



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

**Tuesday, May 28, 2024
6:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. 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. Please note: Citizen's Time is NOT a question-and-answer session between the public and Council.

4. NEW ITEMS FOR DISCUSSION

- 4.1 [FY2025 Grass Maintenance Bids](#)
[attachment. FY2025 TOA Grass Maintenance Bids.pdf](#)
- 4.2 [Request to Write-Off Delinquent Utility Accounts and Miscellaneous A/R Accounts](#)
[Attachment 1. FY2024-Delinquent Utility Accounts](#)
[Attachment 2. FY2024-Delinquent Miscellaneous AR Accounts](#)
- 4.3 [FY2024 Budget Amendments / Departmental Transfers](#)
[Attachment. FY2024 Budget Amendments and Departmental Transfers](#)

5. UNFINISHED BUSINESS

- 5.1 [Vista / Leggett Project](#)
- 5.2 [WWTP: Clarifier #3 - Project Update](#)

6. ADDITIONAL UPDATES/INFORMATION FROM TOWN STAFF

7. MATTERS FROM COUNCIL

8. CLOSED SESSION

- 8.1 [Town Council Closed Session](#)
[attachment. Town Council CLOSED SESSION 5.28.24.pdf](#)

9. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 28, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

NEW ITEMS FOR DISCUSSION

Title: FY2025 Grass Maintenance Bids

Staff Resource: Assistant Director of Public Services Paul Hill

Action(s):

Receive Recommendation From Staff

Explanation:

Bids were received for the Town of Altavista's fiscal year 2025 grass maintenance contract. Staff will share the itemized breakdown of each bid, and give Town Council their recommendation.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment. FY2025 TOA Grass Maintenance Bids.pdf](#)

Town of Altavista FY 2025 Grass Maintenance Bids

Herndon Lawncare, LLC	Cost Per Cut	Estimated # of Cuts
Green Hill Cemetary	\$800.00	30
McMinnis Spring	\$225.00	30
Reynolds Spring	\$115.00	30
Clarion Rd.	\$65.00	30
Melinda Dr.	\$115.00	30
Dearing Ford Tank	\$65.00	30
Water Treatment plant	\$300.00	30
Wastewater Treatment Plant	\$325.00	16
Main Street Right of Way	\$500.00	30
Bedford Ave Right of Way	\$500.00	30
Avoca Museum	\$425.00	30
Enslaved Cemetary (Avoca)	\$85.00	30
Total	\$3,520.00	\$101,050.00

Champions Lawncare	Cost Per Cut	Estimated # of Cuts
Green Hill Cemetary	\$1,000.00	30
McMinnis Spring	\$175.00	30
Reynolds Spring	\$100.00	30
Clarion Rd.	\$75.00	30
Melinda Dr.	\$75.00	30
Dearing Ford Tank	\$75.00	30
Water Treatment plant	\$250.00	30
Wastewater Treatment Plant	\$350.00	16
Main Street Right of Way	\$650.00	30
Bedford Ave Right of Way	\$650.00	30
Avoca Museum	\$375.00	30
Enslaved Cemetary (Avoca)	\$50.00	30
Total	\$3,825.00	\$109,850.00



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 28, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 4.2

NEW ITEMS FOR DISCUSSION

Title: Request to Write-Off Delinquent Utility Accounts and Miscellaneous A/R Accounts

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Authorize staff to write-off delinquent utility accounts totaling \$823.57 and delinquent miscellaneous A/R accounts totaling \$3,476.45. If Council reached a consensus on this item, we would place it on the June Consent Agenda.

Explanation:

Staff is asking Council to consider adjusting financial records by writing off delinquent utility accounts and miscellaneous A/R accounts that are five (5) years old or older as well as accounts of deceased individuals, as our efforts to collect have been unsuccessful.

There are four (4) utility accounts over five (5) years old totaling \$823.57 and twelve (12) miscellaneous A/R accounts totaling \$3,236.45 and two (2) miscellaneous A/R accounts of deceased individuals totaling \$240. The total write-off request is \$4,300.02.

Background:

Annually, staff presents to Council a request to write-off delinquent utility accounts that are five (5) years old as well as accounts of deceased individuals. This year staff is also requesting to write-off delinquent A/R accounts for miscellaneous charges.

Funding Source(s):

Amendments to the budget as noted.

Attachments: *(click item to open)*

[*Attachment 1. FY2024-Delinquent Utility Accounts*](#)

[*Attachment 2. FY2024-Delinquent Miscellaneous AR Accounts*](#)

**PROPOSED WRITE-OFF
DELINQUENT WATER & SEWER ACCOUNTS
May 24, 2024**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Kathi Bogert	9/25/2018	\$	10.90
Richard Wayne Fegan	9/24/2018	\$	376.34
Ivette Rivera Murtaza	5/14/2019	\$	424.11
Sheila Swift	2/1/2019	\$	12.22
Sub-Total			\$ 823.57

DECEASED INDIVIDUAL(S)

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Sub-Total			\$ -
Total			\$ 823.57

**PROPOSED WRITE-OFF
DELINQUENT MISCELLANEOUS A/R ACCOUNTS
May 24, 2024**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Charge Description</u>	<u>Billing Date</u>	<u>Amount Past Due</u>
Ronnie & Delene Andrews	Grass Cutting: 83A-29-10 & 83A-29-10A	6/29/2015	\$ 50.00
Dino's Sportsbar & Grill	Container Rental Fee	6/29/2015	\$ 50.00
Derrick E. Gibson	Water & Wastewater Course at CVCC	5/14/2007	\$ 351.45
Maud Goard	Grass Cutting: 83A-17-22	5/26/2011	\$ 160.00
Interstate Mortgage Corp	Grass Cutting: 302 Ogden Road	5/16/2008	\$ 1,260.00
Will Keatts	Cemetery: Opening & Closing	12/18/2009	\$ 175.00
Monroe Enterprises	Grass Cutting: 1207 Frankling Ave	5/29/2014	\$ 550.00
Donna Rhoades	Equipment Rental: Weekend Truck	12/17/2007	\$ 25.00
Kevin Rodgers	Cemetery: Opening & Closing	7/13/2018	\$ 350.00
Secretary of Veteran's Affairs	Grass Cutting: 702 10th Street	6/15/2010	\$ 125.00
Shameka Stone	Container Rental Fee	6/24/2014	\$ 25.00
The Bank of New York Co Inc	Grass Cutting: 1022 8th Street	5/23/2007	\$ 115.00
Sub-Total			\$ 3,236.45

DECEASED INDIVIDUAL(S)

<u>Name</u>	<u>Charge Description</u>	<u>Amount Past Due</u>
Lillian Clark	Grass Cutting: 1703 Eudora Lane	6/19/2018 \$ 115.00
Steven Loving	Grass Cutting: 1004 10th Street	6/12/2023 \$ 125.00
Sub-Total		\$ 240.00
Total		\$ 3,476.45



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 28, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 4.3

NEW ITEMS FOR DISCUSSION

Title: FY2024 Budget Amendments / Departmental Transfers

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

By consensus, place these items on the June 11th Regular Meeting Consent Agenda for approval.

Explanation:

To revise the FY2024 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. FY2024 Budget Amendments and Departmental Transfers



DATE: May 24, 2024
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.

- FY2023 Carryover – Purchase and installation of shade sails
(Council Approval: August 8, 2023) \$ 11,210
- FY2023 Carryover – Painting of gazebos
(Council Approval: August 8, 2023) \$ 5,020
- Broadband internet connection Spark, Town Hall, Police Dept.
And English Park with upgrades to security cameras
(Council Approval: December 13, 2022) \$ 20,090
- FY2023 Carryover – Replacement of Town Hall Water Heater
(Council Approval: August 8, 2023) \$ 1,760
- LE-ARPA Grant – Purchase of police vehicles
(Council Consensus: March 14, 2023) \$ 210,980
- LE Block Grant – Purchase of radios
(Grant Funded) \$ 4,000
- Purchasing from CCUSA water and sewer utilities located on
Property of the Dearing Ford Manufacturing Center
(Approval of Resolution: June 28, 2022) \$ 123,280
- Feasibility Study on the Vista/Leggett property
(Council Approval: August 22, 2023) \$ 43,930
- Purchase of former Leggett Building
(Council Approval: May 9, 2023) \$ 291,810
- Transfer in of Designated Funds for Vista Project Expenses
(Council Consensus: November 28, 2023) \$ 21,910

• Amherst / Novelty Water loop Project: Peed & Bortz	\$ 42,600
• DHCD Grant: Boost Your Business Project (Grant Funded)	\$ 7,870
• Damage to WWTP dump truck (Insurance Claim-less deductible)	\$ 7,310
• Professional Services – Brownfield Grant (Council Approval: June 25, 2019)	\$ 23,690
• Planning and development of Frazier Farm – VBAF Grant (Grant Funded)	\$ 4,370
• Remediation of Lane Property (Grant Funded)	\$ 2,380
• Painting, repair rotting wood, and repair of plastering (Council Approval: Sept. 13, 2022; Consensus: Jan. 24, 2023 & Feb. 22, 2022)	\$ 18,900
• Pittsylvania Ave. Washout Remediation/Restoration Project (Council Approval: August 22, 2023)	\$ 87,900
• 1 st Debt Service Payment for 2022 borrowing – ANB (Council Approval: September 13, 2022)	\$ 141,920
• WWTP Electrical Project – VRA (Council Approval: October 13, 2020)	\$ 62,750
• FY2023 Carryover- WTP Advanced Metering System Project- ARPA (Council Approval: August 8, 2023)	\$ 613,800
• FY2023 Carryover - WTP Painting of Walls and Floors (Council Approval: August 8, 2023)	\$ 27,000
• FY2023 Carryover - WTP UV Light System Project – ARPA (Council Approval: August 8, 2023)	\$ 334,350

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, 2024:

Section 1. To amend General Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Furniture & Fixtures		
010-4104-602.81-08	\$ 11,210.00	
Transfer In From General Fund Reserves		
010-0000-361.01-00		\$ 11,210.00

Summary

At the August 8, 2023 regular meeting, Council approved several FY2023 CIP items that were not completed prior to year end (June 30, 2023). The purchase and installation of shade sails were one of the items carried over.

Budget Impact

This will result in a net increase to the budget in the amount of \$11,210.

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 11th day of June 2024



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, 2024:

Section 1. To amend General Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Painting of Gazebos		
010-4104-602.81-18	\$ 5,020.00	
Transfer In From General Fund Reserves		
010-0000-361.01-00		\$ 5,020.00

Summary

At the August 8, 2023 regular meeting, Council approved several FY2023 CIP items that were not completed prior to year end (June 30, 2023). Painting of two (2) gazebos were items carried over.

Budget Impact

This will result in a net increase to the budget in the amount of \$5,020.

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 11th day of June 2024



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, 2024:

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	\$ 5,390.00	
010-7204-409.30-08	\$ 14,700.00	
Transfer In		
Transfer In From Reserves		
010-0000-361.01-00		\$ 20,090.00

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 represents the final payment to Riverstreet for this project; the final connection 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 \$12,090.

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 11th day of June 2024



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, 2024:

Section 1. To amend General Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Repl Water Heater		
010-1101-401.81-30	\$ 1,760.00	
Transfer In From General Fund Reserves		
010-0000-361.01-00		\$ 1,760.00

Summary

At the August 8, 2023 regular meeting, Council approved several FY2023 CIP items that were not completed prior to year end (June 30, 2023). The replacement of the water heater at Town Hall was one of the items carried over.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,760.

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 11th day of June 2024



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, 2024:

Section 1. To amend General Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Vehicle		
010-3101-501.82-02	\$ 210,980.00	
Law Enforcement Grant		
010-0000-343.01-00		\$ 210,980.00

Summary

To appropriate \$210,980 to cover costs associated with vehicles purchased through the LE-ARPA Grant. Council was made aware at the March 14, 2023 regular meeting that the APD qualified for a 100% grant to be used towards equipment to fight "violent crimes". Chief Merricks advised Council he intended to use the grant to purchase four (4) new vehicles.

Budget Impact

There is offsetting grant revenue to fund 100% of costs.

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 11th day of June 2024



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, 2024:

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

Account	Expense	Revenue
General Fund		
Byrne Justice Grant		
010-3101-501.52-04	\$ 4,000.00	
General Fund		
Byrne Grant / LE Block Grant		
010-0000-351.05-00		\$ 4,000.00

Summary

Appropriate \$4,000 to cover costs of radios purchased through the LE Block Grant.

Budget Impact

There is offsetting grant revenue covering 100% of the costs.

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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Economic Development / Improvements		
010-7101-405.82-30	\$ 123,280.00	
General Fund		
Transfer In From General Fund Reserves		
010-0000-361.01-00		\$ 123,280.00

Summary

Council approved a resolution at the June 28, 2022 work session after returning from a closed session to appropriate funds for the purpose of purchasing from the CCUSA the water and sewer utilities located on the property owned by the Town of Altavista known as the Dearing Ford Business & Manufacturing Center.

Budget Impact

This will result in a net increase to the budget in the amount of \$123,280.

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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Building - Vista Project		
010-7101-405.82-18	\$ 43,930.00	
General Fund		
Transfer in from General Funds Reserves		
010-0000-361.01-00		\$ 43,930.00

Summary

Council approved at the August 22, 2023 work session the request of an additional \$25,000 to complete a feasibility study. The Town was awarded a DHCD grant to complete a study on the Vista property, adding the Leggett property increased the scope of work and therefore the cost. The DHCD grant was received in FY2023 thus needing to be transferred in; \$20,000 was transferred in as \$5,000 was previously used. \$23,934.31 was used of the additional \$25,000 to fund the study. These funds were transferred in from the \$1 mil set aside in reserves for the Vista Project.

Budget Impact

This will result in a net increase to the budget in the amount of \$43,930.

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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Building - Vista Project		
010-7101-405.82-18	\$ 291,810.00	
General Fund		
Transfer in from General Funds Reserves		
010-0000-361.01-00		\$ 291,810.00

Summary

Council approved at the May 9, 2023 regular meeting to proceed with the purchase of the former Leggett Building from Blue Ridge Developers, Inc.

Budget Impact

This will result in a net increase to the budget in the amount of \$291,810.

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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital / Building - Vista Project		
010-7101-405.82-18	\$ 12,650.00	
010-7101-405.82-42	\$ 9,260.00	
General Fund		
Transfer in from General Funds Reserves		
010-0000-361.01-00		\$ 21,910.00

Summary

There was a consensus at the November 28, 2023 work session to utilize the initial funds for the Theater Project (\$1 mil) to cover the expenses for both the theater and old Leggett Building projects going forward, and name the project the Vista Project.

Budget Impact

This will result in a net increase to the budget in the amount of \$21,910.

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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Economic Development / Misc. & Professional Services		
010-7101-405.30-14	\$ 42,600.00	
General Fund		
Miscellaneous Revenue		
010-0000-351.04-00		\$ 42,600.00

Summary

Per contract signed by Town of Altavista and JCJ Holdings, LLC, work performed by Peed and Bortz will be paid by JCJ. The Town will engage Peed and Bortz and it will produce the documents including RFP. JCJ will be credited toward its share of the total project costs.

Budget Impact

This will result in a net increase to the budget in the amount of \$42,600.

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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Community Development 010-7204-409.50-93	\$ 7,870.00	
General Fund Miscellaneous Revenue 010-0000-341.08-04		\$ 7,870.00

Summary

A \$57,000 Grant was awarded the Town through the Spark Innocation Center to support "small business and entrepreneurship" growth and start-up.

Budget Impact

This will result in a net increase to the budget in the amount of \$7,870. Any funds not spent in FY2024 will be earmarked in reserves for the Boost Your Business Project.

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 11th day of June 2024



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, 2024:

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	\$ 7,310.00	
General Fund Insurance Reimbursement of Claim 010-0000-351.08-00		\$ 7,310.00

Summary

To appropriate \$7,310 for damage to WWTP dump truck that was damaged in an accident on 10/23/2023.

Budget Impact

These funds are reimbursable by town's policy less the deductible.

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 11th day of June 2024



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, 2024:

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	\$ 23,690.00	
General Fund		
Brownsfield Grant / Reimbursable		
010-0000-341.17-00		\$ 23,690.00

Summary

To appropriate \$23,690 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 \$23,690. There is an offsetting revenue through the EPA Assessment Grant 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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Brownsfield Assessment & Planning Grant		
010-9102-801.82-30	\$ 4,370.00	
General Fund		
Brownsfield Grant		
010-0000-341.17-00		\$ 4,370.00

Summary

To appropriate \$4,370 for costs associated with the assessment and planning of the development of the Frazier Farm. The Town was awarded a grant through the Virginia Brownfield Restoration and Economic Redevelopment Assistance Fund in the amount of \$50,000. Funds were disbursed up front.

Budget Impact

This will result in a net increase to the budget of \$4,370. There is an offsetting grant through the VBAF 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 11th day of June 2024



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, 2024:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Brownsfield Assessment & Planning Grant		
010-9102-801.82-30	\$ 2,380.00	
General Fund		
Brownsfield VBAF Grant - Lane Remediation		
010-0000-341.17-00		\$ 2,380.00

Summary

To appropriate \$2,380 for costs associated with the remediation of the Lane property. The Town was awarded a grant through the Virginia Brownfield Restoration and Economic Redevelopment Assistance Fund in the amount of \$181,000.

Budget Impact

This will result in a net increase to the budget of \$2,380.

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 11th day of June 2024



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, 2024:

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	\$ 18,900.00	
Transfer In		
Transfer In - Avoca Reserve Maintenance Funds		
010-0000-351.06-01		\$ 18,900.00

Summary

There was a consensus of Council at the February 22, 2022 Work Session to utilize Reserve Maintenance Funds to pay for repairs to Avoca in addition replace rotten wood on the exterior of the mansion. This amount represents payment of the final invoice.

Budget Impact

This will result in a net increase to the budget in the amount of \$18,900. Funding for this repair 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 11th day of June 2024



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, 2024:

Section 1. To amend the Highway, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Highway Fund		
Other Traffic Services Roadside		
020-4101-606.60-46	\$ 87,900.00	
Transfer In		
Transfer In - From Highway Fund Reserves		
020-0000-361.01-00		\$ 87,900.00

Summary

Council approved at the August 22, 2023 work session, to award Concrete Foundation the bid of \$90,000 for the Pittsylvania Avenue Washout Remediation/Restoration Project.

Budget Impact

This will result in a net increase to the budget in the amount of \$87,900.

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 11th day of June 2024



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, 2024:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund Wastewater / Debt Service - Interest 050-5101-702.92-04	\$ 73,800.00	
Enterprise Fund Wastewater / Debt Service - Interest 050-5101-702.92-04	\$ 68,120.00	
Enterprise Fund Transfer In / Reserves 050-0000-361.01-00		\$ 141,920.00

Summary

To appropriate \$141,920 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 \$141,920.

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 11th day of June 2024



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, 2024:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital / WWTP Electrical Project		
050-5110-702.81-40	\$ 62,750.00	
Enterprise Fund		
Transfer In / VRA Borrowing		
050-0000-341.19-00		\$ 62,750.00

Summary

To appropriate \$62,750 to cover costs associated with the WWTP Electrical Project, as approved by Council at the October 13, 2020 regular meeting. This project is funded through VRA 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 \$62,750.

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 11th day of June 2024



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, 2024:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital / WTP Adv Metering System		
050-5110-702.81-40	\$ 613,800.00	
Enterprise Fund		
Transfer In / ARPA Funding		
050-0000-361.03-01		\$ 613,800.00

Summary

At the August 8, 2023 regular meeting, Council approved several FY2023 CIP items that were not completed prior to year end (June 30, 2023).

Budget Impact

This will result in a net increase to the budget in the amount of \$613,800.

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 11th day of June 2024



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, 2024:

Section 1. To amend Enterprise Fund as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital / UV Light System - ARPA		
050-5110-702.81-30	\$ 334,350.00	
Enterprise Fund		
Transfer In / ARPA Funding		
050-0000-361.01-00		\$ 334,350.00

Summary

At the August 8, 2023 regular meeting, Council approved several FY2023 CIP items that were not completed prior to year end (June 30, 2023).

Budget Impact

This will result in a net increase to the budget in the amount of \$334,350.

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 11th day of June 2024

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-1

See Processing Instructions Below

Requester Tobie Shelton Department Name: Council / Administration Date of Request: 5/14/2024 Fiscal Year: 2024

Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1001-400.30-26	\$300.00	IT Network/Website Support	
010-1101-401.50-10	\$1,500.00	Property Insurance	
010-1101-401.50-18	\$1,380.00	General Liability Insurance	
010-1101-401.50-04	\$500.00	Heating Services	
010-1101-401.50-32	\$1,000.00	Miscellaneous	
010-1101-401.30-04	\$25,000.00	Legal Services\	
010-1101-401.30-12	\$800.00	Eng. & Arch Services	

Total Debits: \$30,480.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.50-08	-\$3,680.00	Telecommunication	
010-1101-401.20-16	-\$15,000.00	Other Empl Benefits	
010-1101-401.30-02	-\$1,800.00	COBRA Services	
010-1101-401.60-04	-\$5,000.00	Repairs & Main-TH	
010-1101-401.50-28	-\$2,000.00	Dues & Assoc. Membership	
010-1101-401.50-26	-\$3,000.00	Conv & Education	

Total Credits: -\$30,480.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Kewbaw
Prepared By

5/17/24
Date

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#:

DT-2

See Processing Instructions Below

Requester Chief Merricks Required Department Name: Police Required Date of Request: 5/14/2024 Fiscal Year: 2024
Phone #: _____ Email Address: temericks@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-10	\$1,000.00	Property Insur	
010-3101-501.50-18	\$1,000.00	General Liability Insur	
010-3101-501.50-08	\$6,300.00	Telecommunications	
010-3101-501.60-10	\$480.00	Uniforms	

Total Debits: \$8,780.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.30-26	-\$6,280.00	IT Network/Website Support	
010-3101-501.50-24	-\$2,500.00	Subsistance & Lodging	

Total Credits: -\$8,780.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Lowland 5/17/24
Prepared By Date 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#: **DT-3**

See Processing Instructions Below

Requester Jeff Arthur Required Department Name: Public Works Required Date of Request: 5/14/2024 Fiscal Year: 2023
Phone #: _____ Email Address: barthur@altavista.gov

Reason for Transfer: It was the consensus of Council at the 3/12/2024 Regular Meeting to reappropriate \$25,000 of funds originally budgeted for the design and engineering of Bedford Ave. Street Light Project towards funding the completion of the Main Street Decorative Streetlamp Project. Council approved at the March 26th 2024 Work Session to fund the remaining balance of the Main Street Decorative Streetlamp project with unspent CIP funds.

DEBIT: (Charge)					
Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4101-601.81-30		\$9,080.00			
Total Debits:		\$9,080.00			

CREDIT:					
Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4101-601.82-06		-\$9,080.00			
Total Credits:		-\$9,080.00			
Total Credits and Total Debits must be equal zero.					

Approvals Required:

Prepared By Shelley 5/14/24 Date 5/17/24 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#:

DT-74

See Processing Instructions Below

Requester Jeff Arthur Required Department Name: Public Works Required Date of Request: 5/24/2024 Fiscal Year: 2024

Phone #: _____ Email Address: barthur@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-12	\$3,000.00	Eng. & Arch Services	
010-4101-601.50-08	\$3,700.00	Telecommunications	
010-4101-601.50-10	\$1,500.00	Property Insurance	
010-4104-602.30-26	\$3,120.00	IT Network / Website Support	
010-4104-602.50-04	\$380.00	P&R / Heating	
010-4104-602.60-52	\$100.00	Dec Street Lights	
010-4104-602.60-55	\$300.00	Splash Pad	
010-4104-602.60-57	\$540.00	Canoe Launch	
010-4106-602.50-02	\$120.00	Electr. Servs / Vista Theater	

Total Debits: \$12,760.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.50-26	-\$1,000.00	Conventions & Edu.	
010-4101-601.60-08	-\$3,000.00	Vehicle / R&M	
010-4101-601.30-38	-\$5,000.00	Tub Grinding Brush	
010-4101-601.60-22	-\$3,000.00	Hwy. St. & Sidewalks	
010-4101-601.30-08	-\$760.00	Main. Svc. Contracts	

Total Credits: -\$12,760.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Rawls 5/16/24 369-5001
Prepared By Date 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#:

DT-5

See Processing Instructions Below

Requester Matt Perkins

Required

Department
Name: ACTS

Required

Date of
Request: 5/16/2024

Fiscal Year: 2024

Phone #:

Email Address: mdperkins@altavistava.gov

Reason for
Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-6101-403.30-16	\$400.00	Physicals	
010-6101-403.60-08	\$900.00	Vehicle / R&M	

Total Debits: \$1,300.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-6101-403.60-06	\$1,300.00	Fuels & Lubricants	

Total Credits: \$1,300.00

DEBITS DO NOT EQUAL CREDITS - PLEASE CHECK ALLOCATION AMOUNT

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Rutland
Prepared By

5/17/24
Date

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 Jrnl ID#:

DT-6

See Processing Instructions Below

Requester Jeff Arthur

Required

Department

Name : Public Works

Required

Date of

Request: 5/24/2024

Fiscal Year: 2024

Phone #:

Email Address: barthur@altavistava.gov

Reason for
Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-12	\$5,750.00	Eng. & Arch Services	

Total Debits: \$5,750.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-38	-\$5,750.00	Tub Grinding Brush	

Total Credits: -\$5,750.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Rawland 5/21/24 369-5001
Prepared By Date 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 Jrnl ID#:

DT-7

See Processing Instructions Below

Requester Matt Perkins Required Department Name: Economic Development Required Date of Request: 5/24/2024 Fiscal Year: 2024

Phone #: _____ Email Address: mdperkins@altavista.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.50-08	\$100.00	Telecommunications	
010-7101-405.50-32	\$440.00	Misc. Supplies	

Total Debits: \$540.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.30-06	-\$540.00	Advertising	

Total Credits: -\$540.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Rowland 5/21/24 369-5001
Prepared By Date 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#: **DT-8**

See Processing Instructions Below

Requester Matt Perkins Required Department Name: Community Development Required Date of Request: 5/24/2024 Fiscal Year: 2024

Phone #: _____ Email Address: mdperkins@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)				
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-7201-408.30-06	\$1,500.00	Advertising		

Total Debits: \$1,500.00

CREDIT:				
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-7201-408.30-36	-\$1,500.00	Mowing Contract		

Total Credits: -\$1,500.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Lowland 5/23/24
Prepared By Date 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 Jrnl ID#:

DT-9

See Processing Instructions Below

Requester Tom Fore Required Department Name: Enterprise Funds - Water Department Required Date of Request: 5/21/2024 Fiscal Year: 2024
Phone #: _____ Email Address: twfore@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.50-10	\$2,000.00	Property Insurance	
050-5001-701.60-15	\$4,000.00	Lab Test Chemicals	
050-5001-701.60-25	\$1,500.00	Small Equipment	
050-5003-707.60-04	\$1,600.00	Springs - R&M	

Total Debits: \$9,100.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.60-04	-\$7,500.00	Repairs & Main.	
050-5003-707.30-08	-\$1,600.00	Spring-Main. Svc Contr.	

Total Credits: -\$9,100.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Rawland 5/22/24 369-5001
Prepared By Date 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 Jrrnl ID#: DT-10

See Processing Instructions Below

Requester Tom Fore Department Name: Enterprise Funds - Waste Water Department Date of Request: 5/21/2024 Fiscal Year: 2024
Required *Required*

Phone #: Email Address: twfore@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.50-02	\$25,000.00	Electrical Svcs.	
050-5101-702.50-04	\$150.00	Heating	
050-5101-702.50-10	\$2,060.00	Property Insurance	
050-5101-702.50-66	\$600.00	Fees Pd to Commonwealth	
050-5101-702.90-02	\$120,600.00	Principal - VRA	
050-5101-702.90-04	\$20,090.00	Interest - VRA	

Total Debits: \$168,500.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.60-14	-\$25,000.00	Other Operating Supplies	
050-5101-702.60-06	-\$10,000.00	Fuels & Lubricants	
050-5101-702.60-02	-\$2,000.00	Office Supplies	
050-5101-702.70-05	-\$100,500.00	Transfer to Reserves	
050-5101-702.60-50	-\$7,000.00	Lab Test Equip.	
050-5101-702.30-14	-\$8,000.00	Misc. & Prof Svcs	
050-5101-702.30-08	-\$5,000.00	Main. Svc. Contr.	
050-5101-702.60-11	-\$2,000.00	Safety Eq & Prog	
050-5101-702.50-64	-\$2,000.00	Sample Testing	
050-5101-702.50-67	-\$2,000.00	Sample Testing - In House	
050-5101-702.50-90	-\$5,000.00	EOP Sampling	

Total Credits: -\$168,500.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Lowland 5/22/24 369-5001
Prepared By Date 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#: DT-10B

See Processing Instructions Below

Requester Tom Fore Department Name: Enterprise Funds - Waste Water Department Date of Request: 5/21/2024 Fiscal Year: 2024
Required *Required*

Phone #: Email Address: twfore@altavistava.gov

Reason for Transfer:

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

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-711.50-08	\$130.00	Telecommunications	
050-5201-711.60-04	\$670.00		

Total Debits: \$800.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-711.60-08	-\$800.00	Veh & Eq. R & M	

Total Credits: -\$800.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Kustard 5/22/24 369-5001
Prepared By Date Phone

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



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 28, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

UNFINISHED BUSINESS

Title: Vista / Leggett Project

Staff Resource: Town Manager Gary Shanaberger

Action(s):

Informational Item

Explanation:

Project Consultant Robert Lee will be present to update Town Council on the progress of this project.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 28, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

UNFINISHED BUSINESS

Title: WWTP: Clarifier #3 - Project Update

Staff Resource: Tom Fore, Director of Public Services

Action(s):

Informational Item

Explanation:

Biff Johnson, Hurt & Proffitt, will provide Town Council with the latest update on the Clarifier #3 Project.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
May 28, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 8.1

CLOSED SESSION

Title: Town Council Closed Session

Staff Resource: Town Manager Gary Shanaberger

Action(s):

convene in closed session

Explanation:

Section 2.2-3711 (A)(3): discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment. Town Council CLOSED SESSION 5.28.24.pdf

CLOSED SESSION

Tuesday, May 28th, 2024

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

Section 2.2-3711 (A)(3): Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

The motion was made by _____ and seconded by _____.

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

Town Council went into Closed Session at _____ PM.

Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

Adjourned at _____ p.m.

Action(s): _____