



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

**Tuesday, May 9, 2023  
6:00 PM - Council's Chambers  
510 Seventh Street  
Altavista, VA 24517**

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

*Pastor Sinclair Hall, First Church of Jesus, will deliver the Invocation for this meeting.*

**2. AGENDA ADOPTION**

**3. RECOGNITIONS AND PRESENTATIONS**

3.A [Employee Changes in April 2023](#)

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

*Citizen's wishing to address Town 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**

*This is an opportunity for our Community Partners to provide a brief update of their recent involvements in the community and to share upcoming events and activities.*

**6. CONSENT AGENDA**

6.A [Monthly Financial Reports - April 2023](#)

[Attachment 1. April 2023 Check Register](#)

[Attachment 2. April 2023 Revenue Report](#)

[Attachment 3. April 2023 Expenditure Report](#)

[Attachment 4. Reserve Balance and Investment Report](#)

6.B [Town of Altavista, Altavista Community Transit System \(ACTS\) - FTA Drug and Alcohol Policy](#)

[attachment. 23\\_05\\_POL\\_FTA-drug-and-alcohol-ACTS\\_draft-v.001](#)

6.C [Town Council Meeting Minutes](#)

[attachment 1. Town Council Work Session 3.28.23](#)

[attachment 2. Town Council Meeting Minutes 4.11.23](#)

[attachment 3. Town Council Work Session 4.25.23](#)

**7. PUBLIC HEARING(S)**

7.A [FY2024 Budget / FY2024-2028 Capital Improvement Program](#)

[Attachment 1. FY2024 Proposed Budget Overview](#)

[Attachment 2. FY2024 Proposed Master List of Fees / Charges](#)

[Attachment 3. Public Notice: FY2024 Proposed Budget](#)

[Attachment 4. Public Notice: FY2024 Proposed Capital Improvement Program](#)

- 7.B FY2024 Proposed Increase to Water and Sewer Rates; as well as Connection and Availability Schedule
  - attachment 1. Public Hearing Ad - Increase to Water and Sewer Rates/Connection Fees
  - attachment 2. Proposed Water/Sewer Connection and Availability Schedule
- 7.C FY2024 Proposed Meals Tax Increase
  - Attachment. Public Notice: FY2024 Proposed Meals Tax Increase

**8. NEW BUSINESS**

**9. UNFINISHED BUSINESS**

**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 Altavista Public Works: Monthly Reports - April 2023
  - attachment 1. PW - BUILDINGS\_AND\_GROUNDS\_MONTHLY\_REPORT\_APRIL\_2023
  - attachment 2. PW - FLEET\_MAINTENANCE\_DEPARTMENT-APRIL\_2023
  - attachment 3. PW - STREET\_DEPARTMENT\_MONTHLY\_REPORT-APRIL\_2023
- 10.C APD Monthly Reports - April 2023
  - attachment 1. APD Daily Activity Report-April 2023
  - attachment 2. APD Patrol on 29-April 2023
- 10.D Utility Project Updates
  - STATUS REPORT - CLARIFIER #3 PROJECT 5-03-2023
  - STATUS REPORT - AMI PROJECT 5-03-2023
  - STATUS REPORT - LYNCH CREEK PROJECT 5-03-2023
  - STATUS REPORT - MELINDA HPZ PROJECT 5-03-2023
  - STATUS REPORT - AERATION STUDY 5-01-2023
  - STATUS REPORT - WWTP ELECTRICAL PROJECT 5-01-2023
  - STATUS REPORT - FRAIZER ROAD DRAINAGE PROJECT 5-01-2023
  - STATUS REPORT - FILTER IMPROVEMENT PROJECT 5-01-2023
  - STATUS REPORT - SPRINGS SCADA PROJECT 5-01-2023
  - STATUS REPORT - VDEM GENERATORS 5-01-2023
  - STATUS REPORT - UV SYSTEM UPGRADE 5-3-23
  - April 2023 Monthly Report for Council Members 2.pdf
- 10.E Community Development
  - attachment. CD April 23 Monthly Report
- 10.F Altavista Town Council Meeting Calendars
  - attachment 1. Altavista Town Council Meeting Calendar - May 2023
  - attachment 2. Altavista Town Council Meeting Calendar - June 2023

**11. MATTERS FROM COUNCIL**

**12. CLOSED SESSION**

12.A [Altavista Town Council CLOSED Session attachment. Altavista Town Council - Closed Session 5.09.23](#)

**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  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

**RECOGNITIONS AND PRESENTATIONS**

**Title: Employee Changes in April 2023**

**Staff Resource: Jo Ann Myers, Human Resources**

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**Action(s):**

Informational Item

**Explanation:**

**Milestone:**

None in April

**New Hire:**

Wanda K. Adkins, ACTS, Bus Driver

Jimmie R. Campbell, III, Utility Dept., Maintenance Specialist

**Departure:**

Geoffrey "Chaz" Smith, Police Department, Police Officer

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

**CONSENT AGENDA**

**Title: Monthly Financial Reports - April 2023**

**Staff Resource: Tobie Shelton, Director of Finance and Administration**

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**Action(s):**

Approve monthly financial reports as presented.

**Explanation:**

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*Attachment 1. April 2023 Check Register*

*Attachment 2. April 2023 Revenue Report*

*Attachment 3. April 2023 Expenditure Report*

*Attachment 4. Reserve Balance and Investment Report*

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
44680	208	CAMPBELL COUNTY TREASURER	04/05/2023	93.00		00	OUTSTANDING	
44681	1	CLERK CIRCUIT COURT	04/05/2023	965.00		00	OUTSTANDING	
44682	20	J JOHNSON ELLER JR	04/05/2023	250.00		00	OUTSTANDING	
44683	1	FRAZIER ESTATE CORPORATION	04/05/2023	597,730.00		00	OUTSTANDING	
44684	6	ALTAVISTA AREA YMCA	04/06/2023	25,000.00		00	OUTSTANDING	
44685	303	ALTAVISTA CHAMBER OF COMMERCE	04/06/2023	7,500.00		00	OUTSTANDING	
44686	170	ALTAVISTA ON TRACK	04/06/2023	13,794.00		00	OUTSTANDING	
44687	9999997	ARCHAMBAULT, JAMES	04/06/2023	29.12		00	OUTSTANDING	
44688	1066	ASHBY ULYSSES ROBINSON JR.	04/06/2023	50.00		00	OUTSTANDING	
44689	886	AT&T MOBILITY	04/06/2023	1,874.19		00	OUTSTANDING	
44690	11	AVOCA	04/06/2023	20,535.00		00	OUTSTANDING	
44691	978	REGINALD C BENNETT	04/06/2023	75.00		00	OUTSTANDING	
44692	1025	MEGHAN T BOLLING	04/06/2023	50.00		00	OUTSTANDING	
44693	583	CAMPBELL COUNTY PUBLIC LIBRARY	04/06/2023	1,076.00		00	OUTSTANDING	
44694	16	CAMPBELL COUNTY UTILITIES & SE	04/06/2023	178.50		00	OUTSTANDING	
44695	1050	CHAMPION'S LAWN CARE/CRR L&L LL	04/06/2023	4,820.00		00	OUTSTANDING	
44696	1061	CHILDRESS ELECTRICAL LLC	04/06/2023	22,484.90		00	OUTSTANDING	
44697	28	COLUMBIA GAS	04/06/2023	1,945.58		00	OUTSTANDING	
44698	874	CORPORATE MEDICAL SERVICES	04/06/2023	149.88		00	OUTSTANDING	
44699	994	LARRY DALTON	04/06/2023	500.00		00	OUTSTANDING	
44700	1056	VIRGINIA BUSINESS SYSTEMS	04/06/2023	21.34		00	OUTSTANDING	
44701	394	ELECTRONIC SYSTEMS INC	04/06/2023	13.34		00	OUTSTANDING	
44702	20	J JOHNSON ELLER JR	04/06/2023	2,568.10		00	OUTSTANDING	
44703	937	ENGLISH CONSTRUCTION CO INC	04/06/2023	7,600.00		00	OUTSTANDING	
44704	301	ENGLISH'S LLC	04/06/2023	940.88		00	OUTSTANDING	
44705	122	FEREBEE-JOHNSON COMPANY INC	04/06/2023	313.35		00	OUTSTANDING	
44706	118	FERGUSON ENTERPRISES LLC	04/06/2023	2,405.83		00	OUTSTANDING	
44707	851	FRIZZELL CONSTRUCTION INC	04/06/2023	36,835.90		00	OUTSTANDING	
44708	332	HURT & PROFFITT INC	04/06/2023	1,562.50		00	OUTSTANDING	
44709	566	INTEGRATED TECHNOLOGY GROUP IN	04/06/2023	11,357.90		00	OUTSTANDING	
44710	892	J & J PORTAPOTTY INC	04/06/2023	350.00		00	OUTSTANDING	
44711	564	JOHN JORDAN	04/06/2023	75.00		00	OUTSTANDING	
44712	1002	LORD & COMPANY	04/06/2023	18,670.00		00	OUTSTANDING	
44713	829	MARIE MITCHELL	04/06/2023	75.00		00	OUTSTANDING	
44714	454	O'REILLY AUTOMOTIVE INC	04/06/2023	64.26		00	OUTSTANDING	
44715	1080	POWERDMS, INC	04/06/2023	3,490.66		00	OUTSTANDING	
44716	1081	RAYNA STEELE	04/06/2023	50.00		00	OUTSTANDING	
44717	510	RIVER VALLEY RESOURCES LLC	04/06/2023	731.71		00	OUTSTANDING	
44718	857	RIVERSTREET NETWORKS	04/06/2023	5,391.26		00	OUTSTANDING	
44719	474	SOUTHERN GRAPHICS & SUPPLY	04/06/2023	495.15		00	OUTSTANDING	
44720	9999997	THOMAS, EMILY	04/06/2023	10.07		00	OUTSTANDING	
44721	996	TONEY CONSTRUCTION INC	04/06/2023	1,757.50		00	OUTSTANDING	
44722	1	TYLER FLOWER AND GIFT	04/06/2023	75.00		00	OUTSTANDING	
44723	92	UNIFIRST CORP	04/06/2023	3,233.08		00	OUTSTANDING	
44724	756	WAGEWORKS INC	04/06/2023	108.55		00	OUTSTANDING	
44725	793	XEROX FINANCIAL SERVICES	04/06/2023	645.25		00	OUTSTANDING	
44726	84	ALTAVISTA JOURNAL	04/17/2023	350.00		00	OUTSTANDING	
44727	103	BEACON CREDIT UNION	04/17/2023	230.00		00	OUTSTANDING	
44728	714	BRIGHT IMAGES MULTIMEDIA SERVI	04/17/2023	67.94		00	OUTSTANDING	
44729	164	DMV	04/17/2023	1,225.00		00	OUTSTANDING	
44730	916	GRANITE TELECOMMUNICATIONS	04/17/2023	843.25		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
44731	1063	MISSIONSQUARE - 304831	04/17/2023	470.00		00	OUTSTANDING	
44732	860	MUNICIPAL EMERGENCY SERV DEPOS	04/17/2023	309.40		00	OUTSTANDING	
44733	67	ORKIN PEST CONTROL LLC	04/17/2023	875.92		00	OUTSTANDING	
44734	857	RIVERSTREET NETWORKS	04/17/2023	1,533.05		00	OUTSTANDING	
44735	965	SWAGIT PRODUCTIONS LLC	04/17/2023	4,740.00		00	OUTSTANDING	
44736	85	TREASURER OF VA /CHILD SUPPORT	04/17/2023	933.27		00	OUTSTANDING	
44737	110	VUPS INC	04/17/2023	32.55		00	OUTSTANDING	
44738	128	ADAMS CONSTRUCTION CO	04/20/2023	1,141.80		00	OUTSTANDING	
44739	12	BRENNTAG MID-SOUTH INC	04/20/2023	3,474.03		00	OUTSTANDING	
44740	294	BUSINESS CARD	04/20/2023	18,688.13		00	OUTSTANDING	
44741	825	CENTRAL TECHNOLOGY SOLUTIONS	04/20/2023	99.55		00	OUTSTANDING	
44742	145	CHANDLER CONCRETE CO INC	04/20/2023	526.50		00	OUTSTANDING	
44743	36	DOMINION VIRGINIA POWER	04/20/2023	18,346.32		00	OUTSTANDING	
44744	1056	VIRGINIA BUSINESS SYSTEMS	04/20/2023	6.45		00	OUTSTANDING	
44745	118	FERGUSON ENTERPRISES LLC	04/20/2023	27.00		00	OUTSTANDING	
44746	41	FISHER SCIENTIFIC	04/20/2023	355.00		00	OUTSTANDING	
44747	119	FOSTER ELECTRIC CO INC	04/20/2023	264.45		00	OUTSTANDING	
44748	111	GRAINGER INC	04/20/2023	469.66		00	OUTSTANDING	
44749	52	HACH COMPANY	04/20/2023	4,215.50		00	OUTSTANDING	
44750	58	INSTRUMENTATION SERVICES INC	04/20/2023	708.00		00	OUTSTANDING	
44751	9999998	Kelly, Patricia	04/20/2023	150.00		00	OUTSTANDING	
44752	1082	MICAH ANDREWS	04/20/2023	50.00		00	OUTSTANDING	
44753	300	NAPA AUTO PARTS	04/20/2023	1,656.70		00	OUTSTANDING	
44754	816	PACE ANAYLTICAL SERVICES LLC	04/20/2023	303.00		00	OUTSTANDING	
44755	843	BETTY PICKERAL	04/20/2023	200.00		00	OUTSTANDING	
44756	9999998	POWELL, BENJAMIN	04/20/2023	150.00		00	OUTSTANDING	
44757	9999998	Reynolds, Jennifer	04/20/2023	150.00		00	OUTSTANDING	
44758	818	THE POWER CONNECTION	04/20/2023	910.59		00	OUTSTANDING	
44759	35	TREASURER OF VA/VITA	04/20/2023	5.21		00	OUTSTANDING	
44760	136	USABLUEBOOK	04/20/2023	222.20		00	OUTSTANDING	
44761	1083	VIRGINIA BUSINESS SYSTEMS	04/20/2023	185.84		00	OUTSTANDING	
44762	101	VIRGINIA EMPLOYMENT COMMISSION	04/20/2023	430.10		00	OUTSTANDING	
44763	1084	VIRGINIA RESOURCES AUTHORITY	04/20/2023	60,010.08		00	OUTSTANDING	
44764	885	VIRGINIA RISK SHARING ASSOCIAT	04/20/2023	33,869.05		00	OUTSTANDING	
44765	9999998	WARD, KATHRYN	04/20/2023	250.00		00	OUTSTANDING	
44766	9999997	WITT JR., JEFFREY DEAN	04/20/2023	49.88		00	OUTSTANDING	
44767	793	XEROX FINANCIAL SERVICES	04/20/2023	645.25		00	OUTSTANDING	
44768	9999999	WITT JEFFREY DEAN JR	04/26/2023	4.33		00	OUTSTANDING	
44769	9	AFLAC	04/27/2023	2,985.97		00	OUTSTANDING	
44770	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/27/2023	44,664.00		00	OUTSTANDING	
44771	103	BEACON CREDIT UNION	04/27/2023	230.00		00	OUTSTANDING	
44772	1085	BEDFORD EXCAVATING INC.	04/27/2023	15,785.00		00	OUTSTANDING	
44773	1058	BRIGHTSPEED	04/27/2023	621.04		00	OUTSTANDING	
44774	887	CVPDC	04/27/2023	10,077.93		00	OUTSTANDING	
44775	526	DAVENPORT ENERGY INC	04/27/2023	566.28		00	OUTSTANDING	
44776	284	DEWBERRY ENGINEERS INC	04/27/2023	4,200.00		00	OUTSTANDING	
44777	118	FERGUSON ENTERPRISES LLC	04/27/2023	531.03		00	OUTSTANDING	
44778	43	FOSTER FUELS INC	04/27/2023	26,262.20		00	OUTSTANDING	
44779	111	GRAINGER INC	04/27/2023	51.96		00	OUTSTANDING	
44780	50	GRETNA TIRE INC	04/27/2023	1,101.16		00	OUTSTANDING	
44781	332	HURT & PROFFITT INC	04/27/2023	32,802.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
44782	892	J & J PORTAPOTTY INC	04/27/2023	350.00		00	OUTSTANDING	
44783	1002	LORD & COMPANY	04/27/2023	16,285.00		00	OUTSTANDING	
44784	935	MATTERN & CRAIG INC	04/27/2023	17,927.50		00	OUTSTANDING	
44785	218	MINNESOTA LIFE	04/27/2023	193.86		00	OUTSTANDING	
44786	1063	MISSIONSQUARE - 304831	04/27/2023	470.00		00	OUTSTANDING	
44787	816	PACE ANAYLTICAL SERVICES LLC	04/27/2023	821.10		00	OUTSTANDING	
44788	843	BETTY PICKERAL	04/27/2023	1,150.00		00	OUTSTANDING	
44789	939	SECURITY LOCK AND KEY	04/27/2023	5,175.00		00	OUTSTANDING	
44790	80	SOUTHSIDE ELECTRIC COOP	04/27/2023	1,186.06		00	OUTSTANDING	
44791	778	SPRINT	04/27/2023	174.42		00	OUTSTANDING	
44792	1070	STANTEC CONSULTING SERVICES IN	04/27/2023	17,463.43		00	OUTSTANDING	
44793	1	TERRY HOWELL	04/27/2023	168.00		00	OUTSTANDING	
44794	872	TIAA, FSB	04/27/2023	153.00		00	OUTSTANDING	
44795	85	TREASURER OF VA /CHILD SUPPORT	04/27/2023	933.27		00	OUTSTANDING	
44796	848	TRITECH SOFTWARE SYSTEMS	04/27/2023	3,660.48		00	OUTSTANDING	

BANK: 00 \*\*\*\*\*

NO. OF CHECKS:	117	CHECKS OUTSTANDING	1,163,106.49 ***	
OUTSTANDING CHECKS:	117	RECONCILED CHECKS:	VOID CHECKS:	
1,163,106.49		.00	.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:	117	TOTAL CHECKS	1,163,106.49	***				
OUTSTANDING CHECKS:	117	RECONCILED CHECKS:	VOID CHECKS:					
1,163,106.49		.00	.00					.00

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		TAXES									
301		PROPERTY TAXES									
	01 00	REAL PROPERTY CURRENT		17,666	845.22	5	176,660	223,664.04	127	212,000	11,664.04-
301	**	PROPERTY TAXES		17,666	845.22	5	176,660	223,664.04	127	212,000	11,664.04-
302		PUBLIC SERVICE									
	01 00	REAL & PERSONAL CURRENT		7,341	.00		73,410	75,159.77	102	88,100	12,940.23
302	**	PUBLIC SERVICE		7,341	.00		73,410	75,159.77	102	88,100	12,940.23
303		PERSONAL PROPERTY									
	01 00	CURRENT		21,166	1,900.92	9	211,660	202,965.11	96	254,000	51,034.89
	03 00	PPTRA		8,333	.00		83,330	85,167.61	102	100,000	14,832.39
303	**	PERSONAL PROPERTY		29,499	1,900.92	6	294,990	288,132.72	98	354,000	65,867.28
304		MACHINERY & TOOLS									
	01 00	CURRENT		171,416	309.60		1,714,160	2,073,686.34	121	2,057,000	16,686.34-
304	**	MACHINERY & TOOLS		171,416	309.60		1,714,160	2,073,686.34	121	2,057,000	16,686.34-
305		MOBILE HOME									
	01 00	CURRENT		12	13.41	112	120	150.72	126	150	.72-
305	**	MOBILE HOME		12	13.41	112	120	150.72	126	150	.72-
306		PENALTIES & INTEREST									
	01 00	PENALTIES		375	444.75	119	3,750	35,543.32	948	4,500	31,043.32-
	02 00	INTEREST		291	526.87	181	2,910	3,756.84	129	3,500	256.84-
306	**	PENALTIES & INTEREST		666	971.62	146	6,660	39,300.16	590	8,000	31,300.16-
307		LOCAL									
	01 00	SALES & USE		16,666	18,443.43	111	166,660	162,410.78	98	200,000	37,589.22
	02 00	ELECTRIC, GAS & TELEPHONE		9,500	9,572.06	101	95,000	85,978.64	91	114,000	28,021.36
	03 00	MOTOR VEHICLE LICENSES		3,833	1,528.00	40	38,330	46,902.42	122	46,000	902.42-
	04 00	BANK STOCK		15,000	39,016.00	260	150,000	44,181.00	30	180,000	135,819.00
	05 00	HOTEL & MOTEL		8,291	7,638.58	92	82,910	82,348.51	99	99,500	17,151.49
	06 00	MEAL		83,333	117,127.88	141	833,330	930,945.41	112	1,000,000	69,054.59
	08 00	CONTAINER RENTAL FEE		137	.00		1,370	1,300.00	95	1,650	350.00
	09 00	COMMUNICATIONS TAX		2,500	2,538.79	102	25,000	21,323.35	85	30,000	8,676.65
	10 00	TRANSIT PASSENGER REVENUE		416	336.49	81	4,160	3,316.73	80	5,000	1,683.27
	11 00	CIGARETTE TAX		8,333	.00		83,330	78,750.00	95	100,000	21,250.00
	12 00	MOBILE RESTAURANT PERMIT		12	25.00	208	120	75.00	63	150	75.00
307	**	LOCAL		148,021	196,226.23	133	1,480,210	1,457,531.84	99	1,776,300	318,768.16
308		LICENSES, PERMITS & FEES									

TOWN OF ALTAVISTA  
REVENUE REPORT  
83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2023

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
	01 01	CONTRACTORS	375	.00		3,750	4,991.14	133	4,500	491.14-
	01 02	RETAIL SALES	5,000	.00		50,000	12,274.44	25	60,000	47,725.56
	01 03	FINANCIAL, RE & PROF	375	.00		3,750	3,097.31	83	4,500	1,402.69
	01 04	REPAIRS & PERSONAL SVC	833	.00		8,330	6,971.54	84	10,000	3,028.46
	01 05	WHOLESALE BUSINESS	37	.00		370	61.46	17	450	388.54
	01 06	UTILITIES	91	.00		910	650.87	72	1,100	449.13
	01 07	HOTELS	70	.00		700	.00		850	850.00
	01 *	BUSINESS LICENSE FEES	6,781	.00		67,810	28,046.76	41	81,400	53,353.24
	02 01	ZONING,SIGN,HOME OCCUPATN	108	222.00	206	1,080	2,097.00	194	1,300	797.00-
308	**	LICENSES, PERMITS & FEES	6,889	222.00	3	68,890	30,143.76	44	82,700	52,556.24
300	***	TAXES	381,510	200,489.00		3,815,100	4,187,769.35		4,578,250	390,480.65
310		FINES & FORFEITURES								
310	01 00	COURT FINES	500	2,016.03	403	5,000	21,569.21	431	6,000	15,569.21-
	02 00	PARKING FINES	25	.00		250	310.00	124	300	10.00-
	03 00	TRAFFIC CAMERA TKTS	0	800.00		0	2,250.00		0	2,250.00-
310	**		525	2,816.03	536	5,250	24,129.21	460	6,300	17,829.21-
310	***	FINES & FORFEITURES	525	2,816.03		5,250	24,129.21		6,300	17,829.21-
320		INVESTMENT EARNINGS								
321	02 00	INTEREST INTEREST INCOME	0	42,427.97		0	275,558.00		0	275,558.00-
321	**	INTEREST	0	42,427.97		0	275,558.00		0	275,558.00-
320	***	INVESTMENT EARNINGS	0	42,427.97		0	275,558.00		0	275,558.00-
330		CHARGES FOR SERVICES								
331		RENTS								
	01 00	RENTAL OF GENERAL PROP	83	325.00	392	830	1,200.00	145	1,000	200.00-
	01 01	PAVILION RENTALS	125	250.00	200	1,250	1,362.50	109	1,500	137.50
	01 02	BOOKER BUILDING RENTALS	458	1,475.00	322	4,580	5,350.00	117	5,500	150.00
	01 03	SPARK INNOVATION CENTER	2,500	1,461.00	58	25,000	3,740.55	15	30,000	26,259.45
	01 *	RENTAL OF GENERAL PROP	3,166	3,511.00	111	31,660	11,653.05	37	38,000	26,346.95
	02 00	RENTAL OF REAL PROP	7,916	2,467.75	31	79,160	90,808.46	115	95,000	4,191.54
331	**	RENTS	11,082	5,978.75	54	110,820	102,461.51	93	133,000	30,538.49
336		LOANS								
336	**	LOANS	0	.00		0	.00		0	.00

TOWN OF ALTAVISTA  
REVENUE REPORT  
83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2023

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
337	01 00	CODE ENFORCEMENT		41	.00		410	230.00	56	500	270.00
337	**	CODE ENFORCEMENT		41	.00		410	230.00	56	500	270.00
330	***	CHARGES FOR SERVICES		11,123	5,978.75		111,230	102,691.51		133,500	30,808.49
340		INTERGOVERNMENTAL REVENUE									
341		STATE									
	03 00	RAILROAD ROLLING STOCK		1,308	.00		13,080	15,740.92	120	15,700	40.92-
	04 00	DCJS GRANT		7,416	.00		74,160	73,500.00	99	89,000	15,500.00
	06 00	RENTAL TAX		83	61.65	74	830	472.32	57	1,000	527.68
	08 00	MISC STATE GRANT		1,250	.00		12,500	15,000.00	120	15,000	.00
	08 02	DHCD THEATER FEASIBILITY		0	.00		0	5,000.00		0	5,000.00-
	08 *	MISC STATE GRANT		1,250	.00		12,500	20,000.00	160	15,000	5,000.00-
	11 00	VDOT CONTRACTUAL SERVICES		250	.00		2,500	.00		3,000	3,000.00
	12 00	VDOT PD GRANT - OVERTIME		416	.00		4,160	4,022.08	97	5,000	977.92
	13 00	STATE TRANSIT REVENUE		1,933	.00		19,330	140,997.00	729	23,200	117,797.00-
	17 00	BROWNFIELD ASSESSMNT GRNT		0	.00		0	148,237.58		0	148,237.58-
	17 *	BROWNFIELD ASSESSMNT GRNT		0	.00		0	148,237.58		0	148,237.58-
341	**	STATE		12,656	61.65	1	126,560	402,969.90	318	151,900	251,069.90-
342		COUNTY									
	02 00	LITTER GRANT		141	.00		1,410	4,471.50	317	1,700	2,771.50-
	03 00	FIRE DEPT FUEL REIMB		833	1,898.33	228	8,330	21,483.11	258	10,000	11,483.11-
342	**	COUNTY		974	1,898.33	195	9,740	25,954.61	267	11,700	14,254.61-
343		FEDERAL									
	04 00	FEDERAL TRANSIT REVENUE		11,922	.00		119,220	37,836.00	32	143,070	105,234.00
	05 00	BYRNE JUSTICE GRANT		0	.00		0	11,624.25		0	11,624.25-
	11 00	USDA RURAL BUS DEV GRANT		0	.00		0	97,950.00		0	97,950.00-
343	**	FEDERAL		11,922	.00		119,220	147,410.25	124	143,070	4,340.25-
340	***	INTERGOVERNMENTAL REVENUE		25,552	1,959.98		255,520	576,334.76		306,670	269,664.76-
350		OTHER REVENUE									
351		MISCELLANEOUS									
	01 00	SALES OF SUPPLIES & MAT		625	.00		6,250	15,753.00	252	7,500	8,253.00-
	01 01	TRANSPORTATION		0	25,000.00		0	25,000.00		0	25,000.00-
	01 *	SALES OF SUPPLIES & MAT		625	25,000.00	4000	6,250	40,753.00	652	7,500	33,253.00-

TOWN OF ALTAVISTA  
REVENUE REPORT  
83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2023

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
03 00	CASH DISCOUNTS	8	.00		80	.00		100	100.00
04 00	MISCELLANEOUS	1,166	3,544.03	304	11,660	43,014.14	369	14,000	29,014.14-
04 02	HURT / LIGHTS	16	.00		160	172.72	108	200	27.28
04 03	HURT / SOLID WASTE COLL	3,233	3,596.30	111	32,330	31,536.80	98	38,800	7,263.20
04 04	ESTATE OF ROBERTA F JENKS	683	686.88	101	6,830	6,757.13	99	8,200	1,442.87
04 06	VENDING MACHINE REVENUE	0	6.55		0	57.33		0	57.33-
04 *	MISCELLANEOUS	5,098	7,833.76	154	50,980	81,538.12	160	61,200	20,338.12-
05 00	AVOCA REIMBURSEMENT	860	.00		8,600	378.81	4	10,320	9,941.19
07 00	DONATIONS	0	.00		0	1,200.00		0	1,200.00-
08 00	REIMB OF INSURANCE CLAIM	0	.00		0	9,047.96		0	9,047.96-
351	** MISCELLANEOUS	6,591	32,833.76	498	65,910	132,917.89	202	79,120	53,797.89-
350	*** OTHER REVENUE	6,591	32,833.76		65,910	132,917.89		79,120	53,797.89-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	75,244	.00		752,440	.00		902,930	902,930.00
01 01	RESERVE MAIN. FUNDS	2,916	.00		29,160	.00		35,000	35,000.00
01 *	FROM RESERVES	78,160	.00		781,600	.00		937,930	937,930.00
04 00	FROM CIF	0	.00		0	60,000.00		0	60,000.00-
361	** TRANSFER IN	78,160	.00		781,600	60,000.00	8	937,930	877,930.00
362	PROCEEDS FROM LTD								
362	** PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	78,160	.00		781,600	60,000.00		937,930	877,930.00
FUND TOTAL GENERAL FUND		503,461	286,505.49		5,034,610	5,359,400.72		6,041,770	682,369.28

TOWN OF ALTAVISTA

FUND 020 STATE HIGHWAY REIMB FUND		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320		INVESTMENT EARNINGS								
321		INTEREST								
02 00		INTEREST INCOME	0	4,209.68		0	31,042.75		0	31,042.75-
321	**	INTEREST	0	4,209.68		0	31,042.75		0	31,042.75-
320	***	INVESTMENT EARNINGS	0	4,209.68		0	31,042.75		0	31,042.75-
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
07 00		STREET & HIGHWAY MAINT	61,666	.00		616,660	647,985.18	105	740,000	92,014.82
07 01		CARRYOVER OF FUNDS	9,293	.00		92,930	.00		111,520	111,520.00
07 *		STREET & HIGHWAY MAINT	70,959	.00		709,590	647,985.18	91	851,520	203,534.82
341	**	STATE	70,959	.00		709,590	647,985.18	91	851,520	203,534.82
340	***	INTERGOVERNMENTAL REVENUE	70,959	.00		709,590	647,985.18		851,520	203,534.82
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			70,959	4,209.68		709,590	679,027.93		851,520	172,492.07

TOWN OF ALTAVISTA  
REVENUE REPORT  
83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2023

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	16,130.54		0	164,689.58		0	164,689.58-
321	**	INTEREST	0	16,130.54		0	164,689.58		0	164,689.58-
320	***	INVESTMENT EARNINGS	0	16,130.54		0	164,689.58		0	164,689.58-
330		CHARGES FOR SERVICES								
332		WATER CHARGES								
	01 00	INDUSTRIAL	134,333	134,978.73	101	1,343,330	1,189,489.93	89	1,612,000	422,510.07
	02 00	BUSINESS & RESIDENTIAL	26,666	9,014.49	34	266,660	257,047.78	96	320,000	62,952.22
	03 00	OUTSIDE COMMUNITY	14,833	11,813.44	80	148,330	147,698.02	100	178,000	30,301.98
	04 00	WATER CONNECTION FEES	125	.00		1,250	3,000.00	240	1,500	1,500.00-
	05 00	BULK WATER PURCHASE	416	.00		4,160	1,843.50	44	5,000	3,156.50
332	**	WATER CHARGES	176,373	155,806.66	88	1,763,730	1,599,079.23	91	2,116,500	517,420.77
333		SEWER CHARGES								
	01 00	INDUSTRIAL	146,666	152,333.60	104	1,466,660	1,431,055.50	98	1,760,000	328,944.50
	02 00	BUSINESS & RESIDENTIAL	22,000	7,334.04	33	220,000	217,979.80	99	264,000	46,020.20
	03 00	OUTSIDE COMMUNITY	166	696.14	419	1,660	2,754.60	166	2,000	754.60-
	04 00	SEWER CONNECTION FEES	166	.00		1,660	2,000.00	121	2,000	.00
	05 00	SEWER SURCHARGES	7,083	20,446.48	289	70,830	252,022.28	356	85,000	167,022.28-
333	**	SEWER CHARGES	176,081	180,810.26	103	1,760,810	1,905,812.18	108	2,113,000	207,187.82
334		WATER & SEWER								
	00 00	WATER & SEWER	583	1,940.84	333	5,830	7,765.14	133	7,000	765.14-
	01 01	MONTHLY	4,166	5,099.25	122	41,660	45,184.75	109	50,000	4,815.25
	01 02	QUARTERLY	11,666	254.15	2	116,660	109,413.60	94	140,000	30,586.40
	01 *	BASE RATE FEE	15,832	5,353.40	34	158,320	154,598.35	98	190,000	35,401.65
334	**	WATER & SEWER	16,415	7,294.24	44	164,150	162,363.49	99	197,000	34,636.51
330	***	CHARGES FOR SERVICES	368,869	343,911.16		3,688,690	3,667,254.90		4,426,500	759,245.10
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
	18 00	VDEM	0	.00		0	37,311.64		0	37,311.64-
	19 00	VRA	0	543,209.19		0	543,039.75		0	543,039.75-
341	**	STATE	0	543,209.19		0	580,351.39		0	580,351.39-
343		FEDERAL								
	09 01	AMERICAN RESCUE PLAN ACT	0	.00		0	3,073,782.00		0	3,073,782.00-
	09 *	CARES MONEY	0	.00		0	3,073,782.00		0	3,073,782.00-



TOWN OF ALTAVISTA  
REVENUE REPORT  
83% OF YEAR LAPSED

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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
10	00	VDEM	0	.00		0	404,253.18-		0	404,253.18
343	**	FEDERAL	0	.00		0	2,669,528.82		0	2,669,528.82-
340	***	INTERGOVERNMENTAL REVENUE	0	543,209.19		0	3,249,880.21		0	3,249,880.21-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	04 00	MISCELLANEOUS	2,083	1,625.00	78	20,830	13,524.08	65	25,000	11,475.92
	04 *	MISCELLANEOUS	2,083	1,625.00	78	20,830	13,524.08	65	25,000	11,475.92
351	**	MISCELLANEOUS	2,083	1,625.00	78	20,830	13,524.08	65	25,000	11,475.92
350	***	OTHER REVENUE	2,083	1,625.00		20,830	13,524.08		25,000	11,475.92
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	01 00	FROM RESERVES	168,458	.00		1,684,580	.00		2,021,500	2,021,500.00
	03 00	FROM GENERAL FUND	0	.00		0	3,066.57		0	3,066.57-
	03 01	DESIGNATED	143,417	1,306,891.00	911	1,434,170	1,306,891.00	91	1,721,000	414,109.00
	03 *	FROM GENERAL FUND	143,417	1,306,891.00	911	1,434,170	1,309,957.57	91	1,721,000	411,042.43
	11 00	BOND PROCEEDS	262,536	.00		2,625,360	.00		3,150,440	3,150,440.00
361	**	TRANSFER IN	574,411	1,306,891.00	228	5,744,110	1,309,957.57	23	6,892,940	5,582,982.43
362		PROCEEDS FROM LTD								
362	**	PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	574,411	1,306,891.00		5,744,110	1,309,957.57		6,892,940	5,582,982.43
FUND TOTAL WATER & SEWER FUND			945,363	2,211,766.89		9,453,630	8,405,306.34		11,344,440	2,939,133.66

TOWN OF ALTAVISTA

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FUND 060 AGENCY / DONATION 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	.70		0	2.77		0	2.77-
321	**	INTEREST	0	.70		0	2.77		0	2.77-
320	***	INVESTMENT EARNINGS	0	.70		0	2.77		0	2.77-
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	AGENCY / DONATION FUND		0	.70		0	2.77		0	2.77-

TOWN OF ALTAVISTA

FUND 070 COMMUNITY IMPROV FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
03 00	INTEREST INCOME CDBG	0	.00		0	5.93		0	5.93-
321	** INTEREST	0	.00		0	5.93		0	5.93-
320	*** INVESTMENT EARNINGS	0	.00		0	5.93		0	5.93-
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								
341	** STATE	0	.00		0	.00		0	.00
343	FEDERAL								
343	** FEDERAL	0	.00		0	.00		0	.00
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.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								
03 00	FROM GENERAL FUND	0	.00		0	250,000.00		0	250,000.00-
361	** TRANSFER IN	0	.00		0	250,000.00		0	250,000.00-
360	*** OTHER FINANCING SOURCES	0	.00		0	250,000.00		0	250,000.00-
FUND TOTAL	COMMUNITY IMPROV FUND	0	.00		0	250,005.93		0	250,005.93-

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			83% OF YEAR LAPSED						ACCOUNTING PERIOD 10/2023	
TOWN OF ALTAVISTA										
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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	1,675.00	117	14,370	13,940.00	97	17,250	3,310.00
308	**	LICENSES, PERMITS & FEES	1,437	1,675.00	117	14,370	13,940.00	97	17,250	3,310.00
300	***	TAXES	1,437	1,675.00		14,370	13,940.00		17,250	3,310.00
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	331.79		0	4,895.03		0	4,895.03-
321	**	INTEREST	0	331.79		0	4,895.03		0	4,895.03-
320	***	INVESTMENT EARNINGS	0	331.79		0	4,895.03		0	4,895.03-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	02 00	SALE OF REAL ESTATE	666	.00		6,660	650.00	10	8,000	7,350.00
351	**	MISCELLANEOUS	666	.00		6,660	650.00	10	8,000	7,350.00
350	***	OTHER REVENUE	666	.00		6,660	650.00		8,000	7,350.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	03 00	FROM GENERAL FUND	8,940	.00		89,400	.00		107,280	107,280.00
361	**	TRANSFER IN	8,940	.00		89,400	.00		107,280	107,280.00
360	***	OTHER FINANCING SOURCES	8,940	.00		89,400	.00		107,280	107,280.00
FUND TOTAL CEMETERY FUND			11,043	2,006.79		110,430	19,485.03		132,530	113,044.97
GRAND TOTAL			1,530,826	2,504,489.55		15,308,260	14,713,228.72		18,370,260	3,657,031.28

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REPORT SELECTIONS

Fiscal year . . . . . : 2023  
All Funds  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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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
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40	ADMINISTRATION										
400	COUNCIL / PLANNING COMM										
10	SALARIES AND WAGES										
10 01	TOWN COUNCIL	2166	2166.69	100	21660	21666.90	100	.00	26000	4333.10	83
10 **	SALARIES AND WAGES	2166	2166.69	100	21660	21666.90	100	.00	26000	4333.10	83
20	BENEFITS										
20 02	FICA	166	165.73	100	1660	1657.30	100	.00	2000	342.70	83
20 **	BENEFITS	166	165.73	100	1660	1657.30	100	.00	2000	342.70	83
30	CONTRACTUAL SERVICES										
30 14	MISC & PROFESSIONAL SVCS	333	.00	0	3330	.00	0	.00	4000	4000.00	0
30 26	IT NETWRK/WEBSITE SUPPORT	770	4740.00	616	7700	8376.93	109	.00	9250	873.07	91
30 **	CONTRACTUAL SERVICES	1103	4740.00	430	11030	8376.93	76	.00	13250	4873.07	63
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	208	.00	0	2080	.00	0	.00	2500	2500.00	0
50 16	PUBLIC OFFICIAL LIAB INSU	75	225.00	300	750	900.00	120	.00	900	.00	100
50 26	CONVENTIONS & EDUCATIONS	125	.00	0	1250	.00	0	.00	1500	1500.00	0
50 32	MISCELLANEOUS	125	50.40	40	1250	5219.23	418	.00	1500	3719.23	348
50 **	OTHER CHARGES	533	275.40	52	5330	6119.23	115	.00	6400	280.77	96
400 ** **	COUNCIL / PLANNING COMM	3968	7347.82	185	39680	37820.36	95	.00	47650	9829.64	79
40 ** **	ADMINISTRATION	3968	7347.82	185	39680	37820.36	95	.00	47650	9829.64	79
DIV 1001	TOTAL ***** COUNCIL	3968	7347.82	185	39680	37820.36	95	.00	47650	9829.64	79
DEPT 10	TOTAL ***** COUNCIL	3968	7347.82	185	39680	37820.36	95	.00	47650	9829.64	79

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
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40		ADMINISTRATION										
401		ADMINISTRATION										
	10	SALARIES AND WAGES										
	10 02	REGULAR	45487	33235.41	73	454870	349084.25	77	.00	545850	196765.75	64
	10 04	OVERTIME	155	56.10	36	1550	1559.94	101	.00	1860	300.06	84
	10 10	PERSONAL EMPLOYEE VEH	0	461.54	0	0	4894.63	0	.00	0	4894.63-	0
	10 **	SALARIES AND WAGES	45642	33753.05	74	456420	355538.82	78	.00	547710	192171.18	65
	20	BENEFITS										
	20 02	FICA	3491	2348.44	67	34910	24932.94	71	.00	41900	16967.06	60
	20 04	VA RETIREMENT SYSTEM	4849	2818.44	58	48490	27821.34	57	.00	58190	30368.66	48
	20 06	GROUP MEDICAL INSURANCE	4083	4794.44	117	40830	55985.50	137	.00	49000	6985.50-	114
	20 08	GROUP LIFE INSURANCE	609	482.44	79	6090	4788.49	79	.00	7310	2521.51	66
	20 10	WORKER'S COMP	4583	12003.05	262	45830	51923.85	113	.00	55000	3076.15	94
	20 12	EMPLOYEE EDUCATION ASSIST	416	.00	0	4160	.00	0	5400.00	5000	400.00-	108
	20 14	EMPLOYEE ASSIST PROGRAM	141	.00	0	1410	1544.40	110	.00	1700	155.60	91
	20 16	OTHER EMPLOYEE BENEFITS	2808	430.10	15	28080	11996.58	43	.00	33700	21703.42	36
	20 18	VRS HYBRID EMPLOYER CONTR	0	781.04	0	0	7707.28	0	.00	0	7707.28-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	269.86	0	0	2626.96	0	.00	0	2626.96-	0
	20 **	BENEFITS	20980	23927.81	114	209800	189327.34	90	5400.00	251800	57072.66	77
	30	CONTRACTUAL SERVICES										
	30 02	PROFESSIONAL SVCS - COBRA	150	108.55	72	1500	1024.86	68	.00	1800	775.14	57
	30 04	LEGAL SERVICES	2708	2568.10	95	27080	33489.35	124	.00	32500	989.35-	103
	30 06	ADVERTISING	1666	.00	0	16660	14075.47	85	.00	20000	5924.53	70
	30 08	MAINTENANCE SVC CONTRACTS	7916	907.09	12	79160	83837.56	106	.00	95000	11162.44	88
	30 10	INDEPENDENT AUDITOR	1708	.00	0	17080	20500.00	120	.00	20500	.00	100
	30 12	ENGIN & ARCHITECTURAL SVC	416	.00	0	4160	630.00	15	.00	5000	4370.00	13
	30 14	MISC & PROFESSIONAL SVCS	2083	.00	0	20830	7090.00	34	.00	25000	17910.00	28
	30 17	RANDOM DRUG SCREENING	116	99.92	86	1160	439.76	38	.00	1400	960.24	31
	30 26	IT NETWRK/WEBSITE SUPPORT	4825	4420.18	92	48250	47050.35	98	.00	57900	10849.65	81
	30 **	CONTRACTUAL SERVICES	21588	8103.84	38	215880	208137.35	96	.00	259100	50962.65	80
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1250	1308.15	105	12500	11372.80	91	.00	15000	3627.20	76
	50 04	HEATING SERVICES	250	384.73	154	2500	2885.46	115	.00	3000	114.54	96
	50 06	POSTAL SERVICES	916	153.90-	17-	9160	8073.55	88	.00	11000	2926.45	73
	50 08	TELECOMMUNICATIONS	583	969.46	166	5830	7215.53	124	.00	7000	215.53-	103
	50 10	PROPERTY INSURANCE	791	2475.00	313	7910	9900.00	125	.00	9500	400.00-	104
	50 12	MOTOR VEHICLE INSURANCE	45	137.50	306	450	550.00	122	.00	550	.00	100
	50 14	SURETY BONDS	76	.00	0	760	918.72	121	.00	920	1.28	100
	50 18	GENERAL LIABILITY INSUR	191	825.00	432	1910	3300.00	173	.00	2300	1000.00-	144
	50 26	CONVENTIONS & EDUCATIONS	333	.00	0	3330	.00	0	.00	4000	4000.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	1025	.00	0	10250	8827.00	86	.00	12310	3483.00	72
	50 30	REFUNDS	41	.00	0	410	627.73	153	.00	500	127.73-	126
	50 32	MISCELLANEOUS	1020	1298.40	127	10200	21517.57	211	.00	12250	9267.57-	176
	50 34	MISCELLANEOUS REIMB	16	75.00	469	160	575.00	359	.00	200	375.00-	288
	50 **	OTHER CHARGES	6537	7319.34	112	65370	75763.36	116	.00	78530	2766.64	97

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
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40	ADMINISTRATION										
401	ADMINISTRATION										
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	1666	236.58	14	16660	17499.29	105	.00	20000	2500.71	88
60 04	REPAIRS & MAINTENANCE	1775	1480.06	83	17750	17850.41	101	.00	21300	3449.59	84
60 06	FUELS & LUBRICANTS	144	25.65	18	1440	517.28	36	.00	1730	1212.72	30
60 12	BOOKS & SUBSCRIPTIONS	8	.00	0	80	66.00	83	.00	100	34.00	66
60 **	MATERIALS & SUPPLIES	3593	1742.29	49	35930	35932.98	100	.00	43130	7197.02	83
81	CAPITAL OUTLAY - REPLACE										
81 04	EDP EQUIP REPLACEMENT	583	.00	0	5830	7697.49	132	.00	7000	697.49	110
81 18	BUILDING	3750	.00	0	37500	44720.00	119	.00	45000	280.00	99
81 30	IMPRVMNTS OTHER THAN BLDG	1250	.00	0	12500	.00	0	.00	15000	15000.00	0
81 **	CAPITAL OUTLAY - REPLACE	5583	.00	0	55830	52417.49	94	.00	67000	14582.51	78
401 ** **	ADMINISTRATION	103923	74846.33	72	1039230	917117.34	88	5400.00	1247270	324752.66	74
40 ** **	ADMINISTRATION	103923	74846.33	72	1039230	917117.34	88	5400.00	1247270	324752.66	74
DIV 1101	TOTAL *****										
	ADMINISTRATION	103923	74846.33	72	1039230	917117.34	88	5400.00	1247270	324752.66	74
DEPT 11	TOTAL *****										
	GENERAL GOVERNMENT	103923	74846.33	72	1039230	917117.34	88	5400.00	1247270	324752.66	74



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	63180	60410.20	96	631800	636402.26	101	.00	758170	121767.74	84
10 04	OVERTIME	1802	200.08	11	18020	20748.70	115	.00	21630	881.30	96
10 06	DMV GRANT OVERTIME	416	.00	0	4160	4618.78	111	.00	5000	381.22	92
10 08	PD RESIDENCY STIPEND	1108	925.04	84	11080	8917.05	81	.00	13300	4382.95	67
10 12	TAKE HOME CAR PROGRAM	632	.00	0	6320	.00	0	.00	7580	7580.00	0
10 **	SALARIES AND WAGES	67138	61535.32	92	671380	670686.79	100	.00	805680	134993.21	83
20	BENEFITS										
20 02	FICA	5087	4467.54	88	50870	49004.66	96	.00	61050	12045.34	80
20 04	VA RETIREMENT SYSTEM	6735	6588.66	98	67350	65644.04	98	.00	80820	15175.96	81
20 06	GROUP MEDICAL INSURANCE	7550	7550.80	100	75500	90493.00	120	.00	90610	117.00	100
20 08	GROUP LIFE INSURANCE	846	828.22	98	8460	8249.50	98	.00	10160	1910.50	81
20 16	OTHER EMPLOYEE BENEFITS	900	2700.00	300	9000	10800.00	120	.00	10800	.00	100
20 **	BENEFITS	21118	22135.22	105	211180	224191.20	106	.00	253440	29248.80	89
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	125	.00	0	1250	690.00	55	.00	1500	810.00	46
30 08	MAINTENANCE SVC CONTRACTS	250	458.94	184	2500	2354.67	94	.00	3000	645.33	79
30 16	PHYSICALS	181	.00	0	1810	750.00	41	.00	2180	1430.00	34
30 18	R & M ELECTRONICS	16	.00	0	160	.00	0	.00	200	200.00	0
30 26	IT NETWRK/WEBSITE SUPPORT	2750	5247.98	191	27500	23021.63	84	.00	33000	9978.37	70
30 **	CONTRACTUAL SERVICES	3322	5706.92	172	33220	26816.30	81	.00	39880	13063.70	67
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	1433	1881.94	131	14330	9877.37	69	.00	17200	7322.63	57
50 10	PROPERTY INSURANCE	166	625.00	377	1660	2500.00	151	.00	2000	500.00	125
50 12	MOTOR VEHICLE INSURANCE	425	1275.00	300	4250	5100.00	120	.00	5100	.00	100
50 18	GENERAL LIABILITY INSUR	375	1206.25	322	3750	4825.00	129	.00	4500	325.00	107
50 24	SUBSISTANCE & LODGING	675	.00	0	6750	3889.61	58	.00	8100	4210.39	48
50 26	CONVENTIONS & EDUCATIONS	833	450.00	54	8330	3415.90	41	.00	10000	6584.10	34
50 28	DUES & ASSOC MEMBERSHIPS	666	.00	0	6660	7405.00	111	.00	8000	595.00	93
50 29	ACCREDITATION PROGRAM	325	.00	0	3250	454.01	14	45.00	3900	3400.99	13
50 32	MISCELLANEOUS	83	.00	0	830	391.90	47	.00	1000	608.10	39
50 37	COMMUNITY ENGAGEMENT	125	.00	0	1250	94.76	8	.00	1500	1405.24	6
50 **	OTHER CHARGES	5106	5438.19	107	51060	37953.55	74	45.00	61300	23301.45	62
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	1000	152.00	15	10000	6715.78	67	.00	12000	5284.22	56
60 04	REPAIRS & MAINTENANCE	145	.00	0	1450	2168.01	150	.00	1750	418.01	124
60 06	FUELS & LUBRICANTS	2881	3531.59	123	28810	38846.06	135	.00	34580	4266.06	112
60 08	VEHICLE & EQUIP R&M	1000	1762.65	176	10000	11627.97	116	.00	12000	372.03	97
60 10	UNIFORMS	1083	350.65	32	10830	7209.91	67	1354.25	13000	4435.84	66
60 16	DRUG INVESTIGATING	500	3490.66	698	5000	5945.52	119	.00	6000	54.48	99
60 25	SMALL EQUIPMENT	125	.00	0	1250	820.89	66	.00	1500	679.11	55
60 48	AMMUNITION & BATTERIES	833	.00	0	8330	10148.62	122	.00	10000	148.62	102
60 **	MATERIALS & SUPPLIES	7567	9287.55	123	75670	83482.76	110	1354.25	90830	5992.99	93

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	4583	.00	0	45830	31792.00	69	3650.45	55000	19557.55	64
81 06	MACHINERY & EQUIPMENT	1014	.00	0	10140	.00	0	.00	12170	12170.00	0
81 **	CAPITAL OUTLAY - REPLACE	5597	.00	0	55970	31792.00	57	3650.45	67170	31727.55	53
82	CAPITAL OUTLAY - NEW										
82 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	8330	9359.85	112	.00	10000	640.15	94
82 **	CAPITAL OUTLAY - NEW	833	.00	0	8330	9359.85	112	.00	10000	640.15	94
501 ** **	POLICE DEPARTMENT	110681	104103.20	94	1106810	1084282.45	98	5049.70	1328300	238967.85	82
50 ** **	PUBLIC SAFETY	110681	104103.20	94	1106810	1084282.45	98	5049.70	1328300	238967.85	82
DIV 3101	TOTAL *****										
	POLICE DEPARTMENT	110681	104103.20	94	1106810	1084282.45	98	5049.70	1328300	238967.85	82
DEPT 31	TOTAL *****										
	PUBLIC SAFETY	110681	104103.20	94	1106810	1084282.45	98	5049.70	1328300	238967.85	82

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
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60												
601		OPERATIONS & MAINTENANCE										
10		SALARIES AND WAGES										
10 02		REGULAR	54053	49607.44	92	540530	516506.36	96	.00	648640	132133.64	80
10 04		OVERTIME	858	433.74	51	8580	13168.56	154	.00	10300	2868.56	128
10 **		SALARIES AND WAGES	54911	50041.18	91	549110	529674.92	97	.00	658940	129265.08	80
20		BENEFITS										
20 02		FICA	4200	3654.16	87	42000	34776.84	83	.00	50410	15633.16	69
20 04		VA RETIREMENT SYSTEM	5320	8818.86	166	53200	7751.40	15	.00	63850	56098.60	12
20 06		GROUP MEDICAL INSURANCE	7404	8043.75	109	74040	46061.49	62	.00	88850	42788.51	52
20 08		GROUP LIFE INSURANCE	669	589.73	88	6690	5895.35	88	.00	8030	2134.65	73
20 18		VRS HYBRID EMPLOYER CONTR	0	3343.60	0	0	32666.22	0	.00	0	32666.22	0
20 20		ICMA HYBRID EMPLOYER CONT	0	842.30	0	0	6600.59	0	.00	0	6600.59	0
20 **		BENEFITS	17593	16920.60	96	175930	133751.89	76	.00	211140	77388.11	63
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	500	593.09	119	5000	3985.52	80	.00	6000	2014.48	66
30 12		ENGIN & ARCHITECTURAL SVC	416	.00	0	4160	.00	0	.00	5000	5000.00	0
30 16		PHYSICALS	58	.00	0	580	425.00	73	.00	700	275.00	61
30 18		R & M ELECTRONICS	91	.00	0	910	124.00	14	.00	1100	976.00	11
30 36		MOWING CONTRACT	1250	500.00	40	12500	13275.00	106	.00	15000	1725.00	89
30 38		TUB GRINDING BRUSH	2916	.00	0	29160	26400.00	91	.00	35000	8600.00	75
30 40		RECURRING LEASE AGREEMENT	80	.00	0	800	.00	0	.00	960	960.00	0
30 **		CONTRACTUAL SERVICES	5311	1093.09	21	53110	44209.52	83	.00	63760	19550.48	69
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	391	835.44	214	3910	5730.07	147	.00	4700	1030.07	122
50 10		PROPERTY INSURANCE	416	1275.00	307	4160	5100.00	123	.00	5000	100.00	102
50 12		MOTOR VEHICLE INSURANCE	950	2850.00	300	9500	11400.00	120	.00	11400	.00	100
50 24		SUBSISTANCE & LODGING	41	.00	0	410	.00	0	.00	500	500.00	0
50 26		CONVENTIONS & EDUCATIONS	291	.00	0	2910	3089.97	106	.00	3500	410.03	88
50 32		MISCELLANEOUS	41	.00	0	410	307.05	75	.00	500	192.95	61
50 38		INVENTORY OVER / SHORT	0	.00	0	0	100.22	0	.00	0	100.22	0
50 **		OTHER CHARGES	2130	4960.44	233	21300	25526.87	120	.00	25600	73.13	100
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	604	.00	0	6040	3371.98	56	.00	7250	3878.02	47
60 05		FUEL PUMPS	191	.00	0	1910	333.66	18	.00	2300	1966.34	15
60 06		FUELS & LUBRICANTS	3990	1185.78	30	39900	51130.52	128	.00	47880	3250.52	107
60 08		VEHICLE / EQUIP R&M	3333	3084.90	93	33330	25882.30	78	.00	40000	14117.70	65
60 10		UNIFORMS	1000	1060.49	106	10000	12272.77	123	.00	12000	272.77	102
60 11		SAFETY EQUIP & PROGRAMS	250	.00	0	2500	3477.55	139	.00	3000	477.55	116
60 20		STREET LT OPER SUPPLIES	2583	2488.44	96	25830	23043.39	89	.00	31000	7956.61	74
60 22		HIGHWAY, STRT & SIDEWALKS	1666	1003.24	60	16660	20884.15	125	.00	20000	884.15	104
60 23		EQUIPMENT RENTAL	376	220.00	59	3760	1573.52	42	.00	4520	2946.48	35
60 28		STORM DRAINAGE	250	.00	0	2500	1052.50	42	.00	3000	1947.50	35
60 30		ENGINEERING R & M	83	.00	0	830	.00	0	.00	1000	1000.00	0
60 34		TRAIN STATION SUPPLIES	291	191.98	66	2910	2370.06	81	.00	3500	1129.94	68
60 36		PAVEMENT	4166	.00	0	41660	.00	0	.00	50000	50000.00	0

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														
60	40		TRAFFIC CONTROL DEVICE	250	.00	0	2500	2509.19	100	.02-	3000	490.83		84
60	44		SNOW & ICE REMOVAL	166	.00	0	1660	.00	0	.00	2000	2000.00		0
60	52		DECORATIVE STREET LIGHTS	533	.00	0	5330	4522.38	85	.00	6400	1877.62		71
60	**		MATERIALS & SUPPLIES	19732	9234.83	47	197320	152423.97	77	.02-	236850	84426.05		64
81 CAPITAL OUTLAY - REPLACE														
81	02		VEHICLE REPLACEMENT	1406	.00	0	14060	33998.49	242	1.50	16880	17119.99-		201
81	06		MACHINERY & EQUIPMENT	1083	.00	0	10830	107878.93	996	.00	13000	94878.93-		830
81	30		IMPRVMNTS OTHER THAN BLDG	2083	.00	0	20830	26712.50	128	750.00	25000	2462.50-		110
81	**		CAPITAL OUTLAY - REPLACE	4572	.00	0	45720	168589.92	369	751.50	54880	114461.42-		309
82 CAPITAL OUTLAY - NEW														
82	06		MACHINERY & EQUIPMENT	3416	.00	0	34160	29441.96	86	.87	41000	11557.17		72
82	**		CAPITAL OUTLAY - NEW	3416	.00	0	34160	29441.96	86	.87	41000	11557.17		72
90 DEBT SERVICE														
90	02		PRINCIPAL	1416	.00	0	14160	17000.00	120	.00	17000	.00		100
90	04		INTEREST	429	.00	0	4290	5104.35	119	.00	5150	45.65		99
90	**		DEBT SERVICE	1845	.00	0	18450	22104.35	120	.00	22150	45.65		100
601	**	**	OPERATIONS & MAINTENANCE	109510	48408.94	44	1095100	1105723.40	101	752.35	1314320	207844.25		84
60	**	**		109510	48408.94	44	1095100	1105723.40	101	752.35	1314320	207844.25		84
DIV	4101		TOTAL *****											
			MAIN OF STREETS & HWYS	109510	48408.94	44	1095100	1105723.40	101	752.35	1314320	207844.25		84

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	.00	0	16660	14807.89	89	.00	20000	5192.11	74
60 08	VEHICLE / EQUIP R&M	2500	1390.56	56	25000	9357.19	37	.00	30000	20642.81	31
60 18	SUPPLIES	0	.00	0	0	840.25	0	.00	0	840.25	0
60 26	LITTER EXPENSES	166	241.48	146	1660	383.73	23	.00	2000	1616.27	19
60 **	MATERIALS & SUPPLIES	4332	1632.04	38	43320	25389.06	59	.00	52000	26610.94	49
81	CAPITAL OUTLAY - REPLACE										
81 06	MACHINERY & EQUIPMENT	416	.00	0	4160	4829.50	116	.00	5000	170.50	97
81 **	CAPITAL OUTLAY - REPLACE	416	.00	0	4160	4829.50	116	.00	5000	170.50	97
601 ** **	OPERATIONS & MAINTENANCE	4748	1632.04	34	47480	30218.56	64	.00	57000	26781.44	53
60 ** **		4748	1632.04	34	47480	30218.56	64	.00	57000	26781.44	53
DIV 4102	TOTAL *****										
	SANITATION & WASTE REM	4748	1632.04	34	47480	30218.56	64	.00	57000	26781.44	53

FUND 010 GENERAL FUND			DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS										
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										
	30		CONTRACTUAL SERVICES										
	30	22	LANDSCAPING CONTRACTS	750	.00	0	7500	6727.05	90	.00	9000	2272.95	75
	30	**	CONTRACTUAL SERVICES	750	.00	0	7500	6727.05	90	.00	9000	2272.95	75
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	666	715.59	107	6660	6977.81	105	.00	8000	1022.19	87
	50	04	HEATING SERVICES	166	58.44	35	1660	426.65	26	.00	2000	1573.35	21
	50	**	OTHER CHARGES	832	774.03	93	8320	7404.46	89	.00	10000	2595.54	74
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	625	1924.93	308	6250	9419.43	151	.00	7500	1919.43-	126
	60	24	SMALL TOOLS	333	152.92	46	3330	3695.74	111	.00	4000	304.26	92
	60	**	MATERIALS & SUPPLIES	958	2077.85	217	9580	13115.17	137	.00	11500	1615.17-	114
601	**	**	OPERATIONS & MAINTENANCE	2540	2851.88	112	25400	27246.68	107	.00	30500	3253.32	89
60	**	**		2540	2851.88	112	25400	27246.68	107	.00	30500	3253.32	89
DIV	4103		TOTAL *****										
			MAIN OF BLDGS & GROUNDS	2540	2851.88	112	25400	27246.68	107	.00	30500	3253.32	89

FUND 010 GENERAL FUND											
DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION											
*****CURRENT***** YEAR-TO-DATE*****											
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	260.00	0	.00	0	260.00-	0
30 42	TREE REMOVAL & PRUNING	416	.00	0	4160	5200.00	125	.00	5000	200.00-	104
30 **	CONTRACTUAL SERVICES	416	260.00	63	4160	5460.00	131	.00	5000	460.00-	109
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1416	1705.94	121	14160	13708.69	97	.00	17000	3291.31	81
50 04	HEATING SERVICES	66	40.70	62	660	490.00	74	.00	800	310.00	61
50 08	TELECOMMUNICATIONS	116	80.16	69	1160	856.44	74	.00	1400	543.56	61
50 27	COMMUNITY GIFT PROGRAM	0	110.00	0	0	110.00	0	.00	0	110.00-	0
50 34	MISCELLANEOUS REIMB	41	.00	0	410	87.50	21	.00	500	412.50	18
50 **	OTHER CHARGES	1639	1936.80	118	16390	15252.63	93	.00	19700	4447.37	77
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	2500	5969.53	239	25000	26180.77	105	.00	30000	3819.23	87
60 52	DECORATIVE STREET LIGHTS	0	.00	0	0	179.99	0	.00	0	179.99-	0
60 53	MULCH & LANDSCAPING STONE	666	703.00	106	6660	5092.51	77	.00	8000	2907.49	64
60 54	PLAYGROUND EQUIPMENT	125	.00	0	1250	.00	0	.00	1500	1500.00	0
60 55	SPLASH PAD	458	1340.85	293	4580	1982.17	43	.00	5500	3517.83	36
60 56	WAR MEMORIAL BALLFIELD	416	2587.50	622	4160	2587.50	62	.00	5000	2412.50	52
60 57	CANOE LAUNCH	125	180.00	144	1250	990.00	79	.00	1500	510.00	66
60 58	SPECIAL EVENTS	125	.00	0	1250	1196.07	96	.00	1500	303.93	80
60 **	MATERIALS & SUPPLIES	4415	10780.88	244	44150	38209.01	87	.00	53000	14790.99	72
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	3150	.00	0	31500	29739.00	94	.00	37800	8061.00	79
81 26	PARKS	0	.00	0	0	63937.23	0	.00	0	63937.23-	0
81 40	ELECTRICAL	0	22484.90	0	0	22484.90	0	.00	0	22484.90-	0
81 **	CAPITAL OUTLAY - REPLACE	3150	22484.90	714	31500	116161.13	369	.00	37800	78361.13-	307
82	CAPITAL OUTLAY - NEW										
82 04	EDP EQUIPMENT	0	5391.26	0	0	22050.61	0	.00	0	22050.61-	0
82 18	BUILDING	1625	.00	0	16250	.00	0	.00	19500	19500.00	0
82 26	PARKS	0	.00	0	0	22000.00	0	.00	0	22000.00-	0
82 **	CAPITAL OUTLAY - NEW	1625	5391.26	332	16250	44050.61	271	.00	19500	24550.61-	226
602 ** **	PARKS, RECREAT & CULTURAL	11245	40853.84	363	112450	219133.38	195	.00	135000	84133.38-	162
60 ** **		11245	40853.84	363	112450	219133.38	195	.00	135000	84133.38-	162
DIV 4104	TOTAL ***** PARKS & RECREATION	11245	40853.84	363	112450	219133.38	195	.00	135000	84133.38-	162

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	41.03	82	500	211.97	42	.00	600	388.03	35
	50	**	OTHER CHARGES	50	41.03	82	500	211.97	42	.00	600	388.03	35
602	**	**	PARKS, RECREAT & CULTURAL	50	41.03	82	500	211.97	42	.00	600	388.03	35
60	**	**		50	41.03	82	500	211.97	42	.00	600	388.03	35
DIV	4106		TOTAL *****										
			CULTURAL	50	41.03	82	500	211.97	42	.00	600	388.03	35



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FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY								
BA ELE OBJ			ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****		
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET
-----											
60											
601			OPERATIONS & MAINTENANCE								
	30		CONTRACTUAL SERVICES								
	30	44	CUSTODIAL SERVICES	1125	1076.00	96	11250	9684.00	86	.00	13500
	30	**	CONTRACTUAL SERVICES	1125	1076.00	96	11250	9684.00	86	.00	13500
	60		MATERIALS & SUPPLIES								
	60	04	REPAIRS & MAINTENANCE	1250	361.95	29	12500	15027.10	120	.00	15000
	60	**	MATERIALS & SUPPLIES	1250	361.95	29	12500	15027.10	120	.00	15000
601	**	**	OPERATIONS & MAINTENANCE	2375	1437.95	61	23750	24711.10	104	.00	28500
60	**	**		2375	1437.95	61	23750	24711.10	104	.00	28500
DIV	4108		TOTAL *****								
			LIBRARY	2375	1437.95	61	23750	24711.10	104	.00	28500
DEPT	41		TOTAL *****								
			PUBLIC WORKS	130468	95225.68	73	1304680	1407245.09	108	752.35	1565920

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												
	10		SALARIES AND WAGES												
	10	02	REGULAR	8350	7856.79	94	83500	85986.30	103	.00	100200	14213.70	-	86	
	10	04	OVERTIME	0	229.14	0	0	254.70	0	.00	0	254.70	-	0	
	10	**	SALARIES AND WAGES	8350	8085.93	97	83500	86241.00	103	.00	100200	13959.00		86	
	20		BENEFITS												
	20	02	FICA	639	565.39	89	6390	6254.36	98	.00	7670	1415.64		82	
	20	04	VA RETIREMENT SYSTEM	504	486.58	97	5040	5228.86	104	.00	6050	821.14		86	
	20	06	GROUP MEDICAL INSURANCE	617	608.50	99	6170	6382.90	104	.00	7410	1027.10		86	
	20	08	GROUP LIFE INSURANCE	63	63.34	101	630	669.31	106	.00	760	90.69		88	
	20	10	WORKER'S COMP	141	425.00	301	1410	1700.00	121	.00	1700	.00		100	
	20	18	VRS HYBRID EMPLOYER CONTR	0	12.42	0	0	65.44	0	.00	0	65.44	-	0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	5.68	0	0	31.24	0	.00	0	31.24	-	0	
	20	**	BENEFITS	1964	2166.91	110	19640	20332.11	104	.00	23590	3257.89		86	
	30		CONTRACTUAL SERVICES												
	30	06	ADVERTISING	83	.00	0	830	.00	0	.00	1000	1000.00		0	
	30	08	MAINTENANCE SVC CONTRACTS	41	.00	0	410	.00	0	.00	500	500.00		0	
	30	14	MISC & PROFESSIONAL SVCS	25	.00	0	250	.00	0	.00	300	300.00		0	
	30	16	PHYSICALS	23	49.96	217	230	354.84	154	.00	280	74.84	-	127	
	30	**	CONTRACTUAL SERVICES	172	49.96	29	1720	354.84	21	.00	2080	1725.16		17	
	50		OTHER CHARGES												
	50	08	TELECOMMUNICATIONS	83	.00	0	830	161.58	20	.00	1000	838.42		16	
	50	12	MOTOR VEHICLE INSURANCE	141	425.00	301	1410	1700.00	121	.00	1700	.00		100	
	50	24	SUBSISTANCE & LODGING	25	.00	0	250	124.98	50	.00	300	175.02		42	
	50	26	CONVENTIONS & EDUCATIONS	62	.00	0	620	240.00	39	.00	750	510.00		32	
	50	28	DUES & ASSOC MEMBERSHIPS	12	.00	0	120	.00	0	.00	150	150.00		0	
	50	**	OTHER CHARGES	323	425.00	132	3230	2226.56	69	.00	3900	1673.44		57	
	60		MATERIALS & SUPPLIES												
	60	02	OFFICE SUPPLIES	29	67.94	234	290	75.30	26	.00	350	274.70		22	
	60	06	FUELS & LUBRICANTS	2105	1489.55	71	21050	19480.56	93	.00	25270	5789.44		77	
	60	08	VEHICLE & EQUIP R&M	291	.00	0	2910	4725.80	162	.00	3500	1225.80	-	135	
	60	14	OTHER OPERATING SUPPLIES	41	.00	0	410	.00	0	.00	500	500.00		0	
	60	18	SUPPLIES	25	.00	0	250	.00	0	.00	300	300.00		0	
	60	**	MATERIALS & SUPPLIES	2491	1557.49	63	24910	24281.66	98	.00	29920	5638.34		81	
	81		CAPITAL OUTLAY - REPLACE												
	81	02	VEHICLE REPLACEMENT	6845	.00	0	68450	.00	0	134158.00	82150	52008.00	-	163	
	81	**	CAPITAL OUTLAY - REPLACE	6845	.00	0	68450	.00	0	134158.00	82150	52008.00	-	163	
	82		CAPITAL OUTLAY - NEW												
	82	02	VEHICLE	0	.00	0	0	81602.00	0	.00	0	81602.00	-	0	
	82	04	EDP EQUIPMENT	0	.00	0	0	3620.52	0	.00	0	3620.52	-	0	
	82	**	CAPITAL OUTLAY - NEW	0	.00	0	0	85222.52	0	.00	0	85222.52	-	0	
403	**	**	PUBLIC TRANSPORTATION	20145	12285.29	61	201450	218658.69	109	134158.00	241840	110976.69	-	146	

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										
40	**	** ADMINISTRATION	20145	12285.29	61	201450	218658.69	109	134158.00	241840	110976.69-	146
DIV	6101	TOTAL *****										
		OPERATIONS	20145	12285.29	61	201450	218658.69	109	134158.00	241840	110976.69-	146
DEPT	61	TOTAL *****										
		PUBLIC TRANSPORTATION	20145	12285.29	61	201450	218658.69	109	134158.00	241840	110976.69-	146

FUND 010 GENERAL FUND			DEPT/DIV 7101 ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT									
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										
405		ECONOMIC DEVELOPMENT										
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	2083	.00	0	20830	3457.20	17	.00	25000	21542.80	14
	30 14	MISC & PROFESSIONAL SVCS	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	30 **	CONTRACTUAL SERVICES	2499	.00	0	24990	3457.20	14	.00	30000	26542.80	12
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	41	.00	0	410	.00	0	.00	500	500.00	0
	50 08	TELECOMMUNICATIONS	75	.00	0	750	.00	0	.00	900	900.00	0
	50 24	SUBSISTANCE & LODGING	128	.00	0	1280	.00	0	.00	1540	1540.00	0
	50 26	CONVENTIONS & EDUCATIONS	105	.00	0	1050	.00	0	.00	1260	1260.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	116	.00	0	1160	.00	0	.00	1400	1400.00	0
	50 32	MISCELLANEOUS	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	50 63	ECONOMIC INCENTIVES	3512	.00	0	35120	9500.00	27	.00	42150	32650.00	23
	50 93	GRANT PROGRAM FUNDING	8333	.00	0	83330	8200.00	10	.00	100000	91800.00	8
	50 **	OTHER CHARGES	12435	.00	0	124350	17700.00	14	.00	149250	131550.00	12
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	60 12	BOOKS & SUBSCRIPTIONS	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	0	.00	0	0	2423.84	0	.00	0	2423.84-	0
	81 **	CAPITAL OUTLAY - REPLACE	0	.00	0	0	2423.84	0	.00	0	2423.84-	0
	82	CAPITAL OUTLAY - NEW										
	82 16	LAND	0	615013.00	0	0	616013.00	0	.00	0	616013.00-	0
	82 18	BUILDING	48545	.00	0	485450	36293.73	8	.00	582540	546246.27	6
	82 **	CAPITAL OUTLAY - NEW	48545	615013.00	1267	485450	652306.73	134	.00	582540	69766.73-	112
405	** **	ECONOMIC DEVELOPMENT	63729	615013.00	965	637290	675887.77	106	.00	764790	88902.23	88
409		COMMUNITY DEVELOPMENT										
	50	OTHER CHARGES										
	50 93	GRANT PROGRAM FUNDING	0	.00	0	0	106785.34	0	87607.71	0	194393.05-	0
	50 **	OTHER CHARGES	0	.00	0	0	106785.34	0	87607.71	0	194393.05-	0
409	** **	COMMUNITY DEVELOPMENT	0	.00	0	0	106785.34	0	87607.71	0	194393.05-	0
40	** **	ADMINISTRATION	63729	615013.00	965	637290	782673.11	123	87607.71	764790	105490.82-	114
DIV	7101	TOTAL *****										
		ECONOMIC DEVELOPMENT	63729	615013.00	965	637290	782673.11	123	87607.71	764790	105490.82-	114
DEPT	71	TOTAL *****										
		ECONOMIC DEVELOPMENT	63729	615013.00	965	637290	782673.11	123	87607.71	764790	105490.82-	114

FUND 010 GENERAL FUND			DEPT/DIV 7201 COMMUNITY DEVELOPMENT/COMMUNITY DEVELOPMENT									
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										
408		COMMUNITY DEVELOPMENT										
	10	SALARIES AND WAGES										
	10 02	REGULAR	13584	19781.20	146	135840	118670.26	87	.00	163010	44339.74	73
	10 04	OVERTIME	25	.00	0	250	.00	0	.00	310	310.00	0
	10 **	SALARIES AND WAGES	13609	19781.20	145	136090	118670.26	87	.00	163320	44649.74	73
	20	BENEFITS										
	20 02	FICA	1040	447.74	43	10400	4762.15	46	.00	12490	7727.85	38
	20 04	VA RETIREMENT SYSTEM	1448	.00	0	14480	.00	0	.00	17380	17380.00	0
	20 06	GROUP MEDICAL INSURANCE	2440	514.40	21	24400	5786.00	24	.00	29280	23494.00	20
	20 08	GROUP LIFE INSURANCE	182	86.92	48	1820	869.20	48	.00	2190	1320.80	40
	20 18	VRS HYBRID EMPLOYER CONTR	0	594.14	0	0	6135.92	0	.00	0	6135.92-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	97.30	0	0	778.36	0	.00	0	778.36-	0
	20 **	BENEFITS	5110	1740.50	34	51100	18331.63	36	.00	61340	43008.37	30
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	416	.00	0	4160	5676.02	136	.00	5000	676.02-	114
	30 14	MISC & PROFESSIONAL SVCS	1250	10077.93	806	12500	17602.93	141	.00	15000	2602.93-	117
	30 36	MOWING CONTRACT	41	.00	0	410	.00	0	.00	500	500.00	0
	30 **	CONTRACTUAL SERVICES	1707	10077.93	590	17070	23278.95	136	.00	20500	2778.95-	114
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	83	153.90	185	830	153.90	19	.00	1000	846.10	15
	50 08	TELECOMMUNICATIONS	154	46.68	30	1540	157.64	10	.00	1850	1692.36	9
	50 24	SUBSISTANCE & LODGING	125	.00	0	1250	495.90	40	.00	1500	1004.10	33
	50 26	CONVENTIONS & EDUCATIONS	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	62	.00	0	620	820.00	132	.00	750	70.00-	109
	50 32	MISCELLANEOUS	833	14.99	2	8330	270.99	3	.00	10000	9729.01	3
	50 **	OTHER CHARGES	1465	215.57	15	14650	1898.43	13	.00	17600	15701.57	11
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	208	64.50	31	2080	397.34	19	.00	2500	2102.66	16
	60 06	FUELS & LUBRICANTS	144	.00	0	1440	.00	0	.00	1730	1730.00	0
	60 12	BOOKS & SUBSCRIPTIONS	41	.00	0	410	51.57	13	.00	500	448.43	10
	60 **	MATERIALS & SUPPLIES	393	64.50	16	3930	448.91	11	.00	4730	4281.09	10
	82	CAPITAL OUTLAY - NEW										
	82 18	BUILDING	0	.00	0	0	7517.91	0	.00	0	7517.91-	0
	82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	7517.91	0	.00	0	7517.91-	0
408	** **	COMMUNITY DEVELOPMENT	22284	31879.70	143	222840	170146.09	76	.00	267490	97343.91	64
40	** **	ADMINISTRATION	22284	31879.70	143	222840	170146.09	76	.00	267490	97343.91	64
DIV	7201	TOTAL ***** COMMUNITY DEVELOPMENT	22284	31879.70	143	222840	170146.09	76	.00	267490	97343.91	64

FUND 010 GENERAL FUND			DEPT/DIV 7202 COMMUNITY DEVELOPMENT/MAIN STREET PROGRAM										
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										
406			MAIN STREET COORDINATOR										
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	37	33.57	91	370	302.21	82	.00	450	147.79	67
	50	**	OTHER CHARGES	37	33.57	91	370	302.21	82	.00	450	147.79	67
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	125	.00	0	1250	278.46	22	.00	1500	1221.54	19
	60	**	MATERIALS & SUPPLIES	125	.00	0	1250	278.46	22	.00	1500	1221.54	19
406	**	**	MAIN STREET COORDINATOR	162	33.57	21	1620	580.67	36	.00	1950	1369.33	30
40	**	**	ADMINISTRATION	162	33.57	21	1620	580.67	36	.00	1950	1369.33	30
DIV	7202	TOTAL	*****										
			MAIN STREET PROGRAM	162	33.57	21	1620	580.67	36	.00	1950	1369.33	30

FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION									
BA ELE OBJ			*****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	50	389.96	780	500	669.11	134	.00	600	69.11-	112
	50 26	CONVENTIONS & EDUCATIONS	83	.00	0	830	1100.00	133	.00	1000	100.00-	110
	50 36	PLANNING COMMISSION	375	425.00	113	3750	3025.00	81	.00	4500	1475.00	67
	50 **	OTHER CHARGES	508	814.96	160	5080	4794.11	94	.00	6100	1305.89	79
400 ** **		COUNCIL / PLANNING COMM	508	814.96	160	5080	4794.11	94	.00	6100	1305.89	79
40 ** **		ADMINISTRATION	508	814.96	160	5080	4794.11	94	.00	6100	1305.89	79
DIV 7203		TOTAL *****										
		PLANNING COMMISSION	508	814.96	160	5080	4794.11	94	.00	6100	1305.89	79

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	0	3462.40	0	0	18177.60	0	.00	0	18177.60-	0
10 **	SALARIES AND WAGES	0	3462.40	0	0	18177.60	0	.00	0	18177.60-	0
20	BENEFITS										
20 02	FICA	0	256.26	0	0	1347.51	0	.00	0	1347.51-	0
20 06	GROUP MEDICAL INSURANCE	0	514.40	0	0	3086.40	0	.00	0	3086.40-	0
20 08	GROUP LIFE INSURANCE	0	50.26	0	0	251.30	0	.00	0	251.30-	0
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	0	1220.76	0	0	6684.41	0	.00	0	6684.41-	0
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	833	895.00	107	8330	2762.42	33	.00	10000	7237.58	28
30 08	MAINTENANCE SVC CONTRACTS	1471	1269.00	86	14710	10461.65	71	5670.55	17660	1527.80	91
30 14	MISC & PROFESSIONAL SVCS	416	192.29	46	4160	276.90	7	.00	5000	4723.10	6
30 26	IT NETWRK/WEBSITE SUPPORT	404	551.23	136	4040	2862.30	71	.00	4850	1987.70	59
30 **	CONTRACTUAL SERVICES	3124	2907.52	93	31240	16363.27	52	5670.55	37510	15476.18	59
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1333	392.83	30	13330	2630.48	20	.00	16000	13369.52	16
50 04	HEATING SERVICES	500	99.95	20	5000	1804.42	36	.00	6000	4195.58	30
50 06	POSTAL SERVICES	83	.00	0	830	180.00	22	.00	1000	820.00	18
50 08	TELECOMMUNICATIONS	250	41.65	17	2500	69.90	3	.00	3000	2930.10	2
50 10	PROPERTY INSURANCE	41	125.00	305	410	500.00	122	.00	500	.00	100
50 24	SUBSISTANCE & LODGING	125	144.60	116	1250	315.88	25	.00	1500	1184.12	21
50 26	CONVENTIONS & EDUCATIONS	125	.00	0	1250	.00	0	.00	1500	1500.00	0
50 32	MISCELLANEOUS	208	.00	0	2080	1531.28	74	.00	2500	968.72	61
50 **	OTHER CHARGES	2665	804.03	30	26650	7031.96	26	.00	32000	24968.04	22
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	1250	526.48	42	12500	6147.05	49	.00	15000	8852.95	41
60 04	REPAIRS & MAINTENANCE	500	380.00	76	5000	1411.08	28	.00	6000	4588.92	24
60 **	MATERIALS & SUPPLIES	1750	906.48	52	17500	7558.13	43	.00	21000	13441.87	36
82	CAPITAL OUTLAY - NEW										
82 04	EDP EQUIPMENT	0	.00	0	0	9834.98	0	.00	0	9834.98-	0
82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	9834.98	0	.00	0	9834.98-	0
409 ** **	COMMUNITY DEVELOPMENT	7539	9301.19	123	75390	65650.35	87	5670.55	90510	19189.10	79
40 ** **	ADMINISTRATION	7539	9301.19	123	75390	65650.35	87	5670.55	90510	19189.10	79
DIV 7204	TOTAL ***** SPARK INNOVATION CENTER	7539	9301.19	123	75390	65650.35	87	5670.55	90510	19189.10	79
DEPT 72	TOTAL ***** COMMUNITY DEVELOPMENT	30493	42029.42	138	304930	241171.22	79	5670.55	366050	119208.23	67



FUND 010 GENERAL FUND				DEPT/DIV 9101 NON DEPARTMENT/CONTRIBUTIONS									
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										
	50		OTHER CHARGES										
	50	32	MISCELLANEOUS	3641	7500.00	206	36410	36000.00	99	.00	43700	7700.00	82
	50	62	CONTRIBUTION - SENIOR CTR	83	.00	0	830	.00	0	.00	1000	1000.00	0
	50	69	UNCLE BILLY'S DAY FUNDING	0	.00	0	0	1500.00	0	.00	0	1500.00-	0
	50	70	RECREATION PROGRAM	8333	25000.00	300	83330	100000.00	120	.00	100000	.00	100
	50	72	CONTRIBUTION - FIRE DEPT	1250	.00	0	12500	15000.00	120	.00	15000	.00	100
	50	74	CONTRIBUTION-MAIN ST PGM	833	.00	0	8330	5000.00	60	.00	10000	5000.00	50
	50	**	OTHER CHARGES	14140	32500.00	230	141400	157500.00	111	.00	169700	12200.00	93
801	**	**	NON DEPARTMENTAL	14140	32500.00	230	141400	157500.00	111	.00	169700	12200.00	93
80	**	**	NON DEPARTMENT	14140	32500.00	230	141400	157500.00	111	.00	169700	12200.00	93
DIV	9101		TOTAL *****										
			CONTRIBUTIONS	14140	32500.00	230	141400	157500.00	111	.00	169700	12200.00	93

FUND 010 GENERAL FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT										
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										
	50		OTHER CHARGES										
	50	96	INSURANCE CLAIM	0	.00	0	0	11300.00	0	.00	0	11300.00-	0
	50	**	OTHER CHARGES	0	.00	0	0	11300.00	0	.00	0	11300.00-	0
	60		MATERIALS & SUPPLIES										
	60	06	FUELS & LUBRICANTS	833	155.68	19	8330	13972.93	168	.00	10000	3972.93-	140
	60	**	MATERIALS & SUPPLIES	833	155.68	19	8330	13972.93	168	.00	10000	3972.93-	140
	82		CAPITAL OUTLAY - NEW										
	82	30	IMPRVMNTS OTHER THAN BLDG	0	32490.43	0	0	106566.69	0	.00	0	106566.69-	0
	82	**	CAPITAL OUTLAY - NEW	0	32490.43	0	0	106566.69	0	.00	0	106566.69-	0
801	**	**	NON DEPARTMENTAL	833	32646.11	3919	8330	131839.62	1583	.00	10000	121839.62-	1318
802			TRANSFER OUT										
	70		TRANSFER OUT										
	70	01	TO CEMETERY FUND	8940	.00	0	89400	.00	0	.00	107280	107280.00	0
	70	02	WATER & SEWER FUND	0	1306891.00	0	0	1309957.57	0	.00	0	1309957.57-	0
	70	03	TO GENERAL FUND	0	.00	0	0	31.75	0	.00	0	31.75-	0
	70	06	TO CIF	0	.00	0	0	250000.00	0	.00	0	250000.00-	0
	70	07	TO RESERVE POLICY FNDS-FD	5416	.00	0	54160	.00	0	.00	65000	65000.00	0
	70	08	EDA CHECKING ACCOUNT	0	.00	0	0	12500.00	0	.00	0	12500.00-	0
	70	**	TRANSFER OUT	14356	1306891.00	9103	143560	1572489.32	1095	.00	172280	1400209.32-	913
802	**	**	TRANSFER OUT	14356	1306891.00	9103	143560	1572489.32	1095	.00	172280	1400209.32-	913
80	**	**	NON DEPARTMENT	15189	1339537.11	8819	151890	1704328.94	1122	.00	182280	1522048.94-	935
DIV	9102		TOTAL *****										
			NON DEPARTMENT	15189	1339537.11	8819	151890	1704328.94	1122	.00	182280	1522048.94-	935

FUND 010 GENERAL FUND											
DEPT/DIV 9105 NON DEPARTMENT/AVOCA											
*****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										
10	SALARIES AND WAGES										
10 02	REGULAR	5369	16107.50	300	53690	65019.56	121	.00	64430	589.56-	101
10 **	SALARIES AND WAGES	5369	16107.50	300	53690	65019.56	121	.00	64430	589.56-	101
20	BENEFITS										
20 02	FICA	410	1232.50	301	4100	4970.92	121	.00	4930	40.92-	101
20 04	VA RETIREMENT SYSTEM	488	1465.00	300	4880	5860.00	120	.00	5860	.00	100
20 06	GROUP MEDICAL INSURANCE	515	1545.00	300	5150	6807.00	132	.00	6180	627.00-	110
20 08	GROUP LIFE INSURANCE	61	185.00	303	610	740.00	121	.00	740	.00	100
20 **	BENEFITS	1474	4427.50	300	14740	18377.92	125	.00	17710	667.92-	104
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	833	650.00	78	8330	4263.00	51	.00	10000	5737.00	43
30 **	CONTRACTUAL SERVICES	833	650.00	78	8330	4263.00	51	.00	10000	5737.00	43
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	42	.00	0	420	33.60	8	.00	510	476.40	7
50 **	OTHER CHARGES	42	.00	0	420	33.60	8	.00	510	476.40	7
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	26	.00	0	260	245.05	94	.00	320	74.95	77
60 **	MATERIALS & SUPPLIES	26	.00	0	260	245.05	94	.00	320	74.95	77
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	2916	.00	0	29160	118920.26	408	.00	35000	83920.26-	340
81 **	CAPITAL OUTLAY - REPLACE	2916	.00	0	29160	118920.26	408	.00	35000	83920.26-	340
801 ** **	NON DEPARTMENTAL	10660	21185.00	199	106600	206859.39	194	.00	127970	78889.39-	162
80 ** **	NON DEPARTMENT	10660	21185.00	199	106600	206859.39	194	.00	127970	78889.39-	162
DIV 9105	TOTAL *****										
	AVOCA	10660	21185.00	199	106600	206859.39	194	.00	127970	78889.39-	162
DEPT 91	TOTAL *****										
	NON DEPARTMENT	39989	1393222.11	3484	399890	2068688.33	517	.00	479950	1588738.33-	431
FUND 010	TOTAL *****										
	GENERAL FUND	503396	2344072.85	466	5033960	6757656.59	134	238638.31	6041770	954524.90-	116

FUND 020 STATE HIGHWAY REIMB FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS			*****CURRENT***** YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
BA ELE OBJ	ACCOUNT		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION										
-----												
60												
601 OPERATIONS & MAINTENANCE												
	60	MATERIALS & SUPPLIES										
	60 28	STORM DRAINAGE	4016	794.02	20	40160	13378.80	33	.00	48200	34821.20	28
	60 36	PAVEMENT	33333	266.77	1	333330	2022.99	1	.00	400000	397977.01	1
	60 40	TRAFFIC CONTROL DEVICE	4733	11691.08	247	47330	68757.67	145	.00	56800	11957.67	121
	60 **	MATERIALS & SUPPLIES	42082	12751.87	30	420820	84159.46	20	.00	505000	420840.54	17
81 CAPITAL OUTLAY - REPLACE												
	81 02	VEHICLE REPLACEMENT	2126	.00	0	21260	49606.21	233	2.25	25520	24083.96	194
	81 06	MACHINERY & EQUIPMENT	83	.00	0	830	96840.12	1668	.00	1000	95840.12	9684
	81 **	CAPITAL OUTLAY - REPLACE	2209	.00	0	22090	146446.33	663	2.25	26520	119924.08	552
601 ** **		OPERATIONS & MAINTENANCE	44291	12751.87	29	442910	230605.79	52	2.25	531520	300916.46	43
606												
	60	MATERIALS & SUPPLIES										
	60 30	ENGINEERING R & M	833	38.25	5	8330	382.50	5	.00	10000	9617.50	4
	60 44	SNOW & ICE REMOVAL	5000	155.30	3	50000	31380.89	63	.00	60000	28619.11	52
	60 46	OTHER TRAFFIC SVCS RDSIDE	4166	1323.42	32	41660	39614.94	95	.00	50000	10385.06	79
	60 **	MATERIALS & SUPPLIES	9999	1516.97	15	99990	71378.33	71	.00	120000	48621.67	60
606 ** **			9999	1516.97	15	99990	71378.33	71	.00	120000	48621.67	60
607 ADMINISTRATION AND MISC												
	50	OTHER CHARGES										
	50 32	MISCELLANEOUS	8333	33150.00	398	83330	34234.32	41	.00	100000	65765.68	34
	50 **	OTHER CHARGES	8333	33150.00	398	83330	34234.32	41	.00	100000	65765.68	34
607 ** **		ADMINISTRATION AND MISC	8333	33150.00	398	83330	34234.32	41	.00	100000	65765.68	34
608 CAPITAL OUTLAY												
	81	CAPITAL OUTLAY - REPLACE										
	81 30	IMPRVMNTS OTHER THAN BLDG	2083	.00	0	20830	.00	0	.00	25000	25000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	2083	.00	0	20830	.00	0	.00	25000	25000.00	0
82 CAPITAL OUTLAY - NEW												
	82 30	IMPRVMNTS OTHER THAN BLDG	6250	.00	0	62500	26712.50	43	750.00	75000	47537.50	37
	82 **	CAPITAL OUTLAY - NEW	6250	.00	0	62500	26712.50	43	750.00	75000	47537.50	37
608 ** **		CAPITAL OUTLAY	8333	.00	0	83330	26712.50	32	750.00	100000	72537.50	28
60 ** **			70956	47418.84	67	709560	362930.94	51	747.75	851520	487841.31	43
DIV 4101		TOTAL *****										
		MAIN OF STREETS & HWYS	70956	47418.84	67	709560	362930.94	51	747.75	851520	487841.31	43
DEPT 41		TOTAL *****										
		PUBLIC WORKS	70956	47418.84	67	709560	362930.94	51	747.75	851520	487841.31	43
FUND 020		TOTAL *****										
		STATE HIGHWAY REIMB FUND	70956	47418.84	67	709560	362930.94	51	747.75	851520	487841.31	43

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	1762	1634.84	93	17620	17291.62	98	.00	21150
	10	04	OVERTIME	10	.00	0	100	144.95	145	.00	130
	10	**	SALARIES AND WAGES	1772	1634.84	92	17720	17436.57	98	.00	21280
	20		BENEFITS								
	20	02	FICA	135	101.36	75	1350	1101.64	82	.00	1630
	20	04	VA RETIREMENT SYSTEM	187	187.92	101	1870	1879.20	101	.00	2250
	20	06	GROUP MEDICAL INSURANCE	327	327.42	100	3270	3274.20	100	.00	3930
	20	08	GROUP LIFE INSURANCE	23	23.62	103	230	236.20	103	.00	280
	20	**	BENEFITS	672	640.32	95	6720	6491.24	97	.00	8090
701	**	**	WATER	2444	2275.16	93	24440	23927.81	98	.00	29370
702			SEWER								
	10		SALARIES AND WAGES								
	10	02	REGULAR	1175	1089.86	93	11750	11498.83	98	.00	14100
	10	04	OVERTIME	7	.00	0	70	96.60	138	.00	90
	10	**	SALARIES AND WAGES	1182	1089.86	92	11820	11595.43	98	.00	14190
	20		BENEFITS								
	20	02	FICA	90	67.60	75	900	763.26	85	.00	1090
	20	04	VA RETIREMENT SYSTEM	125	125.26	100	1250	1252.60	100	.00	1500
	20	06	GROUP MEDICAL INSURANCE	218	218.28	100	2180	2182.80	100	.00	2620
	20	08	GROUP LIFE INSURANCE	15	15.76	105	150	157.60	105	.00	190
	20	**	BENEFITS	448	426.90	95	4480	4356.26	97	.00	5400
702	**	**	SEWER	1630	1516.76	93	16300	15951.69	98	.00	19590
70	**	**	UTILITIES	4074	3791.92	93	40740	39879.50	98	.00	48960
DIV	1101		TOTAL *****								
			ADMINISTRATION	4074	3791.92	93	40740	39879.50	98	.00	48960
DEPT	11		TOTAL *****								
			GENERAL GOVERNMENT	4074	3791.92	93	40740	39879.50	98	.00	48960

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	31428	24942.46	79	314280	256720.45	82	.00	377140	120419.55	68
	10 04	OVERTIME	1287	1018.73	79	12870	10556.31	82	.00	15450	4893.69	68
	10 **	SALARIES AND WAGES	32715	25961.19	79	327150	267276.76	82	.00	392590	125313.24	68
	20	BENEFITS										
	20 02	FICA	2502	1903.22	76	25020	19691.80	79	.00	30030	10338.20	66
	20 04	VA RETIREMENT SYSTEM	3090	1162.60	38	30900	11626.00	38	.00	37090	25464.00	31
	20 06	GROUP MEDICAL INSURANCE	4818	2887.16	60	48180	30941.18	64	.00	57820	26878.82	54
	20 08	GROUP LIFE INSURANCE	388	327.62	84	3880	3085.36	80	.00	4660	1574.64	66
	20 18	VRS HYBRID EMPLOYER CONTR	0	1143.48	0	0	9972.44	0	.00	0	9972.44-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	318.20	0	0	2963.16	0	.00	0	2963.16-	0
	20 **	BENEFITS	10798	7742.28	72	107980	78279.94	73	.00	129600	51320.06	60
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	2508	708.00	28	25080	21805.93	87	.00	30100	8294.07	72
	30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	16660	3970.00	24	.00	20000	16030.00	20
	30 16	PHYSICALS	66	.00	0	660	225.00	34	.00	800	575.00	28
	30 20	WATER PURCHASES - CC	6250	178.50	3	62500	29617.60	47	.00	75000	45382.40	40
	30 24	R & M GROUNDS, BLDGS, RDS	1166	1470.00	126	11660	4087.66	35	.00	14000	9912.34	29
	30 26	IT NETWRK/WEBSITE SUPPORT	48	47.43	99	480	477.90	100	.00	570	92.10	84
	30 **	CONTRACTUAL SERVICES	11704	2403.93	21	117040	60184.09	51	.00	140470	80285.91	43
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	9166	2697.75	29	91660	88779.63	97	.00	110000	21220.37	81
	50 04	HEATING SERVICES	333	615.82	185	3330	3517.66	106	.00	4000	482.34	88
	50 08	TELECOMMUNICATIONS	916	5313.54	580	9160	13362.55	146	.00	11000	2362.55-	122
	50 10	PROPERTY INSURANCE	800	2425.00	303	8000	9700.00	121	.00	9610	90.00-	101
	50 12	MOTOR VEHICLE INSURANCE	45	137.50	306	450	550.00	122	.00	550	.00	100
	50 18	GENERAL LIABILITY INSUR	375	1150.00	307	3750	4600.00	123	.00	4500	100.00-	102
	50 24	SUBSISTANCE & LODGING	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	50 26	CONVENTIONS & EDUCATIONS	416	.00	0	4160	1226.00	30	.00	5000	3774.00	25
	50 28	DUES & ASSOC MEMBERSHIPS	83	.00	0	830	872.00	105	.00	1000	128.00	87
	50 30	REFUNDS	41	.00	0	410	.00	0	.00	500	500.00	0
	50 32	MISCELLANEOUS	166	14.99	9	1660	14.99	1	.00	2000	1985.01	1
	50 64	SAMPLE TESTING	1250	1499.32	120	12500	7231.77	58	.00	15000	7768.23	48
	50 66	FEES PAID TO COMMONWEALTH	458	.00	0	4580	5037.00	110	.00	5500	463.00	92
	50 68	PROFESSIONAL LICENSES	125	.00	0	1250	480.00	38	.00	1500	1020.00	32
	50 88	LOAN ISSUANCE COSTS	0	.00	0	0	21694.53	0	.00	0	21694.53-	0
	50 **	OTHER CHARGES	14424	13853.92	96	144240	157066.13	109	.00	173160	16093.87	91
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	500	104.29	21	5000	1587.16	32	.00	6000	4412.84	27
	60 04	REPAIRS & MAINTENANCE	4166	210.32	5	41660	15345.27	37	12382.50	50000	22272.23	56
	60 06	FUELS & LUBRICANTS	665	343.82	52	6650	5268.03	79	.00	7980	2711.97	66
	60 08	VEHICLE & EQUIP R&M	250	.00	0	2500	402.87	16	.00	3000	2597.13	13
	60 10	UNIFORMS	604	534.36	89	6040	5499.13	91	.00	7250	1750.87	76
	60 11	SAFETY EQUIP & PROGRAMS	208	13.62	7	2080	1442.37	69	.00	2500	1057.63	58

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	11250	.00	0	112500	126282.14	112	.00	135000	8717.86	94
60	15	LABORATORY TEST CHEMICALS	1250	.00	0	12500	12829.71	103	.00	15000	2170.29	86
60	24	SMALL TOOLS	166	370.19	223	1660	2249.77	136	.00	2000	249.77-	113
60	25	SMALL EQUIPMENT	625	.00	0	6250	4332.16	69	.00	7500	3167.84	58
60	**	MATERIALS & SUPPLIES	19684	1576.60	8	196840	175238.61	89	12382.50	236230	48608.89	79
70		TRANSFER OUT										
70	05	TO RESERVES	5744	.00	0	57440	.00	0	.00	68930	68930.00	0
70	**	TRANSFER OUT	5744	.00	0	57440	.00	0	.00	68930	68930.00	0
90		DEBT SERVICE										
90	02	PRINCIPAL	25666	.00	0	256660	308000.00	120	.00	308000	.00	100
90	04	INTEREST	7500	.00	0	75000	89788.79	120	.00	90000	211.21	100
90	**	DEBT SERVICE	33166	.00	0	331660	397788.79	120	.00	398000	211.21	100
91		DEBT SERVICE-2020A										
91	02	PRINCIPAL	9243	.00	0	92430	110920.00	120	.00	110920	.00	100
91	04	INTEREST	8166	.00	0	81660	89855.12	110	.00	98000	8144.88	92
91	**	DEBT SERVICE-2020A	17409	.00	0	174090	200775.12	115	.00	208920	8144.88	96
92		DEBT SERVICE-SERIES 2022										
92	04	INTEREST	0	.00	0	0	5159.84	0	.00	0	5159.84-	0
92	**	DEBT SERVICE-SERIES 2022	0	.00	0	0	5159.84	0	.00	0	5159.84-	0
701	**	** WATER	145644	51537.92	35	1456440	1341769.28	92	12382.50	1747900	393748.22	78
70	**	** UTILITIES	145644	51537.92	35	1456440	1341769.28	92	12382.50	1747900	393748.22	78
DIV	5001	TOTAL *****										
		OPERATIONS	145644	51537.92	35	1456440	1341769.28	92	12382.50	1747900	393748.22	78

FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER			DEPARTMENT/PUMP STATION						
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										
703		BEDFORD PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	833	717.90	86	8330	5817.74	70	.00	10000	4182.26	58
	50 08	TELECOMMUNICATIONS	58	63.54	110	580	597.57	103	.00	700	102.43	85
	50 **	OTHER CHARGES	891	781.44	88	8910	6415.31	72	.00	10700	4284.69	60
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	2500	.00	0	.00	3000	3000.00	0
703	** **	BEDFORD PUMP STATION	1141	781.44	69	11410	6415.31	56	.00	13700	7284.69	47
704		LOLA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	83	89.75	108	830	911.15	110	.00	1000	88.85	91
	50 08	TELECOMMUNICATIONS	58	63.54	110	580	597.57	103	.00	700	102.43	85
	50 **	OTHER CHARGES	141	153.29	109	1410	1508.72	107	.00	1700	191.28	89
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	8	.00	0	80	.00	0	.00	100	100.00	0
	60 **	MATERIALS & SUPPLIES	8	.00	0	80	.00	0	.00	100	100.00	0
704	** **	LOLA PUMP STATION	149	153.29	103	1490	1508.72	101	.00	1800	291.28	84
709		MELINDA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	348.85	44	8000	1548.87	19	.00	9600	8051.13	16
	50 08	TELECOMMUNICATIONS	45	.00	0	450	.00	0	.00	550	550.00	0
	50 **	OTHER CHARGES	845	348.85	41	8450	1548.87	18	.00	10150	8601.13	15
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	125	.00	0	1250	.00	0	.00	1500	1500.00	0
709	** **	MELINDA PUMP STATION	970	348.85	36	9700	1548.87	16	.00	11650	10101.13	13
70	** **	UTILITIES	2260	1283.58	57	22600	9472.90	42	.00	27150	17677.10	35
DIV	5002	TOTAL *****										
		PUMP STATION	2260	1283.58	57	22600	9472.90	42	.00	27150	17677.10	35



FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER			DEPARTMENT/SPRINGS							
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
-----													
70			UTILITIES										
706			MCMINNIS SPRING										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	800	1815.04	227	8000	7172.89	90	.00	9600	2427.11	75
	50	08	TELECOMMUNICATIONS	66	60.96	92	660	631.67	96	.00	800	168.33	79
	50	**	OTHER CHARGES	866	1876.00	217	8660	7804.56	90	.00	10400	2595.44	75
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	250	.00	0	2500	401.83	16	.00	3000	2598.17	13
	60	14	OTHER OPERATING SUPPLIES	625	171.73	28	6250	6260.67	100	.00	7500	1239.33	84
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	2500	2190.20	88	.00	3000	809.80	73
	60	**	MATERIALS & SUPPLIES	1125	171.73	15	11250	8852.70	79	.00	13500	4647.30	66
706	**	**	MCMINNIS SPRING	1991	2047.73	103	19910	16657.26	84	.00	23900	7242.74	70
707			REYNOLDS SPRING										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1062	1154.82	109	10620	10527.85	99	.00	12750	2222.15	83
	50	08	TELECOMMUNICATIONS	133	137.93	104	1330	1341.47	101	.00	1600	258.53	84
	50	**	OTHER CHARGES	1195	1292.75	108	11950	11869.32	99	.00	14350	2480.68	83
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	250	.00	0	2500	1329.49	53	.00	3000	1670.51	44
	60	14	OTHER OPERATING SUPPLIES	541	85.86	16	5410	5255.56	97	.00	6500	1244.44	81
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	2500	2190.19	88	.00	3000	809.81	73
	60	**	MATERIALS & SUPPLIES	1041	85.86	8	10410	8775.24	84	.00	12500	3724.76	70
707	**	**	REYNOLDS SPRING	2236	1378.61	62	22360	20644.56	92	.00	26850	6205.44	77
70	**	**	UTILITIES	4227	3426.34	81	42270	37301.82	88	.00	50750	13448.18	74
DIV	5003		TOTAL *****										
			SPRINGS	4227	3426.34	81	42270	37301.82	88	.00	50750	13448.18	74

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	100	56.08	56	1000	524.96	53	.00	1200	675.04	44
	50 08	TELECOMMUNICATIONS	125	103.75	83	1250	1037.50	83	.00	1500	462.50	69
	50 **	OTHER CHARGES	225	159.83	71	2250	1562.46	69	.00	2700	1137.54	58
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	208	.00	0	2080	897.22	43	.00	2500	1602.78	36
	60 **	MATERIALS & SUPPLIES	208	.00	0	2080	897.22	43	.00	2500	1602.78	36
708	** **	TANKS & INDUSTRIAL METERS	433	159.83	37	4330	2459.68	57	.00	5200	2740.32	47
70	** **	UTILITIES	433	159.83	37	4330	2459.68	57	.00	5200	2740.32	47
DIV	5004	TOTAL *****										
		TANKS & INDUSTRIAL METERS	433	159.83	37	4330	2459.68	57	.00	5200	2740.32	47

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	1666	.00	0	16660	45980.63	276	3.12	20000	25983.75-	230
	81 06	MACHINERY & EQUIPMENT	11545	.00	0	115450	53703.55	47	.63	138550	84845.82	39
	81 18	BUILDING	2083	.00	0	20830	.00	0	.00	25000	25000.00	0
	81 22	WATER SYSTEM	3833	.00	0	38330	315842.52	824	.00	46000	269842.52-	687
	81 30	IMPRVMNTS OTHER THAN BLDG	45500	4200.00	9	455000	4699.00	1	.00	546000	541301.00	1
	81 35	MELINDA TANK HPZ	0	19777.50	0	0	186590.50	0	.00	0	186590.50-	0
	81 37	SCADA SYSTEM UPGRADE	19166	34955.00	182	191660	55614.00	29	.00	230000	174386.00	24
	81 40	WTP - ELECTRICAL	0	.00	0	0	5380.00	0	.00	0	5380.00-	0
	81 **	CAPITAL OUTLAY - REPLACE	83793	58932.50	70	837930	667810.20	80	3.75	1005550	337736.05	66
	82	CAPITAL OUTLAY - NEW										
	82 06	MACHINERY & EQUIPMENT	89583	1562.50	2	895830	14465.33	2	.00	1075000	1060534.67	1
	82 16	LAND	0	.00	0	0	19866.00	0	.00	0	19866.00-	0
	82 **	CAPITAL OUTLAY - NEW	89583	1562.50	2	895830	34331.33	4	.00	1075000	1040668.67	3
701	** **	WATER	173376	60495.00	35	1733760	702141.53	41	3.75	2080550	1378404.72	34
70	** **	UTILITIES	173376	60495.00	35	1733760	702141.53	41	3.75	2080550	1378404.72	34
DIV	5010	TOTAL *****										
		WATER CAPITAL OUTLAY	173376	60495.00	35	1733760	702141.53	41	3.75	2080550	1378404.72	34
DEPT	50	TOTAL *****										
		WATER DEPARTMENT	325940	116902.67	36	3259400	2093145.21	64	12386.25	3911550	1806018.54	54

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
<hr/>												
70		UTILITIES										
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	41105	34317.80	84	411050	362571.36	88	.00	493260	130688.64	74
	10 04	OVERTIME	691	308.23	45	6910	4480.32	65	.00	8300	3819.68	54
	10 **	SALARIES AND WAGES	41796	34626.03	83	417960	367051.68	88	.00	501560	134508.32	73
	20	BENEFITS										
	20 02	FICA	3197	2466.85	77	31970	26173.18	82	.00	38370	12196.82	68
	20 04	VA RETIREMENT SYSTEM	4121	2458.60	60	41210	24586.00	60	.00	49460	24874.00	50
	20 06	GROUP MEDICAL INSURANCE	7204	4587.98	64	72040	55449.35	77	.00	86450	31000.65	64
	20 08	GROUP LIFE INSURANCE	518	461.06	89	5180	4556.96	88	.00	6220	1663.04	73
	20 18	VRS HYBRID EMPLOYER CONTR	0	1037.92	0	0	10278.54	0	.00	0	10278.54-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	171.42	0	0	1387.84	0	.00	0	1387.84-	0
	20 **	BENEFITS	15040	11183.83	74	150400	122431.87	81	.00	180500	58068.13	68
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	875	58.94	7	8750	3054.24	35	1500.00	10500	5945.76	43
	30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	16660	450.00	3	.00	20000	19550.00	2
	30 16	PHYSICALS	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	30 24	R & M GROUNDS, BLDGS, RDS	541	700.00	129	5410	6224.62	115	.00	6500	275.38	96
	30 **	CONTRACTUAL SERVICES	3207	758.94	24	32070	9728.86	30	1500.00	38500	27271.14	29
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	31250	872.30	3	312500	273137.19	87	.00	375000	101862.81	73
	50 04	HEATING SERVICES	291	745.94	256	2910	4406.18	151	.00	3500	906.18-	126
	50 08	TELECOMMUNICATIONS	833	888.56	107	8330	8133.11	98	.00	10000	1866.89	81
	50 10	PROPERTY INSURANCE	800	2425.00	303	8000	9700.00	121	.00	9600	100.00-	101
	50 12	MOTOR VEHICLE INSURANCE	166	512.50	309	1660	2049.70	124	.00	2000	49.70-	103
	50 18	GENERAL LIABILITY INSUR	375	1150.00	307	3750	4600.00	123	.00	4500	100.00-	102
	50 24	SUBSISTANCE & LODGING	83	.00	0	830	.00	0	.00	1000	1000.00	0
	50 26	CONVENTIONS & EDUCATIONS	250	.00	0	2500	2098.00	84	.00	3000	902.00	70
	50 28	DUES & ASSOC MEMBERSHIPS	41	.00	0	410	.00	0	.00	500	500.00	0
	50 30	REFUNDS	62	.00	0	620	.00	0	.00	750	750.00	0
	50 32	MISCELLANEOUS	62	.00	0	620	52.75	9	.00	750	697.25	7
	50 64	SAMPLE TESTING	916	.00	0	9160	7261.13	79	.00	11000	3738.87	66
	50 66	FEES PAID TO COMMONWEALTH	875	.00	0	8750	10347.00	118	.00	10500	153.00	99
	50 67	SAMPLE TESTING / IN HOUSE	437	.00	0	4370	5023.80	115	.00	5250	226.20	96
	50 68	PROFESSIONAL LICENSES	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	50 88	LOAN ISSUANCE COSTS	0	.00	0	0	98830.62	0	.00	0	98830.62-	0
	50 90	EOP ENVIRON. SAMPLING	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	50 **	OTHER CHARGES	36982	6594.30	18	369820	425639.48	115	.00	443850	18210.52	96
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	504	.00	0	5040	1498.42	30	.00	6050	4551.58	25
	60 04	REPAIRS & MAINTENANCE	5250	776.29	15	52500	40821.01	78	9218.82	63000	12960.17	79
	60 06	FUELS & LUBRICANTS	1440	227.68	16	14400	8667.55	60	.00	17290	8622.45	50
	60 08	VEHICLE / EQUIP R&M	416	.00	0	4160	2675.10	64	.00	5000	2324.90	54
	60 10	UNIFORMS	583	730.86	125	5830	6195.53	106	125.20-	7000	929.67	87
	60 11	SAFETY EQUIP & PROGRAMS	416	.00	0	4160	1820.17	44	.00	5000	3179.83	36

FUND 050 WATER & SEWER FUND				DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
-----													
70			UTILITIES										
702			SEWER										
60	14		OTHER OPERATING SUPPLIES	6066	2392.00	39	60660	56494.88	93	.00	72800	16305.12	78
60	24		SMALL TOOLS	125	.00	0	1250	596.28	48	.00	1500	903.72	40
60	50		LABORATORY TEST EQUIP	2500	355.00	14	25000	20931.19	84	2265.61	30000	6803.20	77
60	**		MATERIALS & SUPPLIES	17300	4481.83	26	173000	139700.13	81	11359.23	207640	56580.64	73
70			TRANSFER OUT										
70	05		TO RESERVES	5743	.00	0	57430	.00	0	.00	68920	68920.00	0
70	**		TRANSFER OUT	5743	.00	0	57430	.00	0	.00	68920	68920.00	0
90			DEBT SERVICE										
90	04		INTEREST	11135	60010.08	539	111350	60010.08	54	.00	133620	73609.92	45
90	**		DEBT SERVICE	11135	60010.08	539	111350	60010.08	54	.00	133620	73609.92	45
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	6423	.00	0	64230	77080.00	120	.00	77080	.00	100
91	04		INTEREST	5208	.00	0	52080	62441.70	120	.00	62500	58.30	100
91	**		DEBT SERVICE-2020A	11631	.00	0	116310	139521.70	120	.00	139580	58.30	100
92			DEBT SERVICE-SERIES 2022										
92	04		INTEREST	0	.00	0	0	23505.92	0	.00	0	23505.92-	0
92	**		DEBT SERVICE-SERIES 2022	0	.00	0	0	23505.92	0	.00	0	23505.92-	0
702	**	**	SEWER	142834	117655.01	82	1428340	1287589.72	90	12859.23	1714170	413721.05	76
70	**	**	UTILITIES	142834	117655.01	82	1428340	1287589.72	90	12859.23	1714170	413721.05	76
DIV	5101		TOTAL *****										
			OPERATIONS	142834	117655.01	82	1428340	1287589.72	90	12859.23	1714170	413721.05	76

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION						
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										
705		RIVERVIEW PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1083	1141.69	105	10830	8222.29	76	.00	13000	4777.71	63
	50 08	TELECOMMUNICATIONS	83	63.54	77	830	597.57	72	.00	1000	402.43	60
	50 **	OTHER CHARGES	1166	1205.23	103	11660	8819.86	76	.00	14000	5180.14	63
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	833	.00	0	8330	1299.14	16	.00	10000	8700.86	13
	60 **	MATERIALS & SUPPLIES	833	.00	0	8330	1299.14	16	.00	10000	8700.86	13
705	** **	RIVERVIEW PUMP STATION	1999	1205.23	60	19990	10119.00	51	.00	24000	13881.00	42
70	** **	UTILITIES	1999	1205.23	60	19990	10119.00	51	.00	24000	13881.00	42
DIV	5102	TOTAL *****										
		PUMP STATION	1999	1205.23	60	19990	10119.00	51	.00	24000	13881.00	42

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	1666	.00	0	16660	99684.41	598	2.38-	20000	79682.03-	498
	81 06	MACHINERY & EQUIPMENT	12770	1800.00	14	127700	76820.87	60	1.49-	153250	76430.62	50
	81 18	BUILDING	4250	.00	0	42500	.00	0	.00	51000	51000.00	0
	81 20	SEWER SYSTEM	131853	.00	0	1318530	755984.55	57	.00	1582240	826255.45	48
	81 30	IMPRVMNTS OTHER THAN BLDG	62500	.00	0	625000	6490.76	1	349840.00	750000	393669.24	48
	81 37	SCADA SYSTEM UPGRADE	29166	.00	0	291660	.00	0	.00	350000	350000.00	0
	81 40	ELECTRICAL	130683	8000.00	6	1306830	603444.15	46	.00	1568200	964755.85	39
	81 **	CAPITAL OUTLAY - REPLACE	372888	9800.00	3	3728880	1542424.74	41	349836.13	4474690	2582429.13	42
	82	CAPITAL OUTLAY - NEW										
	82 06	MACHINERY & EQUIPMENT	0	.00	0	0	137359.00	0	240197.00	0	377556.00-	0
	82 20	SEWER SYSTEM	57875	.00	0	578750	3520.00	1	.00	694500	690980.00	1
	82 **	CAPITAL OUTLAY - NEW	57875	.00	0	578750	140879.00	24	240197.00	694500	313424.00	55
702	** **	SEWER	430763	9800.00	2	4307630	1683303.74	39	590033.13	5169190	2895853.13	44
70	** **	UTILITIES	430763	9800.00	2	4307630	1683303.74	39	590033.13	5169190	2895853.13	44
DIV	5110	TOTAL *****										
		SEWER CAPITAL OUTLAY	430763	9800.00	2	4307630	1683303.74	39	590033.13	5169190	2895853.13	44
DEPT	51	TOTAL *****										
		SEWER DEPARTMENT	575596	128660.24	22	5755960	2981012.46	52	602892.36	6907360	3323455.18	52

FUND 050 WATER & SEWER FUND											
DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								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	8850	7628.89	86	88500	72191.93	82	.00	106210	34018.07	68
10 04	OVERTIME	275	107.17	39	2750	1849.45	67	.00	3300	1450.55	56
10 **	SALARIES AND WAGES	9125	7736.06	85	91250	74041.38	81	.00	109510	35468.62	68
20	BENEFITS										
20 02	FICA	698	563.63	81	6980	5354.51	77	.00	8380	3025.49	64
20 04	VA RETIREMENT SYSTEM	934	286.48	31	9340	2864.80	31	.00	11210	8345.20	26
20 06	GROUP MEDICAL INSURANCE	1807	1242.00	69	18070	11538.40	64	.00	21690	10151.60	53
20 08	GROUP LIFE INSURANCE	117	106.02	91	1170	954.79	82	.00	1410	455.21	68
20 18	VRS HYBRID EMPLOYER CONTR	0	475.82	0	0	4187.59	0	.00	0	4187.59-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	80.86	0	0	615.67	0	.00	0	615.67-	0
20 **	BENEFITS	3556	2754.81	78	35560	25515.76	72	.00	42690	17174.24	60
30	CONTRACTUAL SERVICES										
30 08	MAINTENANCE SVC CONTRACTS	250	38.25	15	2500	382.50	15	.00	3000	2617.50	13
30 16	PHYSICALS	25	.00	0	250	72.50	29	.00	300	227.50	24
30 30	GIS MAPPING UPDATES	416	50.08	12	4160	197.88	5	.00	5000	4802.12	4
30 **	CONTRACTUAL SERVICES	691	88.33	13	6910	652.88	9	.00	8300	7647.12	8
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	25	20.83	83	250	56.32	23	.00	300	243.68	19
50 24	SUBSISTANCE & LODGING	41	.00	0	410	.00	0	.00	500	500.00	0
50 26	CONVENTIONS & EDUCATIONS	66	.00	0	660	.00	0	.00	800	800.00	0
50 65	METER TESTING/REPLACEMENT	1250	876.33	70	12500	1616.33	13	.00	15000	13383.67	11
50 76	MISS UTILITY	54	16.28	30	540	192.70	36	.00	650	457.30	30
50 **	OTHER CHARGES	1436	913.44	64	14360	1865.35	13	.00	17250	15384.65	11
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	20	.00	0	200	48.44	24	.00	250	201.56	19
60 04	REPAIRS & MAINTENANCE	4166	1575.00	38	41660	28370.61	68	5652.80	50000	15976.59	68
60 06	FUELS & LUBRICANTS	775	292.99	38	7750	3357.85	43	.00	9300	5942.15	36
60 08	VEHICLE & EQUIP R&M	520	121.39	23	5200	2280.01	44	.00	6250	3969.99	37
60 10	UNIFORMS	216	220.88	102	2160	1192.99	55	.00	2600	1407.01	46
60 11	SAFETY EQUIP & PROGRAMS	108	.00	0	1080	182.10	17	.00	1300	1117.90	14
60 25	SMALL EQUIPMENT	116	.00	0	1160	629.92	54	.00	1400	770.08	45
60 **	MATERIALS & SUPPLIES	5921	2210.26	37	59210	36061.92	61	5652.80	71100	29385.28	59
711 ** **	DISTRIBUTION	20729	13702.90	66	207290	138137.29	67	5652.80	248850	105059.91	58
712	COLLECTION										
10	SALARIES AND WAGES										
10 02	REGULAR	8850	7628.89	86	88500	72103.34	82	.00	106210	34106.66	68
10 04	OVERTIME	275	107.15	39	2750	1725.93	63	.00	3300	1574.07	52
10 **	SALARIES AND WAGES	9125	7736.04	85	91250	73829.27	81	.00	109510	35680.73	67



FUND 050 WATER & SEWER FUND											
DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								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	698	563.51	81	6980	5353.51	77	.00	8380	3026.49	64
20 04	VA RETIREMENT SYSTEM	934	286.48	31	9340	2864.80	31	.00	11210	8345.20	26
20 06	GROUP MEDICAL INSURANCE	1807	1242.00	69	18070	11538.40	64	.00	21690	10151.60	53
20 08	GROUP LIFE INSURANCE	117	105.94	91	1170	954.23	82	.00	1410	455.77	68
20 18	VRS HYBRID EMPLOYER CONTR	0	475.80	0	0	4187.29	0	.00	0	4187.29-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	80.78	0	0	614.97	0	.00	0	614.97-	0
20 **	BENEFITS	3556	2754.51	78	35560	25513.20	72	.00	42690	17176.80	60
30	CONTRACTUAL SERVICES										
30 08	MAINTENANCE SVC CONTRACTS	125	38.25	31	1250	1132.50	91	.00	1500	367.50	76
30 16	PHYSICALS	25	.00	0	250	72.50	29	.00	300	227.50	24
30 26	IT NETWRK/WEBSITE SUPPORT	48	47.43	99	480	477.90	100	.00	570	92.10	84
30 30	GIS MAPPING UPDATES	416	50.07	12	4160	197.86	5	.00	5000	4802.14	4
30 **	CONTRACTUAL SERVICES	614	135.75	22	6140	1880.76	31	.00	7370	5489.24	26
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	25	20.82	83	250	56.31	23	.00	300	243.69	19
50 24	SUBSISTANCE & LODGING	41	.00	0	410	.00	0	.00	500	500.00	0
50 26	CONVENTIONS & EDUCATIONS	66	.00	0	660	.00	0	.00	800	800.00	0
50 76	MISS UTILITY	54	16.27	30	540	192.65	36	.00	650	457.35	30
50 **	OTHER CHARGES	186	37.09	20	1860	248.96	13	.00	2250	2001.04	11
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	20	.00	0	200	48.44	24	.00	250	201.56	19
60 04	REPAIRS & MAINTENANCE	2916	3274.41	112	29160	14345.76	49	.00	35000	20654.24	41
60 06	FUELS & LUBRICANTS	775	292.99	38	7750	3357.85	43	.00	9300	5942.15	36
60 08	VEHICLE & EQUIP R&M	520	870.45	167	5200	3425.70	66	.00	6250	2824.30	55
60 10	UNIFORMS	208	220.88	106	2080	1193.04	57	.00	2500	1306.96	48
60 11	SAFETY EQUIP & PROGRAMS	108	.00	0	1080	182.10	17	.00	1300	1117.90	14
60 25	SMALL EQUIPMENT	108	.00	0	1080	364.38	34	.00	1300	935.62	28
60 **	MATERIALS & SUPPLIES	4655	4658.73	100	46550	22917.27	49	.00	55900	32982.73	41
81	CAPITAL OUTLAY - REPLACE										
81 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	8330	.00	0	.00	10000	10000.00	0
81 **	CAPITAL OUTLAY - REPLACE	833	.00	0	8330	.00	0	.00	10000	10000.00	0
712 ** **	COLLECTION	18969	15322.12	81	189690	124389.46	66	.00	227720	103330.54	55
71 ** **	DISTRIBUTION & COLLECTION	39698	29025.02	73	396980	262526.75	66	5652.80	476570	208390.45	56
DIV 5201	TOTAL ***** OPERATIONS	39698	29025.02	73	396980	262526.75	66	5652.80	476570	208390.45	56
DEPT 52	TOTAL ***** DISTRIBUTION & COLLECTION	39698	29025.02	73	396980	262526.75	66	5652.80	476570	208390.45	56
FUND 050	TOTAL ***** WATER & SEWER FUND	945308	278379.85	29	9453080	5376563.92	57	620931.41	11344440	5346944.67	53

FUND 070 COMMUNITY IMPROV FUND			DEPT/DIV 7501 ACQUIRE RENOVATE SELL PRJ/ACQUIRE RENOVATE SELL PR									
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										
805		ACQUIRE RENOVATE SELL PRG										
	30	CONTRACTUAL SERVICES										
	30 14	MISC & PROFESSIONAL SVCS	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0
	30 **	CONTRACTUAL SERVICES	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0
805	** **	ACQUIRE RENOVATE SELL PRG	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0
80	** **	NON DEPARTMENT	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0
DIV	7501	TOTAL *****										
		ACQUIRE RENOVATE SELL PRG	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0
DEPT	75	TOTAL *****										
		ACQUIRE RENOVATE SELL PRJ	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0
FUND 070		TOTAL *****										
		COMMUNITY IMPROV FUND	0	15785.00	0	0	21680.00	0	.00	0	21680.00-	0

FUND 090 CEMETERY FUND											
DEPT/DIV 0000											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----											
60											
603	CEMETERY										
10	SALARIES AND WAGES										
10 02	REGULAR	1250	333.01	27	12500	10818.56	87	.00	15000	4181.44	72
10 04	OVERTIME	83	.00	0	830	1044.44	126	.00	1000	44.44	104
10 **	SALARIES AND WAGES	1333	333.01	25	13330	11863.00	89	.00	16000	4137.00	74
20	BENEFITS										
20 02	FICA	102	24.52	24	1020	835.49	82	.00	1230	394.51	68
20 04	VA RETIREMENT SYSTEM	133	.00	0	1330	.00	0	.00	1600	1600.00	0
20 06	GROUP MEDICAL INSURANCE	145	60.37	42	1450	1876.98	129	.00	1750	126.98	107
20 08	GROUP LIFE INSURANCE	16	4.71	29	160	138.39	87	.00	200	61.61	69
20 18	VRS HYBRID EMPLOYER CONTR	0	32.14	0	0	933.16	0	.00	0	933.16	0
20 20	ICMA HYBRID EMPLOYER CONT	0	5.26	0	0	166.05	0	.00	0	166.05	0
20 **	BENEFITS	396	127.00	32	3960	3950.07	100	.00	4780	829.93	83
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	2083	2000.00	96	20830	12530.00	60	.00	25000	12470.00	50
30 **	CONTRACTUAL SERVICES	2083	2000.00	96	20830	12530.00	60	.00	25000	12470.00	50
60	MATERIALS & SUPPLIES										
60 04	REPAIRS & MAINTENANCE	833	.00	0	8330	578.68	7	.00	10000	9421.32	6
60 60	OPENING/CLOSING GRAVES	125	.00	0	1250	.00	0	.00	1500	1500.00	0
60 **	MATERIALS & SUPPLIES	958	.00	0	9580	578.68	6	.00	11500	10921.32	5
70	TRANSFER OUT										
70 01	TO CEMETERY RESERVE	2270	.00	0	22700	.00	0	.00	27250	27250.00	0
70 **	TRANSFER OUT	2270	.00	0	22700	.00	0	.00	27250	27250.00	0
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	4000	.00	0	40000	39780.00	100	.00	48000	8220.00	83
82 **	CAPITAL OUTLAY - NEW	4000	.00	0	40000	39780.00	100	.00	48000	8220.00	83
603 ** **	CEMETERY	11040	2460.01	22	110400	68701.75	62	.00	132530	63828.25	52
60 ** **		11040	2460.01	22	110400	68701.75	62	.00	132530	63828.25	52
DIV 0000	TOTAL *****										
		11040	2460.01	22	110400	68701.75	62	.00	132530	63828.25	52
DEPT 00	TOTAL *****										
		11040	2460.01	22	110400	68701.75	62	.00	132530	63828.25	52
FUND 090	TOTAL *****										
	CEMETERY FUND	11040	2460.01	22	110400	68701.75	62	.00	132530	63828.25	52
GRAND	TOTAL *****										
		1530700	2688116.55	176	15307000	12587533.20	82	860317.47	18370260	4922409.33	73

Town of Altavista  
Investment and Deposit Totals  
Balance as of April 30, 2023



**General Fund Reserves**

<i>Money Market Account</i>	4,078,453.97	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	8,974,156.62	
Sub-Total		\$ 13,052,610.59

**Enterprise Fund Reserves**

<i>Money Market Account</i>	2,840,162.15	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	2,641,464.33	
Sub-Total		\$ 5,481,626.48

**Highway Fund**

<i>Money Market Account</i>	57,350.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,039,804.64	
Sub-Total		\$ 1,097,154.64

**Green Hill Cemetery**

<i>Money Market Account</i>	4,559.42	
<i>Certificate of Deposit</i>	717,273.86	
<i>LGIP</i>	79,800.53	
Sub-Total		\$ 801,633.81

**AEDA**

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	237,853.76	
Sub-Total		\$ 237,853.76

**Federal Forfeiture Account** \$0.00

**State Forfeiture Account** \$7,951.33

**Operating Cash Account** \$ 3,894,886.99

**Grand Total Investments and Deposits** \$ 24,573,717.60

**Designated Balance** \$ 17,650,532.38

**Undesignated Balance** \$ 6,923,185.22

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	5,012,538.00
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	1,121,545.31
ARPA Funding - 1st Tranche & 2nd Tranche	3,073,782.00
CIP Items Earmarked for Future Purchase	411,220.00
Park Improvements as designated by Roberta F. Jenks' Estate	48,968.32
Park Improvements	11,300.00
AVOCA Maintenance Funds	111,428.33
Proceeds from sale of Armory	212,826.00
Theater Transfer In FY2022 Budget	983,770.00

**EARMARKED FUNDS** \$ 11,611,051.85

**RESERVE POLICY FUNDS**

<b>General Fund:</b>	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)	3,200,986
<b>Enterprise Fund:</b>	Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11)	1,811,552
<b>Total Reserve Policy Funds</b>		<b>5,012,538</b>



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

**CONSENT AGENDA**

**Title:** Town of Altavista, Altavista Community Transit System (ACTS) - FTA Drug and Alcohol Policy

**Staff Resource:** Matt Perkins, Assistant Town Manager

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**Action(s):**

Approve the required revisions made to the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)*.

**Explanation:**

At their April 25th Work Session, Town Council approved Staff to place this item on the May 9th Consent Agenda for official adoption of the needed revisions to the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)*.

**Background:**

The Town of Altavista Town Council adopted the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)* in May 2018, effective July 1, 2018, and amended October 2018. Since that time, there have been revisions to 49 CFR 655 and 49 CFR 40 and to the *Town of Altavista Employment Policies and Procedures*. The proposed revisions to the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)* reflect the changes in both federal and local policies.

The Altavista Community Transit System underwent a Section 5311 (Formula Grants for Rural Areas Program) Compliance Review in October 2022. In March 2023, the Town of Altavista received the summary report from the Virginia Department of Rail and Public Transportation (DRPT). One deficiency was identified and corrective action was required as follows: the *FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS)* was out of date and missing elements.

**Funding Source(s):**

Not applicable.

**Attachments:** *(click item to open)*

[\*attachment. 23\\_05\\_POL\\_FTA-drug-and-alcohol-ACTS\\_draft-v.001\*](#)

Town of Altavista

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# Drug and Alcohol Policy

Effective as of July 1, 2018

Adopted by: Altavista Town Council

Date Adopted: 10/9/2018

(proposed) Last Revised: 5/9/2023

**Commented [MP1]:** Proposed date for Town Council adoption.

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## I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Town of Altavista's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All Town of Altavista employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

**The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Town Manager or designee no later than five days after such conviction.**

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

See **Attachment A** for a list of covered positions by job title.



### 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

**Per Town of Altavista policy, an alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Town policy. An employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be removed from his/her position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test may also result in disciplinary action up to and including termination of employment.**

**Commented [MP2]:** Bold Section Revised to align with Town of Altavista Employment Policies and Procedures, revised January 01, 2023

## 5. Circumstances for Testing

### Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Town of Altavista has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

The Town of Altavista will complete a Reasonable Suspicion Testing Referral Form to substantiate and document objective facts and observations leading to a reasonable suspicion testing determination.

**Commented [MP3]:** Created form and added language to reflect policy procedure.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance

could have contributed to the accident, as determined by Town of Altavista using the best information available at the time of the decision, will be tested.

#### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Town of Altavista using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

The Town of Altavista will complete a Post-Accident Summary Report to document and guide appropriate actions related to drug and alcohol testing determinations.

**Commented [MP4]:** Created form and added language to reflect policy procedure.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for

prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

### Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or childcare commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or childcare commitment, for the period immediately following an employee's shift, must be provided at least three hours before the end of the shift.

## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

**If there is a negative dilute test result, Town of Altavista will conduct one additional retest.** The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Town of Altavista guarantees that the split specimen test will be conducted in a timely fashion.

The Town of Altavista will pay to have the split specimen tested, however, if it also tests positive the Town will require the employee to reimburse the cost of the test.

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Town of Altavista.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Town of Altavista for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Town of Altavista's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Town Manager or designee.**

**Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. Proactively coming forward to request treatment or a leave of absence for treatment prior to positive testing, arrest, or other violation, will not result in disciplinary action. Employees may not, however, escape discipline after violating Town policies by seeking treatment. Employees seeking substance abuse treatment will be referred to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

**Commented [MP5]:** Edited to reflect current Town of Altavista Employment Policies and Procedures, revised January 01, 2023.

## 9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Town Manager or designee.

Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

## 10. Contact Person

For questions about Town of Altavista's anti-drug and alcohol misuse program, contact the Town Manager, or his designee.

*[This space intentionally left blank]*

## Attachment A: Covered Positions

Assistant Town Manager/Transit Manager (1)

All Part-time bus drivers (4-6)

Senior Mechanic (1)

Mechanic (1)



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

**CONSENT AGENDA**

**Title: Town Council Meeting Minutes**

**Staff Resource: Crystal Hailey, Asst. Town Clerk**

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**Action(s):**

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

**Explanation:**

Minutes transcribed from the Altavista Town Council's March 28th Work Session, April 11th Regular Council Meeting, and April 25th 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. Town Council Work Session 3.28.23*

*attachment 2. Town Council Meeting Minutes 4.11.23*

*attachment 3. Town Council Work Session 4.25.23*



Altavista Town Council Work Session, Tuesday, March 28, 2023

The March 2023 Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, March 28th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council  
Members present: Vice Mayor Reggie Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham – entered at 5:20  
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, Director of Finance and Administration  
Mr. Tommy Merricks, APD Chief of Police  
Ms. Sharon D. Williams, Community Development Director  
Mr. Tom Fore, Director of Public Services  
Mr. Paul Hill, Asst. Public Services Director  
Mr. Jeff Arthur, Public Works Manager  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Assistant Town Clerk

1. Agenda Adoption

Per Mayor Mattox, item #6.1, Community Skate Park Presentation, was moved up on the agenda to Citizen’s Time, so that the individual(s) would not have to stay for the entire length of the meeting.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the March 2023 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.

Vote:	Mr. Wayne Mitchell	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Vice Mayor Reggie Bennett	Yes	Dr. Scott Lowman	Yes

2. Recognitions and Presentations

- 2022 Excellence Award in Waterworks Operations and Performance  
STAFF: Tom Fore, Director of Public Services

Mr. Fore informed Town Council that, for the sixth consecutive year, the Altavista Water Treatment Plant (WTP) received a “Gold Standard” Performance Award, from the Virginia Department of Health.

Mr. Fore referenced the Consumer Confidence Report (CCR) that the WTP was required to report annually to show the town’s water quality. He stated the WTP continuously tests for contaminants and the 2022 CCR showed Altavista was in compliance with all state and federal regulations.

Mr. Fore shared his appreciation for Altavista’s WTP Operators and the work they do on a daily basis. He recognized Polly Brown, Shane Petrie, Nathan Farmer, Jim Powell, and Samuel Mattox.

Mr. Fore also informed Council that, in an effort to decrease spending costs, which had previously been up to \$4,000 to advertise the CCR, Staff utilized the town’s own marketing resources and shared the report on the Town of Altavista website and social media page. He referenced the direct link to the report: [www.altavistava.gov/CCR22.pdf](http://www.altavistava.gov/CCR22.pdf)

3. Citizen’s Time

Mayor Mattox asked if there were any citizens present that would like to come before Town Council regarding a non-agenda item; of which there were none.

4. Unfinished Items (referred from a previous meeting)

There were no items for discussion in this section of the agenda

**Altavista Town Council Work Session, Tuesday, March 28, 2023**

**5. New Items for Discussion**

**5.1 Policy for Town Businesses Required to Have Metered Fire Protection Systems**

Public Service Director Tom Fore stated that it was the Town’s current policy to monitor fire lines, with no charge to businesses for fire protection availability, however, while recently investigating a leak on a fire suppression system, it was found that there was usage on fire lines that should not have usage, and Staff determined that some businesses may have tapped into the fire lines within their facilities. He said, unless the fire suppression system was being tested, or there was usage because of a fire, Staff recommended that those businesses be charged for their water usage.

Mr. Fore stated that Staff was seeking Town Council’s approval of the proposed Water-usage Policy for town businesses that require fire protection systems. He asked, if Council favored the policy, that the item be placed on the April 11th Consent Agenda, so the policy could go into effect on May 1st, 2023.

Town Council accepted Staff’s recommendation and authorized placing this item on the Consent Agenda of Council’s April 11th meeting for official approval; and the policy be effective as of May 1st, 2023.

**5.2 Discussion Regarding Semi-annual Tax Collection**

Vice Mayor Reggie Bennett facilitated this discussion and shared information for Council’s consideration

Mr. Bennett referenced Campbell County’s recent decision to start bi-annual tax billing, which allowed citizens to pay their tax bills in two installments, June and December, or to pay the entire amount in June and not have a December tax bill.

Mr. Bennett stated bi-annual billing did not affect a citizen’s tax amount if paid on time, however, it would provide a locality with a one-time lump sum of revenue from the first tax installment (June) in the first year of the program, that would not otherwise be available. He shared his favor with doing so.

Councilman George asked Staff for their input on this matter.

Finance Director Tobie Shelton stated that bi-annual tax billing was “doable”, however, if Council chose to do so, Staff would ask for ample time to investigate the process, what upgrades would be needed to the town’s existing billing system and/or software program, and costs involved with the change, if any.

Councilman Mitchell shared his favor with bi-annual tax billing, stating he liked that it would offer citizens more options for how they pay their taxes.

Mayor Mattox shared his concerns with implementing bi-annual tax billing, stating that it would cause Town Staff to have double work to process taxes twice each year. He said that he would like more information regarding the costs to implement bi-annual tax billing before asking Town Council to make a decision on the matter.

Town Council was in consensus to postpone making a decision on this matter at this time; but to discuss the item further, with more information, at a future Council meeting or work session.

**5.3 Discussion on the FY2024 Draft Budget and FY2024-2028 Draft CIP**

Presented by: Town Manager Gary Shanaberger and Finance Director Tobie Shelton

Mrs. Shelton presented Town Council with the FY2024 Draft Budget, which showed a combined surplus of approximately \$1.5 million for the General Fund and Enterprise Fund. She informed Council that the draft budget, at that point, did not include CIP items, Employee COLA, or annual Agency requests, but did include the 10% water and 5% sewer increases as previously approved.

Mrs. Shelton stated that Staff was seeking Council’s direction for how the Town would pay for its Draft CIP and other items not yet included in the budget. She said, while they did not have to make decisions that evening, Council would need to have the budget finalized by the April Work Session, in order to advertise the draft budget for public hearings in May.

At this time, the Town Manager shared a few options for Council’s consideration when determining how to balance the FY2024 Budget.

Mr. Shanaberger referenced the proposed Economic Development budget, previously funded annually with \$100,000. He said this fund was used for business initiatives and the Downtown District Grant Program, and had not been fully depleted over the past few years, therefore staff recommended the budget be decreased to \$40,000.

## Altavista Town Council Work Session, Tuesday, March 28, 2023

Councilman Mitchell shared his favor with the recommendation, but suggested Staff discuss the matter and reasoning for the decrease with AEDA Chairman, Bill Gillespie.

There was a consensus of Town Council in favor of decreasing the FY2024 EDA Budget to \$40,000, and for Staff to discuss the decision with Mr. Gillespie.

Mr. Shanaberger continued by referencing page 1. of the FY2024 Draft Budget, with its estimated surplus of \$432,970, and options for COLA, ranging from 3% to 7% for Council's consideration. He informed Council, in order to help balance the budget, Staff decreased CIP projects from \$1.5 million to \$300,780.

Mr. Shanaberger informed Council, while there was \$110,000 in the draft budget allocated to the Police Department (APD), that amount may be covered by a grant that Chief Merricks had applied for, but at that time, the award was unknown, so the budget still showed the amount.

Mr. Shanaberger then referenced Public Works' proposed CIP items, stating the Town's bi-annual paving project was reduced from \$820,000 to \$800,000, deleting paving an alleyway. He also informed Council that the Streambank Restoration Project was minimized to the amount of \$25,000 instead of \$50,000.

Mr. Shanaberger stated, while the Bedford Avenue Decorative Streetlight Project was reduced from \$393,300 to \$50,000 in the FY2024 Draft Budget, Staff intended to investigate if VDOT had a grant that could assist with the project. He also informed Council that replacing the Leaf Vac would be divided into two year increments of \$22,500 each, instead of spending the full amount in FY2024.

Mr. Shanaberger referenced the Parks & Recreation FY2024 Draft CIP, \$180,150, and stated the items had been removed, and would be reconsidered in a future fiscal year. He also informed Council that the \$10,000 originally allocated in the draft document for the Spark Innovation Center Expansion Project (renovating the second floor with additional office spaces) had been removed.

Councilman Mitchell suggested reallocating \$10,000 of the Economic Development budget to this project

Assistant Town Manager Matt Perkins stated that the initial \$10,000 investment was to start the "planning" process of the second floor renovation.

Town Council was in consensus to reallocate \$10,000 of the ED budget to the Spark Innovation Center Expansion Project, pending Staff discussions with the AEDA.

After CIP discussions, Mr. Shanaberger moved forward to "FY2024 Agency Requests", which had been presented to Town Council by the agencies at the January 10th Council meeting. He stated the \$20,000 allocated for Uncle Billy's Day was a placeholder from previous years, and since it was not definite whether the event would continue, the amount could be removed from the budget if Council so desired.

Councilman Mitchell referenced the Chamber of Commerce's request of \$55,000, and wondered why the dollar amount was much higher than requested in past years, which previously included UBD funding. He reminded Council there was also a \$10,000 line item in the Chamber's request that had never been itemized/described for Council's consideration. Mr. Mitchell stated, due to those reasons, he recommended decreasing the amount of Town funding for the Chamber in FY2024 to \$45,000.

Vice Mayor Reggie Bennett reminded Town Council that the budget would be in "red" (a deficit) if all CIP items and Agency requests were funded, and asked Council to consider ways to reduce the deficit.

The Town Manager referenced the "Tax Revenue Information" provided to Council with the draft document. He went through the different scenarios for their consideration that offered options that would increase revenue and help balance the budget.

Mr. Mitchell stated, by decreasing the Chamber's funding to \$45,000, and removing the \$20,000 Uncle Billy's Day funding, the Town would save \$30,000.

Mayor Mattox stated that he did not see evidence where Altavista On Track (AOT) had given the Town a good return on its annual funding/investment for the past few years, and suggested the Town of Altavista consider decommissioning the organization, which would be an annual savings of \$55,176.

Mayor Mattox reminded everyone that the Chamber of Commerce and Altavista On Track both originated as volunteer organizations, that at some point were supposed to become self-sufficient. He stated that he was not in favor of funding their Director's salaries at such a large cost to the Town.

## Altavista Town Council Work Session, Tuesday, March 28, 2023

Councilman Lowman stated that AOT assisted the Town in the initial grant process for the new Spark Innovation Center; and said that he believed that AOT was an important asset when the Town applied for grants for the Downtown District and DRO (Downtown Revitalization Overlay).

Councilman Higginbotham asked if the TOA Employee COLAs (cost of living adjustments) were a set number in the draft budget, or if different percentages were being considered.

Mr. Shanaberger stated that the draft document offered scenarios for 5-7% COLAs. He referenced the pay increase last year for all Town employees, to get the Town caught up with the surrounding job market. He said the goal was to keep up with inflation; which assisted the Town in retaining valuable employees.

Councilman Emerson stated, “there was no reason to get the Town caught up in the job market, if it did not make decisions to stay caught up with rising costs”. He said that State Employees, such as Teachers, Law Enforcement, and VRS employees, would be receiving a 7% pay increase in FY2024; and he believed that Town of Altavista employees should receive the same.

Mr. Emerson also referenced the option to increase Town taxes, and reminded everyone that the taxes were lowered several years ago, with the understanding that if the Town’s budget ever had a shortfall, that Council would consider increasing taxes to balance the budget.

Vice Mayor Bennett stated that the Town of Altavista currently had one of the lowest tax rates in the Commonwealth of Virginia, and a reasonable increase would still keep the Town within the lowest rates. He said the Town also offered its citizens multiple amenities at no extra charge, such as trash pickup, snow and leaf removal, and brush and bulk pickup; and that some localities charged for the same service(s). Mr. Bennett stated that he believed the citizens of Altavista would be willing to pay a little extra to keep their Town services.

Mayor Mattox stated the recent inflation costs and other unexpected issues had caused an uncertainty in the FY2024 Draft Budget, at no fault of the Town. He said it was Council’s responsibility to determine the appropriate actions, most feasible to the Town, to help Staff balance the budget.

Councilman Higginbotham stated that it was also the responsibility of Council to look out for the citizens of Altavista. and he shared that he was not in favor of raising Town Taxes.

Town Manager Gary Shanaberger asked Town Council for direction on how they wished to move forward

Vice Mayor Bennett asked the deadline for making final decisions and revisions to the draft budget.

Finance Director Tobie Shelton said that advertising the draft budget was tentatively scheduled for April 19th and April 26th, for public hearings in May, which left only one additional Council meeting (April 11th) before the draft budget would be advertised. She reminded Council that the draft budget could be decreased after being advertised, but not increased, which was confirmed by Town Attorney John Eller.

Mr. Shanaberger reminded Council that there were additional meeting dates on the budget calendar if they needed more time to discuss the draft budget.

Vice Mayor Bennett referenced the tax revenue information provided by Staff, and suggested that Town Council consider the different scenarios for potential increases in Town revenue.

Councilman Higginbotham shared that he was not in favor of raising Machine & Tool Tax. He said the Town should support its local industry, in an effort to keep them located in the Town of Altavista.

Councilman Mitchell referenced \$902,930 transferred in from Reserves in the FY2023 Adopted Budget, and asked Mrs. Shelton the purpose of that transfer. He also asked why FY2023 Projections were empty.

Mrs. Shelton stated that approximately \$600,000 was allocated to the new Spark Innovation Center, and the remaining amount was to fund other CIP projects; and the FY2023 Projections had not been calculated

Councilman Emerson referenced the \$418,000 still allocated in the Enterprise Fund for the Town’s PCB Remediation Project, and asked, with the recent purchase of the De-mister, was the entire amount still needed to fund the PCB Project, or could a portion of the funds be utilized for current CIP needs.

Public Services Director Tom Fore asked that at least \$100,000 remain in the Enterprise Fund, allocated for the PCB Remediation Project, for items that would be needed to complete the project. He said, if needed, he felt comfortable with reallocating the remaining \$318,000 to help balance the FY2024 Budget.

## Altavista Town Council Work Session, Tuesday, March 28, 2023

Councilman Lowman stated, if \$318,000 was reallocated from the Enterprise Fund to the General Fund, and Councilman Mitchell's recommendation was accepted (to reduce the Chamber of Commerce's funding from \$55,000 to \$45,000, and remove the \$20,000 UBD funding), there would be a cost savings of \$348,000 that could be reallocated to help balance the FY2024 Budget, with a 7% COLA.

Mr. Fore suggested Council also consider implementing a garbage pickup fee, to help cover the costs associated with this service: employee salaries, rising gas prices, and landfill charges.

Councilman Higginbotham said he thought garbage, brush, and bulk pickup were services included in the Town of Altavista's taxes.

Regarding the potential of the Town charging a garbage pickup fee, Town Council agreed to discuss the matter at a later date.

Vice Mayor Bennett stated that utilizing unexpended funds from the PCB Remediation Project to help balance the FY2024 Budget, would only assist with that fiscal year's deficit. He said Town Council needed to consider ways that would prepare the Town for potential deficits or issues in the future.

Councilman Mitchell stated, along with reallocating the PCB funds, he was also in favor of increasing the Town's Real Estate taxes, to help the Town build a stable future.

Mr. Fore stated that counties typically include a garbage pickup fee on their utility bills.

Councilman Higginbotham asked if the Town of Altavista was still collecting the Town of Hurt's residential garbage; and if so, where was that garbage being disposed.

Mr. Fore stated the Town of Hurt's garbage was being taken to Pittsylvania County's landfill. He informed Council that the citizens of Pittsylvania County currently pay an annual landfill fee.

Councilman George referenced the Lynch Mill Creek Restoration Project and asked what it would cost to restore both sides of the creek, top to bottom, the entire length of the creek to the (Staunton) River.

Mr. Fore stated a scope-of-work of that magnitude would cost an estimated \$2 million. He said the Town would continue working on this project in increments for the next few years.

Mr. Fore informed Town Council of an extensive amount of erosion on the left side bank of the boat ramp in English Park, and stated that the issue would need to be addressed sooner rather than later, because Pittsylvania Avenue crossed over that bank.

Councilman Lowman asked if the State (VDOT) would help with the cost of repairing that area.

Mr. Fore stated that the Town was responsible for maintaining all of its streets, except for Main Street and Bedford Avenue. He said that part of the funds (\$800,000) requested in the budget for "street maintenance", may have to be reallocated to address the bank erosion issue beneath Pittsylvania Avenue.

Assistant Public Services Director Paul Hill informed Council that Staff had reached out to VDOT regarding this matter, but was denied assistance because it was not a state-maintained road.

Community Development Director Sharon D. Williams stated that Staff was working together on the idea of utilizing the \$1.4 million grant, currently pending, the Town applied for to conduct the Shoreline Restoration Project at English Park.

Mr. Fore stated that the grant could potentially be utilized to include remediation of the bank erosion issue adjacent to the boat ramp. He stated that he would keep Council posted on the matter.

The Town Manager asked Town Council for clarification on their proposed changes to the draft budget.

Town Council discussed "Agency Requests" a little more, and decided to reduce the Chamber of Commerce's FY2024 funding to \$45,000; and the other agency funding amounts remaining the same.

Councilman Higginbotham questioned Avoca's CIP list and the \$30,000 amount to repair a fence.

Assistant Town Manager Matt Perkins stated that the amount was estimated as a placeholder in the draft budget. He informed Council that Avoca had been working with the Town's Assistant Public Services Director, Paul Hill, to lower the cost of this project, and expected it to be completed for \$22,000-\$28,000.

## Altavista Town Council Work Session, Tuesday, March 28, 2023

Regarding the potential of increasing Town Taxes, Vice Mayor Reggie Bennett recommended that Town Council postpone making that decision until their next meeting (April 11th), when they had the additional information they requested from Staff that pertained to the matter. Council concurred.

Councilman Lowman asked if there had been a consensus of Council to add a garbage pickup fee to quarterly utility bills.

Councilman Higginbotham shared that he was not in favor of implementing a garbage pickup fee, and stated that he liked being able to market Altavista as having many free amenities for its citizens.

Mr. Fore said that he had suggested the fee as another option for consideration in balancing the budget.

Town Manager Gary Shanaberger stated that he would investigate what surrounding localities charged, if anything, for sanitation services, and bring the information back to Council at their next meeting.

Councilman Higginbotham suggested also removing the \$50,000 Decorative Streetlight Project for Bedford Avenue.

Councilman Mitchell reminded Council that the amount was a starting point, to be continued each year until the project was complete.

Mr. Higginbotham stated, with the Town looking at options to balance a budget that currently showed a deficit, he believed the project should be postponed.

With no further questions or comments, the Town Council was in consensus to make the following revisions to the FY2024 Draft Budget:

- Decrease the Chamber's funding from \$55,00 to \$45,000
- Eliminate the UBD funding of \$20,000
- Calculate the budget with a 7% COLA

The Town Council also asked Staff for the following information:

- Peer analysis regarding Machine & Tool Tax
- Multiple scenarios for implementing a garbage collection fee

### 6. Updates and Informational Items

#### 1) Community Skate Park Presentation

This item was moved to the "Citizens Time" section of the agenda. No one attended to deliver the presentation.

#### 2) USDA Grant Award

Public Services Director Tom Fore presented this item, and informed Council that the town was awarded a \$35,000 grant from USDA to use towards a PER and ER for WWTP Aeration Upgrades.

- Hurt & Proffitt will be assisting the Town with an RFP for this project.

### 7. Matters from Town Council

- Vice Mayor Bennett asked Mr. Fore when contractors, Mendon Pipeline, would be removing the boom trucks from the Lynch Creek Restoration Project's site.

Mr. Fore informed Council that he had spoken with Mendon that day, which stated they were waiting on warmer weather to complete minor items and to pick up their equipment. Mr. Fore said the remaining work should be complete by the end of April.

- Mr. Bennett also asked whose responsible it was to mow the additional grass that was seeded in that area.

Public Works Manager Jeff Arthur stated that the town would be mowing the area.

- Councilman George referenced the town-owned property located on the corner of 7th Street and Campbell Avenue. He stated that he considered the site as "blight" and recommended the Town cleanup/renovate the area.

Assistant Town Manager Matt Perkins took this opportunity to inform Town Council that the town was recently awarded a \$189,241 Housing Grant from the Central Virginia Planning District Commission. He said the grant would be used in Altavista's Acquire-Renovate-Sell Program, to build three new homes.

Altavista Town Council Work Session, Tuesday, March 28, 2023

8. Town Council Closed Session

The Altavista Town Council convened in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

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

*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 because an attorney representing the public body is in attendance or is consulted on a matter*

A Motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson.  
The motion carried.

Vote:	Mr. Wayne Mitchell	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Vice Mayor Reggie Bennett	Yes	Dr. Scott Lowman	Yes
	Mr. Jay Higginbotham	Yes		

Town Council went into Closed Session at 6:48 PM.  
Notice was given that Council was back in regular session at 7:08 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, 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 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	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Vice Mayor Reggie Bennett	Yes	Dr. Scott Lowman	Yes
	Mr. Jay Higginbotham	Yes		

Notice was given to Staff by Town Manager Gary Shanaberger, that Town Council did not make any official actions as a result of this closed session.

9. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, of which there were none.

The March 28th, 2023, Town Council Work Session was adjourned at 7:10 p.m.

\_\_\_\_\_  
Michael Mattox, Mayor of Altavista

\_\_\_\_\_  
Gary Shanaberger, Town Manager/Town Clerk

Town Council Regular Meeting - April 11th, 2023

The Altavista Town Council held their April 2023 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, April 11th, at 6pm.

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

Council Members

Present: Vice Mayor Reginald Bennett  
Mr. Timothy George  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Absent: Mr. Jay Higginbotham  
Mr. Tracy Emerson

Town Staff present: Mr. Gary Shanaberger, Town Manager  
Mr. Mathew Perkins, Assistant Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Ms. Sharon D Williams, Community Development Director  
Mr. Tom Fore, Public Services Director  
Mr. Paul Hill, Assistant Public Services Director  
Mr. Jeff Arthur, Public Works Manager  
Mrs. Crystal Hailey, Assistant Town Clerk  
Mr. John Eller, Town Attorney

Mr. Tom Fore, Altavista Director of Public Services, gave the invocation for this evening.  
After the invocation, Mayor Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the April 11th Town Council Meeting Agenda, of which there were none.

Councilman Scott Lowman made a motion, seconded by Vice Mayor Reggie Bennett, to approve the April 11, 2023, Altavista Town Council Meeting Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Tim George	Yes
	Dr. Scott Lowman	Yes

3. Recognitions and Presentations

3.a Town of Altavista Personnel Changes:

- Milestone:  
Carlton Francis, ACTS Bus Driver – 10yr anniversary
- New Hire:  
None in March
- Departure:  
None in March

3.b Resolution of Service – Marvin Clements

Mayor Mike Mattox shared that he learned a lot from Mr. Clements, and it was an honor for him to present Mr. Clements with the following resolution:



Town Council Regular Meeting - April 11th, 2023

*WHEREAS, Marvin L. Clements was first appointed to serve on the Altavista Planning Commission in 2016, for an unexpired term. He was reappointed to the Commission in 2018 to a 4yr term, which expired December 31st, 2022; and*

*WHEREAS, Mr. Clements faithfully served the Town of Altavista as a Planning Commissioner for six years and is respected by his colleagues; and*

*WHEREAS, the Planning Commission provides an important service to the Town of Altavista through its mission of planning for the future and making recommendations to Town Council on the development of the community; and*

*WHEREAS, Mr. Clements was instrumental in helping to improve the Town and shape its future through the use of proper planning and zoning techniques; now*

*THEREFORE, BE IT RESOLVED, the Altavista Town Council hereby commends Marvin L. Clements for his years of service on the Altavista Planning Commission, and thanks him for his many contributions to the betterment of the Altavista community.*

*Adopted this 11th day of April 2023.*

With a motion by Councilman Tim George, seconded by Vice Mayor Reggie Bennett, Town Council adopted the Resolution of Service for Mr. Marvin Clements.  
Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Tim George	Yes
	Dr. Scott Lowman	Yes

4. Citizen’s Time

There were no citizen comments on this date.

5. Town & Community Partners - Updates

There were no updates on this date.

6. Consent Agenda

- TOA Monthly Financial Reports - March 2023
- Town Council Meeting Minutes - March 14, 2023
- Town of Altavista Metered Fire Protection Policy for Town Businesses

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, to approve the April 11, 2023, Consent Agenda as presented.  
Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Tim George	Yes
	Dr. Scott Lowman	Yes

7. Public Hearings

Altavista’s Director of Community Development, Sharon D. Williams, presented both of the following public hearings:

ORDINANCE AMENDMENT OA-23-05: An ordinance to amend *Sec. 86-32: Use Types* of the Town of Altavista’s Zoning Ordinance, to amend the definition of Utility Service, Major.

Ms. Williams referenced a request Staff recently received to amend Altavista’s Town Code to allow a utility-scale solar development, and the Town’s decision to deny the request. She said, while discussing the matter at the January 2023 BZA Meeting, it was consensus that the Town’s Zoning Ordinance was unclear on utility-scale developments.

Town Council Regular Meeting - April 11th, 2023

Ms. Williams stated, to eliminate any perceived ambiguity in the definition, the Planning Commission and Staff recommended an amendment to the definition of Utility Services, Major, to add "This use type shall not include utility-scale solar facilities". She informed Council that the Planning Commission held a Public Hearing, as required, on March 3, 2023, with a unanimous vote to recommend Town Council approve the proposed text amendment.

Mayor Mattox opened this public hearing at 6:10pm for public input.

With no public comments offered for this matter, Mayor Mattox closed the public hearing at 6:11pm, and asked Town Council if they had any questions pertaining to the proposed text amendment, of which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Scott Lowman, to accept the Planning Commission’s and Staff’s recommendation, and approve the proposed amendment to *Sec. 86-32: Use Types* of the Town of Altavista’s Zoning Ordinance, to amend the definition of Utility Service, Major to exclude large/utility-scale solar development. Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Tim George	Yes
	Dr. Scott Lowman	Yes

ORDINANCE AMENDMENT OA-23-06: to amend Sections 86-192(6), 86-352(6), and 86-382(6) of the Zoning Ordinance, to delete Recycling Center as a permitted use in Altavista’s R2-Medium Density Residential, C2-General Commercial, and M-Industrial Zoning Districts; and to amend *Sec. 86-566*, to delete the parking requirement for this use.

Ms. Williams stated that Staff was proposing an amendment to the Town of Altavista’s Zoning Ordinance to eliminate recycling centers as a permitted use.

Ms. Williams reminded Town Council that, under the guidance of Staff, the Planning Commission was currently in the process of reviewing and updating the town’s Zoning Ordinance. She said, while reviewing permitted uses for industrial zoned properties, Staff discussed whether recycling centers should be permitted uses in the Town of Altavista; which was currently permitted in the Industrial (M) Zoning District with a Special Use Permit

Ms. Williams stated that it was the opinion of Staff that the use could become a nuisance and should be prohibited. She shared with Town Council photos of household, metal, and tires recycling bins, that all fall under the use for these centers.

Ms. Williams stated, to eliminate any perceived ambiguity in what might be classified as a recycling center, Staff recommended the use be stricken entirely from the Zoning Ordinance. She informed Council that the Planning Commission held a public hearing, as required, on March 3rd, 2023, and unanimously recommended Town Council approve the text amendment.

Mayor Mattox opened the public hearing at 6:12pm for public comment.

With no public comments offered, Mayor Mattox closed the hearing at 6:13pm and asked Council if they had any questions regarding this request, of which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, and Town Council accepted Staff’s recommendation to approve ORDINANCE AMENDMENT OA-23-06: to amend Sections 86-192(6), 86-352(6), and 86-382(6) of the Zoning Ordinance, to delete Recycling Centers as a permitted use in Altavista’s R2-Medium Density Residential, C2-General Commercial, and M-Industrial Zoning Districts; and to amend *Sec. 86-566*, to delete the parking requirement for this use. Motion carried.

Vote:	Mr. Wayne Mitchell	Yes		
	Vice Mayor Reggie Bennett	Yes	Mayor Mike Mattox	Yes
	Mr. Tim George	Yes	Dr. Scott Lowman	Yes

## Town Council Regular Meeting - April 11th, 2023

### 8. New Business

There were no new business items to discuss at this meeting.

### 9. Unfinished Business

#### FY2024 Draft Budget and FY2024-2028 Draft Capital Improvement Plan (CIP)

Background: The town budget is the spending plan that identifies revenues and expenditures needed to carry out a variety of services offered to town citizens. Once adopted, the budget directs the expenditures of Staff. At this evening's meeting, Staff seeks input and direction from Town Council to begin finalization of the FY2024 Budget and CIP.

Town Manager Gary Shanaberger shared with Town Council the draft document that showed revisions requested by Council at their March Work Session, which included decreasing the AEDA's annual appropriations, and decreasing the Bedford Avenue - Decorative Streetlight Project by \$25,000. He stated there were funds remaining in Reserves (\$418,000), that were initially allocated to, but not needed, for the Town's PCB Remediation Project, and, under Council's direction, a portion of those funds were utilized to balance the FY2024 Budget.

Mr. Shanaberger stated that it was not a "best practice" to use Reserve Funds to balance a budget, and recommended that Town Council consider options that would help build the Town's revenue stream, without using Reserves. He shared examples for Council's consideration that included Real Estate Taxes and the Altavista's Meals Tax.

Mayor Mattox shared that he was not in favor of using Reserve Funds to balance a budget and stated that he was open to considering increasing the aforementioned taxes.

Councilman Tim George stated that it was his understanding the remaining PCB project funds would be used to complete the loop on Eagle Trail in English Park.

Mr. Shanaberger stated it was still the Town's desire to do so, and would continue to be an option, depending on Council's budget decisions for whether the funds were needed elsewhere.

Vice Mayor Reggie Bennett referenced information given to Council that showed the Town's revenue verses expenses over the last 10yrs. He said, while revenue stayed the same, inflation had caused expenses, such as equipment, gas, and insurance to increase tremendously.

Mr. Bennett reminded everyone that Altavista's Personal Property Taxes had been the same percentage since the year 1990. He said the Town strived to offer its citizens affordable amenities such as garbage, bulk, and brush pickup, the splash pad in English Park, and Dalton's Landing; but also needed to have a balanced budget each year to protect the Town's longevity.

Councilman Wayne Mitchell asked where the funds for the PCB Remediation Project initially originated - from the General Fund or Reserves.

Mr. Shanaberger stated that he would need to consult with the Town's Finance Director, Tobie Shelton, to answer that question, and to confirm how the unused funds could be reallocated.

Mr. Mitchell shared his appreciation for the hard work that Town Staff accomplishes each year during the Town's annual budget process.

Mayor Mattox also thanked Staff for their hard work and due diligence to help balance the FY2024 Budget. He stated that, if needed, Council would increase taxes in small steps, but the goal was not to have to increase taxes.

There was a consensus of Town Council for Staff to recalculate the Draft Budget to include an increase to Real Estate Tax (from .08 cent to .14 cent), and increase Meals Tax from 7% to 8%; and not to include any surplus funds from the PCB Remediation Project, until the Town Manager could retrieve additional information for Council's consideration. All other items to remain the same as presented that evening.

Town Council Regular Meeting - April 11th, 2023

10. March2023 Departmental Reports, Project Updates, and Communications

- TOA Finance Reports
- Utilities – Project Updates
- Public Services Monthly Report
- Community Development Report
- Altavista Police Department Reports
- Town Council Monthly Meeting Calendars – April and May

Departmental Reports and Council Meeting Calendars were delivered to Town Council with their April 11th Meeting Agenda Pre-Packet.

Mayor Mattox asked the Town Manager and Department Directors if they had any project updates or comments pertaining to their monthly reports, of which there were none.

11. Matters from Council

- Councilman Wayne Mitchell referenced the March 2023 Community Development Report, given to Council in their April 11th Agenda Packet. He specifically referenced a request by a local bank to erect a temporary informational sign. He shared his concerns that there were multiple businesses in Town that had exceeded the limitations specified in the Town’s Zoning Ordinance for the number of signs businesses were allowed.

The Town Manager informed Mr. Mitchell that he could contact Staff with businesses that he believed were in violation of the Town Code, and Staff would investigate the matter.

- Mayor Mattox said the meeting that evening was very productive, and he thanked Town Council and Town Staff for their hard work and dedication to balance the Town Budget.

12. Closed Session

Town Council went into Closed Session under State Code, Section 2.2-3711(A)(1), Section 2.2-3711(A)(3), and Section 2.2-3711(A)(7).

With a motion made by Vice Mayor Reggie Bennett, seconded by Councilman Tim George, the motion carried, and Council began their closed session at 6:34pm

VOTE:	Dr. Scott Lowman	Yes	Vice Mayor Reggie Bennett	Yes
	Mr. Timothy George	Yes	Mr. Wayne Mitchell	Yes
	Mayor Mike Mattox	Yes		

Notice was given that the Town Council was back in regular session at 7:30pm.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tim George, 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 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:	Dr. Scott Lowman	Yes	Vice Mayor Reggie Bennett	Yes
	Mr. Timothy George	Yes	Mr. Wayne Mitchell	Yes
	Mayor Mike Mattox	Yes		

Town Manager Gary Shanaberger informed Staff that the Altavista Town Council did not make any official actions as a result of their Closed Session.

13. Adjournment

Mayor Mattox asked Town Council if they had any additional comments or concerns, of which there were none. He adjourned the meeting at 7:34pm.

\_\_\_\_\_  
Michael Mattox, Mayor

\_\_\_\_\_  
Gary Shanaberger, Town Clerk/Town Manager

Altavista Town Council Work Session, Tuesday, April 25, 2023

The April 2023 Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, April 25th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

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

- Also Present:
- Mr. Gary Shanaberger, Town Manager  
Mr. Matthew Perkins, Asst. Town Manager  
Mrs. Tobie Shelton, Director of Finance and Administration  
Mr. Tommy Merricks, APD Chief of Police  
Ms. Sharon D. Williams, Community Development Director  
Mr. Tom Fore, Director of Public Services  
Mr. Paul Hill, Asst. Public Services Director  
Mr. Jeff Arthur, Public Works Manager  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Assistant Town Clerk

1. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the April 2023 Work Session Agenda, of which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve the agenda as presented. The motion carried.

Vote:	Mr. Wayne Mitchell	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Vice Mayor Reggie Bennett	Yes	Dr. Scott Lowman	Yes

2. Recognitions and Presentations

- Brightspeed Internet, LLC – Proposed Services and Franchise Agreement

Mr. Richard Schollmann, representing Brightspeed, presented Town Council with information pertaining to their services and proposed Franchise Agreement for the Town of Altavista. Mr. Schollmann was accompanied through phone conference by Alonzo Mitchell and Jim Horne, both were Senior Engineers for permitting with Brightspeed.

Mr. Schollmann informed Council that Brightspeed acquired all assets and associated operations from CenturyLink in August 2021, for twenty states across the US. He stated the company was currently the nation’s fifth largest ILEC, and planned to deliver over 60,000 new fiber passings by the end of 2023, during their first phase of building in Virginia, which included Altavista.

Mr. Schollmann explained, the “new generation” of fiber, was capable of providing up to 10-gigabit connections, allowing upload speeds to equal download speeds; and allowed for quicker restoration when facilities were damaged. He said the product was also more resistant to weather.

Mr. Schollmann stated, while the current focus was on accelerating the upgrade of copper connections to fiber connections, Brightspeed would continue to service many copper customers for voice and DSL. He informed everyone that Brightspeed participated in the FCC’s Affordable Connectivity Program (ACP); and in addition to the ACP \$30 per month available discount, Brightspeed provided up to an additional \$30 for ACP-qualified customers on qualifying plans.

Mr. Schollmann said it was Brightspeed’s intent to provide all customers with the highest quality of service, regardless of the type of network.

## Altavista Town Council Work Session, Tuesday, April 25, 2023

Mr. Schollmann shared a photo map of the number of passings (1,600) Brightspeed would be working on in Altavista. He stated that Brightspeed would be utilizing the existing infrastructure, which included both an above and below ground network, however, any new fiber would be installed underground to decrease the potential for issues.

Mr. Schollmann referenced the Town of Altavista's franchise agreement with CenturyLink, which had expired several years prior; and asked for the Town's consideration to address the matter, so that Brightspeed could initiate their network build in Altavista. He informed Town Council that Altavista was at the top of the list in Brightspeed's plans for Virginia.

Mayor Mattox shared his appreciation for Brightspeed choosing the Altavista to begin their network project. He said that he was excited to have the fiber internet service option to offer Altavista citizens.

Councilman Mitchell asked, out of all the localities in Virginia, how Altavista was chosen for this project.

Mr. Schollmann stated that the localities chosen were mostly in rural areas, and almost all of them had existing overhead internet "facilities" (infrastructure), which was more conducive to work with than underground infrastructure, and more feasible for this project.

Mr. Mitchell asked, if approved, when would Brightspeed begin building their fiber network in Altavista.

By phone conference, Alonzo Mitchell answered stating, once permits were in place, the build would only take three to four months to complete.

Director of Public Services, Tom Fore, asked that Brightspeed keep Public Services and VDOT informed at all times of where they were working, and when each area was completed, so the Town could caution citizens of the work areas.

By phone conference, Jim Horn stated, since most of the fiber build would be arial, with very little underground work to be done, Brightspeed expected to have minimal disruption to the community. He said that Brightspeed intended to work closely with the Town to ensure a smooth process.

Mr. Horn stated that Brightspeed would also place placards around Town and informational door hangers on each door of the neighborhoods they worked in, to inform citizens of the work they were doing.

Town Manager Gary Shanaberger asked Mr. Schollmann, since Brightspeed bought out CenturyLink, would their service cover all Altavista customers that had CenturyLink's service.

Mr. Schollmann referenced the map he shared earlier of Brightspeed's intended coverage area for Altavista and stated that he believed all of the Town was accounted for, except for a small area on the North end of Town that crossed the Rt.29 bridge.

Mayor Mattox and Vice Mayor Bennett shared their concerns with not having coverage in the small area that Mr. Schollmann spoke about, because there was a Walmart and an Industrial Park in that area.

Mr. Schollmann confirmed with Mr. Horn and Mr. Mitchell that the area was not covered by the current proposal, as it was mainly geared towards residential service. He assured Council that, if a large company or business, such as Walmart, wanted their fiber service, that Brightspeed would accommodate an agreement. He stated most large companies had individual contracts for that service.

With no further questions from Town Council or Staff, Mayor Mattox thanked Mr. Schollmann, Mr. Horn, and Mr. Mitchell for their time and presentation.

### 3. Citizen's Time

Mayor Mattox asked if there were any citizens present that would like to come before Town Council regarding a non-agenda item; of which there were none.

### 4. New Items For Discussion

Altavista Community Transit System (ACTS) - Revisions to the Town's FTA Drug and Alcohol Policy

Background: The Town of Altavista Town Council adopted the FTA Drug and Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS) in May 2018, effective July 1, 2018, and amended October 2018.

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Assistant Town Manager Matt Perkins informed Town Council that ACTS underwent a compliance review in October 2022; and in March 2023, the Town received the summary report from that review from the Virginia Department of Rail and Public Transportation (DRPT), where one deficiency was identified, and corrective action was required.

Mr. Perkins stated, since the time of the policy’s adoption, there had been revisions to 49: CFR-655 and 49: CFR-40, and to the Town of Altavista’s Employment Policies and Procedures. He said that the proposed revisions to the FTA Drug & Alcohol Policy - Town of Altavista, Altavista Community Transit System (ACTS) also reflected the most recent changes in both federal and local policies.

There was a unanimous consensus of Town Council to place this item on the May 9th, 2023, Consent Agenda for official approval.

**5. Unfinished Business**

**5.1 FY2024 Budget and FY2024-2028 Capital Improvement Plan (CIP) – “First Reading”**

Finance Director Tobie Shelton presented this item, for Town Council to conduct a "First Reading" of the FY2024 Budget and FY2024-2028 Capital Improvement Plan (CIP). She referenced the budget sheets provided to Council over the past few months, and said they had been updated based on actions and/or direction of Council to create the budget that was being proposed.

Mrs. Shelton gave Council a breakdown of all funds in the proposed budget for Fiscal Year 2024, which included the Capital Improvement Plan (CIP), for a total of \$21,156,030. The breakdown was as follows: General Fund \$5,500,140, Enterprise Fund \$14,253,020, Highway Fund \$1,241,020, Cemetery Fund \$96,850, and a transfer out to General Fund Reserves in the amount of \$65,000 to recoup the funds advanced to the Altavista Volunteer Fire Company for the purchase of a new fire engine.

Mrs. Shelton reminded Council that the prosed budget included rate increases for real estate tax, from \$.08 to \$.14, and meals tax from 7% to 8%, as well as a proposed utility rate increase of 10% for water and 5% for sewer, which would have an effective date of December 1, 2023. She said, in addition, a proposed increase to fees related to planning and zoning and weekend truck rentals were included in the FY2024 Budget; and all fees proposed for FY2024 were listed in the Master List.

Mrs. Shelton stated that Staff was requesting Council’s authorization to schedule the necessary public hearings for the FY2024 Budget, the Capital Improvement Plan (FY2024 - FY2028), the utility rate changes, and the tax rate changes (real estate tax and meals tax) for Tuesday, May 9th, 2023, at the 6:00 p.m. Town Council Meeting.

Councilman Mitchell asked when the Cemetery Fund would be self-sustaining, without the Town needed to transfer funds from reserves to help cover the costs of annual maintenance.

Mrs. Shelton stated that she was not sure when that might happen. She informed Town Council that, after the budget process was over, Staff had a meeting scheduled with Davenport to discuss long-term investments. She said the Cemetery Reserve Fund was on the list for discussion.

Vice Mayor Bennett suggested the Town consider marketing Green Hill Cemetery; and increasing the services the Town provided as burial options. He said cremation and pet cemeteries were now more common than in the past and could add to the revenue generated by the cemetery.

With no further questions or comments, Town Council approved Staff’s request and authorized the required Public Hearings for May 9th, 2023, for the FY2024 Budget, FY2024-2028 CIP, the FY2024 increase in utility rates, and the increase in water and sewer connection fees, and varies fees, including zoning related items, on the Town’s Master List of Fees

**6. Staff Updates**

**1) Spark Innovation Center**

Business & Community Engagement Coordinator, Jamie Gillespie, gave Town Council an update on the center’s most recent activities and upcoming events. She said marketing the center and getting the information out to the community was going really well.

Mrs. Gillespie stated that the tenants in the first four available offices were doing well and all planned to occupy their space indefinitely. She said there were also two individuals on the waiting list for an office when one became available.

**Altavista Town Council Work Session, Tuesday, April 25, 2023**

Mrs. Gillespie referenced the upcoming Spark Innovation Summer Camp Series, that she partnered with Iron Lives, an organization that focused on leadership development for teens, and Altavista’s Outreach and Enrichment Program, that focused on increasing literacy in the community, to offer the camp to local teens, ages 12-17.

Mrs. Gillespie informed Council that she applied for two grants to help cover the costs of the camp, but through partnerships, the camp would be held whether the grants were approved or not. She said there was a lot of excitement towards the summer camp and had already received fourteen applicates.

Mrs. Gillespie also informed Council, in collaboration with Staff, she applied for a Department of Housing and Community Development (DHCD) – Virginia Business Resurgence Grant, that would be used to fund a Business Bootcamp, with 24wks of business training.

Town Council had no questions for Mrs. Gillespie. They thanked her for the work she was doing for the community.

2) Altavista’s Acquire-Renovate-Sell Program

Assistant Town Manager Matt Perkins referenced Altavista’s Acquire-Renovate-Sell Program, a housing development initiative for the Town of Altavista. He stated that the program was steadily moving forward, with three town-owned properties currently being excavated and demolition in progress, in preparation for a house build.

Mr. Perkins stated, on the 12th of April, the Town released an invitation to bid for the construction phase of (2) three-bedroom/two-bath homes. He said there was a pre-bid conference on the 17th of April with three interested parties, however, at the bid opening, only two contractors submitted bids.

Mr. Perkins stated that the bids received were in budget, and the Town intended to publish the Notice of Intent to Award on Wednesday, April 26th. He said construction was likely to begin within 30 days.

7. Matters from Town Council

- Vice Mayor Bennett asked Mr. Fore when the stoplight for 7th and Broad Street would be fixed.

Public Works Manager Jeff Arthur stated that he thought the light had been fixed. He said that he would look into the issue.

Councilman Mitchell asked if the aforementioned stoplight was VDOT’s or the Town’s responsibility.

Mr. Arthur stated that VDOT only maintained the stoplights on Main Street and Bedford Avenue.

- Councilman Emerson thanked the Town and everyone involved in former Fire Chief, John Tucker’s funeral.
- Councilman Mitchell thanked Town Staff for the hard work they do; and stated he appreciated hearing about the Town’s upcoming projects.
- Mayor Mattox thanked Town Staff for a “job well done” with their efforts, due diligence, and team work to balance the Town’s FY2024 Budget.

8. Town Council Closed Session

The Altavista Town Council convened in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

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

*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 because an attorney representing the public body is in attendance or is consulted on a matter*

A Motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson.  
The motion carried.



Altavista Town Council Work Session, Tuesday, April 25, 2023

Vote:	Mr. Wayne Mitchell	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Vice Mayor Reggie Bennett	Yes	Dr. Scott Lowman	Yes

Town Council went into Closed Session at 5:50 PM.  
Notice was given that Council was back in regular session at 6:23 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, 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 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	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Vice Mayor Reggie Bennett	Yes	Dr. Scott Lowman	Yes

Notice was given to Staff by Town Manager Gary Shanaberger, that Town Council did not make any official actions as a result of this closed session.

9. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, of which there were none.

The April 25th, 2023, Town Council Work Session was adjourned at 6:25 p.m.

\_\_\_\_\_  
Michael Mattox, Mayor of Altavista

\_\_\_\_\_  
Gary Shanaberger, Town Manager/Town Clerk



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 7.A

**PUBLIC HEARING(S)**

**Title: FY2024 Budget / FY2024-2028 Capital Improvement Program**

**Staff Resource: Tobie Shelton, Director of Finance and Administration**

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**Action(s):**

Hold a public hearing to allow citizens an opportunity to make comments on any matter pertaining to the FY2024 Budget and the FY2024-2028 Capital Improvement Plan. Additional discussion among Council can be held later during this meeting, as well as the May 23rd Work Session, if needed. Approval of the Budget/CIP is scheduled for Council's June 13, 2023, Regular Meeting.

**Explanation:**

Tonight will be an opportunity for the public to comment on the Proposed FY2024 Budget and the FY2024-2028 Capital Improvement Program (CIP). Following the public hearing, Council will have an opportunity to consider the comments before final adoption of the budget. Should Council have items that they need to discuss, the May 23rd Work Session can be utilized for this purpose. No motion is needed at this time in regard to adoption of the proposed budget. Staff will be seeking adoption of the FY2024 Budget and the FY2024-2028 Capital Improvement Program (CIP) at the regular Town Council meeting on June 13th.

**Background:**

Over the past few months, Staff has provided budget sheets to Council that have been updated based on action/direction of Council, to create the budget that is being proposed. Below is an overview of the proposed FY2024 Budget as advertised:

**Total Revenue: \$21,156,030**

**Total Operating Expenditures: \$10,103,430**

General Fund: 5,191,060 (includes transfer out to General Fund Reserves)

Enterprise Fund: 4,490,520 (includes surplus of \$201,450)

Highway Maintenance Fund: 325,000

Cemetery Fund: 96,850 (includes transfer out of \$27,250 to Cemetery

Reserves)

**Total Proposed Capital Outlay:**

**\$11,052,600**

Cash Funded – General Fund

285,080

Cash Funded – Enterprise Fund	805,500
Cash Funded – Highway Fund	859,770
ARPA	1,100,000
Grant	2,040,500
Debt Proceeds	5,809,500
Transfer In from General Fund Reserves	19,000
Transfer In from Enterprise Fund Reserves	7,000
Transfer In from Highway Fund Reserves	56,250
Transfer In from Reserve Main. Funds	70,000

**Total CIP FY2024-2028 (Not Funded / Planning Only):** **\$19,148,930**

**Funding Source(s):**

The proposed budget allocates funds for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

**Attachments:** *(click item to open)*

*[Attachment 1. FY2024 Proposed Budget Overview](#)*

*[Attachment 2. FY2024 Proposed Master List of Fees / Charges](#)*

*[Attachment 3. Public Notice: FY2024 Proposed Budget](#)*

*[Attachment 4. Public Notice: FY2024 Proposed Capital Improvement Program](#)*



## **TOWN OF ALTAVISTA FY 2024 PROPOSED BUDGET**

### **General Fund**

Real Estate Tax	390,120
Public Service Corporation Taxes	79,330
Personal Property Taxes	388,130
Machinery and Tools Taxes	1,925,000
Other Local Taxes	2,212,500
Permits and Fees	2,750
Fines and Forfeitures	10,200
Use of Money and Property	232,300
Charges for Service	9,600
Donations, Receipts, and Transfers	89,100
Intergovernmental	297,710

**General Fund Total:** **\$5,636,740**

### **Enterprise Fund (Water & Sewer)**

Water and Sewer Charges	5,264,870
Connection Fees	4,150
Miscellaneous, Grants, & Transfers	8,977,000
CIP Reserves	7,000

**Enterprise Fund Total:** **\$14,253,020**

**Highway Maintenance Fund** **\$1,241,020**

**Cemetery Fund** **\$25,250**

**REVENUE GRAND TOTAL:** **\$21,156,030**

### **PROPOSED OPERATING EXPENDITURES**

Council / Planning Commission	48,250
Administrative Department	1,125,510
Police Department	1,377,070
Public Works	1,662,470
Street & Highway Maintenance	325,000
Water Department	2,175,950
Wastewater Department	2,113,120
Green Hill Cemetery	69,600



Non-Departmental	322,920
Transit Department	187,440
Economic Development	69,300
Community Development	168,830
Spark	164,270
Transfer to Cemetery Reserves	27,250
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	201,450
<b>Total Proposed Operating Expenses:</b>	<b><u>\$10,103,430</u></b>

### **PROPOSED CAPITAL OUTLAY**

Water Plant Equipment	4,255,000
Wastewater Treatment Plant Equipment	5,507,500
Public Works Department Equipment	160,380
State Highway Funding	916,020
Police Department Equipment	110,000
Administration Department Equipment	23,700
Economic Development	10,000
Avoca	70,000
<b>Total Proposed Capital Outlay:</b>	<b><u>\$11,052,600</u></b>
Cash Funded – General Fund	285,080
Cash Funded – Enterprise Fund	805,500
Cash Funded – Highway Fund	859,770
ARPA	1,100,000
Grant	2,040,500
Debt Proceeds	5,809,500
Transfer In from General Fund Reserves	19,000
Transfer In from Enterprise Fund Reserves	7,000
Transfer In from Highway Fund Reserves	56,250
Transfer In from Reserve Maintenance Funds	70,000
<b>FY2024 – 2028 CIP Expenditures:</b>	<b><u>\$30,201,530</u></b>

**TOWN OF ALTAVISTA**  
**MASTER LIST**  
**FEES, RATES AND CHARGES**  
**FY 2024 PROPOSED BUDGET**

<b>BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE</b>		
Contractors	Rate per \$100 of gross receipts	
	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000	
Retailers	\$	0.0425
Financial, Real Estate, & Professional	\$	0.0425
Personal Services, Repair	\$	0.0600
Wholesalers	\$	0.0175
Wholesale Peddlers	\$	0.0175
Commission Merchant	\$	0.0600
Direct Sellers (sales under \$4,000)	\$	0.0175
Direct Sellers (Sales over \$4,000)	\$	0.0550
Peddlers	\$	125.0000
Itinerant Merchant (Edible, Perishable Goods)	\$	25.0000
Itinerant Merchant (Nonperishable Goods)	\$	125.0000
Carnivals, Circus	\$100 per day; \$500 per week	
Fortunetellers	\$	500.00
Savings Institutions/State Chartered Credit Unions	\$	25.00
Photographers, out of town	\$	15.00
Utilities	\$.0025 of Gross Receipts	
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18	
Minimum License	\$	15.00
<b>CEMETERY FEES</b>		
Changing of cemetery Deed	\$	25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$	650.00 in town residents - with a minimum of 2 spaces
	\$	950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$	750.00 before 12 noon - weekday
	\$	925.00 after 12 noon - weekday
	\$	1,050.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$	350.00 before 12 noon - weekday
	\$	400.00 after 12 noon - weekday
	\$	450.00 weekend or holiday
Disinterment	\$	1,300.00
<b>RENTALS</b>		
Booker Building Deposit	\$	150.00
	\$	250.00 if alcohol is served
Booker Building Rental Fee	\$	100.00 for each 4 hours
Booker Building Utility Fee	\$	25.00
Park Pavilion Rentals	\$	50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$	25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (Town residents/businesses only)	\$	150.00 standard dump truck - resident
	\$	200.00 tandem dump truck - resident
	\$	150.00 standard dump truck - business
	\$	200.00 tandem dump truck - business
<b>PLANNING &amp; ZONING RELATED</b>		
	Current	Proposed
Zoning Permit	\$ 20.00	\$ 25.00
Sign Permit	\$ 20.00	\$ 50.00
Special Use Permit; application fee	\$ 300 - \$400	\$ 400.00 + cost of advertising
Variance	\$ 300.00	\$ 300.00 + cost of advertising
Appeal to BZA	\$ 300 - \$400	\$ 400.00 + cost of advertising
Rezoning	\$ 400.00	\$ 500.00 + cost of advertising
Comprehensive Plan Amendment	\$ 1,000.00 + cost of advertising	\$ 1,000.00 + cost of advertising
Resurvey, Boundary Line Adj., Easement, Line Vacation; fee for examining	\$ 25.00	\$ 25.00
Single Lot Subdivision; fee for examining	\$ 35.00	\$ 35.00
Subdivision (5 lots or less) for examining/approval of plats	\$10 and \$1 per lot	\$ 50 + \$5 per lot
Subdivision (5 lots or more); fees for examining/approval of plats	\$25 and \$1 per lot	\$ 100 + \$5 per lot
Zoning Text Amendment	\$ -	\$ 1,000 + cost of advertising
Public Hearing Applicant Deferral Request	\$ -	\$ Cost of Advertisement
Site Plan	\$ -	\$ 200.00
Traffic Impact Analysis/Study	\$ -	\$ 500 or actual cost if over \$500
Zoning Determination Letter	\$ -	\$ 100.00
After the Fact Permit	\$ -	\$ 100.00
Comprehensive Plan - printed copy	\$ -	\$ 25.00
Comprehensive Plan - flash drive	\$ -	\$ 10.00
Zoning Ordinance - printed copy	\$ -	\$ 25.00
Zoning Ordinance - flash drive	\$ -	\$ 10.00
Third Party Review Fees	\$ -	\$ Actual Cost
Administrative Fee	\$ 75.00	
<b>TRANSIT FEES</b>		
Transit Tokens	\$ 0.50	each
Transit Punch Cards	\$ 10.00	for 3 cards
Transit Monthly Pass	\$ 20.00	
<b>TAX RATES</b>		
Real Estate Rate	\$0.14 per \$100 of assessed value	
Personal Property Rate	\$2.00 per \$100 of assessed value	
Cigarette Tax	\$ 0.27	per pack

**TOWN OF ALTAVISTA  
MASTER LIST  
FEES, RATES AND CHARGES  
FY 2024 PROPOSED BUDGET**

Hotel Lodging Tax	5.50%	3% credit for reporting on time
Meals Tax	8%	2% credit for reporting on time
Vehicle License Tax / Automobile	\$ 15.00	
Vehicle License Tax / Motorcycle	\$ 5.00	
Vehicle License Tax / Trailer	\$ 6.50	
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$ 25.00	

**UTILITY FEES**

**EFFECTIVE DECEMBER 1, 2023**

Water	Business & Residential - \$3.65 per 1,000 gallons Industrial - \$3.59 per 1,000 gallons Town of Hurt - \$5.48 per 1,000 gallons Business & Residential Outside of Town - \$7.30 per 1,000 gallons Industrial Outside of Town - \$7.18 per 1,000
Sewer (based on 85% of water consumption or metered consumption)	Business & Residential - \$4.00 per 1,000 gallons Industrial - \$4.11 per 1,000 gallons Town of Hurt - \$4.00 per 1,000 gallons Business & Residential Outside of Town - \$8.00 per 1,000 gallons Industrial Outside of Town - \$8.22 per 1,000
Sewer Only Charge (flat rate with monthly fixed charge)	\$ 44.75

Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 1/2"	5	\$32.50
2"	8	\$52.00
2 1/2"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee	Proposed Water Connection Fee	Water Availability Fee	Proposed Water Availability Fee	Sewer Connection Fee (No Change)	Sewer Availability Fee	Proposed Sewer Availability Fee
5/8"	1	\$1,500	\$2,150	\$0	\$500	\$2,000	\$600	\$700
3/4"	1.5	\$2,250	\$3,225	\$0	\$750	\$3,000	\$900	\$1,050
1"	2.5	\$3,750	\$5,375	\$0	\$1,250	\$5,000	\$1,500	\$1,750
1 1/2"	5	\$7,500	\$10,750	\$0	\$2,500	\$10,000	\$3,000	\$3,500
2"	8	\$12,000	\$17,200	\$0	\$4,000	\$16,000	\$4,800	\$5,600
2 1/2"	11	\$16,500	\$23,650	\$0	\$5,500	\$22,000	\$6,600	\$7,700
3"	15	\$22,500	\$32,250	\$0	\$7,500	\$30,000	\$9,000	\$10,500
4"	25	\$37,500	\$53,750	\$0	\$12,500	\$50,000	\$15,000	\$17,500
6"	50	\$75,000	\$107,500	\$0	\$25,000	\$100,000	\$30,000	\$35,000
8"	80	\$120,000	\$172,000	\$0	\$40,000	\$160,000	\$48,000	\$56,000
10"	115	\$172,500	\$247,250	\$0	\$57,500	\$230,000	\$69,000	\$80,500

Biochemical Oxygen Demand (BOD) rate	\$ 4.32	
Chemical Oxygen Demand (COD) rate	\$ 2.07	
Total Suspended Solids (TSS) rate	\$ 2.88	
Application for Service / Application Fee	\$ 25.00	
Security Deposit (Owner)	\$ 50.00	
Security Deposit (Tenant)	\$ 125.00	
Cut-Off Charge Fee for Non-payment	\$ 35.00	
Service request during work hours (7:00 am-3:30 pm M-F)	\$ 25.00	
Service request after work hours (3:30 pm M-F; Saturday and Sunday)	\$ 50.00	
Purchase of water at WTP	\$ 10.00	for each 1,000 gallons
Disposal Fee Permit for WWTP	\$ 50.00	

**MISCELLANEOUS CHARGES**

Return Check Charge	\$ 35.00	
Police Report	\$ 5.00	
Customer Copies	\$ 0.15	
Fax	\$ 1.25	first page
	\$ 0.75	each additional page
Vehicle Withholding Fee (DMV stop)	\$ 45.00	
Dealers in precious metals; permit required from Chief of Police	\$ 200.00	
Going out of business permit	\$ 25.00	
Additional Solid Waste Container	\$ 100.00	
Replacement Container	\$ 100.00	
House Cleanout	\$ 250.00	per load \$250 deposit required with balance due after collection



**TOWN OF ALTAVISTA  
NOTICE OF PUBLIC HEARING  
FY 2024 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 9, 2023, at 6:00 P.M. in Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rates for Fiscal Year 2024.

<b>General Fund</b>	
Real Estate Tax	390,120
Public Service Corporation Taxes	79,330
Personal Property Taxes	388,130
Machinery and Tools Taxes	1,925,000
Other Local Taxes	2,212,500
Permits and Fees	2,750
Fines and Forfeitures	10,200
Use of Money and Property	232,300
Charges for Service	9,600
Donations, Receipts, and Transfers	89,100
Intergovernmental	297,710
<b>General Fund Total:</b>	<b>\$5,636,740</b>
<b>Enterprise Fund (Water &amp; Sewer)</b>	
Water and Sewer Charges	5,264,870
Connection Fees	4,150
Miscellaneous, Grants, & Transfers	8,977,000
CIP Reserves	7,000
<b>Enterprise Fund Total:</b>	<b>\$14,253,020</b>
<b>Highway Maintenance Fund</b>	<b>\$1,241,020</b>
<b>Cemetery Fund</b>	<b>\$25,250</b>
<b>REVENUE GRAND TOTAL:</b>	<b>\$21,156,030</b>

<b>PROPOSED OPERATING EXPENDITURES</b>	
Council / Planning Commission	48,250
Administrative Department	1,125,510
Police Department	1,377,070
Public Works	1,662,470
Street & Highway Maintenance	325,000
Water Department	2,175,950
Wastewater Department	2,113,120
Green Hill Cemetery	69,600
Non-Departmental	322,920
Transit Department	187,440
Economic Development	69,300
Community Development	168,830
Spark	164,270
Transfer to Cemetery Reserves	27,250
Transfer to General Fund Reserves - Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	201,450
<b>Total Proposed Operating Expenses:</b>	<b>\$10,103,430</b>

<b>PROPOSED CAPITAL OUTLAY</b>	
Water Plant Equipment	4,255,000
Wastewater Treatment Plant Equipment	5,507,500
Public Works Department Equipment	160,380
State Highway Funding	916,020
Police Department Equipment	110,000
Council	0
Administration Department Equipment	23,700
Economic Development	10,000
Community Development	0
Transit Department	0
Cemetery	0
Avoca	70,000
<b>Total Proposed Capital Outlay:</b>	<b>\$11,052,600</b>
Cash Funded - General Fund	\$285,000
Cash Funded - Enterprise Fund	805,500
Cash Funded - Highway Fund	859,770
Bond Proceeds	\$7,850,000
American Rescue Plan Act (ARPA)	\$1,100,000
Transfer In From, General Fund Reserves	\$19,000
Transfer In From, Enterprise Fund Reserves	\$7,000
Transfer In From, Highway Fund Reserves	\$56,250
Transfer In from Reserve Maintenance Funds	\$70,000
<b>FY2024 - 2028 CIP Expenditures:</b>	<b>\$30,201,530</b>



**TOWN OF ALTAVISTA  
CAPITAL IMPROVEMENT PROGRAM (FY2024-2028)**

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 9, 2023, at 6:00 P. M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed Capital Improvement Program (CIP) for FY 2024 and projected CIP projects for fiscal years 2025-2028. Following is a summary of the total expenditures covering fiscal years 2024-2028:

Total CIP projects for FY2024 - (Funded Projects)	\$ 3,202,600
Total CIP projects for FY2024 - (Bonded Projects)	\$ 7,850,000
Total CIP projects for FY2025 - FY2026	\$ 19,148,930
<b>Total CIP projects for next five (5) years</b>	<b>\$30,201,530</b>

Funding for the FY2024 CIP projects include \$285,080, General Fund; \$859,770 Highway Fund; \$805,500 Enterprise Fund; \$82,250 CIP Reserves; \$70,000 Reserve Maintenance Funds; \$7,850,000 Bond Proceeds; \$1,100,000, American Rescue Plan Act (ARPA) Funds. The total expenditures for FY2025-2028 are for planning purposes only.

***Matt Perkins  
Assistant Town Manager***



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 7.B

**PUBLIC HEARING(S)**

**Title:** FY2024 Proposed Increase to Water and Sewer Rates; as well as Connection and Availability Schedule

**Staff Resource:** Tobie Shelton, Director of Finance and Administration

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**Action(s):**

Hold a public hearing to allow citizens an opportunity to make comments pertaining to the FY2024 proposed increases to the water and sewer rates; as well as the water and sewer connection and availability schedule.

**Explanation:**

The FY2024 Proposed Budget is built on an increase to utility rates; 10% for Water and 5% for Sewer. The proposed water and sewer rates would become effective on December 1, 2023. The proposed budget also includes increases to the water/sewer connection and availability schedule.

**Background:**

The current and proposed utility rates are listed below:

**WATER (rates per 1,000 gallons)**

• Business & Residential:	Current: \$3.32	<b>Proposed: \$3.65</b>
• Industrial:	Current: \$3.26	<b>Proposed: \$3.59</b>
• Out of Town (Hurt):	Current: \$4.98	<b>Proposed: \$5.48</b>
• Out of Town (B&R):	Current: \$6.65	<b>Proposed: \$7.30</b>
• Out of Town (Ind.):	Current: \$6.52	<b>Proposed: \$7.18</b>

**SEWER (based on 85% of water consumption)**

• Business & Residential:	Current: \$3.81	<b>Proposed: \$4.00</b>
• Industrial:	Current: \$3.91	<b>Proposed: \$4.11</b>
• Out of Town (Hurt):	Current: \$3.81	<b>Proposed: \$4.00</b>
• Out of Town (B&R):	Current: \$7.61	<b>Proposed: \$8.00</b>
• Out of Town (Ind.):	Current: \$7.82	<b>Proposed: \$8.22</b>

(Example: A residential customer that uses 5,000 gallons of water per quarter, would see a \$1.65 increase in water and a \$0.81 increase in sewer on their quarterly bill. A Total increase of \$2.46 per quarter.)

**Funding Source(s):**

The proposed budget allocates funds for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

**Attachments:** *(click item to open)*

*attachment 1. Public Hearing Ad - Increase to Water and Sewer Rates/Connection Fees*

*attachment 2. Proposed Water/Sewer Connection and Availability Schedule*



**TOWN OF ALTAVISTA**  
**Notice of Public Hearing**  
**INCREASES IN WATER AND SEWER RATES**

The Altavista Town Council will hold a Public Hearing at its regular meeting on Tuesday, May 9, 2023, at 6:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street.

The purpose of this Public Hearing will be to hear public comment upon the following proposed amendments to the Town Code to be effective July 1, 2023, with regards to water and sewer charges which are promulgated pursuant to authority contained in Virginia Code Sections 15.2-2119, 15.2-2122 and 15.2-2143 as follows:

**Monthly Consumption Charge**

These charges are based on the amount of water/sewer used by the customer.

**Water Rates:**

- Business & Residential - Current charge \$3.32 per 1,000 gallons, proposed new rate \$3.65 per 1,000 gallons, 10% increase.
- Industrial - Current charge \$3.26 per 1,000 gallons, proposed new rate \$3.59 per 1,000 gallons, 10% increase.
- Town of Hurt Water System - Current charge \$4.98 per 1,000 gallons, proposed new rate \$5.48 per 1,000 gallons, 10% increase.
- Business & Residential Customers Outside of Town (other than the Town of Hurt water system) - Current charge \$6.65 per 1,000 gallons, proposed new rate \$7.30 per 1,000 gallons, 10% increase.
- Industrial Outside of Town - Current charge \$6.52 per 1,000 gallons, proposed new rate \$7.18 per 1,000 gallons, 10% increase.

**Sewer Rates (based on 85% of water consumption):**

- Business & Residential - Current charge \$3.81 per 1,000 gallons, proposed new rate \$4.00 per 1,000 gallons, 5% increase.
- Industrial - Current charge \$3.91 per 1,000 gallons, proposed new rate \$4.11 per 1,000 gallons, 5% increase.
- Town of Hurt Sewer System - Current charge \$3.81 per 1,000 gallons, proposed new rate \$4.00 per 1,000 gallons, 5% increase.
- Business & Residential Customers Outside of Town (other than the Town of Hurt sewer system) - Current charge \$7.61 per 1,000 gallons, proposed new rate \$8.00 per 1,000 gallons, 5% increase.
- Industrial Outside of Town - Current charge \$7.82 per 1,000 gallons, proposed new rate \$8.22 per 1,000 gallons, 5% increase.

**Connection and Supply Charges.** Charges for connection to the water and sewer systems and for the availability of water and sewer services will be based upon the meter size and Capacity Factor.

Meter Size	Factor	Current Water Connection Base Fee	Proposed Water Connection Base Fee	Current Water Availability Fee	Proposed Water Availability Base Fee	Current Sewer Connection Base Fee	Proposed Sewer Connection Base Fee	Current Sewer Availability Fee	Proposed Sewer Availability Fee
5/8"	1	\$1,500	\$2,150	\$0	\$500	\$2,000	\$2,000	\$600	\$700
3/4"	1.5	\$2,250	\$3,225	\$0	\$750	\$3,000	\$3,000	\$900	\$1,050
1"	2.5	\$3,750	\$5,375	\$0	\$1,250	\$5,000	\$5,000	\$1,500	\$1,750
1 1/2"	5	\$7,500	\$10,750	\$0	\$2,500	\$10,000	\$10,000	\$3,000	\$3,500
2"	8	\$12,000	\$17,200	\$0	\$4,000	\$16,000	\$16,000	\$4,800	\$5,600
2 1/2"	11	\$16,500	\$23,650	\$0	\$5,500	\$22,000	\$22,000	\$6,600	\$7,700
3"	15	\$22,500	\$32,250	\$0	\$7,500	\$30,000	\$30,000	\$9,000	\$10,500
4"	25	\$37,500	\$53,750	\$0	\$12,500	\$50,000	\$50,000	\$15,000	\$17,500
6"	50	\$75,000	\$107,500	\$0	\$25,000	\$100,000	\$100,000	\$30,000	\$35,000
8"	80	\$120,000	\$172,000	\$0	\$40,000	\$160,000	\$160,000	\$48,000	\$56,000
10"	115	\$172,500	\$247,250	\$0	\$57,500	\$230,000	\$230,000	\$69,000	\$80,500

The Base Fee is set for the line being on the same side of the road as the connection, if the line is in the road or opposite side of the road where the connection is needed then the fee will be the base plus the actual installation cost of connection plus 15% Administration Fee.

All rates, fees and charges will be stated in the Master List as published by the Town.

**Gary Shanaberger**  
**Town Manager**  
**Town of Altavista**

Town of Altavista  
Proposed Increase to Water and Sewer Connection and Availability Schedule  
FY2024

		Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Meter Size	Factor	Water Connection Base Fee	Water Connection Base Fee	Water Availability Fee	Water Availability Base Fee	Sewer Connection Base Fee	Sewer Connection Base Fee	Sewer Availability Fee	Sewer Availability Fee
5/8"	1	\$1,500	\$2,150	\$0	\$500	\$2,000	\$2,000	\$600	\$700
3/4"	1.5	\$2,250	\$3,225	\$0	\$750	\$3,000	\$3,000	\$900	\$1,050
1"	2.5	\$3,750	\$5,375	\$0	\$1,250	\$5,000	\$5,000	\$1,500	\$1,750
1 1/2"	5	\$7,500	\$10,750	\$0	\$2,500	\$10,000	\$10,000	\$3,000	\$3,500
2"	8	\$12,000	\$17,200	\$0	\$4,000	\$16,000	\$16,000	\$4,800	\$5,600
2 1/2"	11	\$16,500	\$23,650	\$0	\$5,500	\$22,000	\$22,000	\$6,600	\$7,700
3"	15	\$22,500	\$32,250	\$0	\$7,500	\$30,000	\$30,000	\$9,000	\$10,500
4"	25	\$37,500	\$53,750	\$0	\$12,500	\$50,000	\$50,000	\$15,000	\$17,500
6"	50	\$75,000	\$107,500	\$0	\$25,000	\$100,000	\$100,000	\$30,000	\$35,000
8"	80	\$120,000	\$172,000	\$0	\$40,000	\$160,000	\$160,000	\$48,000	\$56,000
10"	115	\$172,500	\$247,250	\$0	\$57,500	\$230,000	\$230,000	\$69,000	\$80,500

The Base Fee is set for the line being on the same side of the road as the connection, if the line is in the road or opposite side of the road where the connection is needed then the fee will be the base plus the actual installation cost of connection + 15% Administration



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 7.C

**PUBLIC HEARING(S)**

**Title: FY2024 Proposed Meals Tax Increase**

**Staff Resource: Tobie Shelton, Director of Finance and Administration**

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**Action(s):**

Hold a public hearing to allow citizens an opportunity to make comments pertaining to the FY2024 proposed increase to the meals tax rate.

**Explanation:**

The General Fund portion of the FY2024 proposed budget is built on a 1% increase in the meals tax rate. The proposed meals tax rate would increase from 7% to 8%, effective July 1, 2023.

**Background:**

To balance the budget, Council proposed to increase the real estate tax rate and the meals tax rate. Due to Campbell County's general reassessment of real property resulting in an increase of more than 1%, a separate public hearing to increase the real estate tax rate must be held, as required in Section 58.1-3321 of the state code.

There was a consensus of Council to hold a special meeting on Tuesday, June 6, 2023 at 6:00 PM for the public hearing. This will allow us to meet the requirements of state code, while also allowing the adoption of the FY2024 budget and CIP to remain on schedule.

This public hearing of May 9th, is being held for the proposal to increase the meals tax rate of 1%.

**Funding Source(s):**

The proposed budget allocates funds for the fiscal year, beginning July 1, 2023 and ending June 30, 2024.

**Attachments:** *(click item to open)*

*[Attachment. Public Notice: FY2024 Proposed Meals Tax Increase](#)*



**PROPOSED REAL ESTATE TAX RATE INCREASE  
TOWN OF ALTAVISTA  
2023 REAL & PERSONAL PROPERTY TAX RATES  
PROPOSED MEALS TAX RATE INCREASE**

The 2023 levy on all taxable real estate located in the Town of Altavista shall be fourteen cents (\$0.14) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2023 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

The FY2024 Budget includes an increase to the meal tax rate that would be effective July 1, 2023. The proposed meals tax rate would increase from 7.0% to 8.0%.

*Tobie Shelton /Treasurer*



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

**REPORTS AND COMMUNICATIONS**

**Title: Departmental Reports - Finance**

**Staff Resource: Tobie Shelton, Director of Finance and Administration**

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**Action(s):**

**Explanation:**

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*Attachment 1. Meals Tax Report*

*Attachment 2. Sales Tax Report*

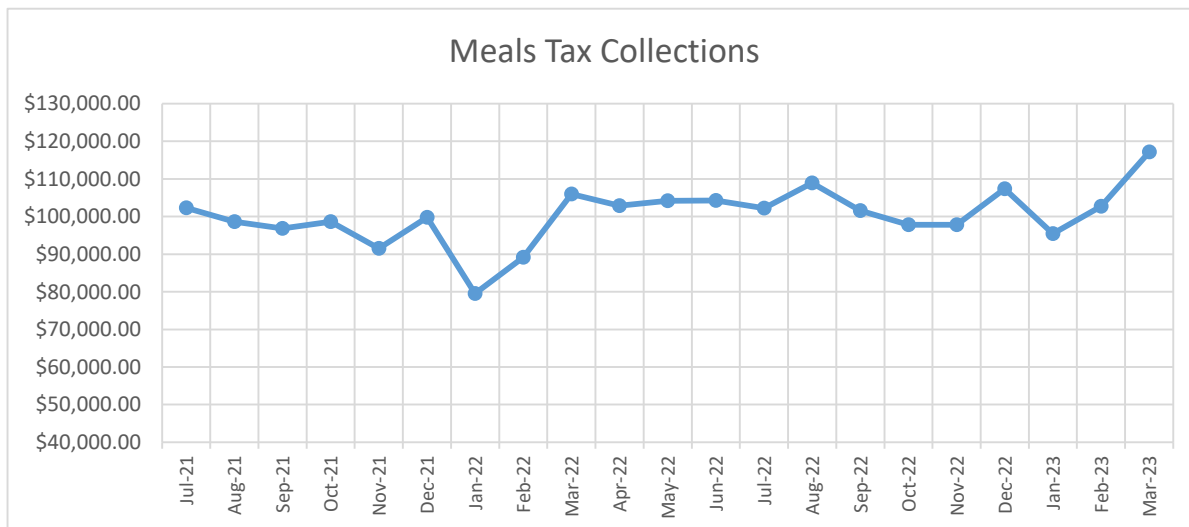
*Attachment 3. Lodging Tax Report*

*Attachment 4. Cigarette Tax Report*



## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-21	\$102,323.58	PREVIOUS	
Aug-21	\$98,626.77	YTD TOTAL (FY)	
Sep-21	\$96,824.86	FY2019	\$986,050.18
Oct-21	\$98,658.96	FY2020	\$971,639.35
Nov-21	\$91,491.36	FY2021	\$1,109,805.71
Dec-21	\$99,746.00	FY2022	\$1,173,591.03
Jan-22	\$79,529.83	MTD TOTAL (FY)	
Feb-22	\$89,114.95	FY2022	\$862,298.79
Mar-22	\$105,982.48	FY2023	\$930,945.41
Apr-22	\$102,861.09	+/-	\$68,646.62
May-22	\$104,201.57		
Jun-22	\$104,229.58	Budgeted:	\$1,000,000
Jul-22	\$102,219.51	+/-	-\$69,054.59
Aug-22	\$108,874.52	% of Budget	93.09%
Sep-22	\$101,598.57		
Oct-22	\$97,819.71		
Nov-22	\$97,796.59		
Dec-22	\$107,362.89		
Jan-23	\$95,466.21		
Feb-23	\$102,679.53		
Mar-23	\$117,127.88		
Apr-23			
May-23			
Jun-23			



**Town of Altavista  
Local Sales Tax**

Jul-21	\$18,437
Aug-21	\$17,735
Sep-21	\$19,246
Oct-21	\$18,249
Nov-21	\$18,373
Dec-21	\$23,498
Jan-22	\$17,336
Feb-22	\$16,524
Mar-22	\$21,319
Apr-22	\$19,664
May-22	\$20,106
Jun-22	\$18,402
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	
Apr-23	
May-23	
Jun-23	

**YTD TOTAL (FY)**

<b>FY2020</b>	<b>\$170,672</b>
<b>FY2021</b>	<b>\$210,965</b>
<b>FY2022</b>	<b>\$228,889</b>

**MTD TOTAL (FY)**

<b>FY2022</b>	<b>\$149,399</b>
<b>FY2023</b>	<b>\$162,411</b>

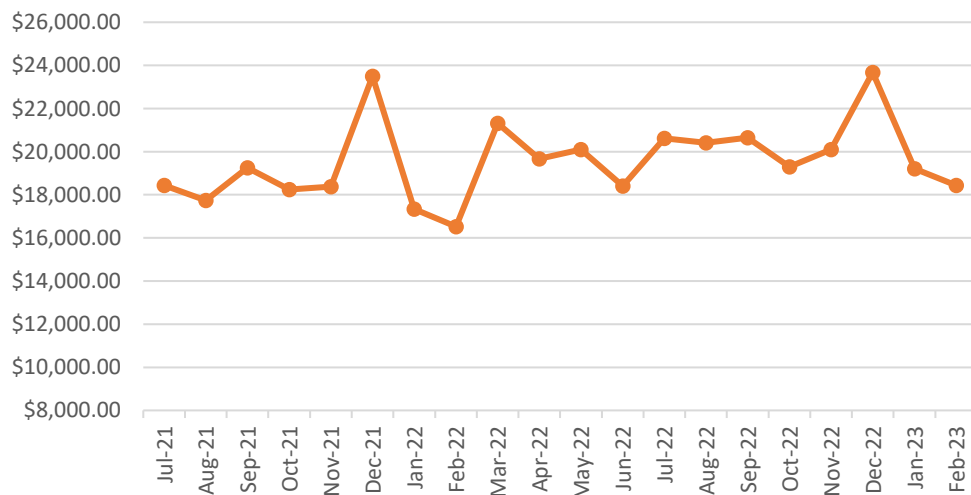
+/- \$13,012

**Budgeted: \$200,000**

+/- \$37,589

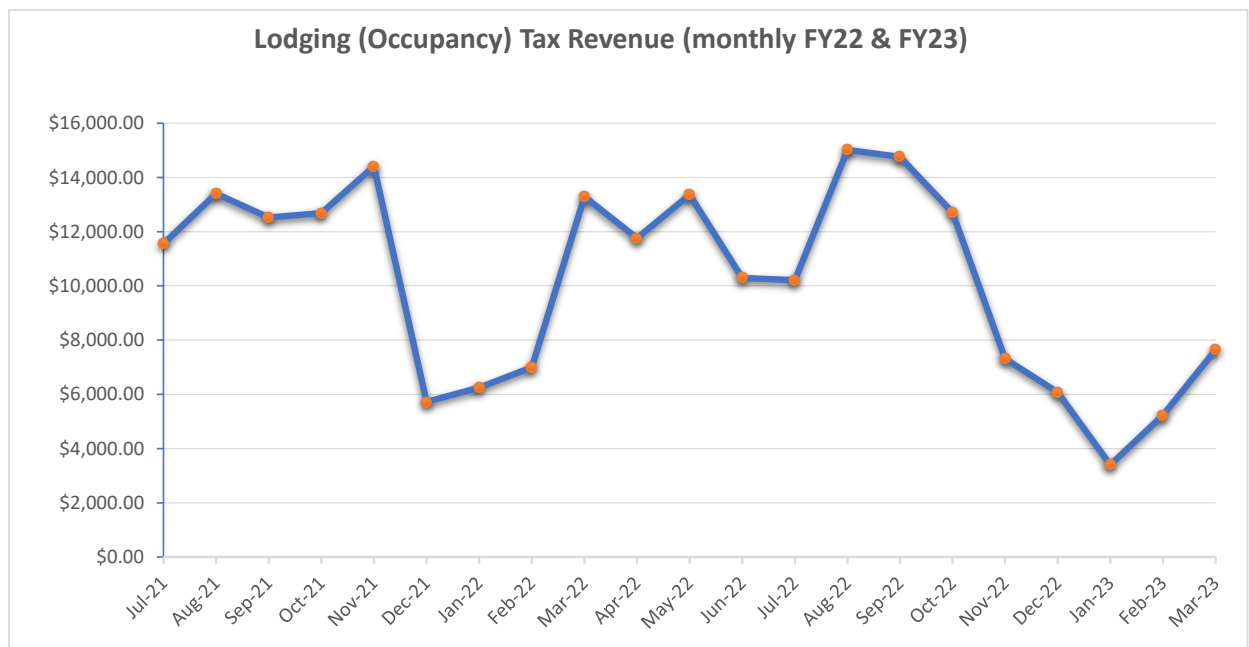
% of Budget 74.70%

**Local Sales Tax (Monthly FY22 & FY23)**



**Town of Altavista  
Lodging (Occupancy) Tax**

Jul-21	\$11,551		
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$12,686	FY2022	<b>FISCAL YEAR TOTAL \$132,244</b>
Nov-21	\$14,408		
Dec-21	\$5,722		
Jan-22	\$6,248	FY2022	<b>MTD TOTAL (FY) \$96,826</b>
Feb-22	\$7,000	FY2023	<b>\$82,348</b>
Mar-22	\$13,294	+/-	-\$14,478
Apr-22	\$11,765		
May-22	\$13,365	<b>Budgeted:</b>	<b>\$99,500</b>
Jun-22	\$10,288	+/-	-\$17,152
Jul-22	\$10,206	%/Budget:	82.76%
Aug-22	\$15,015		
Sep-22	\$14,759		
Oct-22	\$12,713		
Nov-22	\$7,317		
Dec-22	\$6,071		
Jan-23	\$3,400		
Feb-23	\$5,230		
Mar-23	\$7,639		
Apr-23			
May-23			
Jun-23			



## 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	
Jun-23	

### FISCAL YEAR

#### TOTAL

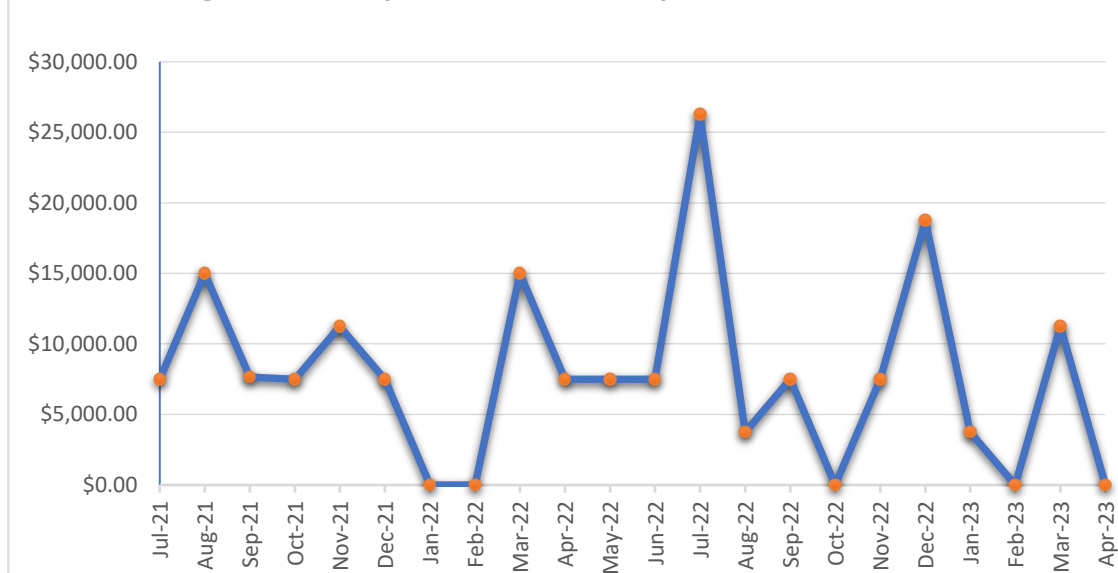
FY2019	\$140,288
FY2020	\$124,684
FY2021	\$101,612
FY2022	\$93,885

#### MTD TOTAL (FY)

FY2022	\$78,885
FY2023	\$78,750
+/-	-\$135

<b>Budgeted:</b>	<b>\$100,000</b>
+/-	-\$21,250
%/Budget:	78.75%

**Cigarette Stamp Revenue (monthly FY22 & FY23)**





TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

**REPORTS AND COMMUNICATIONS**

**Title: Altavista Public Works: Monthly Reports - April 2023**

**Staff Resource: Jeff Arthur, Manager, Public Works Department**

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**Action(s):**

Informational Items

**Explanation:**

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*[attachment 1. PW - BUILDINGS\\_AND\\_GROUNDS\\_MONTHLY\\_REPORT\\_APRIL\\_2023](#)*

*[attachment 2. PW - FLEET\\_MAINTENANCE\\_DEPARTMENT-APRIL\\_2023](#)*

*[attachment 3. PW - STREET\\_DEPARTMENT\\_MONTHLY\\_REPORT-APRIL\\_2023](#)*

# BUILDINGS AND GROUNDS

May 2, 2023

TO: TOWN MANAGER  
FROM: BRIAN ROACH, B&G SUPERVISOR  
MONTH: April 2023

Vacation / Funeral / Sick Leave Taken		24.50
Meetings / Data Entry / Work Planning / Training		68.75
# Of Call Duty Hours		21
# Of Hours ELD Training at CVCC		16
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations (1 Burials / 1 Cremation)	2	25
Cemetery Grounds Maintenance		26
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)	89.31	82.5
Residential Garbage Collected (Tonnage) Town of Hurt	37.33	32
# Of Curbside Brush Collected (Stops)	196	47.5
Loads of Brush Collected	20	
# Of Curbside Bulk Collected (Stops)	102	27.25
Bulk Collection (Tonnage)	20.50	
# Of Tires Collected	0	0
# Of Residential Garbage Citations Issued	0	0
Vehicle Maintenance		12.75
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		0
# Of Building Maintenance Hours		38.25
# Of Park Cleaning		77.25
# Of Parks Ground Maintenance Hours		49.25
# Of Parks Flower Bed Maintenance Hours/ Weed Control		9.5
# Of Vista Theatre Maintenance and Assisting		135.5
Seasonal / Contract Mowing	67.53	0
# Of Vehicle Maintenance Hours		20.5
# Of Mowing Parks (Acreage 193.47)		271
# Of Assisting Other Crews		1
Total Labors Hours for the Month		985.5

## FLEET MAINTENANCE DEPARTMENT

**DATE:** May 2, 2023

**TO:** TOWN MANAGER  
**FROM:** TERRY LAMBERT, FLEET SUPERVISOR

**MONTH:** APRIL 2023

DESCRIPTION	Labor Hours
Vacation	8
Safety Meetings/Training	17
Holiday	0
Daily/ Weekly/ Planning & Scheduling	11.5
Sick Leave Used	9.5
CIP / Budgeting / Calling Vendors	14.5
Preventive Maintenance	87
General Repair's	33
Troubleshoot and Diagnostic	22.5
DMV Titling	0
On the Road Service Call	0
Picking Up & Delivery	38
Building & Grounds	6.5
Tool Inventory	0
Inspections/Surplus	10.5
Assisting Other Crews	7.5
General Maintenance	53
Total Labor Hours for the Month	318.5

## STREET DEPARTMENT MONTHLY REPORT

DATE: May 2, 2023

TO: TOWN MANAGER  
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: APRIL 2023

DESCRIPTION	Labor Hours
Vacation / Sick Leave Taken / Comp. Time Used / Funeral Leave	85
Holiday	0
Staff, Safety Meetings/Data Entry/Planning Schedule	92
Weekend Truck (16.10 Tons) (9 Trucks)	39.5
Street Sweeping (Miles Swept Main St. and Bedford Ave. 36 / Town Wide 30)	20
Litter Control (Bags Collected 22)	12.75
Assisting Other Crews	7.75
Town Wide Mowing (54.52 Miles)	301.25
Signage	17.25
Shoulder Work / Stone (92.30 Tons)	0
Ditch & Drainage Pipe Maintenance	12
Weed Control (Gallons Sprayed 204)	62.75
Street Lighting	7
Dead Animal Removal/Buzzard Control	0
Decorative Street Light	8
Tree/Trimming/Removal	32.25
Install Driveway Pipe	0
Call Duty	1
Vehicle/Equipment Maintenance	25
Public Works Lot Cleaning (Tons)	0
Asphalting (7.90 Tons)	0
Special Projects / Special Events-TGIF/VTI EVENT / Seasonal-Flag Rotation	31.25
Traffic Control	43.25
Snow Prep	8
Total Labor Hours for the Month	806





TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

**REPORTS AND COMMUNICATIONS**

**Title: APD Monthly Reports - April 2023**

**Staff Resource: APD Chief Tommy Merricks**

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**Action(s):**

For informational purposes

**Explanation:**

Monthly reports from the Altavista Police Department for the month of April 2023.  
Includes daily activity and activity on Hwy. 29.

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*attachment 1. APD Daily Activity Report-April 2023*

*attachment 2. APD Patrol on 29-April 2023*

2023 ALTAVISTA POLICE DEPT MONTHLY REPORT					
	January	February	March	April	Year to Date
Criminal Arrests "Felony"	3	0	0	1	4
Criminal Arrests "Misdemeandor"	16	1	8	6	31
Warrant Executed	19	8	7	7	41
Uniform Traffic Summons Issued	56	67	23	30	176
# Traffic Stops	122	132	128	70	452
BOLO'S (Be on Look Out)	3	5	9	5	22
DUI	1	0	1	1	3
IBR	37	9	45	42	133
MVA	8	13	11	15	47
Assist Motorist	22	19	19	21	81
Calls for Service	408	450	514	411	1,783
Alarm Responses	8	20	20	16	64
ECO/TDO	0	3	2	0	5
ECO/ TDO HOURS	0	15	30	0	45
Court Hours	2	2	1	5	10
Citizen Contacts	1,280	1,895	2,394	2,729	8,298
Businesses, Residences Check "Foot Patrols"	462	345	509	394	1,710

PATROL-RT 29-April 2023				
	Time	Location	Officer	Disposition
3-Apr	0031-	Rt 29	Earhart	Traffic Stop
7-Apr	0055-	Rt 29	Earhart	Traffic Stop
7-Apr	0122-	Rt 29	Earhart	Traffic Stop
7-Apr	0055-0110	Rt 29	Pugh	Traffic Stop
7-Apr	0122-0132	Rt 29	Pugh	Traffic Stop
7-Apr	0503-0503	Rt 29	Pugh	Alarm
8-Apr	0343-	Rt 29	Earhart	Traffic Stop
8-Apr	0343-0359	Rt 29	Pugh	Traffic Stop
9-Apr	0018-	Rt 29	Earhart	Traffic Stop
9-Apr	0220-	Rt 29	Earhart	Traffic Stop
9-Apr	0018-0033	Rt 29	Pugh	Traffic Stop
9-Apr	0220-0225	Rt 29	Earhart	Traffic Stop
13-Apr	1423-1430	Rt 29/Clarion	Anthony	Check Welfare
13-Apr	0415-	Rt 29/Main	Earhart	Traffic Stop
17-Apr	0010-	Rt 29	Earhart	Traffic Stop
17-Apr	0010-0054	Rt 29	Pugh	Traffic Stop
18-Apr	0949-1002	Rt 29/Main	Anthony	Check Welfare
21-Apr	1616-1627	Rt 29	Anthony	Traffic Stop
21-Apr	0006-	Rt 29	Earhart	Structure Fire
22-Apr	2238-2258	Rt 29/Main	Pugh	Traffic Stop
22-Apr	0110-0229	Rt 29/Bedford	Pugh	Traffic Stop
22-Apr	2237-	Rt 29	Earhart	Traffic Stop
22-Apr	0110-	Rt 29/Bedford	Earhart	Traffic Stop/Drugs
23-Apr	1713-1719	29 NB	Elias	Check Welfare
23-Apr	1330-1330	Rt 29/Main	Anthony	Disabled Vehicle
28-Apr	1302-1317	Rt 29	Abbott	Disabled Vehicle



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

**REPORTS AND COMMUNICATIONS**

**Title: Utility Project Updates**

**Staff Resource: Paul Hill, Assistant Director of Public Services**

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**Action(s):**

Informational Items

**Explanation:**

Monthly Department Reports - for April 2023

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*[STATUS REPORT - CLARIFIER #3 PROJECT 5-03-2023](#)*

*[STATUS REPORT - AMI PROJECT 5-03-2023](#)*

*[STATUS REPORT - LYNCH CREEK PROJECT 5-03-2023](#)*

*[STATUS REPORT - MELINDA HPZ PROJECT 5-03-2023](#)*

*[STATUS REPORT - AERATION STUDY 5-01-2023](#)*

*[STATUS REPORT - WWTP ELECTRICAL PROJECT 5-01-2023](#)*

*[STATUS REPORT - FRAIZER ROAD DRAINAGE PROJECT 5-01-2023](#)*

*[STATUS REPORT - FILTER IMPROVEMENT PROJECT 5-01-2023](#)*

*[STATUS REPORT - SPRINGS SCADA PROJECT 5-01-2023](#)*

*[STATUS REPORT - VDEM GENERATORS 5-01-2023](#)*

*[STATUS REPORT - UV SYSTEM UPGRADE 5-3-23](#)*

*[April 2023 Monthly Report for Council Members 2.pdf](#)*

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



Date: May 3, 2023

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

Completed Work Over the Last Week

1. Prebid was held on April 25, 2023.
2. Addenda 1 was issued on May 1.

Anticipated Work Over the Next two Weeks

1. Bid Opening is scheduled for May 16<sup>th</sup>.

Outstanding Issues

1. None

Construction Schedule Update

1. Construction unstarted

Budget Summary

1. Design Services	Contract:	\$9,000	JTD:	\$9,000
2. Bidding Assistance	Contract:	\$7,000	JTD:	\$1,750
3. Construction Phase Assistance	Contract:	\$8,000	JTD:	\$0

Construction Cost Summary:

1. None

Submitted by:

Matthew G. Gross, PE  
Project Manager

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



Date: May 3, 2023

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

Completed Work Over the Last Week

1. Some of the meters have been delivered to the Town and stored at the shop. Project Kick-Off meeting was held on March 28, 2023.

Anticipated Work Over the Next two Weeks

1. More materials will be delivered and project team meeting will be scheduled.

Outstanding Issues

1. None at this time

Construction Schedule Update

1. During the Kick-Off meeting it was stated that all meter swaps would be completed within 6-8 weeks.

Budget Summary

1. Bid Assistance	Contract:	\$12,500	JTD:	\$12,500
2. Construction Administration	Contract:	\$15,000	JTD:	\$2,650

Submitted by:

Chad Hodges, PE  
Asst. Project Manager

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



Date: May, 3, 2023

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Mendon has taken care of the remaining punch list items and have delivered the asbuilts for the project.

Anticipated Work Over the Next two Weeks

1. Working on closing out the project completely.

Outstanding Issues

1. None to date

Construction Schedule Update

1. Construction completed.

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$44,720
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$4,460
7. Construction Administration	Contract:	\$18,900	JTD:	\$18,900

Construction Cost Summary:

1. Lynch Creek Sewer Replacement	Contract:	\$2,229,500	JTD:	\$1,637,654
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Submitted by:

Chad Hodges, PE  
Asst. Project Manager

Randy W. Beckner  
Bradley C. Craig  
Wm. Thomas Austin  
James B. Voso  
Chad M. Thomas  
Jason A. Carder  
Brian R. Newman  
D. Jason Snapp  
Ryan P. Kincer



Edwin K. Mattern, Jr. (1949-1982)  
Gene R. Cress (1935-2014)  
Sam H. McGhee, III (1940-2018)  
Stewart W. Hubbell (Retired)  
J. Wayne Craig (Retired)  
Michael S. Agee (Retired)  
Steven A. Campbell (Retired)  
Randy L. Dodson (Retired)

**May 3, 2023**

**This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project**

**Completed Work Over the Last 4 Weeks**

1. Contractor working on pump station punch list.
2. Replacement pressure gauge installed.

**Anticipated Work Over the Next 4 Weeks**

1. Contractor to complete final completion punch list.
2. Replacement of pressure transmitters.

**Scope Changes to Date**

1. Waterline was shortened by approximately 300 LF on Avondale Drive.
2. VFD enclosures changed from NEMA 12 to NEMA 3R.

**Outstanding Issues**

1. Pressure Transmitters. Contractor's supplier is working to find suitable alternatives.

**Construction Document Schedule Update**

1. Notice to Proceed (9/27/2021)
2. Substantial Completion (~~1/25/2022~~) (~~9/30/2022~~) (2/8/2023)
3. Completion (~~2/24/2022~~) (~~10/30/2022~~) (2/28/2023)

**Budget Summary**

1.

Engineer's Estimate:	\$1,084,240.00
Town's Budget	\$926,000.00
Actual Construction Cost & Engineering	\$1,226,972.71

2.

Engineering Bid, CA & SCADA Contract	\$70,920.00
JTD	\$66,331.50

3.

Construction Contract	\$1,226,972.71
JTD	\$1,038,020.08
Retainage to Date	\$54,632.63

**Input Needed from Town/Others**

1. Discrepancies between plans/specifications and Town standards continue to be coordinated. M&C keeping list for updates to Town standards at conclusion of project.

**Other Issues/Concerns**

Submitted by:

Ryan P. Kincer, PE  
Project Manager



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 May 2023**

**Project Name:** WWTP Aeration System  
**Project Manager:** Keith Lane, PE  
**Sub-Consultant** Masters Engineers  
**P&B Job Number** 19-75

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**Recent Activities:** No recent activity

**Anticipated work over the next two weeks:**

**Upcoming Tasks:**

**Outstanding Issues:**

---

**Design Schedule:** TBD Complete design plans and specs  
TBD Advertise for Bids (if Town desires)  
**Schedule Constraints:** Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades  
See note below regarding potential schedule adjustment.  
**Projected Completion:** 31 October 2021  
**Approved Budget:** \$198,000  
**Invoiced To Date:** \$19,200  
**Balance to Complete:** \$178,800

---

**Town Input Required:**

**Issues Town Should Be Aware Of:** The schedule for this project has been adjusted to coincide with the Phase III portion of the overall WWTP electrical improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the aerator work. The design schedule above has been adjusted to reflect delay of the design such that the bulk of the PH III design is completed for coordination purposes.

**Town and Engineers will need to coordinate the design construction timing in conjunction with Town's funding schedule.**

**Construction Contract Price:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 May 2023**

**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 determined the VFD sizing for the blower building and SHB digester blowers. Town staff, Engineers and Contractors met at Town Hall on 26 April to discuss finalization of VFD recommendations and payment for new VFDs. Town staff has requested verification from VFD manufacturer regarding suitability of the VFDs for the noted application.

**Anticipated work over the next two weeks:** Engineer will provide a formal recommendation for the VFDs. Complete punchlist items and work toward substantial completion.

**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:**

**Issues Town Should Be Aware Of:** Contractor will document all delays. Blower VFD permanent resolution is a critical item to maintain the plant. All parties are working to determine an appropriate solution.

**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 Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 May 2023**

**Project Name:** Frazier and Lynch Mill Road Drainage issues  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant**  
**P&B Job Number** 21-08

---

**Recent Activities:** Town staff requested additional information/clarification on lawn mower access to the east side of the property, ditch lining material and disposal of excess material. Engineer replied with access ability note, options for lining material and notation regarding use of excess fill to be coordinated for use on church property.

**Anticipated work over the next two weeks:** Staff will review Engineer's notes and provide preferences for integration into the plans.

**Upcoming Tasks:** Revise plans. Coordinate bidding with Town staff.

**Outstanding Issues:** Easements

---

**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

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

**Invoiced To Date:** \$3285

**Balance to Complete:** \$19,715

---

**Town Input Required:** Town staff will need to review the sizing of the ditch and easement across private land. The ditch can be widened at the base and side slopes made steeper to reduce the width of the easement if so desired.

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 May 2023**

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

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**Recent Activities:** Final project documentation is being processed.  
**Anticipated work over the next two weeks:** Official close-out of the project  
**Upcoming Tasks:** Awaiting repair/replacement of the waste flow meter.  
**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:**

**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**  
**1 May 2023**

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

---

**Recent Activities:** Contractor has sent initial submittals for review and Engineer has provided first round of comments.

**Anticipated work over the next two weeks:**

**Upcoming Tasks:** Contractor will likely need to visit sites in person prior to commencing work.

**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:** \$55,164

**Balance to Finish ~~plus retainage~~:** \$172,651

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 May 2023**

**Project Name:** VDEM Generator Installations  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** Grant Beasley, Master Engineers, ECS (Geotech)  
**P&B Job Number** 20-51

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**Recent Activities:** Engineer has requested final documentation from VDEM for any information needed.  
**Anticipated work over the next two weeks:** Complete final project documentation as requested by VDEM.  
**Upcoming Tasks:**  
**Outstanding Issues:**

---

**Design Schedule:** May (Rebid) 2021 Award Contract  
June 2021 Notice to Proceed  
November 2021 Substantial Completion

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** \$43,600  
**Invoiced To Date:** \$43,600  
**Balance to Complete:** \$0

---

**Town Input Required:**

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$498,500 + (\$1556) (Change Orders)  
**Current Paid:** \$496,943  
**Balance to Finish plus retainage:** \$0

**Town of Altavista  
Status Report**

Date: 5/3/2023

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

Completed Work Over the Last Week

1. Reviewing submittal

Anticipated Work Over the Next two Weeks

1. Complete submittal review and send back comments/approval for system production

Outstanding Issues

1. None.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

- |               |                      |        |
|---------------|----------------------|--------|
| 1. Contractor | Contract: 48,200.00  | JTD: 0 |
| 2. UV SYSTEM  | Contract: 349,840.00 | JTD: 0 |

Submitted by:

Paul Hill, Assistant Director of Public Services  
Project Manager

### Monthly Staff Report Water Plant

TO: Town Manager  
 FROM: Nathan Farmer  
 DEPARTMENT: Water Treatment Plant  
 MONTH: April 2023

#### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 16.5 Hours per Day which yielded approximately 1,598,000 gallons of water per day.

Rain 5.67 YTD Rain 14.20 YTD Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>17.6</u>	hrs				
Average Hours per day (weekends)	<u>14.0</u>	hrs				
Average produced (week days)	<u>1,698,419</u>	gallons per day				
Average produced (weekends)	<u>1,397,317</u>	gallons per day				
Total Raw Water Pumped:	<u>48.090</u>	million gallons				
Total Drinking Water Produced:	<u>47.940</u>	million gallons				
Average Daily Production: (drinking)	<u>1,598,000</u>	gallons per day				
Average percent of Production Capacity:	<u>53</u>	%				
Plant Process Water:	<u>755,300</u>	(finished water used by the plant)				
Bulk Water Sold @ WTP:	<u>16,200</u>	gallons				
Flushing of Hydrants/Tanks/FD use/Town Use	<u>10,100</u>	gallons				
McMinnis Spring						
Total Water Pumped:	<u>6.552</u>	million gallons	average hours per day	<u>12.4</u>		
Average Daily Produced:	<u>218,400</u>	gallons per day	Rain at MC	<u>5.4</u>	YTD Rain	<u>14.55</u>
Reynolds Spring			snow	<u>0</u>		<u>0.00</u>
Total Water Pumped:	<u>5.825</u>	million gallons	average hours per day	<u>11.2</u>	Total Precip	<u>14.55</u>
Average Daily Produced:	<u>194,166</u>	gallons per day	Rain at RE	<u>4.6</u>	YTD Rain	<u>13.40</u>
Purchased Water from CCUSA	<u>1,878,976</u>	gallons	snow	<u>0</u>		<u>0.00</u>
Sold to Hurt	<u>2,523,964</u>	gallons			Total Precip	<u>13.40</u>
Industrial Use	<u>41,982,791</u>	gallons				

Water lost due to leaks

0

#### Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed

VDH samples completed for compliance

Melinda High Pressure Zone- Station is operating with punch list items created for this project.

Filter Upgrade - Completed and awaiting VDH CTO as well as warranty item on waste flow meter

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

Generator project, Completed and working on administrative closeout.

Town of Hurt DBP improvement project, VDH sent approval of project

Springs SCADA project - Awaiting electrical schedule, equipment submittals are coming in

Sedimentation Basin Project Awarded, Dewberry has provided the PER and the PER was sent to VDH for approval

AMI Meter system bids were received, awarded to Waterworks, Inc. Meters have begun to arrive at maintenance shop.

WTP SCADA upgrade scope to be discussed with the engineer

Springs Rehabilitation - Engineering Concepts, received PER, sent to VDH. Status report received for April.

Raw Water Control Valve to be acquired within the next two months including a accutuator

Lead and Copper Inventory has continued and the LEAP application has been sent in.

Lead and Copper Sampling to be done in July

Cyanide samples are to be taken during 2nd Quarter

The Town received PFAS sample results that showed some PFAS residuals that Town staff questioned. Additional testing will be done.

UCMR5 (PFAS) samples were collected in January from entry points of Plant, and both Springs

#### Utilities Distribution and Collection



# of Service Connections	1	Addresses:	
		5 Ash Lane	
# of Service Taps	1	Addresses:	
		5 Ash Lane	
# of Meters Read	103	Monthly	Rereads
		Quarterly	Rereads
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	20		
	228.80	Tons	
# of Location Marks made for Miss Utility	36		
# of Meters Replaced	0		
# of Water Lines Repaired	0	# of Sewer Lines Unstopped	
Locations:		Locations:	1
		1010 Main Street	
# Air Relief Valves Inspected	0		
# of PRV Maintenance/Inspection	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	1		
# of Blow-Off Valves Located	0		
Push Camera Footage	0	Sewer Main Cleaned	0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned	0
Sewer Video Footage	1,103	Sewer Service Video	0
Sewer Video Manholes	17	Sewer (Root Cutting) Service	0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage	1,300
Water Turn On and Offs	26	Sewer Manholes Inspected	17
Water Right of Way Clearing Footage	0.00	Sewer Installed Clean Out	2
Water Meter Box Replacement	1		
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:  
One Stop sewer line location being determined, to set clean outs

DEPARTMENT: Wasterwater Plant  
MONTH: April-23

Average Daily Flow	1.90	MGD		
TSS Reduction	95	%		
BOD Reduction	96	%		
VPDES Violations	0			
Sludge ( Regional Land Fill)	235	tons		
Rain Total	5.97	Inches	Snow Total	Inches
	13.61	YTD Total		

Other Wastewater Activities and CIP Projects:

Month: April  
Week: April 3rd, 2023

Month: April  
Week: April 10th, 2023

- Continue Sanitizing procedures for commonly used areas
  - Submitted Timesheets (Early)
  - Submitted Monthly DMR
  - Submitted Monthly Septic Tank Hauler Billing
  - Safety Quiz
  - Rain data submitted to National Weather Service
  - Repairing UV system
  - UV system check
  - Entered Lab data
  - Normal Plant Operations
- Continue Sanitizing procedures for commonly used areas
  - Ran Main and River View pump station generators
  - Repairing UV system
  - Repaired small thickener gear drive
  - Continue work on Mister system for EOP
  - UV system check
  - Entered Lab data
  - Normal Plant Operations

Month: April  
Week: April 17th, 2023

Month: April  
Week: April 24th, 2023

- Continue Sanitizing procedures for commonly used areas
  - Scheduled Annual DI unit sampling
  - Scheduled Annual Sludge TCLP sampling
  - Repairing UV system
  - Continue work on Mister system for EOP
  - UV system check
  - Entered Lab data
  - Normal Plant Operations
- Continue Sanitizing procedures for commonly used areas
  - Submitted timesheets
  - Ran Main and River View pump station generators
  - Ordered polymer 4-28-23
  - Reset UV system Bank B breaker ground faults
  - Repairing UV system
  - Continue work on Mister system for EOP
  - UV system check
  - Entered Lab data
  - Normal Plant Operations
- UV system check
  - Entered Lab data
  - Normal Plant Operations
- UV system check
  - Entered Lab data
  - Normal Plant Operations



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

**REPORTS AND COMMUNICATIONS**

**Title:** Community Development

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

---

**Action(s):**

Receive the report.

**Explanation:**

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*attachment. CD April 23 Monthly Report*



## MEMORANDUM

**To: Gary Shanaberger, Town Manager**

**From: Sharon D. Williams, AICP – Community Development Director SDW**

**Date: May 1, 2023**

**Re: April 2023 Community Development Report**

---

### **Permits**

Ten (10) Zoning Permits were applied for during the month of April:

*New Business (5):*

- Home Occupation – C& R Tow & Salvage - 1321 4<sup>th</sup> St (no onsite storage)
- Miami Vibes Tanning & Spray Tans - 611 Broad St
- Megan Layne – 1000 Main St (new massage therapist at Lulu's)
- Gabriella Wells – 901 7<sup>th</sup> St (new tenant at Perfect Canvas Salon)
- Joan Tyree – 901 7<sup>th</sup> St (new tenant at Perfect Canvas Salon)

*New Owner (1):*

Northside Plaza LC & Gasco Realty LLC – Town & County Shopping Center

*Mobile Restaurant (1): Tasty Burgers & More*

*Sign Permit (2):*

- Commonwealth Heating, Cooling, & Electrical 804 Main St (wall sign)
- YMCA – 728 7<sup>th</sup> St (LED sign)

*New Building (1): 911 7<sup>th</sup> St Duplex, pending payment of water & sewer fees*

*Plat (2):*

- Resurvey of property 17 acres on Bedford Ave
- Survey to show the division of 3 parcels on Main Street from the Frazier Farm. Available land records showed these parcels are part of the Frazier Farm; however, 7<sup>th</sup> and Main Streets separate the parcels, and they are not part of the farm. New tax parcels numbers will be assigned by Campbell County and a contract to purchase the lots is pending.

### **Violations**

There were 11 new violations reported in April and 8 violations were closed. There are 15 active code enforcement violations.

**900 Park Street**

I have asked the Town Attorney to begin the proceedings to have 900 Park St auctioned (Judicial Sale of Real Property) to collect the debt owned to the town for this derelict structure. There was a fire that started in the kitchen in 2014 and the property has been unoccupied

since that time. The owner, David Hall, was cited multiple times by the former Assistant Town Manager Dan Witt and the property was declared a nuisance by Town Council; however, the violations were never abated. In December of 2020, the Community Development Director through a public hearing, asked Town Council to amend §21-2(c) of Town Code to increase the monthly fine up to \$500 a month for derelict buildings and to declare the house as a derelict structure. The property owner has been billed \$500 a month and has an outstanding balance of \$12,000. In March of 2022, a \$5,500 lien was placed on the property.

The Town Code authorizes this penalty to be collected in the same manner as real estate taxes. Under existing provisions real estate is not subject to judicial sale until the taxes have been delinquent for a period of two years. However, the Code of Virginia under §58.1-3965 reduces the length of time to one year for condemned, blighted, and derelict structures.

#### 703 13<sup>th</sup> Street

This property had been the subject of multiple violations for overgrown vegetation that had engulfed the house and had been declared a nuisance by the Town Council at the request of the former Assistant Town Manager; however, the violations were never abated.

In April 2022, a complaint was made from an adjacent property owner about overgrown vegetation that had engulfed the house and was impacting his property. Upon inspection the building was found to be open/unsecured, with decaying floors, and the house had not been connected to utilities since 2000. The Community Development Director issued a Notice of Violation to the owner, Jerry Hanson. Mr. Hanson contacted the town and offered to sell the property to the town, who purchased the lot and will use it as part of its new housing program under the Town's Acquire, Renovate, Sell grant. A demolition permit was issued by Campbell County on April 13, 2023.

#### 1606 School Street

Renovations have begun on 1606 School St. The property was declared a public nuisance by the Town Council on September 13, 2022, and was owned by Delegate Matt Fariss. The morning of the public nuisance hearing, the property was sold to Isaac and Elaine Gratto. Upon learning of the public nuisance declaration, the new owners requested that the town stay enforcement action until April 2023.

**Correction to March report:** There were eight (8) new violations reported and 23 were closed. There were 13 active code violations.

#### **Planning Commission:**

The Planning Commission met on April 3, 2023. It was the first meeting for student Planning Commissioners Micah Andrews and Rayna Steele. The Commission discussed short term rentals and whether Altavista should consider adopting an ordinance to regulate the use. The Planning Commission asked staff to draft an ordinance for the Commission to consider.

#### **Board of Zoning Appeals:**

The Board of Zoning Appeals did not meet in April.

### **Staff Projects/Meetings/Updates:**

The Community Development Director has noticed an increase in the number of rental properties in town and is concerned by the decrease in homeownership opportunities. Investors out of Lynchburg are increasingly finding Altavista to be an attractive market for investment. There has been an increase in the number of violations on rental properties ranging from uncut grass and hedges to trash blowing onto adjacent properties from inadequate dumpster enclosures. It cost \$8.10 for each mailing of a Notice of Violation. Staff will continue to stress to landlords the importance to regular inspections of their rental properties.

There has been an increase in the number of fundraiser events being held at the Advance Auto Parts (1281 Main St). The store manager has been contacted to discuss code requirements regarding these events. While permitted, no event can obstruct the flow of traffic or be located in a required parking space. Additionally, before food and/or meat can be sold, the necessary permits must be obtained.

The town held its first community shredding event in several years. Due to a donation from AAPR (American Associate of Retired Persons) there was no cost to the town. On April 15, 2023, four (4) tons of documents were shredded. Town employees that volunteered to work at the event were Ben Mitchell with Public Works, the Community Development Director, and finance staff Cheryl Dudley, Crystal Hailey, and Sharon Rowland. Due to the success, the town hopes to hold this event annually.

The Campbell County Public Library System completed the required 4 cleanups under the Town's Adopt-A-Street program. Signage has been installed at Broad and Main Street recognizing the adoption of this area.

The town has been granted an extension on its Vista Theater Feasibility Grant from the Virginia Department of Housing and Community Development (DHCD).

The Community Development Director and Public Services Director answered questions from the owners of Peace of Pie regarding the move from their existing location to the General Store. There are few requirements from the town as water and sewer are available and no parking is required in the Central Business District. However, since the use of the building is changing, Peace of Pie will need to obtain building and trade permits, as well as a Certificate of Occupancy from Campbell County for the intended use.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee (CVTTC) which was held virtually.

The Town Manager, Assistant Town Manager, and Community Development Director met with the DHCD and learned that Altavista was approved for a \$60,000 Planning Grant for the Mosley Heights neighborhood. The Town will work with the residents to determine if it should focus on infrastructure, housing, or both.



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

**REPORTS AND COMMUNICATIONS**

**Title:** Altavista Town Council Meeting Calendars

**Staff Resource:** Crystal Hailey, Asst. Town Clerk

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**Action(s):**

Informational Items

**Explanation:**

Attached are the Altavista Town Council Meeting Calendars for both May and June, 2023, with important meeting dates.

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*attachment 1. Altavista Town Council Meeting Calendar - May 2023*

*attachment 2. Altavista Town Council Meeting Calendar - June 2023*

# MAY 2023

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
	1 <b><u>Planning Commission</u></b> 5pm	2	3	4	5	6 <a href="#"><u>Splash Pad Opens</u></a> Weekends ONLY
7	8	9 <b><u>Council Mtg.</u></b> 6pm Public Hearing for FY2024 Budget	10	11	12	13
14	15	16	17	18	19	20
21	22	23 <b><u>Council Work Session</u></b> 5pm	24	25	26	27
28 <a href="#"><u>Splash Pad</u></a> Opens for the Summer Season	29 Town Offices <b>CLOSED</b> for Memorial Day	30	31		<b><u>NOTES:</u></b> AEDA Meetings are held @8:15am on the fourth Tues. of the month (if needed)	



# JUNE 2023

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
<b>NOTES:</b> AEDA Meetings are held @8:15am on the fourth Tues. of the month (if needed)				1	2	3
4	5	6 <u>Public Hearing</u> at 6pm Re: FY2024 Real Estate Tax Increase	7	8	9	10
11	12	13 <u>Council Meeting</u> at 6pm Adoption of FY2024 Budget	14 Flag Day	15	16	17
18 Father's Day	19 Juneteenth Town Offices CLOSED	20	21 SUMMER begins	22	23 <u>Chamber TGIF</u> at Avoca 6:00-9:00pm	24
25	26	27 <u>Council Work Session</u> at 5pm	28	29	30	31



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
May 9, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

**CLOSED SESSION**

**Title: Altavista Town Council CLOSED Session**

**Staff Resource: Gary Shanaberger, Town Manager**

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**Action(s):**

Convene in Closed Session, accompanied by Town Attorney

**Explanation:**

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

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.

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*

*[attachment. Altavista Town Council - Closed Session 5.09.23](#)*

## CLOSED SESSION

DATE: Tuesday, May 9th, 2023

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

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

*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.

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 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): \_\_\_\_\_