



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

**Tuesday, April 25, 2023
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

- 2.1 [BRITESPEED INTERNET, LLC](#)
[attachment. Brightspeed Internet Presentation 4.25.23](#)

3. CITIZEN'S TIME

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

4. NEW ITEMS FOR DISCUSSION

- 4.1 [Proposed revisions to FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System \(ACTS\)](#)
[attachment. 23_05_POL_FTA-drug-and-alcohol-ACTS_draft-v.001](#)

5. UNFINISHED BUSINESS

- 5.1 [FY2024 Budget and Capital Improvement Program "First Reading"](#)
[Attachment 1. FY2024 Proposed Budget Summary](#)
[Attachment 2. FY2024 Proposed Master Listing of Fees](#)

6. STAFF UPDATES

7. MATTERS FROM COUNCIL

8. CLOSED SESSION

- 8.1 [Town Council Closed Session](#)
[attachment. CLOSED SESSION Document 4.25.23.pdf](#)

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
April 25, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

RECOGNITIONS AND PRESENTATIONS

Title: BRITESPEED INTERNET, LLC

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Informational Item

Explanation:

A representative for Brightspeed, Richard Schollmann, will present Town Council with information regarding their proposed (franchise) service agreement. Other Brightspeed executives will also be attending the meeting by conference call.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment. Brightspeed Internet Presentation 4.25.23](#)



Brightspeed in Altavista

April 2023

Transition to Brightspeed

- August 3, 2021: Apollo Global Management, Inc. and Lumen announce agreement to acquire Lument's ILEC assets and all associated operations across 20 states for \$75B. The new name of the company will be Brightspeed.
- June 9, 2022: Brightspeed announces that it will deliver over 60,000 new fiber passings in first phase of its fiber network build in Virginia, with an additional 70,000 in subsequent years. Initial builds are planned for Altavista, Marion, Luray, Buena Vista, Charlottesville, Albemarle County and Henry County.
- October 3, 2023: Brightspeed began operations after conclusion of all regulatory proceedings/approvals.

Brightspeed Background

Brightspeed is the nation's fifth largest ILEC in the US

- Assets in over 20 states and over 4,000 employees.
- Currently over 1 million broadband customers and expected to reach over 3 million homes and businesses over the next few years, including many rural and suburban areas where fiber was not historically deployed.

Brightspeed's fiber is next-generation

- Newly launched XGS-PON capable of providing 10 Gigabit connections
- Upload speeds equal download speeds (versus other technologies)
- Wi-Fi 6 in-home/office network

The customer experience is enhanced with fiber

- Fiber is not stolen and is more resistant to weather.
- New deployment process allows for quicker restoration when facilities are damaged
- Our technology can detect and address issues before the customer notices a problem.
- Customers can see troubled connections within the home/office and use data to help Brightspeed troubleshoot and restore service.

Brightspeed Background

Brightspeed is helping to bridge the digital divide

- Everyone deserves access to the best Internet service available, no matter where they live.
- Brightspeed participates in the FCC's Affordable Connectivity Program (ACP).
- In addition to the ACP \$30 monthly discount, Brightspeed provides up to an additional \$30 for ACP-qualified customers on qualifying plans.

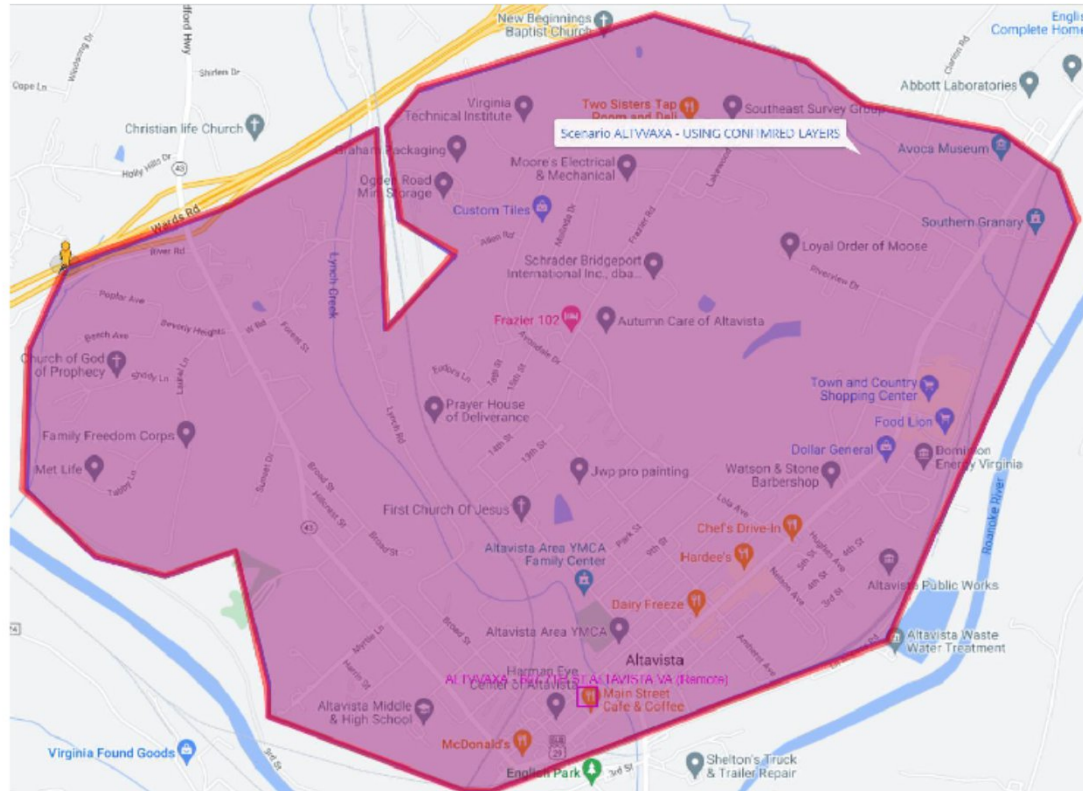
Brightspeed values our copper customers

- While the focus is on accelerating the upgrade of copper to fiber, many customers will be served by copper for voice and DSL for some time.
- We aim to provide all customers with the highest quality service regardless of the type of network.

Brightspeed is participating in State and Federal programs

- Brightspeed has received federal RDOF funding in many areas of Virginia and has accelerated the build in several areas to 2024.
- Brightspeed is just completing a VATI build in rural Albemarle County and is awaiting a decision on a VATI application for 2023 in Rockbridge County.

Altavista Planned Build



Street Miles: 25

Passings: Over 1,600



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
April 25, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

NEW ITEMS FOR DISCUSSION

Title: Proposed revisions to *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)*

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Approve revision to the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)*; and move for consent to adopt at the May 9, 2023 regular meeting of Altavista Town Council. A resolution of adoption will be presented at that time.

Explanation:

The Altavista Community Transit System underwent a Section 5311 (Formula Grants for Rural Areas Program) Compliance Review in October 2022. In March 2023, the Town of Altavista received the summary report from the Virginia Department of Rail and Public Transportation (DRPT). One deficiency was identified and corrective action is required as follows: the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)* was out of date and missing elements.

Background:

The Town of Altavista Town Council adopted the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)* in May 2018, effective July 1, 2018, and amended October 2018. Since that time, there have been revisions to 49 CFR 655 and 49 CFR 40 and to the *Town of Altavista Employment Policies and Procedures*. The proposed revisions to the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)* reflect the changes in both federal and local policies. These revisions are noted in the comments of the corresponding agenda attachment.

Funding Source(s):

Not applicable.

Attachments: *(click item to open)*

[*attachment. 23_05_POL_FTA-drug-and-alcohol-ACTS_draft-v.001*](#)

Town of Altavista

Drug and Alcohol Policy

Effective as of July 1, 2018

Adopted by: Altavista Town Council

Date Adopted: 10/9/2018

(proposed) Last Revised: 5/9/2023

Commented [MP1]: Proposed date for Town Council adoption.

Page 1 of 10

Table of Contents

1.	Purpose of Policy	3
2.	Covered Employees	3
3.	Prohibited Behavior	4
4.	Consequences for Violations	4
5.	Circumstances for Testing	5
6.	Testing Procedures	7
7.	Test Refusals	7
8.	Voluntary Self-Referral	8
9.	Prescription Drug Use	9
10.	Contact Person	9
	Attachment A: Covered Positions	10

I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Town of Altavista's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Town of Altavista employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Town Manager or designee no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

See **Attachment A** for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Per Town of Altavista policy, an alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Town policy. An employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be removed from his/her position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test may also result in disciplinary action up to and including termination of employment.

Commented [MP2]: Bold Section Revised to align with Town of Altavista Employment Policies and Procedures, revised January 01, 2023

5. Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Town of Altavista has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

The Town of Altavista will complete a Reasonable Suspicion Testing Referral Form to substantiate and document objective facts and observations leading to a reasonable suspicion testing determination.

Commented [MP3]: Created form and added language to reflect policy procedure.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance

could have contributed to the accident, as determined by Town of Altavista using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Town of Altavista using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

The Town of Altavista will complete a Post-Accident Summary Report to document and guide appropriate actions related to drug and alcohol testing determinations.

Commented [MP4]: Created form and added language to reflect policy procedure.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for

prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or childcare commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or childcare commitment, for the period immediately following an employee's shift, must be provided at least three hours before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Town of Altavista will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Town of Altavista guarantees that the split specimen test will be conducted in a timely fashion.

The Town of Altavista will pay to have the split specimen tested, however, if it also tests positive the Town will require the employee to reimburse the cost of the test.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Town of Altavista.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Town of Altavista for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Town of Altavista's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Town Manager or designee.

Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. Proactively coming forward to request treatment or a leave of absence for treatment prior to positive testing, arrest, or other violation, will not result in disciplinary action. Employees may not, however, escape discipline after violating Town policies by seeking treatment. Employees seeking substance abuse treatment will be referred to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Commented [MP5]: Edited to reflect current Town of Altavista Employment Policies and Procedures, revised January 01, 2023.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Town Manager or designee.

Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Town of Altavista's anti-drug and alcohol misuse program, contact the Town Manager, or his designee.

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Attachment A: Covered Positions

Assistant Town Manager/Transit Manager (1)

All Part-time bus drivers (4-6)

Senior Mechanic (1)

Mechanic (1)



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
April 25, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

UNFINISHED BUSINESS

Title: FY2024 Budget and Capital Improvement Program "First Reading"

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

Action(s):

Conduct the first reading of the budget, as presented, and set the required public hearings.

Explanation:

Tonight, Town Council will conduct a "First Reading" of the FY2024 Budget and FY2024-2028 Capital Improvement Plan (CIP). Staff has provided budget sheets over the past few months that have been updated based on action/direction of Council to create the budget that is being proposed. This will be the final opportunity to make changes to the budget prior to the advertisement of the the public hearings. Staff requests that Council schedule the necessary public hearings on the FY2024 Budget, the Capital Improvement Plan (FY2024 - FY2028), the utility rate changes, and the tax rate changes (real estate tax and meals tax) for Tuesday, May 9, 2023 at the 6:00 p.m. regular meeting.

Background:

The Fiscal Year 2024 proposed budget for all funds including the Capital Improvement Plan (CIP) totals \$21,156,030. A breakdown of this amount is as follows: General Fund \$5,500,140, Enterprise Fund \$14,253,020, Highway Fund \$1,241,020, Cemetery Fund \$96,850, and a transfer out to General Fund Reserves in the amount of \$65,000 to recoup the funds advanced the Altavista Volunteer Fire Company for the purchase of the new fire engine.

There are proposed rate increases in the budget for real estate tax, \$.08 to \$.14 and meals tax 7% to 8%, as well as a proposed utility rate increase of 10% for water and 5% for sewer. The utility rate increases would have an effective date of December 1, 2023. In addition, a proposed increase to fees related to planning and zoning and weekend truck rentals are included in the FY2024 Budget. All proposed fees for FY2024 are listed in the Master List, included in the agenda.

Funding Source(s):

Per the proposed FY2024 Budget

Attachments: *(click item to open)*

[*Attachment 1. FY2024 Proposed Budget Summary*](#)

[*Attachment 2. FY2024 Proposed Master Listing of Fees*](#)



TOWN OF ALTAVISTA FY 2024 PROPOSED BUDGET

General Fund

Real Estate Tax	390,120
Public Service Corporation Taxes	79,330
Personal Property Taxes	388,130
Machinery and Tools Taxes	1,925,000
Other Local Taxes	2,212,500
Permits and Fees	2,750
Fines and Forfeitures	10,200
Use of Money and Property	232,300
Charges for Service	9,600
Donations, Receipts, and Transfers	89,100
Intergovernmental	297,710

General Fund Total: **\$5,636,740**

Enterprise Fund (Water & Sewer)

Water and Sewer Charges	5,264,870
Connection Fees	4,150
Miscellaneous, Grants, & Transfers	8,977,000
CIP Reserves	7,000

Enterprise Fund Total: **\$14,253,020**

Highway Maintenance Fund **\$1,241,020**

Cemetery Fund **\$25,250**

REVENUE GRAND TOTAL: **\$21,156,030**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	48,250
Administrative Department	1,125,510
Police Department	1,377,070
Public Works	1,662,470
Street & Highway Maintenance	325,000
Water Department	2,175,950
Wastewater Department	2,113,120
Green Hill Cemetery	69,600



Non-Departmental	322,920
Transit Department	187,440
Economic Development	69,300
Community Development	168,830
Spark	164,270
Transfer to Cemetery Reserves	27,250
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	201,450
Total Proposed Operating Expenses:	<u>\$10,103,430</u>

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	4,255,000
Wastewater Treatment Plant Equipment	5,507,500
Public Works Department Equipment	160,380
State Highway Funding	916,020
Police Department Equipment	110,000
Administration Department Equipment	23,700
Economic Development	10,000
Avoca	70,000
Total Proposed Capital Outlay:	<u>\$11,052,600</u>
Cash Funded – General Fund	285,080
Cash Funded – Enterprise Fund	805,500
Cash Funded – Highway Fund	859,770
ARPA	1,100,000
Grant	2,040,500
Debt Proceeds	5,809,500
Transfer In from General Fund Reserves	19,000
Transfer In from Enterprise Fund Reserves	7,000
Transfer In from Highway Fund Reserves	56,250
Transfer In from Reserve Maintenance Funds	70,000
FY2024 – 2028 CIP Expenditures:	<u>\$30,201,530</u>

TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2024 PROPOSED BUDGET

BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE		
Contractors	Rate per \$100 of gross receipts	
	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000	
Retailers	\$	0.0425
Financial, Real Estate, & Professional	\$	0.0425
Personal Services, Repair	\$	0.0600
Wholesalers	\$	0.0175
Wholesale Peddlers	\$	0.0175
Commission Merchant	\$	0.0600
Direct Sellers (sales under \$4,000)	\$	0.0175
Direct Sellers (Sales over \$4,000)	\$	0.0550
Peddlers	\$	125.0000
Itinerant Merchant (Edible, Perishable Goods)	\$	25.0000
Itinerant Merchant (Nonperishable Goods)	\$	125.0000
Carnivals, Circus	\$100 per day; \$500 per week	
Fortunetellers	\$	500.00
Savings Institutions/State Chartered Credit Unions	\$	25.00
Photographers, out of town	\$	15.00
Utilities	\$.0025 of Gross Receipts	
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18	
Minimum License	\$	15.00
CEMETERY FEES		
Changing of cemetery Deed	\$	25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$	650.00 in town residents - with a minimum of 2 spaces
	\$	950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$	750.00 before 12 noon - weekday
	\$	925.00 after 12 noon - weekday
	\$	1,050.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$	350.00 before 12 noon - weekday
	\$	400.00 after 12 noon - weekday
	\$	450.00 weekend or holiday
Disinterment	\$	1,300.00
RENTALS		
Booker Building Deposit	\$	150.00
	\$	250.00 if alcohol is served
Booker Building Rental Fee	\$	100.00 for each 4 hours
Booker Building Utility Fee	\$	25.00
Park Pavilion Rentals	\$	50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$	25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (Town residents/businesses only)	\$	150.00 standard dump truck - resident
	\$	200.00 tandem dump truck - resident
	\$	150.00 standard dump truck - business
	\$	200.00 tandem dump truck - business
PLANNING & ZONING RELATED		
	Current	Proposed
Zoning Permit	\$ 20.00	\$ 25.00
Sign Permit	\$ 20.00	\$ 50.00
Special Use Permit; application fee	\$ 300 - \$400	\$ 400.00 + cost of advertising
Variance	\$ 300.00	\$ 300.00 + cost of advertising
Appeal to BZA	\$ 300 - \$400	\$ 400.00 + cost of advertising
Rezoning	\$ 400.00	\$ 500.00 + cost of advertising
Comprehensive Plan Amendment	\$ 1,000.00 + cost of advertising	\$ 1,000.00 + cost of advertising
Resurvey, Boundary Line Adj., Easement, Line Vacation; fee for examining	\$ 25.00	\$ 25.00
Single Lot Subdivision; fee for examining	\$ 35.00	\$ 35.00
Subdivision (5 lots or less) for examining/approval of plats	\$10 and \$1 per lot	\$ 50 + \$5 per lot
Subdivision (5 lots or more); fees for examining/approval of plats	\$25 and \$1 per lot	\$ 100 + \$5 per lot
Zoning Text Amendment	\$ -	\$ 1,000 + cost of advertising
Public Hearing Applicant Deferral Request	\$ -	\$ Cost of Advertisement
Site Plan	\$ -	\$ 200.00
Traffic Impact Analysis/Study	\$ -	\$ 500 or actual cost if over \$500
Zoning Determination Letter	\$ -	\$ 100.00
After the Fact Permit	\$ -	\$ 100.00
Comprehensive Plan - printed copy	\$ -	\$ 25.00
Comprehensive Plan - flash drive	\$ -	\$ 10.00
Zoning Ordinance - printed copy	\$ -	\$ 25.00
Zoning Ordinance - flash drive	\$ -	\$ 10.00
Third Party Review Fees	\$ -	\$ Actual Cost
Administrative Fee	\$ 75.00	
TRANSIT FEES		
Transit Tokens	\$ 0.50	each
Transit Punch Cards	\$ 10.00	for 3 cards
Transit Monthly Pass	\$ 20.00	
TAX RATES		
Real Estate Rate	\$0.14 per \$100 of assessed value	
Personal Property Rate	\$2.00 per \$100 of assessed value	
Cigarette Tax	\$ 0.27	per pack

**TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2024 PROPOSED BUDGET**

Hotel Lodging Tax	5.50%	3% credit for reporting on time
Meals Tax	8%	2% credit for reporting on time
Vehicle License Tax / Automobile	\$ 15.00	
Vehicle License Tax / Motorcycle	\$ 5.00	
Vehicle License Tax / Trailer	\$ 6.50	
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$ 25.00	

UTILITY FEES

EFFECTIVE DECEMBER 1, 2023

Water	Business & Residential - \$3.65 per 1,000 gallons Industrial - \$3.59 per 1,000 gallons Town of Hurt - \$5.48 per 1,000 gallons Business & Residential Outside of Town - \$7.30 per 1,000 gallons Industrial Outside of Town - \$7.18 per 1,000
Sewer (based on 85% of water consumption or metered consumption)	Business & Residential - \$4.00 per 1,000 gallons Industrial - \$4.11 per 1,000 gallons Town of Hurt - \$4.00 per 1,000 gallons Business & Residential Outside of Town - \$8.00 per 1,000 gallons Industrial Outside of Town - \$8.22 per 1,000
Sewer Only Charge (flat rate with monthly fixed charge)	\$ 44.75

Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 1/2"	5	\$32.50
2"	8	\$52.00
2 1/2"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee	Proposed Water Connection Fee	Water Availability Fee	Proposed Water Availability Fee	Sewer Connection Fee (No Change)	Sewer Availability Fee	Proposed Sewer Availability Fee
5/8"	1	\$1,500	\$2,150	\$0	\$500	\$2,000	\$600	\$700
3/4"	1.5	\$2,250	\$3,225	\$0	\$750	\$3,000	\$900	\$1,050
1"	2.5	\$3,750	\$5,375	\$0	\$1,250	\$5,000	\$1,500	\$1,750
1 1/2"	5	\$7,500	\$10,750	\$0	\$2,500	\$10,000	\$3,000	\$3,500
2"	8	\$12,000	\$17,200	\$0	\$4,000	\$16,000	\$4,800	\$5,600
2 1/2"	11	\$16,500	\$23,650	\$0	\$5,500	\$22,000	\$6,600	\$7,700
3"	15	\$22,500	\$32,250	\$0	\$7,500	\$30,000	\$9,000	\$10,500
4"	25	\$37,500	\$53,750	\$0	\$12,500	\$50,000	\$15,000	\$17,500
6"	50	\$75,000	\$107,500	\$0	\$25,000	\$100,000	\$30,000	\$35,000
8"	80	\$120,000	\$172,000	\$0	\$40,000	\$160,000	\$48,000	\$56,000
10"	115	\$172,500	\$247,250	\$0	\$57,500	\$230,000	\$69,000	\$80,500

Biochemical Oxygen Demand (BOD) rate	\$ 4.32	
Chemical Oxygen Demand (COD) rate	\$ 2.07	
Total Suspended Solids (TSS) rate	\$ 2.88	
Application for Service / Application Fee	\$ 25.00	
Security Deposit (Owner)	\$ 50.00	
Security Deposit (Tenant)	\$ 125.00	
Cut-Off Charge Fee for Non-payment	\$ 35.00	
Service request during work hours (7:00 am-3:30 pm M-F)	\$ 25.00	
Service request after work hours (3:30 pm M-F; Saturday and Sunday)	\$ 50.00	
Purchase of water at WTP	\$ 10.00	for each 1,000 gallons
Disposal Fee Permit for WWTP	\$ 50.00	

MISCELLANEOUS CHARGES

Return Check Charge	\$ 35.00	
Police Report	\$ 5.00	
Customer Copies	\$ 0.15	
Fax	\$ 1.25	first page
	\$ 0.75	each additional page
Vehicle Withholding Fee (DMV stop)	\$ 45.00	
Dealers in precious metals; permit required from Chief of Police	\$ 200.00	
Going out of business permit	\$ 25.00	
Additional Solid Waste Container	\$ 100.00	
Replacement Container	\$ 100.00	
House Cleanout	\$ 250.00	per load \$250 deposit required with balance due after collection



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
April 25, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 8.1

CLOSED SESSION

Title: Town Council Closed Session

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

convene in Closed Session

Explanation:

Section 2.2-3711 (A)(5)

Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment. CLOSED SESSION Document 4.25.23.pdf

TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, April 25th, 2023

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

Section 2.2-3711 (A)(5) Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

The motion was made by _____ and seconded by _____.

Motion carried.

VOTE:	Dr. Scott Lowman	_____	Vice Mayor Reggie Bennett	_____
	Mr. Timothy George	_____	Mr. Tracy Emerson	_____
	Mr. Jay Higginbotham	_____	Mr. Wayne Mitchell	_____
	Mayor Michael Mattox	_____		

Town Council went into Closed Session at _____ PM.

Notice was given that Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

A motion was made by _____, seconded by _____, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED the Town Council hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE:	Dr. Scott Lowman	_____	Vice Mayor Reggie Bennett	_____
	Mr. Timothy George	_____	Mr. Tracy Emerson	_____
	Mr. Jay Higginbotham	_____	Mr. Wayne Mitchell	_____
	Mayor Michael Mattox	_____		

Adjourned at _____ p.m.

Action(s): _____