



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
AUGUST 10, 2021 – 7:00 P.M.

### REGULAR MEETING

#### I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

#### II. ADJUSTMENT OF THE AGENDA

#### III. PUBLIC HEARINGS

- A. Lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.
- B. Town of Christiansburg Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of July 27, 2021.
- B. Approval of a contract for Electrical Survey with CHA consulting.
- C. Approval of a contract for Janitorial Services, Honest Royal Cleaning LLC for Recreation and Aquatics in the amount of \$138,871.

- D. Contract for the purchase of 2 patrol vehicles and one support vehicle for police department with Haley Ford South in the amount of \$111,000.
- E. Schedule public hearing for September 28, 2021 for Amendments to the Planned Commercial Development in the B-3, General Business zoning district at 2705 Market Street NE by NRV Marketplace LLC to allow multi-family residential uses, increased building height, reduced onsite greenspace, and reduced residential parking requirement on Tax Parcel 436 – ((5)) – 1. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Schedule public hearing for September 28, 2021 for a Major Home Occupation for a single-chair salon in the Agricultural zoning district at 725 Stafford Drive on Tax Parcel 405 – ((A)) – 4D. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. Schedule public hearing September 28, 2021 for a Rezoning from R-3, Multi-Family Residential and B-3, General Business to B-3, General Business by the Montgomery Museum & Lewis Miller Regional Art Center at 300 Pepper Street SE on Tax Parcel 527 – ((A)) – 235. The property is designated as Business/Commercial and Parks/Open Space.

V. INTRODUCTIONS AND PRESENTATIONS

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Conditional Use Permit request by James Tannahill (applicant) on behalf of Sawyers Living Trust (owner) for a towing service in the General Industrial (I-2) at 2500 Brammer Lane (Tax Parcel 501 – ((1)) – 13J). The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Discussion of charging the customer a convenience fee for use of credit/debit cards and e-checks with implementation of Tyler Munis Customer Self Service for Business, Professional, and Occupational Licensing and the payment of personal and real property taxes and related fees.
- C. Budget Amendment #1 to accept grant from the Department of Criminal Justice Services for \$129,732 for the police department for the acquisition of night vision equipment.

IX. STAFF REPORTS

A. Town Manager

B. Town Attorney

C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

August 24, 2021, 7:00 P.M. – Regular Meeting

September 14, 2021, 7:00 P.M. – Regular Meeting



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Public Hearing

**Meeting Date:**

August 10, 2021

**ITEM TITLE:**

Lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.

**DESCRIPTION:**

This is short-term lease continuing the terms from the 2016 lease. The Town staff is still working on a longer-term lease with potentially different terms to come before Council later this fall. The four locations are:

- a. Municipal water tank located on Simpson Road, NE, Christiansburg, Virginia (coordinates 37.1403. -80.3723) (aka Hubble Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
- b. Municipal water tank located on 1490 Sherwood Drive, Christiansburg, Virginia (coordinates 37.1391. -80.3851) (aka Hills Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
- c. Municipal water tank located on Holstein Lane, SE, Christiansburg, Virginia (coordinates 37.1148. -80.3741) (aka Falling Branch) (up to 50 ft<sup>2</sup> of antenna surface area).
- d. Municipal water tank located on 1306 Buffalo Drive, Christiansburg, Virginia (coordinates 37.1199. -80.4280) (aka Buffalo Tank) (up to 50 ft<sup>2</sup> of antenna surface area).

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENT**

Proposed Lease

## LEASE

This Lease is made and entered into between the **Town of Christiansburg, Virginia** ("LESSOR") and **New River Valley Unwired Ventures, LLC** ("LESSEE") as of September 28, 2021.

**WHEREAS**, Lessor previously leased certain property to Lessee pursuant to a Master Tower/Tank/Ground Space Lease Agreement dated September 27, 2016 (the "Master Lease"), and certain Site Specific Lease Addenda entered into pursuant to the Master Lease.

**WHEREAS**, the Master Lease was for an original term of three years, commencing September 27, 2016, and automatically renewed for two additional years, and will expire September 27, 2021.

**NOW THEREFORE**, for the consideration stated herein, the Lessor does hereby Lease the Premises (as defined herein) to the Lessee, on the following terms and conditions:

1. **Terms and Conditions.** Except as expressly modified herein, the terms and conditions shall be the same as in the Master Lease and Site Specific Lease Addenda.
2. **Premises.** The Premises shall mean the following premises:
  - A. Municipal water tank located on 2055 Simpson Road, NE, Christiansburg, Virginia (coordinates 37.1403. -80.3723) (aka Hubble Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
  - B. Municipal water tank located on 1480 Sherwood Drive NE, Christiansburg, Virginia (coordinates 37.1391. -80.3851) (aka Hills Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
  - C. Municipal water tank located on 180 Holstein Lane, SE, Christiansburg, Virginia (coordinates 37.1148. -80.3741) (aka Falling Branch) (up to 50 ft<sup>2</sup> of antenna surface area).
  - D. Municipal water tank located on 1306 Buffalo Drive NW, Christiansburg, Virginia (coordinates 37.1199. -80.4280) (aka Buffalo Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
3. **Term:** This Lease shall continue from September 28, 2021 through December 31, 2021.
4. **Rent:** \$3,822.16 per month payable upon execution of this Lease.

**LESSOR:**

By: \_\_\_\_\_  
Name: Randy Wingfield  
Title: Town Manager  
Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Name: Reid Broughton  
Title: Town Attorney  
Date: \_\_\_\_\_

**LESSEE:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Public Hearing

**Meeting Date:**

August 10, 2021

**ITEM TITLE:**

Town of Christiansburg Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic (CDBG-CV)

**DESCRIPTION:**

Council may recall that a substantial amendment for the 2019 CDBG Amendment was approved in June of 2020. This amendment was needed to receive and distribute the one time CDBG-CV CARES Act allocation of \$62,234. In September of 2020, the Town was allocated an additional \$111,118 for a total of \$173,352. The Town is required to hold an additional public hearing to amend the plan.

This provides the Town a funding source to provide direct support to agencies that will continue to address basic needs that have increased since the outbreak of the COVID-19 pandemic and economic downturn. There are a number of rules that have been relaxed by the U.S. Department of Housing and Urban Development in order for localities to distribute funds to better address the significant effects of the crisis. Please see the attached memo for greater detail regarding this process and an overview of the town's CDBG program.

It is anticipated the disbursement would be approximately: 40% homeless prevention (mortgage/rental/utility assistance), 40% food security support, and 20% healthcare/ economic development support. In discussing with local providers, other non-profits (including in the faith community), and other entitlement communities, homelessness and food insecurity rise to the top as the two greatest immediate risks to the low to moderate income community.

**POTENTIAL ACTION:**

Hold public hearing and consider approval.

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENTS:**

Council Memo dated August 6, 2021

<https://christiansburg.box.com/s/w3h9n7eezyxwacz9ks3zjtmv55wpw7tw>

2019 Annual Action Plan Substantial Amendment (changes highlighted)

<https://christiansburg.box.com/s/kx3dp5t541sqvabc3dyiih5jcqrin4qy>

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
JULY 27, 2021 – 7:00 P.M.

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JULY 27, 2021 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Johana Hicks; Steve Huppert; Merissa Sachs; Henry Showalter. ABSENT: Bradford J. Stipes.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Finance Director Valerie Tweedie; Chief of Police Mark Sisson.

REGULAR MEETING

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

Councilman Showalter made a motion to request the Minutes of July 13, 2021 be separated due to his absence for the Town Council meeting. The motion was seconded by Councilwoman Hicks. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

III. PUBLIC HEARINGS

- A. Conditional Use Permit request by James Tannahill (applicant) on behalf of Sawyers Living Trust (owner) for a towing service in the General Industrial (I-2) at 2500 Brammer Lane (Tax Parcel 501 – ((1)) – 13J). The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

James Tannahill, 2397 Tyler Road, Radford, explained that if approved his business would have a location for a truck and a presence at 2500 Brammer Drive in Christiansburg. He explained to Council that he was aware of all conditions set forth by the Planning Commission. Councilman Bishop inquired if this was the same lot as the bus service lot. Mr. Tannahill stated that the bus service lot was a separate lot, and their area would have storage in the lower lot for casualty vehicles from accidents. Mr. Tannahill explained he was a part of the Towing and Recovery Incentive Program (TRIP) which is a quick clearance incentive program that partners VDOT with heavy-duty recovery companies and pays a monetary bonus for clearing commercial vehicle wrecks within 90 minutes on Interstate 81. The additional location would provide his company better response times to locations further north on I-81.

IV. CONSENT AGENDA

- A. Approval of Minutes of July 13, 2021.
- B. Monthly Bill List.
- C. Approval of contract for purchase of a Caterpillar 308 CR Excavator for Public Works in the amount of \$158,723.
- D. Schedule a public hearing on September 14, 2021 for a Conditional Use Permit for R-3 Multifamily Dwelling District uses in the B-3 General Business District by Bruce A. Moses (owner) on behalf of Bryan A. Rice (Applicant) at 975 Radford Street (Tax Parcel 525 – ((A)) – 19). The proposal is to construct five (5) Townhome units. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- E. Cancel public hearing on July 27, 2021 and Schedule public hearing on September 14, 2021 for a proffered rezoning request by Deerfield Home Estates LLC to rezone Tax Parcels 496 – ((A)) – 68 and 496 – ((A)) – 73 (4.711 acres) from Agricultural (A) and Two-Family Residential (R-2) to Single Family Residential (R-1) and a Conditional Use Permit for a Planned Residential Development on the same acreage. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The previous application has been revised requiring a new public hearing to be scheduled.

Councilman Showalter made a motion approve items B. through E. of the consent agenda. The motion was seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

Councilman Bishop made a motion to approve the Minutes of July 13, 2021. The motion was seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Abstain.

V. INTRODUCTIONS AND PRESENTATIONS

None.

VI. CITIZEN COMMENTS

None.

VII. COMMITTEE REPORTS

Councilwoman Sachs reported there would be a Central Business Committee meeting on July 28<sup>th</sup> at noon.

Councilman Huppert reported it had been a productive weekend for the Aquatic Center and the Recreation Center, stating there had been thirty-six ball teams at the Harkrader Complex and 500-600 swimmers at the Aquatic Center. Mr. Huppert also reported that he had visited the Depot Park and wanted to mention that everything there looked nice and well maintained.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. 2020-21 Façade Grant Awards.

Assistant Town Manager Andrew Warren informed Council this façade grant was the second round of grants that supported businesses in the historic downtown Christiansburg and Cambria areas. He reported that five awards had been available with a maximum of \$4,500 to spend on each business and the awards do require a one for one match. Mr. Warren explained the criteria for businesses to apply for the grants, which included the building being occupied or in the process of being repaired or upgraded, which involves having a building permit, and the building must be a commercial or mixed-use building. He spoke about the various work that had been applied for through the grant process which included restoration of original windows, painting in historic period colors, along with hardscaping and landscaping improvements. Mr. Warren explained the selection committee had met in April and May of this year, and consisted of five community members which included citizens, business owners, and input from architectural/historical backgrounds. He stated that five awards had been granted in the downtown area throughout the process, these included properties on Main Street, Depot Street and Cambria Street. Mr. Warren referenced a summary of recommendations for all the awarded buildings and the amounts granted. Councilwoman Hicks questioned if any of the referenced businesses had applied for other grants during the year. Mr. Warren explained this was a continuation of these businesses drawings and the committee had hoped for more new applicants but that did not happen. Councilwoman Hicks expressed that she would like to see other businesses take advantage of this grant process.

Councilwoman Sachs made a motion to approve the façade grant awards. The motion was seconded by Councilwoman Hicks. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

IX. STAFF REPORTS

A. Town Manager

No report.

B. Town Attorney

No report.

C. Other Staff

No report.

X. COUNCIL REPORTS

Councilman Showalter

No report.

Councilman Huppert

No report.

Councilwoman Bishop

No report.

Councilman Sachs  
No report.

Councilwoman Hicks reported that the Fourth of July fireworks were great, and she expressed appreciation for everyone involved. Mrs. Hicks also mentioned there were several in the area competing in the Olympics that currently use the Aquatic Center.

Mayor Barber also expressed appreciation for the Fourth of July fireworks and stated there had been several positive compliments from residents. Mr. Barber also reported 750 visitors at the "Christmas in July" Farmers Market on July 15th.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:28 p.m.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
Consent Agenda

**Meeting Date:**  
August 10, 2021

**ITEM TITLE:**  
Electrical Survey (or short circuit/coordination study or arc flash study) for the Wastewater Treatment Facility

**DESCRIPTION:**  
To execute the contractual option to hire CHA Consulting (hereafter referred to as the Engineer) to perform an Electrical Survey.

**POTENTIAL ACTION:**  
Approval

**DEPARTMENT:**  
Public Works

**PRESENTER:**  
James Lancianese

**ITEM HISTORY:**  
In Contract Number 20-0022 RFP for the Preliminary Engineering Report (dated July 28, 2020), the Town pays the Engineer \$9,800 for the Project Overview Technical Memorandum and \$85,000 for the Preliminary Engineering Report, for a total of \$94,800. The contract contained an option for the Town to ask the Engineer to perform an Electrical Survey for \$50,000. The Director of Public Works would like to execute this option.

Executing this option increases the contract to \$144,800, requiring Town Council approval.

**Information Provided:**  
Contract  
<https://christiansburg.box.com/s/lhh127gajx4fw4t0nk471vwqnv3wtiya>



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
Consent Agenda

**Meeting Date:**  
August 10, 2021

**ITEM TITLE:**  
Janitorial Services for Two Town Sites

**DESCRIPTION:**  
To sign contract with Honest Royal Cleaning, LLC, a newly formed small business located in the Prices Fork area of Montgomery County, to provide janitorial services labor for the Aquatics and Recreation Centers. The Town intends to provide cleaning equipment and supplies. The cost should be \$.00263013 per square foot or \$4007.59 per month for almost 35 months. The anticipated cost to be paid by the Town is \$138,871.10.

**POTENTIAL ACTION:**  
Approval

**DEPARTMENT:**  
Aquatics and Recreation Centers

**PRESENTER:**  
Terry Caldwell

**ITEM HISTORY:**  
The Request for Proposal (RFP) issued during the COVID-19 pandemic did not receive any responses. The Town recently received three proposals when the RFP was issued. Honest Royal Cleaning, LLC appeared to have the best plan for cleaning both centers and the most favorable pricing.

**Information Provided:**  
Contract  
<https://christiansburg.box.com/s/6a7rhapaev2llvmujfhd7cplut8s6alp>



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

August 10, 2021

**ITEM TITLE:**

Purchase Three (3) 2021 Ford Utility Police Interceptors

**DESCRIPTION:**

To issue a purchase order to Haley Ford South for three (3) police vehicles for \$37,000 each or a total of \$111,000. The pricing is about \$3,000 less than available from State contract # E194-75223 with the same vendor.

**POTENTIAL ACTION:**

Approval

**DEPARTMENT:**

Police Department

**PRESENTER:**

Mark Sisson

**ITEM HISTORY:**

Two (2) new police patrol vehicles and one (1) vehicle for support services were included in the Fiscal Year 2021-2022 Capital Outlay Budget for a total of \$141,148 and \$40,000, respectively.

Please note that some popular 2021 makes and models can no longer be ordered. Moreover, pricing for some popular 2022 makes and models have not been released, delaying placing orders for those makes and models. A major culprit of the manufacturing problems faced by the automotive industry is the computer chip shortage which is extending delivery dates for new 2021 and 2022 vehicles. The Police Department is purchasing new 2021 vehicles that are available now in lieu of waiting to purchase new 2022 vehicles.

**Information Provided:**

Purchase Order & Contract

<https://christiansburg.box.com/s/rd5ys7bndwkv3ho6trh1uzmqsewyv4sz>



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
ACTION/DISCUSSION

**Meeting Date:**  
August 6, 2021

**ITEM TITLE:**

Conditional Use Permit request by James Tannahill (applicant) on behalf of Sawyers Living Trust (owner) for a towing service in the General Industrial (I-2) at 2500 Brammer Lane (Tax Map 501-1 13J). The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The request by James Tannahill, Tannahill Towing Inc. is to operate a towing service at 2500 Brammer Lane in the I-2, General Industrial District. The property owner is the Sawyers Living Trust. A conditional use permit is required for a towing service in the I-2, General Industrial District per Sec. 42-305 (30) of the Christiansburg Town Code. The applicant intends to use the existing lot to park his vehicle and service the northern portion of I-81.

On June 28, 2021, Planning recommended approval with the following conditions:

1. The property shall be limited to storage of no more than ten inoperable vehicles.
2. All towed vehicles are to be screened from adjoining properties and rights-of-way.
3. All vehicles are to be kept on-premises and not within any public right-of-way or adjacent property. Any towed vehicles are to remain on-premises no longer than six months excluding extenuating circumstances supported by documentation showing intent and progress to remove a vehicle from the property.
4. The property shall be maintained in a clean, sanitary, and sightly manner.
5. All waste petroleum products and/or chemicals shall be disposed of properly and are not to accumulate upon the premises. Provisions shall be made for the capture of leaking petroleum products and/or chemicals.
6. All parts, including faulty parts, tires, etc. are to be kept inside the garage or a fully enclosed building (including a roof) until disposal.
7. This permit is subject to review in one year.

**POTENTIAL ACTION:**

Take Final Action

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**Information Provided:**

Planning Commission Minutes - June 28, 2021 (draft)

<https://christiansburg.box.com/s/bj0fdidfc2ulxaso6ttgnuu5q6je58m>

Planning Commission Resolution (draft)

<https://christiansburg.box.com/s/qy4mmr6cuhs3d8dm1qtxsqc3v5hu7hzf>

Staff Report with maps

<https://christiansburg.box.com/s/t0htbpwwyrhpt84r6gtw0loyk1d09s30>



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Discussion by Mayor and Council

**Meeting Date:**

August 10, 2021

**ITEM TITLE:**

Merchant service fees

**DESCRIPTION:**

Discuss whether or not to pass on the fees to citizens for use of debit or credit cards or continue to absorb them.

**POTENTIAL ACTION:**

Motion to approve change in policy

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

When we started accepting credit cards in 2010 it was determined that the Town would absorb those fees as the cost of doing business. Over the years, and especially this past year or so, the use of credit cards has continued to grow. With the implementation of the new software and a new provider of merchant services we felt it was a good time to revisit this question. There are many options that we can chose from such as no charge if done at the counter but charged if done through our customer service portal, absorb e-checks but not debit or credit cards, etc. Based on the proposals received to date the charges would likely be in the 2.4% to 3% range. We do currently charge a \$10 phone fee primarily to discourage the volume of last-minute calls on the last day for tax collections and during water due date and cutoff days.

2021 fees \$168,300

2020 fees \$157,200

2019 fees \$134,300



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
Discussion by Mayor and Council

**Meeting Date:**  
August 10, 2021

**ITEM TITLE:**  
Budget Amendment #1 FY 2022

**DESCRIPTION:**  
Homeland security grant that the police department received for equipment for the ERT

**POTENTIAL ACTION:**  
Approval of the budget amendment resolution and Appropriation resolution

**DEPARTMENT:**  
Finance

**PRESENTER:**  
Val Tweedie/Mark Sisson

**ITEM HISTORY:**  
The Police Department received a grant from Homeland Security for equipment for the Emergency Response Team that was not included in the 2022 budget approval. We need to amend the budget to receive the income and appropriate the expense. Revenue is equal to cost. It is 100% funding for the equipment.

**ATTACHMENT:**  
Amendment Resolution  
Appropriation Resolution



**RESOLUTION NO. \_\_\_\_**

AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA, HELD AT THE CHRISTIANSBURG TOWN HALL ON TUESDAY, August 10, 2021 AT 7:00 PM

**A RESOLUTION APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2022 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE FISCAL YEAR 2022 PER BUDGET AMENDMENT #1; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town Council adopted a budget for the fiscal year beginning on July 1, 2021 and ending on June 30, 2022 (“FY 2022 Budget”); and

WHEREAS, pursuant to Virginia Code § 15.2-2506, the Town Council must also take action to appropriate all funds to be expended each fiscal year before the Town may obligate or expend such funds; and

WHEREAS, the Town may amend its budget from time to time;

WHEREAS, the Town Council appropriated for expenditure in fiscal year 2022 the amounts per the 2022 budget approved June 22, 2021 therefore, Town Council desires to appropriate the funds required from this Amendment to the Budget for FY 2021-2022;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Christiansburg that:

1. The amended budgeted expenditures in each fund category, as reflected in the FY 2022 Budget amendment, are hereby appropriated for expenditure in fiscal year 2022.
2. Supplemental appropriations may be enacted by the Town Council from time to time.
3. The Town Manager is hereby authorized and directed to take all appropriate administrative action necessary and prudent to implement this Resolution.
4. If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.
5. This Resolution shall become effective upon approval.

Upon motion for approval and a call for an aye and nay vote on the foregoing Resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held August 10, 2021 the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

Aye

Nay

Abstain

Absent

Mayor D. Michael Barber\*

Samuel M. Bishop

Johanna Hicks

Merissa Sachs

Steve Huppert

Henry Showalter

Bradford J. Stipes

\*Votes only in the event of a tie vote by Council.

SEAL:

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Tracy Heinline, Town Clerk

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D. Michael Barber, Mayor



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BUDGET AMENDMENT #1 RESOLUTION  
BUDGET MODIFICATION #1 FOR FISCAL YEAR 2022

**WHEREAS**, on June 22, 2021, the Town of Christiansburg approved the budget for fiscal year ending June 30, 2022 in accordance with § 15.2-2503, *et seq.* of the Code of Virginia (1950), as amended (the “Code”); and

**WHEREAS**, the Town Council seeks to amend the approved budget for fiscal year ending June 30, 2022 in accordance with Code of Virginia § 15.2-2507; and

**WHEREAS**, the Town this amendment is less than 1% of the total expenditures in the currently adopted budget a public hearing is not required to be held in accordance with § 15.2-2507; and

**WHEREAS**, this Amendment #1 has been distributed to Town Council for review; and

**WHEREAS**, based upon all information known to Council regarding the financial needs of the Town for such fiscal year;

**NOW THEREFORE, BE IT RESOLVED** that the Town of Christiansburg hereby adopts Budget Amendment #1 to the 2021-2022 approved budget amendment as follows:

**Revenue Increase:**

Special Revenue Fund  
DCJS Grant

**Appropriations Increase:**

Special Revenue Fund  
DCJS Grant \$129,732

**BE IT FUTHER RESOLVED**, by the Town Council of Christiansburg, Virginia:

1. That revenues and expenditures budget changes are hereby adopted by Fund as set forth above;
2. That the Town Manager shall administer this budget in adherence to the Town Charter and Code of the Town of Christiansburg, Virginia, as amended, and the laws of the Commonwealth of Virginia. Amendments to the budget as adopted shall be by resolution,
3. This resolution shall take effect immediately upon its adoption by Town Council.

Upon motion for approval and a call for an aye and nay vote on the foregoing Resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held August 10, 2021 the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

Aye

Nay

Abstain

Absent

Mayor D. Michael Barber\*

Samuel M. Bishop

Johana Hicks

Merissa Sachs

Steve Huppert

Henry Showalter

Bradford J. Stipes

Adopted:

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D. Michael Barber, Mayor

Attest: \_\_\_\_\_

Tracy Heinline, Clerk of Council