

TOWN COUNCIL AGENDA

The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:

- 3) Minutes**
- 4) Check Register**
- 5) Financial Statements**

All other items are included below.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 7a

Attachment #: Tab 5

Meeting Date: October 9, 2012

Agenda Placement: Special Items or Recognitions

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

Subject Title: FY2012 Audit Presentation

Presenter(s): Waverly Coggsdale, Town Manager

SUBJECT HIGHLIGHTS

Included in your agenda packet or linked (FY2012 Draft Audit) please find the FY2012 Audit for the Town of Altavista. A representative from Robinson, Farmer, Cox Associates will provide a report on the audit. ***(NOTE: A more detailed audit presentation will be given to the Finance Committee at 6:15 p.m. in the large conference room.)***

Staff recommendation, if applicable: N/A

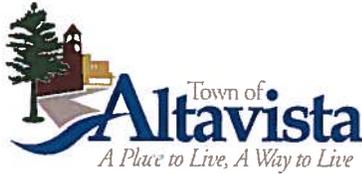
Action(s) requested or suggested motion(s) "I move that the FY2012 Audit be accepted"

Staff Review Record _____

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

List them in order they appear in the packet: **FY 2012 Audit**

Town Manager initials and/or comments: **jwc**



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 7b

Attachment #: Tab 5

Meeting Date: October 9, 2012

Agenda Placement: Special Items or Recognitions

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

Subject Title: Region 2000 Partnership Updates (Local Government Council and Economic Development Council)

Presenter(s): Waverly Coggsdale, Town Manager

SUBJECT HIGHLIGHTS

The Town of Altavista is a member of the Region 2000 Partnership, which is comprised of the Local Government Council, Economic Development Council, Center for Advanced Engineering and Research, Technology Council, Workforce Investment Board, and Young Professionals of Central Virginia. The Town contributes funds for the operation of the Local Government Council and Economic Development Council. Gary Christie, Executive Director of the Local Government Council (report attached), and Bryan David, Executive Director of the Economic Development Council (report attached), would like to take an opportunity to update the Council on the activities of their respective groups

Staff recommendation, if applicable: N/A

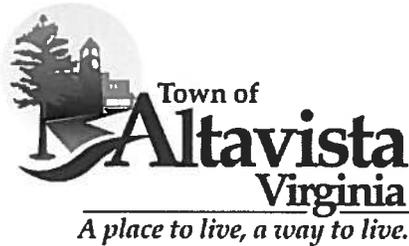
Action(s) requested or suggested motion(s) No action requested.

Staff Review Record

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

List them in order they appear in the packet: **Local Government Council report; Economic Development Council report**

Town Manager initials and/or comments: **jwc**



FINANCE COMMITTEE REPORT



The Finance Committee met on Tuesday, October 2, 2012 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

I: Vulture/Buzzard issue (*Action Requested*)

Last month, staff updated Council on citizen complaints regarding vultures/buzzards in several areas of Town. Staff has been seeking some options in regard to dealing with this issue. The Town has received a Migratory Bird Depredation Permit which would allow the Town to cull up to 35 birds. Staff also reached out to the USDA in regard to their experience with other localities in dealing with this situation. Dan Witt, Assistant Town Manager, met with a USDA representative to discuss additional options. Dan's memo on this item is attached. Based on the Finance Committee's discussion of the existing situation, they propose the expenditure of up to \$10,000 for utilization of USDA services for dealing with the vulture/buzzard issue. The funding of this request would ultimately require a budget amendment with the funds coming out of General Fund Reserves.

Possible Motion/Action: *"I move that a "not to exceed" appropriation of \$10,000 be approved to address the vulture/buzzard issue."*

III: Strategic Work Plan (*Action Requested*)

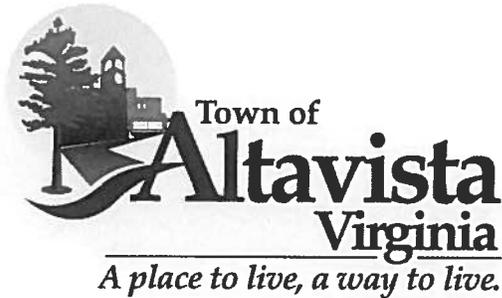
The recently adopted Strategic Work Plan, under the "Financial Health and Sustainability" aspiration sets forth a goal (Goal #3) of revision of the budget process. Key Task/Activity #2 states "Identify goals and objectives for the budget through an annual budget input/work session with Town Council and interested citizens" and includes a Target Date of October 2012. The Finance Committee proposes that a budget input session be scheduled to provide citizen input to the budget for FY2014. The appropriate time for scheduling the input session would be over the next several months, so as to provide an opportunity to receive the input and decide how or if it should impact the budget deliberations. (Goal 3 Attachment)

Possible Motion/Action: *"I move that a budget input session for the FY2014 Budget be scheduled for (DATE/TIME)."*

II: Updates (*No Action Required*)

Staff updated the Committee on efforts to review health insurance options for consideration during the FY2014 budget process. (Memo)

Staff provided information requested by the Finance Committee regarding other communities' policy in regard to meals tax percentages and the rebates provided to businesses. (Memo)



MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager
Date: August 31, 2012- Update October 2, 2012
Re: Nuisance animals (Turkey and Black Vultures [buzzards])

I received several complaints in August regarding these birds in the Moseley Heights area. The birds have been a nuisance for several years; PD has a record of calls dating back to 2006. PD's method for dealing with the birds has been shooting 'shell crackers', which are shot from a shotgun and scare the birds. The birds leave the area but over time return and the process is repeated. Over the years the bird numbers have increased and now number in the 100's.

I called my contact with the Virginia Game Department, Major Ron Henry, who put me in contact with the US Department of Agriculture (USDA), Animal Damage Control. I have completed and submitted a Migratory Bird Depredation Permit which will take 2-3 weeks for approval. This application had been started but not completed by Lieutenant Moorefield with the Altavista Police Department.

I have been discussing with Chief Hamilton and Deputy Chief Walsh the application and options to safely harvest these nuisance birds once the permit is issued. Because these birds are in a residential neighborhood, shooting them may or may not be a safe option. I have requested assistance from both the USDA and U.S. Fish and Wildlife Service for suggestions of different and safe options that other localities may have used.

October 2, 2012 Update:

The Town has been issued a Migratory Bird Depredation Permit to kill up to 35 birds. This permit was issued to the Altavista Police Department but I have also continued to research options with the USDA, as they have helped other localities, Chatham, Lynchburg, Chesterfield, and Radford (just to name a few).

Today I met with William Hodges, from the Franklin County USDA office and we visited the areas of Moseley Heights, West Road, and Lynch Road. We counted over 100 birds roosted in the trees below the old Elementary School, on the roof of the school, and in trees on 12th Street. Birds were also observed in trees on Lynch Road and on the Tower behind Town Hall on 8th Street.

Mr. Hodges offered the services of the USDA. He determined several locations to safely discharge a shotgun to kill the birds. His plan is to bring in a 5-6 person crew to kill as many birds as possible at the night time roosting location, which appears to be the woods in and around the Moseley Heights

Elementary School. At the same time, part of his crew would follow the birds as they will try to roost at other locations in town. They would use pyrotechnics to keep the birds from landing and kill any that return to the original landing site. This process must be repeated between 3 and 14 days to get the birds to leave. He said that if we had persons to help that he would not need to bring his full crew.

Key Points:

- Once the process is started it must be followed until the birds don't return. Any less aggressive approach will not work.
- He could show PD how to carry this process out and turn it over to them after 2 days but it must be carried out each day afterwards likely up to 10-14 days.
- This may not be a permanent solution as these birds are migratory and other birds may migrate to our area.

Cost:

- The Town would be responsible for paying mileage and hourly rates for those persons with the USDA. This cost would be about \$250-300 per person per night.
 - The estimated cost to the Town would **between \$3,000 and \$10,000.** The low end number representing 1-2 days with the Town taking over from there, and the high end number would be if the USDA stayed and completed the process.
-

Below are items that were discussed with the USDA following the Finance Committee meeting:

Follow Up items:

- USDA responsible for clean up and disposal of carcasses.
- USDA and Town would sign agreement.
- USDA will provide releases for property owners, Town staff would get them signed.
- USDA will provide sample press release and flyer for distribution in impacted area.

STRATEGIC WORK PLAN

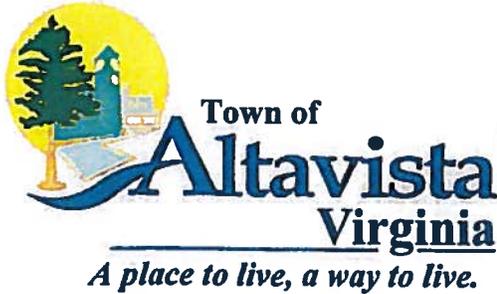
Goal 3: Revise the budget process

Rationale: Town Council has expressed a desire to be more involved in setting the direction of the budget process.

Champion: Finance Director

Supporting Staff: Town Manager & Asst. Town Manager

<u>Key Tasks and Activities</u>	<u>Target Dates</u>
1. Explore multiple budget processes to determine what can be used to meet departments' needs and to reflect efforts to provide services via the most efficient and effective means	Sept. 2012
2. Identify goals and objectives for the budget through an annual budget input/work session with Town Council and interested citizens.	Oct. 2012
3. Provide Council with a year-to-date analysis of expenditures and revenues and seek input regarding Council's additions/deletions of projects and initiatives	Oct. 2012
4. Develop a draft budget based on # 2 and #3 above and submit to Council for review	Feb. 2013 (Annually)
5. Present final draft for consideration, for public hearing, and adoption by Town Council	June 2013 (Annually)
6. Evaluate and repeat on annual basis	Annually



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

DATE: October 2, 2012
MEMO TO: Finance Committee
FROM: Tobie Shelton 
RE: Health Insurance

Several months ago during the budget process, it was requested that staff research health insurance plans due to the increased cost of providing benefits.

On Monday, September 17, 2012 Waverly and I met with David Laurell and two members of his staff to educate us on the health insurance plan offered to Campbell County employees.

Campbell County is self insured and offers a high deductible health plan (HDHP) called Lumenos with a health savings account and Key Care 500. The Key Care 500 plan is only for those employees over age 65 or for those employees that did not qualify for a health savings account by IRS guidelines. The County also offers a separate plan for dental insurance, which is not included in their HDHP.

Attached is a document showing the monthly insurance premiums for Campbell County's insurance as well as the breakdown of what the County pays and what the employee pays. In addition to contributing towards the insurance premiums the County provides funds to employees towards their health savings account: \$1,000.00 for single coverage and \$2,000 for dual or family coverage. The funds in the HSA are used to pay for qualified medical expenses (not prescriptions) at any time. These funds roll over and accumulate year to year if not spent. Each employee has their own account

The County went through the RFP process to determine the facility that would maintain the HSA accounts. Health Savings Administrators in Richmond is the facility the County uses. They charge a \$45.00 annual administrative fee per employee that the County currently covers. There are other fees that the County does not cover such as the account maintenance fee for using a card as a debit instead of a credit.

The decision to offer the HDHP along with a HSA was not for cost savings. The savings from the change in plans was rolled into health benefits and used to fund the health savings accounts. It was a way the County could stabilize their health insurance costs.

We will continue to update the committee on our findings.

Please advise if you have further questions.

Campbell County Monthly Insurance Premiums

**Plan Year 2012
01/01/12 through 12/31/12**

Note: Payroll deductions change in December for January coverage

Health Insurance (Lumenos and Key Care 500)

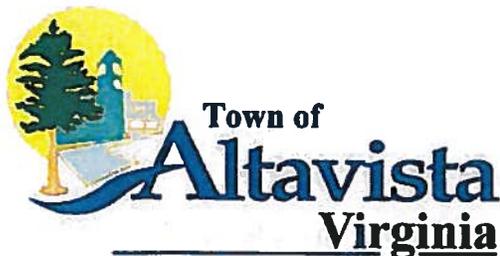
	Employee Only	Employee + 1	Employee + Family
Premium	380.00	730.00	1130.00
County Pays	320.00	530.00	570.00
Employee Pays	60.00	200.00	560.00

Dental Insurance

	Employee Only	Employee + 1	Employee + Family
Premium	22.00	45.00	73.00
County Pays	11.50	11.50	11.50
Employee Pays	10.50	33.50	61.50

Health & Dental Insurance Both Spouses Employed by Campbell County (Family Coverage Only)

	Health Insurance	Dental Insurance
Premium	1,130.00	73.00
County Pays	570.00	11.50
County Pays	320.00	11.50
Employee Pays	240.00	50.00



A place to live, a way to live.

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

DATE: September 4, 2012
MEMO TO: Finance Committee
FROM: Tobie Shelton 
RE: Meals Tax / Lodging Tax Credit

As requested, the data below is provided for your information regarding the meals tax/lodging tax credit owners' receive for compensation as serving as a collection agent of the Town's meals and lodging taxes.

Currently a 2% credit is given towards meals taxes and a 3% credit is given towards lodging taxes if paid on or before the 20th of each month. Attached are sections 70-46, Report of taxes collected; remittance; preservation of records pertaining to Meals Tax and 70-85, Duty to collect tax pertaining to Lodging Tax, of the Town Code.

I have contacted other government entities to ascertain information regarding credits offered for early or on time payments. My findings are below:

<u>Locality</u>	<u>Meals Tax Rate</u>	<u>Meals Tax Credit</u>	<u>Lodging Tax Rate</u>	<u>Lodging Tax Credit</u>
Town of Altavista	5.5%	2.0%	5.5%	3.0%
Town of Amherst	4.0%	3.0%	5.0%	3.0%
Town of Bluefield	5.0%	N/A	5.0%	N/A
Town of Blackstone	6.5%	2.0%	6.0%	3.0%
Town of Broadway	4.0%	3.0%	N/A	N/A
Town of Farmville	7.0%	3.0%	7.0%	3.0%
Town of Hillsville	5.0%	3.0%	5.0%	5.0%
Town of Lebanon	5.0%	3.0%	5.0%	3.0%
Town of Rocky Mount	5.0%	3.0%	5.0%	3.0%
Town of South Hill	5.5%	3.0%	5.5%	3.0%
Town of Woodstock	5.0%	3.0%	5.0%	N/A

In FY 2012 (July 1, 2011 through June 30, 2012), the total amount of credit allowed for meals tax was \$13,033.26 and for lodging tax was \$1,835.97.

Please advise if you have any questions or wish to discuss further.

Thank you

Sec. 70-46. - Report of taxes collected; remittance; preservation of records.

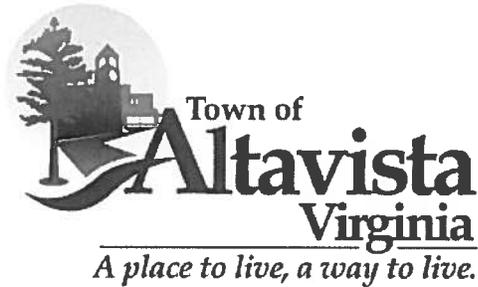
- (a) It shall be the duty of every seller required by this article to pay to the town the taxes imposed by this article to register with the treasurer providing such information as the treasurer may prescribe.
- (b) Every seller required by this article to pay to the town the taxes imposed by this article shall file a report with the treasurer within 20 days after the last day of each calendar month on forms prescribed by the treasurer, signed by such person, reporting all purchases taxable under this article, the amount charged the purchaser for each such purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article. Each such report shall be accompanied by a remittance of the amount of the taxes due thereon for the preceding month.
- (c) Such records shall be kept and preserved for a period of five years. The treasurer shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person, for the purpose of administering and enforcing the provisions of this article, and to make transcripts of all or any parts thereof. In such administration and enforcement, the treasurer shall also have the powers set forth in section 70-50.
- (d) For the purpose of compensating such persons required by this article to pay the taxes for accounting for and remitting the tax levied under this article, such person shall be allowed a commission of two percent of the amount of tax due and accounted for in the form of a deduction of that amount in submitting his or her monthly report and remittance, provided that the amount paid was not delinquent at the time of payment.

(Code 1968, § 9-19)

Sec. 70-85. - Duty to collect tax.

- (a) Every person receiving any payment for lodging with respect to which a tax is levied under this article shall collect the amount of such tax so imposed from the transient on whom such tax is levied or from the person paying for such lodging at the time payment for such lodging is made. The taxes required to be collected under this section shall be deemed to be held in trust by the person required to collect such taxes until remitted as required in this article.
- (b) For the purpose of compensating a person for accounting for and remitting the tax levied by this article, such person shall be allowed three percent of the amount of tax due and accounted for in the form of a deduction in submitting his or her return and paying the amount due by him or her, provided that the amount due was not delinquent at the time of payment.

(Code 1968, § 9-33)



PUBLIC WORKS COMMITTEE REPORT



The Public Works Committee met on Thursday, September 27, 2012 to discuss items on their agenda. Below is an update on items discussed:

- A: Chamber Request (Train Station): Patty Eller, President of the Altavista Area Chamber of Commerce, and I have talked several times in the past about the replacement of the tables and chairs in the Train Station. The existing 1997 agreement between the Chamber and the Town indicates that replacement of such items is the Town's responsibility. At this time, staff is working on identifying vendors to submit quotes for these items. It is anticipated that we will bring a recommendation back next month.
(NO ACTION REQUESTED)
- B: Charlotte Avenue/5th Street intersection: There has been ongoing discussion about the "dip" that exists at the intersection of Charlotte Avenue and 5th Street. Staff has looked at the situation and feels that two potential options exist for addressing the situation. The first would be milling the pavement on Charlotte Avenue that leads up to intersection to reduce the "dip" as vehicles turn off of 5th Street on to Charlotte Avenue. The second would involve the installation of a concrete, U-shaped trough, which would be covered by a metal grate, across Charlotte Avenue at the low point where the two roads join. While option one would most definitely be less expensive than option two, it does not deal with the issue from both directions. Staff would like any input from the Council, so that an option can be implemented in the near future. Any improvements would be funded through the State Highway Funds received from VDOT each year. (ACTION - PER DISCUSSION)
- C: Solid Waste Collection Discussion: Staff updated the Committee on discussion that staff has had on the feasibility of privatizing the Town's solid waste collections. With the impending replacement of the Town's solid waste vehicle (one arm bandit) in FY2015 at an estimated cost of \$300,000, and future replacement of the solid waste cans, staff felt this was an appropriate time to review this issue. Our preliminary research indicates that potential privatization could possibly realize a small savings, but could possibly create other issues related to staffing and control/level of service. Based on the discussion of the Public Works Committee, it is recommended that privatization not be pursued at this time.

Below are other topics that were discussed, no action is requested at this time:

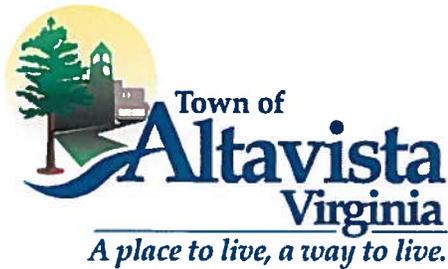
- Amherst Avenue Paving – Middle of October
- New Employee - Danny Kirby

Members present: Ferguson, Burgess

WWTP PCB Bio-Remediation Alternatives Committee

UPDATE REGARDING ON-GOING ACTIVITIES:

- Dr. Sowers provided his most recent report, “Report Results of First Post-Treatment Sampling” dated September 27, 2012 for the *“Pilot-Scale Study on the Efficacy of Bioaugmentation for Remediation of PCBs Contaminated Sludge in the WWTO Emergency Overflow Pond, Altavista, VA”*. (Previously distributed.)
- Dr. Licht provided his most recent report, “ECap Demonstration Drive-by Inspection and Summary Report©, dated September 27, 2012. (Previously distributed.)
- BioMarine Remediation, LLC representatives visited the site and took samples. (October 3, 2012)
- EarthNet and Mirimichi continue to analyze samples and do bench top testing.



TAB: 10
Agenda Item: 12a

PROJECT UPDATE – For Month of August 2012

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

- Non-Mandatory Pre-Bid meeting held on Thursday, October 4th. **(Agenda attached)**
- Bids are due by 2:00 p.m. on October 16, 2012 for all projects.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.

WWTP Emergency Overflow Pond

- Dr. Licht provided updated report.
- Dr. Sowers provided updated report.
- BioMarine Remediation LLC representatives visited site and took samples.

AGENDA

PRE-BID CONFERENCE

OWNER: Town of Altavista

PROJECT: Main and Pittsylvania Intersection Improvements and Downtown Streetscape and Infrastructure Improvements – Project 5 & 6

VDOT Project Nos.: EN06-162-264, C503; U000-162-105, P101, R2012, C501; VDOT UPC Nos.:102837 and 808827

COMM. NOS. 211255, 212163 & 212164 TIME: 2:00 p.m. DATE: October 4, 2012

1. Project Description:

- The Bid Documents are made up of a combination of three projects: Project 5, Project 6, and the Main Street/Pittsylvania Avenue Intersection Project.
- The project boundaries are as follows:
 - Main Street from Campbell Avenue to approximately 100 feet past Pittsylvania Avenue
 - Pittsylvania Avenue from 5th Street to 7th Street
 - 7th Street from Broad Street to approximately 100 feet past Pittsylvania Avenue
 - Campbell Avenue from 7th Street to the Alley between Main and 7th Street
 - The Alley between Main Street and 7th Street

2. Project Funding:

- Streetscape improvements are funded through TEA-21(Transportation Equality Act for the 21st Century) funding - The streetscape portion of this project shall include roadway milling and overlay, sidewalk replacement, the development of pedestrian areas, street furnishings, and landscaping, which is funded by TEA-21.
- Utility improvements are funded by the Town of Altavista - Project includes replacement of sanitary sewer system and water system and construction of a new storm sewer system, which is funded by the Town of Altavista.
 - Sanitary sewer replacement consists of 8, 12, and 21 inch PVC, lining of an 18 inch line and PVC lateral sewer services
 - Storm piping consists of 12 inch Class III RCP or HDPE piping
 - Waterline consists of 4 thru 10 inch Ductile Iron piping and 2 inch copper piping
 - Tar and gravel surfacing at the Alley between Main Street and 7th Street

- Main Street/Pittsylvania Avenue Intersection improvements are funded through VDOT LAP (Local Assistance Project) - The Main Street/Pittsylvania Avenue Intersection Project consists of widening the turning lanes on Pittsylvania Avenue, modifying the storm sewer, and installing concrete entrances. The canopy on the Pittard Property will be removed prior to the start of construction.
- Bidders may submit a bid for either the Day Time Alternative, Night Time Alternative, or both.
 - The Day Time Alternative consists of all work being performed during the hours of 7:00 a.m. and 5:00 p.m.
 - The Night Time Alternative consists of the work in Main Street, Pittsylvania Avenue from 5th Street to the intersection of Main Street/Pittsylvania Avenue, and the intersection to be performed during the hours of 8:00 p.m. to 6:00 a.m. with the remaining work being performed during the hours of 7:00 a.m. to 5:00 p.m.

3. Review Bid Submission Requirements:

- Bid Form – Includes Bid Schedule - All items including 0 quantity items must be filled out, EOR (Equal Opportunity Report Statement), Anti-Collusion Statement, Form C-104 Affidavit, and Form C-105 Section 105.06 subcontracting and additional Civil Rights forms.
- All Addenda must be acknowledged on the Bid Form.
- Bid Guarantee – 5% Bid Bond or Cashier's Check.
- Bids received at the Office of the Town Manager, Town of Altavista, by 2:00 p.m. on October 16, 2012 where the bids will be publically opened and read aloud at that time.
- All requests for clarification or additional information must be made in writing to Kelly Cole at Wiley|Wilson:
 - Fax: (434.947.1659) or
 - email: kcole@wileywilson.com

Requests must be received by noon on October 11, 2012 to be considered.

Main and Pittsylvania Intersection Improvements and Downtown Streetscape and Infrastructure Improvements – Project 5 & 6 must appear in the subject line of the fax or e-mail

4. Civil Rights, VDOT – Phyllis Brice:

- Civil Rights Requirements for VDOT TEA-21 funding
- Form C-111 Minimum DBE Requirements must be submitted with bid

- Form C-49 DBE Good Faith Efforts Documentation must be submitted with bid
 - Form C-112 Certifications of Binding Agreement may be submitted with bid but must be submitted by apparent lowest responsive bidder 2 days after bid opening
 - Form C-48 Subcontractor/Supplier Solicitation and Utilization Form may be submitted with bid but must be submitted by apparent lowest responsive bidder 10 days after bid opening
 - Use of Domestic Material
 - DBE Requirement: 5%
 - Minority goal: 19.3%
 - Female goal: 6.9%
 - All forms including VDOT forms must be properly filled out and submitted with the bid. If all forms are not properly completed the bid will be considered non-responsive.
5. Award of Contract will be to the responsible bidder submitting the lowest responsive bid based on either the day time or night time bid alternative as determined by the Town of Altavista if the project is within available funds.
6. All improvements within the Main Street/Pittsylvania Avenue intersection and on Pittsylvania Avenue towards 5th Street shall be completed and ready for use by June 1, 2012. If work is not complete by this time frame, liquidated damages for this work shall be paid to the owner at \$500/day. All other work shall be completed within 365 days from the Notice to Proceed. Liquidated damages for the work remaining shall be \$300/day.
7. The Contractor shall submit a detailed critical path construction schedule within 14 days of award and maintain it throughout construction. This schedule shall be updated and presented at each progress meeting.
8. Landscape Architecture Elements (Proctor Harvey):
- Pedestrian areas at Trade Lot – Existing Trade Lot sign shall be salvaged and relocated.
 - Design and selection of pavers with blue accents in the sidewalk at Lynch's Creek.
9. Site Specifics:
- Main Street is within VDOT R/W, all other streets are maintained by the Town of Altavista.

- Concrete pavement is located under asphalt in Main Street.
- Contractor shall work with business owners during construction. Contractor shall provide access to all businesses during the businesses normal working hours.
- Contractor shall coordinate with Town and Engineer to develop a project newsletter to be distributed every 2 weeks.
- Contractor shall not operate any valves. Notify the Town of Altavista Public Works Department for valve operation.
- Traffic Control – all work performed with in the public right of way shall be protected with signage and traffic safety devices in accordance with the latest edition of the Virginia Work Area Protection Manual. The Contractor must supply all necessary traffic control equipment.
- Contractor shall submit a detailed traffic and pedestrian control plan, which shall include sketches and a narrative describing equipment to be used, equipment, and personal placement and schedule to be approved by VDOT and the Town of Altavista.
- Switching water and sewer services – 4 hours per connection maximum.

Contractor is advised that there are specific contract provisions that apply to Uncle Billy's Day weekend (August 31 through June 2, 2013).

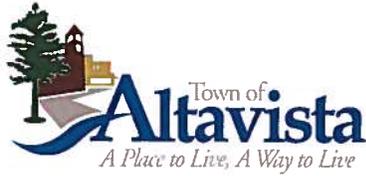
10. Work Hours:

- Normal daytime working hours are 7 a.m. to 5 p.m. Monday through Friday and normal nighttime working hours are between 8 p.m. and 6 a.m. Sunday through Thursday. The Contractor may request to work outside of these hours by notifying the Owner at least 48 hours in advance. The Owner has the right to refuse request. Normal working hours do not include Saturdays, Sundays, or Town holidays.

11. Permits:

- Town business license
- VSMP/SWPPP
- Land Disturber Permit
- VDOT Permit

12. Questions:



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:	12d
Attachment #:	Tab 12

Meeting Date: October 9, 2012

Agenda Placement: Information Items

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

Subject Title: Informational Items

Presenter(s): Waverly Coggsdale, Town Manager

INFORMATIONAL ITEMS

Below are items that are for informational purposes:

Campbell County Press Release – Public Safety Director Selection

SHERRY F. HARDING
PUBLIC INFORMATION
OFFICER

ELIZABETH R. WORTH
PUBLIC INFORMATION
SPECIALIST

COUNTY OF CAMPBELL



TELEPHONES
(AREA CODE: 434)

RUSTBURG	332-9525
LYNCHBURG	592-9525
BROOKNEAL	283-9525
ALTAVISTA	592-9525
FAX	332-9617

COMMUNICATIONS AND PUBLIC INFORMATION
POST OFFICE BOX 100
RUSTBURG, VIRGINIA 24588
www.campbellcountyva.gov

To: Local Media
Contact: Sherry Harding, Campbell County Public Information Officer - (434) 332-9859
sfharding@campbellcountyva.gov
Re: Campbell County Selects Public Safety Director

FOR RELEASE: Friday, October 5, 2012

11:00 a.m.

Campbell County Selects Public Safety Director

RUSTBURG, VA – Campbell County is pleased to announce that Tracy M. Fairchild has been selected to fill the role of Public Safety Director, effective October 1, 2012. Drawing from nearly two decades of experience in public safety service, emergency communications management and crisis planning, Fairchild will oversee the locality's Emergency Communications, Emergency Medical Services (EMS), Emergency Planning, Animal Control, and Fire divisions.

Fairchild, a Rustburg native, began her public safety career in 1993 by serving in the Campbell County Sheriff's Office as a dispatcher. With the development of a new Public Safety Department in 1998, Fairchild advanced to the position of E-911 Communications Supervisor that same year. She was selected as the department's Deputy Director of Communications in 2003. Since that time Tracy played integral roles in developing Public Safety's Emergency Medical Dispatching (EMD) program, enhancing 911 and emergency communication operations within the County, expanding local and regional emergency management efforts and implementing the first multi-agency strategic plan toward emergency service delivery. She assumed the role of Acting Director of Public Safety on June 18, 2012 following the position's recent vacancy.

In addition, Fairchild holds both a bachelor's degree in Business Administration from Averett University and a national Emergency Manager certification, along with numerous certifications in Emergency Communications and Crisis Management. She successfully completed the LEAD program at the University of Virginia and was recognized by the Blue Ridge Emergency Medical Services (EMS) Council as "Communications Officer of the Year" in 2006.

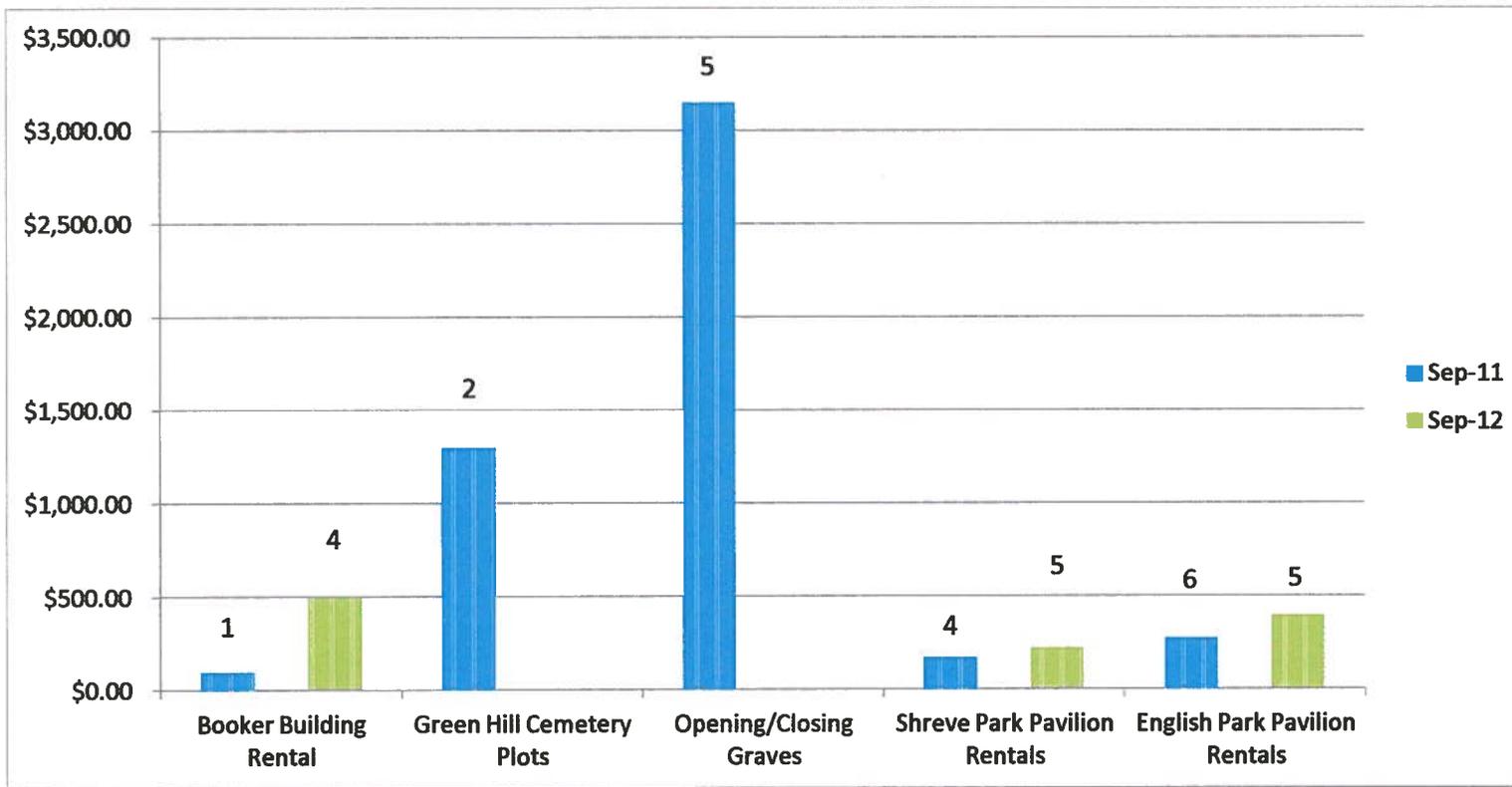
(continued)

"Having the opportunity to serve Campbell County, which has always been home to me and my family, is truly an honor," stated Fairchild. "I'm very proud to be a part of such a dedicated team of public safety and law enforcement career and volunteer professionals, citizens and neighbors, who continually work together to meet the emergency needs of others while striving to keep our locality safe. This is a position I approach with gratitude and with a sincere commitment to offer my best efforts back to the community which means so much to me."

"Tracy's overall experience and knowledge of local public safety frameworks, coupled with her professional values of cooperation and dedication to service, will certainly be a benefit to residents as well as to our overall County organization," offered R. David Laurrell, County Administrator. "Tracy offers a unique combination of skills and collaborative approach that will no doubt serve her well in this position. We're pleased to welcome her to our Leadership and Management Teams."

Fairchild is a member of the Virginia Emergency Management Association (VEMA), the Blue Ridge Emergency Medical Services Council, and the Association of Public Safety Communication Officials. She and her husband (Tom) are the parents of three children and enjoy family sporting events and other outdoor recreational activities.

-END-



Monthly Report to Council

Date: October 9, 2012
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: September Activity

Vacation: 8 days taken in September.

1. Zoning/Code Related Matters:

7-Sep 048-12	Dale Moore 1623 Peerman School Rd	Temporary business relocation- Medical Office 201 Ogden
7-Sep 050-12	Dale Moore 1623 Peerman School Rd	Temporary business relocation- Medical Office 201 Ogden
26-Sep 051-12	William Authur 1 Sourwood Lane	Fence in excess of 6' tall a this address

- Completed US Fish and Wildlife Bird Depredation Permit for controlling buzzards in town- application approved. I continued working with PD, TM, and USDA on plan to safely eradicate and/or use nonlethal methods to get the buzzards to vacate their roosting area.
- Grass notices 1723 Eudora Lane, 1414 Hillcrest.

2. Site Plans Reviewed and/or Approved:

- Plat reviewed and approved for re-survey at corner of Amherst and 9th Street.

3. Planning Commission (PC) Related:

- Edited minutes from August meeting
- September meeting canceled
- Completed packets for the October meeting which included the 2012 review of the Comp Plan

4. AOT Related

- Nothing noted

5. ACTS Relate

- Completed August billing for operations.
- Validated daily ridership and revenue for bus system- August - total of 1,962 riders, \$400.00 in revenue and 3,999 miles traveled.
- Completed online August monthly reporting to DRPT as required
- Attended DRPT meeting in Richmond regarding new funding method to be implemented by the state, which will be detrimental to the smaller systems and benefit rail and the large systems in northern and eastern VA.

- Attended annual CTAV board retreat in VA Beach. I was appointed to the Legislative Committee.
- Worked on a rider survey to be passed out in October.

6. Projects and Administrative Related:

- Updated GIC as needed
- Certified monthly payroll bank statements
- Attended Assistant Manager's Luncheon in Lynchburg
- Started completing response to Clif Tweedy's request for information regarding the Town's recycling program. Mr. Goldsmith is seeking support from the BOS to partner with the Town.



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF SEPTEMBER, 2012

CRIME STATISTICS - September 1, 2012 thru September 30, 2012

Crimes Against Persons

For the Month of September, the Town of Altavista Community experienced 6 incidents or a 33.33 % decrease of Crimes Against Persons compared to 9 incidents last year during the same time duration.

- 1 Aggravated Assault
- 5 Simple Assaults

Property Crimes

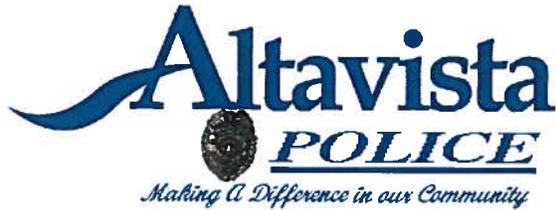
For the Month of September, the Town of Altavista Community experienced 20 incidents or a 122.22 % increase of Property Crimes compared to 9 incidents last year during the same time duration.

- 1 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 5 Destruction/ Damage/ Vandalism of Property
- 8 Shoplifting
- 1 Theft from Building
- 1 Theft from Motor Vehicle
- 3 All Other Larceny

Quality of Life Crimes

For the month of September, the Town of Altavista Community experienced 12 incidents or a 7.69 % decrease of Quality of Life Crimes compared to 13 incidents last year during the same time duration.

- 3 Drug/ Narcotic Violations
- 1 Drug Equipment Violations
- 2 Drunkenness
- 1 Trespass of Real Property
- 5 All Other Offenses



CRIME STATISTICS - January 1, 2012 thru September 30, 2012 Y.T.D.

Year to date, the Town of Altavista experienced 40 incidents or a 16.67 % decrease of Crimes Against Persons compared to 48 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Sexual Assault with Object
- 1 Forcible Fondling
- 5 Aggravated Assault
- 31 Simple Assaults
- 1 Statutory Rape

Year to date, the Town of Altavista experienced 98 incidents or a 37.97 % decrease of Property Crimes compared to 158 incidents last year during the same time duration.

- 8 Burglary/ B& E
- 3 Motor Vehicle Theft
- 2 Counterfeiting/ Forgery
- 1 Embezzlement
- 25 Destruction/ Vandalisms
- 32 Shoplifting
- 2 Theft from Building
- 3 Theft from Coin Operated Machine
- 4 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 17 All other Larcenies

Year to date, the Town of Altavista experienced 110 incidents or a 11.29 % decrease of Quality of Life Crimes compared to 124 incidents last year during the same time duration.

- 10 Drug/ Narcotic Violations
- 2 Drug Equipment Violations
- 1 Disorderly Conduct
- 5 Driving Under the Influence
- 15 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Runaway
- 4 Trespass of Real Property



- 71 All Other Offenses

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

Month of September 2012, the Town of Altavista Community experienced 26 incidents or 44.44 % increase in Major Crimes compared to 18 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 139 incidents or a 32.5 % decrease in Major Crimes compared to 206 incidents last year during the same time duration.

The above statistics depict “Shopliftings” (primarily from Wal-Mart) as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

CALLS FOR SERVICE - September 1, 2012 thru September 30, 2012

The Altavista Police Department was dispatched to 343 Calls for Service or a 5.0 % decrease compared to 361 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2012 thru September 30, 2012- Y. T. D.

The Altavista Police Department was dispatched to 2864 Calls for Service or a 12.5 % decrease compared to 3272 C. F. S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - September 1, 2012 thru September 30, 2012

The A.P.D. executed 141 criminal arrests or 840 % increase compared to 15 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED- January 1, 2012 thru Sept. 30, 2012 Y. T. D.

The A.P.D. executed 254 criminal arrests or 48.5 % increase compared to 171 criminal arrests executed last year during the same time duration.

TRAFFIC CITATIONS ISSUED - September 1, 2012 thru September 30, 2012

The A.P.D. issued 57 traffic summonses or a 5.6 % increase compared to 54 traffic summonses issued last year during the same time duration.



TRAFFIC CITATIONS ISSUED - January 1, 2012 thru September 30, 2012 Y. T. D.

The A.P.D. issued 274 traffic summonses or a 46.7 % decrease compared to 514 traffic summonses issued last year during the same time duration.

TRAFFIC WARNING CITATIONS ISSUED - Sept. 1, 2012 thru Sept. 30, 2012

The A.P.D. issued 11 traffic warning citations to adults and 1 traffic warning citation to juveniles during the month of August.

TRAFFIC WARNING CITATIONS ISSUED - February 1, 2012 thru Sept. 30, 2012

The A.P.D. issued 80 traffic warning citations to adults and 5 traffic warning citations to juveniles year to date.

OFFICER OF THE MONTH – September, 2012

For the month of September, the Altavista Police Department names Officer A.S. Earhart as its Officer of the Month. During the month, Officer Earhart solved several criminal investigations, and executed numerous outstanding warrants. He proactively enforces traffic laws in problem areas of the town to reduce traffic accidents. Earhart and Canine Ice successfully supported the arrest operation of numerous drug dealers during the month. He has also successfully initiated several drug arrests this year. Officer Earhart is a dedicated and valuable member of the department and community.

PERSONNEL TRAINING

Twenty-seven (27) hours of training were afforded to police personnel during the month of September 2012. Blocks of instruction pertained to the following training subjects: Case Law Training, C. E. R. T. (Citizen Emergency Response Team) Training, Canine Training, DaPro Training, Forensic Evidence Recovery for Computers Training, and General In-Service Training.

WHAT'S NEW

The Altavista/ Campbell County Drug Task Force culminated a six-month investigation by obtaining 115 indictments, charging 30 different individuals, for various drug trafficking offenses. The Altavista Emergency Response Team, assisted by law enforcement officers from the Campbell County Sheriff's Office, the Pittsylvania County Sheriff's Office, Lynchburg Police Department and the Virginia State Police arrested 27 of the 30 defendants on the 13th of September.



The remaining three were arrested by the 16th of September. Several vehicles and other property were also seized as the result of the investigation.

The Police Department will be partnering with the Campbell County Vocational-Technical Center to provide instruction in several law enforcement topics for students enrolled in the law enforcement program for the month of October.

The Police Department is working closely with the Roanoke City Commonwealth Attorney's Office and the Virginia State Police in the investigation of the officer involved shooting which occurred during the month of September. The investigation is expected to be completed within eight (8) to twelve (12) weeks. Please keep Ms. Towler's Family and all members of the Altavista Police Department in your prayers. This incident is devastating to all above mentioned.

Crimes Against Persons has decreased 16.67 % for this year compared to last year during the same time period. Property Crimes has decreased 37.97 % for this year compared to last year during the same time period. Quality of Life Crimes has decreased 11.29 % for this year compared to last year during the same time period. I commend every Altavista Police Officer for their outstanding performance and dedication to duty. (Chief Clay Hamilton)

Traffic summonses are significantly down year to date. This can be attributed to radar trailer deployment in areas where the department has received complaints of traffic problems and the issuance of traffic warning citations.

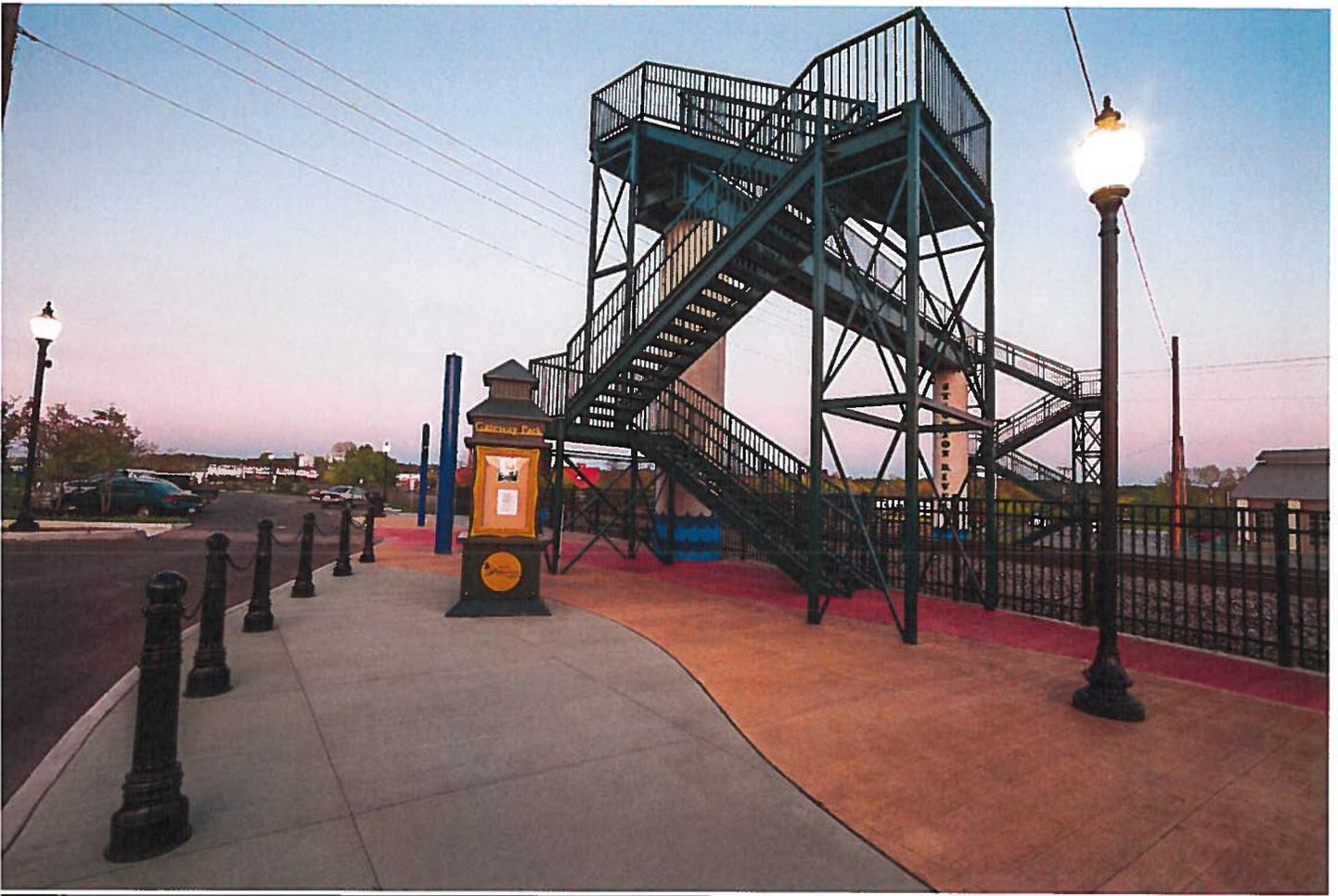
The Altavista Police Department continues to operate below minimal staffing due to 3 personnel on Injury Leave, 1 just returning from Injury Leave, 1 vacancy due to retirement August 1st. of this year, 1 member assigned to a Drug Task Force and 1 member on Administrative Leave for approximately eight to twelve weeks.

The Altavista Police Department will be conducting the third part of the vacancy hiring stage on October 24th and 26th. Nine (9) candidates will answer twenty (20) questions from an Oral Interview Board comprising of 2 Altavista Citizens, 2 Police Personnel, and 1 Town Administration Personnel. Candidates will be graded on answers to questions, appearance, demeanor, and confidence. The top three candidates will participate in a final interview with Chief Clay Hamilton. Chief Hamilton will select the new recruit from the finalist. The recruit will attend the Police Academy in January 2013 and certified by August 2013.

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

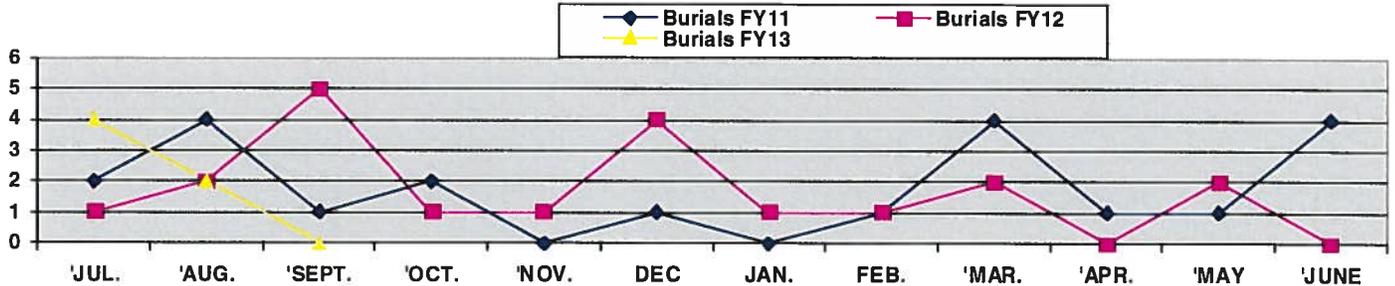
PUBLIC WORKS MONTHLY REPORT

For: September 2012



CEMETERY

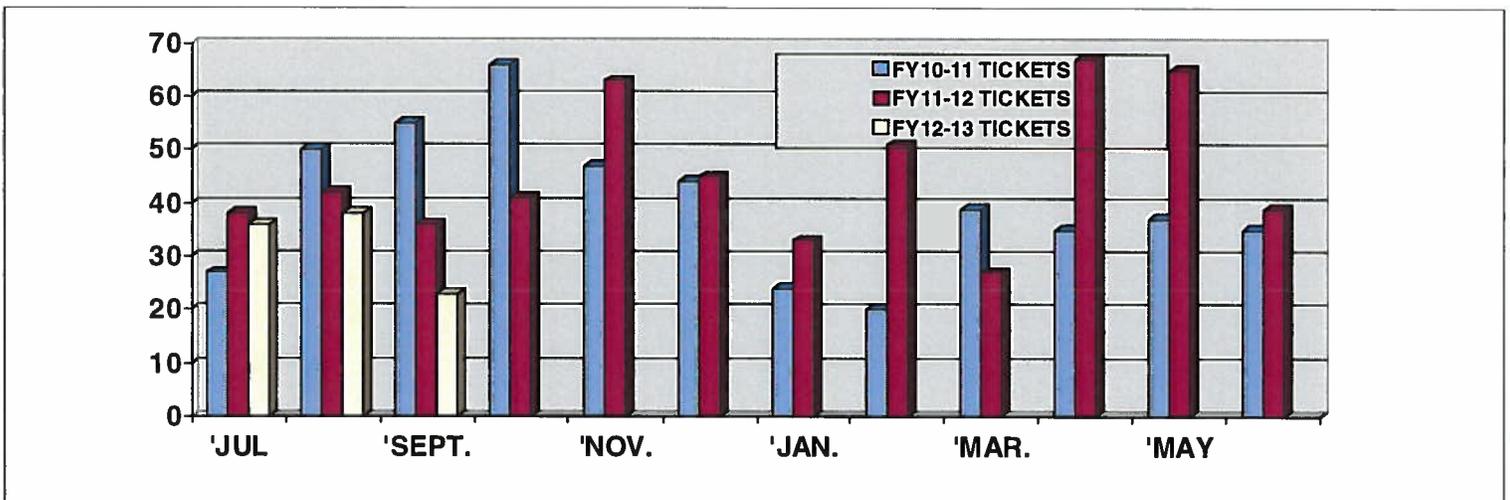
❖ BURIALS: 0



Buildings & Grounds Maintenance

❖ PARKS:

❖ MISS UTILITY TICKETS (23)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 76.85 tons.
- ❖ Total brush stops for the month. (107) Stops
- ❖ Total special pickup tonnage for the month 15.98 tons. (114) Stops
- ❖ Total weekend truck tonnage for the month 6.41 tons. (3) Trucks

SEWER & WATER

- ❖ Sewer (Video): Page 6 1310'/8-Manholes, 1259 Lynch Rd. (75'), 312 Westwood Dr. (120')
- ❖ Sewer (Root Cutting): Page 6 1492'/8-Manholes, 1259 Lynch Rd. (75')
- ❖ Sewer (Clean): Page 6 297'/3-Manholes
- ❖ Sewer Maintenance: 1603 Avondale Drive
- ❖ Sewer (Repair): West Rd. (Abandon Lot)
- ❖ Sewer (Blockage): 312 Westwood Dr.

Total Linear Footage (Video): 1,505' / 8 Manholes

Total Linear Footage (Root Cutting): 1,567' / 8 Manholes

Total Linear Footage (Clean): 297'/3 Manholes

Emergency Overflow Pond - PCB Remediation

16 Reg. Hrs.

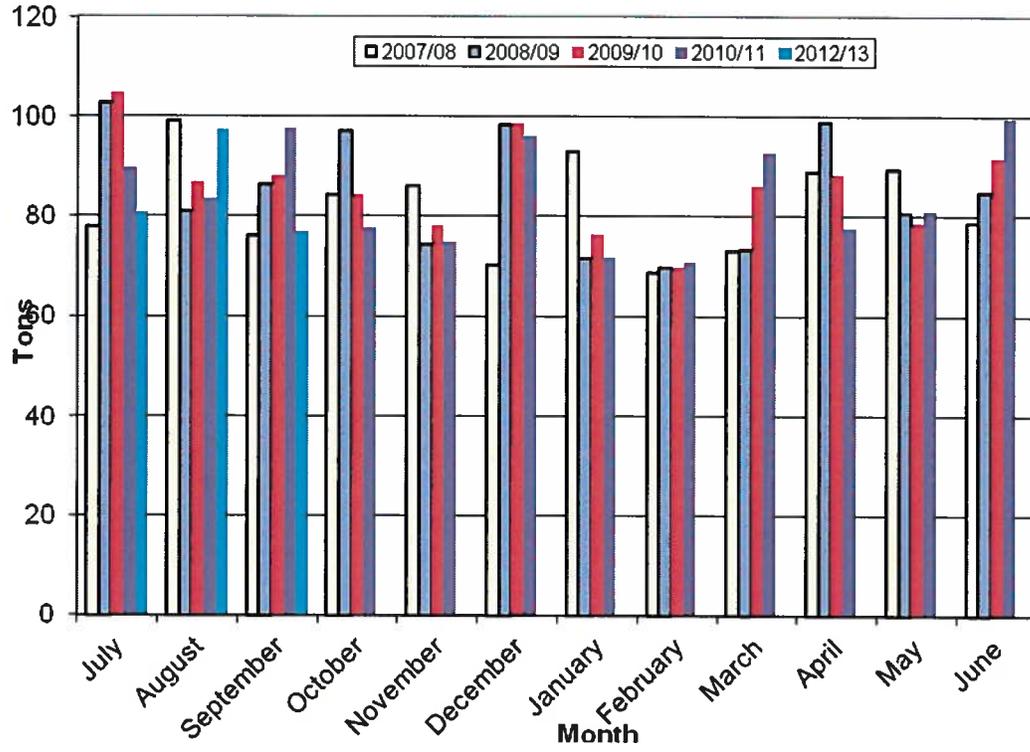
- ❖ Water (Repair): Gateway Minute Market Bedford Ave., McMinnus Springs, Amherst Ave. & 10th St. (PRV).
- ❖ Water (Install) New Service: 911 Grace Ave., 407 ½ Myrtle Lane
- ❖ Water (Misc.): 632 Riverview Dr. (Pressure Check)
- ❖ Water (Maintenance): 606 Broad St. (Possible Leak), Tardy Mountain Road, 7th Street, etc.

STREET MAINTENANCE

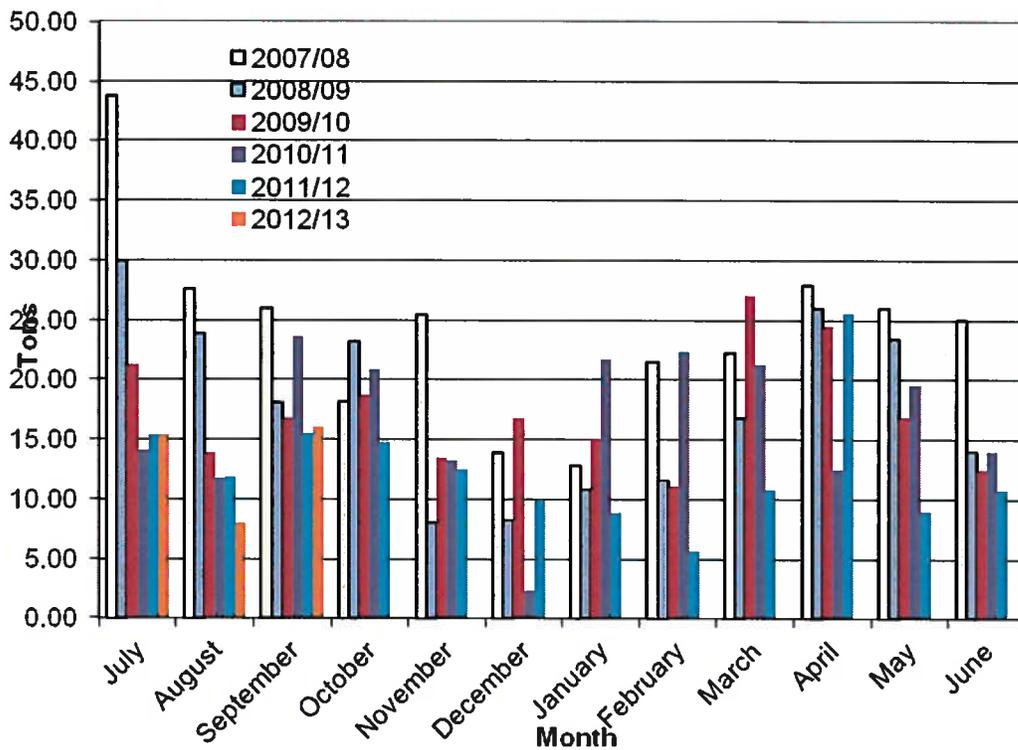
- ❖ Weekly Street Sweeping: Town of Altavista (46) Miles
- ❖ Bags of Litter (45)
- ❖ Concrete: 1.25 Yard Utilities Fire Hydrant Repair
- ❖ Stone Tonnage: 6.90 Tons All Hwy
- ❖ Asphalt Tonnage: 6.94 Tons
(3.94) Hwy, (3.00) Utilities
- ❖ Weed Control Chemical-244 Total Gallons
(2) Streets, (152) Hwy, (20) Parks, (15) McMinnus Springs, (5) Reynolds Spring, (20) Avoca

SAFETY TRAINING – Jake Roberts & Mike King – Leadership Institute

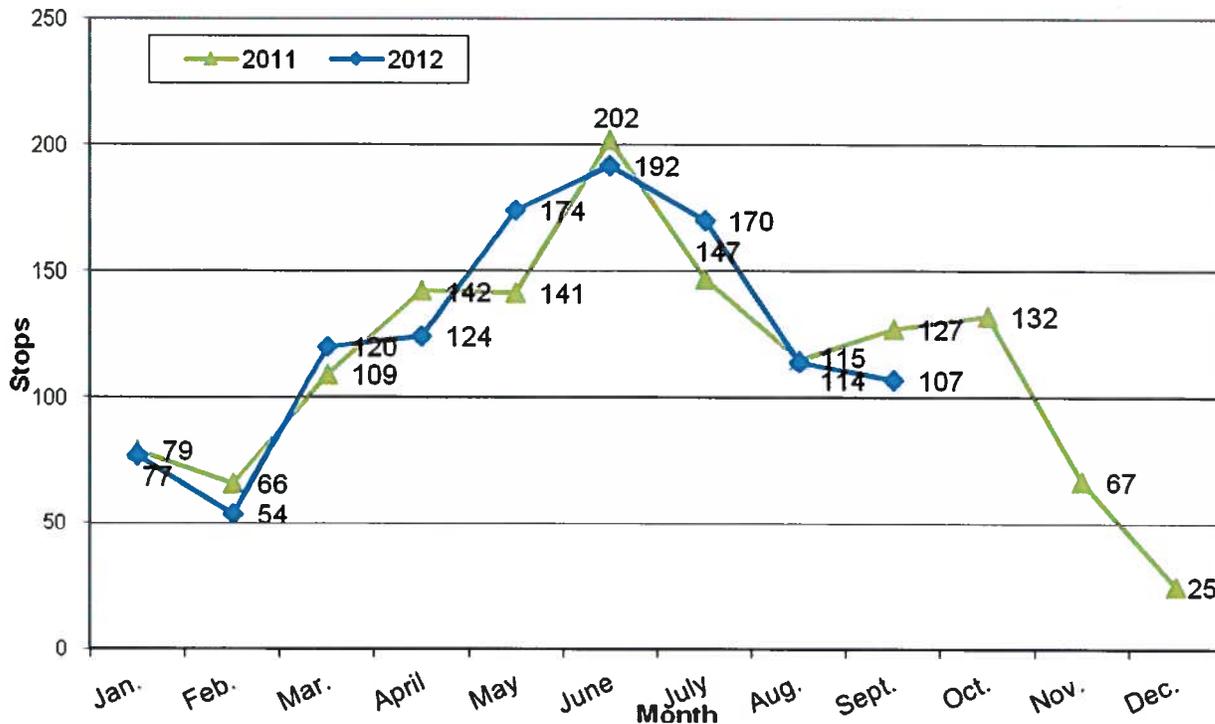
Solid Waste Comparison



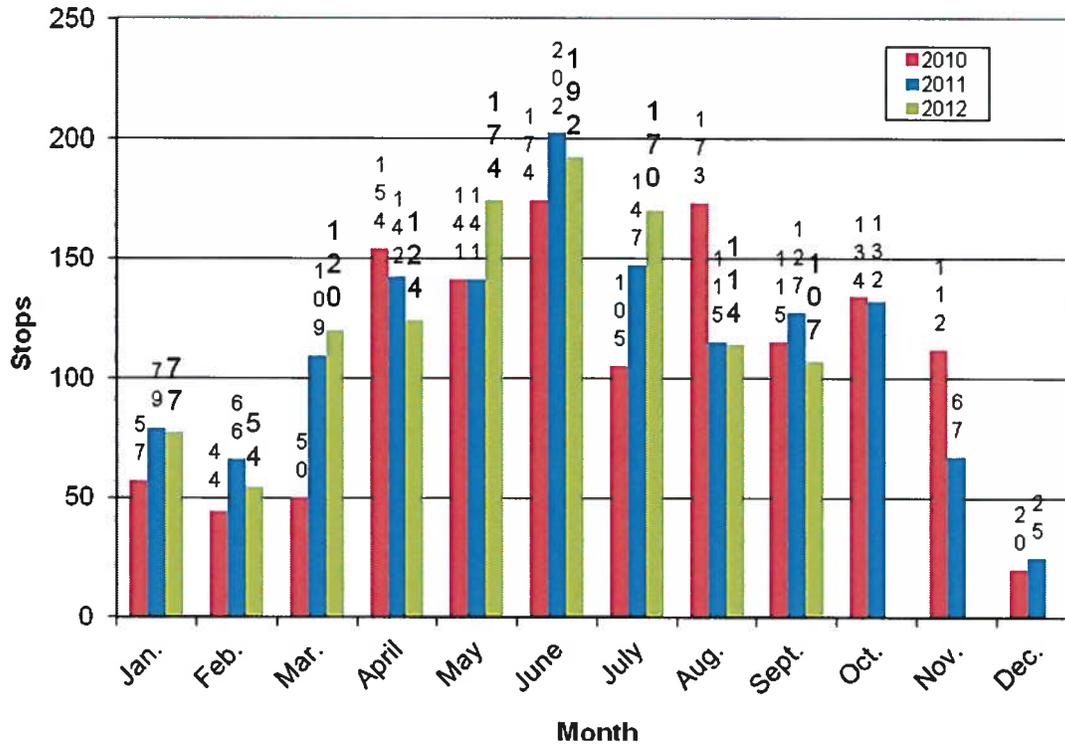
Special Pick Up Comparisons



Town of Altavista - Public Works Brush Pick Ups



Brush Comparison



Transportation Department Monthly Report-FY2013

October 1, 2011 through September 30, 2012

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
October	805	34	3,631	\$ 401.00
November	849	37	3,601	\$ 351.00
December	1,076	46	3,995	\$ 500.00
January	813	35	4,028	\$ 413.00
February	875	38	3,914	\$ 476.00
March	983	40	3,856	\$ 428.50
April	872	38	3,685	\$ 462.50
May	1,028	41	4,010	\$ 472.00
June	*2,026	86	3,831	\$ 400.00
July	1,850	80	3,713	\$ 400.00
August	1,962	78.5	3,999	\$ 400.00
September	1,618	75	3,469	\$ 400.00
Total YTD	14,757	52	45,705	\$ 5,104.00

<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
Jan-11	391	208%
Feb-11	590	150%
Mar-11	481	204%
11-Apr	495	176%
May-11	551	186%
11-Jun	**1,617	125%
11-Jul	1,364	136%
11-Aug	1,499	123%
11-Sep	1,255	128%