



**Town of Altavista, Virginia
Meeting Agenda Town Council
Town Council Regular Meeting**

**Tuesday, March 12, 2024
6:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. CALL TO ORDER, INVOCATION, AND PLEDGE OF ALLEGIANCE

Mr. Bobby Lamb, First Southern Baptist Church, will deliver the Invocation for this meeting.

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

3.A [Vista/Leggett Project Update](#)

4. CITIZEN'S TIME (NON-AGENDA ITEMS ONLY)

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.

5. PARTNER UPDATES

6. CONSENT AGENDA

6.A [Monthly Financial reports - February 2024](#)

[Attachment 1. February 2024 Check Register](#)

[Attachment 2. February 2024 Revenue Report](#)

[Attachment 3. February 2024 Expenditure Report](#)

[Attachment 4. February 2024 Reserve Balance/Investment Report](#)

6.B [Town Council - Meeting Minutes](#)

[attachment 1. Altavista Town Council Mtg. Minutes 2.13.24.pdf](#)

[attachment 2. Altavista Town Council Work Session Minutes 2.27.24.pdf](#)

6.C [Flock Camera System](#)

7. PUBLIC HEARING(S)

7.A [Public Hearing: Zoning Text Amendment OA-2024-01 - Short-term Rentals](#)

[attachment. OA-2024-01_Short-term-rental_binder.pdf](#)

7.B [Public Hearing - Ordinance Amendment \(OA-2024-02\): Automobile Dealership, used](#)

[attachment. Application-Zoning-Text-Amendment_Automobile Dealership-Used_binder.pdf](#)

8. NEW BUSINESS

8.A [Water Tank Maintenance RFP](#)

attachment. ADVERTISEMENT Tank Maint.pdf

9. UNFINISHED BUSINESS

9.A FY 2025 Draft Budget and FY 2025-2029 Draft Capital Improvement Plan (CIP)

10. REPORTS AND COMMUNICATIONS

10.A Departmental Reports - Finance

Attachment 1. Meals Tax Report

Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

10.B Utility Project Updates

STATUS REPORT NOVELTY WATER LINE 3-06-2024.pdf

STATUS REPORT AMI PROJECT 3-06-2024.pdf

STATUS REPORT FRAIZER ROAD DRAINAGE PROJECT 3-06-2024.pdf

Main Street Sidewalk Status Update 3-6-2024.pdf

STATUS REPORT SPRINGS SCADA PROJECT 3-06-2024.pdf

STATUS REPORT CLARIFIER #3 PROJECT 3-6-2024.pdf

STATUS REPORT WWTP UV 3-06-24.pdf

STATUS REPORT WWTP PER 3-06-2024.pdf

STATUS REPORT FOR SEDIMENTATION PROJECT 3-06-2024.pdf

STATUS REPORT FILTER IMPROVEMENT PROJECT 3-06-2024.pdf

STATUS REPORT WWTP ELECTRICAL PROJECT 3-06-2024.pdf

STATUS REPORT FOR SPRINGS REHAB 3-06-2024.pdf

February 2024 Monthly Report for Council Members 1.pdf

February 2024 Monthly Report for Council Members 2.pdf

10.C Public Services Monthly Reports

attachment 1. PW Monthly B&G Feb .2024.pdf

attachment 2. PW Monthly Fleet Feb. 2024.pdf

attachment 3. PW Monthly STS Feb. 2024.pdf

10.D Altavista Police Dept. Monthly Reports - February 2024

attachment 1. APD Monthly Activity Report-February 2024.pdf

attachment 2. Patrol on 29-February 2024.pdf

10.E Altavista Town Council Meeting Calendars

attachment 1. Town Council - Meeting Calendar - March 2024.pdf

attachment 2. Town Council Meeting Calendar - April 2024.pdf

11. MATTERS FROM COUNCIL

12. CLOSED SESSION

12.A Town Council Closed Session

attachment. CLOSED SESSION 3.12.24 Section 2.2-3711(A)(8).pdf

13. 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
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Vista/Leggett Project Update

Staff Resource: Project Consultant Robert Lee

Action(s):

receive update

Explanation:

Mr. Lee will be present to give Town Council the most recent updates pertaining to the Vista/Leggett Project.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: Monthly Financial reports - February 2024

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Approve monthly financial reports as presented.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. February 2024 Check Register

Attachment 2. February 2024 Revenue Report

Attachment 3. February 2024 Expenditure Report

Attachment 4. February 2024 Reserve Balance/Investment Report

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
46008	9999998	ABBITT, DOMINIQUE	02/01/2024	150.00		00	OUTSTANDING	
46009	1023	ALL TRAFFIC SOLUTIONS, INC	02/01/2024	1,500.00		00	OUTSTANDING	
46010	886	AT&T MOBILITY	02/01/2024	1,994.67		00	OUTSTANDING	
46011	103	BEACON CREDIT UNION	02/01/2024	285.00		00	OUTSTANDING	
46012	973	CAMPBELL HEATING AND COOLING	02/01/2024	507.88		00	OUTSTANDING	
46013	1	COMMONWEALTH OF VIRGINIA	02/01/2024	400.00		00	OUTSTANDING	
46014	994	LARRY DALTON	02/01/2024	400.00		00	OUTSTANDING	
46015	872	EVERBANK, N.A.	02/01/2024	153.00		00	OUTSTANDING	
46016	118	FERGUSON ENTERPRISES LLC	02/01/2024	965.25		00	OUTSTANDING	
46017	1	FRANKLIN CO GENERAL DISTRICT C	02/01/2024	152.68		00	OUTSTANDING	
46018	52	HACH COMPANY	02/01/2024	866.94		00	OUTSTANDING	
46019	892	J & J PORTAPOTTY INC	02/01/2024	360.00		00	OUTSTANDING	
46020	1063	MISSIONSQUARE - 304831	02/01/2024	470.00		00	OUTSTANDING	
46021	67	ORKIN PEST CONTROL LLC	02/01/2024	437.96		00	OUTSTANDING	
46022	358	PHILLIPS EQUIPMENT CORPORATION	02/01/2024	125.99		00	OUTSTANDING	
46023	1	PITTSYLVANIA GENERAL DISTRICT	02/01/2024	8.92		00	OUTSTANDING	
46024	331	SGS NORTH AMERICA INC	02/01/2024	1,620.00		00	OUTSTANDING	
46025	1070	STANTEC CONSULTING SERVICES IN	02/01/2024	495.00		00	OUTSTANDING	
46026	85	TREASURER OF VA /CHILD SUPPORT	02/01/2024	903.27		00	OUTSTANDING	
46027	1083	VIRGINIA BUSINESS SYSTEMS	02/01/2024	209.95		00	OUTSTANDING	
46028	1107	WITMER PUBLIC SAFETY GROUP	02/01/2024	4,860.00		00	OUTSTANDING	
46029	84	ALTAVISTA JOURNAL	02/08/2024	1,164.12		00	OUTSTANDING	
46030	1066	ASHBY ULYSSES ROBINSON JR.	02/08/2024	75.00		00	OUTSTANDING	
46031	667	ASHWELL'S TREE SERVICE LLC	02/08/2024	1,600.00		00	OUTSTANDING	
46032	1085	BEDFORD EXCAVATING INC.	02/08/2024	14,307.50		00	OUTSTANDING	
46033	978	REGINALD C BENNETT	02/08/2024	75.00		00	OUTSTANDING	
46034	4	BOXLEY AGGREGATES	02/08/2024	3,504.03		00	OUTSTANDING	
46035	1	BRANDON BELL	02/08/2024	100.00		00	OUTSTANDING	
46036	16	CAMPBELL COUNTY UTILITIES & SE	02/08/2024	3,704.06		00	OUTSTANDING	
46037	19	CARTER MACHINERY CO INC	02/08/2024	2,603.03		00	OUTSTANDING	
46038	1064	CIVICPLUS, LLC	02/08/2024	17.64		00	OUTSTANDING	
46039	28	COLUMBIA GAS	02/08/2024	3,159.80		00	OUTSTANDING	
46040	1117	CONNER W. MATTOX	02/08/2024	50.00		00	OUTSTANDING	
46041	874	CORPORATE MEDICAL SERVICES	02/08/2024	149.88		00	OUTSTANDING	
46042	1112	CREATIVE ECONOMIC DEV. CONSULT	02/08/2024	4,155.00		00	OUTSTANDING	
46043	9999999	CRYSTAL BAY ENTERPRISES INC	02/08/2024	98.56		00	OUTSTANDING	
46044	569	DIAMOND PAPER CO INC	02/08/2024	435.31		00	OUTSTANDING	
46045	164	DMV	02/08/2024	200.00		00	OUTSTANDING	
46046	394	ELECTRONIC SYSTEMS INC	02/08/2024	225.00		00	OUTSTANDING	
46047	1099	ELLE WATERWORKS SUPPLY, LLC	02/08/2024	3,326.00		00	OUTSTANDING	
46048	301	ENGLISH'S LLC	02/08/2024	2,208.23		00	OUTSTANDING	
46049	41	FISHER SCIENTIFIC	02/08/2024	628.89		00	OUTSTANDING	
46050	313	GAME TIME	02/08/2024	11,213.53		00	OUTSTANDING	
46051	1103	HARVEY'S ENTERPRISE	02/08/2024	99,000.00		00	OUTSTANDING	
46052	9999999	HUBBARD LIERIN GLYNN	02/08/2024	59.39		00	OUTSTANDING	
46053	440	INDIAN RIVER EQUIPMENT COMPANY	02/08/2024	430.66		00	OUTSTANDING	
46054	566	INTEGRATED TECHNOLOGY GROUP IN	02/08/2024	7,648.55		00	OUTSTANDING	
46055	1	JEDIDIAH DANIELS	02/08/2024	157.60		00	OUTSTANDING	
46056	564	JOHN JORDAN	02/08/2024	75.00		00	OUTSTANDING	
46057	829	MARIE MITCHELL	02/08/2024	75.00		00	OUTSTANDING	
46058	300	NAPA AUTO PARTS	02/08/2024	1,346.33		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
46059	454	O'REILLY AUTOMOTIVE INC	02/08/2024	1,538.63		00	OUTSTANDING	
46060	843	BETTY PICKERAL	02/08/2024	1,861.17		00	OUTSTANDING	
46061	884	PITNEY BOWES/RESERVE ACCT #498	02/08/2024	2,000.00		00	OUTSTANDING	
46062	1081	RAYNA STEELE	02/08/2024	50.00		00	OUTSTANDING	
46063	510	RIVER VALLEY RESOURCES LLC	02/08/2024	360.00		00	OUTSTANDING	
46064	695	SERVPRO	02/08/2024	562.18		00	OUTSTANDING	
46065	78	SUPERION LLC/CENTRALSQUARE CO	02/08/2024	2,520.00		00	OUTSTANDING	
46066	35	TREASURER OF VA/VITA	02/08/2024	6.63		00	OUTSTANDING	
46067	92	UNIFIRST CORP	02/08/2024	1,875.30		00	OUTSTANDING	
46068	110	VUPS INC	02/08/2024	33.35		00	OUTSTANDING	
46069	103	BEACON CREDIT UNION	02/15/2024	285.00		00	OUTSTANDING	
46070	4	BOXLEY AGGREGATES	02/15/2024	2,484.31		00	OUTSTANDING	
46071	294	BUSINESS CARD	02/15/2024	16,913.27		00	OUTSTANDING	
46072	125	CVCJA	02/15/2024	634.80		00	OUTSTANDING	
46073	36	DOMINION VIRGINIA POWER	02/15/2024	65,665.95		00	OUTSTANDING	
46074	1109	FORTILINE, INC.	02/15/2024	1,104.56		00	OUTSTANDING	
46075	1110	GAS STATION SUPPLY	02/15/2024	562.56		00	OUTSTANDING	
46076	916	GRANITE TELECOMMUNICATIONS	02/15/2024	895.69		00	OUTSTANDING	
46077	50	GRETNA TIRE INC	02/15/2024	584.00		00	OUTSTANDING	
46078	58	INSTRUMENTATION SERVICES INC	02/15/2024	708.00		00	OUTSTANDING	
46079	717	LYNCHBURG REGIONAL BUSINESS AL	02/15/2024	300.00		00	OUTSTANDING	
46080	9999998	MERCHANT, MICHELLE	02/15/2024	150.00		00	OUTSTANDING	
46081	1	MICHAEL ABBOTT	02/15/2024	100.00		00	OUTSTANDING	
46082	218	MINNESOTA LIFE	02/15/2024	234.86		00	OUTSTANDING	
46083	1063	MISSIONSQUARE - 304831	02/15/2024	470.00		00	OUTSTANDING	
46084	121	MULTI BUSINESS FORMS INC	02/15/2024	657.76		00	OUTSTANDING	
46085	608	NORFOLK SOUTHERN RAILWAY CO	02/15/2024	100.00		00	OUTSTANDING	
46086	816	PACE ANAYLTICAL SERVICES LLC	02/15/2024	3,457.10		00	OUTSTANDING	
46087	317	POWELL'S TRUCK & EQUIPMENT INC	02/15/2024	4,917.24		00	OUTSTANDING	
46088	857	RIVERSTREET NETWORKS	02/15/2024	1,535.47		00	OUTSTANDING	
46089	9999998	Smith Treasia	02/15/2024	250.00		00	OUTSTANDING	
46090	85	TREASURER OF VA /CHILD SUPPORT	02/15/2024	542.07		00	OUTSTANDING	
46091	136	USABLUEBOOK	02/15/2024	8,376.45		00	OUTSTANDING	
46092	601	VACORP	02/15/2024	514.90		00	OUTSTANDING	
46093	1083	VIRGINIA BUSINESS SYSTEMS	02/15/2024	205.68		00	OUTSTANDING	
46094	1086	VORTEX USA INC.	02/15/2024	1,512.30		00	OUTSTANDING	
46095	139	WEBB'S OIL CORPORATION INC	02/15/2024	22,813.90		00	OUTSTANDING	
46096	793	XEROX FINANCIAL SERVICES	02/15/2024	645.25		00	OUTSTANDING	
46097	9	AFLAC	02/22/2024	2,920.83		00	OUTSTANDING	
46098	498	ALTAVISTA INSTRUMENTS &CONTROL	02/22/2024	150.00		00	OUTSTANDING	
46099	91	ANTHEM BLUE CROSS/BLUE SHIELD	02/22/2024	48,752.00		00	OUTSTANDING	
46100	12	BRENNTAG MID-SOUTH INC	02/22/2024	1,580.88		00	OUTSTANDING	
46101	19	CARTER MACHINERY CO INC	02/22/2024	1,671.53		00	OUTSTANDING	
46102	32	CONTROL EQUIPMENT CO INC	02/22/2024	16,294.95		00	OUTSTANDING	
46103	36	DOMINION VIRGINIA POWER	02/22/2024	117.86		00	OUTSTANDING	
46104	9999999	FOOD LION LLC #2539	02/22/2024	83.89		00	OUTSTANDING	
46105	9999999	FOSTER MAYNARD SEAN	02/22/2024	10.14		00	OUTSTANDING	
46106	46	GENTRY LOCKE ATTORNEYS	02/22/2024	3,347.50		00	OUTSTANDING	
46107	9999999	GREEN DAVID H	02/22/2024	22.03		00	OUTSTANDING	
46108	332	HURT & PROFFITT INC	02/22/2024	3,500.00		00	OUTSTANDING	
46109	9999999	KARA HUDSON	02/22/2024	53.52		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
46110	743	MEYERCORD REVENUE INC	02/22/2024	3,407.40		00	OUTSTANDING	
46111	670	PATRIOT SAFETY SUPPLY	02/22/2024	22,014.09		00	OUTSTANDING	
46112	588	PITNEY BOWES	02/22/2024	169.08		00	OUTSTANDING	
46113	9999999	THACKER KENNETH	02/22/2024	136.00		00	OUTSTANDING	
46114	9999999	THOMAS ROSAK	02/22/2024	58.43		00	OUTSTANDING	
46115	136	USABLUEBOOK	02/22/2024	1,994.35		00	OUTSTANDING	
46116	9999998	Witt, Chance	02/22/2024	150.00		00	OUTSTANDING	
46117	103	BEACON CREDIT UNION	02/28/2024	285.00		00	OUTSTANDING	
46118	12	BRENNTAG MID-SOUTH INC	02/28/2024	10,551.88		00	OUTSTANDING	
46119	1058	BRIGHTSPEED	02/28/2024	654.52		00	OUTSTANDING	
46120	9999998	BROWN,CRYSTAL	02/28/2024	150.00		00	OUTSTANDING	
46121	394	ELECTRONIC SYSTEMS INC	02/28/2024	5.11		00	OUTSTANDING	
46122	20	J JOHNSON ELLER JR	02/28/2024	2,500.00		00	OUTSTANDING	
46123	872	EVERBANK, N.A.	02/28/2024	153.00		00	OUTSTANDING	
46124	490	ROBERT FINCH III	02/28/2024	1,585.00		00	OUTSTANDING	
46125	41	FISHER SCIENTIFIC	02/28/2024	533.20		00	OUTSTANDING	
46126	119	FOSTER ELECTRIC CO INC	02/28/2024	2,585.23		00	OUTSTANDING	
46127	111	GRAINGER INC	02/28/2024	75.50		00	OUTSTANDING	
46128	50	GRETNA TIRE INC	02/28/2024	310.00		00	OUTSTANDING	
46129	470	MARK KEESEE	02/28/2024	841.91		00	OUTSTANDING	
46130	1063	MISSIONSQUARE - 304831	02/28/2024	470.00		00	OUTSTANDING	
46131	608	NORFOLK SOUTHERN RAILWAY CO	02/28/2024	280.00		00	OUTSTANDING	
46132	467	SONNY MERRYMAN INC	02/28/2024	147.56		00	OUTSTANDING	
46133	80	SOUTHSIDE ELECTRIC COOP	02/28/2024	1,197.55		00	OUTSTANDING	
46134	1089	T-MOBILE USA INC.	02/28/2024	29.40		00	OUTSTANDING	
46135	9999999	THURMAN RANDI GAYLE	02/28/2024	43.58		00	OUTSTANDING	
46136	85	TREASURER OF VA /CHILD SUPPORT	02/28/2024	542.07		00	OUTSTANDING	
46137	601	VACORP	02/28/2024	514.90		00	OUTSTANDING	
46138	116	XEROX CORPORATION	02/28/2024	123.87		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS: 131

CHECKS OUTSTANDING 456,101.76 ***

OUTSTANDING CHECKS: 131

RECONCILED CHECKS: .00

VOID CHECKS: .00

.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	131	TOTAL CHECKS	456,101.76	***				
OUTSTANDING CHECKS:	131	RECONCILED CHECKS:	VOID CHECKS:					
	456,101.76		.00	.00				.00

TOWN OF ALTAVISTA										

FUND 010	GENERAL FUND									
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

300		TAXES								
301		PROPERTY TAXES								
	01 00	REAL PROPERTY CURRENT	31,718	5,942.00	19	253,744	364,652.87	144	380,620	15,967.13
301	**	PROPERTY TAXES	31,718	5,942.00	19	253,744	364,652.87	144	380,620	15,967.13
302		PUBLIC SERVICE								
	01 00	REAL & PERSONAL CURRENT	6,610	.00		52,880	121,141.82	229	79,330	41,811.82-
302	**	PUBLIC SERVICE	6,610	.00		52,880	121,141.82	229	79,330	41,811.82-
303		PERSONAL PROPERTY								
	01 00	CURRENT	24,000	6,428.86	27	192,000	262,113.52	137	288,000	25,886.48
	03 00	PPTRA	8,333	7,227.80	87	66,664	97,746.82	147	100,000	2,253.18
303	**	PERSONAL PROPERTY	32,333	13,656.66	42	258,664	359,860.34	139	388,000	28,139.66
304		MACHINERY & TOOLS								
	01 00	CURRENT	160,416	.00		1,283,328	2,045,582.44	159	1,925,000	120,582.44-
304	**	MACHINERY & TOOLS	160,416	.00		1,283,328	2,045,582.44	159	1,925,000	120,582.44-
305		MOBILE HOME								
	01 00	CURRENT	10	23.21	232	80	183.50	229	130	53.50-
305	**	MOBILE HOME	10	23.21	232	80	183.50	229	130	53.50-
306		PENALTIES & INTEREST								
	01 00	PENALTIES	500	1,445.91	289	4,000	36,524.64	913	6,000	30,524.64-
	02 00	INTEREST	291	505.72	174	2,328	5,549.76	238	3,500	2,049.76-
306	**	PENALTIES & INTEREST	791	1,951.63	247	6,328	42,074.40	665	9,500	32,574.40-
307		LOCAL								
	01 00	SALES & USE	20,000	435.00	2	160,000	113,645.24	71	240,000	126,354.76
	02 00	ELECTRIC, GAS & TELEPHONE	9,500	9,403.29	99	76,000	65,692.61	86	114,000	48,307.39
	03 00	MOTOR VEHICLE LICENSES	3,833	3,548.22	93	30,664	44,442.44	145	46,000	1,557.56
	04 00	BANK STOCK	15,833	.00		126,664	.00		190,000	190,000.00
	05 00	HOTEL & MOTEL	9,750	9,414.91	97	78,000	84,336.38	108	117,000	32,663.62
	06 00	MEAL	110,000	111,254.89	101	880,000	854,943.75	97	1,320,000	465,056.25
	08 00	CONTAINER RENTAL FEE	133	.00		1,064	1,733.40	163	1,600	133.40-
	09 00	COMMUNICATIONS TAX	2,416	2,257.85	94	19,328	13,360.45	69	29,000	15,639.55
	10 00	TRANSIT PASSENGER REVENUE	416	.00		3,328	.00		5,000	5,000.00
	11 00	CIGARETTE TAX	8,333	3,750.00	45	66,664	41,250.00	62	100,000	58,750.00
	12 00	MOBILE RESTAURANT PERMIT	8	25.00	313	64	100.00	156	100	.00
307	**	LOCAL	180,222	140,089.16	78	1,441,776	1,219,504.27	85	2,162,700	943,195.73
308		LICENSES, PERMITS & FEES								

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE	
	01 01	CONTRACTORS	375	98.90	26	3,000	98.90	3	4,500	4,401.10	
	01 02	RETAIL SALES	5,250	1,236.46	24	42,000	10,992.31	26	63,000	52,007.69	
	01 03	FINANCIAL, RE & PROF	458	924.90	202	3,664	1,312.62	36	5,500	4,187.38	
	01 04	REPAIRS & PERSONAL SVC	833	124.80	15	6,664	3,110.37	47	10,000	6,889.63	
	01 05	WHOLESALE BUSINESS	33	112.05	340	264	112.05	42	400	287.95	
	01 06	UTILITIES	83	15.00	18	664	15.00	2	1,000	985.00	
	01 07	HOTELS	83	15.00	18	664	15.00	2	1,000	985.00	
	01 08	VENDING, COIN OPERATED	0	128.80		0	128.80		0	128.80-	
	01 *	BUSINESS LICENSE FEES	7,115	2,655.91	37	56,920	15,785.05	28	85,400	69,614.95	
	02 01	ZONING, SIGN, HOME OCCUPATN	187	345.00	185	1,496	2,880.00	193	2,250	630.00-	
308	**	LICENSES, PERMITS & FEES	7,302	3,000.91	41	58,416	18,665.05	32	87,650	68,984.95	
300	***	TAXES	419,402	164,663.57		3,355,216	4,171,664.69		5,032,930	861,265.31	
310		FINES & FORFEITURES									
310											
	01 00	COURT FINES	833	1,340.64	161	6,664	6,304.77	95	10,000	3,695.23	
	02 00	PARKING FINES	16	.00		128	100.00	78	200	100.00	
	03 00	TRAFFIC CAMERA TKTS	0	15,846.00		0	47,225.00		0	47,225.00-	
310	**		849	17,186.64	2024	6,792	53,629.77	790	10,200	43,429.77-	
310	***	FINES & FORFEITURES	849	17,186.64		6,792	53,629.77		10,200	43,429.77-	
320		INVESTMENT EARNINGS									
321		INTEREST									
	02 00	INTEREST INCOME	0	47,383.19		0	392,142.08		0	392,142.08-	
321	**	INTEREST	0	47,383.19		0	392,142.08		0	392,142.08-	
320	***	INVESTMENT EARNINGS	0	47,383.19		0	392,142.08		0	392,142.08-	
330		CHARGES FOR SERVICES									
331		RENTS									
	01 00	RENTAL OF GENERAL PROP	208	150.00	72	1,664	1,462.00	88	2,500	1,038.00	
	01 01	PAVILION RENTALS	125	87.50	70	1,000	787.50	79	1,500	712.50	
	01 02	BOOKER BUILDING RENTALS	458	690.00	151	3,664	5,390.00	147	5,500	110.00	
	01 03	SPARK INNOVATION CENTER	3,000	2,087.76	70	24,000	12,994.87	54	36,000	23,005.13	
	01 *	RENTAL OF GENERAL PROP	3,791	3,015.26	80	30,328	20,634.37	68	45,500	24,865.63	
	02 00	RENTAL OF REAL PROP	8,250	10,494.96	127	66,000	54,952.16	83	99,000	44,047.84	
331	**	RENTS	12,041	13,510.22	112	96,328	75,586.53	79	144,500	68,913.47	
336		LOANS									

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
336	**	LOANS		0	.00		0	.00		0	.00
337	01 00	CODE ENFORCEMENT		41	.00		328	100.00	31	500	400.00
337	**	CODE ENFORCEMENT		41	.00		328	100.00	31	500	400.00
330	***	CHARGES FOR SERVICES		12,082	13,510.22		96,656	75,686.53		145,000	69,313.47
340		INTERGOVERNMENTAL REVENUE									
341		STATE									
	03 00	RAILROAD ROLLING STOCK		1,308	.00		10,464	17,229.34	165	15,700	1,529.34-
	04 00	DCJS GRANT		8,166	.00		65,328	51,538.00	79	98,000	46,462.00
	06 00	RENTAL TAX		83	153.32	185	664	737.27	111	1,000	262.73
	08 00	MISC STATE GRANT		1,250	.00		10,000	15,209.00	152	15,000	209.00-
	08 04	DHCD MAIN ST RESURGENCE		0	28,500.00		0	57,000.00		0	57,000.00-
	08 *	MISC STATE GRANT		1,250	28,500.00	2280	10,000	72,209.00	722	15,000	57,209.00-
	11 00	VDOT CONTRACTUAL SERVICES		250	9,231.00	3692	2,000	9,231.00	462	3,000	6,231.00-
	12 00	VDOT PD GRANT - OVERTIME		416	628.55	151	3,328	725.39	22	5,000	4,274.61
	13 00	STATE TRANSIT REVENUE		2,282	.00		18,256	32,351.00	177	27,390	4,961.00-
	17 00	BROWNFIELD ASSESSMNT GRNT		0	.00		0	4,880.15		0	4,880.15-
	17 *	BROWNFIELD ASSESSMNT GRNT		0	.00		0	4,880.15		0	4,880.15-
341	**	STATE		13,755	38,512.87	280	110,040	188,901.15	172	165,090	23,811.15-
342		COUNTY									
	02 00	LITTER GRANT		200	.00		1,600	3,977.00	249	2,400	1,577.00-
	03 00	FIRE DEPT FUEL REIMB		1,083	.00		8,664	9,054.75	105	13,000	3,945.25
342	**	COUNTY		1,283	.00		10,264	13,031.75	127	15,400	2,368.25
343		FEDERAL									
	04 00	FEDERAL TRANSIT REVENUE		7,601	6,316.00	83	60,808	50,923.50	84	91,220	40,296.50
343	**	FEDERAL		7,601	6,316.00	83	60,808	50,923.50	84	91,220	40,296.50
340	***	INTERGOVERNMENTAL REVENUE		22,639	44,828.87		181,112	252,856.40		271,710	18,853.60
350		OTHER REVENUE									
351		MISCELLANEOUS									
	01 00	SALES OF SUPPLIES & MAT		1,666	21,015.00	1261	13,328	21,527.60	162	20,000	1,527.60-
	01 *	SALES OF SUPPLIES & MAT		1,666	21,015.00	1261	13,328	21,527.60	162	20,000	1,527.60-

TOWN OF ALTAVISTA
REVENUE REPORT
67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2024

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND									

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

03 00	CASH DISCOUNTS	8	.00		64	.00		100	100.00
04 00	MISCELLANEOUS	1,708	1,082.57	63	13,664	19,964.84	146	20,500	535.16
04 02	HURT / LIGHTS	16	.00		128	133.00	104	200	67.00
04 03	HURT / SOLID WASTE COLL	3,241	2,992.12	92	25,928	26,037.20	100	38,900	12,862.80
04 04	ESTATE OF ROBERTA F JENKS	683	721.02	106	5,464	5,548.50	102	8,200	2,651.50
04 06	VENDING MACHINE REVENUE	0	.00		0	55.34		0	55.34
04 *	MISCELLANEOUS	5,648	4,795.71	85	45,184	51,738.88	115	67,800	16,061.12
08 00	REIMB OF INSURANCE CLAIM	0	.00		0	21,425.09		0	21,425.09
351 **	MISCELLANEOUS	7,322	25,810.71	353	58,576	94,691.57	162	87,900	6,791.57
350 ***	OTHER REVENUE	7,322	25,810.71		58,576	94,691.57		87,900	6,791.57
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 01	RESERVE MAIN. FUNDS	5,833	.00		46,664	.00		70,000	70,000.00
01 *	FROM RESERVES	5,833	.00		46,664	.00		70,000	70,000.00
03 01	DESIGNATED	1,583	.00		12,664	.00		19,000	19,000.00
09 00	WAR MEMORIAL FUNDING	0	.00		0	1.00		0	1.00
361 **	TRANSFER IN	7,416	.00		59,328	1.00		89,000	88,999.00
362	PROCEEDS FROM LTD								
362 **	PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360 ***	OTHER FINANCING SOURCES	7,416	.00		59,328	1.00		89,000	88,999.00
FUND TOTAL GENERAL FUND		469,710	313,383.20		3,757,680	5,040,672.04		5,636,740	596,067.96

TOWN OF ALTAVISTA

FUND 020 STATE HIGHWAY REIMB FUND			***** CURRENT *****		***** YEAR-TO-DATE *****		***** ANNUAL *****		***** UNREALIZED *****	
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
<hr/>										
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	4,722.23		0	39,032.08		0	39,032.08-
321	**	INTEREST	0	4,722.23		0	39,032.08		0	39,032.08-
320	***	INVESTMENT EARNINGS	0	4,722.23		0	39,032.08		0	39,032.08-
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
	07 00	STREET & HIGHWAY MAINT	68,250	.00		546,000	482,703.74	88	819,000	336,296.26
	07 01	CARRYOVER OF FUNDS	35,168	.00		281,344	.00		422,020	422,020.00
	07 *	STREET & HIGHWAY MAINT	103,418	.00		827,344	482,703.74	58	1,241,020	758,316.26
341	**	STATE	103,418	.00		827,344	482,703.74	58	1,241,020	758,316.26
340	***	INTERGOVERNMENTAL REVENUE	103,418	.00		827,344	482,703.74		1,241,020	758,316.26
350		OTHER REVENUE								
351		MISCELLANEOUS								
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
361	**	TRANSFER IN	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL STATE HIGHWAY REIMB FUND			103,418	4,722.23		827,344	521,735.82		1,241,020	719,284.18

TOWN OF ALTAVISTA

FUND 030		LIBRARY FUND									
ACCOUNT		ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>											
320		INVESTMENT EARNINGS									
321		INTEREST									
321	**	INTEREST		0	.00		0	.00		0	.00
320	***	INVESTMENT EARNINGS		0	.00		0	.00		0	.00
350		OTHER REVENUE									
351		MISCELLANEOUS									
351	**	MISCELLANEOUS		0	.00		0	.00		0	.00
350	***	OTHER REVENUE		0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES									
361		TRANSFER IN									
361	**	TRANSFER IN		0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES		0	.00		0	.00		0	.00
FUND TOTAL		LIBRARY FUND		0	.00		0	.00		0	.00

TOWN OF ALTAVISTA											
FUND 050		WATER & SEWER FUND									
ACCOUNT		ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
320		INVESTMENT EARNINGS									
321		INTEREST									
	02 00	INTEREST INCOME		0	18,033.64		0	238,296.45		0	238,296.45
321	**	INTEREST		0	18,033.64		0	238,296.45		0	238,296.45
320	***	INVESTMENT EARNINGS		0	18,033.64		0	238,296.45		0	238,296.45
330		CHARGES FOR SERVICES									
332		WATER CHARGES									
	01 00	INDUSTRIAL		166,250	170,860.85	103	1,330,000	963,373.67	72	1,995,000	1,031,626.33
	02 00	BUSINESS & RESIDENTIAL		29,750	8,552.29	29	238,000	179,346.08	75	357,000	177,653.92
	03 00	OUTSIDE COMMUNITY		16,625	13,257.22	80	133,000	110,181.82	83	199,500	89,318.18
	04 00	WATER CONNECTION FEES		179	.00		1,432	.00		2,150	2,150.00
	05 00	BULK WATER PURCHASE		416	8.00	2	3,328	2,692.00	81	5,000	2,308.00
332	**	WATER CHARGES		213,220	192,662.36	90	1,705,760	1,255,593.57	74	2,558,650	1,303,056.43
333		SEWER CHARGES									
	01 00	INDUSTRIAL		170,833	149,562.90	88	1,366,664	1,019,067.30	75	2,050,000	1,030,932.70
	02 00	BUSINESS & RESIDENTIAL		25,625	8,287.40	32	205,000	137,291.67	67	307,500	170,208.33
	03 00	OUTSIDE COMMUNITY		239	.00		1,912	1,787.83	94	2,870	1,082.17
	04 00	SEWER CONNECTION FEES		166	.00		1,328	2,000.00	151	2,000	.00
	05 00	SEWER SURCHARGES		12,500	29,720.95	238	100,000	133,300.27	133	150,000	16,699.73
333	**	SEWER CHARGES		209,363	187,571.25	90	1,674,904	1,293,447.07	77	2,512,370	1,218,922.93
334		WATER & SEWER									
	00 00	WATER & SEWER		583	10.22	2	4,664	5,358.09	115	7,000	1,641.91
	01 01	MONTHLY		4,416	4,202.25	95	35,328	24,917.72	71	53,000	28,082.28
	01 02	QUARTERLY		12,083	19.50		96,664	72,905.55	75	145,000	72,094.45
	01 *	BASE RATE FEE		16,499	4,182.75	25	131,992	97,823.27	74	198,000	100,176.73
334	**	WATER & SEWER		17,082	4,172.53	24	136,656	103,181.36	76	205,000	101,818.64
330	***	CHARGES FOR SERVICES		439,665	384,406.14		3,517,320	2,652,222.00		5,276,020	2,623,798.00
340		INTERGOVERNMENTAL REVENUE									
341		STATE									
	19 00	VRA		0	.00		0	90,857.50		0	90,857.50
341	**	STATE		0	.00		0	90,857.50		0	90,857.50
343		FEDERAL									
	09 *	CARES MONEY		0	.00		0	.00		0	.00

PREPARED 03/06/2024, 12:24:43 PROGRAM: GM259L			TOWN OF ALTAVISTA REVENUE REPORT 67% OF YEAR LAPSED						PAGE 8	
TOWN OF ALTAVISTA			ACCOUNTING PERIOD 08/2024							

FUND 050 WATER & SEWER FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

343	**	FEDERAL	0	.00		0	.00		0	.00
340	***	INTERGOVERNMENTAL REVENUE	0	.00		0	90,857.50		0	90,857.50-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	01 00	SALES OF SUPPLIES & MAT	0	.00		0	627.30		0	627.30-
	04 00	MISCELLANEOUS	1,666	3,435.00	206	13,328	54,142.66	406	20,000	34,142.66-
	04 *	MISCELLANEOUS	1,666	3,435.00	206	13,328	54,142.66	406	20,000	34,142.66-
351	**	MISCELLANEOUS	1,666	3,435.00	206	13,328	54,769.96	411	20,000	34,769.96-
350	***	OTHER REVENUE	1,666	3,435.00		13,328	54,769.96		20,000	34,769.96-
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	01 00	FROM RESERVES	583	.00		4,664	.00		7,000	7,000.00
	01 02	ARPA FUNDING	91,667	.00		733,336	.00		1,100,000	1,100,000.00
	01 *	FROM RESERVES	92,250	.00		738,000	.00		1,107,000	1,107,000.00
	03 *	GENERAL FUND	0	.00		0	.00		0	.00
	11 00	BOND PROCEEDS	484,125	.00		3,873,000	.00		5,809,500	5,809,500.00
	12 00	LOAN FORGIVENESS PRGR	170,042	.00		1,360,336	.00		2,040,500	2,040,500.00
361	**	TRANSFER IN	746,417	.00		5,971,336	.00		8,957,000	8,957,000.00
362		PROCEEDS FROM LTD								
362	**	PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	746,417	.00		5,971,336	.00		8,957,000	8,957,000.00
FUND TOTAL WATER & SEWER FUND			1,187,748	405,874.78		9,501,984	3,036,145.91		14,253,020	11,216,874.09

TOWN OF ALTAVISTA
REVENUE REPORT
67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2024

TOWN OF ALTAVISTA

FUND 060 AGENCY / DONATION FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>										
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	.73		0	5.32		0	5.32-
321	**	INTEREST	0	.73		0	5.32		0	5.32-
320	***	INVESTMENT EARNINGS	0	.73		0	5.32		0	5.32-
350		OTHER REVENUE								
351		MISCELLANEOUS								
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	09 00	WAR MEMORIAL FUNDING	0	.00		0	1.00		0	1.00-
361	**	TRANSFER IN	0	.00		0	1.00		0	1.00-
360	***	OTHER FINANCING SOURCES	0	.00		0	1.00		0	1.00-
FUND TOTAL AGENCY / DONATION FUND			0	.73		0	6.32		0	6.32-

TOWN OF ALTAVISTA

FUND 070 COMMUNITY IMPROV FUND			*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320		INVESTMENT EARNINGS								
321		INTEREST								
03 00		INTEREST INCOME CDBG	0	.00		0	48.53		0	48.53-
321	**	INTEREST	0	.00		0	48.53		0	48.53-
320	***	INVESTMENT EARNINGS	0	.00		0	48.53		0	48.53-
330		CHARGES FOR SERVICES								
335		RECREATION								
335	**	RECREATION	0	.00		0	.00		0	.00
336		LOANS								
336	**	LOANS	0	.00		0	.00		0	.00
330	***	CHARGES FOR SERVICES	0	.00		0	.00		0	.00
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
08 03		DHCD-ARS PROGRAM	0	.00		0	87,000.00		0	87,000.00-
341	**	STATE	0	.00		0	87,000.00		0	87,000.00-
343		FEDERAL								
343	**	FEDERAL	0	.00		0	.00		0	.00
340	***	INTERGOVERNMENTAL REVENUE	0	.00		0	87,000.00		0	87,000.00-
350		OTHER REVENUE								
351		MISCELLANEOUS								
04 *		MISCELLANEOUS	0	.00		0	.00		0	.00
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
361	**	TRANSFER IN	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL COMMUNITY IMPROV FUND			0	.00		0	87,048.53		0	87,048.53-

TOWN OF ALTAVISTA

FUND 090 CEMETERY FUND		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		TAXES								
308		LICENSES, PERMITS & FEES								
	02 02	BURIAL	1,437	.00		11,496	8,225.00	72	17,250	9,025.00
308	**	LICENSES, PERMITS & FEES	1,437	.00		11,496	8,225.00	72	17,250	9,025.00
300	***	TAXES	1,437	.00		11,496	8,225.00		17,250	9,025.00
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	426.57		0	16,589.05		0	16,589.05-
321	**	INTEREST	0	426.57		0	16,589.05		0	16,589.05-
320	***	INVESTMENT EARNINGS	0	426.57		0	16,589.05		0	16,589.05-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	02 00	SALE OF REAL ESTATE	666	.00		5,328	1,300.00	24	8,000	6,700.00
	04 00	MISCELLANEOUS	0	.00		0	25.00		0	25.00-
351	**	MISCELLANEOUS	666	.00		5,328	1,325.00	25	8,000	6,675.00
350	***	OTHER REVENUE	666	.00		5,328	1,325.00		8,000	6,675.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	03 00	GENERAL FUND	5,966	.00		47,728	.00		71,600	71,600.00
361	**	TRANSFER IN	5,966	.00		47,728	.00		71,600	71,600.00
360	***	OTHER FINANCING SOURCES	5,966	.00		47,728	.00		71,600	71,600.00
FUND TOTAL CEMETERY FUND			8,069	426.57		64,552	26,139.05		96,850	70,710.95
GRAND TOTAL			1,768,945	724,407.51		14,151,560	8,711,747.67		21,227,630	12,515,882.33

REPORT SELECTIONS

Fiscal year : 2024
All Funds
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 010 GENERAL FUND											
DEPT/DIV 1001 COUNCIL/COUNCIL											
*****CURRENT*****			*****YEAR-TO-DATE*****								
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40	ADMINISTRATION										
400	COUNCIL / PLANNING COMM										
10	SALARIES AND WAGES										
10 01	TOWN COUNCIL	2166	2166.69	100	17328	17333.52	100	.00	26000	8666.48	67
10 **	SALARIES AND WAGES	2166	2166.69	100	17328	17333.52	100	.00	26000	8666.48	67
20	BENEFITS										
20 02	FICA	166	165.73	100	1328	1325.84	100	.00	2000	674.16	66
20 **	BENEFITS	166	165.73	100	1328	1325.84	100	.00	2000	674.16	66
30	CONTRACTUAL SERVICES										
30 14	MISC & PROFESSIONAL SVCS	416	.00	0	3328	.00	0	.00	5000	5000.00	0
30 26	IT NETWRK/WEBSITE SUPPORT	737	.00	0	5896	4059.52	69	3891.52	8850	898.96	90
30 **	CONTRACTUAL SERVICES	1153	.00	0	9224	4059.52	44	3891.52	13850	5898.96	57
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	208	.00	0	1664	.00	0	.00	2500	2500.00	0
50 16	PUBLIC OFFICIAL LIAB INSU	75	.00	0	600	675.00	113	.00	900	225.00	75
50 26	CONVENTIONS & EDUCATIONS	125	.00	0	1000	.00	0	.00	1500	1500.00	0
50 32	MISCELLANEOUS	125	50.40	40	1000	255.62	26	.00	1500	1244.38	17
50 **	OTHER CHARGES	533	50.40	10	4264	930.62	22	.00	6400	5469.38	15
400 ** **	COUNCIL / PLANNING COMM	4018	2382.82	59	32144	23649.50	74	3891.52	48250	20708.98	57
40 ** **	ADMINISTRATION	4018	2382.82	59	32144	23649.50	74	3891.52	48250	20708.98	57
DIV 1001	TOTAL ***** COUNCIL	4018	2382.82	59	32144	23649.50	74	3891.52	48250	20708.98	57
DEPT 10	TOTAL ***** COUNCIL	4018	2382.82	59	32144	23649.50	74	3891.52	48250	20708.98	57

FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION												
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT		

40			ADMINISTRATION												
401			ADMINISTRATION												
	10		SALARIES AND WAGES												
	10	02	REGULAR	39021	35713.07	92	312168	288127.51	92	.00	468260	180132.49	62		
	10	04	OVERTIME	158	90.05	57	1264	375.18	30	.00	1900	1524.82	20		
	10	10	PERSONAL EMPLOYEE VEH	0	461.54	0	0	3724.63	0	.00	0	3724.63-	0		
	10	**	SALARIES AND WAGES	39179	36264.66	93	313432	292227.32	93	.00	470160	177932.68	62		
	20		BENEFITS												
	20	02	FICA	2997	2522.37	84	23976	20344.35	85	.00	35970	15625.65	57		
	20	04	VA RETIREMENT SYSTEM	4160	3015.86	73	33280	24126.88	73	.00	49920	25793.12	48		
	20	06	GROUP MEDICAL INSURANCE	5225	5221.74	100	41800	52643.49	126	.00	62700	10056.51	84		
	20	08	GROUP LIFE INSURANCE	522	516.24	99	4176	4129.92	99	.00	6270	2140.08	66		
	20	10	WORKER'S COMP	4583	620.15	14	36664	44006.55	120	.00	55000	10993.45	80		
	20	12	EMPLOYEE EDUCATION ASSIST	41	.00	0	328	.00	0	.00	500	500.00	0		
	20	14	EMPLOYEE ASSIST PROGRAM	135	.00	0	1080	1625.00	151	.00	1630	5.00	100		
	20	16	OTHER EMPLOYEE BENEFITS	2457	1179.80	48	19656	4243.24	22	.00	29490	25246.76	14		
	20	18	VRS HYBRID EMPLOYER CONTR	0	801.96	0	0	6415.68	0	.00	0	6415.68-	0		
	20	20	ICMA HYBRID EMPLOYER CONT	0	288.74	0	0	2309.92	0	.00	0	2309.92-	0		
	20	**	BENEFITS	20120	14166.86	70	160960	159845.03	99	.00	241480	81634.97	66		
	30		CONTRACTUAL SERVICES												
	30	02	PROFESSIONAL SVCS - COBRA	150	.00	0	1200	.00	0	.00	1800	1800.00	0		
	30	04	LEGAL SERVICES	2208	5847.50	265	17664	35096.23	199	.00	26500	8596.23-	132		
	30	06	ADVERTISING	1916	728.62	38	15328	10468.50	68	.00	23000	12531.50	46		
	30	08	MAINTENANCE SVC CONTRACTS	7987	662.27	8	63896	89795.41	141	2885.50	95850	3169.09	97		
	30	10	INDEPENDENT AUDITOR	1794	.00	0	14352	21525.00	150	.00	21530	5.00	100		
	30	12	ENGIN & ARCHITECTURAL SVC	416	.00	0	3328	.00	0	.00	5000	5000.00	0		
	30	14	MISC & PROFESSIONAL SVCS	2083	.00	0	16664	.00	0	.00	25000	25000.00	0		
	30	17	RANDOM DRUG SCREENING	116	49.96	43	928	549.76	59	.00	1400	850.24	39		
	30	26	IT NETWRK/WEBSITE SUPPORT	5966	5116.79	86	47728	42515.98	89	.00	71600	29084.02	59		
	30	**	CONTRACTUAL SERVICES	22636	12405.14	55	181088	199950.88	110	2885.50	271680	68843.62	75		
	50		OTHER CHARGES												
	50	02	ELECTRICAL SERVICES	1250	1444.70	116	10000	9493.33	95	.00	15000	5506.67	63		
	50	04	HEATING SERVICES	250	1225.28	490	2000	2290.49	115	.00	3000	709.51	76		
	50	06	POSTAL SERVICES	1083	2000.00	185	8664	9386.99	108	.00	13000	3613.01	72		
	50	08	TELECOMMUNICATIONS	1125	414.86	37	9000	5800.80	65	.00	13500	7699.20	43		
	50	10	PROPERTY INSURANCE	875	.00	0	7000	9000.00	129	.00	10500	1500.00	86		
	50	12	MOTOR VEHICLE INSURANCE	50	.00	0	400	450.00	113	.00	600	150.00	75		
	50	14	SURETY BONDS	19	.00	0	152	225.00	148	.00	230	5.00	98		
	50	18	GENERAL LIABILITY INSUR	291	.00	0	2328	3666.75	158	.00	3500	166.75-	105		
	50	26	CONVENTIONS & EDUCATIONS	500	2520.00	504	4000	2520.00	63	.00	6000	3480.00	42		
	50	28	DUES & ASSOC MEMBERSHIPS	892	.00	0	7136	8405.56	118	.00	10710	2304.44	79		
	50	30	REFUNDS	41	.00	0	328	.00	0	.00	500	500.00	0		
	50	32	MISCELLANEOUS	1041	945.28	91	8328	11575.62	139	.00	12500	924.38	93		
	50	34	MISCELLANEOUS REIMB	16	.00	0	128	.00	0	.00	200	200.00	0		
	50	**	OTHER CHARGES	7433	8550.12	115	59464	62814.54	106	.00	89240	26425.46	70		

FUND 010 GENERAL FUND											
DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40	ADMINISTRATION										
401	ADMINISTRATION										
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	2170	4406.63	203	17360	13871.21	80	.00	26050	12178.79	53
60 04	REPAIRS & MAINTENANCE	2108	2181.58	104	16864	12896.71	77	.00	25300	12403.29	51
60 06	FUELS & LUBRICANTS	125	.00	0	1000	434.74	44	.00	1500	1065.26	29
60 12	BOOKS & SUBSCRIPTIONS	8	.00	0	64	66.00	103	.00	100	34.00	66
60 **	MATERIALS & SUPPLIES	4411	6588.21	149	35288	27268.66	77	.00	52950	25681.34	52
81	CAPITAL OUTLAY - REPLACE										
81 04	EDP EQUIP REPLACEMENT	1975	.00	0	15800	10393.53	66	.00	23700	13306.47	44
81 30	IMPRVMNTS OTHER THAN BLDG	0	1420.53	0	0	1420.53	0	.00	0	1420.53-	0
81 **	CAPITAL OUTLAY - REPLACE	1975	1420.53	72	15800	11814.06	75	.00	23700	11885.94	50
401 ** **	ADMINISTRATION	95754	79395.52	83	766032	753920.49	98	2885.50	1149210	392404.01	66
40 ** **	ADMINISTRATION	95754	79395.52	83	766032	753920.49	98	2885.50	1149210	392404.01	66
DIV 1101	TOTAL ***** ADMINISTRATION	95754	79395.52	83	766032	753920.49	98	2885.50	1149210	392404.01	66
DEPT 11	TOTAL ***** GENERAL GOVERNMENT	95754	79395.52	83	766032	753920.49	98	2885.50	1149210	392404.01	66

FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
10		SALARIES AND WAGES										
10 02		REGULAR	68057	69643.16	102	544456	520016.45	96	.00	816690	296673.55	64
10 04		OVERTIME	1833	1640.99	90	14664	22273.98	152	.00	22000	273.98	101
10 06		DMV GRANT OVERTIME	416	.00	0	3328	796.37	24	.00	5000	4203.63	16
10 08		PD RESIDENCY STIPEND	925	1058.38	114	7400	8492.01	115	.00	11100	2607.99	77
10 12		TAKE HOME CAR PROGRAM	708	.00	0	5664	.00	0	.00	8500	8500.00	0
10 **		SALARIES AND WAGES	71939	72342.53	101	575512	551578.81	96	.00	863290	311711.19	64
20		BENEFITS										
20 02		FICA	5417	5305.69	98	43336	40361.23	93	.00	65010	24648.77	62
20 04		VA RETIREMENT SYSTEM	7242	6310.44	87	57936	54564.71	94	.00	86910	32345.29	63
20 06		GROUP MEDICAL INSURANCE	8787	7653.20	87	70296	73144.60	104	.00	105450	32305.40	69
20 08		GROUP LIFE INSURANCE	910	793.26	87	7280	6858.99	94	.00	10930	4071.01	63
20 16		OTHER EMPLOYEE BENEFITS	945	.00	0	7560	7381.50	98	.00	11340	3958.50	65
20 **		BENEFITS	23301	20062.59	86	186408	182311.03	98	.00	279640	97328.97	65
30		CONTRACTUAL SERVICES										
30 06		ADVERTISING	125	.00	0	1000	700.00	70	.00	1500	800.00	47
30 08		MAINTENANCE SVC CONTRACTS	250	234.58	94	2000	1648.13	82	.00	3000	1351.87	55
30 16		PHYSICALS	181	.00	0	1448	1250.00	86	.00	2180	930.00	57
30 18		R & M ELECTRONICS	16	.00	0	128	.00	0	.00	200	200.00	0
30 26		IT NETWRK/WEBSITE SUPPORT	5350	1902.50	36	42800	35712.33	83	.00	64210	28497.67	56
30 **		CONTRACTUAL SERVICES	5922	2137.08	36	47376	39310.46	83	.00	71090	31779.54	55
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	1433	765.81	53	11464	14553.49	127	.00	17200	2646.51	85
50 10		PROPERTY INSURANCE	208	.00	0	1664	2625.00	158	.00	2500	125.00	105
50 12		MOTOR VEHICLE INSURANCE	500	.00	0	4000	4500.00	113	.00	6000	1500.00	75
50 18		GENERAL LIABILITY INSUR	416	.00	0	3328	4500.00	135	.00	5000	500.00	90
50 24		SUBSISTANCE & LODGING	833	.00	0	6664	4058.35	61	.00	10000	5941.65	41
50 26		CONVENTIONS & EDUCATIONS	833	.00	0	6664	1200.00	18	.00	10000	8800.00	12
50 28		DUES & ASSOC MEMBERSHIPS	750	190.00	25	6000	7470.00	125	.00	9000	1530.00	83
50 29		ACCREDITATION PROGRAM	375	.00	0	3000	.00	0	.00	4500	4500.00	0
50 32		MISCELLANEOUS	83	.00	0	664	95.54	14	.00	1000	904.46	10
50 37		COMMUNITY ENGAGEMENT	125	.00	0	1000	353.00	35	.00	1500	1147.00	24
50 **		OTHER CHARGES	5556	955.81	17	44448	39355.38	89	.00	66700	27344.62	59
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	1154	680.38	59	9232	3946.53	43	.00	13850	9903.47	29
60 03		K-9 MAINTENANCE	83	131.18	158	664	776.13	117	.00	1000	223.87	78
60 04		REPAIRS & MAINTENANCE	166	562.18	339	1328	1569.64	118	.00	2000	430.36	79
60 06		FUELS & LUBRICANTS	3083	2570.51	83	24664	27876.01	113	.00	37000	9123.99	75
60 08		VEHICLE & EQUIP R&M	1166	1417.91	122	9328	7822.74	84	.00	14000	6177.26	56
60 10		UNIFORMS	1083	1153.17	107	8664	10501.33	121	2681.00	13000	182.33	101
60 16		DRUG INVESTIGATING	500	.00	0	4000	.00	0	.00	6000	6000.00	0
60 25		SMALL EQUIPMENT	125	.00	0	1000	.00	0	.00	1500	1500.00	0
60 48		AMMUNITION & BATTERIES	666	.00	0	5328	7884.62	148	.00	8000	115.38	99
60 **		MATERIALS & SUPPLIES	8026	6515.33	81	64208	60377.00	94	2681.00	96350	33292.00	65

FUND 010 GENERAL FUND											
DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
50	PUBLIC SAFETY										
501	POLICE DEPARTMENT										
81	CAPITAL OUTLAY - REPLACE										
81 02	VEHICLE REPLACEMENT	9166	.00	0	73328	140.00	0	.00	110000	109860.00	0
81 **	CAPITAL OUTLAY - REPLACE	9166	.00	0	73328	140.00	0	.00	110000	109860.00	0
82	CAPITAL OUTLAY - NEW										
82 02	VEHICLE	0	22014.09	0	0	199740.59	0	2582.60	0	202323.19-	0
82 **	CAPITAL OUTLAY - NEW	0	22014.09	0	0	199740.59	0	2582.60	0	202323.19-	0
501 ** **	POLICE DEPARTMENT	123910	124027.43	100	991280	1072813.27	108	5263.60	1487070	408993.13	73
50 ** **	PUBLIC SAFETY	123910	124027.43	100	991280	1072813.27	108	5263.60	1487070	408993.13	73
DIV 3101	TOTAL *****										
	POLICE DEPARTMENT	123910	124027.43	100	991280	1072813.27	108	5263.60	1487070	408993.13	73
DEPT 31	TOTAL *****										
	PUBLIC SAFETY	123910	124027.43	100	991280	1072813.27	108	5263.60	1487070	408993.13	73

FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS									
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60												
601		OPERATIONS & MAINTENANCE										
10		SALARIES AND WAGES										
10 02		REGULAR	67777	53173.11	79	542216	437767.34	81	.00	813330	375562.66	54
10 04		OVERTIME	858	877.66	102	6864	6106.57	89	.00	10300	4193.43	59
10 **		SALARIES AND WAGES	68635	54050.77	79	549080	443873.91	81	.00	823630	379756.09	54
20		BENEFITS										
20 02		FICA	5250	4435.38	85	42000	34327.85	82	.00	63010	28682.15	55
20 04		VA RETIREMENT SYSTEM	6817	1969.88	29	54536	15759.04	29	.00	81810	66050.96	19
20 06		GROUP MEDICAL INSURANCE	7058	7033.89	100	56464	60595.62	107	.00	84700	24104.38	72
20 08		GROUP LIFE INSURANCE	856	827.50	97	6848	6273.28	92	.00	10280	4006.72	61
20 18		VRS HYBRID EMPLOYER CONTR	0	3801.79	0	0	27536.19	0	.00	0	27536.19-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	811.54	0	0	6617.57	0	.00	0	6617.57-	0
20 **		BENEFITS	19981	18879.98	95	159848	151109.55	95	.00	239800	88690.45	63
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	500	252.63	51	4000	1603.10	40	.00	6000	4396.90	27
30 12		ENGIN & ARCHITECTURAL SVC	416	3500.00	841	3328	3500.00	105	.00	5000	1500.00	70
30 16		PHYSICALS	58	.00	0	464	299.96	65	.00	700	400.04	43
30 18		R & M ELECTRONICS	91	.00	0	728	.00	0	.00	1100	1100.00	0
30 36		MOWING CONTRACT	3708	400.00	11	29664	24250.00	82	.00	44500	20250.00	55
30 38		TUB GRINDING BRUSH	2916	.00	0	23328	.00	0	.00	35000	35000.00	0
30 40		RECURRING LEASE AGREEMENT	80	.00	0	640	.00	0	.00	960	960.00	0
30 **		CONTRACTUAL SERVICES	7769	4152.63	54	62152	29653.06	48	.00	93260	63606.94	32
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	609	617.88	102	4872	6016.93	124	.00	7310	1293.07	82
50 10		PROPERTY INSURANCE	458	.00	0	3664	5250.00	143	.00	5500	250.00	96
50 12		MOTOR VEHICLE INSURANCE	1000	.00	0	8000	9000.00	113	.00	12000	3000.00	75
50 24		SUBSISTANCE & LODGING	41	.00	0	328	.00	0	.00	500	500.00	0
50 26		CONVENTIONS & EDUCATIONS	250	.00	0	2000	63.00	3	.00	3000	2937.00	2
50 32		MISCELLANEOUS	41	.00	0	328	166.42	51	.00	500	333.58	33
50 38		INVENTORY OVER / SHORT	0	.00	0	0	1525.92-	0	.00	0	1525.92	0
50 **		OTHER CHARGES	2399	617.88	26	19192	18970.43	99	.00	28810	9839.57	66
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	612	.00	0	4896	694.95	14	.00	7350	6655.05	10
60 05		FUEL PUMPS	191	.00	0	1528	.00	0	.00	2300	2300.00	0
60 06		FUELS & LUBRICANTS	4583	3567.78	78	36664	19287.57	53	.00	55000	35712.43	35
60 08		VEHICLE / EQUIP R&M	3333	4593.51	138	26664	21769.49	82	.00	40000	18230.51	54
60 10		UNIFORMS	1041	1323.82	127	8328	10351.68	124	.00	12500	2148.32	83
60 11		SAFETY EQUIP & PROGRAMS	291	.00	0	2328	2816.46	121	.00	3500	683.54	81
60 20		STREET LT OPER SUPPLIES	2583	3406.47	132	20664	20337.69	98	.00	31000	10662.31	66
60 22		HIGHWAY, STRT & SIDEWALKS	1666	389.59	23	13328	6766.51	51	.00	20000	13233.49	34
60 23		EQUIPMENT RENTAL	354	.00	0	2832	975.00	34	.00	4250	3275.00	23
60 28		STORM DRAINAGE	250	.00	0	2000	.00	0	.00	3000	3000.00	0
60 30		ENGINEERING R & M	83	.00	0	664	.00	0	.00	1000	1000.00	0
60 34		TRAIN STATION SUPPLIES	291	219.24	75	2328	1758.95	76	.00	3500	1741.05	50
60 36		PAVEMENT	4166	.00	0	33328	612.59	2	.00	50000	49387.41	1

FUND 010 GENERAL FUND											
DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60											
601	OPERATIONS & MAINTENANCE										
60 40	TRAFFIC CONTROL DEVICE	250	.00	0	2000	401.79	20	.00	3000	2598.21	13
60 44	SNOW & ICE REMOVAL	166	45.92	28	1328	45.92	4	.00	2000	1954.08	2
60 52	DECORATIVE STREET LIGHTS	533	.00	0	4264	5683.58	133	.00	6400	716.42	89
60 **	MATERIALS & SUPPLIES	20393	13546.33	66	163144	91502.18	56	.00	244800	153297.82	37
81	CAPITAL OUTLAY - REPLACE										
81 02	VEHICLE REPLACEMENT	1406	.00	0	11248	.00	0	.00	16880	16880.00	0
81 06	MACHINERY & EQUIPMENT	3375	14.00	0	27000	7694.72	29	.00	40500	32805.28	19
81 30	IMPRVMNTS OTHER THAN BLDG	4791	.00	0	38328	.00	0	.00	57500	57500.00	0
81 **	CAPITAL OUTLAY - REPLACE	9572	14.00	0	76576	7694.72	10	.00	114880	107185.28	7
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	3375	.00	0	27000	26166.84	97	.00	40500	14333.16	65
82 **	CAPITAL OUTLAY - NEW	3375	.00	0	27000	26166.84	97	.00	40500	14333.16	65
90	DEBT SERVICE										
90 02	PRINCIPAL	1416	.00	0	11328	17000.00	150	.00	17000	.00	100
90 04	INTEREST	397	.00	0	3176	4765.59	150	.00	4770	4.41	100
90 **	DEBT SERVICE	1813	.00	0	14504	21765.59	150	.00	21770	4.41	100
601 ** **	OPERATIONS & MAINTENANCE	133937	91261.59	68	1071496	790736.28	74	.00	1607450	816713.72	49
60 ** **		133937	91261.59	68	1071496	790736.28	74	.00	1607450	816713.72	49
DIV 4101	TOTAL *****										
	MAIN OF STREETS & HWYS	133937	91261.59	68	1071496	790736.28	74	.00	1607450	816713.72	49

FUND 010 GENERAL FUND											
DEPT/DIV 4102 PUBLIC WORKS/SANITATION & WASTE REM											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60											
601	OPERATIONS & MAINTENANCE										
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	1666	1457.76	88	13328	11941.56	90	.00	20000	8058.44	60
60 08	VEHICLE / EQUIP R&M	2500	333.11	13	20000	21042.08	105	.00	30000	8957.92	70
60 18	SUPPLIES	70	.00	0	560	478.03	85	.00	840	361.97	57
60 26	LITTER EXPENSES	166	.00	0	1328	164.37	12	.00	2000	1835.63	8
60 **	MATERIALS & SUPPLIES	4402	1790.87	41	35216	33626.04	96	.00	52840	19213.96	64
81	CAPITAL OUTLAY - REPLACE										
81 06	MACHINERY & EQUIPMENT	416	.00	0	3328	3781.00	114	.00	5000	1219.00	76
81 **	CAPITAL OUTLAY - REPLACE	416	.00	0	3328	3781.00	114	.00	5000	1219.00	76
601 ** **	OPERATIONS & MAINTENANCE	4818	1790.87	37	38544	37407.04	97	.00	57840	20432.96	65
60 ** **		4818	1790.87	37	38544	37407.04	97	.00	57840	20432.96	65
DIV 4102	TOTAL *****										
	SANITATION & WASTE REM	4818	1790.87	37	38544	37407.04	97	.00	57840	20432.96	65

FUND 010 GENERAL FUND			DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS								
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			

60											
601		OPERATIONS & MAINTENANCE									
	30	CONTRACTUAL SERVICES									
	30 22	LANDSCAPING CONTRACTS	1250	.00	0	10000	7581.65	76	.00	15000	7418.35 51
	30 **	CONTRACTUAL SERVICES	1250	.00	0	10000	7581.65	76	.00	15000	7418.35 51
	50	OTHER CHARGES									
	50 02	ELECTRICAL SERVICES	666	1116.13	168	5328	5754.97	108	.00	8000	2245.03 72
	50 04	HEATING SERVICES	166	47.92	29	1328	255.59	19	.00	2000	1744.41 13
	50 **	OTHER CHARGES	832	1164.05	140	6656	6010.56	90	.00	10000	3989.44 60
	60	MATERIALS & SUPPLIES									
	60 18	SUPPLIES	666	86.99	13	5328	4769.53	90	.00	8000	3230.47 60
	60 24	SMALL TOOLS	333	646.15	194	2664	2261.22	85	.00	4000	1738.78 57
	60 **	MATERIALS & SUPPLIES	999	733.14	73	7992	7030.75	88	.00	12000	4969.25 59
601	** **	OPERATIONS & MAINTENANCE	3081	1897.19	62	24648	20622.96	84	.00	37000	16377.04 56
60	** **		3081	1897.19	62	24648	20622.96	84	.00	37000	16377.04 56
DIV	4103	TOTAL *****									
		MAIN OF BLDGS & GROUNDS	3081	1897.19	62	24648	20622.96	84	.00	37000	16377.04 56

FUND 010 GENERAL FUND			DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60													
602			PARKS, RECREAT & CULTURAL										
	30		CONTRACTUAL SERVICES										
	30	26	IT NETWRK/WEBSITE SUPPORT	0	260.00	0	0	2080.00	0	.00	0	2080.00-	0
	30	42	TREE REMOVAL & PRUNING	458	32.14	7	3664	932.14	25	.00	5500	4567.86	17
	30	**	CONTRACTUAL SERVICES	458	292.14	64	3664	3012.14	82	.00	5500	2487.86	55
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1416	2232.19	158	11328	9672.23	85	.00	17000	7327.77	57
	50	04	HEATING SERVICES	66	202.09	306	528	687.34	130	.00	800	112.66	86
	50	08	TELECOMMUNICATIONS	346	80.16	23	2768	691.12	25	.00	4160	3468.88	17
	50	34	MISCELLANEOUS REIMB	41	.19	1	328	100.19	31	.00	500	399.81	20
	50	**	OTHER CHARGES	1869	2514.63	135	14952	11150.88	75	.00	22460	11309.12	50
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	2500	847.07	34	20000	14134.26	71	.00	30000	15865.74	47
	60	53	MULCH & LANDSCAPING STONE	666	.00	0	5328	1954.18	37	.00	8000	6045.82	24
	60	54	PLAYGROUND EQUIPMENT	125	.00	0	1000	.00	0	.00	1500	1500.00	0
	60	55	SPLASH PAD	458	1512.30	330	3664	2777.68	76	.00	5500	2722.32	51
	60	56	WAR MEMORIAL BALLFIELD	416	.00	0	3328	.00	0	.00	5000	5000.00	0
	60	57	CANOE LAUNCH	125	90.00	72	1000	1694.51	170	.00	1500	194.51-	113
	60	58	SPECIAL EVENTS	125	.00	0	1000	206.59	21	.00	1500	1293.41	14
	60	**	MATERIALS & SUPPLIES	4415	2449.37	56	35320	20767.22	59	.00	53000	32232.78	39
	81		CAPITAL OUTLAY - REPLACE										
	81	08	FUNITURE & FIXTURES	0	11213.53	0	0	11213.53	0	.00	0	11213.53-	0
	81	18	BUILDING	0	.00	0	0	5020.00	0	.00	0	5020.00-	0
	81	**	CAPITAL OUTLAY - REPLACE	0	11213.53	0	0	16233.53	0	.00	0	16233.53-	0
	82		CAPITAL OUTLAY - NEW										
	82	04	EDP EQUIPMENT	0	.00	0	0	5391.25	0	.00	0	5391.25-	0
	82	**	CAPITAL OUTLAY - NEW	0	.00	0	0	5391.25	0	.00	0	5391.25-	0
602	**	**	PARKS, RECREAT & CULTURAL	6742	16469.67	244	53936	56555.02	105	.00	80960	24404.98	70
60	**	**		6742	16469.67	244	53936	56555.02	105	.00	80960	24404.98	70
DIV	4104		TOTAL *****										
			PARKS & RECREATION	6742	16469.67	244	53936	56555.02	105	.00	80960	24404.98	70

FUND 010 GENERAL FUND				DEPT/DIV 4105 PUBLIC WORKS/AVOCA								
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
<hr/>												
60												
609			AVOCA									
	60		MATERIALS & SUPPLIES									
	60	04	REPAIRS & MAINTENANCE	833	2585.23	310	6664	24072.92	361	.00	10000	14072.92- 241
	60	**	MATERIALS & SUPPLIES	833	2585.23	310	6664	24072.92	361	.00	10000	14072.92- 241
	81		CAPITAL OUTLAY - REPLACE									
	81	30	IMPRVMNTS OTHER THAN BLDG	5833	.00	0	46664	.00	0	.00	70000	70000.00 0
	81	**	CAPITAL OUTLAY - REPLACE	5833	.00	0	46664	.00	0	.00	70000	70000.00 0
609	**	**	AVOCA	6666	2585.23	39	53328	24072.92	45	.00	80000	55927.08 30
60	**	**		6666	2585.23	39	53328	24072.92	45	.00	80000	55927.08 30
DIV	4105	TOTAL	*****									
		AVOCA		6666	2585.23	39	53328	24072.92	45	.00	80000	55927.08 30

FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60													
602			PARKS, RECREAT & CULTURAL										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	50	134.30	269	400	434.17	109	.00	600	165.83	72
	50	**	OTHER CHARGES	50	134.30	269	400	434.17	109	.00	600	165.83	72
602	**	**	PARKS, RECREAT & CULTURAL	50	134.30	269	400	434.17	109	.00	600	165.83	72
60	**	**		50	134.30	269	400	434.17	109	.00	600	165.83	72
DIV	4106		TOTAL *****										
			CULTURAL	50	134.30	269	400	434.17	109	.00	600	165.83	72

FUND 010 GENERAL FUND											
DEPT/DIV 4108 PUBLIC WORKS/LIBRARY											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60											
601	OPERATIONS & MAINTENANCE										
30	CONTRACTUAL SERVICES										
30 44	CUSTODIAL SERVICES	1166	.00	0	9328	4680.00	50	.00	14000	9320.00	33
30 **	CONTRACTUAL SERVICES	1166	.00	0	9328	4680.00	50	.00	14000	9320.00	33
60	MATERIALS & SUPPLIES										
60 04	REPAIRS & MAINTENANCE	1250	201.46	16	10000	1814.35	18	.00	15000	13185.65	12
60 **	MATERIALS & SUPPLIES	1250	201.46	16	10000	1814.35	18	.00	15000	13185.65	12
601 ** **	OPERATIONS & MAINTENANCE	2416	201.46	8	19328	6494.35	34	.00	29000	22505.65	22
60 ** **		2416	201.46	8	19328	6494.35	34	.00	29000	22505.65	22
DIV 4108	TOTAL ***** LIBRARY	2416	201.46	8	19328	6494.35	34	.00	29000	22505.65	22
DEPT 41	TOTAL ***** PUBLIC WORKS	157710	114340.31	73	1261680	936322.74	74	.00	1892850	956527.26	50

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC			TRANSPORTATION/OPERATIONS						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT

40		ADMINISTRATION										
403		PUBLIC TRANSPORTATION										
	10	SALARIES AND WAGES										
	10 02	REGULAR	8672	8134.14	94	69376	67832.64	98	.00	104070	36237.36	65
	10 **	SALARIES AND WAGES	8672	8134.14	94	69376	67832.64	98	.00	104070	36237.36	65
	20	BENEFITS										
	20 02	FICA	663	583.67	88	5304	4880.68	92	.00	7960	3079.32	61
	20 04	VA RETIREMENT SYSTEM	539	520.66	97	4312	4165.28	97	.00	6470	2304.72	64
	20 06	GROUP MEDICAL INSURANCE	1225	662.76	54	9800	5302.08	54	.00	14700	9397.92	36
	20 08	GROUP LIFE INSURANCE	68	67.74	100	544	541.92	100	.00	820	278.08	66
	20 10	WORKER'S COMP	141	.00	0	1128	1308.00	116	.00	1700	392.00	77
	20 18	VRS HYBRID EMPLOYER CONTR	0	12.42	0	0	99.36	0	.00	0	99.36-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	6.08	0	0	48.64	0	.00	0	48.64-	0
	20 **	BENEFITS	2636	1853.33	70	21088	16345.96	78	.00	31650	15304.04	52
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	83	.00	0	664	.00	0	.00	1000	1000.00	0
	30 08	MAINTENANCE SVC CONTRACTS	41	.00	0	328	.00	0	.00	500	500.00	0
	30 14	MISC & PROFESSIONAL SVCS	25	.00	0	200	.00	0	.00	300	300.00	0
	30 16	PHYSICALS	23	99.92	434	184	444.84	242	.00	280	164.84-	159
	30 **	CONTRACTUAL SERVICES	172	99.92	58	1376	444.84	32	.00	2080	1635.16	21
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	100	.00	0	800	746.35	93	.00	1200	453.65	62
	50 12	MOTOR VEHICLE INSURANCE	141	.00	0	1128	1275.00	113	.00	1700	425.00	75
	50 24	SUBSISTANCE & LODGING	25	.00	0	200	.00	0	.00	300	300.00	0
	50 26	CONVENTIONS & EDUCATIONS	62	.00	0	496	.00	0	.00	750	750.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	12	.00	0	96	.00	0	.00	150	150.00	0
	50 **	OTHER CHARGES	340	.00	0	2720	2021.35	74	.00	4100	2078.65	49
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	320	.00	0	2560	1671.26	65	.00	3850	2178.74	43
	60 06	FUELS & LUBRICANTS	2824	1342.58	48	22592	13999.67	62	.00	33890	19890.33	41
	60 08	VEHICLE & EQUIP R&M	583	997.02	171	4664	6112.73	131	.00	7000	887.27	87
	60 14	OTHER OPERATING SUPPLIES	41	.00	0	328	.00	0	.00	500	500.00	0
	60 18	SUPPLIES	25	.00	0	200	40.19	20	.00	300	259.81	13
	60 **	MATERIALS & SUPPLIES	3793	2339.60	62	30344	21823.85	72	.00	45540	23716.15	48
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	0	.00	0	0	.00	0	134158.00	0	134158.00-	0
	81 **	CAPITAL OUTLAY - REPLACE	0	.00	0	0	.00	0	134158.00	0	134158.00-	0
403	** **	PUBLIC TRANSPORTATION	15613	12426.99	80	124904	108468.64	87	134158.00	187440	55186.64-	129
40	** **	ADMINISTRATION	15613	12426.99	80	124904	108468.64	87	134158.00	187440	55186.64-	129
DIV	6101	TOTAL ***** OPERATIONS	15613	12426.99	80	124904	108468.64	87	134158.00	187440	55186.64-	129

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40		ADMINISTRATION										
403		PUBLIC TRANSPORTATION										
DEPT	61	TOTAL *****										
		PUBLIC TRANSPORTATION	15613	12426.99	80	124904	108468.64	87	134158.00	187440	55186.64-	129

FUND 010 GENERAL FUND											
DEPT/DIV 7101 ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40	ADMINISTRATION										
405	ECONOMIC DEVELOPMENT										
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	1666	.00	0	13328	59.99	1	.00	20000	19940.01	0
30 07	RT 29 SIGNAGE	400	.00	0	3200	4800.00	150	.00	4800	.00	100
30 14	MISC & PROFESSIONAL SVCS	416	.00	0	3328	750.00	23	.00	5000	4250.00	15
30 **	CONTRACTUAL SERVICES	2482	.00	0	19856	5609.99	28	.00	29800	24190.01	19
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	0	.00	0	0	36.51	0	.00	0	36.51-	0
50 32	MISCELLANEOUS	0	.00	0	0	309.95	0	.00	0	309.95-	0
50 63	ECONOMIC INCENTIVES	791	.00	0	6328	.00	0	.00	9500	9500.00	0
50 91	DWNTWN DIST - MISC	1250	2077.50	166	10000	2945.00	30	.00	15000	12055.00	20
50 93	GRANT PROGRAM FUNDING	1250	.00	0	10000	.00	0	.00	15000	15000.00	0
50 **	OTHER CHARGES	3291	2077.50	63	26328	3291.46	13	.00	39500	36208.54	8
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	0	.00	0	0	130.77	0	.00	0	130.77-	0
81 **	CAPITAL OUTLAY - REPLACE	0	.00	0	0	130.77	0	.00	0	130.77-	0
82	CAPITAL OUTLAY - NEW										
82 16	LAND	0	.00	0	0	5750.00	0	.00	0	5750.00-	0
82 18	BUILDING	833	.00	0	6664	343267.44	5151	.00	10000	333267.44-	3433
82 30	IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	123283.93	0	.00	0	123283.93-	0
82 42	VISTA LEGGETT BLDG	0	.00	0	0	7510.09	0	.00	0	7510.09-	0
82 **	CAPITAL OUTLAY - NEW	833	.00	0	6664	479811.46	7200	.00	10000	469811.46-	4798
405 ** **	ECONOMIC DEVELOPMENT	6606	2077.50	31	52848	488843.68	925	.00	79300	409543.68-	616
40 ** **	ADMINISTRATION	6606	2077.50	31	52848	488843.68	925	.00	79300	409543.68-	616
DIV 7101	TOTAL *****										
	ECONOMIC DEVELOPMENT	6606	2077.50	31	52848	488843.68	925	.00	79300	409543.68-	616
DEPT 71	TOTAL *****										
	ECONOMIC DEVELOPMENT	6606	2077.50	31	52848	488843.68	925	.00	79300	409543.68-	616

FUND 010 GENERAL FUND											
DEPT/DIV 7201 COMMUNITY DEVELOPMENT/COMMUNITY DEVELOPMENT											
*****CURRENT*****			*****YEAR-TO-DATE*****								
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40	ADMINISTRATION										
408	COMMUNITY DEVELOPMENT										
10	SALARIES AND WAGES										
10 02	REGULAR	6940	2425.00	35	55520	147827.33	266	.00	83280	64547.33-	178
10 **	SALARIES AND WAGES	6940	2425.00	35	55520	147827.33	266	.00	83280	64547.33-	178
20	BENEFITS										
20 02	FICA	530	185.51	35	4240	7662.96	181	.00	6370	1292.96-	120
20 04	VA RETIREMENT SYSTEM	740	.00	0	5920	.00	0	.00	8880	8880.00	0
20 06	GROUP MEDICAL INSURANCE	560	.00	0	4480	2380.20	53	.00	6730	4349.80	35
20 08	GROUP LIFE INSURANCE	93	.00	0	744	372.00	50	.00	1120	748.00	33
20 18	VRS HYBRID EMPLOYER CONTR	0	.00	0	0	2542.88	0	.00	0	2542.88-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	.00	0	0	416.40	0	.00	0	416.40-	0
20 **	BENEFITS	1923	185.51	10	15384	13374.44	87	.00	23100	9725.56	58
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	416	435.50	105	3328	2162.05	65	.00	5000	2837.95	43
30 14	MISC & PROFESSIONAL SVCS	1250	17.64	1	10000	6816.56	68	.00	15000	8183.44	45
30 36	MOWING CONTRACT	666	.00	0	5328	.00	0	.00	8000	8000.00	0
30 40	RECURRING LEASE AGREEMENT	208	.00	0	1664	.00	0	.00	2500	2500.00	0
30 **	CONTRACTUAL SERVICES	2540	453.14	18	20320	8978.61	44	.00	30500	21521.39	29
50	OTHER CHARGES										
50 06	POSTAL SERVICES	83	.00	0	664	.00	0	.00	1000	1000.00	0
50 08	TELECOMMUNICATIONS	83	.00	0	664	391.90	59	.00	1000	608.10	39
50 24	SUBSISTANCE & LODGING	125	.00	0	1000	.00	0	.00	1500	1500.00	0
50 26	CONVENTIONS & EDUCATIONS	208	10.75	5	1664	410.75	25	.00	2500	2089.25	16
50 28	DUES & ASSOC MEMBERSHIPS	70	.00	0	560	.00	0	.00	850	850.00	0
50 32	MISCELLANEOUS	833	.00	0	6664	506.85	8	.00	10000	9493.15	5
50 **	OTHER CHARGES	1402	10.75	1	11216	1309.50	12	.00	16850	15540.50	8
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	208	.00	0	1664	86.25	5	.00	2500	2413.75	4
60 06	FUELS & LUBRICANTS	125	.00	0	1000	.00	0	.00	1500	1500.00	0
60 12	BOOKS & SUBSCRIPTIONS	41	.00	0	328	.00	0	.00	500	500.00	0
60 **	MATERIALS & SUPPLIES	374	.00	0	2992	86.25	3	.00	4500	4413.75	2
408 ** **	COMMUNITY DEVELOPMENT	13179	3074.40	23	105432	171576.13	163	.00	158230	13346.13-	108
40 ** **	ADMINISTRATION	13179	3074.40	23	105432	171576.13	163	.00	158230	13346.13-	108
DIV 7201	TOTAL ***** COMMUNITY DEVELOPMENT	13179	3074.40	23	105432	171576.13	163	.00	158230	13346.13-	108

FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40		ADMINISTRATION										
400		COUNCIL / PLANNING COMM										
	50	OTHER CHARGES										
	50 24	SUBSISTANCE & LODGING	91	.00	0	728	.00	0	.00	1100	1100.00	0
	50 26	CONVENTIONS & EDUCATIONS	45	.00	0	360	.00	0	.00	550	550.00	0
	50 36	PLANNING COMMISSION	745	400.00	54	5960	2250.00	38	.00	8950	6700.00	25
	50 **	OTHER CHARGES	881	400.00	45	7048	2250.00	32	.00	10600	8350.00	21
400	** **	COUNCIL / PLANNING COMM	881	400.00	45	7048	2250.00	32	.00	10600	8350.00	21
40	** **	ADMINISTRATION	881	400.00	45	7048	2250.00	32	.00	10600	8350.00	21
DIV	7203	TOTAL *****										
		PLANNING COMMISSION	881	400.00	45	7048	2250.00	32	.00	10600	8350.00	21

FUND 010 GENERAL FUND											
DEPT/DIV 7204 COMMUNITY DEVELOPMENT/SPARK INNOVATION CENTER											
*****CURRENT*****			*****YEAR-TO-DATE*****								
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40	ADMINISTRATION										
409	COMMUNITY DEVELOPMENT										
10	SALARIES AND WAGES										
10 02	REGULAR	4460	3462.40	78	35680	19362.99	54	.00	53530	34167.01	36
10 **	SALARIES AND WAGES	4460	3462.40	78	35680	19362.99	54	.00	53530	34167.01	36
20	BENEFITS										
20 02	FICA	340	253.06	74	2720	1667.63	61	.00	4090	2422.37	41
20 04	VA RETIREMENT SYSTEM	475	.00	0	3800	.00	0	.00	5710	5710.00	0
20 06	GROUP MEDICAL INSURANCE	560	560.40	100	4480	4045.40	90	.00	6730	2684.60	60
20 08	GROUP LIFE INSURANCE	60	50.26	84	480	251.30	52	.00	720	468.70	35
20 18	VRS HYBRID EMPLOYER CONTR	0	362.34	0	0	1811.70	0	.00	0	1811.70-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	37.50	0	0	187.50	0	.00	0	187.50-	0
20 **	BENEFITS	1435	1263.56	88	11480	7963.53	69	.00	17250	9286.47	46
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	833	59.99	7	6664	2550.11	38	.00	10000	7449.89	26
30 08	MAINTENANCE SVC CONTRACTS	0	1217.00	0	0	9684.00	0	.00	0	9684.00-	0
30 14	MISC & PROFESSIONAL SVCS	500	2077.50	416	4000	4040.00	101	.00	6000	1960.00	67
30 26	IT NETWRK/WEBSITE SUPPORT	550	550.06	100	4400	3516.45	80	.00	6600	3083.55	53
30 40	RECURRING LEASE AGREEMENT	317	415.63	131	2536	1877.22	74	.00	3800	1922.78	49
30 **	CONTRACTUAL SERVICES	2200	4320.18	196	17600	21667.78	123	.00	26400	4732.22	82
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1000	335.10	34	8000	2581.23	32	.00	12000	9418.77	22
50 04	HEATING SERVICES	541	608.07	112	4328	1346.40	31	.00	6500	5153.60	21
50 06	POSTAL SERVICES	62	.00	0	496	186.00	38	.00	750	564.00	25
50 08	TELECOMMUNICATIONS	553	.00	0	4424	291.53	7	.00	6640	6348.47	4
50 10	PROPERTY INSURANCE	41	.00	0	328	375.00	114	.00	500	125.00	75
50 24	SUBSISTANCE & LODGING	166	.00	0	1328	.00	0	.00	2000	2000.00	0
50 26	CONVENTIONS & EDUCATIONS	166	.00	0	1328	399.00	30	.00	2000	1601.00	20
50 32	MISCELLANEOUS	375	.00	0	3000	415.27	14	.00	4500	4084.73	9
50 37	COMMUNITY ENGAGEMENT	833	59.59	7	6664	1036.42	16	.00	10000	8963.58	10
50 93	GRANT PROGRAM FUNDING	0	641.48	0	0	4965.39	0	.00	0	4965.39-	0
50 **	OTHER CHARGES	3737	1644.24	44	29896	11596.24	39	.00	44890	33293.76	26
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	1083	147.21	14	8664	2509.83	29	604.00	13000	9886.17	24
60 04	REPAIRS & MAINTENANCE	766	721.50	94	6128	5419.75	88	.00	9200	3780.25	59
60 **	MATERIALS & SUPPLIES	1849	868.71	47	14792	7929.58	54	604.00	22200	13666.42	38
409 ** **	COMMUNITY DEVELOPMENT	13681	11559.09	85	109448	68520.12	63	604.00	164270	95145.88	42
40 ** **	ADMINISTRATION	13681	11559.09	85	109448	68520.12	63	604.00	164270	95145.88	42
DIV 7204	TOTAL ***** SPARK INNOVATION CENTER	13681	11559.09	85	109448	68520.12	63	604.00	164270	95145.88	42
DEPT 72	TOTAL ***** COMMUNITY DEVELOPMENT	27741	15033.49	54	221928	242346.25	109	604.00	333100	90149.75	73

FUND 010 GENERAL FUND			DEPT/DIV 9101 NON DEPARTMENT/CONTRIBUTIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB			DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	50		OTHER CHARGES										
	50	32	MISCELLANEOUS	466	.00	0	3728	27684.00	743	.00	5600	22084.00-	494
	50	62	CONTRIBUTION - SENIOR CTR	83	.00	0	664	1000.00	151	.00	1000	.00	100
	50	70	RECREATION PROGRAM	8333	.00	0	66664	75000.00	113	.00	100000	25000.00	75
	50	71	CONTRIBUTION - CHAMBER	3750	.00	0	30000	.00	0	.00	45000	45000.00	0
	50	72	CONTRIBUTION - FIRE DEPT	1250	.00	0	10000	15209.00	152	.00	15000	209.00-	101
	50	73	CONTRIBUTION - AVOCA	6845	.00	0	54760	61605.00	113	.00	82140	20535.00	75
	50	74	CONTRIBUTION-MAIN ST PGM	4598	.00	0	36784	.00	0	.00	55180	55180.00	0
	50	75	CONTRIBUTION - SBDC	500	.00	0	4000	6000.00	150	.00	6000	.00	100
	50	**	OTHER CHARGES	25825	.00	0	206600	186498.00	90	.00	309920	123422.00	60
801	**	**	NON DEPARTMENTAL	25825	.00	0	206600	186498.00	90	.00	309920	123422.00	60
80	**	**	NON DEPARTMENT	25825	.00	0	206600	186498.00	90	.00	309920	123422.00	60
DIV	9101		TOTAL *****										
			CONTRIBUTIONS	25825	.00	0	206600	186498.00	90	.00	309920	123422.00	60

FUND 010 GENERAL FUND											
DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

80	NON DEPARTMENT										
801	NON DEPARTMENTAL										
50	OTHER CHARGES										
50 96	INSURANCE CLAIM	0	1238.89-	0	0	6869.49	0	5836.82	0	12706.31-	0
50 **	OTHER CHARGES	0	1238.89-	0	0	6869.49	0	5836.82	0	12706.31-	0
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	1083	1209.75	112	8664	10200.93	118	.00	13000	2799.07	79
60 **	MATERIALS & SUPPLIES	1083	1209.75	112	8664	10200.93	118	.00	13000	2799.07	79
82	CAPITAL OUTLAY - NEW										
82 30	IMPRVMNTS OTHER THAN BLDG	0	495.00	0	0	12177.92	0	.00	0	12177.92-	0
82 **	CAPITAL OUTLAY - NEW	0	495.00	0	0	12177.92	0	.00	0	12177.92-	0
801 ** **	NON DEPARTMENTAL	1083	465.86	43	8664	29248.34	338	5836.82	13000	22085.16-	270
802	TRANSFER OUT										
70	TRANSFER OUT										
70 01	TO CEMETERY FUND	5966	.00	0	47728	.00	0	.00	71600	71600.00	0
70 07	TO RESERVE POLICY FNDS-FD	5416	.00	0	43328	.00	0	.00	65000	65000.00	0
70 10	WAR MEMORIAL ACCT	0	.00	0	0	1.00	0	.00	0	1.00-	0
70 **	TRANSFER OUT	11382	.00	0	91056	1.00	0	.00	136600	136599.00	0
802 ** **	TRANSFER OUT	11382	.00	0	91056	1.00	0	.00	136600	136599.00	0
80 ** **	NON DEPARTMENT	12465	465.86	4	99720	29249.34	29	5836.82	149600	114513.84	24
DIV 9102	TOTAL *****										
	NON DEPARTMENT	12465	465.86	4	99720	29249.34	29	5836.82	149600	114513.84	24

FUND 010 GENERAL FUND			DEPT/DIV 9105 NON DEPARTMENT/AVOCA										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	81		CAPITAL OUTLAY - REPLACE										
	81	18	BUILDING	0	.00	0	0	18900.00	0	.00	0	18900.00-	0
	81	**	CAPITAL OUTLAY - REPLACE	0	.00	0	0	18900.00	0	.00	0	18900.00-	0
801	**	**	NON DEPARTMENTAL	0	.00	0	0	18900.00	0	.00	0	18900.00-	0
80	**	**	NON DEPARTMENT	0	.00	0	0	18900.00	0	.00	0	18900.00-	0
DIV	9105		TOTAL *****										
			AVOCA	0	.00	0	0	18900.00	0	.00	0	18900.00-	0
DEPT	91		TOTAL *****										
			NON DEPARTMENT	38290	465.86	1	306320	234647.34	77	5836.82	459520	219035.84	52
FUND	010		TOTAL *****										
			GENERAL FUND	469642	350149.92	75	3757136	3861011.91	103	152639.44	5636740	1623088.65	71

FUND 020 STATE HIGHWAY REIMB FUND											
DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60											
601	OPERATIONS & MAINTENANCE										
60	MATERIALS & SUPPLIES										
60 28	STORM DRAINAGE	4016	3958.84	99	32128	10610.63	33	.00	48200	37589.37	22
60 36	PAVEMENT	66666	.00	0	533328	1994.84	0	.00	800000	798005.16	0
60 40	TRAFFIC CONTROL DEVICE	4733	4509.70	95	37864	35485.73	94	.00	56800	21314.27	63
60 **	MATERIALS & SUPPLIES	75415	8468.54	11	603320	48091.20	8	.00	905000	856908.80	5
81	CAPITAL OUTLAY - REPLACE										
81 02	VEHICLE REPLACEMENT	8168	.00	0	65344	88930.00	136	.00	98020	9090.00	91
81 06	MACHINERY & EQUIPMENT	1500	.00	0	12000	7652.78	64	.00	18000	10347.22	43
81 **	CAPITAL OUTLAY - REPLACE	9668	.00	0	77344	96582.78	125	.00	116020	19437.22	83
601 ** **	OPERATIONS & MAINTENANCE	85083	8468.54	10	680664	144673.98	21	.00	1021020	876346.02	14
606											
60	MATERIALS & SUPPLIES										
60 30	ENGINEERING R & M	833	76.50	9	6664	306.00	5	.00	10000	9694.00	3
60 44	SNOW & ICE REMOVAL	5000	3560.99	71	40000	8796.30	22	.00	60000	51203.70	15
60 46	OTHER TRAFFIC SVCS RDSIDE	4166	2645.51	64	33328	108084.81	324	.03	50000	58084.84	216
60 **	MATERIALS & SUPPLIES	9999	6283.00	63	79992	117187.11	147	.03	120000	2812.86	98
606 ** **		9999	6283.00	63	79992	117187.11	147	.03	120000	2812.86	98
607	ADMINISTRATION AND MISC										
50	OTHER CHARGES										
50 32	MISCELLANEOUS	8333	.00	0	66664	129.99	0	.00	100000	99870.01	0
50 **	OTHER CHARGES	8333	.00	0	66664	129.99	0	.00	100000	99870.01	0
607 ** **	ADMINISTRATION AND MISC	8333	.00	0	66664	129.99	0	.00	100000	99870.01	0
60 ** **		103415	14751.54	14	827320	261991.08	32	.03	1241020	979028.89	21
DIV 4101	TOTAL *****										
	MAIN OF STREETS & HWYS	103415	14751.54	14	827320	261991.08	32	.03	1241020	979028.89	21
DEPT 41	TOTAL *****										
	PUBLIC WORKS	103415	14751.54	14	827320	261991.08	32	.03	1241020	979028.89	21
FUND 020	TOTAL *****										
	STATE HIGHWAY REIMB FUND	103415	14751.54	14	827320	261991.08	32	.03	1241020	979028.89	21

FUND 050 WATER & SEWER FUND											
DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION											
*****CURRENT***** YEAR-TO-DATE*****											
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET
SUB		SUB	DESCRIPTION								UNENCUMB. BALANCE
											% BDGT
70			UTILITIES								
701			WATER								
	10		SALARIES AND WAGES								
	10	02	REGULAR	1885	1762.73	94	15080	14179.16	94	.00	22630
	10	04	OVERTIME	29	.00	0	232	.00	0	.00	350
	10	**	SALARIES AND WAGES	1914	1762.73	92	15312	14179.16	93	.00	22980
	20		BENEFITS								
	20	02	FICA	146	109.97	75	1168	885.67	76	.00	1760
	20	04	VA RETIREMENT SYSTEM	200	201.06	101	1600	1608.48	101	.00	2410
	20	06	GROUP MEDICAL INSURANCE	356	356.58	100	2848	2852.64	100	.00	4280
	20	08	GROUP LIFE INSURANCE	25	25.28	101	200	202.24	101	.00	300
	20	**	BENEFITS	727	692.89	95	5816	5549.03	95	.00	8750
701	**	**	WATER	2641	2455.62	93	21128	19728.19	93	.00	31730
702			SEWER								
	10		SALARIES AND WAGES								
	10	02	REGULAR	1257	1175.14	94	10056	9452.72	94	.00	15090
	10	04	OVERTIME	12	.00	0	96	.00	0	.00	150
	10	**	SALARIES AND WAGES	1269	1175.14	93	10152	9452.72	93	.00	15240
	20		BENEFITS								
	20	02	FICA	97	73.31	76	776	590.52	76	.00	1170
	20	04	VA RETIREMENT SYSTEM	134	134.02	100	1072	1072.16	100	.00	1610
	20	06	GROUP MEDICAL INSURANCE	238	237.72	100	1904	1901.76	100	.00	2860
	20	08	GROUP LIFE INSURANCE	16	16.84	105	128	134.72	105	.00	200
	20	**	BENEFITS	485	461.89	95	3880	3699.16	95	.00	5840
702	**	**	SEWER	1754	1637.03	93	14032	13151.88	94	.00	21080
70	**	**	UTILITIES	4395	4092.65	93	35160	32880.07	94	.00	52810
DIV	1101		TOTAL *****								
			ADMINISTRATION	4395	4092.65	93	35160	32880.07	94	.00	52810
DEPT	11		TOTAL *****								
			GENERAL GOVERNMENT	4395	4092.65	93	35160	32880.07	94	.00	52810

FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
701		WATER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	32257	25799.06	80	258056	198616.78	77	.00	387090	188473.22	51
	10 04	OVERTIME	1287	591.55	46	10296	10857.33	106	.00	15450	4592.67	70
	10 **	SALARIES AND WAGES	33544	26390.61	79	268352	209474.11	78	.00	402540	193065.89	52
	20	BENEFITS										
	20 02	FICA	2565	1900.16	74	20520	15070.30	73	.00	30790	15719.70	49
	20 04	VA RETIREMENT SYSTEM	3160	1405.20	45	25280	10410.12	41	.00	37930	27519.88	27
	20 06	GROUP MEDICAL INSURANCE	3109	3108.70	100	24872	31074.67	125	.00	37310	6235.33	83
	20 08	GROUP LIFE INSURANCE	397	304.90	77	3176	2348.98	74	.00	4770	2421.02	49
	20 18	VRS HYBRID EMPLOYER CONTR	0	788.44	0	0	6520.62	0	.00	0	6520.62-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	231.88	0	0	1754.80	0	.00	0	1754.80-	0
	20 **	BENEFITS	9231	7739.28	84	73848	67179.49	91	.00	110800	43620.51	61
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	3333	2379.53	71	26664	25861.78	97	.00	40000	14138.22	65
	30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	13328	5439.56	41	.00	20000	14560.44	27
	30 16	PHYSICALS	66	.00	0	528	305.00	58	.00	800	495.00	38
	30 20	WATER PURCHASES - CC	6250	3704.06	59	50000	17960.85	36	.00	75000	57039.15	24
	30 24	R & M GROUNDS, BLDGS, RDS	2083	.00	0	16664	12495.00	75	.00	25000	12505.00	50
	30 26	IT NETWRK/WEBSITE SUPPORT	47	47.43	101	376	379.44	101	.00	570	190.56	67
	30 **	CONTRACTUAL SERVICES	13445	6131.02	46	107560	62441.63	58	.00	161370	98928.37	39
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	9166	11154.60	122	73328	73710.34	101	.00	110000	36289.66	67
	50 04	HEATING SERVICES	375	44.62	12	3000	625.28	21	.00	4500	3874.72	14
	50 08	TELECOMMUNICATIONS	1166	953.76	82	9328	8285.07	89	.00	14000	5714.93	59
	50 10	PROPERTY INSURANCE	875	.00	0	7000	9375.00	134	.00	10500	1125.00	89
	50 12	MOTOR VEHICLE INSURANCE	58	.00	0	464	525.00	113	.00	700	175.00	75
	50 18	GENERAL LIABILITY INSUR	458	.00	0	3664	4125.00	113	.00	5500	1375.00	75
	50 24	SUBSISTANCE & LODGING	250	.00	0	2000	456.60	23	.00	3000	2543.40	15
	50 26	CONVENTIONS & EDUCATIONS	416	702.50	169	3328	1581.19	48	.00	5000	3418.81	32
	50 28	DUES & ASSOC MEMBERSHIPS	91	.00	0	728	550.00	76	.00	1100	550.00	50
	50 30	REFUNDS	41	.00	0	328	.00	0	.00	500	500.00	0
	50 32	MISCELLANEOUS	166	26.76	16	1328	70.15	5	.00	2000	1929.85	4
	50 64	SAMPLE TESTING	1250	642.40	51	10000	8035.84	80	.00	15000	6964.16	54
	50 66	FEES PAID TO COMMONWEALTH	458	.00	0	3664	5037.00	138	.00	5500	463.00	92
	50 68	PROFESSIONAL LICENSES	125	.00	0	1000	100.00	10	.00	1500	1400.00	7
	50 88	LOAN ISSUANCE COSTS	0	.00	0	0	80.77	0	.00	0	80.77-	0
	50 **	OTHER CHARGES	14895	13524.64	91	119160	112557.24	95	.00	178800	66242.76	63
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	737	23.98	3	5896	3816.60	65	.00	8850	5033.40	43
	60 04	REPAIRS & MAINTENANCE	4583	11439.31	250	36664	22517.01	61	.00	55000	32482.99	41
	60 06	FUELS & LUBRICANTS	666	326.46	49	5328	2984.69	56	.00	8000	5015.31	37
	60 08	VEHICLE & EQUIP R&M	633	313.49	50	5064	606.92	12	.00	7600	6993.08	8
	60 10	UNIFORMS	625	361.86	58	5000	3268.31	65	.00	7500	4231.69	44
	60 11	SAFETY EQUIP & PROGRAMS	166	75.50	46	1328	211.35	16	.00	2000	1788.65	11

FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES											
701		WATER											
60	14	OTHER OPERATING SUPPLIES		11666	26846.83	230	93328	109862.23	118	.00	140000	30137.77	79
60	15	LABORATORY TEST CHEMICALS		1250	2081.35	167	10000	12808.68	128	.00	15000	2191.32	85
60	24	SMALL TOOLS		166	.00	0	1328	103.05	8	.00	2000	1896.95	5
60	25	SMALL EQUIPMENT		625	368.86	59	5000	7128.97	143	.00	7500	371.03	95
60	**	MATERIALS & SUPPLIES		21117	41837.64	198	168936	163307.81	97	.00	253450	90142.19	64
70		TRANSFER OUT											
70	05	TO RESERVES		8394	.00	0	67152	.00	0	.00	100730	100730.00	0
70	**	TRANSFER OUT		8394	.00	0	67152	.00	0	.00	100730	100730.00	0
90		DEBT SERVICE											
90	02	PRINCIPAL		26250	.00	0	210000	314000.00	150	.00	315000	1000.00	100
90	04	INTEREST		6965	.00	0	55720	83582.05	150	.00	83590	7.95	100
90	**	DEBT SERVICE		33215	.00	0	265720	397582.05	150	.00	398590	1007.95	100
91		DEBT SERVICE-2020A											
91	02	PRINCIPAL		9440	.00	0	75520	113280.00	150	.00	113280	.00	100
91	04	INTEREST		7258	.00	0	58064	87104.30	150	.00	87100	4.30-	100
91	**	DEBT SERVICE-2020A		16698	.00	0	133584	200384.30	150	.00	200380	4.30-	100
92		DEBT SERVICE-SERIES 2022											
92	02	PRINCIPAL		0	.00	0	0	16200.00	0	.00	0	16200.00-	0
92	04	INTEREST		0	.00	0	0	14954.39	0	.00	0	14954.39-	0
92	**	DEBT SERVICE-SERIES 2022		0	.00	0	0	31154.39	0	.00	0	31154.39-	0
701	**	**	WATER	150539	95623.19	64	1204312	1244081.02	103	.00	1806660	562578.98	69
70	**	**	UTILITIES	150539	95623.19	64	1204312	1244081.02	103	.00	1806660	562578.98	69
DIV	5001	TOTAL *****											
		OPERATIONS		150539	95623.19	64	1204312	1244081.02	103	.00	1806660	562578.98	69

FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER			DEPARTMENT/PUMP STATION			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
<hr/>												
70			UTILITIES									
703			BEDFORD PUMP STATION									
	30		CONTRACTUAL SERVICES									
	30	08	MAINTENANCE SVC CONTRACTS	458	.00	0	3664	793.03	22	.00	5500	4706.97 14
	30	**	CONTRACTUAL SERVICES	458	.00	0	3664	793.03	22	.00	5500	4706.97 14
	50		OTHER CHARGES									
	50	02	ELECTRICAL SERVICES	833	748.95	90	6664	4313.98	65	.00	10000	5686.02 43
	50	08	TELECOMMUNICATIONS	75	69.67	93	600	547.31	91	.00	900	352.69 61
	50	**	OTHER CHARGES	908	818.62	90	7264	4861.29	67	.00	10900	6038.71 45
	60		MATERIALS & SUPPLIES									
	60	04	REPAIRS & MAINTENANCE	250	.00	0	2000	73.44	4	.00	3000	2926.56 2
	60	**	MATERIALS & SUPPLIES	250	.00	0	2000	73.44	4	.00	3000	2926.56 2
703	**	**	BEDFORD PUMP STATION	1616	818.62	51	12928	5727.76	44	.00	19400	13672.24 30
704			LOLA PUMP STATION									
	50		OTHER CHARGES									
	50	02	ELECTRICAL SERVICES	83	213.01	257	664	824.89	124	.00	1000	175.11 83
	50	08	TELECOMMUNICATIONS	62	69.67	112	496	547.31	110	.00	750	202.69 73
	50	**	OTHER CHARGES	145	282.68	195	1160	1372.20	118	.00	1750	377.80 78
	60		MATERIALS & SUPPLIES									
	60	04	REPAIRS & MAINTENANCE	8	.00	0	64	.00	0	.00	100	100.00 0
	60	**	MATERIALS & SUPPLIES	8	.00	0	64	.00	0	.00	100	100.00 0
704	**	**	LOLA PUMP STATION	153	282.68	185	1224	1372.20	112	.00	1850	477.80 74
709			MELINDA PUMP STATION									
	30		CONTRACTUAL SERVICES									
	30	08	MAINTENANCE SVC CONTRACTS	458	740.03	162	3664	1138.51	31	.00	5500	4361.49 21
	30	**	CONTRACTUAL SERVICES	458	740.03	162	3664	1138.51	31	.00	5500	4361.49 21
	50		OTHER CHARGES									
	50	02	ELECTRICAL SERVICES	800	430.49	54	6400	2094.28	33	.00	9600	7505.72 22
	50	08	TELECOMMUNICATIONS	45	.00	0	360	.00	0	.00	550	550.00 0
	50	**	OTHER CHARGES	845	430.49	51	6760	2094.28	31	.00	10150	8055.72 21
	60		MATERIALS & SUPPLIES									
	60	04	REPAIRS & MAINTENANCE	125	.00	0	1000	.00	0	.00	1500	1500.00 0
	60	**	MATERIALS & SUPPLIES	125	.00	0	1000	.00	0	.00	1500	1500.00 0
709	**	**	MELINDA PUMP STATION	1428	1170.52	82	11424	3232.79	28	.00	17150	13917.21 19
70	**	**	UTILITIES	3197	2271.82	71	25576	10332.75	40	.00	38400	28067.25 27
DIV	5002	TOTAL	*****									
			PUMP STATION	3197	2271.82	71	25576	10332.75	40	.00	38400	28067.25 27

FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER			DEPARTMENT/SPRINGS			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT				
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****										
SUB		SUB	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP								

70			UTILITIES													
706			MCMINNIS SPRING													
	30		CONTRACTUAL SERVICES													
	30	08	MAINTENANCE SVC CONTRACTS	458	.00	0	3664	398.48	11	.00	5500	5101.52	7			
	30	**	CONTRACTUAL SERVICES	458	.00	0	3664	398.48	11	.00	5500	5101.52	7			
	50		OTHER CHARGES													
	50	02	ELECTRICAL SERVICES	800	820.34	103	6400	5343.03	84	.00	9600	4256.97	56			
	50	08	TELECOMMUNICATIONS	66	61.49	93	528	490.33	93	.00	800	309.67	61			
	50	**	OTHER CHARGES	866	881.83	102	6928	5833.36	84	.00	10400	4566.64	56			
	60		MATERIALS & SUPPLIES													
	60	04	REPAIRS & MAINTENANCE	250	.00	0	2000	2047.63	102	.00	3000	952.37	68			
	60	14	OTHER OPERATING SUPPLIES	750	790.44	105	6000	5050.04	84	.00	9000	3949.96	56			
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	2000	1099.31	55	.00	3000	1900.69	37			
	60	**	MATERIALS & SUPPLIES	1250	790.44	63	10000	8196.98	82	.00	15000	6803.02	55			
706	**	**	MCMINNIS SPRING	2574	1672.27	65	20592	14428.82	70	.00	30900	16471.18	47			
707			REYNOLDS SPRING													
	30		CONTRACTUAL SERVICES													
	30	08	MAINTENANCE SVC CONTRACTS	458	.00	0	3664	398.48	11	.00	5500	5101.52	7			
	30	**	CONTRACTUAL SERVICES	458	.00	0	3664	398.48	11	.00	5500	5101.52	7			
	50		OTHER CHARGES													
	50	02	ELECTRICAL SERVICES	1083	1171.50	108	8664	7589.91	88	.00	13000	5410.09	58			
	50	08	TELECOMMUNICATIONS	133	145.71	110	1064	1147.38	108	.00	1600	452.62	72			
	50	**	OTHER CHARGES	1216	1317.21	108	9728	8737.29	90	.00	14600	5862.71	60			
	60		MATERIALS & SUPPLIES													
	60	04	REPAIRS & MAINTENANCE	250	.00	0	2000	3872.32	194	.00	3000	872.32	129			
	60	14	OTHER OPERATING SUPPLIES	650	790.44	122	5200	5050.03	97	.00	7800	2749.97	65			
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	2000	1099.32	55	.00	3000	1900.68	37			
	60	**	MATERIALS & SUPPLIES	1150	790.44	69	9200	10021.67	109	.00	13800	3778.33	73			
707	**	**	REYNOLDS SPRING	2824	2107.65	75	22592	19157.44	85	.00	33900	14742.56	57			
70	**	**	UTILITIES	5398	3779.92	70	43184	33586.26	78	.00	64800	31213.74	52			
DIV	5003	TOTAL	*****													
		SPRINGS		5398	3779.92	70	43184	33586.26	78	.00	64800	31213.74	52			

FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER			DEPARTMENT/TANKS & INDUSTRIAL METERS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70			UTILITIES										
708			TANKS & INDUSTRIAL METERS										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	141	55.31	39	1128	398.96	35	.00	1700	1301.04	24
	50	08	TELECOMMUNICATIONS	125	103.75	83	1000	830.00	83	.00	1500	670.00	55
	50	**	OTHER CHARGES	266	159.06	60	2128	1228.96	58	.00	3200	1971.04	38
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	208	.00	0	1664	.00	0	.00	2500	2500.00	0
	60	**	MATERIALS & SUPPLIES	208	.00	0	1664	.00	0	.00	2500	2500.00	0
708	**	**	TANKS & INDUSTRIAL METERS	474	159.06	34	3792	1228.96	32	.00	5700	4471.04	22
70	**	**	UTILITIES	474	159.06	34	3792	1228.96	32	.00	5700	4471.04	22
DIV	5004		TOTAL *****										
			TANKS & INDUSTRIAL METERS	474	159.06	34	3792	1228.96	32	.00	5700	4471.04	22

FUND 050 WATER & SEWER FUND				DEPT/DIV 5010 WATER			DEPARTMENT/WATER CAPITAL OUTLAY						
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES											
701		WATER											
	81	CAPITAL OUTLAY - REPLACE											
	81 02	VEHICLE REPLACEMENT		2708	.00	0	21664	.00	0	.00	32500	32500.00	0
	81 06	MACHINERY & EQUIPMENT		14375	.00	0	115000	50936.78	44	46356.00	172500	75207.22	56
	81 18	BUILDING		0	.00	0	0	27000.00	0	.00	0	27000.00-	0
	81 22	WATER SYSTEM		91666	.00	0	733328	59148.80	8	.00	1100000	1040851.20	5
	81 30	IMPRVMNTS OTHER THAN BLDG		220833	.00	0	1766664	193822.64	11	.00	2650000	2456177.36	7
	81 33	WATERLINE-MAIN ST IMPROVE		0	.00	0	0	6200.00	0	.00	0	6200.00-	0
	81 35	MELINDA TANK HPZ		25000	.00	0	200000	.00	0	.00	300000	300000.00	0
	81 37	SCADA SYSTEM UPGRADE		17445	.00	0	139560	152669.00	109	9795.76	209341	46876.24	78
	81 **	CAPITAL OUTLAY - REPLACE		372027	.00	0	2976216	489777.22	17	56151.76	4464341	3918412.02	12
	82	CAPITAL OUTLAY - NEW											
	82 06	MACHINERY & EQUIPMENT		0	.00	0	0	590416.76	0	23400.00	0	613816.76-	0
	82 **	CAPITAL OUTLAY - NEW		0	.00	0	0	590416.76	0	23400.00	0	613816.76-	0
701	** **	WATER		372027	.00	0	2976216	1080193.98	36	79551.76	4464341	3304595.26	26
70	** **	UTILITIES		372027	.00	0	2976216	1080193.98	36	79551.76	4464341	3304595.26	26
DIV	5010	TOTAL *****											
		WATER CAPITAL OUTLAY		372027	.00	0	2976216	1080193.98	36	79551.76	4464341	3304595.26	26
DEPT	50	TOTAL *****											
		WATER DEPARTMENT		531635	101833.99	19	4253080	2369422.97	56	79551.76	6379901	3930926.27	38

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
702		SEWER										
10		SALARIES AND WAGES										
10 02		REGULAR	47181	36729.58	78	377448	303467.78	80	.00	566180	262712.22	54
10 04		OVERTIME	691	.00	0	5528	4425.94	80	.00	8300	3874.06	53
10 **		SALARIES AND WAGES	47872	36729.58	77	382976	307893.72	80	.00	574480	266586.28	54
20		BENEFITS										
20 02		FICA	3662	2654.62	73	29296	22193.67	76	.00	43950	21756.33	51
20 04		VA RETIREMENT SYSTEM	4751	2630.62	55	38008	21044.96	55	.00	57020	35975.04	37
20 06		GROUP MEDICAL INSURANCE	6812	4716.72	69	54496	47918.22	88	.00	81750	33831.78	59
20 08		GROUP LIFE INSURANCE	597	469.74	79	4776	3870.44	81	.00	7170	3299.56	54
20 18		VRS HYBRID EMPLOYER CONTR	0	940.42	0	0	8334.48	0	.00	0	8334.48-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	165.82	0	0	1410.54	0	.00	0	1410.54-	0
20 **		BENEFITS	15822	11577.94	73	126576	104772.31	83	.00	189890	85117.69	55
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	1375	1830.44	133	11000	3809.64	35	300.00	16500	12390.36	25
30 14		MISC & PROFESSIONAL SVCS	1666	.00	0	13328	440.00	3	.00	20000	19560.00	2
30 16		PHYSICALS	125	.00	0	1000	125.00	13	.00	1500	1375.00	8
30 24		R & M GROUNDS, BLDGS, RDS	958	.00	0	7664	3437.86	45	.00	11500	8062.14	30
30 **		CONTRACTUAL SERVICES	4124	1830.44	44	32992	7812.50	24	300.00	49500	41387.50	16
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	31666	37642.33	119	253328	320296.53	126	.00	380000	59703.47	84
50 04		HEATING SERVICES	291	1031.82	355	2328	2132.34	92	.00	3500	1367.66	61
50 08		TELECOMMUNICATIONS	1000	801.51	80	8000	6622.37	83	.00	12000	5377.63	55
50 10		PROPERTY INSURANCE	833	.00	0	6664	9045.00	136	.00	10000	955.00	91
50 12		MOTOR VEHICLE INSURANCE	208	.00	0	1664	1875.00	113	.00	2500	625.00	75
50 18		GENERAL LIABILITY INSUR	458	.00	0	3664	4125.00	113	.00	5500	1375.00	75
50 24		SUBSISTANCE & LODGING	83	.00	0	664	810.62	122	.00	1000	189.38	81
50 26		CONVENTIONS & EDUCATIONS	250	337.50	135	2000	1945.24	97	.00	3000	1054.76	65
50 28		DUES & ASSOC MEMBERSHIPS	41	.00	0	328	.00	0	.00	500	500.00	0
50 30		REFUNDS	62	.00	0	496	.00	0	.00	750	750.00	0
50 32		MISCELLANEOUS	62	.00	0	496	60.00	12	.00	750	690.00	8
50 64		SAMPLE TESTING	916	4434.70	484	7328	6320.94	86	.00	11000	4679.06	58
50 66		FEES PAID TO COMMONWEALTH	858	.00	0	6864	10915.00	159	.00	10300	615.00-	106
50 67		SAMPLE TESTING / IN HOUSE	583	.00	0	4664	3369.71	72	.00	7000	3630.29	48
50 68		PROFESSIONAL LICENSES	125	480.00	384	1000	480.00	48	.00	1500	1020.00	32
50 90		EOP ENVIRON. SAMPLING	416	.00	0	3328	.00	0	.00	5000	5000.00	0
50 **		OTHER CHARGES	37852	44727.86	118	302816	367997.75	122	.00	454300	86302.25	81
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	500	435.31	87	4000	1560.08	39	.00	6000	4439.92	26
60 04		REPAIRS & MAINTENANCE	5833	625.96	11	46664	14678.63	32	24048.44	70000	31272.93	55
60 06		FUELS & LUBRICANTS	2083	584.66	28	16664	6953.66	42	.00	25000	18046.34	28
60 08		VEHICLE / EQUIP R&M	583	269.81	46	4664	1607.47	35	.00	7000	5392.53	23
60 10		UNIFORMS	583	174.90	30	4664	3311.02	71	308.86	7000	3380.12	52
60 11		SAFETY EQUIP & PROGRAMS	416	533.20	128	3328	1757.41	53	.00	5000	3242.59	35
60 14		OTHER OPERATING SUPPLIES	6833	.00	0	54664	21615.92	40	.00	82000	60384.08	26

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES											
702		SEWER											
60	24	SMALL TOOLS		125	.00	0	1000	12.35	1	.00	1500	1487.65	1
60	50	LABORATORY TEST EQUIP		2500	628.89	25	20000	11668.45	58	.00	30000	18331.55	39
60	**	MATERIALS & SUPPLIES		19456	3252.73	17	155648	63164.99	41	24357.30	233500	145977.71	38
70		TRANSFER OUT											
70	05	TO RESERVES		8393	.00	0	67144	.00	0	.00	100720	100720.00	0
70	**	TRANSFER OUT		8393	.00	0	67144	.00	0	.00	100720	100720.00	0
90		DEBT SERVICE											
90	02	PRINCIPAL		10337	.00	0	82696	127138.27	154	.00	124050	3088.27-	103
90	04	INTEREST		2220	.00	0	17760	23541.64	133	.00	26640	3098.36	88
90	**	DEBT SERVICE		12557	.00	0	100456	150679.91	150	.00	150690	10.09	100
91		DEBT SERVICE-2020A											
91	02	PRINCIPAL		6560	.00	0	52480	78720.00	150	.00	78720	.00	100
91	04	INTEREST		5044	.00	0	40352	60530.12	150	.00	60530	.12-	100
91	**	DEBT SERVICE-2020A		11604	.00	0	92832	139250.12	150	.00	139250	.12-	100
92		DEBT SERVICE-SERIES 2022											
92	02	PRINCIPAL		0	.00	0	0	73800.00	0	.00	0	73800.00-	0
92	04	INTEREST		0	.00	0	0	68125.61	0	.00	0	68125.61-	0
92	**	DEBT SERVICE-SERIES 2022		0	.00	0	0	141925.61	0	.00	0	141925.61-	0
702	**	**	SEWER	157680	98118.55	62	1261440	1283496.91	102	24657.30	1892330	584175.79	69
70	**	**	UTILITIES	157680	98118.55	62	1261440	1283496.91	102	24657.30	1892330	584175.79	69
DIV	5101	TOTAL *****											
		OPERATIONS		157680	98118.55	62	1261440	1283496.91	102	24657.30	1892330	584175.79	69

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION							
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70			UTILITIES										
705			RIVERVIEW PUMP STATION										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1083	1532.03	142	8664	8200.17	95	.00	13000	4799.83	63
	50	08	TELECOMMUNICATIONS	83	69.67	84	664	547.31	82	.00	1000	452.69	55
	50	**	OTHER CHARGES	1166	1601.70	137	9328	8747.48	94	.00	14000	5252.52	63
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	833	931.50	112	6664	931.50	14	.00	10000	9068.50	9
	60	**	MATERIALS & SUPPLIES	833	931.50	112	6664	931.50	14	.00	10000	9068.50	9
705	**	**	RIVERVIEW PUMP STATION	1999	2533.20	127	15992	9678.98	61	.00	24000	14321.02	40
70	**	**	UTILITIES	1999	2533.20	127	15992	9678.98	61	.00	24000	14321.02	40
DIV	5102		TOTAL *****										
			PUMP STATION	1999	2533.20	127	15992	9678.98	61	.00	24000	14321.02	40

FUND 050 WATER & SEWER FUND			DEPT/DIV 5110 SEWER			DEPARTMENT/SEWER CAPITAL OUTLAY						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
702		SEWER										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	7708	.00	0	61664	.00	0	.00	92500	92500.00	0
	81 06	MACHINERY & EQUIPMENT	12916	.00	0	103328	53536.71	52	35889.94	155000	65573.35	58
	81 30	IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	346971.90	0	17492.00	0	364463.90-	0
	81 40	ELECTRICAL	0	.00	0	0	62750.00	0	.00	0	62750.00-	0
	81 **	CAPITAL OUTLAY - REPLACE	20624	.00	0	164992	463258.61	281	53381.94	247500	269140.55-	209
	82	CAPITAL OUTLAY - NEW										
	82 06	MACHINERY & EQUIPMENT	4166	.00	0	33328	.00	0	.00	50000	50000.00	0
	82 20	SEWER SYSTEM	433333	.00	0	3466664	30000.00	1	.00	5200000	5170000.00	1
	82 **	CAPITAL OUTLAY - NEW	437499	.00	0	3499992	30000.00	1	.00	5250000	5220000.00	1
702	** **	SEWER	458123	.00	0	3664984	493258.61	14	53381.94	5497500	4950859.45	10
70	** **	UTILITIES	458123	.00	0	3664984	493258.61	14	53381.94	5497500	4950859.45	10
DIV	5110	TOTAL *****										
		SEWER CAPITAL OUTLAY	458123	.00	0	3664984	493258.61	14	53381.94	5497500	4950859.45	10
DEPT	51	TOTAL *****										
		SEWER DEPARTMENT	617802	100651.75	16	4942416	1786434.50	36	78039.24	7413830	5549356.26	25

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

71			DISTRIBUTION & COLLECTION										
711			DISTRIBUTION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	11545	9058.40	79	92360	60704.03	66	.00	138540	77835.97	44
	10	04	OVERTIME	275	688.62	250	2200	1183.26	54	.00	3300	2116.74	36
	10	**	SALARIES AND WAGES	11820	9747.02	83	94560	61887.29	65	.00	141840	79952.71	44
	20		BENEFITS										
	20	02	FICA	870	743.31	85	6960	4461.65	64	.00	10450	5988.35	43
	20	04	VA RETIREMENT SYSTEM	1184	306.50	26	9472	2452.00	26	.00	14210	11758.00	17
	20	06	GROUP MEDICAL INSURANCE	2120	1585.20	75	16960	11513.70	68	.00	25450	13936.30	45
	20	08	GROUP LIFE INSURANCE	149	135.36	91	1192	845.03	71	.00	1790	944.97	47
	20	18	VRS HYBRID EMPLOYER CONTR	0	676.02	0	0	3692.86	0	.00	0	3692.86	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	94.06	0	0	582.21	0	.00	0	582.21	0
	20	**	BENEFITS	4323	3540.45	82	34584	23547.45	68	.00	51900	28352.55	45
	30		CONTRACTUAL SERVICES										
	30	08	MAINTENANCE SVC CONTRACTS	250	76.50	31	2000	306.00	15	.00	3000	2694.00	10
	30	16	PHYSICALS	25	.00	0	200	87.48	44	.00	300	212.52	29
	30	30	GIS MAPPING UPDATES	416	.00	0	3328	145.80	4	.00	5000	4854.20	3
	30	**	CONTRACTUAL SERVICES	691	76.50	11	5528	539.28	10	.00	8300	7760.72	7
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	25	14.70	59	200	264.10	132	.00	300	35.90	88
	50	24	SUBSISTANCE & LODGING	41	.00	0	328	32.84	10	.00	500	467.16	7
	50	26	CONVENTIONS & EDUCATIONS	66	450.00	682	528	617.00	117	.00	800	183.00	77
	50	65	METER TESTING/REPLACEMENT	1250	.00	0	10000	685.20	7	.00	15000	14314.80	5
	50	76	MISS UTILITY	54	16.68	31	432	435.21	101	.00	650	214.79	67
	50	**	OTHER CHARGES	1436	481.38	34	11488	2034.35	18	.00	17250	15215.65	12
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	66	.00	0	528	194.70	37	.00	800	605.30	24
	60	04	REPAIRS & MAINTENANCE	4166	3128.28	75	33328	34705.89	104	1198.68	50000	14095.43	72
	60	06	FUELS & LUBRICANTS	775	780.04	101	6200	3742.65	60	.00	9300	5557.35	40
	60	08	VEHICLE & EQUIP R&M	1125	2746.58	244	9000	4207.45	47	.00	13500	9292.55	31
	60	10	UNIFORMS	216	228.40	106	1728	1028.60	60	.00	2600	1571.40	40
	60	11	SAFETY EQUIP & PROGRAMS	108	.00	0	864	.00	0	.00	1300	1300.00	0
	60	25	SMALL EQUIPMENT	116	380.94	328	928	564.33	61	.00	1400	835.67	40
	60	**	MATERIALS & SUPPLIES	6572	7264.24	111	52576	44443.62	85	1198.68	78900	33257.70	58
711	**	**	DISTRIBUTION	24842	21109.59	85	198736	132451.99	67	1198.68	298190	164539.33	45
712			COLLECTION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	11545	9058.40	79	92360	57622.04	62	.00	138540	80917.96	42
	10	04	OVERTIME	275	688.62	250	2200	1183.23	54	.00	3300	2116.77	36
	10	**	SALARIES AND WAGES	11820	9747.02	83	94560	58805.27	62	.00	141840	83034.73	42

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

71			DISTRIBUTION & COLLECTION										
712			COLLECTION										
	20		BENEFITS										
	20	02	FICA	870	743.21	85	6960	4225.22	61	.00	10450	6224.78	40
	20	04	VA RETIREMENT SYSTEM	1184	306.50	26	9472	2452.00	26	.00	14210	11758.00	17
	20	06	GROUP MEDICAL INSURANCE	2120	1585.20	75	16960	11513.70	68	.00	25450	13936.30	45
	20	08	GROUP LIFE INSURANCE	149	135.26	91	1192	807.29	68	.00	1790	982.71	45
	20	18	VRS HYBRID EMPLOYER CONTR	0	676.02	0	0	3424.90	0	.00	0	3424.90-	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	94.02	0	0	554.30	0	.00	0	554.30-	0
	20	**	BENEFITS	4323	3540.21	82	34584	22977.41	66	.00	51900	28922.59	44
	30		CONTRACTUAL SERVICES										
	30	08	MAINTENANCE SVC CONTRACTS	125	76.50	61	1000	1056.00	106	.00	1500	444.00	70
	30	16	PHYSICALS	25	.00	0	200	87.48	44	.00	300	212.52	29
	30	26	IT NETWRK/WEBSITE SUPPORT	47	47.43	101	376	379.44	101	.00	570	190.56	67
	30	30	GIS MAPPING UPDATES	416	.00	0	3328	145.73	4	.00	5000	4854.27	3
	30	**	CONTRACTUAL SERVICES	613	123.93	20	4904	1668.65	34	.00	7370	5701.35	23
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	33	14.70	45	264	264.03	100	.00	400	135.97	66
	50	24	SUBSISTANCE & LODGING	41	.00	0	328	32.84	10	.00	500	467.16	7
	50	26	CONVENTIONS & EDUCATIONS	66	.00	0	528	40.00	8	.00	800	760.00	5
	50	76	MISS UTILITY	58	16.67	29	464	435.20	94	.00	700	264.80	62
	50	**	OTHER CHARGES	198	31.37	16	1584	772.07	49	.00	2400	1627.93	32
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	68	.00	0	544	96.96	18	.00	820	723.04	12
	60	04	REPAIRS & MAINTENANCE	3750	5350.16	143	30000	18357.37	61	.00	45000	26642.63	41
	60	06	FUELS & LUBRICANTS	775	780.04	101	6200	3742.66	60	.00	9300	5557.34	40
	60	08	VEHICLE & EQUIP R&M	1058	2604.65	246	8464	4146.94	49	.00	12700	8553.06	33
	60	10	UNIFORMS	208	228.40	110	1664	1028.71	62	.00	2500	1471.29	41
	60	11	SAFETY EQUIP & PROGRAMS	108	.00	0	864	.00	0	.00	1300	1300.00	0
	60	25	SMALL EQUIPMENT	108	380.94	353	864	495.93	57	.00	1300	804.07	38
	60	**	MATERIALS & SUPPLIES	6075	9344.19	154	48600	27868.57	57	.00	72920	45051.43	38
	81		CAPITAL OUTLAY - REPLACE										
	81	30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	6664	.00	0	.00	10000	10000.00	0
	81	**	CAPITAL OUTLAY - REPLACE	833	.00	0	6664	.00	0	.00	10000	10000.00	0
712	**	**	COLLECTION	23862	22786.72	96	190896	112091.97	59	.00	286430	174338.03	39
71	**	**	DISTRIBUTION & COLLECTION	48704	43896.31	90	389632	244543.96	63	1198.68	584620	338877.36	42
DIV	5201		TOTAL *****										
			OPERATIONS	48704	43896.31	90	389632	244543.96	63	1198.68	584620	338877.36	42
DEPT	52		TOTAL *****										
			DISTRIBUTION & COLLECTION	48704	43896.31	90	389632	244543.96	63	1198.68	584620	338877.36	42

FUND 050 WATER & SEWER FUND			DEPT/DIV 9104 NON DEPARTMENT/DEBT SERVICE										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70			UTILITIES										
701			WATER										
	90		DEBT SERVICE										
	90	02	PRINCIPAL	1350	.00	0	10800	.00	0	.00	16200	16200.00	0
	90	04	INTEREST	1250	.00	0	10000	.00	0	.00	15000	15000.00	0
	90	**	DEBT SERVICE	2600	.00	0	20800	.00	0	.00	31200	31200.00	0
701	**	**	WATER	2600	.00	0	20800	.00	0	.00	31200	31200.00	0
70	**	**	UTILITIES	2600	.00	0	20800	.00	0	.00	31200	31200.00	0
DIV	9104		TOTAL *****										
			DEBT SERVICE	2600	.00	0	20800	.00	0	.00	31200	31200.00	0
DEPT	91		TOTAL *****										
			NON DEPARTMENT	2600	.00	0	20800	.00	0	.00	31200	31200.00	0
FUND	050		TOTAL *****										
			WATER & SEWER FUND	1205136	250474.70	21	9641088	4433281.50	46	158789.68	14462361	9870289.82	32

FUND 060 AGENCY / DONATION FUND			DEPT/DIV 9102 NON DEPARTMENT			NON DEPARTMENT			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
<hr/>													
80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	70		TRANSFER OUT										
	70	03	TO GENERAL FUND	0	.00	0	0	1.00	0	.00	0	1.00-	0
	70	**	TRANSFER OUT	0	.00	0	0	1.00	0	.00	0	1.00-	0
801	**	**	NON DEPARTMENTAL	0	.00	0	0	1.00	0	.00	0	1.00-	0
80	**	**	NON DEPARTMENT	0	.00	0	0	1.00	0	.00	0	1.00-	0
DIV	9102		TOTAL *****										
			NON DEPARTMENT	0	.00	0	0	1.00	0	.00	0	1.00-	0
DEPT	91		TOTAL *****										
			NON DEPARTMENT	0	.00	0	0	1.00	0	.00	0	1.00-	0
FUND 060			TOTAL *****										
			AGENCY / DONATION FUND	0	.00	0	0	1.00	0	.00	0	1.00-	0

FUND 070 COMMUNITY IMPROV FUND											
DEPT/DIV 7501 ACQUIRE RENOVATE SELL PRJ/ACQUIRE RENOVATE SELL PR											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

80	NON DEPARTMENT										
805	ACQUIRE RENOVATE SELL PRG										
30	CONTRACTUAL SERVICES										
30 14	MISC & PROFESSIONAL SVCS	0	114374.27	0	0	353233.00	0	13945.00	0	367178.00-	0
30 **	CONTRACTUAL SERVICES	0	114374.27	0	0	353233.00	0	13945.00	0	367178.00-	0
82	CAPITAL OUTLAY - NEW										
82 16	LAND	0	.00	0	0	10.35	0	.00	0	10.35-	0
82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	10.35	0	.00	0	10.35-	0
805 ** **	ACQUIRE RENOVATE SELL PRG	0	114374.27	0	0	353243.35	0	13945.00	0	367188.35-	0
80 ** **	NON DEPARTMENT	0	114374.27	0	0	353243.35	0	13945.00	0	367188.35-	0
DIV 7501	TOTAL *****										
	ACQUIRE RENOVATE SELL PRG	0	114374.27	0	0	353243.35	0	13945.00	0	367188.35-	0
DEPT 75	TOTAL *****										
	ACQUIRE RENOVATE SELL PRJ	0	114374.27	0	0	353243.35	0	13945.00	0	367188.35-	0
FUND 070	TOTAL *****										
	COMMUNITY IMPROV FUND	0	114374.27	0	0	353243.35	0	13945.00	0	367188.35-	0

FUND 090 CEMETERY FUND											
DEPT/DIV 0000											
BA ELE OBJ			ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****		
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
										ANNUAL BUDGET	UNENCUMB. BALANCE
											% BDGT
60											
603 CEMETERY											
	10		SALARIES AND WAGES								
	10	02	REGULAR	1250	1268.31	102	10000	9921.54	99	.00	66
	10	04	OVERTIME	125	.00	0	1000	151.54	15	.00	10
	10	**	SALARIES AND WAGES	1375	1268.31	92	11000	10073.08	92	.00	61
20 BENEFITS											
	20	02	FICA	108	81.91	76	864	671.56	78	.00	52
	20	04	VA RETIREMENT SYSTEM	133	.00	0	1064	.00	0	.00	0
	20	06	GROUP MEDICAL INSURANCE	208	231.49	111	1664	1670.09	100	.00	67
	20	08	GROUP LIFE INSURANCE	16	16.98	106	128	140.68	110	.00	70
	20	18	VRS HYBRID EMPLOYER CONTR	0	111.05	0	0	909.81	0	.00	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	24.04	0	0	203.31	0	.00	0
	20	**	BENEFITS	465	465.47	100	3720	3595.45	97	.00	64
30 CONTRACTUAL SERVICES											
	30	36	MOWING CONTRACT	2916	.00	0	23328	16000.00	69	.00	46
	30	**	CONTRACTUAL SERVICES	2916	.00	0	23328	16000.00	69	.00	46
50 OTHER CHARGES											
	50	34	MISCELLANEOUS REIMB	0	.00	0	0	5700.00	0	.00	0
	50	**	OTHER CHARGES	0	.00	0	0	5700.00	0	.00	0
60 MATERIALS & SUPPLIES											
	60	04	REPAIRS & MAINTENANCE	833	.00	0	6664	1132.37	17	.00	11
	60	60	OPENING/CLOSING GRAVES	208	.00	0	1664	1300.00	78	.00	52
	60	**	MATERIALS & SUPPLIES	1041	.00	0	8328	2432.37	29	.00	20
70 TRANSFER OUT											
	70	01	TO CEMETERY RESERVE	2270	.00	0	18160	.00	0	.00	0
	70	**	TRANSFER OUT	2270	.00	0	18160	.00	0	.00	0
603	**	**	CEMETERY	8067	1733.78	22	64536	37800.90	59	.00	39
60	**	**		8067	1733.78	22	64536	37800.90	59	.00	39
DIV	0000	TOTAL	*****								
				8067	1733.78	22	64536	37800.90	59	.00	39
DEPT	00	TOTAL	*****								
				8067	1733.78	22	64536	37800.90	59	.00	39
FUND	090	TOTAL	*****								
		CEMETERY FUND		8067	1733.78	22	64536	37800.90	59	.00	39
GRAND	TOTAL	*****									
				1786260	731484.21	41	14290080	8947329.74	63	325374.15	43
										21436971	12164267.11

Town of Altavista
Investment and Deposit Totals
Balance as of February 29, 2024



General Fund Reserves

<i>Money Market Account</i>	4,197,256.99	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	9,389,115.51	
Sub-Total		\$ 13,586,372.50

Enterprise Fund Reserves

<i>Money Market Account</i>	3,050,942.51	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	2,763,603.86	
Sub-Total		\$ 5,814,546.37

Highway Fund

<i>Money Market Account</i>	57,350.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,087,884.46	
Sub-Total		\$ 1,145,234.46

Green Hill Cemetery

<i>Money Market Account</i>	32,420.46	
<i>Certificate of Deposit</i>	738,648.62	
<i>LGIP</i>	83,490.43	
Sub-Total		\$ 854,559.51

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	248,778.91	
Sub-Total		\$ 248,778.91

Federal Forfeiture Account \$0.00

State Forfeiture Account \$7,964.72

Operating Cash Account \$ 3,653,225.97

Grand Total Investments and Deposits \$ 25,310,682.44

Designated Balance \$ 16,650,485.73

Undesignated Balance \$ 8,660,196.71

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	5,291,782.00
PCB	418,058.59
Accrued Liability as of 6/30/2022	180,789.74
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for AOT No Interest Loan Program - Grant (5/11/21)	15,821.44
"Pop-Up" Altavista Funding - Downtown Business Invest Grant	2,764.12
Funds carried over for projects not completed during prior FY	573,195.31
ARPA Funding - 1st Tranche & 2nd Tranche	2,805,847.17
CIP Items Earmarked for Future Purchase	217,200.00
Park Improvements	11,300.00
AVOCA Maintenance Funds	21,127.79
Proceeds from sale of Armory	212,826.00
Theater Transfer In FY2022 Budget	983,770.00

EARMARKED FUNDS \$ 10,740,722.16

RESERVE POLICY FUNDS

General Fund: The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 50% of Annual Recurring Revenues. (8/10/21) 3,340,118

Enterprise Fund: Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,951,664

Total Reserve Policy Funds 5,291,782



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Town Council - Meeting Minutes

Staff Resource: Crystal Hailey, Asst. Town Clerk

Action(s):

Approve minutes as presented; or advise Staff of needed corrections.

Explanation:

Minutes transcribed from the Altavista Town Council's following meetings:

- February 13th Regular Meeting
- February 27th Work Session

Background:

At each month's regular meeting, Town Council reviews minutes transcribed from their previous month's meetings. Town Council can approve the minutes as presented, or inform Staff of corrections needed, and approve them as amended.

Funding Source(s):

Attachments: *(click item to open)*

[attachment 1. Altavista Town Council Mtg. Minutes 2.13.24.pdf](#)

[attachment 2. Altavista Town Council Work Session Minutes 2.27.24.pdf](#)

Altavista Town Council Regular Meeting – February 13, 2024

The Altavista Town Council held their February 2024 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, February 13th, at 6pm.

1. Call to Order

At six o'clock p.m., Mayor Mike Mattox called the meeting to order and presided.

Council Members

Present: Vice Mayor Reginald Bennett
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Tracy Emerson
Dr. Scott Lowman

Members absent: Mr. Wayne Mitchell

Town Staff present: Mr. Gary Shanaberger, Town Manager
Mr. Matt Perkins, Asst. Town Manager
Chief Tommy Merricks, Altavista Police Dept.
Mrs. Tobie Shelton, Administration/Finance Director
Mr. Tom Fore, Public Services Director
Mr. Paul Hill, Asst. Public Services Director
Mr. Jeff Arthur, Public Works Manager
Mrs. Crystal Hailey, Assistant Town Clerk

Staff absent: Mr. John Eller, Town Attorney

Mr. Charles Snyder, Altavista Baptist Tabernacle, delivered the Invocation; afterwards, Mayor Mattox led the meeting in the Pledge of Allegiance to the US Flag.

2. Agenda Adoption

Mayor Mattox asked Council if they had questions regarding the agenda; of which there were none.

Councilman Tracy Emerson motioned to approve the February 13, 2024, Meeting Agenda as presented; Councilman Tim George seconded the motion, and with a 6-0 favorable vote, the agenda was unanimously approved.

3. Recognitions and Presentations

Mayor Mattox read aloud a proclamation for Multiple Sclerosis Awareness, proclaiming March as MS awareness and education month in the Town of Altavista, and presented the document to Denise Ellis, MS representative.

***WHEREAS**, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and*

***WHEREAS**, it typically strikes young adults in the prime of life – in their 20's to 40's. Women are more likely to have multiple sclerosis by 3:1. Symptoms begin as tingling and progress to paralysis:*

***WHEREAS**, March is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying lives – to benefit themselves, their caregivers and families, and the overall community; and*

***WHEREAS**, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and*

***WHEREAS**, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and*

***WHEREAS**, the symptoms of multiple sclerosis may be mild such as numbness in the limbs, or severe, such as paralysis or loss of vision; and*

***WHEREAS**, every hour of every day, someone is newly diagnosed with multiple sclerosis; and*

***WHEREAS**, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and*

***NOW, THEREFORE**, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2024*

MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face on a daily basis, supporting those who are working toward its end and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.

Adopted this 13th day of February 2024, by the Altavista Town Council.

Altavista Town Council Regular Meeting – February 13, 2024

4. Citizen's Time

There were no citizen comments on this date.

5. Town & Community Partner Updates

▪ Altavista Area Chamber of Commerce

Board President Lori Watkins gave Council a brief update on the Chambers most recent actions pertaining to its dissolution. She informed Council that the Chamber Board had secured legal counsel in order to properly proceed.

Ms. Watkins said the Chamber office had been cleaned and records removed and stored securely at her business (State Farm Insurance Agency, 701 Broad Street, Altavista); and per counsel, would be stored for five years. She said the Chamber would be returning the Train Station keys to the Town by the end of April. Ms. Watkins stated, while all existing rentals (paid for) were being honored, no new rentals were being scheduled at that time.

Vice Mayor Bennett thanked Ms. Watkins for the update, and for the work she did with the Chamber of Commerce.

Mayor Mattox also thanked Ms. Watkins and the remaining Board members for the work they have done for the Town of Altavista. he also shared his appreciation for them cleaning the office, making it ready for, hopefully, a future Board.

Ms. Watkins took this opportunity to thank Codie Cyrus, a previous Board member, stating that she had also been helping the current Board with the dissolution process.

6. Consent Agenda

- TOA Monthly Financial Reports - January 2024
- Town Council Meeting Minutes - Regular Meeting and Work Session, January 2024
- Vista/Leggett Project – Preliminary Historic Review

Upon a motion by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, Town Council voted 6-0 in favor to approve the February 13th Consent Agenda as presented.

7. Public Hearings

STAFF: Assistant Town Manager Matt Perkins presented both public hearings to Council

- Ordinance Amendment OA-2023-07
 - *Section 86-32, Use Types* - omitting helicopters
 - *Section 86-132, Permitted Uses* - adding Aviation Facility, private
 - *Section 86-463, (new)* - adding Use & Design Standards for Aviation Facility, private

Mayor Mattox opened the public hearing at 6:11pm.

Mr. Perkins informed Town Council that notice of this public hearing was published in the Altavista Journal as required; and stated that to this date, there had been no opposition from the public on the matter. He also stated that the Planning Commission approved a resolution in favor of the proposed amendment, OA-2023-07.

With no public comments offered, Mayor Mattox closed this hearing at 6:13pm; and asked Town Council if they had any questions, comments, or concerns regarding the proposed amendment, to which there were none.

Section 86-32, Use Types – omitting helicopters

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, and the Altavista Town Council approved this portion of Ordinance Amendment OA-2023-07, with a 6-0 vote.

Section 86-132, Permitted Uses – adding Aviation Facility, private

Councilman Tracy Emerson made a motion, seconded by Councilman Scott Lowman, and the Altavista Town Council voted 6-0 to approve this portion of Ordinance Amendment OA-2023-07.

Section 86-463, (new) – adding “Use & Design Standards” for Aviation Facility, private

With a motion by Councilman Tracy Emerson, seconded by Councilman Scott Lowman, the Altavista Town Council approved this portion of Ordinance Amendment OA-2023-07, with a 6-0 vote.

Altavista Town Council Regular Meeting – February 13, 2024

- Ordinance Amendment OA-2023-08
 - Section 86-352 Permitted Uses – omitting Correction Facility from District C-2
 - Section 86-382 Permitted Uses – omitting Correction Facility from the Industrial District

Mayor Mattox opened the public hearing at 6:15 pm.

Mr. Perkins informed Town Council that notice of this public hearing was published in the Altavista Journal for two consecutive weeks as required; and stated that to this date, no citizen had been to Town Hall to inspect the document, and Staff had not received any citizen comments for, or against, this amendment.

With no public comments offered, Mayor Mattox closed this hearing at 6:16pm; and asked Town Council if they had any questions, comments, or concerns regarding the proposed amendment, to which there were none.

With a motion by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, the Altavista Town Council approved Ordinance Amendment OA-2023-08, with a 6-0 vote.

8. Unfinished Business

There were no unfinished business items to review/discuss at this time.

9. New Business Item

- Special Event Permit Request: Altavista Area YMCA

STAFF: Assistant Town Manager Matt Perkins presented this item. YMCA Youth Athletic Director Eric Hall was also present at this meeting to answer any questions Council may have

Mr. Perkins referenced the Special Event Permit application, Council received in their meeting packet, and gave an overview of the requested event. He stated the request included closing Franklin Avenue between the YMCA's facilities, which they would need Public Works to barricade; and also closing a portion of the Altavista Trade Lot for event use.

Mr. Perkins stated that he spoke with Altavista's Public Works Manager and Police Chief, and neither foreseen any issues with the request.

Mr. Hall also shared some details about the requested Kids Triathlon event, which would include swimming and biking. He informed Council that first-aid stations would be at both ends of the

Town Council unanimously approved the YMCA request for a Special Event Permit to hold a Kids Triathlon on Saturday, May 11th; including the use of the Altavista Trade Lot, and closing the portion of Franklin Ave. between the YMCA's Athletic Center and Family Life Center.

10. Town Staff Departmental Reports and Project Updates – January 2024

- TOA Finance Reports
- Altavista Police Department Reports
- Public Services Monthly Report
- Utilities – Project Updates
- Employee Changes – January 2024
- Town Council Monthly Meeting Calendars

These items were included in Town Council's monthly agenda pre-packet, and delivered to Council on the Friday before their meeting, giving them time to review the reports.

- Assistant Town Manager Matt Perkins referenced the Town's ARS Program and informed Town Council that the Certificate of Occupancy was received for two houses recently built under this program. He said both were in the final stages of completion and soon would be ready to put on the market to sell.
- Finance Director Tobie Shelton stated that Staff continued to work diligently to develop the FY2025 Budget and CIP, and would bring the draft information to Council at their February Work Session.
- APD Chief Tommy Merricks asked for Council's permission to pursue a DCJS Grant opportunity that would help with the department's accreditation.

Town Council approved Chief Merricks' request, which included a \$2,000 contribution from the Town for the APD to hire an Accreditation Consultant to assist with grant preparation and guidance for this process.

Altavista Town Council Regular Meeting – February 13, 2024

11. Matters from Council

There were no additional comments from the Town Council.

12. Closed Session

Section 2.2-3711 (A)(1) Discussion and consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

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 bod.

With a motion by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, Town Council entered into closed session at 6:28pm; and returned to open session at 7:15pm.

Notice was given to Staff, per the Town Manager, that no actions were taken after closed session.

13. Adjournment

With no further items for discussion, Mayor Mattox adjourned this meeting at 7:16pm.

Michael Mattox, Mayor

Gary Shanaberger, Town Manager/Town Clerk

Altavista Town Council Work Session Minutes from February 27, 2024

The February 2024 Work Session for Altavista's Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, February 27th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

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

Also Present: Mr. Gary Shanaberger, Town Manager
Mr. Matthew Perkins, Asst. Town Manager
Mrs. Tobie Shelton, Admin. and Finance Director
Mr. Tommy Merricks, Altavista Police Chief
Mr. Tom Fore, Director of Public Services
Mr. Paul Hill, Asst. Director of Public Services
Mr. Jeff Arthur, Public Works Manager
Mr. John Eller, TOA Town Attorney
Mrs. Crystal Hailey, Assistant Town Clerk

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to this agenda: adding a closed session; and asked Town Council if they had questions, comments, or concerns pertaining to the Work Session Agenda, of which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the agenda as amended; the motion carried with a 7-0 vote from Town Council.

2. Presentations

▪ Green Hill Cemetery: Request for a Monument

Mr. Trey Finch, Finch & Finch Funeral Services, presented Town Council with two options for their consideration as a placement in the "teardrop" section of the cemetery. He shared the cost for each option, and stated that the area of interest would be designed by Council's input.

No decision was made by Council at this time.

▪ VDOT Project Update: Main Steet and Seventh Street Sidewalk Connection

Mr. Jay Brown, VDOT Director of Program Management in Lynchburg, gave Council an update on the progress of this project; as well as, an overview of the most current construction costs associated, which had increased from the initial estimated budget of \$935,790 in 2019, due to inflation, a wider scope of work required from ADA requirements of the Federal Highway Administration (FHWA), and unexpected utility relocation.

Mr. Brown shared an option for a three-phase approach for Council's consideration; that included the Town completing a portion of the work for the project, to keep costs down. He informed Council that the Town could apply for additional TAP funding (Transportation Alternatives Program) for Phase I, which was \$1.5 million.

Councilman George asked his fellow Council members, that due to the significant increase in the cost of this project, if it was necessary to have the additional sidewalks. He said that he did not believe there was enough pedestrian usage in that area to justify the need.

Vice Mayor Bennett asked if the Town could wait on Phase I and II, and only move forward with Phase III, adding a pedestrian crosswalk at the intersection of Main Street and 7th Street.

Mr. Brown answered no, not at that point in the process, because the beginning scope of work, community input and design work, had already been completed, which included both Phase I and Phase II in the plan. He stated that the Town would lose a lot of money if done that way.

Council made no decision at this time. They asked Mr. Brown to bring back at a later meeting, the costs that the Town had spent, to date, planning this project.

- Davenport: Comprehensive Financial Review

RT Taylor, Davenport Public Finance, presented Town Council with a current Comprehensive Financial Review of the Town's Enterprise Fund and General Fund. This information is intended to assist Council with making feasible decisions during the FY2025 budget process.

These documents not only review historical operating trends and peer comparisons, but also offers a proforma with the Town's identified projects (in the draft CIP) and helps determine if current rates were sufficient, or if there was a potential need for additional funding.

Councilman Mitchell asked the population of each locality used in the peer comparison.

Mr. Taylor stated that he would forward the information to Council as soon as he had the data. He concluded by stating that he would amend the financial analysis based on Town Council's and Staff's input, and present the updated information and proforma to Council at a future meeting, to help them determine the most feasible path for the FY2025 Budget and CIP.

3. Citizen's Time

There were no citizen comments on this date.

4. Unfinished Business

There were no unfinished items to discuss at this time.

5. New Items for Discussion

- Altavista Police Department: Flock Camera System

APD Chief Tommy Merricks introduced Shane McGregor, Flock Safety Co. Representative, to share the details of what the Flock Camera System was, and how it assisted law enforcement.

Mr. McGregor stated that Flock's LPR Camera System (license plate recognition) was utilized all over the United States, and currently had seventy law enforcement partners in the state of Virginia. He said the cameras were lightweight and easy to install on new poles or a locality's existing polls, but not VDOT owned poles/property.

Mr. McGregor stated that Flock LPR Cameras were used to find stolen vehicles, and vehicles related to warrants and missing persons. He said Flock continuously received information from the National Crime Information Center (NCIC), and if a vehicle in question passed an LPR camera, the locality it was in would be notified within 12 seconds. He stated that the system could also be utilized by manually requesting a vehicle search.

Councilman Emerson informed Council that the Campbell County Sheriff's Office used the Flock LPR System to locate vehicles. He said that a vehicle was recently stolen from Lynch Station, and it only took four hours to find (in Newport News) by utilizing the system. He said CC Sheriff's Office had four Flock LPR Cameras ordered for that area.

When asked by Council the cost of the cameras/system, Mr. McGregor said that each camera was \$3,000 per year to lease, and included system software. He informed Council of a Virginia State Police Grant Program (HEAT) that, if awarded, could help pay for the cameras.

Chief Merricks stated, if grants were not procured, that revenue from the Town's School Zone Speed Camera Program could be considered to pay for the Flock Cameras.

With a motion by Councilman Tracy Emerson, seconded by Councilman Wayne Mitchell, Town Council voted 7-0 to place this item on the March 12th Council Meeting Consent Agenda; to authorize Chief Merricks to move forward with implementing the Flock Camera System in the Town of Altavista.

- FY2025 Draft Budget, and FY2025-2029 Draft Capital Improvement Plan (CIP)

Finance Director Tobie Shelton shared with Council a Draft Operational Budget for FY2025, and a Draft CIP for FY2025-2029; which included information on both the Enterprise Fund and the General Fund, as well as the Highway Fund and the Cemetery Fund, which she said did not change from the previous fiscal year. Mrs. Shelton said that neither budget was built with COLA or agency requests (received at a previous meeting). She stated that the packet did include individual project sheets as a more detailed reference of each Draft CIP item.

Mrs. Shelton began with the draft Enterprise Budget, which she said included a 10% increase in water and sewer rates, a 10% increase in health insurance premiums, and a decrease in the Town's contribution level to the Virginia Retirement System (VRS), from 10.66 % to 10.25%.

Mrs. Shelton informed Council of new additions to the FY2025 Enterprise Budget:

- Utilities Department Employee - cost split between the Enterprise and General Fund
- Part-time Operator II – Water Department
- Part-time Operator I – Wastewater Department
- Operational costs for maintaining the Riverview Pump Station
- Annual cost of maintaining the Town’s sewer lines – which was previously captured in the CIP Budget, but Staff believed this should be part of the “operations” budget.

She also informed Council of cost increases in a few of the line items:

- utilities/electrical
- chemicals for water and wastewater
- contractual services

With no questions from Council, Mrs. Shelton moved on to the General Fund Draft Budget, and stated that it was built with no tax increases, no COLA, and no agency requests. She said, mirroring the Enterprise Fund, the General Fund also had a 10% increase in health insurance premiums, and a decrease in the Town’s contribution level to the Virginia Retirement System.

Mrs. Shelton informed Council of a few additions to the FY2025 General Budget:

- Utilities Department Employee - cost split between the Enterprise and General Fund
- Part-time APD Officer position added
- \$30,750 added by APD to lease three new police vehicles
- \$5,000 for replacement of solid waste containers - previously captured in the CIP Budget
- \$50,000 Professional Consulting - in development of the Frazier property

She also shared the line items that showed significant increases:

- \$25,000 legal cost (Vista/Legget Project and Frazier property)
- \$35,000 landscaping
- \$30,000 Avoca repairs & maintenance
- \$31,400 Community Development: miscellaneous and professional services-zoning
- \$18,000 Public Works fuel costs

Mrs. Shelton shared scenarios that Staff identified as potential options to assist Town Council in the process of balancing the FY2025 Budget. She stated that the budget worksheets not only mentioned the funds in reserve that could potentially be utilized to help balance the budget, but also included scenarios for increasing existing rates, and/or implementing new fees. She said the worksheets also showed multiple percentages for COLA options.

Councilman Emerson referenced the PCB Project and the projects current surplus of funds. He suggested Council consider utilizing a portion of that surplus amount (approximately \$400,000) to help balance the Enterprise Fund shortfall.

Mayor Mattox shared his belief that the Town needed to address the budget short-falls by increasing revenue sources, not using reserves that are meant for emergencies.

Councilman Mitchell concurred with Mayor Mattox, and stated that using reserve funds was merely putting a “band aid” on the situation, not addressing the issue. He said that inflation affected costs across the board on budget line items, and he did not believe they would decrease anytime soon.

Councilman Tim George asked Staff to present Council with a scenario for lodging tax increase

There were no further questions or comments from Council regarding the draft budget.

Mrs. Shelton said that Council would continue budget discussions at their March 12th meeting, when Staff would be seeking input and direction, as the budget should be finalized by the March 26th work session, because the “first reading” was scheduled for the April 9th meeting.

6. Updates from Town Staff

APD Police Chief Tommy Merricks referenced the need to replace three of his department’s vehicles in the next fiscal year. He informed Council of the option to lease vehicles (with Enterprise), that would save the Town money upfront, as well as over time, taking advantage of current pricing, not future costs.

There was a consensus of Council for Chief Merricks to schedule a presentation from the Enterprise Representative of the leasing program for a future Council meeting.

7. Matters from Town Council

Councilman Tim George asked Staff for an update on the previously discussed item of surface treating the lower end of the Green Hill Connector Trail.

Asst. Public Services Director Paul Hill informed Town Council that this project had been placed on the FY2025 Draft CIP.

8. Council Closed Session: *Section 2.2-3711 (A)(1)*

Town Council convened in closed session from 7:11 - 7:27pm.

Notice was given to Staff by Town Manager Gary Shanaberger that no actions were taken by Council during or after the closed session.

9. Adjournment

With no further business to discuss Mayor Mattox adjourned this meeting at 7:28 p.m.

Michael Mattox, Mayor of Altavista

Gary Shanaberger, Town Manager/Town Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

CONSENT AGENDA

Title: Flock Camera System

Staff Resource: APD Chief of Police, Tommy Merricks

Action(s):

Approve as presented

Explanation:

At the request of several Council Members, Staff presented Council with information on the Flock LPR Camera System. Flock Cameras are ALPR cameras that allow agencies of all sizes to improve operational efficiency and case clearance with this real time solution. Staff informed Council how ALPR cameras could benefit the Town. Shane MacGregor, a Flock Representative, was present to answer questions from Town Council.

Background:

Town Council asked Staff to gather information on the Flock Camera System.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 7.A

PUBLIC HEARING(S)

Title: Public Hearing: Zoning Text Amendment OA-2024-01 - Short-term Rentals

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Conduct a Public Hearing on Zoning Text Amendment OA-2024-01 - Short-term Rentals

Explanation:

A public hearing was held during the February 5th, 2024 Planning Commission meeting, on the matter of Short-term rentals. The Commission voted in favor of recommending the amendment to the Altavista Town Council for their consideration.

The Public Hearing being held during the March 12th Town Council meeting was advertised as required.

Background:

The Planning Commission requested Town Staff to propose the required and necessary amendments to the Code of the Town of Altavista related to adding short-term rentals. The proposed amendments included changes to necessary subsections of Chapter 86-Zoning of the Code for the Town of Altavista, Virginia, 2002 in matters related to definitions, permitted use types by district, process (special use permit requirement), and use and design standards. After discussion and deliberation, the Planning Commission voted in favor of moving this matter to public hearing. Subsequently, Staff issued Notice of the Public Hearing in the January 24th and January 31st, 2024, Altavista Journal.

Funding Source(s):

Attachments: *(click item to open)*

[*attachment. OA-2024-01_Short-term-rental_binder.pdf*](#)

**Summary of Proposed Zoning Ordinance Amendments
Short-term Rental (STR)**

Case Number: OA-2024-01

Chapter 86 – Zoning – Article II. – Definitions and Use Types

Sec. 86-32 Use types.

Amended to add: Short-term rental definition

Chapter 86 – Zoning – Article III. - Districts

**Division 2 – R-1 (Low-Density Residential) District Sec. 86-132 Permitted Uses (b)(5) –
Commercial use types.**

*Amended to add: Short-term rental – Subject to section 86-522, special use
permit required*

**Division 3 – R-2 (Medium-Density Residential) District Sec. 86-192 Permitted Uses (5) –
Commercial use types.**

*Amended to add: Short-term rental – Subject to section 86-522, special use
permit required*

**Division 5 – C-1 (Local Commercial) District Sec. 86-322 Permitted Uses (5) –
Commercial use types.**

Amended to add: Short-term rental – Subject to section 86-522

**Division 6 – C-2 (General Commercial) District Sec. 86-352 Permitted Uses (5) –
Commercial use types.**

Amended to add: Short-term rental

**Division 9 – DRO (Downtown Revitalization Overlay) District Sec. 86-427 Permitted
Uses (5) – Commercial use types.**

*Amended to add: Short-term rental – Subject to section 86-522, special use
permit required*

Chapter 86 – Zoning – Article IV. Development Standards

Division 1. Use and Design Standards

Amended to add: Sec 86-522 – Short-term rental.

Chapter 86-Zoning, Article II. Definitions and Use Types, Sec. 86-32. Use types.

Accessory apartment means a second dwelling unit within a detached single-family dwelling or within an accessory structure on the same lot as the detached single-family dwelling, which is clearly incidental and subordinate to the main dwelling unit.

Adult bookstore means an establishment that devotes more than 15 percent of the total floor area utilized for the display of books and periodicals to the display and sale of the following: (a) books, magazines, periodicals or other printed matter, or photographs, films, motion pictures, blue ray discs, compact discs, digital video discs, video cassettes, slides, tapes, records, or other forms of visual or audio representations which are characterized by an emphasis upon the depiction or description of "specified sexual activities" or "specified anatomical areas;" or (b) instruments, devices, or paraphernalia which are designed for use in connection with "specified sexual activities." An adult bookstore does not include an establishment that sells books or periodicals as an incidental or accessory part of its principal stock-in-trade and does not devote more than 15 percent of the total floor area of the establishment to the sale of books and periodicals, or photographs, films, motion pictures, blue ray discs, compact discs, digital video discs, video cassettes, slides, tapes, records, or other forms of visual or audio representations.

Adult drive-in-theatre means an open lot or part thereof, with appurtenant facilities, devoted primarily to the presentation of motion pictures, films, theatrical productions, and other forms of visual productions, for any form of consideration, to persons in motor vehicles or on outdoor seats, and presenting material distinguished or characterized by an emphasis on matter depicting, describing or relating to "specific sexual activities" or "specified anatomical areas" for observation by patrons.

Adult mini-motion picture theatre means an establishment, with a capacity of more than five but less than 50 persons, where, for any form of consideration, films, motion pictures, video cassettes, slides, or similar photographic reproductions are shown, and in which a substantial portion of the total presentation time is devoted to the showing of material which is distinguished or characterized by an emphasis upon the depiction or description of "specified sexual activities" or "specified anatomical areas" for observation by patrons.

Adult model studio means an establishment open to the public where, for any form of consideration or gratuity, figure models who display "specified anatomical areas" are provided to be observed, sketched, drawn, painted, sculptured, photographed, or similarly depicted by persons, other than the proprietor, paying such consideration or gratuity. This provision shall not apply to any school of art which is operated by an individual, firm, association, partnership, corporation, or institution which meets the requirements established in the Code of Virginia, for the issuance or conferring of, and is in fact authorized there under to issue and confer, a diploma.

Adult motion picture arcade means a place to which the public is permitted or invited where coin or slug-operated or electronically, electrically, or mechanically controlled still or motion picture machines, projectors, or other image producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing "specified sexual activities" or specified "anatomical areas."

Adult motion picture theatre means an establishment, with a capacity of 50 or more persons, where, for any form of consideration, films, motion pictures, video cassettes, slides, or similar photographic reproductions are shown; and in which a substantial portion of the total presentation time is devoted to the showing of material which is distinguished or characterized by an emphasis upon the depiction or description of "specified sexual activities" or "specified anatomical areas" for observation by patrons.

Adult use means any adult bookstore, adult motion picture theatre, adult mini-motion picture theatre, adult motion picture arcade, adult model studio, or adult drive-in theatre, as defined in this chapter.

Agricultural service means services provided specifically for the agricultural community which is not directly associated with a farm operation. Included in this use type would be servicing of agricultural equipment, independent equipment operators, and other related agricultural services.

Agriculture means the use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. The keeping of a cow, pig, sheep, goat, male chicken (rooster) or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. The keeping of female chickens in compliance with section 86-515.1 shall not constitute agriculture. The keeping of horses in compliance with section 86-515.2 shall not constitute agriculture. A garden accessory to a residence shall not be considered agriculture (see definition for Garden, home).

Amateur radio tower means a structure on which an antenna is installed for the purpose of transmitting and receiving amateur radio signals erected and operated by an amateur radio operator licensed by the Federal Communications Commission (FCC).

Antique shop means a place offering primarily antiques for sale. An antique for the purposes of this chapter shall be a work of art, piece of furniture, decorative object, or the like, of or belonging to the past, at least 30 years old.

Asphalt plant means an establishment engaged in manufacturing or mixing of paving materials derived from asphaltic mixtures or tar.

Assembly hall means a building, designed and used primarily for the meeting or assembly of a large group of people for a common purpose. Typical uses include meeting halls, union halls, bingo halls, and catering or banquet facilities.

Assisted care residence means an establishment, regulated by the Commonwealth of Virginia, that provides shelter and services which may include meals, housekeeping, and personal care assistance primarily for the elderly. Residents are able to maintain a semi-independent lifestyle, not requiring the more extensive care of a nursing home.

Automobile dealership, new means an establishment that uses building, land area or other premise for the display of new and used automobiles, trucks, vans, or motorcycles for sale or rent, including any warranty repair work and other major and minor repair service conducted as an accessory use.

Automobile dealership, used means a lot or establishment where three or more used or previously-owned motor vehicles, including automobiles, trucks, and motorcycles are displayed at one time for sale.

Automobile parts/supply, retail means retail sales of automobile parts and accessories. Typical uses include automobile parts and supply stores which offer new and factory rebuilt parts and accessories, and include establishments which offer minor automobile repair services.

Automobile rental/leasing means rental of automobiles and light trucks and vans, including incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.

Automobile repair service, major means repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine and transmission repairs are conducted. This includes minor automobile repairs in conjunction with major automobile repairs. Typical uses include automobile and truck repair garages, transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops and other similar uses where major repair activities are conducted.

Automobile repair service, minor means repair of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include tire sales and installation, wheel and brake shops, oil and lubrication services and similar repair and service activities where minor repairs and routine maintenance are conducted.

Aviation facility, general means landing fields, aircraft parking, service facilities and related facilities for the operation, service, fueling, repair, storage, charter, sales, and rental of aircraft, including activities directly associated with the operation and maintenance of airport facilities and the provision of safety and security.

Aviation facility, private means any area of land used or intended to be used for the landing or taking-off of aircraft for personal use of the tenant or owner of the site, and not available for public use or commercial operations. Aircraft include helicopters, and all fixed wing planes and gliders, including hang gliders.

Bed and breakfast means a dwelling, occupied by the owner or member of owner's immediate family or, with the written permission of the owner, tenant leasing the entire home, in which not more than five bedrooms are provided for overnight guests for compensation, on daily or weekly basis, with or without meals.

Brewpub means a restaurant featuring beer that is brewed, on site, as an accessory use, either for consumption on-site or in hand-capped containers.

- (1) The area used for brewing, bottling, and kegging shall not exceed 30 percent of the total floor area of the commercial space.

Business support service means an establishment or place of business engaged in the sale, rental or repair of office equipment, supplies and materials, or the provision of services used by office, professional and service establishments. Typical uses include office equipment and supply firms, small business machine repair shops, convenience printing and copying establishments, as well as temporary labor services.

Business/trade school means a school providing education or training in business, commerce, language, or other similar activity or occupational pursuit, and not otherwise defined as an educational facility, either primary and secondary, or college and university.

Car wash means an establishment that washes and cleans vehicles. Typical uses include automatic conveyor machines and self-service vehicle washes.

Cemetery means land used or dedicated to the burial of the dead, including columbariums, crematoriums, mausoleums, and necessary sales and maintenance facilities. Funeral services use types shall be included when operated within the boundary of such cemetery.

Club means a use providing meeting or social facilities for civic or social clubs, and similar organizations and associations, primarily for use by members and guests. Recreational facilities, unless otherwise specifically cited in this section, may be provided for members and guests as an accessory use. This definition shall not include fraternal or sororal organizations associated with colleges or universities. A club does not include a building in which members reside.

Commercial indoor amusement means an establishment which provides multiple coin operated amusement or entertainment devices or machines as other than an incidental use of the premises. Such devices would include pinball machines, video games, and other games of skill or scoring, and would include pool and/or billiard tables, whether or not they are coin operated. Typical uses include game rooms, billiard and pool halls, and video arcades.

Commercial indoor entertainment means an establishment conducting predominantly spectator uses within an enclosed building. Typical uses include motion picture theaters, and concert or music halls.

Commercial indoor sports and recreation means an establishment conducting predominantly participant uses within an enclosed building. Typical uses include bowling alleys, ice and roller skating rinks, indoor shooting ranges, indoor racquetball, swimming, and/or tennis facilities.

Commercial outdoor entertainment means an establishment conducting predominantly spectator uses in open or partially enclosed or screened facilities. Typical uses include sports arenas, go-cart, lawn mower, motor vehicle or animal racing facilities, tractor pulls, and outdoor amusement parks.

Commercial outdoor sports and recreation means an establishment conducting predominantly participant uses in open or partially enclosed or screened facilities. Typical uses include driving ranges, miniature golf,

swimming pools, tennis courts, outdoor racquetball courts, motorized cart and motorcycle tracks, and motorized model airplane flying facilities.

Communications service means an establishment primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephonic mechanisms. Excluded from this use type are facilities classified as utility services — major or minor. Typical uses include television studios, telecommunication service centers, telegraph service offices or film and sound recording facilities.

Community recreation means a recreational facility for use solely by the residents and guests of a particular residential development, planned unit development, or residential neighborhood, including indoor and outdoor facilities. These facilities are usually proposed or planned in association with development and are usually located within or adjacent to such development.

Composting means a process by which animal wastes and plant discards are combined and manipulated to produce a soil additive/nutrient. Composting does not include the processing of municipal wastes.

Construction sales and service means an establishment or place of business primarily engaged in retail or wholesale sale, from the premises, of materials used in the construction of buildings or other structures, but specifically excluding automobile or equipment supplies otherwise classified herein. Typical uses include lumber yards, building material stores and home supply establishments.

Construction yard means an establishment housing facilities of businesses primarily engaged in construction activities, including outside storage of materials and equipment. Typical uses are building contractor's yards.

Consumer repair service means an establishment primarily engaged in the provision of repair services to individuals and households, rather than businesses, but excluding automotive and equipment repair use types. Typical uses include appliance repair shops, shoe repair, watch or jewelry repair shops, or repair of musical instruments.

Convenience store means an establishment primarily engaged in the provision of frequently or recurrently needed goods for household consumption, such as prepackaged food and beverages, and limited household supplies and hardware. Convenience stores may include fuel pumps or the selling of fuel for motor vehicles. Typical uses include neighborhood markets and country stores.

Correction facility means a public or privately operated use providing housing and care for individuals legally incarcerated, designed to isolate those individuals from a surrounding community.

Crisis center means a facility providing temporary protective sanctuary for victims of crime or abuse including emergency housing during crisis intervention for individuals, such as victims of physical attacks, rape, or abuse.

Cultural service means a library, museum, or similar public or quasi-public use displaying, preserving and exhibiting objects of community and cultural interest in one or more of the arts or sciences.

Custom manufacturing means establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures, involving the use of hand tools, or the use of mechanical equipment commonly associated with residential or commercial uses.

Dance hall means an establishment in which more than ten percent of the total floor area is designed or used as a dance floor, or where an admission fee is directly collected or some other form of compensation is obtained for admission to or use of a dance floor.

Day care center means a facility operated for the purpose of providing care, protection and guidance to 13 or more individuals during only part of a 24-hour day. This term includes nursery schools, preschools, day care centers for individuals, and other similar uses but excludes public and private educational facilities or any facility offering care to individuals for a full 24-hour period.

Duplex means the use of an individual lot for two dwelling units which share at least one common wall, each occupied by one family.

Educational facility, college/university means an educational institution authorized by the Commonwealth of Virginia to award associate, baccalaureate or higher degrees.

Educational facility, primary/secondary means a public, private or parochial school offering instruction at the elementary, junior and/or senior high school levels in the branches of learning and study required to be taught in the public schools of the Commonwealth of Virginia.

Equipment sales and rental means an establishment primarily engaged in the sale or rental of tools, trucks, tractors, construction equipment, agricultural implements, similar industrial equipment, and the rental of recreational vehicles. Included in this use type is the incidental storage, maintenance, and servicing of such equipment.

Extended stay lodging means a building or group of attached or detached buildings containing lodging units available for rental or lease to transients for periods of 30 consecutive days or more. Lodging units generally contain full kitchens and kitchen wares, and onsite guest laundry facilities, periodic maid service, and may offer restaurants, meeting rooms and/or recreation facilities.

Family day care home means a single-family dwelling in which more than five but less than 13 individuals receive care, protection and guidance during only part of a 24-hour day. Individuals related by blood, legal adoption or marriage to the person who maintains the home, or is providing the care, shall not be counted towards this total. The care of five or less individuals for portions of a day shall be considered a home occupation.

Farmers market means a place where locally-grown plants, produce, canned goods, or baked goods excluding livestock are sold on a temporary or seasonal basis to the general public. It shall not include wholesale or bulk sales to commercial enterprises or the sale of crafts, household items, or other non-agricultural products.

Financial institution means an establishment that provides financial and banking services to consumers or clients. Walk-in and drive-in services to consumers are generally provided on site. Typical uses include banks, savings and loan associations, savings banks, credit unions, free-standing automatic teller machines, and lending establishments, but, for purposes of this chapter, not including a "pawn shop" or a "payday loan establishment" which are defined separately.

Flea market means a business engaged in the sale of used or new items, involving regular or periodic display of merchandise for sale or for bartering, that may be located outdoors or indoors.

Food bank, food pantry, or similar uses means a public or charitable institution that collects and/or distributes food or edible commodities to individuals in need. This can include food banks, food pantries, soup kitchens, hunger relief centers or other food or feeding centers similar in nature.

Funeral services means establishments engaged in undertaking services such as preparing the dead for burial, and arranging and managing funerals. Typical uses include mortuaries and crematories.

Garden center means establishments or places of business primarily engaged in retail or wholesale (bulk) sale, from the premises, of trees, shrubs, seeds, fertilizers, pesticides, plants and plant materials primarily for agricultural, residential and commercial consumers. Such establishments typically sell products purchased from others, but may sell some material which they grow themselves. Typical uses include nurseries, plant stores and lawn and garden centers.

Garden, community means a garden in a residential district for the production of vegetables, fruits and flowers specifically intended for use and/or consumption by the residents of the general community and not for commercial production.

Garden, home means a garden in a residential district for the production of vegetables, fruits and flowers specifically intended for use and/or consumption by the occupants of the premises and not for commercial production. For purposes of this chapter, a home garden is considered an accessory use of the parcel to a primary use.

Gasoline station means any place of business with fuel pumps and gasoline storage tanks which provides fuels for motor vehicles.

General office means use of a site for business, professional, or administrative uses excluding medical offices. Typical uses include real estate, insurance, management, travel, computer software or information systems research and development, or other business offices; organization and association offices; or law, architectural, engineering, accounting or other professional offices. Retail sales do not comprise more than an accessory aspect of the primary activity of a general office.

Golf course means a tract of land for playing golf, improved with tees, greens, fairways, hazards, and which may include clubhouses and shelters. Included would be executive or par three golf courses. Specifically excluded would be independent driving ranges and any miniature golf course.

Governmental service means a governmental office providing administrative, clerical or public contact services that deal directly with the citizens. Typical uses include federal, state, city, town and county offices.

Group home means a building used as a dwelling unit where not more than eight mentally ill, intellectually disabled, or other developmentally disabled persons, not related by blood or marriage, reside, with one or more resident counselors or other staff persons and for which the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services is the licensing authority, pursuant to Code of Virginia, § 15.2-2291. Excluded from this definition are drug or alcohol rehabilitation centers, half-way houses and similar uses.

Guidance service means a use providing counseling, guidance, recuperative, or similar services for persons requiring rehabilitation assistance or therapy for only part of a 24-hour day. This use type shall not include facilities operated for the treatment of drug addiction or substance abuse.

Halfway house means an establishment providing residential accommodations, rehabilitation, counseling, and supervision to persons suffering from alcohol or drug addiction, to persons reentering society after being released from a correctional facility or other institution, or to persons suffering from similar disorders or circumstances.

Home occupation means an accessory use of a dwelling unit, or an accessory use of an accessory building on a residential property, for gainful employment involving the production, provision, or sale of goods and/or services in accordance with article IV, use and design standards.

Hospital means a facility providing medical, psychiatric, or surgical service for sick or injured persons primarily on an in-patient basis and including ancillary facilities for outpatient and emergency treatment diagnostic services, training, research, administration, and services to patients, employees, or visitors.

Hotel/motel/motor lodge means a building or group of attached or detached buildings containing lodging units available for rental or lease to transients for periods of less than 30 consecutive days. Such uses generally provide additional services such as daily maid service, restaurants, meeting rooms and/or recreation facilities.

Industry, heavy means an establishment which has the potential to be dangerous or extremely obnoxious. Included are those in which explosives are stored, petroleum is refined, natural and liquid gas and other petroleum derivatives are stored and/or distributed in bulk, radioactive materials are compounded, pesticides and certain acids are manufactured, and hazardous waste is treated or stored as the establishment's principal activity.

Industry, light means an establishment engaged in the processing, manufacturing, compounding, assembly, packaging, treatment or fabrication of materials and products, from processed or previously manufactured materials. Light industry is capable of operation in such a manner as to control the external effects of the manufacturing process, such as smoke, noise, soot, dirt, vibration, odor, etc. A machine shop is included in this category. Also included is the manufacturing of apparel, electrical appliances, electronic equipment, camera and photographic equipment, ceramic products, cosmetics and toiletries, business machines, food, paper products (but not the manufacture of paper from pulpwood), musical instruments, medical appliances, tools or hardware, plastic

products (but not the processing of raw materials), pharmaceuticals or optical goods, bicycles, and any other product of a similar nature or requiring similar production characteristics.

Industry, medium means enterprises in which goods are generally mass produced from raw materials on a large scale through use of an assembly line or similar process, usually for sale to wholesalers or other industrial or manufacturing uses. Included in this use type are industries involved in processing and/or refining raw materials such as chemicals, rubber, wood or wood pulp, forging, casting, melting, refining, extruding, rolling, drawing, and/or alloying ferrous metals, and the production of large durable goods such as automobiles, manufactured homes, or other motor vehicles.

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

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

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

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

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

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

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

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

Manufactured home means a structure subject to federal regulations, built since June 15, 1976, which is transportable in one or more sections; is eight feet or more in width and 40 body feet or more in length in the traveling mode, or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation when connected to the required facilities; and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure. This structure is not constructed to meet the Industrialized Building Code, Council of American Building Officials, Virginia Uniform Statewide Building Code Use Group R-4.

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

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

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

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

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

Microbrewery means a facility for the production, bottling, packaging and sale of beer, malt beverages, mead, wine, artisan spirits, and/or hard cider, produced on site for distribution, retail or wholesale, on or off-premises sales, with a capacity of not more than 15,000 barrels per year.

- (1) If operated in conjunction with a restaurant, the operation shall be considered a brewpub.
- (2) The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.
- (3) All state ABC laws shall apply to the production and sale of all alcoholic beverages.

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

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

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

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

Multi-family dwelling means a building or portion thereof which contains three or more dwelling units for permanent occupancy, regardless of the method of ownership. Included in the use type would be garden apartments, low and high rise apartments, apartments for elderly housing and condominiums.

Non-profit facility means a building owned or controlled by a non-profit organization holding an exemption under Internal Revenue Code Section 501(c) said exempt status to be evidenced by a currently valid exemption letter from the Internal Revenue Service. Such non-profit organization shall be in good standing with the Internal Revenue Service in all respects.

Nursing home means a use providing bed care and in-patient services for persons requiring regular medical attention but excluding a facility providing surgical or emergency medical services and excluding a facility providing care for alcoholism, drug addiction, mental disease, or communicable disease. Nursing homes have doctors or licensed nurses on duty.

Outdoor gathering means any temporary organized gathering expected to attract 500 or more people at one time in open spaces outside an enclosed structure. Included in this use type would be music festivals, church

revivals, carnivals and fairs, and similar transient amusement and recreational activities not otherwise listed in this section. Such activities held on publicly owned land shall not be included within this use type.

Park and ride facility means a publicly-owned short term parking facility for commuters.

Parking facility, structure means a site used for a parking structure unrelated to a specific use which provides one or more parking spaces together with driveways, aisles, turning and maneuvering areas, incorporated landscaped areas, and similar features meeting the requirements established by this chapter. This use type shall not include parking facilities accessory to a permitted principal use.

Parking facility, surface means a site used for surface parking unrelated to a specific use which provides one or more parking spaces together with driveways, aisles, turning and maneuvering areas, incorporated landscaped areas, and similar features meeting the requirements established by this chapter. This use type shall not include parking facilities accessory to a permitted principal use.

Pawn shop means an establishment engaged in the loaning of money on the security of property pledged to a pawnbroker and the incidental sale of such property.

Payday loan establishment means a place of business engaged in offering small, short-maturity loans on the security of (i) a check, (ii) any form of assignment of an interest in the account of an individual or individuals at a depository institution, or (iii) any form of assignment of income payable to an individual or individuals, other than loans based on income tax refunds. For the purposes of this chapter, such establishments shall not be construed to be "banks" or "financial institutions."

Personal improvement services means establishments primarily engaged in the provision of informational, instructional, personal improvements and similar services. Typical uses include driving schools, health spas or physical fitness studios, reducing salons, dance studios, handicraft and hobby instruction.

Personal services means establishments or places of business engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barber shops; tattoo and piercing establishments; grooming of pets; seamstresses, tailors; florists; and laundromats and dry cleaning services.

Planned unit development (i.e. — P.U.D.) means a type of building development specifically described by ordinance standards in which a thoughtfully designed grouping of varied and compatible land uses, such as housing, recreation, commercial centers, and industrial parks, are all contained within one overall development plan.

Post office means an establishment providing postal services directly available to the consumer operated by the United States Postal Service.

Public assembly means a facility owned and operated by a public or quasi-public agency accommodating public assembly for sports, amusement, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, fairgrounds, and sales and exhibition facilities.

Public maintenance and service facility means a public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment services centers, and similar uses having characteristics of commercial services or contracting or industrial activities.

Public park and recreational area means publicly-owned and operated parks, picnic areas, playgrounds, indoor or outdoor athletic facilities, and open spaces.

P.U.D. See *Planned unit development* (above).

Railroad facilities means railroad yards, equipment servicing facilities, and terminal facilities.

Recreational vehicle sales and service means an establishment engaged in the retail sales of recreational vehicles, boats, and jet skis, including service and storage of vehicles parts and related accessories.

Recycling center means a receptacle or facility used for the collection and storage of recyclable materials designed and labeled for citizens to voluntarily take source separated materials for recycling.

Religious assembly means a use located in a permanent building and providing regular organized religious worship and related incidental activities, except primary or secondary schools and day care facilities.

Resource extraction means an establishment involving on-site extraction of surface or subsurface mineral products or natural resources. Typical uses are quarries, borrow pits, sand and gravel operations, mining, and soil mining. Specifically excluded from this use type shall be grading and removal of dirt associated with an approved site plan or subdivision, or excavations associated with, and for the improvement of, a bona fide agricultural use.

Restaurant, fast food or drive-thru means an establishment engaged in the preparation and sale of food and beverages for take-out, delivery, or table service, served in disposable containers at a counter, a drive-up or drive-thru service facility, or at a curb.

Restaurant, general means an establishment engaged in the preparation and sale of food and beverages containing more than 3,000 gross square feet and typically characterized by table service to customers.

Restaurant, mobile means a readily movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and/or selling of food and operated at temporary locations. This definition shall include food trucks, food trailers, and food carts and shall not apply to ice cream trucks, "meals on wheels" or food home delivery services.

Restaurant, small means an establishment engaged in the preparation and sale of food and beverages containing no more than 3,000 gross square feet. Typical uses include cafes, coffee shops and small restaurants. Customers may be served over the counter or by table service by a wait staff.

Retail sales means an establishment engaged in sale or rental with incidental service, of commonly used goods and merchandise for personal or household use, excluding those classified more specifically by these use type classifications.

Safety service means a facility for the conduct of safety and emergency services for the primary benefit of the public, whether publicly or privately owned and operated, including police, fire protection, emergency medical and ambulance services.

Satellite dish antenna means an accessory use that is a combination of:

- (1) An antenna or dish antenna whose purpose is to receive communication or other signals from orbiting satellites and other distant sources;
- (2) A low-noise amplifier (LNA) which is situated at the focal point of the receiving component and whose purpose is to magnify and transfer signals; and
- (3) A coaxial cable whose purpose is to carry the signals to the exterior of the building.

Sawmill means an establishment for the storage of harvested timber and/or the sawing of timber into lumber products.

Scrap and salvage service means a place of business primarily engaged in the storage, sale, dismantling or other processing of uses or waste materials which are not intended for reuse in their original forms. Typical uses include paper and metal salvage yards, automotive wrecking yards, junk yards, used tire storage yards, or retail and/or wholesale sales of used automobile parts and supplies.

Shooting range, outdoor means a site where land is used for archery and the discharging of firearms for the purposes of target practice, skeet and trap shooting, mock war games, or temporary competitions, such as a turkey shoot. Excluded from this use type shall be general hunting and the unstructured and nonrecurring discharging of firearms on private property with the property owner's permission.

Short-term rental means the primary or secondary use of a dwelling unit, or a portion thereof, by the owner or host for the provision of a room or space for compensation that is intended to be occupied for a period of fewer than 30 days and that typically uses a system of advertising, reservations, deposits, and confirmations.

Single-family dwelling means a site-built or modular building designed for or used exclusively as one dwelling unit for permanent occupancy.

- (1) *Detached* means a single-family dwelling which is surrounded by open space or yards on all sides, is located on its own individual lot, and which is not attached to any other dwelling by any means.
- (2) *Attached* means two single-family dwellings sharing a common wall area, each on its own individual lot.

Stable, private means the boarding, keeping, breeding, pasturing or raising of horses, mules, donkeys, ponies or llamas exclusively for personal use and enjoyment by the owner or occupant of the property or the riding of said animals by the owner or occupant of the property and/or their non-paying guests.

Studio, fine arts means a building, or portion thereof, used as a place of work by a sculptor, artist, photographer or similar artisan and/or for sale of such products.

Substance abuse clinic means an establishment which provides outpatient services primarily related to the treatment of alcohol, or other drug or substance abuse disorders, which services include the dispensing and administering of controlled substances and pharmaceutical products by professional medical practitioners as licensed by the commonwealth.

Temporary family health care structures means as described by Code of Virginia, § 15.2-2292.1 and in section 86-460 of this chapter, a transportable residential structure, providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person, and which has been primarily assembled at a location other than the site of installation.

Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas. The term includes but is not limited to radio and television transmission towers, microwave towers, common-carrier towers, and cellular telephone and wireless communication towers. Tower types include, but are not limited to monopoles, lattice towers, wooden poles, and guyed towers. Excluded from this definition are amateur radio towers, which are otherwise defined.

Townhouse means a grouping of three or more attached single-family dwellings in a row in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from each other by one or more common walls.

Transfer station means any storage or collection facility which is operated as a relay point for municipal solid waste which ultimately is to be transferred to a landfill.

Transportation terminal means a facility for loading, unloading, and interchange of passengers, baggage, and incidental freight or packages between modes of ground transportation, including bus terminals, railroad stations, and public transit facilities.

Travel center means an establishment containing a mixture of uses which cater to the traveling public and in particular motor freight operators. A travel center might include such uses as fuel pumps, restaurants, overnight accommodations, retail sales related to the motor freight industry, and similar uses.

Truck terminal means a facility for the receipt, transfer, short term storage, and dispatching of goods transported by truck. Included in the use type would be express and other mail and package distribution facilities, including such facilities operated by the U.S. Post Office.

Upper-story residential unit means residential dwellings, as a secondary or ancillary use in mixed-use commercial or office structures, located on any floor above the ground floor (second-story or above). Such units

may provide a residence for the owner, manager, or employees of the business on the first-floor of the same building or may be rented out to the public.

Utility service, major means services of a regional nature which normally entail the construction of new buildings or structures such as generating plants and sources, electrical switching facilities and stations or substations, water towers and tanks, community waste water treatment plants, and similar facilities. Included in this definition are also electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission.

Utility service, minor means services which are necessary to support existing and future development within the immediate vicinity and involve only minor structures. Included in this use type are distribution lines and small facilities that are underground or overhead, such as transformers, relay and booster devices, and well, water and sewer pump stations. Also included are all major utility services that were in existence prior to the adoption of this chapter.

Veterinary hospital/clinic means any establishment rendering surgical and medical treatment of animals. Boarding of animals shall only be conducted indoors, on a short term basis, and shall only be incidental to such hospital/clinic use, unless also authorized and approved as a commercial kennel.

Warehousing and distribution means an establishment specializing in storage, warehousing and dispatching of goods within enclosed structures, or outdoors. Typical uses include wholesale distributors, storage warehouses and moving/storage firms.

Wedding/event facility means a facility which is utilized by individuals or groups to accommodate private functions including but not limited to, banquets, weddings, celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.

(Ord. of 10-11-2011(3), § 2; Ord. of 7-14-2015(1), § 1; Ord. of 4-12-2016(1), § 1; Ord. of 5-9-2017(2), § 1; Ord. of 8-8-2017(1), § 1; Ord. of 11-13-2018(1); Ord. of 5-14-2019(1), § 1; Ord. of 7-9-2019(3), § 1)

Chapter 86-Article III-Division 2, R-1 (Low-Density Residential) District-Sec. 86-132. Permitted uses.

- (a) Only one building and its accessory buildings may be erected on any lot or parcel of land in the R-1 low-density residential district.
- (b) The following uses are permitted by right or by special use permit in the R-1 low-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.
 - (1) *Agricultural use types.*
 - (None)
 - (2) *Residential use types.*
 - Accessory apartment—Subject to section 86-453
 - Community garden—Special use permit required
 - Family day care home—Subject to section 86-477, special use permit required
 - Group home—Subject to Code of Virginia § 15.2-2291
 - Home garden
 - Home occupation—Subject to section 86-454
 - Keeping of chickens per section 86-515.1
 - Keeping of horses per section 86-515.2. Special use permit required
 - Manufactured home, emergency—Subject to section 86-455
 - Single-family dwelling, detached—Subject to section 86-596
 - Temporary family health care structure—Subject to section 86-460
 - (3) *Civic use types.*
 - Community recreation—Subject to section 86-474
 - Cultural service
 - Educational facilities, primary/secondary—Special use permit required
 - Non-profit facility—Subject to section 86-482, special use permit required
 - Public parks and recreational areas—Special use permit required
 - Religious assembly—Subject to section 86-479, special use permit required
 - Safety service
 - Utility service, minor
 - (4) *Office use types.*
 - (None)
 - (5) *Commercial use types.*
 - Bed and breakfast—Subject to section 86-507, special use permit required

Restaurant, mobile per section 86-520

Short-term rental - Subject to section 86-522, Special use permit required

(6) *Industrial use types.*

(None)

(7) *Miscellaneous use types.*

Amateur radio tower—Subject to section 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally—Subject to section 86-544.

(Ord. of 10-11-2011(3), § 2; Ord. of 1-14-2014(1), § 1; Ord. of 4-12-2016(2), § 1; Ord. of 5-9-2017(3), § 1; Ord. of 5-9-12-2017(15), § 1; Ord. of 11-13-2018(2))

Chapter 86-Article III-Division 3, R-2 (Medium-Density Residential) District-Sec. 86-192. Permitted uses.

The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-453

Community garden—Special use permit required

Duplex (no guidelines listed in Code)

Family day care home—Subject to section 86-477

Group home—Subject to Virginia Code, § 15.2-2291

Home garden

Home occupation—Subject to section 86-454

Keeping of chickens per section 86-515.1

Keeping of horses per section 86-515.2. Special use permit required

Manufactured home, emergency—Subject to section 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units—Subject to section 86-458, special use permit required

Single-family dwelling, attached—Subject to section 86-459

Single-family dwelling, detached—Subject to section 86-596

Temporary family health care structures—Subject to section 86-460 ;b2;Townhouse—Subject to section 86-461

(3) *Civic use types.*

Assisted care residence (no guidelines listed in Code - regulated by State of Virginia)

Cemetery—Special use permit required

Club—Subject to section 86-473, special use permit required

Community recreation—Subject to section 86-474

Crisis center—Special use permit required

Cultural service

Educational facilities, primary/secondary—Special use permit required

Governmental service—Special use permit required

Guidance service—Special use permit required

Halfway house—Special use permit required

Life care facility—Special use permit required

Non-profit facility—Subject to section 86-482, special use permit required

Nursing home—Special use permit required

Public parks and recreational areas—Special use permit required

Religious assembly—Subject to section 86-479, special use permit required

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast—Subject to section 86-507, special use permit required

Day care center—Subject to section 86-510, special use permit required

Golf course—Special use permit required

Personal service business—Subject to section 86-483, special use permit required

Restaurant, mobile per section 86-520

Short-term rental - Subject to section 86-522, Special use permit required

(6) *Industrial use types.*

(7) *Miscellaneous use types.*

Amateur radio tower—Subject to section 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally—Subject to section 86-544

(Ord. of 10-11-2011(3), § 2; Ord. of 1-14-2014(2), § 1; Ord. of 4-12-2016(3), § 1; Ord. of 5-9-2017(4), § 1; Ord. of 8-8-2017(2), § 1; Ord. of 11-13-2018(3); Ord. of 4-11-2023 , § 1)

Chapter 86-Article III-Division 5, C-1 (Local Commercial) District-Sec. 86-322. Permitted uses.

The following uses are permitted by right or by special use permit in the C-1 local business district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-453

Duplex—No Guidelines listed in Code

Home garden

Home occupation—Subject to section 86-554

Keeping of chickens—Subject to section 86-515.1

Multi-family dwelling—Subject to section 86-458, special use permit required.

Single-family dwelling, attached—Subject to section 86-459

Single-family dwelling, detached—Subject to section 86-596

Temporary family health care structures—Subject to section 86-460

Townhouse—Subject to section 86-461

(3) *Civic use types.*

Assisted care residence—Regulated by the Commonwealth of Virginia

Club—Subject to section 86-473

Crisis center—Special use permit required

Cultural service

Educational facilities, college/university—Special use permit required

Educational facilities, primary/secondary

Food bank, food pantry, or similar uses. Subject to section 86-482.1.

Governmental service

Guidance service

Halfway house—Special use permit required

Life care facility

Nursing home

Park and ride facility

Post office

-
- Public assembly—Special use permit required
 - Public parks and recreational areas—Special use permit required
 - Religious assembly—Subject to section 86-479
 - Safety service
 - Utility service, major—Special use permit required
 - Utility service, minor
 - (4) *Office use types.*
 - Financial institution—No Guidelines listed in Code.
 - General office
 - Laboratory—Special use permit required
 - Medical office
 - Substance abuse clinic Licensed by the Commonwealth of Virginia—Special use permit required.
 - (5) *Commercial use types.*
 - Bed and breakfast—Subject to section 86-507
 - Business support service
 - Business/trade schools
 - Car wash—Special use permit required
 - Commercial indoor sports and recreation—Special use permit required.
 - Communications service
 - Day care center—Subject to section 86-510
 - Funeral service
 - Garden center
 - Gasoline station—Subject to section 86-513, special use permit required
 - Hospital—Special use permit required
 - Microbrewery
 - Personal improvement service
 - Personal service
 - Restaurant, mobile—Subject to section 86-520.
 - Restaurant, small—Whether in a new or existing shopping strip center—Subject to section 86-32 definitions
 - Restaurant, small—As a stand-alone buildin—Subject to section 86-32 definitions, special use permit required
 - Retail sales—Not exceeding 3,000 gross square feet per use
 - Short-term rental - Subject to section 86-522
 - Studio, fine arts

Wedding/event facility—Subject to section 86-521, special use permit required

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower—Subject to section 86-542

Parking facility, surface/structure—Special use permit required

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally—Subject to section 86-544

Tower—Subject to section 86-545 and article VI, special use permit required.

(Ord. of 10-11-2011(3), § 2; Ord. of 1-14-2014(4), § 1; Ord. of 7-14-15(3); Ord. of 4-12-2016(4), § 1; Ord. of 5-9-12-2017(16), § 1; Ord. of 12-11-2018(1); Ord. of 5-14-2019(2), § 1; Ord. of 7-9-2019(4), § 1)

Chapter 86-Article III-Division 6, C-2 (General Commercial) District-Sec. 86-352. Permitted uses.

The following uses are permitted by right or by special use permit in the C-2 general business district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-453

Duplex—No Guidelines listed in Code

Home garden

Home occupation—Subject to section 86-454

Keeping of chickens per section 86-515.1

Multi-family dwelling—Subject to section 86-458, special use permit required

Single-family dwelling, attached—Subject to section 86-459

Single-family dwelling, detached—Subject to section 86-596

Temporary family health care structures—Subject to section 86-460

Townhouse—Subject to section 86-461

Upper-story housing unit—Subject to section 86-462

(3) *Civic use types.*

Assisted care residence—Regulated by the Commonwealth of Virginia

Club—Subject to section 86-473

-
- Correction facility—Special use permit required
 - Crisis center
 - Cultural services
 - Educational facilities, college/university—Special use permit required
 - Educational facilities, primary/secondary
 - Food bank, food pantry, or similar uses. Subject to section 86-482.1. Special use permit required.
 - Governmental service
 - Guidance service
 - Halfway house—Special use permit required
 - Hospitals—Special use permit required
 - Life care facility
 - Nursing home
 - Park and ride facility
 - Post office
 - Public assembly
 - Public maintenance and service facility—Special use permit required
 - Public parks and recreational areas—Special use permit required
 - Religious assembly—Subject to section 86-479
 - Safety services
 - Utility service, major—Special use permit required
 - Utility service, minor
 - (4) *Office use types.*
 - Financial institution—No Guidelines listed in Code
 - General office
 - Laboratory
 - Medical office
 - Substance abuse clinic—Licensed by the Commonwealth of Virginia, special use permit required
 - (5) *Commercial use types.*
 - Adult use—Subject to section 86-502, special use permit required
 - Agricultural service
 - Antique shop
 - Assembly hall
 - Automobile dealership, new—Subject to section 86-503
 - Automobile dealership, used—Subject to section 86-504, special use permit required

Automobile parts/supply, retail
Automobile rental/leasing
Automobile repair service, major—Subject to section 86-505, special use permit required
Automobile repair service, minor
Brewpub
Business support service
Business/trade schools
Car wash
Commercial indoor amusement
Commercial indoor entertainment
Commercial indoor sports and recreation
Commercial outdoor entertainment
Commercial outdoor sports and recreation
Communications service
Construction sales and service
Consumer repair service
Convenience store
Dance hall—Special use permit required
Day care center—Subject to section 86-510
Equipment sales and rental—Special use permit required
Farmers market—Special use permit required
Flea market—Special use permit required
Funeral service
Garden center
Gasoline station—Subject to section 86-513
Hospital
Hotel/motel/motor lodge
Kennel, commercial—Subject to section 86-515, special use permit required
Laundry
Manufactured home sales
Microbrewery
Mini-storage—Subject to section 86-517, special use permit required
Modular home sales
Pawn shop

Payday loan establishment
Personal improvement service
Personal service
Recreational vehicle sales and service
Restaurant, small
Restaurant, fast food or drive-thru—Subject to section 86-562
Restaurant, general
Restaurant, mobile per section 86-520
Retail sales—Subject to section 86-519

Short-term rental

Studio, fine arts
Transient merchant—Subject to section 86-514 - Itinerant merchant
Travel center—Special use permit required
Veterinary hospital/clinic
Wedding/event facility—Subject to section 86-521

(6) *Industrial use types.*

Construction yard—Special use permit required
Custom manufacturing
Transportation terminal—Special use permit required
Truck terminal—Special use permit required

(7) *Miscellaneous uses.*

Amateur radio tower—Subject to section 86-542
Parking facility, surface/structure—Special use permit required
Satellite dish antenna one meter or less in diameter or measured diagonally
Satellite dish antenna in excess of one meter in diameter or measured diagonally—Subject to section 86-544
Tower—Subject to section 86-545 and article VI, special use permit required

(Ord. of 10-11-2011(3), § 2; Ord. of 1-14-2014(5), § 1; Ord. of 7-14-15(4); Ord. of 4-12-2016(5), § 1; Ord. of 5-9-12-2017(17), § 1; Ord. of 12-11-2018(2); Ord. of 5-14-2019(3), § 1; Ord. of 7-9-2019(1), § 1; Ord. of 3-14-2023(1), § 1; Ord. of 4-11-2023, § 1)

Chapter 86-Article III-Division 9, DRO (Downtown Revitalization Overlay) District-Sec. 86-427. Permitted uses.

The following uses are permitted by right or by special use permit in the DRO downtown revitalization overlay district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as

indicated. This list of permitted uses for the DRO supersedes the list of permitted uses for the underlying zoning district.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-426

Home occupation—Subject to section 86-454

Upper-story residential unit—Subject to section 86-462

(3) *Civic use types.*

Club—Subject to section 86-473, special use permit required

Cultural service

Food bank, food pantry or similar uses subject to section 86-482.1, special use permit required

Governmental service

Guidance service

Post office

Public assembly—Special use permit required

Public parks and recreational areas—Special use permit required

Religious assembly—Subject to section 86-479

Safety service

Utility service, minor—Special use permit required.

(4) *Office use types.*

Financial institution—No guidelines listed in Code

General office

Medical office

(5) *Commercial use types.*

Antique shop

Automobile repair service, minor—Special use permit required

Assembly hall—Special use permit required

Bed and breakfast—Subject to section 86-507, special use permit required

Brewpub

Business support service

Business/trade schools—Special use permit required

Commercial indoor entertainment—Special use permit required

Commercial indoor sports and recreatio—Special use permit required

Communications service—Special use permit required

Consumer repair service

Convenience store

Dance hall—Special use permit required

Day care center—Subject to section 86-510, special use permit required

Farmers market—Special use permit required

Flea market—Special use permit required

Funeral service—Special use permit required

Hotel/motel/motor lodge—Special use permit required

Microbrewery

Pawn shop—Special use permit required

Payday loan establishment—Special use permit required

Personal improvement service

Personal service

Restaurant, small

Restaurant, fast food or drive-thru—Subject to section 86-562, special use permit required

Restaurant, general

Restaurant, mobile per section 86-520

Retail sales

Short-term rental - Subject to section 86-522, Special use permit required

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower—Subject to section 86-542

Parking facility, surface

Parking facility, structure—Special use permit required

(Ord. of 10-11-2011(3), § 2; Ord. of 7-14-15(2), § 1; Ord. of 5-9-2017(19), § 1; Ord. of 12-11-2018(4); Ord. of 8-10-2021(1), § 1)

Chapter 86-Zoning, Article IV. Development Standards, Division 1-Use and Design Standards

Sec. 86-522. – Short-term rental

(a) Definitions:

- (1) As used in this section: “Operator” means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of the owner, lessee, sublessee, mortgage in possession, licensee, or any other possessory capacity.

(b) Short-term rental approval:

- (1) Prior to using a dwelling as a Short-term rental, the Operator shall obtain a Special Use Permit for the unit.
- (2) The Operator of a short-term rental must obtain a business license prior to operating or advertising the property for short-term rental. The Operator must collect and remit the Town’s transient lodging tax and other applicable fees as specified in Chapter 70 entitled “Taxation”.
- (3) On or before May 1 of each year, the Operator shall register the address of any dwelling unit to be used for short-term rental with the Zoning Administrator. This requirement shall not apply to persons who are exempt pursuant to Code of Virginia, §15.2-983(B)(2), as amended.
- (4) Every Operator filing registration forms with the Zoning Administrator shall pay an initial registration fee and an annual renewal fee as listed in the Town’s most current Master List of Fees, Rates and Charges.

(c) General Standards:

- (1) A short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages or unrelated services for compensation.
- (2) Accessory structures shall not be used or occupied for short-term rentals and only one short-term rental shall be permitted on any lot in a residential zoning district.
- (3) If the Operator of a short-term rental does not live within 30 miles of the Town, he/she must designate on the application for a business license a responsible local agent to contact in case of emergencies.
- (4) Any building offered for use as a short-term rental shall meet the requirements of the Virginia Uniform Statewide Building Code with a Certificate of Occupancy for each dwelling unit.
- (5) The minimum short-term rental contract shall be 24 hours.
- (6) The maximum number of adult occupants in a dwelling unit offered for short-term rental shall not exceed four unrelated individuals with at least one being 18 years of age or older.

-
- (7) Short-term rental parking shall be provided that is adequate for all guests and shall be in driveways or other parking areas associated with the property and designed and built to be parking areas. Parking of guest vehicles in or along rights-of-way is prohibited.
 - (8) Signs for short-term rentals shall be permitted in all residential districts.
 - a. Signs shall not be illuminated.
 - b. The maximum number of signs per residential lot is one.
 - c. Sign shall not exceed three square feet.
 - d. The location of the sign placement must be approved by the administrator prior to construction or placement.
 - (9) Events, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any gathering of persons other than the authorized guests for similar activities, whether for direct or indirect compensation, are prohibited in association with any short-term rental.
 - (10) Three violations of state or local laws, ordinances or regulations for a property offered for short-term rental and directly related to the short-term rental shall result in the use no longer being permitted.
 - (11) Notwithstanding any other provision of this Code, failure to comply with this subsection, including registration requirement, will result in a \$500 penalty per property violation. Until such a time that the Operator pays the penalty the property may not be offered as a short-term rental.
 - (12) The owner of a dwelling used for short-term rental shall give the Town, or its duly authorized agent, written consent to inspect any dwelling used for short-term rental to ascertain compliance with all state or local laws, ordinances, or regulations on 48 hours' notice to the owner given by text or email.

Secs. 86-522~~523~~—86-530. Reserved.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 7.B

PUBLIC HEARING(S)

Title: Public Hearing - Ordinance Amendment (OA-2024-02): Automobile Dealership, used
Staff Resource: Matt Perkins, Assistant Town Manager and Zoning Administrator

Action(s):

Ordinance Amendment OA-24-02: to amend *Section 86-427* to include *Automobile Dealership, used*, subject to *Section 86-504, special use permit required*; and to amend Use and Design Standards found in *Section 86-504* for *Automobile dealership, used* to include the additional language, as follows:

At 86-504(a)(4) - "Adequate screening may be determined by the Zoning Administrator"

At 86-504(a)(6) - "Automobile dealerships shall only operate when in full compliance with all federal, state, and local laws and regulations."

Attached documents show amendments with these changes highlighted by red text.

Explanation:

A Zoning Text Amendment is a change in any part of the Zoning Ordinance. Staff recently received an application submitted by Mr. Russell Kelly, and is subject to the requirement of a Public Hearing. Public Notice of this hearing was published in the Altavista Journal on February 28th, and March 6th, 2024. Attached documents show the proposed amendments to *Code Sections 86-427(5)* and *86-504*.

*At their February 5th meeting, the Planning Commission voted in favor of moving this amendment request forward, to be presented to Town Council for their consideration of approval.

Background:

In a continuing effort to align the Code of Altavista with desired outcomes for the Altavista community, Staff reviewed the Permitted Uses in all zoning districts. Through that review, Staff recognized that *Automobile Dealership, used*, is listed as a permitted use, subject to 86-504, special use permit required, in only the C-2 (General Commercial). The underlying zoning district to the parcel subject to this request, which lies within the DRO (Downtown Revitalization Overlay) District, is M (Industrial) District. Adjacent to the subject parcel is the C-2 District. In this instance, the proposed use would be adjacent to an existing new and used automobile dealership and separated only by Pittsylvania Ave.

Staff does not believe that the use, as proposed, is any less or more intensive than existing permitted uses in the district. The Planning Commission retains the Special Use Permit process to address public and Staff concerns as it relates to conflicts with the Comprehensive Plan, or reasonable expectations of this use type being further contemplated in other portions of the DRO.

Any additional Use and Design Standards related to uses in the DRO will remain, specifically, but not limited to, requirements for off-street parking and signage.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[attachment. Application-Zoning-Text-Amendment_Automobile Dealership-Used_binder.pdf](#)



APPLICATION FOR ZONING TEXT AMENDMENT

Town of Altavista
 Department of Community Development
 510 7th St
 Altavista, VA 24517
 434-369-5001

Date: 1-4-24

Applicant's name Russell Kelly

Applicant's address 212 Ramp Road, Hurt VA 24563

Applicant's phone # 434-401-8286 Applicant's email russkelly03@gmail.com

The following amendment to Article 3, Subsection 86-427,
 of the Zoning Ordinance for Town of Altavista, Virginia, is proposed:

(State exact wording of proposed amendment) Insert in Permitted Uses
automobile dealership, used, special use permit
required, subject to section 86-504

1. Give detailed justification for the proposed amendment:

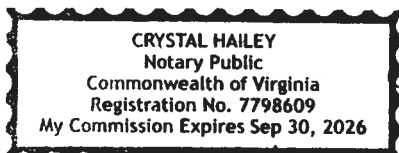
Current permitted uses include automobile repair,
and parking facility. A automobile dealership is
across the street. Proposed business will draw
outside patrons to the DRO highlighting other small businesses

*Contract Purchasers must have the written consent of the owner to proceed with the text amendment.

2. Has Town Council acted on the same or a similar amendment within 12 months prior to the date of the application? ☐ Yes ☒ No

Russell King
Applicant

N/A
Applicant



CERTIFICATE OF NOTARY PUBLIC

STATE OF: Virginia COUNTY OF: Campbell, to wit: The foregoing instrument was acknowledged before me this 10th day of January, 20 24.

Crystal Hailey
Notary Public

09/30/2026
My Commission Expires

FOR TOWN USE ONLY

Zoning Text Amendment Case #: OA-2024-02

Date Application Filed: 1-10-2024

Date(s) reviewed by Planning Commission: 2-5-2024

Public Hearing Date: _____

Action by Planning Commission: _____

Action by Town Council: _____

Sec. 86-427. Permitted uses.

The following uses are permitted by right or by special use permit in the DRO downtown revitalization overlay district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated. This list of permitted uses for the DRO supersedes the list of permitted uses for the underlying zoning district.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-426

Home occupation—Subject to section 86-454

Upper-story residential unit—Subject to section 86-462

(3) *Civic use types.*

Club—Subject to section 86-473, special use permit required

Cultural service

Food bank, food pantry or similar uses subject to section 86-482.1, special use permit required

Governmental service

Guidance service

Post office

Public assembly—Special use permit required

Public parks and recreational areas—Special use permit required

Religious assembly—Subject to section 86-479

Safety service

Utility service, minor—Special use permit required.

(4) *Office use types.*

Financial institution—No guidelines listed in Code

General office

Medical office

(5) *Commercial use types.*

Antique shop

Automobile dealership, used, Subject to section 86-504, special use permit required

Automobile repair service, minor—Special use permit required

Assembly hall—Special use permit required

Bed and breakfast—Subject to section 86-507, special use permit required

Brewpub

Business support service

Business/trade schools—Special use permit required

Commercial indoor entertainment—Special use permit required

Commercial indoor sports and recreation—Special use permit required

Communications service—Special use permit required

Consumer repair service

Convenience store

Dance hall—Special use permit required

Day care center—Subject to section 86-510, special use permit required

Farmers market—Special use permit required

Flea market—Special use permit required

Funeral service—Special use permit required

Hotel/motel/motor lodge—Special use permit required

Microbrewery

Pawn shop—Special use permit required

Payday loan establishment—Special use permit required

Personal improvement service

Personal service

Restaurant, small

Restaurant, fast food or drive-thru—Subject to section 86-562, special use permit required

Restaurant, general

Restaurant, mobile per section 86-520

Retail sales

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower—Subject to section 86-542

Parking facility, surface

Parking facility, structure—Special use permit required

(Ord. of 10-11-2011(3), § 2; Ord. of 7-14-15(2), § 1; Ord. of 5-9-2017(19), § 1; Ord. of 12-11-2018(4); Ord. of 8-10-2021(1), § 1)

Sec. 86-504. Automobile dealership, used.

(a) *General standards:*

- (1) Outdoor display areas (parking lot/s) in conjunction with automobile sales shall be constructed of the same materials required as required for off-street parking areas.
- (2) The storage and/or display of motor vehicles in the parking area planting strip required by section 86-577 shall be prohibited.
- (3) Exterior display or storage of new or used automobile parts is prohibited.
- (4) Any vehicle which is missing major mechanical or body parts or has been substantially damaged shall be placed in a storage yard. The storage yard shall be fully screened from public view. **Adequate screening may be determined by the Zoning Administrator.**
- (5) Storage yards shall be set back at least 100 feet from any adjoining residential district.
- (6) **Automobile dealerships shall only operate when in full compliance with all federal, state, and local laws and regulations.**

(Ord. of 10-11-2011(3), § 2)



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Water Tank Maintenance RFP

Staff Resource: Paul Hill, Asst. Director of Public Services

Action(s):

Allow Staff to move forward with securing services for tank maintenance.

Explanation:

The Town's water tank maintenance contract expires at the end of the fiscal year 2024. Staff is looking to solicit interested and qualified contractors to continue with the tank maintenance program for the next ten years, through a RFP that was done by the Town in junction with Mattern & Craig engineering firm.

Background:

The Town's water tanks must be periodically inspected for safety, sanitation condition, security, and structural soundness. Inspections include cleaning, removal of mud, silt, and other accumulations, and also include rust removal and painting as necessary as Town staff is committed to create and maintain high-quality community facilities and infrastructure.

Funding Source(s):

Enterprise-CIP

Attachments: *(click item to open)*

[attachment. ADVERTISEMENT Tank Maint.pdf](#)

ADVERTISEMENT

Town of Altavista will receive Proposals from qualified firms to contract for a 10-year long-term, full-service maintenance and asset management program for the Town's four potable water storage tanks (ranging from 300,000 gallons to 1,500,000 gallons in size until 2:00 P.M. EST on April 16, 2024. The Town plans to award the contract for this work on the basis of competitive negotiation with the most qualified firms consistent with the Virginia Public Procurement Act Section 2.2-4300.

Parties interested in this Request for Proposals may obtain a copy of the RFP from **Town of Altavista** by contacting Mr. Paul Hill at (434) 369-5001 Ext. 140 or from the Town's website: <http://www.altavistava.gov/> . All information outlined in the Request for Proposal, along with any other pertinent facts necessary for a proper evaluation of this Proposal, should be delivered to **Town of Altavista** prior to the hour and date above designated.

Four bound and typewritten copies of the proposal shall be presented in a sealed envelope per instructions on the Request for Proposal. All information regarding opening date, description of the Proposal and RFP number must be listed on the outside of the envelope.

The Town reserves the right to waive formalities in any Proposal and to reject any or all Proposals in whole or in part with or without cause and/or to accept the Proposal that in its judgment will be in the best interest of **Town of Altavista**.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: FY 2025 Draft Budget and FY 2025-2029 Draft Capital Improvement Plan (CIP)

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

Action(s):

Staff seeks input and direction from Council related to the FY 2025 Draft Budget and Capital Improvement Plan (CIP)

Explanation:

Tonight, Council will continue discussions on the FY2025 Draft Budget and CIP, providing Staff with input and direction on the working document.

Background:

At the February 27th Work Session, Council was provided with the FY2025 Draft Budget and CIP. As presented, the FY2025 Budget shows a combined surplus of 550,260. Of that amount, \$314,960 represents General Fund surplus and \$235,300 represents Enterprise Fund surplus. As presented, the draft budget does not include a Cost of Living Adjustment (COLA), agency requests, or CIP. The draft budget does include a 10% increase to both water and sewer rates.

Staff presented Council with options for both the General Fund and the Enterprise Fund that will allow for a balanced budget.

Funding Source(s):

Per discussion

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource:

Action(s):

Informational Items.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

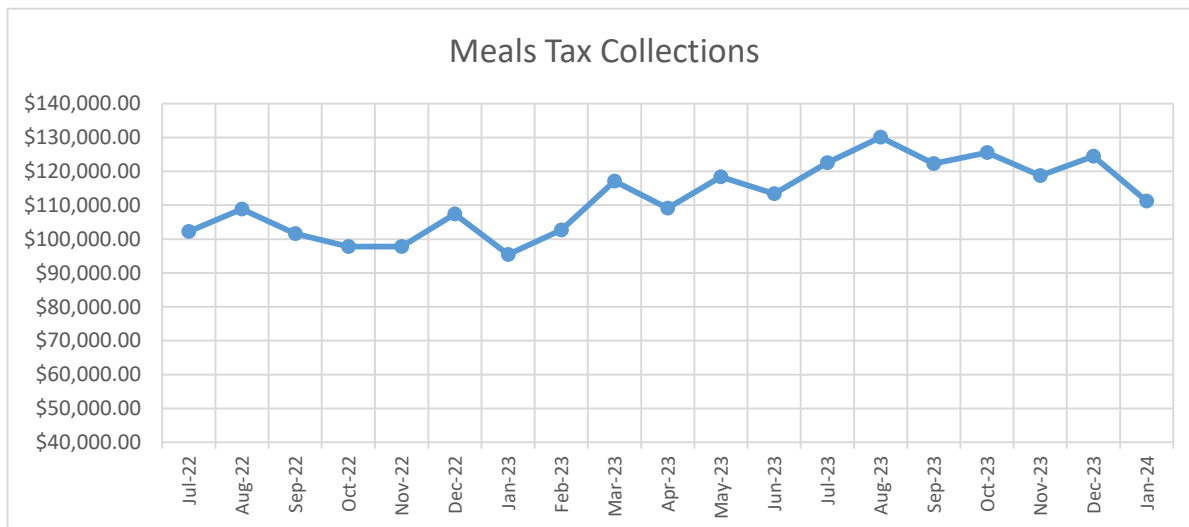
Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-22	\$102,218.51	PREVIOUS	
Aug-22	\$108,874.52	YTD TOTAL (FY)	
Sep-22	\$101,598.57	FY2020	\$970,639.30
Oct-22	\$97,819.71	FY2021	\$1,111,384.10
Nov-22	\$97,796.59	FY2022	\$1,172,634.62
Dec-22	\$107,362.89	FY2023	\$1,271,908.58
Jan-23	\$95,466.21	MTD TOTAL (FY)	
Feb-23	\$102,679.53	FY2023	\$711,137.00
Mar-23	\$117,127.88	FY2024	\$854,943.75
Apr-23	\$109,165.49	+/-	\$143,806.75
May-23	\$118,399.94		
Jun-23	\$113,397.74	Budgeted:	\$1,320,000
Jul-23	\$122,590.49	+/-	-\$465,056.25
Aug-23	\$130,076.20	% of Budget	64.77%
Sep-23	\$122,246.91		
Oct-23	\$125,514.09		
Nov-23	\$118,786.99		
Dec-23	\$124,474.18		
Jan-24	\$111,254.89		
Feb-24			
Mar-24			
Apr-24			
May-24			
Jun-24			



Local Sales Tax

Jul-22	\$20,618
Aug-22	\$20,414
Sep-22	\$20,655
Oct-22	\$19,303
Nov-22	\$20,096
Dec-22	\$23,677
Jan-23	\$19,205
Feb-23	\$18,443
Mar-23	\$22,127
Apr-23	\$19,837
May-23	\$19,095
Jun-23	\$27,398
Jul-23	\$21,138
Aug-23	\$19,671
Sep-23	\$24,839
Oct-23	\$23,622
Nov-23	\$23,918
Dec-23	\$26,580
Jan-24	
Feb-24	
Mar-24	
Apr-24	
May-24	
Jun-24	

YTD TOTAL (FY)

FY2021	\$210,965
FY2022	\$228,889
FY2023	\$250,867

MTD TOTAL (FY)

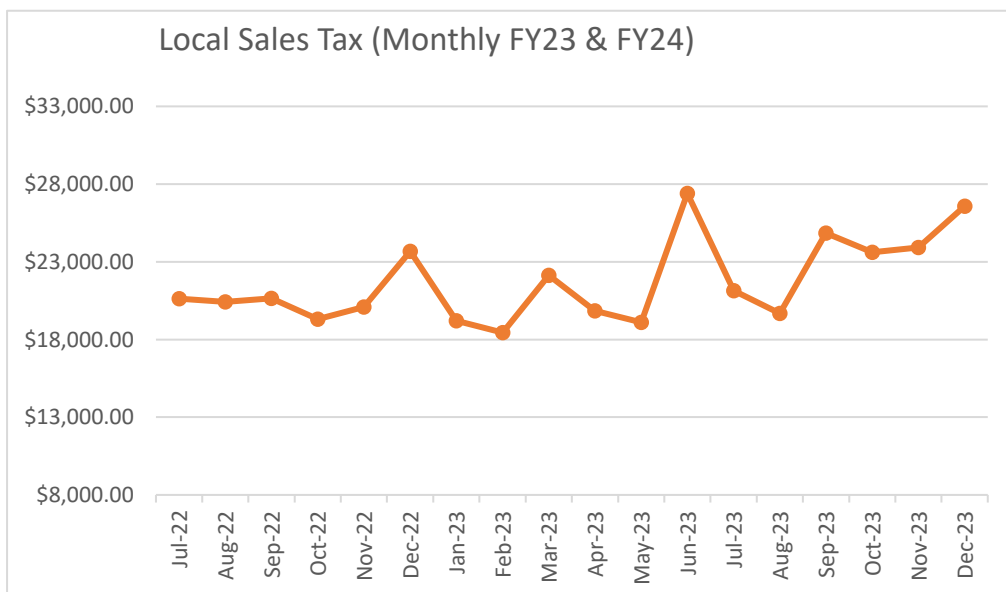
FY2023	\$124,762
FY2024	\$139,768

+/- \$15,006

Budgeted: **\$240,000**

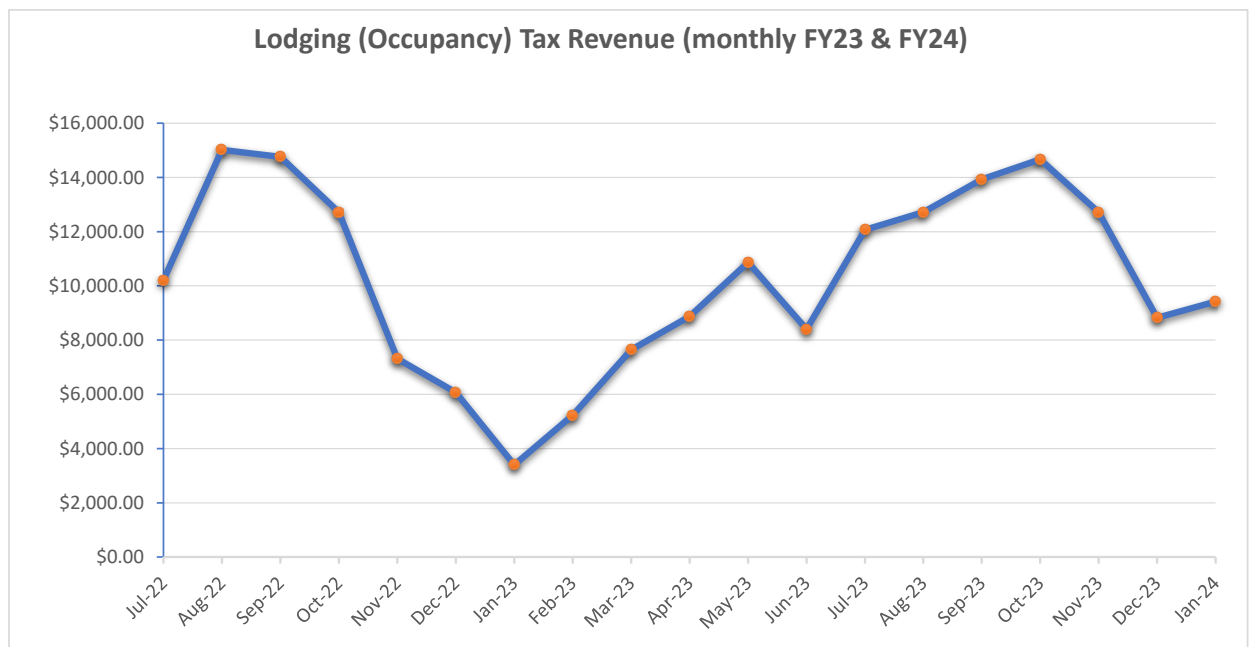
+/- \$100,232

% of Budget 58.24%



Town of Altavista Lodging (Occupancy) Tax

Jul-22	\$10,206		
Aug-22	\$15,015		
Sep-22	\$14,759		
Oct-22	\$12,713	FY2023	FISCAL YEAR TOTAL \$110,495
Nov-22	\$7,317		
Dec-22	\$6,071		
Jan-23	\$3,400	FY2023	MTD TOTAL (FY) \$69,480
Feb-23	\$5,230	FY2024	\$84,336
Mar-23	\$7,639	+/-	\$14,857
Apr-23	\$8,879		
May-23	\$10,862	Budgeted:	\$117,000
Jun-23	\$8,406	+/-	-\$32,664
Jul-23	\$12,072	%/Budget:	72.08%
Aug-23	\$12,715		
Sep-23	\$13,928		
Oct-23	\$14,670		
Nov-23	\$12,712		
Dec-23	\$8,823		
Jan-24	\$9,415		
Feb-24			
Mar-24			
Apr-24			
May-24			
Jun-24			



**Town of Altavista
Local Cigarette Tax**

Jul-21	\$7,500
Aug-21	\$15,000
Sep-21	\$7,650
Oct-21	\$7,500
Nov-21	\$11,235
Dec-21	\$7,500
Jan-22	\$0
Feb-22	\$0
Mar-22	\$15,000
Apr-22	\$7,500
May-22	\$7,500
Jun-22	\$7,500
Jul-22	\$26,250
Aug-22	\$3,750
Sep-22	\$7,500
Oct-22	\$0
Nov-22	\$7,500
Dec-22	\$18,750
Jan-23	\$3,750
Feb-23	\$0
Mar-23	\$11,250
Apr-23	\$0
May-23	\$7,500
Jun-23	\$18,750
Jul-23	\$0
Aug-23	\$7,500
Sep-23	\$0
Oct-23	\$11,250
Nov-23	\$0
Dec-23	\$3,750
Jan-24	\$15,000
Feb-24	\$3,750
Mar-24	
Apr-24	
May-24	
Jun-24	

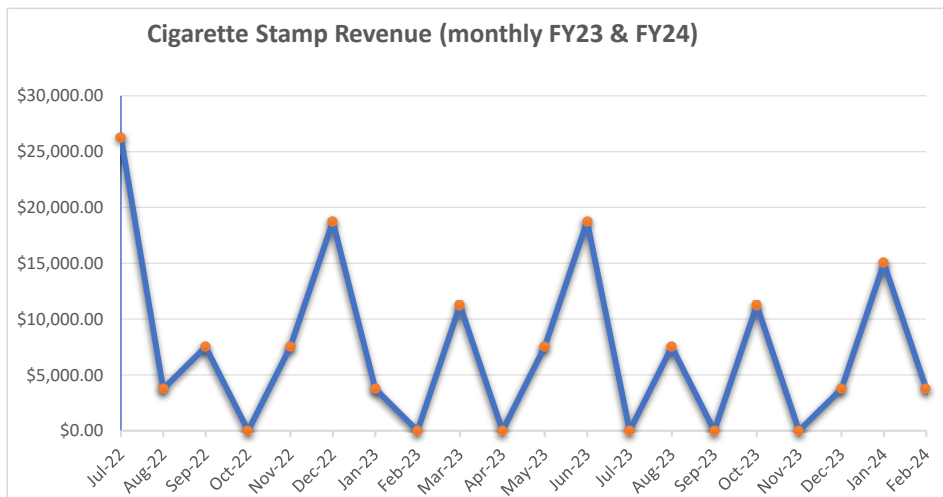
FISCAL YEAR TOTAL

FY2021	\$101,612
FY2022	\$93,885
FY2023	\$105,000

MTD TOTAL (FY)

FY2023	\$67,500
FY2024	\$41,250
+/-	-\$26,250

Budgeted:	\$100,000
+/-	-\$58,750
%/Budget:	41.25%





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Utility Project Updates

Staff Resource: Paul Hill

Action(s):

Informational Items

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[*STATUS REPORT NOVELTY WATER LINE 3-06-2024.pdf*](#)

[*STATUS REPORT AMI PROJECT 3-06-2024.pdf*](#)

[*STATUS REPORT FRAIZER ROAD DRAINAGE PROJECT 3-06-2024.pdf*](#)

[*Main Street Sidewalk Status Update 3-6-2024.pdf*](#)

[*STATUS REPORT SPRINGS SCADA PROJECT 3-06-2024.pdf*](#)

[*STATUS REPORT CLARIFIER #3 PROJECT 3-6-2024.pdf*](#)

[*STATUS REPORT WWTP UV 3-06-24.pdf*](#)

[*STATUS REPORT WWTP PER 3-06-2024.pdf*](#)

[*STATUS REPORT FOR SEDIMENTATION PROJECT 3-06-2024.pdf*](#)

[*STATUS REPORT FILTER IMPROVEMENT PROJECT 3-06-2024.pdf*](#)

[*STATUS REPORT WWTP ELECTRICAL PROJECT 3-06-2024.pdf*](#)

[*STATUS REPORT FOR SPRINGS REHAB 3-06-2024.pdf*](#)

[*February 2024 Monthly Report for Council Members 1.pdf*](#)

[*February 2024 Monthly Report for Council Members 2.pdf*](#)

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
4 March 2024

Project Name: Amherst and Novelty Water Street Water Loop
Project Manager: Scott Bortz, PE
Sub-Consultant
P&B Job Number 23-33

Recent Activities: VDH approval on 2/25/24. Advertise for bid on 3/6.

Anticipated work over the next two weeks: Pre-bid conference on March 14th at Town hall

Upcoming Tasks: Receive bids April 10

Outstanding Issues:

Design Schedule:	Complete field locations (GPS)	11 December 2023
	Preliminary Plans to staff for review	22 December 2023
	Submit plans to VDH and CC E&S	12 January 2024
	Receive plan approval from VDH & CC	25 February 2024
	Advertise for bids	3 March 2024
	Open bids	10 April 2024
	Award Contract	16 April 2024
	Notice to Proceed	6 May 2024
	Substantial Completion (90 days with weather)	6 August 2024
	Final Completion	21 August 2024

Schedule Constraints:

Projected Completion:

Approved Budget: \$35,000

Invoiced To Date: \$0

Balance to Complete: \$35,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

**Town of Altavista
Hurt and Proffitt Projects
Status Report**



Date: March 6, 2024

This memo is a status report of Hurt & Proffitt Team's efforts for the
AMI Water Metering System

Completed Work Over the Last Month

1. Coordinated with Water Works and Mueller about possible schedule of project.
2. Finalized the proposed study on using the tower at the Town Hall.
3. Network installation was scheduled for the week of 2/12.

Anticipated Work Over the Next two Weeks

1. Continued coordination with the Town and Waterworks for project work.

Outstanding Issues

1. None at this time

Construction Schedule Update

1. None at this time

Budget Summary

1. Bid Assistance	Contract:	\$12,500	JTD:	\$12,500
2. Construction Administration	Contract:	\$15,000	JTD:	\$4,190

Submitted by:

Chad Hodges, PE
Project Manager

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
4 March 2024

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-09

Recent Activities: Engineer will provide bid documents for separate Flex-a-mat, rip-rap and grass ditch sections. Town staff sent review and comments on the existing water line, preferences for new alignment and extent of water line replacement.

Anticipated work over the next two weeks: Send revised check-set to Town staff for review of changes.

Upcoming Tasks: Revise plans per Town Staff comments. Coordinate bidding with Town staff.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: Time and materials not to exceed \$23,000

Invoiced To Date: \$9485

Balance to Complete: \$19,715

Town Input Required: When bids are procured, Town administration will need to decide which ditch section to proceed with.

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

**Town of Altavista
Hurt and Proffitt Projects
Status Report**



Date: March 6, 2024

This memo is a status report of Hurt & Proffitt Team's efforts for the
Main Street Sidewalk

Completed Work Over the Last Month

1. Worked on the sidewalk design and layout.
2. Coordinated with VDOT regarding the sidewalk tie-in location and any light pole locations.

Anticipated Work Over the Next two Weeks

1. Placed the future light pole locations.
2. Will be sending the plans to VDOT for review.

Outstanding Issues

1. None at this time

Construction Schedule Update

1. None at this time

Budget Summary

1. Topographic Survey	Contract:	\$3,500	JTD:	\$3,500
2. Sidewalk Design Plans	Contract:	\$12,000	JTD:	\$4,070

Submitted by:

Chad Hodges, PE
Project Manager

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
4 March 2024

Project Name: SCADA for Generator Sites
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 20-51

Recent Activities: Town staff prepared punchlist for final closeout.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: TBD

Approved Budget: \$9600

Invoiced To Date: \$6000

Balance to Complete: \$3600

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$228,265

Current Paid: \$197,392

Balance to Finish ~~plus retainage~~: \$30,873

**Town of Altavista
Hurt and Proffitt Project
Status Report**



Date: March 1, 2024

This memo is a status report of Hurt & Proffitt Team's efforts for the Clarifier #3 Replacement

Completed Work Over the Last two weeks

1. Town asked H&P to discuss termination of agreement with JS Haren.
2. Town attorney to continue termination of agreement.

Upcoming Work

1. After agreement is terminated, the project will be re-bid.

Outstanding Issues

1. None

Construction Schedule Update

1. No construction, agreement to be terminated.

Budget Summary

1. Design Services	Contract:	\$9,000	JTD:	\$9,000
2. Bidding Assistance	Contract:	\$7,000	JTD:	\$7,000
3. Construction Phase Assistance	Contract:	\$8,000	JTD:	\$1,316.25

Construction Cost Summary:

1. Mobilization	Contract:	\$40,000.00	JTD:	\$0.00
2. Clarifier Equipment Replacement	Contract:	\$765,000.00	JTD:	\$0.00
3. Clarifier Cleaning & Rehabilitation	Contract:	\$50,000.00	JTD:	\$0.00
4. Electrical Replacement	Contract:	\$16,000.00	JTD:	\$0.00
5. CO#1	Contract:	(\$36,742.00)	JTD:	\$0.00
6. Project Total	Contract:	\$834,528.00	JTD:	\$0.00

Submitted by:

Mike Wilson, PE
Project Manager

**Town of Altavista
Status Report**

Date: 3-6-24

This memo is a status report of Town's Staff efforts for the UV Light Improvement

Completed Work Over the Last Week

1. Met with contractor for a site visit and discuss plans.

Anticipated Work Over the Next two Weeks

1. Continue cleaning channel as time allows. Contractor to provide a complete work schedule.

Outstanding Issues

1. None currently.

Construction Document Schedule Update

1. None currently.

Budget Summary

1. Contractor	Contract: \$48,200.00	JTD: \$0
2. UV SYSTEM	Contract: \$349,840.00	JTD: \$332,348.00

Submitted by:

Paul Hill, Assistant Director of Public Services
Project Manager

Town of Altavista
WWTP PER - Project Status Report

Date: 3/7/2024

This memo is a status report of Dewberry Team's efforts for the Town of Altavista Wastewater Treatment Plant (WWTP) Improvements – Preliminary Engineering Report (PER) Engineer's Project No. 50167115

Completed Month Over the Last Month

1. Received approval of PER and ER from DEQ

Anticipated Work Over the Next Month

1. Assisting town with questions regarding pursuit of additional funding.

Outstanding Issues –

1. none

PER/ER Document Schedule

- a. Preliminary Findings; ~~9/19/2023~~ 9/21/2023
- b. Draft PER & ER; 10/31/2023

Budget Summary

- | | | |
|---------------|--------------------|---------------|
| 1. <u>PER</u> | Contract: \$26,500 | JTD: \$26,500 |
| 2. <u>ER</u> | Contract: \$3,500 | JTD: \$3,500 |
| 3. | | |

Submitted by:
R. Scott Ehrhardt
Project Manager

Town of Altavista
WTP DESIGN - Project Status Report

Date: 3/7/2024

This memo is a status report of Dewberry Team's efforts for the Town of Altavista Sedimentation and Solids Handling Improvement Project.

Engineer's Project No. 50115515 – Design/Construction Phase (6/14/2023)

Completed Month Over the Last Month

1. 100% Plans and Specifications revised per Town comments.
2. 100% Revised Plans and Specs uploaded to VDH portal for review 1/24/2024 -- Being reviewed by Aaron Moses VDH Richmond.
3. Comments received from VDH

Anticipated Work Over the Next Month

1. Respond to VDH comments & receive final approval to bid
2. Advertise project

Outstanding Issues --

1. None

Construction Document Schedule Update

1. Project is on schedule-- see below

Budget Summary

1. <u>PER</u>	Contract: \$14,000	JTD: \$14,000
2. <u>Design</u>	Contract: \$159,100	JTD: \$155,000
3. <u>Survey</u>	Contract: \$3,200	JTD: 0
4. <u>Construction Admin</u>	Contract: \$55,000	JTD: 0
5. <u>Part Time Inspection</u>	Contract: \$11,200	JTD: 0
6.		

Submitted by:

R. Scott Ehrhardt

Project Manager

Town of Altavista - Sedimentation and Solids Handling Improvement Project																																
	2023												2024												2024							
Description	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8		
Project Kickoff																																
PER Preparation																																
PER Review & Approval																																
Execution of Engineering Design Contract																																
50% Design*																																
90% Design**																																
Submit Final Design to Town & VDH for Approval & Receive Comments																																
Issue Final Bid Documents																																
Advertisement																																
Receive Bids, Award & issue N.T.P																																
Construction																																
Project Closeout																																

*Submittal includes: process mechanical plan view, spec outline, and P&ID

**Submittal includes: process mechanical, electrical, specifications

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
4 March 2024

Project Name: WTP Filter Rehabilitation
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 19-76

Recent Activities: Addressing flow sensor issues with Contractor. Controls providing working on corrections. Mr. Hill reports Town staff will clean the differential pressure tubes & contact instrumentation to re-calibrate their sensors prior to contractor completing the requested work.

Anticipated work over the next two weeks: Prepare record plans

Upcoming Tasks: Awaiting repair/replacement of the waste flow meter. Prepare record plans

Outstanding Issues:

Design Schedule: June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
1 November 2021 NTP

Schedule Constraints:

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$52,400

Balance to Complete: \$3600

Town Input Required: Town staff needs to clean the differential pressure tubes & contact instrumentation contractor to re-calibrate their sensors prior to SCADA contractor completing the requested work.

Issues Town Should Be Aware Of:

Construction Contract Price: \$725,305+\$11,413

Current Paid: \$699,075

Balance to Finish plus retainage: \$37,643

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
4 March 2024

Project Name: WWTP Phase II/III Electrical Upgrades
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 19-34

Recent Activities: Engineer has sent Town signed CO to Contractor for signature. CRB has re-mobilized to finish up work on-site. Master Engineer, Town staff, AIC, and Contractors will coordinate control wiring switchover at the Solids Handling Building. All parties are coordinating to evaluate issues with the blower building VFDs and harmonics. All parties evaluating SHB VFDs as well.

Anticipated work over the next two weeks:

- Two VFDs have been installed in Blower building Contractor is working with AIC to commission and diagnose unbalanced amperage issues.
- Contractor is working through control issues in order to install MCCs in the Solids Handling Building

Upcoming Tasks:

Outstanding Issues:

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed
Schedule Constraints: Contractor reports to be still on schedule for completion per contract times.
Projected Completion: November 2022
Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections
Invoiced To Date: \$246,533
Balance to Complete: \$61,355 + additional inspection

Town Input Required: Awaiting approval/rejection of CO requests.

Issues Town Should Be Aware Of: Contractor will document all delays.

Construction Contract Price: \$3,952,000 + \$29,149 (Change Orders)

Current Paid: \$3,589,630

Balance to Finish plus retainage: \$391,519

**Town of Altavista
March Project Status Report**

Date: March 3, 2024

This memo is a status report of Engineering Concepts, Inc.'s Team's efforts for the Altavista Springs Rehabilitation Project

Completed Month Over the Last Week

1. Teleconference with Town to discuss review comments.
2. Received and review Town comments on plans.

Anticipated Work Over the Next Month

1. Revise plans per any Town's comments/concerns
2. Prepare submittal documents to Campbell County Building Department and VDH

Outstanding Issues

1. None

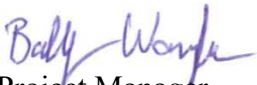
Construction Document Schedule Update

1. Pending final approvals

Budget Summary

1. Topographic Survey	Contract: \$8,500	JTD: \$8,500
2. Structural Evaluation/Report	Contract: \$14,400	JTD: \$12,240
3. Preliminary Layout	Contract: \$11,600	JTD: \$11,600
4. Geotechnical	Contract: \$8,500	JTD:
5. Design Phase	Contract: \$58,586	JTD: \$53,899
6. Bid Assistance	Contract: \$6,500	JTD:
7. Construction Administration	Contract: \$45,500	JTD:

Submitted by:


Project Manager
Engineering Concepts, Inc.

2023-2024 Water, Sewer & Curbside Refuse Collection Billing History

Printed 7-Mar-24

Customer Class		March-23	April-23	May-23	June-23	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	Average
WATER	Units	12	1,244	5	13	1,350	10	11	1,183	16	10	1,246		464
	Residential Base-IT	43	194	40	48	191	44	44	177	44	43	43		83
	Commercial Base-IT	-	140	-	-	152	-	-	136	1	-	142		52
	Residential Base-OT	1	1	1	1	1	1	1	1	1	1	1		1
	Commercial Base-OT	31	31	31	31	29	28	28	28	28	28	28		29
	Municipal													-
	Dormant Accounts	5	5	5	5	5	5	5	5	5	5	5		5
	Industrial													
	TOTAL	92	1,615	82	98	1,728	88	89	1,530	95	87	1,465	-	634
	Gallons	232,530	11,562,786	1,598	272,020	14,136,134	39,300	61,800	11,248,247	35,750	14,020	11,759,427		Total 49,363,612
	Residential Use-IT	2,835,470	2,870,044	3,485,000	3,067,190	4,394,408	4,901,190	3,883,200	5,030,620	2,045,680	3,968,670	1,915,779		38,397,251
	Commercial Use-IT	-	1,470,769	-	-	1,882,340	-	-	1,552,050	10	-	1,573,740		6,478,909
	Residential Use-OT	2,245,000	2,378,443	2,444,500	2,648,500	2,676,500	2,228,500	2,629,600	2,319,300	2,177,900	2,214,300	2,339,400		26,301,943
	Commercial Use-OT	280,330	236,640	284,690	565,880	475,390	625,190	1,010,710	1,169,870	118,140	157,070	85,270		5,009,180
	Municipal	37,834,871	41,394,519	46,980,991	43,193,104	48,464,669	46,695,191	32,003,512	47,339,024	34,470,396	38,752,992	29,126,693		446,255,962
	Industrial													
	TOTAL WATER SOLD	43,428,201	59,913,201	53,196,779	49,746,694	72,029,441	54,489,371	39,588,822	68,659,111	38,847,876	45,107,052	46,800,309	-	571,806,857
	NET DELIVERED	57,134,415	61,479,732	63,009,326	71,200,743	69,001,353	46,155,549	64,365,732	59,608,969	54,515,747	47,962,645	60,761,143	70,280,887	725,476,241
	FRACTION BILLED	119%	111%	77%	88%	69%	111%	77%	100%	89%	80%	77%	0%	79%
	Total (TOA,sold,hydrrts, Leaks)	14,500	3,700	13,850	68,700	26,900	83,100	89,900	30,200	62,300	10,200	39,400	14,600	457,350
	Dollars	1,066	83,595	181	1,260	77,275	400	511	63,861	586	362	67,428		Total 296,524
	Residential Base & Use-IT	11,349	19,917	12,810	11,199	22,525	17,134	13,625	22,716	6,767	13,881	24,047		175,971
	Commercial Base & Use-IT	-	12,939	-	-	18,680	-	-	13,402	53	-	13,576		58,650
	Residential Base & Use-OT	11,343	11,943	12,336	13,352	13,491	11,260	13,258	11,713	11,008	11,190	12,982		133,876
	Commercial Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-		-
	Municipal	125,974	46,250	155,791	143,442	160,205	154,859	107,558	148,076	113,543	128,740	111,394		1,395,833
	Industrial													
	TOTAL	149,731	174,644	181,117	169,253	292,176	183,653	134,953	259,769	131,958	154,172	229,427	-	2,060,855
SEWER	Units	12	1,088	5	6	1,181	11	5	1,082	15	10	1,094		Average 410
	Residential Base-IT	42	135	40	43	172	45	42	149	43	42	127		80
	Commercial Base-IT	7	7	7	7	7	7	7	7	7	7	7		7
	Commercial Base-OT	8	8	8	8	8	8	8	8	8	8	8		8
	Municipal													-
	Dormant Accounts	4	4	4	4	4	4	4	4	4	4	4		4
	Industrial													
	TOTAL	73	1,242	64	68	1,372	75	66	1,250	77	71	1,240	-	509
	Gallons	196,665	8,618,103	1,358	228,880	10,530,833	6,882	49,468	10,127,459	30,799	12,199	8,780,639		Total 38,583,284
	Residential Use-IT	848,636	1,518,479	2,756,427	1,825,135	3,175,105	3,091,364	2,018,937	2,986,225	890,348	2,160,099	1,407,151		22,677,907
	Commercial Use-IT	222,948	300,880	204,088	236,788	165,292	246,884	243,480	1,602,602	210,580	297,788	237,388		3,968,718
	Commercial Use-OT	89,550	93,320	100,770	90,730	129,110	98,050	120,850	83,830	83,830	157,010	85,270		1,132,320
	Municipal	33,730,000	38,830,000	40,200,000	41,520,000	45,370,000	40,330,000	31,590,000	45,050,000	39,490,000	36,420,000	29,950,000		422,480,000
	Industrial													
	TOTAL SEWER BILLED	35,087,799	49,360,783	43,262,643	43,901,532	59,370,341	43,773,180	34,022,735	59,850,117	40,705,557	39,047,096	40,460,448	-	488,842,229
	WWTP EFFLUENT	57,850,000	64,190,000	64,190,000	58,450,000	55,867,900	45,626,300	53,404,400	53,867,800	51,220,200	51,150,100	61,448,400	53,443,800	670,708,900
	FRACTION BILLED	95%	76%	103%	82%	73%	96%	64%	111%	79%	76%	66%	0%	73%
	Dollars	42	33,276	25	897	44,141	182	208	32,267	147	74	33,916		13,198
	Residential Base & Use-IT	9,602	9,419	10,554	6,963	12,295	11,793	7,700	11,528	3,395	8,182	12,336		9,433
	Commercial Base & Use-IT	1,510	2,412	2,234	1,505	1,391	1,592	1,505	620	974	1,209	1,718		1,515
	Residential Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-		-
	Commercial Base & Use-OT	131,568	152,431	157,983	162,871	177,768	159,117	129,284	140,916	164,028	142,773	123,809		1,642,549
	Municipal													
	Industrial													
	TOTAL	150,070	191,188	156,827	172,045	185,599	172,684	138,697	185,331	168,544	152,239	171,777	-	1,666,696
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	105	196	180	234	139	117	177	166	69	47	40	74	155
	Curbside- BULK	109	102	127	97	105	70	102	102	103	74	62	88	85
	TOTAL	214	298	307	331	244	187	279	268	172	121	102	162	240
														Total
	Curbside-IT	98	89	95	98	92	115	88	95	99	77	105	89	1,096
	Curbside-BULK	14	21	18	32	18	12	25	17	9	4	9	7	153
	TOTAL	112	110	113	130	110	126	113	112	108	81	114	96	1,249

Monthly Staff Report Water Plant

TO: Town Manager
FROM: Polly Brown
DEPARTMENT: Water Treatment Plant
MONTH: February 2024

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 18.4 Hours per Day which yielded approximately 1,943,000 gallons of water per day.

Rain 3.3 YTD Rain 12.56 YTD Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>19.7</u>	hrs			
Average Hours per day (weekends)	<u>15.2</u>	hrs			
Average produced (week days)	<u>2,099,048</u>	gallons per day			
Average produced (weekends)	<u>1,681,625</u>	gallons per day			
Total Raw Water Pumped:	<u>59.64</u>	million gallons			
Total Drinking Water Produced:	<u>57.53</u>	million gallons			
Average Daily Production: (drinking)	<u>1,980,000</u>	gallons per day			
Average percent of Production Capacity:	<u>66</u>	%			
Plant Process Water:	<u>2,106,652</u>	(finished water used by the plant)			
Bulk Water Sold @ WTP:	<u>8,800</u>	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use	<u>7,800</u>	gallons			
McMinnis Spring					
Total Water Pumped:	<u>5.097</u>	million gallons	average hours per day	<u>11.7</u>	
Average Daily Produced:	<u>175,770</u>	gallons per day	Rain at MC	<u>2.79</u>	YTD Rain <u>11.64</u>
Reynolds Spring			snow		<u>0.00</u>
Total Water Pumped:	<u>5.943</u>	million gallons	average hours per day	<u>12.1</u>	Total Precip <u>11.64</u>
Average Daily Produced:	<u>212,239</u>	gallons per day	Rain at RE	<u>2.67</u>	YTD Rain <u>11.49</u>
Purchased Water from CCUSA	<u>2,863,344</u>	gallons	snow	<u>0</u>	<u>0.00</u>
Sold to Hurt	<u>2,131,400</u>	gallons			Total Precip <u>11.49</u>
Industrial Use	<u>51,987,493</u>				
Total Drinking Water Delivered (including Springs/CCUSA)	<u>70,280,887</u>		Water lost due to leaks		
			<u>None Captured</u>		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed

VDH samples completed for compliance

Melinda High Pressure Zone- Redline Drawings need to be delivered to the Town from Mattern and Craig (Closeout project)

Filter Upgrade - Completed and awaiting VDH CTO as well as warranty item on waste flow meter. (Calibrations of DP Cells need to be resolved)

The Source Water Protection Local Advisory Committee will meet again when date has been set

Generator project, Completed and working on administrative closeout.

Springs SCADA project - Lord and Company and electrician installing SCADA 95% complete

Sedimentation Basin Project- PER approved. Plans have been submitted to the Town for review, will provide back to engineers for VDH approval

AMI Meter system kick off meeting held, the network system is being built and 25 meters to be installed to test network

WTP SCADA upgrade scope to be discussed with the engineer (Installation of Dearing Ford tank and CCUSA meter vault has begun)

Springs Rehabilitation - Town reviewing plans prior to VDH submittal and approval

Raw Water Control Valve ordered including an accutuator received. Awaiting installation plans

Lead and Copper Inventory has continued. Working on finalizing document to draw down VDH funding

Budget Prep for FY2025 and CIP 2025-2029 was reviewed and completed

Staff wil be working on updating SOPs

2023 CCR report completed and sent tp VDH for approval

TU5200 HACH Turbidimeter was sent out for repair on 2-7-24 and received back at plant on the 27th

HACH Quarterly Service was completed on Feb 13th.

Lead and Copper Webinar was attended by Mr. Fore and Polly for uploading template on Feb 8th

Utilities Distribution and Collection

of Service Taps

Addresses:

of Meters Read

103	Monthly	Rereads	2
0	Quarterly	Rereads	0

of Meters Cut Off For Non-Payment

64

of Meters Tested

0

of Loads of Sludge to Landfill

18
124.55 Tons

of Location Marks made for Miss Utility

33

of Meters Replaced

0

of Water Lines Repaired

0

of Sewer Lines Unstopped

0

Locations:

Locations:

Air Relief Valves Inspected

28

of PRV Maintenance/Inspection

0

of Water Valve Boxes Cleaned

0

of Blow-Off Valves Flushed

0

of Blow-Off Valves Located

0

Push Camera Footage

60

Sewer (Root Cutting) Main

0

Sewer Main Cleaned

0

Sewer (Root Cutting)Main Manholes

0

Sewer Main Cleaned Manholes

0

Sewer Video Footage

0

Sewer Service Cleaned

0

Sewer Video Manholes

0

Sewer Service Blockage

0

Duke Root Control (Contractor)

0

Sewer Main Video

0

Water Turn On and Offs

74

Sewer Right of Way Clearing Footage

7840

Water Right of Way Clearing Footage

3,200

Sewer Manholes Inspected

0

Water Meter Box Install/Replacement

3

Sewer Installed Clean Out

2

Of Hydrants Flushed

2

of Hydrant Valves Exercised

1

Other Utilities Distribution and Collection Activities & CIP Projects:

15th Street - Installing Sewer Line (ongoing)

Ashpalt

Amherst Ave./Novelty Street Water Upgrade

Installed 3 1 inch Taps with 6 Services and 3 PRV's need Ashplat and Concreate

DEPARTMENT: Wasterwater Plant
MONTH: February-24

Average Daily Flow	1.84	MGD		
TSS Reduction	93	%		
BOD Reduction	97	%		
VPDES Violations	0			
Sludge (Regional Land Fill)	126	tons		
Rain Total	2.33	Inches	Snow Total	Inches

Other Wastewater Activities and CIP Projects:

- Month: February 2024
- Serviced UV system Bank B
 - One Trainee Operator position open
 - Received Press cloths
 - Changed Press feed pump for system #1
 - Basin blower drive units having electrical issues effecting use
 - Engineers investigating electrical issues effecting new drive units in Solids building
 - Ordered Polymer (should rec. 3-13-24)
 - Oil changed in basin blowers 2 and 3

CIP Items

Rec. Blower quote for Solids Building

WWTP Electrical Upgrade awaiting proper sized VFDs. They have been shipped and we are awaiting arrival.

The UV system has arrived. Now scheduling for installation

Director of Public Services completed a wastewater treatment plant class on Monday night for Town operators. (Have a member of the public and 4 operators from Bedford also in class)

Town of Hurt Public Work Director is also attending



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Public Services Monthly Reports

Staff Resource: Jeff Arthur, Public Works Manager

Action(s):

Informational Item for Council's review

Explanation:

monthly reports - February 2024

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment 1. PW Monthly B&G Feb .2024.pdf](#)

[attachment 2. PW Monthly Fleet Feb. 2024.pdf](#)

[attachment 3. PW Monthly STS Feb. 2024.pdf](#)

BUILDINGS AND GROUNDS

March 4, 2024

TO: TOWN MANAGER
FROM: BRIAN ROACH, B&G SUPERVISOR
MONTH: February 2024

Vacation / Funeral / Sick Leave Taken		95
Meetings / Data Entry / Work Planning / Training		62.5
# Of Call Duty Hours	4	8
# Of Hours ELD Training at CVCC		0
Holiday		56
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations (0 Burials / 0 Cremation)		0
Cemetery Grounds Maintenance		79.75
Meeting with Families / Selling Plots		0
Stone Locating / Setting		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	88.96	114
Residential Garbage Collected (Tonnage) Town of Hurt	35	32
# Of Curbside Brush Collected (Stops)	74	0
Loads of Brush Collected	10	43.75
# Of Curbside Bulk Collected (Stops)	88	0
Bulk Collection (Tonnage)	7.20	25.25
# Of Tires Collected	8	1
# Of Residential Garbage Citations Issued		0
Vehicle Maintenance		51.25
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		
# Of Building Maintenance Hours		179.5
# Of Park Cleaning		363.75
# Of Parks Ground Maintenance Hours		37.75
# Of Parks Flower Bed Maintenance Hours/ Weed Control		36
# Of Vista Theatre Maintenance and Special Events		0
Seasonal / Contract Mowing		0
# Of Vehicle Maintenance Hours		
# Of Mowing Parks (Acreage)		
# Of Assisting Other Crews		
Total Labors Hours for the Month		1185.5

FLEET MAINTENANCE DEPARTMENT

DATE: March 4, 2024

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: February 2024

DESCRIPTION	Labor Hours
Vacation	8
Safety Meetings/Training	10
Holiday	16
Daily/ Weekly/ Planning & Scheduling	30
Sick Leave Used	24
CIP / Budgeting / Calling Vendors	19.5
Preventive Maintenance	93.25
General Repair's	44
Troubleshoot and Diagnostic	26
DMV Titling	0
Training	0
Picking Up & Delivery	37.5
Building & Grounds	9.75
Snow Prep on Equipment	0
Inspections/Surplus	0
Assisting Other Crews	19
Total Labor Hours for the Month	337

STREET DEPARTMENT MONTHLY REPORT

DATE: March 4, 2024

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: February 2024

DESCRIPTION	Labor Hours
Vacation / Sick Leave Taken / Comp. Time Used / Funeral Leave	28
Holiday	40
Staff, Safety Meetings/Data Entry/Planning Schedule	71.25
Weekend Truck (.36 Tons) (1) Truck	6
Street Sweeping (Miles Swept Highway 36 / Streets 19)	17
Litter Control (Bags Collected 14)	10.75
Assisting Other Crews	32.75
Town Wide Mowing ()	0
Signage	7.75
Traffic Control	0
Call Duty	2.5
Weed Control (Gallons Sprayed)	0
Street Lighting	0
Dead Animal Removal/Buzzard Control	2.5
Decorative Street Light	0
Tree/Trimming/Removal	480.25
Vehicle/Equipment Maintenance	77.5
Public Works Lot Cleaning (Tons)	0
Asphalting (Tons)	0
Leaf Collection (0 Loads)	0
Storm Drainage Clean / Repair	50.25
Seasonal	2
Shoulder Stone (Rip Rap Stock on Lot)	9
Special Projects / Special Events	4
Snow Prep/Event	0
Total Labor Hours for the Month	841.5



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Altavista Police Dept. Monthly Reports - February 2024

Staff Resource: APD Chief Tommy Merricks

Action(s):

For Informational Purposes

Explanation:

Monthly Activity Report, and Patrol on Hwy 29 Report

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment 1. APD Monthly Activity Report-February 2024.pdf](#)

[attachment 2. Patrol on 29-February 2024.pdf](#)

2024 ALTAVISTA POLICE DEPT MONTHLY REPORT			
	January	February	Year to Date
Criminal Arrests "Felony"	3	5	8
Criminal Arrests "Misdemeandor"	3	3	6
Warrant Executed	10	6	16
Uniform Traffic Summons Issued	33	23	56
# Traffic Stops	86	122	208
BOLO'S (Be on Look Out)	4	7	11
DUI	2	1	3
IBR	46	29	75
MVA	15	9	24
Assist Motorist	8	20	28
Calls for Service	416	364	780
Alarm Responses	24	18	42
ECO/TDO	1	0	1
ECO/ TDO HOURS	9	0	9
Court Hours	4	8	12
Citizen Contacts	310	1,561	1,871
Businesses, Residences Check "Foot Patrols"	575	432	1,007

Patrol on 29-February 2024			
Time	Location	Officer	Disposition
5-Feb 1537-1546	Rt 29/Clarion Rd	Goyne	Traffic Stop
5-Feb 2023-	Rt 29	Earhart	Traffic Stop
8-Feb 1140-1145	Rt 29	Hamlett	Traffic Stop
8-Feb 1746-1830	Rt 29	Hamlett	BOL
9-Feb 1722-1754	Rt 29	Goyne	MVC
10-Feb 1233-1237	Rt 29/Lynch Mill	Goyne	Disabled Vehicle
10-Feb 1233-1237	Rt 29/Lynch Mill	Pugh	Disabled Vehicle
11-Feb 1509-1516	Rt 29/Bedford	Pugh	Disabled Vehicle
11-Feb 1614-1614	Rt 29	Pugh	BOL
11-Feb 1509-1516	Rt 29/Bedford	Goyne	Disabled Vehicle
11-Feb 1606-1614	Rt 29	Goyne	BOL
14-Feb 1416-1430	Rt 29/Bedford	Goyne	Disabled Vehicle
14-Feb 1417-1430	Rt 29/Bedford	Pugh	Disabled Vehicle
19-Feb 0259-	Rt 29/Lynch Mill	Earhart	Drugs
20-Feb 2115-	Rt 29	Earhart	BOL
23-Feb 1144-1217	Rt 29/Bedford	Pugh	BOL
23-Feb 1144-1217	Rt 29	Goyne	BOL
25-Feb 1358-1406	Rt 29	Pugh	Traffic Stop
25-Feb 1418-1441	Rt 29/Tinsel	Pugh	Traffic Stop/Assist Campbell Co
25-Feb 1359-1406	Rt 29	Goyne	Traffic Stop
25-Feb 1418-1441	Rt 29/Tinsel	Goyne	Traffic Stop/Assist Campbell Co



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Altavista Town Council Meeting Calendars

Staff Resource: Crystal Hailey, Assistant Town Clerk to Council

Action(s):

Informational Items

Explanation:

Attached are the Altavista Town Council's Meeting Calendars for both March and April, 2024

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment 1. Town Council - Meeting Calendar - March 2024.pdf](#)

[attachment 2. Town Council Meeting Calendar - April 2024.pdf](#)

March 2024

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
					1	2
3	4 Planning Commission 5pm	5	6	7	8	9
10 <u>Daylight Savings Time</u> Turn Clocks Forward	11	12 <u>Town Council Meeting 6pm</u>	13	14	15	16
17 <u>Saint Patrick's Day</u>	18	19 “Meet & Greet” <u>Joint Meeting</u> with Brookneal at 6pm in Rustburg	20	21	22	23
24	25	26 <u>Council Work Session 5pm</u> budget discussion	27 ...continued budget discussion (if needed)	28	29	30
31 <u>Easter Sunday</u>		NOTES: Tuesday, March 26 th AEDA Meeting @8:15am				

APRIL 2024

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
	1 <u>Planning Commission</u> 5:00pm	2	3	4	5	6
7	8	9 <u>Town Council Meeting 6pm</u> “First Reading of Budget” - Schedule Public Hearing for Tuesday, May 14th	10	11	12	13
14	15	16	17 First Public Hearing Advertisement	18	19	20
21	22	23 <u>Council Work Session</u> 5pm	24 Second Public Hearing Advertisement	25	26	27
28	29	30			<u>NOTES:</u> Tuesday, April 23rd AEDA Meeting 8:15 am	



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
March 12, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION

Title: Town Council Closed Session

Staff Resource: Tobie Shelton, Finance and Administration Director

Action(s):

convene in closed session

Explanation:

Section 2.2-3711 (A)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Background:

The Dolan Group

Funding Source(s):

Attachments: *(click item to open)*

attachment. CLOSED SESSION 3.12.24 Section 2.2-3711(A)(8).pdf

CLOSED SESSION

DATE: Tuesday, March 12th, 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)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

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): _____