



Town of Altavista Town Council Work Session Agenda

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

Tuesday, July 25, 2017

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 for Discussion**
 - a. Bedford Avenue Park Discussion (Tennis Courts).....pg. 2 - 3**
 - b. Budget Amendmentspg. 4 – 14**
 - c. Dead End Street/Turnarounds Discussionpg. 15**
 - d. Park/Trails Master Planning Update/Discussionpg. 16 - 24**
 - e. VDH Grant Application – Emergency Electrical Power Engineeringpg. 25 - 36**
 - f. Buildings & Other Structures/Public Nuisances – Town Codespg. 37 - 45**
 - g. Project Updates**
- 6. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 7. Closed Session**
- 8. Adjournment**

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, AUGUST 8, 2017 @ 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



Town of Altavista, Virginia Worksession Agenda Form

Date: July 25, 2017

Agenda Item: Bedford Avenue Park Discussion (Tennis Courts)

Summary: Staff is seeking guidance from Town Council concerning the tennis courts at the Bedford Avenue Park. The Recreation Committee has discussed this and would like to see the tennis courts and the chain link fence removed and the area turned into an open space that would include a sidewalk connecting the handicap parking on Woodland Alley to the other areas of the park.

Due to the poor condition of the courts and the need of costly repairs staff believes this is a reasonable request. Recreation Committee members believe there are a sufficient number of tennis courts at the YMCA and High School; the existing Bedford Avenue courts are used infrequently, possibly because of their poor condition.

David Garrett, Director of Public Works has provided the following information:

Demolition of the tennis courts would consist of removing the chain link fence, removal of the post, removal of the old black top by excavating, haul off and dispose of old blacktop, haul in dirt to fill and level area, seeding the area and cover with straw. After the demo work is complete, we would then consider installing a sidewalk that would start at the playground area on Bedford Ave. side and connect to the handicap parking area that is on Woodland Avenue off Myrtle Lane.

The budget cost for this project by a contractor are listed below;

1. Demo Tennis Courts - \$26,000.00
2. Install new sidewalk - \$ 8,300.00
- Estimated Total - \$34,000.00

If the Town Forces were to be assigned this project;

1. Demo Tennis Courts - \$17,000.00
2. Install new sidewalk - \$ 8,000.00
- Estimated Total - \$25,000.00

Note: The Town's labor and Equipment cost to demo the tennis courts would be an in-kind service and the only actual out of pocket cost would be for the material cost of the sidewalk.

Council Discussion: N/A

Budget/Funding: Estimated Costs noted above. No funds are included in the FY2018 Budget

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Diagram showing existing park and proposed work.

Department Head Initials: TCS, DTG

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action



Legend

Bedford Avenue Park

Write a description for your map.

Tank

New Sidewalk

Basketball
Court

Demo Tennis
Courts

Myrtle Lane

Google Earth

© 2016 Google

100 ft

Town of Altavista, Virginia
Worksession Agenda Form

Date: July 25, 2017

Agenda Item: Budget Amendments FY2017

Summary: Attached are budget amendments that will be needed for actions taken during FY2017. The budget amendments are either associated with Council action, grant awards or items that are being covered through funds from different line items.

Budget/Funding: Per the budget amendments.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Staff memo and budget amendments with supporting documentation

Department Head Initials: TCS, JWC

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action



Date: July 21, 2017
To: Mayor Mattox and Council members
FROM: Tobie Shelton
SUBJECT: Budget Amendments

The attached budget amendments are presented for your consideration. Adjusting the budget will bring these accounts into line and eliminate variances on the accounting report.

- Southern Air Contract – Pay App #1; Electrical Upgrades \$15,600
(Council approval: March 14, 2017)
- Operation Costs for parks and Booker Building \$500
- DMV Safety Grant \$8,500
- Replacement of HVAC unit at SRML \$3,800
- Transfer of state awarded Transit Funds \$4,200
- Engineering fees associated with electrical upgrades \$2,850
At WTP; Task Order 13
(Council approval: September 13, 2016)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5010-701.81-40	\$ 15,600.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 15,600.00

Summary

To appropriate \$15,600 to cover application for payment #1 in FY 2017 for electrical upgrades by Southern Air Inc. The remaining cost of the project will be expensed in FY 2018. Council approved to award the Water Treatment Plant Electrical Upgrade Project to Southern Air Inc on March 14, 2017.

Budget Impact

This will result in a net increase to the budget of \$15,600. Funding for this project is set aside in Reserves in the full amount.

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

Adopted this 8th day of August 2017

Regular Council Meeting—March 14, 2017

Chief Milnor noted that he and Campbell County Sheriff Steve Hutcherson has discussed the Liberty University Range and the county may be interested in using the town's range before using Liberty's range.

Mr. Emerson noted Campbell County Sheriff's Office has tried to put ranges in two or three places; nobody wants to hear the noise. If this range is in place, it will take 3 to 5 minutes to get there. The condition of the range is fair but needs some work. The ability to go to the town's range in 3 to 5 minutes, qualify and back in 20 minutes would not happen using the Liberty University range. He stated Liberty University is doing the county a favor by allowing them to use the range but the county and town would have to work on Liberty's schedule. Mr. Emerson felt if Council could appropriate the funds for the range, they should.

Mr. Higginbotham asked what the \$10,000 is for.

Chief Milnor stated the \$10,000 is for grading, graveling and to expand the range from a 25-yard range to a 100-yard range. There is no structure in the proposed budget line item. He noted a classroom has been added to the Capital Improvements Plan two years out.

c. Consideration of WTP Electrical Improvement Bids

Mr. Coggsdale advised the Water Treatment Plant (WTP) Electrical Upgrades Project was sent out to bid with bids received and opened on March 2nd. Woodard & Curran completed the design for this project. He noted Woodard & Curran recommends award of this project to the lowest responsible and responsive bidder, Southern Air, Inc. The Town has funding for this project set aside (earmarked) in Reserves in the full amount and staff recommends approval of contractor and the amount of \$430,500 (includes 5% contingency) The actual bid amount is \$410,000.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to award the Water Treatment Plant Electrical Upgrades Project to Southern Air, Inc. for \$410,000 with a 5% contingency provided.

Mr. Higginbotham asked if this was "Design Build".

Mr. Coggsdale advised they had a set of plans.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

Regular Council Meeting—March 14, 2017

Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

d. Consideration of SCADA Phase 1 Bids

Mr. Coggsdale advised the Town's engineer, Woodard & Curran, solicited the Water Department's SCADA Phase I Project to three bidders as a small purchase. Per the correspondence from Woodard & Curran, they recommend that the project not be awarded to the "lowest bidder" due to their assertion that that bidder was not "responsive" concerning components of the project. He presented Council with a memo from Woodward & Curran providing an analysis of the bids and recommends that the project be awarded to Moore's Electrical & Mechanical for \$13,326.

Mr. Higginbotham asked Mr. Fore did he agree with Woodard & Curran's recommendation.

Mr. Fore advised that he does agree.

Mr. Emerson, seconded by Mrs. Dalton, motioned to award the Water Department SCADA Phase I Project to Moore's Electrical & Mechanical for \$13,326.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

e. Consideration of Woodward & Curran Proposal for Utility Facility Assessment & Improvement Plan

Mr. Coggsdale advised at last month's Town Council Work Session, Woodard & Curran provided an update on ongoing projects. In addition, they proposed a "comprehensive review of the Town's utility facilities"; as well as conducting a review of project funding through a rate study. Council asked that staff work with the engineer on the proposal and bring it back for further consideration. Council was presented with three proposals; one relating to Water Facilities (\$85,000); one relating to the Wastewater Facilities (\$80,000); and one related to the Rate Study (\$30,000).

Mr. Coggsdale noted staff had previously included in the FY2018 Draft Budget funding of \$30,000 for a Rate Study and stated if it is Council's desire to move the proposals forward, it can either do so at this time or consider the funding in



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works Department Miscellaneous Reimbursement - Pavilion Rentals 010-4104-602.50-34	\$ 200.00	
Public Works Department Heating Services - Booker Building 010-4104-602.50-34	\$ 160.00	
Public Works Department Electrical Services - Recreational 010-4104-602.50-02	\$ 140.00	
Rental of Property - Booker Building 010-0000-331.01-02		\$ 500.00

Summary

To appropriate \$500 to various operational costs associated with parks and Booker Building. Funds were used from the surplus of revenue from Booker Building rentals.

Budget Impact

This will result in a net increase to the budget of \$500.

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

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department DMV Grant / Overtime 010-3101-501.10-06	\$ 6,550.00	
Police Department DMV Grant / Equipment Purchase 010-3101-501.50-81	\$ 1,950.00	
State / VDOT PD Grant 010-0000-341.12-00		\$ 8,500.00

Summary

To appropriate \$8,500 to cover costs pertaining to hours worked and equipment purchased associated with the DMV Safety Grant awarded to the Town. *Purchased equipment needed for breath alcohol testing.

Budget Impact

This will result in a net increase to the budget of \$8,500. There is an offsetting revenue to cover the expense.

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

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works Department		
Repairs & Maintenance - Library		
010-4108-601.60-04	\$ 3,800.00	
Miscellaneous Revenue		
010-0000-351.04-00		\$ 3,800.00

Summary

To appropriate \$3,800 to cover costs for replacing HVAC unit at Staunton River Memorial Library.

Budget Impact

This will result in a net increase to the budget of \$3,800. There is an offsetting revenue to cover the replacement.

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

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

Account

Miscellaneous Revenue

010-0000-351.04-00 \$ 4,200.00

Transfer In / Reserves

010-0000-361.01-00 \$ 4,200.00

Summary

To appropriate \$4,200 of state awarded funds to be used for FY 17's Town match. These funds were awarded a few years back and were earmarked in reserves.

Budget Impact

These funds have been earmarked in reserves for several years to cover expenses associated with ACTS.

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

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

Account

Eater Department
WTP Electrical Upgrade
050-5010-701.81-40

\$ 2,850.00

Transfer In / Reserves
050-0000-361.01-00

\$ 2,850.00

Summary

To appropriate \$2,850 for engineering fees associated with the electrical evaluation of the WTP (Task Order 13 Approved September 13, 2016).

Budget Impact

This will result in a net increase to the budget of \$2,850. Funding for this project is set aside in Reserves in the full amount.

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

Adopted this 8th day of August 2017

Regular Council Meeting—September 13, 2016

award. Mr. Miller thanked the Town Council, both current and past, for their support of the Virginia Main Street program and the success it has had in Altavista. The town staff has been remarkable in their support, guidance and direction. Mr. Miller thanked past executive directors for their support as well: Mrs. Judy Finch, Mrs. Jo Kelley, and Mr. Bill Smith. Mr. Miller stated he is still the treasurer and will keep that position until a new treasurer is named. He stated he had one plea and noted the great Economic Development Director and Main Street Coordinator and asked Council to continue to support them in their efforts as the town moves forward.

Mayor Mattox thanked Mr. Miller for his service to the town and stated he had truly been an asset to the community.

5. Consent Agenda

- a) Minutes- Regular Meeting August 9th; Work Session August 23rd –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Woodward & Curran Proposals-Council approved the Woodward & Curran Proposals as presented.
- d) FY2016 Carryover Funds-Council approved the FY2016 Carryover Funds request as presented.

Mr. Higginbotham questioned several invoices and asked if the electrical work would be covered in the consent agenda for the Water Plant under Woodward & Curran's proposal.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

6. Public Hearings

7. New/Unfinished Business

- a. County "English Park" Discussion

Town of Altavista, Virginia Worksession Agenda Form

Date: July 25, 2017

Agenda Item: Dead End Street Discussion

Summary: At the July 11th Regular Town Council meeting the subject of dead end streets without turn arounds was brought up. Staff was asked to place this on a work session agenda. Staff will provide an update on the dead end street situation at the Work Session.

Budget/Funding: Undetermined at this time.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: None

Department Head Initials: DTG, JWC

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



Town of Altavista, Virginia Worksession Agenda Form

Date: July 25, 2017

Agenda Item: Park/Trails Master Planning Update/Discussion

Summary: Previously, Council indicated to staff that they would like to proceed with the process to procure professional assistance for master planning for English Park and a Town-wide Trails system. Attached is the draft Request for Proposals (RFP) that staff has developed. Staff is seeking input from Council prior to advertising this item

Budget/Funding: Funding for the Master Planning Process is provided for in the FY2018 b budget (along with funds that will be carried over from the FY2017 budget).

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Draft RFP

Department Head Initials: **DNW, JWC**

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

1. Master Plan Services for English and Shreve Parks &
2. Town-wide Multi-Use Trails System Plan
For the Town of Altavista, Altavista VA

Summary: Town of Altavista is soliciting sealed proposals from qualified individuals and/or firms to assist with the review/development of comprehensive master plans for the following:

- English & Shreve Parks
- Town-wide Multi-Use Trails System

General Information:

The Town of Altavista currently has several neighborhood/community parks, as well as the larger English Park for recreational opportunities for our citizens and the general public. English Park is comprised of two sections, with the original section being developed with open spaces, several athletic fields, playground, paved walking/biking trails, restrooms and pavilions. The more undeveloped section was formerly under Campbell County but now will become part of the Town's park system. This section has a paved access road with a separate bike/pedestrian trail (partially paved) and open space, with an area that is currently reserved for passive activities.

The Town currently has sidewalks in many parts of town and is interested in making connections throughout town for pedestrians and bicyclists. The intent is to create a network of trails that would connect different areas of town and ultimately connect to English Park from downtown and residential areas.

SCOPE OF WORK

The process will involve an in-depth assessment of the Town of Altavista's needs, to be used to supplement known data for parks and recreation and to update/expand and incorporate the current Recreation Capital Improvement Program (C.I.P.).

NOTE: Responders can respond to one or both of the items listed in this RFP: 1) English & Shreve Park Master Plan and/or 2) Town-wide Multi-Use Trails System.

English & Shreve Park Master Plan

- Review existing Master Plan developed by Campbell County for English Park.
- Review existing amenities in Shreve Park.

- Assess existing parks and recreation facilities to develop a new Master Plan for English & Shreve Parks (including original and new section) which will serve as a guide for future decisions relative to meeting the needs of the Town of Altavista citizens in providing park and recreational facilities and programs.
- Coordinate a citizen input process that assesses current and projected park/recreational needs in the Town of Altavista. The input process should include several community meetings and work sessions with staff.
- Review of the Town of Altavista's Comprehensive Plan and the existing Capital Improvement Program to ensure the parks recreation plan is in line with recommendations within the Comprehensive Plan and the Capital Improvement Program.
- Complete a financial feasibility study for each new asset and amenity for the parks.
- Based on the needs analysis, community meetings, program and facility assessments, etc., prepare a ten (10) year comprehensive park and recreation development plan that addresses unmet needs pertaining to public park land and recreational facilities.
- The final plan shall include supporting maps, graphs and charts to illustrate data unique to Altavista, to be included in the Master Plan and to be available at public meetings. All maps, charts, drawings, etc. shall be provided to Town of Altavista in digital format where possible.
- The plan shall include a summary of the conclusions and recommendations in addition to the technical report/document/plan. The summary should be designed in a clear, concise format so that interested citizens can comprehend the goal and purpose of the plan.
- Prepare in final form, ten (10) copies of the Master Plan for English and Shreve Parks, including an executive summary along with 1 digital copy.
- The successful firm(s) or person(s) shall be prepared to present the plan to the Town of Altavista Town Council for review and approval.

Town-wide Multi-Use Trails Master Plan

- Review existing conditions in the Town of Altavista and proposed/planned development that could influence a Town-wide Multi-Use Trails plan.
- Assess needs for improved bicycle and pedestrian mobility and safety in Altavista. This assessment will address: 1) the physical attributes of bicycle and pedestrian facilities; 2) the potential for vehicle trip reductions and air quality benefits; 3) potential for increased walking and bicycle usage; and 4) the needs of both cyclists and pedestrians.
- Review existing trails/sidewalks and their ability to connect to proposed new trails/sidewalks and the inter-connectivity of points of interest in the Town of Altavista.
- Review the Town of Altavista's Comprehensive Plan and the existing Capital Improvement Program to ensure the multi-use trails plan is in line with recommendations within the Comprehensive Plan and the Capital Improvement Program.

- Inventory the existing public spaces, identify opportunities for trail/sidewalk development, design trail/sidewalk components, formulate cost estimates, provide a directory of potential grant sources and suggest phasing plans for implementation.
- Identify a future cycle and pedestrian network setting forth the necessary improvements needed to complete the network and establish design specifications for standard types of facilities.
- Prioritize projects to complete the trails/sidewalk network and establish a strategy for plan implementation. Suggest a schedule and estimated costs for projects and improvements. Identify possible funding sources for public improvements.
- The plan shall include a summary of the conclusions and recommendations in addition to the technical report/document/plan. Designate in a clear, concise format the summary so that interested citizens can comprehend the goals and purposes of the plan.
- Prepare in final form, ten (10) copies of the Town-wide Multiuse Trails Master Plan, including an executive summary.
- The successful vendor shall be prepared to present the plan to the Town of Altavista Town Council for review and approval.

CONTENT OF PROPOSAL(S)

Responders may submit separate proposals for each Master Planning component (English & Shreve Parks and Multi-Use Trails. However, the proposal must be completed so that each can be evaluated separately. The Town reserves the right to award two separate contracts for the two components.

Each applicant must submit as part of their proposal an outline of the anticipated process and the proposed schedule. However, the final planning process and timeline shall be developed and approved in cooperation with town staff. The proposal should include but not be limited to:

- **Project Approach:** The submittal should include a brief outline of the method the consultant expects to use to develop efficiently the English & Shreve Parks Master Plan and/or the Altavista Multi-Use Trails Master Plan.
- **Scope of Services and Deliverables:** Outline the services that your firm proposes to provide to the Town of Altavista, addressing the project components identified in the background information and the Scope of Work for each Master Plan separately.
- **Project Schedule:** Provide a draft schedule outlining target dates for all meetings and deliverables.
- **Team Experience:** Provide names and backgrounds for members of the consultant's team that would work on this project. Identify the person who would serve as Project Manager.
- **Relevant Experience:** Provide details of experience and past performance of the firm and team members on comparable work for municipal or other government entities.

- References: Provide the names, titles and telephone numbers of three references for which similar services were provided.

SELECTION CRITERIA

The following criteria will be used in the selection of a consultant(s) given in no particular order of priority or weight.

- Responsiveness and quality of the written proposal and scope of service
- Capability and skill of the individuals/firm
- Presentation
- Experience of individuals and on similar projects
- Quality of prior work
- Knowledge of Altavista
- Other criterial aspects and components considered relevant by Town staff

PROPOSAL EVALUATION/SELECTION PROCESS

A selection committee will review the proposals submitted. After each proposal has been evaluated, short-listing procedures will narrow the list of candidates to the best-qualified firms/individuals. These firms/individuals may then be invited to an interview, at which time each will be expected to conduct a brief presentation on its proposal and to answer questions of the selection committee.

After the presentations and interviews, the committee will recommend a firm(s) or individual(s) to Town Council. Council will be asked to direct the Town Manager to negotiate with the selected firm(s) or individual(s) and once a fee is agreed to a contract(s) will be then executed.

The Town reserves the right to reject any or all proposals, in whole or in part, to make separate awards, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Town to be in its best interest. Due consideration will be given to price, previous experience, and the ability of the Offeror to render required services.

INSTRUCTIONS TO PROPOSERS

Respondents should submit one (1) original and five (5) copies of their proposal to the address below now later than 3:00 p.m., **MONTH/DAY/2017** to:

Town of Altavista

510 7th Street

Altavista, VA 24517

If mailed they can be sent to:

Town of Altavista
P.O. Box 420
Altavista, VA 24517

Faxed, e-mailed, or telephone proposals will not be accepted.

Any questions related to the RFP should be addressed to: Dan Witt, Assistant Town Manager, at dnwitt@altavistava.gov. Minority and/or female-owned businesses are encouraged to apply. The Town of Altavista is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin. The Town of Altavista does not discriminate against faith-based organizations.

The Town is not responsible for reimbursement of any costs associated with work undertaken by any Firm to respond to this RFP.

General Town of Altavista RFP Terms and Conditions:

The Offeror in this section refers to the firm, entity, or individual submitting a proposal to the Town.

Payment will be made to the Offeror once each month based upon Town approved satisfactory and actual services rendered and/or goods received and invoices submitted by offeror.

In the case of default by the successful Offeror or failure to deliver goods/services ordered by the time specified, the Town, after due written notice, may procure them from other sources and hold the Offeror responsible for any resulting additional services, purchases and administrative costs.

By submitting proposals, the Offeror certifies that proposals are made without collusion or fraud, and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal. The Offeror certifies that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting proposals, Offeror certifies to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, and §11-51 of the Virginia Public Procurement Act.

During the performance of any contract resulting from this RFP, the Offeror agrees as follows:

- a) The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror certifies, will state that such the Offeror certifies is an equal opportunity employer.
- c) Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation, shall be deemed sufficient for the purpose of these requirements.
- d) The Offeror shall include the above provisions in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

By submitting their proposals, the Offeror certifies that they do not and will not during the performance of any contract resulting from this RFP employ illegal alien workers, or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

By submitting their proposals, Offeror certifies that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods covered by the solicitation, nor are they an agent of any person or entity that is currently debarred.

By entering into a contract, the Offeror certifies conveys, sells, assigns, and transfers to the Town all rights, title and interest in and to call causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town under said contract.

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services proposed, and the Offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, the Offeror fails to satisfy the Town that such the Offeror is properly qualified to carry out the obligations of the contract.

Upon award of a contract, it shall not be assignable by the Offeror, in whole or in part, without the written consent of the Town.

Changes to any contract resulting from this RFP can be made in any of the following ways:

- a) The Town and Offeror may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- b) The Town may order changes within the general scope of the contract at any time by written notice to the Offeror. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing of shipment, and the place of delivery or installation. The Offeror shall comply with the notice upon receipt. The Offeror shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Compensation shall be determined by one of the following methods:
 - 1. By mutual agreement between the parties in writing; or
 - 2. By agreeing upon a unit price or using a unit price set forth in the contract; or
 - 3. By ordering the Offeror to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Offeror shall present the Town with all vouchers and records of expenses incurred and savings realized.

Insurance Requirements:

- a) Indemnification - The Offeror agrees, to the fullest extent of the law, to indemnify and hold the Town harmless from and against all losses, damages, injuries, claims and demands whatsoever, regardless of the case thereof, and expenses in connection therewith, including reasonable counsel fees arising out of or incidental to the performance of the Offeror's duties and responsibilities under any agreement that results from this request for proposals. This covenant of indemnity shall continue notwithstanding any revocation or termination of any agreement that results from this request for proposals. The Offeror shall be given prompt notice of any claims, demands or causes of action, and reasonable opportunity to defend the same.
- b) Insurance - The Offeror shall secure and keep in force, at its sole cost and expense, the following insurance policies which shall be in form and content satisfactory to the Town, and shall be issued by insurance companies qualified to do business in the Commonwealth of Virginia.

Property Damage and Liability Insurance - Policy of property damage and public liability insurance, which shall protect the Town and such other persons as the Town shall designate against any liability imposed by law upon the Town, the Offeror, or both. Coverage shall include damages for loss of or damages to property, or for bodily injuries, including death suffered or claimed by reason or in consequence of any act or omission of any act by an employee or agent of the Offeror. Such insurance shall be on a comprehensive General Liability form with limits of \$1,000,000 each occurrence, \$1,000,000 aggregate and bodily

injury liability to include: premises operations products, complete operations, contractual and broad form property damage.

Worker's Compensation and Other Insurance - The Offeror shall carry such Worker's Compensation Insurance and other insurance on its employees and agent performing services under this contract, as is required by the Code of Virginia.

- c) Upon award, the Offeror shall provide the Town with a certificate of insurance. Policy coverage shall be maintained during the entire term of the contract.

Cancellation of Contract:

The Town reserves the right to cancel any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Offeror. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding orders prior to the date of cancellation.

Availability of Funds:

Agreements are made subject to the appropriation of funds by the Altavista Town Council and are null and void in the event of non-appropriation by the Town Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the Town. (NOTE) Funds have been appropriated for the current RFP.

Drug-Free Workplace

During the performance of this contract, the Offeror agrees to (i) provide a drug-free workplace for the Offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against the employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Safety and OSHA Standards

An Offeror performing services for the Town shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. Offeror shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency guidelines.

Town of Altavista, Virginia Worksession Agenda Form

Date: July 25, 2017

Agenda Item: Virginia Department of Health Grant Application – Utility Emergency Power

Summary: Per the attached draft VDH Grant application, the Department of Utilities is seeking grant funds to assist with providing emergency power engineering and planning for Reynolds Springs, McMinnis Springs, Bedford Pump Station and the Staunton River Pump Station. The FY2017 Budget included \$65,000 for installation of manual switches for this purpose, these funds could be used to match grant funds and assist in implementation.

Budget/Funding: FY2017 Budget included \$65,000 for this project. Staff will request that these funds be carried over next month when the budget is closed out.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Draft VDH Grant application

Department Head Initials: **TWF, JWC**

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

RETURN APPLICATION TO:
Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219
(Voice: 804-864-7501)
(FAX: 804-864-7521)

VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)
DIVISION OF CAPACITY DEVELOPMENT

NOTE: Submit two
complete and signed
applications and two copies
of all required attachments.

APPLICATION FOR PLANNING & DESIGN FUNDS

Application also available at:

<http://www.vdh.virginia.gov/drinking-water/office-of-drinking-water/financial-construction/drinking-water-funding-program-details/>

Year-Round Submittals Accepted

PROJECT NAME: [Altavista Emergency Electrical Power Needs, Engineering Designs](#)

Section A: Submittal Information

WATERWORKS OWNER INFORMATION

1. Legal Owner(s) of Waterworks: [Town of Altavista](#)
2. Address: [PO Box 420, Altavista Virginia 24517](#)
3. Phone: [434-369-5001](#)
4. Alternate Phone: [434-841-4978](#)
5. Fax Number: [434-369-6981](#)
6. Email Address: TWFore@altavistava.gov

APPLICATION PREPARER INFORMATION

1. Firm / Individual Name: [Town of Altavista](#)
2. Address: [PO Box 420, Altavista Virginia 24517](#)
3. Contact Person: [Tom Fore](#)
4. Telephone Number: [434-841-4978](#)
5. Alternate Phone Number: [434-324-7251](#)
6. Email Address: TWFore@altavistava.gov
7. Fax Number: [434-369-6981](#)

Section B: Preliminary Questions

1. Waterworks Information
 - a. Name of Waterworks making the application: [Town of Altavista](#)
 - b. PWSID: [5031050](#)
 - c. City / County: [Town of Altavista, Campbell & Pittsylvania Counties](#)
2. Is the Waterworks existing or proposed?
☒ Existing ☐ Proposed: When will the proposed system begin serving water to the public? _____
3. What is the Waterworks type?
☒ Community ☐ Non-Profit Non-Transient Non-Community (NTNC)
If Non-Profit NTNC, attach proof of non-profit status.
4. Who owns the Waterworks?

☒ Municipality (Town/County) ☐ Service Authority ☐ Non-Profit Entity ☐ Private Entity

Note: State or Federally-Owned Waterworks are not eligible for funding through this program.

5. Are multiple owners involved in this project?

☒ No ☐ Yes

If Yes, list all owners and provide documentation of the legal arrangement between the owners (e.g., agreement, joint resolution, or contract) :

Owner Name	Waterworks / Utility Represented	PWSIDs Represented

6. Waterworks name, PWSID, and the service population that will be affected by this project:

a. Name: [Town of Altavista](#) PWSID: [5031050](#) Population: [3450](#)

b. Name: [Town of Hurt](#) PWSID: [5143246](#) Population: [1276](#)

c. Name: [Grit Road Water Supply](#) PWSID: [5143214](#) Population: [187](#)

d. Name: _____ PWSID: _____ Population: _____

Note: Projects affecting a service population of greater than 10,000 consumers are not eligible for this funding program. See instructions for details.

7. Has the Waterworks been debarred or suspended from applying for state or federal funds?

☒ No ☐ Yes *If Yes, the Waterworks is not eligible for funding through this program.*

8. Has a controlling board, council, corporate officer, etc. approved this application?

☒ Yes: Attach Resolution or Letter of Intent ☐ No *If No, explain:* _____

Section C: Project Summary

1. Name of Proposed Project: [Altavista Emergency Electrical Power Needs, Engineering Designs](#)

2. Location of Project: [Town of Altavista, Campbell and Pittsylvania Counties](#)(i.e. locality, city, county)

3. Type of Project:

☐ Preliminary Engineering Report (Planning); *Brief Description:* _____

☒ Plans & Specifications (Design); *Brief Description:* [Design plans & specifications to have a redundant power supply for four critical pumping facilities](#)

☐ Source Evaluation/Replacement/Addition; *Brief Description:* _____

☐ Distribution Evaluation; *Brief Description:* _____

☐ Leak Detection; *Brief Description:* _____

☐ Well Abandonment; *Brief Description:* _____

☐ Consolidation; *Brief Description:* _____

☐ Other; *Brief Description:* _____

Section D: Issues Addressed by Project

The chart in this section includes project issues which may or may not be addressed by the project. Answer “Yes/No or NA” should be answered for each “Issue to be addressed.” A “Yes” response indicates the project addresses that particular issue. For any issue which will be addressed by the project provide a brief description in Column 4 and attach documentation. Provide the name of the attachment in the “Attachment Name” column.

NOTE: Supporting documentation for any issue marked “Yes” (in table below) is required. Failure to provide documentation will result in the application being incomplete.

	Yes/No or NA	Issue to be addressed	Brief Description of issue including dates	Attachment Name
Acute Health	No	System under formal enforcement action, Commissioner Declared Health Hazard, or Emergency Declaration		
	No	Surface Water Treatment Rule violations		
	No	Revised Total Coliform Rule violations (PMCL)		
	No	Nitrate violations		
	No	Continuing Boil Water Notices		
	No	Formal Enforcement Actions or Commissioner’s Letter		
Chronic Health	No	Lead and Copper Action Level exceedances		
	No	Primary Maximum Contaminant Level (PMCL) violations		
	No	Inadequate Treatment		
Public Health	No	Inadequate Source quality		
	No	Inadequate Source quantity		
	Yes	Inadequate Storage and/or Pressure	Lost Pump Station to Power Failure 3/1/2017	Attachment A
	No	Preventing conditions that favor the entrance of contaminants into the distribution system, including water loss $\geq 40\%$ in a defined pressure zone		
	No	Documented inadequate well condition		

Section E: Detailed Project Description, Costs, and Timeline

1. Describe, in detail, the problem(s) that the project will address and/or solve: (1.) Reynold Springs Planning and Design Project: To maintain pressure and service to Tardy MT. RD. from Reynolds Spring to Dearing Ford Tank. This system can be supplied by Campbell County Utilities Service Authority currently in an outage provided that the Authority has no emergencies of their own. It is the Town's desire to be prepared for the outages by having a standby generator at the Reynold Spring Facility (2.) The McMinnis Spring Planning and Design Project: To maintain pressure to the Town's low pressure zone once Bedford Tank is full when the altitude valve closes. The McMinnis Spring assists with meeting the pressure demands in the system from 2:00 AM to 6:00 AM when the plant is off line. (3.) The Bedford Pump Station Planning and Design Project: This Station currently provides water to a high pressure zone. The Station pumps out of the low pressure zone to the high pressure zone to fill the Melinda Tank. If there is a loss of power the only way to fill the Melinda Tank is to manually open a valve between the Dearing Ford Tank and the Melinda Tank. This Station Currently has no primary cut off switch to work on main starter controls and we have to call the electrical supplier to cut off primary feed in order to work on any electrical problems within the Station. (4.) Staunton River Pump Station Planning and Design Project: The Station provides the water treatment plant up to 3.0 MGD flow. The Station does have emergency pump connections at this time and has been utilized twice in the past three years. The Station is in the flood plane so to install a generator at the site will require additional planning.
2. Explain (if applicable) noncompliance with primary drinking water standards and how they are relevant to the project scope: _____
3. Describe short-term benefits of the completed project: Detailed cost estimate with the designed plans for the Town's CIP program.
4. Describe long-term benefits of the completed project: The long term benefits when the Town installs the generators at all four sites the Town will be able to sustain water to its customers during a major power outage.
5. Describe the consumer population that will be affected by the project: All Consumers in four jurisdictions, (Campbell County, Town of Altavista, Town of Hurt and Grit Road water supply) The residential population of the Town and the other jurisdictions is nearly 5000 in residential population, Within the Town there is a High School, Elementary School, senior citizens care facility, dialysis facility, dental care facilities, urgent care facilities, restaurants, retail shopping, light and heavy Industry. Two of the Town's Industries use the entire plants capacity over twenty hours of operation occasionally now.
6. If new connections are projected to be added to the waterworks, does the Waterworks have user agreements in-place to ensure the connections will be made in the context of the project?
☐ Yes ☐ No ☒ No new connections will be added with this project
If Yes, attach a copy of the user agreements: _____
If No, explain: _____
7. If this project is needed before future improvements can be made at the waterworks, describe the timing and connection between the Planning & Design Funding activities and future modifications/construction/etc. at the waterworks: _____

8. Will this project address a problem that, if left unaddressed, is highly likely to worsen and put water service/quality/quantity at risk? (Meaning: Is it pro-active?) ☐ No ☒ Yes *If Yes, describe the situation and how funding this project now will prevent future escalation of the problem:* By funding this project the Town can move forward with a set of plans to either Install generators at all sites or design drawings to Install switch gear plugs for temporary generators that could be brought in temporarily. The Town Council has expressed concern with not having Generators at these sites and has made a Capital Improvement investment into funding this project.
9. Additional relevant information: During the month of March the perfect storm occurred which left the river pump station without power for 24 hours. The water plant had power but no water from the pump station. The Town also experienced a major structure fire in Town that night. On the day of March 1, 2017 at approximately 1:00 p.m., the Altavista Water Treatment Plant lost power supplying to the river pump station at Staunton River. This pump station is what supplies the water treatment plant with water to treat and supply to the town customers. Dominion power was notified and they sent some workers to check the line in response to the power failure. Because of no power to the river pumps, the water treatment plant had to be shut down and the storage tank levels were already lower than optimal level. The town has four storage tanks, but only two of these tanks are supplied directly by the plant. Those two tanks are Bedford Tank and Clarion Tank. The minimum fire protection levels for these two tanks are as follows; Bedford Tank-20.0 feet and Clarion Tank-50.0 feet. At the time of shutdown, only Bedford tank was at the minimum fire protection level but Clarion Tank level was only at 38.9 feet due to its geographical location in accordance with Abbott Laboratories. Abbott laboratories is connected to the system and the average withdrawal rate for them from the town is 1200 gpm. The interconnection with CCUSA was turned on at approximately 12:50 p.m. and after the power failure they were notified that the interconnection would be on for longer than expected due to the power failure. CCUSA was asked to go and open up the valve at the interconnection so that the town could get as much water from CCUSA as possible. At approximately 3:00 p.m., the interconnection valve was opened 100% and the town was receiving 1500-1550 gpm from CCUSA. Water Management Solutions was called and an emergency back-up pump was called in for the river but would take around 3 hours to arrive on site. Dominion power notified the water plant that it would be the next day before they could repair the power line supplying the river pump station due to weather conditions and low light conditions, for them it would be a safety issue. At approximately 6:35 p.m., the emergency pump was connected and the plant was back online but was running at a limited capacity due to the emergency pump not supplying a sufficient amount of water. The Staunton River pump station during normal operation will pump approximately 2,015 gpm and the emergency back-up pump would only pump out approximately 1,223 gpm. The plant could only run two of its four finished water pumps due to this lack of supply coming into the plant. CCUSA was called and told that they could throttle the interconnection valve back meanwhile Water Management Solutions called in for a different pump that should pump more water. At approximately 10:30 p.m. the second pump arrived on site and the water plant was shut down so that the second pump could be installed in place of the first pump. At approximately 11:00 p.m. the second pump was installed and the plant was brought back online, but even the second pump could not pump a sufficient amount of water, even though the second pump was pumping more it was still only pumping around 1,305 gpm. At the limited capacity of the Altavista Water Treatment Plant and the CCUSA interconnection the current demand from Abbott laboratories and the rest of the town was being met but there was no head-way being made on the levels in the storage tanks in town. Second shift was to stay at the plant for an additional 4 hours longer than normal operating time to keep the water flowing. At approximately 2:30 a.m. a fire broke out in one of the local businesses on 7th street in town. The fire department arrived on scene and began to work on extinguishing the fire. At 2:50 a.m. Campbell County

dispatch called the water treatment plant staff asking for the supply of more water to help extinguish the fire on 7th street. The plant staff made a call to CCUSA for them to please go back to the interconnection valve and re-open it to 100% capacity due to the water plant being limited to the amount of water it could pump out because of the emergency pump not supplying a sufficient amount of water to the plant. At approximately 3:15 a.m. Campbell County dispatch called the water plant again, this time they wanted the staff to place a call to the Altavista Fire Chief. The fire chief asked if there was anyway the water plant could supply any more water to help fight the fire. The determination was made and the staff told the fire chief that they could push water to them for approximately 45 minutes before they would have to throttle back again to refill the clearwell. The chief agreed and a third pump was activated at the plant to push more water but this created the issue of discharging from the clear well at a rate more than the filters and emergency pump could supply. After the 45 minutes had elapsed, the Altavista Fire Chief was notified that the plant could no longer push at the much-needed capacity. The issue was not with the supply of water but more to do with the supply of pressure to the hydrants in that area. The fire department could not fill the firetrucks up quick enough to push water onto the fire. The water treatment plant staff told the Altavista Fire Chief that the issue was due to a lack of supply coming into the plant and therefore the much-needed supply could not be pushed out of the plant and the plant staff notified the fire chief of the most probable hydrant locations that would supply more pressure. At approximately 6:00 a.m., the fire was under control but not completely out. At approximately 12:15 p.m. on March 2 2017, the power was restored to the Staunton River pump station and the Water Treatment Plant was able to run at full capacity yet again.

Section F: Proposed Financing

PART 1: Calculation of Funding Request:

Refer to “Table 2: Calculation of Funding Request” in the Instructions to determine the following:

Total Cost of Project	\$ 0000000
Amount Requested from VDH	\$ 1xxxxxxxxx
Local Match Amount	\$ 000xxxxx
Outside Funding	\$

PART 2: Outside Funding

In the two tables below, document non-VDH funding sources, amounts, and status. If funds have been secured, that amount should be reflected in Table 1 on Line 2. If Additional non-VDH Funding is necessary (Line 12), reflect efforts to secure that additional funding in this section as well. “Status of Funding” should be sufficiently descriptive as to describe the current state of the funding source.

Outside Funds Secured or In-Process of being Secured

GRANT FUNDS:

Source of Funds (Name of Entity)	Amount	Status of Funding
	\$	
	\$	
	\$	

LOAN FUNDS:

Source of Funds (Name of Entity)	Amount	Status of Funding
	\$	
	\$	
	\$	

PART 3: Complete Exhibit A

Exhibit A brings together project scope, timeline, expenses and funding. Exhibit A includes a summary of all key activities, expenses, and the timeline associated with the project. Failure to include a complete Exhibit A will result in the Application being rejected. The financial portion of Exhibit A should already be filled out. After completing Section E and F (Parts 1 & 2), complete:

Exhibit A: Summary of Project, Including Timeline and Expenses.

Section G: Connections & Population

Complete the following table:

	Waterworks Connections		Population Served		% of Connections Metered	
	Current	Future*	Current	Future	Current	Future
Total Number	1716	1716	4913	4913	100	100
Residential	1530	1530				
Non-Residential	186	186				
Describe which connections will be affected by this Project:						

*"Future" in the chart above represents projections following the *completion* of the project.

Section H: Water Rates & Fees

1. Describe or attach the current rate schedule: In Town Water: \$2.18 per 1,000 Gallons (Business/Residential) \$2.14 per 1,000 Gallons (Industrial) Out of Town \$4.36 per 1,000 Gallons (Business/Residential) \$4.28 per 1,000 Gallons (Industrial)
2. When were the rates last adjusted? 07/01/2015 Describe the adjustment: 5% increase in rates
3. What is the connection fee for water? \$ \$ 350.00
4. What is the availability fee for water? \$ 0
5. Average Residential monthly water bill: \$ Residential customers are billed quarterly. A minimum residential quarterly bill is \$10.90. Because bills are based on consumption, average bills vary
6. Median Household Income (MHI) for County or the smallest Census tract or tracts that contain the project area: \$ \$31,776.00; Source of data: US Census Bureau (Provide project specific income survey data for those projects not large enough to be identifiable via census information.)
7. Provide details regarding customer billing:
Frequency? ☒ Monthly ☒ Quarterly ☒ Other: Residential customers are billed quarterly and businesses/industries are billed monthly
Charges based On? ☒ Metered Usage ☐ Fee/Service Charge ☐ Other: _____
If based on usage, frequency of meter reading? ☒ Monthly ☒ Quarterly ☐ Other: _____
If "Other" is selected for any question above, explain: Residential customers are read quarterly and businesses/industries are read monthly
8. Are billing / meter reading procedures the same for residential and non-residential service connections?
☒ Yes ☐ No If No, Explain: _____
9. Will completion of the proposed project prompt a change in water rates, fees, billing, or meter reading?
☒ No ☐ Yes If Yes, Explain: _____

Section I: Sustainability

1. Percent (%) Water Loss: _____
If Project addresses water loss, documentation of water loss must be attached.
2. Does the Waterworks have a current Asset Management Plan? ☐ No ☒ Yes
If Yes, briefly describe the AMP and specify when it was updated: 1. The Town recently hired a mechanics position to begin the process of building an asset inventory on the facility as well as the distribution system and input the assets into a asset program. 2.The Town has also just finished with a mapping system with its Engineering firm to identify assets in the distribution system that will assist the mechanic with asset inventory and then a follow up preventative maintenance program. 3. Finally the Town has a consulting engineering firm working on a Facility Assessment Improvement Plan that looks at its Immediated, 5 year, 20 year and future expansion needs followed up wih a rate study.
3. Does the Waterworks have a Reserve fund? ☐ No ☒ Yes
If No, explain how emergency expenses are handled: _____
If Yes, briefly describe what Reserves are maintained: Unrestricted Cash for the Water Utility Fund should be a minimum of 50% of Total Water Fund Expenditures.

4. Does the Waterworks have a detailed Budget? ☐ No ☒ Yes

If No, explain: _____

If Yes, attach a copy of the most recent budget: [ATTACHED](#)

5. Does the Waterworks have Audited Financial Statements or a CAFR? ☐ No ☒ Yes

If No, explain: _____

If Yes, attach a copy of the most recent document: _____

6. Does the Waterworks complete periodic water audits? ☐ No ☒ Yes

If No, explain: _____

If Yes, attach a copy of the most recent water audit: [The Town just began a water audit in January for water loss so it is limited in historical information but we will continue the audits as we gather information going forward.](#)

DRAFT

Section J: Application Certification

Sharing of Application Information:

VDH may share information from this application with other funding entities in an effort to improve sharing of information, partnerships, and assisting you in seeking other funding opportunities.

Do you have any objections? ☐ Yes, I object. ☒ No, I have no objections.

Application Certification:

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

Incomplete information may result in the delay or rejection of the application request.

The undersigned authorized representative of the waterworks making application certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. **The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.**

NAME and TITLE: _____

ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

Reminders:

Submit all attachments, documentation, and necessary forms. VDH will consider up to three applications submitted through the Planning and Design Funding Application process in any funding year. However, due to the significant number of applicants, funding offers will be limited to a maximum of two active funding offers per Public Water System Identification Number per funding year. These funds are intended to assist waterworks owners with future submittals for construction funds. As such, the scope of projects submitted for funding through the Planning & Design Funding Program shall not be broken into smaller, separate projects for the same single distribution system.

All recipients must comply with the Virginia Public Procurement Act, our program requirements, and procurement procedural guidelines. Priority for assistance is increased when other participants and funding sources are documented as being secured.

EXHIBIT A

SUMMARY OF PROJECT, INCLUDING TIMELINE AND EXPENSES

Applicant: _____

Project Number: PF - _____

Project: _____

Please provide a summary of the key activities associated with this project and their purpose:

The following budget should reflect all eligible costs associated with the project.

ACTIVITY	ESTIMATED COST	START DATE	PROJECTED COMPLETION DATE
TOTAL Project Cost = Outside Funding Secured = Local Match Required = VDH Funding Requested =	\$ _____ (\$ _____) (\$ _____) \$ _____	Additional Comments:	

VDH reserves the right to bypass the planning fund application and withdraw funding if the above schedule is not met.



Town of Altavista, Virginia Worksession Agenda Form

Date: July 25, 2017

Agenda Item: Public Nuisance

Summary: Some Council members have expressed concerns about certain structures within the Town and if there are existing codes that staff could use to remedy these. Prior to taking steps towards that end, staff requests that Council reach a consensus to move forward with a plan to actively enforce Sections 21-1 and 21-2 of the Town Code. Staff would also utilize Sections 34-31 & 32 and 62-81 & 82, all of which are attached.

For Sections 21-1 & 2 staff would identify 4-5 structures that fit the criteria contained the code, prepare a report to present to Council, and request Council direct staff to give notice to the owners for removal, repair or to secure the structure. Only buildings 'which might endanger the public health or safety of the residents of town' would be included.

Council Discussion: Is it the consensus of Council for staff to identify structures, prepare a report and present to Council for action?

Budget/Funding: There could be a budget impact, depending if staff encounters a willing owner or an unwilling one, but also depending on the remedy, i.e. removal, boarding up, or repairs.

Legal Evaluation: Town Attorney will be available for questions.

Attachment: Code Sections 21-1 and 21-2, 34-31 & 32, & 62-81 & 82

Department Head Initials: *DMW*

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

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

other equitable relief, nor shall it preclude any action authorized under the preceding subsections hereof. Monies raised pursuant to this subsection shall be placed in the general fund of the Town of Altavista.

(Ord. of 3-10-2009, § 1)

Sec. 21-2. Derelict building; procedure; real estate tax abatement.

(a) The owners of property in the town shall at such time or times as the town council or its agent, hereinafter "town," may prescribe submit a plan to demolish or renovate any building that has been declared a "derelict building." For purposes of this section, "derelict building" shall mean a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety, or welfare and for a continuous period in excess of six months, it has been (i) vacant, (ii) boarded up in accordance with the building code, and (iii) not lawfully connected to electric service from a utility service provider or not lawfully connected to any required water or sewer service from a utility service provider.

(b) If a building qualifies as a derelict building pursuant to this ordinance, the town shall notify the owner of the derelict building that the owner is required to submit to the town a plan, within 90 days, to demolish or renovate the building to address the items that endanger the public's health, safety, or welfare as listed in a written notification provided by the town. Such plan may be on a form developed by the town and shall include a proposed time within which the plan will be commenced and completed. The plan may include one or more adjacent properties of the owner, whether or not all of such properties may have been declared derelict buildings. The plan shall be subject to approval by the town. The town shall deliver the written notice to the address listed on the real estate tax assessment records of the town. Written notice sent by first-class mail, with the town obtaining a U.S. Postal Service Certificate of Mailing shall constitute delivery pursuant to this section.

(c) If the town delivers written notice and the owner of the derelict building has not submitted a plan to the town within 90 days as provided in subsection (b), the town may exercise such remedies as provided in this section or as otherwise provided by law.

(d) The owner of a building may apply to the town and request that such building be declared a derelict building for purposes of this section.

(e) The town, upon receipt of the plan to demolish or renovate the building, at the owner's request, shall meet with the owner submitting the plan and provide information to the owner on the land use and permitting requirements for demolition or renovation.

(f) If the property owner's plan is to demolish the derelict building, and if the owner has completed the demolition within 90 days of the date of the building permit issuance, any building and demolition permit fees shall be reimbursed to the owner by the town. This section shall not supersede any ordinance adopted pursuant to Virginia Code § 15.2-2306 relative to historic districts.

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(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)

- (2) Any person, group or organization desiring to hold an event as outlined in subsection (1) of this section shall obtain a permit from the town manager or his designee not later than 48 hours before the commencement of the event. Events which occur on a regular basis may be permitted multiple times in a single permit.
- (3) Any noises resulting from normal operations of any industrial plant located within the town.
- (4) Any noises resulting from normal commercial operations in the town between the hours of 7:00 a.m. and 11:00 p.m.

(c) *Penalty.* Any person violating any of the provisions of this section shall be deemed guilty of a class 4 misdemeanor as to the first and second violation of the same provision and a third or subsequent violation of the same provision shall constitute a class 3 misdemeanor.

(d) *Injunction.* As an additional remedy, the operation or maintenance of any device, instrument, vehicle or machinery in violation of any provision of this section which endangers the health, safety or welfare of residents in the area shall be deemed, if so declared by the town council, a public nuisance and may be subject to abatement merely by a restraining order or injunction issued by the county circuit court.

(Code 1968, § 13-96(a)—(d); Ord. of 12-12-06(3), § 1; Ord. of 6-14-2011, § 1)

Secs. 34-2—34-30. Reserved.

ARTICLE II. ABATEMENT OF PUBLIC NUISANCES

Sec. 34-31. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal means every dog or other animal or fowl owned within the boundaries of the town.

Own and *owner* mean any person having a right of property in an animal and any person who keeps or harbors an animal or has it in his or her care, or who acts as its custodian, and any person who permits an animal to remain on or about any premises occupied by him or her.

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.
- (2) Any animal that:
 - a. Molests passersby or passing vehicles or interferes with traffic;
 - b. Attacks other animals;
 - c. Trespasses on school grounds and interferes with school activities;
 - d. Habitually turns over garbage cans of any person other than the owner or custodian thereof;
 - e. Damages private or public property; or
 - f. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.
- (3) Any aggregation of animals creating a foul odor.

(Code 1968, §§ 8-14, 8-16(A))

Cross reference—Definitions generally, § 1-2.

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)

Sec. 34-33. Animals.

(a) It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the owner and shall be subject to the abatement procedures of this article.

(b) If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the owner of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the owner shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32—34-35.

(c) In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31(2), and subject to the abatement procedures under sections 34-32—34-35, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.

(d) Any owner of an animal so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal constitutes a public nuisance, the council shall give the owner of such animal a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal or removing the animal beyond the town limits. Upon the

ARTICLE III. ACCUMULATED TRASH AND OFFENSIVE MATTER**Sec. 62-81. Prohibited accumulations.**

It shall be unlawful for any person to allow any trash, garbage, refuse, filth, obnoxious or offensive matter or thing whatsoever to accumulate upon his or her other premises or any vacant lot in the town.

(Code 1968, § 8-9)

Sec. 62-82. Removal or disposal of solid waste.

(a) The owners of property in the town shall, at such times as the town council may prescribe, remove therefrom any and all solid waste including trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the town; or may, whenever the town council deems it necessary, after reasonable notice, have such solid waste including trash, garbage, refuse, litter and other like substances which might endanger the health of other residents of the town, removed by its own agents or employees, in which event the cost or expenses thereof including an administrative fee of \$75.00 shall be chargeable to and paid by the owners of such property and may be collected by the town as taxes are collected.

(b) Solid waste including trash, garbage, refuse and litter shall be disposed of either by direct transport to the landfill by owner or in the receptacles and in the manner provided for in article I and article II hereof and in no other manner not authorized by law.

(c) Every charge authorized by this section with which the owner of any such property shall have 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 Code of Virginia, §§ 58.1-3940 et seq. and 58.1-3965 et seq. 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.

(d) Reasonable notice of the date fixed by the council for the removal of such solid waste including trash, garbage, refuse, litter and other substances which might endanger the health or safety of other citizens of the town, shall be given by delivery of a written notice to each property owner. Upon the failure of such property owner to remove such solid waste by the date fixed, the town manager shall notify the property owner by certified mail that he or she has 15 days from the date thereof to remove such solid waste and that upon his or her failure to so remove such solid waste the town manager shall have such solid waste removed and shall charge the cost and expenses thereof to such owner.

(e) Upon the completion of such removal, the town manager shall send by certified mail to such owner a bill for the cost and expenses of the removal including an administrative fee of \$75.00 with the notation thereon that such charges are collectible by the town as taxes are collected and that failure to pay the bill within 60 days of the date thereof will result in a lien

being perfected against the property and the institution of other collection procedures. Upon the owner's failure to pay such bill by the date set thereon, the town manager shall perfect such lien by recording the lien in the clerk's office of the Campbell County circuit court and may, pursuant to law, institute such collection procedures as he or she may deem necessary. (Code 1968, §§ 8-10—8-12; Ord. of 7-13-2004(2), § 1)

State law reference—Authority for above section, Code of Virginia, § 15.2-901.

Secs. 62-83—62-110. Reserved.

ARTICLE IV. LITTER

Sec. 62-111. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned motor vehicle means a motor vehicle, trailer, or semitrailer or part of a motor vehicle, trailer, or semitrailer that:

- (1) Is inoperable and is left unattended on public property, other than an interstate highway or primary highway, for more than 48 hours;
- (2) Has remained illegally on public property for more than 48 hours;
- (3) Has remained for more than 48 hours on private property without the consent of the property's owner, regardless of whether it was brought onto the private property with the consent of the owner or person in control of the private property;
- (4) Is inoperable, left unattended, or both, on an interstate highway; or
- (5) Is inoperable, left unattended, or both, on the shoulder of a primary highway.

Advisory board means the state litter control and recycling fund advisory board.

Disposable package or container means all packages or containers intended or used to contain solids, liquids or materials and so designated.

Fund means the litter control and recycling fund.

Litter means all waste material including, but not limited to, disposable packages or containers, but not including the wastes of the primary processes of mining, logging, sawmilling, farming or manufacturing.

Litter receptacle means those containers, suitable for the depositing of litter, between 20 and 60 gallons in capacity, with a tight lid or cover.

Person means any natural person, corporation, partnership, association, firm, receiver, guardian, trustee, executor, administrator, fiduciary, or representative or group of individuals or entities of any kind.