Water Production:**

Water Plant: 56.0 million gallons of raw water treated.

Water Plant: 42.0 million gallons of finished water delivered.

Mcminnis Spring: 9.4 million gallons of finished water treated.

Mcminnis Spring: average 305,000 gallons per day and run time hours 18 a day.

Reynolds Spring: 6.0 million gallons of finished water treated.

Reynolds Spring: average 213,000 gallons per day and run time hours 12 a day.

### **Water Purchased:**

Campbell County Utility and Service Authority:

### **Water Sold:**

Town of Hurt

### **Water Plant Averages for July 2014:**

Weekday: **18.0** hrs / day of production

**1926,000** gallons treated / day

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

**1,397,000** gallons treated / day

### **Special Projects:**

- Repaired Clarion Road Tank gauge.
- Repaired electric valve.
- Relocated transmitter for Clarion tank level gauge.

### **Water Plant**

- Lead and copper samples collected and mailed.
- Replaced eye wash.
- Planing to install new river pump.

# WASTEWATER

## July 2014

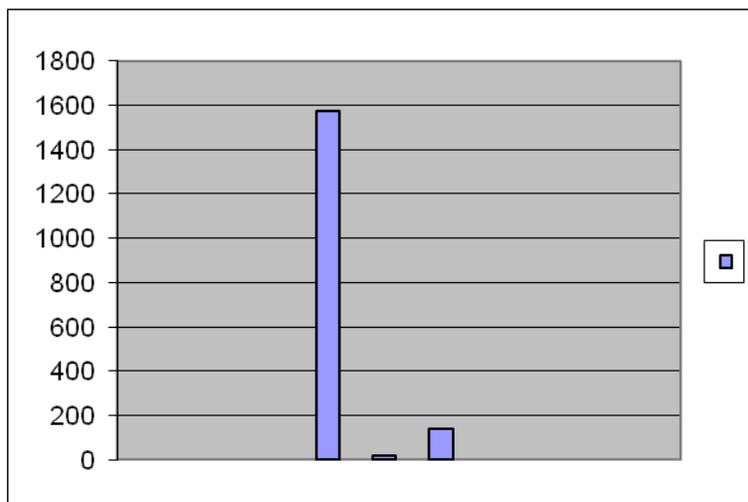
### SUMMARY

- Public Works / Utility Committee
- Repaired Main Pump Station Bar Screen Switch
- Reinstalled repaired Press Polymer Pump VFD Unit
- Ordered and Received Semi-annual E-Coli supplies
- Lab Scale annual calibrations by factory Representative
- WWTP staff and Shop staff repaired main water line leak in Solids Handling Facility
- Solids Handling Compressor air relief valve repaired by factory Rep. under warranty
- Repaired air relief valve Pump IP6 Riverview Pump Station
- Constructed storm water runoff barrier on South side of EOP
- Ordered and Received CIP Item Blower for basin 3 & 4
- Contacted DEQ concerning De-Watering proposals for EOP
- Contacted companies regarding de-watering EOP with activated carbon processes
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 158 wet tons of sludge processed
- Treated 60.60 million gallons of water

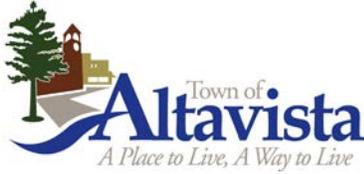
July 2014  
**1576 Man Hours Worked**

**17 Sick Leave**

**139 Vacation Hours**







# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: August 12, 2014

**Agenda Placement: Public Hearing**

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

**Subject Title: Zoning Ordinance Amendment (Sec. 86-640 (6) Electronic Changeable copy signs**

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

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## SUBJECT HIGHLIGHTS

Last month, Town Council set tonight, August 5<sup>th</sup> as a Public Hearing to seek input on proposed changes to the Zoning Ordinance - Sec. 86-640 (6) regarding Electronic Changeable copy sign regulations. The Planning Commission conducted its Public Hearing on the matter on Monday, August 4<sup>th</sup> and has submitted a recommendation to amend Sec. 86-640 (6) of the Zoning Ordinance of the Town Code as advertised.

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At this time, staff will give a brief report on this matter, then Council will received input from the public in regard to the proposed changes to Sec. 86-640 (6) of the Altavista Town Code.

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(Following the public hearing, Council can discuss and decide on its course of action)

**Recommendations, if applicable:** Planning Commission recommends amendment of Section 86-640 (6) of the Zoning Ordinance as advertised in regard to Electronic Changeable Copy Signs. (Planning Commission report/recommendation attached)

**Staff recommendation, if applicable:** Approve

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

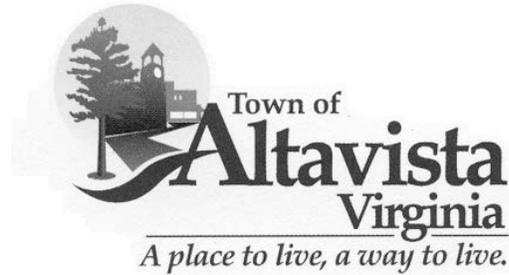
**Approve Ordinance Amendments per the Planning Commission Recommendation:**

Accept the Planning Commission's recommendation and approve the ordinance amendments as indicated.

**SUGGESTED MOTION:** *"I move that the Altavista Town Council amend Section 86-640 (6) of the Zoning Ordinance of the Town Code as advertised, to become effective upon approval."*

Attachments:  Yes     No

Attachments (in order they appear in packet): 1) Planning Commission Report/Recommendation



**Commissioners**

Jerry Barbee, Chairman  
Laney Thompson, Vice Chair Person  
Bill Ferguson  
John Jordan  
John Woodson

**Staff Planner**

Dan Witt

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

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**Amendment to Town Zoning Ordinance: Electronic Changeable Copy Signs**

**Subject Overview**

At the June 3<sup>rd</sup> meeting the Planning Commission (PC) was presented with a request to consider amending the Sign Ordinance, Section 86-640 (6). This section of the code regulates Electronic Changeable Copy Signs. Staff gathered information and provided a report to the PC at their June 30<sup>th</sup> meeting. The PC reviewed the Town's current ordinance, the ordinances of several localities, VDOT's code section, and determined that the Town's Ordinance was too restrictive. The PC then considered how it might amend the current ordinance and worked with staff and Mr. Eller to develop what they believe to be reasonable amendments. The proposed changes are in bold and underlined below.

(6) *Changeable copy sign (electronic)*. Electronic changeable copy signs shall meet the development standards set forth in this section for the applicable type of sign. No changeable copy sign shall be permitted which is so constructed or placed that it diverts the attention of motorists to the detriment of safe travel on the streets of the town. All such signs shall conform to the following standards:

- a. The sign cannot flash **but words or numbers may** scroll in any direction.
- b. There shall be no more than three lines of text on any sign face for an electronic changeable copy sign.
- c. Text on the face of the sign shall remain in place for a minimum of **15.4** seconds.

d. Maximum size for electronic changeable copy sign is 45 square feet.

e. **Electronic changeable copy signs shall comply with all Virginia Department of Transportation (VDOT) requirements.**

f. Sign standards shall be as described in [section 86-652](#)

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

The Altavista Planning Commission held its public hearing on Monday, August 4<sup>th</sup> at its regularly scheduled meeting. The hearing was properly advertised. No one spoke for or against the proposed amendments and the following recommendation was approved on a 4-0 vote with one Commissioner absent.

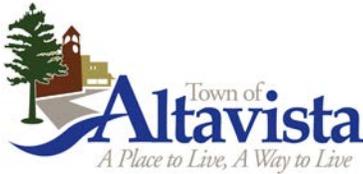
***I make a motion that the Planning Commission recommends to Town Council amending the Town's Zoning Ordinance, Section 86-640 (6), with changes as advertised.***

The vote tally was as follows:

Chairman Barbee-	Yes
Vice Chairman Thompson-	Yes
Mr. Ferguson-	Yes
Mr. Jordan-	Yes
Mr. Woodson-	Absent

The reasons for this recommendation are:

1. It was deemed necessary that the ordinance required updating to allow for the current technology.
2. This change allow for a more business friendly use of Electronic Changeable Copy signs.
3. This change does not impact the safety of drivers.



## FINANCE/HUMAN RESOURCES COMMITTEE REPORT



Committee meeting held on Wednesday, August 1<sup>st</sup>, items for Council's review/consideration are:

I: Health Insurance plans (Action Requested) **Total motions needed: 2**

With the premium increase being proposed by our current carrier, Coventry, staff was directed by Council to work with our consultant to see if a higher deductible plan paired with a savings or reimbursement account would be advantageous; hopefully lowering premiums while keeping the benefits package stable. Our consultant received quotes and following a review and discussion, the Committee concluded that the pairing of a high deductible plan and a savings/reimbursement account was not feasible at this time. Therefore, the Committee recommends that the Town stay with the current plan that took effect on July 1<sup>st</sup> for the remainder of this year. In addition, Coventry discontinued the "vision rider" of their plan that provided for "eyeglasses, contacts, and other materials" while keeping the annual eye exam as a benefit. Based on this, the Committee recommends accepting the proposal of EyeMed for a vision rider to cover "materials only" at an annual cost of \$2,498 based on current plan enrollment. The FY2015 Budget appropriated funds based on the FY2014 premiums and accordingly this will require a budget amendment of \$41,200 to fully fund the health insurance costs including the vision rider for the remainder of this fiscal year. (Attachment(s))

**POSSIBLE MOTION #1: "I move that the Town Manager be authorized to extend the agreement with Coventry for health insurance for the remainder of FY2015."**

**POSSIBLE MOTION #2: "I move that the Town Manager be authorized to execute an agreement with EyeMed for the coverage as proposed."**

II: Water Infrastructure Financing Plan (Action Requested) **Total motions needed: 1**

For several months, Council has been discussing different ways to finance the Water Infrastructure projects that have been forecasted for the coming years. The more pressing projects are Project 1A (Bedford Avenue), for which bids have been received and will be discussed later in the meeting and Project 1B (Main Street) for which the design work has begun. Per the attached memorandum from Tobie Shelton, Finance Director, our Bond Counsel has indicated that if the Town is considering a borrowing the Town would have to schedule a public hearing. By authorizing the public hearing there is no obligation to borrow but it keeps the option available and the process on track. Following discussion the Committee recommends that the public hearing on the potential borrowing of funds be held at Council's regular meeting in September. (Attachments)

**POSSIBLE MOTION: "I move that the Altavista Town Council conduct a public hearing on Tuesday, September 9<sup>th</sup> at 7:00 p.m. in regard to potential borrowing for water line infrastructure project funding."**

III: "Pop Up Altavista" funding request (AOT) (Action Requested) **Total motions needed: 1**

Previously Council was updated by Altavista On Track regarding their desire to move forward with an entrepreneurial program that would assist the creation of new small businesses in Town. AOT is ready to move forward and is seeking to partner with the Town in regard to the \$20,000 that would be utilized as "grant awards" to the successful businesses. Previously, AOT was granted a request of \$50,000 for their "No Interest Loan" program by Town Council, the approved funding is earmarked in the Town's Reserve Funds. AOT has requested that \$10,000 of those funds be utilized for the "Pop Up Altavista" funding. The Committee considered this concept and recommends that \$10,000 of the previously \$50,000 earmarked in Town Reserves be allocated to AOT for the "Pop Up Altavista" grant program. (This will require a budget amendment.) (Attachments)

**POSSIBLE MOTION:** *"I move that the \$10,000 of the \$50,000 earmarked in the Town's Reserves for the AOT "No Interest Loan" program be allocated to AOT's "Pop Up Altavista" grant program."*

IV: FY2014 Year End Budget Amendments (Action Requested) **Total motions needed: 1**

Attached is a memorandum from Tobie Shelton, Finance Director, in regard to the Town Council's consideration of year end budget amendments. This process addresses certain line items that require adjustment prior to the audit process. No "new" money is needed, as increased revenue/unspent funds addresses the budget amendments. The Committee reviewed the information and recommends that the budget amendments, as presented, be adopted. (Attachments)

**POSSIBLE MOTION:** *"I move that the year-end budget amendments for FY2014 be approved as presented."*

V: Dump truck engine replacement request (Action Requested) **Total motions needed: 1**

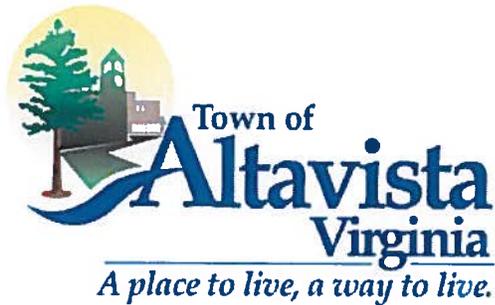
Staff presented the attached memorandum from David Garrett, Director of Public Works & Utilities to the Committee for their consideration regarding the unscheduled replacement of a dump truck engine. The Committee reviewed and recommends approval of the request for funds in the amount of \$11,000 for replacement of the dump truck engine. It is anticipated that a small amount of the funds will be utilized out of the Highway Fund, due to the nature of the use of the vehicle; the appropriate budget amendment will be presented at a later date. (Attachment)

**POSSIBLE MOTION:** *"I move that the request for \$11,000 for replacement of a dump truck engine be approved."*

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*The next scheduled meeting of the Finance/HR Committee is Friday, August 29<sup>th</sup> at 8:15 a.m. in the large conference room of the J.R. "Rudy" Burgess Town Hall.*

Members Present: Dalton, Edwards and Ferguson



DATE: August 1, 2014

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Health Insurance Recommendation

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At the May 20, 2014 continued meeting, Council requested that staff put our health care plans out to bid due to the large increase in renewal rates. Staff was directed to obtain quotes for a high deductible health plan that could be paired with a health savings account (HSA) or with a health reimbursement account (HRA) for the Town to contribute towards in order to maintain the \$1,000 deductible currently offered with our base plan through Coventry.

On June 16<sup>th</sup>, our health care plans were put out to bid. On July 8<sup>th</sup>, our deadline for the bids, the Town had received quotes for medical coverage from The Local Choice, Anthem, Coventry (our current carrier), and Piedmont. Aetna and Optima were provided with our bid packet, but declined to quote. In addition, we received bids from the following dental carriers: Delta Dental, Ameritas (our current carrier) and Anthem and the following vision carriers: Anthem, Vision Service provider (VSP) and EyeMed. Coventry discontinued their enhanced vision rider, effective with our renewal.

Based on quotes received, Ms. Pollard put together several plan options for medical, dental and vision coverage, in an effort to find the plan or plans that would give the Town the best value for their dollar while at the same time giving employees the protection they need. Attached are plan options provided by Ms. Pollard as well as a cost comparison to our current \$1,000 Deductible plan.

After reviewing the plan options presented and comparing them to our current \$1,000 Deductible Plan through Coventry, Staff came to three conclusions. First, it was apparent that the Local Choice offered the better plans financially. This is due to vision coverage as well as dental coverage being included in the services provided. Second, it is not cost effective for the Town to offer a high deductible plan paired with a health savings account (HSA) or with a health reimbursement account (HRA) to contribute towards in order to maintain the \$1,000 deductible. And third, the proposed traditional product that our current carrier, Coventry

quoted, did not meet the criteria Staff was asked to look at. If a decision is made to remain with a traditional product, staying with our current carrier and offering our existing plan package is the most feasible.

Becky Pollard, our health care professional, will be in attendance at our Finance Committee meeting scheduled for Friday, August 1<sup>st</sup> to go over the process and to assist the Committee.

Please advise if there are any questions.

Town of Altavista													
Coventry Medical Plan Comparison - SEPTEMBER 2014 Rates / Options ONLY (1)													
	Coventry Care POS 25/50/350 Per Day \$0 Ded		Coventry Value PPO 25/50/20% \$500 Ded		Coventry Value PPO 30/50/20% w/ \$1,000 Ded		Coventry Care POS 15/30/300 \$500 Ded		Coventry Value PPO 30/50/20% \$1,000 Ded		Coventry Value PPO 30/50/20% \$2,000 Ded		
	Package B						Package C						
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	
<b>Benefit Year Deductible</b>													
Employee	\$0	\$300	\$500	\$500	\$1,000	\$1,000	\$500	\$500	\$1,000	\$1,000	\$2,000	\$2,000	
Family	\$0	\$600	\$1,000	\$1,000	\$2,000	\$2,000	\$1,000	\$1,000	\$2,000	\$2,000	\$4,000	\$4,000	
<b>Out-of-pocket Maximum</b>													
Employee	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000	\$5,000	\$4,500	\$4,500	\$5,000	\$5,000	\$6,350	\$6,350	
Family	\$8,000	\$8,000	\$8,000	\$8,000	\$10,000	\$10,000	\$9,000	\$9,000	\$10,000	\$10,000	\$12,700	\$12,700	
<b>Physician Services</b>													
Office Visits	\$25 Copay	Ded Then 30%	\$25 Copay	Ded Then 30%	\$30 Copay	Ded Then 30%	\$15 Copay	Ded Then 30%	\$30 Copay	Ded Then 30%	\$30 Copay	Ded Then 30%	
Specialist	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$30 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	
<b>Preventative Care</b>	100% - No Ded	N/A	100% - No Ded	N/A	100% - No Ded	N/A	100% - No Ded	N/A	100% - No Ded	N/A	100% - No Ded	N/A	
<b>Vision (Routine Exam)</b>	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	N/A	
<b>Hospital Services</b>													
Inpatient	\$350 Per Day (\$1,750 total Adm)	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$300 Per Admission	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	
Outpatient/Ambulatory Surgery	\$300 Copay	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$150 Copay Per Visit	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	
Skilled Nursing Facility stays	\$0	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$0	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	
Diagnostic Tests & X-rays (Other than Specialty)	\$0 or \$200 /Specialty	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$0 or \$200 /Specialty	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	
Shots - Allergy and Therapeutic Injections	\$50 (If shipped to Member)	Ded Then 30%	\$50 (If shipped to Member)	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$50 (If shipped to Member)	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	
Therapy Services - Cardiac Rehabilitation, Chemotherapy, Radiation, Respiratory, Occupational, Physical and Speech Therapy	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	
<b>Emergency Room</b>	\$200 Co-payment		\$200 Co-payment		\$250 Co-payment		\$200 Co-payment		\$250 Co-payment		\$300 Co-payment		
<b>Prescriptions</b>													
Tier one-A	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	
Generic Brand	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	
Formulary Brand	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	
Formulary Brand	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	
Non-Formulary brand	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	
<b>Level of Coverage</b>													
	Coventry Care POS 25/50/350 \$0 Ded		Coventry Value PPO 25/50/20% \$500 Ded		Coventry Value PPO 30/50/20% w/ \$1,000 Ded		Coventry Care POS 15/30/300 \$500 Ded		Coventry Value PPO 30/50/20% \$1,000 Ded		Coventry Value PPO 30/50/20% \$2,000 Ded		
	Package B						Package C						
	Current		Current		Current		Option		Option		Option		
Employee	\$548.75		\$499.62		\$474.77		\$522.47		\$473.98		\$445.28		
Emp + Child (Dependent)	\$1,015.78		\$924.84		\$878.84		\$967.13		\$877.38		\$824.26		
Emp + Children	\$1,481.64		\$1,348.99		\$1,281.89		\$1,410.67		\$1,279.77		\$1,202.28		
Emp + Spouse	\$1,015.78		\$924.84		\$878.84		\$967.13		\$877.38		\$824.26		
Family	\$1,481.64		\$1,348.99		\$1,281.89		\$1,410.67		\$1,279.77		\$1,202.28		
Total Enrollment													

**September 1 2014 RATES and OPTIONS (1)**

This is only a brief summary of benefit highlights and is not a contract. It does not include all of the benefits, features, limitations, or plan exclusions.

COVENTRY  
Traditional Products

**Town of Altavista**  
**COVENTRY PLANS-SEPTEMBER 1 EFFECTIVE DATE (includes Medical and Basic Vision Coverage only)**

Level of Coverage	Total Enrollment	Current Plan w/ Coventry Value PPO \$30/\$50/20% w/ \$1,000 Ded		Coventry Care POS 15/30/300 \$500 Ded		Coventry Value PPO 30/50/20% \$1,000 Ded		Coventry Value PPO 30/50/20% \$2,000 Ded	
		Current Rate							
Employee	26	472.90		522.47		473.98		445.28	
Emp. + Child (Dependent)	3	875.36		967.13		877.38		824.26	
Emp. + Children	0	1,276.81		1,410.67		1,279.77		1,202.28	
Emp. + Spouse	10	875.36		967.13		877.38		824.26	
Family	9	1,276.81		1,410.67		1,279.77		1,202.28	
<b>Total Enrollment = 48</b>	<b>48</b>								

\*If selected, this package plan would replace our current package plan

Total Monthly Premium Current (Town & EE)	\$35,166	\$38,853	\$35,247	\$33,113
Total Annualized Premium Current (Town & EE)	\$421,996	\$466,235	\$422,968	\$397,358

Enrollment	CURRENT PLAN W/COVENTRY		\$500 Ded		\$1,000 Ded		\$2,000 Ded	
	Single	Employee	Single	Employee	Single	Employee	Single	Employee
26	Single	472.90	Single	522.47	Single	473.98	Single	445.28
	Town	378.32	Town	417.98	Town	379.18	Town	356.22
13	Employee	94.58	Employee	104.49	Employee	94.80	Employee	89.06
	Dual	875.36	Dual	967.13	Dual	877.38	Dual	824.26
9	Town	539.30	Town	595.84	Town	540.54	Town	507.82
	Employee	336.06	Employee	371.29	Employee	336.84	Employee	316.44
Family	Family	1,276.81	Family	1,410.67	Family	1,279.77	Family	1,202.28
	Town	699.88	Town	773.26	Town	701.50	Town	659.02
Employee	576.93	Employee	637.41	Employee	578.27	Employee	543.26	

Total Monthly Premium Town	\$23,146	\$25,573	\$23,199	\$21,795
Total Annualized Premium Town	\$277,755	\$306,871	\$278,392	\$261,536

**FY 2015 Budget \$259,400**  
**\*Budgeted amount is for medical, dental and vision**

Total Annualized Premium Town - Dental	\$ 20,283	\$ 20,283	\$ 20,283	\$ 20,283
Total Annualized Premium Town - Vision	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00
<b>Total Cost to the Town</b>	<b>\$300,536</b>	<b>\$329,652</b>	<b>\$301,173</b>	<b>\$284,317</b>

**Pros**

All plans are embedded  
Coventry will allow a deductible credit.

**Cons**

Participants will be required to start over on out of pocket.  
The 2000 Deductible plan is not HSA qualified.  
If we elected to provide the plan package above and offer the \$2,000 Ded as the main plan allowing employees to buy up to the 500 or 1,000 plan the cost to the employee should they elect the \$1,000 would be almost the same as our current \$500 plan; for the same money an employee would be getting a higher deductible, higher out of pocket, and higher co-pays.

Town of Altavista Coventry Medical Plan Comparison - SEPTEMBER 2014 Rates / Options ONLY (2)								
	Coventry EQHDHP PPO \$3,000 Ded		Coventry EQHDHP POS \$3,000 Ded		Coventry CDHP PPO \$3,000		Coventry CDHP POS \$3,000	
	Package D		Package E		Package F		Package G	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Benefit Year Deductible</b>								
Employee	\$3,000	\$5,000	\$3,000	\$5,000	\$3,000	\$5,000	\$3,000	\$5,000
Family	\$6,000	\$10,000	\$6,000	\$10,000	\$6,000	\$10,000	\$6,000	\$10,000
<b>Out-of-pocket Maximum</b>								
Employee	\$3,000	\$10,000	\$3,000	\$10,000	\$4,500	\$10,000	\$4,500	\$10,000
Family	\$6,000	\$20,000	\$6,000	\$20,000	\$9,000	\$2,000	\$9,000	\$2,000
<b>Physician Services</b>								
Office Visits	\$0 after Ded	Ded Then 20%	\$0 after Ded	Ded Then 20%	\$25 Copay	Ded Then 30%	\$25 Copay	Ded Then 30%
Specialist	\$0 After Ded	Ded Then 20%	\$0 After Ded	Ded Then 20%	\$50 Copay after Ded	Ded Then 30%	\$50 Copay after Ded	Ded Then 30%
<b>Preventative Care</b>	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	Ded Then 30%	100% - No Ded.	Ded Then 30%
<b>Vision (Routine Exam)</b>	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	Ded Then 30%	100% - Exam	Ded Then 30%
<b>Hospital Services</b>								
Inpatient	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%
Outpatient/Ambulatory Surgery	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%
Skilled Nursing Facility stays	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%
<b>Diagnostic Tests &amp; X-rays (Other than Specialty)</b>	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%
<b>Shots - Allergy and Therapeutic Injections</b>	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%
<b>Therapy Services - Cardiac Rehabilitation, Chemotherapy, Radiation, Respiratory, Occupational, Physical and Speech Therapy</b>	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%
<b>Emergency Room</b>	Ded Then 100%		Ded Then 100%		Ded Then \$250 Copay		Ded Then \$250 Copay	
<b>Prescriptions</b>								
Tier one-A	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay
Generic Brand	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
Formulary Brand	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay
Formulary Brand	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay
Non-Formulary brand	Ded Then 100%	Ded Then 20%	Ded Then 100%	Ded Then 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%
<b>Level of Coverage</b>	Coventry EQHDHP PPO \$3,000 Ded		Coventry EQHDHP POS \$3,000 Ded		Coventry CDHP PPO \$3,000		Coventry CDHP POS \$3,000	
	Package D		Package E		Package F		Package G	
	Option		Option		Option		Option	
Employee	\$394.15		\$376.36		\$395.88		\$377.12	
Emp. + Child (Dependent)	\$729.61		\$696.67		\$732.79		\$698.09	
Emp. + Children	\$1,064.21		\$1,016.18		\$1,068.87		\$1,018.23	
Emp. + Spouse	\$729.61		\$696.67		\$732.79		\$698.09	
Family	\$1,064.21		\$1,016.18		\$1,068.87		\$1,018.23	
Total Enrollment								

**September 1 2014 RATES and OPTIONS (2)**

This is only a brief summary of benefit highlights and is not a contract. It does not include all of the benefits, features, limitations, or plan exclusions.

COVENTRY  
High Deductible Plans

**Town of Altavista**  
**COVENTRY HIGH DEDUCTIBLE PLANS-SEPTEMBER 1 EFFECTIVE DATE (includes Medical and Basic Vision Coverage only)**

Level of Coverage	Total Enrollment	Current Plan w/ Coventry		Coventry		Coventry		Coventry		Coventry	
		Value PPO \$30/\$50/20% w/ \$1,000 Ded	Current Rate	EQHDHP PPO \$3,000 Ded Package D	EQHDHP POS \$3,000 Ded Package E	CDHP PPO \$3,000	Package F	CDHP POS \$3,000	Package G		
Employee	26	472.90	472.90	394.15	376.36	395.88		377.12			
Emp. + Child (Dependent)	3	875.36	875.36	729.61	696.67	732.79		698.09			
Emp. + Children	0	1,276.81	1,276.81	1,064.21	1,016.18	1,068.87		1,018.23			
Emp. + Spouse	10	875.36	875.36	729.61	696.67	732.79		698.09			
Family	9	1,276.81	1,276.81	1,064.21	1,016.18	1,068.87		1,018.23			
<b>Total Enrollment = 48</b>	<b>48</b>			<b>HSA Qualified</b>		<b>HSA Qualified</b>		<b>HRA Qualified</b>		<b>HRA Qualified</b>	

Total Monthly Premium Current (Town & EE)	\$35,166	\$29,311	\$27,988	\$29,439	\$28,044
Total Annualized Premium Current (Town & EE)	\$421,996	\$351,729	\$335,852	\$353,268	\$336,532

	CURRENT PLAN W/COVENTRY		Coventry - Package D		Coventry - Package E		Coventry - Package F		Coventry - Package G	
	Enrollment	Rate	Enrollment	Rate	Enrollment	Rate	Enrollment	Rate	Enrollment	Rate
26	Single	472.90	Single	394.15	Single	376.36	Single	395.88	Single	377.12
	Town	378.32	Town	315.32	Town	301.09	Town	316.70	Town	301.70
13	Employee	94.58	Employee	78.83	Employee	75.27	Employee	79.18	Employee	75.42
	Dual	875.36	Dual	729.61	Dual	696.67	Dual	732.79	Dual	698.09
9	Town	539.30	Town	449.50	Town	429.21	Town	451.47	Town	430.08
	Employee	336.06	Employee	280.11	Employee	267.46	Employee	281.32	Employee	268.01
Family	1,276.81	Family	1,064.21	Family	1,016.18	Family	1,068.87	Family	1,018.23	
	Town	699.88	Town	583.34	Town	557.02	Town	585.90	Town	558.14
Employee	576.93	Employee	480.87	Employee	459.16	Employee	482.97	Employee	460.09	

**FY 2015 Budget \$259,400**  
**\*Budgeted amount is for medical, dental and vision**

Total Monthly Premium Town	\$23,146	\$19,292	\$18,421	\$19,376	\$18,458
Total Annualized Premium Town	\$277,755	\$231,504	\$221,054	\$232,518	\$221,501
Total Annualized Premium Town - Dental	\$ 20,283	\$ 20,283	\$ 20,283	\$ 20,283	\$ 20,283
Total Annualized Premium Town - Vision	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00
Town Contribution toward Deductible		\$96,000	\$96,000	\$96,000	\$96,000
<b>Total Cost to the Town</b>	<b>\$300,536</b>	<b>\$350,285</b>	<b>\$339,835</b>	<b>\$351,299</b>	<b>\$340,282</b>

\*Patient Protection and Affordable Care Act (PPACA)

Town of Altavista Piedmont Community Health Plan Comparison														
	Coventry - Current Care POS 25/50/350 Per Day \$0 Ded		Coventry - Current Value PPO 25/50/20% \$500 Ded		Coventry - Current Value PPO \$30/\$50/20% w/ \$1,000 Ded		Piedmont Community Health Preferred PPO 2000/25/35 \$2,000 Ded		Piedmont Community Health Preferred PPO 3500/25/40 \$3,500 Ded (100%)		Piedmont Community Health Preferred PPO 3500/25/40 \$3,000 Ded (80%)		Piedmont Community Health Preferred PPO 5000/25/40 \$5,000 Ded (100%)	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
	<b>Benefit Year Deductible</b>													
Employee	\$0	\$300	\$500	\$500	\$1,000	\$1,000	\$2,000	\$5,000	\$3,500	\$6,500	\$3,000	\$6,000	\$5,000	\$8,000
Family	\$0	\$600	\$1,000	\$1,000	\$2,000	\$2,000	\$4,000	\$10,000	\$7,000	\$13,000	\$6,000	\$12,000	\$10,000	\$16,000
<b>Out-of-pocket Maximum</b>														
Employee	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000	\$5,000	\$4,000	\$10,000	\$3,500	\$12,500	\$5,000	\$12,500	\$5,000	\$12,500
Family	\$8,000	\$8,000	\$8,000	\$8,000	\$10,000	\$10,000	\$8,000	\$20,000	\$7,000	\$25,000	\$1,000	\$25,000	\$10,000	\$25,000
<b>Physician Services</b>														
Office Visits	\$25 Copay	Ded Then 30%	\$25 Copay	Ded Then 30%	\$30 Copay	Ded Then 30%	\$25 Copay	Ded Then 40%	\$25 Copay	Ded Then 40%	\$25 Copay	Ded Then 40%	\$25 Copay	Ded Then 40%
Specialist	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$35 Copay	Ded Then 40%	\$40 Copay	Ded Then 40%	\$40 Copay	Ded Then 40%	\$40 Copay	Ded Then 40%
<b>Preventative Care</b>	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	N/A
<b>Vision (Routine Exam)</b>	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	N/A	\$20 Copay	N/A	\$20 Copay	N/A	\$20 Copay	N/A	\$20 Copay	N/A
<b>Hospital Services</b>														
Inpatient	\$350 Per Day (\$1,750 total Adm)	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%
Outpatient/Ambulatory Surgery	\$300 Copay	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%
Skilled Nursing Facility stays	\$0	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%
Diagnostic Tests & X-rays (Other than Specialty)	\$0 or \$200 /Specialty	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%
Shots - Allergy and Therapeutic Injections	\$50 (if shipped to Member)	Ded Then 30%	\$50 (if shipped to Member)	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%
Therapy Services - Cardiac Rehabilitation, Chemotherapy, Radiation, Respiratory, Occupational, Physical and Speech Therapy	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%	Ded Then 20%	Ded Then 40%	Ded Then 100%	Ded Then 40%
<b>Emergency Room</b>	\$200 Co-payment		\$200 Co-payment		\$250 Co-payment		\$200 Co-payment		Ded Then 100%		Ded Then 20%		Ded Then 100%	
<b>Prescriptions</b>														
Tier one-A	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
Generic Brand	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$30 Copay	\$30 Copay	\$30 Copay	\$30 Copay	\$30 Copay	\$30 Copay	\$30 Copay	\$30 Copay
Formulary Brand	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$50 Copay or 20%	\$50 Copay or 20%	\$50 Copay or 20%	\$50 Copay or 20%	\$50 Copay or 20%	\$50 Copay or 20%	\$50 Copay or 20%	\$50 Copay or 20%
Formulary Brand	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay								
Non Formulary brand	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%								
<b>Level of Coverage</b>	Coventry Care POS 25/50/350 \$0 Ded		Coventry Value PPO 25/50/20% \$500 Ded		Coventry Value PPO \$30/\$50/20% w/ \$1,000 Ded		Piedmont Community Health Preferred 2000/25/35 \$2,000 Ded		Piedmont Community Health Preferred 3500/25/40 \$3,500 Ded (100%)		Piedmont Community Health Preferred PPO 3500/25/40 \$3,000 Ded (80%)		Piedmont Community Health Preferred PPO 5000/25/40 \$5,000 Ded (100%)	
	Current		Current		Current		Option 1		Option 2		Option 3		Option 4	
Employee	\$548.52		\$498.23		\$472.90		\$556.04		\$528.69		\$515.78		\$485.39	
Emp + Child (Dependent)	\$1,015.35		\$922.26		\$875.36		\$1,029.22		\$978.61		\$954.70		\$898.46	
Emp + Children	\$1,481.00		\$1,345.23		\$1,276.81		\$1,495.74		\$1,422.18		\$1,387.44		\$1,305.71	
Emp + Spouse	\$1,015.32		\$922.26		\$875.36		\$1,029.22		\$978.61		\$954.70		\$898.46	
Family	\$1,481.00		\$1,345.23		\$1,276.81		\$1,495.74		\$1,422.18		\$1,387.44		\$1,305.71	
Total Enrollment														

This is only a brief summary of benefit highlights and is not a contract. It does not include all of the benefits, features, limitations, or plan

PIEDMONT

**Town of Altavista**  
**PIEDMONT HIGH DEDUCTIBLE PLANS-SEPTEMBER 1 EFFECTIVE DATE (includes Medical and Basic Vision Coverage only)**

Level of Coverage	Total Enrollment	Current Plan w/ Coventry		Piedmont		Piedmont		Piedmont		Piedmont	
		Value PPQ \$30/\$50/20% w/ \$1,000 Ded	Current Rate	Preferred PPO 2000/25/35 Ded	\$2,000	Preferred PPO 3500/25/40 \$3,500 Ded (100%)		Preferred PPO 3000/25/40 \$3,000 Ded (80%)		Preferred PPO 5000/25/40 \$5,000 Ded (100%)	
Employee	26	472.90	472.90	556.04		528.69		515.78		485.39	
Emp. + Child (Dependent)	3	875.36		1,029.22		978.61		954.70		898.46	
Emp. + Children	0	1,276.81		1,495.74		1,422.18		1,387.44		1,305.71	
Emp. + Spouse	10	875.36		1,029.22		978.61		954.70		898.46	
Family	9	1,276.81		1,495.74		1,422.18		1,387.44		1,305.71	
<b>Total Enrollment = 48</b>	<b>48</b>										

Total Monthly Premium Current (Town & EE)	\$35,166	\$41,299	\$39,267	\$38,308	\$36,052
Total Annualized Premium Current (Town & EE)	\$421,996	\$495,583	\$471,210	\$459,700	\$432,618

	CURRENT PLAN W/COVENTRY		Piedmont - \$2,000 Ded		Piedmont - \$3,500 Ded (100%)		Piedmont - \$3,000 Ded (80%)		Piedmont - \$5,000 Ded (100%)				
26	Single	472.90	556.04	528.69	515.78	485.39	Town	378.32	444.83	422.95	412.62	388.31	
		Employee	94.58	111.21	105.74	103.16	97.08	Employee	94.58	111.21	105.74	103.16	97.08
13	Dual	875.36	1,029.22	978.61	954.70	898.46	Town	539.30	634.10	602.92	588.19	553.54	
		Employee	336.06	395.12	375.69	366.51	344.92	Employee	336.06	395.12	375.69	366.51	344.92
9	Family	1,276.81	1,495.74	1,422.18	1,387.44	1,305.71	Town	699.88	820.71	780.35	761.29	716.44	
		Employee	576.93	675.03	641.83	626.15	589.27	Employee	576.93	675.03	641.83	626.15	589.27

**FY 2015 Budget \$259,400**  
*\*Budgeted amount is for medical, dental and vision*

Total Monthly Premium Town	\$23,146	\$27,195	\$25,858	\$25,226	\$23,740
Total Annualized Premium Town	\$277,755	\$326,345	\$310,294	\$302,716	\$284,881
Total Annualized Premium Town - Vision	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00	\$ 2,498.00
Total Annualized Premium Town - Dental	\$ 20,283.00	\$ 20,283.00	\$ 20,283.00	\$ 20,283.00	\$ 20,283.00
Town Contribution towards deductible	\$0	\$48,000	\$72,000	\$96,000	\$96,000
<b>Total</b>	<b>\$300,536</b>	<b>\$397,126</b>	<b>\$405,075</b>	<b>\$421,497</b>	<b>\$403,662</b>

Pros

Cons

Rates are too high

**Town of Altavista  
Anthem LOCAL CHOICE only Medical Plan Comparison**

Summary of Covered Benefits	LOCAL CHOICE									
	Anthem KeyCare Advantage Expanded **		Anthem KeyCare Advantage 250 ***		Anthem KeyCare Advantage 500 ***		Anthem KeyCare Advantage 1,000 ***		Anthem High Deductible Health Plan **	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Benefit Year Deductible</b>										
Employee	\$100	\$200	\$250	\$500	\$500	\$1,000	\$1,000	\$2,000	\$1,500	No Coverage
Family	\$200	\$400	\$500	\$1,000	\$1,000	\$2,000	\$2,000	\$4,000	\$3,000	No Coverage
<b>Out-of-pocket Maximum</b>										
Employee	\$1,000	\$2,000	\$2,000	\$4,000	\$3,000	\$6,000	\$4,000	\$8,000	\$5,000	No Coverage
Family	\$2,000	\$4,000	\$4,000	\$8,000	\$6,000	\$12,000	\$8,000	\$16,000	\$10,000	No Coverage
<b>Physician Services</b>										
Office Visits	\$15	Ded Then 30%	\$20	Ded Then 30%	\$25	Ded Then 40%	\$25	Ded Then 40%	Ded Then 20%	No Coverage
Specialist	\$25	Ded Then 30%	\$35	Ded Then 30%	\$40	Ded Then 40%	\$40	Ded Then 40%	Ded Then 20%	No Coverage
Preventative Care	100% - No Ded.	100% - No Ded.	100% - No Ded.	100% - No Ded.	100% - No Ded.	100% - No Ded.	100% - No Ded.	100% - No Ded.	100% - No Ded.	No Coverage
Vision (Routine Exam)	\$25 Copay		\$35 Copay		\$40 Copay	N/A	\$40 Copay	N/A	Not Covered	N/A
Eyeglass Frames	Up to \$100 Retail Allowance		Up to \$100 Retail Allowance		Up to \$100 Retail Allowance		Up to \$100 Retail Allowance		Not Covered	
Contact Lenses	Up to \$100 Retail Allowance		Up to \$100 Retail Allowance		Up to \$100 Retail Allowance		Up to \$100 Retail Allowance		Not Covered	
<b>Hospital Services</b>										
Inpatient	\$200 Copay Per Stay	30% Co-Insurance After Ded	\$300 Copay Per Stay	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	No Coverage
Outpatient/Ambulatory Surgery	\$100 Copay	30% Co-Insurance After Ded	\$150 Copay	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	No Coverage
Skilled Nursing Facility stays	\$0	30% Co-Insurance After Ded	\$0	30% Co-Insurance After Ded	\$0	30% Co-Insurance After Ded	\$0	30% Co-Insurance After Ded	20% Co-Insurance After Ded	No Coverage
Diagnostic Tests & X-rays	10% Co-Insurance / No Ded.	30% Co-Insurance After Ded	10% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	No Coverage
Shots - Allergy and Therapeutic Injections	10% Co-Insurance / No Ded.	30% Co-Insurance After Ded	10% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	No Coverage
Therapy Services - Cardiac Rehabilitation, Chemotherapy, Radiation, Respiratory, Occupational, Physical and Speech Therapy	10% Co-Insurance After Ded	30% Co-Insurance After Ded	10% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	30% Co-Insurance After Ded	20% Co-Insurance After Ded	No Coverage
Emergency Room	\$100 Co-payment if admitted)	(waived)	\$150 Co-payment (waived if admitted)		20% Co-Insurance After Ded		20% Co-Insurance After Ded		20% Co-Insurance After Ded	
<b>Prescriptions</b>										
Generic Brand	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	20% Co-Insurance After Ded	N/A
Formulary Brand	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	20% Co-Insurance After Ded	N/A
Non-Formulary brand	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	20% Co-Insurance After Ded	N/A
<b>Level of Coverage</b>										
	Anthem KeyCare Advantage Expanded **		Anthem KeyCare Advantage 250 ***		Anthem KeyCare Advantage 500 ***		Anthem KeyCare Advantage 1,000 ***		Anthem High Deductible Health Plan **	
	Proposed Rates		Proposed Rates		Proposed Rates		Proposed Rates		Proposed Rates	
Single	\$585.00		\$546.00		\$506.00		\$478.00		\$416.00	
Dual	\$1,082.00		\$1,010.00		\$936.00		\$884.00		\$770.00	
Family	\$1,580.00		\$1,474.00		\$1,366.00		\$1,291.00		\$1,123.00	

\*\* Includes 100/80/50 Dental plan with Annual Max \$1,500 Max

\*\*\* Includes 100/80/50 Dental plan with Annual Max \$1,200 Max

This is only a brief summary of benefit highlights and is not a contract. It does not include all of the benefits, features, limitations, or plan exclusions.

July 7, 2014

**Town of Altavista**  
**LOCAL CHOICE-SEPTEMBER 1 EFFECTIVE DATE - (includes, Medical, Dental and Vision)**

Level of Coverage	Total Enrollment	Current Plan w/ Coventry Value PPO \$30/\$50/20% w/ \$1,000 Ded		The Local Choice (TLC) KeyCare Advantage \$500 Ded		The Local Choice (TLC) KeyCare Advantage 1,000 Ded		The Local Choice (TLC) High Deductible Health Plan	
		Current Rate							
Employee	26	472.90		506.00		478.00		416.00	
Emp. + Child (Dependent)	3	875.36		936.00		884.00		770.00	
Emp. + Children	0	1,276.81		1,366.00		1,291.00		1,123.00	
Emp. + Spouse	10	875.36		936.00		884.00		770.00	
Family	9	1,276.81		1,366.00		1,291.00		1,123.00	
<b>Total Enrollment = 48</b>	<b>48</b>								<b>HSA Qualified / Non-Embedded</b>

Total Monthly Premium Current (Town & EE)	\$35,166	\$37,618	\$35,539	\$30,933
Total Annualized Premium Current (Town & EE)	\$421,996	\$451,416	\$426,468	\$371,196

	CURRENT PLAN W/COVENTRY		TLC - 500 Deductible		TLC - 1,000 Deductible		TLC - High Deductible Plan	
26	Single	472.90	Single	506.00	Single	478.00	Single	416.00
	Town	378.32	Town	404.80	Town	382.40	Town	332.80
	Employee	94.58	Employee	101.20	Employee	95.60	Employee	83.20
13	Dual	875.36	Dual	936.00	Dual	884.00	Dual	770.00
	Town	539.30	Town	576.80	Town	544.80	Town	474.40
	Employee	336.06	Employee	359.20	Employee	339.20	Employee	295.60
9	Family	1,276.81	Family	1,366.00	Family	1,291.00	Family	1,123.00
	Town	699.88	Town	748.80	Town	707.60	Town	615.60
	Employee	576.93	Employee	617.20	Employee	583.40	Employee	507.40

**FY 2015 Budget \$259,400**  
**\*Budgeted amount is for medical, dental and vision**

Total Monthly Premium Town	\$23,146	\$24,762	\$23,393	\$20,360
Total Annualized Premium Town	\$277,755	\$297,149	\$280,718	\$244,325
Total Annualized Premium Town - Vision	\$ 2,498.00			
Total Annualized Premium Town - Dental	\$ 20,283.00			
<b>Total</b>	<b>\$300,536</b>	<b>\$297,149</b>	<b>\$280,718</b>	<b>\$ 244,324.80</b>

**Pros**

The Local Choice Plans include full vision as well as dental coverage.

The Out of Pocket costs are less for both the 500 Plan and the 1000 Plan compared to our current 1000 Plan with Coventry

All three plans quoted by the Local Choice cost less than our current plan with Coventry

**Cons**

The Town is in the process of paying the Adverse Experience Adjustment due to terminating our coverage with them. A total cost of \$26,514.58.

The high deductible plan is a non-embedded plan which means if you carry dependents, you have to satisfy the family deductible before benefits kick in. In an embedded plan, each individual can satisfy their deductible while others dependents are working on theirs.

Employee would have to start deductibles as well as out of pocket over.

Town of Altavista Anthem Medical Plan Comparison																	
	Coventry - Current Care PCS 25/50/350 \$0 Ded		Coventry - Current Value PPO 25/50/20% \$500 Ded		Coventry - Current Value PPO 30/50/20% w/ \$1,000 Ded		Anthem KeyCare 25 Plus		Anthem KeyCare 25		Anthem KeyCare 30		Anthem KeyCare 30/2,000		Anthem Lumenas HSA \$3,000 Ded		
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	
	<b>Benefit Year Deductible</b>																
Employee	\$0	\$300	\$500	\$500	\$1,000	\$1,000	None	\$1,000	\$500	\$750	\$1,000	\$1,500	\$2,000	\$3,000	\$3,000	\$3,000	
Family	\$0	\$600	\$1,000	\$1,000	\$2,000	\$2,000	None	\$2,000	\$1,000	\$1,500	\$2,000	\$3,000	\$4,000	\$6,000	\$6,000	\$6,000	
<b>Out-of-pocket Maximum</b>																	
Employee	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000	\$5,000	\$3,500	\$4,500	\$3,000	\$4,500	\$3,500	\$5,250	\$4,500	\$6,750	\$4,000	\$6,000	
Family	\$8,000	\$8,000	\$8,000	\$8,000	\$10,000	\$10,000	\$7,000	\$9,000	\$8,000	\$9,000	\$7,000	\$10,500	\$9,000	\$13,500	\$8,000	\$12,000	
<b>Physician Services</b>																	
Office Visits	\$25 Copay	Ded Then 30%	\$25 Copay	Ded Then 30%	\$30 Copay	Ded Then 30%	\$25 Copay	Ded Then 30%	\$25 Copay	Ded Then 40%	\$30 Copay	Ded Then 40%	\$30 Copay	Ded Then 40%	Ded Then 100%	Ded Then 20%	
Specialist	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 30%	\$50 Copay	Ded Then 40%	\$50 Copay	Ded Then 40%	\$50 Copay	Ded Then 40%	Ded Then 100%	Ded Then 20%	
Preventative Care	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	N/A	100% - No Ded.	Ded Then 30%	100% - No Ded.	Ded Then 40%	100% - No Ded.	Ded Then 40%	100% - No Ded.	Ded Then 40%	Ded Then 100%	Ded Then 20%	
Vision (Routine Exam)	100% - Exam	N/A	100% - Exam	N/A	100% - Exam	N/A	\$15 Copay - Per Benefit Year		\$15 Copay - Per Benefit Year	N/A	\$15 Copay - Per Benefit Year	N/A	\$15 Copay - Per Benefit Year	N/A	\$15 Copay - Per Benefit Year	N/A	
<b>Hospital Services</b>																	
Inpatient	\$350 Per Day (\$1,750 total Adm)	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$350 Per Day (Not to exceed \$1,750 for an admission)	Ded Then 30%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded Then 100%	Ded Then 20%	
Outpatient/Ambulatory Surgery	\$300 Copay	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	\$300 each Visit	Ded Then 30%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded Then 100%	Ded Then 20%	
Skilled Nursing Facility stays	\$0	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded Then 100%	Ded Then 20%	
Diagnostic Tests & X-rays	\$0 or \$200 /Specialty	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded Then 100%	Ded Then 20%	
Shots - Allergy and Therapeutic Injections	\$50 (If shipped to Member)	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded Then 20%	Ded Then 30%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded Then 100%	Ded Then 20%	
Therapy Services - Cardiac Rehabilitation, Chemotherapy, Radiation, Respiratory, Occupational, Physical and Speech Therapy	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	See Benefit Flyer	Ded Then 20%	Ded Then 30%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded then 20%	Ded then 40%	Ded Then 100%	Ded Then 20%	
<b>Emergency Room</b>	\$200 Co-payment		\$200 Co-payment		\$250 Co-payment		\$250 Co-payment		Ded then 20%		Ded then 20%		Ded then 20%		Ded Then 100%		
<b>Prescriptions</b>																	
Tier one-A	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay											
Generic Brand	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	Ded then \$10 Copay	Ded then \$30 Copay	
Formulary Brand	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay			
Formulary Brand	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay			
Non-Formulary brand	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$45 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	Ded Then \$50 Copay or 20%	Ded Then \$50 Copay or 20%	
<b>Level of Coverage</b>																	
	Coventry - Current Care PCS 25/50/350 \$0 Ded		Coventry - Current Value PPO 25/50/20% \$500 Ded		Coventry - Current Value PPO 30/50/20% w/ \$1,000 Ded		Anthem KeyCare 25 Plus		Anthem KeyCare 25		Anthem KeyCare 30		Anthem KeyCare 30/2,000		Anthem Lumenas HSA \$3,000 Ded		
	Current		Current		Current		Option		Option		Option		Option		Option		
Employee	\$588 52		\$498 23		\$472 80		\$675 99		\$620 11		\$562 59		\$483 37		\$413 89		
Emp + Child (Dependent)	\$1,015 35		\$922 26		\$875 36		\$922 73		\$846 45		\$767 93		\$659 80		\$564 97		
Emp + Children	\$1,481 00		\$1,345 23		\$1,276 81												
Emp + Spouse	\$1,015 32		\$922 26		\$875 36		\$1,514 22		\$1,389 05		\$1,280 20		\$1,082 75		\$927 12		
Family	\$1,481 00		\$1,345 23		\$1,276 81		\$2,036 09		\$1,867 76		\$1,694 52		\$1,455 92		\$1,248 65		
<b>Monthly Premium</b>																	

This is only a brief summary of benefit highlights and is not a contract. It does not include all of the benefits, features, limitations, or plan exclusions.

**Town of Altavista**  
**ANTHEM PLANS-SEPTEMBER 1 EFFECTIVE DATE (includes Medical and Basic Vision Coverage only)**

Level of Coverage	Total Enrollment	Southern Health		Anthem	
		Value PPO \$30/\$50/20% w/ \$1,000 Ded	Current Rate	Lumenos HSA \$3,000 Ded	
Employee	26	472.90		413.89	
Emp. + Child (Dependent)	3	875.36		564.97	
Emp. + Children	0	1,276.81		0.00	
Emp. + Spouse	10	875.36		927.12	
Family	9	1,276.81		1,246.65	
<b>Total Enrollment = 48</b>	<b>48</b>				<b>HSA Qualified</b>

Total Monthly Premium Current (Town & EE)	\$35,166	\$32,947
Total Annualized Premium Current (Town & EE)	\$421,998	\$395,365

	CURRENT PLAN W/COVENTRY		Lumenos HSA \$3,000 Ded			
26	Single	472.90	Single	413.89	26	
	Town	378.32	Town	331.11		
	Employee	94.58	Employee	82.78		
13	Dual	875.36	EE + Child	564.97	3	
		Town	539.30	Town		391.54
		Employee	336.06	Employee		173.43
9	Family	1,276.81	EE + Spouse	927.12	10	
		Town	699.88	Town		536.40
		Employee	576.93	Employee		390.72
			Family	1,246.65	9	
			Town	664.22		
			Employee	582.43		

**FY 2015 Budget \$259,400**  
**\*Budgeted amount is for medical, dental and vision**

Total Monthly Premium Town	\$23,146	\$21,126
Total Annualized Premium Town	\$277,755	\$253,506

Total Annualized Premium Town - Dental	\$ 20,283.00	\$ 20,283.00
Total Annualized Premium Town - Vision	\$ 2,498.00	\$ 2,498.00
Town Contribution toward Deductible	0	\$ 96,000.00
<b>Total Cost to the Town</b>	<b>\$300,536</b>	<b>\$372,287</b>

**Pros**  
 Premium rates are lower

**Cons**  
 Participants will be required to start over on deductibles and out of pocket .  
 Is there a cost to administer an HAS?  
 premium cost for the high deductible plan is only

**Town of Altavista - 2014 Vision Plan Benefit & Cost Summary**

Summary of Covered Benefits	Anthem Blue View 130 12/12		Vision Service Provider (VSP) 12 / 12 / 12		EyeMed Plan F	
	In Network		In Network		In Network	
Routine Eye Exam	\$15		\$0 (Comprehensive covered in full)		Materials Only	
Eyeglass Frames	\$130 Allowance	Per Calendar Year	\$130 / \$70 Allowance	Per Calendar Yr (Costco / Preferred)	\$130 Allowance, Then 20% off	Per Calendar Year
Eyeglass Lenses	\$0 Copay	Standard Plastic Single Vision Lenses	\$0 Copay	Standard Plastic Single Vision Lenses	\$25 Copay	Standard Plastic Single Vision Lenses
	\$0 Copay	Standard Plastic Bifocal Lenses	\$0 Copay	Standard Plastic / Glass Bifocal Lenses	\$25 Copay	Standard Plastic Bifocal Lenses
	\$0 Copay	Standard Plastic Trifocal Lenses	\$0 Copay	Standard Plastic / Glass Trifocal Lenses	\$25 Copay	Standard Plastic Trifocal Lenses
Eyeglass Enhancements	\$0 Copay	Transitions Lenses	\$70 / \$82 Copay	Transitions Lenses (Single/Multi)	\$70 Copay	Transitions Lenses
	\$0 Copay	Factory Scratch Coating	\$17 Copay	Scratch Coating	\$15 Copay	Scratch Coating
Contact Lenses (Once Every Calendar Yr)	\$130 Allowance, then 15%	Elective/Conventional	\$130 Allowance	Elective/Conventional	\$130 Allowance, then 15%	Elective/Conventional
	\$130 Allowance	Elective/Disposable	\$105 Allowance	Elective/Disposable	\$130 Allowance	Elective/Disposable
	Covered in Full	Non-Elective	Covered in Full	Non-Elective	Covered in Full	Non-Elective
			2 Year Rate Guarantee		48 Month Rate Guarantee	
Level of Coverage	Anthem Blue View 130 12/12		Vision Service Provider (VSP) 12 / 12 / 12		EyeMed Plan F	
	Option		Option		Option	
Employee	\$6.88		\$6.71		\$4.16	
Employee + One	\$12.42		\$11.54		\$8.32	
Employee / Children						
Employee + Spouse (2)	\$12.42		\$11.31		\$7.90	
Family	\$19.95		\$18.61		\$12.22	

**Assumptions:** Please refer to contracts for waiting periods, exclusions, and full benefit details. \*This is for summary purposes only and is not a contract.

**Town of Altavista  
VISION BENEFITS**

Level of Coverage	Total Enrollment	Anthem Blue View	Vision Service Provider	EyeMed
				Materials Only
Employee	26	6.88	6.71	4.16
Emp. + Child (Dependent)	3	12.42	11.54	8.32
Emp. + Children	0	0.00	0.00	0.00
Emp. + Spouse	10	12.42	11.31	7.90
Family	9	19.95	18.61	12.22
<b>Total Enrollment = 48</b>	<b>48</b>			<b>48 month guarantee</b>

<b>Total Monthly Premium Current (Town &amp; EE)</b>	<b>\$520</b>	<b>\$490</b>	<b>\$322</b>
<b>Total Annualized Premium Current (Town &amp; EE)</b>	<b>\$6,239</b>	<b>\$5,876</b>	<b>\$3,865</b>

	26	13	9	Anthem Blue View	Vision Service Provider	EyeMed
				<b>Single</b> <b>6.88</b>	<b>Single</b> <b>6.71</b>	<b>Single</b> <b>4.16</b>
				Town 5.50	Town 5.37	Town 3.33
				Employee 1.38	Employee 1.34	Employee 0.83
				<b>EE + One</b> <b>12.42</b>	<b>EE + One</b> <b>11.54</b>	<b>EE + One</b> <b>8.32</b>
				Town 7.72	Town 7.30	Town 4.99
				Employee 4.70	Employee 4.24	Employee 3.33
				<b>EE + Spouse</b> <b>12.42</b>	<b>EE + Spouse</b> <b>11.31</b>	<b>EE + Spouse</b> <b>7.90</b>
				Town 7.72	Town 7.21	Town 4.82
				Employee 4.70	Employee 4.10	Employee 3.08
				<b>Family</b> <b>19.95</b>	<b>Family</b> <b>18.61</b>	<b>Family</b> <b>12.22</b>
				Town 10.73	Town 10.13	Town 6.55
				Employee 9.22	Employee 8.48	Employee 5.67

<b>Total Monthly Premium Town</b>	<b>\$340</b>	<b>\$324</b>	<b>\$208</b>
<b>Total Annualized Premium Town</b>	<b>\$4,081</b>	<b>\$3,893</b>	<b>\$2,498</b>

**FY 2015 Budget \$259,400**  
*\*Budgeted amount is for medical, dental and vision*

We currently have basic vision coverage with Coventry. The other medical quoted with the exception of The Local Choice also includes basic vision. EyeMed is for materials only (frames, lenses, contacts, etc).

**Town of Altavista - 2014 Dental Plan Benefit & Cost Summary**

Summary of Covered Benefits	Ameritas Renewal		Anthem	Anthem	Delta Dental	Delta Dental
	Low Plan	High Plan			Option 1	Option 2
<b>Deductible</b>						
Employee	\$25		\$50	\$25	\$25	\$25
Family	\$75		\$150	\$75	\$75	\$75
Preventive Services	100%		100%	100%	100%	100%
Basic Services	80%		80%	80%	80%	80%
Major Services	50%		0%	50%	50%	50%
Annual Plan Maximum	\$1,250		\$1,000	\$1,500	\$1,250	\$1,500
Orthodontia Services	50%		0%	50%	50%	50%
Orthodontia Plan Maximum	\$1,250		\$0	\$1,500	\$1,250	\$1,500
Waiting periods (Initial enrollment)	None		None	None	None	None
MaxOver Benefit					\$300	\$375
<b>Level of Coverage</b>		<b>Ameritas Renewal</b>	<b>Anthem Low Plan</b>	<b>Anthem High Plan</b>	<b>Delta Dental Option 1</b>	<b>Delta Dental Option 2</b>
Employee		\$33.32	\$19.79	\$35.76	\$38.91	\$40.49
Employee + One		\$91.68	\$46.71	\$87.93	\$80.86	\$84.13
Employee / Children						
Employee + Spouse (2)		\$68.60	\$40.38	\$73.02	\$82.67	\$85.98
Family		\$126.96	\$71.00	\$129.12	\$132.85	\$138.19
		<b>12 Month Rate Guarentee</b>	<b>12 Month Rate Guarentee</b>	<b>12 Month Rate Guarentee</b>		

**Assumptions:** Please refer to contracts for waiting periods, exclusions, and full benefit details. This is for summary purposes only and is not a contract.

Dental Products

**Town of Altavista  
DENTAL INFORMATION**

Level of Coverage	Total Enrollment	Ameritas **Current Rate**		Anthem Low Plan		Anthem High Plan		Delta Dental Option 1		Delta Dental Option 2	
		Current Rate		Low Plan		High Plan		Option 1		Option 2	
Employee	26	33.32		19.79		35.76		38.91		40.49	
Emp. + Child (Dependent)	2	91.68		46.71		87.93		80.86		84.13	
Emp. + Children	0										
Emp. + Spouse	11	68.60		40.38		73.02		82.67		85.98	
Family	7	126.96		71.00		129.12		132.85		138.19	
Total Enrollment	46										

Total Monthly Premium (Town & Employee)  
Total Annualized Premium (Town & Employee)

\$2,693	\$1,549	\$2,813	\$3,013	\$3,134
\$32,316	\$18,590	\$33,752	\$36,152	\$37,609

	**Current Rate **	Anthem - Low Plan		Anthem - High Plan		Delta Dental - Option 1		Delta Dental - Option 2	
26	Single 33.32	Single 19.79	Single 35.76	Single 38.91	Single 40.49				
	Town 26.66	Town 15.83	Town 28.61	Town 31.13	Town 32.39				
	Employee 6.66	Employee 3.96	Employee 7.15	Employee 7.78	Employee 8.10				
11	EE / Spouse 68.60	EE / Spouse 46.71	EE / Spouse 87.93	EE / Spouse 80.86	EE / Spouse 84.13				
	Town 40.77	Town 26.60	Town 49.48	Town 47.91	Town 49.85				
	Employee 27.83	Employee 20.11	Employee 38.45	Employee 32.95	Employee 34.28				
2	EE / Child(ren) 91.68	EE / Child(ren) 40.38	EE / Child(ren) 73.02	EE / Child(ren) 82.67	EE / Child(ren) 85.98				
	Town 50.00	Town 24.07	Town 43.51	Town 48.63	Town 50.59				
	Employee 41.68	Employee 16.31	Employee 29.51	Employee 34.04	Employee 35.39				
7	Family 126.96	Family 71.00	Family 129.12	Family 132.85	Family 138.19				
	Town 64.11	Town 36.32	Town 65.95	Town 68.70	Town 71.47				
	Employee 62.85	Employee 34.68	Employee 63.17	Employee 64.15	Employee 66.72				

Total Monthly Premium Town  
Total Annualized Premium Town

\$ 1,690	\$ 1,007	\$ 1,837	\$ 1,915	\$ 1,992
\$ 20,283	\$ 12,079	\$ 22,041	\$ 22,974	\$ 23,904

**FY 2015 Budget \$259,400**  
**\*Budgeted amount is for medical, dental and vision**



DATE: August 1, 2014

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Funding Update for Water Improvement Project

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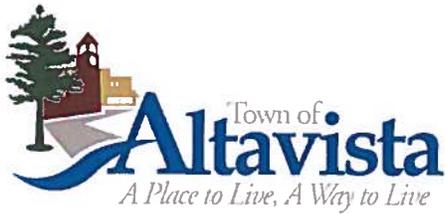
Staff has been working with Dianne Klaiss, Financial Advisor with Raymond James to complete the Virginia Resource Authority (VRA) Application which is due August 1<sup>st</sup> as well as to develop the Bank RFP which will be circulated August 4<sup>th</sup>. Bank RFP's will be due August 19<sup>th</sup>, with a bid summary due to the Town on August 25<sup>th</sup>.

Staff has also obtained the services of Chris Kulp with Hunton and Williams to review the RFP before it is distributed as well as to serve as bond counsel should the Town decide to borrow. As requested at the July 8<sup>th</sup> Council meeting, Hunton and Williams has agreed to limit the amount of work and likewise their fees to under \$1,500 until a decision is made regarding funding Project 1A.

On July 23<sup>rd</sup>, Staff participated in a conference call with Ms. Klaiss, the VRA and the Virginia Department of Health (VDH) regarding the Drinking Water Revolving Loan Fund. It was determined in our call that due to timing, we would not be able to fund Project 1A with the DWRLF, however, we can apply to refinance. Staff is working with Ms. Klaiss on the application which is due September 2<sup>nd</sup>.

In order to remain on schedule with the Bank RFP, should the Town decide to borrow, a Public Hearing must be advertised and a date set. Neither the publication of the notice nor actually holding the public hearing dictates that the Town issue debt. They are simply preliminary steps that signal to the Town citizens the possibility of issuing debt of a particular amount for a particular project. Not until Council adopts the authorizing ordinance, would it be signaling its intention to actually issue the debt. But even then, Council can add a qualification in the ordinance to make the actual issuance of the debt subject to further Council action. Staff would like to request a Public hearing to be held at the September 9<sup>th</sup> Council meeting regarding the authorization of debt.

Please advise if you have any questions.



TO: Finance/HR Committee  
FROM: Waverly Coggsdale WC  
RE: AOT Funding Request – “Pop Up Altavista”  
DATE: July 29, 2014

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Attached is information relative to Altavista On Track’s new entrepreneurial program that will seek to work with individuals in an effort to start a new business. AOT has partnered with the Altavista Area Chamber of Commerce, the Region 2000 Small Business Center and the Town’s Economic Development Office on this project. Ultimately, the goal is to award up to two \$10,000 grants for business start up purposes.

At its June 11, 2013 meeting, the Altavista Town Council earmarked \$50,000 in the Town’s General Fund Reserves for use by Altavista On Track for continuation of their “No Interest Loan” program. At this time, Altavista On Track would like to request that \$10,000 of the previously approved amount, be redirected to the “Pop Up Altavista” program to use as grant awards. It is important to point out that the previously approved loan funds would “revolve” back once the loans were paid back, whereas the grant awards will not.

Attachments

## Pop Up Altavista



The Pop Up concept is a comprehensive economic development plan to recruit new businesses. Pop Ups serve as a catalyst to community revitalization and economic growth. This program is modeled after the one in Marion, Virginia, one of the most successful Pop Up Programs in the Commonwealth.

### **ELEMENTS OF THE PROGRAM INCLUDE:**

- Promotion and marketing for new and expanding businesses
- Needs Survey
- Collaboration with property owners ; updating list of available property
- Meeting with current businesses
- Fundraising which includes grants, donations, loans, in-kind contributions
- Setting up classes with Small Business Development Center
- Recruitment of participants
- Mentoring of new business owners
- Pre-Qualification of participants for loan readiness and Award
- Setting up Selection Committee, process and criteria for Stipend/Awards
- Selection of at least two (2) Stipend Awards of up to \$10,000 for program completers
- Administration of finances
- Administration, monitoring, and evaluation of program

**ADMINISTRATION:** Altavista On Track will serve as the lead agency to administer this program.

**FOOTPRINT:** Eligible area for recruitment of new businesses includes Downtown Altavista and Main Street town-wide.

**ADDITIONAL SUPPORT FOR START-UPS:** The Department of Economic Development in Altavista has applied for a USDA Rural Development Loan with matching funds from the Town of Altavista and the Altavista Economic Development Authority. Currently Altavista On Track promotes the No Interest Loan Program funded by the Town of Altavista for façade improvements for property owners. Additionally, Altavista On Track will be applying for a Virginia Main Street grant to help with this program.

**MARKETING:** Pop Up will market locally and regionally to entice and engage business people to grow and invest in Altavista.

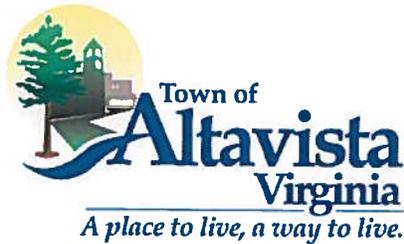
**GOAL:** The goal is for new businesses to meet the needs identified by the Needs Survey and to bring at least three (3) new business start ups or expansions to our Town prior to the end of June 2015.

**PARTNERSHIPS:** Partners already on board include the Altavista Economic Development Office, Town of Altavista, the Region 2000 Small Business Development Center, the Altavista Area Chamber of Commerce and the Altavista Economic Development Authority (AEDA).

**CONTACT:** Linda Rodriguez, P O Box 283, Altavista, VA 24517. Phone: 434.401.9729  
Email: [director@altavistaontrack.com](mailto:director@altavistaontrack.com) Website: [www.altavistaontrack.com](http://www.altavistaontrack.com)

## POP UP Program Timeline- Altavista On Track (AOT) & Partners **DRAFT**

Tasks	Responsibility	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
Announcement of Program	Town/AOT/Journal	x														
Secure Council Funding (\$10 K)	Town/AOT		x													
Apply VMS Grant	AOT/Town/Econ Devel Office		x													
Develop Business Survey	AOT/Chamber	x	x													
Update Property Owner Info	AOT/ER Committee	x	x	x	x	x	x	x	x	x	x	x	x			
Marketing & Promotion	All partners	x	x	x	x	x	x	x	x	x	x	x	x			
Meet with local businesses	AOT/ER Committee		x	x	x	x	x	x	x	x	x	x	x			
Distrib Survey (Online and paper)	AOT/Chamber/ER Committee		x	x												
Summarize/Review Survey Results	AOT/Chamber/ER Committee				x											
Determine Demand/Need/Support	AOT/Econ Devel Office/Chamber				x											
Devel Curric, set up classes	Chamber/SBDC/AOT			x	x											
Recruit participants	All partners		x	x	x	x	x	x	x	x	x	x	x			
Grant Applications, Fundraising	AOT/Town		x	x	x	x	x	x	x	x	x	x	x			
Pre-Qual for Start Up Funds	AOT refers to from Financial Instit.		x	x	x	x	x									
Set up Start Up Award* Criteria	AOT/Chamber		x	x	x											
Set up Start Up Award Committee	AOT/Chamber		x	x	x											
Secure business mentors	AOT/Chamber		x	x	x	x	x	x	x	x	x	x	x			
Classes in Session	SBDC/Chamber								x	x						
Administer 2 Start Up Awards (\$10K)	AOT/Town/Econ Devel Office								x	x	x	x	x			
Administer No Interest Loan	AOT/Town/Econ Devel Office				x	x	x	x	x	x	x	x	x			
Administer USDA Grant	AOT/Town/Econ Devel Office				x	x	x	x	x	x	x	x	x			
Administer Other Grants	AOT/Town/Econ Devel Office					x	x	x	x	x	x	x	x			
Assist start-ups, bus expansions	AOT/Town/Econ Devel Office/SBDC				x	x	x	x	x	x	x	x	x			
Start new Businesses/Expansions	AOT/Town/Econ Devel Office/SBDC									x	x	x	x			
<b>Partnerships:</b> Altavista Chamber of Commerce, Region 2000 Business Development Center (SBDC) at CVCC, Altavista Economic Development Authority (AEDA), Altavista Economic Develoelopment Office, Town of Altavista.																
<b>*Start Up Award is for new businesses or existing businesses expanding significant products or services and/or expanding footage or location.</b>																



**TO: Finance Committee**

**From: Tobie Shelton, Finance Director**

**RE: Explanations for Budget Amendments, FY 2014**

**Date: August 1, 2014**

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The following year end budget amendments are presented for your consideration based on activity for Fiscal Year 2014. Annually, Council is asked to amend budgeted amounts for certain line items that fall outside a variance window. These line items are 10% more than the budget states. This process helps in the analytical review which is the comparison of budget to actual that takes place during the annual audit. This process is not a "true up" of the entire budget; this is handled during the annual audit. Below are detailed explanations for each department explaining the requested adjustments. Adjusting the budgeted amounts for the noted line items will bring these accounts into line and eliminate the variance on the accounting reports.

### **General Fund**

#### **Council / Planning Commission**

The requested adjustment for Council/Planning Commission expenses has no fiscal impact to the budget. The request is to redistribute funds to cover expenses associated with the annual VML conference. Funds will be transferred from the miscellaneous and professional services line item to cover the expense.

#### **Administration Department**

The requested adjustments in the Administration Department have no fiscal impact to the budget. The request is to redistribute funds to cover the services of Gentry Locke Rakes and Moore, LLC regarding the Utility Growth Plan. These expenditures were charged to the professional services line item and the miscellaneous line item. The miscellaneous line item also exceeded the budget as a result of the expense associated with the AEDA dinner approved by Council at the September 10, 2013 meeting. In addition, the line item covering property insurance requires adjusting. The total amount appropriated for insurance was budgeted correctly, the distribution was incorrect. Funds will also be redistributed to cover the increase in postal expenditures for the year.

### Police Department

The requested adjustment in the Police Department has no fiscal impact to the budget. The redistribution of funds is being requested to cover under budgeted expenditures for heating, telecommunications, advertising and the Line of Duty Benefit. Funds from the subsistence and lodging line item were used to offset the overages.

### Public Works Department

The adjustments in the Public Works Department were again to redistribute funding between accounts and they have no fiscal impact to the budget. The line item funding storm water improvements associated with Projects 5 and 6, fuel costs for our Public Works Department, along with landscaping exceeded the budget. In addition, operating expenses associated with the parks and the Booker Building did as well. The majority of operating expenditures for our Public Works Department came in under budget; therefore, we were able to offset the additional costs with these savings.

### Economic Development

The requested adjustment for the Economic Development Department has no fiscal impact to the budget. The request is for the redistribution of funds appropriated for postal expenditures to cover the expenses associated with telecommunications.

### Transportation Department

Adjustments to redistribute funding between accounts are requested for the Transportation Department as well as a budget amendment. The line item for fuel increased, but overall operating expenditures were lower than budgeted, enabling these funds to offset the additional cost. The budgeted CIP items, the support vehicle and the overhead door project at Public Works came in over budget. The FY 2014 budget included 80% grant funding with 20% local funding. The final numbers from the Department of Rail and Public Transportation were 91% grant funding with 9% local funding, therefore, there is no increase in cost for the town due to the adjusted DRPT amounts. A budget amendment is requested to show the increase in revenue received as well as the corresponding expense.

### Non-Departmental

A budget amendment is being requested in Non-Departmental to appropriate funds to cover two line items that exceed the budget, Non-Departmental Miscellaneous Expense and Non-Departmental / Contributions to the Altavista Fire Company. At the September 10, 2013 meeting, Council approved payment to Campbell County to satisfy the Meals Tax Revenue Sharing Agreement in the amount of \$30,844.92. In addition, the Non Departmental line item Contributions / AVFC exceeds the budget by \$1,430. This overage is a result of a reimbursement to the AVFC for FY 2013 grant revenue that was paid after the close of FY 2013 (the revenue is recorded in FY 2013 and the expense is recorded in FY 2014). The line item funding the payment to Campbell County, Miscellaneous Expense, was able to cover approximately \$5,500 of the expenditures. In lieu of transferring funds in from Reserves to cover the remaining balance, I am requesting \$26,730, of the increased revenue in Meals Tax Revenue to be used as the funding source for these items.

### **Highway Fund**

The requested adjustment in the Highway Department has no fiscal impact to the budget. The redistribution of funds is being requested to cover expenditures associated with traffic services. Funds from the Engineering Repair and Maintenance line item were used to offset the overage.

### **Enterprise Fund**

#### **Water Department**

Adjustments in the Water Department are being requested to redistribute funding between accounts as well as to appropriate funds for the Bedford Avenue Water Improvement Project. The line item for distribution relating to materials and supplies for repairs and maintenance came in under budget. These funds were used to offset the overage in the distribution line item for salary/wages and medical benefits. The Bedford Avenue Water Improvements Project has been approved by Council, but funds were never appropriated. Staff is requesting to transfer in funds from the General Fund to cover the expenditures. Most of which was appropriated for the expense associated with the demolition of the armory that did not occur.

#### **Wastewater Department**

The requested adjustments in the Wastewater Department have no fiscal impact to the budget. The request is to redistribute funds to bring several line items in line with actual totals. The adjustments are to cover costs associated with overtime due to additional hours needed to carry out duties within the department, for costs associated with the berm maintenance, approved by Council at the February 2014 meeting and for costs associated with fuel. Funds from Contractual Services and Material and Supplies were used to offset the overages.

### **Cemetery Fund**

The requested adjustment in the Cemetery Fund is to appropriate \$2,650 associated with the line items covering wages and benefits. There was an increase in burials during FY 2014 resulting in an increase in personnel hours. The funding for the increase is being covered through the increase in interest income associated with the investment of a five year CD.

I respectfully request your approval to amend the FY 2014 accounts as outlined in the attached listing.

# TOWN OF ALTAVISTA

## YEAR END BUDGET AMENDMENTS

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the General Fund Expenditures , as follows:

### GENERAL FUND

#### Council / Planning Commission

OTHER CHARGES / COVENTIONS AND EDUCATIONS	340.00
CONTRACTUAL SERVICES / MISC & PROFESSIONAL	(340.00)
SUB-TOTAL	<u>0.00</u>

#### Administration

OTHER EMPLOYEE BENEFITS / EMP EDUCATION ASSISTANCE	(500.00)
CONTRACTUAL SERVICES / ENGIN & ARCHITECTURAL SVC	(5,000.00)
CONTRACTUAL SERVICES / MISC & PROFESSIONAL	8,600.00
CONTRACTUAL SERVICES / IT NETWORK & WEBSITE SUPPORT	(600.00)
OTHER CHARGES / ELECTRICAL	(5,850.00)
OTHER CHARGES / POSTAL	700.00
OTHER CHARGES / TELECOMMUNICATIONS	(1,100.00)
OTHER CHARGES / OTHER PROPERTY INSURANCE	3,800.00
OTHER CHARGES /GENERAL LIABILITY INSURANCE	(1,600.00)
OTHER CHARGES /COVENTIONS & EDUCATIONS	(1,100.00)
OTHER CHARGES / MISCELLANEOUS	2,650.00
SUB-TOTAL	<u>0.00</u>

#### POLICE DEPARTMENT

BENEFITS / OTHER EMPLOYEE BENEFITS	210.00
OTHER CHARGES / HEATING SERVICES	350.00
OTHER CHARGES / TELECOMMUNICATIONS	440.00
OTHER CHARGES / MISCELLANEOUS	1,000.00
OTHER CHARGES / SUBSISTANCE & LODGING	(2,000.00)
SUB-TOTAL	<u>0.00</u>

#### PUBLIC WORKS DEPARTMENT

CONTRACTUAL SERVICES / R & M	(1,000.00)
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	7,900.00
MATERIALS & SUPPLIES / VEHICLE / EQUIPMENT R& M	(8,900.00)
MATERIAL & SUPPLIES / STREET LT OPERATING SUPPLIES	(810.00)
CAPITAL OUTLAY STORMWATER IMPROVEMENTS	11,290.00
MATERIAL & SUPPLIES / VEHICLE / EQUIP R & M	(2,880.00)
CONTRACTUAL SERVICES / LANDSCAPING CONTRACTS	840.00

OTHER CHARGES / HEATING	(1,240.00)	
OTHER CHARGES / ELECTRICAL SERVICES	1,300.00	
OTHER CHARGES / HEATING / PARKS, RECREATION	900.00	
MATERIALS & SUPPLIES / SUPPLIES/PARKS, RECREATION	1,800.00	
MATERIALS & SUPPLIES / R & M / LIBRARY	(9,200.00)	

SUB-TOTAL	<u>0.00</u>	
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**ECONOMIC DEVELOPMENT**

OTHER CHARGES / POSTAL	(100.00)	
OTHER CHARGES / TELECOMMUNICATIONS	100.00	

SUB-TOTAL	<u>0.00</u>	
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**TRANSPORTATION DEPARTMENT**

CONTRACTUAL SERVICES / ADVERTISING	(2,000.00)	
CONTRACTUAL SERVICES / PHYSICALS	(290.00)	
OTHER CHARGES / CONVENTIONS & EDUCATION	(380.00)	
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	2,290.00	
MATERIALS & SUPPLES / VEHICLE & EQUIP R & M	380.00	

SUB-TOTAL	<u>0.00</u>	
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CAPITAL OUTLAY / VEHICLE	1,230.00	
CAPITAL OUTLAY / MACHINERY & EQUIPMENT	1,740.00	
STATE TRANSIT REVENUE		2,970.00

**NON-DEPARTMENTAL**

NON DEPARTMENTAL / MISCELLANEOUS	25,300.00	
NON DEPARTMENTAL / CONTRIBUTION TO AVFD	1,430.00	
LOCAL / MEALS TAX REVENUE		25,650.00

**HIGHWAY FUND**

MATERIALS & SUPPLIES / ENGINEERING R & M	(5,900.00)	
MATERIALS & SUPPLIES / OTHER TRAFFIC SVCS ROADSIDE	5,900.00	

SUB-TOTAL	<u>0.00</u>	
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**ENTERPRISE FUND**

**WATER DEPARTMENT**

SALARIES & WAGES /REGULAR	(10.00)	
SALARIES & WAGES / OVERTIME	10.00	
SALARIES & WAGES /REGULAR	8,000.00	
BENEFITS / GROUP MEDICAL	1,300.00	
MATERIALS & SUPPLIES / REPAIRS AND MAINTENANCE	(3,000.00)	
BENEFITS / GROUP MEDICAL	1,400.00	
MATERIALS & SUPPLIES / REPAIRS AND MAINTENANCE	(7,700.00)	
CONTRACTUAL SERVICES / WATER PURCHASES CC	200.00	
CONTRACTUAL SERVICES / R & M GROUNDS, BLDGS, RD	(200.00)	

OTHER CHARGES / SAMPLE TESTING	1,600.00	
OTHER CHARGES / SUBSISTANCE & LODGING	(500.00)	
OTHER CHARGES / CONVENTIONS & EDUCATION	(1,000.00)	
OTHER CHARGES / REFUNDS	(100.00)	
SUB-TOTAL	<u>0.00</u>	
CAPITAL OUTLAY / WATERLINE IMPROVEMENTS	129,200.00	
CAPITAL OUTLAY /REPLACE - BUILDING	(104,400.00)	
TRANSFER IN FROM THE GENERAL FUND		129,200.00

**WASTEWATER DEPARTMENT**

SALARIES & WAGES / OVERTIME	710.00
OTHER CHARGES / MISCELLANEOUS	1,990.00
MATERIALS & SUPPLIES / FUEL AND LUBRICANTS	2,750.00
CONTRACTUAL SERVICES / R & M GROUNDS, BLDGS, RD	(2,000.00)
MATERIALS & SUPPLIES / VEHICLE EQUIP R & M	(2,000.00)
MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	(1,450.00)
SUB-TOTAL	<u>0.00</u>

**CEMETERY FUND**

SALARIES & WAGES / REGULAR	2,300.00
SALARIES & WAGES / OVERTIME	300.00
BENEFITS / FICA	100.00
BENEFITS / VRS	150.00
BENEFITS / MEDICAL	300.00
Materials/Supplies & Repair/Maintenance	(500.00)

INTEREST / INTEREST INCOME 2,650.00

**Summary**

The following year end budget amendments are presented for your consideration based on activity for Fiscal Year 2014. Adjusting the budgeted amount for the noted line items will bring these accounts into line and eliminate the variance on the accounting reports. I respectfully request your approval to ammend the accounts outlined above.

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

Adopted this 12th day of August, 2014

# Memorandum

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**To:** Waverly Coggsdale, Town Manager  
**From:** David Garrett, Public Works Director  
**Date:** 8/8/2014  
**Re:** 1999 GMC 7000 Dump Truck

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It has been brought to my attention that we have a 1999 GMC Dump Truck that has a crack in the engine block. The truck is leaking fluids out of the engine and will not run. We have taken the truck over to Virginia Diesel to get a second opinion and they have confirmed that the engine block is cracked and needs a new engine.

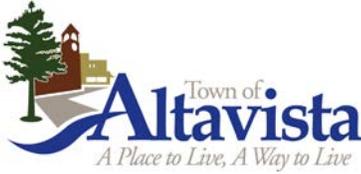
As you know we use this truck for emergencies, such as for water leaks, sewer breaks, and snow removal and is very important to our operations at the public works department.

The cost to install the new engine in this truck will be an estimated \$11,000.00.

It is our recommendation that consideration be given, to install the new engine in this truck, because as it stands now the truck is not worth much without being in running condition. We are thinking that we could get another two to three years out of the truck with the new engine, which would allow us to push out the replacement date of this truck to around 2018 or 2019. This way we would be able to get more money back for the truck when we put it up for sale.

Should you or the committee have any further questions or options that you would like for us to look into, please do not hesitate to let us know.

Thanks  
David Garrett



## PUBLIC WORKS/UTILITY COMMITTEE REPORT



Committee meeting held on Wednesday, August 1<sup>st</sup>, items for Council's review/consideration are:

I: Lynch Mill Road – Resolution – VDOT Turn Lane Study Request (Action Requested)

Total motions needed: 1

Staff presented the Committee with a request that VDOT perform a study regarding the necessity of a turn lane on Lynch Mill Road in front of Altavista Elementary School. The Town approved a Special Use Permit in February 1995 to allow construction of the school, the conditions of the permit indicated that if VDOT deemed a turn lane necessary Campbell County would construct one. With on-going traffic issues at this location, the Committee recommends adoption of the attached resolution. (Attachments)

**POSSIBLE MOTION: “I move that the attached resolution requesting VDOT to study the traffic patterns and volumes on Lynch Mill Road in the area of the elementary school be adopted.”**

II: Other Items Discussed – No Action Requested Total motions needed: 0

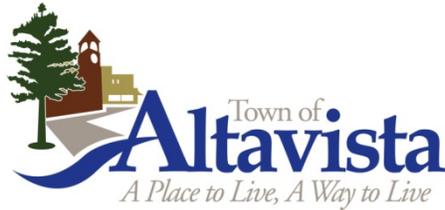
**WWTP Emergency Overflow Pond (PCB Issue) discussion** – Staff has received two (2) proposals from engineering firms under our existing “annual services agreements” for professional services related to environmental consulting. Staff will be interviewing the firms and forwarding a recommendation to the Committee later in August. Previously, it was discussed that a Work Session would be held by Town Council to update the status/progress of remediation alternatives for the pond. Based on the possibility that one of the firms could assist the Town with these efforts, it was decided to look at holding the Work Session later possibly in October.

**Tree Removal Request** – Previously the Committee was prepared to offer a recommendation on one street tree on Main Street, but it was decided at a full Council meeting to evaluate street trees in general, especially along Main Street. At this time, staff is working with VDOT in regard to a possible partnership regarding removal of trees along the Main Street corridor. Staff will update the Committee at their next meeting on the progress of this item.

**Utility Department operations/Use of technology** – The Committee previously requested that staff review the staffing of the utility plants and the feasibility of the use of technology to possibly reduce operational costs. The Committee was updated on the process and staff is working with the Virginia Rural Water Association in regard to evaluation of staffing and technology usage. In addition, staff is scheduling a “peer” visit to see how they are using technology.

The next scheduled meeting of the Public Works/Utility Committee is **Friday, August 29<sup>th</sup> at 7:00 a.m.** in the large conference room of the J.R. “Rudy” Burgess Town Hall.

Members Present: Ferguson, Dalton, Higginbotham



RESOLUTION REQUESTING VDOT TO PERFORM A  
TRAFFIC STUDY ON A PORTION OF LYNCH MILL ROAD

WHEREAS, the Town of Altavista is dedicated to safety of the traveling public and the efficient flow of traffic in town; and

WHEREAS, the Town of Altavista is home to Altavista Elementary School, which is situated on Lynch Mill Road one of four entry points into the town from Route 29 Bypass ;and

WHEREAS, the February 1995 approval of the Special Use Permit to allow construction of the elementary school, indicated that if a future traffic study determined the need of installation of a left turn lane the County would construct said turn lane, within one year of the date of receipt of the report from VDOT; and

WHEREAS, the section of Lynch Mill Road where the entrance to the school is located is also a connection to Frazier Road making this location a "T" intersection and creating a situation where passenger vehicles and school buses are frequently blocking traffic on Lynch Mill Road and Frazier Road or are utilizing the shoulder of the road as a makeshift entrance lane to allow vehicles to pass; and

WHEREAS, the blocking of Lynch Mill Road and the utilization of the shoulder as an entrance lane creates traffic back-ups and increases the possibility for accidents at this location; and

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Altavista, Virginia requests the Virginia Department of Transportation perform a study of the existing traffic patterns and volume on Lynch Mill Road in the area of the elementary school and the necessity for improvements in this area for improvement of traffic flow and safety.

Adopted the 12<sup>th</sup> day of August, 2014.

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J. Waverly Coggsdale, III,  
Town Clerk

Motion by:  
Second by

Roll Call Vote:

# Town of Altavista Recreation Committee

## **Committee Members**

Ann Shelton (Chairman)  
Tim George (Town Council)  
Victoria Mattox  
Steve Dews  
Tanya Overbey

## **Ex-Officio Members**

Steve Jester (YMCA)  
Dan Witt (Town Staff)  
David Garrett (Town Staff)

## **Tree Plan: Parks**

Over the past several months the Recreation Committee has been working with staff to develop a tree plan for English Park, the 3<sup>rd</sup> Street entrance to English Park and the Bedford Avenue and Leonard Coleman Community parks.

The Committee is ready to make a request of Town Council to approve this plan and allocate funding for the trees and benches. Trees should be planted in September or early October for the best chance of survival and the Committee would like to have the trees planted this fall.

Staff has attained quotes from several locally owned and operated companies as well as quotes from nurseries within the region- Bedford & Campbell County.

Attached are the proposed plans for each of the parks and areas the Committee is addressing. Being requested are 24 Zelkovas. This is a nice shade tree that grows fairly fast. It has been recommended by Nathan with HDL Landscape Architects. The estimated cost is \$1,500.

Also being requested are 2 Magnolia trees at the entrance to English Park near the entrance gate at an estimated cost of \$175.

Lastly, are 17 Leyland Cypress and 17 Holly trees or the possible options of Cryptomeria (Yoshino or Burfordii Holly) to be planted as a buffer along 3<sup>rd</sup> Street. Staff has spoken with Kirk Schultz, Horticulturist for the City of Lynchburg, and he does not recommend the Cypress trees due to their susceptibility to bag worms. The estimated cost is \$400.

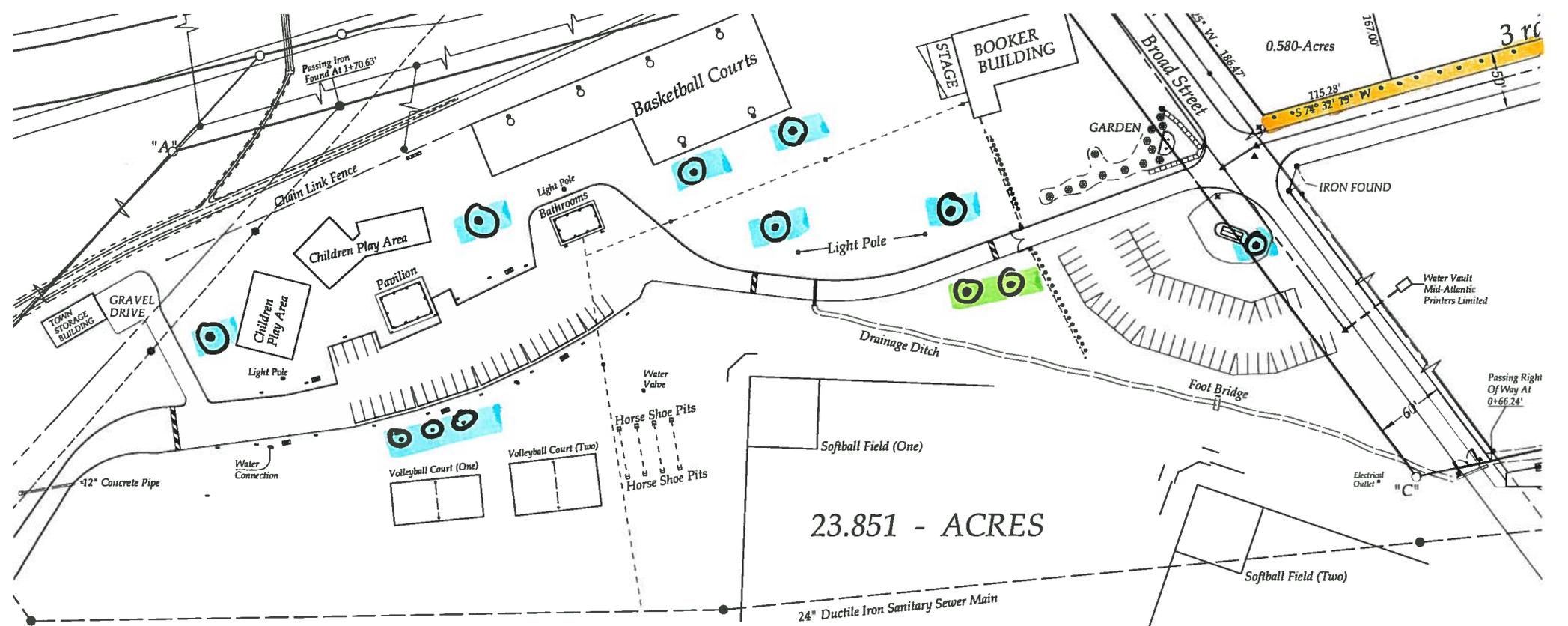
Two benches are being requested, one for each of the Community Parks, Bedford Avenue and Leonard Coleman an estimated cost of \$1,200. .

## **Request:**

The Recreation Committee is requesting an amount not to exceed \$3,500 for this project.

## Price Quotes: Trees for Park Project August 2014

	15 Gallon Zelkova	3 Gallon Leyland Cypress	3 Gallon Holly Tree	15 Gallon Magnolia
Laurelton Gardens	\$ 95.00	\$ 16.00	\$ 20.00	\$ 85.00
Reedy Hill Gardens	\$ 65.00	\$ 11.00	\$ 11.00	\$ 75.00
Windfall Nursery (10 available)	\$ 55.00	\$ 9.75	None in Stock	None in Stock
Burkhardt Nursery	Called twice no quote provided			
Quantity	24	17	17	2
Other tree options with estimated costs (Buffer along 3rd Street) : Cryptomeria (Yoshino) & Burfordii Holly				
	Price Each			
Benches- 2 requested	\$ 600.00	\$ 1,200.00		
15 Gallon Zelkova		\$ 1,460.00		
3 Gallon Leyland Cypress		\$ 165.75		
3 Gallon Holly Tree		\$ 187.00		
15 Gallon Magnolia		\$ 175.00		
		\$ 3,187.75		
		x10%		
		\$ 318.78		
		\$ 3,506.53		



- 15 ○ Zelkova - shade trees
- 57 ○ Leyland Cypress - alternating with Holly - 3rd Street.
- 2 ○ Magnolias

FLOW →

English Park

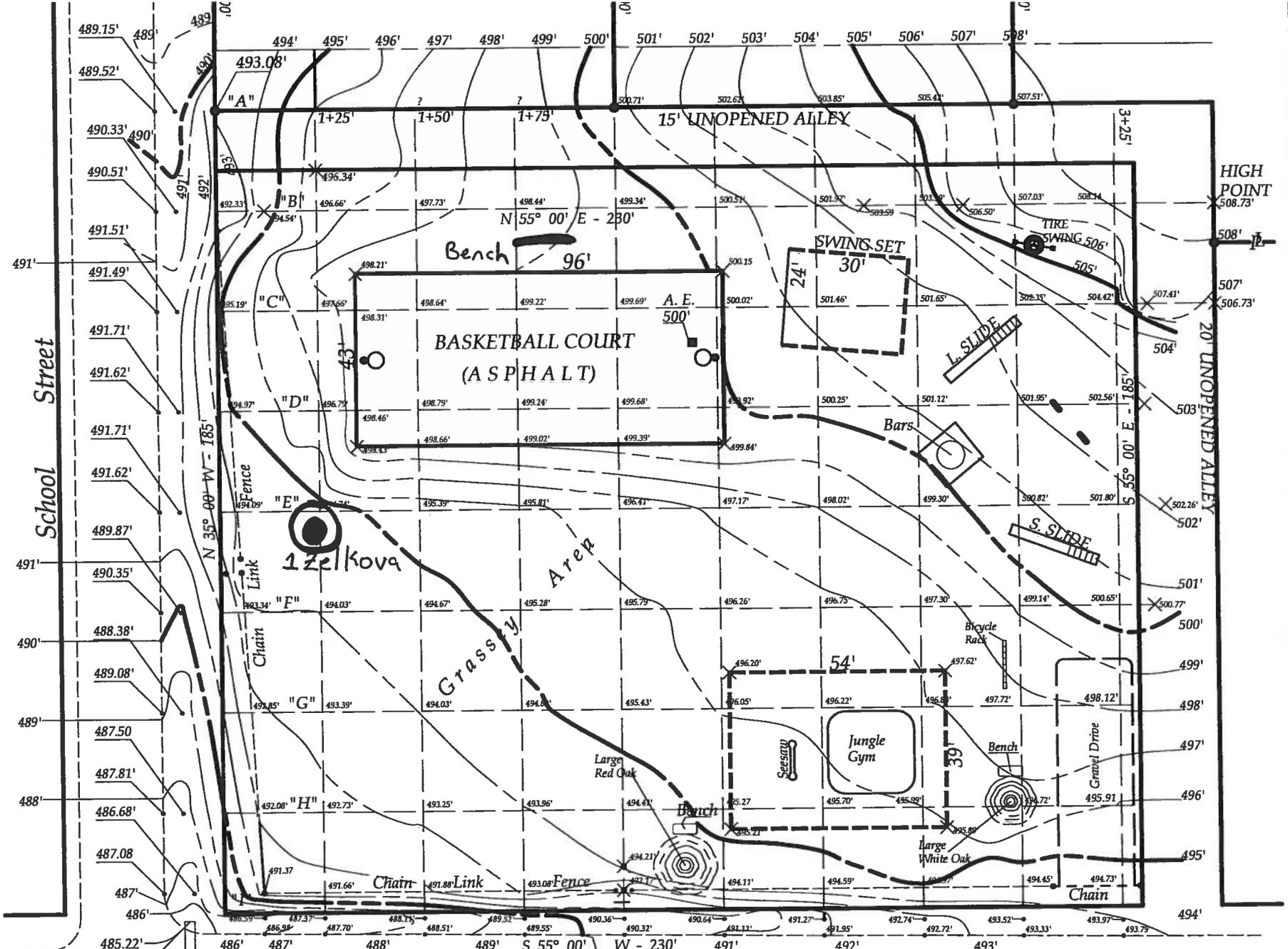
ER

STA

# Bedford Avenue Park

⊗ ⊙ Zelkova - shade tree  
— bench





LOW POINT

15th. Street

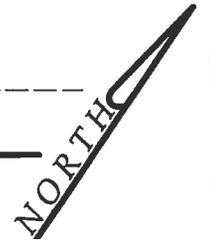
EDGE OF PAVEMENT

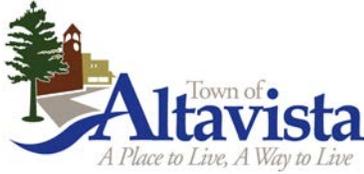
# Leonard Coleman Memorial Park

15th Street Park

TOPO MAP SCALE: 1" = 10'

■ ASSUMED ELEVATION.





# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: August 12, 2014

**Agenda Placement: Planning Commission Report**

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

**Subject Title: Downtown Revitalization Overlay District and Design Guidelines**

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

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## **SUBJECT HIGHLIGHTS**

For some time, the Altavista Planning Commission has been reviewing the potential for a Downtown Revitalization Overlay District and the corresponding document, Design Guidelines. After working with Region 2000's Scott Smith, the overlay district ordinance and design guidelines were considered by the Planning Commission at a public hearing earlier this month. The Planning Commission recommends to the Town Council that the amended changes to the Downtown Revitalization Overlay Ordinance and the ancillary Design Guidelines be adopted.

At this time, Town Council will need to set their process by which they will review the ordinance amendment and the guideline document and ultimately decide if they will have a public hearing to consider adoption of the ordinance and the guidelines. The documents have been provided to you for your review. Staff would recommend that a work session with the Planning Commission be scheduled so that the consultant and the Planning Commission can go over the document and Town Council can ask questions or get clarifications.

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**Recommendations, if applicable:** Town Council accept the documents and set their process to consider the ordinance amendment and guidelines presented by the Planning Commission. (Planning Commission report/recommendation attached)

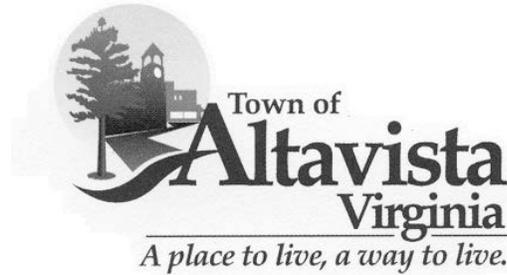
**Staff recommendation, if applicable:** Set Work Session on this item.

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

**Schedule Work Session on this item, with Planning Commission and consultant.**

**SUGGESTED MOTION:** *"I move that the Altavista Town Council conduct a Work Session on **(DATE/TIME)** to consider the Downtown Revitalization Overlay District and the Design Guidelines, presented by the Planning Commission."*

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachments (in order they appear in packet): 1) Planning Commission Report/Recommendation



***Commissioners***

Jerry Barbee, Chairman  
Laney Thompson, Vice Chair Person  
Bill Ferguson  
John Jordan  
John Woodson

**Staff Planner**

Dan Witt

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

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**Downtown Revitalization Overlay District and Design Guidelines**

**Subject Overview:**

The process for considering amending the Downtown Revitalization Overlay Ordinance began in March 2012 when the Planning Commission began working on a plan of action and process to undertake this project. Other projects took precedent over this until April 2013 when staff met with Region 2000 to determine if consulting services could be provided to help with the project. The contract for consulting services was approved and the first public meeting, an Informational Meeting, was held in August 2013. This meeting was well attended by both property and business owners who all received personal invitations to this meeting. Each was invited to continue to participate in the process on a monthly basis.

Between August 2013 and July 2014 the PC worked on drafts and updates at each of its monthly meeting. Scott Smith would prepare sections that staff provided to the Commissioners to review and provide comments. These changes would be provided back to Scott who would then incorporate them into the document(s). This process was repeated over and over until the Commissioners had 2 documents, the Downtown Revitalization Overlay District Ordinance and the ancillary Design Guidelines that met the PC's overall goals and objectives:

1. To fulfill the Comprehensive Plan's goal of recognizing Altavista's unique character and promote revitalization of the downtown area, and to promote tourism as a viable economic development strategy.
2. To bring harmony and cohesiveness to the visual appearance and uses of the district, to promote compatibility in the appearance, character and uses.
3. To encourage and enable the revitalization and preservation of the downtown historic district.

4. To promote architecturally responsible commercial development, emphasize historic development techniques, reduce vacant, dilapidated, and empty lots.
5. To promote the District as a vibrant commercial hub of the Town.

### **Recommendation from the Planning Commission**

The Altavista Planning Commission held its public hearing on Monday, August 4<sup>th</sup> at its regularly scheduled meeting. The hearing was properly advertised but in addition to the ad placed in the Altavista Journal, all property and business owners received a personal invitation, via letter, to attend and participate in the public hearing. No one spoke for or against the proposed amendments and the following recommendation was approved on a 4-0 vote with one Commissioner absent.

***I make a motion that the Planning Commission recommends to Town Council adoption of the amended changes to the Downtown Revitalization Overlay Ordinance and the ancillary Design Guidelines.***

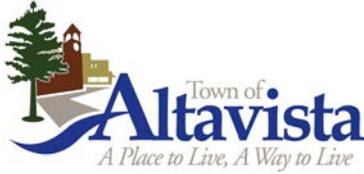
The vote tally was as follows:

Chairman Barbee-	Yes
Vice Chairman Thompson-	Yes
Mr. Ferguson-	Yes
Mr. Jordan-	Yes
Mr. Woodson-	Absent

The reasons for this recommendation are:

1. To preserve the Historic District now and for future generations;
2. Maintain the façade improvements;
3. Guide future development of vacant lots consistent with the character and appearance of the historic district and DRO;
4. Promote future commercial development;
5. Attract complementary businesses;
6. Promote tourism;
7. A guide for property and business owners;
8. To protect, maintain and possibly increase property values

The Planning Commission is offering to participate in a joint work session with the Town Council. These documents are considered, by the Planning Commission, to be very important for reasons stated above and are willing to discuss and answer any questions Council members may have.



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: August 12, 2014

**Agenda Placement: New Business**

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

**Subject Title: Bedford Avenue Waterline (Project 1A) bids**

**Presenter(s): Town Manager**

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**SUBJECT HIGHLIGHTS**

A bid opening was held on July 29, 2014 for the Bedford Avenue Waterline Improvements (Project 1A). The bids received were higher than the estimates for the construction of the project. The low bidder came in with a base bid of \$3,996,472 and this bid was above the original construction estimate of \$2,600,000 which presented a gap of \$1,396,472. Updated information on the construction estimate was forwarded to the Town a few days before the bid opening, which showed the updated estimate as \$3,150,000 and a contingency of \$158,000 for a total of \$3,308,000 reducing the gap to \$688,472. These are the construction costs only and do not include the engineering, administration and borrowing costs.

One of the items listed on the base bid item was for additional quantities of items associated with the project if they are deemed necessary; this bid item totaled \$200,150. These funds would only be utilized if additional quantities were required by the job and a unit price would be established.

In addition, an Additive Bid item was listed that included the open cut for the Staunton River rather than the horizontal drilling method included in the base bid. This option would allow the Town to install a new raw water line in conjunction with this project. This item had a bid of \$637,062, which would increase the base bid amount by said amount.

Staff will be meeting with the engineer on Monday, August 11<sup>th</sup> to discuss options. The Engineer will be present at the Town Council meeting to provide an update and answer questions.

Below are the bids received:

<b><u>Contractor</u></b>	<b><u>Total Base Bid</u></b>	<b><u>Total Additive Bid Item</u></b>
DLB, Inc.	\$3,996,472.00	\$687,062.00
F.L. Showalter, Inc.	\$5,762,000.00	\$530,000.00
English Construction Co.	\$6,785,000.00	\$270,000.00

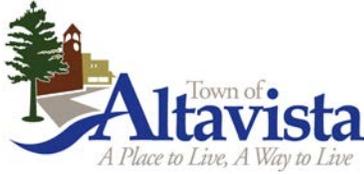
**Staff recommendation, if applicable:** Per discussion.

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

**SUGGESTED MOTION:** Per discussion

Attachments:  Yes  No

Attachments (in order they appear in packet):



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: August 12, 2014

**Agenda Placement: New Business**

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

**Subject Title: Donation of War Memorial Statue**

**Presenter(s): Town Manager**

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**SUBJECT HIGHLIGHTS**

Last year, Mr. Ralph English, representing the Veterans of Foreign Wars (VFW) Post 4165 and American Legion Memorial Post 36, asked the Town to establish a “pass through” fund for refurbishment of the War Memorial. The VFW contributed \$8,000 to the fund and since that time all the brass plaques have been refurbished or replaced. Currently the Town is working on replacing documents at the Freedom Shrine and painting the structure and replacing the glass.

Recently, Mr. English contacted the Town in regard to a War Memorial statue that he would like to donate and have placed at the War Memorial. A collage of photos of the statue is included. The preferred placement would be in the grass strip between the parking lot and the War Memorial; the Town would construct a concrete pad for the statue to rest on.

At this time it would be appropriate for the Town of Altavista to accept the generous donation of the War Memorial statute from Mr. Ralph English.

**Staff recommendation, if applicable:** Accept the donation by Mr. Ralph English of the War Memorial statute.

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

**SUGGESTED MOTION:** *“I move that the Altavista Town Council accept the generous donation of the War Memorial statue from Mr. Ralph English.”*

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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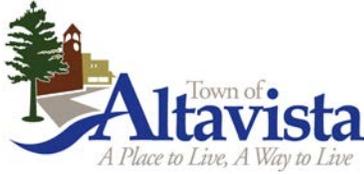
Attachments (in order they appear in packet): 1) War Memorial statue information
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**WAR MEMORIAL**



**War Memorial Battle Cross Boots Gun Helmet Statue  
16" Wide X 16" Deep X 52" High (Bronze/Brass Casting)  
A plaque recognizing the donation would be included.**



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: August 12, 2014

**Agenda Placement: New Business**

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

**Subject Title: Pawnbroker regulations**

**Presenter(s): Town Attorney**

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**SUBJECT HIGHLIGHTS**

Recently, a pawn shop located in the Town of Altavista and it has come to our attention that such operations require additional approval per the Code of Virginia. I have attached correspondence from John Eller, Town Attorney, regarding this issue. Following discussion Council can direct staff on this matter.

**Staff recommendation, if applicable:** Per discussion.

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

**SUGGESTED MOTION: Per discussion**

Attachments:  Yes     No

Attachments (in order they appear in packet): 1) Correspondence from John Eller, Town Attorney

LAW OFFICES OF  
**J. JOHNSON ELLER, JR.**

P.O. BOX 209  
ALTAVISTA, VIRGINIA 24517

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TELEPHONE (434) 369-5661  
FAX (434) 369-5663  
ELLERLAW19@GMAIL.COM

August 5, 2014

Ms. Tobie Shelton  
Financial Director  
Town of Altavista  
P. O. Box 420  
Altavista, VA 24517

**Re: Pawnbrokers**

Dear Tobie:

I have talked to David Shreve and his opinion to the county will be that the county should only license the pawnbrokers in the part of the county outside the corporate limits of the towns. Thus, we would be the licensing authority.

Chapter 40 of Title 54.1 Sections 54.1-4000 through 4014 of the Virginia Code governs the licensing of pawnbrokers and it appears that the intent of the legislature was to assign the regulation of pawnshops to local governments as opposed to numerous other occupations which are regulated by state boards like the contractor's board. Another occupation in the local government regulation area is precious metals dealers. We have an ordinance on precious metals dealers but not on pawnbrokers.

We need to pass an ordinance on pawnbrokers paralleling the Virginia Code. As I mentioned in my earlier email, Lynchburg simply incorporated all of Chapter 40 of the Virginia Code into the Lynchburg City Code. David Shreve said the county would probably take this approach as well. I have prepared an ordinance incorporating Chapter 40 into the Town Code and it is attached.

Chapter 40 provides as follows:

Sec. 54.1-4001 states that no person shall engage in the business of pawnbroker without having a valid license issued by the county, city or town (hereinafter "town") in which the pawnbroker conducts business.

Ms. Tobie Shelton  
Page 2  
August 5, 2014

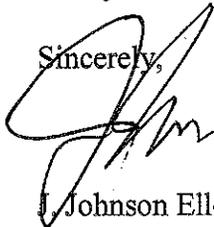
Sec 54.1-4001 further states that the circuit court may authorize the town to issue a pawnbrokers license upon proof that the owner has not been convicted of a felony or a crime of moral turpitude in the last 10 years. It further states that no such license shall be issued except by the said authority of the circuit court.

Sec 54.1-4003 states that no person shall be licensed as a pawnbroker without having in place a bond in the amount of \$50,000, with surety.

Thus, in order for the pawnshop to operate legally in the town the owner must obtain an order from the circuit court authorizing the town to issue the license and evidence that the bond is in effect. We can then issue the license.

Until the license is issued the pawnshop is operating illegally. At this point we need to let the pawnshop know the requirements to operate and give them a short period (15 days) to comply after which they would have to stop operating.

Sincerely,



Johnson Eller, Jr.

Enclosure

cc: Mr. J. Waverly Coggsdale, III  
Mr. Dan Witt

10/TA/Letter to Tobie re Pawnbrokers

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Article V consisting of Sec. 22-133 relating to Pawnbrokers.

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

1. That a new Article V "Pawnbrokers" consisting of Sec. 22-133 be added to the Code of the Town of Altavista as follows:

**Sec. 22-133. Pawnbrokers.**

Sections 54.1-4000 through 54.1-4014, Code of Virginia, regulating and controlling pawnbrokers are hereby adopted by reference and shall be enforced within the town. Pursuant to the provisions of Section 1-13.39:2 of the Code of Virginia, future amendments to the sections of the Code of Virginia that are incorporated in this section are also incorporated by reference herein.

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

§ 54.1-4000. Definition of pawnbroker.

"Pawnbroker" means any person who lends or advances money or other things for profit on the pledge and possession of tangible personal property, or other valuable things, other than securities or written or printed evidences of indebtedness or title, or who deals in the purchasing of personal property or other valuable things on condition of selling the same back to the seller at a stipulated price.

(Code 1950, § 54-840; 1988, c. 765; 1998, c. 848.)

---

§ 54.1-4001. License required; license authorized by court; building designated in license; penalty.

A. No person shall engage in the business of a pawnbroker without having a valid license issued by the county, city or town in which the pawnbroker conducts such business.

B. The circuit court of any county or city may authorize any county, city or town to issue to any individual, who has not been convicted of a felony or a crime involving moral turpitude in the last ten years, a license to engage in the business of a pawnbroker in that county, city or town. No such license shall be issued by any county, city or town except with such authority. Prior to the issuance of the license, the applicant shall furnish his date of birth, a sworn statement or affirmation disclosing any criminal convictions or any pending criminal charges, whether within or without the Commonwealth, and such other information to the licensing authority as may be required by the governing body. The license shall designate the building in which the licensee shall carry on such business.

C. No person shall engage in the business of a pawnbroker in any location other than the one designated in his license, except with consent of the court which authorized the license.

D. Any person who violates the provisions of this section shall be guilty of a Class 1 misdemeanor. Each day's violation shall constitute a separate offense.

(Code 1950, §§ 54-841, 54-842; 1982, c. 633; 1986, c. 316; 1988, c. 765; 1998, c. 848.)

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§ 54.1-4002. Local limitations as to number of pawnshops.

A. In addition to all limitations and restrictions and notwithstanding any other relevant provisions of this chapter, the governing body of any county, city or town may reasonably limit by resolution or ordinance the number of pawnshops that may be operated at any one time within its territorial limits.

B. The circuit court of any county or city which has, by resolution or ordinance, limited the number of pawnshops therein shall not authorize any license to any pawnbroker after the commissioner of the revenue or other tax assessing officer of the county, city or town over which it has jurisdiction for the issuance of such licenses has filed with the court a statement that the number of licensed pawnshops within the county, city or town has reached the maximum number of pawnshops authorized to be operated therein, unless the number has been reduced below the maximum prescribed. In the event that a properly licensed pawnbroker sells his business, the circuit court of the county or city shall authorize the county, city or town in which such business operates to issue to the purchaser a new license for the same location if the purchaser has not been convicted of a felony or a crime involving moral turpitude in the last ten years. Prior to the issuance of the license, the purchaser shall furnish his date of birth and such other information to the licensing authority as may be required by the local governing body.

(Code 1950, § 54-843; 1982, c. 633; 1988, c. 765; 1998, c. 848.)

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§ 54.1-4003. Bond required; private action on bond.

A. No person shall be licensed as a pawnbroker or engage in the business of a pawnbroker without having in existence a bond with surety in the minimum amount of \$50,000 to secure the payment of any judgment recovered under the provisions of subsection B.

B. Any person who recovers a judgment against a licensed pawnbroker for the pawnbroker's misconduct may maintain an action in his own name upon the bond of the pawnbroker if the execution issued upon such judgment is wholly or partially unsatisfied.

(Code 1950, § 54-845; 1988, c. 765; 1998, c. [848](#).)

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§ 54.1-4004. Memorandum to be given pledgor; fee; lost ticket charge.

Every pawnbroker shall at the time of each loan deliver to the person pawning or pledging anything, a memorandum or note, signed by him, containing the information required by § [54.1-4009](#). A lost-ticket fee of five dollars may be charged, provided that the pawner is notified of the fee on the ticket.

(Code 1950, § 54-846; 1968, c. 438; 1983, c. 238; 1988, c. 765; 1998, c. [848](#).)

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§ 54.1-4005. Sale of goods pawned.

No pawnbroker shall sell any pawn or pledge item until (i) it has been in his possession for the minimum term set forth in the memorandum, but not less than 30 days, plus a grace period of 15 days and (ii) a statement of ownership is obtained from the pawner. If a motor vehicle is pawned, the owner of the motor vehicle shall comply with the requirements of § [46.2-637](#). In the event of default by the pawner, the pawnbroker shall comply with the requirements of § [46.2-633](#). Otherwise, the pawnbroker shall comply with the requirements of § [46.2-636](#) et seq. All sales of items pursuant to this section may be made by the pawnbroker in the ordinary course of his business.

(Code 1950, § 54-847; 1986, c. 316; 1988, c. 765; 1998, c. [848](#); 1999, c. [327](#); 2012, c. [586](#).)

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§§ 54.1-4006. , 54.1-4007.

Repealed by Acts 1998, c. 848.

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§ 54.1-4008. Interest chargeable.

A. No pawnbroker shall ask, demand or receive a greater rate of interest than ten percent per month on a loan of \$25 or less, or seven percent per month on a loan of more than \$25 and less than \$100, or five percent per month on a loan of \$100 or more, secured by a pledge of tangible personal property. No loan shall be divided for the purpose of increasing the percentage to be paid the pawnbroker. Loans may be renewed based on the original loan amount. Loans may not be issued that compound the interest or storage fees from previous loans on the same item.

B. An annual percentage rate computed and disclosed under the provisions of the federal Truth-in-Lending Act shall not be deemed a violation of this section.

(Code 1950, § 54-850; 1983, c. 238; 1988, c. 765; 1998, c. [848](#); 1999, c. [327](#).)

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§ 54.1-4009. Records to be kept; credentials of person pawning goods; fee; penalty.

A. Every pawnbroker shall keep at his place of business an accurate and legible record of each loan or transaction in the course of his business, including transactions in which secondhand goods, wares, or merchandise is purchased for resale. The account shall be recorded at the time of the loan or transaction and shall include:

1. A description, serial number, and a statement of ownership of the goods, article, or thing pawned or pledged or received on account of money loaned thereon or purchased for resale;
2. The time, date, and place of the transaction;
3. The amount of money loaned thereon at the time of pledging the same or paid as the purchase price;
4. The rate of interest to be paid on such loan;
5. The fees charged by the pawnbroker, itemizing each fee charged;
6. The full name, residence address, telephone number, and driver's license number or other form of identification of the person pawning or pledging or selling the goods, article, or thing, together with a particular description, including the height, weight, date of birth, race, gender, hair and eye color, and any other identifying marks, of such person;
7. Verification of the identification by the exhibition of a government-issued identification card bearing a photograph of the person pawning, pledging, or selling the goods, article, or thing, such as a driver's license or military identification card. The record shall contain the type of identification exhibited, the issuing agency, and the number thereon;
8. A digital image of the form of identification used by the person involved in the transaction;
9. As to loans, the terms and conditions of the loan, including the period for which any such loan may be made; and
10. All other facts and circumstances respecting such loan or purchase.

B. A pawnbroker may maintain at his place of business an electronic record of each transaction involving goods, articles, or things pawned or pledged or purchased. If maintained electronically, a pawnbroker shall retain the electronic records for at least one year after the date of the transaction and make such electronic records available to any duly authorized law-enforcement officer upon request.

C. For each loan or transaction, a pawnbroker may charge a service fee for making the daily electronic reports to the appropriate law-enforcement officers required by § 54.1-4010, creating and maintaining the electronic records required under this section, and investigating the legal title to property being pawned or pledged or purchased. Such fee shall not exceed five percent of the amount loaned on such item or paid by the pawnbroker for such item or \$3, whichever is less. Any person, firm, or corporation violating any of the provisions of this section is guilty of a Class 4 misdemeanor.

D. No goods, article, or thing shall be pawned or pledged or received on account of money loaned or purchased for resale if the original serial number affixed to the goods, article, or thing has been removed, defaced, or altered.

E. The Superintendent of State Police shall promulgate regulations specifying the nature of the particular description for the purposes of subdivision A 6.

The Superintendent of State Police shall promulgate regulations specifying the nature of identifying credentials of the person pawning, pledging, or selling the goods, article, or thing. Such credentials shall be examined by the pawnbroker, and an appropriate record retained thereof.

(Code 1950, § 54-851; 1976, c. 66; 1986, c. 316; 1988, c. 765; 1990, c. 783; 1998, c. 848; 2001, c. 401; 2003, c. 448; 2013, c. 262.)

§ 54.1-4010. Daily reports.

A. Every pawnbroker shall prepare a daily report of all goods, articles, or things pawned or pledged with him or sold to him that day and shall file such report by noon of the following day with the chief of police or other law-enforcement officer of the county, city, or town where his business is conducted designated by the local attorney for the Commonwealth to receive it. The report shall include the pledgor's or seller's name, residence, and driver's license number or other form of identification; a photograph or digital image of the form of identification used by the pledgor or seller; and a description of the goods, articles, or other things pledged or sold and, unless maintained in electronic format, shall be in writing and clearly legible to any person inspecting it. A pawnbroker may compile and maintain the daily report in an electronic format and, if so maintained, shall file the required daily reports electronically with the appropriate law-enforcement officer through use of a disk, electronic transmission, or any other electronic means of reporting approved by the law-enforcement officer. Any local governing body, may by ordinance, require a pawnbroker to maintain and file a daily report electronically through the use of a disk, electronic transmission, or any other electronic means of reporting approved by the law-enforcement officer.

B. The Department of State Police shall adopt regulations for the uniform reporting of information required by this section.

C. Any person, firm, or corporation violating any of the provisions of this section is guilty of a Class 4 misdemeanor.

(Code 1950, § 54-853; 1988, c. 765; 1998, c. [848](#); 2001, c. [401](#); 2002, c. [201](#); 2003, c. [448](#); 2010, cc. [540](#), [657](#); 2013, c. [262](#).)

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§ 54.1-4011. Officers may examine records or property; warrantless search and seizure authorized.

Every pawnbroker and every employee of the pawnbroker shall admit to the pawnbroker's place of business during regular business hours, any duly authorized law-enforcement officer of the jurisdiction where the business is being conducted, or any law-enforcement official of the state or federal government. The pawnbroker or employee shall permit the officer to (i) examine all records required by this chapter and any article listed in a record which is believed by the officer to be missing or stolen and (ii) search for and take into possession any article known to him to be missing, or known or believed by him to have been stolen. However, the officer shall not take possession of any article without providing to the pawnbroker a receipt.

(Code 1950, §§ 54-852, 54-854; 1988, c. 765; 1990, c. 683; 1998, c. [848](#).)

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§ 54.1-4012. Property pawned or purchased not to be disfigured or changed.

No property received on deposit or pledged or purchased by any pawnbroker shall be disfigured or its identity destroyed or affected in any manner (i) so long as it continues in pawn or in the possession of the pawnbroker while in pawn or (ii) in an effort to obtain a serial number or other information for identification purposes.

(Code 1950, § 54-855; 1988, c. 765; 1998, c. [848](#); 1999, c. [327](#); 2003, c. [448](#).)

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§ 54.1-4013. Care of tangible personal property; evaluation fee.

A. Pawnbrokers shall store, care for and protect all of the tangible personal property in the pawnbroker's possession and protect the property from damage or misuse. Nothing in this chapter shall be construed to mean that pawnbrokers are insurers of pawned property in their possession.

B. A pawnbroker may charge a monthly storage fee for any items requiring storage, which fee shall not exceed five percent of the amount loaned on such item.

(Code 1950, § 54-856; 1988, c. 765; 1998, c. [848](#).)

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§ 54.1-4014. Penalties; violation of the Virginia Consumer Protection Act.

A. Except as otherwise provided in § [54.1-4001](#), any licensed pawnbroker who violates any of the provisions of this chapter shall be guilty of a Class 4 misdemeanor. In addition, the court may revoke or suspend the pawnbroker's license for second and subsequent offenses.

B. Additionally, any violation of the provisions of the chapter shall constitute a prohibited practice in accordance with § [59.1-200](#) and shall be subject to any and all of the enforcement provisions of the Virginia Consumer Protection Act (§ [59.1-196](#) et seq.).

(Code 1950, §§ 54-857, 54-858; 1988, c. 765; 1998, c. [848](#).)

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# August 2014

Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday
					1	2 1st Saturday Trade Lot AOT Cruise-In 5:30
3	4 Planning Commission 5:00 PM	5	6	7	8	9
10	11	12 Work Session 5:30 p.m. Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	13	14	15	16
17	18	19	20	21	22 Chamber of Commerce TGIF	23
24	25	26	27	28	29 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM <b>NOTE: DATE CHANGE</b>	30
31						

# September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Labor Day Town Offices Closed	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> 1st Saturday Trade Lot AOT Cruise-In 5:30
<b>7</b>	<b>8</b>	<b>9</b> Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Trade Lot
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM <b>NOTE: DATE CHANGE</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				



# Preliminary Agenda

October 5-7, 2014

Hotel Roanoke & Conference Center  
110 Shenandoah Avenue, Roanoke, VA 24016

All activities take place at the Hotel Roanoke & Conference Center, with the exception of Host Night and the ticketed spouse event on Monday.

## Sunday, October 5

- 9 a.m. **VML Golf Tournament**
- 1 - 3 p.m. **Executive Committee Meeting**
- Noon - 6:30 p.m. **Registration**
- 1 - 6:30 p.m. **Exhibit Hall**
- 2 - 4 p.m. **Mayor's Walk to the Star**  
Join Mayor David Bowers for a pleasant, three-quarter-mile walk through Mill Mountain Park to the base of the famous Roanoke Star, where you will enjoy the unparalleled view of the Roanoke Valley. A must-see for anyone who has never been there! Participants will be transported from the Hotel Roanoke lobby to the point where the walk begins and picked up at the point where it ends. The terrain is easy, but hilly, so wear comfortable shoes. This event will be held rain or shine. To register, email Christine Elder with Roanoke Parks & Recreation at [christine.elder@roanokeva.gov](mailto:christine.elder@roanokeva.gov).
- 3 - 5 p.m. **Legislative Committee Meeting**
- 4 p.m. **Nominations Committee**
- 4:30 - 6:30 p.m. **Opening Reception in the Exhibit Hall**

Noon - 1 p.m. **Virginia Local Government Management Association Luncheon** (tickets required)

Noon - 1 p.m. **Lunch in the Exhibit Hall**

1:15 - 2:30 p.m. **Concurrent Sessions**  
Cyber security-Sponsored by VML Insurance Programs

Helping children enter kindergarten ready to read

Public/private partnerships

Transit issues

State budget outlook

1:15 - 2:45 p.m. **Mobile workshop**  
Tour of housing programs that have been a success in Roanoke-and could be in your community! Participation is limited to 23 on a first-come, first-served basis.

2:30-3 p.m. **Refreshment Break**

2:55 p.m. **Raffle Drawing in the Exhibit Hall**  
Please note that Exhibit Hall closes at 3 p.m.

3-4:15 p.m. **Concurrent Sessions**  
Breakout sessions  
Management in the digital age: Drones and more

Healthy communities: Actions to encourage healthy communities

Rail safety issues

Solar communities

A conversation with EPA

3-4:30 p.m. **Mobile workshop**  
Tour of improvements to Elmwood Park and the Main Library, with a focus on the citizen engagement, use of local vendors and businesses and environmental enhancements. Led by City of Roanoke. Participation is limited to 23 on a first-come, first-served basis.

## Monday, October 6

- 8 a.m. - 4 p.m. **Registration**
- 8 a.m. - 3 p.m. **Exhibits**
- 8 - 8:45 a.m. **Continental Breakfast Exhibit Hall**
- 9 - Noon **Opening session**  
Keynote speakers  
Terry McAuliffe (invited)  
Bill Howell, Speaker of the House of Delegates  
Senatorial candidates Sen. Mark Warner and Edward Gillespie (invited)
- Noon - 1 p.m. **NBC-LEO Program and Luncheon (tickets required)**

*continues on next page*

6 - 9 p.m. **Host City Night**  
*Sponsored by City of Roanoke*

Roanoke's Host City Night in Market Square is always a hit. The Monday night event will start with a reception in the newly-renovated Center in the Square, home of several museums, galleries and shops. Dinner will follow in the Market Square, and will include a variety of dishes from Roanoke's many excellent downtown restaurants, as well as some light jazz dinner music!

## Tuesday, October 7

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7:45 - 8:45 a.m. **Annual Prayer Breakfast**  
(tickets required)

8 - 9 a.m. **Continental Breakfast**

8 a.m. - Noon **Registration**

9 - 10:30 a.m. **General Session**  
**Imagining the world of 2020**  
Dr. Lowell Catlett, New Mexico State University's College of Agricultural, Consumer and Environmental Sciences

10:30-10:45 a.m. **Refreshment break**

10:45 a.m.-Noon **City, Town and Urban Section Elections & Workshops**  
The annual meetings of the City, Urban and Town Sections include the election of the chair and vice chair of each section and a workshop. The chair of each section sits on the VML Executive Committee.

Noon-1:15 p.m. **Group Luncheon**

Noon-1:15 p.m. **Women in Local Government Luncheon** (tickets required)

1:20-3 p.m. **Concurrent Workshop & Local Government Round Tables**

**Freedom of Information Act**

**University/Communities Connections**

**Local Government Roundtables**

- Governmental prayers
- Walkable watersheds
- Urban deer management
- Combatting the problems of homeless veterans
- Arts & tourism districts
- Black bear project
- Electronic summons: Cutting back on paperwork for police
- Resources for small towns for planning
- Improving the dropout rate
- Non-partisan redistricting
- Improving dropout rates
- Conflict of interests
- HUBZones
- Revitalizing neighborhoods

3:10-4:30 p.m. **Business Meeting & Election of Officers**

5:30-6:15 p.m. **Reception**

6:15-9 p.m. **Annual Banquet**  
Remarks by Incoming President  
Presentation of Achievement Awards  
Entertainment: Letters from Home:  
A Tribute to the Andrews Sisters





# Conference Registration Form

Register online and pay by credit card at [www.vml.org](http://www.vml.org)

**October 5-7, 2014**

Hotel Roanoke & Conference Center  
110 Shenandoah Ave., Roanoke, VA 24016

Name \_\_\_\_\_ Nickname for Badge \_\_\_\_\_

Title \_\_\_\_\_ Locality/Agency/Firm \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Name of Spouse (If attending) \_\_\_\_\_

**(Spouse/guests must be registered to attend receptions and host locality night)**

**Basic Registration Fee** (includes activities on Sunday, Monday and Tuesday, except for ticketed events listed below; partial registration fees are not available).

Please check appropriate registration fee:	Member	Non-Member	Spouse
Prior to Sept. 19:	<input type="checkbox"/> \$360	<input type="checkbox"/> \$500	<input type="checkbox"/> \$150
After Sept. 19:	<input type="checkbox"/> \$385	<input type="checkbox"/> \$525	<input type="checkbox"/> \$175

**Ticketed Events** (please check the events you wish to attend and note additional charges):

**VML Golf Tournament** - Details to come. (Sunday - \$50)

**National Black Caucus of Local Elected Officials Luncheon** - (Monday - \$35)

**Virginia Local Government Management Association Luncheon** - (Monday - \$35)

**Prayer Breakfast** - (Tuesday - \$25)

**Women in Local Government Luncheon** - (Tuesday - \$35)

**Total Registration Fees Due**

\$ \_\_\_\_\_

Check enclosed (**check must be received within 30 days of registration**)

**Special Accommodations**

**Dietary** \_\_\_\_\_

**Physical** \_\_\_\_\_

**Optional Spouse Activity**

**Fun and Informative Etiquette Luncheon**  
(Monday - \$35)

**Payment options:**  **Check enclosed** (payable to VML)  **Purchase order #** \_\_\_\_\_  **Invoice my locality**

Send completed registration form and check (if paying by check) to: VML, P.O. Box 12164, Richmond VA 23241, fax to 804-343-3758, or e-mail to [e-mail@vml.org](mailto:e-mail@vml.org). You may register on-site at the conference, but the late fee applies. For additional information, call VML at 804/649-8471.

**Deadline for registration refunds is Sept. 19, 2014.** Refunds will not be given after this date. Please give notification of cancellations by fax, letter or e-mail ([e-mail@vml.org](mailto:e-mail@vml.org)).



# Hotel Room Reservation Form

**October 5-7, 2014**

Hotel Roanoke & Conference Center  
110 Shenandoah Avenue, Roanoke, VA 24016

**General Instructions**

This form must be used to secure your housing accommodations for the 2014 VML Annual Conference or the Mayors Institute in Roanoke, VA. All requests must be received in writing on this room reservation form. Each person requesting housing must submit a separate form. You may use a photocopy of this form if necessary. Please follow the instructions listed below to reserve your housing.

- Hotel rooms at the special VML rate **are only available to people registered** for the VML Annual Conference or the Mayors Institute.
- A minimum 2 night stay is required** at the Hotel Roanoke. Reservations will not be made until VML has verified that your conference registration fee has been paid.
- Use a separate form** for each housing reservation required. Photocopy this form, if necessary, to request housing for multiple registrants. **Couples need to only submit one form.**
- Reservations must be guaranteed by a credit card deposit equal to one night's room and tax. No checks will be accepted to guarantee room reservations. The credit card will be charged one night's room and tax when the reservation is made. The remainder of your bill may be paid by check when you depart the hotel.**
- No refunds will be made for cancellations received on or after September 19. **Your housing confirmation will show the exact cost amount, including tax, of your reserved room. You may bring a check in this amount to the hotel with you to pay for your room if you do not wish to pay by credit card.**
- Deadline for reservations is September 20, 2014.** Requests received after that date will be handled on a space available basis with no guarantee that the special VML rate will be available.

**PLEASE PRINT CLEARLY  
AND ANSWER ALL QUESTIONS BELOW**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_ Locality or Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email CC to: \_\_\_\_\_

**Indicate your order of preference (1 or 2). Room reservations cannot be confirmed until VML Conference registration is paid.** All reservations must be made through the VML housing bureau to get the conference rate. **The hotel will not take reservations directly.**

Pref. order	Hotel & Address	No. of beds in room	No. of people in room	Daily Rates Incl. Tax
	Hotel Roanoke and Conference Center 110 Shenandoah Ave., Roanoke, VA 24016	<input type="checkbox"/> 1 or <input type="checkbox"/> 2	<input type="checkbox"/> 1 or <input type="checkbox"/> 2	\$192.61
	Sheraton Roanoke Hotel & Conference Center 2801 Hershberger Road, Roanoke, VA 24019	<input type="checkbox"/> 1 or <input type="checkbox"/> 2	<input type="checkbox"/> 1 or <input type="checkbox"/> 2	\$134.47

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  Check if attending the Mayors Institute, Oct. 3-4.

Please note any special disability accommodations needed \_\_\_\_\_

Guarantee my hotel reservation by:  Visa  Mastercard  American Express  Discover

Credit Card #: \_\_\_\_\_ Expir Date: \_\_\_\_\_ CVS: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return completed form to:** VML Housing Bureau  
P.O. Box 241  
Washington, VA 22747

**Phone:** (540) 675-3118  
**Fax:** (540) 675-3176  
**Email:** VML@brmg.com

**Confirmations will be emailed directly from the hotel to the address(es) provided on your reservation form..**



# Virginia Mayors Institute

Register online and pay by credit card at [www.vml.org](http://www.vml.org)

October 4-5, 2014  
Hotel Roanoke & Conference Center  
110 Shenandoah Ave., Roanoke, VA 24016



*Sponsored by VML and the Weldon Cooper Center for Public Service, University of Virginia*

## Who should attend?

The program is designed for mayors/board chairs and vice mayors/vice chairs.

## Registration

VML now offers online registration and accepts payment by credit card (VISA, MasterCard, American Express and Discover). You may do so at [www.vml.org](http://www.vml.org). While you may also register via mail, fax or email by using this form, we encourage you to register online even if you are not paying by credit card (VML will send you an invoice). Advance registration is required. The \$240 registration fee includes course materials, reception and dinner on Saturday night, lunch Saturday, continental breakfasts on Saturday and Sunday, and refreshment breaks. If you don't register online, send completed registration form and check (if paying by check) to: VML, P.O. Box 12164, Richmond VA 23241, fax to 804-343-3758, or e-mail to [e-mail@vml.org](mailto:e-mail@vml.org). For additional information, call VML at 804/649-8471. The deadline for

cancellation notification is Monday, Sept. 19. Please give notification of cancellations by fax, letter or email. Spouses may register to attend meal functions as shown on the registration form. For additional information please call or email Joni Terry, (804) 649-8471, [e-mail@vml.org](mailto:e-mail@vml.org); or Mary Jo Fields, (804) 523-8524; [mfields@vml.org](mailto:mfields@vml.org)

## Dress

Business casual attire is appropriate for all sessions of the conference. Be comfortable!

## Hotel reservations

Only persons registered for the Mayors Institute or the VML Annual Conference will be able to make reservations from the blocks of rooms reserved for VML at the Hotel Roanoke or the Sheraton. Hotel reservation information is available from the league or at the league web site at [www.vml.org](http://www.vml.org).



Virginia Mayors Institute

## Virginia Mayors Institute Registration Form

Oct. 4-5 • The Hotel Roanoke & Conference Center

Register online and pay by credit card at [www.vml.org](http://www.vml.org)

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Title: \_\_\_\_\_ Locality: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

Registration fee:  \$240 plus cost of spouse meals checked below.

Name of spouse, if spouse attending: \_\_\_\_\_

Spouse meals:  Saturday lunch \$40  Saturday reception & dinner \$75

**Total amount \$** \_\_\_\_\_

Mail to: VML  
P. O. Box 12164  
Richmond, VA 23241

Telephone: (804) 649-8471  
Fax: (804) 343-3758  
[e-mail@vml.org](mailto:e-mail@vml.org)

Make check payable to VML.



# Virginia Mayors Institute

October 4-5, 2014  
Hotel Roanoke & Conference Center  
110 Shenandoah Ave., Roanoke, VA 24016

*Sponsored by the Virginia Municipal League and the Weldon Cooper Center for Public Service, University of Virginia*



## Preliminary Agenda

### Saturday, October 4

- 8:30-9 a.m. **Registration & Breakfast Offerings**
- 9-9:15 a.m. **Program Overview**
- 9:15-10:30 **Dealing with difficult people**  
Whether they are in the audience or sitting next to you on the dais, difficult people can cause meetings to go awry and cause the presiding officer to lose control of the meeting. You can't make the difficult people go away, but there are techniques to help deflect some of the venom.
- 10:30-10:45 a.m. **Refreshment break**
- 10:45-noon **Involving youth in community issues**  
Young people are potentially an energetic and huge resource for local governments, but local officials have to bring them into the fold through non-traditional approaches.
- 12-1 p.m. **Group Luncheon**
- 1-3 p.m. **Manager evaluations**  
How evaluations can be used to help managers do a better job for councils and their communities.
- 3-3:15 p.m. **Refreshment Break**

3:15-4:45 p.m.

### **Tackling the debilitating effect of drug misuse in communities**

Tactics local governments can use in dealing with problems associated with the misuse of prescription and non-prescription drugs.

6 p.m.

### **Reception**

7 p.m.

### **Group Dinner**

### Sunday, October 5

- 8:30 a.m. **Continental Breakfast**
- 9 a.m.-10:15 a.m. **Role of mayors in emergency management**  
Whether it's a train derailment in the midst of downtown, cleaning up after a hurricane or dealing with a long power outage, mayors have a role to play – but also have to be careful to let first responders get their jobs done.
- 10:15-10:30 a.m. **Break**
- 10:30 a.m.-11:45 a.m. **Conflict of interests**  
Learn about the changes in COIA and discuss the adoption of local ethics policies
- 11:45 a.m. **Presentation of Certificates & Program Wrap Up**