



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

**Tuesday, May 23, 2023
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

3. CITIZEN'S TIME

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

4. UNFINISHED BUSINESS

5. NEW ITEMS FOR DISCUSSION

5.1 Delinquent Utility Account Write-Offs

Attachment. FY2023-Delinquent Utility Accounts

5.2 FY2023 Budget Amendments / Departmental Transfers

Attachment. Memo to Council: FY2023 Budget Amendments and Departmental Transfers

5.3 USDA Housing Preservation Grant

Attachment. 2023-USDA Housing Preservation Grant

5.4 Update on School Zone Speed Camera Program

6. UPDATES/INFORMATIONAL ITEMS

7. MATTERS FROM COUNCIL

8. CLOSED SESSION

9. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 23, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

NEW ITEMS FOR DISCUSSION

Title: Delinquent Utility Account Write-Offs

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Authorize Staff to write-off delinquent utility accounts (five years old and deceased individuals) totaling \$2,617.48. If Council reaches a consensus on this item, we would place it on the June Town Council Consent Agenda.

Explanation:

Staff is asking Council to consider adjusting financial records by writing off six (6) accounts over five years old totaling \$1,510.64, and fifteen (15) accounts for deceased individuals totaling \$1,106.84, as our efforts to collect have been unsuccessful. The total write-off request is \$2,617.48.

Background:

Annually staff presents to Council a request to write-off delinquent utility accounts that are five years old as well as accounts of deceased individuals.

Funding Source(s):

Amendments to the budget as noted.

Attachments: *(click item to open)*

Attachment. FY2023-Delinquent Utility Accounts

**PROPOSED WRITE-OFF
DELINQUENT WATER & SEWER ACCOUNTS
May 19, 2023**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Jannette Giboyeaux	11/8/2017	\$	48.24
Bernadette Hunt	7/2/2019	\$	1.38
Lavina Fay Johnson-Myers	5/11/2018	\$	100.59
Shawn Patrick Overstreet	10/13/2017	\$	88.89
Krystal Lee Rice	10/31/2017	\$	23.79
Schwartz & Schwartz	10/10/2011	\$	1,247.75
Sub-Total			\$ 1,510.64

DECEASED INDIVIDUAL(S)

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Dale Laverne Alexander	11/8/2022	\$	135.56
Dorothy Atkins	7/30/2021	\$	9.49
Florence Deese	6/18/2021	\$	5.00
John Eubank	11/11/2019	\$	36.25
Wolfgang Gaertig	2/28/2023	\$	93.91
Marcella Gregory	8/16/2021	\$	119.30
Frank Lusk	4/6/2022	\$	79.22
Cherie Maulbeck	8/8/2022	\$	43.09
Chester Minnis	2/16/2023	\$	150.62
Terry Mitchell	11/8/2022	\$	214.84
Elaine Pollard	3/15/2021	\$	44.83
Debra Reed	2/7/2022	\$	0.32
Conchita Sheldon	6/6/2022	\$	81.46
Dorothy Shelton	9/16/2020	\$	87.72
Helen West	12/31/2020	\$	5.23
Sub-Total		\$	1,106.84
Total		\$	2,617.48



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 23, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

NEW ITEMS FOR DISCUSSION

Title: FY2023 Budget Amendments / Departmental Transfers

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

By consensus, place these items on the June 13th Regular Meeting Consent Agenda for approval.

Explanation:

To revise the FY2023 Budget to reflect changes that have occurred during the fiscal year.

Background:

Items that arise during a fiscal year that have been previously approved by Town Council require amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as the reason and when Council directed staff on the action. Some of the items may be receipt of unbudgeted revenue, which requires an amendment to the budget as well.

Funding Source(s):

Amendments as directed by previous action of Council or the receipt of funds to cover an associated expense can be funded by various sources such as grant, designated reserves, undesignated reserves or additional revenue received.

Attachments: *(click item to open)*

Attachment. Memo to Council: FY2023 Budget Amendments and Departmental Transfers



DATE: May 18, 2023
TO: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments / Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- Purchase of mister to dewater Emergency Overflow pond
(Council Approval: April 12, 2022) \$ 137,360
- Replacement of street sweeper
(Council Approval: December 14, 2021) \$ 193,680
- Avoca repairs-Replacement of rotten wood
(Council Consensus: February 22, 2022) \$ 20,700
- Deposit to T&C Promotions for UBD 2023
(Council Consensus: July 12, 2022) \$ 1,500
- FY2022 Carryover – Replacement of mechanics truck
(Council Approval: September 13, 2022) \$ 121,250
- Connection of Spark’s broadband internet
(Council Approval: December 13, 2022) \$ 32,670
- Community Gift Program – park bench
(Offsetting Revenue) \$ 1,200
- Repair of electrical lines at English Park
(Council Approval: February 14, 2023) \$ 22,480
- Reallocation of funds to cover wayfinding signs, bridge, ext. of trail
(Council Approval: February 22, 2023) \$ 124,000
- FY2021 Carryover – Replacement of transit bus
(Council Approval: October 12, 2021) \$ 85,220
- Purchase of Frazier Farm
(Council Approval: December 13, 2022) \$ 616,000

• Furniture for Spark – USDA Rural Bus. Dev. Grant (Grant Funded)	\$ 97,950
• Purchase of Hanson Property	\$ 7,500
• Repair to damaged guardrail (Fully reimbursable by claimant's insurance)	\$ 9,000
• Repair to damaged wall (Fully reimbursable by claimant's insurance)	\$ 2,300
• Campbell County AVFC fuel reimbursement (Fully reimbursable by Campbell County)	\$ 10,000
• Professional Services – Brownsfield Grant (Council Approval: June 25, 2019)	\$ 95,800
• Transfer of ARPA funding from Gen to Enterprise Fund (Council Approval: June 14, 2022)	\$1,309,960
• Establishment of Housing Development Reserve Fund (Council Approval: February 14, 2023)	\$ 250,000
• Transfer of EDA's LGIP funds to EDA's operating account	\$ 7,500
• Site characterization at Dearing Ford Property (Grant Funded)	\$ 5,000
• Painting, repair rotting wood, and repair of plastering (Council Approval: Sept. 13, 2022; Consensus: Jan. 24, 2023 & Feb. 22, 2022)	\$ 87,970
• FY2022 Carryover – Replacement of truck- Streets Division (Council Approval: September 13, 2022)	\$ 43,980
• Professional Services for 2022 borrowing – ANB (Council Approval: September 13, 2022)	\$ 120,520
• 1 st Debt Service Payment of 2022 borrowing (Council Approval: September 13, 2022)	\$ 28,660
• WTP Filter Improvement Project (Council Approval: March 24, 2020)	\$ 315,840
• WTP Melinda Tank HPZ Project (Council Approval: March 24, 2020)	\$ 186,590
• WTP Emergency Generator Project – VDEM Grant (Council Approval: March 24, 2020)	\$ 5,380
• WTP Land Purchase – Tardy Property (Council Approval: June 28, 2022)	\$ 19,900

- FY2022 Carryover – Replacement of truck-WWTP \$ 33,200
(Council Approval: September 13, 2022)
- ARS Program costs funded with Housing Reserve Funds \$ 51,990
(Council Approval: February 14, 2023)

Also attached are Departmental Transfers (from one-line item to another)

- Various Departments
(Redistribution of funds to cover operational costs – no new funds are required)



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - Mister EOP Pond		
050-5110-702.82-06	\$ 137,360.00	
Transfer In		
Transfer In from Designated Reserves (PCB)		
050-0000-361.01-00		\$ 137,360.00

Summary

To appropriate \$137,360 as approved by Council at the April 12, 2022 meeting to move forward with purchasing a mister from EcoMister to begin the dewatering process of the emergency overflow pond at the Wastewater Treatment Plant.

Budget Impact

This will result in a net increase to the budget in the amount of \$137,360. This project is funded with funds earmarked in reserves for PCB remediation.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General & Highway Funds, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Street Sweeper		
010-4101-601.81-06	\$ 96,840.00	
Highway Fund		
Capital Outlay - Street Sweeper		
020-4101-601.81-06	\$ 96,840.00	
Transfer In		
Transfer In from Designated Reserves (Street Sweeper)		
010-0000-361.03-01		\$ 96,840.00
Transfer In		
Transfer In from Designated Reserves (Street Sweeper)		
020-0000-361.01-00		\$ 96,840.00

Summary

To appropriate \$193,680 as approved by Council at the December 14, 2021 meeting to move forward with replacing the existing street sweeper instead of repairing it, due to the age, and the excessive cost of repairing.

Budget Impact

This will result in a net increase to the budget in the amount of \$193,680. Funding for this purchase is earmarked in reserves and will be transferred in.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Avoca Building Maintenance		
010-9105-801.81-18	\$ 20,700.00	
Transfer In		
Transfer In - Avoca Reserve Maintenance Funds		
010-0000-351.06-01		\$ 20,700.00

Summary

There was a consensus of Council at the February 22, 2022 Work Session to appropriate \$20,700 and to utilize Reserve Maintenance Funds to pay for repairs to Avoca in addition replace rotten wood on the exterior of the mansion.

Budget Impact

This will result in a net increase to the budget in the amount of \$20,700. Funding for this project will be transferred in from the Reserve Maintenance Funds for Avoca.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges / Uncle Billy's Day Funding		
010-9101-801.50-69	\$ 1,500.00	
Transfer In		
Transfer In - Undesignated Reserves		
010-0000-361.01-00		\$ 1,500.00

Summary

There was a consensus of Council at the July 12, 2022 Regular Meeting to appropriate \$20,000 as a one-time donation to T&C Promotions towards planning Uncle Billy's Day 2023. A deposit of \$1,500 was issued to T&C Promotions.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,500.

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 13th day of June 2023



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, 2023:

Section 1. To amend General, Highway and Enterprise Funds as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Vehicle Replacement		
010-4101-601.81-02	\$ 34,000.00	
Highway Fund		
Capital / Vehicle Replacement		
020-4101-601.81-02	\$ 5,260.00	
Enterprise Fund		
Capital / Vehicle Replacement		
050-5010-701.81-02	\$ 30,740.00	
050-5110-702.81-02	\$ 51,250.00	
Transfer In From General Fund Reserves		
010-0000-361.01-00		\$ 34,000.00
Transfer In From Highway Fund Reserves		
020-0000-361.01-00		\$ 5,260.00
Transfer In From Enterprise Fund Reserves		
050-0000-361.01-00		\$ 81,990.00

Summary

Council approved additional funds needed for the replacement of 1/2 ton truck (mechanics truck - FY2022 CIP item). Purchase was not received prior to June 30, 2022, so approval to carry over funds was made at the September 13, 2022 regular meeting .

Budget Impact

This will result in a net increase to the budget in the amount of \$121,250.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - EDP Equipment		
010-4104-602.82-04	\$ 22,050.00	
010-4204-602.30-26	\$ 780.00	
010-7204-409.82-04	\$ 9,840.00	
Transfer In		
Transfer In From Reserves		
010-0000-361.01-00		\$ 32,670.00

Summary

There was a consensus to connect Spark's broadband internet to town hall, police department, and English Park; with upgrades to the security cameras at English Park. This item was placed on the December 13th 2022 consent agenda for official approval.

Budget Impact

This will result in a net increase to the budget in the amount of \$32,670.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges		
Community Gift Program	\$ 1,200.00	
Misc / Donations		
010-0000-351.07-00		\$ 1,200.00

Summary

To appropriate \$1,200 towards the purchase of a park bench as part of the Community Gift Program. An offsetting revenue (contribution to the program) funds the cost.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,200.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges		
Community Gift Program	\$ 1,200.00	
Misc / Donations		
010-0000-351.07-00		\$ 1,200.00

Summary

To appropriate \$1,200 towards the purchase of a park bench as part of the Community Gift Program. An offsetting revenue (contribution to the program) funds the cost.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,200.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay		
Parks / Jenks Bridge #2 and Extending Jenks River Trail 010-4104-602.81-26	\$ 63,940.00	
Parks / Wayfinding Signs-English Park 010-4104-602.81-26	\$ 22,000.00	
Transfer In From Reserves		
010-0000-361.01-00 - Carryover		\$ 22,000.00
010-0000-361.01-00 - Carryover		\$ 50,000.00
010-0000-361.03-01 - Designated		\$ 13,940.00

Summary

Council approved at the 2/22/23 work session the reallocation of \$124,000 from the Eagle Trail Bathroom Project to cover the cost of the Wayfinding Sign Project and the 2nd bridge for the Jenks River Trail. The motion also included extension of the Jenks River Trail to the new River Overlook.

Budget Impact

This will result in a net increase to the budget in the amount of \$85,940.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay		
Vehicle Replacement		
010-6101-403.82-02	\$ 81,600.00	
EDP Equipment / Radios		
010-6101-403.82-04	\$ 3,620.00	
Transfer In From Reserves		
010-0000-361.01-00 - Carryover		\$ 85,220.00

Summary

Council approved at the 10/12/2021 the carryover of FY2021 funding for CIP items that were not received prior to 6/30/2021. One of these items was the 2016 StarCraft bus with radio. The delay was due to shortage of microprocessor chips and chassis.

Budget Impact

This will result in a net increase to the budget in the amount of \$85,220.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay		
Land		
010-7101-405.82-16	\$ 616,000.00	
Transfer In From Reserves		
010-0000-361.01-00		\$ 616,000.00

Summary

At the 12/13/2022 Regular Meeting, official action was made following the Closed Session authorizing the Town Manager to enter into a contract with the Frazier Estate Corp. to purchase the Frazier Farm.

Budget Impact

This will result in a net increase to the budget in the amount of \$616,000.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Spark Furniture		
010-7101-409.50-93	\$ 97,950.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 97,950.00

Summary

The Town received \$100,000 USDA Rural Business Development Grant. A small portion of funds (\$2,050) were expended in FY2022 the remainder of funding expended in FY2023.

Budget Impact

This will result in a net increase to the budget in the amount of \$97,950.

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 13th day of June 2023



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, 2023:

Section 1. To amend the General, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Building / Land		
010-7201-408.82-18	\$ 7,500.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 7,500.00

Summary

Purchase of Hanson Property.

Budget Impact

This will result in a net increase to the budget in the amount of \$7,500.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Reimbursement of Claim		
010-9102-801.50-96	\$ 9,000.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 9,000.00

Summary

To appropriate \$9,000 for the repair of a guardrail on Lynch Road that was damaged in an accident on 2/14/2023.

Budget Impact

These funds are fully reimbursable by Claimant's policy.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Reimbursement of Claim		
010-9102-801.50-96	\$ 2,300.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 2,300.00

Summary

To appropriate \$2,300 for painting the hallway in town hall as a result of damage caused to the walls of the main foyer and corridor while refinishing the floors (stripping and waxing) on August 11, 2022.

Budget Impact

These funds are fully reimbursable by Claimant's policy.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Non-Dept. / Fuel Reimbursement 010-9102-801.60-06	\$ 10,000.00	
General Fund County / Fire Dept. Fuel Reimbursement 010-0000-351.08-00		\$ 10,000.00

Summary

To appropriate \$10,000 for fire department fuel cost. Campbell County reimburses the Town fully for this expense.

Budget Impact

These funds are fully reimbursable by Campbell County.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Brownsfield Grant		
010-9102-801.82-30	\$ 95,800.00	
General Fund		
Brownsfield Grant / Reimbursable		
010-0000-341.17-00		\$ 95,800.00

Summary

To appropriate \$95,787.40 for costs associated with the professional services related to the Brownfields Grant Process, as approved by Council at the June 25, 2019 Work Session.

Budget Impact

This will result in a net increase to the budget of \$95,800. There is an offsetting revenue to cover the expense.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Transfer to Enterprise Fund		
010-9102-802.70-02	\$ 1,309,960.00	
Enterprise Fund		
Transfer in from General Fund		
050-0000-343.09-01		\$ 1,309,960.00

Summary

To appropriate \$1,309,960 between the General Fund and Enterprise Fund. This amount represents a portion of the 1st Tranche payment. Council had not confirmed at the time ARPA money was received how the funds were to be spent, therefore all funds were recorded in the General Fund. With the adoption of the FY2023 budget Council allocated all but \$460,000 of the 1st Tranche payment to fund Enterprise Fund Infrastructure projects.

Budget Impact

This will result in a net increase to the budget of \$1,309,960. There is an offsetting revenue to cover the expense.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Transfer to Community Improvement Fund		
010-9102-802.70-06	\$ 250,000.00	
Community Improvement Fund		
Transfer in from General Fund		
070-0000-361.03-00		\$ 250,000.00

Summary

To appropriate \$250,000 for the establishment of the Housing Development Reserve Fund, as presented to Council at the January 24th 2023 work session, and approved at the 2/14/2023 regular meeting.

Budget Impact

This will result in a net increase to the budget of \$250,000.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Transfer to EDA Checking		
010-9102-802.70-06	\$ 7,500.00	
General Fund		
Transfer General Fund / Designated		
010-0000-361.03-01		\$ 7,500.00

Summary

To appropriate \$7,500 (\$2,500 to cover costs associated with extension of option to buy land and \$5,000 to cover donation to VTI) both funded through the EDA. Funds were transferred from EDA's LGIP funds, which is part of the Town's general ledger to EDA checking.

Budget Impact

This will result in a net increase to the budget of \$7,500, however, no town funds were used in this transaction.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Transfer to EDA Checking		
010-9102-802.70-06	\$ 5,000.00	
General Fund		
Transfer General Fund / Designated		
010-0000-361.03-01		\$ 5,000.00

Summary

To appropriate \$5,000 for Site Characterization Grant that funded the site characterization for Dearing Ford property performed by Draper Aden. both funded through the EDA. Funds were transferred from EDA's LGIP funds, which is part of the Town's general ledger to EDA checking.

Budget Impact

This will result in a net increase to the budget of \$7,500, however, no town funds were used in this transaction.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Capital / Avoca 010-9105-801.81-18	\$ 87,970.00	
General Fund Reserve Maintenance Funds 010-0000-361.01-01		\$ 87,970.00

Summary

To appropriate \$87,970 for various maintenance projects at Avoca, as approved by Council. The breakdown of this amount is as follows: (\$61,950) carryover of funds from FY 2022 for painting of museum as presented at the Aug 2022 work session and approved at the 9/13/2022 regular meeting; (\$5,320) consensus of Council at 1/24/2023 work session for the repair of plastering on 2nd floor of museum; and (\$20,700) consensus of Council at 2/22/22 work session to use RMF for the repair and replacement of rotting wood on the exterior of the main facility (mansion).

Budget Impact

This will result in a net increase to the budget of \$87,970, however, funds will be transferred in from the Reserve Maintenance Fund (from sell of EMS building) to cover the cost.

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 13th day of June 2023



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, 2023:

Section 1. To amend Highway Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Highway Fund		
Capital / Vehicle Replacement		
020-4101-601.81-02	\$ 43,980.00	
Transfer In From Highway Fund Reserves		
020-0000-361.01-00		\$ 43,980.00

Summary

Council approved at the 9/13/2022 the carryover of FY2022 funding for CIP items that were not received prior to 6/30/2022. One of these items was the replacement of a vehicle in the Streets Division.

Budget Impact

This will result in a net increase to the budget in the amount of \$43,980.

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 13th day of June 2023



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, 2023:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Water / Loan Issuance Costs		
050-5001-701.50-88	\$ 21,690.00	
Enterprise Fund		
Wastewater / Loan Issuance Costs		
050-5101-702.50-88	\$ 98,830.00	
Enterprise Fund		
Transfer In / Bond Proceeds		
050-0000-361.11-00		\$ 120,520.00

Summary

To appropriate \$5,000 for lender's Counsel for Bond Counsel Fees associated with the VRA borrowing, as approved by Council at the October 13, 2020 regular meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$43,980.

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 13th day of June 2023



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, 2023:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund Water / Debt Service - Interest 050-5001-701.92-04	\$ 5,160.00	
Enterprise Fund Wastewater / Debt Service - Interest 050-5101-702.92-04	\$ 23,500.00	
Enterprise Fund Transfer In / Reserves 050-0000-361.01-00		\$ 28,660.00

Summary

To appropriate \$28,660 for the first debt service payment on the 2022 borrowing through American National Bank as approved by Council at the 9/13/2022 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$28,660.

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 13th day of June 2023



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, 2023:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital / WTP Filter Improvement Project		
050-5010-701.81-22	\$ 315,840.00	
Enterprise Fund		
Transfer In / Bond Proceeds (2020 SNAP)		
050-0000-361.11-00		\$ 315,840.00

Summary

To appropriate \$315,840 to cover costs associated with the WTP Filter Improvement Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with bond proceeds (SNAP) as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$315,840.

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 13th day of June 2023



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, 2023:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital / WTP Melinda Tank HPZ Project		
050-5010-701.81-35	\$ 186,590.00	
Enterprise Fund		
Transfer In / Bond Proceeds (2020 SNAP)		
050-0000-361.11-00		\$ 186,590.00

Summary

To appropriate \$186,590 to cover costs associated with the WTP Melinda Tank HPZ Project, as approved by Council at the June 8, 2021 Regular Meeting. This project is funded with bond proceeds (SNAP) as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$186,590.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - WTP Emergency Generator Project		
050-5010-701.81-40	\$	5,380.00
Federal / VDEM Grant		
050-0000-343.10-00	\$	5,380.00

Summary

To appropriate \$5,380 to cover engineering costs associated with the WTP Emergency Generator Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with VDEM Grant funds as approved by Council at the March 24, 2020 Work Session as well as ARPA funds.

Budget Impact

This will result in a net increase to the budget in the amount of \$5,380. This project is funded through the Virginia Department of Emergency Management Grants.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - WTP Land Purchase - Tardy Property		
050-5010-701.82-16	\$	19,900.00
Transfer In From Reserves		
050-0000-361.01-00	\$	19,900.00

Summary

To appropriate \$19,900 as approved by Council at the June 28, 2022 work session, for the purchase of Martel and Lula Tardy's property located in Pittsylvania County adjacent to the McMinnis Springs Property.

Budget Impact

This will result in a net increase to the budget in the amount of \$19,900.

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 13th day of June 2023



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, 2023:

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

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - Repl of truck		
050-5110-702.81-02	\$	33,200.00
Transfer In From Reserves		
050-0000-361.01-00	\$	33,200.00

Summary

To appropriate \$33,200 as approved by Council at the September 2022 regular meeting. Replacement of truck in WWTP fleet was budgeted in FY2022. Vehicle was order, but did not arrive until FY2023. Staff requested a carryover of funds and earmarked these in reserves for the purchase.

Budget Impact

This will result in a net increase to the budget in the amount of \$33,200.

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 13th day of June 2023



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, 2023:

Section 1. To amend the Community Improvement Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Community Improvement Fund		
Misc. and Professional Services		
070-7501-805.30-14	\$	39,990.00
070-7501-805.82-16	\$	12,000.00
ARS Housing Development Reserves		
070-0000-351.04-07	\$	51,990.00

Summary

To appropriate \$51,990 towards the Acquire, Renovate and Sell Program as presented to Council at the January 24th work session and approved at the February 2023 regular meeting.

Budget Impact

There is no fiscal impact to the budget.

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 13th day of June 2023



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 23, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.3

NEW ITEMS FOR DISCUSSION

Title: USDA Housing Preservation Grant

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

Adopt a Resolution

Explanation:

A resolution of support from the governing body is required to be submitted as part of a grant application.

Background:

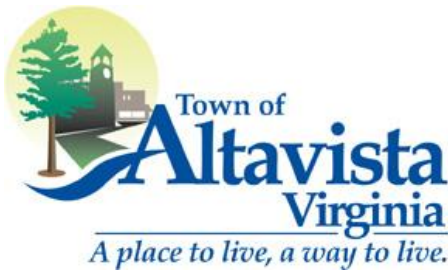
The Community Development Director is seeking authorization to apply for a USDA Housing Preservation Grant for up to \$200,000. The grant would allow the town to create a housing repair and rehabilitation program for low- to very-low-income families in Altavista. No match is required for the grant and up to 20% of the grant can be used for administration.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment. 2023-USDA Housing Preservation Grant](#)



**RESOLUTION APPROVING AN APPLICATION TO THE UNITED STATES
DEPARTMENT OF AGRICULTURE FOR A HOUSING PRESERVATION GRANT TO
REPAIR OR REHABILITATE OWNER OCCUPIED DWELLINGS OF LOW- AND VERY-
LOW-INCOME RURAL CITIZENS**

WHEREAS, the United States Department of Agriculture (USDA) Rural Housing Service was authorized in 1983 to offer grants to organizations for the rehabilitation of single-family dwellings for low- and very-low-income families in rural America; and

WHEREAS USDA Rural Development provides loans and grants to promote quality and affordable housing in rural communities; and

WHEREAS, the Town seeks to pursue efforts to create a Housing Rehabilitation Program to assist its low- to very-low-income citizens; and

WHEREAS, the Town desires to apply for a USDA Housing Preservation Grant for the aforementioned project; and

WHEREAS, the amount requested is up to \$200,000 and no local match is required.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE TOWN OF ALTAVISTA, VIRGINIA, THAT:**

1. The submittal of a Housing Preservation Grant application to USDA, in an amount not to exceed \$200,000, to be used to create a housing repair and rehabilitation program for low- and low-to-moderate income families.
2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed USDA Housing Preservation Grant.

Adopted this 23rd of May 2023

Mike Mattox, Mayor

ATTEST: _____
Gary Shanaberger
Clerk of Council



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 23, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.4

NEW ITEMS FOR DISCUSSION

Title: Update on School Zone Speed Camera Program

Staff Resource: APD Chief, Tommy Merricks

Action(s):

Council can give direction on whether to implement the School Zone Speed Camera Program during summer school.

Explanation:

The school zone speed camera program has been operational since November 2022. It has been implemented with very few issues since proper signage has been placed in the school zones and on appropriate feeder roads into the school zones. I would like to get direction from Town Council on whether or not to implement the program during ACS's 2023 summer school. There is far less enrollment at both schools during the summer, which typically lasts until the first part of July. There is far less foot traffic on Bedford Ave during summer school and less enrollment at the Elementary school which translates into less school traffic. The times for summer school are different as well and would require public notification for the changed times. I asked for input from Principal Wendy Thomas, who stated she had no problem if cameras were not operational during Summer School.

Summer break would give time to get some issues corrected with the Postal Service. There were correctly addressed payments being returned to sender. The company is aware and it seems to be an issue with either the processing center in Greensboro or the Postal Service in Baltimore. Taking the summer off would give time for the proper corrective action to be taken by Altumint and/or Capital One to get that issue resolved.

Altumint is fine with whatever Council decides. Not issuing tickets during summer months would incur no penalty on the Town.

Background:

Funding Source(s):

Attachments: *(click item to open)*