



WORK SESSION AGENDA
ALTAVISTA TOWN COUNCIL
Tuesday, October 23, 2018 – 5:00 p.m.

1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments – Agenda Items Only
4. Introductions and Special Presentations
 - a. FY2018 Financial Report (Audit) Presentation – *David Foley, Robinson, Farmer, Cox Associates*
5. Items for Discussion
 - a. Utility Bill Adjustment Policy Review (*Attachment 1*)
 - b. Consideration of CY2019 Town Council Meeting Calendar (*Attachment 2*)
 - c. Consideration of FY2020 Budget/CIP Calendar (*Attachment 3*)
 - d. Streetlight Request Main Street (*Attachment 4*)
 - e. YMCA Family Center Request (*Attachment 5*)
 - f. Police Department “Report Management System” Update (*Attachment 6*)
6. Staff Updates (*Attachment 7*)
7. Public Comment
8. Closed Session

Pursuant to Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body
9. Adjournment

Next Scheduled Regular Town Council Meeting: Tuesday, November 13, 2018 @ 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 Council Work Session
October 23, 2018
FY 2018 Financial Report – David Foley**

**Agenda Memorandum
Submitted by: Tobie Shelton, Finance Director**

Discussion: Mr. David Foley of Robinson, Farmer, Cox Associates will be present to give Town Council a summary of the Town's FY 2018 Financial Report. Staff recommends that Council consider the presentation on the FY 2018 Financial Report and that acceptance of the FY 2018 Financial Report be placed on the November Town Council Regular Meeting Consent Agenda.

ATTACHMENTS:

- FY 2018 Financial Report provided separately
- Memo from staff regarding FY 2018 Financial Report



DATE: October 19, 2018

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2018 Financial Report

David Foley with Robinson, Farmer, Cox Associates will be attending the October 23rd Work Session to present our FY 2018, Financial Report, which covers the period July 1, 2017 through June 30, 2018. He will be able to answer any questions you may have concerning the attached annual report.

The representation letter on page 1 provides an overview of the auditing process and analysis of the financial condition of the Town. An unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give.

As noted in Exhibit 3, the fund balance total of the General Fund for FY 2018 was \$16,929,216. The General Fund had an excess of revenues over expenditures in the amount of \$686,965 as indicated on page 9 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund) over last year. Of this amount, \$307,400 is designated in reserves as follows: \$10,400 (Administration), \$9,750 (Police), \$8,000 (Public Works), \$117,750 (Rt. 43 Gateway Project-partially funded by the VDOT grant), \$127,500 (Recreation) and \$34,000 (Economic Development).

As noted in Exhibit 7, total net position of the Enterprise Fund for FY 2018 was \$12,700,217. The Enterprise Fund had a loss in net position during the year of \$371,414 as indicated on page 8 (Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund) over last year. FY 2018 projects that were approved to be carried over totaling \$817,400 will be funded out of reserves. These projects are as follows: \$298,900 (Water Treatment Plant) and \$518,500 (Wastewater Treatment Plant).

The Town continues to show a stable financial position.

Please advise if you have further questions.



Town Council Work Session – Item: #5a

October 23, 2018

Utility Bill Adjustment Policy Review

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion:

Last month a citizen approached Town Council in regard to a second utility bill adjustment in a twelve month period. Following consideration of the request, Council asked that a review of the current policy be placed on their next Work Session agenda.

Current Policy: The current policy allows the Town Manager to approve an adjustment of a customer's water usage charge in certain cases, as outlined in the attached policy. The policy also states "Only one adjustment will be allowed in any calendar year", accordingly staff has followed this pattern and any individuals requesting a second adjustment have been informed of that and allowed to appear before Town Council if they so desire.

Requested Action: Discussion by Town Council and direction to staff on this item.

ATTACHMENTS:

- *Town Utility Adjustment Policy (current)*

Utility Billing Adjustment Policy

Purpose: To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

Water Charge Adjustments

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

1. The customer must request an adjustment in writing fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.
2. The customer must verify that the leak has been permanently repaired.
3. The leak must be in the customer's supply line, which is the portion of the water supply from the meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town manager will review water bills for the four (4) previous billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of excess water usage charge (the balance after "historic usage"). Only one adjustment will be allowed in any calendar year. (Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed and adjusted as necessary by the Town Manager if the consumption is greater than the historical patterns. This would be included in the one adjustment in the calendar year.

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year. (Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed and adjusted for sewer usage as necessary by the Town Manager if there is a consumption adjustment given for water usage. This would be included in the one adjustment in the calendar year.

The Town assumes no liability or responsibility for damage caused by leaks, or repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

Payment Plan

For large leaks, a partial payment may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars. (\$100.00)

The monthly partial payment must be a minimum of one-quarter of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. (Due to the three (3) month billing cycle if an additional payment plan is deemed necessary by the Town Manager the previous arrangement can be set up.) All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty

ADOPTED BY TOWN COUNCIL, DECEMBER ____, 2016



Town Council Work Session – Item: #5b
October 23, 2018
Consideration of CY2019 Town Council Meeting Calendar
Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: The Altavista Town Council currently meets twice a month, except in December. Town Council meets on the 2nd Tuesday of each month for their Regular Meeting (7:00 p.m.) and on the 4th Tuesday of each month for their Work Session (5:00 p.m.). The meetings are conducted in the Council’s Chambers of the J.R. “Rudy” Burgess Building (Town Hall) located at 510 7th Street. Please note that based on past direction, there is no Work Session scheduled for December.

Requested Action: Consensus of Town Council to place adoption of the CY2019 Town Council Meeting Calendar on the November Regular Meeting Consent Agenda.

ATTACHMENTS:

- *CY2019 Town Council Meeting Schedule*

CY 2019 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 7:00 p.m. and the fourth Tuesday (Work Session) at 5:00 p.m. of each month in the Town Hall Council Chambers of the J.R. “Rudy” Burgess Municipal Building, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2019. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 8 th
January WS	January 22 rd
February RM	February 12 th
February WS	February 26 th
March RM	March 12 th
March WS	March 26 th
April RM	April 9 th
April WS	April 23 th
May RM	May 14 th
May WS	May 28 th
June RM	June 11 th
June WS	June 25 th

Month	Date
July RM	July 9 th
July WS	July 23 rd
August RM	August 13 th
August WS	August 27 th
September RM	September 10 th
September WS	September 24 th
October RM	October 8 th
October WS	October 22 th
November RM	November 12 th
November WS	November 26 th
December RM	December 10 th
December WS	NO MEETING

2019

January						
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February						
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March						
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31						

April						
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28	29	30				

May						
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June						
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30						

July						
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August						
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September						
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29	30					

October						
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November						
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December						
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22	23	24	25	26	27	28
29	30	31				

TOWN HOLIDAYS						
January						
01: New Year's Day						
21: M L King Day						
May						
27: Memorial Day						
July						
04: Independence Day						
September						
02: Labor Day						
November						
28: Thanksgiving Day						
29: Day After Thanksgiving						
December						
24: Christmas Eve						
25: Christmas Day						
26: Day After Christmas						



Town Council Work Session – Item: #5c
October 23, 2018
Consideration of FY2020 Budget/CIP Calendar

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: Attached is the draft FY2020 Budget/CIP calendar for Council's review and consideration. This would be an appropriate time for Council to provide any feedback/thoughts on goals and objectives that they would like staff to pursue during the departmental and revenue consideration of the draft budget.

There are several modifications to this year's schedule. Staff will begin work on the Capital Improvement Plan (CIP) in December and seek to get Council's input/tentative approval earlier in order to establish necessary financial levels in the draft budget. In addition, staff is providing the option for a Continued Budget Work Session on Wednesdays the day after each Town Council Work Session in January, February and March. This is to be sure that Council has ample time to consider the items related to the budget without sacrificing time needed for regular on-going town items/issues. The additional meetings will only be utilized if Council feels they are necessary to complete the budget process.

As is the case each year, the Altavista Community Transit System (ACTS) proposed budget will be considered in December in order for staff to have ample time to prepare the grant application that is due in January. Staff will provide the ACTS draft budget to Council in mid-November.

Requested Action: Approval of the FY2020 Budget Calendar (as presented/amended).

ATTACHMENTS:

- *FY2020 Budget Calendar*



PROPOSED BUDGET CALENDAR FY 2020 BUDGET PREPARATION

<u>November</u>		Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of budget work papers
<u>November 27</u> (Tuesday)	5:00 p.m.	Public Input Session for FY 2020 Budget to be held during Work Session
<u>December 14</u> (Friday)		Department CIP requests due
<u>January 11</u> (Friday)		Department Operating Budget requests due
<u>January 14</u> (Monday)		Written requests from outside agencies and non-profits due by this date
<u>January 22</u> (Tuesday)	5:00 p.m.	Outside agencies/non-profits requesting funding should attend Council Work Session. CIP and utility rate discussion.
<u>January 23</u> (Wednesday)	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
<u>February 18</u> (Monday)		Council receives Draft Budget document
<u>February 26</u> (Tuesday)	5:00 p.m.	Council Budget Work Session / CIP Approval
<u>February 27</u> (Wednesday)	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
<u>March 26</u> (Tuesday)	5:00 p.m.	Council Budget Work Session
<u>March 27</u> (Wednesday)	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
<u>April 9</u> (Tuesday)	7:00 p.m.	First Reading of Budget/Designate Public Hearing for May 14th
<u>April 24</u> (Wednesday)		First Public Hearing Advertisement
<u>April 1</u> (Wednesday)		Second Public Hearing Advertisement
<u>May 14</u> (Tuesday)	7:00 p.m.	Public Hearing on the FY2020 Budget
<u>June 11</u> (Tuesday)	7:00 p.m.	Council Meeting to approve FY2020 Budget



Town Council Work Session – Item: #5d
October 23, 2018
Consideration of Streetlight Request (1212 Main Street)

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion:

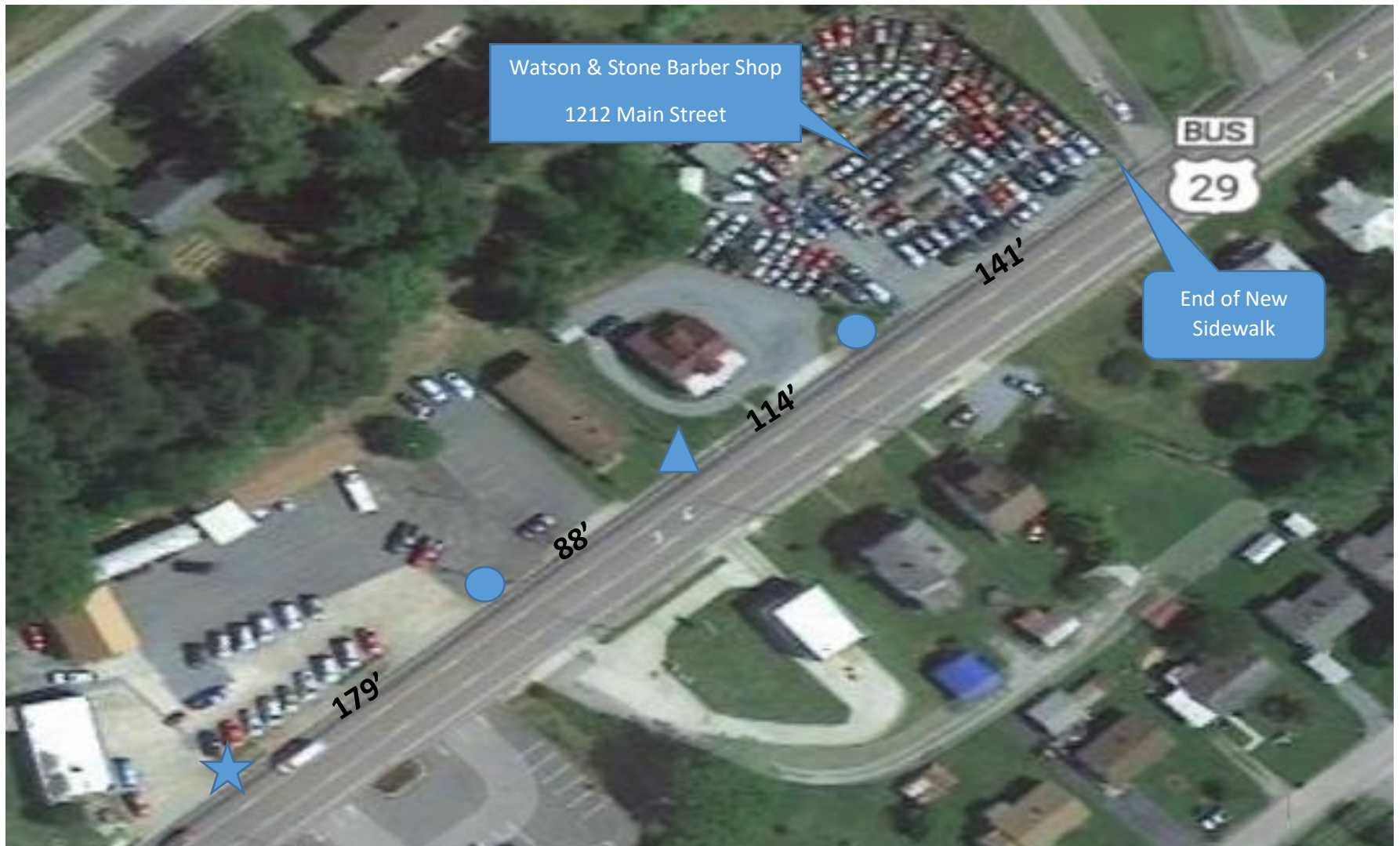
Recently, staff was approached by Mr. Calvin Watson in regard to the possible installation of a decorative streetlight on Main Street. Mr. Watson recently moved his business (Watson & Stone Barber Shop) to 1212 Main Street, former site of B&D Auto. Several months ago, VDOT extended the sidewalk from Steve Farmer's Auto Sales to the end of Mr. Watson's property.

The Town's decorative streetlights end at the upper end of the Farmer's Auto lot. The attached map shows the location of the Town's existing decorative light as well as utility poles in this area, both with and without extend arm cobra-head streetlights. Staff is seeking Council's thoughts on the Town's policy in regard to extension of the decorative lights.

Requested Action: Direction from Council on this item.

ATTACHMENTS:

- *Map showing light/pole layout.*
- *Photos*



Decorative Streetlight Request at 1212 Main Street



Decorative Light



Pole with Light



Pole (no light)

Main Street (1212) Streetlight Request





Town Council Work Session – Item: #5e
October 23, 2018
Consideration of YMCA Request for placement of New Storage Building
Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Recently, staff meet with Steve Jester, YMCA Executive Director, to review his proposal to construct a new storage building at the YMCA's Family Center. As you know the YMCA facility is located on Town-owned property. Recently the Family Center underwent internal renovations and the need for additional storage is warranted. While no official action is needed from Council in regard to the storage building, Steve is seeking financial assistance from the Town in regard to removal of several trees that would interfere with the new building.

Requested Action: Direction from Council on this item.

ATTACHMENTS:

- *Map showing building location.*
- *Photos*



YMCA Family Center Request – Removal of several trees and placement of Storage Building on Town property.

YMCA STORAGE BUILDING REQUEST – SITE LOCATION





Town Council Work Session – Item: #5f
October 23, 2018
Altavista Police Department Record Management System (RMS)/
Mobile Data System Project Update
Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: The Altavista Police Department has been working in conjunction with Campbell County Public Safety in regard to this project. Campbell County has been the lead on this project and has worked through the procurement process, which included both Altavista and Brookneal. This system will be a replacement for the Town's current system, DaPro, which has reached the end of its useful life and is no longer supported. The FY2019 budget has \$75,000 appropriated for this capital improvement project.

Chief Merricks will provide an update to Council on this item at the meeting.

Requested Action: Direction based upon update/discussion.

ATTACHMENTS:

- *Chief's memo.*

Col. Thomas E Merricks
Chief of Police



Phone: (434) 369-7425

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

Fax: (434) 369-5046

To: J Waverly Coggsdale, Town Manager

From: T E Merricks, Chief of Police

Re: Zuercher Suite RMS System

Zuercher Technologies is a public safety software.

- All one application on one database from one vendor.
- Configuration options allow users to set up software to match agency needs.
- Built in report generator makes analytical reporting a simple and straightforward task.

Mobile CAD

- Computer Aided Dispatch
- Improves efficiency by enabling silent dispatch
- Mobile users are always up to date with incident assignments, call details, location info and safety alert information.
- Users can update status at the touch of a button which enables dispatch to closely monitor officer activity.
- Includes instant messaging between units

Records

- A records management system that consolidates and automates records processing.
- Master indexes- Name , addresses, vehicles,
- Case reporting
- Comprehensive property and evidence management.
- Logs warrants, sex offender data and CCW permit info

Data Conversion- Our present data will be converted into a format that will be entered into the Zuercher database. This would eliminate having to check two systems for information.

Mobile Records

- Name , address, case information, available to mobile users

Community Data Platform

- Shares information between agencies (Farmville, Bedford Appomattox)

Reporting

- built-in report generator for Zuercher Suite that is included at no additional charge.
- This tool eliminates the need to purchase additional report templates or run queries on agency data with separate software.
- Reporting integrates with the software, the information is current, correct, and does not need to be re-entered to build a report.

Mobile AVL

- Allows GPS locating of vehicles
- Reduces liability with ability to track speeds etc.

Benefits of the system.

- Time – get responders to the incident faster with things like unit recommendation and the efficiency of a good CAD; or save you time & make you more efficient by making your booking process faster or case report workflow faster
- Safety – improve responder safety, for example, alerts on things like a hazmat on the premise or a gun in vehicle
- Intelligence –a lot of data gets put into a situation like this; systems like this can pull it together and analyze it and present it to you at the right time in the right way to help you make decisions
- As an add-on to Campbell County, you will be sharing all the data information (name, vehicle and location alerts) from both the 911 center and the Sheriff's Office.
- Ease of use, report writing made simple for your officers. Less time behind the computer=more time in the field.
- Mobile and desktop have the same look and feel

Field OPS

- A mobile app that would allow users to access features of Zuercher Suite from their mobile devices. This would be for Chief and Deputy Chief and would eliminate need for laptops in their vehicles.

Conclusion

Since Campbell County is going with this system. It is advantageous for us to do so as well at the same time. We would have input in formulating the modules to be set up to best suit our needs. And also would receive a discount for signing when they did due to training, etc.

The system would also allow officers to be more productive as it would streamline the report and booking process. APD would also have the ability to view and serve warrants located in the Town of Altavista (Currently there is no provision for this, even full warrant lists don't have addresses on them.). This system would also benefit officer safety and could possibly reduce liability with the ability to monitor officer speeds and locations.



**Town Council Work Session – Item: #6
October 23, 2018
STAFF UPDATES**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: During this time, staff will provide updates to Town Council on on-going item/issues/projects.

Requested Action: Direction based upon update/discussion.

ATTACHMENTS: