



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

**Tuesday, February 14, 2023
6:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Reverend Ed Soto, Altavista Presbyterian Church, will deliver the Invocation for this evening.

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

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

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

Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. Please note: Citizen's Time is NOT a question-and-answer session between the public and Council.

5. PARTNER UPDATES

6. CONSENT AGENDA

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

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

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

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

[Attachment 4. January 2023 Reserve Balance / Investment Report.pdf](#)

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

[attachment. Town Council Meeting Minutes 1.10.2023.pdf](#)

[attachment 2. Town Council Work Session 1.24.23.pdf](#)

6.C [William "Billy" Booker Memorial](#)

6.D [English Park Electrical Repairs](#)

6.E [Public Works - Surplus Request](#)

6.F [Springs Rehabilitation Project - Engineering Proposals](#)

6.G [UV System Replacement](#)

6.H [Pro AVR \(Automated Vehicle Recognition\) Program](#)

6.I [Development of the Altavista Housing Development Reserve](#)

6.J Frazier Farm - Environmental Testing

7. PUBLIC HEARING(S)

8. NEW BUSINESS

8.A Delivery of the Enterprise Fund FY 2024 Draft Operations Budget and Capital Budget

Attachment 1. FY2024 Adopted Budget Calendar

9. UNFINISHED BUSINESS

9.A USDA-RD Pre-Grant Application.

attachment 1.DRAFT_RESOLUTION OF GOVERNING BODY.docx

attachment 2. DRAFT_RD WATER AND WASTE Application Packet 12-21-22 (003).pdf

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 Public Services Monthly Reports

attachment 1.

BUILDINGS_AND_GROUNDS_MONTHLY_REPORT_JANUARY_2023.docx

attachment 2. FLEET_MAINTENANCE_DEPARTMENT-JANUARY_2023.docx

attachment 3. STREET_DEPARTMENT_MONTHLY_REPORT-
_JANUARY_2023.docx

10.C Utility Project Updates

STATUS REPORT AERATION STUDY 2-09-2023.pdf

STATUS REPORT AMI PROJECT 2-09-2023.pdf

STATUS REPORT CLARIFIER #3 PROJECT 2-09-2023.pdf

STATUS REPORT FILTER IMPROVEMENT PROJECT 2-09-2023.pdf

STATUS REPORT FRAIZER ROAD DRAINAGE PROJECT 2-09-2023.pdf

STATUS REPORT VDEM GENERATORS 2-09-2023.pdf

STATUS REPORT LYNCH CREEK PROJECT 2-09-2023.pdf

STATUS REPORT SPRINGS SCADA PROJECT 2-09-2023.pdf

STATUS REPORT WWTP ELECTRICAL PROJECT 2-09-2023.pdf

February 2023 Monthly Report for Council Members 1.pdf

February 2023 Monthly Report for Council Members 2.pdf

STATUS REPORT MELINDA HPZ PROJECT 2-09-2023.pdf

10.D Police Department Monthly Reports

attachment 1. 2023 ALTAVISTA POLICE DEPT MONTHLY REPORT-JANUARY.pdf

attachment 2. APD Patrol on 29-January 2023.pdf

10.E Community Development January 2023 Monthly Re

attachment. CD Jan 23 Monthly Report.pdf

10.F Town Council Meeting Calendars

attachment 1. Council Calendar - February 2023

attachment 2. Council Calendar - March 2023.pdf

11. MATTERS FROM COUNCIL

12. CLOSED SESSION

12.A Town Council Closed Session

attachment. Town Council Closed Session 2.14.23.pdf

13. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Employee Changes in January 2023

Staff Resource: Jo Ann Myers, Human Resources

Action(s):

Informational Item

Explanation:

Milestone:

Mary Hall, Altavista Police Department, Administrative Assistant, 20yr anniversary

New Hire:

Samuel Maddox, Water Treatment Plant, Trainee

Departure:

None in January

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: TOA Monthly Financial Reports - January 2023

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Explanation:

The following reports are provided on a monthly basis for review and acceptance.

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. January 2023 Check Register

Attachment 2. January 2023 Revenue Report

Attachment 3. January 2023 Expenditure Report

Attachment 4. January 2023 Reserve Balance / Investment Report.pdf

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
44184	800	MICHAEL ABBOTT	01/06/2023	57.75		00	OUTSTANDING	
44185	39	ALL POINTS EAP & ORGANIZATIONA	01/06/2023	772.20		00	OUTSTANDING	
44186	6	ALTAVISTA AREA YMCA	01/06/2023	25,000.00		00	OUTSTANDING	
44187	303	ALTAVISTA CHAMBER OF COMMERCE	01/06/2023	7,500.00		00	OUTSTANDING	
44188	170	ALTAVISTA ON TRACK	01/06/2023	13,794.00		00	OUTSTANDING	
44189	11	AVOCA	01/06/2023	20,535.00		00	OUTSTANDING	
44190	103	BEACON CREDIT UNION	01/06/2023	230.00		00	OUTSTANDING	
44191	9999997	BOWYER, ROBBIE & JOYCE	01/06/2023	85.40		00	OUTSTANDING	
44192	4	BOXLEY AGGREGATES	01/06/2023	.00	01/06/2023	00	VOID	41.59
44193	12	BRENNTAG MID-SOUTH INC	01/06/2023	12,499.86		00	OUTSTANDING	
44194	1058	BRIGHTSPEED	01/06/2023	621.55		00	OUTSTANDING	
44195	913	BRUMFIELD CONSTRUCTION LLC	01/06/2023	26,900.00		00	OUTSTANDING	
44196	16	CAMPBELL COUNTY UTILITIES & SE	01/06/2023	259.50		00	OUTSTANDING	
44197	967	CARDNO INC	01/06/2023	3,190.50		00	OUTSTANDING	
44198	1050	CHAMPION'S LAWN CARE/CRR L&L LL	01/06/2023	6,820.00		00	OUTSTANDING	
44199	28	COLUMBIA GAS	01/06/2023	3,164.77		00	OUTSTANDING	
44200	32	CONTROL EQUIPMENT CO INC	01/06/2023	33,715.55		00	OUTSTANDING	
44201	874	CORPORATE MEDICAL SERVICES	01/06/2023	149.88		00	OUTSTANDING	
44202	526	DAVENPORT ENERGY INC	01/06/2023	326.42		00	OUTSTANDING	
44203	164	DMV	01/06/2023	425.00		00	OUTSTANDING	
44204	394	ELECTRONIC SYSTEMS INC	01/06/2023	657.84		00	OUTSTANDING	
44205	20	J JOHNSON ELLER JR	01/06/2023	2,500.00		00	OUTSTANDING	
44206	118	FERGUSON ENTERPRISES LLC	01/06/2023	2,700.13		00	OUTSTANDING	
44207	1067	JEREMY FISH	01/06/2023	69.34		00	OUTSTANDING	
44208	41	FISHER SCIENTIFIC	01/06/2023	1,165.91		00	OUTSTANDING	
44209	9999997	FITZGERALD, JUDY	01/06/2023	39.22		00	OUTSTANDING	
44210	43	FOSTER FUELS INC	01/06/2023	23,427.25		00	OUTSTANDING	
44211	9999997	GORDON, BONNIE JANE	01/06/2023	11.99		00	OUTSTANDING	
44212	332	HURT & PROFFITT INC	01/06/2023	8,375.01		00	OUTSTANDING	
44213	386	IDS SECURITY	01/06/2023	72.00		00	OUTSTANDING	
44214	566	INTEGRATED TECHNOLOGY GROUP IN	01/06/2023	34,076.25		00	OUTSTANDING	
44215	892	J & J PORTAPOTTY INC	01/06/2023	270.00		00	OUTSTANDING	
44216	9999997	LEWIS, KRYSTAL	01/06/2023	125.00		00	OUTSTANDING	
44217	172	LLOYD ELECTRIC COMPANY INC	01/06/2023	2,315.00		00	OUTSTANDING	
44218	9999997	MANN, RYAN	01/06/2023	15.40		00	OUTSTANDING	
44219	9999997	MILLER, JEREMY	01/06/2023	10.40		00	OUTSTANDING	
44220	218	MINNESOTA LIFE	01/06/2023	193.86		00	OUTSTANDING	
44221	1063	MISSIONS SQUARE - 304831	01/06/2023	470.00		00	OUTSTANDING	
44222	860	MUNICIPAL EMERGENCY SERV DEPOS	01/06/2023	735.95		00	OUTSTANDING	
44223	348	LYNDON T MYERS	01/06/2023	6,418.00		00	OUTSTANDING	
44224	454	O'REILLY AUTOMOTIVE INC	01/06/2023	270.12		00	OUTSTANDING	
44225	67	ORKIN PEST CONTROL LLC	01/06/2023	461.00		00	OUTSTANDING	
44226	816	PACE ANAYLTICAL SERVICES LLC	01/06/2023	1,347.73		00	OUTSTANDING	
44227	843	BETTY PICKERAL	01/06/2023	1,150.00		00	OUTSTANDING	
44228	1065	R. W. LEE CONSULTING LLC	01/06/2023	3,107.50		00	OUTSTANDING	
44229	1	RURAL PLANNING CAUCUS OF VIRGI	01/06/2023	25.00		00	OUTSTANDING	
44230	695	SERVPRO	01/06/2023	1,460.20		00	OUTSTANDING	
44231	80	SOUTHSIDE ELECTRIC COOP	01/06/2023	1,265.81		00	OUTSTANDING	
44232	1019	STAR NEWS CORPORATION	01/06/2023	150.00		00	OUTSTANDING	
44233	872	TIAA, FSB	01/06/2023	153.00		00	OUTSTANDING	
44234	996	TONEY CONSTRUCTION INC	01/06/2023	22,147.35		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
44235	85	TREASURER OF VA /CHILD SUPPORT	01/06/2023	933.27		00	OUTSTANDING	
44236	35	TREASURER OF VA/VITA	01/06/2023	5.93		00	OUTSTANDING	
44237	1020	TRUIST GOVERNMENTAL FINANCE	01/06/2023	264,148.41		00	OUTSTANDING	
44238	95	UNITED WAY OF CENTRAL VA	01/06/2023	12.00		00	OUTSTANDING	
44239	900	US BANK EQUIPMENT FINANCE	01/06/2023	232.66		00	OUTSTANDING	
44240	136	USABLUBOOK	01/06/2023	656.09		00	OUTSTANDING	
44241	601	VACORP	01/06/2023	475.28		00	OUTSTANDING	
44242	110	VUPS INC	01/06/2023	27.30		00	OUTSTANDING	
44243	756	WAGeworks INC	01/06/2023	111.85		00	OUTSTANDING	
44244	1066	ASHBY ULYSSES ROBINSON JR.	01/13/2023	50.00		00	OUTSTANDING	
44245	978	REGINALD C BENNETT	01/13/2023	75.00		00	OUTSTANDING	
44246	1025	MEGHAN T BOLLING	01/13/2023	50.00		00	OUTSTANDING	
44247	4	BOXLEY AGGREGATES	01/13/2023	2,013.02		00	OUTSTANDING	
44248	294	BUSINESS CARD	01/13/2023	16,227.75		00	OUTSTANDING	
44249	994	LARRY DALTON	01/13/2023	500.00		00	OUTSTANDING	
44250	36	DOMINION VIRGINIA POWER	01/13/2023	47,437.00		00	OUTSTANDING	
44251	301	ENGLISH'S LLC	01/13/2023	41.59		00	OUTSTANDING	
44252	118	FERGUSON ENTERPRISES LLC	01/13/2023	176.05		00	OUTSTANDING	
44253	38	FIRST NATIONAL BANK	01/13/2023	45,829.70		00	OUTSTANDING	
44254	119	FOSTER ELECTRIC CO INC	01/13/2023	3,312.80		00	OUTSTANDING	
44255	9999997	GRUBBS, CRYSTAL	01/13/2023	31.07		00	OUTSTANDING	
44256	1054	HIGHLAND PRODUCTSGROUP, LLC DB	01/13/2023	1,444.99		00	OUTSTANDING	
44257	9999998	Jackson, Marva	01/13/2023	250.00		00	OUTSTANDING	
44258	1	JOE CHAPMAN	01/13/2023	100.00		00	OUTSTANDING	
44259	564	JOHN JORDAN	01/13/2023	75.00		00	OUTSTANDING	
44260	853	THOMAS MERRICKS	01/13/2023	1,690.00		00	OUTSTANDING	
44261	829	MARIE MITCHELL	01/13/2023	75.00		00	OUTSTANDING	
44262	300	NAPA AUTO PARTS	01/13/2023	1,093.93		00	OUTSTANDING	
44263	843	BETTY PICKERAL	01/13/2023	200.00		00	OUTSTANDING	
44264	331	SGS NORTH AMERICA INC	01/13/2023	1,620.00		00	OUTSTANDING	
44265	151	SHEEHY FORD	01/13/2023	33,188.28		00	OUTSTANDING	
44266	9999997	STONE, CHERYL	01/13/2023	20.71		00	OUTSTANDING	
44267	9999999	THACKER AMANDA	01/13/2023	63.01		00	OUTSTANDING	
44268	186	THE NEWS & ADVANCE	01/13/2023	355.00		00	OUTSTANDING	
44269	92	UNIFIRST CORP	01/13/2023	2,528.62		00	OUTSTANDING	
44270	9	AFLAC	01/20/2023	2,985.97		00	OUTSTANDING	
44271	1023	ALL TRAFFIC SOLUTIONS, INC	01/20/2023	1,500.00		00	OUTSTANDING	
44272	1069	AMERICAN NATIONAL BANK & TRUST	01/20/2023	28,665.76		00	OUTSTANDING	
44273	103	BEACON CREDIT UNION	01/20/2023	230.00		00	OUTSTANDING	
44274	4	BOXLEY AGGREGATES	01/20/2023	625.08		00	OUTSTANDING	
44275	145	CHANDLER CONCRETE CO INC	01/20/2023	749.50		00	OUTSTANDING	
44276	335	CNA SURETY	01/20/2023	225.00		00	OUTSTANDING	
44277	40	FEDERAL EXPRESS CORPORATION	01/20/2023	34.57		00	OUTSTANDING	
44278	980	FIDELITY POWER SYSTEMS	01/20/2023	450.00		00	OUTSTANDING	
44279	119	FOSTER ELECTRIC CO INC	01/20/2023	188.39		00	OUTSTANDING	
44280	43	FOSTER FUELS INC	01/20/2023	23,714.79		00	OUTSTANDING	
44281	46	GENTRY LOCKE ATTORNEYS	01/20/2023	106.25		00	OUTSTANDING	
44282	9999997	GOARD, JACQUELIN	01/20/2023	30.44		00	OUTSTANDING	
44283	111	GRAINGER INC	01/20/2023	869.13		00	OUTSTANDING	
44284	916	GRANITE TELECOMMUNICATIONS	01/20/2023	821.79		00	OUTSTANDING	
44285	52	HACH COMPANY	01/20/2023	4,215.50		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
44286	332	HURT & PROFFITT INC	01/20/2023	1,310.01		00	OUTSTANDING	
44287	218	MINNESOTA LIFE	01/20/2023	193.86		00	OUTSTANDING	
44288	1063	MISSIONSQUARE - 304831	01/20/2023	470.00		00	OUTSTANDING	
44289	816	PACE ANAYLTICAL SERVICES LLC	01/20/2023	265.60		00	OUTSTANDING	
44290	857	RIVERSTREET NETWORKS	01/20/2023	1,300.25		00	OUTSTANDING	
44291	778	SPRINT	01/20/2023	113.51		00	OUTSTANDING	
44292	124	TREASURER OF VA	01/20/2023	690.00		00	OUTSTANDING	
44293	85	TREASURER OF VA /CHILD SUPPORT	01/20/2023	933.27		00	OUTSTANDING	
44294	136	USABLUEBOOK	01/20/2023	417.65		00	OUTSTANDING	
44295	84	ALTAVISTA JOURNAL	01/27/2023	589.61		00	OUTSTANDING	
44296	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/27/2023	45,357.00		00	OUTSTANDING	
44297	9999997	BENNETT, YOLANDA	01/27/2023	77.47		00	OUTSTANDING	
44298	984	BOB JOHNSON'S COMPUTER INC	01/27/2023	1,181.75		00	OUTSTANDING	
44299	1058	BRIGHTSPEED	01/27/2023	622.99		00	OUTSTANDING	
44300	19	CARTER MACHINERY CO INC	01/27/2023	1,470.59		00	OUTSTANDING	
44301	9999999	CHEEK CHERYL	01/27/2023	217.90		00	OUTSTANDING	
44302	120	CORE & MAIN LP	01/27/2023	5,405.03		00	OUTSTANDING	
44303	9999997	COTTON, CHAD C.	01/27/2023	40.21		00	OUTSTANDING	
44304	937	ENGLISH CONSTRUCTION CO INC	01/27/2023	103,065.50		00	OUTSTANDING	
44305	41	FISHER SCIENTIFIC	01/27/2023	2,457.02		00	OUTSTANDING	
44306	1	FOOD LION LLC	01/27/2023	17.28		00	OUTSTANDING	
44307	9999997	GRAVES, KIARA MARIE	01/27/2023	1.65		00	OUTSTANDING	
44308	305	HAWKINS-GRAVES INC	01/27/2023	483.46		00	OUTSTANDING	
44309	332	HURT & PROFFITT INC	01/27/2023	585.00		00	OUTSTANDING	
44310	440	INDIAN RIVER EQUIPMENT COMPANY	01/27/2023	290.00		00	OUTSTANDING	
44311	58	INSTRUMENTATION SERVICES INC	01/27/2023	708.00		00	OUTSTANDING	
44312	470	MARK KEESEE	01/27/2023	271.04		00	OUTSTANDING	
44313	654	MORTON SALT INC	01/27/2023	11,875.25		00	OUTSTANDING	
44314	816	PACE ANAYLTICAL SERVICES LLC	01/27/2023	618.61		00	OUTSTANDING	
44315	72	PHYSICIANS TREATMENT CENTER	01/27/2023	125.00		00	OUTSTANDING	
44316	76	RYDIN DECAL	01/27/2023	285.91		00	OUTSTANDING	
44317	1	SAMUEL E MADDOX	01/27/2023	95.60		00	OUTSTANDING	
44318	9999997	SEBTI, RHANIA	01/27/2023	88.75		00	OUTSTANDING	
44319	476	SHARP BUSINESS SYSTEMS	01/27/2023	39.20		00	OUTSTANDING	
44320	80	SOUTHSIDE ELECTRIC COOP	01/27/2023	1,204.93		00	OUTSTANDING	
44321	1070	STANTEC CONSULTING SERVICES IN	01/27/2023	12,779.85		00	OUTSTANDING	
44322	9999997	TAPP, KAREN	01/27/2023	47.98		00	OUTSTANDING	
44323	400	TROJAN UV	01/27/2023	7,221.49		00	OUTSTANDING	
44324	572	TROY & BANKS	01/27/2023	6,474.79		00	OUTSTANDING	
44325	9999997	TUCKER, AMANDA	01/27/2023	65.60		00	OUTSTANDING	
44326	9999997	WILLIAMS, YAA-SERWA	01/27/2023	47.17		00	OUTSTANDING	
44327	793	XEROX FINANCIAL SERVICES	01/27/2023	415.78		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	144	CHECKS OUTSTANDING	971,660.27 ***	
OUTSTANDING CHECKS:	143	RECONCILED CHECKS:	VOID CHECKS: 1	
	971,618.68	.00	.00	41.59

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	144	TOTAL CHECKS	971,660.27	***				
OUTSTANDING CHECKS:	143	RECONCILED CHECKS:	VOID CHECKS:	1				
	971,618.68		.00	.00				41.59

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2023

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		TAXES									
301		PROPERTY TAXES									
	01 00	REAL PROPERTY CURRENT		17,666	1,820.72	10	123,662	215,381.23	174	212,000	3,381.23-
301	**	PROPERTY TAXES		17,666	1,820.72	10	123,662	215,381.23	174	212,000	3,381.23-
302		PUBLIC SERVICE									
	01 00	REAL & PERSONAL CURRENT		7,341	202.71	3	51,387	74,565.00	145	88,100	13,535.00
302	**	PUBLIC SERVICE		7,341	202.71	3	51,387	74,565.00	145	88,100	13,535.00
303		PERSONAL PROPERTY									
	01 00	CURRENT		21,166	3,690.96	17	148,162	181,963.62	123	254,000	72,036.38
	03 00	PPTRA		8,333	304.25-	4	58,331	59,997.39	103	100,000	40,002.61
303	**	PERSONAL PROPERTY		29,499	3,386.71	12	206,493	241,961.01	117	354,000	112,038.99
304		MACHINERY & TOOLS									
	01 00	CURRENT		171,416	.00		1,199,912	2,073,376.74	173	2,057,000	16,376.74-
304	**	MACHINERY & TOOLS		171,416	.00		1,199,912	2,073,376.74	173	2,057,000	16,376.74-
305		MOBILE HOME									
	01 00	CURRENT		12	4.51	38	84	126.72	151	150	23.28
305	**	MOBILE HOME		12	4.51	38	84	126.72	151	150	23.28
306		PENALTIES & INTEREST									
	01 00	PENALTIES		375	782.33	209	2,625	31,629.42	1205	4,500	27,129.42-
	02 00	INTEREST		291	172.21	59	2,037	2,067.01	102	3,500	1,432.99
306	**	PENALTIES & INTEREST		666	954.54	143	4,662	33,696.43	723	8,000	25,696.43-
307		LOCAL									
	01 00	SALES & USE		16,666	20,095.52	121	116,662	101,084.85	87	200,000	98,915.15
	02 00	ELECTRIC, GAS & TELEPHONE		9,500	9,995.73	105	66,500	56,569.07	85	114,000	57,430.93
	03 00	MOTOR VEHICLE LICENSES		3,833	1,693.59	44	26,831	38,955.59	145	46,000	7,044.41
	04 00	BANK STOCK		15,000	.00		105,000	.00		180,000	180,000.00
	05 00	HOTEL & MOTEL		8,291	9,134.78	110	58,037	66,080.25	114	99,500	33,419.75
	06 00	MEAL		83,333	118,880.73	143	583,331	615,671.79	106	1,000,000	384,328.21
	08 00	CONTAINER RENTAL FEE		137	1,300.00	949	959	1,300.00	136	1,650	350.00
	09 00	COMMUNICATIONS TAX		2,500	2,383.46	95	17,500	14,158.55	81	30,000	15,841.45
	10 00	TRANSIT PASSENGER REVENUE		416	464.28	112	2,912	2,089.02	72	5,000	2,910.98
	11 00	CIGARETTE TAX		8,333	3,750.00	45	58,331	67,500.00	116	100,000	32,500.00
	12 00	MOBILE RESTAURANT PERMIT		12	.00		84	25.00	30	150	125.00
307	**	LOCAL		148,021	167,698.09	113	1,036,147	963,434.12	93	1,776,300	812,865.88
308		LICENSES, PERMITS & FEES									

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		2,625	.00		4,500	4,500.00
	01 02	RETAIL SALES	5,000	.00		35,000	1,887.29	5	60,000	58,112.71
	01 03	FINANCIAL, RE & PROF	375	.00		2,625	298.67	11	4,500	4,201.33
	01 04	REPAIRS & PERSONAL SVC	833	.00		5,831	601.21	10	10,000	9,398.79
	01 05	WHOLESALE BUSINESS	37	.00		259	46.46	18	450	403.54
	01 06	UTILITIES	91	.00		637	.00		1,100	1,100.00
	01 07	HOTELS	70	.00		490	.00		850	850.00
	01 *	BUSINESS LICENSE FEES	6,781	.00		47,467	2,833.63	6	81,400	78,566.37
	02 01	ZONING,SIGN,HOME OCCUPATN	108	171.00	158	756	1,525.00	202	1,300	225.00-
308	**	LICENSES, PERMITS & FEES	6,889	171.00	3	48,223	4,358.63	9	82,700	78,341.37
300	***	TAXES	381,510	174,238.28		2,670,570	3,606,899.88		4,578,250	971,350.12
310		FINES & FORFEITURES								
310	01 00	COURT FINES	500	2,718.30	544	3,500	15,401.91	440	6,000	9,401.91-
	02 00	PARKING FINES	25	100.00	400	175	210.00	120	300	90.00
310	**		525	2,818.30	537	3,675	15,611.91	425	6,300	9,311.91-
310	***	FINES & FORFEITURES	525	2,818.30		3,675	15,611.91		6,300	9,311.91-
320		INVESTMENT EARNINGS								
321	02 00	INTEREST								
	02 00	INTEREST INCOME	0	31,374.94		0	124,828.18		0	124,828.18-
321	**	INTEREST	0	31,374.94		0	124,828.18		0	124,828.18-
320	***	INVESTMENT EARNINGS	0	31,374.94		0	124,828.18		0	124,828.18-
330		CHARGES FOR SERVICES								
331		RENTS								
	01 00	RENTAL OF GENERAL PROP	83	150.00	181	581	625.00	108	1,000	375.00
	01 01	PAVILION RENTALS	125	.00		875	837.50	96	1,500	662.50
	01 02	BOOKER BUILDING RENTALS	458	.00		3,206	2,650.00	83	5,500	2,850.00
	01 03	SPARK INNOVATION CENTER	2,500	.00		17,500	.00		30,000	30,000.00
	01 *	RENTAL OF GENERAL PROP	3,166	150.00	5	22,162	4,112.50	19	38,000	33,887.50
	02 00	RENTAL OF REAL PROP	7,916	10,660.86	135	55,412	46,548.66	84	95,000	48,451.34
331	**	RENTS	11,082	10,810.86	98	77,574	50,661.16	65	133,000	82,338.84
336		LOANS								
336	**	LOANS	0	.00		0	.00		0	.00

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2023

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
337	01 00	CODE ENFORCEMENT	41	.00		287	230.00	80	500	270.00
337	**	CODE ENFORCEMENT	41	.00		287	230.00	80	500	270.00
330	***	CHARGES FOR SERVICES	11,123	10,810.86		77,861	50,891.16		133,500	82,608.84
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
	03 00	RAILROAD ROLLING STOCK	1,308	.00		9,156	15,740.92	172	15,700	40.92-
	04 00	DCJS GRANT	7,416	.00		51,912	49,000.00	94	89,000	40,000.00
	06 00	RENTAL TAX	83	106.75	129	581	237.85	41	1,000	762.15
	08 00	MISCELLANEOUS STATE GRANT	1,250	.00		8,750	15,000.00	171	15,000	.00
	08 02	DHCD THEATER FEASIBILITY	0	.00		0	5,000.00		0	5,000.00-
	08 *	MISCELLANEOUS STATE GRANT	1,250	.00		8,750	20,000.00	229	15,000	5,000.00-
	11 00	VDOT CONTRACTUAL SERVICES	250	.00		1,750	.00		3,000	3,000.00
	12 00	VDOT PD GRANT - OVERTIME	416	.00		2,912	2,279.58	78	5,000	2,720.42
	13 00	STATE TRANSIT REVENUE	1,933	125.00	7	13,531	35,641.00	263	23,200	12,441.00-
	17 00	BROWNFIELD ASSESSMNT GRNT	0	.00		0	95,787.40		0	95,787.40-
	17 *	BROWNFIELD ASSESSMNT GRNT	0	.00		0	95,787.40		0	95,787.40-
341	**	STATE	12,656	231.75	2	88,592	218,686.75	247	151,900	66,786.75-
342		COUNTY								
	02 00	LITTER GRANT	141	.00		987	.00		1,700	1,700.00
	03 00	FIRE DEPT FUEL REIMB	833	5,319.72	639	5,831	15,825.59	271	10,000	5,825.59-
342	**	COUNTY	974	5,319.72	546	6,818	15,825.59	232	11,700	4,125.59-
343		FEDERAL								
	04 00	FEDERAL TRANSIT REVENUE	11,922	.00		83,454	9,765.00	12	143,070	133,305.00
	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		83,454	119,339.25	143	143,070	23,730.75
340	***	INTERGOVERNMENTAL REVENUE	25,552	5,551.47		178,864	353,851.59		306,670	47,181.59-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	01 00	SALES OF SUPPLIES & MAT	625	5,471.00	875	4,375	7,528.00	172	7,500	28.00-
	01 *	SALES OF SUPPLIES & MAT	625	5,471.00	875	4,375	7,528.00	172	7,500	28.00-
	03 00	CASH DISCOUNTS	8	.00		56	.00		100	100.00

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2023

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND									

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

04 00	MISCELLANEOUS	1,166	1,392.24	119	8,162	26,283.20	322	14,000	12,283.20-
04 02	HURT / LIGHTS	16	78.08	488	112	172.72	154	200	27.28
04 03	HURT / SOLID WASTE COLL	3,233	3,596.30	111	22,631	22,186.42	98	38,800	16,613.58
04 04	ESTATE OF ROBERTA F JENKS	683	670.76	98	4,781	4,707.84	99	8,200	3,492.16
04 06	VENDING MACHINE REVENUE	0	1.28		0	44.29		0	44.29-
04 *	MISCELLANEOUS	5,098	5,738.66	113	35,686	53,394.47	150	61,200	7,805.53
05 00	AVOCA REIMBURSEMENT	860	.00		6,020	378.81	6	10,320	9,941.19
08 00	REIMB OF INSURANCE CLAIM	0	3,017.96		0	3,017.96		0	3,017.96-
351	** MISCELLANEOUS	6,591	14,227.62	216	46,137	64,319.24	139	79,120	14,800.76
350	*** OTHER REVENUE	6,591	14,227.62		46,137	64,319.24		79,120	14,800.76
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	75,244	.00		526,708	.00		902,930	902,930.00
01 01	RESERVE MAIN. FUNDS	2,916	.00		20,412	.00		35,000	35,000.00
01 *	FROM RESERVES	78,160	.00		547,120	.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		547,120	60,000.00	11	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		547,120	60,000.00		937,930	877,930.00
FUND TOTAL GENERAL FUND		503,461	239,021.47		3,524,227	4,276,401.96		6,041,770	1,765,368.04

TOWN OF ALTAVISTA

FUND 020	STATE HIGHWAY REIMB 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	3,940.07		0	18,899.11		0	18,899.11-
321	**	INTEREST	0	3,940.07		0	18,899.11		0	18,899.11-
320	***	INVESTMENT EARNINGS	0	3,940.07		0	18,899.11		0	18,899.11-
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
	07 00	STREET & HIGHWAY MAINT	61,666	.00		431,662	409,276.14	95	740,000	330,723.86
	07 01	CARRYOVER OF FUNDS	9,293	.00		65,051	.00		111,520	111,520.00
	07 *	STREET & HIGHWAY MAINT	70,959	.00		496,713	409,276.14	82	851,520	442,243.86
341	**	STATE	70,959	.00		496,713	409,276.14	82	851,520	442,243.86
340	***	INTERGOVERNMENTAL REVENUE	70,959	.00		496,713	409,276.14		851,520	442,243.86
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	3,940.07		496,713	428,175.25		851,520	423,344.75

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	*****	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	10,463.57		0	86,865.03		0	86,865.03-
321	**	INTEREST	0	10,463.57		0	86,865.03		0	86,865.03-
320	***	INVESTMENT EARNINGS	0	10,463.57		0	86,865.03		0	86,865.03-
330		CHARGES FOR SERVICES								
332		WATER CHARGES								
	01 00	INDUSTRIAL	134,333	124,171.31	92	940,331	799,819.28	85	1,612,000	812,180.72
	02 00	BUSINESS & RESIDENTIAL	26,666	9,323.52	35	186,662	166,573.62	89	320,000	153,426.38
	03 00	OUTSIDE COMMUNITY	14,833	12,047.63	81	103,831	102,646.85	99	178,000	75,353.15
	04 00	WATER CONNECTION FEES	125	1,500.00	1200	875	3,000.00	343	1,500	1,500.00-
	05 00	BULK WATER PURCHASE	416	.00		2,912	1,843.50	63	5,000	3,156.50
332	**	WATER CHARGES	176,373	147,042.46	83	1,234,611	1,073,883.25	87	2,116,500	1,042,616.75
333		SEWER CHARGES								
	01 00	INDUSTRIAL	146,666	146,046.60	100	1,026,662	970,287.00	95	1,760,000	789,713.00
	02 00	BUSINESS & RESIDENTIAL	22,000	9,931.81	45	154,000	145,623.79	95	264,000	118,376.21
	03 00	OUTSIDE COMMUNITY	166	.00		1,162	730.25	63	2,000	1,269.75
	04 00	SEWER CONNECTION FEES	166	.00		1,162	2,000.00	172	2,000	.00
	05 00	SEWER SURCHARGES	7,083	19,917.99	281	49,581	158,722.12	320	85,000	73,722.12-
333	**	SEWER CHARGES	176,081	175,896.40	100	1,232,567	1,277,363.16	104	2,113,000	835,636.84
334		WATER & SEWER								
	00 00	WATER & SEWER	583	1,889.96	324	4,081	5,935.97	146	7,000	1,064.03
	01 01	MONTHLY	4,166	5,018.00	121	29,162	29,718.00	102	50,000	20,282.00
	01 02	QUARTERLY	11,666	32.50-		81,662	72,938.85	89	140,000	67,061.15
	01 *	BASE RATE FEE	15,832	4,985.50	32	110,824	102,656.85	93	190,000	87,343.15
334	**	WATER & SEWER	16,415	6,875.46	42	114,905	108,592.82	95	197,000	88,407.18
330	***	CHARGES FOR SERVICES	368,869	329,814.32		2,582,083	2,459,839.23		4,426,500	1,966,660.77
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
	18 00	VDEM	0	.00		0	37,311.64		0	37,311.64-
	19 00	VRA	0	.00		0	169.44-		0	169.44
341	**	STATE	0	.00		0	37,142.20		0	37,142.20-
343		FEDERAL								
	09 01	AMERICAN RESCUE PLAN ACT	0	.00		0	1,766,891.00		0	1,766,891.00-
	09 *	CARES MONEY	0	.00		0	1,766,891.00		0	1,766,891.00-

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2023

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	1,362,637.82		0	1,362,637.82-				
340	***	INTERGOVERNMENTAL REVENUE		0	.00		0	1,399,780.02		0	1,399,780.02-				
350		OTHER REVENUE													
351		MISCELLANEOUS													
	04 00	MISCELLANEOUS		2,083	1,125.00	54	14,581	8,649.08	59	25,000	16,350.92				
	04 *	MISCELLANEOUS		2,083	1,125.00	54	14,581	8,649.08	59	25,000	16,350.92				
351	**	MISCELLANEOUS		2,083	1,125.00	54	14,581	8,649.08	59	25,000	16,350.92				
350	***	OTHER REVENUE		2,083	1,125.00		14,581	8,649.08		25,000	16,350.92				
360		OTHER FINANCING SOURCES													
361		TRANSFER IN													
	01 00	FROM RESERVES		168,458	.00		1,179,206	.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	.00		1,003,919	.00		1,721,000	1,721,000.00				
	03 *	FROM GENERAL FUND		143,417	.00		1,003,919	3,066.57		1,721,000	1,717,933.43				
	11 00	BOND PROCEEDS		262,536	.00		1,837,752	.00		3,150,440	3,150,440.00				
361	**	TRANSFER IN		574,411	.00		4,020,877	3,066.57		6,892,940	6,889,873.43				
362		PROCEEDS FROM LTD													
362	**	PROCEEDS FROM LTD		0	.00		0	.00		0	.00				
360	***	OTHER FINANCING SOURCES		574,411	.00		4,020,877	3,066.57		6,892,940	6,889,873.43				
FUND TOTAL		WATER & SEWER FUND		945,363	341,402.89		6,617,541	3,958,199.93		11,344,440	7,386,240.07				

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2023

TOWN OF ALTAVISTA

FUND 060 AGENCY / DONATION FUND									
ACCOUNT DESCRIPTION ***** 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	.60	0	.96	0	.96-	
321	**	INTEREST	0	.60	0	.96	0	.96-	
320	***	INVESTMENT EARNINGS	0	.60	0	.96	0	.96-	
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	.60	0	.96	0	.96-	

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								
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	700.42		0	700.42-
361	** TRANSFER IN	0	.00		0	700.42		0	700.42-
360	*** OTHER FINANCING SOURCES	0	.00		0	700.42		0	700.42-
FUND TOTAL COMMUNITY IMPROV FUND		0	.00		0	706.35		0	706.35-

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2023

TOWN OF ALTAVISTA

FUND 090 CEMETERY FUND			*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE

300		TAXES								
308		LICENSES, PERMITS & FEES								
02 02		BURIAL	1,437	1,800.00	125	10,059	11,420.00	114	17,250	5,830.00
308	**	LICENSES, PERMITS & FEES	1,437	1,800.00	125	10,059	11,420.00	114	17,250	5,830.00
300	***	TAXES	1,437	1,800.00		10,059	11,420.00		17,250	5,830.00
320		INVESTMENT EARNINGS								
321		INTEREST								
02 00		INTEREST INCOME	0	821.54		0	3,630.45		0	3,630.45-
321	**	INTEREST	0	821.54		0	3,630.45		0	3,630.45-
320	***	INVESTMENT EARNINGS	0	821.54		0	3,630.45		0	3,630.45-
350		OTHER REVENUE								
351		MISCELLANEOUS								
02 00		SALE OF REAL ESTATE	666	.00		4,662	650.00	14	8,000	7,350.00
351	**	MISCELLANEOUS	666	.00		4,662	650.00	14	8,000	7,350.00
350	***	OTHER REVENUE	666	.00		4,662	650.00		8,000	7,350.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
03 00		FROM GENERAL FUND	8,940	.00		62,580	.00		107,280	107,280.00
361	**	TRANSFER IN	8,940	.00		62,580	.00		107,280	107,280.00
360	***	OTHER FINANCING SOURCES	8,940	.00		62,580	.00		107,280	107,280.00
FUND TOTAL CEMETERY FUND			11,043	2,621.54		77,301	15,700.45		132,530	116,829.55
GRAND TOTAL			1,530,826	586,986.57		10,715,782	8,679,184.90		18,370,260	9,691,075.10

REPORT SELECTIONS

Fiscal year : 2023
All Funds
All Departments
All Divisions
Suppress accounts with zero balances : Y

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

40			ADMINISTRATION										
400			COUNCIL / PLANNING COMM										
	10		SALARIES AND WAGES										
	10	01	TOWN COUNCIL	2166	2166.69	100	15162	15166.83	100	.00	26000	10833.17 58	
	10	**	SALARIES AND WAGES	2166	2166.69	100	15162	15166.83	100	.00	26000	10833.17 58	
	20		BENEFITS										
	20	02	FICA	166	165.73	100	1162	1160.11	100	.00	2000	839.89 58	
	20	**	BENEFITS	166	165.73	100	1162	1160.11	100	.00	2000	839.89 58	
	30		CONTRACTUAL SERVICES										
	30	14	MISC & PROFESSIONAL SVCS	333	.00	0	2331	.00	0	.00	4000	4000.00 0	
	30	26	IT NETWRK/WEBSITE SUPPORT	770	.00	0	5390	3636.93	68	.00	9250	5613.07 39	
	30	**	CONTRACTUAL SERVICES	1103	.00	0	7721	3636.93	47	.00	13250	9613.07 27	
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	208	.00	0	1456	.00	0	.00	2500	2500.00 0	
	50	16	PUBLIC OFFICIAL LIAB INSU	75	.00	0	525	675.00	129	.00	900	225.00 75	
	50	26	CONVENTIONS & EDUCATIONS	125	.00	0	875	.00	0	.00	1500	1500.00 0	
	50	32	MISCELLANEOUS	125	100.80	81	875	5068.03	579	.00	1500	3568.03- 338	
	50	**	OTHER CHARGES	533	100.80	19	3731	5743.03	154	.00	6400	656.97 90	
400	**	**	COUNCIL / PLANNING COMM	3968	2433.22	61	27776	25706.90	93	.00	47650	21943.10 54	
40	**	**	ADMINISTRATION	3968	2433.22	61	27776	25706.90	93	.00	47650	21943.10 54	
DIV	1001		TOTAL ***** COUNCIL	3968	2433.22	61	27776	25706.90	93	.00	47650	21943.10 54	
DEPT	10		TOTAL ***** COUNCIL	3968	2433.22	61	27776	25706.90	93	.00	47650	21943.10 54	

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

40			ADMINISTRATION										
401			ADMINISTRATION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	45487	33328.52	73	318409	232768.74	73	.00	545850	313081.26	43
	10	04	OVERTIME	155	81.13	52	1085	1299.23	120	.00	1860	560.77	70
	10	10	PERSONAL EMPLOYEE VEH	0	461.54	0	0	3279.24	0	.00	0	3279.24-	0
	10	**	SALARIES AND WAGES	45642	33871.19	74	319494	237347.21	74	.00	547710	310362.79	43
	20		BENEFITS										
	20	02	FICA	3491	2357.49	68	24437	16592.26	68	.00	41900	25307.74	40
	20	04	VA RETIREMENT SYSTEM	4849	2818.44	58	33943	19366.02	57	.00	58190	38823.98	33
	20	06	GROUP MEDICAL INSURANCE	4083	4794.44	117	28581	41602.18	146	.00	49000	7397.82	85
	20	08	GROUP LIFE INSURANCE	609	482.44	79	4263	3341.17	78	.00	7310	3968.83	46
	20	10	WORKER'S COMP	4583	515.59	11	32081	38653.47	121	.00	55000	16346.53	70
	20	12	EMPLOYEE EDUCATION ASSIST	416	.00	0	2912	.00	0	5400.00	5000	400.00-	108
	20	14	EMPLOYEE ASSIST PROGRAM	141	772.20	548	987	1544.40	157	.00	1700	155.60	91
	20	16	OTHER EMPLOYEE BENEFITS	2808	675.28	24	19656	10502.52	53	.00	33700	23197.48	31
	20	18	VRS HYBRID EMPLOYER CONTR	0	749.46	0	0	5395.74	0	.00	0	5395.74-	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	269.86	0	0	1817.38	0	.00	0	1817.38-	0
	20	**	BENEFITS	20980	13435.20	64	146860	138815.14	95	5400.00	251800	107584.86	57
	30		CONTRACTUAL SERVICES										
	30	02	PROFESSIONAL SVCS - COBRA	150	111.85	75	1050	699.21	67	.00	1800	1100.79	39
	30	04	LEGAL SERVICES	2708	2606.25	96	18956	25895.25	137	.00	32500	6604.75	80
	30	06	ADVERTISING	1666	100.00	6	11662	13899.97	119	.00	20000	6100.03	70
	30	08	MAINTENANCE SVC CONTRACTS	7916	902.08	11	55412	82290.43	149	.00	95000	12709.57	87
	30	10	INDEPENDENT AUDITOR	1708	.00	0	11956	20500.00	172	.00	20500	.00	100
	30	12	ENGIN & ARCHITECTURAL SVC	416	.00	0	2912	630.00	22	.00	5000	4370.00	13
	30	14	MISC & PROFESSIONAL SVCS	2083	.00	0	14581	4240.00	29	.00	25000	20760.00	17
	30	17	RANDOM DRUG SCREENING	116	144.92	125	812	244.84	30	.00	1400	1155.16	18
	30	26	IT NETWRK/WEBSITE SUPPORT	4825	8849.76	183	33775	33780.41	100	.00	57900	24119.59	58
	30	**	CONTRACTUAL SERVICES	21588	12714.86	59	151116	182180.11	121	.00	259100	76919.89	70
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1250	1478.15	118	8750	7386.52	84	.00	15000	7613.48	49
	50	04	HEATING SERVICES	250	626.65	251	1750	969.54	55	.00	3000	2030.46	32
	50	06	POSTAL SERVICES	916	34.57	4	6412	8227.45	128	.00	11000	2772.55	75
	50	08	TELECOMMUNICATIONS	583	767.37	132	4081	4587.04	112	.00	7000	2412.96	66
	50	10	PROPERTY INSURANCE	791	.00	0	5537	7425.00	134	.00	9500	2075.00	78
	50	12	MOTOR VEHICLE INSURANCE	45	.00	0	315	412.50	131	.00	550	137.50	75
	50	14	SURETY BONDS	76	918.72	1209	532	918.72	173	.00	920	1.28	100
	50	18	GENERAL LIABILITY INSUR	191	693.72-	363-	1337	2475.00	185	.00	2300	175.00-	108
	50	26	CONVENTIONS & EDUCATIONS	333	.00	0	2331	.00	0	.00	4000	4000.00	0
	50	28	DUES & ASSOC MEMBERSHIPS	1025	.00	0	7175	8577.00	120	.00	12310	3733.00	70
	50	30	REFUNDS	41	.00	0	287	.00	0	.00	500	500.00	0
	50	32	MISCELLANEOUS	1020	7717.82	757	7140	17972.40	252	.00	12250	5722.40-	147
	50	34	MISCELLANEOUS REIMB	16	.00	0	112	500.00	446	.00	200	300.00-	250
	50	**	OTHER CHARGES	6537	10849.56	166	45759	59451.17	130	.00	78530	19078.83	76

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

40			ADMINISTRATION										
401			ADMINISTRATION										
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	1666	461.37	28	11662	14656.74	126	.00	20000	5343.26	73
	60	04	REPAIRS & MAINTENANCE	1775	1721.75	97	12425	10874.37	88	.00	21300	10425.63	51
	60	06	FUELS & LUBRICANTS	144	305.51	212	1008	240.92	24	.00	1730	1489.08	14
	60	12	BOOKS & SUBSCRIPTIONS	8	.00	0	56	66.00	118	.00	100	34.00	66
	60	**	MATERIALS & SUPPLIES	3593	1877.61	52	25151	25838.03	103	.00	43130	17291.97	60
	81		CAPITAL OUTLAY - REPLACE										
	81	04	EDP EQUIP REPLACEMENT	583	.00	0	4081	7697.49	189	.00	7000	697.49	110
	81	18	BUILDING	3750	.00	0	26250	44720.00	170	.00	45000	280.00	99
	81	30	IMPRVMNTS OTHER THAN BLDG	1250	.00	0	8750	.00	0	.00	15000	15000.00	0
	81	**	CAPITAL OUTLAY - REPLACE	5583	.00	0	39081	52417.49	134	.00	67000	14582.51	78
401	**	**	ADMINISTRATION	103923	72748.42	70	727461	696049.15	96	5400.00	1247270	545820.85	56
40	**	**	ADMINISTRATION	103923	72748.42	70	727461	696049.15	96	5400.00	1247270	545820.85	56
DIV	1101		TOTAL *****										
			ADMINISTRATION	103923	72748.42	70	727461	696049.15	96	5400.00	1247270	545820.85	56
DEPT	11		TOTAL *****										
			GENERAL GOVERNMENT	103923	72748.42	70	727461	696049.15	96	5400.00	1247270	545820.85	56

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	61292.66	97	442260	419942.11	95	.00	758170	338227.89	55
	10 04	OVERTIME	1802	1508.11	84	12614	15682.66	124	.00	21630	5947.34	73
	10 06	DMV GRANT OVERTIME	416	271.49	65	2912	3620.85	124	.00	5000	1379.15	72
	10 08	PD RESIDENCY STIPEND	1108	925.04	84	7756	6141.93	79	.00	13300	7158.07	46
	10 12	TAKE HOME CAR PROGRAM	632	.00	0	4424	.00	0	.00	7580	7580.00	0
	10 **	SALARIES AND WAGES	67138	63997.30	95	469966	445387.55	95	.00	805680	360292.45	55
	20	BENEFITS										
	20 02	FICA	5087	4666.91	92	35609	32497.63	91	.00	61050	28552.37	53
	20 04	VA RETIREMENT SYSTEM	6735	6588.66	98	47145	45878.06	97	.00	80820	34941.94	57
	20 06	GROUP MEDICAL INSURANCE	7550	8065.20	107	52850	66811.80	126	.00	90610	23798.20	74
	20 08	GROUP LIFE INSURANCE	846	828.22	98	5922	5764.84	97	.00	10160	4395.16	57
	20 16	OTHER EMPLOYEE BENEFITS	900	.00	0	6300	8100.00	129	.00	10800	2700.00	75
	20 **	BENEFITS	21118	20148.99	95	147826	159052.33	108	.00	253440	94387.67	63
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	125	150.00	120	875	580.00	66	.00	1500	920.00	39
	30 08	MAINTENANCE SVC CONTRACTS	250	232.66	93	1750	1663.07	95	.00	3000	1336.93	55
	30 16	PHYSICALS	181	.00	0	1267	750.00	59	.00	2180	1430.00	34
	30 18	R & M ELECTRONICS	16	.00	0	112	.00	0	.00	200	200.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	2750	3175.00	116	19250	14598.65	76	.00	33000	18401.35	44
	30 **	CONTRACTUAL SERVICES	3322	3557.66	107	23254	17591.72	76	.00	39880	22288.28	44
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	1433	756.39	53	10031	6016.23	60	.00	17200	11183.77	35
	50 10	PROPERTY INSURANCE	166	.00	0	1162	1875.00	161	.00	2000	125.00	94
	50 12	MOTOR VEHICLE INSURANCE	425	.00	0	2975	3825.00	129	.00	5100	1275.00	75
	50 18	GENERAL LIABILITY INSUR	375	.00	0	2625	3618.75	138	.00	4500	881.25	80
	50 24	SUBSISTANCE & LODGING	675	482.88	72	4725	2584.00	55	.00	8100	5516.00	32
	50 26	CONVENTIONS & EDUCATIONS	833	1690.00	203	5831	2240.90	38	.00	10000	7759.10	22
	50 28	DUES & ASSOC MEMBERSHIPS	666	.00	0	4662	7215.00	155	.00	8000	785.00	90
	50 29	ACCREDITATION PROGRAM	325	.00	0	2275	454.01	20	45.00	3900	3400.99	13
	50 32	MISCELLANEOUS	83	249.83	301	581	294.68	51	.00	1000	705.32	30
	50 37	COMMUNITY ENGAGEMENT	125	94.76	76	875	94.76	11	.00	1500	1405.24	6
	50 **	OTHER CHARGES	5106	3273.86	64	35742	28218.33	79	45.00	61300	33036.67	46
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	1000	188.69	19	7000	5202.62	74	.00	12000	6797.38	43
	60 04	REPAIRS & MAINTENANCE	145	1460.20	1007	1015	2105.79	208	.00	1750	355.79	120
	60 06	FUELS & LUBRICANTS	2881	7221.60	251	20167	28371.71	141	.00	34580	6208.29	82
	60 08	VEHICLE & EQUIP R&M	1000	762.12	76	7000	8716.10	125	.00	12000	3283.90	73
	60 10	UNIFORMS	1083	2292.30	212	7581	6066.26	80	536.75	13000	6396.99	51
	60 16	DRUG INVESTIGATING	500	1500.00	300	3500	2454.86	70	.00	6000	3545.14	41
	60 25	SMALL EQUIPMENT	125	.00	0	875	820.89	94	.00	1500	679.11	55
	60 48	AMMUNITION & BATTERIES	833	.00	0	5831	10148.62	174	.00	10000	148.62	102
	60 **	MATERIALS & SUPPLIES	7567	13424.91	177	52969	63886.85	121	536.75	90830	26406.40	71

FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT									
BA ELE OBJ			*****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										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	4583	1706.75	37	32081	18796.75	59	3650.45	55000	32552.80	41
	81 06	MACHINERY & EQUIPMENT	1014	.00	0	7098	.00	0	.00	12170	12170.00	0
	81 **	CAPITAL OUTLAY - REPLACE	5597	1706.75	31	39179	18796.75	48	3650.45	67170	44722.80	33
	82	CAPITAL OUTLAY - NEW										
	82 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	5831	9359.85	161	.00	10000	640.15	94
	82 **	CAPITAL OUTLAY - NEW	833	.00	0	5831	9359.85	161	.00	10000	640.15	94
501	** **	POLICE DEPARTMENT	110681	106109.47	96	774767	742293.38	96	4232.20	1328300	581774.42	56
50	** **	PUBLIC SAFETY	110681	106109.47	96	774767	742293.38	96	4232.20	1328300	581774.42	56
DIV	3101	TOTAL *****										
		POLICE DEPARTMENT	110681	106109.47	96	774767	742293.38	96	4232.20	1328300	581774.42	56
DEPT	31	TOTAL *****										
		PUBLIC SAFETY	110681	106109.47	96	774767	742293.38	96	4232.20	1328300	581774.42	56

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

60												
601		OPERATIONS & MAINTENANCE										
	10	SALARIES AND WAGES										
	10 02	REGULAR	54053	51802.26	96	378371	349576.50	92	.00	648640	299063.50	54
	10 04	OVERTIME	858	79.20	9	6006	12331.81	205	.00	10300	2031.81-	120
	10 **	SALARIES AND WAGES	54911	51881.46	95	384377	361908.31	94	.00	658940	297031.69	55
	20	BENEFITS										
	20 02	FICA	4200	3961.33	94	29400	28527.45	97	.00	50410	21882.55	57
	20 04	VA RETIREMENT SYSTEM	5320	1841.14	35	37240	12887.98	35	.00	63850	50962.02	20
	20 06	GROUP MEDICAL INSURANCE	7404	5342.21	72	51828	43481.15	84	.00	88850	45368.85	49
	20 08	GROUP LIFE INSURANCE	669	742.48	111	4683	5004.71	107	.00	8030	3025.29	62
	20 18	VRS HYBRID EMPLOYER CONTR	0	3235.24	0	0	22819.63	0	.00	0	22819.63-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	830.20	0	0	4113.27	0	.00	0	4113.27-	0
	20 **	BENEFITS	17593	15952.60	91	123151	116834.19	95	.00	211140	94305.81	55
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	500	293.20	59	3500	2934.81	84	.00	6000	3065.19	49
	30 12	ENGIN & ARCHITECTURAL SVC	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	30 16	PHYSICALS	58	40.00	69	406	290.00	71	.00	700	410.00	41
	30 18	R & M ELECTRONICS	91	.00	0	637	124.00	20	.00	1100	976.00	11
	30 36	MOWING CONTRACT	1250	3000.00	240	8750	11975.00	137	.00	15000	3025.00	80
	30 38	TUB GRINDING BRUSH	2916	.00	0	20412	26400.00	129	.00	35000	8600.00	75
	30 40	RECURRING LEASE AGREEMENT	80	.00	0	560	.00	0	.00	960	960.00	0
	30 **	CONTRACTUAL SERVICES	5311	3333.20	63	37177	41723.81	112	.00	63760	22036.19	65
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	391	569.55	146	2737	4080.69	149	.00	4700	619.31	87
	50 10	PROPERTY INSURANCE	416	.00	0	2912	3825.00	131	.00	5000	1175.00	77
	50 12	MOTOR VEHICLE INSURANCE	950	.00	0	6650	8550.00	129	.00	11400	2850.00	75
	50 24	SUBSISTANCE & LODGING	41	.00	0	287	.00	0	.00	500	500.00	0
	50 26	CONVENTIONS & EDUCATIONS	291	.00	0	2037	1589.97	78	.00	3500	1910.03	45
	50 32	MISCELLANEOUS	41	84.35	206	287	307.05	107	.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	653.90	31	14910	18252.49	122	.00	25600	7347.51	71
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	604	478.19	79	4228	1816.13	43	.00	7250	5433.87	25
	60 05	FUEL PUMPS	191	.00	0	1337	333.66	25	.00	2300	1966.34	15
	60 06	FUELS & LUBRICANTS	3990	5371.01	135	27930	46494.89	167	.00	47880	1385.11	97
	60 08	VEHICLE / EQUIP R&M	3333	867.68	26	23331	18683.07	80	.00	40000	21316.93	47
	60 10	UNIFORMS	1000	856.16	86	7000	9246.09	132	.00	12000	2753.91	77
	60 11	SAFETY EQUIP & PROGRAMS	250	495.19	198	1750	2818.74	161	.00	3000	181.26	94
	60 20	STREET LT OPER SUPPLIES	2583	2656.19	103	18081	15556.42	86	.00	31000	15443.58	50
	60 22	HIGHWAY, STRT & SIDEWALKS	1666	5396.52	324	11662	14384.48	123	.00	20000	5615.52	72
	60 23	EQUIPMENT RENTAL	376	.00	0	2632	1353.52	51	.00	4520	3166.48	30
	60 28	STORM DRAINAGE	250	.00	0	1750	1052.50	60	.00	3000	1947.50	35
	60 30	ENGINEERING R & M	83	.00	0	581	.00	0	.00	1000	1000.00	0
	60 34	TRAIN STATION SUPPLIES	291	88.00	30	2037	1793.59	88	.00	3500	1706.41	51
	60 36	PAVEMENT	4166	.00	0	29162	.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	1750	2509.19	143	.02-	3000	490.83		84
60	44		SNOW & ICE REMOVAL	166	.00	0	1162	.00	0	.00	2000	2000.00		0
60	52		DECORATIVE STREET LIGHTS	533	3230.30	606	3731	3987.61	107	.00	6400	2412.39		62
60	**		MATERIALS & SUPPLIES	19732	19439.24	99	138124	120029.89	87	.02-	236850	116820.13		51
	81		CAPITAL OUTLAY - REPLACE											
81	02		VEHICLE REPLACEMENT	1406	.00	0	9842	33998.49	345	1.50	16880	17119.99-		201
81	06		MACHINERY & EQUIPMENT	1083	.00	0	7581	107878.93	1423	96840.12	13000	191719.05-		1575
81	30		IMPRVMNTS OTHER THAN BLDG	2083	.00	0	14581	26712.50	183	750.00	25000	2462.50-		110
81	**		CAPITAL OUTLAY - REPLACE	4572	.00	0	32004	168589.92	527	97591.62	54880	211301.54-		485
	82		CAPITAL OUTLAY - NEW											
82	06		MACHINERY & EQUIPMENT	3416	.00	0	23912	29441.96	123	.87	41000	11557.17		72
82	**		CAPITAL OUTLAY - NEW	3416	.00	0	23912	29441.96	123	.87	41000	11557.17		72
	90		DEBT SERVICE											
90	02		PRINCIPAL	1416	.00	0	9912	17000.00	172	.00	17000	.00		100
90	04		INTEREST	429	2467.60	575	3003	5104.35	170	.00	5150	45.65		99
90	**		DEBT SERVICE	1845	2467.60	134	12915	22104.35	171	.00	22150	45.65		100
601	**	**	OPERATIONS & MAINTENANCE	109510	93728.00	86	766570	878884.92	115	97592.47	1314320	337842.61		74
60	**	**		109510	93728.00	86	766570	878884.92	115	97592.47	1314320	337842.61		74
DIV	4101		TOTAL *****											
			MAIN OF STREETS & HWYS	109510	93728.00	86	766570	878884.92	115	97592.47	1314320	337842.61		74

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	3466.91	208	11662	14474.85	124	.00	20000	5525.15	72
60 08	VEHICLE / EQUIP R&M	2500	312.25	13	17500	7017.73	40	.00	30000	22982.27	23
60 18	SUPPLIES	0	.00	0	0	840.25	0	.00	0	840.25	0
60 26	LITTER EXPENSES	166	.00	0	1162	142.25	12	.00	2000	1857.75	7
60 **	MATERIALS & SUPPLIES	4332	3779.16	87	30324	22475.08	74	.00	52000	29524.92	43
81	CAPITAL OUTLAY - REPLACE										
81 06	MACHINERY & EQUIPMENT	416	.00	0	2912	3521.25	121	.00	5000	1478.75	70
81 **	CAPITAL OUTLAY - REPLACE	416	.00	0	2912	3521.25	121	.00	5000	1478.75	70
601 ** **	OPERATIONS & MAINTENANCE	4748	3779.16	80	33236	25996.33	78	.00	57000	31003.67	46
60 ** **		4748	3779.16	80	33236	25996.33	78	.00	57000	31003.67	46
DIV 4102	TOTAL *****										
	SANITATION & WASTE REM	4748	3779.16	80	33236	25996.33	78	.00	57000	31003.67	46

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

60											
601	OPERATIONS & MAINTENANCE										
30	CONTRACTUAL SERVICES										
30 22	LANDSCAPING CONTRACTS	750	.00	0	5250	6727.05	128	.00	9000	2272.95	75
30 **	CONTRACTUAL SERVICES	750	.00	0	5250	6727.05	128	.00	9000	2272.95	75
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	666	47.06	7	4662	4604.29	99	.00	8000	3395.71	58
50 04	HEATING SERVICES	166	56.85	34	1162	225.77	19	.00	2000	1774.23	11
50 **	OTHER CHARGES	832	103.91	13	5824	4830.06	83	.00	10000	5169.94	48
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	625	1380.62	221	4375	3120.97	71	.00	7500	4379.03	42
60 24	SMALL TOOLS	333	.00	0	2331	3530.83	152	.00	4000	469.17	88
60 **	MATERIALS & SUPPLIES	958	1380.62	144	6706	6651.80	99	.00	11500	4848.20	58
601 ** **	OPERATIONS & MAINTENANCE	2540	1484.53	58	17780	18208.91	102	.00	30500	12291.09	60
60 ** **		2540	1484.53	58	17780	18208.91	102	.00	30500	12291.09	60
DIV 4103	TOTAL *****										
	MAIN OF BLDGS & GROUNDS	2540	1484.53	58	17780	18208.91	102	.00	30500	12291.09	60

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

60											
602	PARKS, RECREAT & CULTURAL										
30	CONTRACTUAL SERVICES										
30 42	TREE REMOVAL & PRUNING	416	.00	0	2912	5200.00	179	.00	5000	200.00-	104
30 **	CONTRACTUAL SERVICES	416	.00	0	2912	5200.00	179	.00	5000	200.00-	104
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1416	1968.36	139	9912	7528.02	76	.00	17000	9471.98	44
50 04	HEATING SERVICES	66	132.81	201	462	350.49	76	.00	800	449.51	44
50 08	TELECOMMUNICATIONS	116	165.16	142	812	605.96	75	.00	1400	794.04	43
50 34	MISCELLANEOUS REIMB	41	.00	0	287	87.50	31	.00	500	412.50	18
50 **	OTHER CHARGES	1639	2266.33	138	11473	8571.97	75	.00	19700	11128.03	44
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	2500	3534.39	141	17500	10945.04	63	.00	30000	19054.96	37
60 53	MULCH & LANDSCAPING STONE	666	.00	0	4662	.00	0	1986.50	8000	6013.50	25
60 54	PLAYGROUND EQUIPMENT	125	.00	0	875	.00	0	.00	1500	1500.00	0
60 55	SPLASH PAD	458	.00	0	3206	595.63	19	.00	5500	4904.37	11
60 56	WAR MEMORIAL BALLFIELD	416	.00	0	2912	.00	0	.00	5000	5000.00	0
60 57	CANOE LAUNCH	125	90.00	72	875	630.00	72	.00	1500	870.00	42
60 58	SPECIAL EVENTS	125	.00	0	875	1196.07	137	.00	1500	303.93	80
60 **	MATERIALS & SUPPLIES	4415	3624.39	82	30905	13366.74	43	1986.50	53000	37646.76	29
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	3150	.00	0	22050	16128.00	73	.00	37800	21672.00	43
81 26	PARKS	0	.00	0	0	63937.23	0	.00	0	63937.23-	0
81 **	CAPITAL OUTLAY - REPLACE	3150	.00	0	22050	80065.23	363	.00	37800	42265.23-	212
82	CAPITAL OUTLAY - NEW										
82 04	EDP EQUIPMENT	0	13676.33	0	0	13676.33	0	4558.77	0	18235.10-	0
82 18	BUILDING	1625	.00	0	11375	.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	13676.33	842	11375	35676.33	314	4558.77	19500	20735.10-	206
602 ** **	PARKS, RECREAT & CULTURAL	11245	19567.05	174	78715	142880.27	182	6545.27	135000	14425.54-	111
60 ** **		11245	19567.05	174	78715	142880.27	182	6545.27	135000	14425.54-	111
DIV 4104	TOTAL *****										
	PARKS & RECREATION	11245	19567.05	174	78715	142880.27	182	6545.27	135000	14425.54-	111

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	57.86	116	350	90.81	26	.00	600	509.19	15
	50	**	OTHER CHARGES	50	57.86	116	350	90.81	26	.00	600	509.19	15
602	**	**	PARKS, RECREAT & CULTURAL	50	57.86	116	350	90.81	26	.00	600	509.19	15
60	**	**		50	57.86	116	350	90.81	26	.00	600	509.19	15
DIV	4106		TOTAL *****										
			CULTURAL	50	57.86	116	350	90.81	26	.00	600	509.19	15

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	.00	0	7875	6456.00	82	.00	13500
	30	**	CONTRACTUAL SERVICES	1125	.00	0	7875	6456.00	82	.00	13500
	60		MATERIALS & SUPPLIES								
	60	04	REPAIRS & MAINTENANCE	1250	246.40	20	8750	12856.55	147	1200.00	15000
	60	**	MATERIALS & SUPPLIES	1250	246.40	20	8750	12856.55	147	1200.00	15000
601	**	**	OPERATIONS & MAINTENANCE	2375	246.40	10	16625	19312.55	116	1200.00	28500
60	**	**		2375	246.40	10	16625	19312.55	116	1200.00	28500
DIV	4108		TOTAL *****								
			LIBRARY	2375	246.40	10	16625	19312.55	116	1200.00	28500
DEPT	41		TOTAL *****								
			PUBLIC WORKS	130468	118863.00	91	913276	1085373.79	119	105337.74	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	7673.58	92	58450	58967.21	101	.00	100200	41232.79	59		
	10	04	OVERTIME	0	8.88	0	0	21.75	0	.00	0	21.75-	0		
	10	**	SALARIES AND WAGES	8350	7682.46	92	58450	58988.96	101	.00	100200	41211.04	59		
	20		BENEFITS												
	20	02	FICA	639	552.09	86	4473	4286.36	96	.00	7670	3383.64	56		
	20	04	VA RETIREMENT SYSTEM	504	486.58	97	3528	3769.12	107	.00	6050	2280.88	62		
	20	06	GROUP MEDICAL INSURANCE	617	608.50	99	4319	4557.40	106	.00	7410	2852.60	62		
	20	08	GROUP LIFE INSURANCE	63	63.34	101	441	479.29	109	.00	760	280.71	63		
	20	10	WORKER'S COMP	141	.00	0	987	1275.00	129	.00	1700	425.00	75		
	20	18	VRS HYBRID EMPLOYER CONTR	0	11.60	0	0	29.00	0	.00	0	29.00-	0		
	20	20	ICMA HYBRID EMPLOYER CONT	0	5.68	0	0	14.20	0	.00	0	14.20-	0		
	20	**	BENEFITS	1964	1727.79	88	13748	14410.37	105	.00	23590	9179.63	61		
	30		CONTRACTUAL SERVICES												
	30	06	ADVERTISING	83	.00	0	581	.00	0	.00	1000	1000.00	0		
	30	08	MAINTENANCE SVC CONTRACTS	41	.00	0	287	.00	0	.00	500	500.00	0		
	30	14	MISC & PROFESSIONAL SVCS	25	.00	0	175	.00	0	.00	300	300.00	0		
	30	16	PHYSICALS	23	89.96	391	161	259.88	161	.00	280	20.12	93		
	30	**	CONTRACTUAL SERVICES	172	89.96	52	1204	259.88	22	.00	2080	1820.12	13		
	50		OTHER CHARGES												
	50	08	TELECOMMUNICATIONS	83	.00	0	581	.00	0	.00	1000	1000.00	0		
	50	12	MOTOR VEHICLE INSURANCE	141	.00	0	987	1275.00	129	.00	1700	425.00	75		
	50	24	SUBSISTANCE & LODGING	25	.00	0	175	124.98	71	.00	300	175.02	42		
	50	26	CONVENTIONS & EDUCATIONS	62	.00	0	434	.00	0	.00	750	750.00	0		
	50	28	DUES & ASSOC MEMBERSHIPS	12	.00	0	84	.00	0	.00	150	150.00	0		
	50	**	OTHER CHARGES	323	.00	0	2261	1399.98	62	.00	3900	2500.02	36		
	60		MATERIALS & SUPPLIES												
	60	02	OFFICE SUPPLIES	29	.00	0	203	.00	0	.00	350	350.00	0		
	60	06	FUELS & LUBRICANTS	2105	3084.23	147	14735	15036.06	102	.00	25270	10233.94	60		
	60	08	VEHICLE & EQUIP R&M	291	.00	0	2037	4673.93	230	.00	3500	1173.93-	134		
	60	14	OTHER OPERATING SUPPLIES	41	.00	0	287	.00	0	.00	500	500.00	0		
	60	18	SUPPLIES	25	.00	0	175	.00	0	.00	300	300.00	0		
	60	**	MATERIALS & SUPPLIES	2491	3084.23	124	17437	19709.99	113	.00	29920	10210.01	66		
	81		CAPITAL OUTLAY - REPLACE												
	81	02	VEHICLE REPLACEMENT	6845	.00	0	47915	.00	0	.00	82150	82150.00	0		
	81	**	CAPITAL OUTLAY - REPLACE	6845	.00	0	47915	.00	0	.00	82150	82150.00	0		
	82		CAPITAL OUTLAY - NEW												
	82	02	VEHICLE	0	.00	0	0	.00	0	79732.00	0	79732.00-	0		
	82	04	EDP EQUIPMENT	0	.00	0	0	.00	0	3601.00	0	3601.00-	0		
	82	**	CAPITAL OUTLAY - NEW	0	.00	0	0	.00	0	83333.00	0	83333.00-	0		
403	**	**	PUBLIC TRANSPORTATION	20145	12584.44	63	141015	94769.18	67	83333.00	241840	63737.82	74		

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	12584.44	63	141015	94769.18	67	83333.00	241840	63737.82	74
DIV	6101		TOTAL *****										
			OPERATIONS	20145	12584.44	63	141015	94769.18	67	83333.00	241840	63737.82	74
DEPT	61		TOTAL *****										
			PUBLIC TRANSPORTATION	20145	12584.44	63	141015	94769.18	67	83333.00	241840	63737.82	74

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

40	ADMINISTRATION										
405	ECONOMIC DEVELOPMENT										
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	2083	.00	0	14581	.00	0	.00	25000	25000.00	0
30 14	MISC & PROFESSIONAL SVCS	416	.00	0	2912	.00	0	.00	5000	5000.00	0
30 **	CONTRACTUAL SERVICES	2499	.00	0	17493	.00	0	.00	30000	30000.00	0
50	OTHER CHARGES										
50 06	POSTAL SERVICES	41	.00	0	287	.00	0	.00	500	500.00	0
50 08	TELECOMMUNICATIONS	75	.00	0	525	.00	0	.00	900	900.00	0
50 24	SUBSISTANCE & LODGING	128	.00	0	896	.00	0	.00	1540	1540.00	0
50 26	CONVENTIONS & EDUCATIONS	105	.00	0	735	.00	0	.00	1260	1260.00	0
50 28	DUES & ASSOC MEMBERSHIPS	116	.00	0	812	.00	0	.00	1400	1400.00	0
50 32	MISCELLANEOUS	125	.00	0	875	.00	0	.00	1500	1500.00	0
50 63	ECONOMIC INCENTIVES	3512	.00	0	24584	.00	0	.00	42150	42150.00	0
50 93	GRANT PROGRAM FUNDING	8333	.00	0	58331	7000.00	12	.00	100000	93000.00	7
50 **	OTHER CHARGES	12435	.00	0	87045	7000.00	8	.00	149250	142250.00	5
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	125	.00	0	875	.00	0	.00	1500	1500.00	0
60 12	BOOKS & SUBSCRIPTIONS	125	.00	0	875	.00	0	.00	1500	1500.00	0
60 **	MATERIALS & SUPPLIES	250	.00	0	1750	.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	.00	0	0	1000.00	0	.00	0	1000.00-	0
82 18	BUILDING	48545	3107.50	6	339815	36293.73	11	.00	582540	546246.27	6
82 **	CAPITAL OUTLAY - NEW	48545	3107.50	6	339815	37293.73	11	.00	582540	545246.27	6
405 ** **	ECONOMIC DEVELOPMENT	63729	3107.50	5	446103	46717.57	11	.00	764790	718072.43	6
409	COMMUNITY DEVELOPMENT										
50	OTHER CHARGES										
50 93	GRANT PROGRAM FUNDING	0	.00	0	0	103920.34	0	87608.71	0	191529.05-	0
50 **	OTHER CHARGES	0	.00	0	0	103920.34	0	87608.71	0	191529.05-	0
409 ** **	COMMUNITY DEVELOPMENT	0	.00	0	0	103920.34	0	87608.71	0	191529.05-	0
40 ** **	ADMINISTRATION	63729	3107.50	5	446103	150637.91	34	87608.71	764790	526543.38	31
DIV 7101	TOTAL ***** ECONOMIC DEVELOPMENT	63729	3107.50	5	446103	150637.91	34	87608.71	764790	526543.38	31
DEPT 71	TOTAL ***** ECONOMIC DEVELOPMENT	63729	3107.50	5	446103	150637.91	34	87608.71	764790	526543.38	31

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	95088	83921.06	88	.00	163010	79088.94	52
	10 04	OVERTIME	25	.00	0	175	.00	0	.00	310	310.00	0
	10 **	SALARIES AND WAGES	13609	19781.20	145	95263	83921.06	88	.00	163320	79398.94	51
	20	BENEFITS										
	20 02	FICA	1040	447.74	43	7280	3189.92	44	.00	12490	9300.08	26
	20 04	VA RETIREMENT SYSTEM	1448	.00	0	10136	.00	0	.00	17380	17380.00	0
	20 06	GROUP MEDICAL INSURANCE	2440	514.40	21	17080	4242.80	25	.00	29280	25037.20	15
	20 08	GROUP LIFE INSURANCE	182	86.92	48	1274	608.44	48	.00	2190	1581.56	28
	20 18	VRS HYBRID EMPLOYER CONTR	0	594.14	0	0	4353.50	0	.00	0	4353.50-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	97.30	0	0	486.46	0	.00	0	486.46-	0
	20 **	BENEFITS	5110	1740.50	34	35770	12881.12	36	.00	61340	48458.88	21
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	416	1162.44	279	2912	4272.22	147	.00	5000	727.78	85
	30 14	MISC & PROFESSIONAL SVCS	1250	.00	0	8750	6800.00	78	.00	15000	8200.00	45
	30 36	MOWING CONTRACT	41	.00	0	287	.00	0	.00	500	500.00	0
	30 **	CONTRACTUAL SERVICES	1707	1162.44	68	11949	11072.22	93	.00	20500	9427.78	54
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50 08	TELECOMMUNICATIONS	154	.00	0	1078	77.68	7	.00	1850	1772.32	4
	50 24	SUBSISTANCE & LODGING	125	.00	0	875	495.90	57	.00	1500	1004.10	33
	50 26	CONVENTIONS & EDUCATIONS	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	62	125.00	202	434	820.00	189	.00	750	70.00-	109
	50 32	MISCELLANEOUS	833	.00	0	5831	241.01	4	.00	10000	9758.99	2
	50 **	OTHER CHARGES	1465	125.00	9	10255	1634.59	16	.00	17600	15965.41	9
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	208	218.76	105	1456	221.21	15	.00	2500	2278.79	9
	60 06	FUELS & LUBRICANTS	144	.00	0	1008	.00	0	.00	1730	1730.00	0
	60 12	BOOKS & SUBSCRIPTIONS	41	35.57	87	287	35.57	12	.00	500	464.43	7
	60 **	MATERIALS & SUPPLIES	393	254.33	65	2751	256.78	9	.00	4730	4473.22	5
	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	23063.47	104	155988	117283.68	75	.00	267490	150206.32	44
40	** **	ADMINISTRATION	22284	23063.47	104	155988	117283.68	75	.00	267490	150206.32	44
DIV	7201	TOTAL ***** COMMUNITY DEVELOPMENT	22284	23063.47	104	155988	117283.68	75	.00	267490	150206.32	44

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
<hr/>												
40		ADMINISTRATION										
406		MAIN STREET COORDINATOR										
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	37	33.54	91	259	201.48	78	.00	450	248.52	45
	50 **	OTHER CHARGES	37	33.54	91	259	201.48	78	.00	450	248.52	45
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	.00	0	875	278.46	32	.00	1500	1221.54	19
	60 **	MATERIALS & SUPPLIES	125	.00	0	875	278.46	32	.00	1500	1221.54	19
406	** **	MAIN STREET COORDINATOR	162	33.54	21	1134	479.94	42	.00	1950	1470.06	25
40	** **	ADMINISTRATION	162	33.54	21	1134	479.94	42	.00	1950	1470.06	25
DIV	7202	TOTAL *****										
		MAIN STREET PROGRAM	162	33.54	21	1134	479.94	42	.00	1950	1470.06	25

FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION								ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.			
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
40			ADMINISTRATION										
400			COUNCIL / PLANNING COMM										
	50		OTHER CHARGES										
	50	24	SUBSISTANCE & LODGING	50	.00	0	350	259.62	74	.00	600	340.38	43
	50	26	CONVENTIONS & EDUCATIONS	83	.00	0	581	550.00	95	.00	1000	450.00	55
	50	36	PLANNING COMMISSION	375	325.00	87	2625	1950.00	74	.00	4500	2550.00	43
	50	**	OTHER CHARGES	508	325.00	64	3556	2759.62	78	.00	6100	3340.38	45
400	**	**	COUNCIL / PLANNING COMM	508	325.00	64	3556	2759.62	78	.00	6100	3340.38	45
40	**	**	ADMINISTRATION	508	325.00	64	3556	2759.62	78	.00	6100	3340.38	45
DIV	7203		TOTAL *****										
			PLANNING COMMISSION	508	325.00	64	3556	2759.62	78	.00	6100	3340.38	45

FUND 010 GENERAL FUND			DEPT/DIV 7204 COMMUNITY DEVELOPMENT/SPARK INNOVATION CENTER										
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										
409			COMMUNITY DEVELOPMENT										
	10		SALARIES AND WAGES										
	10	02	REGULAR	0	3462.40	0	0	6059.20	0	.00	0	6059.20-	0
	10	**	SALARIES AND WAGES	0	3462.40	0	0	6059.20	0	.00	0	6059.20-	0
	20		BENEFITS										
	20	02	FICA	0	256.26	0	0	446.30	0	.00	0	446.30-	0
	20	06	GROUP MEDICAL INSURANCE	0	514.40	0	0	1543.20	0	.00	0	1543.20-	0
	20	08	GROUP LIFE INSURANCE	0	50.26	0	0	100.52	0	.00	0	100.52-	0
	20	18	VRS HYBRID EMPLOYER CONTR	0	362.34	0	0	724.68	0	.00	0	724.68-	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	37.50	0	0	75.00	0	.00	0	75.00-	0
	20	**	BENEFITS	0	1220.76	0	0	2889.70	0	.00	0	2889.70-	0
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	833	119.99	14	5831	287.49	5	.00	10000	9712.51	3
	30	08	MAINTENANCE SVC CONTRACTS	1471	1034.00	70	10297	6800.00	66	5670.55	17660	5189.45	71
	30	14	MISC & PROFESSIONAL SVCS	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	404	256.00	63	2828	1011.47	36	.00	4850	3838.53	21
	30	**	CONTRACTUAL SERVICES	3124	1409.99	45	21868	8098.96	37	5670.55	37510	23740.49	37
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1333	211.32	16	9331	1541.38	17	.00	16000	14458.62	10
	50	04	HEATING SERVICES	500	553.36	111	3500	939.83	27	.00	6000	5060.17	16
	50	06	POSTAL SERVICES	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50	08	TELECOMMUNICATIONS	250	.00	0	1750	.00	0	.00	3000	3000.00	0
	50	10	PROPERTY INSURANCE	41	.00	0	287	375.00	131	.00	500	125.00	75
	50	24	SUBSISTANCE & LODGING	125	.00	0	875	.00	0	.00	1500	1500.00	0
	50	26	CONVENTIONS & EDUCATIONS	125	.00	0	875	.00	0	.00	1500	1500.00	0
	50	32	MISCELLANEOUS	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	50	**	OTHER CHARGES	2665	764.68	29	18655	2856.21	15	.00	32000	29143.79	9
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	1250	2043.78	164	8750	2902.64	33	.00	15000	12097.36	19
	60	04	REPAIRS & MAINTENANCE	500	200.00	40	3500	309.50	9	.00	6000	5690.50	5
	60	**	MATERIALS & SUPPLIES	1750	2243.78	128	12250	3212.14	26	.00	21000	17787.86	15
	82		CAPITAL OUTLAY - NEW										
	82	04	EDP EQUIPMENT	0	8083.04	0	0	8083.04	0	2694.35	0	10777.39-	0
	82	**	CAPITAL OUTLAY - NEW	0	8083.04	0	0	8083.04	0	2694.35	0	10777.39-	0
409	**	**	COMMUNITY DEVELOPMENT	7539	17184.65	228	52773	31199.25	59	8364.90	90510	50945.85	44
40	**	**	ADMINISTRATION	7539	17184.65	228	52773	31199.25	59	8364.90	90510	50945.85	44
DIV	7204	TOTAL	*****										
		SPARK INNOVATION CENTER		7539	17184.65	228	52773	31199.25	59	8364.90	90510	50945.85	44
DEPT	72	TOTAL	*****										
		COMMUNITY DEVELOPMENT		30493	40606.66	133	213451	151722.49	71	8364.90	366050	205962.61	44

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	25487	28500.00	112	.00	43700	15200.00	65
	50 62	CONTRIBUTION - SENIOR CTR	83	.00	0	581	.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	58331	75000.00	129	.00	100000	25000.00	75
	50 72	CONTRIBUTION - FIRE DEPT	1250	.00	0	8750	15000.00	171	.00	15000	.00	100
	50 74	CONTRIBUTION-MAIN ST PGM	833	.00	0	5831	5000.00	86	.00	10000	5000.00	50
	50 **	OTHER CHARGES	14140	32500.00	230	98980	125000.00	126	.00	169700	44700.00	74
801	** **	NON DEPARTMENTAL	14140	32500.00	230	98980	125000.00	126	.00	169700	44700.00	74
80	** **	NON DEPARTMENT	14140	32500.00	230	98980	125000.00	126	.00	169700	44700.00	74
DIV	9101	TOTAL *****										
		CONTRIBUTIONS	14140	32500.00	230	98980	125000.00	126	.00	169700	44700.00	74

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

70			UTILITIES										
702			SEWER										
	70		TRANSFER OUT										
	70	06	TO CIF	0	.00	0	0	700.42	0	.00	0	700.42-	0
	70	**	TRANSFER OUT	0	.00	0	0	700.42	0	.00	0	700.42-	0
702	**	**	SEWER	0	.00	0	0	700.42	0	.00	0	700.42-	0
70	**	**	UTILITIES	0	.00	0	0	700.42	0	.00	0	700.42-	0
80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	50		OTHER CHARGES										
	50	96	INSURANCE CLAIM	0	.00	0	0	2300.00	0	.00	0	2300.00-	0
	50	**	OTHER CHARGES	0	.00	0	0	2300.00	0	.00	0	2300.00-	0
	60		MATERIALS & SUPPLIES										
	60	06	FUELS & LUBRICANTS	833	4444.97	534	5831	13432.43	230	.00	10000	3432.43-	134
	60	**	MATERIALS & SUPPLIES	833	4444.97	534	5831	13432.43	230	.00	10000	3432.43-	134
	82		CAPITAL OUTLAY - NEW										
	82	30	IMPRVMNTS OTHER THAN BLDG	0	15970.35	0	0	70328.04	0	.00	0	70328.04-	0
	82	**	CAPITAL OUTLAY - NEW	0	15970.35	0	0	70328.04	0	.00	0	70328.04-	0
801	**	**	NON DEPARTMENTAL	833	20415.32	2451	5831	86060.47	1476	.00	10000	76060.47-	861
802			TRANSFER OUT										
	70		TRANSFER OUT										
	70	01	TO CEMETERY FUND	8940	.00	0	62580	.00	0	.00	107280	107280.00	0
	70	02	WATER & SEWER FUND	0	.00	0	0	3066.57	0	.00	0	3066.57-	0
	70	03	TO GENERAL FUND	0	.00	0	0	31.75	0	.00	0	31.75-	0
	70	07	TO RESERVE POLICY FNDS-FD	5416	.00	0	37912	.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	.00	0	100492	15598.32	16	.00	172280	156681.68	9
802	**	**	TRANSFER OUT	14356	.00	0	100492	15598.32	16	.00	172280	156681.68	9
80	**	**	NON DEPARTMENT	15189	20415.32	134	106323	101658.79	96	.00	182280	80621.21	56
DIV	9102		TOTAL *****										
			NON DEPARTMENT	15189	20415.32	134	106323	102359.21	96	.00	182280	79920.79	56

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	37583	48912.06	130	.00	64430	15517.94	76
10 **	SALARIES AND WAGES	5369	16107.50	300	37583	48912.06	130	.00	64430	15517.94	76
20	BENEFITS										
20 02	FICA	410	1232.50	301	2870	3738.42	130	.00	4930	1191.58	76
20 04	VA RETIREMENT SYSTEM	488	1465.00	300	3416	4395.00	129	.00	5860	1465.00	75
20 06	GROUP MEDICAL INSURANCE	515	1545.00	300	3605	5262.00	146	.00	6180	918.00	85
20 08	GROUP LIFE INSURANCE	61	185.00	303	427	555.00	130	.00	740	185.00	75
20 **	BENEFITS	1474	4427.50	300	10318	13950.42	135	.00	17710	3759.58	79
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	833	3288.00	395	5831	3613.00	62	.00	10000	6387.00	36
30 **	CONTRACTUAL SERVICES	833	3288.00	395	5831	3613.00	62	.00	10000	6387.00	36
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	42	.00	0	294	33.60	11	.00	510	476.40	7
50 **	OTHER CHARGES	42	.00	0	294	33.60	11	.00	510	476.40	7
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	26	.00	0	182	245.05	135	.00	320	74.95	77
60 **	MATERIALS & SUPPLIES	26	.00	0	182	245.05	135	.00	320	74.95	77
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	2916	26900.00	923	20412	112776.26	553	.00	35000	77776.26	322
81 **	CAPITAL OUTLAY - REPLACE	2916	26900.00	923	20412	112776.26	553	.00	35000	77776.26	322
801 ** **	NON DEPARTMENTAL	10660	50723.00	476	74620	179530.39	241	.00	127970	51560.39	140
80 ** **	NON DEPARTMENT	10660	50723.00	476	74620	179530.39	241	.00	127970	51560.39	140
DIV 9105	TOTAL *****										
	AVOCA	10660	50723.00	476	74620	179530.39	241	.00	127970	51560.39	140
DEPT 91	TOTAL *****										
	NON DEPARTMENT	39989	103638.32	259	279923	406889.60	145	.00	479950	73060.40	85
FUND 010	TOTAL *****										
	GENERAL FUND	503396	460091.03	91	3523772	3353442.40	95	294276.55	6041770	2394051.05	60

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

60											
601	OPERATIONS & MAINTENANCE										
60	MATERIALS & SUPPLIES										
60 28	STORM DRAINAGE	4016	.00	0	28112	5111.57	18	.00	48200	43088.43	11
60 36	PAVEMENT	33333	503.26	2	233331	1722.62	1	.00	400000	398277.38	0
60 40	TRAFFIC CONTROL DEVICE	4733	4105.27	87	33131	47226.71	143	.00	56800	9573.29	83
60 **	MATERIALS & SUPPLIES	42082	4608.53	11	294574	54060.90	18	.00	505000	450939.10	11
81	CAPITAL OUTLAY - REPLACE										
81 02	VEHICLE REPLACEMENT	2126	.00	0	14882	5262.25	35	43975.75	25520	23718.00	-193
81 06	MACHINERY & EQUIPMENT	83	.00	0	581	96840.12	6668	96840.12	1000	192680.24	-9368
81 **	CAPITAL OUTLAY - REPLACE	2209	.00	0	15463	102102.37	660	140815.87	26520	216398.24	-916
601 ** **	OPERATIONS & MAINTENANCE	44291	4608.53	10	310037	156163.27	50	140815.87	531520	234540.86	56
606											
60	MATERIALS & SUPPLIES										
60 30	ENGINEERING R & M	833	38.25	5	5831	229.50	4	.00	10000	9770.50	2
60 44	SNOW & ICE REMOVAL	5000	18229.93	365	35000	30637.48	88	.00	60000	29362.52	51
60 46	OTHER TRAFFIC SVCS RDSIDE	4166	1207.07	29	29162	24827.87	85	.00	50000	25172.13	50
60 **	MATERIALS & SUPPLIES	9999	19475.25	195	69993	55694.85	80	.00	120000	64305.15	46
606 ** **		9999	19475.25	195	69993	55694.85	80	.00	120000	64305.15	46
607											
50	ADMINISTRATION AND MISC										
50 32	OTHER CHARGES										
50 32	MISCELLANEOUS	8333	.00	0	58331	598.36	1	.00	100000	99401.64	1
50 **	OTHER CHARGES	8333	.00	0	58331	598.36	1	.00	100000	99401.64	1
607 ** **	ADMINISTRATION AND MISC	8333	.00	0	58331	598.36	1	.00	100000	99401.64	1
608											
81	CAPITAL OUTLAY										
81	CAPITAL OUTLAY - REPLACE										
81 30	IMPRVMNTS OTHER THAN BLDG	2083	.00	0	14581	.00	0	.00	25000	25000.00	0
81 **	CAPITAL OUTLAY - REPLACE	2083	.00	0	14581	.00	0	.00	25000	25000.00	0
82	CAPITAL OUTLAY - NEW										
82 30	IMPRVMNTS OTHER THAN BLDG	6250	.00	0	43750	26712.50	61	750.00	75000	47537.50	37
82 **	CAPITAL OUTLAY - NEW	6250	.00	0	43750	26712.50	61	750.00	75000	47537.50	37
608 ** **	CAPITAL OUTLAY	8333	.00	0	58331	26712.50	46	750.00	100000	72537.50	28
60 ** **		70956	24083.78	34	496692	239168.98	48	141565.87	851520	470785.15	45
DIV 4101 TOTAL *****											
	MAIN OF STREETS & HWYS	70956	24083.78	34	496692	239168.98	48	141565.87	851520	470785.15	45
DEPT 41 TOTAL *****											
	PUBLIC WORKS	70956	24083.78	34	496692	239168.98	48	141565.87	851520	470785.15	45
FUND 020 TOTAL *****											
	STATE HIGHWAY REIMB FUND	70956	24083.78	34	496692	239168.98	48	141565.87	851520	470785.15	45

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	1642.46	93	12334	11588.77	94	.00	21150
	10	04	OVERTIME	10	61.02	610	70	110.62	158	.00	130
	10	**	SALARIES AND WAGES	1772	1703.48	96	12404	11699.39	94	.00	21280
											9561.23
											19.38
											55
	20		BENEFITS								
	20	02	FICA	135	106.62	79	945	733.84	78	.00	1630
	20	04	VA RETIREMENT SYSTEM	187	187.92	101	1309	1315.44	101	.00	2250
	20	06	GROUP MEDICAL INSURANCE	327	327.42	100	2289	2291.94	100	.00	3930
	20	08	GROUP LIFE INSURANCE	23	23.62	103	161	165.34	103	.00	280
	20	**	BENEFITS	672	645.58	96	4704	4506.56	96	.00	8090
											896.16
											934.56
											59
											58
											59
											56
701	**	**	WATER	2444	2349.06	96	17108	16205.95	95	.00	29370
											13164.05
											55
702			SEWER								
	10		SALARIES AND WAGES								
	10	02	REGULAR	1175	1094.96	93	8225	7696.99	94	.00	14100
	10	04	OVERTIME	7	40.68	581	49	73.72	150	.00	90
	10	**	SALARIES AND WAGES	1182	1135.64	96	8274	7770.71	94	.00	14190
											6403.01
											16.28
											82
	20		BENEFITS								
	20	02	FICA	90	71.09	79	630	518.03	82	.00	1090
	20	04	VA RETIREMENT SYSTEM	125	125.26	100	875	876.82	100	.00	1500
	20	06	GROUP MEDICAL INSURANCE	218	218.28	100	1526	1527.96	100	.00	2620
	20	08	GROUP LIFE INSURANCE	15	15.76	105	105	110.32	105	.00	190
	20	**	BENEFITS	448	430.39	96	3136	3033.13	97	.00	5400
											571.97
											623.18
											59
											58
											58
											56
702	**	**	SEWER	1630	1566.03	96	11410	10803.84	95	.00	19590
											8786.16
											55
70	**	**	UTILITIES	4074	3915.09	96	28518	27009.79	95	.00	48960
											21950.21
											55
DIV	1101		TOTAL *****								
			ADMINISTRATION	4074	3915.09	96	28518	27009.79	95	.00	48960
											21950.21
											55
DEPT	11		TOTAL *****								
			GENERAL GOVERNMENT	4074	3915.09	96	28518	27009.79	95	.00	48960
											21950.21
											55

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	26119.58	83	219996	167893.98	76	.00	377140	209246.02	45
	10 04	OVERTIME	1287	2495.03	194	9009	9186.62	102	.00	15450	6263.38	60
	10 **	SALARIES AND WAGES	32715	28614.61	88	229005	177080.60	77	.00	392590	215509.40	45
	20	BENEFITS										
	20 02	FICA	2502	2098.85	84	17514	13040.26	75	.00	30030	16989.74	43
	20 04	VA RETIREMENT SYSTEM	3090	1162.60	38	21630	8138.20	38	.00	37090	28951.80	22
	20 06	GROUP MEDICAL INSURANCE	4818	2887.16	60	33726	22279.70	66	.00	57820	35540.30	39
	20 08	GROUP LIFE INSURANCE	388	327.62	84	2716	2102.50	77	.00	4660	2557.50	45
	20 18	VRS HYBRID EMPLOYER CONTR	0	1107.08	0	0	6560.20	0	.00	0	6560.20-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	318.20	0	0	2008.56	0	.00	0	2008.56-	0
	20 **	BENEFITS	10798	7901.51	73	75586	54129.42	72	.00	129600	75470.58	42
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	2508	4923.50	196	17556	19681.93	112	.00	30100	10418.07	65
	30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	11662	.00	0	.00	20000	20000.00	0
	30 16	PHYSICALS	66	.00	0	462	100.00	22	.00	800	700.00	13
	30 20	WATER PURCHASES - CC	6250	259.50	4	43750	29323.60	67	.00	75000	45676.40	39
	30 24	R & M GROUNDS, BLDGS, RDS	1166	970.00	83	8162	2617.66	32	.00	14000	11382.34	19
	30 26	IT NETWRK/WEBSITE SUPPORT	48	95.66	199	336	334.81	100	.00	570	235.19	59
	30 **	CONTRACTUAL SERVICES	11704	6248.66	53	81928	52058.00	64	.00	140470	88412.00	37
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	9166	7124.61	78	64162	64204.50	100	.00	110000	45795.50	58
	50 04	HEATING SERVICES	333	806.73	242	2331	1231.91	53	.00	4000	2768.09	31
	50 08	TELECOMMUNICATIONS	916	1138.42	124	6412	6110.10	95	.00	11000	4889.90	56
	50 10	PROPERTY INSURANCE	800	.00	0	5600	7275.00	130	.00	9610	2335.00	76
	50 12	MOTOR VEHICLE INSURANCE	45	.00	0	315	412.50	131	.00	550	137.50	75
	50 18	GENERAL LIABILITY INSUR	375	.00	0	2625	3450.00	131	.00	4500	1050.00	77
	50 24	SUBSISTANCE & LODGING	250	.00	0	1750	.00	0	.00	3000	3000.00	0
	50 26	CONVENTIONS & EDUCATIONS	416	.00	0	2912	1060.00	36	.00	5000	3940.00	21
	50 28	DUES & ASSOC MEMBERSHIPS	83	.00	0	581	872.00	150	.00	1000	128.00	87
	50 30	REFUNDS	41	.00	0	287	.00	0	.00	500	500.00	0
	50 32	MISCELLANEOUS	166	.00	0	1162	.00	0	.00	2000	2000.00	0
	50 64	SAMPLE TESTING	1250	1259.43	101	8750	4830.05	55	.00	15000	10169.95	32
	50 66	FEES PAID TO COMMONWEALTH	458	.00	0	3206	5037.00	157	.00	5500	463.00	92
	50 68	PROFESSIONAL LICENSES	125	.00	0	875	.00	0	.00	1500	1500.00	0
	50 88	LOAN ISSUANCE COSTS	0	.00	0	0	21694.53	0	.00	0	21694.53-	0
	50 **	OTHER CHARGES	14424	10329.19	72	100968	116177.59	115	.00	173160	56982.41	67
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	500	570.04	114	3500	1133.33	32	.00	6000	4866.67	19
	60 04	REPAIRS & MAINTENANCE	4166	800.54	19	29162	7080.19	24	935.00	50000	41984.81	16
	60 06	FUELS & LUBRICANTS	665	603.18	91	4655	2918.22	63	.00	7980	5061.78	37
	60 08	VEHICLE & EQUIP R&M	250	.00	0	1750	402.87	23	.00	3000	2597.13	13
	60 10	UNIFORMS	604	624.18	103	4228	3731.54	88	.00	7250	3518.46	52
	60 11	SAFETY EQUIP & PROGRAMS	208	.00	0	1456	633.35	44	.00	2500	1866.65	25

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	23356.15	208	78750	89802.88	114	.00	135000	45197.12	67	
60	15	LABORATORY TEST CHEMICALS		1250	1189.60	95	8750	8890.86	102	.00	15000	6109.14	59	
60	24	SMALL TOOLS		166	.00	0	1162	.00	0	.00	2000	2000.00	0	
60	25	SMALL EQUIPMENT		625	.00	0	4375	4047.96	93	.00	7500	3452.04	54	
60	**	MATERIALS & SUPPLIES		19684	27143.69	138	137788	118641.20	86	935.00	236230	116653.80	51	
70		TRANSFER OUT												
70	05	TO RESERVES		5744	.00	0	40208	.00	0	.00	68930	68930.00	0	
70	**	TRANSFER OUT		5744	.00	0	40208	.00	0	.00	68930	68930.00	0	
90		DEBT SERVICE												
90	02	PRINCIPAL		25666	.00	0	179662	308000.00	171	.00	308000	.00	100	
90	04	INTEREST		7500	43362.10	578	52500	89788.79	171	.00	90000	211.21	100	
90	**	DEBT SERVICE		33166	43362.10	131	232162	397788.79	171	.00	398000	211.21	100	
91		DEBT SERVICE-2020A												
91	02	PRINCIPAL		9243	110920.00	1200	64701	110920.00	171	.00	110920	.00	100	
91	04	INTEREST		8166	44927.56	550	57162	89855.12	157	.00	98000	8144.88	92	
91	**	DEBT SERVICE-2020A		17409	155847.56	895	121863	200775.12	165	.00	208920	8144.88	96	
92		DEBT SERVICE-SERIES 2022												
92	04	INTEREST		0	5159.84	0	0	5159.84	0	.00	0	5159.84-	0	
92	**	DEBT SERVICE-SERIES 2022		0	5159.84	0	0	5159.84	0	.00	0	5159.84-	0	
701	**	**	WATER	145644	284607.16	195	1019508	1121810.56	110	935.00	1747900	625154.44	64	
70	**	**	UTILITIES	145644	284607.16	195	1019508	1121810.56	110	935.00	1747900	625154.44	64	
DIV	5001	TOTAL ***** OPERATIONS		145644	284607.16	195	1019508	1121810.56	110	935.00	1747900	625154.44	64	

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	830.69	100	5831	3676.02	63	.00	10000	6323.98	37
	50 08	TELECOMMUNICATIONS	58	60.04	104	406	413.97	102	.00	700	286.03	59
	50 **	OTHER CHARGES	891	890.73	100	6237	4089.99	66	.00	10700	6610.01	38
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	1750	.00	0	.00	3000	3000.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	1750	.00	0	.00	3000	3000.00	0
703	** **	BEDFORD PUMP STATION	1141	890.73	78	7987	4089.99	51	.00	13700	9610.01	30
704		LOLA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	83	180.61	218	581	577.01	99	.00	1000	422.99	58
	50 08	TELECOMMUNICATIONS	58	60.04	104	406	413.97	102	.00	700	286.03	59
	50 **	OTHER CHARGES	141	240.65	171	987	990.98	100	.00	1700	709.02	58
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	8	.00	0	56	.00	0	.00	100	100.00	0
	60 **	MATERIALS & SUPPLIES	8	.00	0	56	.00	0	.00	100	100.00	0
704	** **	LOLA PUMP STATION	149	240.65	162	1043	990.98	95	.00	1800	809.02	55
709		MELINDA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	232.29	29	5600	557.18	10	.00	9600	9042.82	6
	50 08	TELECOMMUNICATIONS	45	.00	0	315	.00	0	.00	550	550.00	0
	50 **	OTHER CHARGES	845	232.29	28	5915	557.18	9	.00	10150	9592.82	6
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	125	.00	0	875	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	125	.00	0	875	.00	0	.00	1500	1500.00	0
709	** **	MELINDA PUMP STATION	970	232.29	24	6790	557.18	8	.00	11650	11092.82	5
70	** **	UTILITIES	2260	1363.67	60	15820	5638.15	36	.00	27150	21511.85	21
DIV	5002	TOTAL *****										
		PUMP STATION	2260	1363.67	60	15820	5638.15	36	.00	27150	21511.85	21

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	.00	0	5600	2582.32	46	.00	9600	7017.68	27
	50	08	TELECOMMUNICATIONS	66	61.46	93	462	447.79	97	.00	800	352.21	56
	50	**	OTHER CHARGES	866	61.46	7	6062	3030.11	50	.00	10400	7369.89	29
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	250	.00	0	1750	265.48	15	.00	3000	2734.52	9
	60	14	OTHER OPERATING SUPPLIES	625	750.00	120	4375	4456.06	102	.00	7500	3043.94	59
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	1750	1322.04	76	.00	3000	1677.96	44
	60	**	MATERIALS & SUPPLIES	1125	750.00	67	7875	6043.58	77	.00	13500	7456.42	45
706	**	**	MCMINNIS SPRING	1991	811.46	41	13937	9073.69	65	.00	23900	14826.31	38
707			REYNOLDS SPRING										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1062	2408.39	227	7434	6973.69	94	.00	12750	5776.31	55
	50	08	TELECOMMUNICATIONS	133	167.32	126	931	934.70	100	.00	1600	665.30	58
	50	**	OTHER CHARGES	1195	2575.71	216	8365	7908.39	95	.00	14350	6441.61	55
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	250	450.00	180	1750	1329.49	76	.00	3000	1670.51	44
	60	14	OTHER OPERATING SUPPLIES	541	744.75	138	3787	3794.62	100	.00	6500	2705.38	58
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	1750	1322.04	76	.00	3000	1677.96	44
	60	**	MATERIALS & SUPPLIES	1041	1194.75	115	7287	6446.15	89	.00	12500	6053.85	52
707	**	**	REYNOLDS SPRING	2236	3770.46	169	15652	14354.54	92	.00	26850	12495.46	54
70	**	**	UTILITIES	4227	4581.92	108	29589	23428.23	79	.00	50750	27321.77	46
DIV	5003		TOTAL *****										
			SPRINGS	4227	4581.92	108	29589	23428.23	79	.00	50750	27321.77	46

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	62.35	62	700	375.99	54	.00	1200	824.01	31
	50 08	TELECOMMUNICATIONS	125	103.75	83	875	726.25	83	.00	1500	773.75	48
	50 **	OTHER CHARGES	225	166.10	74	1575	1102.24	70	.00	2700	1597.76	41
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	208	.00	0	1456	897.22	62	.00	2500	1602.78	36
	60 **	MATERIALS & SUPPLIES	208	.00	0	1456	897.22	62	.00	2500	1602.78	36
708	** **	TANKS & INDUSTRIAL METERS	433	166.10	38	3031	1999.46	66	.00	5200	3200.54	39
70	** **	UTILITIES	433	166.10	38	3031	1999.46	66	.00	5200	3200.54	39
DIV	5004	TOTAL *****										
		TANKS & INDUSTRIAL METERS	433	166.10	38	3031	1999.46	66	.00	5200	3200.54	39

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	11662	45980.63	394	3.12	20000	25983.75-	230
81 06	MACHINERY & EQUIPMENT	11545	.00	0	80815	40404.07	50	7772.57	138550	90373.36	35
81 18	BUILDING	2083	.00	0	14581	.00	0	.00	25000	25000.00	0
81 22	WATER SYSTEM	3833	.00	0	26831	315842.52	1177	.00	46000	269842.52-	687
81 30	IMPRVMNTS OTHER THAN BLDG	45500	355.00	1	318500	499.00	0	.00	546000	545501.00	0
81 35	MELINDA TANK HPZ	0	23313.00	0	0	166813.00	0	.00	0	166813.00-	0
81 37	SCADA SYSTEM UPGRADE	19166	.00	0	134162	.00	0	.00	230000	230000.00	0
81 40	WTP - ELECTRICAL	0	.00	0	0	8800.17	0	.00	0	8800.17-	0
81 **	CAPITAL OUTLAY - REPLACE	83793	23668.00	28	586551	578339.39	99	7775.69	1005550	419434.92	58
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	89583	965.00	1	627081	12902.83	2	.00	1075000	1062097.17	1
82 16	LAND	0	.00	0	0	19866.00	0	.00	0	19866.00-	0
82 **	CAPITAL OUTLAY - NEW	89583	965.00	1	627081	32768.83	5	.00	1075000	1042231.17	3
701 ** **	WATER	173376	24633.00	14	1213632	611108.22	50	7775.69	2080550	1461666.09	30
70 ** **	UTILITIES	173376	24633.00	14	1213632	611108.22	50	7775.69	2080550	1461666.09	30
DIV 5010	TOTAL ***** WATER CAPITAL OUTLAY	173376	24633.00	14	1213632	611108.22	50	7775.69	2080550	1461666.09	30
DEPT 50	TOTAL ***** WATER DEPARTMENT	325940	315351.85	97	2281580	1763984.62	77	8710.69	3911550	2138854.69	45

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

70			UTILITIES											
702			SEWER											
	10		SALARIES AND WAGES											
	10	02	REGULAR	41105	35672.42	87	287735	241670.40	84	.00	493260	251589.60	49	
	10	04	OVERTIME	691	1235.70	179	4837	3526.19	73	.00	8300	4773.81	43	
	10	**	SALARIES AND WAGES	41796	36908.12	88	292572	245196.59	84	.00	501560	256363.41	49	
	20		BENEFITS											
	20	02	FICA	3197	2628.57	82	22379	17423.09	78	.00	38370	20946.91	45	
	20	04	VA RETIREMENT SYSTEM	4121	2458.60	60	28847	17210.20	60	.00	49460	32249.80	35	
	20	06	GROUP MEDICAL INSURANCE	7204	4811.98	67	50428	41237.41	82	.00	86450	45212.59	48	
	20	08	GROUP LIFE INSURANCE	518	461.06	89	3626	3173.78	88	.00	6220	3046.22	51	
	20	18	VRS HYBRID EMPLOYER CONTR	0	1037.92	0	0	7164.78	0	.00	0	7164.78-	0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	171.42	0	0	873.58	0	.00	0	873.58-	0	
	20	**	BENEFITS	15040	11569.55	77	105280	87082.84	83	.00	180500	93417.16	48	
	30		CONTRACTUAL SERVICES											
	30	08	MAINTENANCE SVC CONTRACTS	875	1588.47	182	6125	2877.42	47	.00	10500	7622.58	27	
	30	14	MISC & PROFESSIONAL SVCS	1666	.00	0	11662	.00	0	.00	20000	20000.00	0	
	30	16	PHYSICALS	125	.00	0	875	.00	0	.00	1500	1500.00	0	
	30	24	R & M GROUNDS, BLDGS, RDS	541	1021.41	189	3787	3321.41	88	.00	6500	3178.59	51	
	30	**	CONTRACTUAL SERVICES	3207	2609.88	81	22449	6198.83	28	.00	38500	32301.17	16	
	50		OTHER CHARGES											
	50	02	ELECTRICAL SERVICES	31250	27225.37	87	218750	129263.96	59	.00	375000	245736.04	35	
	50	04	HEATING SERVICES	291	988.37	340	2037	1408.52	69	.00	3500	2091.48	40	
	50	08	TELECOMMUNICATIONS	833	1021.92	123	5831	5660.78	97	.00	10000	4339.22	57	
	50	10	PROPERTY INSURANCE	800	.00	0	5600	7275.00	130	.00	9600	2325.00	76	
	50	12	MOTOR VEHICLE INSURANCE	166	.00	0	1162	1537.20	132	.00	2000	462.80	77	
	50	18	GENERAL LIABILITY INSUR	375	.00	0	2625	3450.00	131	.00	4500	1050.00	77	
	50	24	SUBSISTANCE & LODGING	83	.00	0	581	.00	0	.00	1000	1000.00	0	
	50	26	CONVENTIONS & EDUCATIONS	250	.00	0	1750	2098.00	120	.00	3000	902.00	70	
	50	28	DUES & ASSOC MEMBERSHIPS	41	.00	0	287	.00	0	.00	500	500.00	0	
	50	30	REFUNDS	62	.00	0	434	.00	0	.00	750	750.00	0	
	50	32	MISCELLANEOUS	62	.00	0	434	.00	0	.00	750	750.00	0	
	50	64	SAMPLE TESTING	916	2967.73	324	6412	5372.57	84	.00	11000	5627.43	49	
	50	66	FEES PAID TO COMMONWEALTH	875	690.00	79	6125	10347.00	169	.00	10500	153.00	99	
	50	67	SAMPLE TESTING / IN HOUSE	437	.00	0	3059	5023.80	164	.00	5250	226.20	96	
	50	68	PROFESSIONAL LICENSES	125	.00	0	875	.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	2912	.00	0	.00	5000	5000.00	0	
	50	**	OTHER CHARGES	36982	32893.39	89	258874	270267.45	104	.00	443850	173582.55	61	
	60		MATERIALS & SUPPLIES											
	60	02	OFFICE SUPPLIES	504	607.97	121	3528	1098.52	31	.00	6050	4951.48	18	
	60	04	REPAIRS & MAINTENANCE	5250	5220.12	99	36750	8695.41	24	29966.02	63000	24338.57	61	
	60	06	FUELS & LUBRICANTS	1440	1152.22	80	10080	4786.43	48	.00	17290	12503.57	28	
	60	08	VEHICLE / EQUIP R&M	416	.00	0	2912	2456.75	84	.00	5000	2543.25	49	
	60	10	UNIFORMS	583	842.04	144	4081	4178.36	102	125.20-	7000	2946.84	58	
	60	11	SAFETY EQUIP & PROGRAMS	416	100.00	24	2912	1820.17	63	.00	5000	3179.83	36	

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

70			UTILITIES										
702			SEWER										
60	14		OTHER OPERATING SUPPLIES	6066	28052.49	463	42462	53213.02	125	786.00	72800	18800.98	74
60	24		SMALL TOOLS	125	.00	0	875	.00	0	.00	1500	1500.00	0
60	50		LABORATORY TEST EQUIP	2500	3622.93	145	17500	15993.44	91	2265.61	30000	11740.95	61
60	**		MATERIALS & SUPPLIES	17300	39597.77	229	121100	92242.10	76	32892.43	207640	82505.47	60
70			TRANSFER OUT										
70	05		TO RESERVES	5743	.00	0	40201	.00	0	.00	68920	68920.00	0
70	**		TRANSFER OUT	5743	.00	0	40201	.00	0	.00	68920	68920.00	0
90			DEBT SERVICE										
90	04		INTEREST	11135	.00	0	77945	.00	0	.00	133620	133620.00	0
90	**		DEBT SERVICE	11135	.00	0	77945	.00	0	.00	133620	133620.00	0
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	6423	77080.00	1200	44961	77080.00	171	.00	77080	.00	100
91	04		INTEREST	5208	31220.85	600	36456	62441.70	171	.00	62500	58.30	100
91	**		DEBT SERVICE-2020A	11631	108300.85	931	81417	139521.70	171	.00	139580	58.30	100
92			DEBT SERVICE-SERIES 2022										
92	04		INTEREST	0	23505.92	0	0	23505.92	0	.00	0	23505.92-	0
92	**		DEBT SERVICE-SERIES 2022	0	23505.92	0	0	23505.92	0	.00	0	23505.92-	0
702	**	**	SEWER	142834	255385.48	179	999838	864015.43	86	32892.43	1714170	817262.14	52
70	**	**	UTILITIES	142834	255385.48	179	999838	864015.43	86	32892.43	1714170	817262.14	52
DIV	5101		TOTAL *****										
			OPERATIONS	142834	255385.48	179	999838	864015.43	86	32892.43	1714170	817262.14	52

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	1432.39	132	7581	4576.72	60	.00	13000	8423.28	35
	50 08	TELECOMMUNICATIONS	83	60.04	72	581	413.97	71	.00	1000	586.03	41
	50 **	OTHER CHARGES	1166	1492.43	128	8162	4990.69	61	.00	14000	9009.31	36
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	833	.00	0	5831	1299.14	22	.00	10000	8700.86	13
	60 **	MATERIALS & SUPPLIES	833	.00	0	5831	1299.14	22	.00	10000	8700.86	13
705	** **	RIVERVIEW PUMP STATION	1999	1492.43	75	13993	6289.83	45	.00	24000	17710.17	26
70	** **	UTILITIES	1999	1492.43	75	13993	6289.83	45	.00	24000	17710.17	26
DIV	5102	TOTAL *****										
		PUMP STATION	1999	1492.43	75	13993	6289.83	45	.00	24000	17710.17	26

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

70			UTILITIES											
702			SEWER											
	81		CAPITAL OUTLAY - REPLACE											
	81	02	VEHICLE REPLACEMENT	1666	33188.28	1992	11662	99684.41	855	2.38-	20000	79682.03-	498	
	81	06	MACHINERY & EQUIPMENT	12770	585.00	5	89390	2705.07	3	7225.87	153250	143319.06	7	
	81	18	BUILDING	4250	.00	0	29750	.00	0	.00	51000	51000.00	0	
	81	20	SEWER SYSTEM	131853	1310.01	1	922971	746742.04	81	.00	1582240	835497.96	47	
	81	30	IMPRVMNTS OTHER THAN BLDG	62500	7410.01	12	437500	13900.77	3	.00	750000	736099.23	2	
	81	37	SCADA SYSTEM UPGRADE	29166	.00	0	204162	.00	0	.00	350000	350000.00	0	
	81	40	ELECTRICAL	130683	108490.00	83	914781	592023.98	65	.00	1568200	976176.02	38	
	81	**	CAPITAL OUTLAY - REPLACE	372888	150983.30	41	2610216	1455056.27	56	7223.49	4474690	3012410.24	33	
	82		CAPITAL OUTLAY - NEW											
	82	06	MACHINERY & EQUIPMENT	0	.00	0	0	119450.00	0	240197.00	0	359647.00-	0	
	82	20	SEWER SYSTEM	57875	.00	0	405125	.00	0	.00	694500	694500.00	0	
	82	**	CAPITAL OUTLAY - NEW	57875	.00	0	405125	119450.00	30	240197.00	694500	334853.00	52	
702	**	**	SEWER	430763	150983.30	35	3015341	1574506.27	52	247420.49	5169190	3347263.24	35	
70	**	**	UTILITIES	430763	150983.30	35	3015341	1574506.27	52	247420.49	5169190	3347263.24	35	
DIV	5110	TOTAL	*****											
		SEWER	CAPITAL OUTLAY	430763	150983.30	35	3015341	1574506.27	52	247420.49	5169190	3347263.24	35	
DEPT	51	TOTAL	*****											
		SEWER	DEPARTMENT	575596	407861.21	71	4029172	2444811.53	61	280312.92	6907360	4182235.55	40	

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

71			DISTRIBUTION & COLLECTION											
711			DISTRIBUTION											
	10		SALARIES AND WAGES											
	10	02	REGULAR	8850	6472.96	73	61950	47077.31	76	.00	106210	59132.69	44	
	10	04	OVERTIME	275	250.10	91	1925	1611.30	84	.00	3300	1688.70	49	
	10	**	SALARIES AND WAGES	9125	6723.06	74	63875	48688.61	76	.00	109510	60821.39	45	
	20		BENEFITS											
	20	02	FICA	698	484.78	70	4886	3503.68	72	.00	8380	4876.32	42	
	20	04	VA RETIREMENT SYSTEM	934	286.48	31	6538	2005.36	31	.00	11210	9204.64	18	
	20	06	GROUP MEDICAL INSURANCE	1807	984.80	55	12649	7812.40	62	.00	21690	13877.60	36	
	20	08	GROUP LIFE INSURANCE	117	85.40	73	819	666.64	81	.00	1410	743.36	47	
	20	18	VRS HYBRID EMPLOYER CONTR	0	327.22	0	0	2908.73	0	.00	0	2908.73-	0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	65.48	0	0	388.47	0	.00	0	388.47-	0	
	20	**	BENEFITS	3556	2234.16	63	24892	17285.28	69	.00	42690	25404.72	41	
	30		CONTRACTUAL SERVICES											
	30	08	MAINTENANCE SVC CONTRACTS	250	38.25	15	1750	229.50	13	.00	3000	2770.50	8	
	30	16	PHYSICALS	25	.00	0	175	.00	0	.00	300	300.00	0	
	30	30	GIS MAPPING UPDATES	416	16.74	4	2912	120.78	4	.00	5000	4879.22	2	
	30	**	CONTRACTUAL SERVICES	691	54.99	8	4837	350.28	7	.00	8300	7949.72	4	
	50		OTHER CHARGES											
	50	08	TELECOMMUNICATIONS	25	.00	0	175	23.73	14	.00	300	276.27	8	
	50	24	SUBSISTANCE & LODGING	41	.00	0	287	.00	0	.00	500	500.00	0	
	50	26	CONVENTIONS & EDUCATIONS	66	.00	0	462	.00	0	.00	800	800.00	0	
	50	65	METER TESTING/REPLACEMENT	1250	592.00	47	8750	740.00	9	.00	15000	14260.00	5	
	50	76	MISS UTILITY	54	13.65	25	378	142.29	38	.00	650	507.71	22	
	50	**	OTHER CHARGES	1436	605.65	42	10052	906.02	9	.00	17250	16343.98	5	
	60		MATERIALS & SUPPLIES											
	60	02	OFFICE SUPPLIES	20	12.49	63	140	12.49	9	.00	250	237.51	5	
	60	04	REPAIRS & MAINTENANCE	4166	7302.47	175	29162	23690.56	81	1525.30	50000	24784.14	50	
	60	06	FUELS & LUBRICANTS	775	788.86	102	5425	2739.22	51	.00	9300	6560.78	30	
	60	08	VEHICLE & EQUIP R&M	520	44.69	9	3640	1204.67	33	.00	6250	5045.33	19	
	60	10	UNIFORMS	216	106.48	49	1512	670.94	44	.00	2600	1929.06	26	
	60	11	SAFETY EQUIP & PROGRAMS	108	.00	0	756	182.10	24	.00	1300	1117.90	14	
	60	25	SMALL EQUIPMENT	116	407.27	351	812	629.92	78	.00	1400	770.08	45	
	60	**	MATERIALS & SUPPLIES	5921	8662.26	146	41447	29129.90	70	1525.30	71100	40444.80	43	
711	**	**	DISTRIBUTION	20729	18280.12	88	145103	96360.09	66	1525.30	248850	150964.61	39	
712			COLLECTION											
	10		SALARIES AND WAGES											
	10	02	REGULAR	8850	6472.94	73	61950	46988.72	76	.00	106210	59221.28	44	
	10	04	OVERTIME	275	250.08	91	1925	1335.08	69	.00	3300	1964.92	41	
	10	**	SALARIES AND WAGES	9125	6723.02	74	63875	48323.80	76	.00	109510	61186.20	44	

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

71		DISTRIBUTION & COLLECTION										
712		COLLECTION										
	20	BENEFITS										
	20 02	FICA	698	484.68	69	4886	3503.02	72	.00	8380	4876.98	42
	20 04	VA RETIREMENT SYSTEM	934	286.48	31	6538	2005.36	31	.00	11210	9204.64	18
	20 06	GROUP MEDICAL INSURANCE	1807	984.80	55	12649	7812.40	62	.00	21690	13877.60	36
	20 08	GROUP LIFE INSURANCE	117	85.34	73	819	666.30	81	.00	1410	743.70	47
	20 18	VRS HYBRID EMPLOYER CONTR	0	327.20	0	0	2908.49	0	.00	0	2908.49	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	65.40	0	0	388.01	0	.00	0	388.01	0
	20 **	BENEFITS	3556	2233.90	63	24892	17283.58	69	.00	42690	25406.42	41
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	125	38.25	31	875	979.50	112	.00	1500	520.50	65
	30 16	PHYSICALS	25	.00	0	175	.00	0	.00	300	300.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	48	95.66	199	336	334.81	100	.00	570	235.19	59
	30 30	GIS MAPPING UPDATES	416	16.74	4	2912	120.78	4	.00	5000	4879.22	2
	30 **	CONTRACTUAL SERVICES	614	150.65	25	4298	1435.09	33	.00	7370	5934.91	20
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	25	.00	0	175	23.73	14	.00	300	276.27	8
	50 24	SUBSISTANCE & LODGING	41	.00	0	287	.00	0	.00	500	500.00	0
	50 26	CONVENTIONS & EDUCATIONS	66	.00	0	462	.00	0	.00	800	800.00	0
	50 76	MISS UTILITY	54	13.65	25	378	142.26	38	.00	650	507.74	22
	50 **	OTHER CHARGES	186	13.65	7	1302	165.99	13	.00	2250	2084.01	7
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	20	12.50	63	140	12.50	9	.00	250	237.50	5
	60 04	REPAIRS & MAINTENANCE	2916	1016.21	35	20412	7452.17	37	.00	35000	27547.83	21
	60 06	FUELS & LUBRICANTS	775	788.86	102	5425	2739.22	51	.00	9300	6560.78	30
	60 08	VEHICLE & EQUIP R&M	520	44.69	9	3640	1550.04	43	.00	6250	4699.96	25
	60 10	UNIFORMS	208	106.48	51	1456	670.95	46	.00	2500	1829.05	27
	60 11	SAFETY EQUIP & PROGRAMS	108	.00	0	756	182.10	24	.00	1300	1117.90	14
	60 25	SMALL EQUIPMENT	108	141.73	131	756	364.38	48	.00	1300	935.62	28
	60 **	MATERIALS & SUPPLIES	4655	2110.47	45	32585	12971.36	40	.00	55900	42928.64	23
	81	CAPITAL OUTLAY - REPLACE										
	81 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	5831	.00	0	.00	10000	10000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	833	.00	0	5831	.00	0	.00	10000	10000.00	0
712	** **	COLLECTION	18969	11231.69	59	132783	80179.82	60	.00	227720	147540.18	35
71	** **	DISTRIBUTION & COLLECTION	39698	29511.81	74	277886	176539.91	64	1525.30	476570	298504.79	37
DIV	5201	TOTAL ***** OPERATIONS	39698	29511.81	74	277886	176539.91	64	1525.30	476570	298504.79	37
DEPT	52	TOTAL ***** DISTRIBUTION & COLLECTION	39698	29511.81	74	277886	176539.91	64	1525.30	476570	298504.79	37
FUND	050	TOTAL ***** WATER & SEWER FUND	945308	756639.96	80	6617156	4412345.85	67	290548.91	11344440	6641545.24	42

FUND 090 CEMETERY FUND											
DEPT/DIV 0000											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								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	871.43	70	8750	7721.57	88	.00	15000	7278.43	52
10 04	OVERTIME	83	.00	0	581	718.30	124	.00	1000	281.70	72
10 **	SALARIES AND WAGES	1333	871.43	65	9331	8439.87	90	.00	16000	7560.13	53
20	BENEFITS										
20 02	FICA	102	60.95	60	714	590.44	83	.00	1230	639.56	48
20 04	VA RETIREMENT SYSTEM	133	.00	0	931	.00	0	.00	1600	1600.00	0
20 06	GROUP MEDICAL INSURANCE	145	174.41	120	1015	1407.46	139	.00	1750	342.54	80
20 08	GROUP LIFE INSURANCE	16	12.50	78	112	104.09	93	.00	200	95.91	52
20 18	VRS HYBRID EMPLOYER CONTR	0	82.16	0	0	710.87	0	.00	0	710.87-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	17.36	0	0	110.69	0	.00	0	110.69-	0
20 **	BENEFITS	396	347.38	88	2772	2923.55	106	.00	4780	1856.45	61
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	2083	5780.00	278	14581	10530.00	72	.00	25000	14470.00	42
30 **	CONTRACTUAL SERVICES	2083	5780.00	278	14581	10530.00	72	.00	25000	14470.00	42
60	MATERIALS & SUPPLIES										
60 04	REPAIRS & MAINTENANCE	833	.00	0	5831	95.90	2	.00	10000	9904.10	1
60 60	OPENING/CLOSING GRAVES	125	.00	0	875	.00	0	.00	1500	1500.00	0
60 **	MATERIALS & SUPPLIES	958	.00	0	6706	95.90	1	.00	11500	11404.10	1
70	TRANSFER OUT										
70 01	TO CEMETERY RESERVE	2270	.00	0	15890	.00	0	.00	27250	27250.00	0
70 **	TRANSFER OUT	2270	.00	0	15890	.00	0	.00	27250	27250.00	0
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	4000	.00	0	28000	39780.00	142	79560.00	48000	71340.00-	249
82 **	CAPITAL OUTLAY - NEW	4000	.00	0	28000	39780.00	142	79560.00	48000	71340.00-	249
603 ** **	CEMETERY	11040	6998.81	63	77280	61769.32	80	79560.00	132530	8799.32-	107
60 ** **		11040	6998.81	63	77280	61769.32	80	79560.00	132530	8799.32-	107
DIV 0000	TOTAL *****										
		11040	6998.81	63	77280	61769.32	80	79560.00	132530	8799.32-	107
DEPT 00	TOTAL *****										
		11040	6998.81	63	77280	61769.32	80	79560.00	132530	8799.32-	107
FUND 090	TOTAL *****										
	CEMETERY FUND	11040	6998.81	63	77280	61769.32	80	79560.00	132530	8799.32-	107
GRAND	TOTAL *****										
		1530700	1247813.58	82	10714900	8066726.55	75	805951.33	18370260	9497582.12	48

Town of Altavista
Investment and Deposit Totals
Balance as of January 31, 2023



General Fund Reserves

Money Market Account	5,621,555.30	
Certificate of Deposit	3,074,543.22	
LGIP	5,767,264.89	
Sub-Total		\$ 14,463,363.41

Enterprise Fund Reserves

Money Market Account	230,793.17	
Certificate of Deposit		
LGIP	2,610,615.22	
Sub-Total		\$ 2,841,408.39

Highway Fund

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,027,661.00	
Sub-Total		\$ 1,085,011.00

Green Hill Cemetery

Money Market Account	79,428.96	
Certificate of Deposit	641,714.52	
LGIP	78,868.60	
Sub-Total		\$ 800,012.08

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	235,126.54	
Sub-Total		\$ 235,126.54

Federal Forfeiture Account \$0.00

State Forfeiture Account \$7,947.54

Operating Cash Account \$ 3,831,347.92

Grand Total Investments and Deposits \$ 23,264,216.88

Designated Balance \$ 17,453,685.93

Undesignated Balance \$ 5,810,530.95

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	5,012,538.00
PCB	435,967.59
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	1,204,545.31
ARPA Funding - 1st Tranche & 2nd Tranche	3,073,782.00
CIP Items Earmarked for Future Purchase	192,680.00
Park Improvements as designated by Roberta F. Jenks' Estate	48,968.32
Park Improvements	11,300.00
AVOCA Maintenance Funds	112,248.33
Proceeds from sale of Armory	212,826.00
Theater Transfer In FY2022 Budget	983,770.00

EARMARKED FUNDS \$ 11,494,240.85

RESERVE POLICY FUNDS

General Fund: The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 50% of Annual Recurring Revenues. (8/10/21) 3,200,986

Enterprise Fund: Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,811,552

Total Reserve Policy Funds 5,012,538



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Town Council Meeting Minutes

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Review and approved minutes as presented; or direct Staff on needed revisions.

Explanation:

Transcribed Meeting Minutes:

- January 10th Regular Meeting
- January 24th Work Session

Background:

At each month's regular meeting, Town Council reviews and approves minutes transcribed from their previous month's meetings. Town Council may inform/direct Staff on any corrections needed before approval is given.

Funding Source(s):

Attachments: *(click item to open)*

[attachment. Town Council Meeting Minutes 1.10.2023.pdf](#)

[attachment 2. Town Council Work Session 1.24.23.pdf](#)

Town Council Regular Meeting - January 10th, 2023

The Altavista Town Council held their January 2023 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, January 10th, 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. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

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
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Assistant Town Clerk

Pastor Sinclair Hall, First Church of Jesus, 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 January 10th Town Council Meeting Agenda, of which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the January 10, 2023, Altavista Town Council Meeting Agenda as presented.

Motion carried.

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

3. Recognitions and Presentations

Town of Altavista Personnel Changes:
There were no milestones, new employees, or employee departures in December 2022.

- Mrs. Jamie Gillespie, Altavista’s Business & Community Engagement Coordinator, addressed Council at this time. Mrs. Gillespie thanked the Town for giving her the opportunity to work in Altavista. She shared her excitement for the new Spark Innovation Center and informed Council of a new office tenant starting in February. Mrs. Gillespie stated that she would be happy to give a tour to anyone interested.
- Mayor Mattox referenced National Law Enforcement Appreciation Day, recognized in 2023 on Monday, January 9th. He stated, on the behalf of Town Council and the Town of Altavista, he thanked the men and women of the Altavista Police Department for their service and dedication to the Altavista community.

Town Council Regular Meeting - January 10th, 2023

4. Citizen’s Time

Mr. Jordan Parker, Founder and CEO of the Claire Parker Foundation, 1019 9th Street, Altavista, came before Council to offer a heartfelt “Thank You” to the Town of Altavista for continuing to support the Claire Parker Foundation’s annual Deck the Heels 5K Event. He specifically thanked the Altavista Police Department and Public Works for their hard work and safety efforts during the race.

Mayor Mattox thanked Mr. Parker for the great work accomplished through his foundation.

5. Town & Community Partners - Updates

There were no updates on this date.

6. Consent Agenda

- TOA Monthly Financial Reports – December 2022
- Town Council Meeting Minutes – November RM and WS

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve the January 10, 2023, Consent Agenda as presented.
Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. FY2024-2028 Capital Improvement Plan (CIP)

Background:
In November 2022, Town Council received the proposed Capital Improvement Plan project sheets, detailing large capital projects for all Town departments. This will be the first opportunity for Council to provide Staff with input on the working document.

Assistant Town Manager Matt Perkins shared with Council the draft CIP documents for the following departments: Administration, Police, Economic Development, and Transit. He stated that Staff would be happy to answer any questions Council may have.

Mayor Mattox asked Town Council if they had any questions pertaining to the proposed projects/CIP plans for the aforementioned departments. There were none at this time.

B. Special Event Permit (SEP) Request

Background:
Altavista Town Staff submits all Special Event Permit applications to Town Council for their review and approval consideration.

Assistant Town Manager Matt Perkins informed Council of a SEP application recently submitted by Lori Watkins on behalf of the Rustburg Dixie Youth Softball League (RDS).

Town Council Regular Meeting - January 10th, 2023

Mr. Perkins stated the event, RDS Diamond Diva 5K, was a fundraising event for the league, open to the public with a participation fee of \$25; and Ms. Watkins requested the use of English Park to hold the event on Sunday, April 30th, 2023. He said the park would remain open, similar to the town’s annual Gibley Jog.

Councilman Mitchell asked if Staff had checked with the Town to determine if there were any other events that day, that may be in conflict with the request.

Mr. Perkins informed Council that Town Staff, including the Altavista Police Department and Public Works, had an opportunity to give input on the event request, and there were no concerns or known conflicts.

Councilman Mitchell referenced there not being a fund request as part of the SEP application. He asked if the event would require any Town Staff or Altavista Police.

Mr. Perkins stated that no Town Staff had been requested, or was required, because RDS had their own volunteers to coordinate the race and the event activities; and Campbell County Public Safety Personnel would also be on site for the event.

With a motion made by Councilman Wayne Mitchell, and seconded by Councilman Tracy Emerson, the Special Event Permit application by Lori Watkins on behalf of the Rustburg Dixie Softball League was approved by Town Council.

Motion carried.

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

9. Unfinished Business

A. Automated Metering Infrastructure (AMI) – System Installation

Background:
The Town of Altavista has approximately 1800 water meters in the Town’s utility system. On a quarterly basis, all water meters are read “*manually*”. The Town was given Federal Funds (ARPA) that could be utilized for utility infrastructure projects; and Town Council approved the Town Staff to move forward with procurement of an Automated Metering Infrastructure System (AMI). Town Council also authorized Staff to solicit firms for the installation of the new metering system.

Public Services Director Tom Fore informed Town Council that the committee for this project consisted of himself, Paul Hill, Assistant Public Services Director, Jeff Author, Public Works Manager, Teri Anderson, Public Works Administrative Assistant, and a representative from one of the Town’s on-call engineers, Hurt & Proffitt.

Mr. Fore said, after review of the submitted proposals, Hurt & Proffitt and Town Staff recommended Water Works, Inc., which had the lowest bid of \$851,990.44, with an additional \$30,000 to cut holes in the Town’s existing meter lids, so the Town would not need to purchase new lids with pre-cut holes; for a total of \$881,990.44.

Mr. Fore reminded Council the Town appropriated \$1,075,000 for this project; leaving \$193,009.56 remaining of the initial amount appropriated.

Councilman Mitchell asked if the surplus would be added to Reserves or General Fund.

Mr. Fore reminded Council that the funds for this AMI project were granted by the ARPA (government) Program, and not for use on projects that didn’t qualify for the program’s requirements and specifications.

Town Council Regular Meeting - January 10th, 2023

Mr. Fore stated the surplus of funds from the AMI Project would not be wasted, but utilized to help cover costs for another utility infrastructure project that qualified for the funds.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding this item, of which there were none.

With a motion made by Councilman Wayne Mitchell, and seconded by Councilman Tracy Emerson, Town Council accepted Staff’s recommendation and approved awarding the AMI Installation Project to Water Works, Inc. in the amount of \$881,990.44.

Motion carried.

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

B. Town of Altavista (TOA) Employee Policies Handbook

Background:
Periodically, the Town Council and Town Manager review the TOA Employee Policies Handbook for needed updates and revisions. Town Council began reviewing the proposed updates by Management for the TOA Employee Handbook at their November 22nd Work Session. Council asked that the item be discussed further before approval.

Town Manager Gary Shanaberger referenced Council and Staff’s previous discussion about the proposed updates. He informed Council, taking their concerns into consideration, there was an addition to the handbook on page 17, under Item 2.14 – for new employees not to be eligible to receive pay increases/raises until after they have completed their probation period (6 months).

Mr. Shanaberger also referenced Council’s suggestion to add the town’s safety manuals to the employee handbook. He stated, after further review and consideration, Staff recommended leaving out the safety manuals. He said that safety manuals were always changing with continuous updates; and it could become costly for the town to update the employee handbook to accommodate for each of those changes.

Councilman Higginbotham suggested having two separate signature sheets: one for the safety manual and one for the policy handbook. He stated a new employee should be given the most current safety manual during their initial training, and if any updates were made to the manual, the employee would sign a new acknowledgment sheet for those changes.

Public Services Director Tom Fore informed Town Council that the safety manuals for Public Works, Water Treatment, and Wastewater, were updated weekly. He stated that his aforementioned departments were informed of every update and were required to sign off that they were given, and had read the new updates.

Mr. Fore stated that his employees were also required to read at least one chapter per month of their safety manual, so at the end of a year, the employee had read the entire manual at least once, including any updates throughout the year. He stated that his employees were all initially trained on Standard Operating Procedures, and that training was also refreshed throughout the year.

Councilman Higginbotham asked if employee sick leave or accrual time had been changed

Mr. Shanaberger answered yes, accrued time was increased to be in line with surrounding localities, and more competitive in the current job market.

Councilman Mitchell referenced the addendum to the draft employee policy handbook and asked the Town Manager if it would hinder the town’s ability to solicit new employees.

Town Council Regular Meeting - January 10th, 2023

Mr. Shanaberger stated it possibly could, but he had not experienced the situation during his current or previous employment.

Mr. Mitchell said that he relied on the Town Manager’s expertise and recommendations, and stated he would support the employee policy updates with , or without, the addendum.

Councilman Emerson shared his favor with the addendum regarding no pay increases for new employees during their six month probation period, however, he believed an employee should be eligible for the same increase given to others after their probation was complete.

Mr. Shanaberger stated the town was currently handling the matter that way.

Councilman Higginbotham shared his concern with approving the employee policies handbook that evening, and stated that he believed the item was a budgetary matter and should be discussed further during the budget process.

Councilman Mitchell asked for clarity regarding the addendum presented that evening and asked the Town Manager if he agreed with the addition.

Mr. Shanaberger informed Council that the addendum was a group decision among Staff.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding this item, of which there were none.

With a motion made by Vice Mayor Reggie Bennett, and seconded by Councilman Tracy Emerson, Town Council accepted Staff’s recommendations and approved the updates to the Town of Altavista Employee Handbook/Personnel Policies as presented, with the addition of Item 2.14 – new town employees do not qualify for pay increases until after a probation period of six months.
Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	No
	Mr. Tim George	Yes
	Dr. Scott Lowman	Yes

10. Departmental Reports – December 2022

- Utilities – Project Updates
- TOA Financial Reports
- Community Development Report
- Public Services Monthly Report
- Altavista Police Department
- Town Council Monthly Meeting Calendars-December and January

Departmental Reports and Council’s Meeting Calendars were delivered to Town Council with their January 10th Meeting Agenda Pre-Packet.

Mayor Mattox asked the Town Manager and Department Directors if they had any comments pertaining to their monthly reports.

- Public Services Director Tom Fore gave Town Council a brief overview of each item in his December 2022 Utilities Report:
 - Melinda HPZ Project
 - Frazier Road Drainage Project
 - Springs SCADA Project
 - VDEM Generators
 - Filter Improvement Project
 - WWTP Electrical Project
 - Clarifier #3 Project
 - Lynch Creek Restoration Project
 - AMI Meter System Project
 - Aeration Study

Town Council Regular Meeting - January 10th, 2023

Councilman Higginbotham asked Mr. Fore what the expected completion date was for the Springs SCADA Project.

Mr. Fore estimated a 1 ½ year timeframe for completion of the project. He stated an approval by Health Department for the project's design work was required before moving forward, which could take three to six months, and the project build was a six to eight month timeframe.

Councilman George referenced the Lynch Creek Restoration Project and asked if the plan was to apply rip rap all the way down the creek line to the boat ramp (in English Park).

Mr. Fore informed Council that dead Ash Trees along the creek bank had caused erosion issues. He stated that he was in the process of consulting with an engineer about whether to plant new, creek friendly trees, that would help stabilize the creek bank, or to lay rip rap along the entire length of the creek to the river.

Councilman Mitchell referenced the Melinda HPZ Project and asked if the town had a way to compare the current PSI with the PSI readings after the work was done.

Mr. Fore answered that yes, the town did have that capability. He stated, once the project was complete, the PSI would increase for everyone in that area, but monitored to regulate the standard (45PSI) when demand required.

Councilman Higginbotham recommended that the town notify the homeowners in the area of the work being done, that when completed, their water pressure would increase. He stated this would prepare the citizens that had old or weak plumbing, that the increased pressure had the potential to cause a water leak.

Mr. Fore asked Public Works Manager Jeff Arthur to prepare a flyer to deliver to the citizens in the Melinda HPZ Project area, stating that the work being done to increase their water pressure could cause leak issues to old plumbing.

11. Matters from Council

- Mayor Mattox recognized Chief Merricks and the Altavista Police Department's (APD) Annual Christmas Shop-With-A-Cop Event. He stated the APD did an extraordinary job with the event every year and he appreciated their dedication to the Altavista community.

Chief Merricks informed Council, with generous donations from the community, the APD was able to invite sixty-eight children to the 2022 event, the largest group to date. He said it was a group effort to accomplish the task on the event day; and shared that his department was joined by volunteers from the Campbell County Sheriff's Office, the Blue Ridge Regional Jail, the Town of Hurt Police Department, and many other volunteers

Chief Merricks stated it was a positive testimony of the great community he lived in and the continued collaboration between the Town of Altavista and its surrounding localities.

- Mayor Mattox reminded Town Council that this period of the meeting was an opportunity for them to "propose" an item, or items, for consideration to be discussed on a future agenda. He said this enables Staff to be prepared with requested information for answering questions regarding the proposed items.
- Councilman Lowman referenced English Park and the need to upgrade the park's electrical system in order to add more lights in the park..

Public Services Director Tom Fore stated that he was currently gathering price quotes for the electrical work needed, and he would be bringing this matter to Council at their January 24th Work Session.

Town Council Regular Meeting - January 10th, 2023

- Councilman Higginbotham referenced the English Park Trail System, specifically the stone structures along the paved portion of Eagle Trail. He suggested the dead trees and overgrown shrubs be cleared away from the structures so they could be a nice visual feature to the trail.

Public Services Director Tom Fore reminded Council of Public Works’ busy schedule. He stated Public Works could work on clearing of the structures a little at a time, as time allowed. He said the suggested item might be addressed sooner by outsourcing the project.

Councilman Emerson shared his favor with the idea and suggested allowing local Garden Clubs to assist with new colorful plants around the structures.

Mayor Mattox asked Town Council if they had any additional questions, concerns, or items for future discussion, of which there were none.

Mayor Mattox reminded everyone of the following dates:

- Monday, January 16th - Town Offices will be CLOSED in observance of the National holiday: Martin Luther King Jr. Day
- Tuesday, January 4th - Town Council Work Session, starting at 5pm

12. Closed Session

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)(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body

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

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

Motion carried.

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

Town Council went into Closed Session at 6:49 p.m.
Notice was given that Council was back in regular session at 7:33 p.m.

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.

Town Council Regular Meeting - January 10th, 2023

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. Tracy Emerson	Yes
	Mr. Jay Higginbotham	Yes	Mr. Wayne Mitchell	Yes
	Mayor Michael Mattox	Yes		

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

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Town Council or any additional comments or concerns from Council, of which there were none.

Mayor Mattox adjourned the meeting at 7:35 p.m.

Michael Mattox, Mayor

Gary Shanaberger, Town Clerk,
Town Manager

Town Council Work Session, Tuesday, January 24, 2023

The January 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, January 24th, 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
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, Treasurer/Finance Director
Mr. Thomas Merricks, APD Chief of Police
Ms. Sharon D. Williams, Community Development Director
Mr. Tom Fore, Public Services Director
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 January 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 presented.

Motion carried.

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

2. Recognitions and Presentations

- Citizen Craig Amo - Re: Request for a Billy Booker Memorial
Mr. Amo addressed Town Council and requested Council’s consideration to honor William Gus “Billy” Booker by naming the ballfield located at War Memorial Park after Mr. Booker; and placing a plaque on the stone arch entrance of the field. He shared with Council a brief history of Mr. Booker’s accomplishments and contributions to the Town of Altavista.

Councilman Emerson asked if the aforementioned stone arch would be disturbed.

Mr. Amo answered, it would not; he said only a plaque would be added to the structure.

There was a consensus of Town Council to place this item on the February 14th Consent Agenda.

- FY2024 Budget – Agency’s and Non-profit’s Annual Fund Requests
Background: During the town’s annual budget process, Town Council provides an opportunity for local agencies and nonprofits to deliver their annual budget request.

Town Council Work Session, Tuesday, January 24, 2023

Town Council can provide direction to Staff concerning these requests and their inclusion in the draft budget. If Council does not provide direction, Staff has typically included the requests in the draft budget, which will be delivered to Town Council this year (2023) at their February 14th Council Meeting.

Mrs. Tobie Shelton, Altavista's Director of Finance and Administration, informed Town Council of the scheduled order of presentation. Each organization gave Town Council a brief overview of their 2023 Annual Report, and were asked to present their FY2024 fund request, with an explanation of intention for the funds.

- Altavista Area Chamber of Commerce
Executive Director Beverly Watlington and Board President Kyle Goldsmith
FY2023: \$30,000 / FY2024 request, \$55,000
- Altavista Area YMCA
Chief Executive Officer, Maria McCracken
FY2023: \$100,000 / FY2024 request, \$100,000
- Altavista On Track
Executive Director, David Green
FY2023: \$55,176 / FY2024 request, \$55,176
- Altavista Senior Center
CCPLS/Citizen Engagement Senior Programming, Katie Lane
FY2023: \$1,000 / FY2024 request, \$1,000
- Avoca Museum and Historical Society
Executive Director, Caleb Lafoon, and Board Member Rusty Hicks
FY2023: \$82,140 / FY2024 request, \$123,230
- Small Business Development Center(SBDC), Lynchburg Region
Executive Director, Stephanie Keener
FY2023: \$6,000 / FY2024 request, \$6,000

Mayor Mattox encouraged Town Council to ask questions for items they did not know or understand pertaining to the individual presentations/fund requests.

- Councilman Mitchell referenced the Chamber of Commerce's increased fund request from the previous year, \$30,000, to \$55,000 for FY2024. He asked Mr. Goldsmith to bring Council back a document itemizing the Chamber's intent for the extra funds.
- Vice Mayor Bennett made reference to only one out of the six organizations present that evening submitted a FY2022 Audit Report. He asked that they all do so as soon as possible because it was the Town's responsibility to share with the citizens of Altavista where the Town's funds were being spent and why.

Mayor Mattox concurred with the Vice Mayor and added that the Town was held accountable for their monetary actions, and accordingly hold the organizations they contribute funds to with the same accountability.

- After the YMCA presentation by CEO Maria McCracken, members of Town Council shared their appreciation for the work they do for the community and the amenities they offer; and stated the YMCA was an asset to the Town of Altavista.

Mayor Mattox asked Ms. McCracken for an "itemization of use" for the YMCA's \$100,000 annual fund request.

Ms. McCracken informed Council that the YMCA had a new accounting system that enabled them to complete their annual reports sooner than in the past. She stated the Town's annual contribution to the YMCA went directly to their youth sports program, and said she would deliver the requested document to Council for their review.

Town Council Work Session, Tuesday, January 24, 2023

- During David Green's presentation for Altavista On Track (AOT), Councilman Mitchell referenced the recent Memorandum of Understanding between the Town and AOT, and asked Mr. Green for a copy of the document.

Mayor Mattox asked that the document be shared with all Town Council members.

Councilman Mitchell also asked what AOT's event schedule was for CY2023.

Mr. Green reminded Council that AOT was not only accountable to the Town of Altavista, but also to the Virginia Department of Housing and Community Development, which included annual reports, audits, and event schedules. He said that 2022 was not as profitable as predicted or desired, and AOT would be restructuring their future event plans, with the exception of the Annual Gibley Jog.

Mayor Mattox stated the initial objective for AOT was to promote Altavista's Downtown District and to incentivize new businesses to locate there. He said, as a small business owner, he would be happy to offer input when needed.

Mr. Green stated that objective was still at top priority for AOT and said that he looked forward to working with the Town, and the State, to increasing the presence of Altavista's Downtown District.

- Town Council shared their appreciation for the Altavista Senior Center, and the opportunities it offered to Altavista's senior community.

Councilman Mitchell stated that he believed \$1,000 (the Senior Center's FY2024 fund request) was a small price to pay for such a great senior amenity.

- Avoca Board Member Rusty Hicks gave a brief overview of Avoca's history and how it became a town-owned property. Afterwards, Executive Director Caleb Laffoon presented Avoca's FY2024 fund request, increased from last year's \$82,140, to \$123,230. He stated that \$82,140 of the request remained for (2) employee salaries, which included himself.

Mr. Laffoon referenced the Avoca Reserve Fund, monies from the sale of a previous town-owned property and allocated by the Town for Avoca maintenance. He asked Council to consider relinquishing the fund to the Avoca Board.

Mr. Laffoon shared that the Avoca Board would like the Town to consider maintenance of the Avoca mansion like other town-owned public properties, by taking care of maintenance issues, whether it be a light switch or heat pump.

Mr. Laffoon also asked Council to consider allowing the Town's Public Works Department to help with Avoca's year-round ground maintenance, like mowing and leaf removal services. He asked for a separate \$35,760 in funds for landscaping, which he stated came from an average of three separate quotes.

Mr. Laffoon referenced the Avoca mansion's second floor plastering and stated, being 120 years old, the plaster was starting to crack and become a safety hazard. He informed Council of a \$3,000 grant that Avoca received to assist with replacing the plaster, and asked Council to consider a one-time donation of \$5,324, the remaining funds needed for completing the project.

Councilman Mitchell shared his favor with approving the "basic" maintenance request. He referenced the property being town-owned and therefore should be maintained at the same level as the library and train station.

Vice Mayor Bennett asked Tom Fore, Public Services Director, for his input regarding whether Public Works could mow the Avoca property or if outsourcing the work was more feasible.

Mr. Fore said he would evaluate the services needed and offer a recommendation.

Mr. Bennett asked if Avoca received United Way funding.

Mr. Laffoon stated, previously, Avoca had not received funding from United Way, but informed Council that he was currently working on gaining their funding.

Mayor Mattox asked Mr. Laffoon and the Avoca Board Members present that evening, if they would welcome Mr. Fore reviewing their landscaping contract before Avoca entered into an agreement, to assure the received proposals were reasonable proposals; to which the Avoca Board Members agreed.

Councilman Higginbotham shared his favor with Avoca and the Town sharing the responsibilities of ground maintenance on the Avoca property: such as the Town taking care of basic mowing, mulching, and leaf removal, and Avoca beautifying the property with flowers, shrubs, etc.

Mr. Higginbotham referenced the Avoca Reserve Fund, and reminded Mr. Laffoon that the funds in that account were allocated for use only on Capital Improvement Projects at Avoca. He shared his favor in leaving the Avoca Reserve Fund the way it was currently being managed.

Mr. Higginbotham also suggested utilizing the Avoca Reserve Fund, not additional Town funding, for the aforementioned “plaster restoration project”, and stated that type of project was what the fund was established for.

Councilman George stated he thought the Town was already helping with ground maintenance at Avoca, so he was in favor of the Town sharing that responsibility.

Councilman Lowman asked for clarification of how the Avoca Reserve Fund was established and how it could be used.

Finance Director Tobie Shelton stated that the fund was established through the sale of the old Altavista EMS building, previously located adjacent to the Avoca property. She said the deed of that property strictly stated that the funds of the sale were to be allocated for CIP maintenance projects only.

With no further question regarding this matter, Mayor Mattox thanked Mr. Laffoon and the Avoca Board for the work they do for the Altavista community.

- Lynchburg Regional Small Business Development Center (SBDC)
Executive Director Stephanie Keener presented Council with the SBDC’s 2022 annual report and a brief overview of their 2023 Plan. She reminded Council that any fund contributions from the Town of Altavista were matched with federal funds by the SBDC’s Small Business Administration Grant.

Ms. Keener stated in 2022, the SBDC served twenty-one Altavista businesses, with training and/or one-on-one counselling, which they offered free, or of minimal cost to the business.

Ms. Keener informed Town Council that the SBDC was partnering with Altavista’s Community & Business Engagement Coordinator, Jamie Gillespie, to offer business counseling opportunities at the Spark Innovation Center. She said the SBDC recently hired two new business advisors, one focused on finance and budgets, and one focused on marketing and branding; and both would be rotating time at the Spark Innovation Center.

Councilman Mitchell asked if the number of businesses assisted by the SBDC in 2022 (twenty-one) was an average number for Altavista.

Ms. Keener stated, other than the decrease in 2021, due to COVID, the numbers in the Lynchburg region, including Altavista, had been steadily increasing.

Vice Mayor Bennett asked Ms. Keener to elaborate on the SBDC's intention to utilize the Spark Innovation Center to assist the town's small business community.

Ms. Keener stated the SBDC was working with Mrs. Gillespie to create specific days and timeframes that they could utilize office space and be available for business counseling. She stated, by having a consistent presence in town, would help keep the Spark Center at the forefront of helping new and existing businesses.

Mayor Mattox asked if the SBDC would be bringing back a previous program, "small business workshops".

Ms. Keener stated that the SBDC currently offered a ninety-minute online class for new businesses to learn the answers to basic questions; and for existing businesses to hear from their peers that may have similar questions or concerns.

Ms. Keener informed Council that the SBDC planned to offer a new class in 2023, focused on community support for small businesses. She stated the class would be held at the locality's location of choice; and information provided to small businesses regarding available support from their community, such as what grant programs were available and where to find office space.

Councilman Higginbotham asked how businesses could find out about the aforementioned classes and workshops.

Ms. Keener stated that all SBDC activities were located on their event calendar. She said local (Altavista) events/classes could be shared on social media and in newspapers, as well as "word-of-mouth" being a great informative tool.

Mayor Mattox and Town Council thanked Ms. Keener for her continued work in assisting the Town of Altavista's small business community.

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)

4.1 English Park – Electrical Repairs

Background: English Park is used for multiple festivals and events. The Town has electrical fixtures throughout the park that allow vendors to utilize the electrical outlets. After the last AOT event in English Park, Staff brought to management's attention, there were faulty electrical supply lines in the park that needed to be repaired.

Public Services Director Tom Fore stated, Staff was asking for Council's consideration to move forward with repairing the faulty electrical system in English Park. He said after Staff reviewed the submitted quotes for the work, they recommended awarding the project to Childress Electrical, the lowest bid at \$26,300.

There was a unanimous consensus of Town Council to place this item on the Consent Agenda of their February 14th Council Meeting.

At this time, Mr. Fore also referenced a previous discussion regarding the Town adding more lights to the parking lots at English Park. He asked for Council's direction.

There was a consensus of Town Council for Staff to investigate the cost for using solar lights, similar to the ones at Dalton's Landing, but in the amount of lights needed for the English Park project; for their consideration of placing the item on a future CIP.

Town Council Work Session, Tuesday, January 24, 2023

5. New Items for Discussion

5.1 Blight Discussion – Informational Item

Community Development Director Sharon D. Williams introduced Director Jeffrey Brown, of the State Building Code Office. She informed Town Council that Mr. Brown had the opportunity earlier that evening to meet with the Town Manager and Assistant Town Manager and take a tour of the Town of Altavista.

Mr. Brown informed Town Council that he had been with the State Code Office for five years, and was previously a local building code and property maintenance official for fifteen years. He said that he would be happy to answer any questions Council may have regarding the tools available to the Town to help tackle blight issues.

Mr. Brown stated that the Virginia State Code included a property maintenance code, which could be adopted by a locality entirely, or in portions of the code; and in addition, local ordinances were tools to help enforce the code, such as a derelict structure ordinance and an unsafe building ordinance, which the Town Code of Altavista already had both.

Mr. Brown stated, if a locality chose to adopt the State Maintenance Code, they also had to appoint a Code Official for enforcement of the code, which were required to have minimum qualifications and special training before being allowed to handle the task.

Mayor Mattox asked Mr. Brown, after touring the town, what were his recommendations.

Mr. Brown stated that, even though it could be a long process, it was wise to give a property owner the chance to comply with the Town Code and Ordinances by making initial contact (a phone call), and sending a certified letter with the Town's requests. He stated, if the matter was not resolved and ended up in court, it showed favor for the locality that they made every effort to reach an agreement with the property owner for compliance.

Councilman Mitchell asked for clarification on whether a locality had to have a Code Enforcement Officer to have the ability to tackle blight issues.

Mr. Brown answered, a Code Enforcement Officer was only required if a locality adopted the State Maintenance Code. He stated that a locality could address some blight issues with ordinances, such as Altavista's Derelict Structure Ordinance.

Mayor Mattox asked, since Altavista was part of Campbell County, could the town rely on the county to enforce a maintenance code if adopted by the town.

Mr. Brown stated that Virginia's State Building Code was adopted and mandatory for the entire state, however, the State Maintenance Code was optional for localities to adopt; and also optional whether they adopted the entire code or only portions. He said the State Maintenance Code was very unique, and would be hard for a county code official to enforce all of the variations possible through adopting the code by their multiple localities; however, it may be possible through an agreement between the county and a locality.

Vice Mayor Bennett said he understood it was Town Council's responsibility to decide whether to adopt the State Maintenance Code, and then, to authorize the Town Manager to hire a Code Official. He asked what the requirements were for being a Code Official.

Mr. Brown stated one requirement was to have at least three years of experience in the construction field, ideally as either a building inspector or maintenance inspector. He stated, if the minimum experience requirement was met, the person could start immediately, however, they only had twelve months to obtain their training and certification requirements. Mr. Brown informed Town Council that the DHCD (Department of Housing and Community Development) offered Code Official training classes and testing throughout the year.

Councilman Higginbotham reminded everyone of the previous Town Loan Program that offered property owners, with derelict or unsafe structures, the opportunity to fix their properties with a no-interest loan from the Town.

Mr. Higginbotham said, only if the property owner did not comply after multiple attempts by the Town, would they take the issue to court for approval to tear down the structure. He stated this was all accomplished with the existing Town Ordinances; and stated he did not believe the Town should endure the extra cost to hire a Code Enforcement Official.

Town Attorney John Eller asked Mr. Brown, in regard to Altavista's Derelict Structure Ordinance verses the State Maintenance Code's definition of an unsafe structure, if the town could use parts of the State Maintenance Code in their Derelict Structure Ordinance to make a stronger case for reasons to require compliance.

Mr. Brown state that he was not as familiar with the definitions of a derelict structure, but stated that he would send a copy of the State Maintenance Code to the Town Manager for distribution to the Town Attorney and Town Council, so they could reference the document against the Town's existing ordinances regarding the matter.

Mayor Mattox thanked Mr. Brown for his time and the information he shared.

**5.2 Departments of Public Services and Community Development
Request - to Update Town Code: Chapter 62, Solid Waste**

Background: Chapter 62 of Altavista's Town Code was last updated in 2004 when the Town switched to automated collection, which began in January 2005. Since that time, some of the Town's policies and practices have changed; however, Town Code was not updated. Staff also believed some services needed to be clarified, and fees increased to reflect actual costs.

Community Development Director Sharon D. Williams asked Town Council to consider the Departments of Community Development and Public Services recommendation to update Altavista's Solid Waste Ordinance. She presented Council with a brief overview of the proposed changes for their consideration – to be determined after a public hearing.

During her presentation, Ms. Williams stated, periodically when a landlord evicts a renter, the renter would leave behind items that the landlord had to dispose of, and the landlords usually left the items on the curb for Public Works to pick up. She informed Council, when this occurred, it sometimes required Public Works to make two-three trips to the land field.

Ms. Williams stated that, with the proposed ordinance and fee changes, Staff was also recommending a fee be charged to landlords that require multiple "bulk" pickups.

Ms. Williams asked Council to authorize Staff to advertise a public hearing for the requests

Town Council accepted Staff's recommendations and approved Staff to advertise for a Public Hearing regarding the proposed code changes and increased fees.

Ms. Williams also referenced Altavista's Central Business District and the fact that many of the buildings were built to the end of their property line, and without adequate room for a trash dumpster for their business. She stated, on some occasions the Town had allowed businesses to put their dumpster on town-owned property; however, currently there was no policy in Town Code referencing this manner.

Ms. Williams asked Town Council to consider adding a "hardship" policy pertaining to dumpster placement in the Town Code to address this issue.

Councilman Mitchell suggested having verbiage in the ordinance that required said dumpsters to be enclosed, at least from the road side, or sides, of the dumpster.

Councilman Higginbotham suggested creating a name that did not include the word "hardship". He said the word sounded misleading, and the intent might be misunderstood.

Ms. Williams asked Council to authorize Staff to advertise a public hearing for this item. There was a consensus of Town Council to authorize a public hearing on this matter.

Town Council Work Session, Tuesday, January 24, 2023

5.3 Public Works Surplus Request

Background: Periodically, Staff will request Council's authorization to surplus items that are no longer in good condition, or not in service; so the items can be disposed of or sold.

Public Works Manager Jeff Arthur presented Town Council with a request for consideration to declare the following items as surplus:

- 2001 Chevrolet 2500 HD Pickup Truck
- two 8ft Hinken Plows - which only fit the truck above

There was a unanimous consensus of Town Council to place this item on the Consent Agenda of their February 14th Council Meeting.

Mr. Arthur took this opportunity to update Council on the English Park Trail System's Wayfinding Signage Project. He said the large signs were in production, and the mile marker signs were soon to follow, they were just waiting for mapping to be confirmed for placement of the mile markers.

Councilman Higginbotham shared his appreciation for the vender doing their due diligence for the correct placement of the trail signs.

Councilman Emerson shared his concern with the project taking so long, and asked that Council be updated when the project was complete.

5.4 WWTP Request to Replace Sludge Impeller

Background: The sludge pumps are suction lift pumps that are used to return sludge from the bottom of the clarifiers back to aeration. These pumps require alternating runs and are used constantly, therefore they wear out over time and need to be replaced. Because the cost of these are over \$3000, they are put on the CIP every other year for replacement.

Director of Public Services, Tom Fore, stated, due to increasing equipment costs, there would be a deficit from the initial budgeting to replace one of the return-sludge impeller assemblies. He stated that Staff was requesting Council's approval to use leftover funds, if any, from FY2023 Wastewater CIP items, or from Operational funds from the Enterprise Fund, to cover the projected deficit.

Mr. Fore said, if no unexpended funds were available, Staff requested to appropriate funds (\$2,226.30) from Enterprise Reserves at the end of the 2023 fiscal year to cover the deficit.

There was a consensus of Town Council to approve Staff's request; which would be revisited at the end of fiscal year 2023 to determine the amount needed.

Councilman Higginbotham asked Mr. Fore to keep Council updated on this item.

5.5 Springs Rehabilitation Project – Engineering Proposals

Background: Town Council previously approved Staff to move forward with acquiring engineering services to design and provide contract administration over construction of this project. Staff received proposals, which were shared with Council for reference.

Public Services Director Tom Fore requested Council's consideration to hire Engineering Concepts Incorporated to complete the design and construction administration work for the Springs Rehabilitation Project, which had the lowest bid of \$378,595. He said, due to the high cost of outsourcing the inspection work, it would be done "in-house" by his Staff.

There was a consensus of Town Council to approve Staff's request, and place this item on the Consent Agenda of the February 14th Town Council Meeting.

5.6 Legislative Items – Informational Item

On this date, The Virginia General Assembly was currently in session and had begun discussion on PFAS in water sources.

House *Bill 1721* required the Commissioner of Health to form a work group to study the occurrence of microplastics in the Commonwealth's drinking water; and develop recommendations to reduce the microplastics.

Senate *Bill 1013* required a waterworks owner to make notification to the public by a local newspaper and also individual mailed notification with other mandated requirements. Senate *Bill 849* would require localities, including the Town of Altavista, to get permission from property owners to install smart meter technology.

Mr. Fore informed Council that the water resource contamination issue that occurred earlier that year had been resolved. He said the cause had been identified and therefore, he did not anticipate a reoccurrence of the issue.

Mr. Fore referenced the Town's new AMI utility meters, that would soon be installed for all Altavista utility customers. He stated, if passed, the Town would be affected by Senate Bill 849; requiring the Town to obtain permission from homeowners before installation.

Public Services Director Tom Fore informed Council that he was following the General Assembly's progress on these items and would keep the Town up to date on the matter.

5.7 TOA Utilities – UV System Replacement

Assistant Public Services Director Paul Hill informed Town Council that the Town's UV Disinfection System was twenty-four years old and had outlived its useful lifespan, and become problematic and unreliable. He said the replacement parts were also becoming harder to acquire due to supply chain issues.

Mr. Hill stated, Staff was seeking approval to purchase the new UV system from Trojan, at a cost of \$349,840. He stated, while it was a little more expensive, it met the DEQ requirements in the Town Permit; and being new, would reduce maintenance costs.

Mr. Hill stated that Staff also recommended using Atrium Construction to install the new UV system, as they had the lowest bid, \$48,200, of the received quotes.

Mr. Hill reminded Council that Staff budgeted \$750,000 for this project. He stated, with the UV system costing \$349,840, an installation cost of \$48,200, and an additional \$20,000 contingency line (for potential concrete & electrical work), the total estimated cost for this project was \$418,040, a \$331,960 savings from the initial budget.

Councilman Higginbotham asked if Atrium's quote was "all inclusive", to which Mr. Hill answered that it was.

There was a consensus of Town Council to accept Staff's recommendation, and place this item on the February 14th Council Meeting Consent Agenda for approval.

5.8 Altavista Police Department: re: Automated Vehicle Recognition (AVR)

Background: Pro-AVR is a camera system that photographs the rear of vehicles and captures the vehicle information and makes it available in a searchable database.

APD Chief Tommy Merricks informed Council that Altumint, the town's vender for their school-zone speed monitoring cameras, was offering an AVR "pilot program" to the Town of Altavista, at no charge to the town.

Chief Merricks informed Council that presently, VDOT did not allow LPR (License Plate Reader) systems on VDOT right of ways. He said, while Altumint and other companies were lobbying the General Assembly to change those regulations, he recommended, if approved, the pilot program be conducted on Clarion Rd, which was a Town right of way. He stated, should the Town desire a permanent system, the location or locations be discussed at that time.

Mayor Mattox asked Chief Merricks to explain why this may be useful to the APD.

Chief Merricks stated that, no matter how many officers that a locality had, they cannot be everywhere. He said this technology was very useful in finding individuals that have committed crimes or have warrants against them.

Councilman Mitchell asked if this data was only seen by the locality it served.

Chief Merricks stated that the data retrieved from the AVR system was shared through the National Crime Information Center (NCIC).

Councilman Higginbotham asked if the Town would be obligated to a contract by being in the AVR pilot program; to which Chief Merricks stated it would not.

Town Council approved placing this item on the February 14th Consent Agenda to authorize Chief Merricks to move forward with participating in the pilot program.

5.9 Altavista's Housing Development Program

Assistant Town Manager Matt Perkins stated, Staff was proposing the Town establish a Housing Development Reserve Fund, allocating \$250,000. He said, along with funds from the Town's ARS Program, both funds would be used to facilitate two new home builds on recently acquired town-owned properties.

Mr. Perkins stated, once the houses were sold, funds from those sales would be returned to the Housing Development Reserve Fund; and the initial funds/loan for the ARS Program would be repaid to the state. He said it was Staff's intent for the program to eventually become self-sustaining.

Councilman Mitchell asked if \$250,000 would be requested for the program every year.

Mr. Perkins stated the \$250,000 was a one-time request, and all net sales would be allocated back into the program's Reserve Fund for future housing development projects.

Mayor Mattox asked if the requested funds were available or would reserve funds be used.

Finance Director Tobie Shelton stated, if approved, \$250,000 would be reallocated from the Reserve Fund into the new Housing Development Fund.

Councilman Higginbotham asked who would be financing the homes for new homebuyers

Mr. Perkins stated financing would be the potential homebuyer's responsibility.

With no further questions, Town Council accepted Staff's recommendation and to place this item on the February 14th Consent Agenda for official approval.

5.10 FY2024-2028 Capital Improvement Plan (CIP) Discussion

This item was informational only.

Assistant Town Manager Matt Perkins presented the draft CIP for FY2024 and projections for FY2024-2028 for the Utilities Department (Water and Wastewater), for Town Council's review and consideration during the FY2024 budget process

Mr. Perkins informed Council that Parks & Recreation., Public Works, and Avoca's draft CIP would be presented at their next meeting.

6. Updates and Informational Items

- Town Manager Gary Shanaberger informed Town Council that the Town of Altavista did not receive the grant for the "Site-readiness Program" regarding the town's 83 acres on Clarion Road. He said that he had a phone conference scheduled for the following week to determine how the Town could make their application stronger for resubmission.

Town Council Work Session, Tuesday, January 24, 2023

- Community Development Director Sharon Williams informed Town Council that, as part of the pre-planning process for a DHCD grant application, Town Staff was hosting a Mosely Heights Community Meeting on Thursday, January 26th, at 6pm; to start collecting surveys, which was part of the requirements of the grant process.
- Ms. Williams also informed Council that the Town's Smart Scale application to install a round-about at the intersection of Lynch Mill Road and Clarion Road was not recommended for funding by the Commonwealth Transportation Board.
- Assistant Town Manager Matt Perkins reminded Town Council of the Spark Innovation Center's Grand Opening on Friday, February 10th at noon.
- Mr. Perkins also informed Council that he had a phone conference scheduled for the next day with VDOT, regarding their Ready-Set-Go Program, pertaining to an application the Town submitted for a potential project to connect English Park to 3rd Street, with sidewalks and crosswalks on Pittsylvania Avenue. He said that he would keep Council updated on the progress of the application for this project.

7. Matters from Town Council

- Councilman Jay Higginbotham referenced the new Spark Innovation Center and suggested that some type of "safety barrier" be placed in front of the building.

Assistant Town Manager Matt Perkins stated that the matter was being addressed.

- Councilman Wayne Mitchell suggested the town consider adding a "Lazy River" float attraction to English Park.

There was a consensus of Council to consider the item further (at a later meeting); when Staff was able to acquire information about the idea.

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 merely 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. Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes	Mr. Jay Higginbotham	Yes
	Vice Mayor R. Bennett	Yes	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes		

Town Council went into Closed Session at 7:47 PM.

Notice was given that Council was back in regular session at 8:46 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.

Town Council Work Session, Tuesday, January 24, 2023

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	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes	Mr. Jay Higginbotham	Yes
	Vice Mayor R. Bennett	Yes	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes		

Notice was given to Staff that Town Council was in favor of allocating \$23,000 for additional testing at the Frazier Farm, by Hurt and Proffitt; contingent no grant money was available

Unanimous consensus to place the item on the February 14th Consent Agenda for official approval.

9. Adjournment

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

The January 24th, 2023, Town Council Work Session was adjourned at 8:56 p.m.

Michael Mattox, Mayor of Altavista

Gary Shanaberger, Town Manager/Town Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

CONSENT AGENDA

Title: William "Billy" Booker Memorial

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Consideration of Approval

Explanation:

This item was placed on the Consent Agenda by Town Council during their January Work Session.

Background:

At the January 24th Town Council Work Session, Mr. Craig Amo asked for Council's consideration to honor Billy Booker, by naming the large ballfield at War Memorial Park the Booker Field.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.D

CONSENT AGENDA

Title: English Park Electrical Repairs

Staff Resource: Public Services Director Tom Fore, and Asst. PSD Paul Hill

Action(s):

Approve Staff to move forward with repairing faulty electrical system in English Park; and award the project to Childress Electrical.

Explanation:

After the last AOT (BBQ) event in English Park, Staff brought to management's attention that there were faulty electrical supply lines in English Park that needed to be repaired.

Background:

English Park is used for multiple festivals and events; and the Town has multiple electrical fixtures throughout the park that allow vendors to hook up and use electrical outlets.

Funding Source(s):

Appropriation from Reserves in the amount of \$26,300.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.E

CONSENT AGENDA

Title: Public Works - Surplus Request

Staff Resource: Jeff Arthur, Public Works Manager, and Paul Hill, Asst. Public Services Director

Action(s):

Approve request.

Explanation:

Staff requested Town Council's consideration to declare the following items as surplus; and if approved, authorize Staff to sell the items:

- A 2001 Chevrolet 2500 HD Pickup Truck
- (2) 8ft Hinken Plows - which will only fit the truck mentioned above

At their January Work Session, Council approved the request and placed the item on the February Consent Agenda.

Background:

Periodically, Staff will request Council's consideration to surplus items that are no longer in good condition, or not in service; so the items can be disposed of or sold.

Funding Source(s):

N / A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.F

CONSENT AGENDA

Title: Springs Rehabilitation Project - Engineering Proposals

Staff Resource: Tom Fore, Paul Hill

Action(s):

Town Council to allow Staff to hire Engineering Concepts Incorporated to do the design and construction administration work for the Springs Rehabilitation Project.

Explanation:

At their January Work Session, Town Council approved placing this item on the February Consent Agenda.

Background:

The Town Council previously approved Staff to move forward with acquiring engineering services to design, as well as provide contract administration, over construction of the project.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.G

CONSENT AGENDA

Title: UV System Replacement

Staff Resource: Paul Hill, Assistant Public Services Director

Action(s):

Approve the Trojan UV System, and award installation to Atrium; meeting the DEQ requirements in the Town Permit.

Explanation:

At their January Work Session, Town Council accepted Staff's recommendation pertaining to this project, and approved placing this item on the February Consent Agenda.

Background:

The existing UV disinfection system outlived its useful life and had begun to be problematic with being reliable. The replacement parts were also becoming harder to acquire with supply chain issues. With previous approval from Town Council, the Town solicited bids for the installation and the purchase of a new UV System.

Funding Source(s):

American Recovery Funding (ARPA)

Staff budgeted \$750,000 for this project; the installation cost is \$48,200, and the UV system is \$349,840, for a total package cost of \$398,040. Staff is requesting an additional \$20,000 contingency line potential concrete & electrical work. This would be a total of \$418,040.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.H

CONSENT AGENDA

Title: Pro AVR (Automated Vehicle Recognition) Program

Staff Resource: Tommy Merricks, APD Police Chief

Action(s):

Approve as presented

Explanation:

Altumint, the Town's vendor for the school-zone speed monitoring cameras, has a "no cost" pilot program for their proprietary technology called Pro Automated Vehicle Recognition (AVR); and offered to partner with Altavista for the program.

At their January Work Session, Town Council approved placing this item on the February Consent Agenda.

Background:

Pro-AVR is a camera system that photographs the rear of vehicles and captures the vehicle information and makes it available in a searchable database. The data can be searched by time, vehicle , color etc. The system will alert police via text or email when a vehicle comes through matching parameters, such as driver wanted, vehicle stolen etc.

Funding Source(s):

The pilot program is available at no cost to the Town.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.I

CONSENT AGENDA

Title: Development of the Altavista Housing Development Reserve

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Approval of the Altavista Housing Development Reserve

Explanation:

At the January Town Council Work Session, Staff sought approval to establish a reserve fund, dedicated exclusively for the development and preservation of affordable housing in the Town of Altavista. Staff requested the Altavista Housing Development Reserve be funded with \$250,000, which along with additional funding sources of the Acquire, Renovate, Sell Program, would facilitate two new home builds. With the Reserve Fund, potential exists to serve as a tangible commitment by the Town for additional or supplemental housing grant funding opportunities.

At their January Work Session, Council approved placing this item on the February Consent Agenda.

Background:

In the Town of Altavista 2045 Comprehensive Plan, housing affordability is one of the Town's top priorities and to ensure that residents have access to safe and affordable housing. It further notes that activities should be developed and encouraged to meet the needs of households and individuals with a range of incomes. For the Town of Altavista, in part, this means concentrating efforts to rehabilitate existing homes suitable for rehabilitation, acquiring undervalued/underutilized properties, and developing and selling new/rehabilitated homes. These types of activities not only address an identified Town priority, but also encourage new development by local organizations and housing developers.

The Altavista Housing Development Fund is NOT INTENDED to be a grant funding opportunity for homeowners, investor-owners, or developers. It is intended to exclusively support and maintain the Town's efforts in initiating housing development and rehabilitation activities through the acquisition and reselling of single-family homes. A supporting component to the Town's housing activities is a partnership with the Department of Housing and Community Development's Acquire, Renovate, Sell Program.

Staff noted that housing efforts supported by a reserve fund, align with recommendations and findings contained in the Town of Altavista 2045 Comprehensive Plan, as previously mentioned; and also helps further the goals of the Town of Altavista's 2019 Economic Development Strategy.

Funding Source(s):

General Fund

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.J

CONSENT AGENDA

Title: Frazier Farm - Environmental Testing

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Approve the item as discussed.

Explanation:

At their January Work Session, after deliberation in a Closed Session, Town Council approved \$23,000 for Hurt & Proffitt to conduct additional testing at the Frazier Property on 7th Street; the approval is contingent to no grant monies being available. There was unanimous consensus to place the item on the February Consent Agenda.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Delivery of the Enterprise Fund FY 2024 Draft Operations Budget and Capital Budget
Staff Resource: Tobie Shelton, Director of Finance and Administration and Matt Perkins,
Assistant Town Manager

Action(s):

No action at this time.

Explanation:

Tonight, Town Council will receive the draft FY2024 operations budget and capital budget for the Enterprise Fund, which covers the period July 1, 2023 through June 30, 2024.

The Enterprise Fund draft budget, as presented, shows a surplus of \$1,104,682. It includes a 10% increase in water rates and a 5% increase in sewer rates, based on the March 22, 2022 discussion material presented by Davenport last year, during borrowing discussions. The draft budget also includes a proposed increase to utility connection fees. The presented Enterprise Fund draft budget does not include a Cost of Living Adjustment (COLA) nor does it include capital items. A summary sheet, listing items for consideration, is included with the presented material to assist Council in budget discussions.

The first budget discussion is scheduled for Tuesday, February 28th at Council's work session. At that meeting, staff will be looking for input and direction.

Background:

Annually staff provides Town Council a draft budget and capital improvement plan that shows how resources are allocated for the delivery of public services.

Budget preparation for fiscal year 2024 began in October 2023. Over the past several months, revenue forecasts have been made, department managers have submitted operational and capital requests, and local agencies and non-profits have submitted funding requests to create a draft budget.

Funding Source(s):

The budget is the process by which Town Council allocates funds for operations and capital items. Once adopted the budget directs the expenditures of staff.

Attachments: *(click item to open)*



FY2024 ADOPTED BUDGET CALENDAR

October	3			Begin CIP budget process. Instruct department managers to assess where we are in the current year CIP, make changes and additions to FY24-28 CIP
November	1			Department CIP requests due; Begin revenue forecasts, review Transit's budget (grant deadline is January), instruct department managers, and distribute copies of budget papers
November	8	Tuesday	6:00 p.m.	Council receives draft CIP document
November	22	Tuesday	5:00 p.m.	Council CIP Work Session
December	13	Tuesday	6:00 p.m.	Council CIP discussion
January	6	Friday		Department operating budget requests due
January	9	Monday		Written requests from outside agencies and non-profits due
January	24	Tuesday	5:00 p.m.	Outside agencies/non-profits requesting funding should attend Council Work Session/CIP discussion
February	14	Tuesday	6:00 p.m.	Council receives draft budget document
February	28	Tuesday	5:00 p.m.	Council Budget Work Session / CIP discussion
March	1	Wednesday	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
March	28	Tuesday	5:00 p.m.	Council Budget Work Session / CIP discussion
March	29	Wednesday	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
April	11	Tuesday	6:00 p.m.	First reading of Budget/Designate Public Hearing for May 9th
April	19	Tuesday		First Public Hearing Advertisement
April	26	Tuesday		Second Public Hearing Advertisement
May	9	Tuesday	6:00 p.m.	Public Hearing on the FY2024 Budget
June	13	Tuesday	6:00 p.m.	Council meeting to approve FY2024 Budget



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: USDA-RD Pre-Grant Application.

Staff Resource: Tom Fore, Public Services Director

Action(s):

Need approval of Rural Development Application Resolution

Explanation:

The Town was notified by DEQ of the loan award for the Aeration Improvement Project. Staff is applying for a matching grant to do a preliminary engineering report/study and an Environmental Review.

Background:

The Town is looking for grant funding to assist with the estimated cost of \$5,500,000 for the Aeration project. The USDA-RD provides for the opportunity to obtain grant funding for the PER & ER.

Funding Source(s):

USDA-RD and Aeration study CIP

Attachments: *(click item to open)*

[attachment 1.DRAFT_RESOLUTION OF GOVERNING BODY.docx](#)

[attachment 2. DRAFT_RD WATER AND WASTE Application Packet 12-21-22 \(003\).pdf](#)

**RESOLUTION OF ALTAVISTA TOWN COUNCIL OF
THE TOWN OF ALTAVISTA, VIRGINIA**

The Town Council of the Town of Altavista, Virginia, consisting of seven members, in a duly called meeting held on the 14th day of February 2023, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a Preliminary Engineering Report (PER) and Environmental Report (ER) for improvements at the Wastewater Treatment Plant (WWTP), to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager, of the Town of Altavista, be authorized to execute on behalf of the Town of Altavista, the above referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

TOWN OF ALTAVISTA/ALTAVISTA TOWN COUNCIL
[ENTITY NAME]

By: _____
[SIGNATURE AND TITLE]

Title: _____

Attest: _____
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Town Council of the Town of Altavista, Virginia in a duly assembled meeting on the 14th day of February 2023.

Secretary/Clerk

**Rural Development - Virginia**

**WATER AND ENVIRONMENTAL PROGRAMS
PREDEVELOPMENT PLANNING GRANT (PPG) or
SPECIAL EVALUATION ASSISTANCE FOR RURAL COMMUNITIES
AND HOUSEHOLDS (SEARCH) GRANT**

APPLICATION GUIDE

This guide is provided for the purpose of informing Rural Development applicants of the items to be included in a PPG or SEARCH grant application.

ELIGIBILITY:

	<u>PPG</u>	<u>SEARCH</u>
Population:	Less than 10,000	Less than 2,500
Income:	Less than \$42,795	Less than \$42,795
Maximum Grant:	\$30,000 or 75% of eligible costs, whichever is less, with 25% match	\$30,000 with no match

ELIGIBLE USES: Feasibility studies, preliminary engineering or design assistance reports, and environmental analyses directly associated with project. Grants are limited to projects Rural Development expects to fund soon after the application is submitted.

PROHIBITED USES: Work already completed and purchase or repair/modernization of real estate or chattel.

Eligible predevelopment items funded with these grants must be accepted by Rural Development prior to **ANY** grant disbursement. All documents must be developed in such a way that they could support a Rural Development loan and/or grant.

ENGINEERING SERVICES: If you have not yet selected an engineer, please contact the Area Office to ensure your selection process meets Rural Development guidelines. All engineering services must be properly procured.

Complete application packages should include the following items:

1. **Application for Federal Assistance (SF424 – Non-Construction)** - Should you have any questions on completing this form, please contact your Area Office. The application requires signatures in two (2) places: the front page and the “assurances” page.

2. **Resolution of Governing Body** – The applicant’s Governing Body must appoint an authorized representative to execute all required forms. Please ensure that the representative who is appointed executes all the application forms. A form of Resolution acceptable to Rural Development is available. **SEE ATTACHED**
3. **Intergovernmental Review** – This is required for **PPG applications only**. Applicants must contact their local Planning District Commission to request an intergovernmental review. **SEE ATTACHED**
4. **Written certification that other credit is not available** **SEE ATTACHED**
5. **System for Award Management (SAM)** - For an application to be considered complete, SAM registration is required: <https://sam.gov/content/home>. The SAM web site provides detailed instructions for registering, renewing, and checking your entity’s status. **DONE**
6. **Unique Entity Identifier (UEI)** - You are required to provide a UEI number. This is a unique twelve-character alphanumeric identification assigned to an entity by SAM. **DONE**
7. **Project Narrative** – A narrative detailing the activities to be accomplished; objectives of the grant; timetables for completion; and clearly defined expected outcomes. **SEE ATTACHED**
8. **Financial Information** – Latest financial statements and/or audit **SEE ATTACHED**
9. **Evidence of Organization** – Copy of your organizational documents **NOT APPLICABLE**
10. **Forms** - Form RD 442-7, Operating Budget; Form RD 400-1, Equal Opportunity Agreement; and Form RD 400-4, Assurance Agreement **SEE ATTACHED**

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED March 1, 2023	Applicant Identifier	
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier	
<input checked="" type="checkbox"/> Non-Construction	<input checked="" type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
5. APPLICANT INFORMATION				
Legal Name: Town of Altavista, Virginia		Organizational Unit: Department:		
Organizational DUNS: 040145500		Division:		
Address: Street: 510 7th Street		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: First Name: Thomas		
City: Altavista		Middle Name: W		
County: Campbell		Last Name: Fore		
State: Virginia	Zip Code: 24517	Suffix:		
Country: United States		Email: twfore@altavista.gov		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 54-6001110		Phone Number (give area code) 434-841-4978		Fax Number (give area code) 434-369-6981
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>		9. NAME OF FEDERAL AGENCY: N/A		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): The Town of Altavista, Virginia		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: PER/ER for Wastewater Treatment Plant Improvement		
13. PROPOSED PROJECT Start Date: April 30, 2023 Ending Date: July 30, 2023		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 5th b. Project 5th		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 30,000	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 2/10/2023		
b. Applicant	\$ 10,000	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
c. State	\$ 0	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$ 0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
e. Other	\$ 0	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
f. Program Income	\$ 0			
g. TOTAL	\$ 40,000			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix	First Name: Gary	Middle Name		
Last Name	Shanaberger		Suffix	
b. Title	Town Manager		c. Telephone Number (give area code) 434-369-5001	
d. Signature of Authorized Representative			e. Date Signed February, 15 2023	

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div style="width: 45%;"> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> "New" means a new assistance award. "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <div style="display: flex; justify-content: space-between;"> A. Increase Award C. Increase Duration </div> 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Town Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Town of Altavista, Virginia		February, 15 2023	

SEE ATTACHED FINANCIAL INFORMATION

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>
2. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
3. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
4. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
5. Totals		\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>	\$ <div style="border: 1px solid black; width: 100px;"></div>

SEE ATTACHED FINANCIAL INFORMATION

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
b. Fringe Benefits	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
c. Travel	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
d. Equipment	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
e. Supplies	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
f. Contractual	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
g. Construction	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
h. Other	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
j. Indirect Charges	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
7. Program Income	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -1 02) Page 1A

SEE ATTACHED FINANCIAL INFORMATION

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
9. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
10. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
11. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
14. Non-Federal	\$ <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
17. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
18. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
19. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input style="width: 95%;" type="text"/>	22. Indirect Charges: <input style="width: 95%;" type="text"/>
23. Remarks: <input style="width: 95%;" type="text"/>	

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

February 15, 2023

(name)

(date)

Gary Shanaberger, Town Manager

(title)

oOo

(08-21-91) PN 171

00 45 40-1

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated February 15, 2023 between
Town of Altavista, Virginia

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: ~~Provided, however,~~ that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collections is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- 2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
- 3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
- 4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
- 5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
- 6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
- 7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

(CORPORATE SEAL)

Attest:

Secretary

Recipient

Town of Altavista, Virginia

Name of Corporate Recipient

By _____
Gary Shanaberger, Town Manager ~~President~~

Position 3

USDA
Form RD 400-4
(Rev. 11-17)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The _____
Town of Altavista, Virginia
(name of recipient)

_____510 7th StreetAltavistaVirgina24517
(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff:

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, _____ Town of Altavista, Virginia _____ on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Recipient

February 15, 2023

Date

Attest:

Gary Shanaberger, Town Manager

Title

Title

CODE OF CONDUCT

This written code of conduct will govern the performance of all officers, employees or agents engaged in the award and administration of contracts supported by Rural Housing Service administered funds. No employee, officer, or agent of the Town of Altavista shall participate in the selection, award or administration of a contract supported by Rural Housing Service administered funds if a conflict of interest, real or apparent, would be involved. None of the above-mentioned officers, employees or agents may accept anything of monetary value from contractors, potential contractors or parties for sub-agreements. Violation of this code shall result in penalties, sanctions, and other disciplinary actions as permitted by state and local laws and regulations.

2/15/2023
Date

Town of Altavista

_____, Town Manager_____

**INTERVIEW WITH APPLICANT CONCERNING RELATIVES
EMPLOYED BY USDA
(COMPLIANCE WITH 1900-D INSTRUCTION)**

PREAPPLICANT/APPLICANT: Town of Altavista, Virginia

I hereby certify I have interviewed the Preapplicant/applicant in accordance with 1900-D and 1942-A, para. 1942.1 instructions. The Preapplicant/applicant has been asked if they have any known relatives or close associates that are currently USDA - Rural Development employees. Immediate Family, Other Relatives or close associates who are USDA - Rural Development employees, if any, are listed below:

CERTIFIED DATE: _____

(Signature)

CP Loan Specialist

(Title)

CERTIFICATION REGARDING TYING ARRANGEMENTS

The undersigned certifies, that the _____ Town of Altavista, Virginia _____

☐ does not provide electric service to the users of the utility financed under this program.

☐ does provide electric service to the utility customers and **does not require** the users of the utility financed under this part to accept electric service as a condition of receiving assistance.

Signature of Authorized Official

February 15, 2023

Date

Gary Shanaberger, Town Manager Gary Shanaberger, Town Manage

(Printed) Name & Title of Authorized Official

**WATER AND WASTE
ELIGIBILITY CERTIFICATION**

Certification for commercial credit and outstanding judgments

The undersigned certifies, to the best of their knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

Town of Altavista, Virginia

Name of Organization

Gary Shanaberger, Town Manager

Name of Authorized Official

February 15, 2023

Signature

Date

**RESOLUTION OF ALTAVISTA TOWN COUNCIL OF
THE TOWN OF ALTAVISTA, VIRGINIA**

The Town Council of the Town of Altavista, Virginia, consisting of seven members, in a duly called meeting held on the 14th day of February 2023, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a Preliminary Engineering Report (PER) and Environmental Report (ER) for improvements at the Wastewater Treatment Plant (WWTP), to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager, of the Town of Altavista, be authorized to execute on behalf of the Town of Altavista, the above referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

TOWN OF ALTAVISTA/ALTAVISTA TOWN COUNCIL
[ENTITY NAME]

By: _____ Title: _____
[SIGNATURE AND TITLE]

Attest: _____
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Town Council of the Town of Altavista, Virginia in a duly assembled meeting on the 14th day of February 2023.

Secretary/Clerk

OPERATING BUDGET

SEE ATTACHED FINANCIAL INFORMATION

Schedule 1

Name		Address			
Applicant Fiscal Year From		County		State (Including ZIP Code)	
	To	20	20	20	20
		(1)	(2)	(3)	(4)
OPERATING INCOME					First Full Year
1.					(5)
2.					
3.					
4.					
5. Miscellaneous					
6. Less: Allowances and Deductions	()	()	()	()	()
7. Total Operating Income (Add Lines 1 through 6)					
OPERATING EXPENSES					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15. Interest (RD)					
16. Depreciation					
17. Total Operating Expense (Add lines 8 through 16)					
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)					
NONOPERATING INCOME					
19.					
20.					
21. Total Nonoperating Income (Add Lines 19 and 20)					
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)					

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____
Secretary Date

Appropriate Official Date

PROJECTED CASH FLOW

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income (<i>Loss</i>)					
<i>Add</i>					
B. Items in Operations not Requiring Cash:					
1. Depreciation (<i>Line 16, Schedule 1</i>)					
2. Others: _____					
C. Cash Provided from:					
1. Proceeds from RD loan/grant					
2. Proceeds from others					
3. Increase (<i>Decrease</i>) in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease (<i>Increase</i>) in Accounts Receivable, inventories and Other Current Assets (<i>Exclude Cash</i>)					
5. Other: _____					
6. _____					
D. Total all A, B and C Items					
E. <i>Less</i> : Cash Expended for:					
1. All Construction, Equipment and New Capital Items (<i>Loan and grant funds</i>)					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					
4. Principal Payment Other Loans					
5. Other: _____					
6. Total E 1 through 5					
<i>Add</i>					
F. Beginning Cash Balances					
G. Ending Cash Balances (<i>Total of D minus E 6 plus F</i>)					
Item G Cash Balances Composed of:					
Construction Account					
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					

Total - Agrees with Item G					

Instructions - Operating Budget Schedule 1

This form is to be prepared by the Applicant and is to include data for each year, from loan closing through the first full year of operation. Example: If only two columns are required, use columns four(4) and five(5).

Income and Expense Items:

All data entered should be on the same basis as the Applicant's Accounting records, i.e., cash basis, accrual basis, etc.

Operating Income:

lines 1-5 List types of income as appropriate

line 6 — Allowances and Deductions

(Pertains generally to Health Care Institutions, and represents the difference between Gross Income and Amounts Received or to be Received from patients and third party payors)

Operating Expenses:

lines 8-14 List types of expenses as appropriate

line 15 — Interest RD

(Interest expense incurred on RD note(s))

line 16 — Depreciation

(Total depreciation expense for the year)

line 18 — Net Operating (Loss)

(This amount represents the net operating income or loss before adding income not related to operations below)

Non Operating Income:

lines 19-20 Indicate items of income derived from sources other than regular activities

(Example: interest earned)

line 22 — Net income (Loss)

(This amount is also transferred to item A, Schedule 2, Projected Cash Flow Statement)

Instructions - Projected Cash Flow, Schedule 2

This form is used to Project the flow of Cash by the Applicant for each year, from loan closing through the first full year of operation. Use the same number of columns as used on the Operating Budget, Schedule 1. These Cash Flow Projections are important in determining the adequacy of cash to cover operating expenses, transfers to debt payment, reserve accounts, etc.

Cash Basis Accounting

Applicants who maintain their records strictly on the cash basis of accounting and have no Accounts Receivable and Accounts Payable, may only need to complete the following line items: A, B-1, C-1, E-1 and E-3, F and G.

Line Item Instructions:

line A — Bring forward the income or loss as entered on line 22, Schedule 1.

line B — Add back any depreciation or other non cash items included on Schedule 1, Operating Budget.

line C — Complete items C-1 through C-6 as appropriate, for item changes which provide for increase in cash balances.

NOTE: Do not include changes in cash Accounts in Current Assets of item C4. Lines C-3 and C-4 will indicate the changes in Working Capital *(Current Assets and Current Liabilities, Exclusive of Cash.)*

line D — Enter the Net Total of all A, B and C items.

line E — complete items E-1 through E-6 as appropriate for items for which cash was expended.

line F — Enter the Beginning Cash Balance(s) for the period.

line G — The total of item D less E-6 plus F will be the Ending Cash Balance(s). The total will be reconciled by balances in the various accounts, i.e., construction, revenue, debt, etc.

PROJECT NARRATIVE

Town of Altavista, Virginia – Wastewater Treatment Plant (WWTP) Improvements

BACKGROUND: Woodard & Curran, Inc. completed a comprehensive *Wastewater Facilities Assessment and Improvement Plan* for the Town of Altavista in 2018. The assessment compiled a list of short-term (0-6 years), intermediate (7-14 years) and long-term (15-25 years) capital improvement projects for the wastewater system. The Town has been systematically proceeding through the recommended improvements and is now in year 6 of the 25-year plan.

IN 2022, the Town submitted an application to the Department of Environmental Quality (DEQ) for a total of \$5.5M to go towards the next phase of improvements including aeration, hydraulics, and WWTP pump station improvements. To date, the Town has received a funding offer from DEQ and is in the process of moving forward with an agreement between the Town and DEQ. One condition of this funding is the preparation of a Preliminary Engineering Report (PER) and Environmental Report (ER).

Therefore, the Town is seeking a Rural Development (RD) Predevelopment Planning Grant (PPG) for the following:

SCOPE OF WORK: Prepare an Environmental Report for Categorical Exclusion and develop a Preliminary Engineering Report, in accordance with RD guidelines, to evaluate alternatives and make recommendations addressing the following items at the Altavista Wastewater Treatment Plant.

- 1) **PUMP STATIONS:** Thorough evaluation of the main two pump stations. One of them is known to need replacement of the bar screen at a minimum, but they both need an overall inspection with recommendations, including electrical.
- 2) **AERATION UNIT - HYDRAULICS:** One of the four aeration units has been out of service since an upgrade in 1995. Suspect that it is unable to work due to the hydraulics of the facility. Evaluate what needs to be done in order to flow from all aeration units.
- 3) **AERATION UNITS - IMPROVE EFFICIENCIES:** Currently aeration units are operating with
- 4) antiquated mixers and blowers. Recommend solutions to improve efficiency of all aeration
- 5) units. There are newly install MCC's for the Aeration units however, some wiring and disconnects will need to be installed.
- 6) **WWTP CAPACITY - HYDRAULICS:** The current permit is for 3.6 MGD but only able to get 2.8 MGD without it backing up because of undersized discharge piping after UV system. Suspect that replacing the piping will pick up 0.8 MGD capacity.
- 7) Replace the existing NPW pumping system with a more reliable system.
- 8) **OTHER:** Replace the flow metering and look at installing PH & DO monitoring (SCADA) within the facility for better operational control.



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

Virginia State Office, Rural Development
United States Department of Agriculture
1606 Santa Rosa Road, Room 238
Richmond, VA 23229

February 15, 2023

RE: Application for Predevelopment Planning Grant
Written Certification that other credit is not available

To Whom it May Concern,

The Town of Altavista is submitting an application for a Rural Development (RD) Predevelopment Planning Grant (PPG) to prepare an Environmental Report for Categorical Exclusion and develop a Preliminary Engineering Report, in accordance with RD guidelines, to evaluate alternatives and make recommendations for improvements at the Wastewater Treatment Plant.

We are not aware of any other funding programs, and thus certify that there are no other grant funds available, which provide up to \$30,000 in grant to contribute towards the cost of this effort.

Please feel free to contact me with any questions or clarifications.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Gary Shanaberger". The signature is written in a cursive style with a large, looped "G" and a trailing flourish.

Gary Shanaberger
Town Manager

Town of Altavista
ADOPTED
FY2023 - 2027 Capital Improvement Plan



COUNCIL CIP BY YEAR		FY2023	FY2024	FY2025	FY2026	FY2027
CO						
CO						
COUNCIL TOTAL		0	0	0	0	0
		FY2023-2027 CIP TOTAL:				0
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
<i>General Fund</i>						
COUNCIL TOTAL		0	0	0	0	0

ADMINISTRATION CIP BY YEAR		FY2023	FY2024	FY2025	FY2026	FY2027
ADM	Replacement of Roof on Town Hall	45,000				
ADM	Replacement of Water Heater - TH	15,000				
ADM	Replacement of VPN/Firewalls	7,000				
ADM	Replacement of Exchange Server		19,100			
ADM	Replacement of Carpet			22,000		
ADMINISTRATION TOTAL		67,000	19,100	22,000	0	0
		FY2023-2027 CIP TOTAL:				108,100
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
<i>General Fund</i>		67,000	19,100	22,000	0	0
ADMINISTRATION TOTAL		67,000	19,100	22,000	0	0

AVOCA CIP BY YEAR		FY2023	FY2024	FY2025	FY2026	FY2027
AV	Replacement of Mansion's Heat Pump	35,000				
AV	Improve Mansion Décor		30,000			
AV	Construction of Wooden Storage Building			25,000		
AV	French Drains in Arboretum				9,000	
AV	Repl Back Porch (Office Bldg) / Trashcans					18,000
AVOCA TOTAL		35,000	30,000	25,000	9,000	18,000
		FY2023-2027 CIP TOTAL:				117,000
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
<i>Other - Avoca Bldg. Maintenance Funds</i>		35,000	30,000	25,000	9,000	18,000
AVOCA TOTAL		35,000	30,000	25,000	9,000	18,000

ACTS (TRANSIT) CIP BY YEAR		FY2023	FY2024	FY2025	FY2026	FY2027
ACTS	Replacement of Existing BOC (#6005)	82,150		84,600	87,150	89,800
ACTS	Replacement of Support Vehicle		29,000			
ACTS	Replacement of Transit Director's Computer		5,000			
ACTS	Replacement of Existing BOC (#6004-21/22)					
ACTS	Replacement of Existing BOC (#6005-23)					
ACTS	Replacement of Existing BOC					
ACTS (TRANSIT) TOTAL		82,150	34,000	84,600	87,150	89,800
		FY2023-2027 CIP TOTAL:				377,700
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
<i>General Fund</i>		16,430	6,800	16,920	17,430	17,960

Town of Altavista
ADOPTED
FY2023 - 2027 Capital Improvement Plan



Grants - Dept. of Rail and Public Transportation	65,720	27,200	67,680	69,720	71,840
ACTS (TRANSIT) TOTAL	82,150	34,000	84,600	87,150	89,800

<u>POLICE DEPARTMENT CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
PD	Replacement of In Car Cameras	12,170				
PD	Vehicle - New	55,000	100,000	60,000		
PD	Community Safe Space	10,000				
PD	Replacement of Mobile Data Terminals		41,200			
<u>POLICE DEPARTMENT TOTAL</u>		77,170	141,200	60,000	0	0
				FY2023-2027 CIP TOTAL:		278,370
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		77,170	141,200	60,000		
<u>POLICE DEPARTMENT TOTAL</u>		77,170	141,200	60,000	0	0

<u>PUBLIC WORKS CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000
PW	Painting Outside of Booker Building	18,000				
PW	Purchase of Power Buggy - Cemetery	48,000				
PW	Repl Scagg 60" Zero Turn Mower	12,000				
PW	Honda UTV (2)	34,000				
PW	Clearing of Bank along Creek	50,000	50,000			
PW	Purchase 96" Exmark Mower (Earmark)	15,500	15,500			
PW	Replacement of 2012 1 Ton Dump Truck (St)	18,250	18,250			
PW	Replacement of 2010 Pickup Truck	9,700	9,700	9,700		
PW	Replacement of 2012 1 Ton Dump Truck (B&G)	14,450	14,450	14,450		
PW	Fuel System Update	4,000	4,000	4,000	4,000	
PW	Shreve Park Fountain Upgrade		30,000			
PW	Purchase of Road Plates		41,000			
PW	Bedford Avenue Decorative Street Lights		339,300			
PW	Replacement of Leaf Vac		70,000			
PW	Streetlight Upgrades (LED)		32,500	32,500		
PW	Replace 2006 GMC Single Axle Dump Truck			150,000		
PW	7th Street Decorative Street Lights				300,400	
PW	Repl. of Traffic Lights at various locations					825,000
PW	Replacement of Message Boards					19,000
PW	Purchase of Additional Light Tower					14,000
PW	Purchase of Tailgate Spreaders					16,000
PW	Replacement of 2022 Refuse Truck					90,000
<u>PUBLIC WORKS TOTAL</u>		303,900	704,700	290,650	384,400	1,044,000
				FY2023-2027 CIP TOTAL:		2,727,650
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
General Fund		118,880	545,430	205,380	306,400	136,000
Highway Fund		126,520	136,770	83,270	76,000	908,000
Enterprise Fund (W)		5,250	11,250	1,000	1,000	
Enterprise Fund (WW)		5,250	11,250	1,000	1,000	
Cemetery Fund		48,000				
<u>PUBLIC WORKS TOTAL</u>		303,900	704,700	290,650	384,400	1,044,000

Town of Altavista
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FY2023 - 2027 Capital Improvement Plan



<u>ECONOMIC DEVELOPMENT CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
ED						
<u>ECONOMIC DEVELOPMENT TOTAL</u>		0	0	0	0	0
		FY2023-2027 CIP TOTAL:				0
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>						
<i>Highway Fund</i>						
<i>Enterprise Fund (W)</i>						
<i>Enterprise Fund (WW)</i>						
<i>Grants (List)</i>						
<i>Bonds (List)</i>						
<i>Reserve (List)</i>						
<i>Other (List)</i>						
<u>ECONOMIC DEVELOPMENT TOTAL</u>		0	0	0	0	0

<u>PARKS & RECREATION CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
P&R	Painting Eng/Shreve Restrms & Conc. Stand	13,800				
P&R	Painting (2) Gazebos	6,000				
P&R	Shade Sails (3)	19,500				
P&R	Walking Biking Trail to Lane Access Road		75,000			
P&R	Dog Park/English Park		70,500			
P&R	Overnight RV Campground		10,000	50,000		
P&R	Repaving/Striping Trade Lot Parking Lot		46,400	185,600		
P&R	Connection to YMCA Parking Lot		10,000	62,500		
P&R	Improvements to Pedestrian Bridge Over RR			20,000	130,000	
P&R	Renovations to War Memorial Entrance			35,250		
P&R	Ballfield Lights (SP)			180,000		
P&R	Disc Golf Course				26,100	
P&R	Inner Loop Trail					87,000
<u>PARKS & RECREATION TOTAL</u>		39,300	211,900	533,350	156,100	87,000
		FY2023-2027 CIP TOTAL:				1,027,650
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		39,300	196,900	398,350	156,100	87,000
<i>Grants (Research Funding Opportunities)</i>				45,000		
<i>Other - Transfer In</i>		0	15,000			
<i>Other - YMCA</i>				90,000		
<u>PARKS & RECREATION TOTAL</u>		39,300	211,900	533,350	156,100	87,000

<u>COMMUNITY DEVELOPMENT</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
CD	Spark Phase 2	582,540				
CD						
<u>COMMUNITY DEVELOPMENT TOTAL</u>		582,540	0	0	0	0
		FY2023-2027 CIP TOTAL:				582,540
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		582,540				
<u>COMMUNITY DEVELOPMENT TOTAL</u>		582,540	0	0	0	0

Town of Altavista
ADOPTED
FY2023 - 2027 Capital Improvement Plan



UTILITIES (WATER) CIP BY YEAR						
		FY2023	FY2024	FY2025	FY2026	FY2027
UT(W) Tank Maintenance		38,300	40,000	40,000	40,000	40,000
UT(W) Raw Water Control Valve		60,000				
UT(W) Water Plant Security		196,000				
UT(W) WTP SCADA Improvements / Repl. Computers		230,000		173,000		100,000
UT(W) Sedimentation/Solids Handling Impr.		350,000	2,036,000			
UT(W) Advanced Water Metering System		1,075,000				
UT(W) Meter Truck Replacement		20,000				
UT(W) Replacement of Mobile 6" Pump		10,000				
UT(W) Painting of Walls & Floors at WTP		25,000				
UT(W) Installation of inline valve at Melinda Tank		25,000				
UT(W) Spring Site Infrastructure Improvements		46,000	1,100,000			
UT(W) Sweeper with Hopper Attachment			4,000			
UT(W) Water Plant Truck with Lift Gate			45,000			
UT(W) Grapple Bucket & Brush Cutter Head			7,500			
UT(W) Brush Cutter Head Attachment for Yanmar			5,500			
UT(W) Replacement of Solids Tank Pump #1			35,000			
UT(W) WTP Heat Pump Replacement			30,000			
UT(W) Replacement of Pick-up Truck (Utility)			25,000			
UT(W) Maintenance Utilities Truck				65,000		
UT(W) Hydraulic Thumb & Tilting Grade Bucket				6,000		
UT(W) Trencher Attachment				3,000		
UT(W) Chemical Pump Replacement				25,000		
UT(W) Commercial Water Truck				75,000		
UT(W) Replacement of Solids Tank Pump #2					40,000	
UT(W) Beverly Heights / Incr. Water Pressure					239,000	
UT(W) Holly Hills/Northgate / Incr. Water Pressure					239,000	
UT(W) Sewer Vactor Truck Replacement					75,000	
UT(W) Raw Water Pump Replacement					42,000	50,000
UT(W) Beverly Heights Water Line Replacements						2,000,000
UTILITIES (WATER) TOTAL		2,075,300	3,328,000	387,000	675,000	2,190,000
				FY2023-2027 CIP TOTAL:		8,655,300
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
Enterprise Fund (W)		178,300	192,000	214,000	197,000	90,000
Enterprise Fund (WW)		0				0
Grants - ARPA		1,121,000	1,100,000			
Bonds - Potential New Debt		776,000	2,036,000	173,000	478,000	2,100,000
UTILITIES (WATER) TOTAL		2,075,300	3,328,000	387,000	675,000	2,190,000

UTILITIES (SEWER) CIP BY YEAR						
		FY2023	FY2024	FY2025	FY2026	FY2027
UT(S) WWTP Electrical Upgrade		1,568,200				
UT(S) Repl of Autoclave		30,000				
UT(S) Sewer Line Root Removal		10,000				
UT(S) Return Sludge Replacement Impeller		5,000	5,000			
UT(S) Lynch Creek Sewer Line Replacement		1,582,240				
UT(S) Aeration Rehab		694,500	2,751,000			
UT(S) 40 hp Pump Replacement/Main PS		40,000				
UT(S) 60 hp Digester Blower		18,000			20,000	
UT(S) Main Pump Station Upgrade		51,000	862,000			
UT(S) Replacement of Lab Scales		5,000				
UT(S) UV Light System*		750,000				
UT(S) Replacement of Mobile 6" Pump		50,000				
UT(S) SCADA Improvements		350,000				

Town of Altavista
ADOPTED
FY2023 - 2027 Capital Improvement Plan

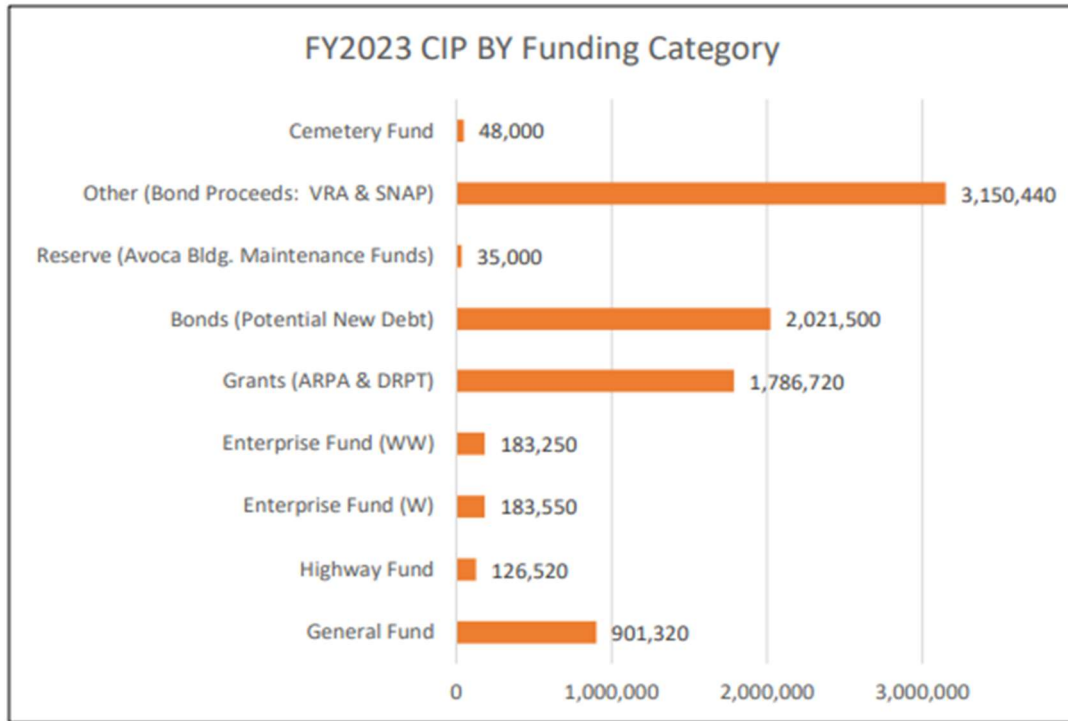


UT(S)	Meter Truck Replacement	20,000				
UT(S)	Feed Pump Replacement for Press System		28,500		29,000	
UT(S)	Brush Cutter Head Attachment for Yanmar		5,500			
UT(S)	Truck Replacement (Utility)		50,000			
UT(S)	Riverview Pump Station Upgrade		20,000	289,000		
UT(S)	Sweeper with Hopper Attachment		4,000			
UT(S)	Grapple Bucket & Brush Cutter Head		7,500			
UT(S)	Replacement of Pick-up Truck (Utility)		25,000			
UT(S)	Maintenance Utilities Truck			65,000		
UT(S)	40 hp Pump Replacement/Riverview PS			40,000		
UT(S)	Hydraulic Thumb & Tilting Grade Bucket			6,000		
UT(S)	Trencher Attachment			3,000		
UT(S)	Secondary Clarifiers			1,998,000		
UT(S)	Commercial Water Truck			75,000		
UT(S)	Heat Pump Repl in Lab and Office			30,000		
UT(S)	Sewer Vactor Truck Replacement				240,000	
UT(S)	Tandem Dump Truck Replacement					250,000
UT(S)	Solids Handling Engineering					200,000
UTILITIES (SEWER) TOTAL		5,173,940	3,758,500	2,506,000	289,000	450,000
				FY2023-2027 CIP TOTAL:		12,177,440
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
<i>General Fund</i>						
<i>Enterprise Fund (W)</i>						
<i>Enterprise Fund (WW)</i>		178,000	125,500	219,000	289,000	450,000
<i>Grants - ARPA</i>		600,000				
<i>Bonds - VRA</i>		1,568,200				
<i>Bonds - SNAP</i>		1,582,240				
<i>Bonds - Potential New Debt</i>		1,245,500	3,633,000	2,287,000		
UTILITIES (SEWER) TOTAL		5,173,940	3,758,500	2,506,000	289,000	450,000

SUMMARY OF FUNDING SOURCES FOR FY2023-FY2027 CAPITAL IMPROVEMENT PLAN

FUNDING SOURCES	FY2023	FY2024	FY2025	FY2026	FY2027
<i>General Fund</i>	901,320	909,430	702,650	479,930	240,960
<i>Highway Fund</i>	126,520	136,770	83,270	76,000	908,000
<i>Enterprise Fund (W)</i>	183,550	203,250	215,000	198,000	90,000
<i>Enterprise Fund (WW)</i>	183,250	136,750	220,000	290,000	450,000
<i>Grants (ARPA & DRPT)</i>	1,786,720	1,127,200	112,680	69,720	71,840
<i>Bonds (Potential New Debt)</i>	2,021,500	5,669,000	2,460,000	478,000	2,100,000
<i>Reserve (Avoca Bldg. Maintenance Funds)</i>	35,000	30,000	25,000	9,000	18,000
<i>Other (Bond Proceeds: VRA & SNAP)</i>	3,150,440	15,000	90,000	0	0
<i>Cemetery Fund</i>	48,000	0	0	0	0
TOTAL	8,436,300	8,227,400	3,908,600	1,600,650	3,878,800

FY2023-2027 CIP TOTAL: 26,051,750





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

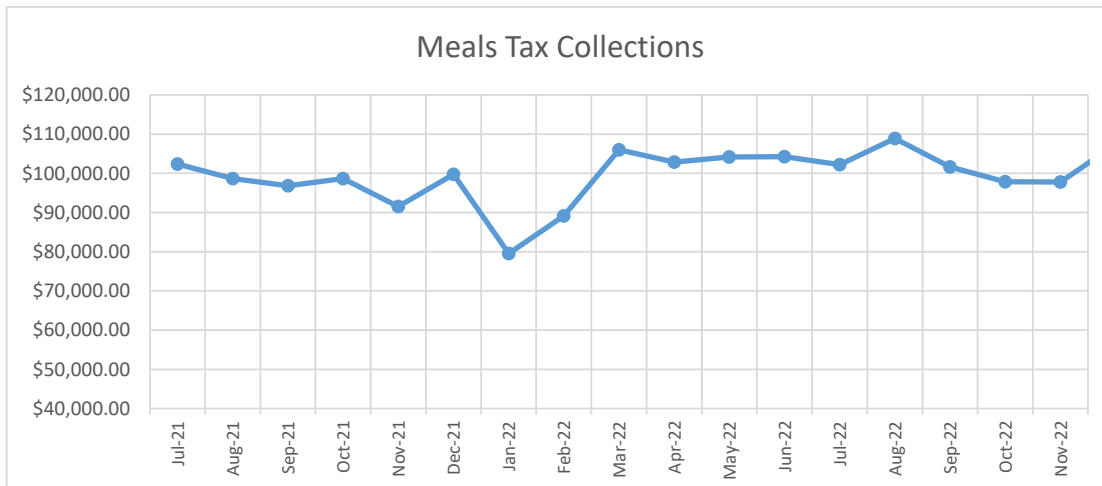
Attachment 2. Sales Tax Report

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	<i>FY2019</i>	<i>\$986,050.18</i>
Oct-21	\$98,658.96	<i>FY2020</i>	<i>\$971,639.35</i>
Nov-21	\$91,491.36	<i>FY2021</i>	<i>\$1,109,805.71</i>
Dec-21	\$99,746.00	<i>FY2022</i>	<i>\$1,173,591.03</i>
Jan-22	\$79,529.83	MTD TOTAL (FY)	
Feb-22	\$89,114.95	<i>FY2022</i>	<i>\$587,671.53</i>
Mar-22	\$105,982.48	<i>FY2023</i>	<i>\$615,671.79</i>
Apr-22	\$102,861.09	+/-	\$28,000.26
May-22	\$104,201.57	Budgeted:	\$1,000,000
Jun-22	\$104,229.58	+/-	-\$384,328.21
Jul-22	\$102,219.51	% of Budget	61.57%
Aug-22	\$108,874.52		
Sep-22	\$101,598.57		
Oct-22	\$97,819.71		
Nov-22	\$97,796.59		
Dec-22	\$107,362.89		
Jan-23			
Feb-23			
Mar-23			
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	
Jan-23	
Feb-23	
Mar-23	
Apr-23	
May-23	
Jun-23	

YTD TOTAL (FY)

FY2020	\$170,672
FY2021	\$210,965
FY2022	\$228,889

MTD TOTAL (FY)

FY2022	\$92,040
FY2023	\$101,085

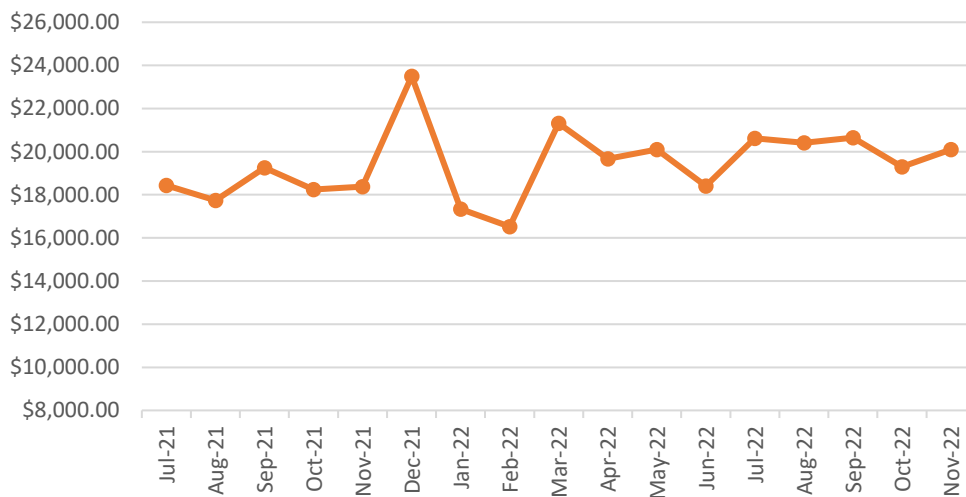
+/- \$9,045

Budgeted: \$200,000

+/- \$98,915

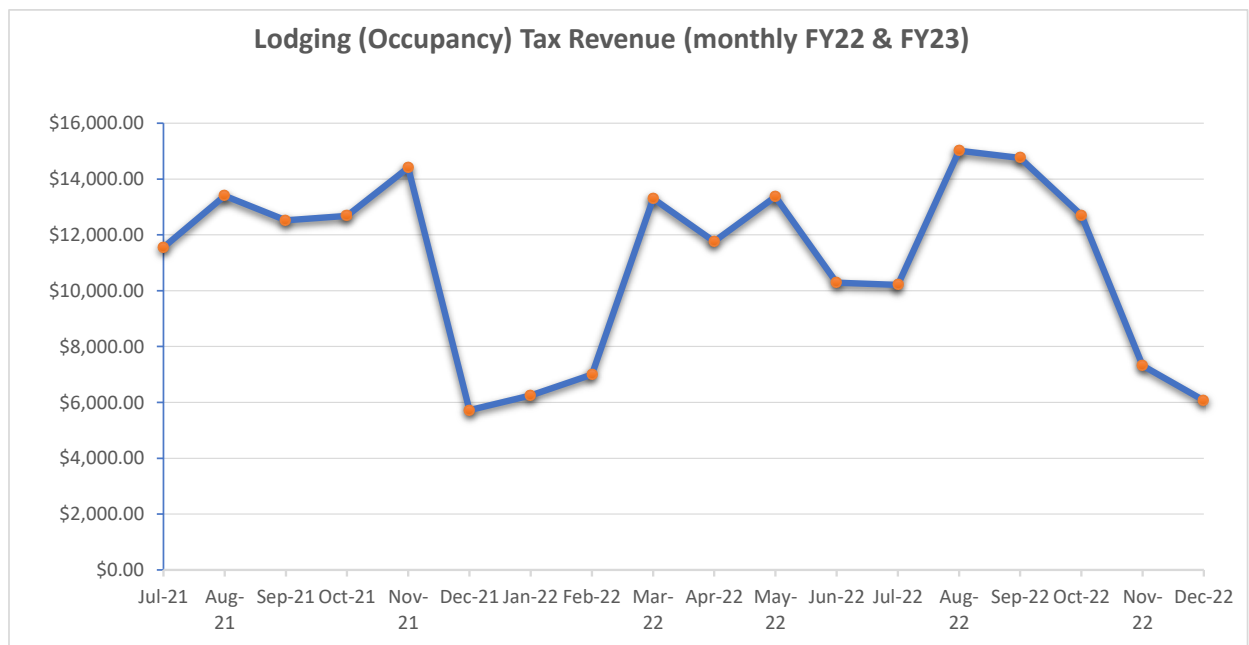
% of Budget 46.02%

Local Sales Tax (Monthly FY22 & FY23)



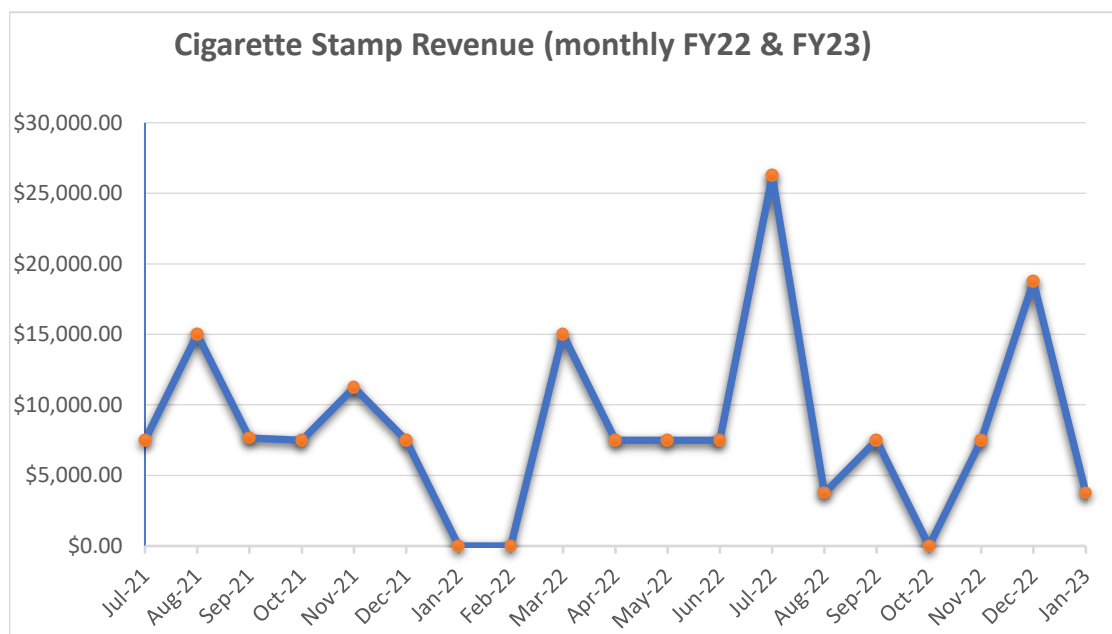
**Town of Altavista
Lodging (Occupancy) Tax**

Jul-21	\$11,551		
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$12,686	FY2022	FISCAL YEAR TOTAL \$132,244
Nov-21	\$14,408		
Dec-21	\$5,722		
Jan-22	\$6,248	FY2022	MTD TOTAL (FY) \$70,284
Feb-22	\$7,000	FY2023	\$66,080
Mar-22	\$13,294	+/-	-\$4,203
Apr-22	\$11,765		
May-22	\$13,365	Budgeted:	\$99,500
Jun-22	\$10,288	+/-	-\$33,420
Jul-22	\$10,206	%/Budget:	66.41%
Aug-22	\$15,015		
Sep-22	\$14,759		
Oct-22	\$12,713		
Nov-22	\$7,317		
Dec-22	\$6,071		
Jan-23			
Feb-23			
Mar-23			
Apr-23			
May-23			
Jun-23			



Town of Altavista Local Cigarette Tax

		FISCAL YEAR	
		TOTAL	
Jul-21	\$7,500		
Aug-21	\$15,000		
Sep-21	\$7,650	FY2019	\$140,288
Oct-21	\$7,500	FY2020	\$124,684
Nov-21	\$11,235	FY2021	\$101,612
Dec-21	\$7,500	FY2022	\$93,885
Jan-22	\$0		
Feb-22	\$0		
Mar-22	\$15,000	FY2022	\$56,385
Apr-22	\$7,500	FY2023	\$67,500
May-22	\$7,500	+/-	\$11,115
Jun-22	\$7,500		
Jul-22	\$26,250	Budgeted:	\$100,000
Aug-22	\$3,750	+/-	-\$32,500
Sep-22	\$7,500	%/Budget:	67.50%
Oct-22	\$0		
Nov-22	\$7,500		
Dec-22	\$18,750		
Jan-23	\$3,750		
Feb-23			
Mar-23			
Apr-23			
May-23			
Jun-23			





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Public Services Monthly Reports

Staff Resource: Teri Anderson, Administration, Public Works Dept.

Action(s):

For Review

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment 1. BUILDINGS_AND_GROUNDS_MONTHLY_REPORT_JANUARY_2023.docx](#)

[attachment 2. FLEET_MAINTENANCE_DEPARTMENT-JANUARY_2023.docx](#)

[attachment 3. STREET_DEPARTMENT_MONTHLY_REPORT- JANUARY_2023.docx](#)

BUILDINGS AND GROUNDS

FEBRUARY 6, 2023

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

Vacation / Funeral / Sick Leave Taken		112
Meetings / Data Entry / Work Planning / Training		53
# Of Call Duty Hours		10
# Of Hours ELD Training at CVCC		12
Holiday		96
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations	2	64.25
Cemetery Grounds Maintenance		9.25
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)	97.28	96
Residential Garbage Collected (Tonnage) Town of Hurt	38.02	32
# Of Curbside Brush Collected (Stops)	97	31
Loads of Brush Collected	5	
# Of Curbside Bulk Collected (Stops)	91	24.25
Bulk Collection (Tonnage)	8.01	
# Of Tires Collected	6	1
# Of Residential Garbage Citations Issued	0	0
Vehicle Maintenance		20.50
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		0
# Of Building Maintenance Hours		101.50
# Of Park Cleaning		171.25
# Of Parks Ground Maintenance Hours		0
# Of Seasonal – Remove Christmas		20.50
# Of Vista Theatre Maintenance and Assisting		0
Special Projects – 703 13 th Street – Boarding Up House		8.50
# Of Vehicle Maintenance Hours		37
# Of Industrial Park Clearing & Cleaning		168
# Of Assisting Other Crews		7.50

Total Labors Hours for the Month	1075.50
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FLEET MAINTENANCE DEPARTMENT

DATE: FEBRUARY 6, 2023

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: JANUARY 2023

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings/Training	14.50
Holiday	32
Daily/ Weekly/ Planning & Scheduling	54
Sick Leave Used	48
CIP / Budgeting / Calling Vendors	25.75
Preventive Maintenance	73
General Repair's	42.25
Troubleshoot and Diagnostic	.75
DMV Titling	2
On the Road Service Call	2.25
Picking Up & Delivery	40
Building & Grounds	3.75
Tool Inventory	2.50
Inspections/Surplus	5
Assisting Other Crews	3.25
General Maintenance	3
Total Labor Hours for the Month	352

STREET DEPARTMENT MONTHLY REPORT

DATE: FEBRUARY 6, 2023

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: JANUARY 2023

DESCRIPTION	Labor Hours
Vacation / Sick Leave Taken / Comp. Time Used / Funeral Leave	104
Holiday	80
Staff, Safety Meetings/Data Entry/Planning Schedule	74.25
Weekend Truck (1.73 Tons) (4) Trucks	12.50
Street Sweeping (Miles Swept Main St. and Bedford Ave. 13 / Town Wide 0)	4
Litter Control (Bags Collected 19)	18.25
Assisting Other Crews	92.25
Town Wide Mowing (0 Miles)	6
Signage	0
Shoulder Work / Stone (2.70 Tons)	24
Ditch & Drainage Pipe Maintenance	26.75
Weed Control (Gallons Sprayed 0)	0
Street Lighting	5.50
Dead Animal Removal/Buzzard Control	2
Decorative Street Light	15.25
Tree/Trimming/Removal	67.50
Install Driveway Pipe	80
Call Duty	2
Vehicle/Equipment Maintenance	28.25
Public Works Lot Cleaning (Tons)	48.75
Sidewalk Repair	16.50
Special Projects / Special Events / Seasonal-Christmas Lights/Flag Rotation	93.75
Leaf Collection / Leaf Collection Loads (9)	76.50
Snow Prep	8
Total Labor Hours for the Month	886



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Utility Project Updates

Staff Resource: Tom Fore and Paul Hill, Public Services

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[*STATUS REPORT AERATION STUDY 2-09-2023.pdf*](#)

[*STATUS REPORT AMI PROJECT 2-09-2023.pdf*](#)

[*STATUS REPORT CLARIFIER #3 PROJECT 2-09-2023.pdf*](#)

[*STATUS REPORT FILTER IMPROVEMENT PROJECT 2-09-2023.pdf*](#)

[*STATUS REPORT FRAIZER ROAD DRAINAGE PROJECT 2-09-2023.pdf*](#)

[*STATUS REPORT VDEM GENERATORS 2-09-2023.pdf*](#)

[*STATUS REPORT LYNCH CREEK PROJECT 2-09-2023.pdf*](#)

[*STATUS REPORT SPRINGS SCADA PROJECT 2-09-2023.pdf*](#)

[*STATUS REPORT WWTP ELECTRICAL PROJECT 2-09-2023.pdf*](#)

[*February 2023 Monthly Report for Council Members 1.pdf*](#)

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

[*STATUS REPORT MELINDA HPZ PROJECT 2-09-2023.pdf*](#)

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
2 February 2023

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

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
Hurt and Proffitt Projects
Status Report**



Date: February 8, 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. H&P awarded the project to Water Works.
2. Let all other vendors know that the project was awarded.

Anticipated Work Over the Next two Weeks

1. Project Kick-Off meeting with vendor is scheduled for 2/15/23.

Outstanding Issues

1. None at this time

Construction Schedule Update

1. Not applicable at this time

Budget Summary

1. Bid Assistance	Contract:	\$12,500	JTD:	\$12,500
2. Construction Administration	Contract:	\$15,000	JTD:	\$400

Submitted by:

Chad Hodges, PE
Asst. Project Manager

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



Date: February 8, 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. Received information from expected project Vendor for incorporation into the plans and specifications.
2. Received photos of Clarifier #3 current condition from Town on February 7th.

Anticipated Work Over the Next two Weeks

1. Prepare Draft Technical Specifications and Plans.
2. Submit Draft Documents for Review.

Outstanding Issues

1. None

Construction Schedule Update

1. Construction unstarted

Budget Summary

1. Design Services	Contract:	\$9,000	JTD:	\$5,670
2. Bidding Assistance	Contract:	\$7,000	JTD:	\$0
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 Projects
Status Report - Peed & Bortz, LLC
2 February 2023

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

Recent Activities: Project is substantially complete. Contractor has resolved login issues on SCADA.
Anticipated work over the next two weeks: Contractor completing final punchlist items including training, setting control units to status IP, and replacement of the waste flow meter.
Upcoming Tasks:
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: \$38,000
Balance to Complete: \$18,000

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
2 February 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
2 February 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

Recent Activities: Paul Hill is coordinating replacement of the SPD unit under warranty to be installed by Contractor and warranty replacement of two engine heating units that have failed. Engine heating units are responsibility of the generator provider. Engineer has processed the last change order and payment application

Anticipated work over the next two weeks:

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: \$41,820

Balance to Complete: \$1780

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
Hurt and Proffitt Projects
Status Report**



Date: February 8, 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. Waiting on Mendon to schedule time to take care of the remaining punch list items that have been photographed per the Town.

Anticipated Work Over the Next two Weeks

1. None to date

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

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
2 February 2023

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

Recent Activities: Town has issued a Notice of Award to Lord & Co.
Anticipated work over the next two weeks: Contractor has provided a schedule of values and a projected project schedule
Upcoming Tasks:
Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$9600
Invoiced To Date: \$2400
Balance to Complete: \$7200

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price:	Staunton River Intake Site & SCADA Integration	\$58,922
	Bedford Tank & Pump Station Site & SCADA Integration	\$60,563
	McMinnis Spring Site & SCADA Integration	\$54,390
	Reynolds Spring Site & SCADA Integration	\$54,390
	Water Treatment Plant Existing Control Panel Demolition	\$11,385
	Total Bid Price if All Work is Awarded	\$239,650

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
2 February 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: Progress and substantial completion coordination meeting held on 29 November. CRB has prepared a preliminary punchlist of items to be completed. Contractor met with Master Engineer to discuss remaining RFI and control wiring items. Dominion switchover has occurred and buildings are being switch over to new service. Blower building and Sludge Pump Station building are complete. Generator commissioning and owner training has occurred. Contractor is working on logistics of switchover in Solids Handling Building in conjunction with Engineer on some control wiring issues that have come up.

Anticipated work over the next two weeks: 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.

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

Current Paid: \$3,478,984

Balance to Finish plus retainage: \$502,165

2021-2022 Water, Sewer & Curbside Refuse Collection Billing History

Printed 9-Feb-23

Customer Class		February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22	November-22	December-22	January-23	Average
WATER	Residential Base-IT	9	10	1,353	26	13	17	19	1,392	1,401	17	24	1,340	468
	Commercial Base-IT	45	43	218	24	13	46	44	215	214	45	44	205	96
	Residential Base-OT	-	-	151	-	-	1,126	1	151	151	-	-	150	173
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	31	31	31	31	31	31	31	31	31	31	31	31	31
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	5	5	5	5	5	5	5	5	5	5	5	8	5
	TOTAL	91	90	1,759	87	63	1,226	101	1,795	1,803	99	105	1,735	775
	Gallons													Total
	Residential Use-IT	20,990	253,440	13,858,847	186,130	72,320	49,530	62,700	15,690,419	15,756,639	62,650	149,270	14,156,747	60,319,682
	Commercial Use-IT	2,622,220	3,214,810	4,384,976	1,113,970	1,520,590	2,999,160	4,771,230	3,637,266	5,815,075	3,433,340	1,125,400	5,821,091	40,459,128
	Residential Use-OT	-	-	1,657,858	-	-	123,545	7,030	1,930,850	1,930,850	-	-	-	5,650,133
	Commercial Use-OT	2,425,000	2,425,000	2,380,000	2,380,000	2,424,500	2,432,450	2,432,450	2,641,000	2,652,000	2,583,000	4,345,660	215,644	29,336,704
	Municipal	317,880	317,880	328,450	386,750	444,060	626,890	626,890	602,380	800,850	589,830	449,380	284,120	5,775,360
	Industrial	41,890,355	39,401,090	45,809,047	42,484,361	42,841,404	56,510,780	40,288,360	47,783,609	18,559,838	47,440,757	48,330,196	51,157,883	522,497,680
	TOTAL WATER SOLD	47,276,445	45,612,220	68,419,178	46,551,211	47,302,874	62,742,355	48,188,660	72,285,524	45,515,252	54,109,577	54,399,906	71,635,485	664,038,687
	NET DELIVERED	58,545,251	53,441,639	59,466,715	61,597,331	68,238,729	56,394,184	62,798,005	72,191,829	51,309,541	67,285,674	65,060,629	63,255,922	739,585,449
	FRACTION BILLED	83%	119%	88%	77%	111%	69%	111%	77%	100%	89%	80%	113%	90%
	Total (TOA,sold,hydmts, Leaks)	297,400	127,423	25,100	21,300	18,700	87,400	85,700	50,300	16,700	14,800	11,400	14,500	770,723
	Dollars													Total
	Residential Base & Use-IT	321	1,053	64,401	1,364	556	632	717	78,231	78,642	672	1,096	90,733	318,417
	Commercial Base & Use-IT	9,926	11,629	21,423	4,036	5,684	11,186	16,362	18,483	39,222	12,352	10,557	26,765	187,625
	Residential Base & Use-OT	-	-	16,115	-	-	61,879	62	14,981	14,981	-	-	-	123,722
	Commercial Base & Use-OT	11,148	11,148	10,944	10,944	1,145	11,182	11,182	12,126	12,176	11,863	19,852	19,800	143,511
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	125,425	118,494	124,703	127,184	128,241	169,222	120,619	142,869	56,367	143,025	145,113	154,027	1,555,289
	TOTAL	146,820	142,324	173,185	143,528	135,626	254,100	148,942	266,691	201,388	167,912	176,619	307,029	2,328,564
SEWER	Units													Average
	Residential Base-IT	5	9	1,191	23	13	3	15	1,232	1,240	15	20	1,179	412
	Commercial Base-IT	43	40	152	24	14	40	43	199	198	43	43	188	86
	Commercial Base-OT	7	7	7	7	7	7	7	7	7	7	7	7	7
	Municipal	8	8	8	8	8	8	8	8	8	8	8	8	-
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	67	68	1,362	66	46	62	77	1,450	1,457	77	82	1,386	509
	Gallons													Total
	Residential Use-IT	9,183	14,518	9,095,743	118,544	61,523	1,070	41,667	11,120,316	11,176,827	47,934	119,659	9,959,423	41,766,406
	Commercial Use-IT	1,501,219	2,215,820	3,230,757	903,250	743,836	1,589,848	3,178,006	2,454,459	10,222,821	2,450,706	865,810	4,637,833	33,994,365
	Commercial Use-OT	174,992	2,425,000	182,450	277,036	209,250	66,500	304,796	319,040	298,340	199,740	149,844	215,644	4,822,632
	Municipal	94,850	94,850	133,980	128,330	126,123	181,780	181,780	58,100	220,610	92,890	88,900	105,370	504,556,941
	Industrial	39,540,000	37,420,000	41,872,222	40,490,000	39,830,556	48,034,163	33,630,000	50,130,000	33,280,000	48,610,000	43,110,000	48,610,000	585,140,344
	TOTAL SEWER BILLED	41,320,244	42,170,188	54,515,152	41,917,159	40,971,288	49,873,361	37,336,249	64,081,916	55,198,598	51,401,269	44,334,213	63,528,270	665,841,202
	WWTP EFFLUENT	53,405,500	50,369,700	57,782,200	57,742,300	59,036,500	57,073,002	55,860,000	60,079,000	40,813,000	56,190,000	56,230,000	61,260,000	88%
	FRACTION BILLED	95%	76%	103%	82%	73%	87%	67%	107%	135%	91%	79%	104%	88%
	Dollars													Total
	Residential Base & Use-IT	57	83	35,183	462	241	52	181	70,919	71,088	221	468	38,190	18,095
	Commercial Base & Use-IT	5,470	8,054	10,736	3,285	2,719	5,787	11,562	8,794	17,276	8,921	8,395	8,587	8,299
	Commercial Base & Use-OT	991	1,629	1,599	1,802	1,290	730	2,034	1,614	1,754	11,863	776	1,640	2,310
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	147,893	140,304	145,269	151,278	167,795	179,030	135,245	186,730	124,174	180,829	160,369	180,829	1,899,745
	TOTAL	154,411	150,070	191,188	156,827	172,045	185,599	149,022	268,057	214,291	201,834	170,009	229,245	1,928,449
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	67	167	192	108	124	207	145	199	319	107	82	97	155
	Curbside- BULK	46	58	117	106	127	95	139	109	115	77	88	91	85
	TOTAL	113	225	309	214	251	302	284	308	434	184	170	188	240
	Curbside-IT	83	110	91	102	106	93	108	93	90	103	93	97	1,096
	Curbside-BULK	6	14	12	16	16	12	23	10	11	11	9	8	153
	TOTAL	89	124	103	118	122	105	131	103	101	114	102	105	1,249

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Polly Brown
 DEPARTMENT: Water Treatment Plant
 MONTH: January 2023

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 16.12 Hours per Day which yielded approximately 1,592,677 gallons of water per day.
 Rain 3.8 YTD Rain 0 Snow 0 YTD Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)		hrs			
Average Hours per day (weekends)	<u>12.03</u>	hrs			
Average produced (week days)	<u>17.80</u>	gallons per day			
Average produced (weekends)	<u>1,061,436</u>	gallons per day			
Total Raw Water Pumped:	<u>49.37</u>	million gallons			
Total Drinking Water Produced:	<u>1.58</u>	million gallons			
Average Daily Production: (drinking)	<u>1,554,043</u>	gallons per day			
Average percent of Production Capacity:	<u>0</u>	%			
Plant Process Water:	<u>1,403,324</u>	(finished water used by the plant)			
Bulk Water Sold @ WTP:	<u>6,000</u>	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use	<u>8,500</u>	gallons			
McMinnis Spring					
Total Water Pumped:	<u>7.357</u>	million gallons	average hours per day	<u>13.1</u>	
Average Daily Produced:	<u>237,323</u>	gallons per day	Rain at MC	<u>4.5</u>	YTD Rain <u>4.50</u>
Reynolds Spring			snow	<u>0.00</u>	<u>0.00</u>
Total Water Pumped:	<u>7.666</u>	million gallons	average hours per day	<u>4.5</u>	Total Precip <u>4.50</u>
Average Daily Produced:	<u>247,290</u>	gallons per day	Rain at RE	<u>13.9</u>	YTD Rain <u>13.90</u>
Purchased Water from CCUSA	<u>57,596</u>	gallons	snow	<u>0.00</u>	<u>0.00</u>
Sold to Hurt	<u>2,433,500</u>	gallons		<u>0</u>	Total Precip <u>13.9</u>
Industrial Use	<u>35,942,673</u>	gallons			
			Water lost due to leaks		
			<u>none captured</u>		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Melinda High Pressure Zone- Station is operating with punch list items created for this project.
 Filter Upgrade - In final stages to complete.(SCADA and training)
 The Source Water Protection Local Advisory Committee will meet again when date has been set
 Generator project, awaiting surge protection device at McMinnis (Should be completed by March 1st)
 Town of Hurt DBP improvement project Electricians and contractor have been onsite to repair meter.
 Springs SCADA project - Awaiting project start, the schedule has been received
 Sedimentation Basin Project Award letter received, now awaiting VDH confirmation letter (Engineer to be selected)
 AMI Meter system bids were received, awarded to Waterworks, Inc. Kick off meeting scheduled for February 15th
 WTP SCADA upgrade scope to be discussed with the engineer
 Springs Rehabilitation - Council to approve engineer selection at February 14th meeting under consent agenda
 Raw Water Control Valve to be aquired within the next two months including a accutuator
 Cleaned Basin #2 and #5

# of Service Connections	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	104	Monthly	Rereads	0
	0	Quarterly	Rereads	0
# of Meters Cut Off For Non-Payment	0			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	20			
	219.76	Tons		
# of Location Marks made for Miss Utility	32			
# of Meters Replaced	0			
# of Water Lines Repaired	1		# of Sewer Lines Unstopped	1
Locations:			Locations:	
Reed Creek Pump Station - Main			1023 Main Street	
# Air Relief Valves Inspected	0			
# of PRV Maintenance/Inspection	7			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	30'	Sewer Main Cleaned		
Sewer (Root Cutting) Main	273'	Sewer Main Cleaned Manholes		
Sewer (Root Cutting)Main Manholes		Sewer Service Cleaned		
Sewer Video Footage	298'	Sewer Service Video		
Sewer Video Manholes		Sewer (Root Cutting) Service		
Duke Root Control (Contractor)		Sewer Right of Way Clearing Footage		
Water Turn On and Offs	32	Sewer Manholes Inspected		
Water Right of Way Clearing Footage		Sewer Installed Clean Out		
Water Meter Box Replacement				
# 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: January-23

Average Daily Flow	1.90 MGD	
TSS Reduction	94 %	
BOD Reduction	99 %	
VPDES Violations	0	
Sludge (Regional Land Fill)	249 tons	
Rain Total	4.15 Inches	Snow Total _____ Inches

Other Wastewater Activities and CIP Projects:

WWTP Electrical Upgrade continues
Aeration improvement application - Awaitng response from DEQ
Clarifier Number 3 Retrofit- Solicit bids from engineers to design this project
Mister Installation - Unit has been set. All power has been installed by sub-contractor and awaiting power from Dominion.
Application for Lynch Creek sewer line from 7th street to boat ramp access has been submitted.
Pre-grant application for USDA-RD is being done for preliminary engineering report and environmental review

Month: January
Week: January 3rd, 2023

Month: January
Week: January 9th, 2023

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Reviewed and submitted Timesheets
- Submitted DMR
- Submitted Rain Data to National Weather Service
- Service UV system B
- Submitted Monthly Industrial Billing
- UV System on New Power feed
- Scheduled Annual Generator Service
- UV system check
- Replaced #4 return pump
- Reviewed BGF remediation project data
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Main Lab on New Power feed
- Annual Generator Service 1-13-23
- DEQ field Inspection 1-10-23
- UV system check
- Entered Lab data
- Normal Plant Operations

Month: January
Week: January 16th, 2023

Month: January
Week: January 23rd, 2023

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Reviewed and submitted Timesheets
- Replacing #1 sludge return motor
- Submitted follow up information for DEQ Field Inspection
- Compiling Annual Pretreatment Report data
- Compiling Annual PMP data
- UV system check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Completed Employee Evaluations
- Completed #1 sludge return motor replacement
- Submitted Annual Pretreatment Report data
- Submitted Annual PMP data
- UV system check
- Entered Lab data
- Normal Plant Operations

Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



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)

January 9, 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 completed install of equipment in pump station and final testing.
2. Start-up & training

Anticipated Work Over the Next 4 Weeks

1. Contractor to complete final completion punch list.

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. Replace Juniper bushes in 3 different areas.
2. Pressure Transmitters.

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	\$48,404.00

3.

Construction Contract	\$1,226,972.71
JTD	\$1,090,802.71

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:

A handwritten signature in black ink, appearing to read 'Ryan P. Kincer', is written over a horizontal line.

Ryan P. Kincer, P.E.
Project Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Police Department Monthly Reports

Staff Resource: APD, Chief Merricks

Action(s):

For informational purposes

Explanation:

January 2023 Monthly Reports

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment 1. 2023 ALTAVISTA POLICE DEPT MONTHLY REPORT-JANUARY.pdf](#)

[attachment 2. APD Patrol on 29-January 2023.pdf](#)

2023 ALTAVISTA POLICE DEPT MONTHLY REPORT	
	January
Criminal Arrests "Felony"	3
Criminal Arrests "Misdemeandor"	16
Warrant Executed	19
Uniform Traffic Summons Issued	19
# Traffic Stops	122
BOLO'S (Be on Look Out)	3
DUI	1
IBR	36
MVA	8
Assist Motorist	22
Calls for Service	408
Alarm Responses	8
ECO/TDO	0
ECO/ TDO HOURS	0
Court Hours	2
Citizen Contacts	1,280
Businesses, Residences Check "Foot Patrols"	462

PATROL-RT 29-January 2023			
Time	Location	Officer	Disposition
1-Jan 1819-	Rt 29	Earhart	Traffic Stop
1-Jan 0111-	Rt 29	Earhart	Traffic Stop
9-Jan 2207-2225	Rt 29	Anthony	Traffic Stop
9-Jan 0147-0245	29NB	Anthony	Pursuit
11-Jan 0627-0645	29 SB	Abbott	Traffic Stop
13-Jan 0214-0227	Rt 29/Main	Elias	Traffic Stop
13-Jan 0348-0352	Rt 29/Clarion	Elias	Traffic Stop
14-Jan 1649-	Rt 29	Earhart	Road Hazard
14-Jan 0230-0234	Rt 29	Anthony	Traffic Stop
15-Jan 2338-2343	29 NB	Elias	Traffic Stop
24-Jan 2301-2306	Rt 29/Lynch Mill	Anthony	Traffic Stop
24-Jan 0053-0102	Rt 29/Bedford	Anthony	Traffic Stop
24-Jan 0404-0422	Rt 29/Clarion	Anthony	Disabled Vehicle
25-Jan 2220-2225	Rt 29	Abbott	Check Location



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Community Development January 2023 Monthly Re

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 Jan 23 Monthly Report.pdf](#)

MEMORANDUM

To: Gary Shanaberger, Town Manager

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

Date: February 2, 2023

Re: January 2023 Community Development Report

Permits

Thirteen (13) Zoning Permits were approved during the month of January:

New Businesses (5): Hancock Electric (Spark Innovation Center Tenant – 508 7th St), Old Dominion Insurance-823 Main St), Autumn Marie, Brand Strategist (Spark Innovation Center Tenant – 508 7th St) Tobacco & Vape (Altavista Commons 105 Clarion Rd #6F), Perfect Canvas Salon (901 7th St – moved from 613 Broad St and was a recipient of Altavista Advantage Loan Program and Altavista On Track Downtown Business Investment Grant)

Ownership Change: 901 7th St (Palmer Chiropractic-new owner)

Mobile Restaurant: Poppie Allen's Kettle Corn (vendor for Uncle Billy's Reunion)

Sign Permits (4): M&M Cleaners, Vape & Tobacco, Old Dominion Insurance, Spark Innovation Center

Accessory Dwelling Unit: 1

Chicken Permit: 1

Violations

Seventeen (17) new violations were reported in January and two (2) were closed. There are twenty-three (23) active code violations, which includes properties on Amherst Ave & Novelty St. A public nuisance hearing has been set for March 14, 2023, before Town Council.

Planning Commission:

The Planning Commission held their organizational meeting on January 3, 2023, and welcomed new Commissioner Ashby Robinson, Jr. They held an Election of Officers where John Jordan was re-elected as Chair and Marie Mitchell was elected as Vice Chair.

The Planning Commission established their work plan for 2023, in which they will focus on the update to the Town of Altavista Zoning Ordinance and Subdivision Ordinance with an expected adoption date of December 13, 2023. Additionally, they along with staff will continue to seek ways to enhance Altavista's housing choices and programs.

Newly appointed Commissioner AJ Robinson, Jr. has enrolled in the Virginia Certified Planning Commissioners' Program (CPC) through Virginia Commonwealth University's Center for Urban and Regional Analysis, a Division of the Douglas Wilder School of Government and Public Affairs. Classes begin Monday, March 6, 2023, and will conclude on Tuesday, May 16, 2023. This program has received both state and national recognition and awards, is designed to provide the legal and technical background needed by citizen-planners and decision makers. The program covers the "what" and "why" of planning in Virginia in addition to reviewing the principals that guide the community planning process. Program participants also learn how to handle and respond to the range of issues that come before a local planning commission. The techniques of making legally defensible planning and zoning decisions are literally built into the core of the course. The program is designed to provide a basic foundation of planning law, history, and to provide the technical expertise needed by planning commissioners to maximize their competency and ability to render legally defensible decisions and recommendations.

Board of Zoning Appeals:

The Board of Zoning Appeals held their organizational meeting on Monday, January 23, 2023. At that meeting Wilson Dickerson was re-elected as Chair and Laney Thompson was re-elected as Vice Chair.

Staff Projects/Meetings:

The Town was notified that its Smart Scale application to the Virginia Department of Transportation (VDOT) for a roundabout at Lynch Mill and Clarion Roads was not recommended for funding by the Commonwealth Transportation Board (CTB).

Planning Commission Vice Chair Marie Mitchell and the Community Development Director met with Ronald Proffitt, Principal, Altavista Combined School to discuss having a student representative on the Planning Commission. Once a pool of perspective students has been assembled, Mrs. Mitchell and Ms. Williams will meet with them and a name will be forwarded to Town Council.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee (TCC) at the Central Virginia Planning District Commission (CVPDC).

Due to the generosity of AARP (American Association of Retired People), the Community Development Director has secured a mobile shredding truck which has the

capability to destroy old, unwanted paper records onsite. The event will be held on Saturday, April 15, 2023 from 8-12 pm. Staff has a request pending with Region 2000 Service Authority on the possibility of hosting a Household Hazardous Waste and Electronic Recycling collection day on the same day. Additional detail will be forthcoming.

As part of the Town's Pre-Planning Grant for the Mosley Heights Neighborhood, the town has assembled a Project Management Team that consists of the Town Manager, Assistant Town Manager, Community Development Director, Central Virginia Planning District Commission, and the town's Housing Rehabilitation Specialist Brian Goldman. The team also consists of key stakeholders in the community and include Sheila Williams, Moseley Heights Community Group, AJ Robinson, Jr., Planning Commissioner, former Councilman Ronald Coleman, April Monroe, and Rev. Eduardo Soto. The Town held a neighborhood meeting on Thursday, January 26, 2023 to explain the project in an effort to garner neighborhood support. The town sent letters explaining what it hoped to accomplish and survey to assist with collecting statistical data as required by the Virginia Department of Housing and Community Development (DHCD). A 90% neighborhood participation rate is required for the town to be eligible for grant funding.

The Town Manager, Assistant Town Manager, Community Development Director and Joe Morici, Stantec, the town's environmental consultant met with staff of the Environmental Protection Agency (EPA) to discuss the town's Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) grant.

In response to complaints received at Town Hall about the posting of temporary yard signs for Special Events, the Community Development Director created a *Temporary Sign Permit for Special Events*, which was forwarded to local nonprofits and organizations. There is no cost for the permit. Signs not approved or not removed by the stipulated date may be removed and discarded by the town.

Work continues on the Town's broadband initiatives to connect Town Hall's internet to the Spark Innovation Center and to establish a public access network at English Park.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Town Council Meeting Calendars

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Informational Items

Explanation:

Altavista Town Council Meeting Calendars for both February and March, 2023, which may include other important dates and/or events.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment 1. Council Calendar - February 2023

attachment 2. Council Calendar - March 2023.pdf

February 2023

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
			1	2 Groundhog Day	3	4
5	6 Planning Commission 5pm	7	8	9	10 Spark Innovation Center GRAND OPENING	11
12	13	14 <u>Council Meeting</u> 6pm *Council receives 2024 Draft Budget Document	15	16	17	18
19	20 Town Offices <u>CLOSED</u> for President's Day	21	22	23	24	25
26	27	28 <u>Council Work Session</u> 5pm *2024 CIP Discussion		<u>NOTES:</u> February 28th AEDA Meeting @ 8:15am (if needed)	<u>NOTES:</u> February 14th = Valentine's Day	

MARCH 2023

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
			1	2	3	4
5	6 Planning Commission 5pm	7	8	9	10	11
12 Daylight Savings Time	13	14 Council Meeting 6pm *2024 Draft Budget and CIP Discussion	15	16	17 St. Patrick's Day	18
19	20 1 st Day of Spring	21	22	23	24	25
26	27	28 Council Work Session 5pm *2024 Draft Budget and CIP Discussion	29	30	31	NOTES: March 28th AEDA Meeting @ 8:15am (if needed)



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 14, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION

Title: Town Council Closed Session

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Council will deliberate in Closed Session

Explanation:

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

Background:

Town Council may convene in closed session, in accordance with the provisions set out in the Code of Virginia, 1950.

Funding Source(s):

Attachments: *(click item to open)*

[attachment. Town Council Closed Session 2.14.23.pdf](#)

TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, February 14th, 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

The motion was made by _____ and seconded by _____.

Motion carried.

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

Town Council went into Closed Session at _____ PM.

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

Adjourned at _____ p.m.

Action(s): _____