

Mayor

J.R. "Rudy" Burgess

Vice Mayor

Ronald Coleman

Council Members

Beverley Dalton

Jay Higginbotham

Michael Mattox

William Ferguson

Charles Edwards

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Altavista Town Council

November 13, 2012 Regular Meeting Agenda

7:00 p.m. - J.R. "Rudy" Burgess Town Hall

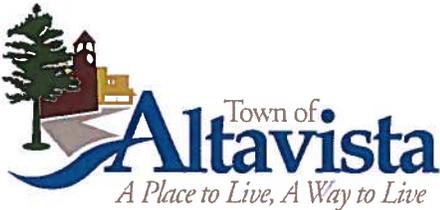
**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

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

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

- 1) **Call to Order**
- 2) **Invocation**
- 3) **Approval of Minutes – (Tab 2)**  
*Regular Meeting October 9, 2012*
- 4) **Review of Invoices** –(Tab 3)
- 5) **Financial Statements** (Tab 4)  
*Revenue & Expenditure Reports October      Reserve Balance/Investment Report October*
- 6) **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.
- 7) **SPECIAL ITEMS OR RECOGNITIONS** (Tab 5) (20 minutes)
  - a) Centra Health – Gretna Medical Center Proposal (Ms. Maurrica Doss)
- 8) **PUBLIC HEARINGS** (Tab 6) (Time allotted as needed)
- 9) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Tab 7) (Estimated Time: 15 minutes)
  - a) Council Committees
    - i) Finance Committee (Coleman)
    - ii) Police Committee (Mattox)
    - iii) Public Works Committee (Ferguson)
    - iv) Utility Committee (Dalton)
    - v) PCB Remediation Alternatives Committee (Higginbotham)
    - vi) ACTS Advisory Committee
  - b) Others



**10) NEW BUSINESS (Tab 8) (Estimated Time: 15 minutes)**

- a) Rotary Club – Request for Use of English Park
- b) NABF U14 Baseball Tournament Bid
- c) Appointments
  - i) Economic Development Authority
- d) Council Vacancy Appointment Process
- e) Planning Commission Report
- f) Citizen Request/Construct Fence on Town property

**11) UNFINISHED BUSINESS (Tab 9) (Estimated Time: 10 minutes)**

- a) 5<sup>th</sup> Street and Charlotte Avenue Storm Sewer discussion

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

- a) Project Updates (Tab 10)
- b) Reports (Tab 11)
  - i) Departmental
  - ii) Others
- c) Other Items as Necessary
- d) Informational Items (Tab 12)

**13) Matters from Town Council**

**14) CLOSED SESSION**

15)

**16) 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.*

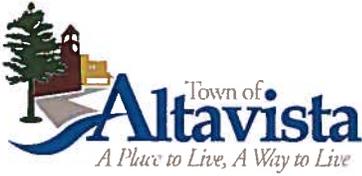
*Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*

# **TOWN 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

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Meeting Date: November 13, 2012

Town Clerk's Office Use:	
<b>Agenda Item #:</b>	<b>7a</b>
<b>Attachment #:</b>	<b>Tab 5</b>

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

**Subject Title:** Proposed Gretna Medical Center

**Presenter(s):** Town Manager

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## SUBJECT HIGHLIGHTS

Ms. Maurrica Doss has asked to be placed on the agenda to make a presentation regarding the proposed Gretna Medical Center.

## Staff recommendation, if applicable:

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

Action per discussion.

## Staff Review Record

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Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



**FINANCE COMMITTEE REPORT**



The Finance Committee met on Wednesday, November 7, 2012 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

I: Drug Investigation Funding (*Action Requested*)

The Finance Committee reviewed the recommendation of the Police Committee in regard to the continuation of the joint partnership with the Campbell County's Sheriff's Office in regard to the regional drug task force. Based on the Police Committee's review of Chief Hamilton's request for additional funds for drug investigations, the Finance Committee concurs and recommends the approval to transfer \$6,500 from the Federal Asset Forfeiture Fund to the Police Department's "Drug Investigation" line item. These funds will continue the drug investigations that have been ongoing as a coordinated effort by the Altavista Police Department and the Campbell County Sheriff's Office. (Attachment: Chief Hamilton memo)

Possible Motion/Action: *"I move that the budget amendment in the amount of \$6,500 to allow funds to be transferred from the Federal Asset Forfeiture Fund to the Police Department budget for "Drug Investigations be approved".*

II: Budget Calendar/Budget Process (*Action Requested*)

The Finance Committee reviewed the Budget Calendar submitted by staff. The Finance Committee recommends adoption of the Budget Calendar which would include a "Budget Input Session" on December 11<sup>th</sup> at 6:30 p.m. (30 minutes prior to the regularly scheduled Council meeting). The scheduling of a public input session is consistent with one of the goals of the Town's Strategic Work Plan. (Attachment: Budget Calendar)

Possible Motion/Action: *"I move that the Budget Calendar for the FY2014 Budget Preparation be adopted and the Budget Input Session be scheduled for Tuesday, December 11, 2012 at 6:30 p.m. in Council's Chambers of Town Hall."*

III: Downtown Streetscape/Utility/Intersection Bids (*Action Requested*)

Bids have been received for the next phase of the above referenced project and are attached for your review and consideration. The project is broken into three areas: Streetscape, Infrastructure (Sanitary Sewer, Storm Sewer and Water), and the Pittsylvania Avenue Intersection (a VDOT "Locally Administered Project LAP"). The Finance Committee recommends approval of the apparent low bid for the Downtown Streetscape/Utility/Intersection Bids and in accordance with the budgeted amounts. (It would be the understanding that the Infrastructure Project would require monies to be transferred between the individual line items in the Water, Sewer, and Public Works Departments, with the total amount equaling the original budgeted amount.)

Possible Motion/Action: “I move that the bids for the Downtown Streetscape/Utility/Intersections project be awarded and the Town Manager be authorized to execute the necessary contract/paperwork with Virginia Carolina Paving Company and the Virginia Department of Transportation in regard to the Downtown Streetscape/Utility/Intersection Project within the budgeted amounts.”

Possible Motion/Action: “I move that the Town Manager be authorized to expend budgeted funds not to exceed \$51,340 for Construction Administration and Resident Project Representative Services for the Utility Infrastructure portion of the project.”

*NOTE: Staff is still working with VDOT in regard to the Construction Administration and Resident Project Representative Services associated with the Streetscape project. Wiley/Wilson had previously submitted Task Orders for those services.*

IV: ACTS FY2014 Funding Request (Action Requested)

The Finance Committee reviewed the proposed FY2014 Funding Request for the Altavista Community Transit System (ACTS), which has to be submitted to the Department of Public Rail and Transportation (DPRT) for consideration. The proposed budget for ACTS in FY2014 is \$123,850, with \$40,140 being local funds from the Town of Altavista.

Possible Motion/Action: “I move that the proposed ACTS FY2014 budget in the amount of \$123,850 be approved, which includes \$40,410 in local funds.”

*Note: The utilization of the Assistant Town Manager as the Transit Director offsets \$27,100 from the Administration budget to the Transit budget for personnel costs. The difference between the offset (40% of personnel costs) and the local contribution for transit operations is a net of \$5,440 of new money to fund the transit operations. An additional \$7,600 is requested for capital improvement items.*

V: Health Insurance Options Review (Action Requested)

Over the past few months, staff has been researching the process to evaluate different health insurance options. At this point, staff is requesting that the town procure the services of a professional experienced in the field, if Council wishes for the process to continue. The professional would develop a RFP process, present recommendations to Council and educate employees of any proposed changes. It is anticipated, based on our conversations with professionals versed in this field that the cost of such services would be \$5,000, which is currently available in the Miscellaneous Professional Services line item of the Administration budget. The Finance Committee is seeking consensus from Council to proceed with this process.

Possible Motion/Action: Consensus of Council on this item.

VI: Financial Audit (Action Requested)

Last month, the draft audit was presented to Council for their review. Attached is the final version of the Audit. The Finance Committee recommends that Council “accept” the Financial Audit.

Members Present: Mattox and Dalton

Clay Hamilton  
Chief of Police



I

Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

**TO:** Waverly Coggsdale  
Town Manager, Town of Altavista

**DATE:** October 5, 2012

**FROM:** Clay W. Hamilton  
Police Chief, Town of Altavista

**SUBJECT:** REQUEST TO TRANSFER FEDERAL ASSET FORFEITURE FUNDS TO LINE ITEM  
501.60-16 ( DRUG INVESTIGATIONS)

**Discussion:**

On March 1<sup>st</sup>. of this year the Altavista Police Department and the Campbell County Sherriff's Office entered an agreement to combine narcotics investigation resources and actively conduct narcotic investigations jointly in an attempt to curtail or eliminate illegal drug trafficking in the Town of Altavista and Campbell County. Within six months this Unit's diligent narcotic investigations led to 115 indictments against 29 persons. A roundup was conducted in September by multiple agencies which led to the arrests of all drug traffickers named on the indictments. Investigations also led to successful seizures of multiple drug offenders vehicles that were used during illegal drug transactions. An additional roundup will be taking place in the near future to remove additional drug traffickers from the communities of the Town of Altavista and Campbell County.

Due to active and progressive narcotic investigations conducted by this Unit has almost exhausted Line Item 501.60-16 (Drug Narcotics Investigation). I requested five-thousand dollars this year which was a forty-five hundred dollar reduction from the previous fiscal year due to a mandatory Council request to reduce the Police Department's Operational Budget. This request for funds to the above mentioned Line Item occurred prior to the inception of this Unit. The Altavista Police Department currently has approximately nine-hundred dollars left to spend on narcotic investigations. These funds are used by the Multi-Jurisdictional Unit whenever an investigation is taking place in the Town of Altavista. The Campbell County Sherriff's Office allocated twenty-seven thousand dollars this fiscal year for a similar line item request.

I am requesting to transfer sixty-five hundred dollars from our Federal Asset Forfeiture Account and place in Line Item 501.60-16. This transfer will not affect the General Budget but is transferred from a separate account that funds were received through Asset Forfeitures. I may need to make similar request in the future during this fiscal year, determining on the success of this Unit.

I appreciate your consideration with this matter,

Colonel Clay W. Hamilton

**PROPOSED BUDGET CALENDAR  
FY2014 BUDGET PREPARATION  
TOWN OF ALTAVISTA**

<u>December</u>		<b>Begin revenue forecasts, review Transit Budget (grant deadline is January), instruct department managers, and distribute copies of dept. budgets</b>
<u>December 11</u> (Tuesday)		<b>Budget Input Work Session (Invitation to new members of Council)</b>
<u>January 15</u> (Tuesday)		<b>Finance Committee decision on updating wage/salary (COLA)</b>
<u>January 22</u> (Tuesday)		<b>Department requests due by 5:00 p.m.</b>
<u>February 1</u> (Friday)		<b>Written requests from outside agencies and non-profits due by this date</b>
<u>February 4</u> (Monday)		<b>Begin collation/consolidation of requests</b>
<u>February 18</u> (Monday)	8:30 a.m.	<b>Utilities Committee meets with the Water Department</b>
	9:30 a.m.	<b>Utilities Committee meets with Wastewater Department</b>
<u>February 20</u> (Wednesday)	8:30 a.m.	<b>Public Works Committee meets with Public Works Department</b>
<u>February 21</u> (Thursday)	4:00 p.m.	<b>Finance Committee meets with Administration Department and Transportation Department</b>
	5:00 p.m.	<b>Police Committee meets with Police Department</b>
<u>March 15</u> (Friday)		<b>Council receives Draft Budget document</b>
<u>March 25</u> (Monday)	6:00 p.m.	<b>Council Budget Work Session</b>

**Note: Outside agencies/non-profits requesting funding should attend this work session**

II

April 9  
(Tuesday)

**First Reading of Budget/Designate Public  
Hearing for May 14**

April 17  
(Wednesday)

**First Public Hearing Advertisement**

April 24  
(Wednesday)

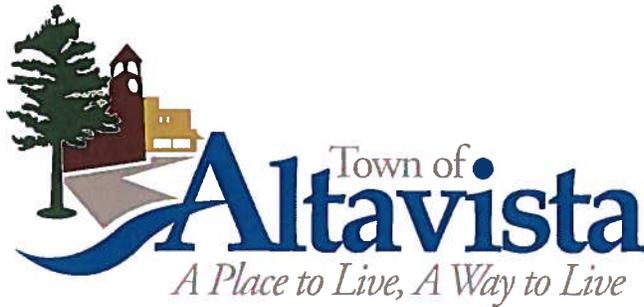
**Second Public Hearing Advertisement**

May 14      7:00 p.m.  
(Tuesday)

**Public Hearing on the FY2014 Budget**

June 11      7:00 p.m.  
(Tuesday)

**Council Meeting to approve FY2014 Budget**



III

TO: Town Council

FROM: Waverly Coggsdale

RE: Downtown Streetscape/Utility Infrastructure/Intersection Project (Phase 5&6)

DATE November 9, 2012

The Finance Committee has reviewed the bids received for the above referenced project. The attached sheet shows the details of each portion of the project with the Engineer's Opinion of Probable Cost, Budgeted Funds, Professional Services (Construction Administration and Resident Project Representative), as well as Materials that were inadvertently omitted from the bid document.

Based on the apparent low bid, each portion is within the budgeted amount, with some portions actually having a surplus in budgeted funds. However, the Utility Infrastructure portion of the project has been adjusted so that the budgeted funds are equal to the bid amounts for that portion of the project, which would not allow any contingency for unforeseen issues.

The total Utility Infrastructure Project cost is \$1,297,200; the Streetscape total is \$931,200; and the VDOT Locally Administered Project's Construction portion of the Pittsylvania Intersection project is \$239,819.90. The total for all portions of the project is \$2,468,219.90. With additional funds being available in the Streetscape Project, I would request that a 5% contingency amount (\$35,960.52) be authorized.

At this time, staff would seek to define the best method to provide the Construction Administration and Resident Project Representative services for the Utility portion of the project, as funding is all local and does not need approval through VDOT. Staff also will continue to work with VDOT to see if the same services (Construction Administration and Resident Project Representative) can be considered in other methods. Currently, Wiley/Wilson has a Task Order prepared to provide such services for both the Utility and Streetscape portions of the project.

III

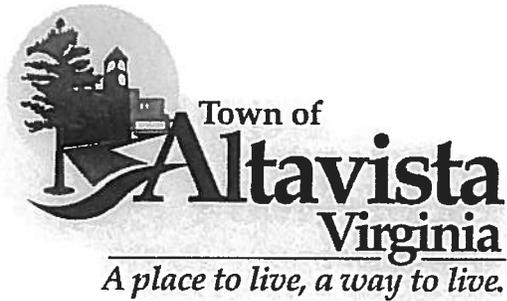
**DOWNTOWN INFRASTRUCTURE/STREETSCAPE/INTERSECTION PROJECT**

Apparent Low Bidder: Virginia Carolina Paving Company

	<u>EOPC</u>	<u>Budgeted</u>	<u>Difference</u>	<u>Bid</u>	<u>Eng.</u>	<u>Total</u>	<u>Omission</u>	<u>Revised Total</u>
Sanitary EOPC TOTAL:	710,650.23	777,800.00	67,149.77	647,826.53	29,860.59	677,687.12	7500	685,187.12
Storm EOPC TOTAL:	15,946.60	14,400.00	-1,546.60	37,084.37	2,881.29	39,965.66	0	39,965.66
Water EOPC TOTAL:	425,449.61	505,000.00	79,550.39	514,902.10	18,597.39	533,499.48	37500	570,999.48
<b>STREETSCAPE TOTALS Includes \$92,300 of Engineering:</b>	1,152,046.44	1,297,200.00		1,199,813.00	51,339.26	1,251,152.26	45,000.00	1,296,152.26
Streetscape EOPC TOTAL:	946,033.43	1,023,500.00	77,466.57	719,210.40	92,300.00	931,200.00		1,296,152.26
<b>VDOT LAP (Intersection Project)</b>				239,819.90				

(Council Agenda: November 13, 2012)

**TOTALS:** 2,158,843.30



IV

**MEMORANDUM**

**To:** Waverly Coggsdale, Town Manager  
**From:** Dan Witt, Assistant Town Manager  
**Date:** October 31, 2012  
**Re:** Transportation Grant (DRPT)

The grant application to continue the operation of the ACTS bus system is due before the end of January each year. As requested, I am providing my request to Town Council earlier this year. Staff must be given the authority to submit the application as there is a local match requirement. ACTS has operated for a full fiscal year so the operational budget can be better predicted based on this historical data. The CIP will fluctuate depending on the need for a new bus, support vehicle, or bus shelters (not originally in the CIP but something that would benefit our riders).

Below are the operational numbers for FY2012 (Adopted & Actual); Adopted FY2013 and requested for FY2014.

	<u>Adopted FY2012</u>	<u>Actual FY2012</u>	<u>Adopted FY2013</u>	<u>Proposed FY2014</u>
<b>Operations</b>				
Total Expenses	\$ 88,000	\$ 82,353	\$ 81,600	\$ 85,850
Revenue (Fare Box)	\$ 2,000	\$ 4,817	\$ 3,000	\$ 4,500
Federal Funds	\$ 43,000	\$ 38,492	\$ 39,300	\$ 36,608
State Funds	\$ 12,900	\$ 15,121	\$ 11,790	\$ 12,203
Local Funds	\$ 30,100	\$ 23,923	\$ 27,510	\$ <b>32,540</b>
<b>CIP</b>	\$ 20,000	\$ 17,188	\$ 30,000	\$ 38,000
Federal Funds	\$ 16,000	\$ 13,750	\$ 24,000	\$ 30,400
State Funds	\$ -	\$ 1,891	\$ -	\$ -
Local Funds	\$ 4,000	\$ 1,547	\$ 6,000	\$ 7,600

The requested increases for FY2014 are a result the following:

1. A 3% COLA, which only remains if Town Council approves a COLA adjustment for all Town Employees;
2. A 24% increase in the fuel cost, which is based on consumption in FY2012.
3. DRPT has announced to grant recipients that Federal funding for operations in FY2014 will likely be reduced by 5% but they will not be able to confirm this until late spring, 2013. The Town match would become 40% instead of the previous 35%. For budget purposes I am requesting a budget based on this increase but should that not occur the Federal match would be \$40,675 and the Local match would be reduced to \$28,473.
4. It should also be noted that we project a 15% State funding rate for operations; however, in FY2012 the actual match was 19.5%. For CIP items we budgeted 0%; however, State funding in FY2012 was 11%. Should the State provide funding at those rates it would reduce the total Town's match to \$31,893, instead of the grant proposed amount of \$40,140. *\*The amount of State funding will not be known until sometime in late spring so for budgeting purposes we base our request to Town Council on 15% operational and 0% CIP from the State.*

<u>CIP Budget:</u>	<u>FY2012 Budget</u>	<u>FY2012 Budget (Actual)</u>	<u>Adopted FY2013</u>	<u>Proposed FY2014</u>
	\$20,000	\$17,178	\$30,000	\$38,000
Federal Funds	\$16,000	\$13,750	\$24,000	\$30,400
State Funds	\$ 0	\$1,891	\$ 0	\$ 0
Local Funds	<b>\$4,000</b>	<b><u>\$1,547</u></b>	\$6,000	\$7,600

CIP are budgeted at an 80/20% with the Town's portion being 20%; however, this is a worst case scenario. Contained in this year's CIP request is a support vehicle (\$18,000) and overhead doors for the Public Works building (\$20,000) which the Town's match being **\$7,600**.

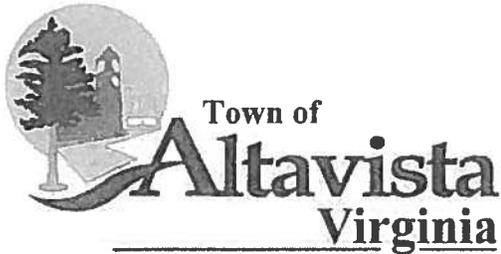
### **ACTS Overview for FY2012**

*Overall town expenses in FY2012 were 25% (**\$8,631**) less than the adopted budget, because the State funded operations and CIP projects at higher than expected levels and staff only spent funds necessary to operate the system, which was less than projected. The adopted budget totaled \$34,100 and actual expenditures were \$25,470. Additionally, ACTS was awarded a Community Grant from Walmart in the amount of \$1,000 and the Altavista Area Chamber of Commerce donated \$200 to ACTS for its service during Uncle Billy's Day. This money went into the general fund and reduced the amount the Town spent towards the bus system in FY2012 at \$24,270.*

Riders totaled 13,391 in FY2012 while the buses traveled a total of 44,491 miles. ACTS operated Monday through Friday 8AM-6PM and Saturdays from 9AM-2PM. The average number of daily riders for the year was 48. Fare box revenue totaled \$4,817.

***Total requested from Town Council to apply for the grant for FY2014 is \* \$40,140.***

***\*This request is based on a 45% Federal, 15% State and 40% Local match for operations and an 80% Federal, 0% State and 20% Local match for CIP.***



*A place to live, a way to live.*

II

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

DATE: November 7, 2012  
MEMO TO: Finance Committee  
FROM: Tobie Shelton  
RE: Health Insurance Update

A handwritten signature in black ink, appearing to be "Tobie Shelton", written over the "FROM:" line of the memo header.

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In our September 17, 2012 meeting with David Laurell and two members of his staff, they recommended we refer to a professional to assist us with our analysis of our healthcare plan, especially if we are planning on putting our healthcare plan out to bid.

Since our last meeting, Waverly and I met with as well as had conference calls with various experts in the field who offer consulting services for health and dental insurance. I have attached a listing of the services offered. In an effort to find the health plan that will give us the best value for our dollar while at the same time giving our employees the protection they need, I feel it would be to our advantage to work with a professional in the field. A professional who is familiar with healthcare as well as the bidding process is what is needed to insure Council has ample information to make an informed decision that is a common ground for both the Town and its employees. If our objective is to consider any changes for FY 2014, we would need to begin the process shortly.

Based on our findings, a professional will take us through the RFP process from start to finish including presenting the recommendation to Council, and educating our employees for a fee around \$5,000.00.

If our change for the upcoming fiscal year involves the Town terminating its participation in the Local Choice Program, the professional would also provide the on-going support the Town was receiving through the Local Choice Program in areas such as changes and/or requirements established under the National Health Care Reform and Medicare Part D regulations. The professional would also handle claims issues as well as the annual renewal. There would be an annual fee for the on-going support in an estimated amount of \$4,500.00.

It is our recommendation to obtain the services of a professional and move forward with the process.

## Scope of Consulting Services

### **Consulting services for health and dental insurance:**

#### **Planning Meetings**

Begin with a strategic planning meeting to determine both short and long term objectives for The Town of Altavista. After the meeting, a timeline will be completed and delivered. Additional meetings with The Town of Altavista as deemed necessary.

#### **Annual Renewal Services**

For health and dental plans, evaluate the proposed renewal actions of all carriers and negotiate on behalf of the Town of Altavista using internal projection analyses to obtain the most favorable terms. Consultant will also assess the medical plans by rate tier and recommend alternative contribution approaches.

#### **Plan Design/Funding**

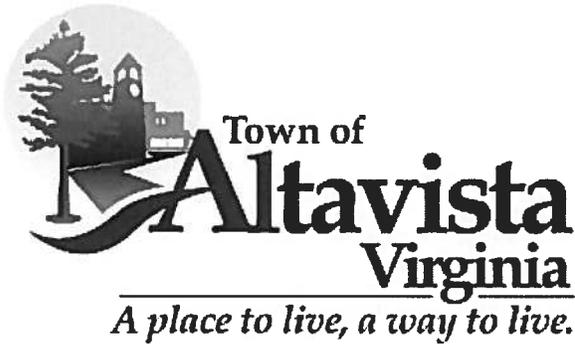
Annually, present alternative plan considerations and associated costs based on the identified objectives. Additionally, any alternative funding or cash flow arrangements that may benefit the Town of Altavista will be evaluated and reported so that an informed decision may be made.

#### **Miscellaneous Consulting Assistance**

- Evaluate and review existing plans.
- Renewal negotiation and bidding of this plan when appropriate
- Review contracts to evaluate the Town of Altavista's liability exposure
- Assist with periodic communications and on-site meetings relative to the programs to encourage and maintain awareness level of all parties
- Work with the plan administrator to ensure the continued provision of high quality health and dental plans and efficient administration of the programs
- Develop and prepare bid specifications for health and dental plans as necessary, including wellness programs/plans
- Assist with solicitation of proposals
- Manage the RFP process for the Town of Altavista's review
- Prepare cost/benefit analyses for the Town of Altavista's review
- Provide recommendations for the most adequate and cost effective programs
- Review accuracy of any standard reports as provided by insurance carrier. Any fees for ad hoc reports will be the responsibility of the Town of Altavista.
- Assist in coordination of plan implementation and employee education regarding health and dental programs
- Update the Town of Altavista on legal and regulatory issues affecting benefit programs
- Review and analyze the impact of tax and legislative/regulatory changes on health and dental plans
- Advise and recommend changes based on impact of regulations and significant benefit market trends
- Assess the competitiveness of health and welfare plans for surrounding employers
- Analyze health and dental plans effectiveness in supporting the total compensation strategy and recommend changes to meet strategy
- Provide ongoing monitoring, evaluation and review of benefit programs throughout the year and provide recommendations as necessary. Assist the Payroll and Human Resources

departments with employee questions and claims issues

- Present and/or attend Board meetings for benefit programs
- Work with the Town of Altavista to coordinate/merge health, dental and wellness plans including high deductible plans possibly combined with related health savings accounts, and health reimbursement accounts.



## POLICE COMMITTEE REPORT



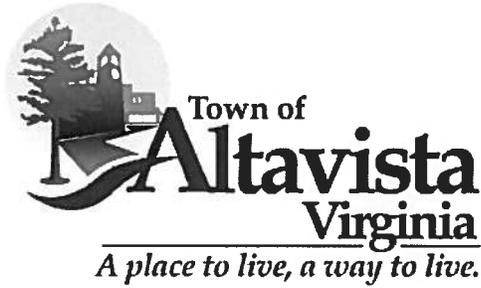
The Police Committee met on Wednesday, October 31, 2012 to discuss the items on their agenda. Below is an update:

- A: Drug Investigation Funding: Earlier this year the Town joined forces with the Campbell County Sheriff's Office (CCSO) to form a drug task force. With numerous indictments last month, the Task Force has proved to be very successful. During the budget cycle last month, the decision to move forward with the Task Force had not been finalized and a reduced amount of funding was provided for drug investigations (\$5,000). At this time the budgeted amount of money has been expended and additional funds are being requested. Chief Hamilton is requesting that \$6,500 from the Federal Asset Forfeiture Account be transferred to the "Drug Investigations" line item in the Police Department budget of the General Fund. The Committee recommends this action. *(The Finance Committee will report on the actual "budget amendment" needed for this item.)*

### ADDITIONAL INFORMATION

- Crime Report Highlights
  - Theft from Motor Vehicles is down (82.61%) for the same period last year.
  - All Crime is down (32.5%) from the same period as last year.
  - APD's Clearance Rate for Burglary is 50%, the National Average is 12.7%
  - APD's Clearance Rate for Larceny is 61.22%, the National Average is 21.5%.  
*(The Crime Report in its entirety can be viewed in the "Departmental Reports" section of the agenda.)*
  
- Staffing Issues
  - One open position – Chief is in the final selection phase.
  - One officer on "light duty" – Medical issue (non-work related)
  - One officer on "Administrative Leave" (Shooting)

Members present: Mattox, Ferguson and Coleman Absent: None



**PUBLIC WORKS COMMITTEE REPORT**



The Public Works Committee met on Tuesday, October 30, 2012 to discuss items on their agenda. Below is an update on items discussed:

- A: Park Signs – Quote: Staff submitted quotes for 12” and 14” individual lettering for the Leonard Coleman Memorial Park and Bedford Avenue Park (quotes attached), for the Committee’s review. Following discussion, staff was asked to get quotes for 8” and 10” lettering, as well as the cost of a plaque. The Committee decided that this information would be forwarded to the full Council for their review and consideration.
  
- B: Chamber Request (Train Station): Per discussion last month, staff has sought prices for the replacement of the chairs and tables at the Train Station, as per the Town/Chamber agreement. Per direction from the Committee, staff is working with the Chamber in regard to different chair styles for consideration. The current balance in the Train Station Account is \$4,781.88. A recommendation should be forthcoming next month.

(NO ACTION REQUESTED)

Members present: Ferguson, Higginbotham

A: Park Signs (Additional Information)

Bedford Avenue Park

- 8" letters \$1,583.59
- 10" letters \$1,807.99

Coleman Park

- 8" letters \$2,058.74
- 10" letters \$2,427.27

(If both signs are installed at same time total price is reduced by \$582.72)

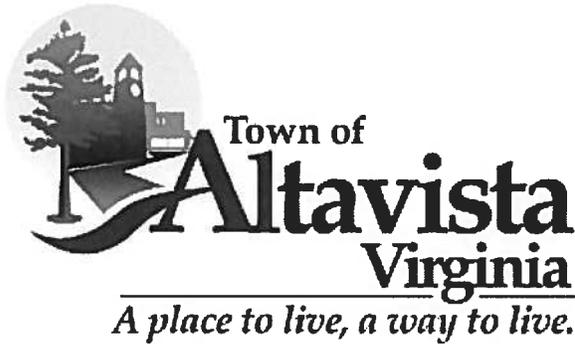
Both parks

- 8" letters \$3,059.61
- 10" letters \$3,652.54

Bedford and Coleman Park signs (original bids included both signs)

- 12" letters \$4,169.59
- 14" letters \$4,737.19

The two Town Hall plaques totaled \$714.



## UTILITY COMMITTEE REPORT



The Utility Committee met on Friday, November 2, 2012 to discuss several items, listed below:

(ALL ITEMS ARE INFORMATIONAL ONLY, AT THIS TIME)

I: Water Asset Management Plan

The Committee reviewed the Executive Summary and components of the Water Asset Management Plan that was prepared by WW Associates. It was decided that several issues needed to be further discussed with the engineer and brought back to the committee.

NO ACTION NEEDED

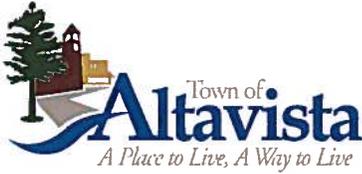
II: Utility Fees

The Committee revisited the issue of fees associated with the operation of the water and sewer utilities. It was decided that any fees issues/changes would be proposed as part of the FY2014 Budget process.

NO ACTION NEEDED

III: Other Items on Agenda deferred until next meeting

- Utility Agreements
- Habitat for Humanity water connection request



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

<b>Agenda Item #:</b>	<b>10a</b>
<b>Attachment #:</b>	<b>Tab 8</b>

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

**Subject Title:** Altavista Rotary Club Request – Use of English Park

**Presenter(s):** Town Manager

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## SUBJECT HIGHLIGHTS

Last year the Altavista Rotary Club sponsored the inaugural "Altavista River Festival" the first Saturday in August. The event was deemed a success and the Rotary Club is interested in utilizing English Park the first Saturday in August 2013 for the second annual "Altavista River Festival". Robert Duff, Rotary Club President, will be in attendance to make a brief presentation to Council regarding this request.

## Staff recommendation, if applicable:

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

Action per discussion.

## Staff Review Record

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Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

**Agenda Item #:** 10b  
**Attachment #:** Tab 8

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

**Subject Title:** NABF U14 Baseball World Series

**Presenter(s):** Town Manager

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## SUBJECT HIGHLIGHTS

Mr. Bill Booker has asked the Town to financially support the local proposal to be the host site for the 2013 NABF U14 Baseball World Series. The NABF Board will be considering proposals to host the tournament on Saturday, November 10<sup>th</sup>. If the local proposal is selected, a \$2,500 fee is being sought from the Town of Altavista to cover the host site fee for the tournament. An update of the proposal selection process will be provided at the meeting.

BACKGROUND; Several years ago, Altavista was one of several local sites that were utilized for a NABF World Series event.

### Staff recommendation, if applicable:

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

Action per discussion.

### Staff Review Record

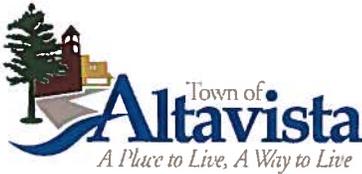
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Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

<b>Agenda Item #:</b>	<b>10c</b>
<b>Attachment #:</b>	<b>Tab 8</b>

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

**Subject Title: Appointment – Economic Development Authority**

**Presenter(s): Town Manager**

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## SUBJECT HIGHLIGHTS

Altavista Economic Development Authority reappointments:

Mike Towler - 4 year term  
Mark Younkin - 4 year term  
Rayetta Webb - 2 year term  
*(this would be a 2 year term in order to get the terms back on the correct cycle)*

### Staff recommendation, if applicable:

Reappoint Mr. Towler, Mr. Younkin and Mrs. Webb to the Altavista Economic Development Authority as indicated.

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

Motion reappointing Mr. Mike Towler to the Altavista Economic Development Authority for a four year term.

Motion reappointing Mr. Mark Younkin to the Altavista Economic Development Authority for a four year term.

Motion reappointing Mrs. Rayetta Webb to the Altavista Economic Development Authority for a two year term.

### Staff Review Record

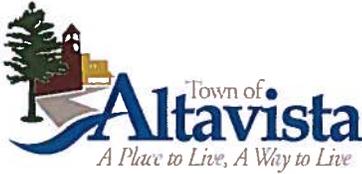
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Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

**Agenda Item #:** 10d

**Attachment #:** Tab 8

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

**Subject Title:** Council Vacancy Appointment Process

**Presenter(s):** Town Manager

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## SUBJECT HIGHLIGHTS

On January 1, 2013, the Altavista Town Council will have a vacancy created by the election of existing Council member Mike Mattox as the Altavista Mayor. The unexpired council term vacant due to the election will be from January 1, 2013 to December 31, 2014. The Town's Charter states that Council has thirty (30) days from the point the vacancy occur to fill the seat. This appointment is made by the remaining Town Council members as of January 1, 2013.

Staff will be presenting a process by which Council may consider interested applicants. This appointment cannot be made prior to January 1, 2013.

**Staff recommendation, if applicable:**

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

Action per discussion.

**Staff Review Record**

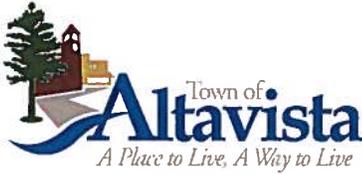
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Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

<b>Agenda Item #:</b>	<b>10e</b>
<b>Attachment #:</b>	<b>Tab 8</b>

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

**Subject Title:** Planning Commission Report

**Presenter(s):** Assistant Town Manager

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## SUBJECT HIGHLIGHTS

Earlier this month, the Planning Commission held public hearings in regard to the attached items. At this time, Council will consider whether to hold a public hearing to consider the Planning Commission's recommendations.

**Staff recommendation, if applicable:** Conduct the public hearings as indicated.

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

"I move that the Altavista Town Council conduct the public hearings for: 1) Amendment of the 2009 Comprehensive Plan's Future Land Use Map and 2) Rezoning request of MB Properties, LLC for parcel 69-A-46C, Edgewood Avenue on Tuesday, December 11, 2012 at 7:00 p.m."

**Staff Review Record**

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

List them in order they appear in the packet: **Planning Commission reports**

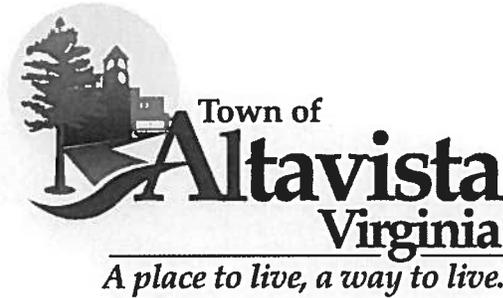
Department head initials and comments, if applicable:

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

**Commissioners**

Jerry Barbee, Chairman  
Tim Wagner, Vice Chairman

Bill Ferguson  
Laney Thompson  
John Woodson



**Town Planning Staff**

Dan Witt  
Staff Planner

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

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**Recommendation for Amending the 2009 Altavista, Virginia Comprehensive Plan's  
(CP) Future Land Use Map (FLUM)**

The Planning Commission held a public hearing on Monday, November 5, 2012 at its regularly scheduled meeting to consider amending the FLUM's desired land use for two parcels, 69-A-46A and 69-A-46C, of land owned by MB Properties, LLC (Moore's Electric & Mechanical). One of the parcels is currently zoned M (Industrial) and one is zoned R2 (Multifamily Residential). The FLUM shows a future desired use of Medium Density Residential when it should have been shown as Industrial.

At the hearing, no one spoke for against the change to the CP.

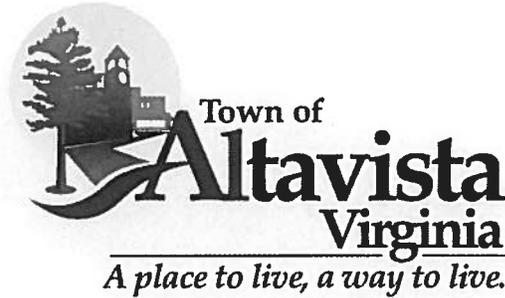
Commissioner Ferguson made the following motion: "I make a motion that the Planning Commission recommends to Town Council an amendment to the 2009 Altavista, Virginia Comprehensive Plan's Future Land Use Map to change parcels 69-A-46A and 69-A-46C from Mixed Density Residential to Industrial."

Commissioner Woodson seconded the motion. All voted in favor with Commissioner Wagner absent.

**Commissioners**

Jerry Barbee, Chairman  
Tim Wagner, Vice Chairman

Bill Ferguson  
Laney Thompson  
John Woodson



**Town Planning Staff**

Dan Witt  
Staff Planner

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

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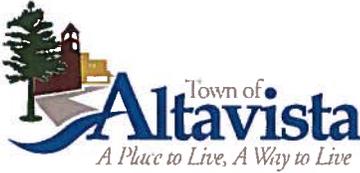
**Recommendation for rezoning request by MB Properties, LLC for parcel 69-A-46C, an 8.76 acre tract of land, situated directly behind 101 Edgewood Avenue (Moore's Electrical and Mechanical)**

The Planning Commission held a public hearing on Monday, November 5, 2012 at its regularly scheduled meeting to consider an application submitted by Dale Moore on behalf of MB Properties, LLC to rezone parcel 69-A-46C from R2, Multifamily Residential to Industrial (M). The purpose of the rezoning is so that Moore's Electrical and Mechanical can expand their business.

At the hearing, no one spoke for against the rezoning request.

Commissioner Ferguson made the following motion: "I make a motion that the Planning Commission recommends to Town Council approval of the rezoning request by MB Properties, LLC for Parcel 69-A-46C from R-2 to M."

Commissioner Thompson seconded the motion. All voted in favor with Commissioner Wagner absent.



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

**Agenda Item #:** 10f  
**Attachment #:** Tab 8

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

**Subject Title:** Citizen's request to construct fence on Town property

**Presenter(s):** Assistant Town Manager

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## SUBJECT HIGHLIGHTS

Mr. Jeff Janiak, 10<sup>th</sup> Street, has requested permission to construct a privacy fence on the right of way (paper street) that exists next to his property.

(This was a late arriving matter. Support information will provided at the meeting.)

**Staff recommendation, if applicable:**

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

Action per discussion.

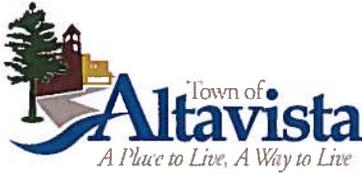
**Staff Review Record** \_\_\_\_\_

Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



# Town of Altavista Town Council Meeting Agenda Form

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Meeting Date: November 13, 2012

Town Clerk's Office Use:

<b>Agenda Item #:</b>	<b>11a</b>
<b>Attachment #:</b>	<b>Tab 9</b>

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

**Subject Title:** 5<sup>th</sup> Street/Charlotte Avenue Storm water discussion

**Presenter(s):** Town Manager

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## SUBJECT HIGHLIGHTS

Last month, the Public Works Committee reported back on an issue regarding a "dip" at the intersection of 5<sup>th</sup> Street and Charlotte Avenue and possible ways to address the issue. During the Council's discussion, it was decided that staff should take an initial comprehensive look at the area to see if a more detailed approach should be looked at for this area. Staff will report back to Council at the meeting.

**Staff recommendation, if applicable:**

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

Action per discussion.

**Staff Review Record**

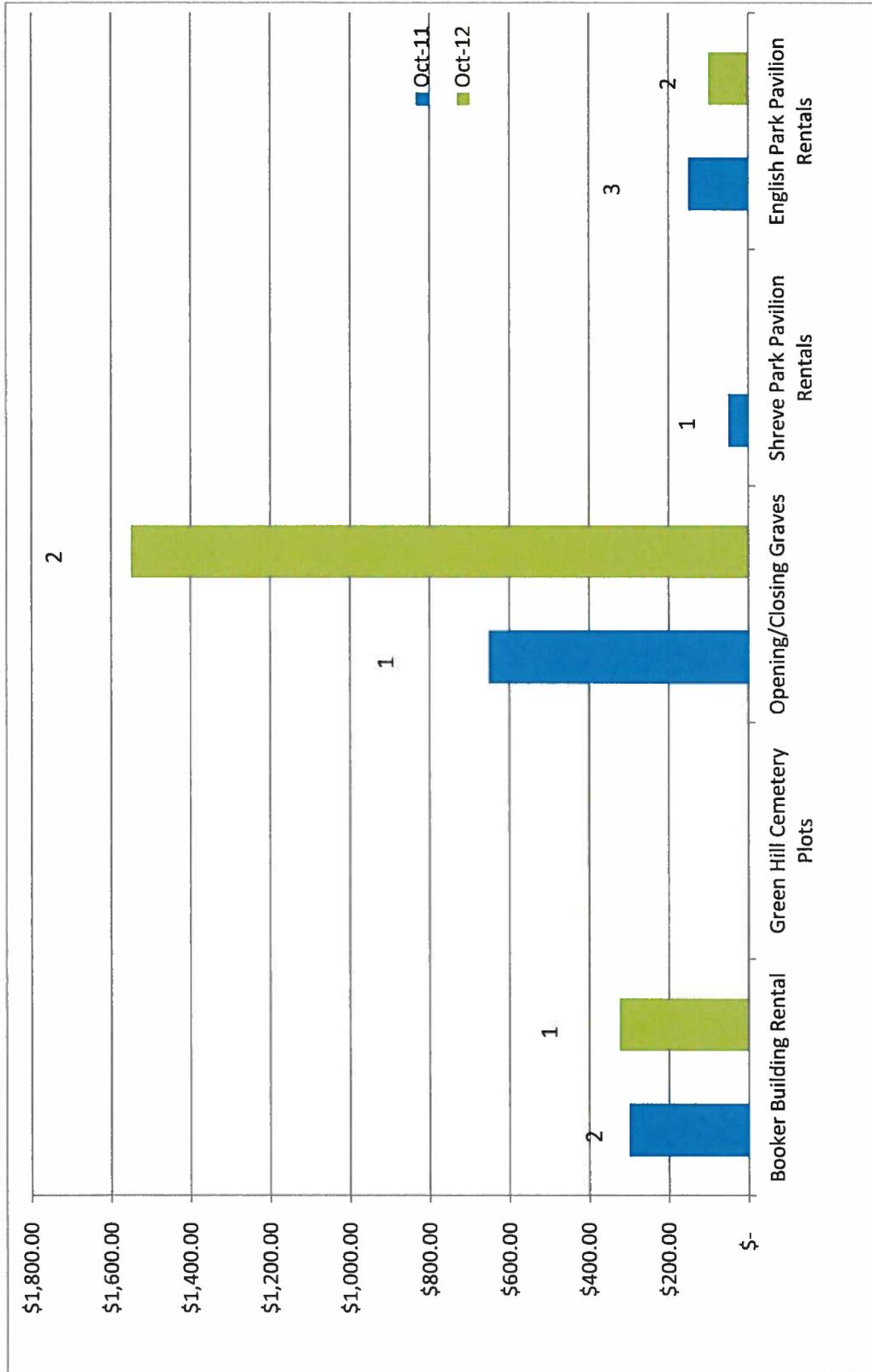
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Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

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



# Town of Altavista

## Monthly Business Activity Report

Date 10/31/12

### OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Kaila Bius	515 Main St	Angela & Co	hair stylist	252-85-5150	Oct-12
Christina Moon	901 A 7th St	New Image Hair Salon	hair stylist	225-71-2972	Oct-12
Kimberly Dalton	901 A 7th St	New Image Hair Salon	hair stylist	229-71-4718	12-Oct
Redbox	1239 Main St	Redbox Automated	DVD rental	26-0100436	23-Oct-12

### CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Federal Id or SSN	Close Date
Rebecca Colinger	1011 Main St B	same			Oct-12

## Monthly Report to Council

**Date:** November 13, 2012  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** October Activity

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

3-Oct	053-12	Marlene Giles 1930 Tabby Lane		8x16' shed in rear/side yard (corner lot)
9-Oct	055-12	Steve Worley for Ravonda East, 825 Express Line Dr		Replace deck and add a handicapped ramp
10-Oct	054-12	Central Baptist Church, 515 7th Street		New 30 square feet sign on 7th Street
15-Oct	056-12	First National Bank 1301 N. Main Street		Demolition 1st National Bk- 1301 Main St
26-Oct	057-12	First National Bank 1301 N. Main Street		Rebuild bank on same site

- Violation notice sent to ER & RT Properties, LLC for placing camping trailers at English Mobile Home Park. The Planning Commission discussed this at its November meeting and determined that a SUP would be required if the trailers are to remain.
- 6 Grass notice violations sent out.

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

- Plat reviewed and approved for 1<sup>st</sup> National Bank reconstruction on Main Street.

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

- Staffed October PC meeting.
- Edited minutes from October meeting and prepared packets for November meeting which included notices for two public hearings.

**4. AOT Related**

- Nothing noted

**5. ACTS Relate**

- Completed September billing for operations.
- Validated daily ridership and revenue for bus system- September - total of 1,618 riders, \$400.00 in revenue and 3,469miles traveled.
- Completed online September monthly reporting to DRPT as required
- Attended CTAV board meeting via phone conference.
- Agenda completed and staffed ACTS Advisory Board meeting.
- Memo for Finance Committee for FY2014 grant application

- Did ride-along and evaluations on 3 of 5 ACTS drivers

**6. Projects and Administrative Related:**

- Updated GIC as needed
- Certified monthly payroll bank statements
- Attended Assistant/ Manager's Luncheon in Amherst
- Attended meeting at Train Station regarding medical services for our area
- Developed 2013 Town Calendar- 90% completed
- Multiple interviews regarding the Town's handling of the vulture situation. Entered into agreement with USDA to deal with this issue.
- Web site training in Lynchburg
- Met with VML real estate appraiser, Steve Martin, regarding town property/buildings valued over \$1,000,000.

# WASTEWATER October 2012 SUMMARY

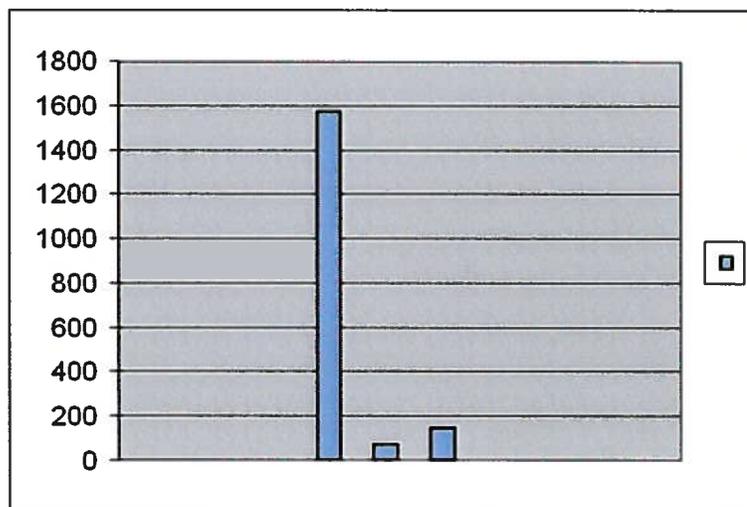
- Annual Bio-Assay testing conducted on Effluent
- Repaired aerator in Basin #2
- Repaired gate at lower entrance to facility
- Set traps for Muskrats in Pond
- Bio Marine collected samples from EOP
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 147 wet tons of sludge processed
- Treated 62.26 million gallons of water

## October 2012

**1577**      **Man Hours Worked**

**70**              **Sick Leave**

**147**              **Vacation Hours**



## **Water Department Report October, 2012**

### **Water Production:**

Water Plant: **49.7** million gallons of raw water treated.

Water Plant: **36.1** million gallons of finished water delivered.

Mcminnis Spring: **7.6** million gallons of finished water treated.

Mcminnis Spring: average 244,000 gallons per day and run time hours 15 a day.

Reynolds Spring: **6.4** million gallons of finished water treated.

Reynolds Spring: average 205,000 gallons per day and run time hours 13 a day.

### **Water Purchased:**

Campbell County Utility and Service Authority:

Town needs a contract between both parties, in order to receive water from CCUSA, and must be approved by Department of Health.

Electronics need to be repaired in order to receive water from CCUSA . Who pays the Town or CCUSA.

### **Water Sold:**

Town of Hurt

### **Water Plant Averages for October, 2012:**

Weekday: **16.0** hrs / day of production

**1,803,000** gallons treated / day

Weekends: **10.0hrs** / day of production

**1,174,000** gallons treated / day

### **Special Projects:**

- Plant did not run 10-21-12

#### **Water Plant**

- Cleaned basins 1-5 10-22-12.
- New hire Water Plant Marry Roach.
- Working on C.I.P. items.
- Painting continues on first floor.



## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF OCTOBER, 2012

**CRIME STATISTICS** - October 1, 2012 thru October 31, 2012

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

For the Month of October, the Town of Altavista Community experienced 0 incidents or a 100 % decrease of Crimes Against Persons compared to 8 incidents last year during the same time duration.

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

For the Month of October, the Town of Altavista Community experienced 13 incidents or a 44.44 % increase of Property Crimes compared to 9 incidents last year during the same time duration.

- 2 Destruction/ Damage/ Vandalism of Property
- 7 Shoplifting
- 1 Theft from Building
- 3 All Other Larceny

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

For the month of October, the Town of Altavista Community experienced 11 incidents or an 8.33 % decrease of Quality of Life Crimes compared to 12 incidents last year during the same time duration.

- 1 Drug/ Narcotic Violations
- 1 Driving Under the Influence
- 2 Drunkenness
- 7 All Other Offenses



**CRIME STATISTICS - January 1, 2012 thru October 31, 2012 Y.T.D.**

**Year to date, the Town of Altavista experienced 40 incidents or a 28.57 % decrease of Crimes Against Persons compared to 56 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 111 incidents or a 33.53 % decrease of Property Crimes compared to 167 incidents last year during the same time duration.**

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

**Year to date, the Town of Altavista experienced 121 incidents or a 11.03 % decrease of Quality of Life Crimes compared to 136 incidents last year during the same time duration.**

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



- 78 All Other Offenses

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

Month of October 2012, the Town of Altavista Community experienced 13 incidents or 23.53 % decrease in Major Crimes compared to 17 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 152 incidents or a 31.8 % decrease in Major Crimes compared to 223 incidents last year during the same time duration.

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

**CALLS FOR SERVICE - October 1, 2012 thru October 31, 2012**

The Altavista Police Department was dispatched to 347 Calls for Service or a 4.9 % decrease compared to 365 C.F.S. last year during the same time duration.

**CALLS FOR SERVICE - January 1, 2012 thru October 31, 2012- Y. T. D.**

The Altavista Police Department was dispatched to 3211 Calls for Service or an 11.7 % decrease compared to 3637 C. F. S. last year during the same time duration.

**CRIMINAL ARRESTS EXECUTED - October 1, 2012 thru October 31, 2012**

The A.P.D. executed 19 criminal arrests or a 217 % increase compared to 6 criminal arrests last year during the same duration.

**CRIMINAL ARRESTS EXECUTED- January 1, 2012 thru Oct. 31, 2012 Y. T. D.**

The A.P.D. executed 273 criminal arrests or 54.2 % increase compared to 177 criminal arrests executed last year during the same time duration.

**TRAFFIC CITATIONS ISSUED - October 1, 2012 thru October 31, 2012**

The A.P.D. issued 64 traffic summonses or a 73.0 % increase compared to 37 traffic summonses issued last year during the same time duration.



**TRAFFIC CITATIONS ISSUED - January 1, 2012 thru October 31, 2012 Y. T. D.**

The A.P.D. issued 338 traffic summonses or a 38.7 % decrease compared to 551 traffic summonses issued last year during the same time duration.

**TRAFFIC WARNING CITATIONS ISSUED - Oct. 1, 2012 thru Oct. 31, 2012**

The A.P.D. issued 9 traffic warning citations to adults and 0 traffic warning citation to juveniles during the month of October.

**TRAFFIC WARNING CITATIONS ISSUED - February 1, 2012 thru Oct. 31, 2012**

The A.P.D. issued 89 traffic warning citations to adults and 5 traffic warning citations to juveniles year to date.

**OFFICER OF THE MONTH – October, 2012**

For the Month of October the Altavista Police Department names Officer A.S. Earhart as its Officer of the Month. During the month Earhart led the department in both traffic summonses and criminal arrests. Earhart continually works to clear active investigations and maintains a high clearance average. Earhart also conducts and assists with drug interdiction through use of the department’s K-9 Ice. Earhart maintains a good relationship with both his co-workers and the community as a whole. Earhart is a valuable asset to the police department and the Town of Altavista.

**PERSONNEL TRAINING**

Sixty-eight (68) hours of training were afforded to police personnel during the month of October 2012. Blocks of instruction pertained to the following training subjects: Accreditation Training, Case Law Training, Canine Training, and General In-House Training.

**WHAT’S NEW**

The Police Department successfully partnered 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 still 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 of the above mentioned.

**Crimes Against Persons has decreased 28.57 % for this year compared to last year during the same time period. Property Crimes has decreased 33.53 % for this year compared to last year during the same time period. Quality of Life Crimes has decreased 11.03 % 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)**

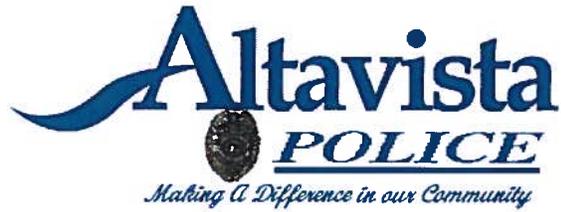
**Traffic summonses are significantly down year to date. This can be attributed to radar trailer deployment in areas where the department has received complaints of traffic problems and the issuance of traffic warning citations.**

**The Altavista Police Department continues to operate below minimal staffing due to 1 personnel on Injury Leave, 2 just returning from Injury Leave, 1 vacancy due to retirement on August 1<sup>st</sup> 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 conducted the third part of the vacancy hiring stage on October 24<sup>th</sup> and 26<sup>th</sup>. Seven (7) candidates answered twenty (20) questions from an Oral Interview Board comprised of two (2) Altavista Citizens, two (2) police personnel, and one (1) Town Administration Personnel. Candidates were graded on their answers to the questions, appearance, demeanor, and confidence. The top three (3) candidates participated in a final interview with Chief Hamilton.**

**I interviewed the top three candidates from the Oral Review Board. Two of the three candidates were females. I selected Treva Riggs to continue through the hiring process. Major Walsh is currently conducting a thorough background check of this candidate. If Ms. Riggs passes the background check, psychological test and medical examination, she will be our next Altavista Police Officer.**

**Ms. Riggs recently graduated from Liberty University with a B.S. in Administration Justice. I feel she will be a great asset to our Department. If hired, Ms. Riggs will be attending the Police Academy in January, 2013 through June, 2013. She will then have to complete approximately 8 weeks of Field Training prior to becoming a certified P.O. I wish her the best. I first selected Lethia**

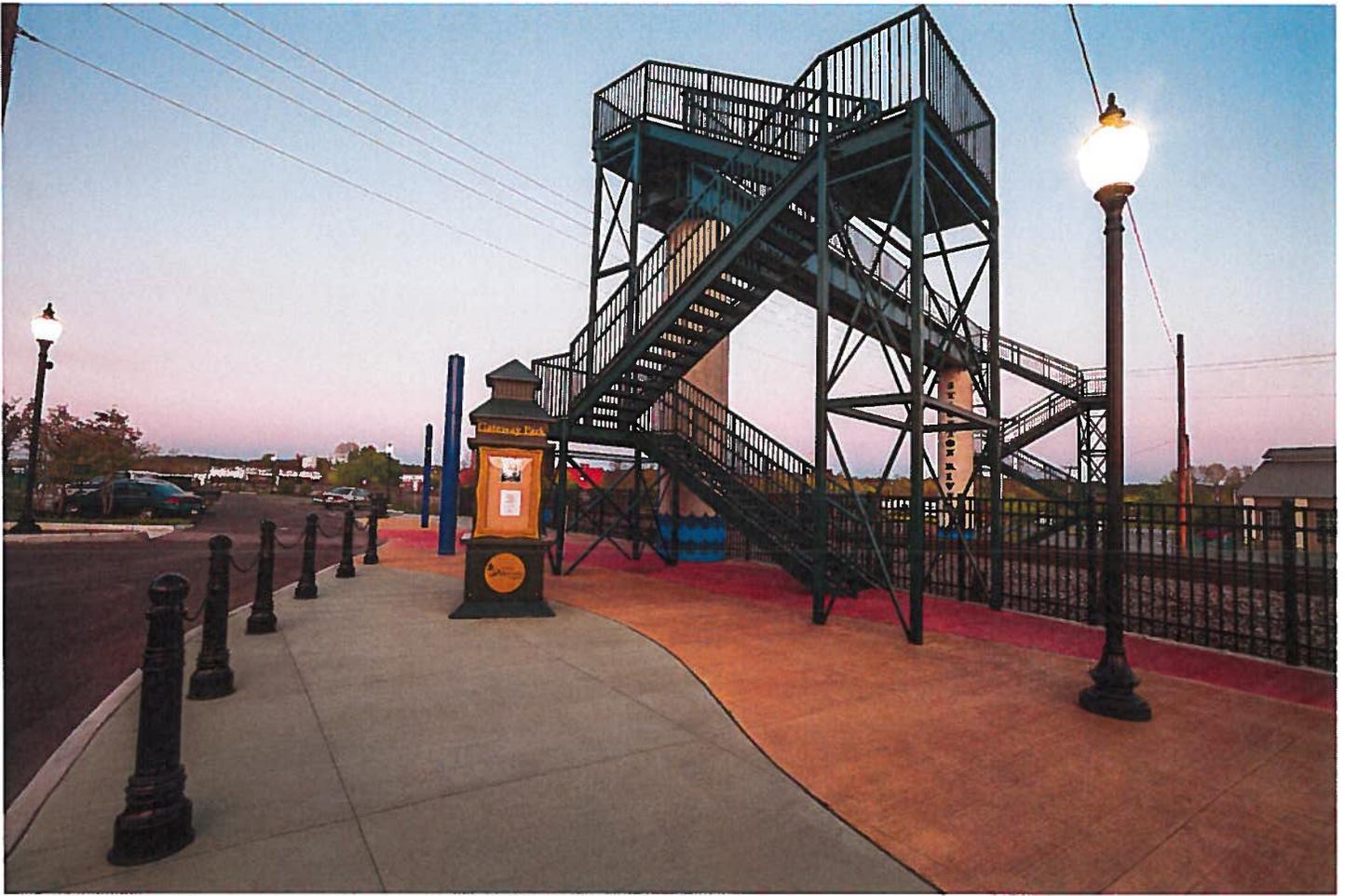


**Arthur to continue through the hiring process. However, due to an infraction during her military career, I elected not to continue the process with Ms. Arthur. Ms. Arthur is to be commended for serving our Country which included a tour in Iraq and her contribution for protecting our military personnel while serving as a military police officer. I wish her the best regards to her future.**

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

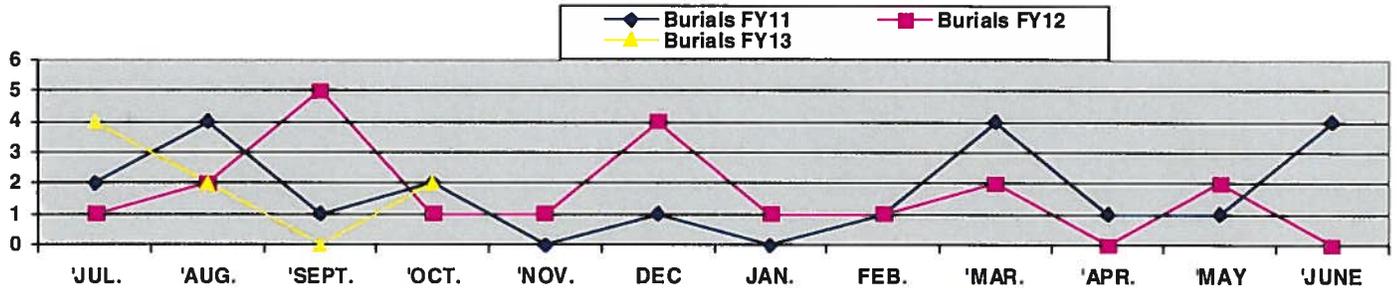
# PUBLIC WORKS MONTHLY REPORT

For: October 2012



## CEMETERY

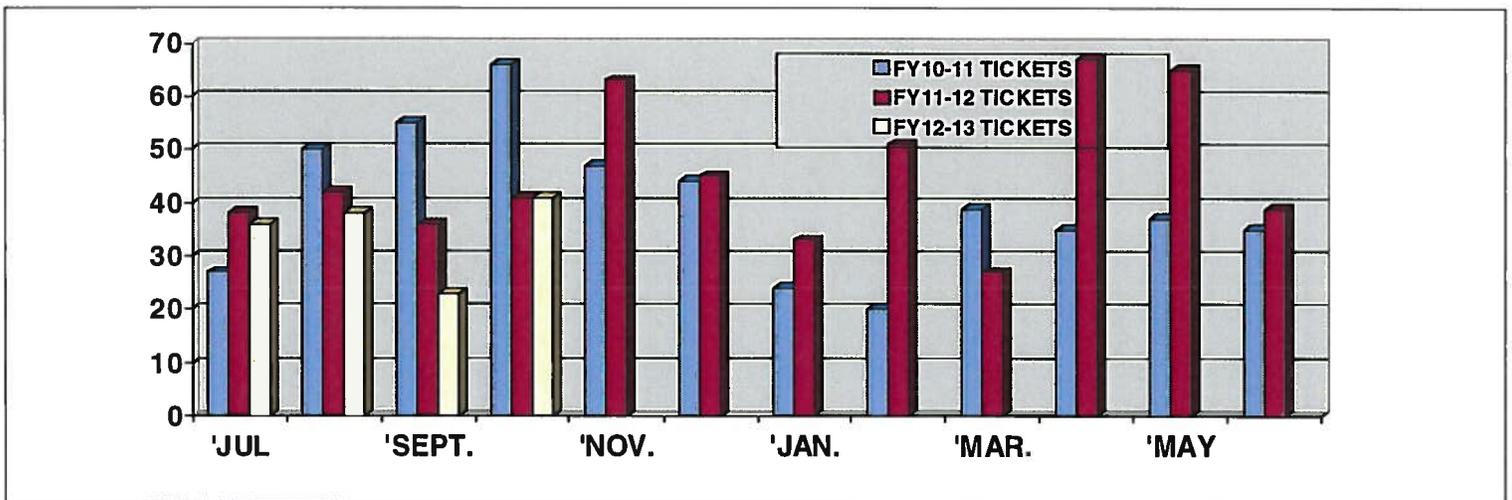
### ❖ BURIALS: 2



## Buildings & Grounds Maintenance

### ❖ PARKS:

### ❖ MISS UTILITY TICKETS (41)



## REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 83.00 tons.
- ❖ Total brush stops for the month. (165) Stops
- ❖ Total special pickup tonnage for the month 7.52 tons. (101) Stops
- ❖ Total weekend truck tonnage for the month 2.71 tons. (2) Trucks

## SEWER & WATER

- ❖ Sewer (Video): 1000 Broad St. (250'/2-Manholes)
- ❖ Sewer (Root Cutting): 1000 Broad St. (230'/2-Manholes)
- ❖ Sewer (Clean): 1000 Broad St. (257'/2-Manholes)
- ❖ Sewer Maintenance: English Park River Bottom
- ❖ Sewer (Repair): 1103 15<sup>th</sup> St.
- ❖ Sewer (Blockage): 1000 Broad St., 815 8<sup>th</sup> St., 807 Amherst Ave., 1302 & 1304 Bedford Ave.
- ❖ Sewer (Install) Cleanout: 1000 Broad St., 815 8<sup>th</sup> St., 1304 Bedford Ave.

Total Linear Footage (Video): 250' / 2 Manholes

Total Linear Footage (Root Cutting): 230' / 2 Manholes

Total Linear Footage (Clean): 257' / 2 Manholes

### Emergency Overflow Pond - PCB Remediation

4- Regular. Hrs.

4-OT Hrs.

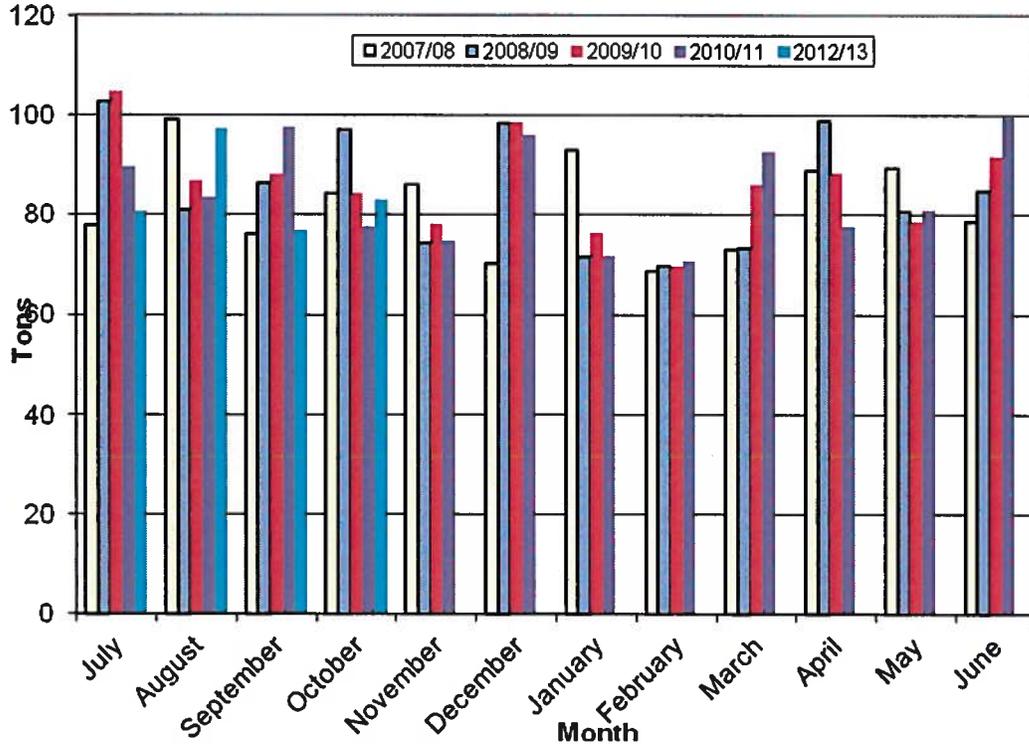
- ❖ Water (Repair): 702 13<sup>th</sup> St., 1011 11<sup>th</sup> St., 904, 906, 909 10<sup>th</sup> St., Amherst Ave., 1105 Commonwealth Dr., 9<sup>th</sup> St. and Amherst Ave.
- ❖ Water (Install) New Service: 627, 632, 633, 636 Riverview Dr.
- ❖ Water Maintenance: 32 Northgate Rd., 407-1/2 Myrtle Lane, 10<sup>th</sup> St and Franklin Ave., 633 & 636 Riverview Dr.

## STREET MAINTENANCE

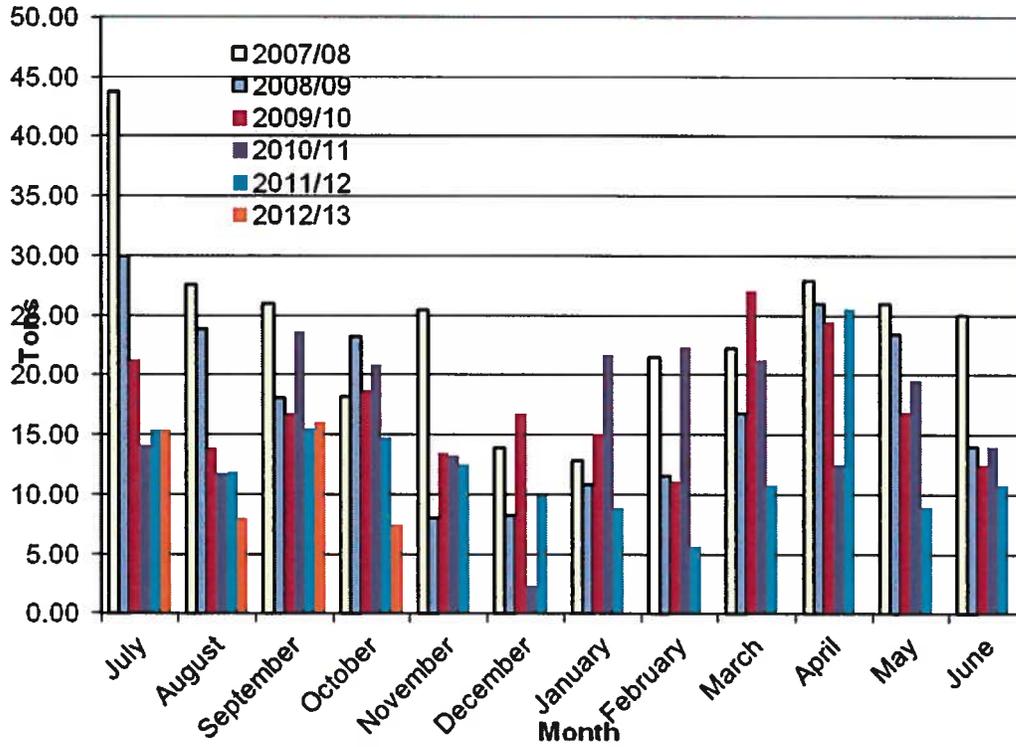
- ❖ Weekly Street Sweeping: Town of Altavista (61) Miles
- ❖ Bags of Litter (68)
- ❖ Stone Tonnage: 16.86 Tons  
(10.12) English Park, (6.74) Hwy
- ❖ Asphalt Tonnage: 20.74 Tons  
(2.50) Hwy, (10.24) Utilities, (8) Streets
- ❖ Weed Control Chemical-329 Total Gallons  
(57) Streets, (60) Hwy, (40) Parks, (165) Town Shop, (7) Avoca

SAFETY TRAINING – Jake Roberts & Mike King – Leadership Institute

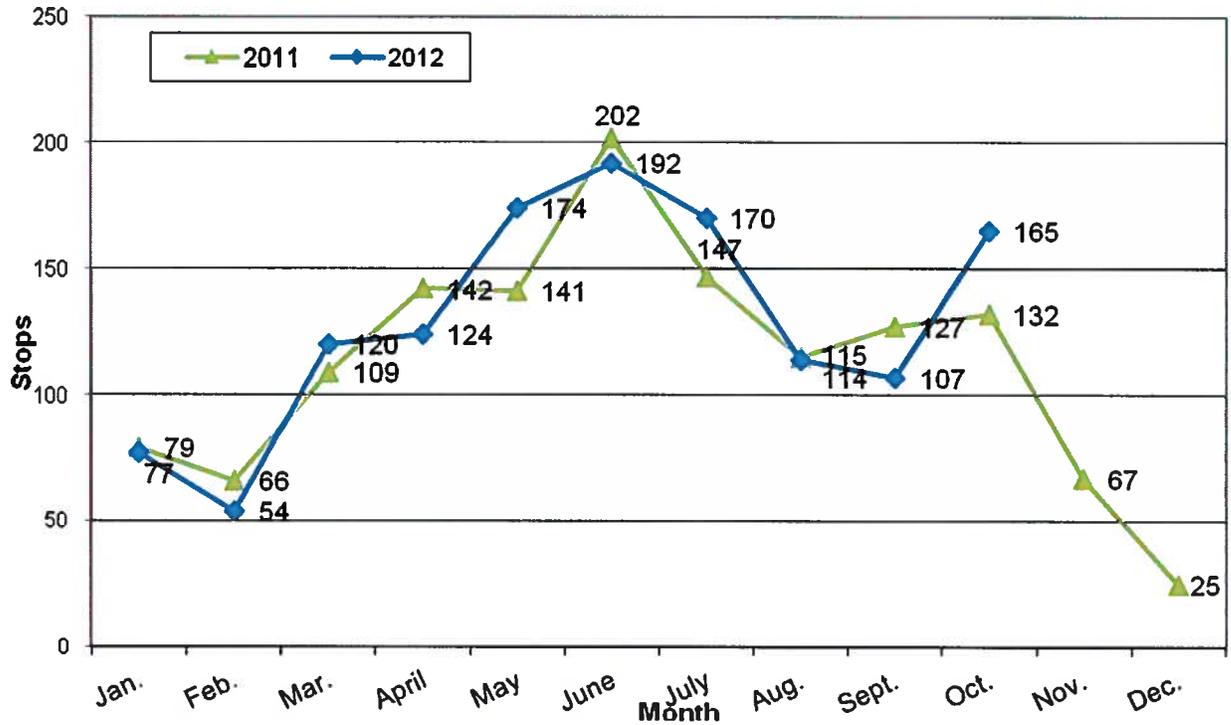
### Solid Waste Comparison



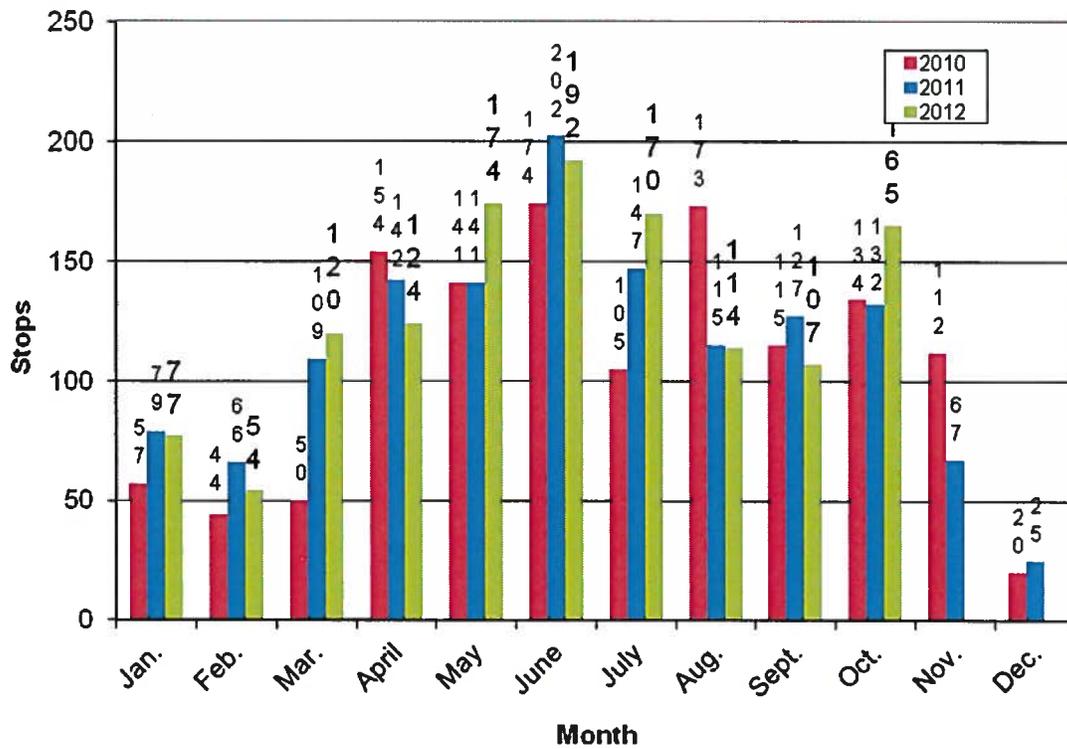
### Special Pick Up Comparisons



### Town of Altavista - Public Works Brush Pick Ups



### Brush Comparison



# Transportation Department Monthly Report-FY2013

July 1, 2012- June 30, 2013

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	1,850	80	3,713	\$ 400.00
August	1,962	79	3,999	\$ 400.00
September	1,618	75	3,469	\$ 400.00
<b>October</b>	<b>1,176</b>	<b>47</b>	<b>3,984</b>	<b>\$ 563.50</b>
<b>Total YTD</b>	<b>14,757</b>	<b>57</b>	<b>15,165</b>	<b>\$ 1,763.50</b>

<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
11-Jul	1,364	136%
11-Aug	1,499	123%
11-Sep	1,255	128%
11-Oct	805	146%