

AGENDA  
WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL  
ADMINISTRATIVE CONFERENCE ROOM – 5:30 P.M.  
AND  
SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL  
FOLLOWING THE WORK SESSION  
COUNCIL CHAMBERS

CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
JUNE 21, 2016 – 5:30 P.M.

WORK SESSION

1. Call to order by Mayor Barber
2. Proposed Annual Budget for FY 2016-2017
3. Adjournment

SPECIAL MEETING

- I. CALL TO ORDER BY MAYOR BARBER
- II. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
  1. Council action on:
    - a. Proposed water fee increases for the Fiscal Year 2016 – 2017, effective July 1, 2016, in accordance with *Code of Virginia 15.2-2119 and 15.2-928*. The Public Hearing was held on May 24, 2016.
    - b. Ordinance amending Chapter 36 “Utilities” of the Christiansburg Town Code in regards to establishing a stormwater utility and system of stormwater utility fees. The Public Hearing was held on May 24, 2016.
    - c. Proposed Annual Budget for FY 2016 – 2017.
  2. Update on the new Park and Ride.
  3. Appointment to the New River Valley Regional Commission for the rotating member.
  4. Recommended appointment to the Montgomery Regional Economic Development Commission.
  5. Contract renewal with Radford City for the aquatic center.
- III. COUNCIL REPORTS
- IV. TOWN MANAGER'S REPORTS
- V. ADJOURNMENT

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*The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, June 28, 2016 at 7:00 P.M.*

**AN ORDINANCE INCREASING WATER RATE FEES AND CHARGES FOR WATER SERVICE,  
AMENDING “TOWN OF CHRISTIANSBURG WATER AND SEWER UTILITIES SERVICE FEE  
SCHEDULE” IN REGARDS TO WATER RATE FEES,  
AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, Code of Virginia §15.2-2119 provides the authority for localities to collect fees and charges for the provision of water and sewer services.

WHEREAS, the Town of Christiansburg, Virginia provides water service to its citizens as well as many out of Town residents and purchases water for distribution from the NRV Water Authority; and,

WHEREAS, the NRV Water Authority has increased its rates and the cost of providing the service has increased for the Town; and,

WHEREAS, the Council of the Town of Christiansburg, Virginia has studied increases to the Town’s water rate fees and determined that it is in the best interests of the Town and its utility customers to increase the fees for water service to pay for the costs incurred by the Town in providing public water services to its citizens; and,

WHEREAS, the Council of the Town of Christiansburg, Virginia held a public hearing on May 24, 2016 for such increases and all public comments have been considered by Council; and,

WHEREAS, the public hearing was advertised on May 16 and 23, 2016 in the Roanoke Times, a newspaper of general circulation in the Town of Christiansburg; and,

WHEREAS, the Council of the Town of Christiansburg, Virginia has previously adopted the “Town of Christiansburg Water and Sewer Utilities Service Fee Schedule” to specify water rates in accordance with Sec. 36-63 of Chapter 36 “Utilities” of the Christiansburg Town Code.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Christiansburg that the “Water and Sewer Utilities Service Fee Schedule” attached hereto and incorporated by reference, is hereby enacted, approved and established.

This ordinance shall become effective July 1, 2016. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held June 14, 2016, the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
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Mayor D. Michael Barber\*

Samuel M. Bishop

Harry Collins

Cord Hall

Steve Huppert

Henry Showalter

Bradford J. Stipes

\*Votes only in the event of a tie vote by Council.

SEAL:

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Michele M. Stipes, Town Clerk

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D. Michael Barber, Mayor

**Town of Christiansburg**  
**Water and Sewer Utilities Service Fee Schedule**  
**Effective April 1, 2016 July 1, 2016**

<b>Water Rates</b>			
	<b>Minimum Rate per Month (0 – 2,000 gallons)</b>	<b>Rate per 1,000 gallons (2,001 – 50,000 gallons)</b>	<b>Rate per 1,000 gallons (50,001 – 3,000,000 gallons)<sup>(1)</sup></b>
<b>Within Corporate Limits</b>	<b>\$10.50 <u>\$11.00</u></b>	<b>\$5.90 <u>\$6.14</u></b>	<b>\$3.50 <u>\$4.00</u></b>
<b>Outside Corporate Limits</b>	<b>\$15.75 <u>\$16.50</u></b>	<b>\$8.85 <u>\$9.21</u></b>	<b>\$5.25 <u>\$6.00</u></b>

Water Rate Notes:

- 1) When a customer uses 3,000,000 gallons or more per one-month period, in lieu of the foregoing schedule, that customer shall pay for all the water used at a rate equal to 125 percent of that rate charged to the Town of Christiansburg by the NRV Regional Water Authority.
- 2) When more than one building or a multifamily living unit is served on the same premises from the same water meter, the minimum shall be charged for each building or family living unit and the minimum allowance of up to 2,000 gallons will apply to each minimum charge.

<b>Sewer Service Rates</b>		
	<b>Minimum Rate per Month (0 – 2,000 gallons)</b>	<b>Rate per 1,000 gallons (+ 2,001 gallons)</b>
<b>Within Corporate Limits</b>	<b>\$15.00</b>	<b>\$8.50</b>
<b>Outside Corporate Limits</b>	<b>\$22.50</b>	<b>\$12.75</b>

**Town of Christiansburg**  
**Water and Sewer Utilities Service Fee Schedule**  
**Effective April 1, 2016 July 1, 2016**

Connection Fees		
	Water	Sewer
<b>Within Corporate Limits</b>	\$3,000.00 <sup>(1)</sup>	\$3,000.00 + \$5.00/linear ft. <sup>(3)</sup>
<b>Outside Corporate Limits</b>	\$4,500.00 (minimum) <sup>(2)</sup>	\$4,500.00 (minimum) <sup>(4)</sup>

Connection Fee Notes:

- 1) The cost of a five-eighths-inch water connection within the corporate limits will be \$3,000.00, if the distance from the water main to the property line is not over 40 feet. Should the distance from the water main to the property line be greater than 40 feet, the property owner must pay the actual cost of service lines in excess of 40 feet. The cost of water connections larger than five-eighths-inch will be \$3,000.00 plus the difference in actual cost of materials between a five-eighths-inch connection and larger connection.
- 2) The cost of all water connections outside the corporate limits will be based on the actual cost of materials and installation plus an administrative charge equal to 20 percent of such actual cost or a minimum fee of \$4,500.00, whichever is greater.
- 3) If the distance from the sewer main to the property line is greater than 40 feet, the property owner must pay for the actual cost of the lateral which is in excess of 40 feet in addition to the regular connection charges set forth above. The charge of \$5.00 per linear foot of the width of the lot frontage of the structure to be connected is not applicable for connections to any interceptor sewer main or to an existing collector sewer main which was installed prior to September 6, 1966, or which is located in a subdivision in which the subdivision developer has installed the sewer main to the property line.
- 4) Sewer connection fees outside the corporate limits of the Town will be made at actual cost of materials and installation plus an administrative charge equal to 20 percent of the actual cost, or a minimum fee of \$4,500.00, whichever is greater.

Sewer Main Extension Fee
\$5.00 per linear foot of the frontage of the property owner's lot or lots which will be served by the extension

Sewer Main Extension Fee Note: This cost will be in addition to the regular connection fee and will be paid at the time of connection. The Town Council may require that one-third of the estimated total cost based on \$5.00 per linear foot of main be paid by the property owners prior to the extension being started. Such extension will be made only with the Council's approval after cost estimates and the need for the extension have been determined.

**Town of Christiansburg**  
**Water and Sewer Utilities Service Fee Schedule**  
**Effective April 1, 2016 July 1, 2016**

<b>Miscellaneous Fees and Deposits</b>	
<b>Water Turn On Fee for All Connections</b>	\$10.00 Fee
<b>Water Restore</b>	\$25.00 Fee
<b>Domestic Service for Homeowners</b>	\$50.00 Deposit
<b>Domestic Service for Lessees or Tenants</b>	\$50.00 Deposit
<b>Industrial, Commercial and Business Services, Including Apartment Houses</b>	A deposit in an amount equal to the average bill, but in no case less than \$50.00.
<b>Customer Whose Bill for Service Becomes Delinquent Twice or More in Succession</b>	A deposit in an amount which when added to the original deposit shall equal the amount of the average bill, but in all cases such additional service deposit shall be not less than an amount which when added to the original service deposit will equal \$50.00.
<b>For Bills Unpaid on the First of the First Month Following the Date of Bill Distribution</b>	10% penalty will be added
<b>For Bills Unpaid on the 10<sup>th</sup> of the Second Month Following the Date of Bill Distribution</b>	Service will be discontinued until all bills, penalty, and a \$25.00 service charge have been paid
<b>BOD High Strength Surcharge</b>	\$0.30 per Pound
<b>Suspended Solids High Strength Surcharge</b>	\$0.30 per Pound

**SUGGESTED CHANGES TO  
PROPOSED ORDINANCE AMENDING CHAPTER 36 “UTILITIES” OF THE  
CHRISTIANSBURG TOWN CODE TO ADOPT ARTICLE X, “STORMWATER UTILITY”**

May 24, 2016

The following summarizes the suggested changes to the draft ordinance as presented at the April 26, 2016 Council Meeting and are presented here for Council consideration for approval concurrent with the Ordinance adoption.

1. **ADD** the following paragraph under Sec. 36-302. Definitions:

“Adjacent property” means, for the purpose of utility fee assessment, properties owned by a common entity that may apply to be grouped and assigned a tier based on the aggregate impervious area. Consistent with zoning ordinance, right-of-ways are not considered to separate adjacent properties.”

2. **ADD** the following paragraph under Sec. 36-302. Definitions:

“Hydrologic response” means the manner in which storm water collects, remains, infiltrates, and is conveyed from a property. It is dependent upon several factors including, but not limited to, the presence of impervious area, the size, shape, topographic, vegetative, and geologic conditions of a property, antecedent moisture conditions, and groundwater conditions on a property.”

3. **REVISE** the following paragraph under Sec. 36-302. Definitions which reads as:

“Undeveloped property” means any parcel which has not been altered from its natural state to disturb or alter the topography or soils on the property in a manner which substantially reduces the rate of infiltration of stormwater into the earth.”

to read as:

“Undeveloped property” means any parcel of land which has not been altered from its natural state or which has been modified to such minimal degree that it has a hydrologic response comparable to land in an unaltered natural state. For the purpose of this article, undeveloped land includes property without a structure on a permanent foundation and with less than 500 square feet of impervious area.”

4. **REVISE** the sentence under Sec. 36-303. Establishment of stormwater management utility; stormwater utility fee., paragraph (e) which reads as:

“Notwithstanding subsection (b) of this section, and consistent with Code of Virginia § 15.2-2114, the stormwater utility fee shall be waived in its entirety for the following.”

to read as:

“Notwithstanding subsection (b) of this section, the stormwater utility fee shall be waived in its entirety for the following.”

5. **ADD** the following paragraph under Sec. 36-304. Stormwater utility fee calculations:

“(h) Adjacent properties owned by a common entity may apply to be grouped and assigned a tier based on the aggregate impervious area and billed in a single bill.”

**SUGGESTED CHANGES TO  
PROPOSED ORDINANCE AMENDING CHAPTER 36 “UTILITIES” OF THE  
CHRISTIANSBURG TOWN CODE TO ADOPT ARTICLE X, “STORMWATER UTILITY”**

May 24, 2016

6. **REVISE** the sentence under Sec. 36-307. Billing, enforcement, and interest, paragraph (a) which reads as:  
“However, where a tenant is the person to whom water or sewer service, or both, are billed, and the tenant fails to pay the utility fee, the delinquent utility fee shall be collected from the owner of the property.”  
to read as:  
“However, where a tenant is the person to whom the stormwater utility fee is billed, and the tenant fails to pay the stormwater utility fee, the delinquent stormwater utility fee shall be collected from the owner of the property.”
7. **DELETE** the sentence under Sec. 36-307. Billing, enforcement, and interest, paragraph (a) which reads as:  
“All properties subject to the utility fee shall be issued bills or statements for stormwater utility fees.”
8. **REVISE** the sentence under Sec. 36-307. Billing, enforcement, and interest, paragraph (a) which reads as:  
“As permitted by Code of Virginia § 15.2-2114 (G), such bills or statements may be combined with sewer and water bills levied pursuant to Chapter 36, provided that all charges shall be separately stated.”  
to read as:  
“As permitted by Code of Virginia § 15.2-2114 (G), such bills or statements may be combined with sewer and water bills levied pursuant to this chapter, provided that all charges shall be separately stated.”
9. **ADD** the sentence under Sec. 36-307. Billing, enforcement, and interest, paragraph (a) which reads as:  
“All payments received shall be first credited to stormwater charges, and then to other charges.”

**SUGGESTED CHANGES TO  
PROPOSED ORDINANCE AMENDING CHAPTER 36 “UTILITIES” OF THE  
CHRISTIANSBURG TOWN CODE TO ADOPT ARTICLE X, “STORMWATER UTILITY”**

May 24, 2016

10. **DELETE** the sentence of Sec. 36-307. Billing, enforcement, and interest, paragraph (a) which reads as:  
“The director of finance is hereby authorized and directed to create policies and procedures for the efficient billing and collection of the combined bill, including a policy for allocating payments to the separate charges stated on the combined bill.”
11. **REVISE** Sec. 36-308. Petitions for adjustments, paragraph (f) which reads as:  
“The director of engineering, or the town manager in the case of an appeal, shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment.”  
to read as:  
“(f) The director of engineering, or in the case of an appeal, the town manager shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment.”
12. **Add** the following section, “Sec. 36-309. Scope of Responsibility for the Stormwater System.” as follows:  
“(a) The town’s stormwater system consists of rivers, creeks, streams, branches, ponds, drainage ways, channels, ditches, swales, storm sewers, culverts, inlets, catch basins, pipes, and other structures, natural or man-made, within the political boundaries of the Town of Christiansburg which control and/or convey stormwater, through which the town intentionally diverts surface waters from public streets and properties. The town owns or has legal access for purposes of operation, maintenance, and improvements to those segments of the system which are 1) located within public streets, rights-of-way, and easements; 2) are subject to easements, rights-of-way, rights-of-access, rights-of-use, or other permanent provisions for adequate access for operation, maintenance, and/or improvements of systems and facilities; or 3) are located on public lands to which the town has adequate access for operation maintenance, and/or improvements of systems and facilities.
- “(b) The operation, maintenance, and improvement of stormwater infrastructure and facilities which are located on private property or public property not owned by the town and for which there has been no public dedication of such systems and facilities shall be and remain the responsibility of the property owner.
- “(c) It is the intent of this article to protect the public health, safety, and welfare of town property and persons in general. This article shall not create any special duty or responsibility of the town for the benefit of any individual person or property within or without the Town of Christiansburg. All decisions, actions, or inaction by the town related to the operation, maintenance, and improvements of the town’s stormwater system and facilities shall be and remain at the town’s sole discretion. The Town of Christiansburg reserves the right to assert all available immunities and

**SUGGESTED CHANGES TO  
PROPOSED ORDINANCE AMENDING CHAPTER 36 “UTILITIES” OF THE  
*CHRISTIANSBURG TOWN CODE* TO ADOPT ARTICLE X, “STORMWATER UTILITY”**

May 24, 2016

defenses in any action seeking to impose monetary damages upon the town, its officers, employees, and agents, arising out of operation, maintenance, and improvements of its stormwater system.”

13. **Revise** the following, “Sec. 36-309. Severability.”

to read as:

“Sec. 36-310. Severability.”

**AN ORDINANCE AMENDING CHAPTER 36 “UTILITIES” OF THE  
CHRISTIANSBURG TOWN CODE TO ADOPT ARTICLE X, “STORMWATER  
UTILITY,” FOR THE PURPOSE OF ESTABLISHING A STORMWATER  
UTILITY AND SYSTEM OF STORMWATER UTILITY FEES AND CREDITS;  
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Town Council and town staff have discussed the need for increased funding for maintenance of the town’s stormwater infrastructure and for complying with federal and state environmental and stormwater regulations; and,

WHEREAS, Town Council established the Christiansburg Stormwater Stakeholders Committee (“Committee”) in 2015 to evaluate a proposed stormwater utility, including a possible stormwater utility fee structure; and,

WHEREAS, the Committee, which was comprised of representatives from the citizenry, local government, non-profits, and the business community, studied the issues in a series of comprehensive meetings (September 9, 2015 through November 23 2015); and,

WHEREAS, the Committee recommended to the Town Council that a stormwater management program should be established; and,

WHEREAS, the Committee also developed recommendations for a rate structure and the implementation of stormwater charges to fund the costs of complying with federal and state regulations as well as existing stormwater issues, which Town Council and town staff considered in developing this ordinance; and,

WHEREAS, Town Council finds that the proposed stormwater charges developed by the Committee, as modified and set forth in this ordinance, are based on an analysis that demonstrates a rational relationship between the amounts charged and the benefits received; and,

WHEREAS, notice of the intention of the Town Council to consider said ordinance was published two consecutive weeks (April 13, 2016 and April 20, 2016) in *The News Messenger*, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, in addition to extensive public outreach conducted by the Committee, a public hearing was held April 26, 2016 in accordance with Code of Virginia § 15.2-2114 (B), at which citizens were afforded the opportunity to present their opinions and views in support of or in opposition to the proposed stormwater utility; and,

WHEREAS, Council deems proper so to do,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Christiansburg that Chapter 36 “Utilities” of the *Christiansburg Town Code* is hereby amended and reordained by retitling Article III. “Charges and Rates” as Article III. “Water and Sewer Charges and Rates” and by the adoption of Article X. “Stormwater Utility” as follows:

## **Article X. Stormwater Utility**

### **Sec. 36-300. Authority.**

The town is authorized by Code of Virginia § 15.2-2114 to enact a system of utility fees to support a local stormwater management program consistent with the Virginia Stormwater Management Act (Code of Virginia, Title 62.1, Chapter 3.1, Article 2.3, §§ 62.1-44.15:24, et seq.) and all other state or federal regulations governing stormwater management.

### **Sec. 36-301. Findings and purpose.**

The purpose of this Article is to establish a stormwater utility and impose stormwater utility fees to fund compliance with state and federal regulations pertaining to stormwater management and maintenance of the town's stormwater infrastructure. The town council finds that an adequate and sustainable source of revenue for its stormwater management activities is necessary to protect the general health, safety, and welfare of the residents of the town, and that the town's stormwater management program benefits properties within the town through control of flooding, improvement of water quality, and protection of the town's natural environment.

Council recognizes that stormwater runoff is associated with all improved properties in the town, whether residential or nonresidential, and the quantity and quality of runoff is typically correlated to the amount of impervious surface and land-disturbing activities on the property. Further, the council finds that properties with higher amounts of impervious area contribute greater amounts of stormwater and pollutants to the waters of the Commonwealth and should carry a proportionate burden of the cost of the town's stormwater management program.

The council also recognizes that all property owners of developed properties have a responsibility to contribute to program costs by providing funding for necessary stormwater infrastructure upgrades that reduce pollutants that enter the waters of the Commonwealth, protect and restore streams and other aquatic habitat areas, collect and convey stormwater safely through all parts of the town, and comply with federal and state regulations for water quality improvements.

Therefore, council determines that it is in the best interest of the public to establish a stormwater utility and impose stormwater utility fees on all town property owners and/or their tenants that, to the extent practicable, allocates program costs on an equitable and rational basis related to the amount of impervious area located on their property.

### **Sec. 36-302. Definitions.**

The following words and terms used in this article shall have the following meanings:

"Adjacent property" means, for the purpose of utility fee assessment, properties owned by a common entity that may apply to be grouped and assigned a tier based

on the aggregate impervious area. Consistent with zoning ordinance, right-of-ways are not considered to separate adjacent properties.”

“Developed real property” means real property that has been altered from its natural state by the addition of improvements such as buildings, structures, and other impervious surfaces. For new construction, property shall be considered developed pursuant to this section upon (a) issuance of a certificate of occupancy or (b) certification of the final building permit inspection for those facilities not requiring a certificate of occupancy.

“Developed mixed-use property” for the purpose of this chapter means a developed lot or parcel containing at least one residential unit and impervious area associated with non-residential use.

“Developed nonresidential property” means developed property that does not serve a primary purpose of providing permanent dwelling units. Such property shall include, but is not limited to, commercial properties such as retail, hotels, motels, extended living facilities, restaurants, and offices, industrial properties, parking lots, recreational and cultural facilities, and churches.

“Developed residential property” means a developed lot or parcel containing at least one (1) dwelling unit, common areas, and accessory uses related to but subordinate to the purpose of providing permanent dwelling facilities. Such property may include, but is not limited to, single-family houses, duplexes, apartments, townhouses, condominiums, and mobile homes.

“Dwelling unit” means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

“Hydrologic response” means the manner in which storm water collects, remains, infiltrates, and is conveyed from a property. It is dependent upon several factors including, but not limited to, the presence of impervious area, the size, shape, topographic, vegetative, and geologic conditions of a property, antecedent moisture conditions, and groundwater conditions on a property.

“Impervious surface area” means the calculated area of a surface that is compacted or covered with material that is highly resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, structures, sidewalks, parking lots, gravel lots and driveways, and other similar surfaces.

“Revenues” means all rates, fees, assessments, rentals or other charges, or other income received by the stormwater management utility in connection with the management and operation of the system, including amounts received from the investment or deposit of moneys in any fund or account and any amounts contributed by the town, funds provided by developers or individual residents, and the proceeds from sale of general obligation bonds for stormwater projects or stormwater revenue bonds.

“Stormwater billing unit” or “SBU” means the equivalent impervious area of a single-family residential developed property per dwelling unit located within the town based on the statistical average horizontal impervious area of a single-family residence in the town. A SBU equals three thousand and thirty (3,030) square feet of impervious surface area.

“Stormwater billing unit rate” or “SBU rate” means the amount charged for a stormwater billing unit.

“Stormwater management system” or “system” means the stormwater management infrastructure and equipment of the town and all improvements thereto for stormwater control in the town. Infrastructure and equipment shall include structural and natural stormwater control systems of all types, including, without limitation, stormwater structural best management practices, storm drains, conduits, pipelines, pumping and ventilation stations, and other plants, structures, and real and personal property used for support of the system (but not including private drainage systems).

“Stormwater management utility” or “utility” means the system of stormwater utility fees and the enterprise fund created by this article to maintain and operate the town’s stormwater management system.

“Stormwater utility credit manual” or “credit manual” means the Town of Christiansburg manual, as amended from time to time, that serves to provide guidance, procedures, and standards for providing stormwater utility fee credits to property owners that implement on-site systems, facilities, measures, or other actions that mitigate the impact of stormwater runoff on their properties.

“Stormwater utility fee” means the monthly utility charges based upon the SBU rate applied and billed to property owners or occupants of developed residential property, developed nonresidential property and developed mixed use property, all as more fully described in this article.

“Tiered rates” means the rates established for ranges of total impervious areas on developed nonresidential or mixed use properties. Rates for each tier are based on the low end of the impervious range divided by the SBU and multiplied by the SBU rate. Rates established by council can be found in the latest edition of the town stormwater utility fee schedule, which may be amended from time to time by the council.

“Undeveloped property” means any parcel of land which has not been altered from its natural state or which has been modified to such minimal degree that it has a hydrologic response comparable to land in an unaltered natural state. For the purpose of this article, undeveloped land includes property without a structure on a permanent foundation and with less than 500 square feet of impervious area.

**Sec. 36-303. Establishment of stormwater management utility; stormwater utility fee.**

(a) The stormwater management utility is hereby established to provide for the general health, safety and welfare of the town and its residents.

(b) A stormwater utility fee is hereby imposed on every parcel of developed real property in the town that appears on the real property assessment rolls as of December 31 of each year or as assessed by the State Corporation Commission. All stormwater utility fees and other income from the charges shall be deposited into the stormwater management enterprise fund.

(c) The SBU rate to be used for calculating the stormwater utility fee shall be at the rate specified in the latest edition of the stormwater utility fee schedule, which may be amended by ordinance from time to time by town council.

(d) Except as otherwise provided in this article, the impervious area for developed non-residential and mixed-use properties shall be determined by the town using aerial photography, as-built drawings, final approved site plans, professional surveys, field surveys or other appropriate engineering, surveying, and mapping analysis tools.

(e) Notwithstanding subsection (b) of this section, the stormwater utility fee shall be waived in its entirety for the following:

(1) A federal, state, or local government, or public entity, that holds a permit to discharge stormwater from a municipal separate storm sewer system, except that the waiver of charges shall apply only to property covered by any such permit;

(2) Public roads and street rights-of-way that are owned and maintained by state or local agencies including property rights-of-way acquired through the acquisitions process; and

(3) Cemeteries as defined in Code of Virginia § 54.1-2310.

#### **Sec. 36-304. Stormwater utility fee calculations.**

Adequate revenues shall be generated to provide for an enterprise fund budget for expansion, operation, and maintenance of the stormwater management system, as well as compliance with regulatory requirements by setting sufficient levels of stormwater utility fees. Income from stormwater utility fees shall not exceed the costs incurred in providing the services and facilities described in this article (though rollover of enterprise funds shall be allowed to remain in the enterprise fund). These fees shall be billed to owners of all property in the town subject to the stormwater utility fee; provided, however, that where a tenant or occupant is the person to whom water or sewer service, or both, are billed, the utility fees may be billed to such tenant or occupant.

(a) For purposes of determining the stormwater utility fee, all properties in the town are classified into one of the following classes:

(1) Developed residential property;

(2) Developed mixed-use property;

(3) Developed nonresidential property; or

(4) Undeveloped property.

(b) The monthly stormwater utility fee for developed residential property shall equal the SBU rate. However, where more than one dwelling unit is located on a single lot or parcel the owner of the lot or parcel shall be charged a stormwater utility fee that is equal to the SBU rate multiplied by the number of dwelling units located on the lot or parcel.

(c) The monthly stormwater utility fee for developed non-residential property shall be determined by the applicable tiered rate based on the property's total impervious surface area as set forth in the tiered rate structure referenced in section 36-202.

(d) The monthly stormwater utility fee for developed mixed-use property shall be the greater of the fee as calculated by the methods set forth in subsection (b) or subsection (c).

(e) For purposes of impervious area evaluation under the non-residential tier system of charges, impervious surfaces within common areas is included in the impervious area evaluation.

(f) The stormwater utility fee for vacant developed property, both residential and nonresidential, shall be the same as that for occupied property of the same class.

(g) Undeveloped property shall be exempt from the stormwater utility fee; provided, however, that any impervious areas on the property greater than 500 square feet shall be subject to the monthly stormwater utility fee for developed nonresidential property, as set forth above in subsection (c).

(h) Adjacent properties owned by a common entity may apply to be grouped and assigned a tier based on the aggregate impervious area and billed in a single bill.

### **Sec. 36-305. Stormwater utility fee credits and exemptions.**

(a) The Director of Engineering is authorized to implement a system of credits approved by the town council in accordance with Code of Virginia § 15.2-2114 (D) and § 15.2-2114 (E) that will provide for partial waivers of stormwater utility fees for any property owner who installs, operates, and maintains a stormwater management facility that achieves a permanent reduction in stormwater flow or pollutant loadings. The amount of the waiver shall be based in part on the percentage reduction in stormwater flow or pollutant loadings, or both, from pre-installation to post-installation of the facility.

(b) Credit amounts are defined in the stormwater credit schedule established in the stormwater utility credit manual. A copy of the stormwater utility credit manual and

credit schedule shall be available on the town website and on file with the department of engineering. Nothing shall prevent the town council from modifying the adopted system of credits by resolution from time to time. Credits shall not be issued retroactively.

(c) An application for credits shall be submitted to the director of engineering and shall include a credit application form provided by the director of engineering and necessary documentation to meet the requirements set forth in the credit manual. There is no fee for a credit application.

(d) Continued credit will be subject to the stormwater facility or practice remaining in compliance with the inspection, maintenance, and reporting requirements set forth in the credit manual.

(e) Except for new construction, applications for credits shall be made each year by January 1, with any approved credit to be effective on the following July 1. Applications for credits received after January 1 will be accepted but may not be reviewed until the following year, at the director of engineering's discretion.

**Sec. 36-306. Stormwater management enterprise fund.**

(a) The stormwater management enterprise fund is hereby established as a dedicated enterprise fund. The fund shall consist of revenues generated by stormwater utility fees, as well as all other revenues as defined in Sec. 36-302.

(b) The stormwater management enterprise fund shall be dedicated special revenue used only to pay for or recover costs permitted pursuant to Code of Virginia § 15.2-2114(A), as amended from time to time.

**Sec. 36-307. Billing, enforcement, and interest.**

(a) The stormwater utility fee shall be billed to the owner or tenant of each property subject to the fee. However, where a tenant is the person to whom the stormwater utility fee is billed, and the tenant fails to pay the stormwater utility fee, the delinquent stormwater utility fee shall be collected from the owner of the property. As permitted by Code of Virginia § 15.2-2114 (G), such bills or statements may be combined with sewer and water bills levied pursuant to this chapter, provided that all charges shall be separately stated. The combined bill shall be issued for one (1) total amount. All payments received shall be first credited to stormwater charges, and then to other charges. The bills or statements shall include a date by which payment shall be due. All bills for stormwater utility fees prescribed by this article shall be due and payable the date the water and sewer bill is due and shall be deemed delinquent if not paid in full within such time.

(b) Delinquent stormwater utility fees shall be subject to a penalty in accordance with Code of Virginia § 15.2-105. Interest on the balance of the account shall be imposed and collected on all such delinquent fees in accordance with Code of Virginia § 15.2-105.

(c) A delinquent stormwater utility fee, along with penalty and interest, shall constitute a lien on the property ranking on parity with liens for unpaid taxes and shall be recorded in the public records as set forth in Code of Virginia § 15.2-104 and collected in the same manner as provided for the collection of unpaid taxes or as otherwise permitted by law.

**Sec. 36-308. Petitions for adjustments.**

(a) Any property owner may request an adjustment of a stormwater utility bill by submitting a request in writing to the director of engineering within sixty (60) days after the date the bill is mailed or issued to the property owner. Grounds for adjustment of stormwater utility fees are limited to the following:

(1) An error was made regarding the square footage of the impervious area of the property;

(2) The property is exempt under the provisions of section 36-303 (e);

(3) There is a mathematical error in calculating the stormwater utility fee;

(4) The identification of the property owner invoiced is in error; or

(5) An approved credit was incorrectly applied.

(b) The property owner shall complete a stormwater utility fee adjustment application form available on the town's website or supplied by the director of engineering.

(c) If the application alleges an error in the amount of the impervious area, a scaled plan view of the property's impervious area will be provided by the town depicting all impervious areas within the property boundaries, including buildings, patios, driveways, walkways, parking areas, compacted gravel areas, and any other separate impervious structures identified in the town's impervious area database. This assessment will be the town's initial response to the request for adjustment.

(d) If the applicant is not satisfied with this initial response, the applicant may:

(1) Request a meeting with the director of engineering; and/or,

(2) Submit an appeal to the town manager with a revised plan signed and sealed by a professional engineer or professional land surveyor licensed in the Commonwealth of Virginia attesting to the accuracy of the impervious area measurements.

(e) The requirement for a plan view of the property's impervious area required in subsection (c) above may be waived by the director of engineering, if at the sole discretion of the director of engineering the error is obvious and is the result of a technical error or oversight by the town. In such case, the town shall be responsible for recalculating the impervious area of the property.

(f) The director of engineering, or in the case of an appeal, the town manager shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment.

(g) The director of engineering's or town manager's decision on a stormwater utility fee adjustment petition is a final decision from which an aggrieved party may appeal to the Circuit Court of Montgomery County, Virginia.

**Sec. 36-309. Scope of Responsibility for the Stormwater System.**

(a) The town's stormwater system consists of rivers, creeks, streams, branches, ponds, drainage ways, channels, ditches, swales, storm sewers, culverts, inlets, catch basins, pipes, and other structures, natural or man-made, within the political boundaries of the Town of Christiansburg which control and/or convey stormwater, through which the town intentionally diverts surface waters from public streets and properties. The town owns or has legal access for purposes of operation, maintenance, and improvements to those segments of the system which are 1) located within public streets, rights-of-way, and easements; (2) are subject to easements, rights-of-way, rights-of-access, rights-of-use, or other permanent provisions for adequate access for operation, maintenance, and/or improvements of systems and facilities; or (3) are located on public lands to which the town has adequate access for operation maintenance, and/or improvements of systems and facilities.

(b) The operation, maintenance, and improvement of stormwater infrastructure and facilities which are located on private property or public property not owned by the town and for which there has been no public dedication of such systems and facilities shall be and remain the responsibility of the property owner.

(c) It is the intent of this article to protect the public health, safety, and welfare of town property and persons in general. This article shall not create any special duty or responsibility of the town for the benefit of any individual person or property within or without the Town of Christiansburg. All decisions, actions, or inaction by the town related to the operation, maintenance, and improvements of the town's stormwater system and facilities shall be and remain at the town's sole discretion. The Town of Christiansburg reserves the right to assert all available immunities and defenses in any action seeking to impose monetary damages upon the town, its officers, employees, and agents, arising out of operation, maintenance, and improvements of its stormwater system.

**Sec. 36-310. Severability.**

The provisions of this article shall be deemed severable; and if any of the provisions hereof are adjudged to be invalid or unenforceable, the remaining portions of this article shall remain in full force and effect and their validity unimpaired.

This ordinance shall become effective July 1, 2016. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held \_\_\_\_\_, 2016, the members of the Council of the Town of Christiansburg, Virginia present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
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Mayor D. Michael Barber\*

Samuel M. Bishop

Harry Collins

Cord Hall

Steve Huppert

Henry Showalter

Bradford J. Stipes

\*Votes only in the event of a tie vote by Council.

SEAL:

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Michele M. Stipes, Town Clerk

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D. Michael Barber, Mayor

**Town of Christiansburg**  
**Proposed Stormwater Utility Fee Schedule**  
**Effective July 1, 2016**

<b>Residential Rate</b>
Residential properties will be charged a rate of \$6/month for each dwelling unit.

<b>Non-Residential Tiered Rates</b>		
Tier Number	Square feet of impervious area	Monthly Stormwater Utility Fee
1	Impervious area up to 6,060	\$6.00
2	6,061 to 10,000	\$12.00
3	10,001 to 20,000	\$19.80
4	20,001 to 30,000	\$39.61
5	30,001 to 40,000	\$59.41
6	40,001 to 50,000	\$79.21
7	50,001 to 60,000	\$99.01
8	60,001 to 70,000	\$118.81
9	70,001 to 80,000	\$138.62
10	80,001 to 90,000	\$158.42
11	90,001 to 100,000	\$178.22
12	100,001 to 133,000	\$198.02
13	133,001 to 167,000	\$263.37
14	167,001 to 200,000	\$330.70
15	200,001 to 250,000	\$396.04
16	250,001 to 300,000	\$495.05
17	300,001 to 400,000	\$594.06
18	400,001 to 500,000	\$792.08
19	500,001 to 600,000	\$990.10
20	600,001 to 750,000	\$1,188.12
21	750,001 to 1,000,000	\$1,485.15
22	1,000,001 or greater	\$1,980.20

Proposed Budget FY 16 – 17

You can find a copy of the proposed budget at: [www.christiansburg.org/budget](http://www.christiansburg.org/budget)

Answers to budget questions from June 6, 2017

- a) # of commercial dumpsters and their location (Business & Address). I do not need the information on businesses that use the standard green trash can as their primary receptacle.

See attachment A.

- b) Confirmation that no capital improvements concerning our commercial trash program is in the budget

The proposed budget does not have any capital improvement for solid waste.

- c) Shelter on Roanoke Street. Almost every weekend their trash can(s) are spilling over along with many bags outside of the receptacle busting open. Have we contacted them? If so, status?

Planning Department and Public works have contacted them and are working on solving the problem.

- d) TOC administrative plan for all town sponsored signage. Note that this should be one report detailing our cost, locations, branding and communication objective for each digital (interior/exterior), gateway and wayfinding signage.

Melissa Powell has met with Brad Epperly and Terry Caldwell to start formulating a course of action. Her goal is to have a plan by late October 2016.

- e) Details of improvements & paving on our major arterial roads (Main, Franklin, Roanoke, etc.). Please include construction and pavement dates along with estimates.

See Attachment B

- f) Breakdown of overtime per department over the past three years and this YTD/Year End Estimates)

See Attachment C

- g) It was mentioned at our last work session that our Engineering Dept is behind and both positions are desperately needed. Is this related to the storm water program, or some other work overrun?

See Attachment D, E & F

- h) Detail of the economic master plan (downtown).

There is money in the proposed budget to accomplish this. The NRV Regional Commission can help with this.

- i) Past 10 year detail of employee bonuses/raises. (Please include COLA & the VRS adjustment that occurred a few years back) Please include the adjustment to employee salaries through the merit plan (<2 years)

See Attachment G

- j) Past 5 year annual total of insurance cost to the town. Overall cost, and reasons for any fluctuation.

See attachment H & I

**Attachment A**

17-Jun-16

LOC #	CUSTOMER	DUMPSTER SIZE (YARD)	ADDRESS	
500040	PIZZA INN	6	190 N FRANKLIN	ST
500041	RANDY YOUNG	4	250 N FRANKLIN	ST
500206	CASCADE CAPITAL PARTNERS	4	8 RADFORD	ST
500208	MCPS CBURG MIDDLE SCHOOL	6	207 COLLEGE	ST
500218	SUMMIT RESTAURANT	4	95 COLLEGE	ST
500221	CBURG ARMORY	4 / NO CHARGE	15 COLLEGE	ST
500222	CBURG FIRE DEPT	6 / NO CHARGE	120 DEPOT	ST
500223	MCPS PRIMARY SCHOOL	6	240 BETTY	DR
500226	CBURG RESCUE	6 / NO CHARGE	190 DEPOT	ST
500227	MONT-FLOYD REG LIBRARY	4	125 SHELTMAN	ST
500228	RANDALL MAXWELL /FHA	4	203 DEPOT	ST
500273	660 COLLEGE ST LLC	6	660 COLLEGE	ST
500326	NEW RIVER KITCHEN & BATH	4	1285 RADFORD	ST
500492	UNION FIRST MARKET BANK	4	50 N FRANKLIN	ST
500497	CBURG PRESBYTERIAN CHURCH	4 / NO CHARGE	195 W MAIN	ST
500499	SOUTHVIEW MANAGEMENT	4	207 W MAIN	ST
500559	MICHAEL PONTONE	4	35 SECOND	ST
500566	ZHANGJING CHEN	4	110 FIRST	ST
500567	COOK'S CLEAN CENTER	4	112 FIRST	ST
500599	TOWN OF CBURG	4 / NO CHARGE	507 S FRANKLIN	ST
501114	CORNING EMPLOYEE CAREER DEV	4	412 ROANOKE	ST
501281	UNITED MUFFLER	6	1385 ROANOKE	ST
501282	COOK'S CLEAN CENTER	6	1200 ROANOKE	ST
501283	HAYNES WELL & PUMP SERVICE	6	980 ROANOKE	ST

501502	DUDE'S DRIVE IN	4	1505	ROANOKE	ST
501546	LONG JOHN SILVERS	6	1625	ROANOKE	ST
501689	CRAIG CHRISMAN	4	1690	PARKWAY	DR
501693	RODEWAY INN	6	100	BRISTOL	DR
501733	ESTATE OF RABURN COLLINS	12	2705	ROANOKE	ST
501765	OPEN DOOR BAPTIST CHURCH	4 / NO CHARGE	3995	ROANOKE	ST
501920	VISHNUDEV LLC	4	2430	ROANOKE	ST
502035	J H PRICE	6	875	PARK	ST
502264	NRV JUVENILE DET HOME	4	650	WADES	LN
502352	SHERWIN WILLIAMS	6	1725	N FRANKLIN	ST
502393	VDOT	4	105	CAMBRIA	ST
502394	VDOT	8	105	CAMBRIA	ST
502598	CBURG RECREATION CENTER	6 / NO CHARGE	1600	N FRANKLIN	ST
502598	CBURG RECREATION CENTER	6 / NO CHARGE	1600	N FRANKLIN	ST
502599	WADE DOUTHAT III	6	1580	N FRANKLIN	ST
502604	HORNE FUNERAL SERVICE	6	1300	N FRANKLIN	ST
502605	MCPS ADULT EDUCATION	4	1180	N FRANKLIN	ST
502606	MCPS HIGH SCHOOL	8	100	INDEPENDENCE BLVD	
502689	THE GRACE WAY MINISTRIES	6	77	SCATTERGOOD	DR
502703	DIVISION OF MOTOR VEHICLES	6	385	ARBOR	DR
502754	BLACKSBURG POWER EQUIPMENT	6	2910	N FRANKLIN	ST
503137	AA AUTOMATIC TRANS	4	591	DEPOT	ST
503142	NORFOLK SOUTHERN	4	800	DEPOT	ST
503156	REDLINE TIRE & LUBE	4	1750	DEPOT	ST
503182	MCPS SERVICE DEPT	6	1175	CAMBRIA	ST
503310	MCPS WAREHOUSE	4	510	CHURCH	ST

503355	PENTACOSTAL HOLINESS CHURCH	4 / NO CHARGE	915	MONTGOMERY	ST
503480	DALE ALDERMAN	6		HAYMAKER	ST
503487	WESTERN STORE	4	3015	N FRANKLIN	ST # 2
503492	TOWN & COUNTRY VET	4	1605	N FRANKLIN	ST
503494	HOSE HOUSE	4	303	DEPOT	ST NW # B
503839	THE DESIGNER CONSIGNER	4	3155	N FRANKLIN	ST
503859	CASCADE CAPITAL PARTNERS III LLC	4	10	HICKOK	ST
504020	TOWN OF CBURG	6 / NO CHARGE	10	E MAIN	ST
504193	CREATIVE LOOKS	4	1601	N FRANKLIN	ST
504207	BLEVINS & BLEVINS INC / JOCO	6	1935	CAMBRIA	ST NE
504274	NRV EYE CENTER	4	106	S FRANKLIN	ST APT C
504284	VALLEY-WIDE MANAGEMENT	4	125	ARROWHEAD	TRL
504289	HOWARD SAWYERS	8	2500	BRAMMER	LN
504294	MONT CO CHRISTMAS STORE	4 / NO CHARGE	30	W MAIN	ST
504609	HUNAN LIU INC	6	2100	ROANOKE	ST A
504668	BON TEMPE INVESTMENTS	4	10	FIRST	ST SW
504866	THE GABLES	4	9	RADFORD	ST
504996	DWELLING PLACE CHRISTIAN FELLOWSHIP	4 / NO CHARGE	3325	N FRANKLIN	ST
505031	WILCO HESS LLC	6	204	ROANOKE	ST
505031	WILCO HESS LLC	6	204	ROANOKE	ST
505221	FIELDSTONE UNITED METHODIST	4 / NO CHARGE	3385	N FRANKLIN	ST
505307	MAIN STREET AUTOMOTIVE	4	615	DEPOT	ST NE
505377	HAJOCA CHRISTIANSBURG	6	115	DEPOT	ST NW
505510	EL BRONCO	6	6	RADFORD	ST
505909	FRED CHANDLER JR	8	2945	ROANOKE	ST
506358	HARBOR OF HOPE PH CHRUCH	4 / NO CHARGE	2720	ROANOKE	ST

506914	NEW RIVER VALLEY VASAP	4	175	INDEPENDENCE	BLVD
507334	HOLLYBROOK MULCH & TRUCKING	6	505	COLLEGE	ST
507675	GAAYATRI INC	4	1225	ROANOKE	ST
507871	GILDED RESTORATIONS LLC	4	930	ROANOKE	ST
507941	REL THREE INC	6	2135	ROANOKE	ST
508288	THE LEARNING LADDER	4	95	PATRICIA	LN
508510	POOLE BROTHERS AUTOMOTIVE	6	895	PARK	ST
508521	HABITAT FOR HUMANITY	6	1675	N FRANKLIN	ST
508644	PETSMART	4	165	SHOPPERS	WAY
508644	PETSMART	4	165	SHOPPERS	WAY
508725	BLEVINS & BLEVINS INC	6	1105	ROANOKE	ST
509393	RIDGEWOOD SWIM CLUB	6	200	RIDGEWOOD	RD
509526	TWIN OAKS HOME OWNERS ASSOC	6	600-770	REPUBLIC	RD
509626	W H MADDY JR	4	201	PEPPER	ST
509636	HME PROPERTIES LLC	4	108-118	EANES	CIR
509892	GOOD SAMARITAN HOSPICE	4	1160	MOOSE	DR
509926	CBURG AQUATIC CENTER	6 / NO CHARGE	595	N FRANKLIN	ST
509956	B & A PROFESSIONAL OFFICE PARK	4	125	AKERS FARM	RD
510028	VICTORY RESTORATION CENTER	4 / NO CHARGE	190	BISHOPS GATE	RD
510029	NICHOLS CONSTRUCTION LLC	8	455	INDUSTRIAL	DR
510034	LAS TRUCKING & CONST	6	2245	PROSPECT	DR
510066	RUGS & STUFF	6	845	RADFORD	ST
510137	AEROPROBE CORPORATION	4	200	TECHNOLOGY	DR
510156	NEW RIVER REGIONAL DRUG TASK FORCE	4	310	BELL	RD
510223	AIR TECH	8	845	PARK	ST
				UNIT A	

## Attachment B

June 16, 2016

**Subject: Paving of Major Arterial Roads**

*e) Details of improvements & paving on our major arterial roads (Main, Franklin, Roanoke, etc.). Please include construction and pavement dates along with estimates.*

In response to the requested paving information above, the following is a summary of the Pavement Management Program and a brief update of transportation capital projects involving pavement resurfacing.

The Town of Christiansburg has been awarded 100 percent grant funding of \$443,253 for the paving of primary roads in FY16-17 under VDOT's Primary Extension Paving Program. The two streets selected for paving are Depot Street and West Main Street. The resurfacing of Depot Street extends from Lester Street to Roanoke Street and is estimated to cost \$114,823. This continues the resurfacing of Depot Street, picking up where the water main project paving stopped at Lester Street. The resurfacing of West Main Street extends from Moose Drive to Radford Street and is estimated at \$328,430. The resurfacing of West Main Street was selected due to the severe deterioration of the pavement in some locations.

The Town of Christiansburg submitted applications to the Primary Extension Paving Program for a total of \$1,000,000, which is the maximum amount of possible award to any one locality. Below please find a list of streets that qualified for paving under this funding program but were not awarded. These streets will be resurfaced as funds allow.

- Roanoke Street from Houchins Road to Tower Road, west bound lanes only (\$106,627)
- Roanoke Street from Tower Road to Mt. Pleasant Road (\$349,704)
- Peppers Ferry Road (west bound lanes) from Arbor Drive to North Franklin Street (\$100,416)

The Water and Sewer Committee has decided to focus first on replacing the water main on Roanoke Street, instead of West Main Street, where a similar project is currently under design. The Roanoke Street pavement from East Main Street to Hungate Drive has been compromised by multiple water main and other utility cuts. Once the replacement design is complete, construction funding should be allocated prior to funding a pavement resurfacing project. The estimated cost of this resurfacing project is \$635,000. The resurfacing schedule will be dependent upon funding of the water main replacement project, but the resurfacing could take place as early as FY18-19. The West Main Street water main replacement design is also being completed. These plans will be "shelved" until construction funding is allocated, but resurfacing of this street cannot wait.

This week, the Commonwealth Transportation Board announced the Six-Year Improvement Program funding, which includes the award of HB2 transportation projects. The North Franklin Street-Cambria Street Intersection and Corridor Improvement Project is included on that list. For now, \$800,000 has been allocated to the project for FY16-17 to begin Preliminary Engineering and Right-of-Way acquisition. This is in addition to the \$648,000 already shifted by VDOT from the Rte. 114 Improvement Project to this project, resulting in a total of \$1,448,000 to initiate the project. The remaining allocations through FY19-20 are as follows:

- FY17-18 - \$755,000
- FY18-19 - \$977,000
- FY19-20 - \$5,309,000

This adds up to a total of \$8,490,000 for the project. Additionally, an approximate \$900,000 Revenue Sharing funded project is currently under engineering design for the North Franklin Street/Independence Boulevard Turn Lane. Construction is scheduled to begin in 2017.

In addition to reconfiguration of the Cambria Intersection, the North Franklin Street Corridor Improvements will include resurfacing of North Franklin Street to as far as Independence Boulevard. Resurfacing of the balance of North Franklin Street to the downtown square, along with East and West Main Streets throughout the downtown project area, will occur no later than the completion of the last phase (Phase 3) of the Downtown Enhancement Project (North Franklin Street improvements from the U.S. Post Office to the Kroger sidewalk). The final construction schedule will be determined for this last phase when the \$1.4 million project receives full funding. This phase of the project did receive \$125,000 in Transportation Enhancement Funds for FY16-17, which will initiate the Preliminary Engineering for the project.

The FY15-16 paving program budget is set at \$1,000,000, supported by \$500,000 in Revenue Sharing funds and \$500,000 in General Funds. When bids were received on May 27, the lowest bid received came in at approximately \$794,500, which was \$205,500 below the estimate and budget. Please refer to the attached FY15-16 Bid List for the list of streets scheduled to be paved. Residential streets chosen for resurfacing qualified for funding under the Revenue Sharing Program guidelines (Pavement Condition Rating at 60 or below). Additional qualifying primary streets now under consideration for paving as a result of this favorable bid amount include:

- Roanoke Street from Houchins Road to Tower Road, west bound lanes only (\$106,627)
- Peppers Ferry Road (west bound lanes) from Arbor Drive to North Franklin Street (\$100,416)

This will create a better balance of residential and primary streets for the current year paving program.

The Town did not receive Revenue Sharing paving funds for FY16-17. Streets will be identified for resurfacing and this bid will be issued in the spring of 2017. The FY16-17 budgeted amount of \$870,000 from the General Fund will be used as the basis for the engineer's bid estimate. One large project utilizing these funds is the reconstruction of John Lemley Lane. The Engineering Department is planning an in-depth reclamation project to reconstruct this street, initially estimated at \$250,000 to \$300,000. Additionally, the Town has "piggy-backed" on a VDOT contract in which all town street pavement conditions will be rated. The work is currently scheduled to be completed in July. This rating information will be used in support of a FY18 Revenue Sharing paving application and will be used to identify potential life-extending pavement management practices for qualifying streets.

Respectfully submitted,

Wayne O. Nelson, P.E.  
Director of Engineering

# Attachment C

TOWN OF CHRISTIANSBURG  
SPECIAL REPORT  
OVERTIME REPORT

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2012-2013	16,911.25	32,541.89	36,729.55	30,496.49	34,076.48	45,792.67	39,223.53	53,552.82	51,645.05	49,880.36	10,247.63	37,595.10	432,693.82
2013-2014	14,271.50	26,035.15	30,430.67	44,464.24	51,716.45	69,870.81	63,192.61	27,998.50	27,758.25	24,910.46	21,694.77	\$ 457,333.25	\$ 396,016.46
2014-2015	15,016.55	21,255.71	33,967.46	47,367.96	37,545.77	68,148.62	30,472.39	52,426.46	26,893.21	20,638.76	20,298.70	\$ 398,124.51	
2015-2016	22,156.86	17,645.61	17,299.08	36,098.60	33,253.61	57,159.88	58,645.21	45,603.15	23,713.57	24,519.24	31,079.60		
2016-2017	36,76	124.87	53.69	159.79			1,413.16	65.62		196.10	285.71		222.75
1224 ADMINISTRATION							185.99						2,288.94
1225 FINANCE/TREASURERS OFFICE													
1228 INFORMATION SYSTEMS													
3101 POLICE DEPARTMENT	4,107.18	13,601.71	23,180.62	20,954.33	12,234.35	28,566.04	15,240.38	6,157.81	22,326.37	26,852.30		23,083.18	196,304.27
3202 FIRE DEPARTMENT	118.74	338.27	289.53	27.76	1,486.26	261.15	1,251.49	56.21	24.98	40.09	35.25		2,597.05
3203 RESCUE SQUAD	228.35	260.00	92.53	27.76	55.51	1,750.28	3,451.59	2,458.88	1,833.76	2,446.87	35.24		2,073.17
4102 STREET MAINTENANCE	3,306.17	3,502.07	2,598.93	1,730.28	13,20	39.60	13,20	74.37	-	2,488.60	879.92	1,694.86	28,086.26
4103 STREET STORM DRAIN	55.67	342.11											544.75
4105 SNOW REMOVAL													49,091.01
4108 STREET CLEANING	74.33		165.68			5.04		2,432.04	33,433.17	10,192.22	3,038.54		285.89
4109 STREET DEPT MOWING													
4203 SOLID WASTE COLLECTIONS	452.91	284.86	177.40	186.74	168.06	428.01	325.58	329.49	38.54	37.90	54.08	13.76	2,507.33
4304 SOLID WASTE DISPOSAL													
4301 BUILDING & GROUNDS MAINTENANCE													
4305 TOWN HALL	375.22	1,338.17	325.00	175.12			175.12	78.71	298.00	700.48	53.01	418.29	104.40
4306 MUNICIPAL SHOP													4,086.52
7101 PARKS AND RECREATION	1,754.22	241.28	215.35		471.34		599.65	943.47	1,220.88	1,071.88	124.86	269.93	269.93
7102 PARKS AND RECREATION	1,856.15												7,217.86
7201 AQUATIC CENTER													3,864.95
8204 ENGINEERING	57.74	3,235.73	2,374.24	326.18	694.52	2,037.16	836.72	937.73	707.90	2,155.68	373.49		9,310.27
4401 WATER SYSTEM OPERATIONS	716.73	3,066.60	2,210.73	4,852.89	2,402.73	1,084.20	6,977.59	4,095.81	1,573.04	1,061.61	839.19	834.02	29,715.14
4410 WATER CAPITAL CONSTRUCTION	152.59	2,103.54		325.62	174.78		807.51					13.18	143.21
4420 WATER REVOLVING FUND	1,224.50	2,213.04	1,656.22	940.55	961.22	4,119.71	3,251.27	2,398.01	6,729.92	8,017.78	2,115.29	2,957.63	3,577.22
4501 WASTE WATER OPERATIONS													
4502 WASTE WATER NEW CONNECTIONS	506.24	68.14	534.08		45.21		272.56	1,095.04	1,871.47	586.48	354.04	3,256.01	4,714.00
4503 WASTE WATER PLANT OPERATIONS													13,258.06
4510 WASTE WATER CAPITAL CONSTRUCTION													296.11
4520 WASTE WATER REVOLVING FUND													
15-6005 ICAC GRANT PD													575.45
15-6251 BACK TO BASICS GRANT PD													
15-6256 BLUE RIDGE REGIONAL DUT TASK FORCE													
15-6257 NHTSA SELECTIVE ENFORCEMENT													
15-6258 DMV SEL ENF OCCUPANT PROTECTIONS													
15-6259 DEA TASK FORCE													
30-1025 CEMETERY													
<b>TOTAL</b>	<b>16,911.25</b>	<b>32,541.89</b>	<b>36,729.55</b>	<b>30,496.49</b>	<b>34,076.48</b>	<b>45,792.67</b>	<b>39,223.53</b>	<b>53,552.82</b>	<b>51,645.05</b>	<b>49,880.36</b>	<b>10,247.63</b>	<b>37,595.10</b>	<b>432,693.82</b>

2015-2016 AV. HPP	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
1224 ADMINISTRATION	11.52	185.53	1,528.48	337.49	1,020.63	4,553.99	76.70						8,978.00
1225 FINANCE/TREASURERS OFFICE													4,254.50
1228 INFORMATION SYSTEMS													16,014.31
3101 POLICE DEPARTMENT	2,117.92	7,679.47	14,000.74	24,382.61	22,412.06	22,681.36	24,462.90	(1,097.33)	8,902.31	1,984.69	15,973.99	12,354.25	159,863.87

TOWN OF CHRISTIANSBURG  
SPECIAL REPORT  
OVERTIME REPORT

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2012-2013	16,911.25	32,541.89	36,729.55	30,496.49	34,076.48	45,792.67	59,223.53	53,552.82	51,645.05	43,880.36	10,247.63	37,595.10	432,693.82
2013-2014	14,271.50	26,035.15	30,430.67	44,464.24	44,772.54	51,716.45	69,870.81	63,192.07	31,912.61	27,998.50	24,910.46	\$ 437,353.25	
2014-2015	15,016.65	21,255.71	33,967.46	47,367.96	37,545.77	68,348.62	52,426.46	26,893.21	20,638.76	20,298.70	21,984.77	\$ 396,016.46	
3202 FIRE DEPARTMENT	92.53	100.51					111.45	479.25	37.01				
3203 RESCUE SQUAD	92.51	100.53					111.44	479.25	37.01				
4102 STREET MAINTENANCE	821.43	5,034.39	2,864.83	3,196.28	3,347.23	3,268.26	3,400.75	1,383.65	3,544.15	3,483.16	2,778.15	2,136.35	35,758.63
4103 STREET STORM DRAIN	16.05						150.39						233.04
4105 SNOW REMOVAL							4,201.49	6,430.53	35,487.86	3,177.01	360.24		49,677.07
4108 STREET CLEANING							27.84	514.14	208.26	17.53			
4109 STREET DEPT MOWING											100.92		
4203 SOLID WASTE COLLECTIONS	512.36	90.63	218.68	13.98			404.83	561.62	1,412.12	2,367.09	436.97	364.69	896.53
4204 SOLID WASTE DISPOSAL													6,452.71
4301 BUILDING & GROUNDS MAINTENANCE													
4305 TOWN HALL	26.51	138.51		858.73	89.33		361.92	273.64					
4306 MUNICIPAL SHOP										1,254.72			2,983.36
7101 PARKS AND RECREATION	3,273.87		263.66	229.71	1,069.36	768.08	1,981.40	1,303.00	561.89				
7102 PARKS AND RECREATION	2,866.46					836.50	1,468.87	1,553.20	1,143.74				
7201 AQUATIC CENTER													9,688.78
8204 ENGINEERING	40.77		183.47		388.61	277.75							
4401 WATER SYSTEM OPERATIONS	820.49	1,292.40	2,791.90	3,213.06	8,261.69	1,985.19	13,427.83	2,800.45	1,480.13	2,335.15	1,703.84	890.49	41,002.62
4402 WATER CONNECTIONS	190.95	407.64	13.90		349.79				381.62				1,330.00
4410 WATER CAPITAL CONSTRUCTION									156.48				
4420 WATER REVOLVING FUND													170.38
4501 WASTE WATER OPERATIONS	1,158.68	4,675.54	2,843.02	3,004.62	2,422.94	4,757.82	4,700.71	3,292.96	3,651.87	5,297.88	399.87	3,401.74	39,867.65
4502 WASTE WATER NEW CONNECTIONS													
4503 WASTE WATER PLANT OPERATIONS	1,563.09	5,129.76	2,673.69	2,835.36	3,194.21	3,803.59	9,030.22	5,056.30	4,309.75	4,473.00	4,070.09	382.55	49,963.61
4510 WASTE WATER CAPITAL CONSTRUCTION													
4520 WASTE WATER REVOLVING FUND		37.07	283.61								10.08		330.76
15-6005													
ICAC GRANT PD													
15-6251													2,293.30
15-6256													2,293.30
15-6257													3,567.00
15-6258													4,775.20
15-6259													4,896.68
DEA TASK FORCE	845.84	844.08	1,688.16	1,512.31	1,195.78	1,758.50	1,723.33	1,864.01	1,775.03	1,195.43	1,557.68	1,485.23	17,445.38
EMS BILLING	29.40	264.57	14.70	426.26	146.98	470.65	284.57	404.97	332.83	317.87	490.94	205.78	235.18
CEMETERY	9.18	500.60	301.00	37.38							87.56		1,807.92
													3,177.55
<b>TOTAL</b>	<b>14,271.50</b>	<b>26,035.15</b>	<b>30,430.67</b>	<b>44,464.24</b>	<b>41,772.54</b>	<b>51,716.45</b>	<b>69,870.81</b>	<b>63,192.07</b>	<b>31,912.61</b>	<b>27,998.50</b>	<b>27,758.25</b>	<b>24,910.46</b>	<b>457,333.25</b>

TOWN OF CHRISTIANSBURG  
SPECIAL REPORT  
OVERTIME REPORT

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2012-2013	16,911.25	32,541.89	36,729.55	30,496.49	34,076.48	45,792.67	39,223.53	53,552.82	51,645.05	43,380.36	10,247.63	37,596.10	432,693.82
2013-2014	14,271.50	26,035.15	30,430.67	44,464.24	44,772.54	51,716.45	69,870.81	63,192.07	31,912.61	27,998.50	24,910.46	\$ 457,335.25	\$ 396,016.46
2014-2015	15,016.85	21,255.71	33,967.46	47,367.95	37,545.77	68,148.62	30,472.39	52,426.46	26,893.21	20,938.75	20,298.70	21,984.77	
<b>1224 ADMINISTRATION</b>													
1225 FINANCE TREASURERS OFFICE	198.89	446.65	61.60	1,142.43	8,788.86	168.55	65.70	259.38	153.73	89.81	365.82	61.36	11,801.42
1228 INFORMATION SYSTEMS	292.36	224.61											1,130.58
3101 POLICE DEPARTMENT	2,797.45	5,964.98	19,620.61	28,216.39	21,549.30	41,325.18	13,867.10	12,993.78	86.63	245.44	9,476.22	11,584.25	177,498.22
3202 FIRE DEPARTMENT	261.70	210.77	99.05	83.17	539.58	142.42	86.74	92.99	24.98	70.65	10,082.31		14,23.43
3203 RESCUE SQUAD	283.18	185.05	25.73	83.17	95.30	254.87	2,162.10	757.92	740.38	733.05	764.96	937.36	1,045.27
4102 STREET MAINTENANCE	844.42	4,383.57	2,521.43	5,408.16	2,880.29								23,710.55
4103 STREET STORM DRAIN	10.83												50.18
4105 SNOW REMOVAL	25.19												34,456.07
4108 STREET CLEANING	51.18												183.62
4109 STREET DEPT MOWING													
4203 SOLID WASTE COLLECTIONS	355.13	291.35	39.95	642.26	101.84	315.65	273.03	142.28	146.87				2,331.66
4204 SOLID WASTE DISPOSAL													
4301 BUILDING & GROUNDS MAINTENANCE													
4304 ARMORY													
4305 TOWN HALL	221.96	115.79	629.68	484.37			1,508.72	614.89			367.66		107.52
4306 MUNICIPAL SHOP													277.45
7101 PARKS AND RECREATION	2,655.17				263.66	766.42	173.98	1,961.37	576.76	187.30			3,943.07
7201 PARKS AND RECREATION	1,355.78				293.08		510.44						
8201 AQUATIC CENTER					833.06	379.43	847.31	958.44	1,174.33	1,939.86	459.62		6,652.44
8204 ENGINEERING					211.78								8,598.92
4401 WATER SYSTEM OPERATIONS	1,262.35	3,774.50	4,085.91	2,264.52	5,395.44	2,618.09	3,205.38	3,539.08	2,242.37	804.01	2,806.59	8,535.83	211.78
4402 WATER CONNECTIONS					256.63								
4410 WATER CAPITAL CONSTRUCTION													
4420 WATER REVOLVING FUND													
4501 WASTE WATER OPERATIONS	1,632.01	1,418.29	2,246.31	852.90	2,826.93	1,724.88	3,520.51	1,214.31	725.82	1,666.51	31.40	924.98	20,415.84
4502 WASTE WATER NEW CONNECTIONS	105.85	381.22	57.91										7,299.64
4505 WASTE WATER PLANT OPERATIONS	1,803.02	1,520.92	731.38	564.86	872.70	3,656.74	1,300.41	2,513.32	1,565.78	548.57	481.16	131.74	19,874.27
4510 WASTE WATER CAPITAL CONSTRUCTION													16,848.60
4520 WASTE WATER REVOLVING FUND													
15-6005 ICAC GRANT PD													
15-6251 BACK TO BASICS GRANT PD													
15-6256 BLUE RIDGE REGIONAL DUI TASK FORCE													
15-6257 NITRA SELECTIVE ENFORCEMENT													
15-6258													
15-6259													
15-5920 DEA TASK FORCE	717.25	2,245.95	1,720.69	2,050.34	1,859.55	255.58	2,064.83	1,340.33	2,354.63	2,028.60	1,811.25	2,154.58	9,946.22
15-5945 EMS BILLING	158.74	293.97	352.76	235.48	117.59	241.64	93.04	124.05	124.05	1,702.58	415.92	1,775.03	2,356.58
30-1025 CEMETERY	128.06	153.23		235.32	569.15	361.20	459.70	142.29	153.23	248.11	124.06	2,113.19	19,874.27
<b>TOTAL</b>	15,016.65	21,255.71	33,967.46	47,367.95	37,545.77	68,148.62	30,472.39	52,426.46	26,893.21	20,638.76	20,298.70	21,984.77	396,016.46

TOWN OF CHRISTIANSBURG  
SPECIAL REPORT  
OVERTIME REPORT

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL	
2012-2013	16,911.25	32,541.89	36,729.55	30,496.49	34,076.48	45,792.67	39,223.53	53,552.82	51,645.05	43,880.36	10,247.63	37,596.10	432,693.82	
2013-2014	14,271.50	26,035.15	30,330.67	44,464.24	44,772.54	51,716.45	69,870.81	63,192.07	34,912.63	27,998.50	27,758.25	24,910.46	457,338.25	
2014-2015	15,016.65	21,255.71	33,567.46	47,367.96	37,545.77	68,148.62	30,472.59	52,426.46	26,993.21	20,688.76	20,298.70	21,984.77	396,016.46	
<b>2015-2016 BY DEPT</b>														
<b>1224 ADMINISTRATION</b>														
1225 FINANCE TREASURER'S OFFICE	522.55	61.69	369.32	1,466.45	439.62	2,894.64	33.92	19.87	577.74	92.15	36.43	250.00	6,764.38	
1228 INFORMATION SYSTEMS	5,629.97	6,305.98	11,033.18	24,623.66	17,076.75	35,014.35	7,849.77	12,401.82	5,349.87	14,851.12	15,048.11	16,000.00	171,184.59	
3101 POLICE DEPARTMENT	695.51	695.51	46.73	37.01	515.29	412.95	519.19	168.34	331.33	53.58	50.00	2,630.04		
3202 FIRE DEPARTMENT	695.52	46.72	37.01	515.28	412.95	508.42	393.17	331.32	53.58	50.00	3,514.07			
3203 RESCUE SQUAD	946.34	1,333.78	2,908.21	1,169.47	2,089.21	446.76	324.59	329.09	1,754.69	924.95	2,000.00	17,040.21		
4102 STREET MAINTENANCE	2,883.12	1,618.29	9.33	53.47	115.65	32,863.75	21,425.56	454.09	362.05	114.36	400.00	2,559.00		
4103 STREET STORM DRAIN	93.10												54,867.76	
4105 SNOW REMOVAL													98.10	
4108 STREET CLEANING														
4109 STREET DEPT MOWING														
4202 SOLID WASTE COLLECTIONS	28.50	17.49	119.64	152.52			20.65	153.38	1.60	43.64	7.19		544.41	
4204 SOLID WASTE DISPOSAL														
4301 BUILDING & GROUNDS MAINTENANCE														
4304 ARMORY	77.70	77.70	128.65										284.05	
4305 TOWN HALL	155.40		378.45											
4306 MUNICIPAL SHOP														
7201 PARKS AND RECREATION	2,792.36		266.30		1,138.86	187.10	2,312.38		277.99	174.81	236.38	400.00	1,118.14	
7202 PARKS AND RECREATION	2,243.83				847.16	386.03				1,382.94	1,400.00	778.18		
7201 AQUATIC CENTER	1,268.50	1,140.64	925.18		704.78	58.21				318.02	400.00	6,259.96		
8204 ENGINEERING													4,815.73	
4401 WATER SYSTEM OPERATIONS	2,329.69	3,038.49	794.93	4,551.89	1,555.96	4,764.85	2,265.01	1,340.95	4,327.71	1,945.10	1,990.41	2,500.00	31,403.99	
4402 WATER CONNECTIONS	131.69						107.19	269.30		116.76			624.94	
4410 WATER CAPITAL CONSTRUCTION														
4420 WATER REVOLVING FUND														
4501 WATER REVOLVING FUND	1,243.30	314.54	739.03	419.79	14.73	1,465.12	2,248.26	3,292.99	1,120.33	1,251.43	915.36	900.00	13,924.88	
4502 WASTE WATER OPERATIONS	4.63	2,566.37	1,545.05	1,250.24	2,998.18	4,507.62	1,849.83	1,931.20	1,903.00	88.72	752.08	1,062.88	93.35	
4505 WASTE WATER PLANT OPERATIONS	722.45												22,288.90	
4510 WASTE WATER CAPITAL CONSTRUCTION														
4520 WASTE WATER REVOLVING FUND														
15-6005 ICAC GRANT PD														
15-6251 BACK TO BASICS GRANT PD														
15-6256 BLUE RIDGE REGIONAL DUI TASK FORCE														
15-6257 NHTSA SELECTIVE ENFORCEMENT														
15-6258													8,827.20	
15-6259													114.92	
15-5920 DEA TASK FORCE	614.66	1,463.48	93.97	125.29	3,422.02	1,573.24	4,481.91	1,500.32	1,875.40	2,861.10	1,312.78	1,762.87	10,503.12	
15-5945 EMS BILLING	50.12	156.62			93.97	93.97	509.55	567.18	388.44	588.84	226.59	582.66	18,410.09	
30-1025 CEMETERY									1,303.12	174.67	693.11	281.14	600.00	3,759.28
<b>TOTAL</b>	<b>22,156.86</b>	<b>17,645.61</b>	<b>17,299.08</b>	<b>36,098.60</b>	<b>33,253.61</b>	<b>57,159.88</b>	<b>58,645.21</b>	<b>45,603.15</b>	<b>23,713.67</b>	<b>24,519.24</b>	<b>31,079.60</b>	<b>30,950.00</b>	<b>398,124.51</b>	

Attachment D

June 16, 2016

Subject: Additional Staffing Needs

Barry,

*g) It was mentioned at our last work session that our Engineering Dept. is behind and both positions are desperately needed. Is this related to the storm water program, or some other work overrun?*

The following is in response to the question presented above. I have attached the previous justifications for both positions for Council's convenience.

The job duties of the Engineering/GIS Technician position requested will support critical existing needs related to the requirements of the Municipal Separate Storm Sewer System (MS4) and Virginia Stormwater Management Program (VSMP). The field and administrative duties of the MS4 program includes the inspection and scheduling of maintenance for approximately 160 stormwater facilities, 110 regulated MS4 outfalls into streams, and approximately 160 non-regulated outfalls located above the regulated stream outfalls. The MS4 program Illicit Discharge Detection and Elimination (IDDE) requirement requires the town to establish a program to actively locate, investigate and document anything entering the storm drain system that is not stormwater. The technician position would be responsible for field investigation and documentation of IDDE. The MS4 permit requirements include mapping of the storm drain system drainage areas. Locating and mapping storm drain infrastructure into the GIS database will address this requirement and at the same time will provide information to the Public Works Department on the location and condition of storm drain infrastructure. This will support an organized infrastructure maintenance plan.

The Town was required to assume responsibility for VSMP program on July 1, 2014. This program requires permitting and construction inspection of development projects, as well as post-construction inspection of stormwater facilities that overlaps with the MS4 requirements. The technician position would initially address the post-construction inspection and monitoring requirements and could additionally evolve to a construction inspection support role for the ESC inspection staff with additional training through the DEQ certification program.

Additional duties of the technician would support the GIS Coordinator by incorporating new infrastructure information into the GIS database as development and infrastructure improvements occur and locating and incorporating existing infrastructure information into the GIS database. Updates and improvement to the GIS database will provide information for infrastructure management and maintenance.

The announcement of VDOT program funding this week makes the need for the Transportation Project Engineer/Program Manager position even more important. One of the VDOT projects announced this week was the North Franklin Street-Cambria Street Intersection and Corridor Improvement Project. The estimated time and resources required to complete this \$8.5 million project necessitates and validates the need for an additional staff member when coupled with the similar responsibilities for the other

funded transportation projects. While the North Franklin Street project will be a large undertaking, the Town has multiple other transportation projects that are equally necessary and important. Ensuring that all of these projects remain on time and within budget can and will affect future funding of Town projects. I have been informed by VDOT staff that once projects reach the 50 percent completion mark, schedules and budget must be strictly adhered to. Failure to do so will result in a "red mark" on the project and against the locality, which could affect the locality's ability to receive future project funding.

At a recent VDOT LAP Workshop I attended, I had the ability to speak with Tommy DiGuillian, VDOT's Salem District Project Development Engineer and someone who worked at VDOT Central Office in Richmond when VDOT was developing the HB2 funding program. Tommy told me the Central Office had questioned him regarding his opinion of the Christiansburg Engineering Department's ability to "handle" the North Franklin Street improvement project. He responded that he believed the Town of Christiansburg could and reiterated his confidence in both this project and Town Staff.

In order to ensure Tommy was correct in his response and to continue serving and improving the Town of Christiansburg, I respectfully request support for these positions.

Respectfully submitted,

Wayne O. Nelson, P.E.  
Director of Engineering

**EMPLOYEE POSITION JUSTIFICATION  
for  
TRANSPORTATION PROGRAM MANAGER  
ENGINEERING DEPARTMENT  
FY17 BUDGET**

February 25, 2016

VDOT promotes an increased role and responsibility for local governments to administer local transportation projects. This has been initiated through changes in VDOT's business philosophy, the General Assembly's direction through legislation, and an increase in local funding to meet transportation needs. VDOT's project funding is by far the most robust program of all the state agencies. The project funding programs include Revenue Sharing (RS), Transportation Alternative (TA), the most recent HB2, Highway Safety Improvement Program (HSIP), Recreational Access (RA), and the Community Development Block Grant (CDGB) grant funding secured through HUD. Each program has its own unique funding and administrative requirements. In particular, the federal funding process requires project submittals and documentation which is part of a regimented project approval and construction inspection process.

The Engineering Department currently has 42 total capital water, wastewater, storm drainage and transportation projects at the various concept, design and construction phases. Of these projects, 18 transportation projects will be supported by the various VDOT funding programs. Each project requires initial project scoping and funding application preparation, design consultant procurement and selection, final project scope definition and consultant contact negotiation, construction plan development and coordination, project bidding and construction contractor selection, project construction engineering and inspections, and final project closeout.

To meet the current transportation capital project and program needs, Todd Walters, Jessie Nester and I fulfill these requirements. This system of project management and the additional duties and responsibilities impacts me as department head, Todd as Customer Service and Development Program Manager and Jessie as Water and Wastewater Program Manager. Through consistent communication, organization and coordination we have been able to keep up with the program demands. However, the future demands of the Capital Transportation Projects will soon outpace our ability to keep up with the demands of the program and our other responsibilities.

It is the desire of the Engineering Department to take the Town's Locally Administered Program to a higher level. VDOT encourages locality staff to complete their training programs and through the Urban Construction Initiative (UCI), be qualified to administer the entire construction program. A dedicated staff person, trained and proficient at managing these projects would help ensure project funding received is managed efficiently and effectively and would help ensure future grant funding opportunities. A dedicated, trained and professionally licensed Transportation Program Manager would help achieve this goal.

Respectfully submitted,

  
Wayne O. Nelson, PE  
Director of Engineering

**EMPLOYEE POSITION JUSTIFICATION  
for  
ENGINEERING / GIS TECHNICIAN  
ENGINEERING DEPARTMENT  
FY17 BUDGET**

February 25, 2016

An Engineering/GIS Technician position is necessary to meet the expanding field and office workload requirements of the Engineering Department's GIS Coordinator and the Environmental Program Manager. Establishing a new staff position to support the workload of both of these staff positions is the minimum staffing necessary to meet specific stormwater regulatory requirements of the Town's Municipal Separate Storm Sewer (MS4) Permit and Virginia Stormwater Management Program (VSMP), and to collect and format data for utility and other Town infrastructure assets in order to effectively assess and manage the Town's infrastructure. The field work would include data collection of infrastructure and inspections. The technician would perform office and field work under the supervision of the GIS Coordinator, with the Environmental Program Manager providing field inspection and data management collection tasks to the GIS department for scheduling. The following are examples of the support this position would provide.

**Data Collection and Reformatting, Inspections**

The Engineering/GIS Technician would assist with collecting, updating, and reformatting GPS data in the field. There are many assets in the Town's GIS that have been created using paper maps and have never been truly field verified. Using GPS technology we can update these features to make the entire GIS database more spatially accurate.

The MS4 Permit requires extensive data collection that can be efficiently managed in a Geographic Information System (GIS) format. The permit conditions require the Town to map the storm drain system, the drainage area extent and the land uses in the drainage areas of over 100 identified storm drain system outfalls to streams within the town. This data would be used in the continuing assessment and planning of the Town's efforts to meet the pollutant reduction requirements of the MS4 permit and related TMDL Action Plan. The field data collection process would also identify infrastructure in need of maintenance, and creates an asset database in support of the stormwater enterprise fund.

VSMP obligations include the requirement to perform construction phase field inspections of project sites and post construction field inspections of all permanent stormwater facilities. There are approximately 150 permanent stormwater facilities within the Town currently requiring post construction inspection.

**MS4 Program Analysis and Outreach Support**

In addition to the inspection duties outlined in relation to the MS4 and VSMP program, the environmental program duties of the new position would include duties such as assistance with public education and outreach related to stormwater pollution prevention and the hydrologic / hydraulic analysis of the town's stormwater infrastructure. This analysis will aid in the planning of capital stormwater improvement projects which will address pollutant loading and flooding issues.

**Performing Spatial Analysis for Specific Projects**

The Engineering/GIS Technician would use GIS software to perform spatial analysis on the Town's GIS assets to assist in decision making processes. Spatial analysis can be used to determine where various projects may need to be undertaken. For example: Water line repairs can be tracked in the GIS. Spatial analysis can be used to identify hot spots where repairs happen most often. These are areas to consider for water line replacement projects.

**Performing QA/QC Activities**

The Engineering/GIS Technician would help to ensure GIS data quality. As the Town moves towards mobile GIS applications there can be multiple editors that may or may not have experience entering data into a GIS format. Data integrity is very important for reporting, analysis, and data retrieval operations. Data integrity can be maintained by sound QA of mobile applications before they go into the field and sound QC of data that is returned to the office.

**EMPLOYEE POSITION JUSTIFICATION  
for  
ENGINEERING / GIS TECHNICIAN  
ENGINEERING DEPARTMENT  
FY17 BUDGET**

February 25, 2016

**Mapping and Data Requests**

The Engineering/GIS Technician would assist in producing and retrieving data and maps requested by Town employees along with outside agencies. Many requests for data and maps are fielded by the GIS division. Outside requests come from engineering firms, state agencies, commercial mapping vendors, businesses, and citizens. Also, Town employees regularly need maps and data for use in meetings, presentations, and other job duties.

**GIS Technical Support**

The Engineering/GIS Technician would assist and support other GIS users who may have technical questions regarding the use of GIS software. Eventually all Town employees will have access to one or several GIS applications. Unfortunately there is very little training available at this time for end users. The GIS division is responsible for fielding these help requests.

**Base Mapping Updates**

The Engineering/GIS Technician would help create, update, and maintain GIS data within the Town's base mapping. Features that make up the base mapping occasionally change. New development, replacement and repair projects, and ongoing field verification contribute to the need for GIS data updates. The GIS data the Engineering/GIS Technician would be responsible for maintaining includes utilities such as water, wastewater and stormwater and other features such as roads, buildings and addresses, parks, traffic information and zoning.

**Mobile Application Development**

The Engineering/GIS Technician would assist in developing new mobile GIS applications. The recent trend is to rely more on mobile solutions for our workforce. Having access to GIS data in the field would be a great benefit to all departments.

**Web Application Development**

The Engineering/GIS Technician would assist in developing new web based GIS applications. Society relies more on web based information to answer questions about what may be going on in the world around them. These new web based GIS applications would allow people to find themselves or any location in Town and see real-time up to date GIS information.

Respectfully submitted,

  
Wayne O. Nelson, PE  
Director of Engineering

**Attachment G**

**Consumer Price Index Percentage Change and Town of Christiansburg Cost-of-Living Adjustments, Bonuses and Merit Allocations**

Consumer Price Index (CPI) - Southern Urban Percentage Change	Fiscal Year	Cost-of-Living Adjustment (COLA)	Bonus	Merit Pool Allocation	Comments
2003-2004	3%	--	--	--	
2004-2005	3%	--	--	--	
2005-2006	3%	--	--	--	
2006-2007	3%	--	--	--	
2007-2008	3%	--	--	--	
2008-2009	3%	--	--	--	
2009-2010	--	--	--	--	Furlough Days on Nov. 24, 2010 (4 hours), Dec. 23, 2010 (4 hours), and Feb. 18, 2011 (8 hours).
2010-2011	--	--	--	--	
2011-2012	3%	--	--	--	
2012-2013	5%	--	--	--	State VRS mandate (costs to Town about 1% and cost to employee about 1.25%). Step increases for new hires frozen July 1, 2012 through Dec. 1, 2014.
2013-2014	--	2%	--	--	Bonus paid Nov 27, 2013. Step increases for new hires frozen July 1, 2012 through Dec. 1, 2014.
2014-2015	--	2%	--	--	Bonus paid Nov 21, 2014. Step increases for new hires frozen July 1, 2012 through Dec. 1, 2014.
2015-2016	1%	--	--	\$220,000 (2%)	COLA paid July 1, 2015; Merit allocation paid Jan. 11, 2016.
2016-2017	none proposed	none proposed	2% proposed proposed	Proposed - COLA to be effective July 1, 2016, merit increase to be allocated Jan. 1, 2017.	

Note: Cost-of-living adjustments are allocated to each employee's pay on a permanent basis and are applied to the Pay Plan.

Bonuses are one-time allocations and are not allocated to employee pay on a permanent basis and do not affect the Pay Plan.

Merit allocations are based on formal organization-wide performance evaluations and are allocated to employee pay on a permanent basis but do not affect overall Pay Plan.

A furlough day is a day that an employee is off of work without pay.

**Attachment H**

**Total Medical and Dental Insurance costs  
fiscal 2012 through 2017**

fye 6-30-2012	\$1,798,658.22
fye 6-30-2013	\$1,817,894.29
fye 6-30-2014	\$1,653,046.26
fye 6-30-2015	\$1,808,169.74
fye 6-30-2016	\$ 2,403,972.61
fye 6-30-2017 budgeted estimate	\$ 2,262,614.00

**Payments by employees have not been deducted from the amounts above.**

**see t finance/afinance/budget 2017/fcm/questions**

## Attachment I

2010-2011		OLD		NEW			
Employee	568.00	Employee	471.53	Town Supp	Town Pays	Emp Pays	Effect on Emp
Dual	1051.00	Dual	848.74	42.00	471.53	335.21	Over last year -96.47
Family	1534.00	Family	1273.12	103.00	471.53	698.59	-105.79

2012-2013		OLD	NEW	Town Supp	Town Pays	Emp Pays	Effect on Emp over last year
Employee	532.50		Anthem 300	548.18	517.68	30.50	
Dual	958.47			986.70	42.00	517.68	427.02
Family	1437.72			1480.06	103.00	517.68	859.38
							12.55 Includes employee portion 26.66 Includes employee portion
Employee	28.46		Delta Dental	29.31	28.25	1.06	
Dual	48.36			49.81	28.25	21.56	0.60 Includes employee portion
Family	68.30			70.35	28.25	42.10	1.20 Includes employee portion
2013-2014		OLD	NEW	Town Supp	Town Pays	Emp Pays	Effect on Emp over last year
Employee	548.18		Anthem 300	480.74	30.50	0.00	
Dual	986.70			865.32	42.00	517.68	305.84
Family	1480.06			1297.99	103.00	517.68	677.31
							-121.38 Includes employee portion -182.07 Includes employee portion
Employee	29.31		Delta Dental	30.78	28.25	2.53	1.47
Dual	49.81			52.30	28.25	24.05	2.49 Includes employee portion
Family	70.35			73.87	28.25	45.62	3.52 Includes employee portion

2014-2015		OLD	NEW	Town Pays	Emp Pays
		Self funded			
		Anthem 300			
Employee	480.74	481.04	450.54	30.50	0.00
Dual	865.32	865.32	559.68	305.84	0.00 includes employee portion
Family	1297.98	1297.98	620.67	677.31	0.00 includes employee portion
Employee	Delta Dental	29.36	26.83	2.53	0.00
Dual		50.24	26.19	24.05	0.00 includes employee portion
Family		71.00	25.38	45.62	0.00 includes employee portion
2015-2016		NEW			
		Self funded			
		Anthem 300			
Employee		586.34	551.34	34.99	4.49
Dual		1055.36	715.36	340.00	34.36 includes employee portion
Family		1583.06	833.06	750.00	72.69 includes employee portion
Employee		29.36	26.83	2.53	0.00
Dual		50.24	26.19	24.05	0.00 includes employee portion
Family		71.00	25.38	45.62	0.00 includes employee portion

**2016-2017**

	<b>NEW</b>		
	<b>Self funded</b>	<b>Town Pays</b>	<b>Emp Pays</b>
<b>Anthem 500</b>			
<b>Employee</b>	<b>Anthem 500</b>		
<b>Dual</b>	<b>647.32</b>	<b>597.32</b>	<b>50.00</b>
<b>Family</b>	<b>1165.12</b>	<b>804.12</b>	<b>361.00</b>
	<b>1747.70</b>	<b>930.20</b>	<b>817.50</b>
<b>Employee</b>	<b>31.83</b>	<b>26.83</b>	<b>5.00</b>
<b>Dual</b>	<b>53.33</b>	<b>26.83</b>	<b>26.50</b>
<b>Family</b>	<b>76.83</b>	<b>26.83</b>	<b>50.00</b>
		<b>2.17</b>	
			<b>2.45</b> includes employee portion
			<b>4.38</b> includes employee portion