

Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

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

Altavista Town Council
December 9, 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.

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

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

I. **Call to Order**

II. **Invocation**

III. **Approval of Agenda**

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

V. **SPECIAL ITEMS OR RECOGNITIONS**

- Recognition of Councilman Bill Ferguson
- FY2016 Budget – Public Input Session

VI. **CONSENT AGENDA**

- Approval of Minutes – *Regular Meeting November 11th; Continued Meeting November 12th; and Special Meeting November 19th*
- 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)** (None at this time)

VIII. **STANDING COMMITTEE/COMMISSION/BOARD REPORTS**

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

IX. **NEW BUSINESS**

- A) FY2016 Altavista Community Transit System (ACTS) Draft Budget
- B) Loading Zone Petition
- C) Vehicle Purchase – *Administration*
- D) Calendar Year 2015 Town Council Meeting Schedule

X. **UNFINISHED BUSINESS**

- A)

XI. **MANAGER'S REPORT**

- A) Town Council Calendars (December/January)
- B) Informational Items
 - i) *Bedford Avenue Project Meeting Notes*

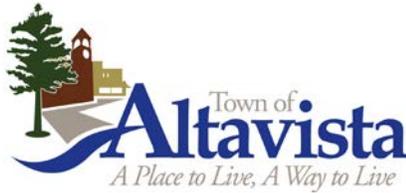
XII. **Matters from Town Council**

XIII. **Closed Meeting and Action**

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.



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

Regular Meeting
Altavista Town Council
December 9, 2014 – 7:00 p.m.

STAFF REPORT

To: Mayor and Members of Town Council
From: Waverly Coggsdale, Town Manager
Subject: SPECIAL ITEMS/RECOGNITIONS

Recognition of Councilman Bill Ferguson's Service

- William "Bill" Ferguson has served the Town as a member of the Altavista Planning Commission from April 2006 to December 2014 and as a member of the Altavista Town Council from January 1, 2007 to December 31, 2014. Bill's efforts on behalf of the Town are greatly appreciated and we wish him well.

Public Input Session – FY2016 Budget

- As part of the budget preparation process, Council annually seeks input from the public as to items that they would like to see considered/discussed in the preparation of the Town's budget.

NO ACTION NECESSARY

Regular Council Meeting—November 11, 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 November 11, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Bayse gave the invocation.

Mayor Mattox mentioned today was Veterans Day and asked that those serving and have served be remembered and thanked for their service.

Mayor Mattox recognized Mr. Timothy Thacker and thanked him for running in the recent election. He also recognized and congratulated Mr. Charles Edwards for his re-election, Mr. Timothy George for his election and Mrs. Micki Brumfield for her election; they will serve a four year term ending December 31, 2018.

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
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 asked if there were any questions regarding the agenda.

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

Motion carried:

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

4. Public Comment

Mayor Mattox asked if anyone not listed on the agenda would like to come forward and speak.

Ms. Harriet Hardy, 1617 Melinda Drive, came forward and expressed her appreciation for what is being done with Altavista stating the town gets more and more beautiful. She noted she especially likes the bus service and the parks. Ms. Hardy referred to the beauty of the river along English Park and asked that a post which blocks thru traffic be removed to allow senior citizens and the handicap access to the picnic area near the boat ramp to watch the river which she considers a blessing.

Mayor Mattox referred this matter to the Public Works Committee for review.

Regular Council Meeting—November 11, 2014

5. Special Items or Recognitions

Region 2000 Partnership Presentations

Megan Lucas-Business & Economic Development Alliance

Mrs. Lucas presented Chairman Mark Younkin, Altavista Economic Development Authority, an award for the new website from the Southern Economic Development Commission noting it was wonderful for the Town to be recognized.

Chairman Younkin advised he was accepting the award on behalf of the Authority and all of its members, with thanks to Mrs. Lucas for her direction, thanks to Mr. Coggsdale and staff. He also thanked Ms. Jo Kelley, former Economic Development Administrator for their support.

Mrs. Lucas addressed Council noting she transitioned from her position with the Town of Altavista to Region 2000 Alliance in June 2014. She advised of the responsibilities she has been charged with. She appreciated the Town's partnership with Region 2000 as they have been in the past. She presented Council with their annual report and a copy of the organizational chart for review.

Ben Bowman-Workforce Investment Board

Mr. Ben Bowman, Workforce Investment Board, addressed Council. Mr. Bowman advised he has been working on a new website which launched this past week. The goal of the website is to make it a portal for any business or job seeker. He advised of a "One Stop" Center located in Lynchburg which is in the process of looking for a new location. He advised he would be seeking input on how the Workforce Investment Board can be of service to the town. Mr. Bowman advised the Workforce Investment Act has been in enforcement since 1998 and is now called the Workforce and Innovation Opportunity Act; July 1, 2015 there will be organizational changes with the workforce investment board. He asked Council to identify candidates to serve on this board.

Gary Christie-Local Government Council

Mr. Gary Christie, Executive Director of Region 2000 Local Government Council, addressed Council stating the Local Government Council will celebrate 45 years of service to the region next year. He advised of the various projects Region 2000 Local Government Council is working on including a new website dashboard appearing soon and noted they are in the midst of updating their Transportation Plan; fitting this with the economic development goals.

6. Consent Agenda

- a) Approval of Minutes- Regular Meeting October 14, 2014; Continued Meeting October 21, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Approval of Budget Amendments
- f) Departmental Monthly Reports
 - Administration
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

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

Regular Council Meeting—November 11, 2014

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

a. Health Insurance Update

Mrs. Dalton advised the individuals that agreed to review the Town's health insurance situation met with staff and the document they provided was presented to Council for review. At this time they found no similar plan that would provide a cost savings. They provided different items for staff and Council to consider as the budget is considered for FY2016.

ii. Police/Legislative Committee

a. Vehicle/Regional Task Force

Mr. Edwards advised of a request from Chief Walsh for the use of the GMC Jimmy to be used by the Altavista Police Department/Regional Task Force Detective.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the Altavista Police Department be authorized to utilize the GMC Jimmy for use by the Regional Task Force Detective for work related activities.

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 |

b. K9 Retirement

Mr. Edwards advised of the request from Chief Walsh, to move forward with the retirement of K9 Officer "Ice" and that his former handler is allowed to adopt him for the sum of \$1.00.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that K9 Officer "Ice" be retired and his former handler be allowed to adopt him for the sum of \$1.00.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |

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| | |
|----------------------|-----|
| Mr. Tracy Emerson | Yes |
| Mr. Bill Ferguson | Yes |
| Mr. Timothy George | Yes |
| Mr. Jay Higginbotham | Yes |

iii. Public Works/Utility Committee

a. WWTP Emergency Overflow Pond – PCB Issue

Mr. Ferguson advised the Committee discussed the availability of SediMite from Dr. Kevin Sowers for additional research. Dr. Sowers is willing to offer at no cost surplus SediMite that would test approximately 500 sq. ft of area. The Town would need to pay for the shipping of the product. Per information from Dr. Sowers, he and his associate Upal Ghosh would be willing to volunteer their time for both deployment and monitoring, with a request that the Town cover the costs associated with supplies/travel for the follow up PCB monitoring assays. He advised the Committee discussed this issue and the thought was to wait until Council decided on whether to move ahead with the proposal from the Institute of Advanced Learning and Research. If that moves forward, the protocol for testing would be created and in place and this offer could be considered.

Mr. Ferguson noted a work session with Gay & Neel, and ECS Mid-Atlantic, LLC has been scheduled for Wednesday, November 12th at 5:30 p.m. in Council's Chambers of Town Hall.

It was consensus of Council to continue tonight's meeting until Wednesday, November 12th at 5:30 p.m. in Council's Chambers.

b. Lane Access Road Potential Donation of ROW

Mr. Ferguson advised the Committee was updated by staff on the possible donation of the right of way that makes up the Lane Access Road. The owners of the property along this area are interested in making this donation to the Town. Since the meeting, VDOT has indicated that as long as the right of way is fifty feet (50') wide and the pavement is thirty feet (30') wide it can be submitted to VDOT to be included in the Town's highway maintenance inventory.

A motion was made by Mr. Ferguson, seconded by Mr. George, to authorize staff to proceed with the process of accepting this donation from VDOT and have it included in the Town's highway maintenance inventory.

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 |

c. Utility Rates/Fees Discussion

Mr. Ferguson advised the Committee has begun a discussion about utility rates/fees and additional information was requested of staff for continuance of this discussion.

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Mr. Higginbotham advised of a letter received from Dr. Sowers regarding a possible treatment test for the WWTP. He and Upal Ghosh would volunteer their time in the effort. They would provide manufactured SediMite and microorganisms to Altavista. He asked that the town cover the freight costs to ship the bioamended Sedimite from New Jersey to the site at an estimated cost of \$500 to \$1,000 and also that travel/hotel expenses be covered. They would travel to Altavista to supervise the deployment at the site and monitor the site for PCB levels 3 times over a 9 month period after treatment with no labor costs. The town would need to section off the pond, provide the sump pump and assist in the initial mixing of the material into the pond. Mr. Higginbotham stated the material is being manufactured around November 15 and is good for 30 days so it needs to be ready to go by December 15. Setting the barriers out is another cost to the town.

Mrs. Dalton questioned what would happen if the barriers were removed from the pond as far as contamination.

Mr. Higginbotham advised the barriers would not be removed from the pond.

Mr. George questioned who would place the barriers.

Mr. Higginbotham indicated the town employees would place the barriers.

Mayor Mattox offered there is the need for risk mitigation and the employees need to be trained and properly equipped.

Mr. Higginbotham stated Dr. Sowers stated he could provide the Town with that protocol.

Mr. Ferguson asked Mr. Garrett if he felt he and his employees would be threatened by working with the pond.

Mr. Garrett stated he would like for his employees to be properly trained before moving further with exposure to the PCBs in the water.

Mrs. Dalton questioned the cost of the SediMite if the Town had to purchase it.

Mr. Higginbotham stated it was \$300,000 to \$400,000 to do the entire pond a couple of years ago. He could contact Dr. Sowers for this information.

Mr. Edwards noted Dr. Sowers is established at this work contrary to IALR from Danville. Dr. Sowers can determine what suiting is appropriate.

Mayor Mattox asked how Council would know this works; what base line testing will be done.

Mr. Higginbotham responded Dr. Sowers will mix the SediMite into a sample, testing every 30 days, come back in the spring and do the process again.

Mrs. Dalton suggested this issue be addressed at the continued meeting scheduled for November 12, 2014 and asked that Mr. Higginbotham find some value of the SediMite. She also stated that Mr. Garrett's concerns need to be satisfied as well.

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Mayor Mattox deferred this matter to the continued meeting scheduled for November 12, 2014 at 5:30 p.m.

iv. Other Items

a. Altavista on Track

Mr. Herb Miller, Altavista on Track, spoke on behalf of Mr. Bill Smith, President of the Altavista on Track, addressed Council and thanked them for their support of AOT. He updated Council on the activities of AOT the last few months noting in March AOT received an award from Virginia Main Street for 15,000 accumulative volunteer hours since the program was started in 2007. He added they continue to work on the upcoming Giblet Jog, “Street Art” program and Pop-up Altavista.

Mayor Mattox thanked Mr. Miller and Altavista on Track for their work.

9. New Business

a. FY2016 Budget Calendar

Mr. Coggsdale presented Council with the draft FY2016 Budget Calendar and asked them to review and advise of any changes. He noted the process begins with the December Council meeting with the Public Input Session.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the FY2016 Budget Calendar.

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 |

b. Town of Hurt Utility Extension Request

Mr. Coggsdale advised of correspondence received from the Town of Hurt regarding a request for the Town of Altavista to extend water service to an individual’s property located near the Altavista Water Treatment Plant in Hurt. Staff is seeking direction from Council in regard to whether to proceed with the analysis associated with the feasibility/cost of providing water service to this property. He added if staff deems the water extension feasible, the cost can be communicated to the individual and work performed if agreeable.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton to authorize staff to move forward with the analysis of this request and installation of the line extension if cost is agreeable.

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 |

10. Unfinished Business

A) Institute of Advanced Learning and Research (IALR) Proposal

Mr. Coggsdale advised previously, Town Council met with Mr. Michael Duncan and Dr. Scott Lowman at a continued Council meeting on October 21st. This meeting was to hear a presentation regarding the proposal of the Institute of Advanced Learning and Research (IALR) in regard to a research project at the WWTP Emergency Overflow Pond related to PCB remediation. It was indicated the implementation of the research plan, which includes the field and laboratory studies and sampling, would cost approximately \$36,000; including a risk management report.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Altavista Town Council appropriate funding from the General Fund Reserve (PCB earmark) in the amount of \$36,000 for the purpose of implementing the Institute of Advanced Learning and Research plan, as outlined.

Mr. Emerson felt the Institute of Advanced Learning and Research (IALR) proposal was worth pursuing.

Mr. Ferguson stated he was impressed with the presentation and felt it would be money well spent.

Motion carried:

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

B) Staunton River Boat Ramp/Canoe Access Follow-up

Mr. Coggsdale advised last month Town Council was presented with a recommendation by the Recreation Committee to pursue a piece of property along the Staunton River for a boat ramp/canoe access point. Following the discussion, staff was asked to gather additional information regarding properties and the process and benefits associated with the development of a boat ramp/canoe access. He advised staff reached out to Mrs. Kelly Hitchcock (Region 2000 LGC) and Mrs. Mary Pascale (Campbell County Recreation Department) as a source of information related to this subject regarding feasibility/benefits of this type of project and the potential funding sources.

Mr. Higginbotham asked why Campbell County has not pursued this before.

Mrs. Pascale advised the County has and has a proposal for a Blueway in Campbell County. The first boat launch is to be put in by AEP at Leesville Dam. There are currently three boat launches that can be used; one in Altavista, Long Island and a takeout in Brookneal. She noted canoeist and kayakers like a four hour ride. It is approximately 10 miles from the dam to the boat launch at English Park in Altavista. The fourth boat launch for the Blueway was to be put in for Altavista in Campbell County.

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Mrs. Hitchcock stated this has been the Virginia's Outdoor Plan since 2004.

Mrs. Pascale stated the location for this launch is within the 10 mile range. She stated the County has pursued because AEP was considering a launch at the dam. Because of AEP's contract they have to do a certain amount of recreational access.

Mr. Higginbotham asked why Campbell County was not pursuing.

Mrs. Pascale stated it is not in the adopted plan that they have.

Mayor Mattox asked what this would cost the Town of Altavista.

Mrs. Hitchcock stated she could not say it wouldn't cost the Town anything but there are grant monies available and advised of some that were available; there is usually a match required.

Mayor Mattox stated it is a 10 to 12 hour float from the dam to the English Park launch. He asked if there were grants the Fire Department and EMS could apply for because there is no access for them along that stretch of the river.

Mrs. Pascale stated she was unaware of any.

Mr. George advised he and Mr. Witt had met with DGIF and they indicated if a motor boat ramp was installed the possibility for grants if used for emergency access grow expeditiously.

Mrs. Pascale advised of a trail grant program stating if you are going into motorized access it is more appealing.

Mrs. Kelly advised a motorized access would also change your requirements from a VDOT standpoint; sight distance, etc.

Mr. Emerson suggested the Town, County and AEP meet. If AEP already has it proposed, does theirs have to at the dam?

Mr. Edwards asked the Town Attorney the liability involved.

Mr. Eller responded it would be the same as any of the town's property.

Mr. George offered the Recreation Committee has looked at this and it is covered in the current policy.

Mayor Mattox asked if there is any evidence that this boat launch would increase quality of life, economic development and asked if there was any data on that.

Mrs. Pascale said she would gather some data.

11. Manager's Report

Mr. Coggsdale reminded Council of the Town/County Joint Dinner meeting to be held in the Town of Brookneal December 8th at 6:30 p.m.

Mr. Coggsdale advised an Economic Development Director has been hired; Mr. Dennis Jarvis begin November 17, 2014.

a) Town Council Calendars (November/ December)

Regular Council Meeting—November 11, 2014

b) Informational Items

12. Matters from Town Council

Mayor Mattox referred to the Downtown Revitalization Public Hearing scheduled for the December 9, 2014 Council meeting and asked for input in regards to rescheduling the public hearing to the January meeting. After some discussion the public hearing was moved to January 13, 2015.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to move the Downtown Revitalization Public Hearing scheduled for December 9, 2014 to January 13, 2015.

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 |

13. Closed Session

A motion was made by Mrs. Dalton seconded by Mr. Emerson, that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950 as amended, for the following purposes:

Section 2.2-3711 (A)(1) regarding discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body (Water Plant).

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

Motion carried:

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

Council went into closed session at 8: 25 P.M.

Notice was given that council was back in regular session 8:54 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

Regular Council Meeting—November 11, 2014

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

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

Motion carried:

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

Note: Mr. Edwards did not return to open session.

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

The meeting was continued to November 12, 2014.

The meeting ended at 8:55 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—November 12, 2014

The continued 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 November 12, 2014 at 5:30 p.m.

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

Council members

present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Council members

absent:

Mr. Charles Edwards
Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Manager
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

2. Gay & Neel/ECS Mid-Atlantic, LLC

Mr. Coggsdale advised at the September 9, 2014 Town Council meeting Council voted to engage conversations with Gay and Neel in charting a course in regards to PCB remediation. He introduced Mr. Trevor Kimzey, Director of Engineering with Gay & Neel.

Mr. Kimzey introduced Mr. Garnett Williams and Mr. Adam Meurer, ECS Mid-Atlantic, LLC. Mr. Kimzey stated his role in this process is to make sure Gay & Neel are pursuing the right things in moving this project forward. He added Mr. Williams and Mr. Meurer are the experts. Mr. Kimzey asked Council for their thoughts on the PCB situation advising they were brought on board to help Council move this forward to a resolution; noting a lot of different options have been put forth.

Mrs. Dalton advised the seven Council members that have been charged with the decision making, this issue is in their laps and no one is an expert. She stated they are totally offended by the thought process of having to deplete the Town's assets to solve this problem when it is offering no bodily harm to anybody. This is an unknown world and through internet searches, word of mouth, etc., Council has tried to put together some concept of remediation and will not be defeated by this. She stated in Council's effort to put forth due diligence and remediate this issue a few experiences have been allowed and are now at a juncture where expert advice is needed.

Mr. George stated he wants to learn more than he knows right now and hear Gay & Neel's opinion of what has been done so far and if they think Council is on the right track.

Mrs. Dalton noted Mr. Higginbotham is the reason the Town did not "dig and haul" and did not waiver to the pressures of ridding the Town of the PCBs and spending the reserves to do so.

Mr. Higginbotham advised he's been working on a solution and met with Dr. Sowers who has the SediMite concept. He has confirmed the pond has microbes that are eating the PCBs and at some point the microbes will take care of the PCBs. DEQ advised the Town has to do something about the PCBs. He, Mr. Coggsdale, and Mr. Bond met with Mr. Durwood Willis, DEQ. Mr. Willis advised the only way he

Continued Council Meeting—November 12, 2014

would be satisfied would be to “dig and haul”. They met with Mr. Steve Rock with EPA Region 4 along with Gentry, Locke, who confirmed the Town doesn’t need to do anything; the PCBs are contained in the clay liner. Mr. Higginbotham advised Mr. Edwards got in touch with Dr. Lou Licht regarding phytoremediation; Larry Robertson, University of Iowa, who is working on a superfund grant. If this fund goes through, he will be sending a team to work on the phyto aspect. Mr. Scott Lowman, IARL, is looking at switch grass as a remediation. Mr. Higginbotham feels the goal is to cap the pond with a treatment cap. He advised a letter has been received from DEQ asking for an update on the Town’s progress. He felt the best technology is Mother Nature. He noted Dr. Sowers is having the most success at this time but having trouble getting the lower 6 inches of sludge which has a higher level of PCBs. Mr. Higginbotham stated his understanding is Gay & Neel’s purpose is to see if something is being missed.

Mayor Mattox stated this has been a long tangled trip with the PCB issues; never knowing where we needed to be. The Town entered into the VRP which protects the Town from any further litigation for clean up and felt the letter of closure was an extremely important item to have. He noted the Council has looked at phytoremediation but has not looked at any other types of remediation. An RFP has been considered but Council doesn’t understand technology enough to issue one. Mayor Mattox stated he would like this matter off the books as quickly as possible and remain under the VRP. Mayor Mattox asked Gay & Neel to provide a review of what is available to resolve the PCB issue.

Mr. Higginbotham noted the only way to remove the water from the lagoon is evaporation. He noted one thing he likes about the trees is they will evaporate the water; they know how to harvest the branches if Council desires to go forward with this method of remediation. He also mentioned the desire of Dr. Sowers to use concrete cells for his experiment. Once the research project is complete, the concrete barriers could be used to section off the pond noting the whole site cannot be treated at once. He felt this petrie dish with different scientists working on a section whichever one comes up being the most economical process is what the Town can go with. He didn’t feel a letter of closure was necessary. The town would not build on the site; it will always be fenced in. It is a sewer lagoon and will always be a sewer lagoon; he said that was not saying a treatment cap was not needed.

Mr. Kimzey reiterated the town is interested in not spending an exorbitant amount of money and the phrase used was the pond was not causing anybody any harm. It needs to be clarified that the pond is not causing any harm. There is the issue of the letter of closure; what does the letter of closure do for the town. There is the issue of DEQ and EPA. What is the definition for the VRP and what does success look like to the EPA, what are the consequences? If the town is removed from the VRP and back to the EPA what are the consequences.

Mr. Higginbotham asked what was the good of removing the PCBs from the pond and moving them to Wisconsin to deposit and felt the EPA would like to see one of these alternatives work.

Mr. Kimzey advised the next phase in the scope of the contract is an evaluation of alternatives. To find the true cost benefit analysis, his group needs to find out what success looks like and what is the town’s understanding of success versus the VRP, versus the EPA and what are the cost associated or litigation liabilities dispelled or retained. He stated after tonight’s meeting they would be looking at the options, what these achieve and possible cost.

Mrs. Dalton added Council realizes the world has a problem with PCBs and is thinking more broadly than 50 parts per one million so if the Town can add to the body of knowledge through this lagoon. Goals with Council are not directly aligned with the EPA or DEQ; Council is much broader thinking than that.

Mr. Kimzey stated one task is to help identify the risk and cost associated. Are there other regulatory things that can bare upon the Town?

Continued Council Meeting—November 12, 2014

Mr. Higginbotham advised there are lower concentrations of PCBs along the perimeter of the lagoon and the thought is the lower concentrations are due to the switch grass. If phytoremediation is working, then there is natural remediation along the perimeter. He felt this was encouraging data and the Town is headed in the right direction.

Mayor Mattox stated he liked the thought but this process could take 20 years with the phyto and the cap. He asked if the town is open to any potential liability of exposure if this doesn't work. He stated his first job as the mayor of Altavista is to protect the citizens and feels this is the goal of Council. He felt all seven Council members have worked towards this diligently.

Mr. Meurer addressed Council stating it would make sense to start with a regulatory discussion. With the PCB remediation there are two different programs that handle the clean up and the remediation, VRP (this is voluntary; do what is needed to be done on your own accord to remove any risk associated with the contamination). The way DEQ looks at completion of the program is based on risk, exposure to the contamination, elimination risk pathways. With most clients within the VRP, they recommend pathway elimination versus active remediation because it is easier, cheaper and faster. He stated the Town did not have to remediate to a 50 parts per one million standards as long as they are eliminating exposure pathways.

Mr. Coggsdale advised it has been indicated that 50 parts per million is the town's target.

Mr. Garnett stated in the current regulatory environment it is all risk based.

Mr. Meurer stated in one piece of correspondence 50 parts per million was an acceptable target, not the only target; eliminating the risk in exposure to an acceptable risk level by eliminating pathways.

Mrs. Dalton asked him to speak to the pathways.

Mr. Meurer advised there are construction worker exposure, incidental exposure, and ecological risk. A cap on the pond would eliminate exposure pathway. ECS' job is to evaluate each and eliminate the exposure pathways.

Mrs. Dalton asked if the process of remediating the PCBs is unnecessary.

Mr. Meurer stated 9 out of 10 of these VRP jobs focus on pathway elimination.

Mr. Higginbotham explained what had been done on Plot 7 including a dike being installed in that area. A root system started in the area on its own. The goal was to get vegetation growing in that area without putting topsoil on as in Plots 1, 2, 3, 4 and 5. Mulberry trees are to be planted in one hot spot in that area. The whole section was below 50 parts per one million except for the one hot spot.

Mayor Mattox asked if planting the trees are increasing the pathways.

Mr. Meurer advised this is one of the concerns expressed by DEQ. The clay liner is intact and that is eliminating the exposure pathways to the river because it is keeping the PCBs from migrating out. EPA's concern is the trees will eventually grow into that clay liner.

Mr. Higginbotham advised Dr. Licht disagrees.

Mr. Meurer referred to the VRP; if the town goes through that program eliminating the exposures and during a risk assessment and the DEQ deems that the risk is acceptable the town will receive a certificate of completion.

Mr. Williams stated Council has to ask themselves what happens if they do nothing. He said it seems to be the assumption that the town is not subject to any regulatory

Continued Council Meeting—November 12, 2014

jurisdiction, oversight or enforcement which is not true. When you are in the VRP, there is a memorandum between the EPA and DEQ that basically allows the VRP to take precedence over any regulations that DEQ might have on site. If you are not actually trying to remediate the site or trying to reduce the risk with a cap or some other technology, the town will likely fall back into TSCA where they could come back and make the town clean up the waste.

Mr. Meurer stated he was reading a 2006 letter from the EPA where they say you are not subject to the PCB federal regulations as long as the town is going through the remedial steps. They by default are saying as long as you are enrolled and are actively participating in the VRP the town is therefore exempt from their regulations. As soon as that stops the town could default back. He stated there are two ways to address the remediation; VRP and the EPA remediation. He said in a situation where VRP is no longer an option, and the town falls back into TSCA the town no longer has control. The EPA comes in and tells Council what to do.

Mr. Higginbotham asked what their reactions are to what has been done with Dr. Sowers and Dr. Robertson working on the super grant.

Mr. Williams stated it seems the Town wants to eliminate the risk in the quickest way possible and without expense. He stated this could take 20 years to accomplish and in that 20 years you still have risk associated with exposure.

Mr. Higginbotham stated if phyto is used it is capped.

Mr. Williams advised the vegetative cover is not considered a cap so the risk is still there.

Mr. Higginbotham stated with the Wisconsin Cap sawdust is used that doesn't do anything; there is not a treatment aspect to it.

Mr. Meurer stated phyto does offer some level of capping and exposure elimination. As stated in one of the letters, there is a possibility of the trees puncturing the clay liner.

Mr. Higginbotham stated there are five plots with trees on them with no water underneath them; it is basically dewater and more like a soil. He did not see that being an issue.

Mr. Meurer stated there is still infiltration any time it rains through the sludge.

Mr. Higginbotham stated he thought the concept was to crown it so the water will shed; it will basically be trees and grass.

Mr. Meurer stated leachability is the problem; what they are trying to address and prevent in the future.

Mr. Higginbotham stated this is what the University of Iowa professionals should be able to answer.

Mayor Mattox referred to the cap to reduce pathways and to reduce risk and asked for some ideas on what the cap should be.

Mr. Meurer stated it has to be something to eliminate exposure to the material underneath; anything that is considered to prevent people from playing in the contamination. He stated it could be filled with gravel, sand, synthetic fabric, clean fill soil, any physical barrier.

Mr. Higginbotham questioned the synthetic fabric stating it would deteriorate over time.

Continued Council Meeting—November 12, 2014

Mr. Williams stated the fabric is there to allow the construction of the cap. Without it there is not structural support.

Mr. Higginbotham stated with the dike, the water was pumped out and placed topsoil with grass and trees to grow there.

Mrs. Dalton questioned that the barrier needs to be material and not organic.

Mr. Meurer stated there are soil caps with grass planted on top.

Mrs. Dalton asked if there were other caps that could be used.

Mr. Meurer stated he has seen soil and asphalt caps. He has not seen wood chips used. He feels the wood chips would degrade and break down over time.

Mr. Higginbotham stated the whole concept of the phytoremediation cap is that it is a treatment cap. Are the roots good for this or bad? Are the roots actually degrading the PCBs or are they destroying the clay liner?

Mayor Mattox asked if they could see a pathway from where the town is regardless of the VRP that the Town would not come onto the EPA radar screen; something that the Town can say they have done due diligence, capped it in the proper method.

Mr. Meurer stated outside of the VRP there is only the EPA program. The rules to get through that program are stringent. The EPA will come in and tell the town what to do.

Mr. Williams noted 90% of the time that will be “dig and haul”.

Mr. Higginbotham stated the EPA has told the town because of the clay liner the town doesn't have to do anything.

Mr. Meurer stated that may be a misinterpretation. The letter from the EPA does say the town is exempt as long as they are working actively going through the DEQ's VRP process.

Mayor Mattox asked if there was a solution other than remediation that would be acceptable in the VRP.

Mr. Meurer responded a cap would be acceptable.

Mayor Mattox questioned the cost of the cap.

Mr. Meurer stated in 2003 it was estimated to be half a million.

Mr. George asked if there was evidence that the trees that have been planted have done any remediation; is the PCBs going up into the leaves and falling off the trees.

Mr. Higginbotham stated Dr. Licht's report explains this.

Mayor Mattox asked if the town does cap the pond would they see the letter of closure.

Mr. Meurer responded they close cases all the time with the cap which is quick and easy.

Mrs. Dalton noted the cap would do nothing to remove the PCBs.

Mr. Higginbotham stated an expert (University of Iowa) is needed to tell if the tree root will breach the liner. He stated the trees can be cut down and plant small trees. They don't have to keep growing.

Continued Council Meeting—November 12, 2014

Mr. Meurer stated another concern is flooding and would a large flood wipe out the planted trees.

Mayor Mattox asked if Council moved forward, what would be the next step. How could ECS help the town obtain closure?

Mr. Meurer advised a lot of data has been collected from the VRP report of 2003 and 2008 and they would have to resubmit a VRP report which includes an amended SCR with an updated risk assessment and propose this remedial objective. This would be the report that would go to DEQ for review.

Mrs. Dalton asked at what point the town would have a sense of their financial obligation.

Mr. Higginbotham stated if the pond is capped it would have to be done in segments, pump the water into other cells, and add the soil.

Mr. Meurer stated when it comes to the actual capping, that is the pathway elimination; for the actual construction process and cost the Town would have to ask vendors.

Mayor Mattox stated he felt ECS has been in contact with DEQ and that this is a viable option that will bring closure.

Mr. George asked if it was possible to get pricing for the gravel technique and the dirt.

Mr. Higginbotham stated Council needs to look at what is in place now and do they continue with the SediMite to see how much reduction has occurred.

Mr. Meurer stated the problem is timing; DEQ is at the point they are ready to remove the town from the VRP. The letter stated they wanted to see measurable progress. The pilot tests are good to a point but DEQ is getting impatient.

Mr. Higginbotham stated DEQ has an interest in the town solving this matter as the town is.

Mr. Coggsdale asked if there is a clock ticking how do we slow it down or how do we stop it?

Mr. Higginbotham stated the University of Iowa is coming down here with federal funds to research.

Mr. Coggsdale noted the town does not have to be in the VRP, we can get out of it. DEQ asked in the letter if the town wanted to get out of the VRP and he felt the town does not want to leave the VRP because that is where the protection is. Mr. Coggsdale felt the town is on the verge of getting removed from the VRP.

Mrs. Dalton asked how the Town could proceed with ECS and they add value to the set of solutions.

Mr. Meurer stated it goes back to the clock and showing measurable progress. The next step would be to discuss with Mr. Durwood Willis or Mr. Mead Anderson.

Mr. Coggsdale asked if Council seriously looks into the cap option would that be enough to slow or stop the clock while Council goes through that process.

Mr. Higginbotham asked if Council is taking the capping seriously why they just voted to try the switch grass.

Continued Council Meeting—November 12, 2014

Mrs. Dalton stated it is cost analysis creeping into the situation. Capping can be done any day of the week and Council can say to the EPA this is a solution that has been looked at and Council is interested in holding that out there.

Mr. Higginbotham said if the pond is to be capped it has to be done from the outside to the inside.

Mr. Kimzey stated the next step of the contract is the evaluation of the options, establish and put cost to them. He asked Council to allow them to put this information together. He stated another question to pursue is to see if the Town can come out of the VRP and get written confirmation from the EAP.

Mr. George asked if he understood correctly, the town does not have the option to mess around for 20, 30 years. If the town gets kicked out of the remediation program, the town will be told what to do.

Mr. Meurer stated that is correct.

Mr. Higginbotham stated this is totally contrary to the letter from Mr. Scott Rice and contrary to what Mr. Steven Rock with the EPA has told the town.

Mr. Ferguson stated this was not what he had expected. He thought the town was moving forward with the remediation but this seems contrary to that.

Mrs. Dalton stated the seven Council members are left to decide and Council is looking for someone to work with them and her thought is ESC brought something to the table that Council did not know. She feels ESC can do an analysis of what has been done thus far, including pathways and risk, including what they have seen and what they find to be the norm. Council knows if there is a certain price, they are not going to do it.

Mayor Mattox stated he is in favor of as much information that can be obtained as possible. He asked for some true options and cost to be brought to the table.

Mr. Kimzey detailed Step 2 and stated he was excited to put before Council viable information.

Mr. Higginbotham advised they have talked about capping and top soil at a cost of \$250,000 to \$500,000 and that should be the budget. Council is not interested in spending millions of dollars.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to proceed to the next level with Gay & Neel, LLC at a cost of \$11,075.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

3. Adjournment

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

The meeting was adjourned at 6:59 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Special Council Meeting—November 19, 2014

The special 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 November 19, 2014 at 7:00 a.m.

1. Vice Mayor Dalton called the meeting to order and presided.

Council members
present:

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

Council members
absent:

Mayor Michael Mattox

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Manager
Mr. John Eller, Town Attorney

2. Dr. Sowers' Proposal

Mr. Higginbotham gave Council a brief presentation on the works of Dr. Sowers. In 2007 samples were sent to Dr. Sowers and he confirmed the natural microbes eating the PCBs. The goal is to find a way to destroy PCBs. In 2012, 2013, barrels were installed for further testing. Dr. Higginbotham advised a letter was recently received from DEQ requesting an update on the town's progress. Dr. Sowers wrote a letter to DEQ at no charge to the Town explaining his concern.

Vice Mayor Dalton asked what Dr. Sowers report to DEQ was.

Mr. Coggsdale advised it was a summary of his April visit.

Vice Mayor Dalton asked if it had a statement about PCBs.

Mr. Higginbotham advised there was an 80% reduction of PCBs in 30 days on the top layer but couldn't mix enough on the bottom layer.

Mr. George asked what the plan was to reach the bottom layer.

Mr. Higginbotham advised Dr. Sowers is asking to make four 10 x 10 boxes mixing the sludge by pumping back and forth until it is all one mass. He then tests that and then tests his control. Dr. Sowers said there may be a reduction in PCBs just from pumping the sludge back and forth but needs to prove that the SediMite is doing this not just pumping. The SediMite is being paid for by a grant.

Vice Mayor Dalton referred to the testing control. In the test Dr. Sowers will mix by pumping back and forth and will test once he gets a homogeneous then he will test to see what the levels are.

Mr. George asked if the Town's employees would be pumping.

Mr. Higginbotham stated Dr. Sowers wants it pumped every 30 days for 90 days. In the summer more SediMite will be added and he would be testing along the way.

Vice Mayor Dalton asked what the cells would be built with.

Mr. Higginbotham said it could be built with clay but recommends barriers with clay used at the joints.

Special Council Meeting—November 19, 2014

Vice Mayor Dalton asked how many is needed.

Mr. Higginbotham responded approximately 14 with a walkway.

Vice Mayor Dalton asked where the barriers would be coming from and the cost.

Mr. Higginbotham responded he has located some in Hurt and also Richmond.

Vice Mayor Dalton asked how these would be set.

Mr. Higginbotham responded they would be set with the town's track hoe or crane.

Vice Mayor Dalton asked staff their comfort level for what is being proposed and their role in this matter.

Mr. Garrett did not feel it would be a problem.

Vice Mayor Dalton asked what personal controls would be needed for the staff against the PCBs.

Mr. Garrett responded Tyvek suits, rubber boots, latex gloves and respirator. He noted there is no OSHA standard for this type of protection. He also noted there would be a decontamination area where the employees can wash off.

Vice Mayor Dalton questioned the pumping of sludge.

Mr. Garret stated there is a pump in place but a sludge pump would be needed.

Mr. Higginbotham stated he didn't have a problem with an old pump being used for this and a replacement purchased.

Vice Mayor Dalton asked for a cost for shipping the supplies.

Mr. Higginbotham advised Dr. Sowers gave an estimate of \$500 to \$1,000 for shipping and then the cost of his hotel expenses.

Mr. Coggsdale felt Dr. Sowers needs to be reimbursed for his mileage as well.

Mr. Higginbotham referred to the November 12, 2014 Continued Council meeting with Gay & Neel stating they gave Council a different perspective; filling the pond with stone and capping. He felt Council was looking for a treatment cap; something that reduces the PCBs instead of covering and leaving them alone. He felt all was working in the same concept. He stated the problem he has with ECS he would not waste money putting stone in and the rushing of saying this has to be done immediately and spending half a million dollars in stone. This would create a cistern of water under the stone.

Vice Mayor Dalton asked if this was done has Council precluded themselves from what the IALR has proposed.

Mr. Coggsdale stated they would be taking the sludge and sitting it to the side in pots.

Mr. Higginbotham stated for the past 20 years he has been dealing with DEQ and EPA and the bureaucracy and Council needs to do what they think is right.

Mr. George felt \$5,000 or more will be spent on Dr. Sowers' project and that was not a problem. From the November 12, 2014 Continued meeting, he gleaned Council may not have the option for phytoremediation and with this pending he hesitates to move forward with this. He questioned the process with IALR.

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Mr. Coggsdale advised IALR's contract allows for termination at any point. Staff will continue to proceed with the risk portion of the contract before full implementation of the pots.

Mr. George questioned when Council would hear back from Gay & Neel.

Mr. Coggsdale stated he should get information back from them in 4 to 6 weeks.

Mr. Higginbotham stated he has heard the comment that Council may want to cancel the contract. He noted Dr. Licht's group has tested switchgrass. IALR proposes to do the same testing with the town's sludge. Mr. Higginbotham stated this is all covered under the master program of getting some type of vegetation to grow its roots down. He felt they all fit together to solve the problem.

Vice Mayor Dalton stated Council's role as decision makers is to take in all sorts of information; the engineering firm will give today's view of what the regulators might want Council to do.

Mr. Edwards stated DEQ told Council at the meeting held at the Train Station that if Council fails to meet the terms of the VRP that they might kick us out. Mr. Mead Anderson stated he presumed the EPA would pick the town up if kicked out of the VRP. He stated Mr. Steve Rock (Cincinnati Division) and Mr. Steve Rice (Charleston, head of the area for the Town) told the town to move forward and advance the technology. He stated the point is the EPA is not concerned.

Mr. George stated he was aware of these comments but his understanding from the engineer is if the Town is kicked out of the VRP, they have lost their right to remediate and the EPA will come in and tell the Town what to do.

Vice Mayor Dalton stated she felt that was Gay & Neel's experience.

Mr. Higginbotham felt Gay & Neel based this on Mr. Charlie William's letter.

Mr. Ferguson stated he agreed with everything Mr. Higginbotham is doing but felt Council should wait on the report from Gay & Neel before moving forward.

Mr. Higginbotham advised the SediMite product is being made now and has a shelf life of 30 days. Dr. Sowers is volunteering his time; Council pays for shipping of the SediMite, Dr. Sowers' fuel and hotel expenses. This has to be prepared for Dr. Sowers by December 15, 2014. He noted Dr. Sowers has been working with the Town since 2007, done all the testing at no cost and felt this is a gift that cannot be looked over.

Mr. Edwards questioned what it was about this project that would make the DEQ come any quicker; he didn't see that happening.

Mr. Higginbotham felt the capping process is going to be more expensive than phytoremediation

Mr. George stated Gay & Neel mentioned theoretically the pond could be filled with gravel and then cap with dirt; he asked if this was done that would take care of the PCB problem.

Vice Mayor Dalton felt there would still be testing because the PCBs are still there.

Mr. George asked if the rubble from the demolition of the Lane building could be used to fill the lagoon.

Vice Mayor Dalton asked Council if they would be proceeding with Dr. Sowers' proposal.

Special Council Meeting—November 19, 2014

Mr. Emerson stated spending this amount of money is no big deal; his concern is when does this come to an end. How much does Council keep doing before there is a straight path? He asked does Council have to do anything. Morally Council should do something about this. Who is going to do something to us if we don't do anything? He feels like it is a pit that Council keeps adding to with no answers.

Mr. Coggsdale advised as long as the Town is in the VRP, no one is making the Town do anything the town is voluntarily remediating the problem.

Vice Mayor Dalton stated in the letter to DEQ, Council was able to document a lot of good faith efforts. She felt the law sides on good faith efforts and good judgment.

Mr. Eller advised the EPA would be the agency the Town would contend with if they fall out of the VRP.

Mr. Emerson stated he did not care about the money being spent today but he would not vote to spend another penny on PCBs until there is some direction.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to move forward with Dr. Sowers' proposal covering the cost of the shipping of the SediMite and travel expenses.

Motion carried:

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

Mr. Higginbotham advised of a new store being built in the Town of Hurt. There is dirt to be disposed of and asked Council for consideration of stockpiling this dirt for use at the Wastewater Treatment Plant.

Mr. Coggsdale asked how much room is needed to stockpile the dirt.

Vice Mayor Dalton suggested Council make a contingent recommendation that there is an appropriate place to store the dirt and that the dirt is available.

Mr. Coggsdale stated if Council is interested in pursuing staff would need the name of a contact person.

A motion by Mr. Higginbotham, seconded by Mr. Edwards, to explore the possibility of obtaining the dirt from a site in the Town of Hurt to be used at the Wastewater Treatment Plant.

Motion carried:

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

Special Council Meeting—November 19, 2014

3. Adjournment

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

The meeting was adjourned at 7:45 A.M.

Beverley Dalton, Vice Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 05/2015
FROM: 11/01/2014 TO: 11/30/2014

| CHECK NO | VENDOR NO | VENDOR NAME | CHECK DATE | CHECK AMOUNT |
|----------|-----------|---------------------------------|------------|--------------|
| 32835 | 498 | ALTAVISTA INSTRUMENTS & CONTROL | 11/06/2014 | 1,200.00 |
| 32836 | 84 | ALTAVISTA JOURNAL | 11/06/2014 | 29.00 |
| 32837 | 103 | BEACON CREDIT UNION | 11/06/2014 | 670.00 |
| 32838 | 418 | BSW INC | 11/06/2014 | 865.00 |
| 32839 | 581 | BUSINESS SOLUTIONS INC | 11/06/2014 | 500.00 |
| 32840 | 164 | DMV | 11/06/2014 | 160.00 |
| 32841 | 629 | ANTHONY S EARHART | 11/06/2014 | 101.24 |
| 32842 | 20 | J JOHNSON ELLER JR | 11/06/2014 | 1,903.75 |
| 32843 | 122 | FEREBEE-JOHNSON COMPANY INC | 11/06/2014 | 1,420.11 |
| 32844 | 9999998 | HALL, TINA WALLER | 11/06/2014 | 150.00 |
| 32845 | 57 | ICMA RETIREMENT TRUST-457 #304 | 11/06/2014 | 657.00 |
| 32846 | 566 | INTEGRATED TECHNOLOGY GROUP IN | 11/06/2014 | 3,750.05 |
| 32847 | 9999997 | LANCE, REBECCA N. | 11/06/2014 | 20.18 |
| 32848 | 300 | NAPA AUTO PARTS | 11/06/2014 | 1,991.67 |
| 32849 | 454 | O'REILLY AUTOMOTIVE INC | 11/06/2014 | 1,144.86 |
| 32850 | 358 | PHILLIPS EQUIPMENT CORPORATION | 11/06/2014 | 236.93 |
| 32851 | 510 | RIVER VALLEY RESOURCES LLC | 11/06/2014 | 942.27 |
| 32852 | 1 | TERI ANDERSON | 11/06/2014 | 84.23 |
| 32853 | 35 | TREASURER OF VA/VITA | 11/06/2014 | 118.47 |
| 32854 | 515 | DALE TYREE JR | 11/06/2014 | 2,250.00 |
| 32855 | 110 | VUPS INC | 11/06/2014 | 56.70 |
| 32856 | 551 | WOHLFORD, LARRY | 11/06/2014 | 63.00 |
| 32857 | 12 | BRENNTAG MID-SOUTH INC | 11/13/2014 | 11,519.06 |
| 32858 | 294 | BUSINESS CARD | 11/13/2014 | 10,608.35 |
| 32859 | 9999997 | BUTLER, JAMIE | 11/13/2014 | 61.45 |
| 32860 | 389 | CAI | 11/13/2014 | 49.00 |
| 32861 | 145 | CHANDLER CONCRETE CO INC | 11/13/2014 | 312.75 |
| 32862 | 32 | CONTROL EQUIPMENT CO INC | 11/13/2014 | 239.81 |
| 32863 | 176 | DAVENPORT COMMUNICATIONS INC | 11/13/2014 | 255.00 |
| 32864 | 569 | DIAMOND PAPER CO INC | 11/13/2014 | 108.62 |
| 32865 | 36 | DOMINION VIRGINIA POWER | 11/13/2014 | 37,165.39 |
| 32866 | 301 | ENGLISH'S LLC | 11/13/2014 | 694.71 |
| 32867 | 599 | FACILITY DUDE | 11/13/2014 | 1,996.00 |
| 32868 | 118 | FERGUSON ENTERPRISES INC #75 | 11/13/2014 | 2,697.64 |
| 32869 | 119 | FOSTER ELECTRIC CO INC | 11/13/2014 | 988.57 |
| 32870 | 50 | GRETNA TIRE INC | 11/13/2014 | 6,366.86 |
| 32871 | 52 | HACH COMPANY | 11/13/2014 | 1,512.33 |
| 32872 | 622 | HEYWARD SERVICES INC | 11/13/2014 | 5,646.90 |
| 32873 | 58 | INSTRUMENTATION SERVICES INC | 11/13/2014 | 708.00 |
| 32874 | 293 | KUSTERS ZIMA CORP | 11/13/2014 | 2,205.00 |
| 32875 | 67 | ORKIN PEST CONTROL LLC | 11/13/2014 | 243.85 |
| 32876 | 163 | PINE HAVEN PRESS INC | 11/13/2014 | 79.00 |
| 32877 | 575 | SOUTHERN REFRIGERATION CORP | 11/13/2014 | 144.12 |
| 32878 | 96 | UNIVAR USA INC | 11/13/2014 | 1,540.00 |
| 32879 | 616 | UNIVERSAL BLOWER PAC INC | 11/13/2014 | 1,488.90 |
| 32880 | 593 | VA GOVT FINANCE OFFICERS' ASSO | 11/13/2014 | 35.00 |
| 32881 | 542 | WILLOUGHBY & ASSOCIATES INC | 11/13/2014 | 350.00 |
| 32882 | 192 | WW ASSOCIATES INC | 11/13/2014 | 2,500.00 |
| 32883 | 116 | XEROX CORP | 11/13/2014 | 219.39 |
| 32884 | 207 | AEDA | 11/21/2014 | 10,000.00 |
| 32885 | 84 | ALTAVISTA JOURNAL | 11/21/2014 | 1,155.84 |

| | | | | |
|-------|---------|--------------------------------|------------|------------|
| 32886 | 103 | BEACON CREDIT UNION | 11/21/2014 | 670.00 |
| 32887 | 632 | EDWARD CALLAHAN JR | 11/21/2014 | 251.93 |
| 32888 | 574 | CHRISTOPHER MICALÉ, TRUSTEE | 11/21/2014 | 125.00 |
| 32889 | 9999998 | CLIMBING HIGHER MINISTRIES | 11/21/2014 | 150.00 |
| 32890 | 607 | CHESTER COFFLIN | 11/21/2014 | 88.43 |
| 32891 | 631 | COMMERCIAL GLASS & PLASTICS IN | 11/21/2014 | 5,679.13 |
| 32892 | 283 | ECK SUPPLY CO | 11/21/2014 | 744.00 |
| 32893 | 40 | FEDERAL EXPRESS CORPORATION | 11/21/2014 | 24.80 |
| 32894 | 41 | FISHER SCIENTIFIC | 11/21/2014 | 314.16 |
| 32895 | 119 | FOSTER ELECTRIC CO INC | 11/21/2014 | 1,968.81 |
| 32896 | 9999998 | HALL, TINA WALLER | 11/21/2014 | 150.00 |
| 32897 | 57 | ICMA RETIREMENT TRUST-457 #304 | 11/21/2014 | 657.00 |
| 32898 | 533 | LYNN KIRBY | 11/21/2014 | 195.00 |
| 32899 | 9999999 | MID ATLANTIC PRINTERS LTD | 11/21/2014 | 134.52 |
| 32900 | 423 | NTELOS | 11/21/2014 | 702.63 |
| 32901 | 72 | PHYSICIANS TREATMENT CENTER | 11/21/2014 | 125.00 |
| 32902 | 588 | PITNEY BOWES GLOBAL FINANCIAL | 11/21/2014 | 50.00 |
| 32903 | 612 | RAYMOND JAMES & ASSOC INC | 11/21/2014 | 14,869.30 |
| 32904 | 310 | SIMPSON, RICKY | 11/21/2014 | 55.00 |
| 32905 | 628 | TENCARVA MACHINERY CO | 11/21/2014 | 3,900.00 |
| 32906 | 124 | TREASURER OF VA | 11/21/2014 | 2,209.55 |
| 32907 | 601 | VACORP | 11/21/2014 | 38.11 |
| 32908 | 630 | VIRGINIA DIESEL AND TRK REP IN | 11/21/2014 | 9,310.00 |
| 32909 | 633 | DAN WITT | 11/21/2014 | 221.11 |
| 32910 | 9 | AFLAC | 11/26/2014 | 1,869.49 |
| 32911 | 578 | AMERITAS LIFE INSURANCE CORP | 11/26/2014 | 2,749.40 |
| 32912 | 635 | BLANK'S OIL COMPANY INC | 11/26/2014 | 895.75 |
| 32913 | 634 | BO'S HYDRAULICS INC | 11/26/2014 | 4,853.44 |
| 32914 | 461 | KATHI BOGERT | 11/26/2014 | 862.68 |
| 32915 | 9999997 | BOOTH, BRIANNA UNIQUE | 11/26/2014 | 110.10 |
| 32916 | 427 | CENTURYLINK | 11/26/2014 | 2,257.35 |
| 32917 | 580 | CHC OF VIRGINIA INC | 11/26/2014 | 35,696.44 |
| 32918 | 364 | DLB INC | 11/26/2014 | 333,588.87 |
| 32919 | 41 | FISHER SCIENTIFIC | 11/26/2014 | 1,519.80 |
| 32920 | 49 | GERALDINE KAUFFMAN | 11/26/2014 | 2,508.20 |
| 32921 | 447 | PSYCHOLOGICAL HEALTH ROANOKE P | 11/26/2014 | 910.00 |

NO. OF CHECKS: 87

TOTAL CHECK

549,661.00

Town of Altavista
 FY 2015 Revenue Report
 42% of Year Lapsed

| General Fund Revenue | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Property Taxes - Real Property | 369,000 | 369,000 | 128,243 | 35 | 152,370 | 41 | 369,000 |
| Public Service - Real & Personal | 86,600 | 86,600 | 6,914 | 8 | 6,914 | 8 | 86,600 |
| Personal Property | 195,000 | 195,000 | 70,821 | 36 | 25,557 | 13 | 195,000 |
| Personal Property - PPTRA | 100,000 | 100,000 | -8 | 0 | 2,522 | 3 | 100,000 |
| Machinery & Tools | 1,518,000 | 1,518,000 | 822,012 | 54 | 822,053 | 54 | 1,518,000 |
| Mobile Homes - Current | 500 | 500 | 99 | 20 | 195 | 39 | 500 |
| Penalties - All Taxes | 5,500 | 5,500 | 29 | 1 | 1,027 | 19 | 5,500 |
| Interest - All Taxes | 3,000 | 3,000 | 79 | 3 | 1,158 | 39 | 3,000 |
| Local Sales & Use Taxes | 135,000 | 135,000 | 12,507 | 9 | 35,678 | 26 | 135,000 |
| Local Electric and Gas Taxes | 110,000 | 110,000 | 5,760 | 5 | 33,680 | 31 | 110,000 |
| Local Motor Vehicle License Tax | 43,000 | 43,000 | 11,951 | 28 | 17,520 | 41 | 43,000 |
| Local Bank Stock Taxes | 160,000 | 160,000 | 0 | 0 | 0 | 0 | 160,000 |
| Local Hotel & Motel Taxes | 80,000 | 80,000 | 3,915 | 5 | 29,472 | 37 | 80,000 |
| Local Meal Taxes | 660,000 | 660,000 | 55,920 | 8 | 232,411 | 35 | 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 | 3,395 | 8 | 10,170 | 25 | 40,000 |
| Transit Passenger Revenue | 5,000 | 5,000 | 728 | 15 | 1,562 | 31 | 5,000 |
| Business License Fees/Contractors | 7,000 | 7,000 | 35 | 0 | 441 | 6 | 7,000 |
| Business License Fees/Retail Services | 110,000 | 110,000 | 0 | 0 | 7,425 | 7 | 110,000 |
| Business License Fees/Financial/RE/Prof. | 8,500 | 8,500 | 0 | 0 | 1,094 | 13 | 8,500 |
| Business License Fees/Repairs & Person Svcs | 16,500 | 16,500 | 0 | 0 | 196 | 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
 42% of Year Lapsed

| General Fund Revenue (Continued) | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Business License Fees/Hotels | 1,300 | 1,300 | 0 | 0 | 0 | 0 | 1,300 |
| Permits - Sign | 1,000 | 1,000 | 60 | 6 | 480 | 48 | 1,000 |
| Fines & Forfeitures - Court | 20,000 | 20,000 | 0 | 0 | 1,999 | 10 | 20,000 |
| Parking Fines | 200 | 200 | 50 | 25 | 130 | 65 | 200 |
| Interest and Interest Income | 58,000 | 58,000 | 1,432 | 2 | 8,034 | 14 | 58,000 |
| Rents - Rental of General Property | 1,000 | 1,000 | 25 | 3 | 400 | 40 | 1,000 |
| Rents - Pavilion Rentals | 3,000 | 3,000 | 0 | 0 | 675 | 23 | 3,000 |
| Rents - Booker Building Rentals | 4,000 | 4,000 | 50 | 1 | 2,625 | 66 | 4,000 |
| Rents - Rental of Real Property | 60,000 | 60,000 | 3,839 | 6 | 17,377 | 29 | 60,000 |
| Property Maintenance Enforcement | 1,300 | 1,300 | 0 | 0 | 0 | 0 | 1,300 |
| Railroad Rolling Stock Taxes | 19,000 | 19,000 | 0 | 0 | 18,137 | 95 | 19,000 |
| State DCJS Grant | 80,000 | 80,000 | 0 | 0 | 20,037 | 25 | 80,000 |
| State Rental Taxes | 500 | 500 | 86 | 17 | 330 | 66 | 500 |
| State/Misc. Grants (Fire Grant) | 9,100 | 9,100 | 0 | 0 | 9,325 | 102 | 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 | 0 | 0 | 16,948 | 109 | 15,500 |
| Campbell County Grants | 57,100 | 57,100 | 0 | 0 | 57,100 | 100 | 57,100 |
| Litter Grant | 2,000 | 2,000 | 0 | 0 | 0 | 0 | 2,000 |
| Fuel - Fire Dept. (Paid by CC) | 4,100 | 4,100 | 0 | 0 | 0 | 0 | 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 | 0 | 0 | 10,640 | 15 | 70,500 |
| Federal/Byrne Justice Grant | 4,000 | 4,000 | 0 | 0 | 3,434 | 86 | 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 | 254 | 127 | 314 | 157 | 200 |

Town of Altavista
 FY 2015 Revenue Report
 42% of Year Lapsed

| General Fund Revenue (Continued) | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|-------------------------|----------------------------|-------------------------|----------------------------|----------------------------|
| Miscellaneous | 13,000 | 13,000 | 178 | 1 | 7,972 | 61 | 13,000 |
| Reimbursement of Insurance Claim | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Misc. - State Forfeiture Fund | 0 | 0 | 0 | 0 | 693 | 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 | 3,500 | 0 | 0 | 0 | 0 | 3,500 |
| | <u>4,104,600</u> | <u>4,108,100</u> | <u>1,128,375</u> | <u>27.47</u> | <u>1,558,095</u> | <u>37.93</u> | <u>4,108,100</u> |

Town of Altavista
Fund Expenditure Totals
FY 2015
42% of Year Lapsed

| | 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> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| ALL FUNDS TOTAL | | | | | | | |
| Operations | 5,702,350 | 5,729,270 | 428,151 | 7 | 2,114,186 | 37 | 5,729,270 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 750,000 | 750,000 | 337,767 | 45 | 438,976 | 59 | 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> |
| ALL FUNDS - GRAND TOTAL: | <u>7,395,400</u> | <u>7,422,320</u> | <u>765,918</u> | <u>10</u> | <u>2,553,163</u> | <u>34</u> | <u>7,422,320</u> |

Town of Altavista
Fund Expenditure Totals
FY 2015
42% of Year Lapsed

| | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| GENERAL FUND (FUND 10) | | | | | | | |
| Council / Planning Commission | | | | | | | |
| Operations | 34,030 | 34,030 | 1,749 | 5 | 10,043 | 30 | 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>1,749</u> | <u>4</u> | <u>10,043</u> | <u>23</u> | <u>44,030</u> |
| Administration | | | | | | | |
| Operations | 755,340 | 755,340 | 44,487 | 6 | 337,277 | 45 | 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>7,949</u> | <u>23</u> | <u>35,000</u> |
| Administration - TOTAL: | <u>790,340</u> | <u>790,340</u> | <u>44,487</u> | <u>6</u> | <u>345,226</u> | <u>44</u> | <u>790,340</u> |
| Non-Departmental | | | | | | | |
| Operations | 989,980 | 1,004,980 | 10,811 | 1 | 180,142 | 18 | 1,004,980 |
| 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>322,900</u> | <u>10,811</u> | <u>3</u> | <u>180,142</u> | <u>56</u> | <u>322,900</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>24,967</u> | <u>42</u> | <u>59,000</u> |
| Non-Departmental - TOTAL: | <u>366,900</u> | <u>381,900</u> | <u>10,811</u> | <u>3</u> | <u>205,109</u> | <u>54</u> | <u>381,900</u> |
| Public Safety | | | | | | | |
| Operations | 909,900 | 909,900 | 61,495 | 7 | 293,530 | 32 | 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>61,495</u> | <u>7</u> | <u>293,530</u> | <u>31</u> | <u>941,900</u> |

Town of Altavista
Fund Expenditure Totals
FY 2015
42% of Year Lapsed

| | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|------------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| GENERAL FUND (FUND 10) | | | | | | | |
| Public Works | | | | | | | |
| Operations | 943,950 | 947,450 | 79,578 | 8 | 316,215 | 33 | 947,450 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 48,500 | 48,500 | 0 | 0 | 26,612 | 55 | 48,500 |
| Public Works - TOTAL: | <u>992,450</u> | <u>995,950</u> | <u>79,578</u> | <u>8</u> | <u>342,827</u> | <u>34</u> | <u>995,950</u> |
| Economic Development | | | | | | | |
| Operations | 162,850 | 162,850 | 93 | 0 | 1,189 | 1 | 162,850 |
| CIP | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Economic Development - TOTAL: | <u>162,850</u> | <u>162,850</u> | <u>93</u> | <u>0</u> | <u>1,189</u> | <u>1</u> | <u>162,850</u> |
| Transit System | | | | | | | |
| Operations | 96,050 | 96,050 | 9,506 | 10 | 36,496 | 38 | 96,050 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 28,000 | 28,000 | 1,750 | 6 | 8,620 | 31 | 28,000 |
| Transit System - TOTAL: | <u>124,050</u> | <u>124,050</u> | <u>11,256</u> | <u>9</u> | <u>45,116</u> | <u>36</u> | <u>124,050</u> |
| GENERAL FUND TOTALS | | | | | | | |
| Operations | 3,210,020 | 3,228,520 | 207,720 | 6 | 1,174,891 | 36 | 3,228,520 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 212,500 | 212,500 | 1,750 | 1 | 68,148 | 32 | 212,500 |
| GENERAL FUND - GRAND TOTAL: | <u>3,422,520</u> | <u>3,441,020</u> | <u>209,470</u> | <u>6</u> | <u>1,243,040</u> | <u>36</u> | <u>3,441,020</u> |

Town of Altavista
 Council / Planning Commission
 FY 2015 Expenditure Report
 42% 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 | 8,747 | 42 | 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 | 0 | 0 | 1,296 | 26 | 5,030 |
| Materials & Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 10,000 | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| Total Expenditures | 44,030 | 44,030 | 1,749 | 4 | 10,043 | 23 | 44,030 |

Town of Altavista
Administration
FY 2015 Expenditure Report
42% of year Lapsed

| <u>ADMINISTRATION - FUND 10</u> | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 397,400 | 397,400 | 24,873 | 6 | 145,735 | 37 | 397,400 |
| Other Employee Benefits | 18,800 | 18,800 | 7,725 | 41 | 13,719 | 73 | 18,800 |
| Services | 175,340 | 175,340 | 5,921 | 3 | 95,728 | 55 | 175,340 |
| Other Charges | 135,700 | 135,700 | 4,413 | 3 | 68,026 | 50 | 135,700 |
| Materials & Supplies | 28,100 | 28,100 | 1,556 | 6 | 14,070 | 50 | 28,100 |
| Capital Outlay | 35,000 | 35,000 | 0 | 0 | 7,949 | 23 | 35,000 |
| Total Expenditures | 790,340 | 790,340 | 44,487 | 6 | 345,226 | 44 | 790,340 |

Town of Altavista
Non-Departmental
FY 2015 Expenditure Report
42% of Year Lapsed

| <u>NON-DEPARTMENTAL - FUND 10</u> | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| CONTRIBUTIONS - OTHER CHARGES | | | | | | | |
| Other Charges - Misc. | 48,600 | 48,600 | 0 | 0 | 12,500 | 26 | 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 | 2,500 | 100 | 2,500 |
| <i>Altavista Chamber of Commerce</i> | 20,000 | 20,000 | 0 | 0 | 10,000 | 50 | 20,000 |
| <i>Dumpster Reimbursement</i> | 600 | 600 | 0 | 0 | 0 | 0 | 600 |
| <i>Uncle Billy's Day Funding</i> | 20,000 | 20,000 | 0 | 0 | 0 | 0 | 20,000 |
| <i>Christmas Parade Liability Insurance</i> | 500 | 500 | 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 | 10,000 | 19 | 10,000 | 19 | 52,000 |
| Contribution - YMCA Recreation Program | 100,000 | 100,000 | 0 | 0 | 50,000 | 50 | 100,000 |
| Contribution - Altavista Fire Co. | 10,000 | 10,000 | 0 | 0 | 9,325 | 93 | 10,000 |
| Contribution - Avoca | 16,900 | 16,900 | 0 | 0 | 8,450 | 50 | 16,900 |
| Contribution - Altavista On Track (MS) | 35,000 | 35,000 | 0 | 0 | 17,500 | 50 | 35,000 |
| CONTRIBUTIONS - OTHER CHARGES - TOTAL | 273,500 | 273,500 | 10,000 | 4 | 107,775 | 39 | 273,500 |
| NON-DEPARTMENTAL - Non-Departmental | | | | | | | |
| Fuel - Fire Company | 5,000 | 5,000 | 778 | 16 | 1,368 | 27 | 5,000 |
| NON-DEPARTMENT - ND - TOTAL | 5,000 | 5,000 | 778 | 16 | 1,368 | 27 | 5,000 |
| NON-DEPARTMENTAL - SUBTOTAL | 278,500 | 278,500 | 10,778 | 4 | 109,143 | 39 | 278,500 |
| TRANSFER OUT | | | | | | | |
| Transfer Out - Cemetery Fund | 28,580 | 28,580 | 0 | 0 | 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
42% of Year Lapsed

| | FY 2014 Adopted Budget | FY 2014 Amended Budget | FY 2014 MTD | MTD % of Budget | FY 2014 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| <u>NON-DEPARTMENTAL - FUND 10</u> | | | | | | | |
| 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 | 15,000 | 0 | 0 |
| Transfer Out - General Fund Reserve (Fire Dept.) | 65,000 | 65,000 | 0 | 0 | 16,250 | 25 | 65,000 |
| TRANSFER OUT - TOTAL | 682,080 | 682,080 | 0 | 0 | 56,250 | 8 | 682,080 |
| DEBT SERVICE | | | | | | | |
| Debt Service - Principal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Debt Service - Interest | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEBT SERVICE - TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MATERIALS & SUPPLIES - Non. Dept. | | | | | | | |
| Avoca Materials & Supplies | 29,400 | 29,400 | 33 | 0 | 14,749 | 50 | 29,400 |
| MATERIALS & SUPPLIES - TOTAL | 29,400 | 29,400 | 33 | 0 | 14,749 | 50 | 29,400 |
| NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL | 989,980 | 989,980 | 10,811 | 1 | 180,142 | 18 | 989,980 |
| CAPITAL OUTLAY - Non-Departmental | | | | | | | |
| Capital Outlay - New | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Replacement Improvements (T-21 / Streetscape) | 0 | 0 | 0 | 0 | 10,208 | 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 | 14,759 | 0 | 0 |
| CAPITAL OUTLAY -TOTAL | 59,000 | 59,000 | 0 | 0 | 24,967 | 42 | 59,000 |
| NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL | 1,048,980 | 1,048,980 | 10,811 | 1 | 205,109 | 20 | 1,048,980 |
| NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT | 366,900 | 366,900 | 10,811 | 3 | 148,859 | 41 | 366,900 |

Town of Altavista
Public Safety
FY 2015 Expenditure Report
42% of Year Lapsed

| <u>PUBLIC SAFETY - 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 | 783,100 | 783,100 | 53,330 | 7 | 258,917 | 33 | 783,100 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 10,000 | 10,000 | 1,098 | 11 | 3,486 | 35 | 10,000 |
| Other Charges | 36,200 | 36,200 | 845 | 2 | 14,314 | 40 | 36,200 |
| Materials & Supplies | 80,600 | 80,600 | 6,222 | 8 | 16,813 | 21 | 80,600 |
| Capital Outlay | 32,000 | 32,000 | 0 | 0 | 0 | 0 | 32,000 |
| Total Expenditures | 941,900 | 941,900 | 61,495 | 7 | 293,530 | 31 | 941,900 |

Town of Altavista
 Public Works
 FY 2015 Expenditure Report
 42% of Year Lapsed

| PUBLIC WORKS - FUND 10 | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|-------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 651,600 | 651,600 | 41,353 | 6 | 212,950 | 33 | 651,600 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 9,250 | 9,250 | 3,125 | 34 | 3,889 | 42 | 9,250 |
| Other Charges | 25,600 | 25,600 | 1,958 | 8 | 6,923 | 27 | 25,600 |
| Materials & Supplies | 257,500 | 261,000 | 33,142 | 13 | 92,453 | 35 | 261,000 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 48,500 | 48,500 | 0 | 0 | 26,612 | 55 | 48,500 |
| Total Expenditures | 992,450 | 995,950 | 79,578 | 8 | 342,827 | 34 | 995,950 |

Town of Altavista
 Economic Development
 FY 2015 Expenditure Report
 42% of Year Lapsed

| <u>ECONOMIC DEVELOPMENT - FUND 10</u> | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| 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 | 395 | 1 | 47,700 |
| Other Charges | 30,250 | 30,250 | 93 | 0 | 742 | 2 | 30,250 |
| Materials & Supplies | 5,500 | 5,500 | 0 | 0 | 52 | 1 | 5,500 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 162,850 | 162,850 | 93 | 0 | 1,189 | 1 | 162,850 |

Town of Altavista
 Transit System
 FY 2015 Expenditure Report
 42% of Year Lapsed

| <u>TRANSIT SYSTEM - FUND 10</u> | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 61,800 | 61,800 | 4,584 | 7 | 24,365 | 39 | 61,800 |
| Services | 5,950 | 5,950 | 0 | 0 | 345 | 6 | 5,950 |
| Other Charges | 4,150 | 4,150 | 73 | 2 | 1,433 | 35 | 4,150 |
| Materials & Supplies | 24,150 | 24,150 | 4,849 | 20 | 10,352 | 43 | 24,150 |
| Capital Outlay | 28,000 | 28,000 | 1,750 | 6 | 8,620 | 31 | 28,000 |
| Total Expenditures | 124,050 | 124,050 | 11,256 | 9 | 45,116 | 36 | 124,050 |

Town of Altavista
 FY 2015 Revenue Report
 42% of Year Lapsed

| Enterprise Fund Revenue | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|-------------------------|----------------------------|----------------------------|
| Interest/Interest Income | 3,500 | 3,500 | 1,111 | 32 | 2,836 | 81 | 3,500 |
| Water Charges - Industrial | 861,000 | 861,000 | 77,799 | 9 | 314,642 | 37 | 861,000 |
| Water Charges - Business/Residential | 239,600 | 239,600 | 4,692 | 2 | 94,813 | 40 | 239,600 |
| Water Charges - Outside Community | 130,200 | 130,200 | 20 | 0 | 46,193 | 35 | 130,200 |
| Water Charges - Water Connection Fees | 1,200 | 1,200 | 0 | 0 | 2,138 | 178 | 1,200 |
| Sewer Charges - Industrial | 1,130,900 | 1,130,900 | 102,497 | 9 | 411,992 | 36 | 1,130,900 |
| Sewer Charges - Business/Residential | 238,800 | 238,800 | 6,911 | 3 | 84,438 | 35 | 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 | 5,200 | 260 | 2,000 |
| Sewer Charges - Sewer Surcharges | 40,000 | 40,000 | 11,925 | 30 | 41,272 | 103 | 40,000 |
| Charges for Service - Water/Sewer Penalties | 3,500 | 3,500 | 7 | 0 | 2,218 | 63 | 3,500 |
| Misc. Cash Discounts | 200 | 200 | 0 | 0 | 5 | 3 | 200 |
| Misc. Sale of Supplies & Materials | 500 | 500 | 0 | 0 | 0 | 0 | 500 |
| Miscellaneous | 25,000 | 25,000 | 2,115 | 8 | 9,735 | 39 | 25,000 |
| State Fluoride Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer In from Fund 50 (CIP Designated Res) | 0 | 3,420 | 0 | 0 | 0 | 0 | 3,420 |
| Transfer In from Reserves (DEBT PAYOFF) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer in From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ENTERPRISE FUND - REVENUE: | <u>2,678,300</u> | <u>2,681,720</u> | <u>207,077</u> | <u>8</u> | <u>1,015,484</u> | <u>38</u> | <u>2,681,720</u> |

Town of Altavista
Fund Expenditure Totals
FY 2015
42% of Year Lapsed

| ENTERPRISE FUND (FUND 50) | FY 2015 Adopted <u>Budget</u> | FY 2015 Amended <u>Budget</u> | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|---------------------------------------|-------------------------------------|-------------------------------------|----------------|--------------------|------------------|--------------------|--------------------|
| Water Department | | | | | | | |
| Operations | 895,000 | 895,000 | 95,926 | 11 | 379,692 | 42 | 895,000 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 115,000 | 115,000 | 336,017 | 292 | 350,389 | 305 | 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> |
| Water Department - TOTAL: | <u>1,142,275</u> | <u>1,142,275</u> | <u>431,943</u> | <u>38</u> | <u>730,081</u> | <u>64</u> | <u>1,142,275</u> |
| Wastewater Department | | | | | | | |
| Operations | 1,131,250 | 1,139,670 | 92,705 | 8 | 429,855 | 38 | 1,139,670 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | 272,500 | 272,500 | 0 | 0 | 20,439 | 8 | 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> |
| Wastewater Department - TOTAL: | <u>1,536,025</u> | <u>1,544,445</u> | <u>92,705</u> | <u>6</u> | <u>450,294</u> | <u>29</u> | <u>1,544,445</u> |
| ENTERPRISE FUND TOTAL | | | | | | | |
| Operations | 2,026,250 | 2,034,670 | 188,631 | 9 | 809,547 | 40 | 2,034,670 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIP | <u>387,500</u> | <u>387,500</u> | <u>336,017</u> | <u>87</u> | <u>370,828</u> | <u>96</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> |
| ENTERPRISE FUND - GRAND TOTAL: | <u>2,678,300</u> | <u>2,686,720</u> | <u>524,648</u> | <u>20</u> | <u>1,180,375</u> | <u>44</u> | <u>2,686,720</u> |

Town of Altavista
Water Department
FY 2015 Expenditure Report
42% 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 | 45,775 | 9 | 215,663 | 41 | 525,700 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 43,450 | 43,450 | 2,046 | 5 | 20,267 | 47 | 43,450 |
| Other Charges | 161,850 | 161,850 | 25,417 | 16 | 84,381 | 52 | 161,850 |
| Materials & Supplies | 164,000 | 164,000 | 22,688 | 14 | 59,382 | 36 | 164,000 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 115,000 | 115,000 | 336,017 | 292 | 350,389 | 305 | 115,000 |
| Transfer Out to Reserves | 132,275 | 132,275 | | | | | 132,275 |
| Total Expenditures | 1,142,275 | 1,142,275 | 431,943 | 38 | 730,081 | 64 | 1,142,275 |

Town of Altavista
Wastewater Department
FY 2015 Expenditure Report
42% of Year Lapsed

| WASTEWATER DEPARTMENT - FUND 50 | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits | 645,500 | 645,500 | 49,862 | 8 | 252,944 | 39 | 645,500 |
| Other Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Services | 10,650 | 19,070 | 1,251 | 7 | 10,652 | 56 | 19,070 |
| Other Charges | 311,500 | 311,500 | 22,185 | 7 | 104,098 | 33 | 311,500 |
| Materials & Supplies | 163,600 | 163,600 | 19,406 | 12 | 62,161 | 38 | 163,600 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 272,500 | 272,500 | 0 | 0 | 20,439 | 8 | 272,500 |
| Transfer Out | 132,275 | 132,275 | | | | | 132,275 |
| Total Expenditures | 1,536,025 | 1,544,445 | 92,705 | 6 | 450,294 | 29 | 1,544,445 |

Town of Altavista
Fund Expenditure Totals
FY 2015
42% of Year Lapsed

| State/Hwy 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 |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Operations | 435,000 | 435,000 | 30,605 | 7 | 116,904 | 27 | 435,000 |
| CIP | <u>150,000</u> | <u>150,000</u> | 0 | 0 | 0 | 0 | <u>150,000</u> |
| State/Hwy Water Department - TOTAL: | <u>585,000</u> | <u>585,000</u> | <u>30,605</u> | <u>5</u> | <u>116,904</u> | <u>20</u> | <u>585,000</u> |

| Cemetery Fund - (Fund 90) | FY 2015 Adopted Budget | FY 2015 Amended Budget | FY 2015 MTD | MTD % of Budget | FY 2015 YTD | YTD % of Budget | YTD Projections |
|----------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Cemetery - Operations - Total: | 31,080 | 31,080 | 1,195 | 4 | 12,844 | 41 | 31,080 |
| Transfer Out - Cemetery Reserve | <u>25,000</u> | <u>25,000</u> | 0 | 0 | 0 | 0 | <u>25,000</u> |
| Cemetery Fund - TOTAL: | <u>56,080</u> | <u>56,080</u> | <u>1,195</u> | <u>2</u> | <u>12,844</u> | <u>23</u> | <u>56,080</u> |

Town of Altavista
 FY 2015 State/Highway Fund
 42% 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 |
|---|------------------------------|------------------------------|----------------------|--------------------|-----------------------|--------------------|-----------------------|
| REVENUE | | | | | | | |
| Street & Highway Maintenance | 585,000 | 585,000 | 0 | 0 | 154,768 | 26 | 585,000 |
| Street & Highway Maintenance/Carry Over | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Street & Highway Maintenance/Cash Discount | 0 | 0 | 0 | 0 | 4.95 | 0 | 0 |
| State/Highway Reimbursement Fund - GRAND TOTAL: | <u>585,000</u> | <u>585,000</u> | <u>0</u> | <u>0</u> | <u>154,773</u> | <u>26</u> | <u>585,000</u> |
| EXPENDITURES | | | | | | | |
| Maintenance - Other Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Maintenance - Drainage | 48,200 | 48,200 | 433 | 1 | 3,404 | 7 | 48,200 |
| Maintenance - Pavement | 150,000 | 150,000 | 948 | 1 | 13,735 | 9 | 150,000 |
| Maintenance - Traffic Control Devices | 56,800 | 56,800 | 5,293 | 9 | 21,976 | 39 | 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 | 17,025 | 43 | 19,722 | 49 | 40,000 |
| Road/Street/Highway - Other Traffic Services | 50,000 | 50,000 | 3,315 | 7 | 27,840 | 56 | 50,000 |
| General Admin. & Misc. - Miscellaneous | 80,000 | 80,000 | 3,592 | 4 | 30,226 | 38 | 80,000 |
| | | | 0 | | | | |
| State/Highway Reimb. Fund - Subtotal: | <u>435,000</u> | <u>435,000</u> | <u>30,605</u> | <u>7</u> | <u>116,904</u> | <u>27</u> | <u>435,000</u> |
| Improvements Other Than Buildings - New | 150,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 |
| Engineering - New | | | | | | | |
| State/Highway Reimb. Fund - Capital Outlay - Subtotal: | 150,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 |
| Transfer Out - General Fund Reserve | | | | | | | |
| State/Highway Fund - GRAND TOTAL: | <u>585,000</u> | <u>585,000</u> | <u>30,605</u> | <u>5</u> | <u>116,904</u> | <u>20</u> | <u>585,000</u> |

Town of Altavista
 FY 2015 Cemetery Fund
 42% of Year Lapsed

| Cemetery Fund - Fund 90 | FY 2015 Adopted <u>Budget</u> | FY 2015 Amended <u>Budget</u> | FY 2015 MTD <u>MTD</u> | MTD % of <u>Budget</u> | FY 2015 <u>YTD</u> | YTD % of <u>Budget</u> | YTD <u>Projections</u> |
|--|-------------------------------------|-------------------------------------|------------------------------|---------------------------|-----------------------|---------------------------|---------------------------|
| REVENUE | | | | | | | |
| Permits/Burials | 15,000 | 15,000 | 1,200 | 8 | 5,900 | 39 | 15,000 |
| Interest/Interest Income | 8,500 | 8,500 | 0 | 0 | 2,372 | 28 | 8,500 |
| Miscellaneous/Sale of Real Estate | 4,000 | 4,000 | 0 | 0 | 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>0</u> | <u>0</u> | <u>25,000</u> | <u>87</u> | <u>28,580</u> |
| Cemetery Fund - GRAND TOTAL: | <u>56,080</u> | <u>56,080</u> | <u>1,200</u> | <u>2</u> | <u>36,872</u> | <u>66</u> | <u>56,080</u> |
| EXPENDITURES | | | | | | | |
| Salaries and Wages/Regular | 9,500 | 9,500 | 143 | 2 | 1,880 | 20 | 9,500 |
| Salaries and Wages/Overtime | 500 | 500 | 0 | 0 | 338 | 68 | 500 |
| Benefits/FICA | 800 | 800 | 10 | 1 | 160 | 20 | 800 |
| Benefits/VRS | 1,050 | 1,050 | 17 | 2 | 214 | 20 | 1,050 |
| Benefits/Medical Insurance is pre-paid | 1,100 | 1,100 | 24 | 2 | 337 | 31 | 1,100 |
| Benefits/Group Life | 130 | 130 | 2 | 1 | 23 | 18 | 130 |
| Other Charges/Misc. Reimb. | 0 | 0 | 0 | 0 | 1,800 | 0 | 0 |
| Materials/Supplies & Repairs/Maint. | 18,000 | 18,000 | 1,000 | 6 | 8,092 | 45 | 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> |
| Cemetery Fund - GRAND TOTAL: | <u>56,080</u> | <u>56,080</u> | <u>1,195</u> | <u>2</u> | <u>12,844</u> | <u>23</u> | <u>56,080</u> |



Town of Altavista

Grand Total of all Investments and Deposits
Balance as of November 30, 2014

\$ 16,817,124.00

Non-Specific

| | |
|--------------------------------------|-------------------|
| Green Hill Cemetery | <u>552,981.65</u> |
| General Fund Reserves | |
| Capital Improvement Program Reserves | |
| Altavista EDA Funding | 289,120.85 * |
| VDOT TEA 21 Enhancement Match | <u>309,000.00</u> |
| | 598,120.85 |
| Enterprise Fund Reserves | |
| Capital Improvement Program Reserves | |
| PCB Remediation | <u>617,868.83</u> |
| Community Improvement Reserve | <u>0.00</u> |
| Police Federal | <u>2,908.32</u> |
| Police State | <u>15,232.35</u> |
| Train Station | <u>0.00</u> |

3,083,584.63

186,734.71

Public Funds Money Market Accounts

10,651,712.84 → Includes Funds for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) **1,107,979.82**

DESIGNATED FUNDS 2,895,091.82

| | |
|---|----------------------|
| Reserve Policy Funds (This figure changes annually w/audit) | 13,922,032.18 |
| | <u>-6,313,403.00</u> |
| UNDESIGNATED FUNDS | <u>7,608,629.18</u> |

| | <i>General Enterprise</i> | <i>Total</i> |
|------------------|---------------------------|--------------|
| Policy \$ | 4,982,908 1,330,495 | 6,313,403 |

NOTES:

| | |
|---|---------------------|
| Earmarked CIP Reserve / Trash Truck - FY 2015 | -184,000.00 |
| Earmarked for Final Downtown Map-21 Project | -77,600.00 |
| ED rem balance of \$35,000(website and marketing) | -6,240.00 |
| Earmarked for AOT No Interest Loan Program | -40,000.00 |
| "Pop-Up" Altavista Funding | -10,000.00 |
| Accrued Liability | -197,801.84 |
| FY14 Projected Carryover Needs | -636,000.00 |
| Funding from VDOT and LAP from Downtown Projects | 150,000.00 |
| Transit Funding | -4,209.00 |
| Funds for Project 1A - Bedford Waterline Imprpovement | -4,086,392.93 |
| UNDESIGNATED RESERVE FUND BALANCE | <u>2,516,385.41</u> |

Town of Altavista

Monthly Business Activity Report

Date 11/30/14

OPENED

| Applicant Name | Mailing Address & Physical Address (if different) | Trade Name | Type of Business | Open Date |
|-----------------------|--|---------------------|-----------------------------|------------------|
| Antonio Mattera | 105 Clarion Road A | Taste of Italy | Restaurant | 11/3/2014 |
| Sheryl Tyler | 1011 Main St | Super Buys | Retail | 11/20/2014 |
| Delores Webb | 1029 Main St | C & W Hair Salon | Personal Serv | 11/24/2014 |
| Stacey Pazdan | 901 A 7th St | working with Allure | Personal Serv | 11/26/2014 |
| Carolyn Davis | 916 Main St | Dynamic Praise | Retail | 11/26/2014 |

CLOSED

| Applicant Name | Mailing Address & Physical Address (if different) | Trade Name | Personal Property Account # (if known) | Close Date |
|-----------------------|--|-------------------|---|-------------------|
| | | | | |

Monthly Report to Council

Date: December 9, 2014
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: November Report

1. Zoning/Code Related Matters:

| | | | | | |
|--------|--------|---------------------------------------|--|--|--|
| 11-Nov | 056-14 | Chris Anderson 714 Main Street | | | Relocation of State Farm Business |
| 17-Nov | 057-14 | Tim & Sheryl Tyler 1011 B Main Street | | | Supervise-Grocery and Cabinet Business |
| 24-Nov | 059-14 | Carolyn Davis 916 Main Street | | | New Business- Dynamic Praise Gift Shop |

2. Site Plans Reviewed and/or Approved:

- Worked with Greg Duhbura to develop appropriate subdivision of former Lane Furniture property. Presented to Planning Commission at their regular and continued meetings.
- Reviewed and approved resurvey of Clement Memorial Wesleyan Methodist Church on Amherst Avenue. Notified by Campbell County of error on the plat so contacted surveyor and attorney to have the correction made.
- Met with Mr. Frazier regarding survey of the Frazier Farm. Approved a Deed of Vacation for internal lot line.
- Met with owners and spoke with builder regarding 308 Valley View Dr. regarding location of house on lot and the setback requirements.

3. Planning Commission (PC) Related:

- Completed packets for November 17, 2014 continued PC meeting.

4. AOT Related

- Assisted with use of English Park for Giblet Jog.

5. ACTS Relate

- Completed and submitted October billing reimbursement request to DRPT for operations and submitted.
- Completed and submitted billing reimbursement request to DRPT for CIP items of bus cameras/GIS and Administrators Camera.
- Validated daily ridership and revenue for bus system (November) - see bus report.
- Completed online October monthly reporting to DRPT.
- Began work on budget for FY2016 grant application and completed memo for Town Manager, Finance Committee and Town Council to review and approve.
- Completed Annual Report to DRPT for ACTS operations.

- Met with Jessica Wood and Lessy Nixon from the Altavista Combined School to discuss the possibility of ACTS participating in community based training for special needs students at the school. After meeting and learning of this opportunity, ACTS will be participating in this program beginning in January 2015.

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for November
- Streetscape/infrastructure project:
 - FHWA has made a determination which will be reported in closed session. Mediation has been delayed pending the Buy America interpretation from legal counsel.
 - Staff has notified VCP that the elevation on the curbing is not correct and is creating the water issue at Dr. West's dental office. The Town will likely fix this and withhold part of the retainage from VCP.
 - (Still pending) A manhole in front of English Auto Alignment was not installed properly. VCP has requested the Town withhold rather than require fixing this and staff is waiting for a decision on the 'buy America' before making a decision.
 - (Still pending) Asphalt milling and repaving at the intersection of 7th & Broad Street must be redone. VCP is waiting for a decision on the 'buy America' before doing this work.
 - The water leak in front of Blank's Oil Company has been repaired by VCP.
 - Staff has contracted to have a water run-off issued repaired at Blank's Oil. This was created by the larger entrance requested by Mr. Blanks.
- Completed 2015 TC and sent to printer for production.

Below is an overview of my activities relating to the AEDA'S six components for the action plan for economic development.

1. **Networking**- The economic development director will build relationships with local; regional; and state/federal organizations that will assist and support Altavista economic development with different resources. **Status: Active**
 - Region 2000 Marketing Team November and December meetings.
 - Altavista Chamber of Commerce HR luncheon.
 - Mid-Atlantic Broadband economic development consultant session.
 - Mike Davidson; Campbell County Economic Development director.
 - AEDA Board meeting/ November/December.
 - AOT Board meeting November/December.
 - Meeting with USDA's Joe Boatwright.
 - Conference call with Gay and Neal.
 - VEDP Orientation session.
 - VEDP Region 2000 luncheon.
 - Phone conference with Pittsylvania County Office of Economic Development.

2. **Existing Business and Retention**- An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs. **Status: Active**: I met with PCM and I am working on having site visits with the other major employers in town. I also met with officials from Timken at the Altavista Chamber of Commerce HR luncheon. I am working with the Town staff to schedule additional plant visits in January.

3. **Develop Products**- Procure by purchase and or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and or new investments. **Status: Active**. I met with Greg Dahbura and reviewed his site plan and toured the facility. We are going to start a marketing effort with him on the property. I also met with officials and Gay and Neal to discuss the site selection project with Theron Barrineau, II.

4. **Marketing**- Develop the following fundamentals in the first year. (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing business to identify potential prospects, (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active**. I am meeting with the web developer Brand Acceleration to develop a database of sites and buildings in the Town. We were able to obtain a program from American Electric Power, ProCure that will assist us in developing an active database. We are drafting a marketing plan for the USDA Advantage Altavista loan program.

5. **Encourage Entrepreneurism-** Pursue agreements with the Virginia Technical Institute for use of vacant space and with the Chamber of Commerce and the Region 2000 Small Business Development Center for technical to aid new or early stage small businesses with growth potential. **Status: Active.**

- Met with Bart Smith; AOT; Altavista Chamber of Commerce about the “Pop Up” program and the final stages of development.



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF NOVEMBER, 2014

CRIME STATISTICS – November 1, 2014 thru November 30, 2014

Crimes Against Persons

For the Month of November, the Town of Altavista Community experienced 2 incidents or a 200% increase of Crimes Against Persons compared to 0 incidents last year during the same time duration.

- 1 Simple Assault
- 1 Aggravated Assault

Property Crimes

For the Month of November, the Town of Altavista Community experienced 6 incidents or a 25.00% decrease of Property Crimes compared to 8 incidents last year during the same time duration.

- 3 Destruction of Property
- 2 Shoplifting
- 1 Theft from Motor Vehicle

Quality of Life Crimes

For the Month of November, the Town of Altavista Community experienced 21 incidents or a 23.53% increase of Quality of Life Crimes compared to 17 incidents last year during the same time duration.

- 1 Drug Equipment Violation
- 4 Drunkenness
- 16 All Other Offenses

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

Year to date, the Town of Altavista experienced 45 incidents or a 9.76% increase of Crimes Against Persons compared to 41 incidents last year during the same time duration.

- 1 Robbery
- 8 Aggravated Assault
- 36 Simple Assault



Year to date, the Town of Altavista experienced 99 incidents or a 22.22% increase of Property Crimes compared to 81 incidents last year during the same time duration.

- 6 Breaking & Entering
- 24 Shoplifting
- 12 Theft From Motor Vehicle
- 24 Destruction of Property/Vandalism
- 6 Motor Vehicle Theft
- 4 Counterfeiting/Forgery
- 4 Theft From Building
- 17 All Other Larceny
- 2 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 200 incidents or a 26.58% increase of Quality of Life Crimes compared to 158 incidents last year during the same time duration.

- 4 Weapon Law Violation
- 51 Drug/Narcotic Violations
- 1 Drug Equipment Violations
- 1 Disorderly Conduct
- 5 Driving under the Influence
- 6 Trespass of Real Property
- 101 All Other Offenses
- 29 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Runaway

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

For the Month of November, the Town of Altavista Community experienced 8 incidents or a 0.00% increase in Major Crimes compared to 8 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 144 incidents or a 18.0% increase in Major Crimes compared to 122 incidents last year during the same time duration.

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

CALLS FOR SERVICE - November 1, 2014 thru November 30, 2014

The Altavista Police Department was dispatched to 330 Calls for Service or an 8.8% decrease compared to 362 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 3982 Calls for Service or a 5.67% increase compared to 3768 C.F.S. last year during the same time duration.



CRIMINAL ARRESTS EXECUTED - November 1, 2014 thru November 30, 2014

The A.P.D. executed 15 criminal arrests or a 6.25% decrease compared to 16 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 237 criminal arrests or a 2.46% decrease compared to 243 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - November 1, 2014 thru November 30, 2014

The A.P.D. issued 38 traffic summons or a 111.11% increase compared to 18 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 177 traffic summons or a 51.1% decrease compared to 362 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – November, 2014

The Altavista Police Department has selected Officer C.A. Swearingen as Officer of the Month for November 2014. Officer Swearingen led the department in criminal enforcement efforts for the Month of November, including assisting Probation and Parole in dealing with an intoxicated Probation Violator. Officer Swearingen also conducted numerous traffic enforcement activities, including issuing summonses for Hit and Run, Driving while OL Suspended and Seatbelt Violations. Officer Swearingen's dedication and hard work help to enhance the safety and security of the Town of Altavista and its citizens.

PERSONNEL TRAINING

One hundred and sixty-seven (167) hours of training were afforded to police personnel during the month of November, 2014. Blocks of instruction pertained to the following training subjects: Basic Law Enforcement Academy, Firearms Training, and Safety Video Training.

WHAT'S NEW

During the Month of November, Captain Stocks assumed his new role with the Altavista Police Department. He will be responsible for supervising both command level patrol staff, as well as overseeing criminal investigations.

During the Month of November, the Altavista Police Department conducted a tour of the Police Department for the Cub Scouts of Pack 184. The Scouts were working towards one of their achievement badges. One of the requirements for the achievement badge was for them to visit a public safety building. They chose the Altavista Police Department. Officer Rob Haugh conducted the tour of the Police Department, showing the Scouts the various areas that the officers work in and



the various ways in which they protect and serve the community. There were many questions from the Scouts, who provided some very positive feedback.

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

WASTEWATER

November 2014

SUMMARY

- Public Works / Utility Committee
- Routine Maintenance UV System
- Repairing and Refurbishing the grit classifier system
- Grit classifier #1 ONLINE 11/6/14
- Grit classifier #2 ONLINE 11/10/14
- Wastewater staff is transporting sludge to Landfill
- Replaced Sludge Return Pump #4
- Conducted Annual Bio-Assay sampling on Effluent
- Installed Time clock for Staff
- Abbott production down 11/1/14 – 11/13/14
- Wastewater Plant NPW system is down Staff working on repair
- Assisted Water Plant with Maintenance issues. River Pumps
- Safety Training (Safe Driving)
- Meeting with DEQ (Kevin Crider) concerning WWTP Permit
- Quotes for Fine Filter Screen repair
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

| | | |
|---------------------------------|-------|----------|
| Sludge Processed | 95 | wet tons |
| Gallons of Water Treated | 43.79 | MG |

Plant Efficiency

| | |
|----------------------|------------|
| BOD Reduction | 99% |
| TSS Reduction | 98% |

Altavista Community Transit System (ACTS) Monthly Report

Calendar Year Totals

| | Rider Totals | Miles Driven | Fare Box Revenue | Days Run | Ave./per Day | |
|--------------------|----------------------|----------------------|--------------------------|---------------------|------------------|-------------------------------|
| <u>2011</u> | 10,919 | 40,392 | \$ 3,783.00 | 272.5 | 40 | |
| <u>2012</u> | 15,265 | 45,706 | \$ 5,329.50 | 281 | 54 | |
| <u>2013</u> | 17,760 | 45,358 | \$ 5,721.00 | 282.5 | 63 | |
| <u>2014</u> | <u>21,683</u> | <u>44,177</u> | <u>\$4,581.42</u> | <u>279.5</u> | <u>78</u> | <u>YTD Numbers</u> |

| | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>Apr</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Annual Totals</u> |
|------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|--------------|------------|--------------------------|
| 2011 | 391 | 590 | 481 | 495 | 551 | 1,617 | 1,364 | 1,499 | 1,201 | 805 | 849 | 1,076 | 10,919 |
| 2012 | 813 | 875 | 983 | 872 | 1,028 | 2,026 | 1,850 | 1,962 | 1,618 | 1,176 | 1,083 | 979 | 15,265 |
| 2013 | 939 | 1,015 | 968 | 1,152 | 1,362 | 2,272 | 1,956 | 2,231 | 1,705 | 1,416 | 1,440 | 1,304 | 17,760 |
| 2014 | 1,318 | 1,253 | 1,259 | 1,527 | 1,486 | 3,335 | 3,051 | 2,575 | 2,502 | 1,790 | 1,587 | | 21,683 |



FINANCE/HUMAN RESOURCES COMMITTEE REPORT



Committee meeting held on Wednesday, November 19th, items for Council's review/consideration are:

I: Avoca's Request to Use Expended FY2015 CIP Funds (Action Requested)

Total motions needed: 1

The Committee considered the request of Mr. Mike Hudson, Avoca Museum's Director, to allow the use of expended funds devoted to capital improvement projects at the facility. (*A copy of the request is attached.*) The FY2015 Budget included funds in the amount of \$59,000 for the painting of the museum, the office and other outbuildings. Mr. Hudson was able to negotiate a price for the work that was \$16,000 lower than budgeted. Several maintenance issues, some rather pressing, are evident at the museum and Mr. Hudson has requested that he be allowed to utilize the unexpended FY2015 CIP funds for those needs. The work would include gutter/trim work, repair/resurfacing of the parking lot, removal of material associated with a stump removal project and sealing of a water leak on the kitchen portion of the building. Mr. Hudson feels that the remaining funds should be sufficient to cover these costs. The Committee recommends that the Director's request for use of the unexpended funds included in the FY2015 Budget for capital improvements at Avoca be approved. (Attachment)

POSSIBLE MOTION: *"I move that the Altavista Town Council allow the unexpended funds in the FY2015 Budget for Avoca's CIP projects be used in accordance with the Directors' request."*

Members Present: Dalton, Edwards and Ferguson

Avoca Museum leftover funds request

November 17, 2014

Dear esteemed members of Town Council,

As you might remember, the Capital Improvement Plan for Avoca Museum was based upon the need to paint the buildings on the premises of Avoca Museum. I was able to secure MA Dalton Painting out of Lynchburg to do the work, a contracting company that came highly recommended by my peers in the museum field. Their references were likewise very good.

I am pleased to report that I was able to negotiate more services than my predecessor received eight years ago. Furthermore, I was able to leverage a competitive bidding process that, I perceive, drove prices down noticeably. In all, the total for the winning bid was \$16,000 less than Town Council allocated. Just as I did last year, I'd like to return the funds. However, I am asking Town Council to consider letting me use these funds – which have already been earmarked – for emergency purposes that I will detail in this report.

I have identified and gotten quotes for about \$6,000 worth of rotten gutters, hidden gutters and trim. My fear is that the problems will only get worse and more costly as time goes by. If Town Council sees fit not to return the funds to me, then I will have to pay it out of the operating budget. Regardless, the work must be done and better sooner than later. Otherwise, we run the risk of allowing a more costly problem to develop and one for which there will be no easy remedy.

Another area in which I could use the saved funds pertains to the parking lot. The parking lot is developing pock marks and potholes that is making the surface a bit difficult to negotiate, especially for our elderly visitors. This is a liability issue that I would like to shore up quickly. The entire parking area really should be resurfaced and sealed with blacktop. I am seeking quotes on a possible project here but I estimate that the work would cost about \$8,500. I know that this is addressed in a future CIP, but if I took care of this now I could re-submit the CIP proposal. This would allow me to use the funds to give some added attention to our Brick Kitchen restoration project. Therefore, the benefits would continue for years to come.

Finally, I have removed the stump from a tree that came down a few years ago. The stump was unsightly but more importantly, its widespread roots were a serious trip hazard. I cannot tell you how many times I have caught a stumbling visitor or held my breath as a visitor stumbled over the roots. Now that the tree is gone (\$350 to grind the stump), I have to pay for the useless soil (filled with wood chips and poorly suited to grow grass) to be hauled away. The area needs to be filled with about 10 sq. yards of topsoil and seeded. The cost of this project is about \$1,100. In my opinion, this was something that needed to be done before we had one more

wedding or public event at Avoca. At the risk of sounding too dramatic, I wish to state my belief that those tree roots were a liability.

After these three projects are completed, I calculate that I would still have about \$50 remaining.

Thanks for your time. As you can see, a lot of good can be accomplished with these leftover funds.

Sincerely,
Michael Hudson
Director, Avoca Museum



Figure 1:The damage shown here shows where the slate roof over the house's bathroom meets the main gable. Water retained here over the years has resulted in some damage to the wood.



Figure 2:The portico over the house's entrance was being scraped to prepare the structure for painting. It was then that we noticed that huge sections of rotted wood were underneath the painted portions of the portico railing. (Estimated damage cost for Figures 1 & 2 = \$2,000)



Figure 6: The area in detail shows where the hidden gutter has leaked. It was determined that a breach in a place where the pipe had been soldered was to blame.



Figure 7: This picture illustrates damage that occurred due to water that had built up in this downspout. The cause for this was an accumulation of leaves over the years. The contractor has offered to blow the leaves out and install a device that will keep leaves from going down the downspout. This problem must be addressed very soon as the water damage will otherwise soon begin seeping into the house's walls.



Figure 3: Paint removing in this area caused a rotten section of the gutter to fall off. It was determined that, in order to prevent further damage, this section of the house must be replaced by a professional.



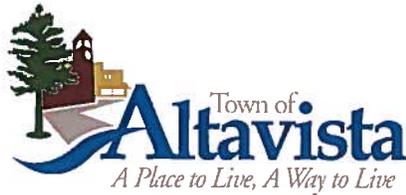
Figure 4: Two bottom stairs from the house's side porch had to be replaced due to the damage shown in Figure 3. The water that leaked out of the damaged area shown in Figure 3 caused a significant portion of these stairs to take on damage that we found when the paint was removed from the stairs.



Figure 5: A section of pipe inside the hidden gutter developed holes in its soldering point here. The water leaked out and rotted the wood in the ceiling. This section of damage is found in the terrace that faces Main Street.



Figure 8: This damage can be seen on the other side of the terrace from Figure 5. It was caused by the same breach that caused the damage seen in Figure 5. Everything in between these two spots must be removed and replaced. (Estimated damage cost for Figures 3-8 = \$4,000)



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

Regular Meeting
Altavista Town Council
December 9, 2014 – 7:00 p.m.

STAFF REPORT

To: Mayor and Members of Town Council
From: Waverly Coggsdale, Town Manager
Subject: Consideration of FY2016 ACTS (Transit) Budget

BACKGROUND

Each year, Council is requested to consider the Altavista Community Transit System's (ACTS) budget at their December meeting, to allow staff to proceed with the grant application that provides state and federal funds for the operation of the system. Attached is correspondence from the Assistant Town Manager related to the ACTS Budget request for FY2016.

The requested budget for ACTS totals \$169,550, with \$95,550 of that being Operational, a slight decrease from last year. The remaining \$74,000 is related to funding for the Capital Improvement Plan associated with the system. This includes a replacement bus and bus shelters.

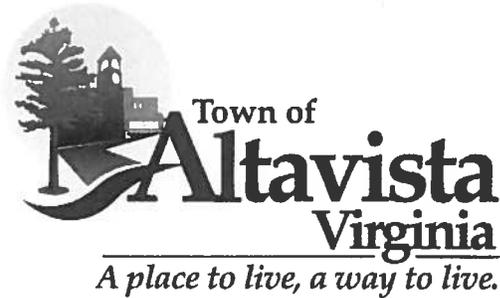
The Town's portion of the Operational is \$28,455 and the Capital Improvement Plan is \$14,800. Any proceeds from sales of the bus may be used to offset the local contribution for CIP. The total Town portion of the ACTS budget is estimated at \$43,255.

POSSIBLE ACTION

Approval of the FY2016 ACTS Budget in the total amount of \$169,550, with \$43,255 being local share and authorization of Town staff to apply for the federal and state funds associated with ACTS Budget.

ATTACHMENTS

- Memorandum from Assistant Town Manager, Dan Witt



MEMORANDUM

To: Waverly Coggsdale, Town Manager & Town Council Members

From: Dan Witt, Assistant Town Manager 

Date: November 24, 2014

Re: Altavista Community Transit System (ACTS) Budget FY2016 Request

The purpose of this memo is to request the authority to complete the Department of Rail and Public Transportation (DRPT) grant application, to seek approval from Town Council for the required local match for the operational and CIP budgets for ACTS, and to be granted authority from Council to file requests for reimbursement of funds from DRPT. The DRPT grant application is due January 31, 2015. This grant application request is now on the same fiscal year as the Town and will begin on July 1, 2015 and run through June 30, 2016. Unfortunately the grant application deadline was not changed so I must begin, as in years past, my process earlier than the other department heads.

Background

As of the end of December 2014 ACTS will have been in operation for 4 full calendar years and 3 full fiscal years which has provided me some history with which to base my request for FY2016. Once again ACTS continued to experience growth and this year, for the first time, expanded service adding 2 hours per day or 12 hours per week during the summer months of June through September. Additionally for the 4th consecutive year a very generous citizen and supporter of ACTS provided an anonymous donation that provided free fares for the months of June through September. Also, staff has updated the buses with cameras and GPS systems that allow monitoring of the drivers, protection for the drivers and I believe encourages the riders to 'mind their manners.' While the purchase cost of the cameras for both was nearly \$7,000 the Town's portion was only \$280 (4%).

Before getting into the budget I would like to provide some data showing the growth of ACTS. The chart below includes data for the first 4 years of operations and a key point of this data is to show both the monthly and annual increases in utilization of the bus service.

| Calendar Year Totals | | | | | | | | | | | | | |
|-----------------------------|---------------|---------------|--------------------|------------|-----------------------|-------|-------|-------|-------|--------------|-------|-------|---------------|
| | Rider Totals | Miles Driven | Fare Box Revenue | Days Run | Ave./per Day | | | | | | | | |
| 2011 | 10,919 | 40,392 | \$ 3,783.00 | 272.5 | 40 | | | | | | | | |
| 2012 | 15,265 | 45,706 | \$ 5,329.50 | 281 | 54 | | | | | | | | |
| 2013 | 17,760 | 45,358 | \$ 5,721.00 | 282.5 | 63 | | | | | | | | |
| 2014 | 20,096 | 40,728 | \$ 3,846.87 | 257 | 78 YTD Numbers | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Annual Totals |
| 2011 | 391 | 590 | 481 | 495 | 551 | 1,617 | 1,364 | 1,499 | 1,201 | 805 | 849 | 1,076 | 10,919 |
| 2012 | 813 | 875 | 983 | 872 | 1,028 | 2,026 | 1,850 | 1,962 | 1,618 | 1,176 | 1,083 | 979 | 15,265 |
| 2013 | 939 | 1,015 | 968 | 1,152 | 1,362 | 2,272 | 1,956 | 2,231 | 1,705 | 1,416 | 1,440 | 1,304 | 17,760 |
| 2014 | 1,318 | 1,253 | 1,259 | 1,527 | 1,486 | 3,335 | 3,051 | 2,575 | 2,502 | 1,790 | | | 20,096 |

NOTE- extended summer hours started June 1-September 30, 2014

Staff has been working to implement the Transportation Development Plan (TDP) approved and adopted by Town Council in late 2013. Changes made starting in 2014 included: drivers received a .25¢ incremental pay increase in July 2014, the first step in making their hourly rate more competitive; increased summer hours were implemented; slight changes to the route to make it more efficient were made; the process of purchasing 3 bus shelters for placement along the route is being researched; and plans are being made to deviate to the Hurt Medical Center upon request by Town Citizens. The TDP has and will continue to improve the efficiency and effectiveness of the transit system, serve as a management and policy document for ACTS, and maximize the investment of public funds to achieve the greatest public benefit. Staff is required to provide an annual report to DRPT, in December, showing the progress on this TDP.

Budget Request

There are 4 items I want to highlight in this year's budget request:

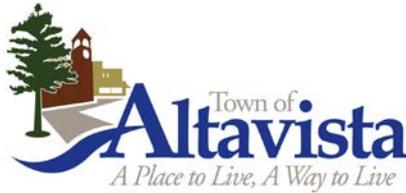
1. For the 2nd year I am requesting that the drivers' hourly rate will be increased incrementally by .25 per hour. The peer average salary rate is \$10.36 and our drivers' current rate is \$9.45 which includes an increase from last year of the 2% COLA and .25¢ hourly rate increase. This change increases the budget by less approximately \$800.
2. The route will begin deviating to the Hurt Medical Center, something planned to begin in 2014 but now will start in January 2015. The cost will be less than \$500; however, this cost will be partially offset by a higher return fare of \$1 and additional grant funds from DRPT.
3. Extended hours during the summer months were a success and will be planned for next year; M-F from 6 p.m. to 8 p.m. and Saturday from 2 p.m. to 4 p.m. The estimated total cost for this service will be \$4,200.
4. Both buses are now in excess of 80,000 miles and four years old. One bus is scheduled to be replaced next year but with the ordering process it will likely not be put in service until sometime early 2016. Repairs to the buses were expectantly high this year as a large part of the front end suspensions on each bus had to be replaced along with brakes, rotors, and batteries and so I have increased the maintenance budget for FY2016.

The CIP includes 2 bus shelters and one replacement bus.

The total requested money for ACTS is \$169,550. The operations budget was decreased by \$750 or less than 1% over the adopted FY2015 budget. The increase in the CIP is due to the scheduled replacement

of the bus. The Town's portion of this for operations is approximately \$28,000 and for CIP is \$14,800; however, with the sale of the used bus that will be taken out of service the CIP will be less than half that amount.

| | FY2011 ACTUAL | FY2012 ACTUAL | FY2013 ADOPTED | FY2013 PROJECTED | FY2014 ADOPTED | FY2015 ADOPTED | FY2016 PROPOSED |
|--|------------------|------------------|-------------------|---------------------|-------------------|-------------------|--------------------|
| TRANSIT SYSTEM - FUND 10 | | | | | | | |
| (INCLUDES 2% Salary Range Adjustment and 2% COLA) | | | | | | | |
| Wages & Benefits | 34,658 | 59,915 | 56,600 | 56,600 | 57,700 | 61,800 | 64,000 |
| Services | 2,234 | 1,815 | 3,400 | 3,200 | 3,500 | 5,950 | 2,650 |
| Other Charges | 2,442 | 2,221 | 4,300 | 4,300 | 4,000 | 4,150 | 3,350 |
| Materials & Supplies | 9,657 | 18,408 | 17,300 | 17,500 | 20,200 | 24,150 | 25,300 |
| Capital Outlay | 99,926 | 17,178 | 30,000 | 31,800 | 44,500 | 28,000 | 74,000 |
| Total Expenditures | 148,916 | 99,536 | 111,600 | 113,400 | 129,900 | 124,050 | 169,300 |
| PERSONNEL-WAGES & BENEFITS | | | | | | | |
| 010-6101-403.10-02 Salaries & Wages Regular | 29,798 | 51,931 | 48,500 | 48,500 | 49,500 | 53,200 | 55,100 |
| 010-6101-403.10-04 Salaries & Wages - Overtime | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 010-6101-403.20-02 Benefits - FICA | 2,289 | 4,000 | 3,800 | 3,800 | 3,800 | 4,200 | 4,400 |
| 010-6101-403.20-04 Benefits - VRS | 1,831 | 2,850 | 2,600 | 2,600 | 2,600 | 2,600 | 2,700 |
| 010-6101-403.20-06 Benefits - Group Med. Ins. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 010-6101-403.20-08 Benefits - Group Life Ins. | 48 | 80 | 300 | 300 | 300 | 300 | 300 |
| 010-6101-403.20-10 Worker's Compensation | 692 | 1,055 | 1,400 | 1,400 | 1,500 | 1,500 | 1,500 |
| WAGE & BENEFITS - TOTAL | 34,658 | 59,915 | 56,600 | 56,600 | 57,700 | 61,800 | 64,000 |
| SERVICES-PURCHASED,SHARED,INTERNAL | | | | | | | |
| 010-6101-403.30-06 Advertising | 1,494 | 1,390 | 2,400 | 2,400 | 2,400 | 2,400 | 1,500 |
| 010-6101-403.30-08 Maintenance Service Contracts | 0 | 0 | 0 | 0 | 0 | 350 | 350 |
| 010-6101-403.30-14 Misc. Professional Services | 0 | 0 | 200 | 200 | 300 | 2,700 | 300 |
| 010-6101-403.30-16 Physicals | 740 | 425 | 800 | 600 | 800 | 500 | 500 |
| SERVICES - TOTAL | 2,234 | 1,815 | 3,400 | 3,200 | 3,500 | 5,950 | 2,650 |
| OTHER CHARGES | | | | | | | |
| 010-6101-403.50-08 Telecommunications | 1,296 | 928 | 1,500 | 1,500 | 1,200 | 1,200 | 1,200 |
| | FY2011 ACTUAL | FY2012 ACTUAL | FY2013 ADOPTED | FY2013 PROJECTED | FY2014 ADOPTED | FY2015 ADOPTED | FY2016 PROPOSED |
| 010-6101-403.50-12 Motor Vehicle Insurance | 584 | 1,168 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| 010-6101-403.50-24 Substance & Lodging | 200 | 0 | 500 | 500 | 500 | 500 | 500 |
| 010-6101-403.50-28 Dues & Association Memberships | | | | | | 150 | 150 |
| 010-1101-401.50-30 Refunds | | | | | | | |
| 010-6101-403.50-33 Miscellaneous /Indirect | 0 | 0 | 0 | 0 | 0 | | |
| OTHER CHARGES - TOTAL | 2,442 | 2,221 | 4,300 | 4,300 | 4,000 | 4,150 | 3,350 |
| MATERIALS & SUPPLIES | | | | | | | |
| 010-6101-403.60-02 Office Supplies | 299 | 131 | 300 | 300 | 300 | 250 | 250 |
| 010-6101-403.60-06 Fuel | 7,205 | 16,874 | 14,500 | 14,500 | 17,000 | 19,300 | 19,900 |
| 010-6101-403.60-08 Vehicle & Equip. Repairs/Maint. | 1,891 | 1,161 | 1,500 | 1,700 | 2,500 | 3,700 | 4,000 |
| 010-6101-403.60-14 Other Operating Supplies | 0 | 16 | 500 | 500 | 100 | 500 | 1,000 |
| 010-6101-403.60-18 Supplies | 261 | 226 | 500 | 500 | 300 | 400 | 400 |
| MATERIALS & SUPPLIES - TOTAL | 9,657 | 18,408 | 17,300 | 17,500 | 20,200 | 24,150 | 25,550 |
| TRANSIT TOTAL - EXCLUDING CAPITAL | 48,990 | 82,359 | 81,600 | 81,600 | 85,400 | 96,050 | 95,550 |
| CAPITAL OUTLAY | | | | | | | |
| 010-6101-403.82-02 Motor Vehicles - New | 99,926 | 0 | 0 | 0 | 24,500 | | 62,000 |
| 010-6101-403.82-06 Machinery & Equipment - New | 0 | 17,178 | 30,000 | 31,800 | 20,000 | 8,000 | |
| 101-6101-403.81-04 EDP Equipment - Replacement | | | | | | 2,000 | |
| 010-6101-403.82-30 Improvements Other Than Bldg | | | | | | 18,000 | 12,000 |
| CAPITAL OUTLAY - TOTAL | 99,926 | 17,178 | 30,000 | 31,800 | 44,500 | 28,000 | 74,000 |
| TRANSIT TOTAL - INCLUDING CAPITAL | 148,916 | 99,536 | 111,600 | 113,400 | 129,900 | 124,050 | 169,550 |



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

Regular Meeting
Altavista Town Council
December 9, 2014 – 7:00 p.m.

STAFF REPORT

To: Mayor and Members of Town Council
From: Waverly Coggsdale, Town Manager
Subject: Petition requesting Removal of Loading Zoning on 7th Street

BACKGROUND

Previously, Dr. Charles West submitted to me the attached Petition that seeks the elimination of the loading zone in the 500 block of 7th Street. It is noted that two loading/unloading zones are located on 7th Street between Broad Street and Campbell Avenue. Section 74-168 of the Town Code addresses the use of loading zones (attached).

Upon receipt of the petition, staff began a review of loading zone needs and the relevance to the central business district. Research indicates that efficient freight movement is critically important to the economic viability of small central business districts. Due to the historical nature of our downtown, off-street parking at businesses is relatively non-existent with only a few providing parking for their customers. Without off-street parking the access to areas for loading/unloading in the downtown area in relative proximity to businesses is reduced. We understand the need to balance the parking needs of patrons versus the loading/unloading needs of commercial trucks, service vehicles, and small-package-delivery vehicles.

There are 23 parking spaces on 7th Street between Broad Street and Campbell Avenue, eighteen are regular "2-Hour Parking", three are "Handicap", and two are "Loading/Unloading Zones". In addition, there are forty-four spaces in the Town Hall Parking lot for public use. Based on adequate parking in the area and the needs of businesses to have a method for delivery of product, the existence of the loading/unloading zones on 7th Street is justified. However, based on the review the existing "loading/unloading zones" can be time restricted and they will be signed to be "No Parking – Loading Zoning from 8 AM to 6 PM Monday through Friday" with a "30 Minute Maximum".

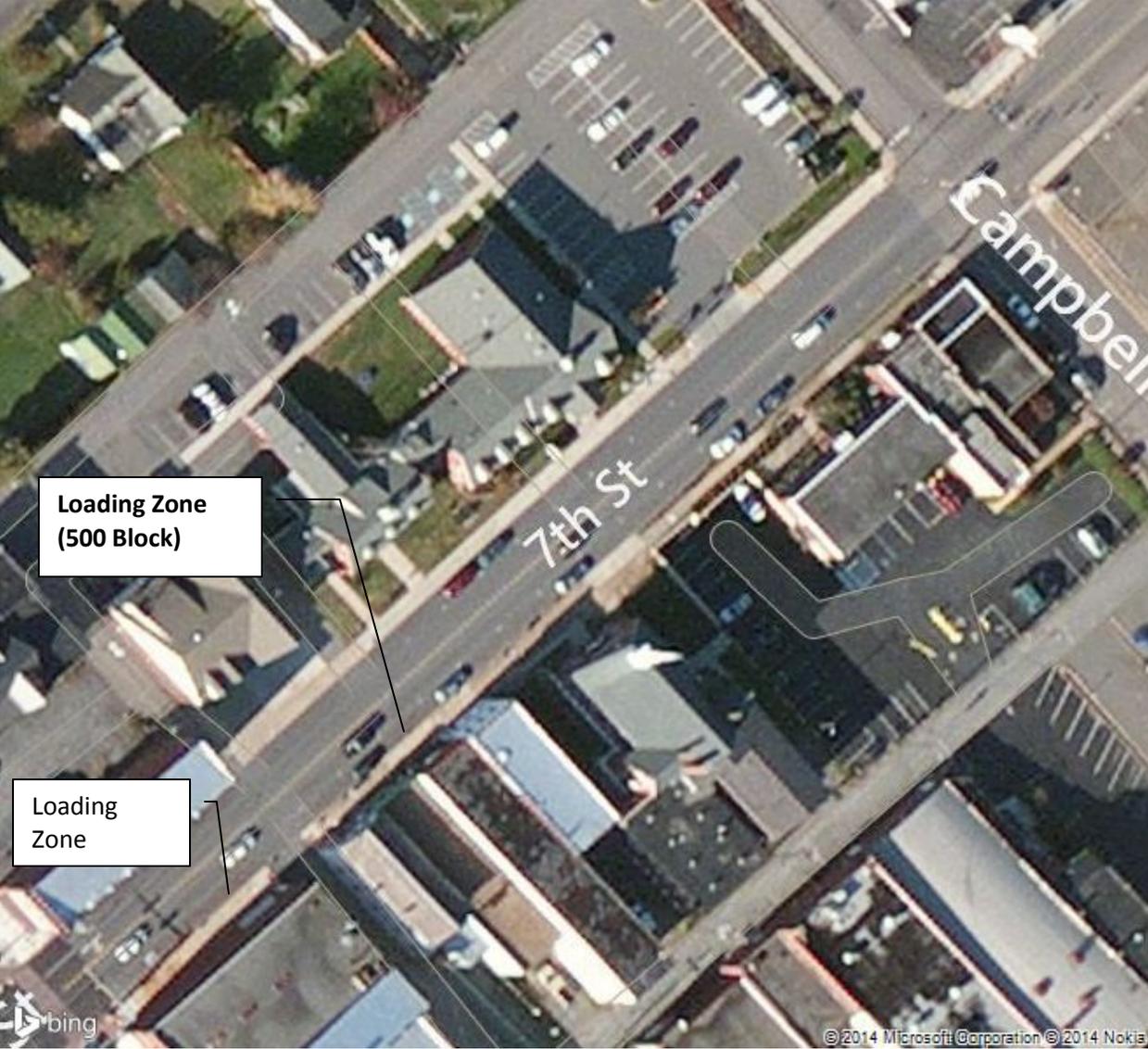
ACTION

None required by Council, this is an Informational Item only.

ATTACHMENTS

- Map of 7th Street
- Petition
- Section 74-168 Altavista Town Code

LOADING ZONE – 500 Block of 7th Street



PETITION

COPY

SUBJECT:

ELIMINATION OF THE LOADING ZONE SIGN ON THE 500 BLOCK OF SEVENTH STREET

PURPOSE:

THE LOADING ZONE CURRENTLY ALLOWS PARKING AT LENGTH WITH NO RESTRICTION FOR ONE BUSINESS. REMOVAL OF THE SIGN WOULD ALLOW ALL PATRONS EQUAL PARKING OF 2 HOURS PER BLOCK, PER DAY, AS SET BY THE TOWN OF ALTAVISTA.

| <u>NAME</u> | <u>BUSINESS</u> | <u>ADDRESS</u> |
|----------------------|----------------------------|-----------------------|
| Cherise Yuille | Prince Charles Home Health | 503 B-1 Altavista Vc. |
| Janna P. Katz | Kent to Kent PC | 525 7th St |
| Janna P. Katz | Kent Realty | 529 7th St |
| Dr. Kimberly M. West | Dr. Kimberly M. West M.D. | 511 7th St |
| Dr. Kimberly M. West | Dr. Kimberly M. West M.D. | 513 7th St |
| David West | Kent to Kent | 525 7th Street |
| DAVID WEST | Optometry | 505 7th Street |

Sec. 74-165. Angle parking.

Notwithstanding any of the provisions of this chapter, angle parking may, in the discretion of the town council, be used on Broad Street between the Southern Railroad and the Norfolk & Western Railroad, on the westerly side, and between the Southern Railroad and Main Street on the easterly side, but no car or truck shall be parked thereon which exceeds 22 feet in length. The town council may, when in its discretion the public interest so requires, provide for angle parking on any other street or portion thereof; provided, however, that such streets are marked so as to apprise an ordinarily observant person of the regulation.

(Code 1968, § 11-27)

Sec. 74-166. Parking vehicles without state license on highways.

It shall be unlawful to park any vehicle having no current state license on any street or highway of the town.

(Code 1968, § 11-28)

Sec. 74-167. Parking for certain purposes.

(a) It shall be unlawful for any person to park or place any automobile, truck, trailer or other vehicle upon or in any street, alley or parkway for the purpose of selling or offering such vehicle for sale or rent. No sign or lettering shall be attached or placed upon any automobile, truck, trailer or other vehicle parked in or upon any public street, alley or parkway of the town indicating that such vehicle is offered for sale or for rent. The phrase "for the purpose" shall mean that the primary reason for parking the vehicle on the public street is to put it in a position where it can readily be seen by the public with signs placed thereon to indicate that it is offered for sale. Exemption: This subsection (a) shall not apply to the offering for sale by an individual of his or her personal vehicle actually titled in his or her name (or jointly with his or her spouse), provided that such individual has not offered for sale any other vehicle on the public streets within the previous 12-month period.

(b) It shall be unlawful to park any vehicle upon any street in a business district from which any merchandise is being sold.

(c) It shall be unlawful to stop a vehicle at any time upon the highway for the purpose of advertising any article of any kind, or to display thereupon advertisements of any article or advertisement for the sale of the vehicle itself.

(Code 1968, § 11-29)

Sec. 74-168. Manner of using loading zones.

Where a loading and unloading zone has been set apart by the town manager in accordance with applicable provisions of this chapter, the following regulations shall apply with respect to the use of such areas:

- (1) No person shall stop, stand or park a vehicle for any purpose or length of time, other than for the expeditious unloading and delivery or pickup and loading of materials, in

any place marked as a curb loading zone during hours when the provisions applicable to such zones are in effect. All delivery vehicles, other than regular delivery trucks, using such loading zones shall be identified by the owner's or company's name in letters three inches high on both sides of the vehicle.

- (2) The driver of a passenger vehicle may stop temporarily in a space marked as a curb loading zone for the purpose of, and while actually engaged in, loading or unloading passengers or bundles when such stopping does not interfere with any vehicle used for the transportation of materials which is waiting to enter or is about to enter such loading space.

(Code 1968, § 11-34)

Sec. 74-169. Manner of using bus stops and taxicab stands.

Where a bus stop or taxicab stand has been set apart by the town manager in accordance with the applicable provisions of this chapter, the following regulations shall apply as to the use thereof: No person shall stop, stand or park a vehicle other than a bus in a bus stop, or other than a taxicab in a taxicab stand when such stop or stand has been officially designated and appropriately signed, except that the driver of a passenger vehicle may temporarily stop therein for the purpose of and while actually engaged in the expeditious loading or unloading of passengers when such stopping does not interfere with any bus or taxicab waiting to enter or about to enter such zone.

(Code 1968, § 11-35)

Sec. 74-170. Parking prohibited in fire lanes on private property devoted to public use.

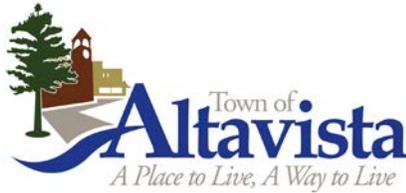
(a) It shall be the duty of the chief of police to inspect private property, devoted to public use, and to determine if the establishment of fire lanes on such property is necessary to facilitate access and easy movement of firefighting equipment throughout the property and to require the owners of the property to establish such fire lanes. The marking of such fire lanes on such private property, devoted to public use, shall then be approved by the chief of police.

(b) Parking of motor vehicles in marked fire lanes or otherwise obstructing marked fire lanes shall be prohibited at all times.

(c) The town police or other uniformed personnel employed by the town to enforce parking regulations shall be empowered to issue a summons for any violation of this section occurring at privately owned parking areas without the necessity of a warrant being obtained by the owner of such private parking area.

(d) A violation of this section shall be punishable by a fine of \$50.00.

(Code 1968, § 11-35.1; Ord. of 4-12-2011(2), § 1)



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

Regular Meeting
Altavista Town Council
December 9, 2014 – 7:00 p.m.

STAFF REPORT

To: Mayor and Members of Town Council
From: Waverly Coggsdale, Town Manager
Subject: Vehicle Purchase - Administration

BACKGROUND

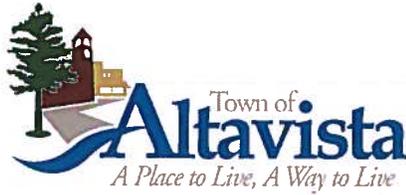
The FY2015 Budget includes funds for the replacement of the Town Manager's vehicle in the amount of \$27,000. Last month, the former vehicle used by the manager was transferred to the Police Department for use associated with the Regional Task Force. In addition, the new Economic Development Director has begun work and the vehicle that was being used by the Town Manager is being used by the ED Director. Due to the past discussion regarding vehicle purchases, I would like to inform Council that the purchase of the "replacement" vehicle for Administration is needed at this time.

POSSIBLE ACTION

Purchase a vehicle off State Contract within the budgeted amount.

ATTACHMENTS

None



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

Regular Meeting
Altavista Town Council
December 9, 2014 – 7:00 p.m.

STAFF REPORT

To: Mayor and Members of Town Council
From: Waverly Coggsdale, Town Manager
Subject: Calendar Year 2015 Meeting Schedule

BACKGROUND

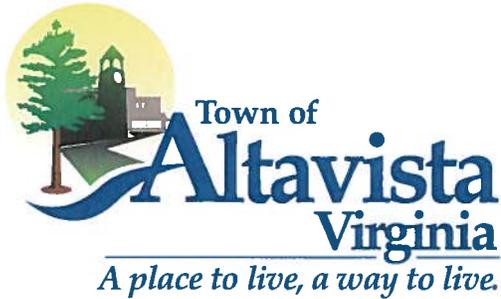
Pursuant to the attached memorandum from Mayor Mattox, the 2015 meeting schedule is proposed to continue the practice of holding Council's Regular meeting on the 2nd Tuesday of each month at 7:00 p.m. in Council's Chambers of Town Hall. In addition, the Mayor is proposing that the current committee structure be replaced with a monthly Town Council Work Session that would be held on the 4th Tuesday of each month at 5:00 p.m. in Council's Chambers of Town Hall.

POSSIBLE ACTION

Approve the Proposed 2015 Town Council Meeting Schedule.

ATTACHMENTS

- Memorandum from Mayor Mattox
- Calendar Year 2015 Meeting Schedule



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

TO: Members of Town Council

FROM: Mayor Mike Mattox *MM*

RE: Calendar Year 2015 Meeting Schedule

DATE: December 2, 2014

Per previous discussions with each of you, I have advocated a new "meeting structure" for 2015 that would utilize a Work Session in place of the current three committee structure. The Town Council Work Session would meet on the fourth Tuesday of each month at 5:00 p.m. in Council's Chambers of Town Hall.

It is my belief that this process will encourage an "open dialogue" among Council and will result in a stronger, even more open government for our citizens. The Work Session purpose would be for setting and approving policy changes related to the Town's vision, goals, and strategic directions; considering town initiatives and programs and setting an agenda for the staff to pursue. By consolidating the current three committee format into a monthly Work Session, the Council members can be more involved in the process and discussion prior to items being presented on a regular Council meeting agenda.

Attached is the proposed meeting schedule for 2015. Town Council's Regular meeting would continue to be held on the 2nd Tuesday of each month at 7:00 p.m. and the Town Council's Work Session would be on the 4th Tuesday of each month at 5:00 p.m. I would request that this meeting schedule be implemented for 2015 and as we move through the year we can evaluate its efficiency and effectiveness.

CALENDAR YEAR 2015 Altavista Town Council Meeting Schedule

All meetings are in Council's Chambers of Town Hall unless otherwise noted.

| | |
|---|------------------------------|
| Tuesday, January 13 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, January 27 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, February 10 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, February 24 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, March 10 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, March 24 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, April 14 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, April 28 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, May 12 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, May 26 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, June 9 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, June 23 rd – 5:00 p.m. | Town Council Work Session |
| Tuesday, July 14 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, July 28 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, August 11 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, August 25 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, September 8 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, September 22 nd – 5:00 p.m. | Town Council Work Session |
| Tuesday, October 13 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, October 27 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, November 10 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, November 24 th – 5:00 p.m. | Town Council Work Session |
| Tuesday, December 8 th – 7:00 p.m. | Town Council Regular Meeting |
| Tuesday, December 22 nd – 5:00 p.m. | Town Council Work Session |

December 2014

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|---|--------------------------------------|---|
| | 1 Planning Commission 5:00PM | 2 | 3 | 4 Christmas Parade 7:00 PM | 5 | 6 Avoca Christmas Open House |
| 7 Avoca Christmas Open House | 8 Joint Meeting with Campbell County & Brookneal 6:30 p.m. in Brookneal | 9 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm | 10 | 11 | 12 | 13 Avoca Christmas Open House |
| 14 Avoca Christmas Open House | 15 | 16 | 17 Proposed Continued Meeting Date 5:00 p.m. | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 Christmas Eve Town Offices Closed | 25 Christmas Day Town Offices Closed | 26 Town Offices Closed | 27 |
| 28 | 29 | 30 | 31 | | | |

~ January 2015 ~

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|---|---|-----------|--|-----------|-----------|
| | | | | 1 New Year's Day Town Office Closed | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm | 14 | 15 | 16 | 17 |
| 18 | 19 Martin L. King Day Town Office Closed | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



**Bedford Avenue
Water Line Phase 1A
Town of Altavista, Virginia
WWA Project No. 213084.00**

**Payment Meeting No. 1
November 25, 2014 – 1:00 pm**

MEETING AGENDA

Attendees: Owner: Waverly Coggsdale, David Garrett, Phillip Jacobs
VDOT: Ken Carlton, Danny Kuft, Kimberly McMann, Tiffany Tweedy
WWA: Turner Perrow, P.E
DLB, Inc.: Dicky Morgan, Clyde Roberts, Dean Grindstaff, Mike Igo

1. Field work: *3,000 feet of DIP is on site with fittings and hydrants. Starting pipe installation at English Park. Boring – Pilot hole installed and reamed to 12". 140 feet of the bore is at 18". Contractor will continue reaming until 27" clearance.*
2. Construction Inspector's Report:
 - a. *No comments at this time.*
3. VDOT Comments:
 - a. *Contractor shall comply with traffic comments. Contractor to respond to VDOT's letter – contact Ken Carlton directly in Turner's absence.*
 - b. *VDOT is concerned about pedestrian access. Recommendation is to close sidewalks at the end of each block of construction.*
 - c. *VDOT is requiring an asphalt trench patch, either hot mix or cold, upon installation of pipe in the roadway.*
 - d. *VDOT may allow extended work hours during the holidays in an effort to assist the Contractor in working around the school zone on Bedford Ave.*
4. Easements / Property access: *None.*
5. RFIs: *RFI responded to by issuance of C-3A on 11/18/2014.*
6. Changes:
 - a. *Work Change Directive #1 – needs to be signed by contractor.*
 - b. *Change Proposal Request: New tees, valves, BOV, and hydrant assemblies.*

7. Shop Drawings:
 - a. *Directional drilling requirements – fluid use logs and pulling stress logs.*
8. Permits:
 - a. VMRC – River crossing adjustment
 - b. *VDOT – Alignment shift documentation is needed prior to Land Use Permit issuance.*
 - c. *Engineer to send drawings to VDOT & VMRC for record.*
9. Schedule:
 - a. *Contractor to update schedule at the next payment meeting.*
 - b. *The Town’s Christmas Parade is to be held 12/4/2014.*
 - c. *The high school will be closed from 12/19/2014 to 1/4/2015.*
10. Upcoming Information needed: *None at this time.*
11. Discussion / Comments / Questions:
 - a. *Pedestrian access to English Park – Contractor to ensure pedestrian safety. Contractor may close the Pittsylvania Ave. entrance to the park (expected Monday 12/1). The section of Broad St. may be closed in the park temporarily. Contractor to manage pedestrian and vehicle access at the intersection of Broad St. and 3rd St. All roads and accesses are to reopen at the end of the business day and upon pipe installation through the affected area is complete.*
 - b. *Columbia Gas desires to be on site during construction in the vicinity of their high pressure line in Pittsylvania County. Contractor to coordinate.*
 - c. *Turner Perrow will be on vacation 11/27-12/5/2014. Please contact Ron Smith with any project related concerns.*
12. Pay Request: No. 1: *Pay request was reviewed and approved.*
13. Next Payment Meeting: ***December 30, 2014 at 9:00 a.m.***