



Town of Altavista

Town Council Work Session Agenda

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

Tuesday, May 24, 2016

5:00 PM Council Work Session

- 1. Call to Order**
- 2. Agenda Amendments/Approval**
- 3. Public Comments –Agenda Items Only**
- 4. Introductions and Special Presentations**
- 5. Items For Discussion**
 - a. FY2017 Budget & CIP**
 - b. Commonwealth MHP zoning issue**
 - c. War Memorial Building/YMCA Family Center Roof follow up**
 - d. Broad Street storm water item**
 - e. Utility Fees issue (FY2013-2014)**
 - f. Classification and Compensation Study**
 - g. FY2016 Budget Amendments/Departmental Transfers**
 - h. Myrtle Lane Paving follow up**
 - i. Water tank logo**
- 6. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 7. Adjournment**

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, JUNE 14, 2016 @ 7:00 p.m.

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: FY2017 Budget and FY2017-2021 CIP

Summary: Earlier this month, Council conducted a Public Hearing on the proposed FY2017 Budget and FY2017-2021 Capital Improvement Program (CIP). As previously stated, the proposed budget is based on the existing tax rate structure. Following the hearing, Council directed staff to remove the proposed increases for the elected official's annual stipend, which resulted in a decrease of \$14,550. This reduction coupled with several other previous revisions, including the County proposed contribution, results in a deficit in the budget of \$17,650. (See attached email from Tobie Shelton for more details).

Staff has taken a look at the original revenue projections and based on current trends feels that the projection can be increased by \$21,000. ("Misc. – Sale of Supplies & Materials" - \$11,000 and "Local Meals Tax" - \$10,000). Based on the changes to the budget and the revised revenue projections, the potential result would be a surplus of \$3,350 in the General Fund.

Following the budget public hearing, as well as the one related to a cigarette tax ordinance, Council discussed the revenue scenario that would decrease two revenue sources (Real Estate Tax and BPOL Tax) and increase one tax revenue (Local Meals Tax) and implement a new tax (Cigarette Tax). The information below was the scenario that staff had presented to Council based on their earlier direction, in regard to a tax decrease and how it could be paid for.

Cigarette Tax Proposal:	\$0.27 per pack (\$150,000)
Meals Tax Proposal:	Increase from 5.5% to 7% (\$182,000 increase)
BPOL Tax Proposal:	Reduction by 50% (\$80,250 decrease)
Real Estate Tax Proposal:	Decrease rate from \$0.144 to \$0.08 (\$251,100 decrease)

As you can see, the reduction and the increase in taxes is basically revenue neutral in the scenario.

At this time staff is seeking direction in regard to any changes to the draft budget that Council would like to see before the budget is presented to Council on Tuesday, June 14th for adoption.

Budget/Funding: FY2017 Budget and Capital Improvement Program.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends that Council discuss and provide feedback in regard to any changes for inclusion in the budget to be considered for adoption at the June 14th meeting.

Town Manager Recommendation: Provide any changes for inclusion in the budget to be adopted at the June 14th meeting.

Attachment: Email from Tobie Shelton (budget revisions); Staff Report from May 10th Town Council meeting; Budget Overview from May 10th meeting; Budget Public Hearing Notices

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

Waverly Coggsdale III

From: Tobie Shelton
Sent: Thursday, May 12, 2016 1:47 PM
To: Waverly Coggsdale III
Subject: Revised Budget

Waverly,

I have made the revisions to the proposed FY 2017 Budget as directed by Council. The revisions are below:

Expenditures:

Remove the salary increase budgeted for the Mayor and members of Council, a reduction of (14,550)
Increase Wages and Benefits in Administration, an increase of 5,900
Eliminate Uniform cleaning from Police Department's budget, but increase training, an increase of 1,300
These revisions equate to a reduction in General Fund expenditures of 7,350.

Revenue:

Reduce General Fund Revenue by 25,000 as a result of CC reducing their contribution to the Town.

As a result of the revisions made, the proposed budget will require a transfer in from reserves in the amount of \$17,650 to balance the budget.

IF you have any questions, please let me know.

Tobie C. Shelton

Finance Director / Treasurer

Town of Altavista

510 7th Street

P. O. Box 420

Altavista, VA 24517

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Phone: 434.369.5001

Fax: 434.369.4369



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: May 10, 2016

Agenda Item: FY2017 Budget and FY2017-2021 Capital Improvement Program

Summary: Tonight will be an opportunity for the public to comment on the Proposed FY2017 Budget and the Proposed FY2017-2021 Capital Improvement Program (CIP). Following tonight's public hearing, Town Council will have an opportunity to consider the comments before final adoption of the budget. Should Council have items that they need to discuss, the May 24th Work Session can be utilized for said purpose. Staff will be seeking adoption of the FY2017 Budget and the FY2017-2021 Capital Improvement Program (CIP) at the regular Town Council meeting on June 14th.

Based on discussion by Town Council, the total advertised budget

REVENUE

General Fund Revenue (estimate)	<u>\$ 4,983,150</u>
Enterprise Fund Revenue (estimate)	<u>\$ 5,205,800</u>
Highway Maintenance Fund (estimate)	<u>\$ 676,000</u>
Cemetery Fund (estimate)	<u>\$ 28,000</u>
TOTAL REVENUE:	<u>\$ 10,892,950</u>

EXPENDITURES

General Fund Expenditures	<u>\$ 4,889,400</u>
Enterprise Fund Expenditures	<u>\$ 5,205,800</u>
Highway Maintenance Expenditures	<u>\$ 676,000</u>
Cemetery Fund Expenditures	<u>\$ 56,750</u> (Includes \$25,000 Transfer To Reserves)
Transfer To General Fund Reserves	<u>\$ 65,000</u> (Fire Department Loan Repayment offset)
TOTAL EXPENDITURES:	<u>\$10,892,950</u>

The proposed budget is based on no changes to the tax rates nor the utility rates. To balance the budget, the General Fund requires a "transfer in" of \$7,200 from GF Reserves and the Enterprise Fund requires a "transfer in" of \$178,900 from EF Reserves.



During budget discussions, staff was directed to look at revenue scenarios in regard to the possibilities of implementing a Cigarette Tax (public hearing will immediately follow), an increase in the Meals Tax rate; and a reduction of the BPOL tax rates, as well as a reduction in the Real Estate tax rate.

Cigarette Tax Proposal:	\$0.27 per pack (\$150,000)
Meals Tax Proposal:	Increase from 5.5% to 7% (\$182,000 estimated increase)
BPOL Tax Proposal:	Reduction by 50% (\$80,250 decrease)
Real Estate Tax Proposal:	Decrease rate from \$0.144 to \$0.08 (\$251,100 decrease)

Based on the above scenario, the two revenue increases would generate \$332,000 and the two revenue decreases would be \$331,350; for an increase of \$650 annually.

In addition, the Campbell County draft budget represents a 50% reduction (\$25,000) of their annual contribution to the Town of Altavista. The Town's proposed budget would need to be amended to reflect this change, assuming the County's budget is adopted as proposed. Staff would recommend that the non-budgeted revenue that will come from the sale of surplus property in the next few months or by increasing the revenue projected from sale of surplus items in FY2017 be utilized to offset this item.

The Personal Property Tax Relief (PPTRA) is estimated at 62%.

There is no proposed increase to the Utility Rates (Water & Sewer) in the proposed FY2017 Budget.

The Capital Improvement Program (CIP) for FY2017-2021 totals \$17,011,400; the FY2017 Capital Improvement Program items/projects represent \$2,320,600 of the total and is included in the FY2017 Budget.

Following the Public Hearing, Council may direct staff to make changes to the Budget and/or CIP or refer discussion to the May Town Council Work Session, if either are warranted.

NO MOTIONS WILL BE NEEDED AT THIS TIME IN REGARD TO ADOPTION OF THE FY2017 BUDGET AND/OR THE FY2017-2021 CAPITAL IMPROVEMENT PROGRAM (CIP). OFFICIAL ADOPTION IS SCHEDULED FOR COUNCIL'S REGULAR MEETING ON TUESDAY, JUNE 14, 2016.

Attachment(s)

- FY2017 Budget Overview
- Notice of Public Hearing
 - Includes:*
 - Budget
 - Tax Rates
 - Capital Improvement Program
 - PPTRA Resolution
- Staff Memo regarding Budget Revisions

2017 PROPOSED BUDGET OVERVIEW

Total Expenditures: \$10,892,950
(Includes no transfers to Reserves)

Total Revenue: \$8,647,150
Transfers: \$2,245,800 (\$351,900 – General; \$1,893,900 – Enterprise)
TOTAL: \$10,892,950

Real Estate Rate: \$0.144 per \$100 of assessed value
Personal Property Rate: \$2.00 per \$100 of assessed value
PPTRA: \$500 or less assessed value – 100% tax relief
\$501 to \$10,000 assessed value - 62% tax relief
\$10,001 or more – 62% of tax relief on the first
\$10,000 of assessed value

Utility Rates: ***No change from FY 2016 rates**
Water: Business & Residential - \$2.18 per 1,000 gallons
Industrial - \$2.14 per 1,000 gallons
Town of Hurt - \$3.27 per 1,000 gallons
Outside of Town - \$4.36 per 1,000 gallons

Sewer: Business & Residential - \$3.07 per 1,000 gallons
Industrial - \$3.14 per 1,000 gallons
Town of Hurt - \$3.07 per 1,000 gallons

Capital Improvement Program

FY2017 Expenditures: \$2,320,600
**included in FY 2017 Proposed Budget*
FY2017 – 2021 Expenditures: \$17,011,400

**TOWN OF ALTAVISTA
NOTICE OF PUBLIC HEARING
FY 2017 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 10, 2016 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rate for the Fiscal Year 2017.

ESTIMATED REVENUE

General Fund

Real Estate Tax	389,500
Public Service Corporation Taxes	177,000
Personal Property Taxes	1,860,500
Other Local Taxes	1,401,500
Permits and Fees	1,000
Fines and Forfeitures	8,500
Use of Money and Property	163,000
Charges for Service	10,100
Donations, Receipts and Transfers	352,200
Intergovernmental	619,850

General Fund Total: **\$4,983,150**

Enterprise Fund (Water & Sewer)

Service Charges	3,262,700
Interest	11,000
Connection Fees	8,200
Miscellaneous, Grants & Transfers	1,745,000
CIP Reserves	178,900

Enterprise Fund Total: **\$5,205,800**

Highway Maintenance Fund **\$676,000**

Cemetery Fund **\$28,000**

REVENUE GRAND TOTAL: **\$10,892,950**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	40,450
Administrative Department	795,500
Police Department	1,014,450
Public Works	2,483,950
Street & Highway Maintenance	676,000
Water Department	3,887,850
Wastewater Department	1,317,950
Green Hill Cemetery	31,750
Non Departmental	281,150
Transit Department	103,550
Economic Development	170,350
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves	65,000
Total Proposed Operating Expenses	\$10,892,950

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	2,289,600
Wastewater Treatment Plant Equipment	142,500
Public Works Department Equipment	1,423,950
State Highway Funding	225,000
Police Department Equipment	55,650
Administration Department Equipment	30,000
Transit Department	4,500
Economic Development	14,000
Total Proposed Capital Outlay	\$4,185,200

**PROPOSED TAX RATE – TOWN OF ALTAVISTA
2016 REAL & PERSONAL PROPERTY**

PROPOSED MEALS TAX RATE INCREASE

The 2016 levy on all taxable real estate located in the Town of Altavista shall be 14.4 cents (\$0.144) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2015 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

The PPTRA relief is estimated to be 62%.

The FY2017 Budget includes an increase to the meal tax rate that would be effective July 1, 2016. The proposed meals tax rate would increase from 5.5% to 7.0%.

Tobie Shelton /Treasurer

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TOWN OF ALTAVISTA

CAPITAL IMPROVEMENT PROGRAM (FY2017-2021)

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 10, 2016 at 7:00 P. M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2017 and projected CIP projects for fiscal years 2017-2021. Following is a summary of the total expenditures covering fiscal years 2017-2021:

Total CIP projects for FY2017 - (Funded Projects)	\$ 2,320,600
Total CIP projects for FY2018 - FY2021	<u>\$14,690,800</u>
Total CIP projects for next five (5) years	\$17,011,400

Funding for the FY2017 CIP projects include \$742,650, General Fund; \$225,000 Highway Fund; \$717,100 Enterprise Fund; \$346,250 Grants; \$113,000 Other/Earmarked; \$176,600 CIP Reserves. The total expenditures for FY2017-2020 are for planning purposes only.

Dan Witt
Assistant Town Manager
Town of Altavista

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2017

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2016, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 62% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 62% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: Commonwealth Mobile Home Park Zoning Determination

Summary: Recently staff was contacted by an appraiser that was working for the owner's of the Commonwealth Mobile Home Park. The appraiser was inquiring about the zoning and permitted uses of the property and staff provided the regulations that are set forth in the ordinance related to "non-conforming uses". Staff has determined that Section 86-702(b)(6) of the Town Code permits a manufactured home/mobile home, that is deemed to be a nonconforming use, to be replaced one time with a later model unit on the same site as the previous unit. Subsequently, the owners of Commonwealth Mobile Home Park contacted the Town Manager to discuss their concerns that the zoning determination had "devalued" their property and that the determination was in error. At this time, no zoning permit application has been filed for the replacement of a manufactured home/mobile home on the site.

Based on staff's review, it appears that the wording in Section 86-702(b)(6) was adopted in 1987. Attached is correspondence from John Eller, Town Attorney, in regard to the interpretation of the ordinance.

One of the owners of the Commonwealth MHP, Ms. Jenny Allman, has requested an opportunity to address Council on this issue.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends that Council consider the determination made by staff in regard to Section 86-702(b)(6).

Town Manager Recommendation: Council may provide any proposed changes they would like to see in regard to the Section 86-702(b)(6) of the Town Code.

Attachments: Correspondence from Town Attorney; 2012 Zoning Ordinance sections; 1987 Zoning Ordinance section; Current Section 86-702(b)(6) of the Town Code

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



LAW OFFICES OF
J. JOHNSON ELLER, JR.

P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661

FAX (434) 369-5663

ELLERLAW19@GMAIL.COM

May 16, 2016

**RE: Replacement of Single Wide Manufactured Home
in C-2 and/or R-2 Zoning District**

To Whom It May Concern:

I have been asked as Town Attorney to answer a hypothetical question as to the Altavista Zoning Ordinance.

Suppose an owner of a single wide manufactured home (SWMH) which was in place continuously in a C-2 Commercial (C-2) or a R-2 Multifamily Residential (R-2) zoning district since September 8, 1987 or prior thereto requests a zoning permit to replace the SWMH with a newer model to be placed on the same site as the previous SWMH. Would the Altavista Zoning Ordinance permit the replacement?

The answer is yes.

Suppose a SWMH was originally placed in the C-2 or R-2 prior to September 8, 1987 and was subsequently replaced with a newer model on the same site as the original SWMH. Would a zoning permit be issued for a second replacement? The answer is no.

Effective September 8, 1987, the Altavista Zoning Ordinance was rewritten. Manufactured homes were divided into three classes: "Class A" doublewides, "Class B" singlewides made after July 1, 1976 and "Class C" or "mobile homes made before July 1, 1976". In zoning districts C-2 and R-2 only Class A manufactured homes were permitted and SWMH were not permitted.

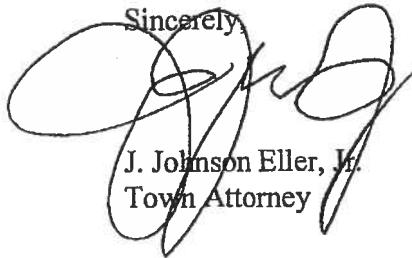
Thus, a SWMH placed before September 8, 1987 constitutes a "non-conforming structure" which may continue under the regulations prescribed in the Altavista Zoning Ordinance. This prohibition has continued through the 1990 recodification of the Zoning Ordinance and the comprehensive revisions of 2012.

Section 86-702 of the Zoning Ordinance of 2012 deals with non-conforming uses in general and Subsection (b) (6) thereof deals with manufactured homes specifically. Section 86-702 (b) (6) states that "Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home." This identical language appears in the 1990 and the 1987 zoning ordinances.

I note that after January 1, 2012, even doublewides are not permitted in the R-2 or the C-2 districts.

Thus, if the SWMH had been in place continuously since September 9, 1987 or before it could be replaced but an application to replace that SWMH again at some point in the future could not be permitted.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Johnson Eller, Jr.", written over the typed name.

J. Johnson Eller, Jr.
Town Attorney

ZONING

§ 86-32

wood or wood pulp, forging, casting, melting, refining, extruding, rolling, drawing, and/or alloying ferrous metals, and the production of large durable goods such as automobiles, manufactured homes, or other motor vehicles.

Intermodal facility means a facility where freight in transit is transferred from one mode of transportation (air, rail, truck, water) to another mode of transportation.

Kennel, commercial means the boarding, breeding, raising, grooming or training of dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain.

Laboratory means an establishment primarily engaged in performing research or testing activities into technological matters. Typical uses include engineering and environmental laboratories, medical, optical, dental and forensic laboratories, x-ray services; and pharmaceutical laboratories only involved in research and development. Excluded from this use type are any laboratories which mass produce one or more products directly for the consumer market.

Landfill, construction debris means the use of land for the legal disposal of construction and demolition wastes consisting of lumber, wire, sheet rock, broken brick, shingles, glass, pipes, concrete, and metals and plastic associated with construction waste from land clearing operations consisting of stumps, wood, brush, and leaves.

Landfill, rubble means the use of land for the legal disposal of only inert waste. Inert waste is physically, chemically and biologically stable from further degradation and considered to be non-reactive, and includes rubble, concrete, broken bricks, and block.

Landfill, sanitary means the use of land for the legal disposal of municipal solid waste derived from households, business and institutional establishments, including garbage, trash, and rubbish, and from industrial establishments, other than hazardous wastes as described by the Virginia Hazardous Waste Regulations.

Laundry means establishments primarily engaged in the provision of laundering, cleaning or dyeing services other than those classified as personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

Life care facility means a residential facility primarily for the continuing care of the elderly, providing for transitional housing progressing from independent living in various dwelling units, with or without kitchen facilities, and culminating in nursing home type care where all related uses are located on the same lot. Such facility may include other services integral to the personal and therapeutic care of the residents.

* *Manufactured home* means a structure subject to federal regulations, built since June 15, 1976, which is transportable in one or more sections; is eight feet or more in width and 40 body feet or more in length in the traveling mode, or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation when connected to the required facilities; and includes the

plumbing, heating, air conditioning, and electrical systems contained in the structure. This structure is not constructed to meet the Industrialized Building Code, Council of American Building Officials, Virginia Uniform Statewide Building Code Use Group R-4.

Manufactured home park means one or more contiguous parcels of land in which two or more lots are provided for manufactured homes.

Manufactured home sales means an establishment primarily engaged in the display, retail sale, rental, and minor repair of new and used manufactured homes, parts, and equipment.

* *Manufactured home, emergency* means a manufactured home used temporarily for the period of reconstruction or replacement of an uninhabitable dwelling lost or destroyed by fire, flood, or other act of nature, or used temporarily as housing relief to victims of a federally declared disaster in accordance with section 86-456.

Meat packing and related industries means industries processing of meat products and by-products directly from live animals or offal from dead animals.

Medical office means use of a site for facilities which provide diagnoses, minor surgical care and outpatient care on a routine basis, but which does not provide overnight care or serve as a base for an ambulance service. Excluded from this definition shall be facilities operated for the treatment of drug addiction and substance abuse. Medical offices are operated by doctors, dentists, or similar practitioners licensed by the commonwealth.

Mini-storage means a building designed to provide rental storage space in cubicles where each cubicle has a maximum floor area of 400 square feet. Each cubicle shall be enclosed by walls and ceiling and have a separate entrance for the loading and unloading of stored goods. Cubicles may or may not be climate controlled.

Mobile home means a factory assembled structure or structures equipped with the necessary service connections and made to be readily movable as a unit or units on its (their) own running gear and designed to be used as a dwelling unit without a permanent foundation and built before June 14, 1976 (also see Manufactured Home). This unit does not meet the requirements of the Council of American Building Officials (CABO) or the Virginia Uniform Statewide Building Code Use Group R-4. The phrase "without a permanent foundation" indicates that the support system is constructed with the intent that the manufactured home placed thereon will be moved from time to time at the convenience of the owner.

Modular home means a dwelling unit constructed on-site in accordance with the Virginia Uniform Statewide Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation.

Modular home sales means a site used for the construction and display of model modular homes, including a sales office and incidental storage associated with the construction of the model homes.

ZONING

§ 86-191

Sec. 86-138. Maximum lot coverage—Accessory structures.

Twenty-five percent of rear yard area.
(Ord. of 10-11-2011(3), § 2)

Sec. 86-139. Maximum height of structures.

Principal structures:	35 feet
Accessory structures:	Shall not exceed height of principal structure; however no accessory building in the R-1 district which is within ten feet of any lot line shall be more than one story high.
Exempt structures:	These structures are exempt from the 35-foot height limit: Church spires, belfries, cupolas, municipal water towers, chimneys, flues, utility poles, transmission structures, flagpoles, television antennas (except satellite antennas which are regulated by article IV of this chapter), and radio aeriars.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-140. Provisions for corner lots.

Of the two sides of a corner lot, the front of the lot shall be deemed to be the shorter of the two sides fronting on streets.

(Ord. of 10-11-2011(3), § 2)

Secs. 86-141—86-190. Reserved.**DIVISION 3. R-2 (MEDIUM-DENSITY RESIDENTIAL) DISTRICT****Sec. 86-191. Statement of intent.**

The R-2 (medium-density residential) district is composed of medium to high-density residential areas, ordinarily located near commercial areas or employment centers, and open areas where similar development is planned and/or likely to occur. The regulations for this R-2 district are designed to stabilize and protect the basic characteristics of the R-2 district, to promote and encourage, compatibility with the intensity of land use, a suitable environment for the enjoyment of family life and to permit limited commercial uses of a compatible character which are unlikely to develop general concentration of traffic, crowds of customers, and general outdoor advertising. The R-2 district is intended to protect against encroachment of general commercial or industrial uses. A wide variety of residential uses for both permanent

and transient occupancy are permitted. Development is focused on medium to high concentrations of dwellings and permitted uses are basically dwellings and additional uses such as schools, parks, clubs, churches and certain public facilities that serve the R-2 district. (Ord. of 10-11-2011(3), § 2)

Sec. 86-192. Permitted uses.

(a) The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment*

Community garden (S)

Duplex*

Family day care home*

Group home*

Home garden

Home occupation*

* *Manufactured home, emergency**

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units—(S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

(3) *Civic use types.*

Assisted care residence*

Cemetery (S)

Club (S)*

Community recreation*

Crisis center (S)

Cultural service

*OTHER THAN EMERGENCY,
MAN. HOMES NOT PERMITTED*

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)*

Day care center (S)*

Golf course (S)

(6) *Industrial use types.*

Recycling center (S)

(7) *Miscellaneous use types.*

Amateur radio tower*

Satellite dish antenna*

(Ord. of 10-11-2011(3), § 2)

Sec. 86-193. Site development regulations (in general).

The following (sections 86-194 thru 86-200) are the site development regulations for the R-2, medium-density residential district in general. For additional, modified or more stringent standards see article IV, use and design standards.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-194. Minimum lot area.

With public water and sewage:	8,000 square feet, however 12,000 square feet for a duplex
With public water and individual sewage*:	15,000 square feet
With individual water and sewage*:	20,000 square feet

Secs. 86-693—86-700. Reserved.

ARTICLE VII. NONCONFORMING USES AND OTHER VESTED RIGHTS

Sec. 86-701. Vested rights not impaired; general policy as to nonconforming uses.

(a) Nothing in this chapter shall impair any vested right. Pursuant to Code of Virginia, § 15.2-2307, a landowner's rights shall be deemed vested and shall not be affected by the subsequent amendment of this chapter if all of the following occur:

- (1) The landowner obtains or is the beneficiary of a significant affirmative governmental act;
- (2) The landowner relies in good faith on a significant affirmative governmental act; and
- (3) The landowner incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

(b) Uses of land, buildings, structures and lots which do not conform to the regulations and restrictions prescribed by this article as of the effective date of the ordinance from which this section is derived may be continued only in conformity with the terms of this article.

(c) This article recognizes that the elimination of existing lots, buildings and structures or uses that are not in conformity with the provisions of this article is as much a subject of health, safety, and general welfare as is the prevention of the establishment of new uses that would violate the provisions of this article. It is the intent of this article to permit these nonconformities to continue, but not to encourage their survival or permit their uses as grounds for adding other structures or uses prohibited elsewhere within the same district.

(d) Therefore, any structure or use of land existing at the time of the enactment of the ordinance from which this section is derived, and any subsequent amendments not in conformity with the regulations and provisions of this section, may be continued only subject to the provisions of section 86-702.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-702. General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

(a) *Lots of record.* Where a lot or lots of record at the time of enactment of the ordinance from which this section is derived does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this chapter, the following provisions shall apply: Any lot or lots of record, in any district, at the time of enactment or amendment of this article which is less in area, or width or both than the minimum required by this article may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located. However, when more than 50 percent of the lots in the block in which such nonconforming lots are located have dwellings constructed on them which

are nonconforming as to either front, side or rear yards, the owner may apply for a special use permit. The required area for permitted uses utilizing individual water supply and/or sewage disposal systems shall be approved by the health department and additional area shall be required if considered necessary for conditions encountered.

(b) *Nonconforming structure.* Where a lawful structure exists at the time of enactment or amendment of this article that could not be built in the district in which it is located by reason of restrictions on area, lot coverage, height, yard dimensions or other requirements, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (1) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming building but no such building that is declared by any authorized town official to be unsafe or unlawful by reason of physical condition shall be restored, repaired or rebuilt except as set forth in subsections (b)(3)a. and (b)(3)b. of this section.
- (2) In accordance with Code of Virginia, § 15.2-2307, the owner of any residential or commercial building damaged or destroyed by a natural disaster or other act of God may repair, rebuild, or replace such building, and in so doing, eliminate or reduce the nonconforming features to the extent possible, without the need to obtain a variance. If such building cannot be repaired, rebuilt or replaced except to restore it to its original nonconforming condition, the owner shall have the right to do so.
- (3) Furthermore, a nonconforming building that is destroyed or damaged by any casualty to an extent not exceeding 50 percent of its current fair market value according to the records of the county treasurer, exclusive of foundations, may be restored within two years after such destruction or damage but shall not be enlarged except as provided in this section. If any such building is so destroyed or damaged to an extent exceeding 50 percent of its value, it shall not be reconstructed except:
 - a. In conformity with the regulations for the district in which it is located.
 - b. If the nonconforming building is a single-family detached dwelling, in which event it may be reconstructed within two years after such destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage of any part.
- (4) A nonconforming structure may be enlarged or altered, provided that such enlargement or alteration does not create a nonconformity which did not previously exist. Any structure or portion thereof may be altered to decrease its nonconformity.
- (5) Should a nonconforming structure be moved, it shall thereafter conform to the yard requirements of the district in which it is located after it is moved.
- * (6) Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home.

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(c) *Nonconforming uses of land.* Where a lawful use of land exists at the time of enactment of the ordinance from which this section is derived or any subsequent amendment thereto that would not be permitted by the regulations imposed in this section, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (1) After obtaining a special use permit pursuant to section 86-7, a nonconforming use may be enlarged or increased or extended to occupy a cumulative area not exceeding 25 percent of the area that was occupied at the time of enactment of the ordinance from which this section is derived.
- (2) No such nonconforming use shall be moved, in whole or in part, to any portion of the lot or parcel other than that occupied by such use at the time of enactment of the ordinance from which this article is derived.
- (3) No additional structure not conforming to the requirements of this article shall be constructed in connection with such nonconforming use.

(d) *Nonconforming uses of structures.* Where a lawful use of an individual structure, or of structures and premises in combination, exists at the time of enactment of the ordinance from which this section is derived, or from any subsequent amendment that would not be permitted in the district in which it is located under the requirements of this article, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (1) With the exception of pre-existing class B manufactured homes or class C mobile homes which may not be enlarged, the enlargement, extension or alteration of a structure devoted to a nonconforming use existing at the time of enactment of or amendment to the ordinance from which this section is derived is permitted after obtaining a special use permit pursuant to section 86-7, provided that such enlargement shall not exceed 25 percent in the aggregate of the floor area of the original structure devoted to the nonconforming use, and provided that all yard and other appropriate requirements of this article are met. The provision shall not apply to the changing of the use of a structure to a conforming use.
- (2) Any nonconforming use may be extended to occupy any part of a building that was manifestly arranged or designated for such use at the time of the effective date of the ordinance from which this section is derived, but no such use shall be extended to occupy any land outside such building.
- (3) A building in which a nonconforming use is conducted that is destroyed or damaged by any casualty to an extent not exceeding 50 percent of its current fair market value according to the records of the county treasurer, exclusive of foundations, may be restored within two years after such destruction or damage but shall not be enlarged except as provided in this subsection (d)(3)a. or (d)(3)b. If any such building is so destroyed or damaged to an extent exceeding 50 percent of its value, it shall not be reconstructed except:
 - a. For a conforming use.

Entire Zoning Ordinance re-enacted Sept. 8, 1987

Excerpt from Sec. 18-1 Definitions:

- (18) CONDOMINIUM: Real property, and any incidents thereto or interests therein, lawfully submitted to the terms of Chapter 4.2, Title 55, Code of Virginia by the recordation of condominium instruments pursuant to the provisions of said Chapter 4.2. No project shall be deemed a condominium within the meaning of said Chapter 4.2 unless the undivided interests in the common elements are vested in the unit owners.
- (19) CONDOMINIUM UNIT: A unit together with the undivided interest in the common elements appertaining to that unit.
- (20) COOPERATIVE: Real estate owned by an association, each of the members of which is entitled, by virtue of his ownership interest in the association, to exclusive possession of a unit such interest being governed by Chapter 24, Title 55, Code of Virginia.
- (21) COURT: An open space enclosed wholly or partly by buildings or circumscribed by a single building.
- (22) DWELLING: Any building, or portion thereof, which is designed for use for residential purposes, except hotels, boarding houses, lodging houses, tourist cabins, and trailers.
- (23) DWELLING, SINGLE-FAMILY: A building arranged or designed to be occupied by one family, the structure having only one dwelling unit.
- (24) DWELLING, MULTIPLE-FAMILY: A building arranged or designed to be occupied by more than one (1) family.

* (25) DWELLING, MANUFACTURED HOME: A mobile home used as a residence by a single family, containing one dwelling unit, and not meeting the Virginia Statewide Building Code standards of a single family dwelling (see MOBILE HOME). Categories of manufactured home dwellings are as follows:

- (a) Class A, design restricted - a multi-sectional manufactured home, constructed after July 1, 1976, that meets or exceeds the Manufactured Home Construction and Safety Standards, promulgated by the U. S. Department of Housing and Urban Development and that satisfies each of the additional design criteria in section 18-109.

- (b) Class B, conventional - a traditional single or multi-sectional manufactured home constructed after July 1, 1976, that meets or exceeds the Manufactured Home Construction and Safety Standards, promulgated by the U. S. Department of Housing and Urban Development but that otherwise does not meet all of the criteria of a class A, design-restricted manufactured home.
- (c) Class C, conventional - a manufactured home constructed before July 1, 1976, which does not meet the criteria of a class A or B manufactured home.
- (26) DWELLING UNIT: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- (27) FAMILY: One or more persons related by blood or marriage occupying a premises as a family unit and living in a single dwelling unit, as distinguished from a group of persons unrelated by blood or marriage occupying a boarding house, lodging house, tourist home, or hotel.
- (28) FIRE DISTRICT: A section of the town zoned C-2 bounded on the north by Pittsylvania Avenue, on the south by the Staunton River, to the east by Fifth Street and to the west by Seventh Street.
- (29) GARAGE, PRIVATE: An accessory building designed or used for the storage of not more than four (4) automobiles owned and used by the occupants of the building to which it is necessary; provided, that on a lot occupied by a multiple dwelling, the private garage may be designed and used for the storage of one and one-half (1½) times as many automobiles as there are dwelling units in the multiple dwelling.
- (30) GARAGE, PUBLIC: A building or portion thereof, other than a private garage, designed or used for servicing, repairing, equipping, renting, selling or storing motor-driven vehicles.
- (31) GOVERNING BODY: The Town Council of Altavista, Virginia.
- (32) GUEST ROOMS: Shall mean the provision for compensation of lodging and/or meals for not to exceed four (4) persons in a single dwelling.

high. No accessory building shall be more than the main building in height.

Sec. 18-77. Landscaping may be required.

Landscaping may be required within any established or required front setback area, the plans and execution of which must take into consideration traffic hazards, and no such landscape planting shall be permitted to exceed a height of three (3) feet within fifty (50) feet from the corner of any intersecting streets or edge of the street right of way. See also Section 18-110.

Article VIII - Commercial District C-2

Commonwealth MHP
Zoned C-2 until
2011 Re-zoned to R-2.

Sec. 18-78. Statement of Intent.

This district covers those areas of the community intended for the conduct of a variety of businesses to which the public requires direct and frequent access and is characterized by constant heavy traffic, and by noise of congestion of people and passenger vehicles. This district is the major business district of the town which is the focal point of business in the community. Residential uses may also exist in the C-2 district providing minimum standards are met.

Sec. 18-79. Use Regulations.

In Commercial District C-2, structures to be erected or land to be used, shall be used as follows:

A. Authorized uses - no Special Use Permit Required.

1. Retail stores.
2. Bakeries and Food stores.

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3. Drycleaners, laundries.
4. Hardware stores.
5. Wearing apparel stores.
6. Drug stores.
7. Barber and Beauty shops.
8. Auto and home appliance services.
9. Theaters, assembly halls.
10. Office buildings, banks.
11. Churches.
12. Libraries.
13. Funeral Homes.
14. Service stations--with major repair under cover.
15. Clubs and lodges.
16. Auto sales and service.
17. Mobile home sales and service except in the Fire District.
18. Lumber and building supply--with storage under cover.
19. Plumbing and electrical supply--with storage under cover.
20. Wholesale Businesses.
21. Machinery sales and service.
22. Furniture Stores including Cabinets, furniture and upholstery shops.
23. Restaurants.
24. Printing operations.
25. Public utilities such as poles, lines, distribution and/or transmission transformers, pipes, meters, and/or other facilities necessary for the provision and maintenance, including water and sewerage facilities.

26. Church bulletin boards and church identification signs for church activities.
27. Signs used in the conduct of a business, providing that no establishment shall display more than three (3) signs, facing each street or alley upon which said business fronts, no one of which shall exceed eighty (80) square feet in area, and the aggregate of which shall not exceed one hundred fifty (150) square feet, and all lighting of which shall be indirect. Larger signs may be permitted by Special Use Permit.
28. Child Care Centers
29. All Authorized Uses in District C-1.
30. Residential
 - a. Single family dwellings provided they meet the requirements contained in Article IV (R-1).
 - b. Multiple-family dwellings provided they meet the requirements contained in Article V (R-2).



- c. Class A Manufactured home dwellings. See Section 18-109.

The requirements for residential uses as set forth above shall supercede those set forth in the subsequent sections.

31. Satellite Antennae
- B. Permitted Uses with Special Use Permit. The following uses may be permitted only upon the issuance of a Special Use Permit by the Town Council with such conditions as may be imposed by the Council:
1. Hotels, motels and Mobile Home Parks subject to requirements of Article VI of this ordinance.
 2. Wholesale and processing not objectionable because of dirt, noise, or odors.
 3. Public billiard parlors and pool rooms, bowling alleys, dance halls, and similar forms of public amusement.
 4. Animal Hospitals and/or kennels.

C. Prohibited uses.

1. Automobile graveyards.
2. Junkyards.
3. Materials storage yards.

Such uses which are in existence at the time of the adoption of this ordinance may continue as nonconforming uses, provided that they shall have a period of not exceeding three (3) years after said adoption in which to completely screen on any side viewed from a public road the operation or use by a solid six (6) foot high masonry wall, or other type of solid fencing or hedge approved by the Administrator.

D. Off-Street parking shall be provided as required in Article XI, Part 1.

E. All uses in this district are subject to the provisions of Article XV, Flood Control.

Sec. 18-80. Area Regulations.

None, except for uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the health official.

Sec. 18-81. Setback Regulations.

None.

Sec. 18-82. Side Yard Regulations; screening required; provisions for loading.

The minimum side yard or rear yard adjoining or adjacent to a residential district shall be twenty-five (25) feet except where bordered by a street or alley. Through the entire length of the said side yard there shall be required a solid fence six feet in height or a solid screen of three rows of coniferous trees initially planted five feet apart center to center staggered in all directions (three rows)

six feet or more in height at the time of planting and maintained in perpetuity.

Sec. 18-83. Height.

No building shall be erected to a height in excess of forty (40) feet above grade without prior approval of the Commission. Church spires, belfries, cupolas, monuments, cooling towers, utility poles, transmissions structures, municipal water towers, chimneys, flues, flag poles, television antenna, and radio aeralials are exempt. Parapet walls may be up to four (4) feet above the height of the building on which the walls rest.

Sec. 18-84. Requirements for permitted uses.

Before a zoning permit shall be issued or construction commenced on any permitted use in this district, or a permit issued for a new use, detailed site plans indicating compliance with the substantive provisions of this ordinance and in sufficient detail to show the operations and processes shall be submitted to the zoning administrator for study. The administrator may refer these plans to the Commission for their recommendation. Modification of the plans may be required.

Sec. 18-85. Landscaping may be required.

Landscaping may be required within any established or required front setback area, the plans and execution of which must take into consideration traffic hazards, and no such landscape planting shall be permitted to exceed a height of three (3) feet within fifty (50) feet from the

The side yard on the side facing the side street shall be twenty (20) feet or more for both main and accessory buildings.

Article V - Residential District R-2

Part 1. General Regulations

Sec. 18-27. Statement of Intent.

This district is composed of medium to high-density residential areas, ordinarily located near commercial areas or employment centers, and open areas where similar development is planned and/or likely to occur. The regulations for this district are designed to stabilize and protect the basic characteristics of the district, to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for family life composed of an adult population with children, and to permit limited commercial uses of a compatible character which are unlikely to develop general concentration of traffic, crowds of customers, and general outdoor advertising. To these ends, retail activity is sharply limited and this district is protected against encroachment of general commercial or industrial uses. All residential types of structures for both permanent and transient occupancy and including institutions, are permitted. To these ends, development is limited to medium to high concentrations of dwellings and permitted uses are basically dwellings and certain additional uses such as schools, parks, clubs, churches and certain public facilities that serve the district.

Sec. 18-28. Use Regulations.

Unless in an apartment, condominium or cooperative complex, only one building and its accessory buildings may be erected on any lot or parcel of land in Residential District R-2. Structures to be erected or land to be used shall be used as follows:

A. Authorized uses - no Special Use Permit Required

1. Single-family dwellings.
2. Multiple-family dwellings, including apartments, condominiums, cooperatives and townhouses. All such multiple unit development shall meet the requirements of Part II and Part III of this Article V.
- * 3. Manufactured Home Dwellings, Class A.
4. Rooming and boarding houses.
5. Tourist homes.
6. Professional offices.
7. Home occupations conducted by the occupant within the dwelling.
8. Accessory buildings as defined, however, garages or other accessory buildings, such as carports, porches and stoops attached to the main building shall be considered part of the main building.
9. Public utilities: poles, lines, distribution transformers, pipes, meters, and other facilities necessary for the provision and maintenance of public utilities, including water and sewer systems.
10. Satellite antennae as provided in Article XI, Part 2.
11. Signs.
 - a. Signs, not exceeding two (2) square feet in area attached to the dwelling.

- b. Church bulletin boards and church identification signs for church activities only, not exceeding twenty-four (24) square feet in area.
 - c. Street and property identification signs, not exceeding two (2) square feet in area.
 - d. Illumination of signs shall be indirect, with the light source shielded from direct view.
12. Home gardens.
13. All Authorized Uses in Districts RLD and R-1.
- B. Permitted Uses with Special Use Permit. The following uses may be permitted only upon the issuance of a Special Use Permit by the Town Council with such conditions as may be imposed by the Council.
- 1. Schools, churches, libraries, clubs, lodges, parks and playgrounds.
 - 2. Hospitals, General, adult care homes, nursing homes.
- C. Prohibited uses. The following uses are prohibited:
- 1. Agriculture.
 - * 2. Mobile Homes (Manufactured home dwellings, Classes B and C).
- D. Off-street Parking. Off-street parking shall be provided as required in Article XI, Part 1.
- E. All uses in this district are subject to the provisions of Article XV, Flood Control.

Sec. 18-29. Area Regulations - With Public Water and Sewer.

For residential lots served by public water and sewage disposal the minimum lot area shall be not less than:

One (1) unit	Ten Thousand (10,000) square feet
Two (2) units	Twelve Thousand (12,000) square feet
Three (3) units	Fourteen Thousand (14,000) square feet

Multiple-Family dwellings with four or more units are subject to Part II and III hereof of this Article V.

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of the effective date hereof may be continued only in conformity with the terms of this ordinance.

This chapter recognizes that the elimination of existing lots, buildings and structures or uses that are not in conformity with the provisions of this Ordinance is as much a subject of health, safety, and general welfare as is the prevention of the establishment of new uses that would violate the provisions of this Ordinance. It is, therefore, the intent of this Ordinance to permit these non-conformities to continue, but not to encourage their survival or permit their uses as grounds for adding other structures or uses prohibited elsewhere within the same district.

Therefore, any structure or use of land existing at the time of the enactment of this Ordinance and any subsequent amendments thereto not in conformity with the regulations and provisions herein, may be continued only subject to the provisions of Section 18-112.

Sec. 18-112. General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

A. Lots of Record. Where a lot of record at the time of enactment of the Ordinance does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this Ordinance, the following provisions shall apply:

Any lot of record, in any district, at the time of enactment or amendment of this Ordinance which is less in

Supplement Page. (Entire Chapter 18 amended 9/8/87).

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area, or width or both than the minimum required by this Ordinance may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located; however, when more than (fifty (50) per cent) of the lots in the block in which such nonconforming lots are located have dwellings constructed on them which are nonconforming as to either front, side or rear yards, owner may apply for a special use permit. The required area for permitted uses utilizing individual water supply and/or sewage disposal systems shall be approved by the Campbell County Health Department and additional area shall be required if considered necessary for conditions encountered.

B. Nonconforming Structures. Where a lawful structure exists at the time of enactment or amendment of this Ordinance that could not be built in the district in which it is located by reason of restrictions on area, lot coverage, height, yard dimensions or other requirements, such structure may be continued so long as it remains otherwise lawful, subject to the following provision:

Nothing in this Section shall be deemed to prevent keeping in good repair a nonconforming building but no such building that is declared by any authorized town official to be unsafe or unlawful by reason of physical condition shall

Supplement Page. (Entire Chapter 18 amended 9/8/87).

be restored, repaired or rebuilt except as set forth in Paragraph 2(a) and (b) below.

2. A nonconforming building that is destroyed or damaged by any casualty to an extent not exceeding (fifty (50) per cent) of its current fair market value according to the records of the Treasurer of Campbell County, exclusive of foundations, may be restored within two (2) years after such destruction or damage but shall not be enlarged except as provided herein. If any such building is so destroyed or damaged to an extent exceeding (fifty (50) per cent) of its value as above, it shall not be reconstructed except:

(a) In conformity with the regulations for the district in which it is located.

(b) If the nonconforming building is a single family detached dwelling, in which event it may be reconstructed within two (2) years after the aforesaid destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage or any part thereof.

3. A nonconforming structure may be enlarged or altered, provided such enlargement or alteration does not create a nonconformity which did not previously exist; any structure or portion thereof may be altered to decrease its nonconformity.

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4. Should a nonconforming structure be moved, it shall thereafter conform to the yard requirements of the district in which it is located after it is moved.

5. Any mobile home existing in a district as a nonconforming use may be replaced once with a later model mobile home provided that the later model mobile home is located on the site of the replaced mobile home. *

C. Nonconforming Uses of Land. Where a lawful use of land exists at the time of enactment of this Ordinance or any subsequent amendment thereto that would not be permitted by the regulations imposed herein, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

1. After obtaining a special use permit pursuant to Section 18-96, a nonconforming use may be enlarged or increased or extended to occupy a cumulative area not exceeding twenty-five (25) percent) of the area that was occupied at the time of enactment of this Ordinance or any subsequent amendment thereto.

2. No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the time of enactment of this Ordinance or any subsequent amendment thereto.

3. No additional structure not conforming to the requirements of this Ordinance shall be constructed in connection with such nonconforming use.

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D. Nonconforming Uses of Structures. Where a lawful use of an individual structure, or of structures and premises in combination, exists at the time of enactment of this Ordinance or any subsequent amendment thereto that would not be permitted in the district in which it is located under the requirements of this Ordinance, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

1. With the exception of mobile homes (Class B or C manufactured home dwellings) which may not be enlarged, enlargement, extension or alteration of a structure devoted to a nonconforming use existing at the time of enactment of or amendment to this Ordinance is permitted after obtaining a special use permit pursuant to Section 18-96 provided said enlargement shall not exceed a cumulative twenty-five (25) percent) in the aggregate of the floor area of the original structure devoted to the nonconforming use and provided all yard and other appropriate requirements herein are met. The provision shall not apply to the changing of the use of a structure to a conforming use.

2. Any nonconforming use may be extended to occupy any part of a building that was manifestly arranged or designated for such use at the time of the effective date of this Ordinance, but no such use shall be extended to occupy any land outside such building.

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3. A building in which a nonconforming use is conducted that is destroyed or damaged by any casualty to an extent not exceeding (fifty (50) per cent) of its current fair market value according to the records of the Treasurer of Campbell County, exclusive of foundations, may be restored within two (2) years after such destruction or damage but shall not be enlarged except as provided herein. If any such building is so destroyed or damaged to an extent exceeding (fifty (50) per cent) of its value as above, it shall not be reconstructed except:

(1) For a conforming use.

(2) If the nonconforming use of the building is as a single family detached dwelling, in which event it may be reconstructed within two (2) years after the aforesaid destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage or any part thereof.

4. If a building in which a nonconforming use is conducted is moved for any distance whatever, for any reason, then any future use of such building shall be in conformity with the regulations specified by this Ordinance for the zoning district in which such building is located.

5. If any building in which any nonconforming use is conducted is hereafter removed, the subsequent use of land on which such building was located and the subsequent

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Secs. 86-693—86-700. Reserved.

ARTICLE VII. NONCONFORMING USES AND OTHER VESTED RIGHTS

Sec. 86-701. Vested rights not impaired; general policy as to nonconforming uses.

(a) Nothing in this chapter shall impair any vested right. Pursuant to Code of Virginia, § 15.2-2307, a landowner's rights shall be deemed vested and shall not be affected by the subsequent amendment of this chapter if all of the following occur:

- (1) The landowner obtains or is the beneficiary of a significant affirmative governmental act;
- (2) The landowner relies in good faith on a significant affirmative governmental act; and
- (3) The landowner incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

(b) Uses of land, buildings, structures and lots which do not conform to the regulations and restrictions prescribed by this article as of the effective date of the ordinance from which this section is derived may be continued only in conformity with the terms of this article.

(c) This article recognizes that the elimination of existing lots, buildings and structures or uses that are not in conformity with the provisions of this article is as much a subject of health, safety, and general welfare as is the prevention of the establishment of new uses that would violate the provisions of this article. It is the intent of this article to permit these nonconformities to continue, but not to encourage their survival or permit their uses as grounds for adding other structures or uses prohibited elsewhere within the same district.

(d) Therefore, any structure or use of land existing at the time of the enactment of the ordinance from which this section is derived, and any subsequent amendments not in conformity with the regulations and provisions of this section, may be continued only subject to the provisions of section 86-702.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-702. General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

(a) *Lots of record.* Where a lot or lots of record at the time of enactment of the ordinance from which this section is derived does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this chapter, the following provisions shall apply: Any lot or lots of record, in any district, at the time of enactment or amendment of this article which is less in area, or width or both than the minimum required by this article may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located. However, when more than 50 percent of the lots in the block in which such nonconforming lots are located have dwellings constructed on them which

are nonconforming as to either front, side or rear yards, the owner may apply for a special use permit. The required area for permitted uses utilizing individual water supply and/or sewage disposal systems shall be approved by the health department and additional area shall be required if considered necessary for conditions encountered.

(b) *Nonconforming structure.* Where a lawful structure exists at the time of enactment or amendment of this article that could not be built in the district in which it is located by reason of restrictions on area, lot coverage, height, yard dimensions or other requirements, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (1) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming building but no such building that is declared by any authorized town official to be unsafe or unlawful by reason of physical condition shall be restored, repaired or rebuilt except as set forth in subsections (b)(3)a. and (b)(3)b. of this section.
- (2) In accordance with Code of Virginia, § 15.2-2307, the owner of any residential or commercial building damaged or destroyed by a natural disaster or other act of God may repair, rebuild, or replace such building, and in so doing, eliminate or reduce the nonconforming features to the extent possible, without the need to obtain a variance. If such building cannot be repaired, rebuilt or replaced except to restore it to its original nonconforming condition, the owner shall have the right to do so.
- (3) Furthermore, a nonconforming building that is destroyed or damaged by any casualty to an extent not exceeding 50 percent of its current fair market value according to the records of the county treasurer, exclusive of foundations, may be restored within two years after such destruction or damage but shall not be enlarged except as provided in this section. If any such building is so destroyed or damaged to an extent exceeding 50 percent of its value, it shall not be reconstructed except:
 - a. In conformity with the regulations for the district in which it is located.
 - b. If the nonconforming building is a single-family detached dwelling, in which event it may be reconstructed within two years after such destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage of any part.
- (4) A nonconforming structure may be enlarged or altered, provided that such enlargement or alteration does not create a nonconformity which did not previously exist. Any structure or portion thereof may be altered to decrease its nonconformity.
- (5) Should a nonconforming structure be moved, it shall thereafter conform to the yard requirements of the district in which it is located after it is moved.
- (6) Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home.

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: War Memorial Building/YMCA Family Center Roof Update

Summary: Previously staff discussed the issue regarding the leaking roof on the War Memorial Building (owned by Town) that is utilized by the Altavista Area YMCA as part of their childcare/aquatics facility. The attached photo shows the War Memorial building (single story brick portion). The YMCA has received several quotes for roof replacement and the project is estimated to cost between \$35,000 and \$40,000.

Staff is seeking direction from Council on how you would like to handle this issue and in what timeframe. The Town could seek proposals from roofing contractors and proceed with the replacement, if Council approves this path.

In addition, staff has talked with the YMCA in regard to some type of agreement that would memorialize the roles and responsibilities of each group in regard to the building and property. Once the document is ready, it will be presented to Town Council for its review and consideration.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends that the roof replacement on the War Memorial Building proceed.

Town Manager Recommendation: Council approve the expenditure (not to exceed \$40,000) for the War Memorial Building roof replacement and authorize staff to proceed with procuring and awarding a contract to a roofing contractor.

Attachments: Photo of War Memorial Building (YMCA Family Center)

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



War Memorial Building – YMCA Family Center



Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: Broad Street storm water project

Summary: During discussions with Council at their November 2015 Regular Meeting, regarding upgrades to sections of sidewalk in the 1000 block of Broad Street, staff was directed to look at addressing some storm water concerns at the intersection of Broad Street and 9th Street. Staff has asked Hurt & Proffitt to submit a proposal for the engineering of this improvement, as well as a “probable construction cost estimate” (both are attached).

Attached are photos of the existing pipes along Broad Street at its intersection with 9th Street and the curb and gutter that is utilized to carry the water to the outfall ditch at the railroad. Staff has not received complaints in regard to any issues at this location and to our knowledge flooding has not been a problem. It appears that there is a functioning storm water system in place, albeit not the most attractive, and this proposed improvement would be more for aesthetic value at a cost of an estimated \$70,000.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends that this project be analyzed against other potential priorities for the use of available funds.

Town Manager Recommendation: Assess the expenditure of an estimated \$70,000 on this project versus other priorities.

Attachments: Hurt and Proffitt engineering proposal and construction cost estimate; Photos of project area.

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION





View up Broad Street to Intersection with 9th Street



Storm pipe on north side of Broad Street (No sidewalk in this area)



Storm pipe on south side of Broad Street (Sidewalk with handicap ramp heading up Broad)



Existing curb and gutter along Broad Street (flow goes toward railroad tracks)



Curb and gutter along Broad Street



May 5, 2016

HURT & PROFFITT
INCORPORATED

Mr. David Garrett
Town of Altavista
510 Seventh Street
PO Box 420
Altavista, VA 24517

**RE: Proposal for Professional Services
Broad Street Storm Modifications Project
H&P Project 20160529**

Dear Mr. Garrett:

On behalf of the employee owners of Hurt & Proffitt, Inc. (H&P), I am pleased to submit our proposal for the Broad Street Storm Modifications project in Altavista, VA to the Town. Our engineering staff has reviewed the project information and we fully understand what the client is looking for and expecting from the successful engineering team.

If we are selected for this contract, I will be assigned to be the Point-of-Contact and Project Manager. I will be responsible for all work performed on this project and services provided to the client. In addition, all information coming to or leaving Hurt & Proffitt on the project will go through me.

Hurt & Proffitt's six departments of civil engineering, land development, environmental engineering, geotechnical engineering, survey, and construction testing & inspection allows us to provide all major services for this project in-house. This in-house capability will allow us to quickly respond as needed to client requests and issues as they arise during the design of the project. We understand the desire of the client to get this project underway as soon as possible. We stand ready to serve the client and deliver the project in the time frame outlined in this proposal.

The following is our understanding of the proposed work, scope of services, deliverables, schedule, and fees.

PROJECT DESCRIPTION

The Town is looking to make revisions to the existing storm system at the intersection of Broad Street and 9th Street. An existing pipe system has a surface discharge into a gutter along Broad St, creating possible pedestrian and vehicular hazards. The storm network is to be extended to the southeast along Broad Street towards an existing drainage channel at the entrance to the railroad right-of-way.

Specifically, we propose the following:



SCOPE OF WORK

Survey Services

Topographic Survey & Mapping – Task 411 – H&P will provide a Topographic Base Map of the project area and boundary details confirming property lines/easement areas within the project area. The map will be tied to NAD83 Vertical Datum and State Plane Datum. This will be at 1"=50' and at a 2' Contour Interval. All existing improvements to the site will be shown. Included in the scope of work will be supplemental surveying, planimetric details, existing utilities, property owner info and all utility mapping.

The topographic survey drawing will show underground utilities as designated by the Miss Utility Ticket Process. H&P does not guarantee all utilities marked by the Miss Utility Ticket Process are exact or that all utilities will be represented and is not responsible for utilities within the project area that are not marked as part of this process. This proposal includes only the horizontal location of utilities as described. Vertical location of utilities described is not included in this proposal. Typical sanitary and storm structure inverts will be recorded, if within the project area. Pipe sizes and pipe material types will be shown to the best of our ability. H&P does not guarantee that all pipe sizes and pipe material types shown will be exact.

The lump sum fee for Task 411 will be \$4,500.00.

Civil Engineering Services

We will prepare plans to all local standards for the storm system that will meet the requirements of the project. The plans will be submitted to the local review agencies for their review and approval.

Storm System Design Task 551 – H&P will prepare final construction documents for a storm collection system for the Broad Street area. H&P staff will design the storm system based on the latest DEQ and Campbell County stormwater regulations. Plans will also show all necessary erosion and sediment control measures.

The design task will include preliminary and final design stages. After each step in the design process, Hurt & Proffitt will conduct a status meeting with the client to review the design process and ensure compliance with the client/owner requirements. Initial confirmations have been made with DEQ, the USACE, and Campbell County to ensure the level of design required will meet each agencies requirements.

The lump sum fee for Task 551 will be \$5,400.00.

DESIGN SERVICES SCHEDULE

We propose the following schedule or durations to accomplish the work, assuming a Notice to Proceed is issued May 9, 2016. Dates below are estimated start dates for each task. This schedule is contingent on the NTP date listed above and the scope of work as described in this proposal. If either of these factors change, the schedule will need to be adjusted accordingly.



Start Topographic Survey.....	May 9, 2016
Topographic Survey Drawings Completed	May 16, 2016
Preliminary Design Review/Approval with Owner	May 23, 2016
Start Final Plans	May 24, 2016
Final Design Review/Approval with Owner	May 27, 2016
Submittal of Design to Owner/Regulatory Agencies	May 31, 2016
Approval From Regulatory Agencies	June 20, 2016

FEES

All fees are set forth on a Lump Sum or Hourly basis and will be billed monthly based on our estimate of percent complete.

Survey Services

Task 450.....\$4,500.00

Civil Engineering Services

Task 551.....\$5,400.00

Total – Town Park Expansion.....\$9,900.00

These fees assume a single design sequence once an initial layout of the project occurs between Hurt & Proffitt and the client. If the design plan changes and the base sheets are altered, requiring design changes on our part to work that has already been completed, then additional fees will be negotiated for that work. There are no agency (federal, state, or local) review fees included in our fees.

Our fees do not include bid assistance, materials testing, construction administration, or resident project representative services during the construction of the project. We offer these services in-house and would be happy to provide a fee proposal to you should you be interested in them.

ASSUMPTIONS

This proposal is based on the following assumptions:

- It is our understanding that all properties are properly zoned for the intended use and no fees are included in this scope of work for rezoning, conditional use permit, or variances. If any rezoning or conditional use processes are required, these services can be provided at an additional fee.
- Not included in the above are review, inspection, permit, and advertising fees.
- Any work associated with an environmental review or any necessary environmental permits (VSMP, wetland delineation, Nationwide permits) is not included. This work can be completed by Hurt & Proffitt on an hourly basis, if requested.



- It is assumed all meetings would take place in the Lynchburg area or at the project site in Altavista, VA and no fees for travel, mileage, or lodging outside of these locations are included in this proposal. If it becomes necessary to travel outside of the area this would be charged on a time and material basis.
- No public meetings are included.
- Landscape architecture or design, irrigation design, and way-finding signage and related services are not included.
- Permit and application fees are not included. The client will obtain all construction related permits such as, but not limited to, the building permit, land disturbance permit, land use permit, etc.
- Additional services, if requested by the client in writing, can be provided on an hourly basis or a fee proposal can be provided.

Hurt & Proffitt, Inc. appreciates the opportunity to submit this proposal and we look forward to working with you on this project. Please feel free to contact me at 434-847-7796 or blc@handp.com should you wish to discuss our proposal in further detail.

Sincerely,

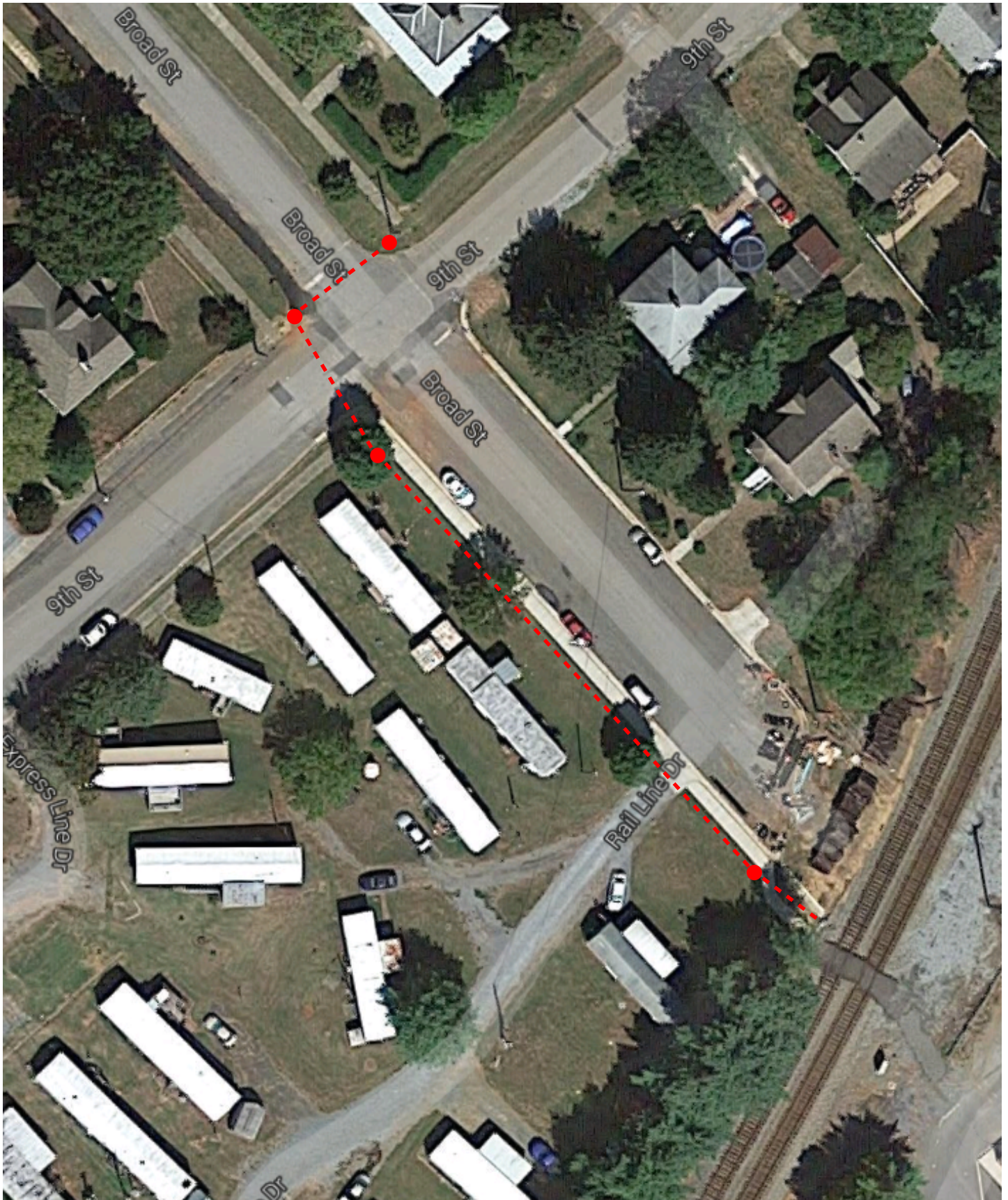
HURT & PROFFITT, INC.

Brian L. Cossman, PE, LEED AP, PMP
VP / Director of Business Development

Date: 5/16/2016

Broad Street Drainage Improvements - Rough Cost
Probable Construction Cost Estimate - Concept Design

No.	VDOT Bid Item Code	Item of Work	Unit	Total	Unit Price	Total Price
1	100	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00
2	101	Construction Survey	LS	1	\$ 2,500.00	\$ 2,500.00
3	110	Clearing and Grubbing	AC		\$ 3,000.00	\$ -
4	120	Regular Excavation	CY		\$ 6.00	\$ -
5	1152	15" HDPE Pipe	LF	360	\$ 50.00	\$ 18,000.00
6	1182	18" Conc. Pipe	LF		\$ 52.00	\$ -
7	1242	24" Conc. Pipe	LF		\$ 77.00	\$ -
8	6740	Drop Inlet DI-1	EA	2	\$ 5,000.00	\$ 10,000.00
9	9056	Manhole MH-1 or MH-2	LF	2	\$ 4,000.00	\$ 8,000.00
10	9148	Erosion Control Stone Class AI, EC-1	TON	10	\$ 80.00	\$ 800.00
11	10128	Aggr. Base Matl. TY.I No. 21B	TON	12	\$ 30.00	\$ 360.00
12	10636	Asphalt Concrete TY. SM-9.5D	TON	3	\$ 200.00	\$ 600.00
13	10642	Asphalt Concrete TY. BM-25.0A	TON	5	\$ 175.00	\$ 875.00
14	11070	NS Saw-cut Asphalt Concrete	LF	140	\$ 10.00	\$ 1,400.00
15	12600	Std. Comb. Curb & Gutter CG-6	LF	10	\$ 50.00	\$ 500.00
16	13220	Hydr. Cement Conc. Sidewalk 4"	SY	10	\$ 60.00	\$ 600.00
17	13222	Hydr. Cement Conc. Sidewalk 7"	SY		\$ 55.00	\$ -
18	24265	NS Maintenance of Traffic	LS		\$ 10,000.00	\$ -
19		Headwall	LS	1	\$ 2,500.00	\$ 2,500.00
20	27102	Regular Seed	LB	20	\$ 20.00	\$ 400.00
21	27215	Fertilizer (15-30-15)	TON	0.10	\$ 1,000.00	\$ 100.00
22	27250	Lime	TON	0.1	\$ 500.00	\$ 50.00
23	27326	Soil Stabilization Mat EC-3 Type B	SY		\$ 10.00	\$ -
24	40061	6" DI Water Main	LF		\$ 60.00	\$ -
25	41820	Fire Hydrant	EA		\$ 3,000.00	\$ -
26		Erosion & Sediment Control	LS	1	\$ 2,500.00	\$ 2,500.00
27		Chain Link Fence & Gate	LF		\$ 20.00	\$ -
28		Stormwater Management	LS		\$ 15,000.00	\$ -
29		Demolition of Existing Structure	LS		\$ 8,000.00	\$ -
Total Bid (in words):					Subtotal:	\$ 54,185.00
					Landscape:	\$ -
					Util. Relocation:	\$ -
					Contingency 10%:	\$ 5,418.50
					Total:	\$ 59,603.50



INITIAL DESIGN CONCEPT

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: FY2013-14 Utility Connection fee increases

Summary: Recently a citizen inquired as to the current utility connection fees and the significant increase that had occurred. Staff researched the item and found that this discussion began with the Public Works/Utility Committee, with a recommendation being forwarded to the Town Council at their February 2013 Regular Meeting (Packet information attached). At the February Town Council meeting it was the “consensus” of Council that the *“developed rate structure proposal stay in place with a 5% utility rate increase proposed for FY2014”*. This item was further discussed at the April Public Works/Utility Committee meeting with a recommendation that the Capital Recovery Fee and the Fire Suppression Fee be tabled until a future date (Packet information attached). The Committee recommended that all other fees as identified remain in the budget. This recommendation was accepted and voted on by the Council at their April Regular Meeting. Based on discussion/action, adjustments were included in the budget based on the proposed rate/fee structure and the item was discussed several time over the course of the budget deliberations.

After researching the issue, staff consulted with the Town Attorney (John Eller) and he has presented the attached opinion regarding this item. John feels that the increases in the connection fees could be subject to successful challenge. Based on John’s opinion, due to the fact that the budget public hearing ad did not specifically address this issue, they need to be reconsidered. Staff is also reviewing our files to assess the number of connections that were impacted.

Staff seeks direction from Council on this matter. During the FY2013-2014 budget deliberations it appeared it was Council’s intent to adopt the proposed changes, even assuming that they had been adopted. If Council would like to consider adoption of the fees as presented in February 2013, a Public Hearing on the matter would need to be conducted.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends consideration of the utility connection rates.

Town Manager Recommendation: Conduct a public hearing on the utility connection rate increase as outlined in February 2013.

Attachments: Correspondence from Town Attorney, John Eller, FY2013-14 water & sewer connection fees; February 2013 Town Council Agenda Packet “Public Works/Utility Committee Report” with Attachments; April 2013 Town Council Agenda Packet “Public Works/Utility Committee Report”

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



LAW OFFICES OF
J. JOHNSON ELLER, JR.
P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661
FAX (434) 369-5663
ELLERLAW19@GMAIL.COM

May 5, 2016

Mr. J. Waverly Coggsdale, Jr.
Town Manager
Town of Altavista
P. O. Box 420
Altavista, VA 24517

Re: FY 2013-14 Increase in water & sewer connection fees

Dear Waverly:

In response to your e-mail of April 27 I have concluded that the increases in the connection fees for water and sewer put into effect as of July 1, 2013 are subject to successful challenge because they were not properly advertised prior to enactment.

The requirements of Virginia Code Sec. 15.2-107 relating to imposing and changing fees related to water and sewer services are as follows:

All levies and fees imposed or increased by a locality pursuant to the provisions of Chapter 21 (§ 15.2-2100 et seq.) or 22 (§ 15.2-2200 et seq.) shall be adopted by ordinance. The advertising requirements of subsection F of § 15.2-1427, or 15.2-2204, as appropriate, shall apply except as modified in this section.

The advertisement shall include the following:

1. The time, date, and place of the public hearing.
2. The actual dollar amount or percentage change, if any, of the proposed levy, fee or increase.
3. A specific reference to the Code of Virginia section or other legal authority granting the legal authority for enactment of such proposed levy, fee, or increase.
4. A designation of the place or places where the complete ordinance, and information concerning the documentation for the proposed fee, levy or increase are available for examination by the public no later than the time of the first publication.

Mr. J. Waverly Coggsdale, Jr.

Page 2

May 5, 2016

VCA Sec. 15.2-1427 F. as incorporated into Sec. 15.2-107 requires advertisement once per week for two successive weeks. Normally, this requirement applies only to counties but the incorporation language makes it apply to all localities in this instance.

VCA Sec. 15.2-2119 is the statute that authorizes localities to charge for water and sewer service. Connection fees are specifically mentioned in Subsection C.

It appears that the increased connection fees of \$1,500 water and \$2,000 sewer were put in place in the 2014 budget (7-1-13/6-30-14) but these increases were not advertised at all much less pursuant to the format in Sec. 15.2-107. I have seen the ad copy for the 2014 water and sewer rate increases from the 2013 minutes and the old rates and the new rates are shown so I believe the ad is in substantial compliance with Sec. 15.2-107. However, the old and new connection fees should have been included in the ad with the rates.

Thus, I believe our advertisement was not compliant as to the water/sewer connections fees. The scenario in your e-mail of April 27 demonstrates that a person reading the ads for the FY 2014-15 budget could have figured out that the connection fee had been raised. However, the way I understand it the fee was raised in FY 2013-14 and the first ad that set forth the new rates was published in connection with the FY 2014-15 budget. Thus, the public did not get advance notice of the new fees. If I have this wrong, please let me know because it is critical.

Mr. Tucker should have known the connection fee was \$2,000 after the ad published in April, 2014 for the FY 2014-15 budget. However, his point is that he did not have advance notice and if he had he would have connected for the old fee and/or appeared at a budget hearing to protest.

What is the effect of non-compliance? I believe that the citizen could file an action in the Campbell County Circuit Court requesting that the increase be declared invalid. I have reviewed some Supreme Court cases on the effect of failure to properly advertise. These cases all involve zoning actions under Chapter 22 (2200 et seq.) and they hold that failure to follow the advertising requirements makes the action "void *ab initio*" meaning from the date of passage. Although I could not find any cases specifically involving failure to advertise and have a public hearing on utility rates and connection fees I believe it is likely that the holding would be the same. Thus, such a challenge to the increased connection fee might well be successful.

Sec. 15.2-2204 E on zoning matters contains a limitation period for challenges to zoning decisions. Sec. 15.2-2204 E. states that "Every action contesting a decision of a locality based on a failure to advertise or give notice as may be required by this chapter shall be filed within 30 days of such decision with the circuit court having jurisdiction of the land affected by the decision." Unfortunately, there is no limitation period for such challenges in Sec. 15.2-2119 as to water and sewer charges.

Mr. J. Waverly Coggsdale, Jr.
Page 3
May 5, 2016

I reviewed the general statutes on limitations of actions contained in Chapter 4 of Title 8.01 of the Virginia Code and find no reference to a time limit to file actions contesting the validity of an ordinance.

From time to time, the General Assembly passes a "curative" statute stating that all ordinances passed by a locality prior to a certain date shall not be declared invalid for failure to give proper notice. The last such date is July 1, 1996, so another one could pass shortly, I suppose, but we do not have it now.

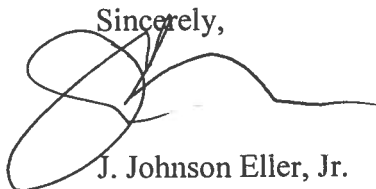
Thus, it is my opinion that the increase in the sewer and water connection fees were not enacted per the requirements of the statute and are subject to being declared void from the date they were put into effect.

At this point we have one party complaining, but all others who paid the higher connection fee would certainly be in the same position. If the fee is not valid then refunds must be considered.

In order to correct this problem the increased connection fee needs to be advertised for two weeks with the ad showing the old and the new amounts and included in the budget hearing or a subsequent hearing. Since Council now meets twice per month it shouldn't be difficult to get this done before July 1.

Lastly, in the future when we change the water/sewer rates and fees I will draft an ordinance to put them into effect and we can do the advertising copy as well.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Johnson Eller, Jr.", written over the printed name.

J. Johnson Eller, Jr.



FEB 2013
TOWN COUNCIL
AGENDA Item

Town of Altavista, Virginia
Town Council Package

Agenda Tab: 7
Agenda Item: 10a (iii)

PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Friday, February 1, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: 5th Street/Charlotte Avenue drainage (Action Requested)

Over the past few months, the Public Works Committee, as well as Town Council, has evaluated the drainage in the area of the 5th Street/Charlotte Avenue. This review came about as a potential solution to the "dip" that exists at this "T" intersection at Charlotte Avenue. During this time several thoughts have been evaluated on how to best approach the drainage area, with the most previous one being the installation of storm water drainage in the area and piping the water underground along 5th Street and across private property to Novelty Street to an existing drainage outfall. At their meeting the Committee felt it would be prudent to evaluate the possibility of connecting this drainage to the proposed improvements in the Pittsylvania Avenue/Main Street Intersection project. Upon discussing this issue with VDOT, another possible alternative along Main Street was discovered which involved an existing drainage structure on Main Street in the vicinity of Franklin Avenue (in front of Finch & Finch). Concurrence from Council in regard to exploring these other two opportunities rather than proceeding with the previous alternative would suffice as direction for staff.

II: Utility Fees/Proforma Update (Action Requested)

The Utility Committee has discussed amending the fees associated with utility service for the past year and at this time would like to recommend the attached fee schedule for consideration by Council. This schedule would be utilized for any budget impact and could be voted on during the budget adoption process. Concurrence from the full Council would be appropriate at this time. (Attachment: Utility Fee Schedule)

In addition, the Committee reviewed the projections of the Utility Proforma as it related to expenses and revenues and the impact of continuation of the utility rate plan that was presented to Council several years ago and has been implemented for the past several years in an annual 5% rate increase structure. The Committee recommends that the developed rate structure proposal stay in place with a 5% utility rate increase proposed for FY2014. This would be for budget purposes at this time and final action would be taken at the point when the FY2014 Budget is adopted. Concurrence from the full Council would be appropriate at this time. (Attachment: Utility Proforma – 5% Rate Increase)

Utility Committee Meeting - December 30, 2011 (initial submission)

Based on the average cost of water and sewer connections performed by the Town in the past three years, the following fees are proposed:

Proposed Water Connection Fee: \$1,500

Current Connection Fee: \$ 350

Water Capital Recovery Charge: See Attached Chart

Current Availability Fee: \$ 0

Average Cost of Water Connections Performed by the Town in last three years: \$1,521

Proposed Sewer Connection Fee: \$2,000

Current Connection Fee: \$ 500

Sewer Capital Recovery Charge: See Attached Chart

Current Availability Fee: \$ 600
(This would be replaced by the Capital Recovery Charge)

Average Cost of Sewer Connections Performed by the Town in the last three years: \$2,088

(Added October 30, 2012)

Monthly Charges for Fire Suppression Meters

5/8 - 3/4"	\$3.00 monthly charge
1"	\$4.20 monthly charge
1 1/2"	\$5.40 monthly charge
2"	\$8.70 monthly charge
3"	\$33.00 monthly charge
4"	\$42.00 monthly charge
6"	\$75.00 monthly charge

Capital Recovery Charge: This charge has the purpose of providing funds to be used to finance all or part of capital improvements necessary to serve new customers and are raised outside of capital received from general water/sewer use rates. These fees are capital recovery fees that are established as one-time charges assessed against developers or new water or wastewater customers to recover part or all of the cost of additional system capacity constructed for their use. AWWA's M26 defines them as a contribution of capital towards recently completed or planned future plant or distribution facilities necessary to meet the service needs of new customers to which such fees apply.

Capital Recovery Charges (DRAFT)
(Initial discussion December 2011)

Meter Size	RATIO	WATER (\$)	SEWER (\$)	TOTAL (\$)
5/8" x 3/4"	1	1,200	1,500	2,700
3/4"	1.5	1,800	2,250	4,050
1"	2.5	3,000	3,750	6,750
1 1/2"	5	6,000	7,500	13,500
2"	8	9,600	12,000	21,600
3"	16	19,200	24,000	43,200
4"	25	30,000	37,500	67,500
6"	50	60,000	75,000	135,000
8"	80	96,000	120,000	216,000
10"	115	138,000	172,500	310,500
12"	330	396,000	495,000	891,000

Source: AWWA Standards C700,C701,C702, C703

CCUSA AND TOWN OF ALTAVISTA CONNECTION/AVAILABILITY FEE

Recently a business opened in the Altavista Commons Shopping Center that is currently served by the Campbell County Utility Services Authority, below is an illustration of the actual fees paid to CCUSA versus the Town's current fees and proposed fees for the same connection.

CCUSA

2" water line

Connection Fee:	\$ 6,500
Availability Fee:	\$15,200 (equals 8 units of water)
Total:	\$21,700

Town of Altavista

Current

2" water line

Connection Fee:	\$350
Availability Fee:	\$ 0
Total:	\$350

Proposed

2" water line

Connection Fee:	\$1,500
Capital Recovery Fee:	\$9,600
Total:	\$11,100

(New Submission – October 30, 2012)

Other Charges

	Current	Proposed
Application/New Account	\$0	\$25.00
Each request for service beyond initial turn on	\$25.00	\$25.00
Each request for service beyond initial turn on (After hours)	\$25.00	\$50.00
Meter test for removable meters	\$0	\$50.00
Meter test for large stationary meters	\$0	\$200.00
Each service trip for Non-payment	\$25.00	\$35.00
Late fees	10%, no more than \$5.00	10%, no more than \$10.00
New Account/Security Deposit (Owners)	\$0	\$50
New Account/Security Deposit (Renters)	\$75.00	\$125.00
Bulk Water Sales	In town users –In town rates Out of town users – Out of town rates	\$10.00 per 1,000 gallons

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: Classification and Compensation Study

Summary: Previously staff sought proposals from qualified firms to conduct a "Classification and Compensation Study" for the Town of Altavista. The Town has received proposals from two firms, both of which are within the \$25,000 budgeted in FY2016 for this purpose. Staff is reviewing and ranking the two firms and once this is complete staff would like to execute a contract with the selected firm. Accordingly, staff is seeking authorization to proceed with this project and could place the actual final action by Council on the next meeting's Consent Agenda. The study would take between 3 to 4 months and would involve a review of the Town's current Classification and Compensation Study.

It is important to have a current Classification and Compensation System in place to support the recruitment, success, and retention of qualified and productive employees and to encourage and reward activities that promote the Town's vision, mission and values as a high performance organization.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends proceeding with selecting and awarding a contract for the Classification and Compensation Study.

Town Manager Recommendation: Authorize staff to proceed with the award to the selected firm and place the item on Council's Consent Agenda for final approval.

Attachments: None

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: FY2016 Budget Amendments/Departmental Transfers

Summary: During the year, Council takes actions that require appropriation and/or transfer of funds. At this time, staff is presenting budget amendments that correlate to previous Council action. In addition, staff has been authorized to transfer funds in a departmental budget to meet the needs of the department, those department transfers are included for informational purposes.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends approval of the FY2016 Budget Amendments.

Town Manager Recommendation: Consensus of Council to place approval of the FY2016 Budget Amendments on the Town Council's Consent Agenda for June 14th.

Attachments: Memo from Tobie Shelton with Budget Amendments/Transfers

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action



Date: May 19, 2016
To: Mayor Mattox and Council members
FROM: Tobie Shelton
SUBJECT: Monthly Budget Amendments/Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action. The adoption of these amendments completes the process.

- EDA Marketing Plan \$ 15,000
(Council approval: July 28, 2015)
- Installation of bus shelters \$ 6,375
(Council approval: July 28, 2015)
- Tablets for Council \$ 5,350
(Council approval: July 28, 2015)
- To rebuild the bar screen at WWTP \$ 56,000
(Council approval: July 28, 2015)
- Enhancing the internet connection at WTP \$ 9,400
(Council approval: December 22, 2015)
- PD Residency Incentive Program \$ 1,190
(Council approval: September 8, 2015)
- Implementing Phase I of SCADA at WTP \$ 95,000
(Council approval: August 25, 2015)
- Bedford Ave. Proj. 1A \$614,100
(Council approval: September 9, 2014)
- Water Plant Emergency and Improvements \$498,400
(Council approval: September 22, 2015)

- Reimbursement of Insurance Claims: Avoca fire & Damage to patrol vehicle \$ 3,200
- Loan Issuance Costs \$ 44,300
(Council approval: January 26, 2016)
- Melina Tank HPZ; Engineering Services \$ 33,750
(Council approval: January 26, 2016)

Attached are Departmental Transfers (from on line item to another)

- Wastewater Department \$ 700
(Increase in annual maintenance cost on generator)
- Wastewater Department \$ 2,380
(Replacement of firewall that crashed)
- Police Department \$ 2,620
(Redistribution of funds to cover operational costs)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Economic Development		
Advertising / 010-7101-405.30-06	\$ 15,000.00	
Transit Department		
Improvements other than bldg / 010-6101-403.82-30	\$ 6,375.00	
Council		
Equipment / 010-1001-400.81-04	\$ 5,350.00	
Transfer In from Reserves		
010-0000-361.01-00		\$ 26,725.00

Summary

Appropriate \$26,725 to cover costs associated with the purchase of tablets for Council, installation of bus shelters, and EDA Marketing Plan

Budget Impact

Transfer In of earmarked funds as approved by Council at July 28th, 2015 work session.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Machinery/Equipment 050-5110-702.81-06	\$ 56,000.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 56,000.00

Summary

Appropriate \$56,000 to cover costs associated with the rebuilding the bar screen at our Wastewater Treatment Plant

Budget Impact

Transfer In of earmarked funds as approved by Council at July 28, 2015 work session.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

COUNCIL WORK SESSION JULY 28, 2015

Mrs. Shelton responded she has not with this project but with the previous project the banks were much lower than the VRA rates.

Council was in agreement.

b. Carryover Funds (FY2015 to FY2016)

Mrs. Shelton advised staff is requesting to carryover unexpended funds totaling \$246,375 for items/activities that were originally budgeted in FY 2015 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once items are ready to be purchased. The list of the items that staff would like to acquire during FY 2016, which covers the period July 1, 2015 through June 30, 2016:

✓ Council / Administration

\$10,000 to replace Town Council computers with newer technology and upgraded software. These computers are currently 6 years old, which is a reasonable life expectancy.

✓ Transportation

\$6,375 for installation of bus shelters. The shelters were purchased in the FY 2015 budget year; however, installation was not ready to begin prior to June 30th, the end of FY 2015 Budget.

Economic Development

\$40,000 to cover a housing study and marketing to include such items as Branding: Tag line development, a series of new ads as well as printed materials.

Water

\$50,000 for water tank maintenance and repair. Staff was anticipating work to begin prior to June 30th on the water tanks; however, we were unable to begin to due to addressing the Bedford Ave. water tank issue. *(Note: Currently \$50,000 is earmarked in reserves for this purpose)*

Wastewater

\$90,000 to replace 1992 International tandem dump truck. This vehicle is used daily to haul sludge to the landfill. This is the only vehicle the Town has for this use.

\$50,000 to replace PLC for Press System. This system controls the operation of the Plate Frame Press used to process sludge for landfill applying. Parts are becoming unavailable for this critical piece of equipment.

council approved
\$15,000 to
carryover

COUNCIL WORK SESSION JULY 28, 2015

✓ Mrs. Shelton noted in addition to the carryover request of unexpended funds, Staff would also like to request to use \$56,000 of unexpended FY 2015 Wastewater CIP Funds to rebuild the bar screen at our wastewater facility. Several CIP items totaling \$125,500 were not replaced at our Wastewater Treatment Plant as planned because the equipment was operating efficiently. These items are included in the FY 2016 CIP Budget. Staff has identified the need to replace this piece of equipment and would like to request to use \$56,000 of the unexpended funds.

Mrs. Shelton requested approval to earmark funds for the above listed items totaling \$302,375 in reserves to be expended during FY 2016.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to approve earmarking funds totaling \$302,375 in reserves to be expended during FY2016.

Mr. Higginbotham questioned the \$40,000 for Economic Development for the housing study and marketing.

Mr. Coggsdale advised these items were adopted in the FY2015 budget; a portion of the \$40,000 is for a housing study

Mr. Jarvis addressed Council advising this is a two phase initiative; he has met with the Virginia Technical Office of Economic Development and their Virginia Center for Housing Research. This would help with identifying a type of house that could be developed in the Town and have the businesses augmented as well; a mix use development. He used Wyndhurst in Lynchburg as an example. He referred to the marketing initiative stating he would like to look into a new tag line for the Town with the logo remaining the same and some marketing materials.

Mr. Edwards referred to the housing study and asked where the people would come from and where would they work.

Mr. Jarvis responded he could not tell where or how they would come from but are seeing trends for mix use development. Census tracking shows commute time as 29 to 39 minutes. Because of the school system, quality of life or other variables this location may be attractive for the employee. This study will show if mix use development is feasible for this area.

Mayor Mattox stated there are manufacturing plants in the town with the majority of the employees living outside of the town and would like to know why. It would be nice to have some of the employees in the well paid positions living in the Town. He asked could the reason be the housing, the night life or what is the reason for not wanting to live in the town.

COUNCIL WORK SESSION JULY 28, 2015

Mr. Jarvis stated from his standpoint of recently moving into area because of his new job, he was not asked to move into town but elected to, the house selection was limited.

Mr. George mentioned there is no retirement community in the Town; when someone retires they move to Lynchburg.

Mr. Jarvis noted the study will focus on demographics for persons between the ages of 25-34 and households of 1 to 3 people, persons 55 and older; will include intergeneration households, all data for MLS. This is a part of the planning analysis.

Mr. Higginbotham felt with Council about to spend \$3 million the \$25,000 could be better spent elsewhere.

An amendment to the motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to remove that \$25,000 housing study from the carryover but continue with the marketing portion under the Economic Development section.

Mayor Mattox felt the housing study is needed for direction and data to use in decision making noting \$25,000 is a lot of money but felt there would be a good return on the investment. There has to be citizens living in Altavista.

Mr. Higginbotham stated he agreed with the Mayor but did not feel this is the appropriate place to spend the money.

Mayor Mattox noted Virginia Tech has negotiated the price down substantially and asked what is the Town lacking.

Mr. Edwards asked what has happened to jobs in the town in the last 10 years.

Mr. George asked how this could be reversed.

Mr. Edwards responded more jobs.

Mr. George asked how this could be done.

Mr. Edwards responded economic development.

Mr. Coggsdale asked as a Council how they felt about the population and the housing.

Mrs. Brumfield mentioned there are a lot of houses for sale in the town.

COUNCIL WORK SESSION JULY 28, 2015

Mayor Mattox stated the houses that are for sale are usually 3 or 4 bedroom houses that are older and the younger people are not moving into town because there is nowhere for them to move.

Mrs. Dalton stated she was not a housing expert and if this study is available (what if there was a private enterprise interested in a multi family dwelling or mixed use) there is an informative study that may be encourage or discouraging to the private enterprise but it would be data readily available. Mrs. Dalton noted this was approved in the last fiscal year and in her opinion Council should proceed.

Mr. George mentioned the realtors he has spoken to say the problem with the houses in this area is they are old and outdated noting houses are being sold at 2/3's of their assessed value. He advised of several people that would not buy a house in Altavista because they were afraid they would not be able to get the money out of their house. Mr. George stated he didn't have the answers but felt Council should try to do something about this. Altavista is aging out; most of the children don't live here and are not going to live here. He felt amenities are very important.

(Amended Motion)

Motion failed:

VOTE:	Mayor Michael Mattox	No
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	No
	Mr. Charles Edwards	Yes
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes

(Original Motion)

Motion failed:

VOTE:	Mayor Michael Mattox	Yes
	Mrs. Micki Brumfield	No
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

Mr. Coggsdale asked if the majority of Council supports the portion of the marketing with the Economic Development request.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the Carryover Funds (FY2015 to FY2016) with the Economic Development piece

COUNCIL WORK SESSION JULY 28, 2015

regarding the housing study of \$25,000 be brought back to Council after additional research.

Motion carried:

VOTE:	Mayor Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Virginia Telecommunications Planning Initiative-Phase II

Mr. Jarvis advised the Town of Altavista was selected as one of 13 communities in the state of Virginia participating for a broadband planning grant. The Town of Altavista has been selected as a Tier II participant; meaning the town is eligible for a grant award of \$50,000. If the town is selected, we would be required to allocate a 15% match for the grant of \$7,500. Mr. Jarvis advised of a meeting scheduled for August 3, 2015 at the Altavista Train Station which will focus on specific needs of the community stakeholders on the development of the broadband plan.

Mr. Edwards mentioned there are two broadband lines; one on I95 and one on US 29.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to pursue the Virginia Telecommunications Planning Initiative grants.

Motion carried:

VOTE:	Mayor Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Higginbotham asked for a brief update on the PCB matter.

Mr. Coggsdale advised he has attempted to make contact with EPA, both Mr. Scott Rice and Mr. Steve Rock, but has been unsuccessful. He noted he has received an email from Professor Jerry Schnoor, University of Iowa, which has been forwarded to Mr. Steve Rock.

6. Items Scheduled for the Regular Meeting Agenda



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department		
Misc Project Charges		
050-5001-701.50-90	\$ 9,400.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 9,400.00

Summary

Appropriate \$9,400 to cover costs associated with enhancing the internet connection at our Water Treatment Plant

Budget Impact

This will result in a net increase to the budget of \$9,400. Approved by Council at December 22, 2015 work session

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

COUNCIL WORK SESSION DECEMBER 22, 2015

Mrs. Dalton stated she supports the Planning Commission but is not ready to make a decision on this matter.

Mr. George advised Council of the recommendations set forth by the Planning Commission noting it is pretty restrictive. People are concerned with where their food comes from and like the idea of the organically fed chickens.

Mrs. Dalton asked for more time to absorb the information.

Mayor Mattox suggested Council send the Town Manager any questions they have in regards to the chickens. Once these questions are answered, it will be placed back on the agenda for further discussion and a public hearing.

d. Consideration of Upgrade to Network/Cabling at WTP (SCADA)

Mr. Coggsdale advised with the implementation of the initial phase of the SCADA system at the Water Treatment Plant (WTP), the unreliability of connection to the internet has surfaced and will hamper the full intended use of SCADA. Staff has looked at options and COMCAST can provide a connection at an initial cost of \$7,500 (half of their construction cost), in addition there would need to be some network/cabling performed at the time COMCAST installs their line. There is a quote from ITG for this work, which totals approximately \$1,900. Staff sought approval of Council to expend \$9,400 for this item to enhance the use of the initial phase of the SCADA system at the Water Treatment Plant.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve \$9,400 to enhance the use of the initial phase of the SCADA system at the Water Treatment Plant.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

e. CY2016 Meeting Calendar

Mr. Coggsdale advised during Calendar Year 2015, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00p.m. and the second meeting being a Work Session held at 5:00 p.m. He presented Council with the dates for CY2016 to allow for the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly. Mr. Coggsdale noted this upcoming year the Christmas holiday falls on a weekend, town offices will be closed on Tuesday, December



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department Residency Stipend 010-3101-501.10.08	\$ 1,190.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 1,190.00

Summary

Appropriate \$1,190 to cover the cost associated with implementing a Residency Incentive Program.

Budget Impact

This will result in a net increase to the budget of \$1,190 as approved by Council at the September 8, 2015 regular meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

Town of Altavista – Law Enforcement Residency Incentive Program

Officers of the Altavista Police Department that reside within the corporate limits of the Town may be eligible for a residency incentive.

The Town of Altavista has implemented a program of allocating to sworn police officers an incentive for residing within the corporate limits of Altavista. The program is intended to benefit our officers by providing them with shorter commute times to and from the police station and accomplish the following goals what will benefit the public, town and police department:

1. Improve response time for off-duty officers when mobilized for an emergency;
2. Promote the security and well being of the citizens of the Town of Altavista by increasing the presence of police personnel in the community;
3. Promote police community relations by increasing the number of personal contacts and services performed by the department and it's personnel;
4. Reduce the opportunity for criminal activity by creating an omnipresence of police personnel throughout the community.
5. Enhance response time to priority calls while increasing the probability for criminal apprehension;
6. Provide incentive for recruiting opportunity.

Officers who reside in the corporate limits of the town acknowledge that this benefit also comes with the responsibility of being available for emergency call back for unusual circumstances or to maintain minimum staff coverage.

The Residency Incentive Program benefit will be paid on a 1/12th pro rata share each month in the last payroll check of that month. Currently the incentive is \$1,500 annually. The Residency Incentive Program shall be limited to sworn officer, who have successfully completed their initial academy certification and their field training and are no longer on probation. The employee must be current on all fees owed to the Town of Altavista (i.e. taxes, utility fees, etc.) in order to receive their monthly benefit.

Officers are responsible for notifying the Town Manager or his designee when they move into or out of the corporate limits of the Town of Altavista.

The Residency Incentive Program may be temporarily or permanently terminated by the Town Manager or Town Council for any reason, some of which may include: 1) Violations of agency General Orders and/or Procedures; 2) Violation of Town of Altavista Rules and Regulations; and/or 3) Being delinquent in payment of any fees/payments owed to the Town of Altavista (i.e. taxes, utility fees, etc.).

Sworn officers on suspension for any reason shall automatically lose their monthly Residency Incentive Program benefit during the period of suspension.

Adopted: September 8, 2015

Effective Date: October 1, 2015

010-310.501 10 08

Regular Council Meeting—September 8, 2015

Mrs. Dalton asked what precludes this person from being a designated driver if after hours a group wants to go to a football game. She was not sure Council has the right to say you have to do one or the other.

Mr. Higginbotham felt Council's jurisdiction is the town limits and that would be all that they could be control.

Mr. Coggsdale advised all Council is being asked is if the need exist.

Mrs. Dalton felt there were people in the Town that needs transportation to and from Lynchburg.

Mrs. Brumfield stated if they do the things as listed on Facebook then they got the certificate under false pretenses.

Mayor Mattox closed the public hearing at 7:24 p.m.

8. New/Unfinished Business

a. Recreation Committee Recreation-English Park Loop Road Modification

Mr. Coggsdale advised staff was requested to work with a citizen in regard to increasing opportunities for individuals to enjoy the Staunton River in English Park. At the August 25, 2015 work session, Town Council reviewed the Recreation Committee's recommendation in regard to slight modifications to the pedestrian loop road in English Park that could assist in the citizen's request. Following discussion, Council directed staff to place this item on the September 8, 2015 Town Council Regular Meeting agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to accept the Recreation Committee's recommendation and direct staff to make the modification as presented.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Mr. George requested some of the lower branches be cut off the trees in that area as well.

b. Police Residency Incentive Policy

Regular Council Meeting—September 8, 2015

Mr. Coggsdale advised previously Council discussed the possibility of implementing a policy that would provide an annual incentive for police officers living in the town limits. This policy would apply to all sworn officers that have completed their certification training and field training satisfactorily. The incentive would be \$1,500 per year. At the August Town Council Work Session this item was discussed and staff was to bring back a policy that would incorporate a Residency Incentive Program. Council was presented with a draft policy for review. Based on current residency of law enforcement personnel this will impact the budget annually in the amount of \$4,500.

A motion was made by Mr. Emerson, seconded by Mr. George, to accept the Law Enforcement Residency Incentive Policy as outlined in the policy with an effective date of October 1, 2015 and the allocation of the corresponding funds for implementation of the policy.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Delinquent Taxpayer's List Publication and Write Offs

Mr. Coggsdale advised at the August Town Council Work Session, staff presented the Delinquent Tax List for 2014. Council was presented with a memorandum from the Finance Director requesting that the actions outlined be taken in regard to advertisement of the list and the requested write offs.

Mr. Higginbotham asked Mrs. Shelton if she had analyzed the cost of running the advertisement in the paper and the probable return.

Mrs. Shelton advised last year's advertisement was approximately \$1,100 and from the time an article was written about the delinquent taxpayers' names been in the paper \$5,000 was collected. After the 2013 taxes were advertised, \$22,000 was cleared off the books.

Mayor Mattox asked if the advertisement cost would create a loss to the Town.

Mrs. Shelton advised the cost of the advertisement is divided by the number of names posted in the ad and passed on to the delinquent taxpayers.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that the Delinquent Tax List be printed in the Altavista Journal. (The Ad would run in



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department SCADA System 050-5010-701.81-37	\$ 95,000.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 95,000.00

Summary

Appropriate \$95,000 to cover the cost associated with implementing Phase I of SCADA

Budget Impact

This will result in a net increase to the budget of \$95,000 as approved by Council at the August 25, 2015 work session

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

COUNCIL WORK SESSION AUGUST 25, 2015

advised VDOT will assist with funding (\$50,000) the third option but cannot fund the project. This amount will include stripping of the road.

Mayor Mattox referred to a previous request to mill and pave in the spring and asked if this would make a difference.

Mr. Austin replied there was the potential for some settlement and asked if the price would still be good in the spring.

A motion was made by Mrs. Dalton, seconded by Mr. George, to mill and pave the project area of Bedford Avenue at an estimated cost to the town of \$55,000 with the work being done in the fall.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to authorize the Town Manager to sign the cost sharing contract with VDOT.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

Mr. George questioned paving of the side streets.

Mr. Coggsdale advised they are covered in the highway funds line item and the streets would be prioritized to see when they need to be repaved.

c. Water Plant Emergency Repairs Update

Mr. Coggsdale advised the Town has entered into a contract with Littleton & Associates for emergency repairs at the Town's Water Treatment Plant (WTP). During staff's previous discussion regarding the needs at the Water Treatment Plant (WTP), the need for SCADA (supervisory control and data acquisition) was mentioned. Staff has met with Woodard & Curran, the firm that Campbell County Utility Services Authority (CCUSA) works with in regard to SCADA.

COUNCIL WORK SESSION AUGUST 25, 2015

Staff asked Woodard & Curran to submit a proposal for work associated with the incorporation of a SCADA system to the work that is being done by Littleton & Associates. Mr. Coggsdale presented Council with the proposal from Woodard & Curran regarding the initial SCADA work associated with the on-going emergency repairs and the report from VML's consulting engineer (Hazen) for review. This report details their findings during the site visit. The report recommends that a full review of the pumping and distribution system, along with repair/replacement recommendations by a licensed professional engineer, and at a minimum, the existing surge relief valves be serviced or replaced prior to resuming high service pumping operations. Mr. Coggsdale noted the Woodard & Curran proposal for work associated with the incorporation of a SCADA would be covered under the emergency repairs.

Mrs. Dalton asked if this would be taking the Water Treatment Plant to where it needs to be or will this be Step 1 of 3 steps.

Mr. Garrett advised this would be the first phase of the SCADA; noting the new water pumps will be tied into the SCADA system so that it will monitor the conditions. He advised there is a partial SCADA system in place at the plant but doesn't work. The SCADA system will allow for monitoring of the plant off site. During this assessment, a radio frequency study would be done to evaluate each off site location to check the FM frequency to communication back to the plant. Phase II would be to install a server at town hall. Phase III would be to have the same scenario at the Wastewater Treatment Plant. Mr. Garrett noted Woodard & Curran have been in business for over 40 years and he would like to see this all done right the first time around.

Mrs. Dalton mentioned when talking about "cost saves" there is also "cost investments". As the town moves forward she assumes they will be account for the additional in this emergency that is over and above getting the plant operational. She asked Council to keep their eye on what has been invested and when the savings begin.

Staff is recommending Council award this contract under the emergency division for the \$95,000 based on the scope of work and this ties in with the other emergency work.

Mrs. Dalton mentioned Council needs to recognize this is a rip effect and results will not come without investment.

COUNCIL WORK SESSION AUGUST 25, 2015

Mayor Mattox asked what would happen if the power goes out for an extended period.

Mr. Garrett advised there is a generator at the water plant; off sites there needs to be electricity to monitor and send a signal back. He is working on standby generators at some of the key sites.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to move forward with Woodard & Curran's proposal for work associated with the incorporation of a SCADA system to the work that is being done by Littleton & Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

Mr. Garrett gave Council a brief update on the repairs to the water plant with one change order so far; \$290,000 to \$300,000 in repairs. He added Mrs. Shelton has been working with VML and to file claims. VML will be covering the immediate cost of approximately \$102,000. Mr. Garrett mentioned another area of concern at the Water Plant is the electrical source and the location of the electrical panels.

d. Recreation Committee-English Park Recommendation

Mr. Coggsdale advised for several months staff has been reviewing a request by a citizen that would provide for individuals to enjoy the Staunton River in English Park. The request is to relocate the bollard on the boat ramp end of the pedestrian loop road to provide greater visual access to the river. Recreation Committee has reviewed and voted unanimously in favor of the relocation of this barrier as requested.

It was the consensus of Council to place this item on the consent agenda for approval.

e. Police Residency Incentive

Mr. Coggsdale advised at the August 11th Town Council meeting, Mr. Emerson indicated that discussion about a Police Residency Incentive has been mentioned for some time and he recommended that an annual incentive of \$2,000 per officer be provided for each officer that resides in the corporate limits of the Town of



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Waterline Improvements		
050-5010-701.81-23	\$ 614,100.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 614,100.00

Summary

Appropriate \$614,100 from bond proceeds for Bedford Ave. water improvement project associated with CB&T 20 year loan that was recently refinanced with First National Bank. This covers the remaining costs of the project.

Budget Impact

This will result in a net increase to the budget of \$614,100. Approved by Council at the September 9, 2014 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

Regular Council Meeting—September 9, 2014

No one came forward.

Mayor Mattox closed the meeting at 7:03 p.m.

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Project 1A Bid Award/Water Infrastructure Financing Plan

Mrs. Dalton advised at last month's Council meeting Council considered the bids for Project 1A (Bedford Avenue Water Line Improvement) and asked our engineers to negotiate with the contractor, as the bid was over the budget estimate. The contractor and engineer discussed options regarding a "lump sum" deduct for rock and the provision of unit costs for such items. Based on this information it is the engineer's recommendation not to accept this amendment to the bid and proceed with the original base bid. She advised it is the engineer's recommendation that Council award Project 1A (Bedford Avenue Water Line) to DLB, Inc. utilizing Base Bid Items 1 – 4 in the amount of \$3,796,322 which does not include Bid Item No. 5 or Additive Bid Item No. 1.

Mrs. Dalton motioned that the Altavista Town Council accept the bid of DLB, Inc. in the amount of \$3,796,322 for the Project 1A (Bedford Avenue Water Line) bid items 1 – 4 and authorize the Town Manager to execute all necessary documents related to this project.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton advised earlier tonight, Town Council conducted a Public Hearing regarding the issuance of General Obligation Bonds for Public Improvements, which could include the first two identified projects (1A and 1B). The Committee reviewed the bank bid information for Project 1A submitted by our financial consultant and have recommended that the Town accept the proposal from Carter Bank & Trust for a 20 year loan.

Regular Council Meeting—September 9, 2014

Mrs. Dalton motioned that the Altavista Town Council adopt the ordinance entitled “Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in a Principal Amount Not to exceed \$7,400,000.”

Mr. Higginbotham asked Ms. Dianne Klaiss, Senior Vice President, Mid-Atlantic Public Finance, to review the interest rates with citizens in attendance.

Ms. Klaiss gave a brief summary of the proposals received from three banks; BB & T, Carter Bank and Trust and First National Bank of Altavista. She noted of the three Carter Bank and Trust offered more flexibility and the most conservative approach to borrowing.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton advised adoption of the resolution entitled: “Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof.” is also required. By this resolution the Council (a) approves the general financial terms of the limited obligation bond (LOB) sale, (B) approves the draft documents as substantially final documents, (c) acknowledges to comply with certain federal tax and securities laws, and (d) authorizes staff to complete the financing. Mrs. Dalton noted the resolution lists the principal amount of \$5,027,400 which was an original estimate when the bid process began. The figure will be revised closer to the closing date on the borrowing.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the Altavista Town Council adopt the resolution entitled: “Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof.”

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

Regular Council Meeting—September 9, 2014

Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Project 1A (Bedford Avenue Waterline) budget:

PROJECT 1A (Bedford Avenue Water Line)

Engineering	139,500
Railroad Permit Fees	22,300
Construction Bid	3,796,322
Contingency (5%)	189,816
Inspection Services	93,600
Issuance Costs	<u>30,000</u>
Estimated Budget	4,271,538

Mrs. Dalton advised Council previously adopted a Reimbursement Resolution that allows for the Town to be paid back for expenses that have already been incurred for this project. At this time, staff needs direction from Council on whether they would like any expenses reimbursed from this project. To date the Town has incurred expenses totaling approximately \$131,000 for engineering and the railroad permit fees. This decision is necessary so that near closing staff can better estimate the amount of the actual borrowing. Staff will create the appropriate budget amendment(s) related to this project for future ratification. Mrs. Dalton reported the Finance Committee recommends not reimbursing themselves; it is monies that have already been expended from last year's budget.

It was the consensus of Council that the Town not pay themselves back for expenses already incurred for this project.

Professional Services Proposal – PCB issues

Mrs. Dalton asked that the Council meeting be continued to Monday, September 15, 2014 at 4:00 p.m. to discuss information received on PCB issues.

Tree Plan Funds



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department WTP Emergency 050-5010-701.81-22	\$ 432,900.00	
Water Purchases - CC 050-5001-701.30-20	\$ 65,500.00	
Miscellaneous Revenue 050-0000-351.04-00		\$ 316,400.00
Transfer in from Reserves 050-0000-361.01-00		\$ 182,000.00

Summary

Appropriate \$498,400 to cover the cost associated with Water Plant Emergency.

Budget Impact

This will result in a net increase to the budget of \$498,400; \$316,400 was covered by insurance and \$182,000 will be transferred in from Reserves.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

STATEMENT OF LOSS

Town of Altavista
Claim # 15-00324-01PR
Date of Loss 7-22-15
Loss as of 3-16-16

BUILDING	Replacement Cost Loss	Depreciation	Actual Cash Value
Base Contract Littleton	\$ 102,600.00	\$ -	\$ 102,600.00
Littleton Change Order 1	\$ 21,773.00		\$ 21,773.00
Littleton Change Order 2	\$ 38,016.96		\$ 38,016.96
Less Betterments in Change Orders	\$ (19,890.00)		\$ (19,890.00)
Mag Meter Purchase	\$ 8,183.20		\$ 8,183.20
Engineering Fees--WW Associates	\$ 34,573.91		\$ 34,573.91
Direct Purchase Materials	\$ 12,337.18		\$ 12,337.18
Labor by Town Employees	\$ 13,814.91		\$ 13,814.91
Town Equipment Charges(non vehicle)	\$ 3,726.17		\$ 3,726.17
Altitude Valve--Sydnor Hydro	\$ 19,511.62		\$ 19,511.62
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Building Loss as of 3-16-16	\$ 234,646.95	\$ -	\$ 234,646.95
Extra Expense			
Water Purchases--CUSA	\$ 65,541.92		\$ 65,541.92
Temporary Water Line--Moores	\$ 8,464.27		\$ 8,464.27
Monitoring/Control Equipment	\$ 8,741.01		\$ 8,741.01
	\$ -		\$ -
Total Extra Expense	\$ 82,747.20		\$ 82,747.20
Total Claim as of 3-16-16	\$ 317,394.15	\$ -	\$ 317,394.15
Less Deductible	\$ (1,000.00)		\$ (1,000.00)
NET CLAIM PAYABLE	\$ 316,394.15		\$ 316,394.15

[illegible]

COUNCIL WORK SESSION SEPTEMBER 22, 2015

b. Manufacturing Day Resolution

Council was presented with a resolution declaring Friday, October 2, 2015 as National Manufacturing Day.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to adopt the resolution declaring Friday, October 2, 2015 as National Manufacturing Day.

Motion carried:

VOTE:	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

WHEREAS, for generations, manufacturing has played a critical role in the town of Altavista's diverse economy; and

WHEREAS, Altavista is home to over 2,000 manufacturing jobs in our community, producing quality products in sectors from Nutrition, Industrial Specialty fibers, Automotive, and Wood products; and

WHEREAS, Altavista's employers support the local, regional, and State of Virginia's economy; and

WHEREAS, most manufacturing jobs in Altavista provide employees with an outstanding quality of life; and

WHEREAS, manufacturing jobs enable Altavista and Central Virginia families to realize the dreams of owning a home, sending a child to college, and supporting our community with revenue to support schools, law enforcement, emergency responders, public works, and other essential services,

NOW THEREFORE, the Town of Altavista does hereby proclaim Friday October 2nd, 2015 as Manufacturing Day in the town of Altavista.



c. Water Plant Emergency Repairs Update

Mr. Garrett advised Council in the next two to three weeks the water plant should be running at 100%; noting the plant would not be running on the new pumps because of the electrical service. He presented Council with a handout detailing the total dollar amount thus far with the repair. Some items were done while the plant was down. He had items listed that would possibly be covered by VML totaling approximately \$375,597.29; listed were items that needed to be fixed authorized by the Council. The handout included a listing of items not authorized by the Town Council totaling \$450,000 which are needed for repair. He added if the electrical is included the total cost is \$1,136,859.80.

Vice Mayor Dalton asked the reason for these items being in the VML column.

Mr. Garrett responded that these items are due to the immediate damage to the plant.

Vice Mayor stated we have to take care of what could be the next tragedy.

Mr. George asked if the situation with Woodard & Curran and the local engineering was worked out.

Mr. Garrett advised there is a contract with Woodard & Curran; staff is working with the local SCADA group and there is a possibility of leaving the contract and working with the local group.

COUNCIL WORK SESSION SEPTEMBER 22, 2015

Mr. Coggsdale advised there was a meeting and staff is evaluating how to proceed.

Mr. Herb White, WW Associates, advised they have looked at the pumps and pipes and the idea of hooking the new pumps to the existing electrical service. The main distribution panel was build in 1968 (parts for an electrical panel are obsolete) and there are concerns with hooking the new variable speed pumps up to the old device. Mr. White referred to the electrical room which houses a caustic soda tank which is approximately 3 feet from the panel; noting water, electricity and caustic don't mix. The suggestion is to build a masonry building exterior to the present building to house the electric panels.

Mr. Garrett stated the hope is to prevent failure and he has concerns with the electrical set up.

Mr. Higginbotham questioned who the electrical subs would be and asked if this is something that local businesses could be contacted for a price. He suggested that this project be looked at from a design/build standpoint.

Vice Mayor Dalton asked what the procurement rules are.

Mr. Coggsdale responded this is not an emergency procurement; therefore, we have to go through a process of designing and put it out for bid.

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the concept of proceeding with the electrical and construction of a new building at the Water Treatment Plant as outlined in Mr. Garrett's memo.

Motion carried:

VOTE:	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Items Scheduled for the Regular Meeting Agenda

a. Amended Writeoff of Delinquent Personal Property Taxes for Deceased Individuals

Mr. Coggsdale advised an additional name was added to this listing.

This item was moved to the consent agenda.

b. Budget Amendment-Police Weapons Exchange

Mr. Coggsdale advised this has been previously approved by Council, approving the Budget amendment completes it.

This item was moved to the consent agenda.

8. Late Arriving or Matters from Council

a. Main Street Drainage

Mr. Garrett advised he has spoken to VDOT and the representatives have not been able to come up here and look at the drainage on Main Street. They plan to come in the next two weeks, mark the pipe and see what has to be done to repair/replace.

Mr. Higginbotham advised there is a 18" drain pipe that was replaced under the intersection of Pittsylvania Avenue and Main. At the corner of Feller's running across to the Pittard's property is a new concrete pipe. This pipe goes up Main Street on the same side as the waterline with a drop inlet around Feller's, another drop inlet



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Non Departmental		
Other Charges / Insurance Claims	\$ 3,200.00	
010-9102-801.50-96		
Miscellaneous / Reimbursement of Insur Claims		
010-0000-351.08-00		\$ 3,200.00

Summary

To appropriate \$3,200 to cover the cost associated with fire damage to the sign at Avoca as well as to cover the cost to repair a patrol vehicle damaged in an accident that occurred on 7/30/2015.

Budget Impact

These funds are fully reimbursable

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
Other Charges / Loan Issuance Costs		
050-5001-701.50-88	\$ 44,300.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 44,300.00

Summary

Appropriate \$44,300 from bond proceeds to cover issuance costs associated with new Debt Service with CB&T for a 20 year loan to fund water improvements on Main St as well as refinancing of CB&T loan with FNB.

Budget Impact

This will result in a net increase to the budget of \$44,300. Approved by Council at the January 26, 2016 Work Session.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

COUNCIL WORK SESSION JANUARY 26, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Public Hearing

a. Issuance of General Obligation Public Improvement Bonds

Mr. Coggsdale advised over the past year, the Town of Altavista has been working towards having the Main Street Waterline Improvements (Project 1B) work designed, bid and constructed. Town Council approved the awarding of the project to low bidder, E.C. Pace, Inc. He advised Council would be conducting a public hearing on the potential issuance of General Obligation Public Improvement Bonds which were received previously from requests from banks. The debt service would have a maximum principal amount of \$2,750,000 and would be utilized for the waterline improvement project, as well as the storm water component that was added to the project. Mr. Coggsdale advised Raymond James and Associates conducted the RFP process to request bank bids to fund the General Obligation debt issuance not to exceed \$2,750,000. The bank bids were discussed at the December 22, 2015 Work Session. Mr. Coggsdale noted in order to facilitate this financing, staff worked with Raymond James and bond counsel to prepare a resolution that will allow the Town Manager, in collaboration with the Financial Advisor and bond counsel, to execute an obligation with a Principal amount not to exceed \$2,750,000. Staff recommends the 20-year term from Carter Bank & Trust.

Mr. Coggsdale advised during the process of reviewing bank bids, the idea of possibly refinancing the existing debt (Series 2014 Bond) was discussed. Carter Bank and Trust opted not to re-finance the existing debt that they currently hold; staff discussed the refinancing with the other banks. First National Bank of Altavista is agreeable to refinance the existing debt at a new rate of 2.75% (current rate 3.3%). This will create an annual savings to the Town of Altavista, after expenses, of approximately \$10,000 while keeping the original loan term (18 ½ years remaining). The Town would have an annual principal payment beginning July 15, 2016 and semi-annual interest payments on January 15 and July 15, commencing July 15, 2016. Staff proposes that the Town refinance the existing Carter Bank and Trust debt with First National Bank of Altavista.

COUNCIL WORK SESSION JANUARY 26, 2016

Mayor Mattox opened the public hearing at 5:09 p.m. and asked if anyone would like to come forward and speak. No one came forward.

Mayor Mattox closed the public hearing at 5:10 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to approve the ordinance in regard to issuance of General Obligation Bonds in the not to exceed amount of \$2,750,000 in order to finance utility improvements and associated bond issuance costs and authorize the Town Manager, Town Treasurer, Town Attorney and Town Clerk to sign all needed financial forms related to this transaction.

Mr. Higginbotham questioned the rates and stated he was more comfortable with the low interest rates at 15 years.

Mrs. Dalton stated the rationale for financing for 20 years at the rate of 2.60%.

Mayor Mattox noted there is the option to pay off early and the rate of 2.60% is historically low.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to approve the resolution in regard to issuance of the General Obligation Bonds in the not to exceed amount of \$2,750,000 in order to finance utility improvements and associated bonds issuance costs, as well as the refinancing the Town's existing debt (Series 2014 Bond) with First National Bank of Altavista and authorize the Town Manager, Town Treasurer, Town Attorney and Town Clerk to sign all needed financial forms related to these transactions.

Mr. Higginbotham questioned the amount to be refinanced.

Mrs. Shelton responded the existing debt is \$3,961,960 at a rate of 2.75%.

COUNCIL WORK SESSION JANUARY 26, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

5. Introductions and Special Presentations

a. SCADA Project Update

Mr. Garrett advised there would be an update on the Water Plant SCADA system project and introduced Mr. Leroy Kendricks. Mr. Garrett noted the SCADA system is working well with zero issues and came in under budget. He advised Woodward & Curran teamed up with Altavista Instruments and Controls (AIC) to install the system. He advised of an issue with the Clarion Water tank pressure switch; Mr. Jackson and his team from (AIC) assisted with getting this working. He explained the process for setting up the SCADA system and advised the operators are basically running the Water Plant from this system. The goal is to have the Water Plant fully automated.

Mr. Leroy Kendricks, Woodward & Curran, addressed Council. He introduced his colleague, Mr. Turner Perrow and Mr. William (Bill) Jackson and Mr. Micah Geyer Altavista Instruments and Controls (AIC) adding AIC was instrumental in getting the SCADA system up and running. Mr. Kendricks gave a live presentation of how the SCADA system works thus far. He presented Council with a system block diagram of where they would like to go with the SCADA system; considering it possibly as Phase 2. He advised there needs to be a master radio system and PLC for the water plant. He referred to a radio path study that was conducted at the Melinda Tank and indicated this needs to be a repeater site. He also noted it is critical that the Water Plant operators know how much water the Abbott Laboratories is taking in, what the levels are in the Clarion tank. He advised the Dearing Ford tank has a PLC in that location which needs to be connected in order to talk to Campbell County Utilities Service Authority. He stated the next step would be a SCADA check of the remote sites.

Mr. Higginbotham asked if the labor savings would be projected when the analysis is done.

Mr. Kendrick advised it is very difficult to project labor savings at this point. History has taught if there is a goal of making the plant automated to increase the plant efficiency, SCADA allows for getting ahead on things like maintenance. It helps to utilize the resources in a better manner.

COUNCIL WORK SESSION JANUARY 26, 2016

Mayor Mattox asked if this is the same equipment used by Campbell County Utilities Service Authority (CCUSA).

Mr. Kendrick responded this is the direction they are moving in; Woodward & Curran has been working with CCUSA for six years.

Mr. William Jackson, owner of Altavista Instruments and Controls, addressed Council and advised they became involved with Woodward & Curran as part of the SCADA project; noting the team agreement with Woodward & Curran has worked out well. He mentioned the equipment installed by Woodward & Curran is of high quality. He felt the Town had a good start on the SCADA system and hoped that Council would continue to support this project.

Mr. Higginbotham asked Mr. Garrett about the Dearing Ford tank.

Mr. Garrett advised this tank will be painted in the spring and is working towards finalizing the hydraulic model. They are in agreement the Dearing Ford tank will be a benefit to the town.

Mr. Higginbotham asked if the town has settled up with Campbell County.

Mr. Coggsdale advised there is an agreement in place but he is waiting on the invoices to submit.

Mr. Garrett advised the tank has been sandblasted/washed and is ready to be painted. All the tanks are under a maintenance plan over the next ten years. He mentioned the Clarion tank is in need of repair as there are pinholes in the top of the tank which have been temporarily plugged.

Mr. Higginbotham asked if the Dearing Ford tank is in good shape.

Mr. Garrett responded affirmatively.

6. Items for Discussion

a. Revenue Sources Discussion (FY2017 Budget)

Mr. Coggsdale advised as staff prepares the FY2017 Draft Budget an opportunity exists to have input from Town Council in regard to the local revenue streams and if changes should be made or new sources researched. He noted over the past five years, the Town has increased the utility rates by 5% annually, which has assisted the Town with providing adequate funding for the operations in the Enterprise Fund (Water & Sewer). In the past, the Town had utilized General Fund revenue to supplement the Enterprise Fund. Mr. Coggsdale presented information regarding the "Top Ten" revenue sources for the Town of Altavista and the sources that Town Council controls through the ability to adjust the rate. These sources include the



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
Other Charges / Loan Issuance Costs		
050-5010-701.81-35	\$ 33,750.00	
Transfer In from Reserves		
050-0000-361.01-00		\$ 33,750.00

Summary

Appropriate \$33,750 of the \$85,000 Council approved for engineering services associated with the Melinda Water Tank HPZ.

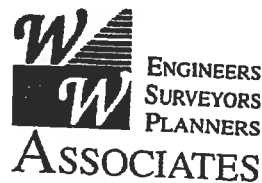
Budget Impact

This will result in a net increase to the budget of \$33,750. Approved by Council at the March 24, 2015 Work Session.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 14th day of June 2016

Approved March 24, 2015



March 2, 2015

Mr. David T. Garrett
Director of Public Works/Utilities
Town of Altavista
1311 3rd Street
Altavista, Virginia 24517

Re: Engineering Design Services
Melinda High Pressure Zone

Dear Mr. Garrett:

We are pleased to submit this engineering fee proposal to provide surveying and engineering services to the Town of Altavista (Town) to create a high pressure zone around the Melinda Water Tank.

The Town has a 1.5 million gallon ground storage tank at 1618 Melinda Drive. This tank has an overflow elevation of 880, is 48 feet tall, and serves the higher elevations of the Town's water system. Water is pumped into the Melinda Tank by the Bedford Avenue Pump Station, with a pumping rate of 330 gallons per minute.

The Melinda Tank is surrounded by residences at the same elevation as the base of the tank. When the water level in the Melinda Tank drops more than a few feet, the water pressure serving the residences drops below 20 psi, generating complaints of low pressure. Many of the residences near the Melinda Tank have two stories, which further exacerbates low pressure issues. Due to this limitation of water level, the Town is unable to access the water contained in the Melinda Tank to supplement the lower water pressure zone during times of high demands.

The Town wishes to improve the available pressure to the residences adjacent to the Melinda Tank, and also access the water stored in the Melinda Tank to supply the Bedford zone. WW Associates has recommended that the Town create a separate boosted or high pressure to serve the residences in close proximity to the Melinda Tank. The Town would like to move forward with the design of this high pressure system.

The high pressure zone will be served by booster pumps and a hydropneumatic tank supplied by the Melinda Tank. A pre-engineered concrete building will be constructed on the Melinda Tank site to house the booster pumps, piping, and controls for the hydropneumatic tank. The higher pressure water will be connected to the existing meters for 27 residences along Melinda Drive and Avondale Drive via a new four-inch water

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081

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lines. A six-inch manifold line will convey the water from the booster station to Avondale Drive and Melinda Drive. The four-inch lines will be installed in the Town right-of-way, while the manifold line will require an easement.

Our scope of services will include:

- Preparation of a Preliminary Engineering Report (PER) for the proposed improvements. The PER will document the limits of the new service area, pressure requirements, pump and hydropneumatic tank sizing, site layout, and building plan. A hydraulic analysis will be performed documenting the ability of the high pressure system to provide adequate pressure. The booster pump at the Bedford Tank will also be reviewed to determine its ability to quickly refill the Tank. A letter PER will be prepared documenting the design requirements, and will contain concept sketches, a project schedule, and a cost estimate. Following review by the Town, the PER will be submitted to VDH for approval.
- Field surveying of the Tank lot to prepare a site plan for the booster building improvements, along with route surveys of the new four and six-inch water lines. Necessary deed research will be performed to document property lines, and will be used as the basis of the proposed easement from the Tank to Avondale Drive. This information will be used to create a base map for the project site conditions.
- Design Services consisting of:
 - Preparation of drawings and technical specifications for site grading and improvements at the Tank lot; connection to the existing 10-inch water line and installation of 2,600 LF of new water lines; booster pumps, hydropneumatic tank, and associated piping and controls; electrical supply and emergency generator; pre-engineered building; and system testing and startup.
 - Preparation of contract documents.
 - Submission of plans and specifications to VDH for review and approval.
- Bidding assistance to include distribution of bidding documents, addressing bidding questions, attendance at a pre-bid meeting, issuing addendum as needed, attendance at the bid opening, a recommendation of award, and preparation of contracts.
- Construction Services to include addressing contractor questions/clarifications, hold monthly progress meetings and prepare meeting minutes, review and approve monthly pay requests, perform a substantial completion inspection and preparation of punch list, assist with startup, and perform final inspection. The construction period is estimated to be six months.
- Post-construction services include obtain contractor's red-line drawings, preparation of VDH Certificate of Completion Statement, and contract close-out.

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Page 2 of 3

We propose to provide these engineering and surveying services for the following lump sum fees:

<u>Task</u>	<u>Lump Sum Fee</u>	As of
Preliminary Engineering Report	✓ \$ 6,000	
Field Survey and Base Map Preparation	✓ \$ 7,500	
Preparation of one easement plat	\$ 1,500	
Design Services	\$ 40,000	
Bidding Services	\$ 3,000	
Construction Services	\$ 25,000	
Post-Construction Services	\$ 2,000	
Total	\$ 85,000	

This proposal is based on the following considerations:

1. Application and submittal fees will be paid by the Town
2. One construction contract will be prepared for the scope of work,
3. The following items are considered additional services:
 - a. Zoning and site plan reviews
 - b. Geotechnical services
 - c. Stormwater management plan
 - d. Construction stakeout

Invoicing for lump sum fees will be on a monthly basis based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.

Town of Altavista, Virginia



Ronald B. Smith, P.E.
Senior Associate

 4-14-15

David T. Garrett
Director of Public Works/Utilities

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081

Lynchburg ■ Charlottesville
Page 3 of 3

COUNCIL WORK SESSION MARCH 24, 2015

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 24, 2015 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Capt. Barry Stocks, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Plant
Mrs. Mary Hall, Administration

Mrs. Dalton arrived at 5:12 p.m., Mrs. Brumfield arrived at 5:12 p.m. and Mr. Higginbotham arrived at 5:22 p.m.

1. Mayor Mattox called the meeting to order and went into recess until 5:15 p.m. He opened the meeting at 5:15 p.m.
2. A motion was made by Mr. Emerson, seconded by Mr. George, to approve the agenda as presented.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations
5. Items Contingent for the Regular Meeting

- a. Melinda Tank High Pressure Zone Project Discussion

Mr. Coggsdale advised at the February 24th Town Council Work Session, the Director of Public Works/Utilities David Garrett gave an update on pressure issues and potential solutions in the area around the Melinda Elevated Water Tank. Following that meeting, Mr. Garrett consulted with engineers to look at potential costs of the project as well as the cost for design of the project. At the March 10th Town Council meeting, it was decided that this item would be placed on tonight's agenda.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the engineering cost and to proceed with the Melinda Tank High Pressure Zone Project.

COUNCIL WORK SESSION MARCH 24, 2015

Mrs. Dalton stated there are citizens in distress with water pressure problems and have been for decades.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

b. Main Street Waterline (Project 1B) Funding Discussion

Mr. Coggsdale advised at the March 10th Town Council Regular Meeting, information was provided in regard to possible funding for the Main Street Waterline project. Following discussion at that meeting, it was decided to place this item on tonight's agenda. He advised the Project 1B is estimated at \$1.8 million with the Melinda Drive Tank project projected at \$638,000 for a total of \$2.5 million for both projects. He asked Council how to proceed on funding.

Mayor Mattox stated there were three options for Council to consider: reserves, a bank loan, or issue a bond.

Mrs. Dalton suggested breaking it down into borrow or not borrow. If Council decides to borrow, she suggested staff decide the best way to go about it or investigate the opportunities.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to roll the two projects together and to borrow the monies.

Mr. Edwards recalled with all of the potential utility projects the Town is looking at somewhere around \$10 million. Mr. Edwards agreed with Mrs. Dalton because the economy seems to be improving and interest rates tend to follow. He asked for a clearer picture of when the other projects would or should take place. He noted the Melinda Tank project is outside of the \$10 million. He stated he was not questioning if the projects needed to be done but when they should be done; it is desirable to fund out of ongoing resources. Mr. Edwards advised he needed a better understanding of where this is going.

Mrs. Dalton stated as she recalls Mr. Garrett saying he was very comfortable with these two projects which are critical and asked to go forward with these two and then drop back and re-examine. She felt this would play into the borrowing piece; she noted borrowing rates are low and did not feel they would pick up fast which may allow for borrowing. Restraints would be the ability to fund the debt services and proforma utility rates going forward needs to be a piece of the puzzle as well. She felt these two items needs to be handled and then pause.

Mr. Higginbotham asked the value of Project 1A.

Mr. Coggsdale responded \$3 million.

Mr. Higginbotham questioned the interest rates on these borrowed funds.

Mayor Mattox responded 3.3%.

Mr. George questioned the amount in reserves.

Mr. Coggsdale advised Council of a memo in their packet that breaks down the amount in reserves; the undesignated amount is \$2.5 million. He noted the debt service is included in the proposed budget. He mentioned the surplus project for next year is \$192,000 on the enterprise side.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Steve Bond Required Department Name: Wastewater Required Date of Request: 4/12/2016 Fiscal Year: 2016
Phone #: _____ Email Address: sbond@altavistava.gov

Reason for Transfer:

Transfer of funds from Contractual Services/ Repair, Maintenance & Grounds to Maintenance Service Contracts to cover a shortage as a result of an increase in the annual maintenance cost on the generator

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-30.08	\$700.00	Maintenance Service Contracts	
Total Debits:		\$700.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-30.24	-\$700.00	Rep, Maint, & Grounds	
Total Credits:		-\$700.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Jobie C. Shultz 4/21/2016
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DT-2

DEPARTMENTAL FUNDS TRANSFER

Transfer Jnl ID#:

General Accounting Use Only

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester Steve Bond

Required

Department

Name: Wastewater

Required

Date of
Request:3/10/2016

Fiscal Year:

2016

Phone #:

Email Address: sbond@altavistava.govReason for
Transfer:

Transfer of funds from Other Operating Supplies to Office supplies to cover a shortage as a result of replacing the firewall (equipment used to protect the network from unauthorized users) that crashed due to age of equipment and for the replacement of computers and monitors.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60.02	\$2,380.00	Office Supplies	

Total Debits: \$2,380.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60.14	-\$2,380.00	Other Operating Supplies	

Total Credits: -\$2,380.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Jodie C. Shelton

Date

5/13/14

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

General Accounting Use Only

See Processing Instructions Below

Requester Mike Milnor

Required

Department
Name: Police

Required

Date of
Request: 5/9/2016Fiscal Year: 2016

Phone #:

Email Address: mmilnor@altavistava.govReason for
Transfer:

Transfer of funds within the department to cover operational costs. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501-50.32	\$1,000.00	Miscellaneous	
010-3101-501-50.79	\$20.00	Federal Forfeiture Account	
010-3101-501-30.16	\$600.00	Contractual Svcs / Physicals	
010-3101-501-20.16	\$1,000.00	Other Emp Benefits/LODA	
Total Debits:		\$2,620.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501-60.16	-\$2,620.00	Other Operating Supplies	
Total Credits:		-\$2,620.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

John C. Shultz

Date

5/13/14

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: Myrtle Lane paving option

Summary: Previously staff discussed with Council that there were some final items that the contractor needed to redo in regard to paving along the drainage areas on Myrtle Lane. It was also discussed that with the patches along the road as a result of the water line installation, this may be a good opportunity to pave the street. The contractor has submitted a quote of \$63,322.50 for this work.

At this point, there appears to be three options: 1) Contractor fix the areas that need addressing under the contract (no additional cost); 2) Option 1, plus pave one travel lane (north bound) (\$26,000 estimate); or 3) Option 1, plus pave both travel lanes. The quoted figure of \$63,322.50 is for Option 3 that would also include paving any parking areas along the street that are currently paved. Another add-on would be to also pave Woodland Avenue (205') towards the Bedford Water Tank and the parking area for the park (estimated additional cost of \$4,000).

Attached is information that David Garrett, Director of Public Works/Utilities has received from the contractor.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Per Council's discussion.

Town Manager Recommendation: Per Council's discussion.

Attachments: Email from David Garret regarding proposal from contractor; Drawings of Myrtle Lane

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



Waverly Coggsdale III

From: David Garrett
Sent: Thursday, May 19, 2016 9:09 AM
To: Waverly Coggsdale III
Cc: dicky@dlbincva.com; hwhite@wwassociates.net; jclark@wwassociates.net
Subject: FW: Revise Altavista Myrtle Lane

Waverly,

I have forwarded to you DLB email from Dicky in the reference to the blacktop cost for Myrtle Lane for Council to approve.

If you have any further questions, please let me know.

Thanks

David

From: Dicky Morgan [mailto:dicky@dlbincva.com]
Sent: Thursday, May 19, 2016 8:55 AM
To: David Garrett <dtgarrett@altavistava.gov>
Cc: Herb White <hwhite@wwassociates.net>
Subject: RE: Altavista Myrtle Lane

David,

You are correct about the quantity DLB is responsible for. The prices will be as follows:

+/- 7040sy Asphalt overlay

- Mill Asphalt Swell and All " Tie-Ins"
- Install 1.5" VDOT SM9.5A Surface Mix

The cost for this work is \$63,322.50.

Above price includes:

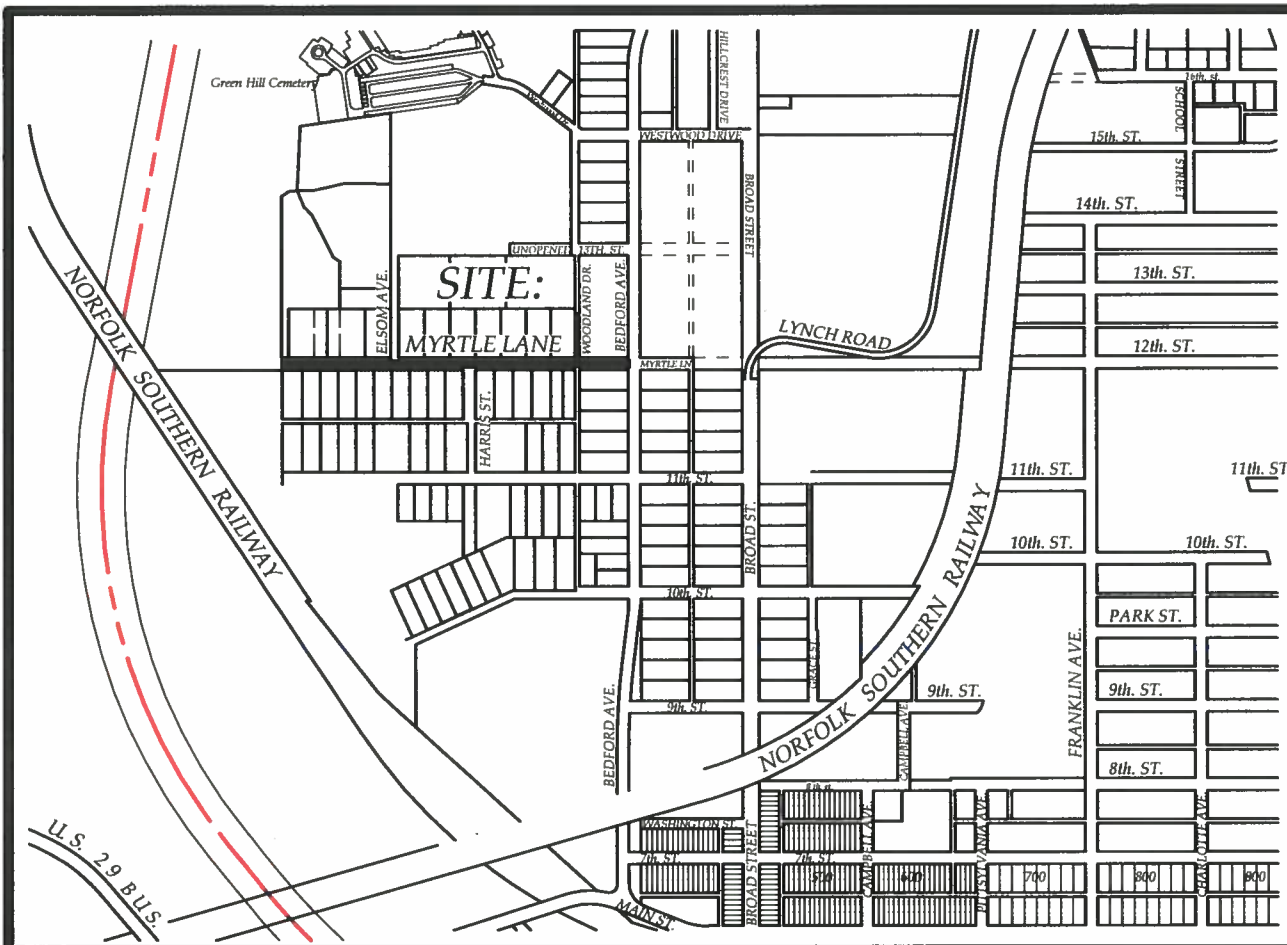
- +/- 665 Tons of SM9.5A for overlay. Any additional tons charged at \$84.43 per ton.
- Paving to back of radius on connecting roads
- Traffic Control

Paving cannot be warranted against reflective cracking.

If you have any questions please let me know.

Thanks

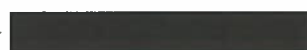
Dicky Morgan
DLB, Inc.
(276)728-2137
dicky@dlbincva.com



TOWN OF ALTAVISTA: MYRTLE LANE: PAVING PROJECT: ALTAVISTA, VIRGINIA.

LEGEND:

INDICATES AREA
TO BE PAVED

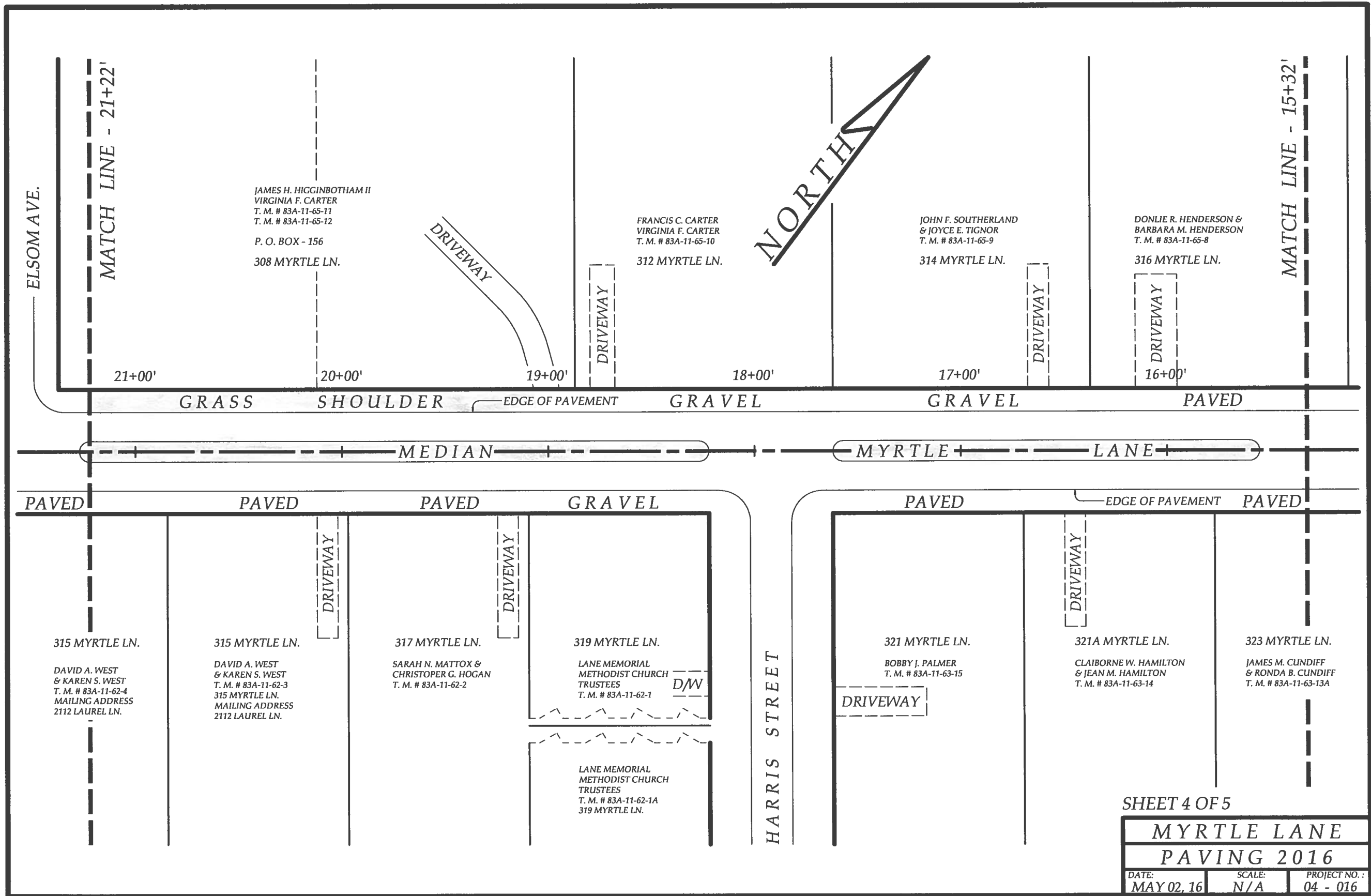


SHEET 1 OF 5

MYRTLE LANE

PAVING 2016

DATE: MAY 02, 16	SCALE: N/A	PROJECT NO.: 04 - 016
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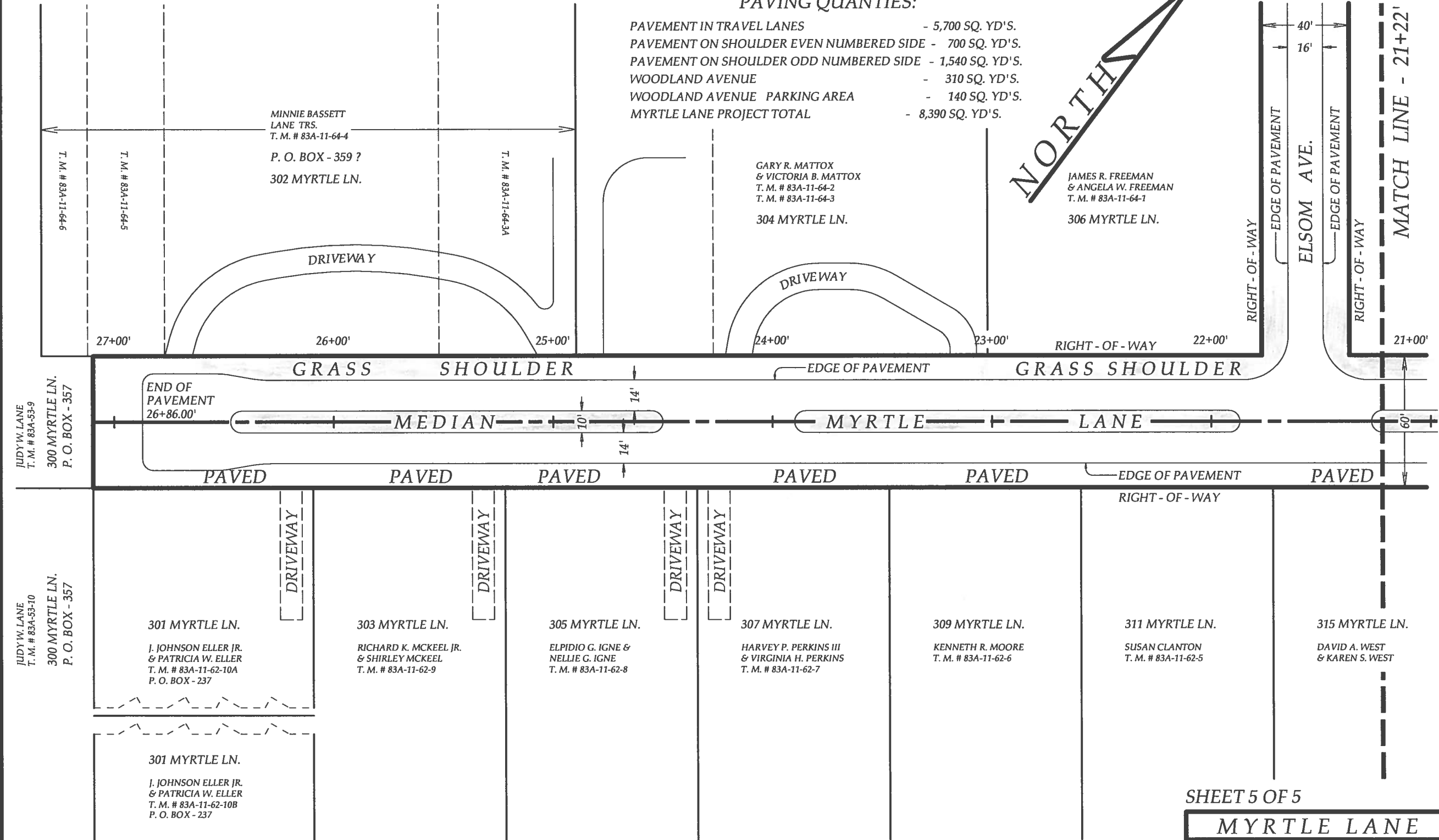
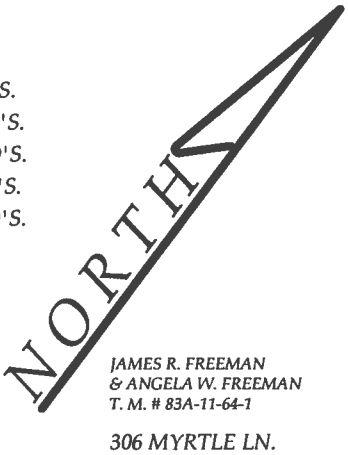


SHEET 4 OF 5

MYRTLE LANE		
PAVING 2016		
DATE:	SCALE:	PROJECT NO. :
MAY 02, 16	N/A	04 - 016

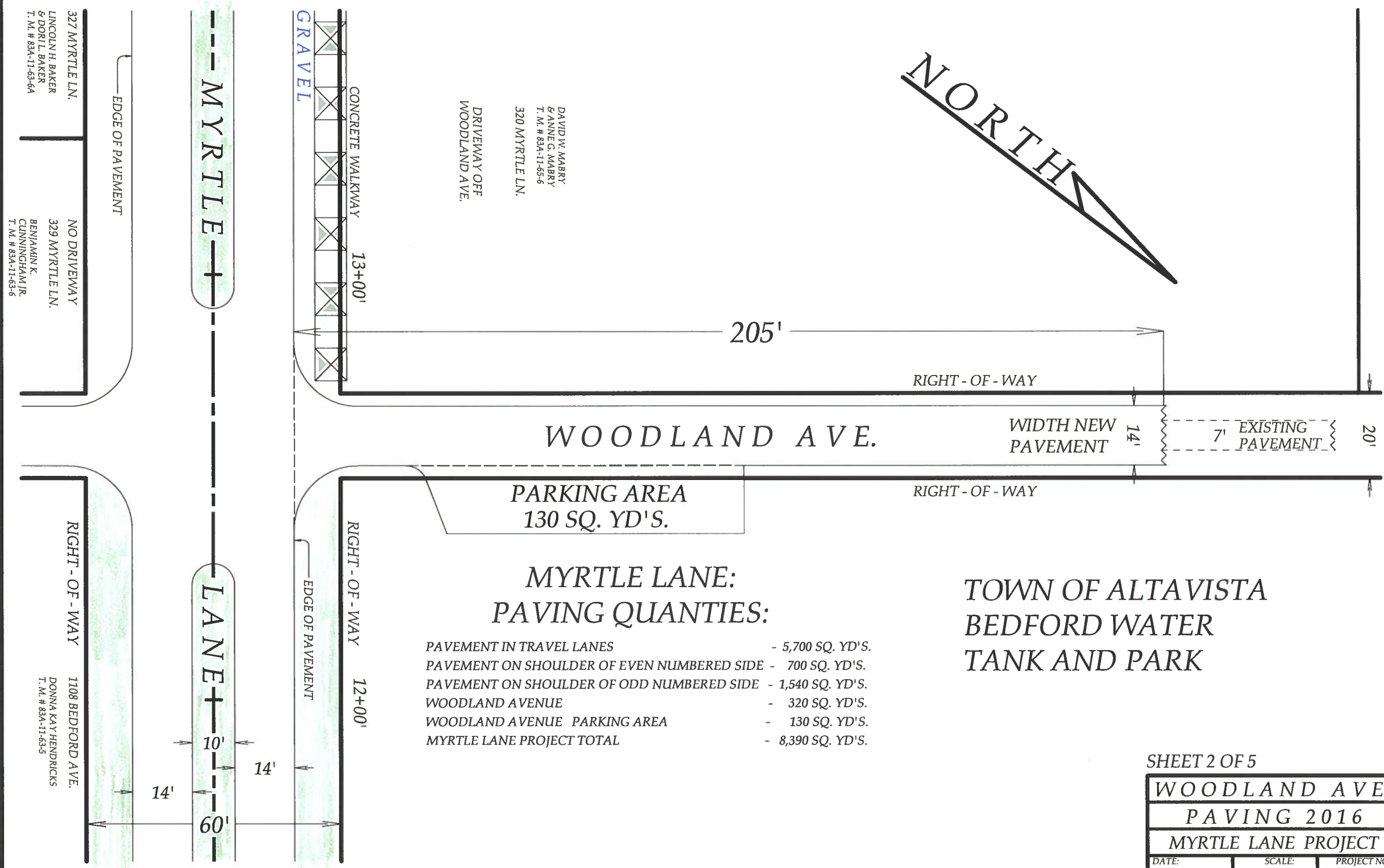
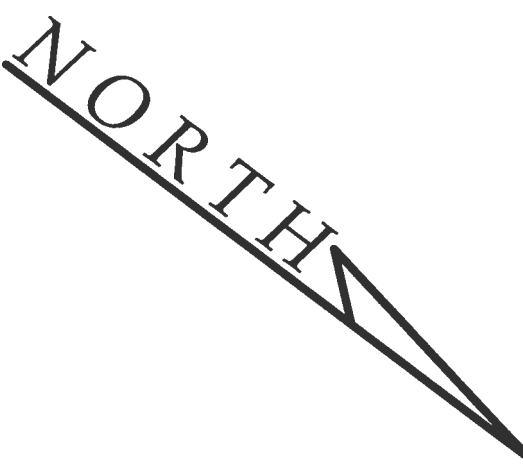
MYRTLE LANE:
PAVING QUANTITIES:

PAVEMENT IN TRAVEL LANES - 5,700 SQ. YD'S.
PAVEMENT ON SHOULDER EVEN NUMBERED SIDE - 700 SQ. YD'S.
PAVEMENT ON SHOULDER ODD NUMBERED SIDE - 1,540 SQ. YD'S.
WOODLAND AVENUE - 310 SQ. YD'S.
WOODLAND AVENUE PARKING AREA - 140 SQ. YD'S.
MYRTLE LANE PROJECT TOTAL - 8,390 SQ. YD'S.



SHEET 5 OF 5

MYRTLE LANE		
PAVING 2016		
DATE:	SCALE:	PROJECT NO. :
MAY 02, 16	N/A	04 - 016



DAVID W. MABRY
& ANNE G. MABRY
T. M. # 83A-11-65-6
320 MYRTLE LN.
DRIVEWAY OFF
WOODLAND AVE.

327 MYRTLE LN.
LINCOLN H. BAKER
& DORIL BAKER
T. M. # 83A-11-63-6A

NO DRIVEWAY
329 MYRTLE LN.
BENJAMIN K.
CUNNINGHAM JR.
T. M. # 83A-11-63-6

RIGHT - OF - WAY
1108 BEDFORD AVE.
DONNA KAY HENDRICKS
T. M. # 83A-11-63-5

MYRTLE LANE:
PAVING QUANTITIES:

PAVEMENT IN TRAVEL LANES	- 5,700 SQ. YD'S.
PAVEMENT ON SHOULDER OF EVEN NUMBERED SIDE	- 700 SQ. YD'S.
PAVEMENT ON SHOULDER OF ODD NUMBERED SIDE	- 1,540 SQ. YD'S.
WOODLAND AVENUE	- 320 SQ. YD'S.
WOODLAND AVENUE PARKING AREA	- 130 SQ. YD'S.
MYRTLE LANE PROJECT TOTAL	- 8,390 SQ. YD'S.

TOWN OF ALTAVISTA
BEDFORD WATER
TANK AND PARK

SHEET 2 OF 5		
WOODLAND AVE.		
PAVING 2016		
MYRTLE LANE PROJECT		
DATE: MAY 02, 16	SCALE: 1" = 20'	PROJECT NO.: 04 - 016

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: Water tank logo

Summary: The painting of the Clarion Road water tank will be part of the maintenance process that begins in early June. This tank has served as an advertising mechanism for the Town with our logo on it. It has been our intent to re-paint the logo on the tank, but thought that it may be a good idea to be more inviting by suggesting that people “Shop, Dine, and Explore” our community. Attached are several different revisions to the Town logo that we would like Council’s input on. In addition, as we repaint our other water tanks do you want the same logo on all? Staff would suggest that something different be considered for the Bedford Avenue and possibly the Melinda Tank(s), as they are in residential areas.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends proceeding with the modified logo on the water tank.

Town Manager Recommendation: Authorize staff to proceed with having the selected logo to be painted on the tank. Also, as the time for the other tank paintings approaches bring Council design options

Attachments: Tank logos

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION







*Shop, dine,
and explore...*

Altavista Virginia

Treasured past, innovative future.



SHOP ~ DINE ~ EXPLORE

Altavista Virginia

Treasured past, innovative future.



Altavista Virginia

Treasured past, innovative future.

**SHOP.
DINE.
EXPLORE.**