

Town of Altavista

Town Council

Work Session Agenda

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

Tuesday, January 27, 2015

5:00 PM Council Work Session

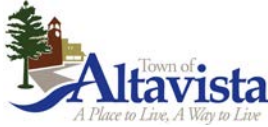
1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments –Agenda Items Only
4. Introductions and Special Presentations
5. Items Contingent for the Regular Meeting
 - a. Discussion of Downtown Revitalization Overlay (DRO) district Text Ordinance Amendments – Joint Discussion with Planning Commission – *Town Manager*
 - b. Discussion of FY2016 Budget Compensation and Range Adjustments – *Finance Director*
 - c. Discussion of possible declaration of a public nuisance – 806 12th Street – *Asst. Town Manager*
 - d. Discussion of Citizen Request regarding Utility Fees – *Asst. Town Manager*
 - e. Discussion of IALR's PCB Remediation Research proposal amendment – *Town Manager*
 - f. Discussion of Take Home Vehicle policy for Police Department – *Chief of Police*
 - g. Discussion of Strategic Planning Retreat – *Town Manager*
 - h. Discussion of formulation of Town Council Code of Conduct/Ethics – *Town Manager*
6. Items Scheduled for the Regular Meeting Agenda
 - a. Request to Extend Contract for Auditing Services

Council is requested to consider extending the current contract with Robinson, Farmer, Cox Associates for auditing services for FY's 2015 and 2016. Cost would be the same as the previous years- \$18,437. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the February 10, 2015 Regular Meeting.
7. Public Comments – Comments are limited to three (3) minutes per speaker.
8. Adjournment

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: **TUESDAY, FEBRUARY 10, 2015 @ 7:00 p.m.**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

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



Town of Altavista, Virginia
Work Session Agenda Form

Date: January 27, 2015

Agenda Item: Downtown Revitalization Overlay (DRO) district text amendments

Summary: The Town Council conducted a public hearing at their January 13th meeting in regard to the proposed text amendments to the DRO zoning ordinance. Seven speakers appeared before Council, with the majority expressing opposition to the proposed ordinance amendment. Following discussion it was decided that the Town Council would have a joint work session with the Planning Commission to further discuss the proposed ordinance.

Council Discussion: Council will discuss this issue with the Planning Commission and provide direction to staff.

Staff Evaluation: N/A

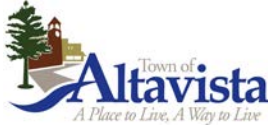
Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: N/A

Council Recommendations:

- Additional Work Session Regular Meeting No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia Work Session Agenda Form

Date: January 27, 2015

Agenda Item: FY2016 Budget – Compensation/Range Adjustments

Summary: For the past several years Town Council has provided to staff direction regarding the compensation and rate adjustments that would be included in the Draft Budget. The change in the Consumer Price Index between 2013 and 2014 was 1.6%. Staff has contacted a peer group and the respondents indicated the following: Town of South Hill: 2 or 3%; Town of Lebanon: 2.8%; Town of Ashland: 1 or 2%; and Town of Vinton: 3% (*NOTE: All of these figures are in the discussion phase.*) During the past five fiscal years the COLA increases have been FY2011 2%, FY2012 0%, FY2013 1%, FY2014 2% and FY2015 2%. In recent years it has become a Town practice to adjust the salary ranges by 2%; this has no monetary impact unless an individual falls below the new minimum established by the adjustment.

Council Discussion: Council is requested to establish a COLA figure for inclusion in the FY2016 Draft Budget.

Staff Evaluation: Based on the early review of several peers, a 2% COLA would appear appropriate.

Budget/Funding: Staff will provide the impact that a 2% Cost of Living Adjustment (COLA) would have at current staffing levels.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff proposes that a 2% Cost of Living Adjustment be included in the FY2016 Draft Budget.

Council Recommendations:

- Additional Work Session Regular Meeting No Action
- Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia Work Session Agenda Form

Date: January 27, 2015

Agenda Item: Possible Public Nuisance Declaration – 806 12th Street

Summary: Attached is information relative to the Town’s interaction with the owner of the structure located at 806 12th Street. This structure was gutted by fire in March 2014 and remains in that condition. The structure has been deemed a “danger and unfit for habitation” by the Campbell County Building Department.

Council Discussion: Council is requested to provide direction to staff as to whether they would like to proceed with the Declaration of a Nuisance process or deal with this in another manner.

Staff Evaluation: It is in the best interest of the community to have such structures rehabilitated or removed.

Budget/Funding: Financial impact will decide on the direction that the Town decides to pursue.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: N/A

Attachments: Staff Report with Attachments

Council Recommendations:

- Additional Work Session Regular Meeting No Action
Consensus Poll on Action ___(Aye) ___(Nay)

Council Report

January 27, 2015

Dan Witt, Assistant Town Manager



Regarding Property: Nuisance Property at 806 12th Street

Parcel ID Number: 83A-11-58-4

Owner: Edna Davis

Overview:

In March 2014 the house at the above listed address was gutted by fire. The home was insured and the owner received a settlement check and secured several quotes to have the home repaired, all of which exceeded the amount of the insurance check received. Since that time the owner has spent the insurance check, leaving the home as a nuisance to the neighborhood. In August 2014 Campbell County building inspection posted a warning on the house stating it was a danger and unfit for habitation.

I have received calls from the insurance company expressing concerns with the safety and liability of the structure in addition to calls from concerned neighbors. I spoke with Ms. Davis in October and provided the contact information for a contractor who could remove the structure. When I followed up in December, Ms. Davis told me that she had contacted Mr. Brooks but had not heard back from him. I sent a letter to Ms. Davis on January 2nd and have met with her twice since that date, on January 13th and 14th.

It was at the meeting on the 14th that Ms. Davis reported that all the insurance money was gone but that she was willing to do a payment plan if the Town was willing to have the structure removed. Staff told her the cost would likely be in the \$3-4,000 price range, based on previous demolitions. Ms. Davis said she could afford \$65 per month which equates to about 4 years if the cost is \$3,000 or approximately 5 years if the cost is \$4,000.

Staff contacted Mr. Brooks and requested a quote to demolish the house. Mr. Brooks said that Ms. Davis had contacted him but she did not provide good directions to the house. He never found the house but left a message requesting directions and did not hear back from her. On January 16th Mr. Brooks stated that he looked at the house and it would take \$10,000 to remove the structure because the house is completely wrapped in asbestos siding. He said that material has to be professionally removed and taken to a specific landfill that accepts asbestos. At \$65 per month it would take Ms. Davis nearly 13 years to pay off that debt.

In the past the Town has 'financed' the removal of three residential structures (2) for a period of 36 months. In each case a lien was taken out against the property and in two of the cases the owners paid back, in full, the loan amount. The 3rd property, located at 805 14th Street, was gutted by fire and PW staff removed a structure. A lien was taken out against the property. Ms. Davis has approached Altavista Area/Campbell County Habitat for Humanity and is interested in donating the property to them and she has plans to make application to them for consideration of building a new home on her lot. Campbell County has the lot currently assessed at \$12,000. If Ms. Davis donates the land a lien to secure the loan would not be possible.

There is a budgeted line item, Property Maintenance Enforcement, in the amount of \$5,000 but would not cover the removal of this structure. Staff is seeking direction from Town Council as this situation is unlike any other dealt with to date.

Front & Left Side View



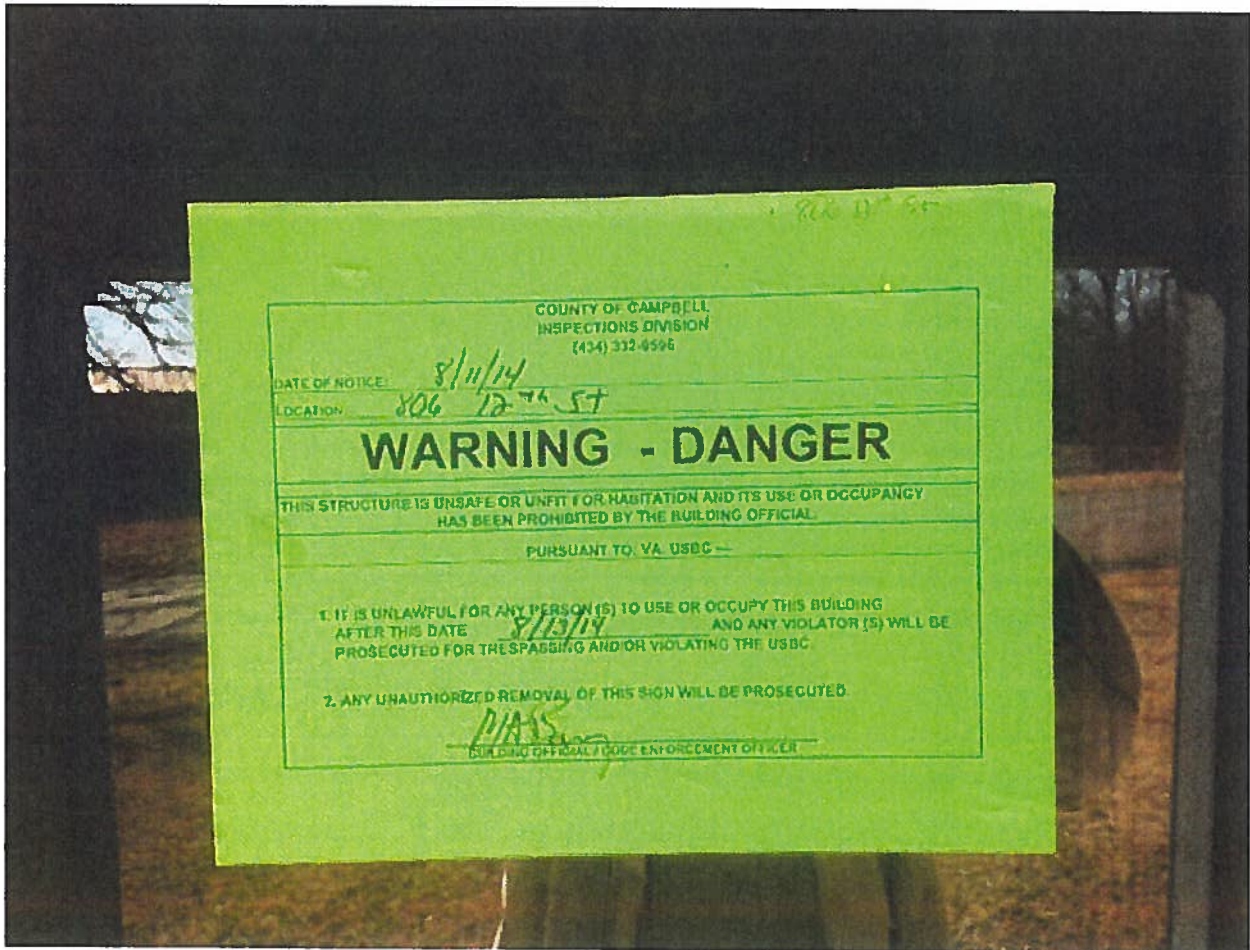
Rear View

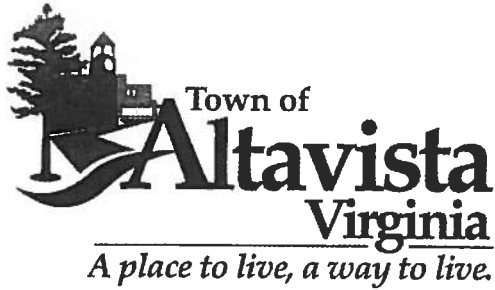


Right Side View



Campbell County Notice





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

January 2, 2015

Edna Davis
806 12th Street
Altavista, VA 24517

NOTICE OF INTENT TO DECLARE PUBLIC NUISANCE

Dear Ms. Davis,

You are hereby notified that it appears that the condition of your property at 806 12th Street, Parcel ID #83A-11-58-4 in the Town of Atavista constitutes a public nuisance, based on Article II of Chapter 34 of the Altavista Town Code. The property located at this address has been gutted by fire and is open and accessible to the public since March 2014 when the fire occurred. Your property is an apparent and obvious danger to the public, which would constitute a public nuisance.

Section 34-31 (1) of the Code of the Town of Atavista (copy attached) defines a public nuisance generally as "every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property."

Pursuant to Section 34-32 (a & b) of the Code you are hereby notified that at the Council's regularly scheduled meeting on January 13, 2015 at 7:00PM the Altavista Town Council will consider declaring your said property to be a public nuisance. You are requested to appear before the Council and state your position on the matter at said date and time.

If your property is declared to be a public nuisance, Town Council will give you a period of time to abate the nuisance. If you choose to absent compliance with Council's order the Town will abate the nuisance and charge the cost to you.

There are also criminal sanctions for failure to comply with an abatement order.

If you wish to abate the nuisance prior to the meeting please take the steps necessary to correct the items listed in paragraph one of this notice. We met in November and I provided information to you for the demolition and removal of the structure. It appears that you have decided the house is beyond repair so demolition may be the only abatement option. Abatement needs to be completed prior to January 31, 2015 if you are to avoid having Council consider declaring your said property to be a public nuisance. Please contact me on or before January 11, 2015 at the Altavista Town Hall so that the said property may be inspected to verify compliance. I can be reached at 369-5001.

If you have any questions regarding the measures that must be taken you may contact me at the Altavista Town Hall.

Sincerely,



Daniel Witt
Assistant Town Manager

ARTICLE I. IN GENERAL**Sec. 21-1. Removal, repair, etc. of buildings and other structures.**

(a) The owners of property in the Town of Altavista shall, at such time or times as the town council may prescribe, remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the town.

(b) The town council, through its own agents or employees, may remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the town, if the owner and lien holder of such property, after reasonable notice and a reasonable time to do so, has failed to remove, repair or secure such building, wall or other structure. For purposes of this section, repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings. For purposes of this section, reasonable notice includes a written notice (i) mailed by certified or registered mail, return receipt requested, sent to the last known address of the property owner, and (ii) published once a week for two successive weeks in a newspaper having general circulation in the Town of Altavista. No action shall be taken by the town to remove, repair or secure any building, wall or other structure for at least 30 days following the later of the return of the receipt or newspaper publication, except that the town may take action to prevent unauthorized access to the building within seven days of such notice if the structure is deemed to pose a significant threat to public safety and such fact is stated in the notice.

(c) In the event the town council, through its own agents or employees, removes, repairs or secures any buildings, wall or any other structure after complying with the notice provisions of this section, the cost or expenses thereof shall be chargeable to, and paid by, the owners of such property and may be collected by the town as taxes are collected.

(d) Every charge authorized by this section or Code of Virginia, § 15.2-900 (Repl. Vol. 2008) with which the owner of any such property has been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1 of the Code of Virginia (Repl. Vol. 2004 and Cum. Supp. 2008). The town may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(e) The civil penalty for a violation of any provision of this section shall be a fine of \$100.00 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall be a fine of \$150.00. In no event shall such civil penalties exceed a total of \$1,000.00. Designation of such violations for a civil penalty shall be in lieu of criminal sanctions and shall preclude prosecution of such violations as criminal misdemeanors. Imposition of civil penalties shall not preclude an action for injunctive, declaratory or

(g) If the property owner's plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision fee and/or building permit fee may be reimbursed to the owner by the town, all or in part.

(h) Prior to commencement of a plan to demolish or renovate the derelict building, at the request of the property owner, the value of the property in its current derelict condition shall be determined. On the building permit application, the owner shall declare the costs of demolition, or the costs of materials and labor to complete the renovation. At the request of the property owner, after demolition or renovation of the derelict building, the value of the property shall be adjusted to reflect the fair market value of the demolition costs or the fair market value of the renovation improvements, and such value shall be shown in the real estate tax assessment records. The town real estate tax on an amount equal to the costs of demolition or an amount equal to the increase in the fair market value of the renovations shall be abated for a period of 15 years, and is transferable with the property. The abatement of taxes for demolition shall not apply if the structure demolished is a registered Virginia landmark or is determined by the department of historic resources to contribute to the significance of a registered historic district. However, if the town has an existing tax abatement program for less than 15 years, as of July 1, 2009, the town may provide for a tax abatement period of not less than five years.

(i) Notwithstanding the provisions of this section, the town may proceed to make repairs and secure the building under section 21-1 hereof, or the locality may proceed to abate or remove a nuisance under section 34-32 hereof. In addition, the town may exercise such remedies as may exist under the Uniform Statewide Building Code and may exercise such other remedies available under general and special law.

(Ord. of 1-12-2010, § 1)

ARTICLE II. ABATEMENT OF PUBLIC NUISANCES

Sec. 34-31. Definitions.

Public nuisance means:

- (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property.

Sec. 34-32. Procedure.

(a) Every public nuisance shall be abated by the owner or occupant of the property from which the public nuisance emanates, at the expense of such owner or occupant, pursuant to the procedure set forth in this section.

(b) Prior to declaring the activity or condition in question a public nuisance, such owner or occupant shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.

(c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the owner or occupant a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the owner to abate such public nuisance within the time limit shall constitute a violation of this article and shall be punishable as prescribed in section 34-38. Upon the failure of the owner or occupant to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.

(d) Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the owner or occupant of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact, the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the owner or occupant of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such owner fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the owner or occupant of property from which such public nuisance emanates or arises shall be afforded such owner as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented in the same manner as set forth in subsection (c) of this section.

(e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the county circuit court upon appeal to such court.

(Code 1968, § 8-15)



Town of Altavista, Virginia
Work Session Agenda Form

Date: January 27, 2015

Agenda Item: Citizen Request regarding Utility Fees

Summary: Attached is a staff report and correspondence from a citizen regarding the assessment of water/sewer connection fees associated with the building of a new home in Altavista. At the time of the citizen’s inquiry the Sewer Availability Fee was \$600, Sewer Connection was \$500 and the Water Connection was \$350. Based on the increased distance of the run for the sewer installation the actual cost to the citizen at that time was quoted as \$2,100, which exceeded the standard availability and connection fees of \$1,450. During the FY2015 Budget deliberations Council considered and adopted new Water and Sewer Connections fees, \$1,500 and \$2,000 respectively. The citizen recently made application for the utility connections and discovered that the fees had increased. The citizen is requesting that the original quoted amount be honored.

Council Discussion: Council is requested to provide direction to staff as to whether they would like to approve the citizen’s request.

Staff Evaluation: Per attached memo.

Budget/Funding: None, other than loss of potential revenue.

Legal Evaluation: The Town Attorney will be available to address legal issues.

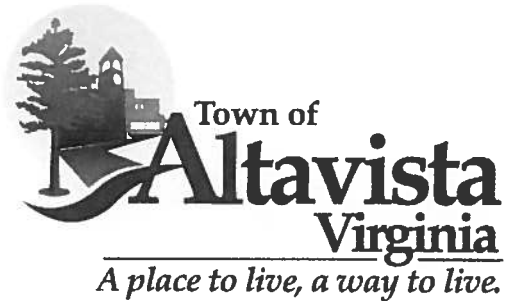
Staff Recommendations: Per attached memo.

Attachments: Staff Report; and Correspondence from citizen (Mr. & Mrs. Rice)

Council Recommendations:


- Additional Work Session Regular Meeting No Action
- Consensus Poll on Action ___(Aye) ___(Nay)

If Council decides it would like to approve this item, it could be included on the February 10th Regular Meeting’s Consent Agenda.



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager 

Date: January 22, 2015

Re: Valley View Drive Water/Sewer Connection

In early 2014, January or February, I was contacted by Chris and Jenny Rice about their desire to purchase lots at the dead end (unopened portion) of Valley View Drive. There were 3 parcels of land where they planned to purchase to build a home. At that time they were inquiring about setbacks, use of the unopened r/w, the availability of water and sewer and the cost of connections, if available. A request was made to Town Council, which was approved for use of the unopened portion of Valley View Drive. John Eller drafted and executed the agreement.

I asked Jake Roberts and Phillip Jacobs to confirm the availability of water and sewer as this was the timeframe between John Tomlin's retirement and David coming on board. Both utilities were available and the approximate cost of \$2,100 was provided to Chris. This was more than the standard availability and connection fees of \$1,450.

The price provided was during the budget process and Town Council approved new rates for connection fees, which went into effect July 1, 2014. Staff (I) did not tell Chris that he needed to pay prior to July 1st or he would incur much higher rates. (Note- there really was no reason for me to do so as I was not aware that he had closed on the property.)

I think this is a very unique situation and since the process was initiated prior to the rate increase and this is the only such situation, it would not set a precedence. I would recommend that Town Council honor the price, \$2,100, Chris was originally quoted.

Council Members,

We recently purchased a tract of land located on Valley View Drive for the purpose of building a new home. We closed on the property May 2014 and contacted the town to inquire about connecting to the water and sewer supply. At that time, the fee schedule we were given was \$350 for the water connection and \$500 for the sewer connection as well as an additional \$1200 to bring the the sewer connection across the road. As a result of these estimated costs we budgeted approximately \$2300 for utility connection fees in our construction loan application.

In November of 2014 we were prepared to begin our construction process and when we initiated the process of connecting our utilities we were informed that it would cost approximately \$4100 due to an increase in connection fees.

While we are understanding of the continual increase of price for goods and services, we feel as though we have been unfairly caught in the middle of this change in policy. At no time were we informed that these changes were coming and as such we could not plan for the additional cost.

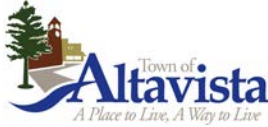
We would like to request that the council consider our unique situation and if possible help us alleviate the cost of this increase as it is a substantial burden on our family's budget and ability to proceed with our building process. We are not asking for anything for free, but are also three weeks removed from having our second child and have little room for any overages. All we are requesting is a return to the original fee schedule that we were quoted and included in our budget.

We thank you for your time and consideration and would be happy to provide additional information and details.

Sincerely,

Chris and Jenny Rice

Chris Rice
Jenny Rice



Town of Altavista, Virginia Work Session Agenda Form

Date: January 27, 2015

Agenda Item: IALR’s PCB Remediation Research proposal amendment

Summary: At Council’s January 13th Regular Meeting, Mr. Michael Duncan (IALR) gave an update on the status of their research project associated with the Town’s WWTP Emergency Overflow Pond. During his presentation he requested that the Town consider building a berm parallel to the south side of the pond to be utilized as a “shelf” for the pot experiment. Staff was requested to assemble data regarding the potential cost of the berm, which is attached for your review.

Council Discussion: Council is requested to provide direction to staff regarding the IALR’s request.

Staff Evaluation: WWTP has indicated inlet from the plant to the pond is located on the south side of the pond. In addition, staff would suggest that the berm on the north side of the pond (Plot #7) be considered as an alternative to the construction of a new berm.

Budget/Funding: The construction of the dike could cost approximately \$19,500; this would require a budget amendment.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff would recommend looking at alternative, such as use of the berm associated with Plot #7.

Attachments: Berm Construction cost estimate

Council Recommendations:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action ____ (Aye) ____ (Nay)

Waverly,

Good Morning!

I have come up with an estimate of \$19,427.00 to construct the new Dike at the Pond.

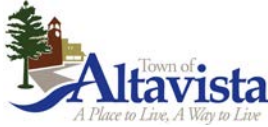
125 loads of dirt at 114.62 per load to include labor & Truck	\$ 14,327.00
E&S Control	\$ 1,500.00
200 hours of labor to place dirt with equipment	<u>\$ 3,600.00</u>
Estimated Total	\$ 19,427.00

We are estimating that it would take us at least 10 full days to install providing that we don't have to get pulled off to take care of other Town issues.

If you have any further questions please let me know.

Thanks

David Garrett
Director of Public Works
Town of Altavista
434-369-6045 office



Town of Altavista, Virginia Work Session Agenda Form

Date: January 27, 2015

Agenda Item: Take Home Vehicle Policy for Police Department

Summary: Previously there has been discussion regarding adopting a “Take Home Vehicle” policy for the Police Department. It was discussed that this could be part of a review of the Town’s Personnel Manual, which is off to a slow start. Chief Walsh would like to see this issue addressed sooner rather than later. Chief Walsh had previously proposed that a “take home” vehicle be issued to each officer that lived within the town limits and a exemption be made for an officer who lived in close proximity and performed investigative duties. The exemption is no longer required as the individual is leaving the department effective January 25th.

Council Discussion: Council is requested to discuss the adoption of a “take home vehicle” policy for the Police Department.

Staff Evaluation: Currently the department has two employees that reside within the town limits, with the Chief scheduled to relocate within the next 5 to 6 months. The department currently has seven (7) vehicles that are used by the personnel and seeks approval to purchase the vehicle included in the FY2015 budget. Several vehicles have been taken out of service in the past year or so and not replaced. Chief Walsh has indicated in the attached memo his rationale supporting take home vehicles.

Budget/Funding: Initially, there should not be an increase in cost but as the number of officers who live in town increases, additional vehicles may have to be purchased.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: N/A

Attachments: Chief Walsh memo; PD General Order for Take Home vehicles (draft)

Council Recommendations:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action ____ (Aye) ____ (Nay)

TO: Mr. J. Waverly Coggsdale, III, Town Manager

FROM: Colonel Kenneth I. Walsh, Jr., Chief of Police

SUBJECT: Take Home Vehicle Policy

DATE: 26 November 2014

There are several reasons why I believe the Town of Altavista would benefit from implementing a take home vehicle policy. The department sees the following as benefits:

1. The vehicles last longer: The police departments that have conducted studies have documented that take home vehicles typically last longer than pool vehicles that are operated 24/7. Lexington Police Department (Kentucky) found that pool cars lasted 2-3 years versus take home cars that were serviceable for 5-7 years. Tacoma Police Department (Washington) found that pool cars had to be replaced every 20-26 months compared to an average 60 months for take home vehicles.
2. Sense of ownership: Human nature dictates that officers will take better care of vehicles assigned only to them. Officer's moral is increased and it can be used as a recruitment and retention tool. Many departments have found that their fleet appearance improved and, consequently, the image of their respective department was bolstered. Accountability for the use and care of the department's vehicles is increased.
3. Quicker response and better preparedness to critical incidents: In critical incidents where time is a factor, supervisors are able to respond directly to a scene with the necessary equipment.
4. The savings of tax dollars: After the initial start-up costs associated with the purchase of take home vehicles for all officers, the long term savings appears to be quite impressive. Hampton Virginia Police Department did a study that supported their take home fleet program. Their study showed that both maintenance costs and operating costs were lower for the take home cars versus pool cars. The maintenance cost of take home cars was \$0.16 per mile versus \$0.19 per mile on pool cars, a 16% savings. They also found a 15% saving in operating costs, \$0.17 per mile versus \$0.20 per mile for pool cars. This study also found fewer accidents occurred with assigned cars. An article in Law and Order magazine acknowledges that initial startup costs can be a concern, but net savings occur due to lower maintenance costs and extended vehicle life. It also notes that the cost of the increase in fleet size begins to be offset by lower maintenance cost by the second year. In the fourth year, vehicle replacement costs drop significantly because the take home cars accumulate fewer miles.
5. Community Policing: Citizens in the communities we protect have come to expect that the Police Officers that are assigned to protect their communities also live in those same neighborhoods. It is comforting to those same citizens to see a police car parked nearby. It becomes a sense of pride to be able to say, " *I have a Police Officer who lives near me*

because I see his/her car every day". Finally, having take-home vehicles is the equivalent of having mini-substations strategically scattered throughout the town. In an emergency, your neighborhood officer is closer and with the car parked in his driveway he can respond quicker with the appropriate equipment. Tacoma Police Department found that officers who take vehicles home typically render a significant amount of service while "off-duty".

6. Crime Prevention: The Tacoma Police Department conducted neighborhood surveys regarding take home vehicles. Respondents indicated they believed that take home vehicles provided two very important benefits to the community in the form of quicker response times to incidents and as a deterrent to crime in the communities where they were housed. Take home programs result in more police units being driven on the streets as officers go to and from work, or other approved activity. Citizens will see a more visible police presence. So will potential offenders, offering a deterrent effect.
7. Recruitment and retention of officers: Several surveys noted officer morale is considerably higher with assigned vehicles. Departments with high officer morale are able to effectively recruit and retain officers. When qualified potential police officer candidates are faced with a choice of applying with various law enforcement agencies, they consider the benefits packages that each agency offers to its employees. The following is a direct quote from an officer who posted a comment online at Officer.com: *"Take home cars are part of a compensation package. I think it saves agency's money in more ways than one not to mention having more presence on the roads. Oh yea-we are required to respond to critical incidents close to our location even when off duty and in a patrol car. I myself have a bank robber pursuit/arrest assist (with a shooting) using my take home and at least three home burg. arrests all while off duty. Take home cars are good policy IMO."*

My initial recommendation for the police department would be to allow officers that live within the Altavista Corporate Limits to be assigned a take home vehicle. I would also like to ask for an exemption to this policy for Lieutenant Younger as he currently has a take home vehicle based on his investigative responsibilities. I am currently preparing my home for sale on the market in order to move to the Town of Altavista as soon as possible.

I would also like to initiate a cost assessment in the near future to determine the savings to the town provided we adopted a take home vehicle policy for all officers in the department.



ALTAVISTA POLICE DEPARTMENT
 PROTECTING AND SERVING THROUGH COMMUNITY PARTNERSHIP



ALTAVISTA POLICE DEPARTMENT	GENERAL ORDERS
SUBJECT: TAKE HOME VEHICLE POLICY	NUMBER: 2-9A
EFFECTIVE DATE: TBD	REVIEW DATE: TBD
AMENDS/SUPERSEDES: All Others	APPROVED: <i>Kenneth J. Walsh, Jr.</i> <hr/> Chief of Police

NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

-
- I. The use of a take-home vehicle is a privilege and not a right that the Department extends to the employees who live within the Town of Altavista, as well as remain in good standing with the Chief of Police.
 - II. In order to effectively maximize the use of the take-home vehicles as well as continue to protect the citizens of Altavista, each officer with an assigned vehicle will at all times be appropriately dressed in order to respond to any and all incidents that may arise. The same officer while using the take-home vehicle will be armed as well as carry with them the appropriate I.D. and or badge of authority. The same officer will at all times while using the take-home vehicle monitor the police radio.
 - III. The take-home vehicle program comes with additional responsibility for the individual officer. Additional duties will include maintaining cleanliness of the vehicle at all times as well as ensuring the required maintenance schedule is adhered to.
 - IV. While off-duty, the officer who is assigned a take-home vehicle will be allowed to use the vehicle for tasks that promote the general welfare of the officer, the department and the community. Tasks that are allowed include, but are not limited to driving to the gym; fueling and cleaning the vehicle, department sponsored training as



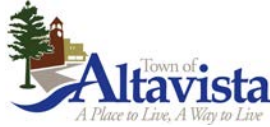
ALTAVISTA POLICE DEPARTMENT

PROTECTING AND SERVING THROUGH COMMUNITY PARTNERSHIP



well as attending classes at department authorized sites. Officers requesting to use their take-home vehicle for tasks not listed above must first get permission from the Captain or the Chief.

- V. The use of any and all alcoholic beverages to include beverages marked as non-alcoholic beers will be strictly forbidden while driving such vehicle and will not be consumed at a minimum of 12 hours prior to driving their assigned take-home vehicle.
- VI. The officer while using the take-home vehicle has the responsibility and duty to obey any and all traffic laws and regulations as would any normal citizen driving their personal cars, unless such emergency dictates the officer use lights and siren. Even then, the officer *must exercise due regard* for the safety of all citizens to include himself while responding to such an emergency.
- VII. While the vehicle is parked at the officer's residence, it is to remain locked, with the windows rolled up at all times. The officer is responsible for taking initiative in securing the vehicle as well as protecting any and all gear stored in the vehicle. While the vehicle is parked for an extended period of time at the officer's residence he or she has an added responsibility to ensure that any and all weapons as well as ammunition are secured.
- VIII. All take-home vehicles will at all times maintain a fuel level of not less than half (1/2) a tank of fuel.
- IX. In the event that an officer with an assigned take-home vehicle is absent from work for more than two weeks, that officer will be required to park that vehicle at the Police Department and ensure that the vehicle's keys are turned in to the Captain.
- X. The purpose of this policy is to provide effective and efficient law enforcement services for the Town of Altavista. Issuance as well as strict adherence to the policy will help to ensure that the Altavista Police Department maintain the constant availability of personnel with diverse specialized, technical, investigative or command responsibilities. Through the use of a take-home vehicle program, the Police Department leverages personnel resources and expertise, ensures the timely availability of personnel, enhances operational readiness, and maintains a visible presence, while limiting the fiscal impact of such resources.
- XI. In the event of an officer's flagrant violation of this policy, the Chief of Police or his designee will retain the right to suspend or revoke an officer's privilege to maintain their take-home car. The suspension and or revocation will remain in effect until such time as the Chief or his designee has satisfactorily resolved the issue.



Town of Altavista, Virginia Work Session Agenda Form

Date: January 27, 2015

Agenda Item: Strategic Planning Retreat

Summary: A little over two years ago, Town Council held a Strategic Planning Session to talk about their goals and objectives. A Strategic Work Plan was adopted that has assisted staff in addressing items that were of interest to Town Council. At that time it was mentioned that a Strategic Planning Session would be held every two years, accordingly we are a little overdue. With several new Council members that were not part of the last Strategic Planning Session, it would be an appropriate time to conduct another session. A date in March would probably be advisable in order to coordinate a facilitator and prepare for the session.

Council Discussion: Council is requested to discuss the possibility of conducting a Strategic Planning Session.

Staff Evaluation: Strategic planning creates a vision and sets a clear path for the future. It can also assist in achieving maximum effectiveness, through a proactive process. Strategic planning has the power to transform today’s visions into tomorrow’s realities. Strategic planning may only succeed if it has the unequivocal support of the Council, the Manager and the department heads.

Budget/Funding: The FY2015 budget has \$8,000 allocated for a Strategic Planning Retreat.

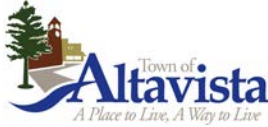
Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Schedule a Strategic Planning Retreat.

Attachments: None

Council Recommendations:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia
Work Session Agenda Form

Date: January 27, 2015

Agenda Item: Council Code of Conduct/Ethics

Summary: Following discussions, staff was asked to put this item on your Work Session Agenda.

Council Discussion: Council is requested to discuss the possibility of developing a Council Code of Conduct/Ethics.

Staff Evaluation: Creation of a published standard for officials, whether elected to Town Council or appointed to advisory boards would be beneficial. Staff would need input from Council as to what parameters that they would want such a document to encompass.

Budget/Funding: None

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Per Council's direction.

Attachments: Several items from other localities are provided in hard copy form to Council members.

Council Recommendations:

- Additional Work Session Regular Meeting No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia

Work Session Agenda Form

Date: January 27, 2015

ITEMS SCHEDULED FOR THE NEXT REGULAR MEETING

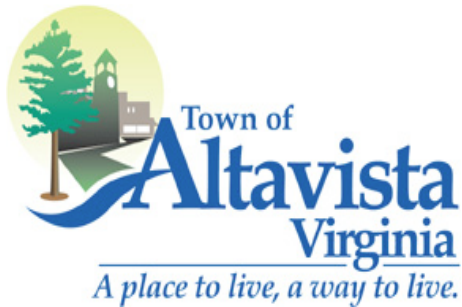
(Items contained in this section, typically do not require a presentation or discussion by the staff or Council. On these items the staff is seeking direction from the Council or providing information in a written format.)

Request to Extend Audit Services Contract

- Attachment: Memo from Finance Director
- Staff, if not directed otherwise by Council, will place this on the Consent Agenda of the next regular Council meeting.

Council Recommendations:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)



DATE: January 16, 2015

MEMO TO: J. Waverly Coggsdale, III

FROM: Tobie Shelton

RE: Request to Extend Contract for Auditing Services

On February 8, 2012 we entered into a contract with Robinson, Farmer, Cox Associates for the auditing of the Town's financial statements for fiscal years 2012, 2013, and 2014. With the presentation of our FY 2014 financial statement, the contract with RFCA has been fulfilled. RFCA did allow the Town the option to extend the auditing services for an additional two years. This would include fiscal years 2015 and 2016.

Robinson, Farmer, Cox Associates is able to maintain their cost of \$18,437 for each of the additional years. Should the Town receive \$500,000 or more of Federal funds, requiring a single audit, the cost would be included in the base price.

Robinson, Farmer, Cox Associates has been excellent to work with. Staff has found them to be knowledgeable, extremely thorough and very helpful with questions. Staff would like to recommend we extend the contract for two additional years.

Thank you.