



## TOWN OF ALTAVISTA

Town Hall  
510 7<sup>th</sup> Street

### AGENDA

Town Council Work Session

November 28, 2017

5:00 p.m.  
Council Chambers

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

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#### 5:00 PM Council Work Session

1. CALL TO ORDER
2. APPROVAL OF AGENDA (Amendments and Deletions) ..... p. 1
3. PUBLIC COMMENTS – Agenda Items Only

*The Council is interested in hearing your concerns, but may take no action or deliberate on the subject matter at this time. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Each speaker limited to 3 minutes with a total of 15 minutes allotted for this purpose.*

4. INTRODUCTIONS and SPECIAL PRESENTATIONS
5. ITEMS FOR DISCUSSION

- a. FY2019 Altavista Community Transit System (ACTS) proposed budget (Attachment #2) ... p. 2 – 7
- b. Consideration of Renewal of Right of Way Clearing Contract( Attachment #3) p. 8 – 9
- c. CIP – Council Chamber’s Audio/Visual Improvements(Attachment #4).... p. 10 - 11
- d. Project Updates

6. PUBLIC COMMENTS – Comments are limited to three (3) minutes per speaker and a total of 15 minutes for all speakers.
7. CLOSED SESSION (if necessary)
8. ADJOURNMENT

**NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: Tuesday, December 12, 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 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

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**Meeting Date:** November 28, 2017

Agenda Item #: | **5a** |

Attachment #: | **2** |

**Agenda Placement:** | **Items for Discussion** |

**Subject Title:** | **FY 2019 Altavista Community Transit System (ACTS) Budget Review** |

### **SUBJECT HIGHLIGHTS**

At their November Regular Meeting, Town Council was presented with the proposed FY2019 Altavista Community Transit System Operating Budget and Capital Improvement Program (CIP). Tonight, staff will give a briefing on the budget and Council will provide any input as to possible modifications to the budget. As you know, the Town reviews the ACTS budget early, due to the grant application process that funds the majority of the cost for the system. Staff will be seeking to place this item on the December Regular Meeting for approval of the budget and authorization to apply for the grant funds. The grants are from the Virginia Department of Public Rail and Transportation (DPRT) with 50% being Federal funds; 15% being State funds; and the remaining operational funds being local (35%). The local share equates to \$33,582.50 of the proposed budget total of \$95,950. Annual fare box revenue is estimated at \$5,000 which is deducted from the total budget (\$100,950) for grant purposes. Also included is \$3,000 for Capital Improvements, the local share for CIP is budgeted at 20% which equals \$600. The total local funds being requested, based on this draft budget would be \$34,182.50. The remaining \$69,767.50 would come from grant funding and passenger revenues.

**Action(s) requested or suggested motion(s):** No action requested this evening, but this item will be placed on either the Consent Agenda or Regular Agenda of the December Regular Town Council meeting for approval and authorization to apply for the grant funds.

### **Council Recommendation:**

☐ Additional Work Session

☐ Regular Meeting

☐ No Action

☐ Consent Agenda

### **Staff Review Record**

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

List them in the order they should appear in packet: **Memo from staff; Draft Budget**



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager DNW

**Date:** November 7, 2017

**Re:** ACTS Budget Request

Each year I apply for a grant through the Department of Rail and Public Transportation, DRPT, for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of the CIP items. The next grant application is due on January 31, 2018 and Town Council has been 'tentatively' approving this budget in December along with giving staff the authority to apply for the grant funding.

The adopted FY2018 operations budget is \$99,800 and the CIP is \$64,000. The amount I would like to request for the FY2019 operations is \$100,950 and for the CIP is \$3,000. On the operations side, several line items have been reduced, based on prior years, but the minor overall increase was due to the change in the salary of the Assistant Town Manager, which was changed based on the Classification & Compensation study. The \$3,000 in the CIP is for replacing the ATM's computer, which is on a 5-year replacement cycle. There was \$12,000 in the FY2019 for two bus shelters but that has been moved out to FY2020.

### Background

As of the end of December 2017 ACTS will have been in operation for 7 full calendar years and 6 full fiscal years. This past year ACTS experienced a slight growth from 2016, and had the second highest annual ridership. For the past year, ACTS averaged over 80 passenger trips per day which is double the number of trips during the first year of operation. ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively.

Summer hours run June through September and for the 6<sup>th</sup> consecutive year a very generous citizen and supporter of ACTS provided an anonymous donation that provided free fares for these same months. Staff ordered a replacement bus in July 2017 to replace a bus that was purchased in 2010 and has over 130,000 miles. The new bus should be put into service in January 2018. The buses travel nearly 50,000 miles per year and while the system started out with two new buses the schedule is to purchase a new bus every other year.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
<b>FY2011</b>							391	590	481	495	551	1,617	<b>4,125</b>
<b>FY2012</b>	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<b>13,211</b>
<b>FY2013</b>	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<b>16,376</b>
<b>FY2014</b>	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<b>20,230</b>
<b>FY2015</b>	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<b>24,449</b>
<b>FY2016</b>	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<b>21,848</b>
<b>FY2017</b>	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	<b>22,759</b>
<b>FY2018</b>	1,722	1,915	1,928	<b>1,558</b>									<b>7,123</b>

Staff continues implementation of the Transportation Development Plan (TDP) approved and adopted by Town Council in 2013. Incremental raises have brought the part-time drivers' hourly rates closer to industry standards. Extended summer hours continue to add convenience for the citizens and the deviated route to the Hurt Medical Center continues to be utilized on a weekly basis. Both extended summer hours and deviation to the Town of Hurt will continue.

ACTS continued partnering with the Altavista Combined School, a joint effort with the school to teach the special needs students about access to community resources and how to access public transportation. While this continues to be a very successful endeavor, the school has reduced the number of days from 3 to 2 and this will be reflective in the passenger trips for the coming year. Staff will provide an annual report to the DRPT in January 2018.

### **Budget Request**

Staff requests permission to apply for grant funding for operations in the amount of \$100,950 and \$3,000 for CIP. The estimated town match would be \$33,600 for operations and \$600 for CIP.

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					BRIEF DESCRIPTION OF ITEMS
FY 2019		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	INCLUDED IN EACH ACCOUNT
<u>TRANSIT DEPARTMENT</u>							
<u>OPERATIONS</u>							
6101-403.10-02	SALARIES AND WAGES / REGULAR	53,036.00	55,121.76	58,293.45	62,400.00	65,600.00	Includes 40% of the Asst. Town Manager's salary, 5% of the Fleet Maintenance supervisor's salary and the 5 PT bus drivers. Includes \$1,900 to be used to fund performance evaluations
6101-403.20-02	BENEFITS / FICA	4,143.50	4,290.99	4,520.92	4,800.00	5,050.00	
6101-403.20-04	BENEFITS / VA RETIREMENT SYSTEM	2,554.46	2,609.52	2,907.64	3,250.00	3,500.00	11.42% (FY 19 rate is unknown at this time)
010-6101-403.20-06	BENEFITS/ GROUP MEDICAL	0.00	0.00	280.32	500.00	500.00	
6101-403.20-08	BENEFITS / GROUP LIFE INSURANCE	277.94	283.92	333.00	500.00	500.00	1.31% (FY 19 rate is unknown at this time)
6101-403.20-10	BENEFITS / WORKER'S COMP	1,066.28	1,287.00	1,427.00	1,500.00	1,600.00	Current premium is \$1,427
010-6101-403.30-06	CONTRACTUAL SERVICES / ADVERTISING	205.00	365.80	241.25	1,000.00	1,000.00	Brochures, banners, newspapers, radio ads, advertising products -
010-6101-403.30-08	CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	0.00	184.00	0.00	500.00	500.00	Computer Program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350.00 charged to transit. \$150 for ITG and contract repairs related to ACTS.
010-6101-403.30-14	CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	4,894.02	150.00	300.00	300.00	300.00	Professional services. Misc. to be used, if needed for printing of passes and schedules.
					<b>74,750.00</b>	<b>78,550.00</b>	

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					
FY 2018		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	BRIEF DESCRIPTION OF ITEMS
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	INCLUDED IN EACH ACCOUNT
010-6101-403.30-16	CONTRACTUAL SERVICES / PHYSICALS	230.00	205.00	140.00	300.00	250.00	Required drug testing and physicals for new hires as well as quarterly drug screening for drivers.
010-6101-403.50-08	OTHER CHARGES / TELECOMMUNICATIONS	920.76	987.82	698.62	1,200.00	1,000.00	Cell phone for administrator. Any repairs or upgrade to bus communication radio.
010-6101-403.50-12	OTHER CHARGES / MOTOR VEHICLE INSURANCE	888.00	1,144.00	1,496.00	1,300.00	1,400.00	Insurance for 2 buses and transit vehicle.
010-6101-403.50-24	OTHER CHARGES / SUBSISTANCE & LODGING	327.96	483.09	152.40	500.00	500.00	Travel for conferences, board meetings, training, required DRPT meetings. *Most of this is reimbursed 100% through RTAP grant funding. No change
010-6101-403.50-26	OTHER CHARGES / CONVENTIONS & EDUCATIONS	169.78	181.00	14.00	800.00	500.00	CTAV Annual conference. CTAV training; DRPT required training; video resources training for drivers.
010-6101-403.50-28	OTHER CHARGES / DUES & ASSOC MEMBERSHIPS	125.00	147.50	125.00	150.00	150.00	CTAV membership. In the past this item has been charged to 30.14 Misc. and Professional Services.
010-6101-403.50-33	OTHER CHARGES / MISCELLANEOUS / INDIRECT	0.00	0.00	0.00	0.00		
010-6101-403.50-35	OTHER CHARGES / MISC / FIXED COSTS	0.00	0.00	0.00	0.00		
					4,250.00	3,800.00	

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					BRIEF DESCRIPTION OF ITEMS
FY 2018		CLOSE OF EACH FISCAL YEAR			<u>Adopted</u>	<u>REQUEST</u>	
		<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>INCLUDED IN EACH ACCOUNT</u>
010-6101-403.60-02	MATERIALS & SUPPLIES / OFFICE SUPPLIES	231.52	225.51	319.42	250.00	300.00	Misc. office supplies, paper, pens, note pads,
010-6101-403.60-06	MATERIALS & SUPPLIES / FUELS & LUBRICANTS	16,876.69	13,233.82	12,343.82	16,000.00	14,000.00	Fuel for buses; reduced based on lower fuel costs and 2 year history.
010-6101-403.60-08	MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	3,573.29	3,491.51	2,589.16	3,750.00	3,500.00	One set of tires per bus. All parts for the buses. Reduced because of a newer fleet at this time.
010-6101-403.60-14	MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	477.73	58.08	284.29	500.00	500.00	Used for 1st Aid supplies, gloves, first aid kits, disinfectants.
010-6101-403.60-18	MATERIALS & SUPPLIES / SUPPLIES	252.54	238.52	127.67	300.00	300.00	Cleaning and deodorizing supplies for inside and outside of vehicles.
					<b>20,800.00</b>	<b>18,600.00</b>	
<b>TOTAL</b>					<b>99,800.00</b>	<b>100,950.00</b>	
<b><u>CAPITAL OUTLAY</u></b>							
010-6101-403.81-02	CAPITAL OUTLAY / REPLACE / VEHICLE	0.00	59,858.00	0.00	64,000.00	0.00	
010-6101-403.81-04	CAPITAL OUTLAY / REPLACE / EDP EQUIP (COMPUTER)	1,750.05	0.00	0.00	0.00	3,000.00	On a 5-year replacement cycle.
010-6101-403.82-06	CAPITAL OUTLAY / NEW / MACHINERY & EQUIPMENT	21,738.00	6,870.00	4,500.00	0.00	0.00	
010-6101-403.82-30	CAPITAL OUTLAY / NEW / IMPROVEMENTS OTHER THAN BLDG	12,825.00	2,221.24	0.00	0.00	0.00	\$12,000 for bus shelters was in FY2019 but has been moved out to FY2020.
<b>TOTAL CIP</b>					<b>64,000.00</b>	<b>3,000.00</b>	



## Town of Altavista, Virginia Work Session Agenda Form

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**Meeting Date:** November 28, 2017

Agenda Item #: | **5b** |

Attachment #: | **3** |

**Agenda Placement:** | Items for Discussion |

**Subject Title:** | Right of Way Clearing Contract - Renewal |

### **SUBJECT HIGHLIGHTS**

Per the attached memorandum, staff requests that Town Council consider the renewal of the Right of Way clearing contract with NaturChem. The Code of Virginia allows such a contract to be extended for up to two additional one year terms. The FY2018 Budget has a total of \$60,000 appropriated for this purpose in the Water and Wastewater departments (\$30,000 each). Staff recommends approval of the NaturChem Right of Way clearing contract as outlined at the December Regular Meeting on the Consent Agenda.

**Action(s) requested or suggested motion(s):** No action requested this evening, but this item will be placed on either the Consent Agenda or Regular Agenda of the December Regular Town Council meeting for approval and authorization to execute this contract renewal.

### **Council Recommendation:**

☐ Additional Work Session

☐ Regular Meeting

☐ No Action

☐ Consent Agenda

### **Staff Review Record**

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

List them in the order they should appear in packet: **Memo from staff**





DATE: November 22, 2017

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Renewal of Contract

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Competitive negotiations were made for water and sewer Right of Way clearing for FY 2016/2017 CIP. NaturChem was awarded the contract.

Naturchem would like to honor the same pricing structure as set forth in their 2016/2017 proposal into 2017/2018. The cost for each job performed is based on tree sizes in the area being cut. See below pricing structure.

Clear cut scenarios (cost the most)

Remove all undergrowth

- 1-Tech cost \$40.00/HR
- 1-Skid Steer with forestry head \$125.00/HR
- 1-Chipper 10" \$80.00/HR
- Debris Truck \$45.00/HR

Majority cut scenarios

- 1-Tech cost \$40.00/HR
- 1-Chipper 10" \$80.00/HR (using Chain Saws)
  - (English Park)
  - (Clarion Tank Site)
  - (Lynch Mill)

Basic clearing

- 1-Tech cost \$40.00/HR
- Brush & Trees piled to sides of Right of Ways
  - (Holly Hills/North Gate)
  - (Lynch Rd.)
  - (English Hardware to Clarion Tank)

The State Code states Job Ordering Contracts, such as this, are limited to one year, however, may be renewable for two additional one-year terms. Staff would like to request to renew the contract with NaturChem for an additional one year term with the option to renew for another year if needed.

Please advise if you have any questions.

Thank you.



## Town of Altavista, Virginia Work Session Agenda Form

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**Meeting Date:** November 28, 2017

Agenda Item #: | **5c** |

Attachment #: | **4** |

**Agenda Placement:** | Items for Discussion |

**Subject Title:** | CIP – Council Chamber’s Audio/Visual Improvements |

### **SUBJECT HIGHLIGHTS**

Previously, staff briefed Council on different alternatives for upgrading of the audio/visual system in the Council’s Chambers. The attached memo sets forth four different options. Staff prefers either Option 3 or Option 4, as they believe it better meets the need of Council and the public.

Please note that the ceiling microphones are not capable of being individually muted but can be manually controlled at the control panel.

**Action(s) requested or suggested motion(s):** No action requested this evening, but when Council is ready staff will proceed with the agreed upon item.

### **Council Recommendation:**

☐ Additional Work Session

☐ Regular Meeting

☐ No Action

☐ Consent Agenda

### **Staff Review Record**

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

List them in the order they should appear in packet: **Memo from staff**

## CHAMBER ENHANCEMENTS

### **OPTION 1**    \$18,847.18

(2) 75" monitors for public's and Council's view mounted on side walls of council chambers. Very similar to current setup, however presentations will be seen on both side walls versus one.

(5) ceiling microphones

### **OPTION 2**    \$15,515.47

(3) 55" monitors for public's and Council's view. (2) monitors will be mounted from the wall for the audience to view on articulating mounts. (1) monitor will be mounted on a motorized ceiling mount directly above the current location of the podium.

(5) ceiling microphones

### **OPTION 3**    \$21,079.32

(2) 55" monitors will be mounted from the wall for the audience to view on articulating mounts.

(5) 10" monitors as displays for council mounted on stands at the dais.

(5) ceiling microphones

### **OPTION 4**    \$16,027.76

(4) 49" monitors mounted on articulating mounts for public's and council's view. (2) monitors will be mounted in a 'V' on both side walls of Council Chambers.

(5) ceiling microphones

\*Note: muting the microphones is not a possibility. They can be manually turned down in the back, but there is no way to have a button for each microphone that would mute them for side conversations.

\*\*Note: In order for Council to use their existing iPads for presentations, an app is needed. This app will be a recurring cost.

GoToMeeting: \$29.00/month includes 50 users

Zoom: \$14.99/month includes 100 users.

Below are the steps on how to join a meeting through Zoom:

1. Click on the Zoom Application
2. Select Join A Meeting
3. Enter the Meeting ID number and input your name. Also select if you would like to connect audio and/or video and select Join.
4. Finished

GoToMeeting:

1. Open GoToMeeting application
2. Enter Meeting ID and press join
3. Finished