



**Town of Altavista, Virginia
Meeting Agenda Town Council
Town Council Work Session**

**Tuesday, March 28, 2023
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

2.1 [2022 Excellence in Waterworks Operations/Performance Award.
attachment. 2022-VOP-Awards-Letter_5031050_Altavista \(002\)](#)

3. CITIZEN'S TIME&NBSP;

Citizens wishing to address Town Council should provide their name and residential address. Citizen comments are limited to (3) minutes, with a total of (15) minutes allotted for this purpose. Please note: Citizen's Time is NOT a question-and-answer session between the public and Council.

4. UNFINISHED ITEMS-REFERRED&NBSP;FROM PREVIOUS MEETINGS

5. NEW ITEMS FOR DISCUSSION

5.1 [Policy for metered fire protection systems for Town businesses that are required to have fire protection systems.
attachment. Fire System Policy.docx](#)

5.2 [Semi-annual Tax Collection](#)

5.3 [Delivery of the FY 2024 Draft Budget and FY 2024-2028 Draft Capital Improvement Plan \(CIP\)](#)

6. UPDATES/INFORMATIONAL ITEMS

6.1 [Community Skate Park Presentation](#)

6.2 [USDA Grant Award](#)

7. MATTERS FROM COUNCIL

8. CLOSED SESSION

9. ADJOURNMENT

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 28, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

RECOGNITIONS AND PRESENTATIONS

Title: 2022 Excellence in Waterworks Operations/Performance Award.

Staff Resource: Water Plant Staff

Action(s):

Explanation:

Background:

The Town Water Plant staff has to achieve a good performance on the daily operation of the facility every year. When I arrived in September of 2016, the water plant staff achieved a Silver award. From the year 2017 to 2022 the Water Plant Staff has achieved a Gold Award, for 6 consecutive years.

Funding Source(s):

Attachments: *(click item to open)*

[attachment. 2022-VOP-Awards-Letter_5031050_Altavista \(002\)](#)



COMMONWEALTH of VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER
Danville Field Office

211 Nor Dan Drive, Suite 1040
Danville, Virginia 24540

Phone: 434-836-8416
Fax: 434-836-8424

March 13, 2023

Gary Shanaberger, Town Manager
Via email: glshanaberger@altavistava.gov
Town of Altavista
P.O. Box 420
Altavista, Virginia 24517

Re: Town of Altavista
PWSID #5031050

Dear Mr. Shanaberger:

Congratulations! The Virginia Department of Health, Office of Drinking Water (ODW) is pleased to present your waterworks with a **2022 Excellence in Waterworks Operations/Performance Award**. Approximately 121 eligible waterworks facilities from across the Commonwealth were evaluated for their performance and compliance with the Virginia Optimization Performance (VOP) criteria. A total of 92 awards have been issued, and your waterworks and staff have achieved a **Gold Award** for 2022.

ODW will present these awards at the at the Southeast Rural Community Assistance Project (SERCAP) 2023 *Water is Life* event on Thursday, April 6, 2023 at the Hotel Roanoke, 110 Shenandoah Avenue, NE, Roanoke, Virginia 24016. SERCAP will provide lunch at noon in the Regency Room, with the Awards Presentation Ceremony scheduled from 1:00 – 2:00 pm. We invite representatives from your waterworks to attend.

Please contact Dixon Tucker at 757-650-1921 or dixon.tucker@vdh.virginia.gov by Friday, March 20 to indicate your attendance or non-attendance at the awards ceremony.

Sincerely,

K. Ray Weiland
Deputy Field Director

:edt

e/c: Pauline Brown, OIRC, prbrown@altavistava.gov



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 5.1

NEW ITEMS FOR DISCUSSION

Title: Policy for metered fire protection systems for Town businesses that are required to have fire protection systems.

Staff Resource: Tom Fore, Public Services Director

Action(s):

Approve proposed water usage policy for businesses that require fire protection systems.

Explanation:

The Town does not charge any business for fire protection availability. Recently while investigating a leak on a fire suppression system staff has made, it known that there has been usage on other fire suppression systems in the Town and staff believes that at a minimum unless the fire suppression system is being tested or there is usage because of a fire and the system was activated that all water usage should begin to pay for the industrial rate for water used.

Background:

The current policy is to monitor fire lines, however, over the course of the audit it was found that usage on fire lines that should not have usage and have determined that the businesses that may have tapped into the fire lines within their facilities need to begin to pay for the industrial rate or the water used.

Funding Source(s):

N/A

Attachments: *(click item to open)*

attachment. Fire System Policy.docx

Effective May 1, 2023

The Town currently does not charge for commercial or Industrial businesses for Fire Protection connections on the Town's water system.

The Town provides this service with the understanding that the fire protection connection will normally have no usage on the fire protection system to each business.

During a recent audit of the businesses that have fire system connections it was found that some businesses have usage on their fire protection systems.

Effective May 1st 2023 any business that has any usage on their fire systems will be charged the current industrial rate per 1000 gallons of water. No base fee will be charged.

The town must be notified if a fire test is being done so not to be charged for the water.



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AGENDA ITEM #: 5.2

NEW ITEMS FOR DISCUSSION

Title: Semi-annual Tax Collection

Staff Resource: Requested by Vice Mayor Reggie Bennett

Action(s):

Discuss Option for Consideration

Explanation:

After Campbell County's decision to implement bi-annual tax billing, Vice Mayor Reggie Bennett suggested the option be discussed by Town Council to evaluate if bi-annual billing was a viable option for the Town of Altavista.

Background:

Campbell County approved bi-annual Real Estate and Property Tax billing in 2021; and the twice-per-year billing was implemented in 2022 - due June and December each year.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA ITEM #: 5.3

NEW ITEMS FOR DISCUSSION

Title: Delivery of the FY 2024 Draft Budget and FY 2024-2028 Draft Capital Improvement Plan (CIP)

Staff Resource: Tobie Shelton, Director of Finance and Administration and Matt Perkins, Assistant Town Manager

Action(s):

Staff seeks input and direction from Council related to the FY 2024 Draft Budget and Capital Improvement Program (CIP)

Explanation:

Over the course of preparing and adopting a budget, Council will have many discussions. Tonight, Town Council will continue with these discussions of the FY 2024 Budget, which covers the period July 1, 2023 through June 30, 2024 and the FY 2024-2028 Capital Improvement Plan (CIP). These discussions offer opportunities to identify concerns, priorities, and goals, and to make changes to town policies for the upcoming fiscal year.

The draft budget, as presented, shows a combined surplus of \$1,462,620. Of that amount, \$360,970 is for the General Fund and \$1,101,650 is for the Enterprise Fund. The FY 2024 Draft Budget does not include a Cost of Living Adjustment (COLA), contributions to non-profits, nor does it include CIP. The draft budget as presented does include a 10% increase in water rates and a 5% increase in sewer rates, based on the March 22, 2022 discussion material presented by Davenport last year during borrowing discussions, as well as an increase to utility connection fees.

Background:

The town budget is the spending plan that identifies revenues and expenditures needed to carry out a variety of services offered to town citizens. Once adopted, the budget directs the expenditures of staff.

Funding Source(s):

Per discussion

Attachments: *(click item to open)*



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AGENDA ITEM #: 6.1

UPDATES/INFORMATIONAL ITEMS

Title: Community Skate Park Presentation

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Town Council information as it relates to FY2024-2028 Parks and Recreation CIP discussion.

Explanation:

Azriel Kelley, local skateboarder and student at Altavista Combined School, will deliver a presentation regarding a skate park in the Town of Altavista.

Background:

One of the roles of the of the Parks and Recreation Committee is to "...make recommendations to the Town...on activities on any of the properties owned by the Town...that will employ the leisure time of the people in a constructive and wholesome manner." In their work to make recommendations to the FY2024-2028 Capital Improvement Project listing, the Recreation Committee submitted a project that would begin the work of planning for a skate park in Altavista in FY24 and funding for construction as soon as FY25.

Funding Source(s):

To be determined.

Attachments: *(click item to open)*



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AGENDA ITEM #: 6.2

UPDATES/INFORMATIONAL ITEMS

Title: USDA Grant Award

Staff Resource: Tom Fore, Public Services Director

Action(s):

Informational Item

Explanation:

the Town of Altavista was recently awarded a grant from the USDA for improvements at the WWTP.

Background:

Funding Source(s):

Attachments: *(click item to open)*