



**6:00 pm November 15, 2016
Convene Regular Session**

Consent Agenda

Approve Agenda

Consideration of Accounts and Appropriations

Approval of Minutes:
October 18, 2016

Sale of Cemetery Lots

Agenda
Scheduled Meeting
Louisa Town Council
212 Fredericksburg Avenue
Louisa, Virginia 23093
Tuesday November 15, 2016

6:00 pm Convene Regular Session

Invocation

Pledge to the Flag

I. Business from the Floor

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. Any person wishing to bring a matter to the Council's attention under this section of the agenda should: (1) Come to the podium and state their name and address; (2) state the matter that they wish to discuss and what action they would like the Council to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.

II. Consent Agenda

Approve Agenda

Consideration of Accounts and Appropriations

Approval of Minutes: October 18, 2016

Sale of Cemetery Lots

III. Public Hearing:

1) VDOT Required: Application for Grant Funding Sidewalk Expansion.

The public will have the opportunity to comment on the proposed sidewalk grant project and application, which includes a local 20% match requirement. The proposed project will expand sidewalks on Elm Avenue and West Main Street.

IV. Presentation:

1) Dabney Coleman – Flower Gardens/Town Beautification

2) Robinson Farmer Cox Associates CPA – FY 2015-2016 Audit Presentation

V. New Business:

1) Discussion/Action: Lot Lease Christmas Tree Sales

2) Discussion/Action: Auxiliary PD Funding

3) Discussion/Action: PD Take Home Car Policy

4) Discussion/Action: Maturing CD #5 726 Hillcrest Fund \$99,284

VI. Standing Committee Reports

Police

Water and Sewer

Streets and Sidewalks

VII. Reports from Staff

Counsel

Clerk

Treasurer

Manager

VIII. Communications

IX. Closed Session

Consider in closed session, in accordance with the Code of Virginia,
Freedom of Information Act.

X. Comments by Members of Town Council

XI. Adjournment

TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting -November 15, 2016

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Advance Auto Parts	13.99				\$ 13.99
Animal Medical Center of Louisa	111.20				\$ 111.20
Automated Office Systems	99.00				\$ 99.00
Central Virginian	221.93				\$ 221.93
Cintas	248.60	124.30	124.30		\$ 497.20
Clear Communications	4,698.98				\$ 4,698.98
Comcast Communications	140.96				\$ 140.96
Community Motor Co.	421.66				\$ 421.66
East Coast Emergency Vehicles	845.63				\$ 845.63
Hefty Wiley & Gore, P.C.	3,000.00				\$ 3,000.00
Intrastate Pest Control Co., Inc.	90.00				\$ 90.00
Itron		2,282.96			\$ 2,282.96
Kilmon, Kip	1,212.41				\$ 1,212.41
KONE, Inc	170.88				\$ 170.88
Kustom Signs, Inc.	552.05				\$ 552.05
Lake Anna Security	241.40				\$ 241.40
Louisa Auto Parts, Inc.	68.60	34.28			\$ 102.88
Louisa County (Landfill Visits)	314.14				\$ 314.14
Louisa County Public Schools	162.26				\$ 162.26
Louisa County Water Auth.		20,720.64	18,011.37		\$ 38,732.01
Louisa Hardware	230.30	8.98			\$ 239.28
M&W Printers	829.01	73.56	73.56		\$ 976.13
Maddox		38.95			\$ 38.95
Main Street Supply		18.56			\$ 18.56
Mansfield	1,305.36		17.86	27.05	\$ 1,350.27
Martin Marrietta		276.72			\$ 276.72
North Star Press, LLC		665.31			\$ 665.31
Petty Cash	5.26				\$ 5.26
Purcell Lumber		5.99		114.20	\$ 120.19
Ricoh USA Inc.	178.62				\$ 178.62
Roto-Rooter			1,089.69		\$ 1,089.69
Shenandoah Water	35.72				\$ 35.72
Shirley Harris	2.00				\$ 2.00
S.L. Williamson Company	625.84				\$ 625.84
Telephone Services	142.50				\$ 142.50
The Police & Sheriffs Press	17.49				\$ 17.49
Updike Industries, Inc.	4,916.75				\$ 4,916.75
Virginia Utility Project		67.20			\$ 67.20
VISA - Virginia Community Bank	966.51				\$ 966.51
Watch Guard	92.00				\$ 92.00
TOTALS:	21,961.05	24,317.45	19,316.78	141.25	\$ 65,736.53

BANK ACCOUNT BALANCES

As of October 31, 2016

<u>INSTITUTION</u>	<u>LINE ITEM</u>	<u>BALANCE</u>	<u>Maturity Date</u>	<u>Date of Next Interest</u>	<u>Interest Rate</u>
GENERAL FUND					
LGIP 170	999-105-0001	\$ 20,409.52	NA	Monthly	0.607%
VA COMM BANK (FEMA)	999-103-0017	\$ 38,855.96	NA	Monthly	0.300%
ESSEX BANK (CD)	999-108-0015	\$ 138,621.66	11/30/2017	1/31/2017	1.300%
ESSEX BANK (CD)	999-108-0012	\$ 250,000.00	11/30/2017	1/31/2017	1.300%
		\$ 447,887.14			

WATER FUND					
VA COMM BANK ESCROW	999-103-0018	\$ 48,335.94	NA	Monthly	0.250%
LGIP 218	999-105-0003	\$ 327,315.84	NA	Monthly	0.607%
		\$ 375,651.78			

OAKLAND CEMETERY FUND					
LGIP 175	999-105-0002	\$ 54,100.73	N/A	Monthly	0.607%
		\$ 54,100.73			

HILLCREST CEMETERY FUND					
LGIP 249	999-105-0004	\$ 6,991.75	NA	Monthly	0.607%
VA COMM BANK (CD)	999-103-0016	\$ 99,284.91	11/21/2016	11/21/2016	0.800%
ESSEX BANK (CD)	999-108-0001	\$ 195,770.52	12/18/2016	12/18/2016	0.700%
ESSEX BANK (CD)	999-108-0008	\$ 144,842.30	6/18/2017	1/18/2016	1.000%
		\$ 446,889.48			

CHECKING ACCOUNT					
VA COMM BANK CHK	999-103-0008	\$ 150,959.58	NA	NA	NA
VA COMM BANK MM	999-103-0009	\$ 27,470.30	NA	Monthly	0.250%
ESSEX BANK CHK (Sewer)	999-108-0006	\$ 1,425.26	NA	NA	NA
		\$ 179,855.14			

Total \$ 1,504,384.27

Bank Totals
VCB \$ 364,906.69
ESSEX \$ 730,659.74
LGIP \$ 408,817.84
Total \$ 1,504,384.27

Subject to Maturity

11/08/2016

ACCT PERIOD:2016/10
FUND:100 ** General Fund Revenue **

TOWN OF LOUISA

7/01/2016 - 10/31/2015

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ACCT#	DESCRIPTION	BUDGET	APPROV.	TOTAL SUPPL.	TRANSFERS	ACT/AUD.	CUR/MTD	THIS YEAR	ENCUMBER.	AVAILABLE	USED
010000-9232-	** General Fund Revenue ** Debt Proceeds	-	-	-	-	-	-	-	-	-	-
	** Revenue from Local Sources **										
011010-0001-	** General Property Taxes **	215000.00-	215000.00-	215000.00-	215000.00-	215000.00-	981.83-	981.83-	214018.17-	108.83-	.4
011010-0002-	Real Estate Property Taxes **	7000.00-	7000.00-	7000.00-	7000.00-	7000.00-	365.68-	365.68-	6634.32-	0.00-	5.2
011010-0004-	Delinquent Taxes	222000.00-	222000.00-	222000.00-	222000.00-	222000.00-	981.83-	1347.51-	220652.49-	0.00-	.6
	DEPT. TOTAL										
011020-0001-	** Personal Property Taxes **	52500.00-	52500.00-	52500.00-	52500.00-	52500.00-	89.05-	89.05-	52410.95-	89.05-	.1
011020-0002-	Current Year Taxes	1800.00-	1800.00-	1800.00-	1800.00-	1800.00-	135.69-	135.69-	1664.31-	135.69-	7.5
011020-0003-	Delinquent Taxes	21378.00-	21378.00-	21378.00-	21378.00-	21378.00-	21378.84-	21378.84-	54074.42-	84.36-	100.0
	DEPT. TOTAL	75678.00-	75678.00-	75678.00-	75678.00-	75678.00-	89.05-	21603.58-	54074.42-	21603.58-	28.5
011025-0001-	** Public Service **	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	0.00-
	Current Year	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	0.00-
	DEPT. TOTAL	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	8500.00-	0.00-
011060-0001-	** Penalty and Interest **	3200.00-	3200.00-	3200.00-	3200.00-	3200.00-	50.16-	50.16-	3149.84-	50.16-	1.5
011060-0002-	Penalties - All Property Taxes	1500.00-	1500.00-	1500.00-	1500.00-	1500.00-	45.72-	45.72-	1454.28-	45.72-	3.0
	Interest - All Property Taxes	4700.00-	4700.00-	4700.00-	4700.00-	4700.00-	95.88-	95.88-	4604.12-	4604.12-	2.0
	DEPT. TOTAL	4700.00-	4700.00-	4700.00-	4700.00-	4700.00-	95.88-	95.88-	4604.12-	4604.12-	2.0
012010	** Other Local Taxes **										
	** Local Sales Use and Taxes **										
012010-0001-	Local Sales Use and Taxes	65000.00-	65000.00-	65000.00-	65000.00-	65000.00-	6230.62-	12308.81-	52691.19-	1830.62-	18.9
	DEPT. TOTAL	65000.00-	65000.00-	65000.00-	65000.00-	65000.00-	6230.62-	12308.81-	52691.19-	1830.62-	18.9
012020-0001-	** Consumer Utility Taxes **	4100.00-	4100.00-	4100.00-	4100.00-	4100.00-	411.30-	1192.50-	2907.50-	2907.50-	29.0
012020-0002-	Consumer Utility Taxes	4100.00-	4100.00-	4100.00-	4100.00-	4100.00-	411.30-	1192.50-	2907.50-	2907.50-	29.0
	Consumption Taxes	4100.00-	4100.00-	4100.00-	4100.00-	4100.00-	411.30-	1192.50-	2907.50-	2907.50-	29.0
	DEPT. TOTAL	4100.00-	4100.00-	4100.00-	4100.00-	4100.00-	411.30-	1192.50-	2907.50-	2907.50-	29.0
012030-0001-	** Business License Taxes **	230000.00-	230000.00-	230000.00-	230000.00-	230000.00-	181.16-	241.16-	229758.84-	241.16-	.1
	Business License Taxes	230000.00-	230000.00-	230000.00-	230000.00-	230000.00-	181.16-	241.16-	229758.84-	241.16-	.1
	DEPT. TOTAL	230000.00-	230000.00-	230000.00-	230000.00-	230000.00-	181.16-	241.16-	229758.84-	241.16-	.1
012060-0001-	** Bank Stock Taxes **	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	0.00-
	Bank Stock Taxes	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	0.00-
	DEPT. TOTAL	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	105000.00-	0.00-
012100-0001-	** Transient Lodging Taxes **	1200.00-	1200.00-	1200.00-	1200.00-	1200.00-	199.60-	611.38-	588.62-	588.62-	50.9
	Transient Lodging Taxes	1200.00-	1200.00-	1200.00-	1200.00-	1200.00-	199.60-	611.38-	588.62-	588.62-	50.9
	DEPT. TOTAL	1200.00-	1200.00-	1200.00-	1200.00-	1200.00-	199.60-	611.38-	588.62-	588.62-	50.9
	** Meals Tax **										

11/08/2016

ACCT PERIOD:2016/10
FUND:100 ** General Fund Revenue **

TOWN OF LOUISA

7/01/2016 - 10/31/2016

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ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
012110-0001-	** Meals Tax **	535000.00-	535000.00-			535000.00-	48249.69-	149229.65-		385770.35-	27.8
012110-0002-	Meals Tax						102.14	102.14		102.14-	
	DEPT. TOTAL	535000.00-	535000.00-			535000.00-	48147.55-	149127.51-		385872.49-	27.8
012180-0001-	Bank Franchise Tax										
	Bank Franchise Tax										
013030-0007-	** Zoning Advertising **	100.00-	100.00-			100.00-	65.00-	115.00-		15.00	115.0
013030-0100-	Zoning Permits										
	Special Use Permits										
	DEPT. TOTAL	100.00-	100.00-			100.00-	65.00-	115.00-		15.00	115.0
014010-0001-	** Fine and Forfeitures **	10000.00-	10000.00-			10000.00-	497.06-	1539.71-		8460.29-	15.3
014010-0002-	Court Fines & Forfeitures										
	Parking Tickets										
	DEPT. TOTAL	10000.00-	10000.00-			10000.00-	497.06-	1539.71-		8460.29-	15.3
015010-0001-	** Revenue Use of Money/Property **	7800.00-	7800.00-			7800.00-	723.03-	1518.48-		6281.52-	19.4
	Interest Earned Bank Deposits **										
	Interest Earned @ All Institutions										
	DEPT. TOTAL	7800.00-	7800.00-			7800.00-	723.03-	1518.48-		6281.52-	19.4
015020-0005-	** Revenue from Use of Property **	4800.00-	4800.00-			4800.00-	400.00-	1600.00-		3200.00-	33.3
015020-0008-	Petite Storage Rental										
015020-0009-	Parking Lot Building Rental										
	Rent parking lot building main st										
	Farmer's Market Rental										
	DEPT. TOTAL	4800.00-	4800.00-			4800.00-	400.00-	1600.00-		3200.00-	33.3
016010-0001-	** Charges for Services **										
	Court Costs **										
	Trial Justice CT Court										
	** Charges, Maintenance, Streets **										
016070-0003-	Parking Meters										
016080-0001-	** Solid Waste Fees **	7500.00-	7500.00-			7500.00-	1467.00-	3491.00-		4009.00-	46.5
016080-0004-	Solid Waste Fees										
	Brush Removal										
	SNOW REMOVAL										
	DEPT. TOTAL	7500.00-	7500.00-			7500.00-	1467.00-	3491.00-		4009.00-	46.5
017000-0001-	IDN Economic Development										
	IDN Economic Development										
	** Miscellaneous Revenue **										
018030-0001-	Refunds										
	Refunds										
018980-0001-	** Miscellaneous **	250.00-	250.00-			250.00-	128.92-	868.58-		618.58	347.4
018990-0004-	Miscellaneous										
	Garnishee Fees										

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTN	THIS YEAR	ENCUMBER.	AVAILABLE	USED
** Miscellaneous **											
018990-0009	Sale Of Equipment	6000.00-	6000.00-			6000.00-	4554.04-	4554.04-		1445.96-	75.9
018990-0013	Bad Checks						25.00-	50.00-		50.00	
018990-0015	Fireworks LCVFD										
018990-0015	Cost Share IDDC										
018990-0017	IDDC Miscellaneous Revenue										
018990-0018	Art Center/Commission for the Arts	5000.00-	5000.00-			5000.00-				5000.00-	
018990-0020	TR Grounds Contribution	250.00-	250.00-			250.00-				250.00-	
018990-0702	Lots @ Hillcrest Cemetery	5000.00-	5000.00-			5000.00-		2266.66-		2733.34-	45.3
018990-1000	Miscellaneous Revenue										
018990-9999	Donations for Town Hall Renovation										
	DEPT. TOTAL	16500.00-	16500.00-			16500.00-	4707.96-	7739.28-		8760.72-	46.9
** Revenue from the Commonwealth **											
** Non-Categorical Aid - State **											
022010-0005	Rolling Stock	1700.00-	1700.00-			1700.00-		1726.72-		26.72	101.5
022010-0006	Communications Tax	7600.00-	7600.00-			7600.00-	568.77-	1139.05-		6470.95-	14.8
	DEPT. TOTAL	9300.00-	9300.00-			9300.00-	568.77-	2855.77-		6444.23-	30.7
** Categorical Aid - State **											
** Tea Grants **											
024010	**Tea Grants**										
024010-0001	TEA Grants Rt 33										
024010-0002	Outdoor Grant										
024010-0003	GP TEA Grant C/O										
024010-0004	VMI Safety Grant										
024010-0005	TEA Grant Downtown										
024010-0006	TEA Grant Downtown CO										
** Law Enforcement **											
024040-0001	Law Enforcement	35000.00-	35000.00-			35000.00-		9075.00-		25925.00-	25.9
024040-0002	DMV Grant/Police/Equipment	5000.00-	5000.00-			5000.00-		752.50-		4247.50-	15.0
024040-0003	Rural Development/Police Car Grant										
024040-0007	Anti-Fitter Grant	1200.00-	1200.00-			1200.00-				1200.00-	
024040-0012	Fire Program Funds	10000.00-	10000.00-			10000.00-				10000.00-	
024040-0013	Byrne Justice Grant	4000.00-	4000.00-			4000.00-				4000.00-	
024040-0014	FEMA MONEY										
024040-0015	PD Fines/Charges	1000.00-	1000.00-			1000.00-	15.00-	373.68-		626.32-	37.3
024040-0099	Other State Categorical Aid										
	DEPT. TOTAL	56200.00-	56200.00-			56200.00-	15.00-	10201.18-		45998.82-	18.1
** Revenue From Federal Gov **											
** Non-Categorical Aid **											
033201-0001	USDA Rural Development Grant										
033201-0001	USDA Rural Development Grant										
033201-0001	Other Financing Sources and Uses										
** Transfers **											
041050-0001	Transfer In										
041050-0002	Temporary Loans										

11/08/2016 ACCT PERIOD:2016/10 TOWN OF LOUISIA PAGE 4
 FUND-100 ** General Fund Revenue ** 7/01/2016 - 10/31/2016 *G1150*

ACCT#	DESCRIPTION	BUDGET	APPROB.	SUPLY.	TOTAL	TRANSFERS	ACTY/BUD.	CTR/MTH	THIS YEAR	ENCUMBER.	AVAILABLR	USBD
	** Transfers **											
041050-0003-	Carryover											
041050-0004-	Capital Improvement Plan/General											
041050-0005-	From Reserve/Alley											
041050-0010-	Transfer from Reserve											
041050-0702-	Hilcrest Repayment Liability	275968.00-	275968.00-				275968.00-		275968.00-			100.0
	DEPT. TOTAL	275968.00-	275968.00-				275968.00-		275968.00-			100.0
	** Capital Outlay **											
060000-0001-	Capital Outlay											
060000-9500-	TOWN TRANSFERAL INCOME											
070001-0701-	Oakland Cemetery Revenue											
	Oakland Cemetery Revenue											
	Garnishes Fees											
109900-0004-	Garnishes Fees											
	FUND TOTAL	1644746.00-	1644746.00-				1644746.00-	65184.93-	493556.75-		1151189.25-	30.0

ACCT#	DESCRIPTION	BUDGET	APPROB.	TOTAL	TRANSFERS	ACT/BUD.	CRK/YTR	THIS YEAR	ENCUMBER.	AVAILABLE	USD
015010-0001-	** Water Fund Revenue **										
	** REVENUE USE OF MONEY/PROPERTY **										
	** INTEREST EARNED - BANK DEPOSITS **										
	Interest Earned - Bank Deposits	2000.00-	2000.00-			2000.00-	189.77-	795.34-		1204.66-	39.7
	DEPT. TOTAL	2000.00-	2000.00-			2000.00-	189.77-	795.34-		1204.66-	39.7
	** CHARGES FOR SERVICES **										
	** WATER CHARGES **										
016001-0001-	Water Revenue	515000.00-	515000.00-			515000.00-	43913.98-	176925.23-		338074.77-	34.3
016001-0003-	Water Connections							4780.00-		4780.00	
016001-0005-	Re-connection Fees										
016001-0007-	Penalty Fees	3500.00-	3500.00-			3500.00-	800.00-	2050.00-		1450.00-	58.5
016001-0008-	Waste Water Op. Fees	1600.00-	1600.00-			1600.00-				1600.00-	
016001-0009-	Bulk Water Sales	500.00-	500.00-			500.00-				500.00-	
016001-0010-	VDH Fund Package										
016001-0011-	Construction Grant VDH-Tank&Valve										
016001-0012-	DEQ WQIF Grant										
016001-0020-	VRA/VDH Town Park Well	275000.00-	275000.00-			275000.00-				275000.00-	
016001-0025-	VRA Control Char./Telemetry	275000.00-	275000.00-			275000.00-				275000.00-	
	DEPT. TOTAL	1070500.00-	1070500.00-			1070500.00-	44713.98-	183755.23-		886844.77-	17.1
	** MISCELLANEOUS REVENUE **										
	** MISCELLANEOUS **										
018990	Miscellaneous Income										
018990-0001-	Miscellaneous Income										
018990-0002-	W/S Planning Grant VDH										
018990-0003-	WATER WORKS GRANT										
018990-0004-	Water Distribution Sys Improvement										
018990-0005-	Planning Grant-Northern Loop										
018990-0006-	Planning Grant-Storage Tank Improv										
018990-0007-	From Reserves for Capital										
018990-0008-	Grant Town Park Well										
018990-0009-	Grant Auxiliary Well										
018990-0010-	Credit Card Fees Collected										
	Revenue From Federal Gov										
	Non-Categorical Aid										
	Community Development Grant										
	USDA Rural Develop Grant/Sewer										
033201-0001-	**OTHER FINANCING SOURCES & USES **										
	** TRANSFER **										
041050-0001-	Transfer In/LGIP W/S FUND										
041050-0002-	Loan Proceeds										
041050-0003-	Carryover Water										
041050-0004-	Capital Improvement Plan Water										
041050-0100-	Transfer From General Fund	186597.00-	186597.00-			186597.00-				186597.00-	
041050-0501-	Transfer Form Reserve	129000.00-	129000.00-			129000.00-				129000.00-	
041050-9900-	MM 4764 W/S Bank Payment										
	DEPT. TOTAL	315597.00-	315597.00-			315597.00-				315597.00-	
	FUND TOTAL	1388197.00-	1388197.00-			1388197.00-	44903.75-	184550.57-		1203646.43-	13.2

11/08/2016 ACCT PERIOD:2016/10 TOWN OF LOUISA PAGE 6
 FUND-501 ** Water Fund Revenue ** 7/01/2016 - 10/31/2016 *GL150*

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CTR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
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ACCT#	DESCRIPTION	BUDGET	APPROB.	TOTAL SUPPL.	TRANSFERS	ACTY/BLD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
015010-0001-	** Sewer Fund Revenue ** ** REVENUE USE OF MONEY/PROPERTY ** ** INTEREST EARNED-BANK DEPOSITS ** Interest Earned - Bank Deposits										
016001-0002-	** SEWER CHARGES ** Sewer Revenue	468013.00-	468013.00-			468013.00-	37175.34-	152433.74-		315579.26-	32.5
016001-0004-	Sewer Connections							7720.00-		7720.00	
016001-0008-	Waste Water Op. Fees										
016001-0010-	VDH Fund Package										
	DEPT. TOTAL	468013.00-	468013.00-			468013.00-	37175.34-	160153.74-		307859.26-	34.2
	** MISCELLANEOUS REVENUE ** ** MISCELLANEOUS **										
018990-0001-	Miscellaneous Income										
018990-0002-	Sewer Planning Grant VDH										
018990-0007-	From Reserves for Capital										
018990-0010-	Credit Card Fees Collected										
018990-0013-	Bad Check Fees										
	** Revenue from Federal Gov ** ** Non-Categorical Aid ** ** Community Development Grant ** USDA Rural Develop Grant/Sewer										
03201-0001-	** OTHER FINANCING SOURCES & USES * ** TRANSFER **										
041050-0001-	TRANSFER IN/LEIP SEWER FUND										
041050-0002-	LOAN PROCEEDS										
041050-0003-	CARRYOVER SEWER										
041050-0004-	CAPITAL IMPROVEMENT PLAN SEWER										
041050-0100-	TRANSFER FROM GENERAL FUND	44805.00-	44805.00-			44805.00-				44805.00-	
041050-0502-	Transfer from General Fund	124056.00-	124056.00-			124056.00-				124056.00-	
	DEPT. TOTAL	168861.00-	168861.00-			168861.00-				168861.00-	
	** Sewer Deferred Revenue ** Sewer Deferred Revenue										
200000-0009-	FUND TOTAL	636874.00-	636874.00-			636874.00-	37175.34-	160153.74-		476720.26-	25.1

11/08/2016 ACCT PERIOD:2016/10 TOWN OF LOUISA PAGE 8
 FUND-701 Transfer from Reserves Hillcrest *GL150*

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
041050-0010-	Transfer from Reserves Hillcrest										
	FUND TOTAL										

ACCT#	DESCRIPTION	BUDGET	APPROP.	SUPL.	TOTAL	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
** Hillcrest Fund Revenue **												
013030-0026-	Burial Permits	5000.00-	5000.00-		5000.00-		200.00-	200.00-	1000.00-		4000.00-	20.0
013030-0031-	Burial Permits	1200.00-	1200.00-		1200.00-		50.00-	50.00-	200.00-		1000.00-	16.6
	DEPT. TOTAL	6200.00-	6200.00-		6200.00-		250.00-	250.00-	1200.00-		5000.00-	19.3
015010-0001-	Interest Earned	6000.00-	6000.00-		6000.00-		321.96-	1672.66-	1672.66-		4327.34-	27.8
	DEPT. TOTAL	6000.00-	6000.00-		6000.00-		321.96-	1672.66-	1672.66-		4327.34-	27.8
018990-0001-	Sale Of Lots	10000.00-	10000.00-		10000.00-				4533.34-		5466.66-	45.3
	DEPT. TOTAL	10000.00-	10000.00-		10000.00-				4533.34-		5466.66-	45.3
034105-0001-	Reserve Transfer Hillcrest	275968.00-	275968.00-		275968.00-				275968.00-		275968.00-	
	DEPT. TOTAL	275968.00-	275968.00-		275968.00-				275968.00-		275968.00-	
041050-0004-	Capital Improvement Plan/ Hillcrest											
041050-0100-	Capital Improvement Plan/ Hillcrest	33561.00-	33561.00-		33561.00-				33561.00-		33561.00-	
041050-0702-	Transfer From General Fund	33561.00-	33561.00-		33561.00-				33561.00-		33561.00-	
	DEPT. TOTAL	33561.00-	33561.00-		33561.00-				33561.00-		33561.00-	
	FUND TOTAL	331729.00-	331729.00-		331729.00-		571.96-	7406.00-	324323.00-		324323.00-	2.2
	COMPANY TOTAL	4001546.00-	4001546.00-		4001546.00-		147835.98-	845667.06-	3155878.94-		3155878.94-	21.1

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
** EXPENDITURES **											
** General Government Adm **											
010000-0903-	Loan Town Hall/Phase III										
010000-1110-	Salaries - Mayor	3600.00	3600.00			3600.00	300.00	1200.00		2400.00	33.3
010000-1111-	Salaries - Mgr/Clerk/TR	117256.00	117256.00			117256.00	9019.66	40612.49		76643.51	34.6
010000-1115-	Salaries - Planning Commission	4500.00	4500.00			4500.00				4500.00	
010000-1116-	Salaries - Grounds	54351.00	54351.00			54351.00	4174.90	18787.05		35563.95	34.5
010000-1118-	TRA 21 INSPECTOR										
010000-1711-	Salaries & Wages Council	12000.00	12000.00			12000.00	1036.18	4893.58		12000.00	33.3
010000-2100-	PTCA	14666.00	14666.00			14666.00				9772.42	
010000-2101-	TRA 21 PTCA										
010000-2210-	VRS	1888.00	1888.00			1888.00	428.41	1739.94		148.06	92.1
010000-2211-	TRA 21 VRS										
010000-2212-	VRS Hybrid										
010000-2240-	Group Life	1730.00	1730.00			1730.00	468.05	1862.59		1862.59-	39.1
010000-2241-	TRA 21 LIFE INSURANCE						168.51	677.24		1052.76	
010000-2245-	VRS VILP										
010000-2300-	Hospitalization	16100.00	16100.00			16100.00	40.28	160.27		160.27-	35.4
010000-2301-	TRA 21 BCBS						1258.55	5706.98		10393.02	
010000-2310-	Dental	1632.00	1632.00			1632.00	98.48	443.49		1188.51	27.1
010000-2311-	TRA 21 DENTAL										
010000-2700-	Worker's Compensation	15700.00	15700.00			15700.00	7831.50			7868.50	49.8
010000-2800-	Employment Commission Expense	900.00	900.00			900.00				900.00	
010000-2900-	Unemployment Compensation	38000.00	38000.00			38000.00	750.00	35737.78		2262.22	94.0
010000-3000-	Comp Time Pay Down	9000.00	9000.00			9000.00		3030.00		5970.00	33.6
010000-3100-	Custodial Services	3000.00	3000.00			3000.00	57.92	286.70		2703.30	9.8
010000-3101-	Custodial Supplies	27500.00	27500.00			27500.00				27500.00	
010000-3120-	Audit Fees										
010000-3121-	Financial Consultant										
010000-3122-	Site Plan Review Fees	36000.00	36000.00			36000.00	3000.00	11500.00		24500.00	31.9
010000-3150-	Legal Fees										
010000-3151-	Bond Legal Fees										
010000-3152-	Election Fees										
010000-3160-	Website Maintenance										
010000-3180-	Bank Fees	100.00	100.00			100.00		15.00		85.00	15.0
010000-3190-	Economic Development / Donations	1000.00	1000.00			1000.00				1000.00	
010000-3191-	IDDC Start UP	4500.00	4500.00			4500.00	38.50	1039.99		3460.01	23.1
010000-3310-	Repairs & Maintenance Equipment	3500.00	3500.00			3500.00				3500.00	
010000-3315-	Software Maintenance	7500.00	7500.00			7500.00	282.36	1916.17		5583.83	25.5
010000-3330-	Repair & Maintenance Grounds	1500.00	1500.00			1500.00	387.95	413.63		1086.37	27.5
010000-3350-	Equip Repairs/Supplies TR	6000.00	6000.00			6000.00	1078.73	1898.16		4101.84	31.6
010000-3600-	Advertising	18000.00	18000.00			18000.00	2576.96	5746.00		12254.00	31.9
010000-5120-	Electricity	2500.00	2500.00			2500.00				2500.00	
010000-5130-	Fuel Oil	4500.00	4500.00			4500.00		126.00		4374.00	2.8
010000-5210-	Postage	1755.00	1755.00			1755.00	698.24	730.00		1025.00	41.5
010000-5215-	Tax Prep	6000.00	6000.00			6000.00		1428.03		4571.97	23.8
010000-5230-	Telephone	4000.00	4000.00			4000.00	348.41	1378.13		2621.87	34.4
010000-5235-	Cell Phones	30000.00	30000.00			30000.00		19437.50		10562.50	64.7
010000-5305-	Insurance										

ACCT#	DESCRIPTION	BUDGET	APPRO.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
010000-5410-	** General Government Adm **										
010000-5540-	Lease Equipment (Copier)	3000.00	3000.00			3000.00		767.92		2232.08	25.5
010000-5550-	Conferences & Education	3500.00	3500.00			3500.00				3500.00	
010000-5699-	Elavon Credit Card Fees										
010000-5800-	IDC Loan										
010000-5810-	Miscellaneous	500.00	500.00			500.00	78.87	78.87		421.13	15.7
010000-6001-	Code Updates	1200.00	1200.00			1200.00	274.40	1195.00		5.00	99.5
010000-6002-	Office Supply	4500.00	4500.00			4500.00	35.72	1822.60		2677.40	40.5
010000-6003-	Shenandoah Water Supplies	400.00	400.00			400.00	122.15	204.87		195.13	51.2
010000-6004-	Emergency Generator Maintenance	1200.00	1200.00			1200.00		122.15		1077.85	10.1
010000-6005-	Alarm Monitoring	500.00	500.00			500.00	239.40	711.48		260.60	47.8
010000-6006-	Elevator Maint. & Inspection	2000.00	2000.00			2000.00	750.00	750.00		950.00	35.5
010000-6007-	Fire System Maint. & Inspection	1700.00	1700.00			1700.00				4000.00	44.1
010000-6008-	Propane	4000.00	4000.00			4000.00	47.98	252.66		2747.34	8.4
010000-6009-	Road Fuel	3000.00	3000.00			3000.00				10.00	
010000-6010-	Vehicle Supplies (license plates)	10.00	10.00			10.00				200.00	84.6
010000-6011-	HVMC Service Contract	1300.00	1300.00			1300.00		1100.00		750.00	
010000-6012-	Fire Alarm Maintenance & Inspectio	750.00	750.00			750.00				388.00	
010000-6014-	Dues & Subscriptions	1500.00	1500.00			1500.00		1112.00			74.1
010000-6015-	Equipment										
010000-6021-	Storm Damage Expenses	800.00	800.00			800.00				800.00	
010000-6030-	Safety Equipment									100.00	
010000-7001-	General Adm. Vehicle Allowance	100.00	100.00			100.00					
010000-7002-	TEA Grant Match										
010000-7003-	TEA Grant Rt 33										
010000-7004-	VA ODP Construction										
010000-7005-	TEA Grant Downtown										
010000-7006-	TEA 21 Grant Match Rt 33	5000.00	5000.00			5000.00		18763.76		5000.00	93.2
010000-7018-	Art Center/Commission for the Arts	2014.00	2014.00			2014.00				1350.24	
010000-8100-	Capital Improvement	173597.00	173597.00			173597.00				173597.00	
010000-8150-	Water Fund Debt Payment										
010000-8212-	Capital Expense/ Vehicle										
010000-8213-	Capital Improvement Reserve Fund										
010000-8214-	BAT Computer System	8900.00	8900.00			8900.00		4506.00		4394.00	50.6
010000-8215-	Capital Improvement School										
010000-8216-	Capital Improvement Warehouse										
010000-8217-	Capital Improvement Pettilt House										
010000-8218-	Printer										
010000-8220-	Computer Tech Support	5750.00	5750.00			5750.00	480.00	1430.00		4320.00	24.8
010000-8222-	Computer Equipment Upgrade	2000.00	2000.00			2000.00	2000.00	2367.95		367.95-	118.3
010000-8299-	Land Purchase										
010000-9000-	Interim Loan Town Hall										
010000-9001-	Town Hall Debt Service RD										
010000-9002-	Reimburse LDDC R2, 3 TC	45000.00	45000.00			45000.00	8687.00	34748.00		45000.00	
010000-9100-	Boa Bank Stock Refund	6800.00	6800.00			6800.00				6800.00	
010000-9230-	Principal 2008 GO Bonds (R1 R2 R3)	104244.00	104244.00			104244.00				69496.00	33.3
010000-9231-	Interest 2008 GO Bonds (R1 R2 R3)										
010000-9300-	General Contingency										

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
** General Government Adm **											
010000-9500-	TOWN TRANSFERAL EXPENSES	13000.00	13000.00			13000.00		13000.00		13000.00	
010000-9501-	Water Fund Equip Transfer	44805.00	44805.00			44805.00		44805.00		44805.00	
010000-9502-	Sewer Fund Transfer	250.00	250.00			250.00		250.00		250.00	
010000-9600-	EMERGENCY REPAIR	908098.00	908098.00			908098.00	38688.21	238780.88		669317.12	26.2
010000-9920-	TR Flowmeters Plantings										
DEPR. TOTAL											
** Public Safety **											
** Police **											
031000-1120-	Salaries - Chief	263285.00	263285.00			263285.00	20252.68	91572.06		171712.94	34.7
031000-1121-	Incentive Pay	4000.00	4000.00			4000.00		1865.40		2134.60	46.6
031000-1139-	Salaries & Wages Policeman	4000.00	4000.00			4000.00		595.00		595.00	
031000-1140-	Police Overtime	4000.00	4000.00			4000.00	148.08	727.88		3272.12	18.1
031000-1145-	DWV Grant Overtime	20448.00	20448.00			20448.00	1565.61	7271.43		13176.57	35.5
031000-1150-	Police Holiday / PT Pay	2897.00	2897.00			2897.00	1529.24	5573.30		2676.30	192.3
031000-2101-	DWV Grant PICA	31529.00	31529.00			31529.00	287.40	1149.66		3250.34	28.7
031000-2210-	VRS Hybrid	4000.00	4000.00			4000.00	2424.16	46.80		2850.78	34.7
031000-2212-	Hazardous Duty Retirement	31416.00	31416.00			31416.00	148.30	667.35		1910.65	25.6
031000-2215-	Life Insurance-POLICE	2578.00	2578.00			2578.00		10908.72		20507.28	49.3
031000-2240-	VRS VADP	3000.00	3000.00			3000.00	139.30	448.39		2551.61	14.9
031000-2245-	Insurance	1500.00	1500.00			1500.00	30.00	130.47		1369.53	8.6
031000-2300-	Dental	500.00	500.00			500.00				500.00	
031000-3160-	Website Maintenance/Police	3000.00	3000.00			3000.00					
031000-3310-	Equipment Replacement	1500.00	1500.00			1500.00					
031000-3330-	Police Building Maintenance	500.00	500.00			500.00					
031000-3600-	Police Advertising	1000.00	1000.00			1000.00	363.89	766.93		1733.07	30.6
031000-3700-	Uniforms	2500.00	2500.00			2500.00				1000.00	
031000-3710-	Uniform Replacement	1000.00	1000.00			1000.00					
031000-5120-	Electricity	1000.00	1000.00			1000.00	428.02	849.06		2150.94	28.3
031000-5215-	Propane Generator	3000.00	3000.00			3000.00	1119.44	2307.82		3692.18	38.4
031000-5230-	Police Telephones	6000.00	6000.00			6000.00		1529.50		1570.50	49.3
031000-5235-	Cell Phone	3100.00	3100.00			3100.00	99.00	508.32		991.68	33.8
031000-5309-	Lane of Duty Benefit	1500.00	1500.00			1500.00	173.40	798.66		1526.60	10.2
031000-5410-	Copier	2500.00	2500.00			2500.00	245.66	67.63		1701.34	31.9
031000-5410-	State Police VCTR Term	500.00	500.00			500.00				432.37	13.5
031000-5450-	Conferences & Education	2500.00	2500.00			2500.00				2500.00	
031000-5450-	Miscellaneous	2500.00	2500.00			2500.00				1830.60	8.4
031000-5810-	Dues & Subscriptions	2000.00	2000.00			2000.00				500.00	
031000-5820-	Attorney Fees	500.00	500.00			500.00	188.15	188.15		611.85	23.5
031000-5830-	Police Public Relations	800.00	800.00			800.00	154.82	567.51		932.49	37.8
031000-6001-	Office Supplies	1500.00	1500.00			1500.00					
031000-6002-	Supplies & Materials	500.00	500.00			500.00					
031000-6003-	Supplies For Canine	500.00	500.00			500.00					
031000-6006-	Police Electricity	500.00	500.00			500.00	934.78	3507.89		15492.11	18.4
031000-6007-	Repairs & Maintenance Other	19000.00	19000.00			19000.00					
031000-6008-	Fuel	500.00	500.00			500.00					

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACTY/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
	** Police **										
031000-6009-	Repairs & Maintenance Vehicles	7000.00	7000.00			7000.00	1862.29	6055.56		944.44	86.5
031000-6010-	DMV Grant Match Fuel					3000.00				3000.00	
031000-6011-	Vehicle Tires	3000.00	3000.00			500.00		154.50		345.50	30.9
031000-6014-	Police Radios	500.00	500.00								
031000-6015-	DMV Grant Match Maintenance										
031000-6020-	DMV Grant Training										
031000-6033-	Canine #2										
031000-6033-	Canine Equipment	2000.00	2000.00			2000.00	547.11	1157.56		842.44	57.8
031000-6035-	Canine - Food/Vet	500.00	500.00			500.00				500.00	
031000-7000-	Joint Operations/Grant Match	500.00	500.00			2500.00		206.12		2293.88	8.2
031000-8101-	Equipment Replacement	2500.00	2500.00			1000.00				1000.00	
031000-8102-	New Equipment	1000.00	1000.00			2100.00				280.00	86.6
031000-8103-	Video Camera Vehicles	2100.00	2100.00			6673.00				.50-	100.0
031000-8104-	Server/Computers/Dataro Upgrade	6673.00	6673.00								
031000-8105-	DMV Grant/Equipment										
031000-8105-	Byrne Grant	2500.00	2500.00			2500.00	630.18	630.18		1869.82	25.2
031000-8201-	Capital Improvement Equipment										
031000-8212-	Capital Expenditures	1500.00	1500.00			1500.00				1500.00	
031000-8213-	Capital Expense/Vehicle	30000.00	30000.00			30000.00	4646.89	30784.20		784.20-	102.6
031000-8214-	VHS Actuarial Study										
031000-8216-	Server/Computers/Alaram	1200.00	1200.00			1200.00	705.28	929.92		270.08	77.4
	DEPT. TOTAL	480226.00	480226.00			480226.00	38627.68	181431.01		298794.99	37.7
	** Fire & Rescue **										
032100-5640-	Rescue Donation	6000.00	6000.00			6000.00				6000.00	
032100-5641-	Fire Donation/Utilities	10000.00	10000.00			10000.00				10000.00	
032100-5642-	Fire Department Programs										
032100-5643-	Pass Through Fireworks										
	DEPT. TOTAL	16000.00	16000.00			16000.00				16000.00	
	** Public Works **										
041000-1130-	Street & Sidewalks **										
	Salaries	21718.00	21718.00			21718.00	1664.66	7490.97		14227.03	34.4
041000-1131-	CDL										
041000-1140-	Streets & Sidewalks Overtime	3500.00	3500.00			3500.00	740.89	1318.83		2181.17	37.6
041000-1150-	Streets & Sidewalks Part time	3000.00	3000.00			3000.00	293.04	803.64		2196.16	26.7
041000-2100-	PCA	1930.00	1930.00			1930.00	207.06	725.13		1204.87	37.5
041000-2210-	VRS	239.00	239.00			239.00	96.17	414.97		175.97-	173.6
041000-2212-	VRS Hybrid										
041000-2240-	Life Insurance-STREETS & SIDEWALKS	312.00	312.00			312.00	25.27	105.45		206.55	33.7
041000-2245-	VRS VLDP										
041000-2300-	Hospitalization	5000.00	5000.00			5000.00	357.85	1659.64		3340.36	33.1
041000-2310-	Dental	166.00	166.00			166.00	16.21	73.64		92.36	44.3
041000-3320-	Maintenance Service Contracts										
041000-3330-	Repairs On Streets & Sidewalks	1500.00	1500.00			1500.00				1500.00	
041000-3340-	Repair Parking Meters	16700.00	16700.00			16700.00	2782.22	6955.55		9744.45	41.6
041000-3350-	Main Street Parking	22000.00	22000.00			22000.00	2606.63	7834.08		14165.92	35.6
041000-5120-	Electric										

ACCT#	DESCRIPTION	BUDGET	APPRO.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
	** Street & Sidewalks **										
041000-5800-	Miscellaneous	100.00	100.00			100.00		12.51		87.49	12.5
041000-6003-	Agricultural / Beautification	500.00	500.00			500.00		10.00		490.00	2.0
041000-6007-	Repairs & Maintenance Supplies	1000.00	1000.00			1000.00		585.00		415.00	58.5
041000-6008-	Fuel	2500.00	2500.00			2500.00		1146.34		1353.66	45.8
041000-6009-	Vehicle Maintenance	2750.00	2750.00			2750.00		1859.60		890.40	67.6
041000-6010-	Contingency Streets & Sidewalk		1500.00			1500.00	140.30	663.33		836.67	44.2
041000-6011-	Uniforms		250.00			250.00				250.00	
041000-6021-	Purchase Street Signs		250.00			250.00					
041000-6022-	Christmas Lights		2500.00			2500.00				2500.00	
041000-6023-	Snow Removal Supplies		1500.00			1500.00	379.39	2096.63		596.63-	139.7
041000-7100-	Shop Building Maintenance		2500.00			2500.00	332.28	1020.86		1479.14	40.8
041000-7200-	Equipment Repair		2500.00			2500.00		51.37		2448.63	2.0
041000-7300-	Shop Supplies/Utilities		2500.00			2500.00					
041000-8101-	Replacement Of Equipment										
041000-8201-	Capital Expense Equipment										
041000-9300-	Streets & Sidewalk Contingency										
	DEPT. TOTAL	93665.00	93665.00			93665.00	10315.61	34986.12		58678.88	37.3
	** Trash Collection **										
042300-1130-	Salaries	40203.00	40203.00			40203.00	3091.08	13909.86		26293.14	34.5
042300-1150-	Trash Collection Part time		3076.00			3076.00	236.94	1059.09		1976.91	35.7
042300-2100-	PRCA		443.00			443.00	224.95	941.23		498.23-	212.4
042300-2210-	VRS		630.00			630.00	14.74	56.68		56.68-	
042300-2212-	VRS Hybrid		630.00			630.00	45.04	187.49		442.51	29.7
042300-2245-	VRS VDP		8200.00			8200.00	1.26	4.83		4.83-	
042300-2300-	Hospitalization		440.00			440.00	657.72	3015.62		5184.38	36.7
042300-2310-	Dental		440.00			440.00	31.71	145.69		294.31	33.1
042300-3310-	Repairs & Maintenance Equipment										
042300-3320-	Repairs & Maintenance Truck	49000.00	49000.00			49000.00	4066.75	12200.25		36799.75	24.8
042300-4000-	Subcontract Work						354.41	354.41		354.41-	
042300-5120-	LANDFILL										
042300-5140-	Recycling										
042300-5800-	Miscellaneous										
042300-6001-	Office Supplies						196.83	196.83		196.83-	
042300-6008-	Fuel										
042300-6009-	Vehicle Supplies & Materials						140.30	663.33		663.33-	
042300-6011-	Uniform										
042300-7000-	Joint Operations Grant										
042300-8100-	CAPITAL EXPENSE/TRASH TRUCK										
042300-8212-	Capital Expenditures										
042300-8213-	Capital Expenditures Carry Over										
	DEPT. TOTAL	101992.00	101992.00			101992.00	9061.73	33201.87		68790.13	32.5
	** Recycling **										
042350-1130-	Salaries	6235.00	6235.00			6235.00	478.38	2152.71		4082.29	34.5
042350-2100-	PRCA	477.00	477.00			477.00	36.68	165.03		311.97	34.5
042350-2210-	VRS	69.00	69.00			69.00	26.54	113.84		44.84-	164.9

ACCT#	DESCRIPTION	BUDGET	APPROP.	SUPL.	TOTAL TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
042350-2212-	** Recycling **										
042350-2240-	V/S Hybrid	105.00	105.00		105.00	105.00	11.60	44.44		44.44-	28.3
042350-2245-	Life Insurance - RECYCLING						7.16	29.77		75.23	
042350-2300-	V/S VDP	1500.00	1500.00		1500.00	1500.00	.99	3.78		3.78-	29.8
042350-2310-	Hospitalization	83.00	83.00		83.00	83.00	4.43	447.20		1052.80	24.3
042350-3000-	Dental	10000.00	10000.00		10000.00	10000.00	1503.17	20.17		8496.83	15.0
042350-4000-	Tripping Fee	10000.00	10000.00		10000.00	10000.00	850.00	2550.00		7450.00	25.5
	Subcontract Work	28469.00	28469.00		28469.00	28469.00	1512.45	7030.11		21438.89	24.6
	DEPT. TOTAL										
	** Parks & Recreation **										

071300-5110-	Electric	1500.00	1500.00		1500.00	1500.00	159.00	379.67		1120.33	25.3
071300-5200-	Field/Facility Improvements	1000.00	1000.00		1000.00	1000.00	159.00	379.67		1000.00	15.1
	DEPT. TOTAL	2500.00	2500.00		2500.00	2500.00				2120.33	
	Oakland Salaries										
071400-1130-	Oakland Salaries	10084.00	10084.00		10084.00	10084.00	773.48	3481.26		6602.74	34.5
071400-1150-	Oakland Cemetery Part Time	772.00	772.00		772.00	772.00	59.41	273.30		498.70	35.4
071400-2100-	Oakland STCA	111.00	111.00		111.00	111.00	37.76	161.62		50.62-	145.6
071400-2210-	Oakland V/S	146.00	146.00		146.00	146.00	21.21	81.45		81.45-	31.2
071400-2212-	Oakland V/S Hybrid	2000.00	2000.00		2000.00	2000.00	11.09	45.68		100.32	
071400-2240-	V/S VDP	83.00	83.00		83.00	83.00	1.84	7.15		7.15-	
071400-2300-	Oakland Hospitalization	100.00	100.00		100.00	100.00	146.38	675.94		1324.06	33.7
071400-2310-	Oakland Dental	100.00	100.00		100.00	100.00	7.00	31.91		51.09	38.4
071400-3120-	Oakland Audit Fees	100.00	100.00		100.00	100.00				100.00	
071400-3110-	Oakland Repairs/Maintenance	100.00	100.00		100.00	100.00				100.00	
071400-5800-	Oakland Miscellaneous	100.00	100.00		100.00	100.00				100.00	
071400-6001-	Oakland Supplies	100.00	100.00		100.00	100.00				100.00	
071400-6003-	Oakland Agricultural-Soil Treatment	100.00	100.00		100.00	100.00	11.78	45.45		54.55	45.4
071400-6008-	Oakland Fuel	100.00	100.00		100.00	100.00	21.98	35.96		64.04	35.9
071400-6017-	Oakland Lights & Flags	100.00	100.00		100.00	100.00					
071400-8100-	Oakland Capital Improvement	13796.00	13796.00		13796.00	13796.00	1091.83	4839.72		8956.28	35.0
	DEPT. TOTAL										
	IDA Economic Development										
072000-3190-	IDA Economic Development										
	Transfer W/S										
091300-0501-	Transfer W/S										
	** Transfers **										
093100-0101-	Transfer Out										
093100-0501-	Transfer Water / Sewer										
093100-0701-	Transfers Oakland Cemetery										
093100-0702-	Transfers Hillcrest Cemetery										
093100-6000-	School Expense										
	** Capital Projects **										
	Transfer School Renovation										
095000-9999-	Transfer School Renovation										
	FUND TOTAL	1644746.00	1644746.00		1644746.00	1644746.00	99456.51	500649.38		1144096.62	30.4

11/08/2016 ACCT PERIOD:2016/10 TOWN OF LOUISA
 FUND-100 ** EXPENDITURES **
 7/01/2016 - 10/31/2016

ACCT# DESCRIPTION BUDGET APPROP. SUPPL. TOTAL TRANSFERS ACT/3UD. CUR/MTH THIS YEAR ENCMBER. AVAILABE USSD

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11/08/2016

ACCT PERIOD:2016/10
FUND-601 ** Water Fund Expenditure *

TOWN OF LOUISA

7/01/2016 - 10/31/2016

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ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL	TRANSFERS	ACT/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USPD
** Water Fund Expenditure *											
** WATER **											
045000-1130-	Salary/Water	77909.00	77909.00	77909.00		77909.00	5981.04	26929.70		50979.30	34.5
045000-1131-	Incentive Pay		1500.00	1500.00		1500.00	458.64	1973.25		1500.00	32.4
045000-1150-	Water Part Time	1500.00	6075.00	6075.00		6075.00	225.42	856.26		4101.74	99.9
045000-2100-	FICA	857.00	857.00	857.00		857.00	146.87	597.82		.74	30.3
045000-2210-	VRS	900.00	900.00	900.00		900.00	69.98	273.26		626.74	30.3
045000-2212-	VRS Hybrid	900.00	900.00	900.00		900.00	12.64	51.45		51.46-	31.0
045000-2240-	Life Insurance - WATER						843.60	3725.35		8274.65	345.9
045000-2245-	VRS VDP						41.16	183.34		130.34-	
045000-2300-	Hospitalization	12000.00	12000.00	12000.00		12000.00					
045000-2310-	Dental	53.00	53.00	53.00		53.00					
045000-1170-	Audit Fees										
045000-1120-	Water Testing Fees										
045000-3180-	Water Tank Maintenance	16000.00	16000.00	16000.00		16000.00		8425.59		7574.41	52.6
045000-3110-	Repairs & Maintenance Equipment	1000.00	1000.00	1000.00		1000.00					
045000-3340-	TRM Hard Remediation										
045000-3600-	Advertising	750.00	750.00	750.00		750.00	1034.00	1034.00		284.00-	137.8
045000-5130-	Water Purchased	250000.00	250000.00	250000.00		250000.00	20776.02	58175.95		190824.05	23.6
045000-5210-	Postage/Billing Supplies	4000.00	4000.00	4000.00		4000.00	495.85	1591.94		2408.06	39.7
045000-5220-	Water Testing Fees	5200.00	5200.00	5200.00		5200.00		2393.20		2806.80	46.0
045000-5230-	Town Park Well Expenses										
045000-5240-	Auxiliary Well Expenses										
045000-5550-	Elavon Credit card fees										
045000-5650-	Elavon Credit card fees	250.00	250.00	250.00		250.00	564.19	1128.38		1171.62	49.0
045000-5660-	Waterworks Operation Fee	2300.00	2300.00	2300.00		2300.00	28.39	199.49		800.51	19.9
045000-5670-	Miss Utility	1000.00	1000.00	1000.00		1000.00				1000.00	
045000-5680-	Road Repairs/Water	1000.00	1000.00	1000.00		1000.00	148.55	412.57		887.43	31.7
045000-5690-	Electricity Tower Pumps	1300.00	1300.00	1300.00		1300.00		56.00		44.00	56.0
045000-5800-	Miscellaneous	100.00	100.00	100.00		100.00		300.00		300.00	
045000-5810-	Dues & Subscriptions	600.00	600.00	600.00		600.00				550.00	
045000-5840-	Miscellaneous Exp-CSX Right of Way	550.00	550.00	550.00		550.00					
045000-5850-	Fire Dept Projects/Water						715.82	1749.69		3250.31	34.9
045000-6001-	Supplies	5000.00	5000.00	5000.00		5000.00					
045000-6002-	Water/Distribution Study VDH										
045000-6003-	Water Distribution Sys Imp. Expens										
045000-6008-	Fuel										
045000-6010-	Mapping	1200.00	1200.00	1200.00		1200.00	140.30	415.60		784.40	34.6
045000-6011-	Uniforms	1300.00	1300.00	1300.00		1300.00				1300.00	
045000-6500-	NVRS Software Update										
045000-7000-	Joint Operations ICMA Connection										
045000-8100-	Capital Expenditure	550000.00	550000.00	550000.00		550000.00	188.90	10021.93		2978.07	77.0
045000-8101-	Equipment Replacement	13000.00	13000.00	13000.00		13000.00		4814.82		185.18	96.2
045000-8150-	Northern Loop Debt Service	5000.00	5000.00	5000.00		5000.00		173597.00			100.0
045000-8155-	Payoff NW VRA Loan										
045000-8200-	Water/Sewer Capital Fund	173597.00	173597.00	173597.00		173597.00					
045000-8212-	Capital Expenditures/Vehicle										
045000-8213-	Capital Expend Plan/Water										
045000-8215-	Southern Loop										

ACCT#	DESCRIPTION	BUDGET	APPROP.	SUPPL.	TRANSFERS	ACTY/BUD.	CUR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
** WATER **											
045000-8400-	Fiburg Avenue Project	129000.00	129000.00			129000.00	20379.46	20591.11		108408.89	15.9
045000-9300-	Water Contingency	2700.00	2700.00			2700.00				2700.00	
045000-9301-	ACW Well1										
045000-9302-	Bad Debt Expense - Water										
045000-9310-	Contingency/Well Drilling										
	DEPT. TOTAL	1264141.00	1264141.00			1264141.00	52251.83	320588.51		943552.49	25.3
045000-9210-	Principal 2001 GO Bonds (RuralDev)										
045000-9211-	Interest 2001 GO Bonds (RuralDev)										
045000-9230-	Principal 2010 GO Bonds (WWTP)										
045000-9231-	Interest 2010 GO Bonds (WWTP)										
045000-9400-	Depreciation Expense										
	Transfer From Water Fund	124056.00	124056.00			124056.00				124056.00	
	DEPT. TOTAL	124056.00	124056.00			124056.00				124056.00	
	FUND TOTAL	1388197.00	1388197.00			1388197.00	52251.83	320588.51		1067608.49	23.0

11/08/2016

ACCT PERIOD:2016/10
 FUND- 502 ** Sewer Fund Expenses **

7/01/2016 - 10/31/2016

TOWN OF LOUISIA
 **GLIS0*

PRG 10

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL	TRANSFERS	ACT/BUD.	CUR/MTF	THIS YEAR	ENCUMBER.	AVAILABLE	USED
** Sewer Fund Expenses **											
Sewer Fund Expense											
045500-1130-	Salaries	82455.00	82455.00			82455.00	6330.76	28503.44		53951.56	34.5
045500-1140-	WWTP Inspector Salary					2000.00				2000.00	
045500-1150-	Sewer Part Time	2000.00	2000.00			2000.00					
045500-2100-	FICA	6461.00	6461.00			6461.00	485.44	2081.40		4379.60	32.2
045500-2101-	WWTP Inspector FICA										
045500-2210-	VRS	908.00	908.00			908.00	251.20	956.93		48.93-	105.3
045500-2211-	WWTP Inspector VRS										
045500-2212-	VRS Hybrid										
045500-2240-	Life Insurance - Sewer	888.00	888.00			888.00	146.87	597.82		597.82-	
045500-2241-	WWTP Inspector Life Insurance						74.82	292.17		595.83	32.9
045500-2245-	VRS VLDP										
045500-2300-	Hospitalization	12500.00	12500.00			12500.00	12.64	51.46		51.46-	32.5
045500-2301-	WWTP Inspector Hospitalization						920.92	4071.94		8428.06	
045500-2310-	Dental	600.00	600.00			600.00	45.03	200.56		399.42	33.4
045500-2311-	WWTP Inspector Dental										
045500-3100-	Professional Fees										
045500-3120-	Audit Fees										
045500-3160-	Operation Fees										
045500-3170-	VDOT Fees										
045500-3185-	Bank Charges										
045500-3310-	Repair & Maintenance Equipment	2000.00	2000.00			2000.00	137.54	137.54		1862.46	6.8
045500-3330-	Repairs & Maintenance/Bldgs	500.00	500.00			500.00				500.00	
045500-3340-	Contractual Services RSTP	332000.00	332000.00			332000.00	28812.86	87357.29		244642.71	26.3
045500-3350-	Contractual Services STP										
045500-3600-	Advertising	500.00	500.00			500.00				500.00	
045500-5100-	Utilities										
045500-5120-	Electricity	3000.00	3000.00			3000.00	327.21	699.03		2300.97	23.3
045500-5210-	Postage/Billing Supplies	3000.00	3000.00			3000.00		974.15		2025.85	32.4
045500-5230-	Telephone Pump Station	450.00	450.00			450.00	78.53	154.20		255.80	34.2
045500-5390-	Builders Risk WWTP Ins.										
045500-5550-	Elavon Credit Card Fees										
045500-5680-	Road Repairs/Sewer	1000.00	1000.00			1000.00	500.00	500.00		500.00	50.0
045500-5800-	Miscellaneous - Sewer	100.00	100.00			100.00				100.00	
045500-5810-	Dues & Subscriptions Sewer										
045500-5840-	Miscellaneous Exp-CSX Right of Way										
045500-6001-	Supplies	400.00	400.00			400.00	29.88	197.48		202.52	49.3
045500-6008-	Fuel	1000.00	1000.00			1000.00		30.78		969.22	3.0
045500-6009-	Fuel/Pump Station	300.00	300.00			300.00				300.00	
045500-6011-	Uniforms	1000.00	1000.00			1000.00	140.30	415.57		584.43	41.5
045500-6014-	Chemicals										
045500-6030-	Sewer Vehicle Allowance										
045500-6099-	Inflow / Infiltration	1000.00	1000.00			1000.00				1000.00	
045500-7000-	Joint Operations LCWA Connection										
045500-8100-	Capital Improvement										
045500-8101-	Equipment Replacement	1000.00	1000.00			1000.00		10.99		989.01	1.0
045500-8102-	Capital Improvement Sewer										
045500-8200-	Capital Improvement										

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL SUPPL.	TRANSFERS	ACT/BUD.	CDR/MTH	THIS YEAR	ENCUMBER.	AVAILABLE	USED
Sewer Fund Expense											
045500-8201-	Excess Connection Fees	-	-	-	-	-	-	-	-	-	-
045500-8300-	Capital Expense Vehicle/Sewer	-	-	-	-	-	-	-	-	-	-
045500-8310-	Capital Expense/Remove Roads	-	-	-	-	-	-	-	-	-	-
045500-8320-	Capital Expense/Tractor	-	-	-	-	-	-	-	-	-	-
045500-9200-	Series 2002 Bond	-	-	-	-	-	-	-	-	-	-
045500-9210-	Principal 2001 GO Bond (Rural Dev)	61812.00	61812.00	61812.00	61812.00	5151.00	20604.00	41208.00	33.3		
045500-9211-	Interest 2001 GO Bonds (Rural Dev)	-	97000.00	97000.00	97000.00	7466.00	29864.00	67136.00	30.7		
045500-9230-	Interest 2010 GO Bonds (WWTTP)	-	-	-	-	-	-	-	-	-	-
045500-9300-	Sewer Contingency	-	25000.00	25000.00	25000.00	20750.00	4250.00	83.0			
045500-9301-	Senate Bill 10 Relief	-	-	-	-	-	-	-	-	-	-
045500-9302-	Bad Debt Expense - Sewer	-	-	-	-	-	-	-	-	-	-
045500-9400-	Depreciation Expense	-	-	-	-	-	-	-	-	-	-
	DEPT. TOTAL	636874.00	636874.00	636874.00	636874.00	50911.00	198450.77	438423.23	31.1		
	FUND TOTAL	636874.00	636874.00	636874.00	636874.00	50911.00	198450.77	438423.23	31.1		

ACCT#	DESCRIPTION	BUDGET	APPROP.	TOTAL	TRANSFERS	ACT/BUD.	CUR./MTH	THIS YEAR	ENCUMBR.	AVAILABLE	USED
04150-0702-	** Hillcrest Fund Expenses **										
	Transfer from Hillcrest	275968.00	275968.00			275968.00		275968.00			100.0
	DEPT. TOTAL	275968.00	275968.00			275968.00		275968.00			100.0
	** Cemeteries **										
071400-1130-	Salaries	41478.00	41478.00			41478.00	3183.40	14330.70		27147.30	34.5
071400-1150-	Hillcrest Part Time										
071400-1160-	Hillcrest Summer Part Time										
071400-2100-	FICA	3174.00	3174.00			3174.00	244.25	1062.05		2111.95	33.4
071400-2210-	VRS	457.00	457.00			457.00	116.01	441.05		15.95	96.5
071400-2212-	VRS Hybrid						39.31	378.85		378.85-	
071400-2240-	Life Insurance - HILLCREST	559.00	559.00			559.00	8.03	154.10		404.90	27.5
071400-2245-	VRS VMDP										
071400-2300-	Hospitalization	6500.00	6500.00			6500.00	478.79	2119.49		4380.51	32.6
071400-3110-	Dental	343.00	343.00			343.00	22.92	102.41		240.59	29.8
071400-3120-	Audit Fees										
071400-3310-	Repairs & Maintenance	500.00	500.00			500.00		415.75		84.25	83.1
071400-5800-	Miscellaneous	500.00	500.00			500.00		450.00		50.00	90.0
071400-5810-	County Deed Recording Fee										
071400-5840-	Repurchase of Lots										
071400-6001-	Supplies	100.00	100.00			100.00				100.00	
071400-6003-	Agricultural -- Soil Treatment										
071400-6008-	Fuel	1500.00	1500.00			1500.00	83.21	449.18		1050.82	29.9
071400-6017-	Lights & Flags	150.00	150.00			150.00	25.82	44.11		105.89	29.4
071400-6025-	Electricity	500.00	500.00			500.00				500.00	
071400-8200-	Depreciation Expense										
071400-8212-	Capital Expenditures/Vehicle										
071400-8215-	Hillcrest Capital Improvements	55761.00	55761.00			55761.00	4294.91	19980.31		35780.69	35.8
	DEPT. TOTAL										
	Capital Improvement/Columbarium										
714000-8216-	Capital Improvement/Columbarium	331729.00	331729.00			331729.00	4294.91	295948.31		35780.69	89.2
	FUND TOTAL										
	COMPANY TOTAL	4001546.00	4001546.00			4001546.00	206914.25	1315636.97		2689909.03	32.8

General Revenue		Budget	Received	Balance	% Used
RE Current Year Taxes	100-11010-0001	\$215,000.00	\$981.83	\$214,018.17	0%
Delinquent RE Tax	100-11010-0002	\$7,000.00	\$365.68	\$6,634.32	5%
PP Current Year Taxes	100-11020-0001	\$52,500.00	\$89.05	\$52,410.95	0%
Delinquent PP Tax	100-11020-0002	\$1,800.00	\$135.69	\$1,664.31	8%
VA PP Relief Allowance	100-11020-0003	\$21,378.00	\$21,378.84	(\$0.84)	100%
PS Current Year	100-11025-0001	\$8,500.00		\$8,500.00	0%
Penalties - All Property Taxes	100-11060-0001	\$3,200.00	\$50.16	\$3,149.84	2%
Interest - All Property Taxes	100-11060-0002	\$1,500.00	\$45.72	\$1,454.28	3%
Local Sales Use and Taxes	100-12010-0001	\$65,000.00	\$12,308.81	\$52,691.19	19%
Consumption Tax	100-12020-0002	\$4,100.00	\$1,192.50	\$2,907.50	29%
Business License Taxes	100-12030-0001	\$230,000.00	\$241.16	\$229,758.84	0%
Bank Stock Taxes	100-12060-0001	\$105,000.00		\$105,000.00	0%
Transient Lodging Taxes	100-12100-0001	\$1,200.00	\$611.38	\$588.62	51%
Meals Tax	100-12110-0001	\$535,000.00	\$149,229.65	\$385,770.35	28%
Meals Tax Penalty & Interest	100-12110-0002		(\$102.14)	\$102.14	#DIV/0!
Zoning Permits	100-13030-0007	\$100.00	\$115.00	(\$15.00)	115%
Court Fines & Forfeitures	100-14010-0001	\$10,000.00	\$1,539.71	\$8,460.29	15%
Interest Earned @ All Institutions	100-15010-0001	\$7,800.00	\$1,518.48	\$6,281.52	19%
Pettit Storage Rental	100-15020-0005	\$4,800.00	\$1,600.00	\$3,200.00	33%
Parking Lot Building Rental	100-15020-0008	\$5,400.00	\$2,000.00	\$3,400.00	37%
Solid Waste Fees	100-16080-0001	\$7,500.00	\$3,491.00	\$4,009.00	47%
Miscellaneous	100-18990-0001	\$250.00	\$868.58	(\$618.58)	347%
Sale of Equipment	100-18990-0009	\$6,000.00	\$4,554.04	\$1,445.96	76%
Bad Checks	100-18990-0013	\$0.00	\$50.00	(\$50.00)	#DIV/0!
Art Center/ Commission for the Arts	100-18990-0018	\$5,000.00		\$5,000.00	0%
TH Grounds Contribution	100-18990-0020	\$250.00		\$250.00	0%
Lots @ Hillcrest Cemetary (Sale)	100-18990-0702	\$5,000.00	\$2,266.66	\$2,733.34	45%
Rolling Stock	100-22010-0005	\$1,700.00	\$1,726.72	(\$26.72)	102%
Communication Tax	100-22010-0006	\$7,600.00	\$1,129.05	\$6,470.95	15%
Law Enforcement	100-24040-0001	\$35,000.00	\$9,075.00	\$25,925.00	26%
DMV Grant	100-24040-0002	\$5,000.00	\$752.50	\$4,247.50	15%
Anti-Litter Grant	100-24040-0007	\$1,200.00		\$1,200.00	0%
Fire Program Funds	100-24040-0012	\$10,000.00		\$10,000.00	0%
Byrne Justice Grant (Police/Fire Grant)	100-24040-0013	\$4,000.00		\$4,000.00	0%
PD Fines/Charges	100-24040-0015	\$1,000.00	\$373.68	\$626.32	37%
Hillcrest Repayment Liability	100-41050-0702	\$275,968.00	\$275,968.00	\$0.00	100%
Total Revenue General Fund		\$1,644,746.00	\$493,556.75	\$1,151,189.25	30%

General Expenses		Budget	Spent	Balance	% Used
Salaries - Mayor	100-10000-1110	\$3,600.00	\$1,200.00	\$2,400.00	33%
Salaries - Mgr/Clerk/TR	100-10000-1111	\$117,256.00	\$40,612.49	\$76,643.51	35%
Salaries - Planning Commission	100-10000-1115	\$4,500.00		\$4,500.00	0%
Salaries - Grounds	100-10000-1116	\$54,351.00	\$18,787.05	\$35,563.95	35%
Salaries & Wages Council	100-10000-1711	\$12,000.00		\$12,000.00	0%
FICA	100-10000-2100	\$14,666.00	\$4,893.58	\$9,772.42	33%
VRS	100-10000-2210	\$1,888.00	\$1,739.94	\$148.06	92%
VRS Hybrid	100-10000-2212		\$1,862.59	(\$1,862.59)	
Group Life Insurance	100-10000-2240	\$1,730.00	\$677.24	\$1,052.76	39%
VRS VLDP	100-10000-2245		\$160.27	(\$160.27)	
Hospitalization	100-10000-2300	\$16,100.00	\$5,706.98	\$10,393.02	35%
Dental	100-10000-2310	\$1,632.00	\$443.49	\$1,188.51	27%
Worker's Compensation	100-10000-2700	\$15,700.00	\$7,831.50	\$7,868.50	50%
Unemployment Compensation	100-10000-2900	\$900.00		\$900.00	0%
Comp Time Pay Down	100-10000-3000	\$38,000.00	\$35,737.78	\$2,262.22	94%
Custodial Services	100-10000-3100	\$9,000.00	\$3,030.00	\$5,970.00	34%
Custodial Supplies	100-10000-3101	\$3,000.00	\$296.70	\$2,703.30	10%
Audit Fees	100-10000-3120	\$27,500.00		\$27,500.00	0%
Legal Fees	100-10000-3150	\$36,000.00	\$11,500.00	\$24,500.00	32%
Bank Fees	100-10000-3180	\$100.00	\$15.00	\$85.00	15%
Economic Development/Donations	100-10000-3190	\$1,000.00		\$1,000.00	0%
Repair & Maintenance Equipment	100-10000-3310	\$4,500.00	\$1,039.99	\$3,460.01	23%
Software Maintenance	100-10000-3315	\$3,500.00		\$3,500.00	0%
Repair & Maintenance Grounds	100-10000-3330	\$7,500.00	\$1,916.17	\$5,583.83	26%
Equip Repairs/Supplies TH	100-10000-3350	\$1,500.00	\$413.63	\$1,086.37	28%
Advertising	100-10000-3600	\$6,000.00	\$1,898.16	\$4,101.84	32%
Electricity	100-10000-5120	\$18,000.00	\$5,746.00	\$12,254.00	32%
Fuel Oil	100-10000-5130	\$2,500.00		\$2,500.00	0%
Postage	100-10000-5210	\$4,500.00	\$126.00	\$4,374.00	3%
Tax Prep	100-10000-5215	\$1,755.00	\$730.00	\$1,025.00	42%
Telephone	100-10000-5230	\$6,000.00	\$1,428.03	\$4,571.97	24%
Cell Phones	100-10000-5235	\$4,000.00	\$1,378.13	\$2,621.87	34%
Insurance (VMLP)	100-10000-5309	\$30,000.00	\$19,437.50	\$10,562.50	65%
Lease Equipment (Copier)	100-10000-5410	\$3,000.00	\$767.92	\$2,232.08	26%
Conferences & Education	100-10000-5540	\$3,500.00		\$3,500.00	0%
Miscellaneous	100-10000-5800	\$500.00	\$78.87	\$421.13	16%
Code Updates	100-10000-5810	\$1,200.00	\$1,195.00	\$5.00	100%
Office Supply	100-10000-6001	\$4,500.00	\$1,822.60	\$2,677.40	41%
Shenandoah Water Supplies	100-10000-6002	\$400.00	\$204.87	\$195.13	51%
Emergency Generator Maintenance	100-10000-6003	\$1,200.00	\$122.15	\$1,077.85	10%
Alarm Monitoring	100-10000-6004	\$500.00	\$239.40	\$260.60	48%
Elevator Maint and Inspection	100-10000-6005	\$2,000.00	\$711.48	\$1,288.52	36%
Fire System Maint & Insp	100-10000-6006	\$1,700.00	\$750.00	\$950.00	44%
Propane	100-10000-6007	\$4,000.00		\$4,000.00	0%
Road Fuel	100-10000-6008	\$3,000.00	\$252.66	\$2,747.34	8%
Vehicle Supplies (license plates)	100-10000-6009	\$10.00		\$10.00	0%
HVAC Service Contract	100-10000-6010	\$1,300.00	\$1,100.00	\$200.00	85%
Fire Alarm Maint and Insp	100-10000-6011	\$750.00		\$750.00	0%
Dues & Subscriptions	100-10000-6012	\$1,500.00	\$1,112.00	\$388.00	74%
Safety Equipment	100-10000-6021	\$800.00		\$800.00	0%
General Adm. Vehicle Allowance	100-10000-6030	\$100.00		\$100.00	0%
Art Center/Commission for the Arts	100-10000-7018	\$5,000.00		\$5,000.00	0%
Capital Improvement	100-10000-8100	\$20,114.00	\$18,763.76	\$1,350.24	93%
Water Fund Debt Payment	100-10000-8150	\$173,597.00		\$173,597.00	0%
BAI Computer System	100-10000-8214	\$8,900.00	\$4,506.00	\$4,394.00	51%
Computer Tech Support	100-10000-8220	\$5,750.00	\$1,430.00	\$4,320.00	25%
Computer Equip. Upgrade	100-10000-8222	\$2,000.00	\$2,367.95	(\$367.95)	118%
Reimburse LDDC P2, 3 TC	100-10000-9002	\$45,000.00		\$45,000.00	0%
BofA Bank Stock Refund	100-10000-9100	\$6,800.00		\$6,800.00	0%
Principal 2008 GO Bonds (R1 2 3)	100-10000-9230	\$104,244.00	\$34,748.00	\$69,496.00	33%
Water Fund Equip Transfer	100-10000-9501	\$13,000.00		\$13,000.00	0%
Sewer Fund Transfer	100-10000-9502	\$44,805.00		\$44,805.00	0%
TH Flowers	100-10000-9920	\$250.00		\$250.00	0%
Total Administration Expenses		\$908,098.00	\$238,780.88	\$669,317.12	26%

POLICE BUDGET		Budget	Spent	Balance	% Used
Salaries & Wages Policen	100-31000-1139	\$263,285.00	\$91,572.06	\$171,712.94	35%
Police Overtime	100-31000-1140	\$4,000.00	\$1,865.40	\$2,134.60	47%
DMV Grant Overtime	100-31000-1145		\$595.00	(\$595.00)	#DIV/0!
Holiday/PT Pay	100-31000-1150	\$4,000.00	\$727.88	\$3,272.12	18%
FICA	100-31000-2100	\$20,448.00	\$7,271.43	\$13,176.57	36%
DMV Grant FICA	100-31000-2101			\$0.00	#DIV/0!
VRS	100-31000-2210	\$2,897.00	\$5,573.30	(\$2,676.30)	192%
VRS Hybrid	100-31000-2212		\$543.66	(\$543.66)	#DIV/0!
Hazardous Duty Retirement	100-31000-2215	\$32,529.00		\$32,529.00	0%
Life Insurance-POLICE	100-31000-2240	\$4,000.00	\$1,149.66	\$2,850.34	29%
VRS VLDP	100-31000-2245		\$46.80	(\$46.80)	#DIV/0!
Insurance	100-31000-2300	\$31,416.00	\$10,908.72	\$20,507.28	35%
Dental	100-31000-2310	\$2,578.00	\$667.35	\$1,910.65	26%
Equip. Replacement	100-31000-3310	\$3,000.00	\$448.39	\$2,551.61	15%
Police Building Maintenance	100-31000-3330	\$1,500.00	\$130.47	\$1,369.53	9%
Police Advertising	100-31000-3600	\$500.00		\$500.00	0%
Uniform Replacement	100-31000-3710	\$1,000.00	\$84.98	\$915.02	8%
Electricity	100-31000-5120	\$2,500.00	\$766.93	\$1,733.07	31%
Propane Generator	100-31000-5215	\$1,000.00		\$1,000.00	0%
Police Telephone	100-31000-5230	\$3,000.00	\$849.06	\$2,150.94	28%
Cell Phone	100-31000-5235	\$6,000.00	\$2,307.82	\$3,692.18	38%
Line of Duty Benefit	100-31000-5309	\$3,100.00	\$1,529.50	\$1,570.50	49%
Copier	100-31000-5410	\$1,500.00	\$508.32	\$991.68	34%
State Police VCIN Term	100-31000-5450	\$1,700.00	\$173.40	\$1,526.60	10%
Conferences/Education	100-31000-5540	\$2,500.00	\$798.66	\$1,701.34	32%
Miscellaneous	100-31000-5800	\$500.00	\$67.63	\$432.37	14%
Dues, Subscriptions	100-31000-5810	\$2,500.00		\$2,500.00	0%
Attorney Fees	100-31000-5820	\$2,000.00	\$169.40	\$1,830.60	8%
Police Public Relations	100-31000-5830	\$500.00		\$500.00	0%
Office Supplies	100-31000-6001	\$800.00	\$188.15	\$611.85	24%
Supplies & Materials	100-31000-6002	\$1,500.00	\$567.51	\$932.49	38%
Repairs & Maintenance O	100-31000-6007	\$500.00		\$500.00	0%
Fuel	100-31000-6008	\$19,000.00	\$3,507.89	\$15,492.11	18%
Repairs & Maintenance V	100-31000-6009	\$7,000.00	\$6,055.56	\$944.44	87%
Vehicle Tires	100-31000-6011	\$3,000.00		\$3,000.00	0%
Police Radios	100-31000-6014	\$500.00	\$154.50	\$345.50	31%
Canine - Food/Vet	100-31000-6035	\$2,000.00	\$1,157.56	\$842.44	58%
Joint Operations/Grant Ma	100-31000-7000	\$500.00		\$500.00	0%
Equip. Replace	100-31000-8101	\$2,500.00	\$206.12	\$2,293.88	8%
New Equipment	100-31000-8102	\$1,000.00		\$1,000.00	0%
Video Camera Vehicles	100-31000-8103	\$2,100.00	\$1,820.00	\$280.00	87%
DAPRO Upgrade	100-31000-8104	\$6,673.00	\$6,673.60	(\$0.60)	100%
Byrne Grant	100-31000-8106	\$2,500.00	\$630.18	\$1,869.82	25%
Capital Expenditures	100-31000-8212	\$1,500.00		\$1,500.00	0%
Capital Expenses/Vehicle	100-31000-8213	\$30,000.00	\$30,784.20	(\$784.20)	103%
Server/Computers/Alarm	100-31000-8218	\$1,200.00	\$929.92	\$270.08	77%
Total Police Expenditures		\$480,226.00	\$181,431.01	\$298,794.99	38%

FIRE EXPENSE		Budget	Spent	Balance	% Used
Rescue Donation	100-32100-5640	<i>\$6,000.00</i>		\$6,000.00	0%
Fire Donation/Utilities	100-32100-5641	<i>\$10,000.00</i>		\$10,000.00	0%
Total Fire/Rescue		<i>\$16,000.00</i>	<i>\$0.00</i>	<i>\$16,000.00</i>	0%

STREETS & SIDEWALK EXPENSE		Budget	Spent	Balance	% Used
Salaries	100-41000-1130	\$21,718.00	\$7,490.97	\$14,227.03	34%
Streets & Sidewalks Overtime	100-41000-1140	\$3,500.00	\$1,318.83	\$2,181.17	38%
Streets & Sidewalks Part Time	100-41000-1150	\$3,000.00	\$803.84	\$2,196.16	27%
FICA	100-41000-2100	\$1,930.00	\$725.13	\$1,204.87	38%
VRS	100-41000-2210	\$239.00	\$414.97	(\$175.97)	174%
VRS Hybrid	100-41000-2212		\$145.79	(\$145.79)	#DIV/0!
Life Insurance-Streets & Sidewalks	100-41000-2240	\$312.00	\$105.45	\$206.55	34%
VRS VLDP	100-41000-2245		\$12.59	(\$12.59)	#DIV/0!
Hospitalization	100-41000-2300	\$5,000.00	\$1,659.64	\$3,340.36	33%
Dental	100-41000-2310	\$166.00	\$73.64	\$92.36	44%
Repairs on Streets & Sidewalks	100-41000-3330	\$1,500.00		\$1,500.00	0%
Main Street Parking	100-41000-3350	\$16,700.00	\$6,955.55	\$9,744.45	42%
Electricity	100-41000-5120	\$22,000.00	\$7,834.08	\$14,165.92	36%
Miscellaneous	100-41000-5800	\$100.00	\$12.51	\$87.49	13%
Agricultural/Beautification	100-41000-6003	\$500.00	\$10.00	\$490.00	2%
Repairs & Maintenance Supplies	100-41000-6007	\$1,000.00	\$585.00	\$415.00	59%
Fuel	100-41000-6008	\$2,500.00	\$1,146.34	\$1,353.66	46%
Vehicle Maintenance	100-41000-6009	\$2,750.00	\$1,859.60	\$890.40	68%
Uniforms	100-41000-6011	\$1,500.00	\$663.33	\$836.67	44%
Purchase Street Signs	100-41000-6021	\$250.00		\$250.00	0%
Snow Removal Supplies	100-41000-6023	\$2,500.00		\$2,500.00	0%
Shop Building Maintenance	100-41000-7100	\$1,500.00	\$2,096.63	(\$596.63)	140%
Equipment Repair	100-41000-7200	\$2,500.00	\$1,020.86	\$1,479.14	41%
Shop Supplies/Utilities	100-41000-7300	\$2,500.00	\$51.37	\$2,448.63	2%
Total Streets /Sidewalk		\$93,665.00	\$34,986.12	\$58,678.88	37%

TRASH EXPENSE		Budget	Spent	Balance	% Used
Salaries	100-42300-1130	\$40,203.00	\$13,909.86	\$26,293.14	35%
Trash Collection Part Time	100-42300-1150		\$426.56	(\$426.56)	#DIV/0!
FICA	100-42300-2100	\$3,076.00	\$1,099.09	\$1,976.91	36%
VRS	100-42300-2210	\$443.00	\$941.23	(\$498.23)	212%
VRS Hybrid	100-42300-2212		\$56.68	(\$56.68)	#DIV/0!
Life Insurance - Trash	100-42300-2240	\$630.00	\$187.49	\$442.51	30%
VRS VLDP	100-42300-2245		\$4.83	(\$4.83)	#DIV/0!
Hospitalization	100-42300-2300	\$8,200.00	\$3,015.62	\$5,184.38	37%
Dental	100-42300-2310	\$440.00	\$145.69	\$294.31	33%
Subcontract Work	100-42300-4000	\$49,000.00	\$12,200.25	\$36,799.75	25%
Landfill	100-42300-5120	\$0.00	\$354.41	(\$354.41)	#DIV/0!
Fuel	100-42300-6008	\$0.00	\$196.83	(\$196.83)	#DIV/0!
Uniform	100-42300-6011	\$0.00	\$663.33	(\$663.33)	#DIV/0!
Total Trash Collection		\$101,992.00	\$33,201.87	\$68,790.13	33%

<u>RECYCLE</u>		Budget	Spent	Balance	% Used
Salaries	100-42350-1130	\$6,235.00	\$2,152.71	\$4,082.29	35%
FICA	100-42350-2100	\$477.00	\$165.03	\$311.97	35%
VRS	100-42350-2210	\$69.00	\$113.84	(\$44.84)	165%
VRS Hybrid	100-42350-2212		\$44.44	(\$44.44)	#DIV/0!
Life Insurance - Recycling	100-42350-2240	\$105.00	\$29.77	\$75.23	28%
VRS VLDP	100-42350-2245		\$3.78	(\$3.78)	#DIV/0!
Hospitalization	100-42350-2300	\$1,500.00	\$447.20	\$1,052.80	30%
Dental	100-42350-2310	\$83.00	\$20.17	\$62.83	24%
Tipping Fee	100-42350-3000	\$10,000.00	\$1,503.17	\$8,496.83	15%
Subcontract Work	100-42350-4000	\$10,000.00	\$2,550.00	\$7,450.00	26%
Total Recycle		\$28,469.00	\$7,030.11	\$21,438.89	25%

BALL PARK		Budget	Spent	Balance	% Used
Electric	100-71300-5110	\$1,500.00	\$379.67	\$1,120.33	25%
Field Facility Improvements	100-71300-5200	\$1,000.00		\$1,000.00	0%
Total Ball Park		\$2,500.00	\$379.67	\$1,120.33	15%

OAKLAND CEMETERY		Budget	Spent	Balance	% Used
Oakland Salaries	100-71400-1130	\$10,084.00	\$3,481.26	\$6,602.74	35%
Oakland FICA	100-71400-2100	\$772.00	\$273.30	\$498.70	35%
Oakland VRS	100-71400-2210	\$111.00	\$161.62	(\$50.62)	146%
Oakland VRS Hybrid	100-71400-2212		\$81.45	(\$81.45)	#DIV/0!
Oakland Life Insurance	100-71400-2240	\$146.00	\$45.68	\$100.32	31%
VRS VLDP	100-71400-2245		\$7.15	(\$7.15)	#DIV/0!
Oakland Hospitalization	100-71400-2300	\$2,000.00	\$675.94	\$1,324.06	34%
Oakland Dental	100-71400-2310	\$83.00	\$31.91	\$51.09	38%
Oakland Repairs/Maintenance	100-71400-3310	\$100.00		\$100.00	0%
Oakland Miscellaneous	100-71400-5800	\$100.00		\$100.00	0%
Oakland Supplies	100-71400-6001	\$100.00		\$100.00	0%
Oakland Agric. Soil Treatment	100-71400-6003	\$100.00		\$100.00	0%
Oakland Fuel	100-71400-6008	\$100.00	\$45.45	\$54.55	45%
Oakland Lights & Flags	100-71400-6017	\$100.00	\$35.96	\$64.04	36%
Total Oakland Cemetery		\$13,796.00	\$4,839.72	\$8,956.28	35%
TOTAL General Fund Expenses		\$1,644,746.00	\$500,649.38	\$1,144,096.62	30%

WATER REVENUE		Budget	Received	Balance	% Used
Interest Earned - Bank Deposits	501-15010-0001	\$2,000.00	\$795.34	\$1,204.66	40%
Water Revenue	501-16001-0001	\$515,000.00	\$176,925.23	\$338,074.77	34%
Water Connections	501-16001-0003		\$4,780.00	(\$4,780.00)	#DIV/0!
Penalty Fees	501-16001-0007	\$3,500.00	\$2,050.00	\$1,450.00	59%
Waste Water Op. Fees	501-16001-0008	\$1,600.00		\$1,600.00	0%
Bulk Water Sales	501-16001-0009	\$500.00		\$500.00	0%
VDH Fund Package	501-16001-0010	\$0.00		\$0.00	#DIV/0!
VRA/VDH Town Park Well	501-16001-0020	\$275,000.00		\$275,000.00	0%
VRA Control Cham/Telemetry	501-16001-0025	\$275,000.00		\$275,000.00	0%
Reserves - Project	501-41050-0501	\$129,000.00		\$129,000.00	0%
Trasner from General Fund	501-41050-0100	\$186,597.00		\$186,597.00	0%
Total Water Revenue		\$1,388,197.00	\$184,550.57	\$1,203,646.43	13%

WATER EXPENSES		Budget	Spent	Balance	% Used
Salary/Water	501-45000-1130	\$77,909.00	\$26,929.70	\$50,979.30	35%
Water Part time	501-45000-1150	\$1,500.00		\$1,500.00	0%
FICA	501-45000-2100	\$6,075.00	\$1,973.26	\$4,101.74	32%
VRS	501-45000-2210	\$857.00	\$856.26	\$0.74	100%
VRS Hybrid	501-45000-2212		\$597.82	(\$597.82)	#DIV/0!
Life Insurance - Water	501-45000-2240	\$900.00	\$273.26	\$626.74	30%
VRS VLDP	501-45000-2245		\$51.46	(\$51.46)	#DIV/0!
Hospitalization	501-45000-2300	\$12,000.00	\$3,725.35	\$8,274.65	31%
Dental	501-45000-2310	\$53.00	\$183.34	(\$130.34)	346%
Water Tank Main't.	501-45000-3180	\$16,000.00	\$8,425.59	\$7,574.41	53%
Repairs & Maintenance Equip	501-45000-3310	\$1,000.00		\$1,000.00	0%
Advertising	501-45000-3600	\$750.00	\$1,034.00	(\$284.00)	138%
Water Purchased	501-45000-5130	\$250,000.00	\$59,175.95	\$190,824.05	24%
Postage/Billing Supplies	501-45000-5210	\$4,000.00	\$1,591.94	\$2,408.06	40%
Water Testing Fees	501-45000-5220	\$5,200.00	\$2,393.20	\$2,806.80	46%
VDOT Fees	501-45000-5650	\$250.00		\$250.00	0%
Waterworks Oper. Fund	501-45000-5660	\$2,300.00	\$1,128.38	\$1,171.62	49%
Miss Utility	501-45000-5670	\$1,000.00	\$199.49	\$800.51	20%
Road Repairs/Water	501-45000-5680	\$1,000.00		\$1,000.00	0%
Electricity Tower Pumps	501-45000-5690	\$1,300.00	\$412.57	\$887.43	32%
Miscellaneous	501-45000-5800	\$100.00	\$56.00	\$44.00	56%
Dues/Subscriptions	501-45000-5810	\$600.00	\$300.00	\$300.00	50%
Misc. Exp. CSX Right of Way	501-45000-5840	\$550.00		\$550.00	0%
Supplies	501-45000-6001	\$5,000.00	\$1,749.69	\$3,250.31	35%
Fuel	501-45000-6008		\$30.79	(\$30.79)	#DIV/0!
Uniforms	501-45000-6011	\$1,200.00	\$415.60	\$784.40	35%
NVRS Software Update	501-45000-6500	\$1,300.00		\$1,300.00	0%
Capital Expenditure	501-45000-8100	\$550,000.00	\$60.00	\$549,940.00	0%
Equipment Replacement	501-45000-8101	\$13,000.00	\$10,021.93	\$2,978.07	77%
Northern Loop Debt Serv.	501-45000-8150	\$5,000.00	\$4,814.82	\$185.18	96%
VRA Loan Payoff	501-45000-8155	\$173,597.00	\$173,597.00	\$0.00	100%
Frederickburg Ave Project	501-45000-8400	\$129,000.00	\$20,591.11	\$108,408.89	16%
Water Contingency	501-45000-9300	\$2,700.00		\$2,700.00	0%
WF to SF for Op Capital	501-93100-0501	\$124,056.00		\$124,056.00	0%
Total Water Expenses		\$1,388,197.00	\$320,588.51	\$1,067,608.49	23%

SEWER REVENUE		Budget	Received	Balance	% Used
Interest Earned - Bank Deposits	502-15010-0001			\$0.00	#DIV/0!
Sewer Revenue	502-16001-0002	\$468,013.00	\$152,433.74	\$315,579.26	33%
Sewer Connections	502-16001-0004		\$7,720.00	(\$7,720.00)	#DIV/0!
GF for Operate Capital	502-41050-0100	\$44,805.00		\$44,805.00	0%
WF to SF for Op Capital	502-41050-0502	\$124,056.00		\$124,056.00	0%
Miscellaneous Income	502-18990-0001			\$0.00	#DIV/0!
Total Sewer Revenue		\$636,874.00	\$160,153.74	\$476,720.26	25%

SEWER EXPENSES		Budget	Spent	Balance	% Used
Salaries	502-45500-1130	\$82,455.00	\$28,503.44	\$53,951.56	35%
Sewer Part time	502-45500-1150	\$2,000.00		\$2,000.00	0%
FICA	502-45500-2100	\$6,461.00	\$2,081.40	\$4,379.60	32%
VRS	502-45500-2210	\$908.00	\$956.93	(\$48.93)	105%
VRS Hybrid	502-45500-2212	\$0.00	\$597.82	(\$597.82)	#DIV/0!
Life Insurance - Sewer	502-45500-2240	\$888.00	\$292.17	\$595.83	33%
VRS VLDP	502-45500-2245	\$0.00	\$51.46	(\$51.46)	#DIV/0!
Hospitalization	502-45500-2300	\$12,500.00	\$4,071.94	\$8,428.06	33%
Dental	502-45500-2310	\$600.00	\$200.58	\$399.42	33%
Repairs/Maint Equip	502-45500-3310	\$2,000.00	\$137.54	\$1,862.46	7%
Repairs/Maint Bldgs	502-45500-3330	\$500.00		\$500.00	0%
Cont'l Svcs RSTP	502-45500-3340	\$332,000.00	\$87,357.29	\$244,642.71	26%
Advertising	502-45500-3600	\$500.00		\$500.00	0%
Electricity	502-45500-5120	\$3,000.00	\$699.03	\$2,300.97	23%
Postage/Billing Supplies	502-45500-5210	\$3,000.00	\$974.15	\$2,025.85	32%
Telephone, Pump Station	502-45500-5230	\$450.00	\$154.20	\$295.80	34%
Road Repairs/Sewer	502-45500-5680	\$1,000.00	\$500.00	\$500.00	50%
Miscellaneous - Sewer	502-45500-5800	\$100.00		\$100.00	0%
Supplies	502-45500-6001	\$400.00	\$197.48	\$202.52	49%
Fuel	502-45500-6008	\$1,000.00	\$30.78	\$969.22	3%
Fuel/Pump Station	502-45500-6009	\$300.00		\$300.00	0%
Uniforms	502-45500-6011	\$1,000.00	\$415.57	\$584.43	42%
Inflow & Infiltration	502-45500-6099	\$1,000.00		\$1,000.00	0%
Equipment Replacement	502-45500-8101	\$1,000.00	\$10.99	\$989.01	1%
Principal 2001 GO Bonds	502-45500-9210	\$61,812.00	\$20,604.00	\$41,208.00	33%
Principal 2010 Go Bonds	502-45500-9230	\$97,000.00	\$29,864.00	\$67,136.00	31%
Sewer Contingency	502-45500-9300	\$25,000.00	\$20,750.00	\$4,250.00	83%
Total Sewer Expenses		\$636,874.00	\$198,450.77	\$438,423.23	31%

HILLCREST REVENUE		Budget	Received	Balance	% Used
Burial Permits	702-13030-0026	\$5,000.00	\$1,000.00	\$4,000.00	20%
Stone Permits	702-13030-0031	\$1,200.00	\$200.00	\$1,000.00	17%
Interest Earned	702-15010-0001	\$6,000.00	\$1,672.66	\$4,327.34	28%
Sales of Lots	702-18990-0001	\$10,000.00	\$4,533.34	\$5,466.66	45%
Reserve GF Repayment	702-34105-0001	\$275,968.00		\$275,968.00	0%
Reserve Transfer Hillcrest I	702-41050-0702	\$33,561.00		\$33,561.00	0%
Total Hillcrest Revenue		\$331,729.00	\$7,406.00	\$324,323.00	2%

HILLCREST EXPENSES		Budget	Spent	Balance	% Used
Salaries	702-71400-1130	\$41,478.00	\$14,330.70	\$27,147.30	35%
FICA	702-71400-2100	\$3,174.00	\$1,062.05	\$2,111.95	33%
VRS	702-71400-2210	\$457.00	\$441.05	\$15.95	97%
VRS Hybrid	702-71400-2212		\$378.85	(\$378.85)	#DIV/0!
Life Insurance - HILLCRES	702-71400-2240	\$559.00	\$154.10	\$404.90	28%
VRS VLDP	702-71400-2245		\$32.62	(\$32.62)	#DIV/0!
Hospitalization	702-71400-2300	\$6,500.00	\$2,119.49	\$4,380.51	33%
Dental	702-71400-2310	\$343.00	\$102.41	\$240.59	30%
Repairs/Maintenance	702-71400-3310	\$500.00	\$415.75	\$84.25	83%
Miscellaneous	702-71400-5800	\$500.00	\$450.00	\$50.00	90%
Supplies	702-71400-6001	\$100.00		\$100.00	0%
Fuel	702-71400-6008	\$1,500.00	\$449.18	\$1,050.82	30%
Lights & Flags	702-71400-6017	\$150.00	\$44.11	\$105.89	29%
Electricity	702-71400-6025	\$500.00		\$500.00	0%
Repayment GF Liability	702-41050-0702	\$275,968.00	\$275,968.00	\$0.00	100%
Total Hillcrest Expenses		\$331,729.00	\$295,948.31	\$35,780.69	89%

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**Town of Louisa
Monthly Meeting
October 18, 2016**

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Present: R. Garland Nuckols, Mayor; Andrew G. Wade, Vice-Mayor; Mary Jane Clarke; A. Daniel Carter; James S. Artz; Jessica Lassiter, Council Members; Jeff Gore, Legal Counsel; Tom Filer, Town Manager; Elizabeth T. Nelson, Treasurer; M. Brad Humphrey, Public Works Director; Robert Shiflett, Town Sergeant

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Absent: Ronnie Roberts, Chief of Police; Jessica M. Ellis, Clerk

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Also in Attendance: Dana and Tina Racette, town residents at 213 Cutler Ave; David Holtzman, The Central Virginian

All copies including: reports, handouts, and documents can be found following the minutes.

Mayor Nuckols called the Louisa Town Council meeting to order at 6:00 p.m.

BUSINESS FROM THE FLOOR

Tina Racette, town resident, stood and expressed to Council that she felt the park area needed more mulch.

CONSENT AGENDA

Council member Artz made the motion to approve the consent agenda. Council member Lassiter seconded the motion. The vote went as follows: 5-0 in favor.

OLD BUSINESS

1) Discussion/Action: Sidewalk Improvements Resolutions

1
2 Mr. Humphrey and Mr. Filer spoke briefly about the VDOT grant
3 applications (Elm Avenue Sidewalk Connector; West Main Street
4 Sidewalk Extension) before Council took the following action:

5
6 Council member Clarke made the motion to adopt the resolutions.
7 Council member Carter seconded the motion. The vote went as
8 follows: 5-0 in favor.

9
10 **NEW BUSINESS**

11
12 **1) Discussion/Action: Halloween Permit**

13
14 Council member Artz made the motion to approve the application
15 submitted by Louisa Baptist Church for Monday, October 31, 2016.
16 Council member Clarke seconded the motion. The vote went as
17 follows: 5-0 in favor.

18
19 **2) Discussion/Action: St. James Church 135 Year Anniversary**
20 **Resolution**

21
22 Council member Artz made the motion to adopt the St. James Church
23 Resolution. Council member Clarke seconded the motion. The vote
24 went as follows: 5-0 in favor.

25
26 **3) Discussion/Action: Marine Resolution – Red Ribbon Week**

27
28 Council member Clarke made the motion to approve the Marine
29 Resolution in support of Red Ribbon Week. Council member Artz
30 seconded the motion. The vote went as follows: 5-0 in favor.

31
32 **4) Discussion/Action: Maturing CD #8767 General Fund**
33 **\$387,952**

34
35 Mr. Filer referred to the memo included in the packet as he explained
36 his recommendation.

37
38 Council member Artz made the motion to approve the Town
39 Manager's suggestion to break the \$387,952 funds: \$137,952 with

1
2 Essex Bank for 13 month CD; \$250,000 with Essex Bank for 13
3 month CD. Council member Lassiter seconded the motion. The vote
4 went as follows: Artz, for; Clarke, for; Lassiter, for; Carter, abstain;
5 Wade, for.
6

7 **5) Discussion/Action: Obsolete Vehicles/Equipment**
8

9 Mr. Filer referred to the memo he included in the packet which
10 incorporated a list of items that staff would like to declare obsolete
11 and send to auction. Mr. Filer covered the items in detail and
12 explained how staff came to their decision to auction off the
13 equipment. After some discussion between Council and staff, the
14 following action took place:
15

16 Council member Artz made the motion to declare the equipment
17 obsolete and send them to auction/Govdeals.com as recommended
18 by staff. Council member Carter seconded the motion. The vote
19 went as follows: 5-0 in favor.
20

21 **STANDING COMMITTEE REPORTS**
22

23 **Police Department:**
24

25 *(Please refer to the Police Department report.)*
26

27 Bobby Shiflett, Town Sergeant, stood in for Chief Roberts and
28 reviewed the Police Department's report and fielded questions from
29 Council.
30

31 In addition to the monthly report, Mayor Nuckols and members of
32 Council held a lengthy discussion with staff on the auxiliary police
33 program. Council questioned how many officers they would like to
34 hire (6-8); the number of hours they would serve (approx. 16 per
35 month); uniforms and equipment – and the cost associated
36 (approximately \$3000 each).
37

38 **Police Committee:**
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No report.

Water & Sewer Department:

(Please refer to the Water & Sewer Department report.)

Mr. Humphrey read aloud from his report, highlighting areas of interest.

Litter Committee:

No report.

Streets & Sidewalks

No report.

Cemetery

No report.

REPORTS FROM STAFF

Counsel

No report.

Clerk

No report.

Treasurer

No report.

Manager

Mr. Filer made mention of the following:

- 1
2 • Mr. Filer made mention of John Jones' brother passing away in a
3 fire recently.
4 • Reports of pole lights out in town have been received and are
5 being worked on at this time.
6 • The town office and Police Dept. computers have recently been
7 upgraded with new firewalls and antivirus software.
8 • The audit presentation will take place at the November meeting.
9 • Tree trimming is going on throughout county/town.
10 • Line painting following paving in town is still being addressed.
11 • A lengthy discussion was held in response to an email that was
12 received this afternoon from the Office of Drinking Water in
13 regards to the high bids received recently. Mr. Filer read the email
14 aloud and stated that he would be contacting them the following
15 day. He also stated that he is still awaiting Dr. Krye's report.
16 Council member Wade and Mayor Nuckols stated that they would
17 like to see the results of Dr. Krye's study before proceeding any
18 further and suggested that Dr. Krye present his report to Council.

19
20 **COMMUNICATIONS**

21
22 Council members Wade and Carter thanked Miss Racette for bringing
23 the low mulch problem to Council's attention and questioned if there
24 is funding to replenish the depleted mulch. Mr. Filer was requested to
25 look into the request.

26
27 **CLOSED SESSION**

28
29 Council Member Artz made the motion to convene in closed
30 session to discuss the following: as permitted by Virginia Code § 2.2-
31 3711(A)(3), a matter involving the acquisition of real property for
32 public purposes. Council member Lassiter seconded the motion. The
33 vote went as follows: 5-0 in favor.

34
35 Council went into closed session at 7:06 p.m.

36
37 **OPEN SESSION**

1
2 At 7:54 p.m. Council Member Carter made the motion to go back in to
3 Open Session. Council Member Artz seconded the motion. The vote
4 went as follows: 5-0 in favor.

5
6 **CERTIFICATION OF CLOSED SESSION**

7
8 *Council member Lassiter made the motion certifying that, in the*
9 *closed session just concluded, nothing was discussed except the*
10 *matter or matters (1) specifically identified in the motion to convene in*
11 *closed session and (2) lawfully permitted to be discussed under the*
12 *provisions of the Virginia Freedom of Information act cited in that*
13 *motion. Council member Artz seconded the motion. The vote went*
14 *as follows: Wade, for; Lassiter, for; Artz, for; Clarke, for; Carter, for (5-*
15 *0 in favor).*

16
17 **ACTION:**

18
19 No action took place following closed session.

20
21 **ADJOURNMENT**

22
23 At 7:55 p.m., Council Member Artz made the motion to adjourn the
24 meeting.

25
26 _____
27 Mayor

26 _____
27 Clerk



Public Hearing

1) VDOT Required: Application for Grant Funding Sidewalk Expansion.

The public will have the opportunity to comment on the proposed sidewalk grant project and application, which includes a local 20% match requirement. The proposed project will expand sidewalks on Elm Avenue and West Main Street.



Transportation Alternatives FY2018 Application

Town of Louisa West Main Street Sidewalk Extension

Project Status: Submitted

Project ID: F3-0000002091-R01

Created: 10/27/2016 @ 4:08PM by Brad Humphrey

Last Updated: 11/01/2016 @ 4:47PM by Brad Humphrey

Submitted: 11/01/2016 @ 4:47PM by Brad Humphrey

General

1. Project Sponsor

Organization**Name**

Town of Louisa

Address

212 Fredericksburg Ave

Address 2

PO Box 531

City

Louisa

State

VA

ZIP Code

23093

ZIP +4

0531

Email

bhumphrey@louisatown.org

Telephone

5409671400

Fax

5409679580

2. Project Manager

Organization**Name**

Brad Humphrey

Address

212 Fredericksburg Ave

Address 2

PO Box 531

City

Louisa

State

VA

ZIP Code

23093

ZIP +4

0531

Email

bhumphrey@louisatown.org

Telephone

5450967140

Fax

5409679580

Project Information

3. Sponsor DUNS Number
28129331

4. Project UPC Number (Existing Projects
Only)

5. Project Title

West Main Street Sidewalk Extension

5a. Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed please use the upload feature located at the bottom of the page. Please label the document "Project Description"

Please See Attached Project Description.

6. Identify beginning and ending termini and provide a location map with the project area clearly marked.

Start Location

End Location

Intersection of W Main St and Cammack St

440 W Main St

ZIP Code

ZIP +4

23093

0531

7. Project Location

Is this project located within a Transportation Management Area (TMA)?

No

If yes, please indicate which MPO area:

8. Local Jurisdiction Population (based on 2010 census data)

5,000 and under

9. Select primary category of eligibility even if other categories may apply.

Construction of bicycle and pedestrian facilities

10. Does this project qualify as a "Safe Routes to School" project based on the criteria below?

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school (K-8th)

No

10a. Do you wish to pursue this as a SRTS project?

No

 Funding

Project Funding

11. Total project cost (*) is to be limited to the project described in this application and based on the beginning and ending termini provided. This should not be considered the "whole" of a multi-phased project. According to the attached Project Budget - Attachment C, the following project costs can be demonstrated:

11a. Total TA Funding needed for this project - Cannot exceed 80% of total project cost	\$1,197,836.80
11b. Total Local 20% Match Required - Based on the anticipated TA funds above	\$299,459.20
11c. Other Project Funds (Non-TA funds) - include local funds, other grants and donations	\$0.00
11d. Total Project Cost (*) - Sum of above; should match Attachment C	\$1,497,296.00

12. Federal Transportation Alternatives Funding

	This Application	Prior TA Funding Received
12a. Federal TA Funds	\$1,197,836.80	
12b. Local 20% Match	\$299,459.20	

13. Do you plan to use in-kind to meet all or part of the 20% local match requirement?

No

13a. If yes, provide the estimated value of services and / or donations to be applied as in-kind match. Include this amount in Item 11b and 12b.

13b. If planning to use in-kind match, explain in detail the services and/or donations to be provided.

14. If not in-kind, identify the proposed funding source(s) for the required match on this project.

15. A local 20% match contribution is required – how much additional local contribution (above the required 20%) is proposed? Include this amount in Item 11c.

No

16. Is there additional (above the 20% match) non-sponsor or non-local funding secured at this time - other grants, state funds, corporate donations, etc.?

No

16a. If yes, provide the amount of non-local funds secured at this time. Include this amount in Item 11c.

16b. Identify the source of this funding and provide the deadline or expiration date for these funds (if applicable).

16c. Identify any additional funding that is being applied for and when these awards will be announced. Note whether these funds are contingent upon receipt of the TA funding.

17. If federal funds are expended on PE, regulations require that the project progress to a completed construction phase. In the event that additional TA funding is not secured, what funding source(s) will be utilized to complete this project?

The Town of Louisa does not intend to exceed it's budget Preliminary Engineering. Therefore we do not perceive this to be an issue.

💡 Concept

Project Concept

18. Has the sponsor performed an on-site evaluation of the project to determine the project's constructability and cost?

Yes

If Yes, provide date

2016-10-03

Identify those who attended the on-site evaluation

The Town has performed an on site evaluation to identify potential challenges and obstacles we may incur. We have been assisted by Julia Skare, a licensed PE in Virginia with experience in designing and administering TA projects. We have also been assisted by Mark Wood, PE, Area Land Use Engineer and Jim Reed, Permit and Sub-division Specialist with the Virginia Department of Transportation, Louisa Residency.

19. Describe any possible challenges or obstacles that will could require additional design consideration, cost or design waivers.

The Town has noted four possible challenges in their on-site evaluation. One: the possible need for additional Right of Way; Two: potential difficulties in managing the conveyance of storm water runoff from public and private properties in the project area; Three: the need to construct commercial entrances in the project area without disrupting traffic flow to the businesses in the project area; and Four: having to construct a driveway or a street side parking spot for the resident of 404 W Main St (SR22/33) that currently parks adjacent to the VDOT Right of Way. .

20. Has the local VDOT Office had an opportunity to offer comments regarding the project scope, conceptual project plans, preliminary drawings or cost estimate? Have these comments been incorporated into this application?

Yes, we have also been assisted by Mark Wood, PE, Area Land Use Engineer and Jim Reed, Permit and Sub-division Specialist with the Virginia Department of Transportation, Louisa Residency.

21. The use of federal transportation funds requires compliance with the Americans with Disabilities Act (ADA); describe how this project will meet these design requirements. If this is a pedestrian and/or bicycle facility, include a description of the proposed surface (concrete, asphalt, etc) and width of the completed facility including any bridges.

If funded, the Town of Louisa will construct 1800 lineal feet of concrete sidewalk 5' at parallel grade with W Main St (SR 22/33) in width; in accordance Virginia Department of Transportation Road and Bridge Standards and in compliance with the Americans With Disabilities Act. Crosswalks and handicapped ramps will also be constructed to VDOT Road and Bridge Standards and in compliance with the Americans With Disabilities Act utilizing ladder type crosswalks and truncated domes of a contrasting color.

22. Describe any anticipated challenges to meeting ADA design requirements including slope / terrain, width/clearance limitations, historic features, etc.

There are two sections of public sidewalk in the vicinity of 438 and 440 W Main St (SR 22/33) that were installed as a part of commercial development during the late 1990s that are not ADA compliant. The Town of Louisa intends to replace these sections of sidewalk as a part of this project.

23. Is the project located within a designated historic district or within a downtown business district?

No

If yes, how will the project improve the aesthetic value of the affected area? What economic impacts will the proposed changes have?

24. It is expected that the sponsor will maintain the facility for its useful life. Provide details regarding maintenance and upkeep of the completed facility – identify who will be providing upkeep, what services will be provided, how long the services will be provided and where the funding for these services will come from.

The Town of Louisa Public Works Department will: keep the sidewalk clean and tidy; remove snow and ice; make repairs as necessary; and maintain the street lights through the life cycle of the infrastructure.

25. If this project is for a pedestrian and/or bicycle facility, mark which best describes the project's primary transportation function:

Alternate transportation for daily needs (shopping, school, library)

26. If this project involves restoring an historic transportation facility, describe the proposed future use of the restored facility including details regarding the proposed staffing and operation of the facility, identifying potential funding sources for these activities.

N/A - Not an historic preservation project	Description
Yes	

27. If this project provides vegetation management, describe the transportation right-of-way and how the project will improve roadway safety, prevent against invasive species, and/or provide erosion control.

N/A - Not a vegetation management project	Description
Yes	

28. If this project provides for archeological activities, describe the negative impacts of the related transportation project and how the proposed TA activities will improve or mitigate these impacts.

N/A - Not an archeology project	Description
Yes	

29. If this project provides environmental mitigation and/or pollution prevention – identify the impacts of highway construction and/or highway run-off and describe how the proposed TA activities will improve or mitigate these impacts. Identify any waterways (rivers, streams, etc) being directly impacted / polluted by the current run-off.

N/A - Not an environmental mitigation project
Description
Yes

30. Does this project support or improve an existing or planned highway project?

No

If yes, identify the highway project and explain how this TA project will improve or support it.

Improves Transportation Network

Project Improves Transportation Network

31. Does the project provide new access (access that does not currently exist) to transit stations, commuter lots, bus stops, etc.?

No

If yes, provide a description of the public transportation links and explain how this TA project will improve the existing network.

32. Does the project provide connections to existing regional trails or pedestrian / bicycle facilities? Does the project provide a "missing link" in the existing transportation network?

Yes

If yes, explain making sure to identify the specific location and connections provided and the missing links addressed. Include a location map to demonstrate the connections and/or missing link.

The project will extend sidewalk from it's current point of termination in the vicinity of 402 W Main St to 440 W Main St. This sidewalk will provide a pedestrian thoroughfare from the Amerisist assisted living facility and the 60 home, 166 lot Countryside subdivision to the core of the Downtown Business District.

33. Does the project provide bicycle/pedestrian facilities where none previously existed?

Yes

If yes, explain why this location was chosen and include pictures of the proposed location.

Yes, project will where it previously didn't exist from it's current point of termination in the vicinity of 402 W Main St to 440 W Main St. This sidewalk will provide a pedestrian thoroughfare from the Amerisist assisted living facility and the 60 home, 166 lot Countryside subdivision to the core of the Downtown Business District along W Main Street where there is a 35 mile per hour speed limit and an estimated Annual Average Daily Traffic Volume of 7,350 vehicles per day according to the Virginia Department of Transportation 2016 Annual Average Daily Traffic Volume count.

34. Does this project increase opportunities to meet daily needs without motorized transportation?

Yes

If yes, give specific destinations served including schools, libraries, shopping, healthcare, etc. and the anticipated number of persons that will benefit or use the facility.

The project will provide the residents of the Amerisist assisted living facility and the 60 home, 166 lot Countryside subdivision pedestrian access to the core of the Downtown Business District along W Main Street where there is a 35 mile per hour speed limit and an estimated Annual Average Daily Traffic Volume of 7,350 vehicles per day according to the Virginia Department of Transportation 2016 Annual Average Daily Traffic Volume count.

35. Does this project add features/devices that will improve bicycle and pedestrian safety (ex. crosswalks, bike/ped signals, lighting, physical barriers to separate facilities, etc.)?

Yes

If yes, provide a description including any accident data available.

The project will include: ADA compliant sidewalk; ADA compliant handicapped ramps complete with truncated domes of contrasting color; ladder type crosswalks consistent with newly installed crosswalks throughout the Town; and improved street lighting.

36. Does this project incorporate traffic calming design elements such as bump outs, raised intersections, street trees or crosswalks in a contrasting color?

No

If yes, explain what traffic calming elements are being incorporated and how they will improve pedestrian safety.

37. Is this project in the locality's local/regional transportation plan?

No

Name the plan and explain how this project will help achieve or support the plan goals.

 Sponsor's Ability to Administer

Sponsor's Ability to Administer Federal Project

Federal regulations require that the sponsor provide a full-time employee who is responsible for all major project decisions as explained in Chapter 3.1 of the LAP Manual. This person is referred to as the sponsor's Responsible Person (RP) and may, or may not, be the project manager. Failure to provide a qualified RP may eliminate the project from consideration.

38. Identify the full-time staff member assigned as the "Responsible Person" for this project:

Name	Title	Years in this position
Brad Humphrey	Public Works Director	

39. Describe the experience and / or training that qualifies this individual to be the responsible person for a federal-aid transportation project

Education/Certifications

B.S., Political Science, 1990,
Bridgewater College,
Bridgewater, VA

Training / Classes

Project Related Experience

Supervised the development and construction of the \$1,700,000 Phase III and Phase IIID Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant. Supervised the development and construction of the \$120,000 School Street Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant. Supervised the development and construction of the \$585,000 TEA 21 Route 33 Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant.

40. Select from the following the best choice describing the RP's experience:

The RP has successful experience providing oversight or administering a federal aid transportation project within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, phases included (PE, RW, CN), cost and whether or not the project finished on-time and on-budget.

The RP Supervised the development and construction of: the \$1,700,000 Phase III and Phase IIID Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant; the development and construction of the \$120,000 School Street Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant and the \$585,000 TEA 21 Route 33 Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant.

41. Describe the RP's role and responsibilities while overseeing these projects

The RP oversaw all aspects over the above referenced projects from the procurement of the consulting engineer through the completion of construction. This included design, community relations, finances and construction.

42. Has the RP completed VDOT's Core Curriculum on-line training found on VDOT's Locally Administered Projects webpage (www.virginiadot.org/business/local-assistance-lpt.asp (<http://www.virginiadot.org/business/local-assistance-lpt.asp>))?

No

43. VDOT is required by federal regulation to ensure that the sponsor is adequately staffed to ensure the project is satisfactorily completed. Sponsors may supplement their staff with consultants, including project management duties.

Is the Responsible Person also the Project Manager (PM)?

Yes

If not, indicate:

44. The sponsor's staff and their consultants must have a working knowledge of the locally administered projects (LAP) process and the federal regulations affecting federal aid projects. Select from the following the best choice describing the proposed PM's experience:

The PM has been lead project manager on one or more federal aid transportation project(s) within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, cost and whether or not the project finished on-time and on-budget.

N/A - PM not known at this time

Description

No

The PM oversaw all aspects over the above referenced projects from the procurement of the consulting engineer through the completion of construction. This included design; community relations, finances and construction. Two of the above referenced projects were completed on time and under budget. One project exceeded the contract time and budget. The project that was not complete on time and under budget was hampered by a low bid that exceeded the engineer's estimate from an irresponsible contractor that constructed an inferior product resulting in a significant amount of punch list repairs.

45. Describe the PM's role and responsibilities managing the referenced projects including any challenges / delays encountered. How were these challenges resolved?

N/A - PM not known at this time

Description

No

The PM oversaw all aspects over the above referenced projects from the procurement of the consulting engineer through the completion of construction. This included design, community relations, finances and construction.

46. Provide PM's most recent experience managing a Transportation Enhancement / Alternatives project include brief project description, history and any challenges encountered.

N/A - PM not known at this time

Description

No

The PM oversaw all aspects over design, community relations, finances and construction of the Town of Louisa's \$1,700,000 Phase III and Phase IIID Pedestrian Traffic Safety Improvement Project. The greatest challenges were associated with a design and a redesign to accommodate storm water drainage and community relations. The engineer's original project design for dealing with storm water runoff was rejected by VDOT for many reasons. There were community relations obstacles that arose from opposition to the project from a vocal minority.

47. Has the PM completed training utilizing FHWA's Federal Essentials for Local Public Agencies (www.fhwa.dot.gov/federal-aidessentials/ (<http://www.fhwa.dot.gov/federal-aidessentials/>)) ?

No

48. Will the sponsor need to supplement their staff to complete this federal aid project?

No

If yes, select the services that will need to be outsourced:

Environmental

Design

Right of Way

Construction Engineering / Management & Inspection

Materials Testing

49. Federal regulations require that the sponsor demonstrate "sufficient accounting controls" to administer a federal-aid project. This requirement is identified in Chapter 2.2 of the VDOT LAP Manual. Briefly describe the local financial management system – currently in place that will track / monitor project costs. Include the type of software used (if applicable) and the process by which costs are verified for reimbursement.

BAI-MAP Municipal Accounting Software, Microsoft Excel.

►► Project's Readiness to Proceed

Project's Readiness to Proceed

50. Design / engineering will be performed:

Utilizing an outside consultant firm yet to be procured

51. Is this project part of a larger / multi-phased construction project?

No

If yes, include a map clearly identifying the proposed phases and their status, and describe how the prior / future phases relate to this project.

52. These funds will not participate in the costs of master plans, feasibility and/or preliminary engineering studies. Has this work been completed using other funding source (s)?

No

If yes, attach a copy of the plan / study and briefly summarize the results below.

53. Has design work started?

No

If yes, answer 53a and 53b.

53a. Have these plans been reviewed by appropriate state / local official?

No

53b. Design has been started, and _____ plans have been completed.

54. The ability to secure right of way (including easements) needed for a project is critical to a project's success; which of the following best describes the right of way situation for this project:

It is unknown what right of way and/or easements will be needed

55. This program will not participate in the cost of relocating overhead utilities for scenic beautification or betterment purposes. It will however participate in the costs required to eliminate conflicts. Are there existing utility poles located within the proposed project area that will need to be relocated in order to complete the proposed improvements and/or meet ADA width/clearance requirements?

No

If yes, include pictures of poles within the specified project area explaining how their removal/relocation will impact the project.

55a. Has the right of way needed for relocation of the poles been secured?

No

56. If overhead utilities are in conflict, has the local utility company(s) been consulted regarding removal and /or relocation of its facilities?

No

If yes, please identify the utility carrier(s) and specify whether or not these costs are included in the attached budget.

57. Are there other conflicts / obstacles that must be addressed for the project to move forward?

No conflicts / obstacles present

Underground utilities (gas, water, sewer)

Drainage

58. If awarded, these funds will be available October 1 - the beginning of the new Federal fiscal year. How long after this date will you be ready to begin incurring cost for reimbursement?

6 months

59. If this application is for a pedestrian and/or bicycle facility, it may qualify for 100% federal Open Container (OC) safety funding. These funds focus on improving safety for pedestrians and/or bicyclists along active roadways. If this project accomplishes one or more of the following it may be eligible for OC funding:

- Provides pedestrian and/or bicycle safety treatment at locations with history of pedestrian and/or bicycle crashes
- Provides infra-structure that connects pedestrian / bicycle generating land uses
- Road diet that creates bicycle lanes
- Reduces conflict points (opportunities for conflict) between motorists, bicycles and pedestrians
- Improves the opportunity for pedestrians and / or cyclists to safely cross a roadway
- Eliminates a barrier for non-motorized travel
- Provides separation or dedicated space for non-motorized travelers along a high-speed or congested route

Do you believe this project qualifies for OC funding?

No

If planning to apply for Open Container (OC) funding, will the OC funding request be the same amount as this TA application funding request (including local match) (OR) in addition to the TA funds requested in this application?

If interested in applying for OC funding, complete a separate Bike/Pedestrian Safety Application in the SMART Portal.

Note: Deadline for Open Container (OC) funding consideration is November 1, 2016.

Attachments

Attachment A – Supplemental Information for TMA projects: *Required if project is located in an MPO within a TMA.*

N/A

Attachment B – Supplemental Information for Safe Routes to School (SRTS) Projects
Required if answered "Yes" to Question 10a

N/A

Attachment C – Project Budget: *Required for ALL projects*

Yes

Attachment D – Existing Project Status: *Required for EXISTING projects only*

N/A

Attachment E – VDOT Administration Request: *Required if population less than 5,000 and requesting VDOT assistance*

Not requesting assistance

Sponsor Certification

Public Notice Attached

No

Public Hearing / Information Meeting Held

Date

Endorsement Attached:

No

MPO Endorsement (if applicable)

Date

Resolution Attached:

Yes

Resolution from Project Sponsor

Date

Sponsor certifies the following: *(Read and check each statement below)*

We are familiar with Transportation Alternatives eligibility criteria and the Locally Administered Projects (LAP) Manual.

Yes

We will provide technical guidance and oversight to staff and/or consultants throughout project development.

Yes

Budget accurately reflects cost of proposed project based on preliminary work performed.

Yes

Project development will comply with all state and federal regulations, including ADA requirements.

Yes

We understand this project must be substantially complete and/or ready for construction within four (4) years of the initial federal funding.

Yes

We will be responsible for ensuring future maintenance and operating costs of the completed project.

Yes

By selecting agree I certify that the above statements are true and correct to the best of my knowledge.

Yes

Sponsor Name

Date

Town of Louisa

2016-11-01

Attachment A

Attachment A: *Projects Located in a TMA*

1. Describe how the project is consistent with the MPO's current long range transportation plan (LRTP).
2. Describe how the project fits within local adopted master plans and specific goals of local and/or state government agencies and other organizations. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any planning documents and how it supports the local land use plan.
3. Describe how the project makes the region's transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers.
4. Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act (ADA) requirements.
5. Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support. Please also describe any project coordination with other jurisdictions or agencies.

If your project is in the National Capital Region, please answer the following additional questions:

1. As a regional policy, the TPB seeks to promote the development of Transportation Alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?

No

Center:

2. Is this project located within ¼ miles of a Metrorail (existing or under construction) or commuter rail station?

No

Station:

3. Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

 Attachment B

Attachment B: *Safe Routes to School Projects*

Project Sponsor Organization

1. Attach a letter of support from the school principal or division superintendant, indicating their support of the project as well as their desire to encourage their students to walk and bike to school.

Attached:

No

2. Provide the name of the school(s) and school division this project serves, indicating whether the school is designated Title-1.

3. Current Travel Modes: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Travel Mode	# of Student(s)
Walk	
Bike	
School Bus	
Family Vehicle	
Carpool	
Public Transit	
Other	
Total	

Source

Date/Month (YYYY-MM)

4. Current Travel Distance: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Distance lived from school	# of Student(s)
Less than ½ mile	

½ to 1 mile

1 to 2 miles

Over 2 miles

Total

Date/Month
(YYYY-MM)

5. Was a SRTS Parent Survey conducted by the school to determine whether they identified the project as a need?

No

If yes, summarize the results of the survey, particularly how they relate to the project, and indicate the year the survey was completed.

6. Describe the barriers that currently prevent kids from walking/biking safely to school and how this project would mitigate or remove those barriers. In particular, how will this project improve the safety of the route to school and encourage more children to walk or bike?

7. Describe any efforts that the school or community is currently involved in to encourage kids to walk or bike to school.

This would include any efforts that fit into the four "E's" of SRTS – education, encouragement, enforcement and evaluation, as well as any policies the school has that promote or discourage walking or biking to school.

Attachment C

Attachment C: Project Budget Template

Click to download a template for Attachment C

(app/components/application/attachment_c.docx)

This *template* is an example to be used in creating a detailed project cost estimate – not a form to be completed online. Prepare a budget that is broken down by developmental phases – Preliminary Engineering, Right of Way and/or Construction – including specific line items that are appropriate to the project described in this application.

Note that *every budget* must include some funding in Preliminary Engineering to cover VDOT coordination, plan review and environmental charges. If the project includes a Construction phase, note that there should also be an amount budgeted in Construction for additional VDOT oversight charges to include attendance at the pre-construction meeting and Civil Rights reviews if required.

If this project is part of a larger, multi-phased endeavor, the project budget should only address costs for the specific project scope described in the current application and identified by the termini included in Item 6. Remember that with new TA projects, each project or phase will be funded separately receiving a new project agreement and project number. **EXCEPTION: If this project has received past TE funds and is a continuation of the proposed TE project as described in previous applications, a second column should be added to the budget identifying the prior funds received.**

 Attachment D

Attachment D: Status of Existing Projects

Identify project status and activities completed to date for the project / phase that is currently requesting funds. Check all activities that have been completed on this project / phase and provide additional details of the progress made utilizing the text boxes available for each activity.

1. Project Initiation

Initial Project Agreement fully executed

No

Kick-off meeting with VDOT

No

2. Environmental

Environmental (NEPA) document initiated

No

VDOT performing environmental coordination

No

Preliminary plans have been submitted to DHR for review

No

Environmental document complete and no adverse effect (Or MOA executed)

No

3. Preliminary Engineering for current phase in development

RFP for design services developed

No

Design underway

No

50% Plans submitted for VDOT review

No

90/100% Plans submitted for VDOT review

No

Final plans and bid document submitted to VDOT

No

4. Right of Way

No property or easements required

No

Appraisal(s) complete

No

All required property
acquired/secured

No

R/W certification complete

No

5. Project Resources

Additional funding is available to
complete project if this request
is not fully funded – no additional
TA funding will be requested.

No

Additional TA funding will be
requested if this request is not
fully funded.

No

**6. Provide any additional information that might help establish the progress made to date.
This may include fundraising, public meetings/charrettes, significant donations or other milestones
met.**

 Attachment E

Attachment E: Request for VDOT Administration

In an effort to assist smaller localities that may not have the staffing necessary to administer a federally funded transportation project, the Department will consider administering a Transportation Alternatives project if requested to do so by the Local Project Sponsor. The Sponsor should discuss this possibility with local VDOT staff prior to submitting their application.

This offer would only be available to localities having a population less than 5,000 and projects that are of a linear nature such as sidewalks and trails. The Department can only consider offering these services if the required staffing is available. In addition, other factors may be considered when VDOT is making a determination of acceptance or not. There is NO guarantee that if a Local Sponsor requests VDOT assistance that the Department will be able to provide the project administration. Therefore every Sponsor must be in a position to administer the project being proposed and should complete the application assuming they will be administering the project.

This offer cannot be made for existing projects and must be made at the time of applying for federal TA funds unless otherwise decided by the Department. When requesting that VDOT administer the project, the following must be understood by the Local Sponsor:

- The Local Sponsor will have to sign a Project Administration Agreement
- The Local Sponsor will be responsible for providing the 20% local match amount
- The local match will be required in cash (no in-kind donations) prior to work beginning
- Any costs above the federal and match amounts will be 100% the responsibility of the Local Sponsor; there are no VDOT funds available for this program
- The Sponsor will be responsible for submitting subsequent TA applications if additional funding is required. They will also be responsible for the additional match requirement if funding is awarded.
- The Local Sponsor will be responsible for maintenance of the completed facility unless otherwise agreed to by the Department

- Department staff will charge their time to the project and these costs will be deducted from the federal allocation and local match contribution
- Department administration will include: design, environmental coordination, advertisement, and construction oversight
- The Project Sponsor will provide final acceptance of the proposed low bid prior to contract award

I understand the requirements above and would like to request that VDOT consider administering this project on the Sponsor's behalf. I understand that there is no guarantee that the Department will be in a position to provide these services and am fully prepared to pursue this project if awarded funding.

No

Sponsor Name

Date

 Supporting Documents

Current Attachments

 Get All Attachments as Zip (/api/file/GetAll?applicationId=F3-0000002091-R01)

Description

Town of Louisa West Main
Street Sidewalk Extension
Project Description

Attachment Type

Other

File Name

Town of Louisa West Main
Street Sidewalk Extension
Project Description.pdf
(/api/file/Get?
applicationId=F3-
0000002091-
R01&fileName=Town%20of%20Louisa%20West%20Main%20Street%20Sidewalk%20Extension%20Project%20Desc

Description

Town of Louisa West Main
Street Sidewalk Extension
Map

Attachment Type

Project Sketch

File Name

Town of Louisa West Main
Street Sidewalk Extension
Map.pdf (/api/file/Get?
applicationId=F3-
0000002091-
R01&fileName=Town%20of%20Louisa%20West%20Main%20Str

Description

Town of Louisa West Main
Street Sidewalk Extension
Project Cost Estimate

Attachment Type

Detailed Cost Estimate

File Name

Town of Louisa West Main
Street Sidewalk Extension
Project Cost Estimate.pdf
(/api/file/Get?
applicationId=F3-
0000002091-
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Description
West Main Street Sidewalk
Extension Countryside
Subdivision Entrance

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Countryside
Subdivision Entrance.JPG
(/api/file/Get?
applicationId=F3-
0000002091-
R01&fileName=West%20Main%20Street%20Sidewalk%20Extension%20Countryside%20Subdivision%20Entrance.JI

Description
West Main Street Sidewalk
Extension End Point Looking
East

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension End Point Looking
East.JPG (/api/file/Get?
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Description
West Main Street Sidewalk
Extension Fire Hydrant To Be
Relocated

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Fire Hydrant To Be
Relocated 1.JPG
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Description
West Main Street Sidewalk
Extension Fire Hydrant To Be
Relocated 2

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Fire Hydrant To Be
Relocated 2.JPG
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Description
West Main Street Sidewalk
Extension Looking West 1

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Looking West
1.JPG (/api/file/Get?
applicationId=F3-
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R01&fileName=West%20Main%20Street%20Sidewalk%20Extens

Description
West Main Street Sidewalk
Extension Looking West 2

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Looking West
2.JPG (/api/file/Get?

applicationId=F3-0000002091-R01&fileName=West%20Main%20Street%20Sidewalk%20Extens

Description
West Main Street Sidewalk
Extension Looking West 3

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Looking West
3.JPG (/api/file/Get?
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R01&fileName=West%20Main%20Street%20Sidewalk%20Extens

Description
West Main Street Sidewalk
Extension Looking West 4

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Looking West
4.JPG (/api/file/Get?
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Description
West Main Street Sidewalk
Extension Start Looking West

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Start Looking
West.JPG (/api/file/Get?
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Description
West Main Street Sidewalk
Extension Looking East 1

Attachment Type
Other

File Name
West Main Street Sidewalk
Extension Looking East
1.JPG (/api/file/Get?
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Virginia Department of Rail and Public
Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219
(804) 786-4440



VDOT Central Office
1401 East Broad Street
Richmond, VA 23219
(804) 367-7623 (toll-free)
711 (hearing impaired)

Town of Louisa West Main Street Sidewalk Extension Project

Project Description

The Town of Louisa proposes to construct an approximately 1800' sidewalk extension parallel to West Main Street from the intersection of West Main Street (SR 22/33) and Cammack Street (SR 1015) to 440 West Main Street (SR 22/33), (See Attached Map Of Project Area) using funds from the Virginia Department of Transportation's, Transportation Alternatives Program. This Project will provide approximately 1680' of Americans With Disabilities Act compliant sidewalk in an area where sidewalk didn't previously exist and replace approximately 180' of non-ADA compliant sidewalk.

The proposed sidewalk will provide a pedestrian thoroughfare from the Amerisist, Assisted living facility and the 60 home, 166 lot Countryside subdivision, to the core of the Downtown Business District along West Main Street (SR 22/33) where there is a 35 mile per hour speed limit and an estimated Annual Average Daily Traffic Volume of 7,350 vehicles per day according to the Virginia Department of Transportation 2016 Annual Average Daily Traffic Volume count. This project will assist with fulfilling the Louisa Town Council's and Mayor R. Garland Nuckols's vision of creating a more walkable community. The project will allow the approximate 180 citizens that live in the Countryside subdivision, safe pedestrian access to the stores, offices, restaurants, churches, and governmental offices located in the core of the Downtown Business District without being required to walk among traffic in a Primary Road with a 35 mile per hour speed limit. The proposed project will improve traffic and pedestrian safety by: constructing proper commercial entrance aprons to the nine (9) businesses and one governmental office in the project; providing ADA compliant handicapped ramps and crosswalks; and provide enhanced illumination of the propose sidewalk and road with decorative and efficient street lighting.

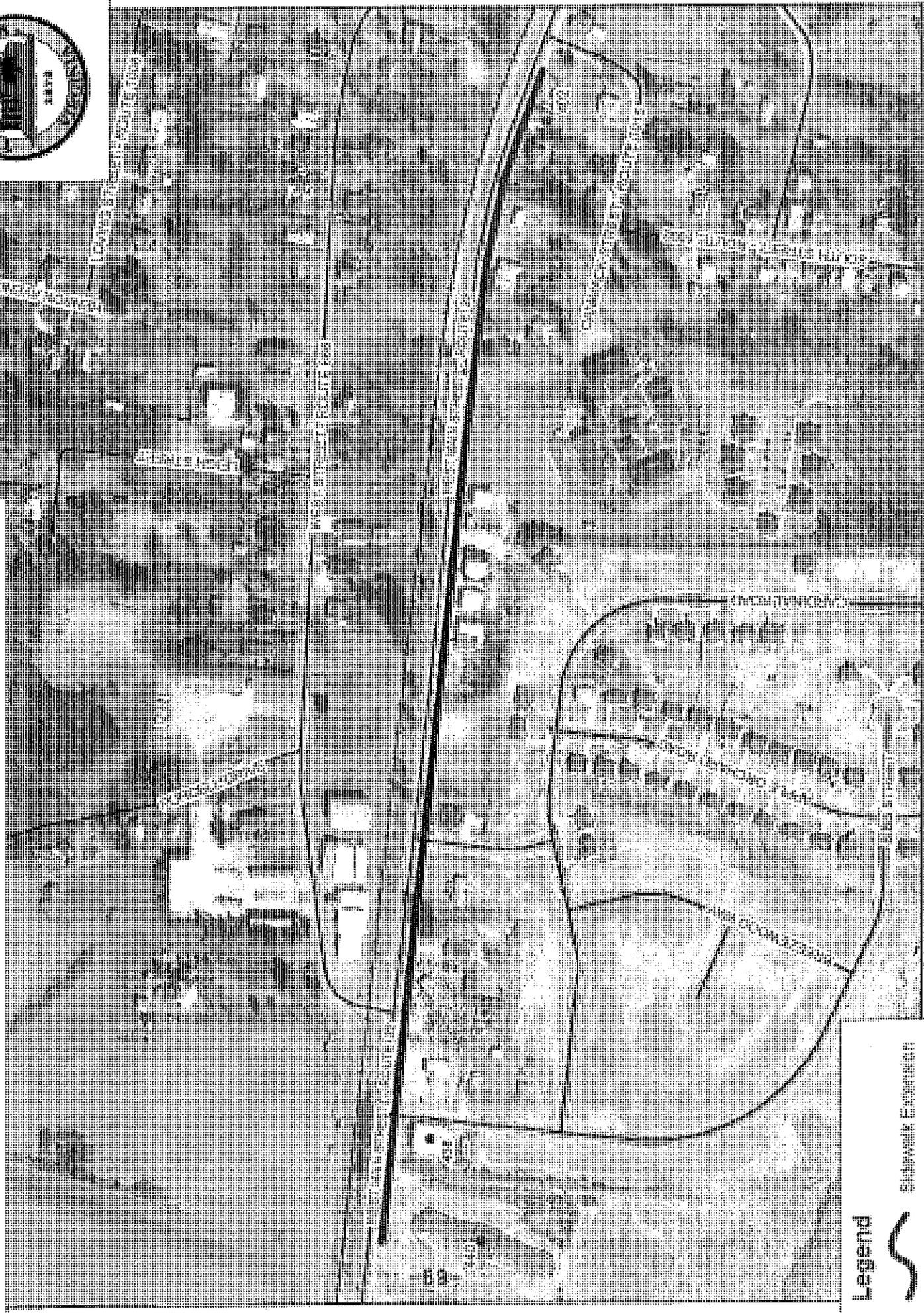
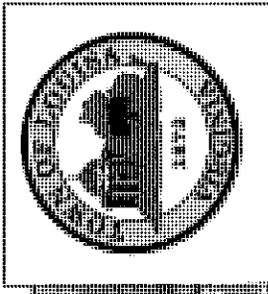
The proposed project will further enhance traffic safety and protect the environment by constructing: approximately 1150' of curb, gutter; approximately 480' of 15" reinforced concrete pipe; and four drop inlets to properly convey storm water runoff from public and private properties to ditches and streams in an environmentally sound manner.

The project does contain numerous challenges that could potentially affect the constructability of the project. Once a boundary survey has been completed it is possible that the Town will need to acquire additional right of way to construct the project. The Town anticipates having to construct a driveway or a street side parking spot for the resident of 404 West Main Street that currently parks adjacent to the VDOT Right of Way. There are potential difficulties in managing the conveyance of storm water runoff from public and private properties in the project area to ensure that storm water is properly collected and deposited in ditches and streams in an environmentally friendly manor. In addition, the Town anticipates conflicts between the proposed storm drain system and existing underground utilities. Prior to completing this application, we have met with a civil engineer, a prospective contractor, and officials from VDOT in an effort to identify obstacles that may hamper the constructability of the project. These

issues will be addressed by the Town and their consulting engineers during the preliminary engineering phase of the project.

It is the Town's intent to complete this project within three years from the notification of award. During the first year, the Town will perform the Preliminary Engineering phase of the project. The Town will procure a consulting engineer through the Request for Proposals process in accordance with the Virginia Public Procurement Act. There will also be a concerted effort to solicit proposals from Disadvantaged Business Enterprises. The consulting engineer will be responsible for performing the land survey, the layout and the design of the project. In addition, the consulting engineer will: perform the environmental review; participate in public information meetings; and assist with the acquisition of Right of Way. Plans and Specifications will be submitted to VDOT for review at the point of: 50% completion; 90% completion and Final Completion. During the second year, the Town will: conduct a public relations campaign; perform the environmental review and finalize the plans for the project. Construction will occur during the third year of the project. The Town will procure a general contractor through the Invitation for bids process in accordance with the Virginia Public Procurement Act. There will also be a concerted effort to solicit bids from Disadvantaged Business Enterprises to comply with VDOT and FHWA regulations.

Town of Louisa West Main Street Sidewalk Extension



Legend



Sidewalk Extension

TOWN OF LOUISA WEST MAIN STREET SIDEWALK EXTENSION PROJECT COST ESTIMATE

Preliminary Engineering

Task	Units	Unit Price	Unit of Measure	Total
Engineering and Design	1	\$ 250,000.00	Each	\$ 250,000.00
Environmental Review	1	5,000.00	Each	5,000.00
Surveying	1	20,000.00	Each	20,000.00
VDOT Review	1	74,538.00	Each	74,538.00
Construction Administration	1	12,500.00	Each	12,500.00
Total Preliminary Engineering and Design				\$ 362,038.00

Right of Way Acquisition and Utility Relocation

Task	Units	Unit Price	Unit of Measure	Total
Right of Way Acquisition	1	\$ 50,000.00	Each	\$ 50,000.00
Fire Hydrant Relocation	2	\$ 5,000.00	Each	10,000.00
Water Service Lateral Relocation	4	\$ 5,000.00	Each	20,000.00
Sewer Service Lateral Relocation	4	\$ 5,000.00	Each	20,000.00
Total Right of Way Acquisition and Utility Relocation				\$ 100,000.00

Construction

Task	Units	Unit Price	Unit of Measure	Total
Mobilization	1	\$ 100,000.00	Each	\$ 100,000.00
Traffic Control	1	30,000.00	Each	30,000.00
Demolition of Existing Sidewalk	100	13.00	Square Yard	1,300.00
Demolition of Existing Pavement	1400	11.00	Square Yard	15,400.00
General Excavation	250	35.00	Cubic Yard	8,750.00
Clearing and Grubbing	1	5,000.00	Lump Sum	5,000.00
Construction of 5' Wide 4" Thick Sidewalk	1000	65.00	Square Yard	65,000.00
Construction of VDOT CG-6 Curb and Gutter	1800	30.00	Lineal Foot	54,000.00
Construction of VDOT CG-9 Entrance Apron	1000	110.00	Square Yard	110,000.00
Construction of VDOT CG-12 Handicapped Ramp	33	130.00	Square Yard	4,290.00
Ladder Type Crosswalk Markings	3	7,500.00	Each	22,500.00
Non Standard Drop Inlet	4	2,860.00	Each	11,440.00
Installation of 15" Reinforced Concrete Pipe	800	52.00	Lineal Foot	41,600.00
VDOT 21B Stone Base and Bedding	1400	42.00	Ton	58,800.00
VDOT SM-9.5 Surface Mix Asphalt Overlay	10	325.00	Ton	3,250.00
VDOT BM-25 Base Mix	10	253.00	Ton	2,530.00
Grade A Fill	100	25.00	Ton	2,500.00
Topsoil	100	30.00	Ton	3,000.00
Street Lights	25	6,760.00	Each	169,000.00
Pad Mounted Electric Service	1	15,600.00	Each	15,600.00
Electric Conduit	2800	40.00	Lineal Foot	112,000.00
Survey and Stakeout	1	20,000.00	Each	20,000.00
Materials Testing	1	30,000.00	Each	30,000.00
Inspection	1	100,000.00	Each	100,000.00
Subtotal				\$ 985,960.00
5% Contingency				\$ 49,298.00
Total Construction Cost				\$ 1,035,258.00

TOWN OF LOUISA WEST MAIN STREET SIDEWALK EXTENSION PROJECT COST ESTIMATE

Total Project Cost: Preliminary Engineering; Right of Way Acquisition and Utility Relocation and Construction	\$ 1,497,296.00
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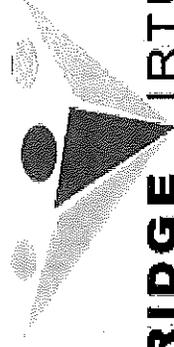


Presentations

- 1) Dabney Coleman – Flower Gardens/Town Beautification
- 2) Robinson Farmer Cox Associates CPA – FY 2015-2016 Audit Presentation

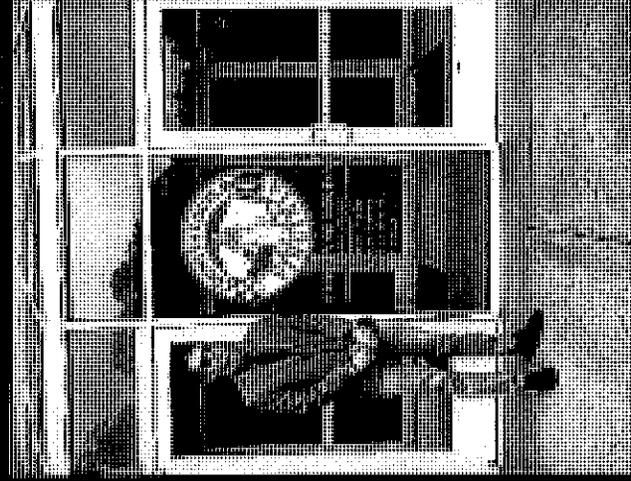
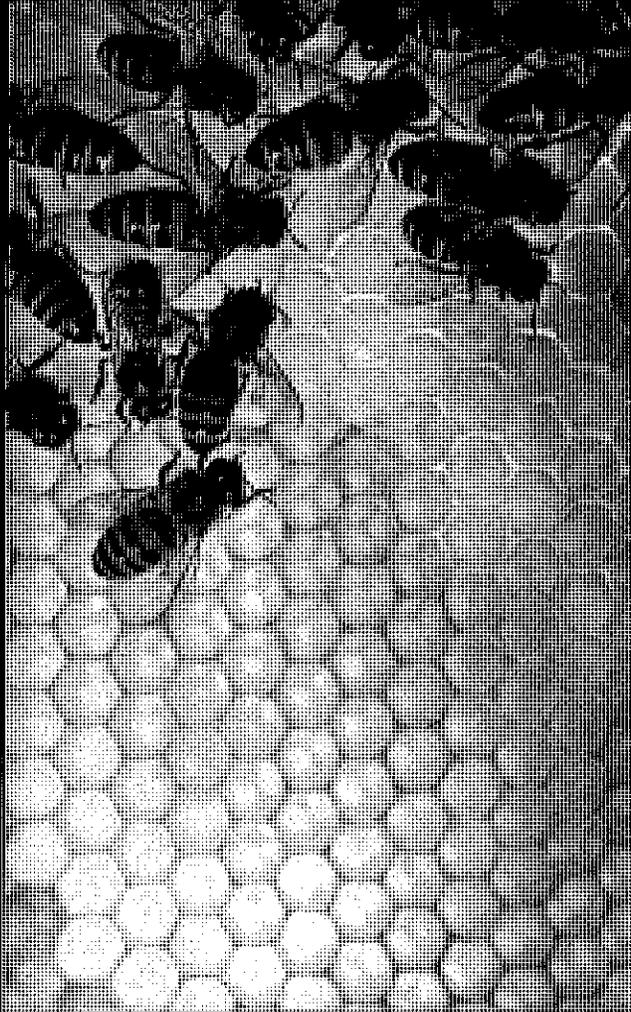
Town Beautification Project

Dabney Coleman



BLUE RIDGE
GOVERNOR'S SCHOOL

BRVGS and Senior Internship

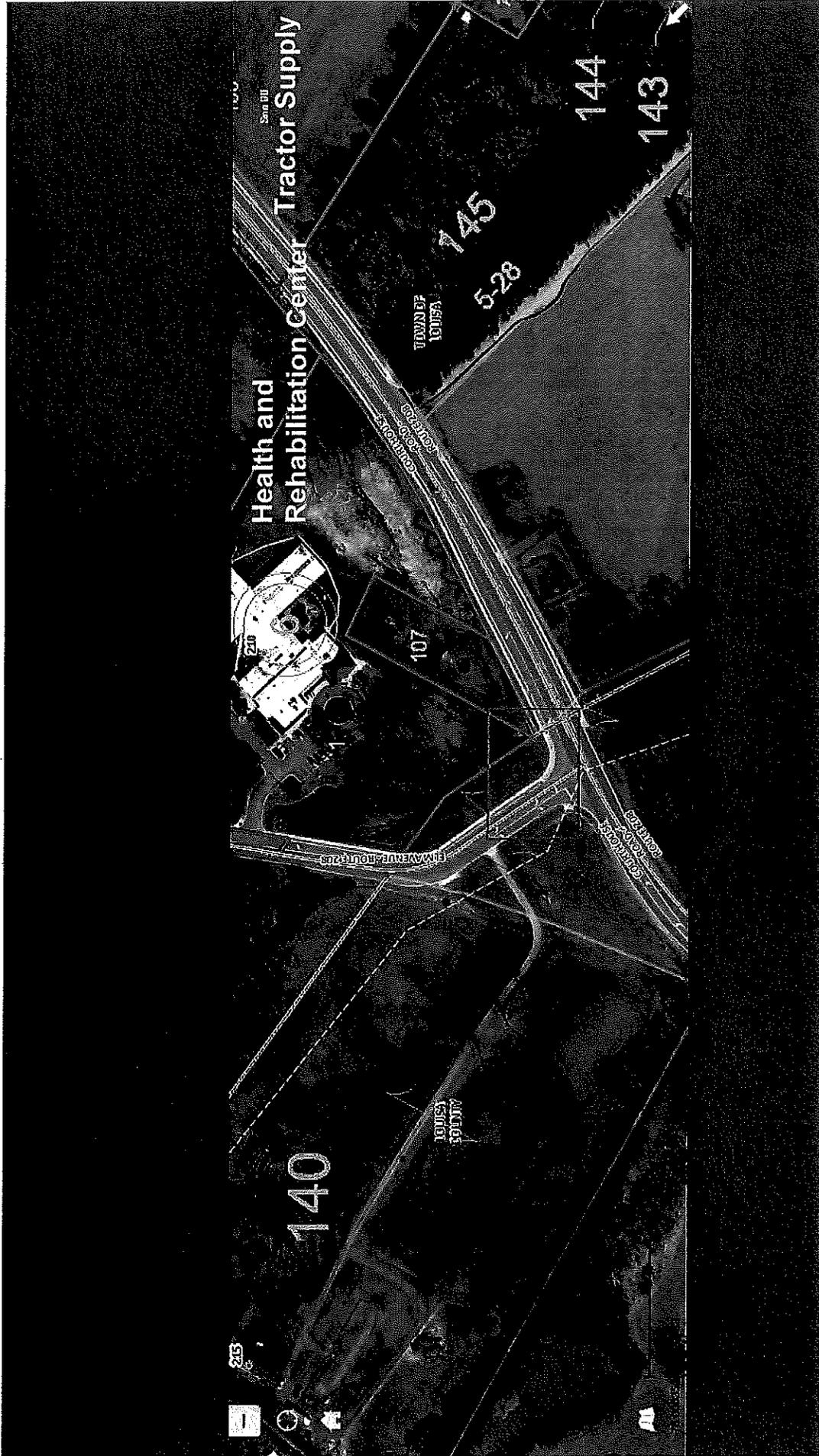


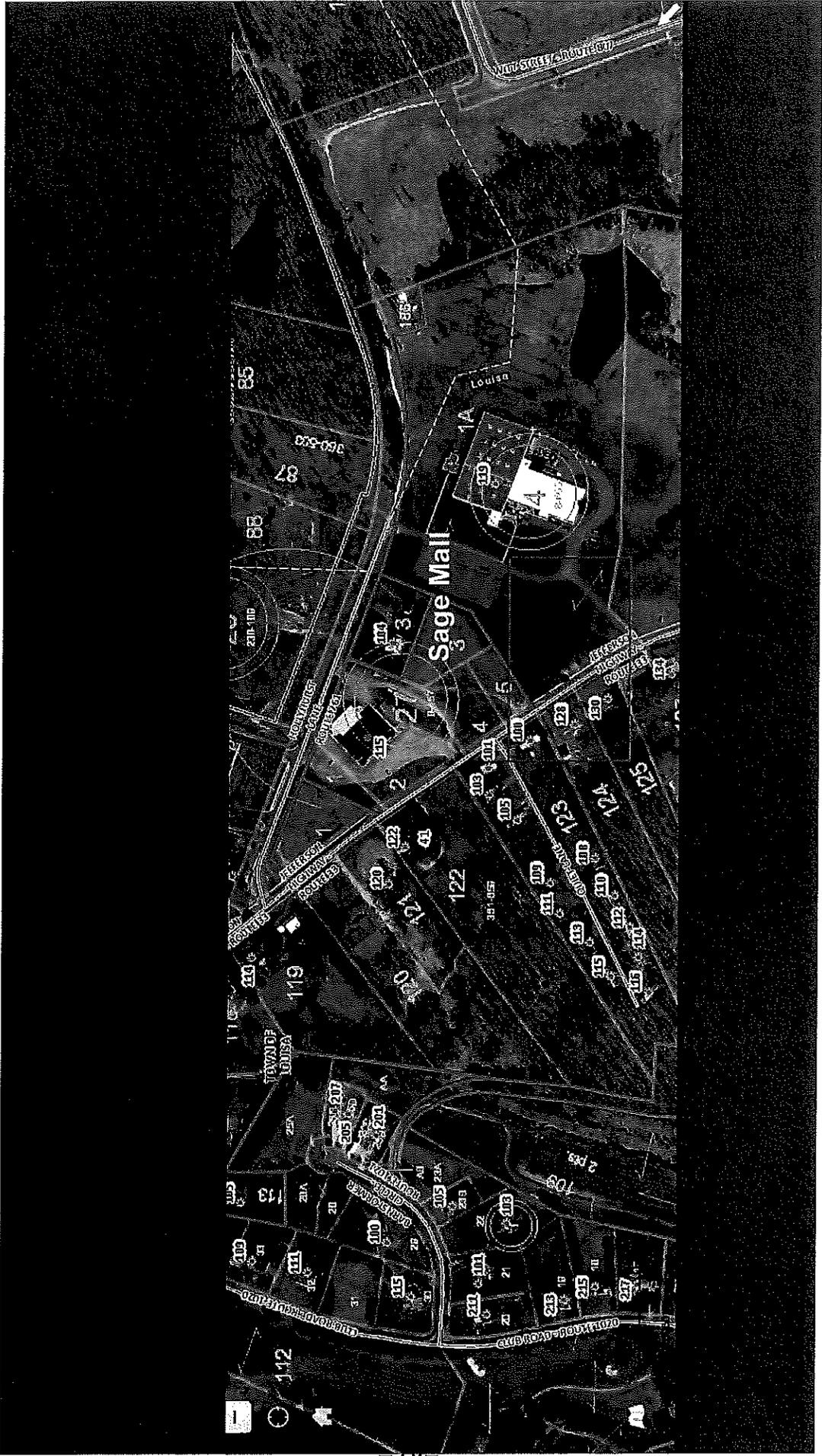
Pollinator Garden



Proposed Locations







Proposed Flowers

Hyacinth



Tulips

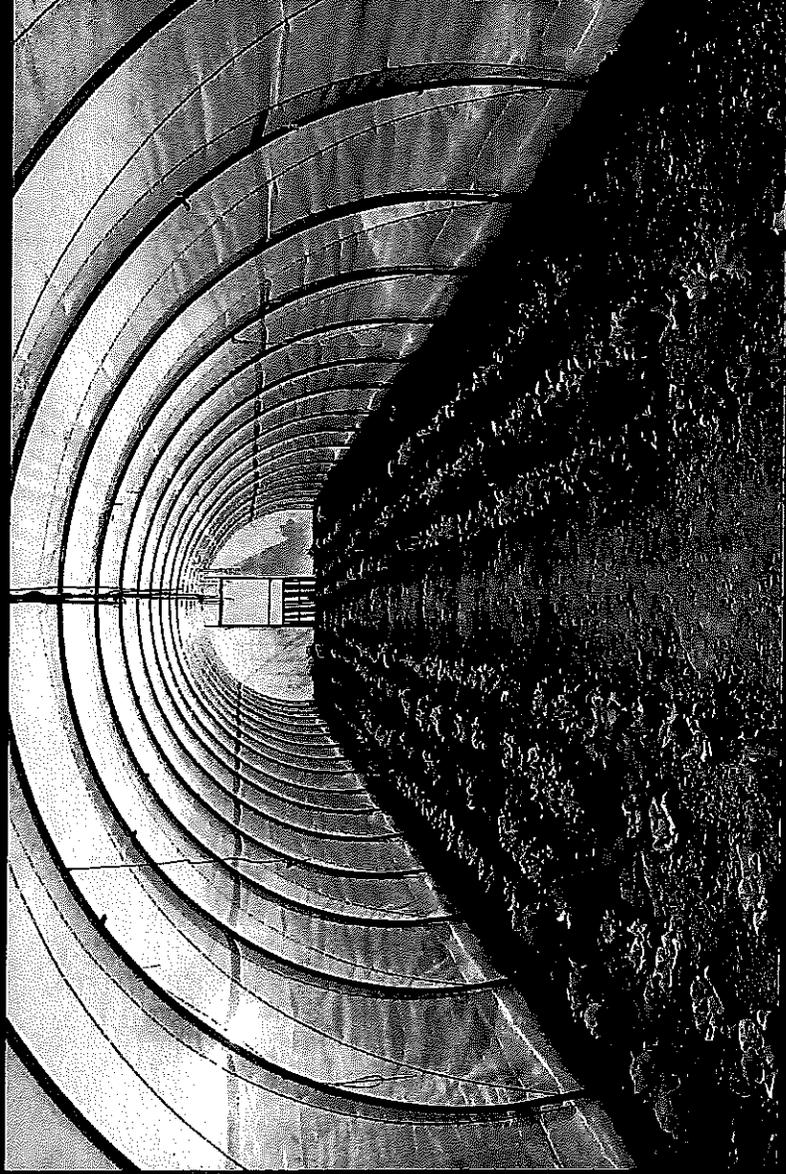


*I am open to all suggestions on flowers

Benefits and Impact



Expected Dates and Costs



Questions, Comments, and Concerns





PO Box 531
212 Fredericksburg Avenue
Louisa, Virginia 23093

Ph: 540 967 1400
Fax: 540 967 9580
www.louisatown.org

September 12, 2016

Robinson, Farmer, Cox Associates
401 Southlake Boulevard, Suite C-1
North Chesterfield, VA 23236

This representation letter is provided in connection with your audit(s) of the financial statements of Town of Louisa, Virginia, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP)

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 12, 2016, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 19, 2016, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 10) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Town and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

- 20) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 23) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- 27) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 31) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted), and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 33) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 34) Provisions for uncollectible receivables have been properly identified and recorded.

- 35) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 36) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 37) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 40) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 41) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 42) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 43) With respect to the other supplementary information:
 - a) We acknowledge our responsibility for presenting the other supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the other supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the other supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the other supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signature: _____

Title: Town Manager



New Business

- 1) **Discussion/Action: Lot Lease Christmas Tree Sales**
- 2) **Discussion/Action: Auxiliary PD Funding**
- 3) **Discussion/Action: PD Take Home Car Policy**
- 4) **Discussion/Action: Maturing CD #5 726 Hillcrest Fund \$99,284**

Town of Louisa, Virginia

Town Council Agenda



Agenda Date :	November 15, 2016
Action Required:	Approval of Claybrooke Farm LLC Lease – Portion of Farmers Market
Staff Contacts:	Town Manager Tom Filer
Title:	Lease – Carroll Christmas Tree Sales

Background

The Town of Louisa has sub-leased the Farmer's Market location to Claybrooke Farms LLC for the past 4 years. The location is leased by the Town of Louisa for the purpose of the Farmers Market, other economic development, and advertisement purposes. Mr. & Mrs. Carroll of Claybrooke Farms LLC have provided sales of their pumpkins and Christmas trees at the location in the past. They wish to continue this for the tree sales only during the 2016 Christmas season.

Discussion

- Proposed lease attached and approved by Town Legal Counsel. This is the same lease prepared by legal counsel for previous years.
- \$300.00 for use of the location and they will provide the Porta-John.
- Funds are to be allocated to the Town of Louisa EDA.

Recommendations

Approve lease as presented.

Town of Louisa, Virginia
213 East Main St. "Farmers Market" Lease Agreement

This lease agreement ("Lease" or "Agreement") is dated 1st Day of November, 2016, by and between Mr. John Carroll, ("Tenant") and the Town of Louisa, Virginia ("Landlord").

WITNESSETH:

That for and in consideration of the mutual covenants and agreements herein contained, and for other valuable consideration, the parties hereto agree as follows:

1. **PREMISES.** Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant the parcel located at 213 East Main St., Louisa, VA 23093, "the Premises".
2. **TERM.** The lease term will begin on November 10, 2016 and will terminate on January 1, 2017.
3. **LEASE PAYMENTS.** Tenant shall pay to Landlord a single payment of \$375.00, payable in advance of November 10, 2016.
4. **POSSESSION.** Landlord covenants, warrants and represents that he has full right and power to execute this Lease and to grant the estate demised herein and that Tenant, upon payment of the rents herein reserved, and performing the terms, conditions and covenants herein contained, shall peacefully and quietly have, hold, and enjoy the Leased Premises during the Term of this Lease. Tenant shall be entitled to possession of the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant ordinary wear and tear excepted.
5. **USE OF PREMISES.** Tenant may use the Premises for operating a retail sales establishment for fall produce and Christmas Trees and Holiday Decorations. Any use of the Premises by Tenant or any of Tenant's employees or agents for any unlawful purpose, or for any purpose other than what is set out above, shall be grounds for immediate termination of this Agreement. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence.

Tenant agrees to the following additional conditions on permitted use of the Premises:

- A) The entrance way shall be maintained as a "right in" and "right out" only travel way off of and onto East Main St. The Landlord will set the

travel ways with appropriate signs and the Tenant agrees to maintain such travel ways and signage.

B) Delivery of produce, trees, and good shall be restricted to a standard pickup truck with 16 foot stake bed or utility trailer.

6. LIABILITY INSURANCE. Tenant shall maintain liability insurance on the Premises of not less than \$1,000,000.00 combined single limit coverage of bodily injury, property damage or a combination thereof. Landlord shall be listed as an additional insured on the Tenant's policy or policies of comprehensive general liability insurance. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies.

7. MAINTENANCE. The Landlord will maintain the grounds, parking lot and grass.

8. UTILITIES AND SERVICES. Tenant shall be responsible for the costs of all utilities and services incurred in connection with Tenant's use of the Premises.

9. DEFAULTS. Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 5 days (or any other obligation within 10 days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing Landlord's rights to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

10. HOLDOVER. If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay to Landlord lease payment(s) during the Holdover Period at a rate equal to 150% of the most recent rate preceding the Holdover Period. Such holdover shall constitute a month-to-month extension of this Lease.

11. CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

12. INSUFFICIENT FUNDS. Tenant shall be charged \$50.00 for each check that is returned to Landlord for lack of sufficient funds.

13. INDEMNITY REGARDING USE OF PREMISES. Tenant agrees to indemnify, hold harmless, and defend Landlord from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which Landlord may suffer or incur in connection with Tenant's possession, use or misuse of the Premises, except those resulting directly from Landlord's act or negligence.

14. COMPLIANCE WITH REGULATIONS. Tenant shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, and the fire insurance underwriters.

15. MECHANICS' LIENS. The Tenant shall be solely responsible for paying all contractors or subcontractors who perform work on the premises on behalf of Tenant. Tenant is solely responsible for satisfying any mechanics' or materialmen's liens that may be attached to the premises for work done by or for Tenant. Tenant agrees to take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the Tenant.

16. MEDIATION. The parties agree to make a good faith attempt to resolve any controversy or claim relating to this Lease that they have been unable to resolve between themselves, including the construction or application of this Lease, through formal mediation facilitated by a professional mediator selected by both parties. This provision shall not preclude or limit any rights or remedies that may be available to either party under law.

17. NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

LANDLORD:

Town of Louisa
Attn: Town Manager
212 Fredericksburg Ave.
P.O. Box 531
Louisa, VA 23093

TENANT:

Claybrooke Farm, LLC
207 Fairway Drive
Louisa, VA 23093

Town of Louisa – Mr. John Carroll
213 East Main St. Lease Agreement
Page 3 of 5

Such addresses may be changed from time to time by either party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the third day after posting.

18. GOVERNING LAW. This Lease shall be construed in accordance with the laws of the Commonwealth of Virginia, and any legal action to enforce provisions of this Agreement shall be brought in the courts of Louisa County, Virginia, unless otherwise required by law.

19. ENTIRE AGREEMENT/AMENDMENT. This Lease Agreement contains the entire agreement of the parties and there are no other premises, conditions, understandings or other agreements, whether oral or written relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by both parties.

20. SEVERABILITY. If any portion of this Lease is held by a court to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and shall remain in force and effect.

21. WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

22. BINDING EFFECT. The provisions of this Lease shall be binding upon and insure to the benefit of both parties and their respective legal representatives, successors and assigns.

23. LEGAL AUTHORITY. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the Landlord and Tenant, respectively.

24. COUNCIL APPROVAL. The Town Council for the Town of Louisa, Virginia, formally approved this Agreement and authorized the Town Manager to execute it at a regularly scheduled Council meeting on September 15, 2015.

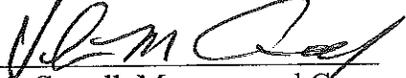
IN WITNESS WHEREOF the Parties acknowledge and accept the terms conditions and obligations of this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the Parties that this Agreement shall become operative on the date of the last to sign ("Effective Date").

TOWN OF LOUISA, VIRGINIA (LANDLORD):

Town Manager, Town of Louisa

Date: _____

Claybrooke Farm, LLC (TENANT):



John M. Carroll, Manager and Co-owner

Date: 11/4/16



Virginia C. Carroll, Co-owner

Date: 11/4/16

Approved as to form:

Town Attorney

Date: _____

LOUISA POLICE DEPARTMENT



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

Type of Directive: GENERAL ORDER	Number: 112.01
AUXILIARY POLICE PROGRAM	Date:
VLEPSC Number: ADM.12.01	Manual Number:
Replaces:	Effective Date:
Authorization: Chief Ronald R. Roberts <i>R. Roberts</i>	Follow-up Date:

I. POLICY

The Auxiliary Police Force of the Town of Louisa is authorized by the *Code of Virginia* §15.2-1731, Establishment, etc., authorized; powers, authority and immunities generally.

- A. Localities, for the further preservation of the public peace, safety, and good order of the community, may establish, equip, and maintain auxiliary police forces that have all the powers and authority and all the immunities of full time law enforcement officers, if all such forces have met the training requirements established by the Department of Criminal Justice Services under *Code of Virginia* §9.1-102.
- B. Notwithstanding any other provision of this section, an auxiliary officer shall be exempted from any initial training requirement established under *Code of Virginia* §9.1-102 until a date one year subsequent to the approval by the Criminal Justice Services Board of compulsory minimum training standards for auxiliary police officers, except that (i) any such officer shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law enforcement officers as prescribed by the Criminal Justice Services Board, and (ii) any such officer shall have one year following the approval by the Board to comply with the compulsory minimum training standards.

(1968, c. 157, § 15.1-159.2; 1987, c. 421; 1988, c. 864; 1997, c. 587; 2012, c. 827.)

II. PURPOSE

To establish guidelines for the operating, training, assignment, recruitment and control of the Auxiliary Police Program participants.

III. REQUIREMENTS AND SELECTION

- A. Each member of the Auxiliary Police shall be governed by the policies and procedures of the Louisa Police Department.

- B. The Auxiliary Police officer may have law-enforcement powers equivalent to those of paid officers. Membership in the Auxiliary Police will be open to all individuals who meet the same minimum qualifications as full-time officers under *Code of Virginia* §15.2-1705. There shall be no discrimination based on race, color, creed, national origin, age, sex, or religious affiliation in selection or assignment of Police Auxiliary officers.
- C. The Auxiliary Police program in its entirety is the responsibility of the Chief of Police or designee, and under the supervision of the officer on-duty.
- D. Applicants for the Auxiliary Police will go through the same hiring process as that for paid officers. The physical and drug exams shall be at the expense of the candidate.

IV. LEVELS OF AUXILIARY OFFICERS

- A. Level One: Certified law-enforcement officer that has met all training requirements in accordance with the attached matrix, Auxiliary Police Officer Training Requirements. Level One Auxiliary Officers shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law-enforcement officers as prescribed by the Criminal Justice Services Board.
- B. Level Two: Sworn with limited duties, may be armed with firearm(s) and has met 40 hour mandated firearms training requirements in accordance with the attached matrix, Auxiliary Police Officer Training Requirements. Level Two Auxiliary Officers shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law-enforcement officers as prescribed by the Criminal Justice Services Board.
- C. Level Three: Sworn with limited duties, may be armed with less-than-lethal weapon(s) and has met all training requirements in accordance with the attached matrix, Auxiliary Police Officer Training Requirements. Auxiliary Officers of this level are strictly prohibited from carrying a firearm, whether department or personally owned, while serving as an auxiliary police officer.

V. TRAINING REQUIREMENTS (See the attached matrix)

- A. Auxiliary Police Officers shall have all of the powers and authority and all the immunities of regular law enforcement officers once they have fulfilled the training requirements of the Department of Criminal Justice Services (DCJS) under *Code of Virginia* §9.1-102.
- B. Auxiliary Police Officers shall have one (1) year from the date of appointment to complete the DCJS-mandated training requirements for their designated level of responsibility in accordance with the attached matrix, Auxiliary Police Officer Training Requirements.

- C. Required training for Level Two and Level Three Auxiliary Police Officers that is conducted within the Department, as well as the maintenance of those training records, is the responsibility of the Chief of Police or his designee.

VI. VOLUNTEER STATUS

- A. All Auxiliary Police Officers will serve at the discretion of the Chief of Police
- B. Auxiliary Police Officers may be dismissed at any time at the sole discretion of the police chief. As volunteers, Auxiliary Police Officers are not afforded any portion of the Law Enforcement's Procedural Guarantees or any entitlements contained in the Town of Louisa Personnel Policy Manual.
- C. Auxiliary Police Officers maintain the status of volunteers.

VII. SERVICE REQUIREMENTS

- A. In addition to accruing hours for which they may be paid for working contractual and or DMV grant overtime assignments at the established hourly rates, auxiliary officers are expected to serve 16 hours per month.
- B. Failure to perform, without cause, shall be reason for termination

VIII. USE AND ASSIGNMENT

- A. Auxiliary Police Officers, who have completed all DCJS-mandated training requirements, are vested with all the authority granted by statute to members of duly constituted police agencies. (*Code of Virginia §15.2-1731*).
- B. Auxiliary Officers have the same obligation to testify in court, as do full-time officers. In addition, the preparation and submission of appropriate reports shall be the responsibility of each Auxiliary Police Officer who initiates any police action that requires documentation. The Auxiliary Police Officer shall inform the Chief of Police or designee of all pending court appearances.
- C. Auxiliary Police Officers shall not take any action which is contrary to, or in any manner interferes with, the duties of any member of the Department, sworn or non-sworn.

X. CALLING INTO SERVICE

Statutory Authority - *Code of Virginia §15.2-1734. Calling auxiliary police officers into service; police officers performing service to wear uniform; exception.*

- A. *A locality may call into service or provide for calling into service such auxiliary police officers as may be deemed necessary (i) in time of public emergency, (ii) at such times as there are insufficient numbers of regular police officers to preserve the peace, safety and good order of the community, or (iii) at any time for the purpose of training such auxiliary police officers. At all times when performing such service, the members of the auxiliary police force shall wear the uniform prescribed by the governing body.*

- B. *Members of any auxiliary police force who have been trained in accordance with the provisions of Code of Virginia §15.2-1731 may be called into service by the chief of police of any locality to aid and assist regular police officers in the performance of their duties.*
- C. *When the duties of an auxiliary police officer are such that the wearing of the prescribed uniform would adversely limit the effectiveness of the auxiliary police officer's ability to perform his prescribed duties, then clothing appropriate for the duties to be performed may be required by the chief of police.*

(1968, c. 157, § 15.1-159.5; 1987, c. 421; 1988, c. 190; 1997, c. 587.)

- A. All Auxiliary Police Officers shall provide their home, cell and work telephone numbers to the Chief of Police.
- B. When called into service, Auxiliary Officers shall have the powers, authority and all the immunities of paid law-enforcement officers.
- C. Unless called into service, Auxiliary Officers shall have no arrest powers or police authority other than those granted an ordinary citizen. This includes the carrying of concealed weapons. Auxiliary Officers shall carry a concealed weapon only when called into service. If an Auxiliary Officer is authorized to carry a concealed weapon by permit issued by the Circuit Court, the Auxiliary Officer shall not carry under such permit a department issued firearm.
- D. Members of the Auxiliary Police Force are considered called into service under the following conditions:
 1. At the discretion of the Chief of Police.
 2. To attend scheduled training and meetings.
 3. When marked on and prior to marking off-duty for normal work schedule.
 4. When reporting for special assignments with the Department.
 5. When reporting to and from court and while attending court to give testimony in cases arising out of their duties as Auxiliary Officers.
- E. Auxiliary Police Officer (Levels 1, 2 and 3) may ride with regular officers on patrol duty or assist with other assignments that include but are not limited to administrative duties.
- F. Level One Auxiliary Officers may be considered to work in a solo capacity under the supervision of regular supervisory personnel once they have completed their FTO training and have met the minimum compulsory training for law-enforcement officers as set forth in the *Administrative Code of Virginia* §6VAC20-20-21.
- G. A Level One Auxiliary Officer may only work alone when approved by the Chief of Police or designee.
- H. Only Level One Auxiliary officers shall be dispatched or designated as the primary responding officer on crime-in-progress calls.

- I. Auxiliary Police Officers may participate in plain-clothes assignments under the direct supervision of regular personnel with the approval of the Chief of Police or designee.
- J. When Auxiliary Officers are called into service or do other volunteer-type work, they must complete and submit an Activity Report before the end of their shift.

XI. UNIFORMS AND EQUIPMENT

- A. The Auxiliary Police uniform is identical to that of a paid officer.
- B. Auxiliary Police Officers may be issued the same equipment as paid officers, when such equipment is available and authorized by the Chief of Police or designee.
- C. Any non-issued equipment must be approved for wear or carry by the Chief of Police or designee.

XII. RULES AND REGULATIONS

- A. Auxiliary Police officers shall conform to the policy and procedures of the Louisa Police Department.
- B. Auxiliary Police officers shall conform to the Code of Conduct of the Louisa Police Department and Town of Louisa.
- C. Auxiliary Police Officers may have access to confidential records, such as criminal histories, DMV records, and current investigations, as their duties dictate. However, they are not authorized to release this information to anyone outside the Police Department. Disclosure of any confidential information, verbal or written, shall be grounds for immediate dismissal and possible criminal prosecution.

Note: Individuals who fail to follow the proper procedures for the request, use and dissemination of criminal history information will be in violation of the standards of conduct and could be in violation of the Code of Virginia §9.1-136 which states "Any person who willfully and intentionally requests, obtains, or seeks to obtain criminal history record information under false pretenses, or who willfully and intentionally disseminates or seeks to disseminate criminal history record information to any agency or person in violation of this article or Chapter 23 (§ 19.2-387et seq.) of Title 19.2, shall be guilty of a Class 2 misdemeanor." Refer to Code of Virginia §19.2-389, Dissemination of criminal history record information and Code of Virginia §19.2-389.1, Dissemination of juvenile record information.

- D. Auxiliary Police Officers shall receive annual refresher training on the Department's lethal and biennial training in less-than-lethal use of force policy(s). All documentation of use of force training shall remain with the Department.

XIII. ON-DUTY INJURIES

Auxiliary Police Officers will immediately report all injuries incurred on the job, no matter how minor it may appear, to the Chief of Police or designee. The Chief or designee will then complete a Report of Injury within 24 hours and offer the Auxiliary Police Officer a Workers' Compensation panel of physicians for treatment.

The Auxiliary Police Officer must follow the workers' compensation procedures for the Town of Louisa.



AUXILIARY POLICE OFFICER TRAINING REQUIREMENTS

Level of Auxiliary Police Officer Responsibility	Professional	Legal Issues	Communication	Patrol	Investigations	Defensive Tactics - Use of Force	Weapons Use	Driver Training	Physical Training	Field Training	Timeline	Training Location
Level 1 Capable of all normal duties (certified)	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Optional	Meet all objectives	12 months **	Academy or DCJS-approved satellite facility
Level 2 Limited duties: sworn, armed with firearm	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives EXCEPT 4.16, 4.24, 4.30, 4.31, 4.32 and 4.53	Meet all objectives EXCEPT 5.6, 5.7, 5.8, 5.13, 5.14, 5.15 and 5.16	Meet all objectives	Meet all objectives	Yes, if applicable	Optional	Complete to level of responsibility	12 months **	Academy, DCJS-approved satellite facility, or in-house
Level 3 Limited duties: sworn, armed with less-than-lethal weapons only	Meet all objectives	Meet objectives: 2.1, 2.6, 2.14, 2.22, 2.25, 2.27, 2.30, 2.36, 2.38, and 2.41-2.46	Meet objectives: 3.1-3.11, 3.13 and 3.14	Meet objectives: 4.42, 4.43, 4.44, 4.52, 4.54 and 4.56	N/A	Meet objectives: 6.5, 6.8, 6.10-6.14, 6.16, 6.17 and 6.18	N/A	Yes, if applicable	Optional	Complete to level of responsibility	12 months **	Academy, DCJS-approved satellite facility, or in-house

Objectives are the compulsory minimum training requirements for entry level law enforcement officers.

* Driver training is optional if the duties of the auxiliary officer do not require operation of a law enforcement vehicle

** §15.2-1731 – Any such officer shall have one (1) year following the approval by the Board to comply with the compulsory minimum training standards

LOUISA POLICE DEPARTMENT



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

Type of Directive: GENERAL ORDER	Manual Number:
Take Home Vehicle Program	Effective Date:
VLEPSC Number: Non-Standard	Review Date:
Replaces:	
Authorization: Chief Ronald R. Roberts	Pages: 4

I. POLICY

Upon availability, under established guidelines, and with the approval of the Chief of Police, police vehicles will be assigned to eligible officers within the department as take-home vehicles. The use of a Town vehicle is assigned by the chief and may be revoked, altered or suspended at any time by the Chief of Police based on the operational needs of the Department, fiscal issues and continued eligibility of the officer.

II. PURPOSE

The purpose of allowing take-home vehicle is to promote and enhance public safety within the Town of Louisa through decreased response times for officers called out for emergency situations. The program will also expedite response to assist in the event of a countywide emergency as well as reduce vehicle replacement and maintenance costs.

III. PROCEDURES

A. Objectives of the Take-Home Vehicle Program

1. Enhanced police presence in the community due to the increased visibility of marked vehicles traveling in the Town and County of Louisa.
2. Having marked vehicles parked in the neighborhoods, shopping center parking lots, and other areas signals a presence of police officers which should have a deterrent effect upon persons who contemplate committing violations of the law.
3. The regular on-duty force may be supplemented by additional off-duty officers who have an assigned vehicle. This will allow for additional "eyes, ears, and hands" to assist in handling emergency situations or for providing backups in dangerous situations.

4. Having an assigned vehicle utilized by one officer provides for reduced maintenance and repairs costs, officer efficiency by having the vehicle stocked with equipment and materials needed, and increased officer morale.

B. Participation Eligibility and Conditions

1. Sworn officers must meet the following minimum requirements:
 - a) Full-time employee who has successfully completed the Field Training Program and all other required training for vehicle operations.
 - b) Have had no more than one sustainable complaint within the previous twelve (12) months.
 - c) Have had no more than one avoidable crash during the previous twelve (12) months.
 - d) Have a minimum of a satisfactory performance rating for the last evaluation period.
 - e) Reside within the Town or County of Louisa and agree to park their vehicle at their residence.
 - f) Reside outside the Town or County of Louisa and agree to park their vehicle at a location approved by the Chief of Police.
2. Officers shall possess a valid Commonwealth of Virginia driver license and are subject to an annual status check.
3. Participation is subject to revocation upon failure to comply with Louisa Police and Town policies, excessive accidents, vehicle abuse/neglect, or conducting prohibited acts in the assigned vehicle.

C. Guidelines

1. All policies, procedures and order of the Louisa Police Department and the Town of Louisa that govern vehicle use shall, unless specifically stated otherwise, apply to off-duty officers.
2. Violations of these provisions and directives, orders, or procedures may subject the officer to disciplinary action and loss of their take home vehicle privilege.
3. The use of a take home vehicle shall be limited to transportation to and from:
 - a) Police Department facilities to report for regular duty, police-related meetings and other assigned official police duties;
 - b) Court;
 - c) Vehicle maintenance and cleaning;
 - d) Department approved activities;
 - e) Neighborhood Association meetings and events;
 - f) Approved police training or local college courses;
 - g) Physical training at a local facility; or,

4. Officers are prohibited from using a take home vehicle:
 - a) To transport other persons except sworn members of the Louisa Police Department or when necessary while handling a police incident unless specific exception has been granted by the Chief of Police
 - b) To travel to, from or during off-duty employment unless approved by the Chief of Police
 - c) After consuming alcoholic beverages
 - d) In a manner or at locations which may reflect negatively on the Department.
5. When using a take home vehicle off-duty, officers will:
 - a) Conduct themselves in a manner which reflects favorably on the Department and their position as a police officer
 - b) Wear clothing that is appropriate for representing the Department and conducting police business
 - c) Be armed with an issued weapon or an approved off-duty weapon, carry handcuffs, badge and Department identification card
 - d) Monitor police radio traffic
 - e) Conduct regular safety inspections of the assigned vehicle.
6. Whenever an off-duty officer in a take home vehicle becomes aware of a call for service to which his or her immediate reponse may result in the prevention of a crime or the apprehension of a suspect, that officer shall, after advising Communications and the Chief of Police or designee of his or her proximity to the incident, repond. Off-duty officers who are cancelled by the Chief or Communications shall not respond.
7. Off-duty officers in take home vehicles should not make vehicle stops for traffic infractions; however, the severity of the infraction and the hazard posed may dictate action by the officer. Again jursidictioal boundries need to be adhered to.
8. An off-duty officer in a take home vehicle who encounters a traffic crash or a disable vehicle shall notify Communications and render whatever assistance is required to stabilize the situation until an on-duty officer can respond.
9. Officers who are on extended workers compensation, limited duty, suspension or under discliplanary investigation., or sick leave may have their take home vehicle privileges suspended until they return to normal duty.
10. Any damage to a take home vehicle shall be reported to the Chief of Police or designee immediately.
11. Unattended vehicles shall be locked at all times. Firearms that remain in the vehicle shall be locked in the trunk.

D. Vehicle Maintenance

1. The cleanliness of take home vehicles is the responsibility of the assigned officer. Officers shall keep the interior clean and have the exterior washed as needed.
2. Routine maintenance is the responsibility of the assigned officer. Officers shall promptly make an appointment with the appropriate facility when problems arise which require minor repairs.
3. Officers shall promptly make an appointment with the appropriate facility when notified by the Chief of Police or designee.
4. It is the responsibility of the officer to be sure that their assigned vehicle is serviced at the proper location/business. Any questions about where the vehicle shall be serviced shall be brought to the Chief of Police or designee.
5. The Chief of Police or designee must approve any repairs other than normal minor repairs.
6. Cosmetic changes, mechanical and/or electrical alterations to take home vehicles and the addition or removal of equipment is prohibited unless authorized by the Chief of Police.
7. The Chief of Police or designee shall regularly conduct inspections of take home vehicles to ensure compliance with regulations.

E. Compensation

1. Off-duty officers who become involved in police actions shall immediately notify the Chief of Police and Communications of their location, nature of the incident, and the fact that they are off-duty.
2. Off-duty officers who become involved in police actions shall receive compensation at their standard overtime rate or shall receive compensatory leave time.
3. It shall be the responsibility of the Chief of Police at the time of the incident to determine eligibility for compensation.
4. Off-duty officers who are injured while operating their assigned take home vehicle or while handling a police incident as a result of operating their take home vehicle shall immediately notify the Chief of Police. The Chief shall initiate the proper process for recording and reporting the injury.

The Town of Louisa, Virginia

Incorporated 1873

PO Box 531
212 Fredericksburg Avenue
Louisa, Virginia 23093



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www.louisatown.org

Memorandum

Town of Louisa
Town Manager

November 15, 2016

From: Louisa Town Manager
To: Town Council

Re: Va. Community Bank Hillcrest Fund CD
XXX X5 726

The above referenced Certificate of Deposit is highlighted on the account listing provided in Consideration of Accounts Section of Town Council Package. The Certificates of Deposit will mature November 21, 2016. These funds are not earmarked for capital improvements at this time and are considered perpetual care funds. Hillcrest debts/liability have been repaid with recent budget.

Fund	Bank	Current Bal. Amount
1) Hillcrest Fund	VCB	\$99,284.91

Bids for Reinvestment: (Suggestions for discussion are marked via *)

VCB- 12 Months = .80%
18 Months = 1.00%
*25 Months = 1.25% Promotional

Essex- *13 Months = 1.30%
14 Months = 1.10% Flexible CD
*36 Months = 1.26% w/1time rate increase during term
60 Months = 1.56%

Recommendation of \$99,284 into a 13 month 1.3% APR Essex Bank CD.

Thomas L. Filer,
Town Manager



Standing Committee Reports

Police: Chief Ronnie Roberts

Water and Sewer: Mr. Brad Humphrey

Streets and Sidewalks: Mr. Brad Humphrey



Memorandum

Louisa Town Manager

November 3, 2016

From: Louisa Town Manager
To: Town of Louisa Police Committee

Location: Town of Louisa Police Department

Re: Minutes – Committee Meeting

Meeting Called to order 10:06AM by Councilman/PC Chairman Andy Wade

Present: Andy Wade, Danny Carter, Garland Nuckols, Ronnie Roberts, Tom Filer

Absent: Bud Dulaney

Open Session

Old Business:

1) Auxiliary Police Department Funding:

Discussion occurred regarding potential funding for the PD Auxiliary force. Mayor Nuckols presented a list of potential expenditures. Ammo, fire arms, hand cuffs, uniforms, background checks, psychological testing, vests, gun belt, and other equipment related expenditures were discussed. Chief Roberts explained the numerous pieces of equipment and donations which the PD has received from other localities and the cost saving approach which the Town PD has taken. After much discussion, the Police Committee voted unanimously to recommend to Town Council that \$14,168 become a separate expense line item for PD Auxiliary force funding. The funds were to be allocated from expense cuts within the PD budget, expense cuts within the overall GF budget and excess revenues from sale of obsolete equipment.

New Business:

1) Chief of Police Reporting and direct Supervision of Town Mayor:

Discussion occurred regarding Town Code and the Supervision of the PD. The unanimous consensus is that the Chief of Police runs and operates the Town PD. Per Town Code the Mayor

Supervises the Chief of Police and PD. The Town Manager is budget, accounting, HR, and other day to day operation support as needed by the Chief.

2) Chief of Police Report and updates:

Chief Ronnie Roberts updated PC on various aspects of the PD including K9 program, community policing efforts, State gang meeting, upcoming training for officers, new vehicles, equipment upgrades, and staffing.

11:26AM Motion by Danny Carter to adjourn meeting. Seconded by Tom Filer and motion carried with unanimous support.



TOWN OF LOUISA
Incorporated 1873
Louisa Police Department
Council Report



October 2016

Calls for Service:	October 2015 / October 2016	
• IBR	17	19
• Non-Reportable	179	216
• Total Calls For Service	196	235

Community Policing Efforts:	October 2015 / October 2016	
• Foot Patrols:	86	56
• Business Visits:	96	199
• Property Checks:	138	892

Arrest Statistics:	October 2015 / October 2016	
• DUI	2	2
• Felony Arrest	3	7
• Misdemeanor Arrest	8	9

Traffic Crashes:	October 2015 / October 2016	
• Reportable	1	2
• Non-Reportable Accidents	4	4
• Total Accidents (YTD)	54	51

IBR report numbers may differ due to Offences Committed.

Notable Comments / Events:

- Swearing of the Auxiliary members
- Last police car was released from the radio shop on
- The Community Strong Event was held on October 22nd, Bridging the Gap between law enforcement and community.
- Attended Semi Annual meetings for Central Shenandoah and Central Virginia Academy's reference to our transfer.

Louisa Police Department Monthly Summary -Oct 2016

Arrest						
	Oct 2016		YTD	CY15	% of CY 16	
Drug Arrest			2	12	17%	
DUI	2		4	19	21%	
Felony	7		12	41	29%	
Misdemeanor	9		60	112	54%	
Warrants Obtained	19		67	109	61%	
Warrants Served	8		64	146	44%	
Warrant Service Attempts			19	119	16%	
Community Policing						
	Oct 2016		YTD	CY15	%	
Business Visits	199		1559	1167	134%	
Foot Patrols	56		411	1056	39%	
Found Items	2		10	3	333%	
Meetings	5		16	8	200%	
Property Checks	892		5355	1657	323%	
Recovered Items			\$0.00	\$1.00	0%	
Overtime / Comp Time - Earned and Paid Current Month						
	Overtime Pay		O.T. Holiday Pay	Compt. Earned	Comp Holiday	
Call Out Vehicle use						
Court/Maintenance/Training/DMV						
DMV Grant						
Fair / Event						
Holiday						
Investigation						
Meetings						
Other (24/7 Coverage)						
Parade						
Training						
Court Time						
	Oct 2016		YTD	CY15	%	
Circuit Court (hours)			4	8	50%	
Civil Court (hours)				0	#DIV/0!	
General District Court (hours)	5		49.5	76	65%	
Juvenile / Domestic Rel. Court (hours)			9.5	10	95%	
Traffic Enforcement						
	Citations Warnings		Citations	Warnings	Citations	Warnings
	CY15	CY15	Oct 2016	Oct 2016	YTD	YTD
SB / Child SS					4	1
Insp/Reg/Dec	2	5	4	5	30	24
Speeding	33	42	1	1	41	40
Reckless	3	4			5	
Parking	0	2				3
Equipment	1	28	4	6	13	36
Other	9	9	2	6	48	46
Totals	48	90	11	18	124	132

Louisa Police Department Calls for Service Monthly Report Oct 2016

Louisa Police Department Calls for Service Monthly Report - (YTD	CY15	% of CY14	
IBR Reportable				
Abduction		0	0%	
Assault	1	14	67%	
Assault on Officer	1		#DIV/0!	
Arson		0	#DIV/0!	
B & E	1	3	75%	
Counterfeit / Forgery		2	29%	
DIP	1	9	36%	
Disorderly Conduct			1	
Drug violations		8	19	
DUI	2	6	19	
Embezzlement	1	2	2	
Fraud	1	8	6	
Gas DO*	1	2	0	
Hit & Run		3	16	
Larceny / Shoplifting	6	34	33	
Motor Vehicle Theft	1	2	2	
Robbery			0	
Sex Offenses			6	
Threatening / Harassing Phone Call		1	0	
Trespassing		1	5	
Liquor Law Violations		1	1	
Vandalism		8	9	
Weapons Law Violations		2	0	
All other offenses 90Z	3	18	48	
TOTAL IBR Reportable	19	124	224	
			55%	
Non IBR Reportable				
	Oct 2016	YTD	CY15	% of CY15
911 Hang-up	4	123	175	70%
Alarms	3	64	83	77%
Animal call	2	25	21	119%
Assist Citizen	20	220	595	37%
BOL	57	330	178	185%
Breathalyzer (LPD)	1	1	6	17%
Breathalyzer (LCSO)			0	#DIV/0!
Breathalyzer (other agency)			0	#DIV/0!
Clear Lots	3	38	105	36%
Curfew Violation		1	9	0%
Disabled Veh		21	33	64%
Disorder *	12	65	98	66%
DOA		5	7	71%
Domestic*	4	20	26	77%
EPO/ECO/TDO	1	25	15	167%
Escort	3	14	6	233%
Fire Assist		9	12	75%
Follow Ups	19	197	131	150%
Funeral Traffic		31	46	67%
Large Crowd	1	3	2	150%
LCSO Assist (in town)	7	96	95	101%
LCSO Assist (out of town)	10	57	58	98%
LPD Assist	10	58	70	83%
Mental Person	1	20	14	143%
Noise Com.	5	17	20	85%
Open Doors	5	48	65	74%
Other Assist	3	17	10	170%
Prowler *			1	0%
Rescue Assist	3	25	51	49%
Child Safety Seat	1	8	1	800%
Shots Fired		3	4	75%
Susp. Circ.	17	105	143	73%
Susp. Person	3	52	77	68%
Susp. Vehicle	4	32	80	40%
Traffic Accident (Reportable)	2	21	21	100%
Traffic Accident (Non-Reportable)	4	30	35	86%
Traffic Hazard	2	14	34	41%
Transports	2	21	49	43%
VSP Assist		1	15	7%
Welfare Check	7	67	90	74%
Total Non- IBR Reportable	216	1864	2481	76%
Total Calls For Service	235	1903	2705	70%

* sub categories tracked in IBR as information only cases for trend identification

**Town of Louisa
Construction Projects
Monthly Progress Report
November 2016**

Waterworks Improvements/Disinfection Byproducts

We will be collecting our fourth quarter Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5) the week of November 7th. We expect to receive laboratory results in late November early December

Storage Tank Improvements Projects and Development of Well Sites

The second and third phases of the Storage Tanks Improvements Project and the Louisa Town Park Well Project were re-bid per the direction of the Virginia Department of Health. We received two bids, one from Johnston Construction from Dover, PA and the other from Mid-Eastern Builders (MEB), the contractor that had previously bid the project. Again, the prices came in extraordinarily high. The low bid of \$1,088,329 was from Johnston Construction, the high bid was from MEB at a price of 1,199,510. Both bids were well in excess of the revised Engineer's Estimate of \$646,220.

Fredericksburg Avenue/Bibb Store Road Water Main Replacement

Goodman Excavating began work on the Fredericksburg Avenue/Bibb Store Road Water Main Replacement project on November 7th. They expect to complete construction of the main line by November 11th with final completion occurring the week of November 14th or 21st.

Sanitary Sewer Investigation Study

Dewberry has submitted a draft Preliminary Engineering Report to Rural Development for review. After the review is complete we will submit a reimbursement request for the funds we have expended to date.

West Main Street Sidewalk Extension Project

We have submitted an application for Transportation Alternatives Program grant for construction of a sidewalk to connect the Countryside subdivision with the sidewalk that terminates at the intersection of West Main Street and Cammack Street. This grant program is much like the old TEA-21 program. The program requires that all costs to be incurred by the locality and those expenditures are reimbursed on an 80% VDOT, 20% Local Match basis.

We have also prepared an application for Open Container Grant funds to construct additional sidewalk along Elm Avenue. Open Container Grants are 100% grant and are designed to correct serious pedestrian safety concerns. Grants are awarded on a bi-annual basis and would be awarded in FY17-18 and we would expect design to begin shortly thereafter.

Fire Hydrant Replacement Project

The Louisa County Department of Fire and Emergency Medical Services has inspected the Town's fire hydrants and discovered five hydrants in need of repair and replacement. Two hydrants located on Ellisville Drive are in excess of one hundred years old and need to be replaced because the nozzles are cracked. One hydrant on West Street in front of Thomasson-Watson Funeral Home that is approximately sixty years old, must be replaced because it will not completely shut off and is leaking. The stem is broken on a fire hydrant that is approximately sixty years old in front of Coachworks on West Main Street and it will not turn on. This hydrant must be replaced. We are also evaluating two additional hydrants that are over one hundred years old for replacement. The Public Works Department is establishing a game plan for the replacement of these hydrants. We project that it will cost approximately \$10,000 to replace fire hydrants in areas that will involve the restoration of sidewalk and pavement and it will cost approximately \$5,000 to replace hydrants in grass areas. A more detailed cost estimate will be provided in the Supplemental Packet for the Louisa Town Council.

Utilities Mapping Project

The Town's Utilities mapping project has been put on hold for some time because of the Downtown Improvements Project. We have recorded the location of the fire hydrants, water valves, and manholes in our water and sewer system with a GPS. However, a portion of that data needs to be corrected or improved upon to provide accurate mapping. If our water projects are delayed or tabled, this project will be raised to a higher priority. This will require additional assistance from professionals from an engineering firm or a land surveyor. I will be preparing a plan complete with cost estimates to bring our GIS up to speed for the upcoming budget cycle.



Transportation Alternatives FY2018 Application

Elm Avenue Sidewalk Connector

Project Status: Pending

Project ID: F3-0000002093

Created: 10/27/2016 @ 4:49PM by Brad Humphrey

Last Updated: 11/01/2016 @ 4:08PM by Brad Humphrey

General

1. Project Sponsor

Organization	Name		
	Brad Humphrey		
Address	Address 2		
212 Fredericksburg Ave	PO Box 531		
City	State	ZIP Code	ZIP +4
Louisa	VA	23093	0531
Email	Telephone	Fax	
bhumphrey@louisatown.org	5409671400	5409679580	

2. Project Manager

Organization	Name		
	Brad Humphrey		
Address	Address 2		
212 Fredericksburg Ave	PO Box 531		
City	State	ZIP Code	ZIP +4
Louisa	VA	23093	0531
Email	Telephone	Fax	
bhumphrey@louisatown.org	5409671400	5409679580	

Project Information

3. Sponsor DUNS Number

28129331

4. Project UPC Number (Existing Projects Only)

5. Project Title

Elm Avenue Sidewalk Connector

5a. Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed please use the upload feature located at the bottom of the page. Please label the document "Project Description"

Please See Attached Project Description.

6. Identify beginning and ending termini and provide a location map with the project area clearly marked.

Start Location

103 Elm Ave

End Location

208 Elm Ave

ZIP Code

23093

ZIP +4

0531

7. Project Location

Is this project located within a Transportation Management Area (TMA)?

No

If yes, please indicate which MPO area:

8. Local Jurisdiction Population (based on 2010 census data)

5,000 and under

9. Select primary category of eligibility even if other categories may apply.

Construction of bicycle and pedestrian facilities

10. Does this project qualify as a "Safe Routes to School" project based on the criteria below?

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school (K-8th)

No

10a. Do you wish to pursue this as a SRTS project?

No

 Funding

Project Funding

11. Total project cost (*) is to be limited to the project described in this application and based on the beginning and ending termini provided. This should not be considered the "whole" of a multi-phased project. According to the attached Project Budget - Attachment C, the following project costs can be demonstrated:

11a. Total TA Funding needed for this project - Cannot exceed 80% of total project cost	\$1,408,191.78
11b. Total Local 20% Match Required - Based on the anticipated TA funds above	\$352,047.95
11c. Other Project Funds (Non-TA funds) - Include local funds, other grants and donations	\$0.00
11d. Total Project Cost (*) - Sum of above; should match Attachment C	\$1,760,239.73

12. Federal Transportation Alternatives Funding

	This Application	Prior TA Funding Received
12a. Federal TA Funds	\$1,408,191.78	
12b. Local 20% Match	\$352,047.95	

13. Do you plan to use in-kind to meet all or part of the 20% local match requirement?

No

13a. If yes, provide the estimated value of services and / or donations to be applied as in-kind match. Include this amount in Item 11b and 12b.

13b. If planning to use in-kind match, explain in detail the services and/or donations to be provided.

14. If not in-kind, identify the proposed funding source(s) for the required match on this project.

15. A local 20% match contribution is required – how much additional local contribution (above the required 20%) is proposed? Include this amount in Item 11c.

No

16. Is there additional (above the 20% match) non-sponsor or non-local funding secured at this time - other grants, state funds, corporate donations, etc.?

No

16a. If yes, provide the amount of non-local funds secured at this time. Include this amount in Item 11c.

16b. Identify the source of this funding and provide the deadline or expiration date for these funds (if applicable).

16c. Identify any additional funding that is being applied for and when these awards will be announced. Note whether these funds are contingent upon receipt of the TA funding.

17. If federal funds are expended on PE, regulations require that the project progress to a completed construction phase. In the event that additional TA funding is not secured, what funding source(s) will be utilized to complete this project?

💡 Concept

Project Concept

18. Has the sponsor performed an on-site evaluation of the project to determine the project's constructability and cost?

Yes

If Yes, provide date

2016-10-03

Identify those who attended the on-site evaluation

The Town of Louisa has performed an onsite evaluation to identify potential challenges and obstacles we may incur. The Town have been assisted by Julia Skare, a licensed PE in Virginia with experience in designing and administering TA projects. We have also been assisted by Mark Wood, PE, Area Land Use Engineer and Jim Reed, Permit and Sub-Division Specialist with the Virginia Department of Transportation, Louisa Residency.

19. Describe any possible challenges or obstacles that will could require additional design consideration, cost or design waivers.

The Town has identified multiple challenges and obstacles that would require significant design considerations and potential design wavers. First, there is a small out building that was once an office built up against the existing sidewalk at 109 Elm Avenue that will prohibit widening the existing sidewalk. The project will require significant tree removal, overhead utility relocation, excavation, and the construction of a retaining wall to widen the right of way enough to facilitate the construction of curb, gutter, ADA compliant sidewalk, and storm drainage infrastructure.

20. Has the local VDOT Office had an opportunity to offer comments regarding the project scope, conceptual project plans, preliminary drawings or cost estimate? Have these comments been incorporated into this application?

Yes, the Town of Louisa has also been assisted by Mark Wood, PE, Area Land Use Engineer and Jim Reed, Permit and Sub-division Specialist with the Virginia Department of Transportation, Louisa Residency.

21. The use of federal transportation funds requires compliance with the Americans with Disabilities Act (ADA); describe how this project will meet these design requirements. If this is a pedestrian and/or bicycle facility, include a description of the proposed surface (concrete, asphalt, etc) and width of the completed facility including any bridges.

If funded, the Town of Louisa will construct 480 lineal feet of new concrete sidewalk 5' in width, and replace 850 lineal feet of non ADA compliant sidewalk, at parallel grade with Elm Ave; in accordance Virginia Department of Transportation Road and Bridge Standards and in compliance with the Americans With Disabilities Act. Crosswalks and handicapped ramps will too be constructed to VDOT Road and Bridge Standards and in compliance with the Americans With Disabilities Act utilizing ladder type crosswalks and truncated domes of a contrasting color. This will provide an ADA compliant connecting sidewalk where sidewalk doesn't presently exist. This will prevent pedestrians from being required to walk in a street with a speed limit of 25 miles per hour and average daily traffic count of 1,470 cars per day according to the 2016 Virginia Department of Transportation Traffic Engineering Division Annual Average Daily Traffic Volume Estimate.

22. Describe any anticipated challenges to meeting ADA design requirements including slope / terrain, width/clearance limitations, historic features, etc.

If funded, the Town of Louisa will construct 480 lineal feet of new concrete sidewalk 5' in width, and replace 850 lineal feet of non ADA compliant sidewalk, at parallel grade with Elm Ave; in accordance Virginia Department of Transportation Road and Bridge Standards and in compliance with the Americans With Disabilities Act. Crosswalks and handicapped ramps will too be constructed to VDOT Road and Bridge Standards and in compliance with the Americans With Disabilities Act utilizing ladder type crosswalks and truncated domes of a contrasting color. This will provide an ADA compliant connecting sidewalk where sidewalk doesn't presently exist. This will prevent pedestrians from being required to walk in a street with a speed limit of 25 miles per hour and average daily traffic count of 1,470 cars per day according to the 2016 Virginia Department of Transportation Traffic Engineering Division Annual Average Daily Traffic Volume Estimate.

23. Is the project located within a designated historic district or within a downtown business district?

No

If yes, how will the project improve the aesthetic value of the affected area? What economic impacts will the proposed changes have?

24. It is expected that the sponsor will maintain the facility for its useful life. Provide details regarding maintenance and upkeep of the completed facility – identify who will be providing upkeep, what services will be provided, how long the services will be provided and where the funding for these services will come from.

The Town of Louisa Public Works Department will operate and maintain all of the infrastructure for the useful life of the project.

25. If this project is for a pedestrian and/or bicycle facility, mark which best describes the project's primary transportation function:

Alternate transportation for daily needs (shopping, school, library)

26. If this project involves restoring an historic transportation facility, describe the proposed future use of the restored facility including details regarding the proposed staffing and operation of the facility, identifying potential funding sources for these activities.

N/A - Not an historic Description
preservation project

Yes

27. If this project provides vegetation management, describe the transportation right-of-way and how the project will improve roadway safety, prevent against invasive species, and/or provide erosion control.

Description

N/A - Not a vegetation management project

Yes

28. If this project provides for archeological activities, describe the negative impacts of the related transportation project and how the proposed TA activities will improve or mitigate these impacts.

N/A - Not an archeology project Description

Yes

29. If this project provides environmental mitigation and/or pollution prevention – identify the impacts of highway construction and/or highway run-off and describe how the proposed TA activities will improve or mitigate these impacts. Identify any waterways (rivers, streams, etc) being directly impacted / polluted by the current run-off.

N/A - Not an environmental mitigation project Description

Yes

30. Does this project support or improve an existing or planned highway project?

No

If yes, identify the highway project and explain how this TA project will improve or support it.

 Improves Transportation Network

Project Improves Transportation Network

31. Does the project provide new access (access that does not currently exist) to transit stations, commuter lots, bus stops, etc.?

No

If yes, provide a description of the public transportation links and explain how this TA project will improve the existing network.

32. Does the project provide connections to existing regional trails or pedestrian / bicycle facilities? Does the project provide a "missing link" in the existing transportation network?

No

If yes, explain making sure to identify the specific location and connections provided and the missing links addressed. Include a location map to demonstrate the connections and/or missing link.

33. Does the project provide bicycle/pedestrian facilities where none previously existed?

Yes

If yes, explain why this location was chosen and include pictures of the proposed location.

As a part of this project the Town will construct approximately 480' of 5' wide, Americans with Disabilities Act compliant sidewalk, parallel to Elm Avenue between the Intersection of Elm Avenue and McDonald Street and 207 Elm Avenue.

34. Does this project increase opportunities to meet daily needs without motorized transportation?

Yes

If yes, give specific destinations served including schools, libraries, shopping, healthcare, etc. and the anticipated number of persons that will benefit or use the facility.

The project will create pedestrian connectivity between residential homes, churches, offices, businesses and Louisa Healthcare, a 100 bed nursing home and rehabilitation facility that is one of the Town's three largest employers to the Downtown Business District.

35. Does this project add features/devices that will improve bicycle and pedestrian safety (ex. crosswalks, bike/ped signals, lighting, physical barriers to separate facilities, etc.)?

Yes

If yes, provide a description including any accident data available.

The Elm Avenue Sidewalk Connector Project will provide new 5' wide, Americans with Disabilities Act compliant sidewalk in this area. It will also replace approximately 850' of 4' wide sidewalk with ADA compliant 5' wide sidewalk. This will provide a safer and shorter route for pedestrians to access the stores, offices, restaurants, churches, and governmental offices located in the core of the Downtown Business District without being required to walk in a poorly lit dangerous road. The proposed project will further enhance traffic safety and protect the environment by constructing: approximately 1800' of curb, gutter; nine (9) entrance aprons; approximately 480' of 15" reinforced concrete pipe; and four drop inlets to properly convey storm water runoff from public and private properties to ditches and streams in an environmentally sound manner.

36. Does this project incorporate traffic calming design elements such as bump outs, raised intersections, street trees or crosswalks in a contrasting color?

No

If yes, explain what traffic calming elements are being incorporated and how they will improve pedestrian safety.

37. Is this project in the locality's local/regional transportation plan?

No

Name the plan and explain how this project will help achieve or support the plan goals.

Sponsor's Ability to Administer

Sponsor's Ability to Administer Federal Project

Federal regulations require that the sponsor provide a full-time employee who is responsible for all major project decisions as explained in Chapter 3.1 of the LAP Manual. This person is referred to as the sponsor's Responsible Person (RP) and may, or may not, be the project manager. Failure to provide a qualified RP may eliminate the project from consideration.

38. Identify the full-time staff member assigned as the "Responsible Person" for this project:

Name	Title	Years in this position
Brad Humphrey	Public Works Director	1

39. Describe the experience and / or training that qualifies this individual to be the responsible person for a federal-aid transportation project

Education/Certifications	Training / Classes	Project Related Experience
B.S., Political Science 1990 Bridgewater College, Bridgewater, VA		Supervised the development and construction of the \$1,700,000 Town of Louisa Phase II and Phase III Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant. Supervised the development and construction of the \$120,000 School Street Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant. Supervised the development and construction of the \$585,000 TEA 21 Route 33 Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant.

40. Select from the following the best choice describing the RP's experience:

The RP has successful experience providing oversight or administering a federal aid transportation project within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, phases included (PE, RW, CN), cost and whether or not the project finished on-time and on-budget.

The RP Supervised the development and construction of: the \$1,700,000 Phase III and Phase III Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant; the development and construction of the \$120,000 School Street Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant and the \$585,000 TEA 21 Route 33 Pedestrian Traffic Safety Improvement Project funded by a Virginia Department of Transportation TEA-21 Grant.

41. Describe the RP's role and responsibilities while overseeing these projects

The RP oversaw all aspects over the above referenced projects from the procurement of the consulting engineer through the completion of construction. This included design, community relations, finances and construction.

42. Has the RP completed VDOT's Core Curriculum on-line training found on VDOT's Locally Administered Projects webpage (www.virginiadot.org/business/local-assistance-lpt.asp)? (<http://www.virginiadot.org/business/local-assistance-lpt.asp>)?

No

43. VDOT is required by federal regulation to ensure that the sponsor is adequately staffed to ensure the project is satisfactorily completed. Sponsors may supplement their staff with consultants, including project management duties.

Is the Responsible Person also the Project Manager (PM)?

Yes

If not, indicate:

44. The sponsor's staff and their consultants must have a working knowledge of the locally administered projects (LAP) process and the federal regulations affecting federal aid projects. Select from the following the best choice describing the proposed PM's experience:

The PM has been lead project manager on one or more federal aid transportation project(s) within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, cost and whether or not the project finished on-time and on-budget.

N/A - PM not known at this time

No

Description

The PM oversaw all aspects over the above referenced projects from the procurement of the consulting engineer through the completion of construction. This included design, community relations, finances and construction. Two of the above referenced projects were completed on time and under budget. One project exceeded the contract time and budget. The project that was not complete on time and under budget was hampered by a low bid that exceeded the engineer's estimate from an irresponsible contractor that constructed an inferior product resulting in a significant amount of punch list repairs.

45. Describe the PM's role and responsibilities managing the referenced projects including any challenges / delays encountered. How were these challenges resolved?

N/A - PM not known at this time

No

Description

The PM oversaw all aspects over the above referenced projects from the procurement of the consulting engineer through the completion of construction. This included design, community relations, finances and construction.

46. Provide PM's most recent experience managing a Transportation Enhancement / Alternatives project include brief project description, history and any challenges encountered.

N/A - PM not known at this time

No

Description

The PM oversaw all aspects over design, community relations, finances and construction of the Town of Louisa's \$1,700,000 Phase III and Phase IIID Pedestrian Traffic Safety Improvement Project. The greatest challenges were associated with a design and a redesign to accommodate storm water drainage and community relations. The engineer's original project design for dealing with storm water runoff was rejected by VDOT for many reasons. There were community relations obstacles that arose from opposition to the project from a vocal minority.

47. Has the PM completed training utilizing FHWA's Federal Essentials for Local Public Agencies (www.fhwa.dot.gov/federal-aidessentials/) ?

No

48. Will the sponsor need to supplement their staff to complete this federal aid project?

Yes

If yes, select the services that will need to be outsourced:

Environmental

Design

Right of Way

Construction Engineering / Management & Inspection

Materials Testing

49. Federal regulations require that the sponsor demonstrate "sufficient accounting controls" to administer a federal-aid project. This requirement is identified in Chapter 2.2 of the VDOT LAP Manual. Briefly describe the local financial management system – currently in place that will track / monitor project costs. Include the type of software used (if applicable) and the process by which costs are verified for reimbursement.

▶▶ Project's Readiness to Proceed

Project's Readiness to Proceed

50. Design / engineering will be performed:

Utilizing an outside consultant firm yet to be procured

51. Is this project part of a larger / multi-phased construction project?

No

If yes, include a map clearly identifying the proposed phases and their status, and describe how the prior / future phases relate to this project.

52. These funds will not participate in the costs of master plans, feasibility and/or preliminary engineering studies. Has this work been completed using other funding source (s)?

No

If yes, attach a copy of the plan / study and briefly summarize the results below.

53. Has design work started?

No

If yes, answer 53a and 53b.

53a. Have these plans been reviewed by appropriate state / local official?

No

53b. Design has been started, and _____ plans have been completed.

54. The ability to secure right of way (including easements) needed for a project is critical to a project's success; which of the following best describes the right of way situation for this project:

It is unknown what right of way and/or easements will be needed

55. This program will not participate in the cost of relocating overhead utilities for scenic beautification or betterment purposes. It will however participate in the costs required to eliminate conflicts. Are there existing utility poles located within the proposed project area that will need to be relocated in order to complete the proposed improvements and/or meet ADA width/clearance requirements?

Yes

If yes, include pictures of poles within the specified project area explaining how their removal/relocation will impact the project.

As a part of this project we anticipate the relocation of Four (4) utility poles to accommodate the construction of a segmented block retaining wall. See attached photographs.

55a. Has the right of way needed for relocation of the poles been secured?

No

56. If overhead utilities are in conflict, has the local utility company(s) been consulted regarding removal and /or relocation of its facilities?

No

If yes, please identify the utility carrier(s) and specify whether or not these costs are included in the attached budget.

57. Are there other conflicts / obstacles that must be addressed for the project to move forward?

No conflicts / obstacles present

Underground utilities (gas, water, sewer)

Retaining wall

Drainage

58. If awarded, these funds will be available October 1 - the beginning of the new Federal fiscal year. How long after this date will you be ready to begin incurring cost for reimbursement?

6 months

59. If this application is for a pedestrian and/or bicycle facility, it may qualify for 100% federal Open Container (OC) safety funding. These funds focus on improving safety for pedestrians and/or bicyclists along active roadways. If this project accomplishes one or more of the following it may be eligible for OC funding:

- Provides pedestrian and/or bicycle safety treatment at locations with history of pedestrian and/or bicycle crashes
- Provides infra-structure that connects pedestrian / bicycle generating land uses
- Road diet that creates bicycle lanes
- Reduces conflict points (opportunities for conflict) between motorists, bicycles and pedestrians
- Improves the opportunity for pedestrians and / or cyclists to safely cross a roadway
- Eliminates a barrier for non-motorized travel
- Provides separation or dedicated space for non-motorized travelers along a high-speed or congested route

Do you believe this project qualifies for OC funding?

Yes

If planning to apply for Open Container (OC) funding, will the OC funding request be the same amount as this TA application funding request (including local match) (OR) in addition to the TA funds requested in this application?

The same amount as this TA application funding request (including local match)

If interested in applying for OC funding, complete a separate Bike/Pedestrian Safety Application in the SMART Portal.

Note: Deadline for Open Container (OC) funding consideration is November 1, 2016.

Attachments

Attachment A – Supplemental Information for TMA projects: *Required if project is located in an MPO within a TMA.*

N/A

Attachment B – Supplemental Information for Safe Routes to School (SRTS) Projects
Required if answered "Yes" to Question 10a

N/A

Attachment C – Project Budget: *Required for ALL projects*

No

Attachment D – Existing Project Status: *Required for EXISTING projects only*

N/A

Attachment E – VDOT Administration Request: *Required if population less than 5,000 and requesting VDOT assistance*

Not requesting assistance

Sponsor Certification

Public Notice Attached

No

Public Hearing / Information Meeting Held

Date

2016-11-15

Endorsement Attached:

No

MPO Endorsement (if applicable)

Date

Resolution Attached:

Yes

Resolution from Project Sponsor

Date

2016-10-18

Sponsor certifies the following: *(Read and check each statement below)*

We are familiar with Transportation Alternatives eligibility criteria and the Locally Administered Projects (LAP) Manual.

Yes

We will provide technical guidance and oversight to staff and/or consultants throughout project development.

Yes

Budget accurately reflects cost of proposed project based on preliminary work performed.

Yes

Project development will comply with all state and federal regulations, including ADA requirements.

Yes

We understand this project must be substantially complete and/or ready for construction within four (4) years of the initial federal funding.

Yes

We will be responsible for ensuring future maintenance and operating costs of the completed project.

Yes

By selecting agree I certify that the above statements are true and correct to the best of my knowledge.

Yes

Sponsor Name

Town of Louisa

Date

2016-11-01

 Attachment A

Attachment A: *Projects Located in a TMA*

1. Describe how the project is consistent with the MPO's current long range transportation plan (LRTP).

2. Describe how the project fits within local adopted master plans and specific goals of local and/or state government agencies and other organizations. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any planning documents and how it supports the local land use plan.

3. Describe how the project makes the region's transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers.

4. Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act (ADA) requirements.

5. Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support. Please also describe any project coordination with other jurisdictions or agencies.

If your project is in the National Capital Region, please answer the following additional questions:

1. As a regional policy, the TPB seeks to promote the development of Transportation Alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?

No Center:

2. Is this project located within ¼ miles of a Metrorail (existing or under construction) or commuter rail station?

No Station:

3. Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

Attachment B

Attachment B: *Safe Routes to School Projects*

Project Sponsor Organization

1. Attach a letter of support from the school principal or division superintendent, indicating their support of the project as well as their desire to encourage their students to walk and bike to school.

Attached:

No

2. Provide the name of the school(s) and school division this project serves, indicating whether the school is designated Title-1.

3. Current Travel Modes: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Travel Mode

of Student(s)

Walk

Bike

School Bus

Family Vehicle

Carpool

Public Transit

Other

Total

Source

Date/Month (YYYY-MM)

4. Current Travel Distance: (Estimate for all students and use aggregate totals for 2 or more participating schools)

Distance lived from school	# of Student(s)
----------------------------	-----------------

Less than 1/2 mile

1/2 to 1 mile

1 to 2 miles

Over 2 miles

Total

Source

Date/Month
(YYYY-MM)

5. Was a SRTS Parent Survey conducted by the school to determine whether they identified the project as a need?

No

If yes, summarize the results of the survey, particularly how they relate to the project, and indicate the year the survey was completed.

6. Describe the barriers that currently prevent kids from walking/biking safely to school and how this project would mitigate or remove those barriers. In particular, how will this project improve the safety of the route to school and encourage more children to walk or bike?

7. Describe any efforts that the school or community is currently involved in to encourage kids to walk or bike to school.

This would include any efforts that fit into the four "E's" of SRTS -- education, encouragement, enforcement and evaluation, as well as any policies the school has that promote or discourage walking or biking to school.

 Attachment C

Attachment C: Project Budget Template

Click to download a template for Attachment C

(app/components/application/attachment_c.docx)

This **template** is an example to be used in creating a detailed project cost estimate – not a form to be completed online. Prepare a budget that is broken down by developmental phases – Preliminary Engineering, Right of Way and/or Construction – including specific line items that are appropriate to the project described in this application.

Note that **every budget** must include some funding in Preliminary Engineering to cover VDOT coordination, plan review and environmental charges. If the project includes a Construction phase, note that there should also be an amount budgeted in Construction for additional VDOT oversight charges to include attendance at the pre-construction meeting and Civil Rights reviews if required.

If this project is part of a larger, multi-phased endeavor, the project budget should only address costs for the specific project scope described in the current application and identified by the termini included in Item 6. Remember that with new TA projects, each project or phase will be funded separately receiving a new project agreement and project number. **EXCEPTION: If this project has received past TE funds and is a continuation of the proposed TE project as described in previous applications, a second column should be added to the budget identifying the prior funds received.**

Attachment D

Attachment D: Status of Existing Projects

Identify project status and activities completed to date for the project / phase that is currently requesting funds. Check all activities that have been completed on this project / phase and provide additional details of the progress made utilizing the text boxes available for each activity.

1. Project Initiation

Initial Project Agreement fully executed

No

Kick-off meeting with VDOT

No

2. Environmental

Environmental (NEPA) document initiated

No

VDOT performing environmental coordination

No

Preliminary plans have been submitted to DHR for review

No

Environmental document complete and no adverse effect (Or MOA executed)

No

3. Preliminary Engineering for current phase in development

RFP for design services
developed

No

50% Plans submitted for VDOT
review

No

90/100% Plans submitted for
VDOT review

No

Final plans and bid document
submitted to VDOT

No

4. Right of Way

No property or easements
required

No

R/W plans/ survey complete

No

Appraisal(s) complete

No

All required property
acquired/secured

No

R/W certification complete

No

5. Project Resources

Additional funding is available to
complete project if this request
is not fully funded – no additional
TA funding will be requested.

No

Additional TA funding will be
requested if this request is not
fully funded.

No

**6. Provide any additional information that might help establish the progress made to date.
This may include fundraising, public meetings/charrettes, significant donations or other milestones
met.**

 Attachment E

Attachment E: Request for VDOT Administration

In an effort to assist smaller localities that may not have the staffing necessary to administer a federally funded transportation project, the Department will consider administering a Transportation Alternatives project if requested to do so by the Local Project Sponsor. The Sponsor should discuss this possibility with local VDOT staff prior to submitting their application.

This offer would only be available to localities having a population less than 5,000 and projects that are of a linear nature such as sidewalks and trails. The Department can only consider offering these services if the required staffing is available. In addition, other factors may be considered when VDOT is making a determination of acceptance or not. There is NO guarantee that if a Local Sponsor requests VDOT assistance that the Department will be able to provide the project administration. Therefore every Sponsor must be in a position to administer the project being proposed and should complete the application assuming they will be administering the project.

This offer cannot be made for existing projects and must be made at the time of applying for federal TA funds unless otherwise decided by the Department. When requesting that VDOT administer the project, the following must be understood by the Local Sponsor:

- The Local Sponsor will have to sign a Project Administration Agreement
- The Local Sponsor will be responsible for providing the 20% local match amount
- The local match will be required in cash (no in-kind donations) prior to work beginning
- Any costs above the federal and match amounts will be 100% the responsibility of the Local Sponsor; there are no VDOT funds available for this program
- The Sponsor will be responsible for submitting subsequent TA applications if additional funding is required. They will also be responsible for the additional match requirement if funding is awarded.
- The Local Sponsor will be responsible for maintenance of the completed facility unless otherwise agreed to by the Department
- Department staff will charge their time to the project and these costs will be deducted from the federal allocation and local match contribution
- Department administration will include: design, environmental coordination, advertisement, and construction oversight
- The Project Sponsor will provide final acceptance of the proposed low bid prior to contract award

I understand the requirements above and would like to request that VDOT consider administering this project on the Sponsor's behalf. I understand that there is no guarantee that the Department will be in a position to provide these services and am fully prepared to pursue this project if awarded funding.

Yes - Please consider for VDOT administration

Sponsor Name

Date

 Supporting Documents

Current Attachments

 [Get All Attachments as Zip \(api/file/GetAll?applicationId=F3-0000002093\)](#)

Description	Description
Town of Louisa Elm Avenue Sidewalk Connector Project	Town of Louisa Elm Avenue Sidewalk Connector Map
Description	Attachment Type
Attachment Type	Project Sketch
Other	File Name
File Name	Town of Louisa Elm Avenue Sidewalk Connector Map.pdf

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Description
Town of Louisa Elm Avenue
Sidewalk Connector Project
Budget

Attachment Type
Detailed Cost Estimate

File Name
Town of Louisa Elm Avenue
Sidewalk Connector Project
Cost Estimate.pdf
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Description
Elm Avenue McDonald Street
Intersection Photo

Attachment Type
Other

File Name
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Intersection.JPG
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Description
Elm Avenue Project End
Point Looking North Photo

Attachment Type
Other

File Name
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Point Looking North.JPG
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Description
Elm Avenue Project Start
Point Looking South

Attachment Type
Other

File Name
Elm Avenue Project Start
Point Looking South.JPG
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Conflict 1 and Fire Hydrant
Conflict

Attachment Type
Other

File Name
Elm Avenue Utility Pole
Conflict 1 and Fire Hydrant
Conflict.JPG (/api/file/Get?
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Description
Elm Avenue Utility Pole
Conflict 2

Attachment Type
Other

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Elm Avenue Utility Pole
Conflict 3

Attachment Type
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File Name
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Description

Elm Avenue Utility Pole
Conflict 4

Attachment Type

Other

File Name

Elm Avenue Utility Pole
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Virginia Department of Rail and Public
Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219
(804) 786-4440



VDOT Central Office
1401 East Broad Street
Richmond, VA 23219
(804) 367-7623 (toll-free)
711 (hearing impaired)

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Town of Louisa Elm Avenue Sidewalk Connector Project

Project Description

Using funds from the Virginia Department of Transportation's Open Container Fund for pedestrian safety projects, the Town of Louisa proposes to: construct approximately 480' of 5' wide, Americans with Disabilities Act compliant sidewalk, parallel to Elm Avenue between the Intersection of Elm Avenue and McDonald Street and 207 Elm Avenue; replace approximately 850' of 4' wide sidewalk with ADA compliant 5' wide sidewalk; and provide for four (4) ADA compliant handicapped ramps and two ladder type crosswalks.

Prior to December of 2012, the sidewalk parallel to Elm Avenue between the Intersection of Elm Avenue and McDonald Street and 207 Elm Avenue was dilapidated beyond the point of repair. It was above an existing retaining wall and posed a significant hazard for trips and falls. The sidewalk was outside VDOT Right of Way and in all likelihood, was constructed prior to the formation of VDOT. The Town could not find any public record for who constructed the sidewalk and who was responsible for its upkeep. In December of 2012, the Louisa Town Council voted to remove the sidewalk and sod the area to dissuade pedestrians from traveling this dangerous path.

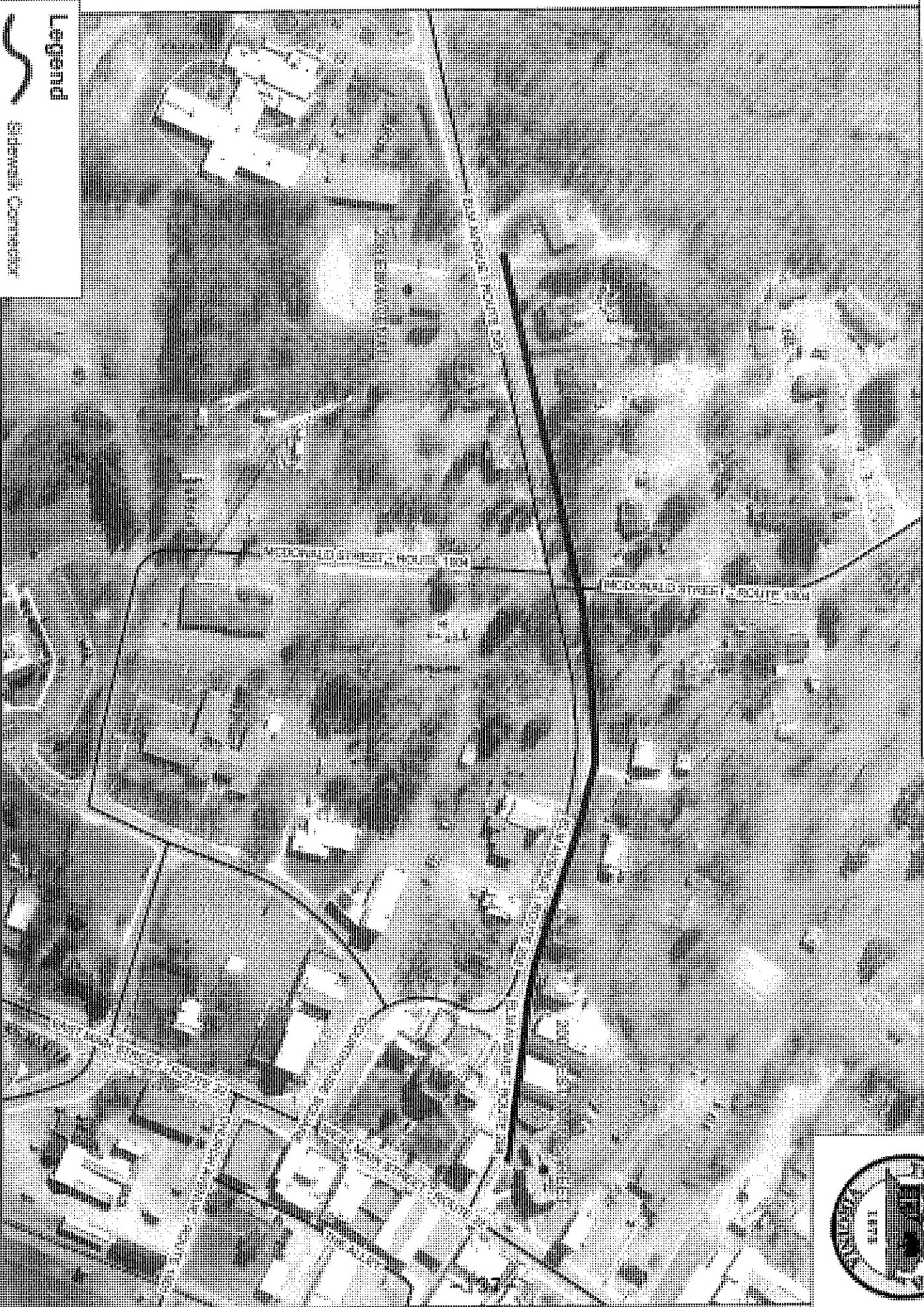
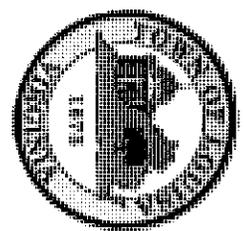
At present, the area between the Intersection of Elm Avenue and McDonald Street and 207 Elm Avenue is a pedestrian safety hazard. Pedestrians are compelled to walk in a road with a 25 mile per hour speed limit that is used by approximately 1,470 vehicles per day according to the Virginia Department of Transportation 2016 Annual Average Daily Traffic Volume count. This section of Elm Avenue is bordered by ditches and steep banks both sides that prevent pedestrians from seeking refuge from oncoming traffic. The Louisa Town Council has made it a priority to improve pedestrian safety along Elm Avenue because it provides pedestrian connectivity between residential homes, churches, offices businesses and Louisa Healthcare, a 100 bed nursing home and rehabilitation facility that is one of the Town's three largest employers to the Downtown Business District. The Elm Avenue Sidewalk Connector Project will provide new 5' wide, Americans with Disabilities Act compliant sidewalk in this area. It will also replace approximately 850' of 4' wide sidewalk with ADA compliant 5' wide sidewalk. This will provide a safer and shorter route for pedestrians to access the stores, offices, restaurants, churches, and governmental offices located in the core of the Downtown Business District without being required to walk in a poorly lit dangerous road.

The proposed project will further enhance traffic safety and protect the environment by constructing: approximately 1800' of curb, gutter; nine (9) entrance aprons; approximately 480' of 15" reinforced concrete pipe; and four drop inlets to properly convey storm water runoff from public and private properties to ditches and streams in an environmentally sound manner.

Prior to completing this application, we have met with a civil engineer, a prospective contractor, and officials from VDOT in an effort to identify obstacles that may hamper the constructability of the project. We identified numerous challenges that could potentially affect the projects constructability. First being Elm Avenue lies within a 30' wide Prescriptive Right of Way where the adjacent property owners own to the centerline of the road. The property that lies outside the ditch line between the Intersection of Elm Avenue and McDonald Street and 207 Elm Avenue has either steep banks covered in trees and vegetation or crudely constructed retaining walls that prohibit the simple placement of sidewalk parallel to the road. The Town has also identified an existing building located at 109 that borders the existing sidewalk leaving no room to expand it to a 5' width. Once a boundary survey has been completed Town will need to acquire additional right of way to construct the project. We anticipate having to construct a large segmented block retaining wall complete with concrete staircases and hand rails in order to get the desired width to construct the portion between the Intersection of Elm Avenue and McDonald Street and 207 Elm Avenue. In addition, the Town anticipates conflicts between the proposed storm drain system and existing overhead and underground utilities. These issues will be addressed by the Town and their consulting engineers during the preliminary engineering phase of the project.

It is the Town's intent to complete this project within three years from the notification of award. During the first year, the Town will perform the Preliminary Engineering phase of the project. The Town will procure a consulting engineer through the Request for Proposals process in accordance with the Virginia Public Procurement Act. There will also be a concerted effort to solicit proposals from Disadvantaged Business Enterprises. The consulting engineer will be responsible for performing the land survey, the layout and the design of the project. In addition, the consulting engineer will: perform the environmental review; participate in public information meetings; and assist with the acquisition of Right of Way. Plans and Specifications will be submitted to VDOT for review at the point of: 50% completion; 90% completion; and Final Completion. During the second year, the Town will: conduct a public relations campaign; perform the environmental review and finalize the plans for the project. Construction will occur during the third year of the project. The Town will procure a general contractor through the Invitation for bids process in accordance with the Virginia Public Procurement Act. There will also be a concerted effort to solicit bids from Disadvantaged Business Enterprises to comply with VDOT and FHWA regulations.

Town of Louisa Elm Avenue Sidewalk Connector



TOWN OF LOUISA ELM AVENUE SIDEWALK CONNECTOR PROJECT				
Preliminary Engineering and Design				
Task	Units	Unit Price	Unit of Measure	Total
Engineering and Design	1	\$ 175,000.00	Each	\$ 175,000.00
Environmental Review	1	5,000.00	Each	5,000.00
Surveying	1	20,000.00	Each	20,000.00
VDOT Review	1	84,297.13	Each	84,297.13
Construction Administration	1	12,500.00	Each	12,500.00
Total Preliminary Engineering and Design				\$ 296,797.13
Right of Way Acquisition and Utility Relocation				
Task	Units	Unit Price	Unit of Measure	Total
Right of Way Acquisition	1	\$ 50,000.00	Each	\$ 50,000.00
Utility Pole Relocation	3	25,000.00	Each	75,000.00
Fire Hydrant Relocation	2	5,000.00	Each	10,000.00
Water Service Lateral Relocation	3	5,000.00	Each	15,000.00
Sewer Service Lateral Relocation	3	5,000.00	Each	15,000.00
Total Right of Way Acquisition and Utility Relocation				\$ 165,000.00
Construction				
Task	Units	Unit Price	Unit of Measure	Total
Mobilization	1	\$ 100,000.00	Each	\$ 100,000.00
Traffic Control	1	50,000.00	Each	50,000.00
Demolition of Existing Sidewalk and Entrances	380	13.00	Square Yard	4,940.00
Demolition of Existing Pavement	887	11.00	Square Yard	9,757.00
General Excavation	1600	35.00	Cubic Yard	56,000.00
Clearing and Grubbing	1	50,000.00	Lump Sum	50,000.00
Construction of 5' Wide 4" Thick Sidewalk	640	65.00	Square Yard	41,600.00
Construction of VDOT CG-6 Curb and Gutter	1150	30.00	Lineal Foot	34,500.00
Construction of VDOT CG-9 Entrance Apron	140	110.00	Square Yard	15,400.00
Construction of VDOT CG-12 Handicapped Ramp	22	130.00	Square Yard	2,860.00
Ladder Type Crosswalk Markings	2	7,500.00	Each	15,000.00
Segmented Retaining Wall	5280	40.00	Square Feet	211,200.00
Recessed Concrete Stair Cases	3	20,000.00	Each	60,000.00
Non Standard Drop Inlet	3	2,860.00	Each	8,580.00
Installation of 15" Reinforced Concrete Pipe	480	52.00	Lineal Foot	24,960.00
VDOT 21B Stone Base, Bedding, and Fill	1400	42.00	Ton	58,800.00
Mill Pavement	1815	48.00	Square Yard	87,120.00
VDOT SM-9.5 Surface Mix Asphalt Overlay	153	325.00	Ton	49,725.00
VDOT BM-25 Base Mix	150	253.00	Ton	37,950.00
Grade A Fill	500	25.00	Ton	12,500.00
Topsoil	100	30.00	Ton	3,000.00
Street Lights	12	6,760.00	Each	81,120.00
Pad Mounted Electric Service	1	15,600.00	Each	15,600.00
Electric Conduit	1400	40.00	Lineal Foot	56,000.00
Survey and Stakeout	1	20,000.00	Each	20,000.00
Materials Testing	1	30,000.00	Each	30,000.00
Inspection	1	100,000.00	Each	100,000.00

TOWN OF LOUISA ELM AVENUE SIDEWALK CONNECTOR PROJECT	
Subtotal	\$ 1,236,612.00
5% Contingency	\$ 61,830.60
Total Construction Cost	\$ 1,298,442.60
Total Project Cost: Preliminary Engineering; Right of Way Acquisition and Utility Relocation and Construction	\$ 1,760,239.73



Staff Reports

Counsel –	Mr. Jeff Gore
Clerk –	Mrs. Jessica Ellis
Treasurer –	Mrs. Elizabeth Nelson
Manager –	Mr. Tom Filer Calendar Updates Correspondence



My Dashboard - Town of Louisa & Police Department

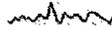
Oct 1, 2016 - Oct 31, 2016

All Users
 100.00% Sessions

Visits

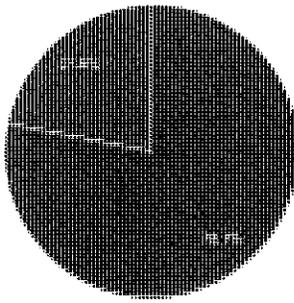
1,191

% of Total: 100.00% (1,191)



Visits by Visitor Type

New Visitor Returning Visitor



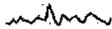
Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	1,172	855
/government/	236	183
/community/	231	177
/police/	181	122
/business-directory/	135	106
/community/county-history/	124	88
/events/	104	97
/contact-us/	94	88
/government/meeting-minutes-agenda/	82	23
/pay-online/	58	53

Unique Visitors

1,017

% of Total: 100.00% (1,017)



Visits by Keyword

Keyword	Sessions
(not provided)	721
louisa va	10
town of louisa	6
town of louisa va	6
louisa county va	4
louisa county trash centers	2
louisa virginia	2
(not set)	1
amerist louisa va	1
business license louisa county va	1

Visits and Pages / Visit by Source / Medium

Source / Medium	Sessions	Pages / Session
google / organic	643	2.58
(direct) / (none)	316	2.10
bing / organic	79	2.54
yahoo / organic	55	3.05
louisacounty.com / referral	20	2.60
en.wikipedia.org / referral	11	4.82
m.facebook.com / referral	9	1.67
publicrecords.onlinesearches.com / referral	6	1.33
facebook.com / referral	5	1.60
en.m.wikipedia.org / referral	4	1.00

Visits and Pages / Visit by Mobile (Including Tablet)

Mobile (Including Tablet)	Sessions	Pages / Session
No	755	2.74
Yes	436	2.06

Visits and Pages / Visit by City

City	Sessions	Pages / Session
Charlottesville	124	3.06
Louisa	121	2.66
Mineral	115	2.14
Washington	82	2.15
Richmond	40	2.88
Virginia Beach	32	2.38
Fredericksburg	29	2.86
(not set)	28	1.89
New York	22	1.95
Purcellville	20	3.45

Visits and Pages / Visit by Source

Source	Sessions	Pages / Session
louisacounty.com	20	2.60
en.wikipedia.org	11	4.82
m.facebook.com	9	1.67
publicrecords.onlinesearches.com	6	1.33
facebook.com	5	1.60
en.m.wikipedia.org	4	1.00
duckduckgo.com	3	2.00
louisasonline.com	3	4.67
us.search.yahoo.com	3	2.67
virginia.org	3	1.33

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities

July through September 2016

Environment:

TJPDC has nearly completed the **2016 Regional Solid Waste Management Plan (SWMP)**, the 5-year update to the 2011 Thomas Jefferson SWMP. This document serves as the regional plan for the Thomas Jefferson Solid Waste Planning Unit (TJSWPU), which consists of the Counties of Albemarle, Greene, and Fluvanna, the City of Charlottesville, and the towns of Scottsville, and Stanardsville. The plan meets the solid waste planning requirements for each locality participating in the planning unit by describing existing and proposed solid waste management systems that support the hierarchy of source reduction, reuse, recycling, resource recovery, incineration, and landfilling. It includes a description of existing and projected solid waste needs and facilities, and a plan for managing the solid waste generated by residential, industrial and commercial activities. A public hearing and consideration of adoption of the plan update is scheduled for the October 6 meeting of the TJPDC Commission.

Work on the 5-year update of the **Regional Natural Hazard Mitigation Plan** is underway. The prior plan was adopted by all jurisdictions in the region and approved by FEMA in 2012. The plan is required to be updated every five years in order for our localities to be eligible for FEMA's Hazard Mitigation Grant Program. This update will expand upon previous work by incorporating new data on natural disasters, engaging in public outreach, and revisiting and updating mitigation strategies. A thorough Hazard Mitigation Plan protects against future damage and facilitates a swift and orderly recovery. Public input and support is a key factor in developing an effective plan. The planning process is guided by a working group consisting of representatives from each locality in the Planning District. TJPDC was awarded \$45,000 by FEMA for the update through the Virginia Department of Emergency Management. Work began at the Annual Meeting on May 23. Data work for the Hazard Identification and Risk Analysis (HIRA) will be presented to the working group at its October 5 meeting. A public meeting is being planned for November 14.

Community Development

TJPDC is pleased to **assist our member localities with local projects** through specific agreements. Current projects include:

- The **Rockfish Valley small area plan** project with Nelson County: This project is expected to be completed later this fall. The County has achieved unprecedented community engagement with over 400 respondents of a community survey and over 100 attendees at a community meeting.
- An agreement with Nelson County to perform a corridor **economic development plan for the US 29 commercial corridor**. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Economic Development data and a **marketing brochure for the Zions Crossroads** area for Fluvanna County.
- Project Management for **Albemarle County's Broadband grant** through the Virginia Department of Housing and Community Development (DHCD). The goal of the Virginia Telecommunications Planning Initiative (VATPI) grant is to develop a community-based telecommunication plan. Recommendations will be presented to the Albemarle Board of Supervisors on November 2.

Design Work is underway for the federally-funded **Stanardsville Main Street Streetscape Revitalization Project, Phase II**. The project involves the design of a 350-foot sidewalk extension to the west of Phase I and a 900-foot sidewalk extension to the east of Phase I, construction administration for the west end, providing pedestrian access at the shopping center and schools. The

Town of Stanardsville is the project sponsor and TJPDC is serving as the Project Manager. 50% Design Development drawings were submitted to VDOT for review on September 9.

The Management Team for **Fluvanna County's Planning Grant for Senior Affordable Housing** met July 26 to wrap up work on the initial activities outlined in DHCD's May 20 letter. These tasks included a public meeting, two meetings of the Management Team, an inventory of senior housing in the region, a survey of potential beneficiaries, and a draft Request for Proposals for consultants. The results of this initial work were submitted to DHCD in early August, and were accepted by DHCD in a letter dated October 3, making available \$30,000 to Fluvanna County for developing solutions to the identified needs. The County is working with Piedmont Housing Alliance (PHA) and the Jefferson Area Board for Aging (JABA) to assess the need for senior housing in Fluvanna County and to evaluate the suitability of converting the Columbia and Cunningham Schools into affordable senior housing. TJPDC is represented on the Management Team by Senior Program Manager Billie Campbell.

The TJPDC Commission adopted a resolution of support for the Central Virginia Partnership for Economic Development (CVPED) as the lead regional administrative agency for **GO Virginia**. CVPED has an existing board that could easily be modified to accommodate the GO Virginia requirements. With an expansion for additional regional business partners, elected officials and schools, the board could meet the GO Virginia requirements. CVPED intends to coordinate and contract with the two PDC's in its region for planning and possibly administrative assistance. In addition to support for CVPED, the Resolution also recommended including elected officials on the board, the development of a comprehensive economic development plan for the region with a chapter for each locality, and consistency with local government comprehensive plans.

The Geriatric Collaborative of Central Virginia (GCCV), a program of TJPDC Corporation, held the **Elder Care Conference** on September 8 and 9 at Westminster Canterbury of the Blue Ridge. About 70 caregivers attended each day to be better equipped to provide effective care to elders. This interdisciplinary conference was offered for caregivers: family members caring for loved ones and health care workers and who work in a wide range of settings. The conference was supported in part by a Geriatric Training and Education (GTE) grant through the Center on Aging at Virginia Commonwealth University (VCU). Session Topics included:

- Engagement in Life for Persons with Dementia
- Medication Management
- Community Resources for Caregiver Health
- Survival Techniques for Long-Term Caregivers
- Practical Techniques for Dealing with Dementia Patients
- Life Planning:
- Resiliency: Responding to Stress With SUCCESS

Housing:

Each year, the Charlottesville HOME Consortium and the City of Charlottesville submit a Consolidated Annual Performance and Evaluation Report (CAPER). This serves as the **HOME Performance Report** to the US Department of Housing and Urban Development (HUD) describing its accomplishments over the past year. For the 2015 Program Year (July 1, 2015 to June 30, 2016), the HOME Consortium completed 36 projects. These included 6 rental projects, consisting of 8 units; 12 homebuyer projects, and 18 homeowner rehabilitation projects, for a total of 38 units. The report was submitted through the on-line Integrated Disbursement and Information System (IDIS) on September 26

All funds from the FFY15 **Housing Preservation Grant (HPG)** were expended by the end of September 2016. Completed work met or exceeded the goals for the two-year grant, with all work completed within a one-year timeframe. The goal of 16 projects was met, serving 34 persons, 2 more than the goal of 32. Other funds applied to projects were double the required \$27,086, totaling \$54,761. Federal Fiscal Year 2016 funds will be available beginning October 1, 2016, and will provide \$35,431

for projects, an increase of more than \$8,000 over the previous year. Funds must be expended by September 30, 2018, but are expected to be used within the next year. Emergency repairs, rehabilitation, and home safety modification projects are carried out by local housing non-profit organizations.

Legislative Liaison:

Development of the **2017 Legislative Program** is underway. David Blount visited the local governing bodies in September to receive suggestions for changes to the program. The draft program was distributed to localities in October, with program approval by each local governing body slated for November. Additionally, David worked directly with Charlottesville, Albemarle and Louisa on their local legislative initiatives, and assisted Fluvanna with a meeting it held with its local legislators.

The Legislative Liaison is **tracking several key issues during the interim**, including the state budget shortfall, and state-level studies of wireless infrastructure, transient lodging, the Freedom of Information Act (FOIA), and the Standards of Quality (SOQ) study. He also is the VAPDC representative to a Commission on Local Government (COLG) examination of city/county structure and annexation issues. He attended various state level meetings, including policy committee meetings of the Virginia Municipal League and the Virginia Association of Counties, and meetings of the General Assembly's money committees. He also attended meetings of the FOIA Advisory Council and the Joint Legislative Audit and Review Commission, and organized and facilitated the August Mayor & Chairs/CAOs meeting

Transportation:

The Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO), which is staffed by the TJPDC, has been selected to receive one of five Capacity - PlanWorks Grants funded under the seventh and final round of the SHRP2 Implementation Assistance Program. FHWA and AASHTO announced the award of a \$100,000 to the CAMPO for creation of a PlanWorks Decision Guide for Corridor Planning, to develop a **multi-disciplinary study of the Blue Ridge region of I-64** spanning from the Exit 124 in Charlottesville-Albemarle to the junction with I-81 in Staunton (Exit 87). The CAMPO will partner with the Staunton-Augusta-Waynesboro MPO (Central Shenandoah Planning District Commission), and the Virginia Department of Transportation district offices in Culpeper, Lynchburg and Staunton to build a permanent multi-jurisdictional planning partnership while initially focusing on improving traffic, congestion and crash issues experienced in this 40-mile section of I-64. The 12-month planning project should begin by this fall and be completed by fall of 2017.

MPO has initiated a review of **Regional Transit coordination and organizational options** within the MPO area. This work is carried out within the FY16 MPO Unified Planning Work Program (UPWP). The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in November.

MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and the local Amtrak Station property owner to explore the **new Amtrak rail service** and how this may be best met at the Amtrak Station site.

TJPDC staff worked with rural localities and the MPO to submit transportation funding requests under **VDOT's SMART SCALE process**. Formerly referred to as House Bill 2 (HB2), SMART SCALE is about investing limited tax dollars in the right projects that meet the most critical transportation needs in Virginia. Projects from the rural areas of the region included:

- Route 151/US 250 Intersection Improvements – Albemarle County
- Rt. 619 (Ruritan Lake Road) & Rt. 53 Roundabout – Fluvanna County
- Rt 618 (Lake Monticello Rd) at Rt 600 (S Boston Rd) – Fluvanna County
- Route 670 Connector Road – Greene County
- Intersection of Route 33 & Route 15 Traffic Circle – Louisa County
- Intersection of Route 22 & Route 15 Traffic Circle – Louisa County
- Intersection of Route 522 & Route 208 Roundabout – Louisa County
- Route 22 safety improvements at industrial road – Louisa County

- Route 208 Improvements between Route 652 and the new bridge – Louisa County
- Route 208 Upgrade UPC104110 – Louisa County
- Route 6/151 Intersection – Nelson County
- Route 29 Access Management – Nelson County

In the urban areas, the Metropolitan Planning Organization (MPO) submitted four projects and endorsed the following locality projects:

- Barracks Road at Emmet Street Intersection Improvements - Charlottesville
- Rio Mills Rd/ Berkmar Dr. Extended Connection - Albemarle
- US 250/ Radford Ln. Roundabout - Albemarle
- US 240/ US 250 Intersection Improvements - Albemarle
- Meeting Street Extended from Berkmar Drive to Innovation Drive /Airport Road - Albemarle
- Innovation Dr. Extended to Lewis and Clarke Drive - Albemarle
- Route 20/ 649 Intersection Improvements – Albemarle

The four submitted MPO projects were:

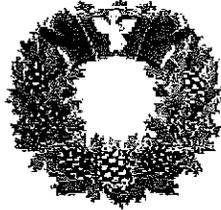
- US Route 250 Free Bridge – Bridge Capacity Improvements including turning lanes at High Street and Route 20 with separated bike/pedestrian improvements across the Rivanna River. Project submission is for Alternatives F and I of the Free Bridge Area Congestion Relief Project of November, 2014.
- Exit 124 (Interstate 64): Low-cost retrofits to existing interchange to improve congestion and safety by converting interchange to a divergent diamond on US 250
- Exit 118 (Interstate 64): Improvement of acceleration and deceleration lanes on I-64, addition of left turn lane on US 29 South, removal of cloverleaf from southwest side of the interchange
- Fontaine Ave: Addition of right bypass option lane on Rte. 29 onto Fontaine Ave

RideShare:

RideShare Program Manager Sara Pennington attended the 2016 **Association of Commuter Transportation (ACT) International Conference**, July 31 – August 3, in Portland, Oregon. ACT's International Conference is one of the largest gatherings of Travel Demand Management (TDM) professionals in the country. Regularly attracting over 400 attendees from across the United States, Canada, Europe, and Australia, representatives include individuals from major employers, departments of transportation, municipalities, transportation management associations, metropolitan planning organizations, consultants, transit agencies, vendors, and other shared use mobility providers.

New Staff:

Luke Juday began working part-time at the TJPDC over the summer, and became a full-time employee on October 1. Luke earned his undergraduate degree in Political Science from Grove City College in Pennsylvania, and his Master's Degree in Urban and Environmental Planning from UVA in 2014. He was a Research Analyst and Planner for the Weldon Cooper Center for Public Service at UVA prior to joining the TJPDC. Luke's initial work at the TJPDC is focused on updating the Transportation Analysis Zones for the Travel Demand Model, used for long range transportation planning. He is also working on the Regional Hazard Mitigation Plan update and the I-64 Corridor Study. Luke had served as Chair of the Citizens Transportation Advisory Committee (CTAC) of the Charlottesville Albemarle Metropolitan Planning Organization (MPO).



October 1, 2016

Dear Friends,

Santa Council of Louisa County needs your help! For over twenty-seven years, this non-profit group in Louisa County has screened and verified the need of Louisa County citizens using the "US Poverty Guidelines". At Christmas, we supply a box of food, clothing, toys and books to families with children and a box of food to families who have no children.

It is only through the generous support of individuals, churches, organizations and businesses that we can meet the needs of Louisa's citizens. How can you help us this year? You can:

Make a tax-deductible donation to this 501(c)3 organization by mailing any amount to Santa Council, PO Box 392, Louisa, VA 23093. Please make checks payable to Santa Council.

Sponsor a Family: To adopt a family contact Linda Collins who will provide you with guidelines and names of families you may adopt. Her number is 540-967-0431.

Volunteer to Help: Many volunteers are needed to wrap Christmas gifts beginning November 30th. Please call Mary Jane Marshall at 540-894-5597. Help is also needed to pack food boxes on December 9th from 9:00-3:00 at the Mineral Baptist Church Family Life Center. Contact Lloyd Runnett at 540-894-3137 if you are able to help with this project.

Identify Applicants: If you know of someone who needs help, applications are available at the Department of Human Services and the Resource Council.

Support a Santa Council Fundraiser: Santa Council Christmas ornaments are being sold at the Fabric Hut and Gift Gallery in Louisa or Ye Olde Towne Flower Shoppe in Mineral. You could plan a fundraiser of your own -- a luncheon that nets toys is a great idea.

We thank you for your generosity. Without the support of the community we would not be able to operate. Last year Santa Council served over six hundred Louisa County families. Should you have questions, comments, suggestions or would like to have a Santa Council representative speak to your group or business, contact Linda Boxley at 540-967-2719. We look forward to hearing from you soon so that we can make this a better Christmas for many people in Louisa County.

Sincerely,

Mary Boxley, president