



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

**Tuesday, January 23, 2024
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. PRESENTATIONS

2.1 **FY2025 Budget - Agency / Non-Profit Presentations**
Attachment: Summary of Agency Requests

3. CITIZEN'S TIME

*Citizens wishing to address Council should provide their name and address.
Citizens 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 Council.*

4. UNFINISHED BUSINESS

5. NEW ITEMS FOR DISCUSSION

5.1 **Delivery of the FY2025 Draft Operational Budget - General Fund**
Attachment. FY2025 Draft Budget Overview - General Fund

6. STAFF UPDATES/INFORMATIONAL ITEMS

7. MATTERS FROM COUNCIL

8. CLOSED SESSION

8.1 **TOWN COUNCIL CLOSED SESSION**
attachment. Altavista Town Council - Closed Session 1.23.24

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
January 23, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

PRESENTATIONS

Title: FY2025 Budget - Agency / Non-Profit Presentations

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Provide Staff direction on the FY2025 agency / non-profit budget requests.

Explanation:

During the annual budget process, Town Council provides an opportunity for local agencies and non-profits to deliver their annual budget request.

The order of presentation is as follows:

- Altavista Area YMCA (Maria McCracken)
- Altavista On Track (David Green)
- Altavista Senior Center (Katie Lane)
- Avoca Museum and Historical Society (Caleb Lafoon)
- Small Business Development Center (Stephanie Keener)

Information submitted by each agency is being forwarded to Town Council under separate cover.

Background:

Annually, agencies and non-profits requesting funding for the upcoming budget year, submit a Funding Request Application including financial information as well as appear before Town Council to present the request and to answer any question of Council. This is an annual process related to the development of the Town's draft budget. Following the presentations, Council may provide direction to Staff concerning these requests and their inclusion in the draft budget. If Council does not provide direction, Staff has typically included the requests in the draft budget.

Funding Source(s):

General Fund Revenue

Attachments: *(click item to open)*

Attachment: Summary of Agency Requests

**Town of Altavista
Agency/Non-Profit Funding Requests**



<u>Agency</u>	<u>FY 2025 Request</u>	<u>FY 2024 Approved Request</u>	<u>FY 2023 Audit Submitted</u>	<u>Notes</u>
Altavista Area YMCA	\$ 100,000.00	\$ 100,000.00	No	Will provide once complete
Altavista on Track	\$ 55,176.00	\$ 55,176.00	Yes	
Altavista Senior Center	\$ 1,500.00	\$ 1,000.00	Yes	http://www.campbellcountyva.gov/Documents/View/9656/Campbell-ACFR-2023-Secured---FINAL
Avoca	\$ 87,140.00	\$ 82,140.00	No	Will provide once complete
Small Business Development Center	\$ 6,000.00	\$ 6,000.00	No; Please refer to question #5 on application	



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 23, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

NEW ITEMS FOR DISCUSSION

Title: Delivery of the FY2025 Draft Operational Budget - General Fund

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

Action(s):

Staff seeks input and direction from Council related to the FY2025 Draft Budget.

Explanation:

Over the course of preparing and adopting the upcoming FY2025 budget, Council will have many discussions. These discussions offer opportunities to identify concerns, priorities, and goals, as well as to make changes to town policies for the upcoming fiscal year. Tonight, Town Council will receive an overview of the draft operational budget for the General Fund, to begin these discussions.

The draft budget for the General Fund, as presented, shows a surplus of \$379,430. The draft budget does not include a Cost of Living Adjustment (COLA), contributions to non-profits, nor does it include CIP.

At the February 13th regular meeting, Council will receive the draft Enterprise Fund operational budget for FY2025 as well as begin CIP discussions.

Background:

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

Funding Source(s):

Per discussion

Attachments: *(click item to open)*

Attachment. FY2025 Draft Budget Overview - General Fund

GENERAL FUND BUDGET INFORMATION

Estimated Draft Budget Surplus \$379,430

Items not included in Estimated Draft Budget

*Cost of Living Adjustment

*Unfunded CIP Projects

*Agency Requests

Potential Impacts on Draft Budget Surplus

Cost of Living Adjustment and Benefits (COLA) Scenarios

7%	6%	5%	4%	3%	2%	1%
190,505	163,290	136,075	108,860	81,645	54,430	27,215

FY2025 Agency Requests

Altavista YMCA - \$100,000

Senior Center - \$1,500

Altavista on Track - \$55,180

Avoca Museum - \$87,140

SBDC - \$6,000

Unfunded CIP Projects

Administration \$ -

Police Dept. \$ -

Avoca \$ -

Public Works \$ -

ACTS (Transit) \$ -

Parks & Recr. \$ -

** This portion of the budget is still being developed and will be presented to Council at the February Regular Meeting*

Note: This is a working document for informational purposes only. Contents may change based on decisions made by Town Council.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 23, 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)(5)

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

Section 2.2-3711 (A)(7)

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or *probable litigation*, where such consultation or briefing in an open meeting would adversely affect the negotiating posture of the public body.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment. Altavista Town Council - Closed Session 1.23.24

CLOSED SESSION

DATE: Tuesday, January 23rd, 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)(5) Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or *probable litigation*, where such consultation or briefing in an open meeting would adversely affect the negotiating posture of the public body.

A motion was made by _____ and seconded by _____.

Motion carried.

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): _____